



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, April 26, 2016  
5:30 p.m.**

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

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, April 26, 2016 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 1**
  - A. Review of Board of Trustees Institute, Santa Fe, NM
  - B. Presentation of May 2016 Graduation Ceremonies
- VI. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes ..... 2 - 28
    - 1. March 29, 2016 Regular Board Meeting
- VII. Consideration and Action on Committee Items**
  - A. Education and Workforce Development Committee**
    - 1. Review of Presentations to the Education and Workforce Development Committee: ..... 29
      - a. Presentation and Discussion of Degree Works: Keeping Students on the Pathway to Graduation
  - B. Finance and Human Resources Committee**
    - 1. Discussion and Action as Necessary on Hidalgo County and Starr County Tax Resale Properties and Resolution Authorizing Tax Resale..... 30 - 32

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  - B. Instructional Items
    - 2) Active Learning Classroom Whiteboards (Purchase)
    - 3) Instructional Oscillator (Purchase)
    - 4) Training Simulator (Purchase)
    - 5) Ultrasound Training Solution (Purchase)
  - C. Non – Instructional Items
    - 6) Furniture (Purchase)
    - 7) Pecan Campus Library Compact Shelving, Installation, and Services (Purchase)
    - 8) Armored Car Services (Renewal)
    - 9) Travel Services (Renewal)
    - 10) Graduation Facility (License Agreement)
  - D. Technology
    - 11) Computers, Laptop, and Tablets (Purchase)
    - 12) Server (Purchase)
    - 13) Password Reset Software Maintenance Agreement (Renewal)
    - 14) Sonic Wall Firewall Maintenance Agreement (Renewal)
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New

  - 1) Adopt New Policy #6313: Vehicle and Body Cameras
  - 2) Adopt New Policy #6421: Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses

Revised:

  - 3) Revise Policy #4205: Equal Education and Employment Opportunities
  - 4) Revise Policy #4110: Filling of Vacancies
  - 5) Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
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A. Next Meetings:	
• <u>Tuesday, May 10, 2016</u>	
➤ 3:00 p.m. – Education and Workforce Development Committee	
➤ 4:00 p.m. – Facilities Committee	
➤ 5:30 p.m. – Finance & HR Committee	
• <u>Tuesday, May 24, 2016</u>	
➤ 5:30 p.m. – Regular Meeting of the Board of Trustees	
B. Other Announcements:	
• Commencement Ceremonies will be held Friday, May 13th and Saturday, May 14th at the State Farm Arena.	
• The College will be closed Monday, May 30th, 2016 in observance of Memorial Day.	

## **Presentations**

### **A. Review of Board of Trustees Institute, Santa Fe, NM**

Mrs. Graciela Farias attended the Board of Trustees Institute in Santa Fe, NM.

The Texas Association of Community Colleges (TACC) sponsored Mrs. Farias' attendance at this conference, where trustees were gathered to learn more about Achieving The Dream and data-driven decision making in higher education.

Mrs. Farias will be asked to provide the Board with an update on what she learned at this conference.

### **B. Presentation on May 2016 Graduation Ceremonies**

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, and Mr. Matthew Hebbard, Dean for Enrollment Services and Registrar, will present the plans for the May 2016 Graduation Ceremonies to the Board of Trustees.

The ceremonies will take place on Friday, May 13 and Saturday, May 14, 2016 at the State Farm Arena in Hidalgo, Texas as follows:

#### **Friday, May 13, 2016**

**11:00 a.m.** Business and Technology Division  
*Information Technology Graduates*

**3:00 p.m.** Liberal Arts and Social Sciences Division  
*Liberal Arts Graduates*

**6:30 p.m.** Liberal Arts and Social Sciences Division  
*Social Science Graduates*

#### **Saturday, May 14, 2016**

**10:00 a.m.** Math and Science Division  
Nursing and Allied Health Division

**2:00 p.m.** Bachelor Programs  
Business and Technology Division

## **Approval of Minutes**

The following Board Meeting Minutes are submitted for approval:

1. March 29, 2016 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the March 29, 2016 Regular 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 March 29, 2016 Regular Board Meeting Minutes as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
Tuesday, March 29, 2016 @ 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, March 29, 2016 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, presiding.

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

Members absent: Mr. Paul R. Rodriguez and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Mr. Cody Gregg, Ms. Minerva Alvarez, Ms. Patricia Saenz, Ms. Lillian Carrillo, Mr. Jesus Campus, Ms. Aissa Martinez, Dr. Virginia Champion, Mr. Víctor Gonzalez, Mr. Matthew Hebbard, Mr. Hector Cavazos, Dr. Christopher Nelson, Mrs. Kristina Wilson, Ms. Alicia Gomez, Ms. Katarina Bugariu, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. George McCaleb, Dr. Ali Esmaeili, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Jim Hotep, Mr. Jerry Bravenec, Ms. Susan Anderson, Mr. Chase Carlisle, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

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

**Public Comments:**

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

**Approval of Minutes**

The following Board Meeting Minutes were submitted for approval:

1. February 23, 2016 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the Board Meeting Minutes as written. The motion carried.

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

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

**1. The Project HIRE (Helping Individuals Reach Employment) Grant Year 5 Funding from DARS (Department of Assistive and Rehabilitation Services)/TWC (Texas Workforce Commission) in the Amount of \$91,889**

The DARS Project HIRE agreement in the amount of \$91,889 would be used for full-time and part-time Project HIRE staff, interpreter services and supplies in order to provide comprehensive disability-related services to grant participants with developmental disabilities while attending South Texas College for post-secondary training. DARS is merging with Texas Workforce Commission on September 1, 2016. These funds were through an interagency contract with TWC, which was necessary to continue year five for the period beginning May 1, 2016 and ending Spring 2017.

Project Hire [Year 5] aligned to South Texas College's Strategic Direction #2, Access and Success, by providing services that are strategically designed to increase access and the success of students with developmental disabilities.

**2. The Student Inter-Chapter Relations Grant from the American Chemical Society in the Amount of \$750**

The American Chemical Society - Student Inter-Chapter Relations Grant was awarded to the South Texas College Chemistry Club student group in the amount of \$750. The grant period was from February 1, 2016 to July 1, 2016. This award would support the Chemistry Club and funds would be used to support involvement in the approved outreach project for facility rentals, supplies, transportation, as well as food or beverages.

This award aligned to South Texas College's Strategic Direction's #2, Access and Success by committing to increasing college-going and college-completing for current and future Chemistry students.

**3. The NSF (National Science Foundation) STEP Grant Subaward from UTRGV in the Amount of \$58,893**

The NSF STEP grant subaward from UTRGV in the amount of \$58,893 provided funding for a Summer Bridge to Calculus program, a Bridge to Engineering program, student mentorship, supplemental instruction, student leadership training for mentors, and resources that support student learning outcomes. The funding period was from

September 15, 2015 through August 31, 2016. The funds would be used for expenditures supporting personnel, software, and classroom tools.

This award aligned to Strategic Direction #2, Access and Success by seeking to increase the college-completion rate of students served by the program, and #3 High Success Rate, by engaging in this outcomes based collaborative effort with UTRGV to ensure student success.

**4. The Community Health Worker Grant Subaward from UTRGV in the Amount of \$12,000**

The Community Health Worker subaward from UTRGV in the amount of \$12,000 provided funding to STC's Continuing Professional and Workforce Education Program to train 15 participants and prepare them for certification from the Texas Department of State Health Services. The funding period began May 1, 2016 and ends August 31, 2016. Funds supported tuition, fees, and expenses to support STC students.

This award aligned to Strategic Direction # 5 Collaboration by advancing mutually beneficial community and educational partnerships that create a collective impact on student success.

The presented grants would provide up to \$163,532 in additional funding for the College to provide services and opportunities throughout the region.

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

1. The Project HIRE (Helping Individuals Reach Employment) Grant Year 5 Funding from DARS (Department of Assistive and Rehabilitation Services)/TWC (Texas Workforce Commission) in the Amount of \$91,889
2. The Student Inter-Chapter Relations Grant from the American Chemical Society in the Amount of \$750
3. The NSF (National Science Foundation) STEP Grant Subaward from UTRGV in the Amount of \$58,893
4. The Community Health Worker Grant Subaward from UTRGV in the Amount of \$12,000.

The motion carried.

### **Discussion and Action as Necessary on Approval of Certification of Unopposed Candidates For Trustee, South Texas College for Districts #3 and #4**

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 3 or District 4 passed on Friday, February 19<sup>th</sup>, 2016 at 5:00 p.m., as established by the May 7, 2016 Election Law Calendar created by the Texas Secretary of State.

In District 3, only one candidate filed for a place on the ballot. This single candidate, Mr. Paul R. Rodriguez, would run unopposed. Therefore, the Board as asked to approve the attached Certification of Unopposed Status for this ballot.

In District 4, only one candidate filed for a place on the ballot. This single candidate, Mr. Gary Gurwitz, would run unopposed. Therefore, the Board was asked to approve the attached Certification of Unopposed Status for this ballot.

Legal Counsel prepared the Certifications of Unopposed Status as allowed by Texas Election Code.

As per Texas Election Code §2.052, the Board shall declare the unopposed candidates elected, Texas Election Code requires that they first accept these Certifications (pursuant to), and then may issue an Order declaring the unopposed candidates elected (pursuant to Texas Election Code §2.053) as provided for in the next agenda item.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized the Certification of Unopposed Candidates for Trustee, South Texas College for Districts #3 and #4 as presented. The motion carried.

### **Discussion and Action as Necessary on Approval of Order Declaring Unopposed Candidate(s) for STC Trustee Districts #3 and #4 Elected**

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 3 or District 4 passed on Friday, February 19<sup>th</sup>, 2016 at 5:00 p.m., as established by the May 7, 2016 Election Law Calendar created by the Texas Secretary of State.

Once Certification(s) of Unopposed Status were approved by the Board, the Board could then approve an Order declaring unopposed candidate(s) elected.

Legal Counsel prepared the Order Declaring Unopposed Candidates Elected, anticipating Board approval of the Certifications of Unopposed Status for Mr. Paul R. Rodriguez in Single-Member District #3 and Mr. Gary Gurwitz in Single-Member district #4.

This order also stated that the elections for Single-Member District Number Three and Single-Member District Number Four shall not be held. A copy of this Order would be posted at each Election Day polling place which would have been used if the elections were to be held.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees approved and authorized the Order Declaring Unopposed Candidates Elected for Districts #3 and #4 as presented. The motion carried.

### **Discussion and Action as Necessary on Proclamation Declaring the Week of April 10th – 16th, 2016 as South Texas College Library Week**

Consideration and Action on the Following Proposed Proclamation was requested.

#### ***Proclamation of National Library Week at South Texas College***

The department of Library Services planned to host open house events at each STC campus library with a variety of activities for students, faculty, staff, and community members during the week of April 10 – 16, 2016, which is National Library Week. The department of Library Services requested the Board of Trustees recognize Library Week at STC by adopting the Proclamation Recognizing April 10 – 16, 2016 as National Library Week at South Texas College.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees approved and adopted the Proclamation Recognizing April 10 – 16, 2016 as National Library Week at South Texas College as presented. The motion carried.

### **Review and Action as Necessary on Proposed New Policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding***

Approval of the proposed new Policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* was requested.

The Texas Higher Education Coordinating Board recommended that colleges throughout the state have their own written policies regarding minimum age restrictions for Continuing Education students enrolled in courses reported for formula funding. Per the Coordinating Board, many colleges establish 16 or 17 as a minimum age but allow exceptions in special cases.

South Texas College recommended 16 as the minimum age for Continuing Education students enrolled in courses reported for formula funding. Exceptions in special cases

would be documented by the Dean of Continuing Education, and reviewed and approved by the President.

The purpose of the policy was to minimize the number of students under age 16 enrolled in Continuing Education courses reported for formula funding, thereby aligning with the Legislature's intent to use formula funding for students enrolled in higher education.

The Policy was reviewed by the President's Cabinet.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed new Policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* as presented. The motion carried.

### **Review and Action as Necessary on Proposed Revisions to Policy #3200: *Student Admissions***

Approval of the proposed revisions to Policy #3200: *Student Admissions* was requested.

It was necessary to revise Policy #3200: *Student Admissions* to bring the policy in line with concurrent changes proposed for the College Catalog which, together, would update the College's admissions and curriculum. Policy #3200 had not been updated since November 2006.

Due to the scope of the proposed revisions to Policy #3200: *Student Admissions*, the revisions were presented as a complete document without markup showing each change. The existing policy was provided separately to allow for comparison by the Committee.

The proposed revisions would bring the policy in line with the recent Texas Success Initiatives (TSI) requirements, removing reference to alternative college readiness testing methods that were no longer available to Texas students.

The proposed revisions would narrow the policy to focus on general student admissions for South Texas College. These revisions required the removal any specific admissions requirements to selective admissions programs at the College. Those selective program admissions requirements would be addressed within the College Catalog, which provides detailed program and course information for students, faculty, and staff. The College Catalog is updated annually to provide the most current information.

The packet also included matrices outlining the special requirements of selective admissions programs. These matrices were not part of the policy, but were provided to

highlight the selective admissions programs and their requirements, which would be found in the Course Catalog as described.

The Policy was reviewed by the President's Cabinet and the Admissions Policy Review Committee.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3200: *Student Admissions* as presented and which would supersede any previously adopted Board policy.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3200: *Student Admissions* as presented and which would supersede any previously adopted Board policy. The motion carried.

### **Review and Action as Necessary on Proposed Revisions to Policy #3335: *Student Attendance***

Approval of the proposed revisions to Policy #3335: *Student Attendance* was requested.

The proposed revisions to Policy #3335: *Student Attendance*, which had not been revised since July 2006, were necessary to:

- Reflect the inclusion of attendance guidelines in the faculty and student handbooks and respective course syllabi; and
- Update the policy to refer students to Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as appropriate under Title IX regulations.

The Policy was reviewed by the President's Cabinet and the President's Administrative Staff.

The revised policy was provided in the packet for the Board's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

#### South Texas College Attendance Guidelines

The packet also included the South Texas College Attendance Guidelines, which provided the general attendance guidelines used at the College, though some departments or divisions may implement stricter attendance requirements as appropriate to their particular disciplines.

These general guidelines outlined basic absence requirements and further clarified students' rights and College resources provided in compliance with Title IX.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3335: *Student Attendance* as presented and which would supersede any previously adopted Board policy.

Mrs. Graciela Farias moved that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #3335: *Student Attendance* as presented and which would supersede any previously adopted Board policy. Ms. Rose Benavidez seconded the motion.

Upon further discussion, it was determined that there was some ambiguity about the interplay between Board Policy #3335 and the South Texas College Attendance Guidelines, which could lead to confusion. Ms. Rose Benavidez withdrew her second of the aforementioned motion, and the Board asked that staff revise the policy in light of their concerns and present it to the Education and Workforce Development Committee at a later date. No formal action was taken. The revised Board Policy would be presented at a later date.

### **Review and Action as Necessary to Offer an Associate of Applied Science Degree in Welding Technology**

Approval to offer an Associate of Applied Science Degree in Welding Technology was requested.

Development of this program was authorized by the Education and Workforce Development Committee in November 2014. The program was presented to the Education and Workforce Development Committee for review on March 8, 2016, and was presented to the Board of Trustees for approval to make the program available to students.

At the time, South Texas College offered Certificates in Combination Welding and in Structural Welding.

Students would learn welding skills, including basic metallurgy and inspection procedures, appropriate for a career in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

This program was designed to be appropriate for new students as well as for experienced professionals who desired the opportunity to pursue academic and career opportunities in this area.

The packet contained the Program Development Brief, which included:

- Program Summary;
- Program Demand;
- Admission Requirements;
- Marketing Plan;
- Retention Plan;
- Graduation Plan; and
- Resources Required for Program Operation.

The program operating and instructional costs were estimated, and were provided after the Program Development Brief.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Kristina Wilson, Associate Dean of Curriculum and Student Learning, were available to respond to questions.

The Education and Workforce Development Committee recommended Board approval to offer an Associate of Applied Science Degree in Welding Technology as presented.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized offering the proposed Associate of Applied Science Degree in Welding Technology as presented. The motion carried.

### **Review of Presentation to the Education and Workforce Development Committee:**

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, March 08, 2016:

- a. *Review of Proposed Prospective Student Guide for Applying to Associate Degree Nursing Program*
  - A. Traditional Registered Nurse (RN) Track,
  - B. Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
  - C. EMT Paramedic to Registered Nurse (RN) Track.

#### Background

In November 2015, Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, presented to the Education and Workforce Development Committee on the selective admission process for students wishing to pursue their Associate Degree in Nursing and subsequently to test for the Registered Nursing (RN) state licensure.

During the presentation and subsequent discussion, the Committee and administration discussed the admission requirements, program accountability, and student application process. The Committee expressed their support for the program and the caliber of safe practitioners graduating from the South Texas College Associate Degree Nursing Program.

The Committee members did express concern about comments they have received from some applicants and students that showed that some individuals have left advising and counseling sessions with inconsistent understandings of the program application and completion requirements.

The Committee advised program administration to implement clear written procedures to guide advising and counseling sessions to ensure that all applicants and students are provided with consistent information about the ADN program to minimize miscommunication and misunderstanding among those who are not admitted or who struggle to successfully complete the program's necessarily stringent requirements.

*Proposed Prospective Student Guide for applying to Associate Degree Nursing Program and Process*

Following the request of the Committee, administration coordinated with faculty and staff to provide a written Proposed Prospective Student Guide for applying to Associate Degree Nursing Program to provide prospective ADN Program students with clear, consistent information about the process, application requirements, evaluation, and program expectations.

The Proposed Prospective Student Guide was developed for students applying to one of the three available tracks to earn an Associate Degree in Nursing at South Texas College:

- Traditional Registered Nurse (RN) Track,
- Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
- EMT Paramedic to Registered Nurse (RN) Track.

The Proposed Prospective Student Guide for applying to Associate Degree Nursing Program as provided under separate cover for the Committee's review.

Dr. Reed, Dr. Anahid Petrosian, Vice President for Academic Affairs, and Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, reviewed the proposed guidebook with the Committee and responded to questions.

The Committee provided feedback and a few suggestions for the improvement of the guide, and supported publishing the Prospective Student Guide for applying to

Associate Degree Nursing Program as a resource for students seeking information about the ADN Program application process.

*b. Presentation on New Ceramic Kiln Building*

Mr. William Buhidar, Assistant Dean for Fine and Performing Arts, provided a brief presentation on the Ceramic Kiln Building, recently completed after great support by the Board of Trustees.

Mr. Buhidar provided a general overview of the process of creating art and the impact that the new facility will have on students in the program.

He then shared the background of the construction project, leading up to the scheduled 4:00 p.m. Ribbon Cutting ceremony, which all Trustees and administration, faculty, staff, and students were invited to attend.

These presentations were for the Committee's information and feedback to staff, and no action was requested.

**Presentation on Quarterly Investment Report by Valley View Consulting, L.L.C.**

Ms. Susan Anderson from Valley View Consulting, L.L.C., presented the Quarterly Investment Report to the Board of Trustees. The investment report was for the quarter ending February 29, 2016.

The presentation was for the Board's information and feedback, and no action was requested.

**Review and Action as Necessary on Award of Proposals, Rejection of a Proposal, Purchases, and Renewals**

The Finance and Human Resources Committee recommended Board approval of the proposal awards, rejection of a proposal, purchases, and renewals as listed below.

There was one change to the Committee recommendation. Item 5, a Records Management Services Award, was adjusted to \$40,000, while it was presented at \$15,000 to the Committee.

Staff continued to review the records management needs of the College and the budgeted funds, and proposed the increased award to allow additional work to be records

management projects to be completed in the coming year. Sufficient funds were budgeted to accommodate this increase.

**A. Awards**

**B. Instructional Items**

**C. Non – Instructional Items**

**D. Technology Items**

**A. Awards**

- 1) **Building Moving Services (Award):** award the proposal for building moving services to **Zuniga’s House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2016 through April 30, 2017 with two one-year options to renew, at an estimated cost of \$75,000.00;
- 2) **Digital Signage Upgrade (Award):** award the proposal for the digital signage upgrade to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$172,236.00;
- 3) **Online Continuing Education Services (Award):** award the proposal for online continuing education services for the period beginning March 30, 2016 through March 29, 2017 with two one-year option to renew, at an estimated cost of \$36.00 to \$7,495.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase. The vendors are as follows:
  - **Education To Go/A Division of Cengage Learning, Inc. (Mason, OH)**
  - **World Education, LLC.** (Arlington, TX)
- 4) **Printing of Business Forms (Award):** award the proposal for the printing of business forms for the period beginning March 30, 2016 through March 29, 2017 with two one-year options to renew, at an estimated cost of \$27,694.85. The vendors are as follows:

#	Vendor	Amount
1	<b>Curtis 1000, Inc.</b> (McAllen, TX)	\$15,493.72
2	<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$9,125.13
3	<b>Micah’s Printing</b> (Berwyn, PA)	\$3,076.00

- 5) **Records Management Services (Award):** award the proposal for records management services to **Creative Imaging, LLC.** (Edinburg, TX) (New) with two one-year options to renew, for the period beginning March 30, 2016 through March 29, 2017, at an estimated cost of \$40,000.00;
- 6) **Food Products (Reject):** reject the proposals received for the food products to include additional food products, accessories, and supplies and re-advertise;

**B. Instructional Items**

- 7) **Desktop Machining System (Purchase):** purchase a desktop machining system from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$13,995.00;
- 8) **Online Essay Review Services Agreement (Purchase):** purchase an additional online essay review services agreement with **Smarthinking/NCS Pearson, Inc.** (Chicago, IL), a sole source vendor, for the period beginning April 1, 2016 through August 31, 2016, at an estimate amount of \$12,500.00 which provides 500 service hours;
- 9) **Online Tutoring Service Agreement (Purchase):** purchase an additional online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole

source vendor, for the period beginning April 1, 2016 through August 31, 2016, at a total cost of \$10,000.00 which provides 500 service hours;

- 10)3D Printer (Purchase):** purchase a 3D printer from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$21,000.00;
- 11)Ultrasound Equipment Maintenance Agreement (Renewal):** renew the ultrasound equipment maintenance agreement with **GE Healthcare** (Milwaukee, WI), a sole source vendor, for the period beginning March 1, 2016 through February 28, 2017, at a total cost of \$14,260.00;

**C. Non – Instructional Items**

- 12)Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **U.S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning March 30, 2016 through August 31, 2016, at the estimated amount of \$27,000.00 which is based on prior year expenditures;
- 13)Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$48,536.56;

#	Vendor	Amount
A	<b>Allsteel, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$4,173.12
C	<b>Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$2,038.62
B	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$2,143.44
C	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$1,508.62
D	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$38,672.76
	Total	\$48,536.56

- 14)Professional Development Consultant Services (Purchase):** purchase professional development consultant services from **Dr. Heide Wrigley** (Las Cruces, NM), a sole source vendor, for the period beginning April 1, 2016 through November 30, 2016, at a total amount of \$25,000.00;

**D. Technology**

- 15)Adobe License Subscription Agreement (Purchase):** purchase the Adobe license subscription agreement from **Software House International (SHI) Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 7, 2016 through April 6, 2017, at an estimated amount of \$20,400.00;

- 16)Computers, Laptop, and Scanner (Purchase):** purchase of computers, laptop, and scanner from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and from the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$40,357.94;
- 17)McAfee Web Gateway Hardware (Purchase):** purchase McAfee web gateway hardware from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$49,773.38;
- 18)Network Cable and Supplies (Purchase):** purchase network cable and supplies from **Anixter, Inc.** (Shavano Park, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$23,596.90;
- 19)Uninterruptable Power Supplies (UPS) and Batteries (Purchase):** purchase uninterruptable power supplies (UPS) and batteries from **Black Rock Technology Group** (Bridgeport, CN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$23,832.00;
- 20)Clean Address Software Support and Maintenance Subscription (Renewal):** renew the clean address software support and maintenance subscription with **Runner Technologies, Inc.** (Boca Raton, FL), a sole source vendor, for the period beginning March 6, 2016 through March 5, 2017, at a total cost of \$10,411.74.

**SUMMARY TOTAL:**

The total for all proposal awards, rejection of a proposal, purchases, and renewals was \$655,594.37.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposal awards, rejection of a proposal, purchases, and renewals as presented. The motion carried.

### **Review and Action as Necessary on Auction of the Technology Campus Chillers**

Approval to auction the existing chiller at the Technology Campus Southwest Building E was requested.

Purpose – The Office of Facilities, Maintenance, and Operations requested the auction of an existing chiller at the South Texas College Technology Campus Southwest Building E due to the 2013 Bond Construction Renovation Project for that building.

Justification – The Carrier 160 ton chiller was proposed for auction due to the upcoming renovation of the Technology Campus Southwest building. The chiller was not in use and needed to be removed before the demolition begins. This chiller was part of the existing building's air condition system and would not be used once the 2013 Bond Construction Renovation Project was completed.

Reviewers – This item has been inspected by Facilities, Maintenance, and Operations, Fixed Assets Department, and the Vice President for Finance and Administrative Services and it was recommended that it be auctioned after Board approval.

Background – This Carrier 160 ton chiller was part of the August 31, 2013 purchase of the Southwest Building E which would be renovated as part of the 2013 Bond Construction Projects.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations, and Becky Cavazos, Director of Purchasing, were available to address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of the auction of the existing Carrier 160 ton chiller at the Technology Campus Southwest Building E as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the auction of the existing Carrier 160 ton chiller at the Technology Campus Southwest Building E as presented. The motion carried.

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

The packet included a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus and Associates attended the March 29, 2016 Regular Board Meeting to provide the update.

No action was taken.

### **Review and Action as Necessary on an Amendment to the Agreement for Additional Services with Civil Engineering Firm for Landscape and Irrigation Design Consultants for the 2013 Bond Construction Starr County Campus Parking and Site Improvements**

Approval to amend the agreement for additional services with the civil engineering firm for landscape and irrigation design consultants for the 2013 Bond Construction Starr County Campus Parking and Site Improvements was requested.

#### **Purpose**

Authorization was requested to approve additional services with the civil engineering firm for the design of landscape and irrigation at the Starr County Campus for the 2013 Bond Construction program.

### Justification

Landscape and irrigation was necessary to meet building codes and ordinances as required by the City.

### Background

At the March 31, 2015 South Texas College Board of Trustees meeting, the Board approved fees for the civil engineering firms assigned to the various 2013 Bond Construction projects. Landscape and irrigation design services were not included as part of basic services and were considered additional services if needed and approved by the owner under the project engineer's contract. Additional services with a civil engineering firm for landscape and irrigation with sub-consultant SSP Design was recommended for the 2013 Bond Construction Parking and Site Improvements project at the Starr County Campus. Additional services for the remaining Bond Construction projects would be requested at a later date.

The proposed additional services fees were as follows:

Project	Engineer	Additional Service Proposed Fee*	Engineer's Coordination Fee	Reimbursable Expenses	Total
Starr County Campus	Melden and Hunt	\$9,000	\$900	\$0	\$9,900

\*Landscape and Irrigation Design Consultants – SSP Design

### Funding Source

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

### Reviewers

The proposals were reviewed by Broaddus and Associates and staff from the Facilities Planning and Construction department.

### Enclosed Documents

A proposal from Melden and Hunt was included in the packet.

### Presenters

Representatives from Broaddus & Associates were available to address any questions by the Board related to this recommendation.

The Facilities Committee recommended Board approval of the amendment to the agreement for additional services with Melden and Hunt for landscape and irrigation design consultants in the amount of \$9,900 for the 2013 Bond Construction Starr County Campus Parking and Site Improvements 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 amendment to the agreement for additional services with Melden and Hunt for landscape and irrigation design consultants in the amount of \$9,900 for the 2013 Bond Construction Starr County Campus Parking and Site Improvements as presented. The motion carried.

## **Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation**

Approval of a partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation was requested.

### **Purpose**

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

### **Justification**

The partial GMP that was submitted was necessary for the CM@R to begin with the work to meet their overall construction schedule. EGV Architects submitted construction documents with enough information regarding the site and interior demolition work of the project

### **Background**

EGV Architects was working to complete the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. At this time, the CM@R submitted a partial GMP for the selective site demolition around the building and extensive demolition of the interior of the building. Approval of the partial GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The architect provided the necessary construction documents to E-Con Group which provided the partial GMP in the amount of \$550,710.

### **Funding Source**

The current Construction Cost Limitation (CCL) for the Technology Campus Southwest Building Renovations project was \$12,000,000. The CM@R would submit the final GMP at a later date which would include this partial GMP. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The partial GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, and based upon his review of similar projects concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

### **Enclosed Documents**

A memorandum from Broaddus and Associates and a description of the partial GMP submitted by E-Con Group was included in the packet.

### **Presenters**

Representatives from Broaddus & Associates, EGV Architects, and E-Con Group were available to address questions about the proposed partial GMP.

The Facilities Committee recommended Board approval of the partial guaranteed maximum price (GMP) in the amount of \$550,710 with E-Con Group for the 2013 Bond Construction Technology Campus Southwest Building Renovation 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 partial guaranteed maximum price (GMP) in the amount of \$550,710 with E-Con Group for the 2013 Bond Construction Technology Campus Southwest Building Renovation as presented. The motion carried.

## **Review and Action as Necessary on Authorization of Use of Construction Contingency Fund by Broaddus and Associates for the 2013 Bond Construction Program**

Approval to authorize the use of construction contingency fund by Broaddus and Associates for the 2013 Bond Construction program was requested.

### **Purpose**

Authorization was requested to allow Program Managers Broaddus and Associates, to use the construction contingency funds for the 2013 Bond Construction projects.

### **Justification**

In anticipation of construction and management of the overall Bond Construction program, Broaddus and Associates recommended streamlining the existing process for the use of the construction contingency funds. Upcoming construction activity would create a significant amount of information processing which included the tracking of potential changes within the Guaranteed Maximum Price (GMP). The intent was to maintain project completion milestones by expediting decision-making and to delegate the management of the project process to Broaddus and Associates.

### **Background**

Construction contingency allowance (CCA) was a predetermined sum of money designated for a yet to be determined issue that can change the scope of the work during the actual construction of a project. As per the Construction Manager-at-Risk contract, the CCA was controlled solely by the Owner and must be modified by Change Order issued by the Program Manager and approved by the owner. The total amount estimated for contingencies was \$1,742,000 per the enclosed table. Expenditures from the CCA would occur within the GMP amount and would not change the total Contract Price.

Use of the construction contingency by Broaddus and Associates would be for necessary changes up to \$5,000 per item but would not exceed a combined total of \$25,000 per month. The proposed change approval process as follows:

Level	Approved By	Change Amounts		Aggregate for Month
		From	To	
Level One	Broaddus & Associates	\$ .01	\$5,000.00	\$25,000
Level Two	Board of Trustees	Above \$5,000.01		N/A

Broaddus and Associates would provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update. In addition to the construction contingency update, any associated time related to weather or unforeseen conditions would be provided as part of the monthly update.

**Enclosed Documents**

The packet included a spreadsheet outlining the construction contingency funds for the 2013 Bond Construction projects. Also included was a list of examples of potential uses for contingency fund and a sample change order document to be used for this purpose.

**Presenters**

Representatives from Broaddus & Associates were available to respond to questions related to this recommendation.

**Initial Request presented to the Facilities Committee**

The initial request to the Facilities Committee was for approval for change orders up through \$10,000 each, and an aggregate of \$25,000 per month by the Construction Program Manager, and an additional level of approvals from \$10,000.01 through \$25,000 with approval by the VP for Finance and Administrative Services and the College president, with an aggregate total of \$25,000. Any individual change orders exceeding \$25,000, or any in addition to the aggregate monthly total of \$50,000, including \$25,000 approved by the CPM and \$25,000 approved by the VP for Finance and Administrative Services and the College President, would require Board approval.

**Facilities Committee Feedback and Recommended Reduction of CCA Levels**

The Facilities Committee expressed their desire to see tight controls of change order approval, and recommended delegating authorization to the CPM to approve change orders for the lower total of \$5,000 per change order, with a \$25,000 monthly limit. The Committee discussed whether College administration should provide oversight of this process, and while the Committee was split on the issue, the final recommendation was that the Board delegate authority to the CPM without oversight by College administration.

The Facilities Committee recommended Board approval to delegate the approval of Change Orders from use of construction contingencies as part of the 2013 Bond Construction Program to the Construction Program Manager 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 delegation of the approval of change orders using construction contingency allowances, in an amount not to exceed \$5,000 per change order or \$25,000 aggregate per month, as part of the 2013 Bond Construction Program to the Construction Program Manager as presented. The motion carried.

### **Review and Action as Necessary on the Purchase of Insurance Coverage for the 2013 Bond Construction Program**

Approval to purchase insurance coverage for the 2013 Bond Construction Program was requested.

#### **Justification**

At the December 15, 2015 Board Meeting, the benefits of using an Owner-Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program were presented and the use of this program was approved.

#### **Background**

At the December 15, 2015 Board Meeting, the benefits of using an Owner-Controlled Insurance Program for the 2013 Bond Construction Program were presented and the use of this program was approved by the Board of Trustees. At the January 26, 2016 Board Meeting, authorization was requested to award proposals for the procurement of insurance agent services to establish an OCIP for the 2013 Bond Construction Program. The Board approved awarding proposals for insurance agent services to Carlisle Insurance Agency, Inc.

On February 26, 2016, Carlisle Insurance submitted a proposal to South Texas College for an Owner Controlled Insurance Program. After working with the College's risk management consultant, Raul Cabaza, college staff, and Broaddus & Associates, Carlisle Insurance gathered the necessary underwriting information required to prepare a formal quotation for the college. Multiple options are presented for the College to consider.

In reviewing other OCIPs with project sizes between \$50 million and \$400 million, Carlisle Insurance found that the average minimum limits purchased were \$50 million. Most of the OCIPs purchased limits equal to half of the project value, with some purchasing limits equivalent to the project size up to \$100 million. A number of projects between \$100 million and \$200 million purchased limits of \$100 million. The industry norm for OCIP costs is 1% of the total project costs. The program being recommended was therefore within the industry norm for pricing and coverage limits.

The recommended OCIP was as follows:

Primary General Liability	\$2,000,000 occurrence / \$4,000,000 aggregate
Excess Liability	\$50,000,000
Owners Protective Professional Indemnity (OPPI)	\$5,000,000
Contractors Pollution Liability (CPL)	\$10,000,000
<b>Total Cost (Not including Builder's Risk)</b>	<b>\$1,250,671 (less than 1% of total Bond Program)</b>
Builders Risk - Estimate	\$124,000 (amount not to exceed 0.10% of bond construction)*
<b>Total Cost (Including Builder's Risk Estimate)</b>	<b>\$1,374,671 (approximately 1% of total Bond Program)</b>

\* *Builder's Risk pricing would be determined after Guarantee Maximum Pricing (GMP) was received from the general contractors. However, Carlisle Insurance marketed this extensively with numerous insurance providers and the best terms came in from Hanover Insurance and Travelers Insurance. Rates were a little less than \$0.10 per \$100 of costs. Carlisle Insurance expected to price this downward once the GMP's were available. Example: \$0.10 annual rate on bond program (approximately \$124 million in construction costs) developed a Builders Risk Premium of \$124,000. This should not be used for any budget at this time as it would likely be reduced and was for estimate purposes only.*

Coverage Descriptions:

- Primary General Liability – provides coverage for third party bodily injury or property damage along with products and completed operations with a 10 year reporting period for all contractors enrolled in the OCIP.
- Excess Liability – additional limits of coverage over the primary general liability
- Owners Protective Professional Indemnity (OPPI) - indemnifies the owner (college) for their loss resulting from a claim associated with the architects or engineers. The architects and engineers only carry a \$1,000,000 limit on their professional liability coverage; therefore, this policy would provide the College additional coverage in excess of the architects and engineers policy.
- Contractors Pollution Liability (CPL) - provides pollution/environmental coverage for a pollution related claim that arises during the project.
- Builders Risk - property coverage for the projects during the construction process, which can also include coverage for materials. Purchasing through the OCIP insures that there is continuity, no gaps in coverage, deductibles are similar, and lower costs.

**Funding Source**

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

**Reviewers**

The proposals were reviewed by Broaddus and Associates, Risk Management Consultant, Vice President for Finance and Administrative Services, and staff from the

Facilities Planning and Construction, Operations and Maintenance, Purchasing, and Risk Management Departments.

### **Enclosed Documents**

The following documents were provided by Carlisle Insurance and included in the packet:

- Recommendation Letter
- OCIP Options Spreadsheet
- Marketing List

### **Presenters**

Representatives Jerry Bravenec from Carlisle Insurance and Raul Cabaza, the college's risk management consultant, attended the meeting to respond to questions related to this recommendation.

The Facilities Committee recommended Board approval to purchase insurance coverage for the 2013 Bond Construction program as presented.

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized purchasing insurance coverage for the 2013 Bond Construction program as presented.

## **Review and Action as Necessary to Reject Construction Proposals for the Non-Bond Pecan Campus Building K Student Enrollment Center**

Approval to reject construction proposals for the Non-Bond Pecan Campus Building K Student Enrollment Center was requested.

On October 28, 2014, the Board of Trustees previously approved design services with Boultinghouse Simpson Gates Architects to prepare plans and specifications for the renovation of space in the Pecan Campus Student Services Building K to create the Enrollment Center. As a result, the design team at Boultinghouse Simpson Gates Architects completed the plans necessary for this project.

Boultinghouse Simpson Architects worked with STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on February 8, 2016. A total of ten (10) sets of construction documents were issued to general contractors, sub-contractors, suppliers, and plan rooms and a total of five (5) proposals were received on February 25, 2016.

Because the qualified construction proposals were over the \$500,000 construction cost limit when using the "Architectural Services On Call" process, staff recommended Board approval to reject the construction proposals for the Non-Bond Building K Student Enrollment Center project as presented.

The Facilities Committee recommended Board approval to reject construction proposals for the Non-Bond Building K Student Enrollment Center project 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 rejection of construction proposals for the Non-Bond Building K Student Enrollment Center project as presented. The motion carried.

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

Approval of substantial or final completion for the following non-bond construction projects was requested:

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan Campus Infrastructure for the Relocation of Portable Buildings  Engineer: Melden and Hunt Contractor: Celso Gonzalez Construction, Inc.	Recommended	Estimated April 2016	Substantial Completion
2.	Pecan Campus Building B Covered Area for Ceramic Art Kilns  Architect: EGV Architects Contractor: Holchemont	Approved February 2016	Recommended	Final Completion Letter

#### **1. Pecan Campus Infrastructure for the Relocation of Portable Buildings**

It was recommended that substantial completion for this project with Celso Gonzalez Construction, Inc. be approved.

Melden and Hunt and college 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 February 2, 2016. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was enclosed.

Contractor Celso Gonzalez Construction, Inc. 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 April 2016 Board meeting.

## **2. Pecan Campus Building B Covered Area for Ceramic Kilns**

It was recommended that final completion and release of final payment for this project with Holchemont 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 Holchemont be approved. The original cost approved for this project was in the amount of \$339,259.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$350,000	\$339,259	\$4,533.85	\$343,792.85	\$326,603.16	\$17,189.69

On February 16, 2016, Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. The packet included a final completion letter from EGV Architects acknowledging all work is complete and recommending release of final payment to Holchemont in the amount of \$17,189.69.

The Facilities Committee recommended Board approval of the substantial completion of the *Pecan Campus Infrastructure for the Relocation of Portable Buildings* project and the final completion and release of final payment of the *Pecan Campus Building B Covered Area for Ceramic Kilns* project 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 *Pecan Campus Infrastructure for the Relocation of Portable Buildings* project and the final completion and release of final payment of the *Pecan Campus Building B Covered Area for Ceramic Kilns* project as presented. The motion carried.

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

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were available to respond to questions and address concerns of the Board.

## 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 February 2016. 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, was available to respond to questions posed by the Board.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, 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 February 2016. The motion carried.

## Announcements

### A. Next Meetings:

- Thursday, April 14, 2016
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee
  
- Tuesday, April 26, 2016
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

### B. Other Announcements:

- The College will hold its 11th Annual Summit on College and Career Readiness from 8:00 a.m. – 4:30 p.m. on Monday, April 4, 2016 at Region One Education Service Center, 1900 W Schunior, Edinburg, TX 78541
- The College will join the City of Pharr and Pharr San Juan Alamo ISD in a signing ceremony for the *Interlocal Agreement for Development of South Texas College Regional Center for Public Safety Excellence* at 10:00 a.m. on Tuesday, April 5, 2016 at Tierra Del Sol Golf Course, 700 E Hall Acres Rd., Pharr, TX 78577

**Adjournment:**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:45 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 29, 2016 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez

Secretary

## **Review of Presentation to the Education and Workforce Development Committee:**

The following presentation was delivered to the Education and Workforce Development Committee on Thursday, April 14, 2016:

a. *Presentation and Discussion of Degree Works: Keeping Students on the Pathway to Graduation*

Ms. Nancy Garcia, Director of Comprehensive Advising and Mentoring Services, provided a presentation on Degree Works.

Degree Works is an online tool that provides students with up-to-date information about their academic progress toward completing their selected certificate or degree program.

Upon logging into Degree Works, a student, or their advisor, can see the requirements of their selected program, along with the courses they have completed and the courses they are currently taking. Degree Works will identify the courses they still need to complete, and will allow them to plan out future semesters and track their progress.

Degree Works is available to all South Texas College students, including Dual Enrollment students, and they can access this information through the South Texas College JagNet web portal, through which they access many vital services.

Ms. Garcia reviewed Degree Works with the Committee, including an overview of the degree audit process, planning future coursework, and student access to “What-if” functionality that allows students to see what coursework would be required if they were to switch to a new major.

Students are encouraged to meet with an advisor each semester to monitor their academic progress and to utilize Degree Works as a valuable resource to ensure they stay on track toward graduation.

Ms. Garcia also discussed the role of advisors and their access to Degree Works to monitor students’ progress, as well as the features of Degree Works that help students stay focused on timely completion of their degree plan.

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

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

Approval of Hidalgo and Starr County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the April 26, 2016 Board meeting.

The law offices of Linebarger Goggan Blair & Sampson, LLP have requested consideration and possible action on the tax resale of eighty-nine (89) properties.

On March 1, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for thirty-six (36) struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

On January 12, 2016, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for fifty-two (52) struck off properties located within Starr County. The tax resale auction was published in the Starr County Town Crier.

The total amount the College will receive is \$15,286.26

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bids received.

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

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

The Finance and Human Resources Committee recommended Board approval of the Hidalgo and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented and contingent upon approval of the tax resale of these same properties by other taxing entities.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Hidalgo and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented and contingent upon approval of the tax resale of these same properties by other taxing entities.

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

The Board of Trustees of South Texas College approves and authorizes the Hidalgo and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented and contingent upon approval of the tax resale of these same properties by other taxing entities.

**Approval Recommended:**

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

**President**

**SOUTH TEXAS COLLEGE**

**RESOLUTION NO. \_\_\_\_\_**

On the 26<sup>th</sup> day of April 2016, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to resell properties described on the attached list, which were acquired by the District through previous tax foreclosure proceedings. The properties were sold in accordance with Texas Tax Code Ann. §34.05.

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

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

SIGNED on this 26<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Roy de León  
Board Chair

**ATTEST:**

\_\_\_\_\_  
Paul R. Rodriguez  
Secretary

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

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

**A. Awards**

**B. Instructional Items**

**C. Non – Instructional Items**

**D. Technology Items**

### **A. Awards**

#### **1) Food and Related Non-Food Products (Award)**

Award the proposal for food and related non-food products for the period beginning April 27, 2016 through April 26, 2017 with two one-year options to renew, at an estimated amount of \$346,000.00 based on prior year history. The vendors are as follows:

- **Ben E Keith** (La Feria, TX)
- **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
- **La Abuela Mexican Foods, Inc.** (Weslaco, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

Purpose – Food Services and the Mid-Valley Campus Childcare Center are requesting the purchase of food products and supplies for the operation of the Pecan Campus, Technology Campus, Mid-Valley Campus, and Starr County Campus cafeterias and the Mid-Valley Childcare Center.

Justification and Benefit – The food products are necessary for the operation of the South Texas College cafeterias. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food cost down, to obtain the best quality products, and to ensure availability.

The Mid-Valley Campus Childcare Center purchases food products which are delivered to the center to serve the attending students.

Background - Proposal documents were advertised on March 3, 2016 and March 10, 2016 and issued to seven (7) vendors. Five (5) responses were received on March 22, 2016 and reviewed by Food Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Food Services-Auxiliary and Mid-Valley Childcare Center-Auxiliary budget for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

## **B. Instructional Items**

### **2) Active Learning Classroom Whiteboards (Purchase)**

Purchase active learning classroom whiteboards from **Gateway Printing and Office Supply, Inc.** (Edinburg, Texas), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$13,324.36.

Purpose – The Office of Professional Development is requesting to purchase eight (8) active learning classroom whiteboards to further support the collaborative learning environment created by the active learning classroom, mobile whiteboards are necessary to facilitate small group interaction.

Justification and Benefit – To enrich the learning environment and encourage student-centered learning space, the addition of mobile whiteboards supports best instructional practices. A number of options were reviewed with boards meeting both instructional and institutional needs. The selected whiteboards are constructed of higher quality materials safeguarding from common concerns found with other products. The benefits of glass boards include:

- Mobility to adapt to instructional needs
- Nesting to optimize classroom space
- Non-porous writing surface that eliminates staining and improves clarity
- Ability to utilize a variety of writing mediums
- Durable construction to insure against wear and tear or replacement
- These additional resources would benefit the students and faculty utilizing the following rooms:
  - ⇒ Pecan Campus – Building T Room 1.506 (6 boards)
  - ⇒ Nursing Allied Health Campus – Room 3.422 (2 boards)

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

### **3) Instructional Oscillator (Purchase)**

Purchase an instructional oscillator from **CareFusion Respiratory Technologies** (Yorba Linda, CA), a sole source vendor, at a total cost of \$18,000.00.

Purpose – The Respiratory Therapy Program in the Division of Nursing and Allied Health in requesting an oscillator for student instruction in the Advanced Degree Nursing (ADN) Program.

Justification and Benefit – The high-frequency oscillator mechanical ventilation is the preferred treatment for children with respiratory distress. It will be used to simulate a hospital scenario of pediatric and neonatal patients.

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

#### **4) Training Simulator (Purchase)**

Purchase a training simulator from **The Institute for Advanced Clinical Imaging** (Lexington, KY) (New) a sole source vendor, at a total amount of \$24,375.00.

Purpose - The Computed Tomography (CT) Certification Program is requesting a CT simulator for the training of students on cross-sectional anatomy, training on scanning protocols, and CT equipment operation to better prepare them for the workplace and provide them with the knowledge and clinical skills needed to sit for the Computed Tomography, Post-Primary Certification issued by the American Registry of Radiologic Technologists (ARRT). This certification will be mandatory September 2016 for all technologists who perform computed tomography procedures.

Justification and Benefit - This simulator will train students in performing CT examinations and learning various CT protocols. It is designed to allow students to become familiar with the components and controls of CT equipment, set up protocols for numerous CT procedures, and visualize the resulting diagnostic images from each selected scanning protocol. The software will give each student unlimited access, which will enhance the development of their clinical skills, visualization of anatomical structures, and associated pathologies in a simulated environment.

Students in this program are required to spend numerous hours in the clinical sites in successful completion of 125 computed tomography procedures as mandated by the ARRT. This simulator will allow the instructor to guide the students in learning to perform various CT procedures in a controlled simulated setting prior to performing these procedures on actual patients. This will allow the students to perform procedures through trial and error prior to entering the clinical site, which will significantly improve their competence in performing examinations, patient care skills, and radiation protection protocols.

The simulator will help students enrolled in program to be readily acquainted with the broadest possible use of CT techniques to be better prepared for the workplace. It will be located at the Nursing and Allied Health Campus.

Funds for this expenditure are budgeted in the Radiologic Technology Program budget for FY 2015-2016.

#### **5) Ultrasound Training Solution (Purchase)**

Purchase an ultrasound training solution from **SonoSim, Inc.** (Santa Monica, CA) (New), a sole source vendor, at a total cost of \$13,590.00.

Purpose – The Diagnostic Medical Sonography (DMS) Program in the Division of Nursing and Allied Health is requesting to purchase an ultrasound training solution for student instruction at the Nursing and Allied Health Campus

Justification and Benefit – The ultrasound training solution will provide students with ultrasound techniques needed in the workplace. It offers engaging didactic coursed, hands on training, and knowledge assessment. The student will be able to recognize pathology from real patients in a risk-free environment with this training solution. It will help students enrolled in the program to be readily acquainted with the broadest possible use of ultrasound equipment.

Funds for this expenditure are budgeted in the Diagnostic Medical Sonography budget for FY 2015-2016.

### C. Non – Instructional Items

#### 6) Furniture (Purchase)

Purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA), TCPN, US Communities and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$95,851.10.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,397.14
B	Cramer Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$19,503.84
C	Datum Filing Systems Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$7,892.01
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$377.24
E	Exemplis Corporation/Workplace Resources, LLC. (McAllen, TX)	\$2,277.94
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,920.60
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$40,674.23
H	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$5,640.09
I	OFS Brands/Workplace Resources, LLC. (McAllen, TX)	\$6,920.49
J	Versteel/Ditto Sales, Inc./Workplace Resources, LLC. (McAllen, TX)	\$7,247.96
	Total	\$95,851.10

The purchases can be summarized as follows:

- Allsteel Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 9 Tables for the Active Learning Classrooms
- Cramer, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Technology Campus
    - 48 Lab stools for the Technology Campus labs
- Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 7 Shelving units for the Library
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 1 Chairs for Student Financial Services
- Exemplis Corporation/Workplace Resources, LLC. (McAllen, TX)
  - Pecan Campus
    - 11 Stools for the Library
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Mid Valley Campus
    - 2 Desks for the Political Science Program
- Krueger International, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 14 Chairs for the BAT/BAS Program
    - 40 Chairs for the Library
    - 55 Chairs for the Active Learning Classrooms
  - Technology Campus
    - 24 Chairs for the Technology Campus
- National Office Furniture/Workplace Resource, LLC. (McAllen, TX)
  - Pecan Campus
    - 2 Tables, 1 Sofa, 10 Square Benches for the Library
- OFS Brands/Workplace Resources (McAllen, TX)
  - Pecan Campus
    - 5 Benches and 1 Table for the Library
- Versteel/Ditto Sales, Inc./Workplace Resources, LLC. (McAllen, TX)
  - Pecan Campus
    - 20 Student Tables for the Library

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: BAT/BAS, Grant Compliance HSI Grant, Library Compact Shelving and Furniture-FFE, New Furniture, Political Science, and Student Financial Services.

**7) Pecan Campus Library Compact Shelving, Installation, and Services (Purchase)**

Purchase Pecan Campus library compact shelving, installation, and services from **Library Design Systems, Inc.** (Houston, TX) (New), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at an estimated amount of \$337,269.63.

Purpose: Library and Learning Support Services is requesting to purchase compact shelving for the library collection in the Pecan Campus Library. This is also part of a Capital Improvement Project approved for fiscal year 2016. It will include the new shelving, removal and packing of library books, disassembly of the existing shelving, removal of carpeting in the compact shelving area, installation of the new shelving, re-carpeting of the compact shelving area inside compact shelving, re-shelving of books in Library of Congress Classification order into the compact shelving, and removal of debris.

Justification and Benefit: The compact shelving will allow the storage of books and other library materials in a smaller footprint. Purchasing the compact shelving will condense the square footage of the library collection and will allow Library and Learning Support Services to devote additional square footage on the first floor to group study.

In addition, it will enable the Library and Center for Learning Excellence to offer writing tutoring in the library, which will provide students with access to tutoring, reference librarians, and computing resources in one convenient location. It will also open up the 2<sup>nd</sup> floor of the Pecan Campus Library so that more space can be dedicated to quiet study. This purchase will provide substantial benefit to students by expanding the amount of space and furniture available for group study, tutoring, and quiet study.

Background: Over the past 8 to 10 years, Library Services has moved toward the Learning Commons service model, which places an emphasis on learning-centered spaces and technology support in libraries. Nationwide, this movement has involved reducing the footprint of library books and other resources and maximizing the space available for student study and other learning support activities. In planning for the 2013 bond construction, Library Services began evaluating compact shelving systems to standardize the collection storage at each campus and devote additional space to student study. Although the Pecan Campus library is not part of this construction, Library Services seeks to do the same on this campus.

Funds for this expenditure are budgeted in the Unexpended Plant Fund - Non-Bond - Pecan Library Compact Shelving and Furniture budget for FY 2015-2016.

**8) Armored Car Services (Renewal)**

Renew the armored car services contract with **American Surveillance Co., Inc.** (Brownsville, TX) for the period beginning June 1, 2016 through May 31, 2017, at an amount not to exceed \$1,580.74 per month or \$18,968.88 per year. Special trips will be

scheduled on an as needed basis at an approximate cost of \$7,595.82 per year. The total approximate cost for armored car services for the year is \$26,564.70.

Purpose – The Business Office and Cashiers Office are requesting the renewal of the armored car services which are needed throughout the College district for the collection and deposit of cash and checks collected from student, faculty, and staff.

Justification and Benefit – The armored car service is required daily for cashiers at the Pecan Campus, Technology Campus, Business Office, Mid-Valley Campus, Starr County Campus, and Nursing and Allied Health Campus.

Background – The Board awarded the contract for armored car services at the April 22, 2014 Board of Trustees meeting for one year with two one-year options to renew. The last renewal period begins June 1, 2016 and ends May 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/22/14	6/1/14 - 5/31/15	2 – one year options
1 <sup>st</sup> Renewal	4/28/15		6/1/15 – 5/31/16
2 <sup>nd</sup> Renewal	4/26/16		6/1/16 – 5/31/17

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

Funds for this expenditure are budgeted in the Armored Car Services budget for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

**9) Travel Services (Renewal)**

Renew the travel services contract with **Shands-Brooks Travel** (McAllen, TX), for the period beginning May 20, 2016 through May 19, 2017, at a service fee of \$25.00 per airline ticket.

Purpose – The Purchasing Department is requesting the renewal of the travel service contract which provides airline tickets to all the faculty and staff that travel for professional development and students that travel for educational purposes.

Justification and Benefit – The travel services will include processing of airline reservations, automobile rental reservations, hotel reservations, charter services, delivery of ticket to South Texas College, emergency services, and group travel rates.

Background – The Board awarded the contract for travel services at the April 22, 2014 Board of Trustees meeting for one year with two one-year options to renew. The last renewal period begins June 1, 2016 and ends May 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/25/14	5/20/14 - 5/19/15	2 – one year options
1 <sup>st</sup> Renewal	3/31/15		5/20/15 – 5/19/16
2 <sup>nd</sup> Renewal	4/26/16		5/20/16 – 5/19/17

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

The vendor provided 517 tickets in FY 2014-2015 at \$25 per ticket, for a total service fee of \$12,925. The College spent \$283,262 on airfare and service fees that year.

The vendor has provided 375 tickets in FY 2015-2016, through April 12, 2016, at \$25 per ticket, for a total service fee of \$9,375. The College has spent \$241,391 on airfare and service fees through April 12, 2016.

Funds for this expenditure are budgeted in the requesting Department’s travel budget for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

**10) Graduation Facility (License Agreement)**

Lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), through an interlocal license agreement for December 16, 2016 beginning at 8:00 a.m. through December 18, 2016 at midnight, at an estimated cost of \$23,000.00.

Purpose – The Division of Student Services is requesting a license agreement for the rental of a facility for graduation ceremonies which will be held Saturday, December 17, 2016 at 10:00 a.m. and 2:00 p.m.

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

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

**D. Technology Items**

**11) Computers, Laptop, and Tablets (Purchase)**

Purchase of computers, laptop, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$14,413.17.

All purchase requests for computers, laptop, and tablets have been evaluated by Technology Resources Department and the Chief Information Officer. Technology Resources does not have refurbished systems available for new hires. 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)

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

The purchases can be summarized as follows:

- Faculty Computers
  - ⇒ 3 Computers for Sociology Program
  - ⇒ 2 Computers for Electrician Assistant Program
  - ⇒ 2 Computers for Music Program
- Staff Computers
  - ⇒ 1 Computer for Counseling & Disability Services
  - ⇒ 1 Computer for Public Relations/Marketing
- Staff Laptop
  - ⇒ 1 Laptop for Grant Development and Compliance
- Tablets
  - ⇒ 2 Tablets for Accountability Services

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Sociology, Electrician Assistant, Music, Counseling & Disability Services, Public Relations/Marketing, Grant Development and Compliance, and Accountability Services.

### **12)Server (Purchase)**

Purchase a server from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,087.97.

Purpose – Information Security is requesting to purchase a server to replace existing hardware that is currently hosting cybersecurity tools.

Justification and Benefit – The server will replace existing hardware that is currently out of warranty and underperforming. It will be in the form of having hardware covered by warranty and that will be able to accommodate existing and future cybersecurity tools.

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

**13) Password Reset Software Maintenance Agreement (Renewal)**

Renew the password reset software maintenance agreement with **Namescape Corporation** (Phoenix, AZ), a sole source vendor, for the period beginning May 31, 2016 through May 30, 2017, at a total cost of \$10,425.00.

Purpose - Technology Resources is requesting to renew the maintenance agreement for the password reset software used by faculty, staff, and students to reset the password for their active directory account. The active directory account is the account used to log-on to college owned computers, as well as applications such as Jagnet and E-mail.

Justification and Benefit – The password reset software provides users the ability to reset their password on their own without having to contact the IS&P Help Desk. It also provides a means to reset passwords after hours and from anywhere. The maintenance renewal will provide support and upgrades for the software.

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

**14) Sonic Wall Firewall Maintenance Agreement (Renewal)**

Renew the sonic wall firewall maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the two year period beginning March 24, 2016 through March 23, 2018, at a total amount of \$32,382.00 to obtain a savings of \$6,000.00.

Purpose – Information Security is requesting to renew the sonic wall firewall maintenance agreement to continue receiving support and maintenance for this hardware.

Justification and Benefit – The sonic wall firewall maintenance agreement is needed to continue receiving detection signatures that can allow us to block the latest threats to the College's network and to obtain product support. This is the second year of ownership of this hardware. This is the first renewal since we acquired the technology.

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

**Recommendation:**

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

**A. Awards**

**B. Instructional Items**

**C. Non – Instructional Items**

**D. Technology Items**

**A. Awards**

**1) Food and Related Non-Food Related Products (Award):** award the proposal for food related non-food products for the period beginning April 27, 2016 through April 26, 2017 with two one-year options to renew, at an estimated amount of \$346,000.00 based on prior year history. The vendors are as follows:

- **Ben E. Keith** (La Feria, TX)
- **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
- **La Abuela Mexican Foods, Inc.** (Weslaco, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

**B. Instructional Items**

**2) Active Learning Classroom Whiteboards (Purchase):** purchase active learning classroom whiteboards from **Gateway Printing and Office Supply, Inc.** (Edinburg, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$13,324.36;

**3) Instructional Oscillator (Purchase):** purchase an instructional oscillator from **CareFusion Respiratory Technologies** (Yorba Linda, CA), a sole source vendor, at a total cost of \$18,000.00;

**4) Training Simulator (Purchase):** purchase a training simulator from **The Institute for Advanced Clinical Imaging** (Lexington, KY) (New), a sole source vendor, at a total amount of \$24,375.00;

**5) Ultrasound Training Solution (Purchase):** purchase an ultrasound training solution from **SonoSim, Inc.** (Santa Monica, CA) (New), a sole source vendor, at a total cost of \$13,590.00;

**C. Non – Instructional Items**

**6) Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA), TCPN, US Communities and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$95,851.10.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,397.14
B	Cramer Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$19,503.84
C	Datum Filing Systems Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$7,892.01

D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$377.24
E	Exemplis Corporation/Workplace Resources, LLC. (McAllen, TX)	\$2,277.94
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,920.60
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$40,674.23
H	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$5,640.09
I	OFS Brands/Workplace Resources, LLC. (McAllen, TX)	\$6,920.49
J	Versteel/Ditto Sales, Inc./Workplace Resources, LLC. (McAllen, TX)	\$7,247.96
	Total	\$95,851.10

- 7) **Pecan Campus Library Compact Shelving, Installation, and Services (Purchase):** purchase Pecan Campus library compact shelving, installation, and services from **Library Design Systems, Inc.** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at an estimated amount of \$337,269.63;
- 8) **Armored Car Services (Renewal):** renew the armored car services contract with **American Surveillance Co., Inc.** (Brownsville, TX) for the period beginning June 1, 2016 through May 31, 2017, at an amount not to exceed \$1,580.74 per month or \$18,968.88 per year. Special trips will be scheduled on an as needed basis at an approximate cost of \$7,595.82 per year. The total approximate cost for armored car services for the year is \$26,564.70;
- 9) **Travel Services (Renewal):** renew the travel services contract with **Shands-Brooks Travel** (McAllen, TX), for the period beginning May 20, 2016 through May 19, 2017, at a service fee of \$25.00 per airline ticket;
- 10) **Graduation Facility (License Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), through an interlocal license agreement for December 16, 2016 beginning at 8:00 a.m. through December 18, 2016 at midnight, at an estimated cost of \$23,000.00;

**D. Technology**

- 11) **Computers, Laptop, and Tablets (Purchase):** purchase of computers, laptop, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$14,413.17;
- 12) **Server (Purchase):** purchase a server from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,087.97;
- 13) **Password Reset Software Maintenance Agreement (Renewal):** renew the password reset software maintenance agreement with **Namescape Corporation** (Phoenix, AZ), a sole source vendor, for the period beginning May 31, 2016 through May 30, 2017, at a total cost of \$10,425.00;

**14)Sonic Wall Firewall Maintenance Agreement (Renewal):** renew the sonic wall firewall maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the two year period beginning March 24, 2016 through March 23, 2018, at a total amount of \$32,382.00 to obtain a savings of \$6,000.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals is \$966,282.93

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

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

**Approval Recommended:**

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

## **Review and Action as Necessary to Renew the Hidalgo County Agreement for Tax Assessment Collection**

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2016 through August 31, 2017 is requested.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2016. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – According to Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2015, and the annual fee approved was \$98,304.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2016 will remain at \$98,304.00. The monthly collection fee of approximately \$8,192.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College’s bank depository account.

Below is a summary of fee increases charged by Hidalgo County each fiscal year since FY 2010.

<b>Eight Year History of Fees for Hidalgo County Tax Assessment and Collection</b>		
<b>Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>
2016 - 2017	\$98,304.00	0%
2015 - 2016	\$98,304.00	0%
2014 - 2015	\$98,304.00	5%
2013 - 2014	\$93,626.00	0%

2012 - 2013	\$93,626.00	0%
2011 - 2012	\$93,626.00	0%
2010 - 2011	\$93,626.00	5%
2009 - 2010	\$89,167.20	0%

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month.

Enclosed Documents – The Hidalgo County Collection of Taxes Contract follows in the packet for the Board’s information and review.

The Finance and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2016 through August 31, 2017 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2016 through August 31, 2017 as presented.

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

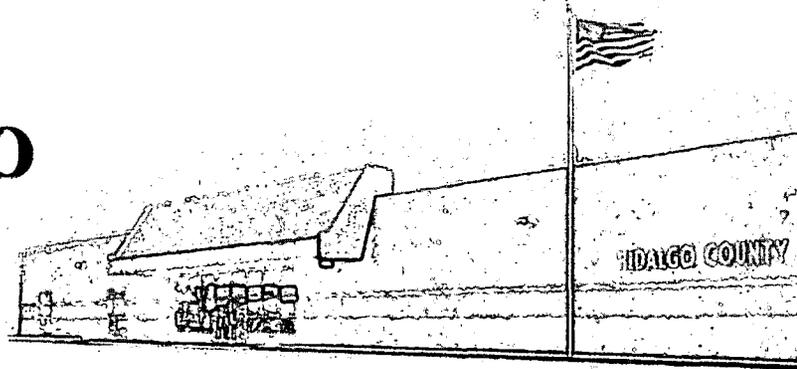
The Board of Trustees of South Texas College approves and authorizes the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2016 through August 31, 2017 as presented.

**Approval Recommended:**

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

Office of Tax Assessor - Collector  
**COUNTY of HIDALGO**

*Pablo "Paul" Villarreal, Jr. RIA*



March 31, 2016

Ms. Myriam Lopez, Comptroller  
South Texas College  
P.O. Box 9701  
McAllen, TX. 78502

P.O. Box 178  
Edinburg, Texas 78540-0178  
Ph. (956) 318-2157  
Fax (956) 318-2733  
[www.hidalgocountytax.org](http://www.hidalgocountytax.org)

Dear Ms. Lopez:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2016 will remain at **\$98,304**. Effective September 1, 2016

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Pablo (Paul) Villarreal, Jr. PCC  
Hidalgo County Tax Assessor-Collector

XC: Hon. Ramon Garcia  
Hidalgo County Judge

Mr. Ray Eufrazio  
Hidalgo County Auditor

Accepted & Agreed:

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

\_\_\_\_\_ Title

\_\_\_\_\_ Date



## **Review and Action as Necessary to Renew the Starr County Agreement for Tax Assessment Collection**

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2016 through August 31, 2017 is requested.

Purpose – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2016. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Justification – According to Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on June 18, 2001, with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2015, and the annual fee approved was \$87,886.00. Mr. Juan M. Cantu, Interim Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2016 will remain at \$87,886.00 and will be approved by the Starr County Commissioners Court on April 25, 2016 which is before the April 26, 2016 Board meeting. The monthly collection fee of \$7,323.83 is reduced from taxes collected during the month and the remaining funds collected are paid to the College.

Below is a summary of fee increases charged by Starr County each fiscal year since FY 2010.

<b>Eight Year History of Fees for Starr County Tax Assessment and Collection</b>		
<b>Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>
2016 - 2017	\$87,886.00	0%
2015 - 2016	\$87,886.00	0%
2014 - 2015	\$87,886.00	0%

2013 - 2014	\$87,886.00	0%
2012 - 2013	\$87,886.00	0%
2011 - 2012	\$87,886.00	0%
2010 - 2011	\$87,886.00	0%
2009 - 2010	\$87,886.00	0%

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month.

Enclosed Documents – Starr County will provide the Collection of Taxes Contract for taxable year 2016 prior to the April 26, 2016 Board Meeting.

The Finance and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2016 through August 31, 2017 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2016 through August 31, 2017 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2016 through August 31, 2017 as presented.

**Approval Recommended:**

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



COUNTY COURT HOUSE

# STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

**CARMEN A. PEÑA, RTA**  
Tax Assessor-Collector  
STARR COUNTY  
RIO GRANDE CITY, TEXAS 78582

April 29, 2015

**Pending 2015 Letter  
2016 Agreement**

Ms. Myriam Lopez, Comptroller

South Texas College  
3201 W. Pecan Blvd  
McAllen, Texas 78501

Dear Ms. Lopez:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2015 will remain at \$87,886.00 of all current and delinquent base taxes collected from September 1, 2015 through August 31, 2016 as per Commissioner's Court approval on April 27, 2015.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.



COUNTY OF STARR  
CARMEN A. PEÑA, RTA  
TAX ASSESSOR-COLLECTOR

Sincerely,

Carmen A. Peña, RTA

Starr County Tax Assessor/Collector

ACCEPTED & AGREED

By:   
South Texas College

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

Approval will be requested at the April 26, 2016 Board of Trustees meeting for disposal/recycle technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items is requested.

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

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items are located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items have been inspected by the Technology Resources (TR), Instructional Technologies (IT), and approved by the Interim Vice President for Information Services, Planning and Strategic Initiatives to be disposed after Board approval.

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

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Interim Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, will be present at the Board meeting to address any questions by the committee.

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

**Recommendation:**

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

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

The Board of Trustees of South Texas College approves and authorizes the disposal/recycle of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items, as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE**  
**TECHNOLOGY AND ELECTRONIC ITEMS FOR DISPOSAL/RECYCLE WITH VALUE OF \$1,000 AND OVER**  
**APRIL 26, 2016**

Pallet	Qty	Description	Serial No.	Silver Tag	Green Tag	Purchase Date	Purchase Amount	Net Value	Ptag	CODE
5	1 ea	Dell Optiplex 280 Computer	6DZ7S71	0000011755	5000006245	7/1/2000	\$ 1,304.73		000011852	Obsolete
1	1 ea	HP LaserJet 4050TN Printer	USCC165473	0000004318	5000000910	8/10/2000	\$ 1,860.48		000005523	Obsolete
4	1 ea	HP4550DN Color LaserJet Printer w/Accessories	0000006447	JPPKE11835	5000002761	8/10/2001	\$ 3,534.00		000006717	Damage
1	1 ea	Smart Board	33629	0000006144		8/31/2001	\$ 2,435.84		000006875	Obsolete
2	1 ea	Smart Board	35130	0000006947	5000000958	11/13/2001	\$ 2,118.00		000012650	Damage
2	1 ea	Smart Board	46377	0000006702		06/05/2002	\$ 3,046.75		000008278	Damage
1	1 ea	Dell Optiplex 240 Computer	40BMB11	0000007212		8/5/2002	\$ 1,736.46		0000007212	Obsolete
5	1 ea	Dell Optiplex 280 Computer	7ML5G61	0000009556		9/1/2004	\$ 1,251.00		000011335	Obsolete
5	1 ea	Sencore SC3100 Waveform Analyzer	6784209	0000010205	5000005573	12/3/2004	\$ 2,965.50		000010768	Obsolete
5	1 ea	Sencore SC3100 Waveform Analyzer	6784198	0000010240	5000005579	12/3/2004	\$ 2,965.50		000010774	Obsolete
5	1 ea	Sencore SC3100 Waveform Analyzer	6784202	0000010206	5000005574	12/3/2004	\$ 2,965.50		000010769	Obsolete
5	1 ea	Dell Optiplex 280 Computer	J81F061	0000010634		12/6/2004	\$ 1,043.91		000010708	Obsolete
1	1 ea	Extron RS-232 System Switch Controller	816766016	0000011005		12/15/2004	\$ 5,207.55	\$ -	000012310	Obsolete
3	1 ea	Sanyo Projector	0000010950	G4601504		12/15/2004	\$ 5,736.29	\$ -	000012174	Obsolete
3	1 ea	Sanyo Projector	0000009846	G4601647		12/15/2004	\$ 5,736.29	\$ -	000012172	Obsolete
3	1 ea	Sanyo Projector	0000009849	G4601566		12/15/2004	\$ 5,736.29	\$ -	000012162	Obsolete
3	1 ea	Sanyo Projector	0000009848	G4601581		12/15/2004	\$ 5,736.29	\$ -	000012137	Obsolete
3	1 ea	Sanyo Projector	0000011111	G4601569		12/15/2004	\$ 5,736.29	\$ -	000012104	Obsolete
3	1 ea	Sanyo Projector	0000011103	G4601559		12/15/2004	\$ 5,736.29	\$ -	000012101	Obsolete
3	1 ea	Sanyo Projector	0000009877	G4601601		12/15/2004	\$ 5,736.29	\$ -	000012180	Obsolete
3	1 ea	Sanyo Projector	0000009876	G4601629		12/15/2004	\$ 5,736.29	\$ -	000012126	Obsolete
3	1 ea	Sanyo Projector	0000010928	G4601591		12/15/2004	\$ 5,736.29	\$ -	000012131	Obsolete
3	1 ea	Sanyo Projector	0000010926	G4601596		12/15/2004	\$ 5,736.29	\$ -	000012185	Obsolete
3	1 ea	Sanyo Projector	0000010939	G4601633		12/15/2004	\$ 5,736.29	\$ -	000012141	Obsolete
3	1 ea	Sanyo Projector	0000009855	G4601568		12/15/2004	\$ 5,736.29	\$ -	000012182	Obsolete
3	1 ea	Sanyo Projector	0000010932	G4601515		12/15/2004	\$ 5,736.29	\$ -	000012122	Obsolete
3	1 ea	Sanyo Projector	0000009870	G4601639		12/15/2004	\$ 5,736.29	\$ -	000012117	Obsolete
3	1 ea	Sanyo Projector	0000009872	G4601561		12/15/2004	\$ 5,736.29	\$ -	000012116	Obsolete
3	1 ea	Sanyo Projector	0000011022	G4601571		12/15/2004	\$ 5,736.29	\$ -	000012202	Obsolete
3	1 ea	Sanyo Projector	0000009882	G4601594		12/15/2004	\$ 5,736.29	\$ -	000012153	Obsolete
3	1 ea	Sanyo Projector	0000010916	G4601642		12/15/2004	\$ 5,736.29	\$ -	000012186	Obsolete
3	1 ea	Sanyo Projector	0000009857	G4601593		12/15/2004	\$ 5,736.29	\$ -	000012149	Obsolete
3	1 ea	Sanyo Projector	0000010953	G4601563		12/15/2004	\$ 5,736.29	\$ -	000012135	Obsolete
3	1 ea	Sanyo Projector	0000009858	G4601595		12/15/2004	\$ 5,736.29	\$ -	000012175	Obsolete
3	1 ea	Sanyo Projector	0000010931	G4601573		12/15/2004	\$ 5,736.29	\$ -	000012123	Obsolete
3	1 ea	Sanyo Projector	0000010914	G4601643		12/15/2004	\$ 5,736.29	\$ -	000012132	Obsolete
3	1 ea	Sanyo Projector	0000011253	G4601538		12/15/2004	\$ 5,736.29	\$ -	000012110	Obsolete
3	1 ea	Sanyo Projector	0000009884	G4601527		12/15/2004	\$ 5,736.29	\$ -	000012152	Obsolete
3	1 ea	Sanyo Projector	0000009866	G4601582		12/15/2004	\$ 5,736.29	\$ -	000012177	Obsolete
3	1 ea	Sanyo Projector	0000009874	G4601585		12/15/2004	\$ 5,736.29	\$ -	000012167	Obsolete
3	1 ea	Sanyo Projector	0000010968	G4601567		12/15/2004	\$ 5,736.29	\$ -	000012120	Obsolete
3	1 ea	Sanyo Projector	0000011131	G4601575		12/15/2004	\$ 5,736.29	\$ -	000012107	Obsolete
3	1 ea	Sanyo Projector	0000010196	G4601565		12/15/2004	\$ 5,736.29	\$ -	000012142	Obsolete
3	1 ea	Sanyo Projector	0000009759	G4601508		12/15/2004	\$ 5,736.29	\$ -	000012156	Obsolete
3	1 ea	Sanyo Projector	0000010940	G4601675		12/15/2004	\$ 5,736.29	\$ -	000012140	Obsolete
3	1 ea	Sanyo Projector	0000009836	G4601558		12/15/2004	\$ 5,736.29	\$ -	000012143	Obsolete
3	1 ea	Sanyo Projector	0000010184	G4601631		12/15/2004	\$ 5,736.29	\$ -	000012128	Obsolete
3	1 ea	Sanyo Projector	0000010949	G4601505		12/15/2004	\$ 5,736.29	\$ -	000012165	Obsolete
3	1 ea	Sanyo Projector	0000010960	G4601635		12/15/2004	\$ 5,736.29	\$ -	000012134	Obsolete
3	1 ea	Sanyo Projector	0000010934	G4601597		12/15/2004	\$ 5,736.29	\$ -	000012158	Obsolete
3	1 ea	Sanyo Projector	0000009861	G4601546		12/15/2004	\$ 5,736.29	\$ -	000012118	Obsolete
3	1 ea	Sanyo Projector	0000010190	G4601572		12/15/2004	\$ 5,736.29	\$ -	000012150	Obsolete
3	1 ea	Sanyo Projector	0000011024	G4601677		12/15/2004	\$ 5,736.29	\$ -	000012203	Obsolete
3	1 ea	Sanyo Projector	0000010191	G4601654		12/15/2004	\$ 5,736.29	\$ -	000012183	Obsolete
3	1 ea	Sanyo Projector	0000009910	G4601525		12/15/2004	\$ 5,736.29	\$ -	000012147	Obsolete
3	1 ea	Sanyo Projector	0000010970	G4601564		12/15/2004	\$ 5,736.29	\$ -	000012198	Obsolete
3	1 ea	Sanyo Projector	0000010197	G4601589		12/15/2004	\$ 5,736.29	\$ -	000012133	Obsolete
3	1 ea	Sanyo Projector	0000010922	G4601632		12/15/2004	\$ 5,736.29	\$ -	000012181	Obsolete
3	1 ea	Sanyo Projector	0000011009	G4601622		12/15/2004	\$ 5,736.29	\$ -	000012200	Obsolete
3	1 ea	Sanyo Projector	0000011030	G4601570		12/15/2004	\$ 5,736.29	\$ -	000012204	Obsolete
3	1 ea	Sanyo Projector	0000010183	G4601550		12/15/2004	\$ 5,736.29	\$ -	000012187	Obsolete

Capital Asset Valued at \$5,000 or more  
 Grant Funded Asset

**SOUTH TEXAS COLLEGE**  
**TECHNOLOGY AND ELECTRONIC ITEMS FOR DISPOSAL/RECYCLE WITH VALUE OF \$1,000 AND OVER**  
**APRIL 26, 2016**

Pallet	Qty	Description	Serial No.	Silver Tag	Green Tag	Purchase Date	Purchase Amount	Net Value	Ptag	CODE
3	1 ea	Sanyo Projector	0000011007	G4601542		12/15/2004	\$ 5,736.29	\$ -	000012199	Obsolete
3	1 ea	Sanyo Projector	0000011015	G4601578		12/15/2004	\$ 5,736.29	\$ -	000012201	Obsolete
3	1 ea	Sanyo Projector	0000010967	G4601543		12/15/2004	\$ 5,736.29	\$ -	000012166	Obsolete
3	1 ea	Sanyo Projector	0000010185	G4601555		12/15/2004	\$ 5,736.29	\$ -	000012169	Obsolete
3	1 ea	Sanyo Projector	0000012100	G4902628		12/15/2004	\$ 5,736.29	\$ -	000012112	Obsolete
3	1 ea	Sanyo Projector	0000011038	G4601537		12/15/2004	\$ 5,736.29	\$ -	000012206	Obsolete
3	1 ea	Sanyo Projector	0000011040	G4601576		12/15/2004	\$ 5,736.29	\$ -	000012207	Obsolete
3	1 ea	Sanyo Projector	0000010182	G4601557		12/15/2004	\$ 5,736.29	\$ -	000012146	Obsolete
3	1 ea	Sanyo Projector	0000011036	G4601524		12/15/2004	\$ 5,736.29	\$ -	000012205	Obsolete
3	1 ea	Sanyo Projector	0000009871	G4601580		12/15/2004	\$ 5,736.29	\$ -	000012115	Obsolete
3	1 ea	Sanyo Projector	0000009868	G4601693		12/15/2004	\$ 5,736.29	\$ -	000012176	Obsolete
3	1 ea	Sanyo Projector	0000009856	G4601588		12/15/2004	\$ 5,736.29	\$ -	000012164	Obsolete
3	1 ea	Smart ID250 Symposium	0000010938	4DFP00386		12/15/2004	\$ 5,401.57	\$ -	000012318	Obsolete
3	1 ea	Smart ID250 Symposium	0000011161	4DFP00461		12/15/2004	\$ 5,401.57	\$ -	000012321	Obsolete
3	1 ea	Smart ID250 Symposium	0000009844	4DFP00389		12/15/2004	\$ 5,401.57	\$ -	000012316	Damaged
3	1 ea	Sanyo Projector	0000011250	G47B1044		12/15/2004	\$ 5,736.29	\$ -	000012108	Obsolete
3	1 ea	Sanyo Projector	0000009912	G4601590		12/15/2004	\$ 5,736.29	\$ -	000012144	Obsolete
3	1 ea	Sanyo Projector	0000009864	G47601638		12/15/2004	\$ 5,234.39	\$ -	000012159	Obsolete
3	1 ea	Sanyo Projector	0000011113	G4601598		12/15/2004	\$ 5,234.39	\$ -	000012103	Obsolete
3	1 ea	Sanyo Projector	0000011126	G4601511		12/15/2004	\$ 5,736.29	\$ -	000012103	Obsolete
3	1 ea	Sanyo Projector	0000010187	G4601509		12/15/2004	\$ 5,234.39	\$ -	000012125	Obsolete
3	1 ea	Sanyo Projector	0000011104	G4601528		12/15/2004	\$ 5,235.73	\$ -	000012100	Obsolete
3	1 ea	EIKI LC X1100 Projector	0000011252	G47B1001		12/15/2004	\$ 5,736.29	\$ -	000012109	Obsolete
5	1 ea	Dell Latitude D800 Laptop	GMMP771	0000009980	5000005584	4/20/2005	\$ 2,536.06		000011248	Obsolete
5	1 ea	Dell Latitude D800 Laptop	1MMP771	0000009981	5000005585	4/20/2005	\$ 2,536.06		000011245	Obsolete
3	1 ea	Eiki LC-X60 Boardroom Projector	0000011247	G52A1170		8/5/2005	\$ 5,779.64	\$ -	000012503	Obsolete
6	1 ea	SmartBoard 3000I Projection Interactive Whiteboard	11341	12177		10/25/2005	\$ 12,324.89	\$ -	N00012787	Obsolete
5	1 ea	Dell Optiplex 620 Computer	11BHQ81	12265		11/7/2005	\$ 1,140.34		N00012969	Obsolete
5	1 ea	Dell Optiplex 620 Computer	4KBHQ81	12281		11/7/2005	\$ 1,140.34		N00012986	Obsolete
5	1 ea	Dell Optiplex 620 Computer	GZ9HQ81	12267		11/7/2005	\$ 1,140.34		N00012971	Obsolete
5	1 ea	Dell Optiplex 620 Computer	7GFRJ91	12346		11/7/2005	\$ 1,227.75		N00013079	Obsolete
5	1 ea	Dell Optiplex 620 Computer	85GXR81	13064	5000005979	2/27/2006	\$ 1,166.65		N00014226	Obsolete
1	1 ea	Symposium ID250 Monitor	5LFP00181A	17467		5/8/2006	\$ 1,799.00		N00014448	Obsolete
5	1 ea	Dell Latitude D610 Laptop	BL8PV91	24966		5/9/2006	\$ 1,606.10		N00014421	Obsolete
5	1 ea	Dell Optiplex 620 Computer	27RK1B1	15507		5/30/2006	\$ 1,075.01		N00014495	Obsolete
5	1 ea	Dell Optiplex 620 Computer	9MM36B1	14960		6/27/2006	\$ 2,007.84		N00014712	Obsolete
5	1 ea	Dell Optiplex 620 Computer	9MM36B1	14960		6/27/2006	\$ 2,007.84		N00014712	Obsolete
5	1 ea	Dell Latitude D820 Laptop	FJYF1C1	15820	5000010671	11/15/2006	\$ 1,835.89		N00015291	Obsolete
2	1 ea	Dell Optiplex 745 Computer	G5TXGC1	15115		2/7/2007	\$ 1,051.45		N00015276	Obsolete
5	1 ea	Dell Optiplex 745 Computer	59BZQC1	15938		4/4/2007	\$ 1,128.17		N00015433	Obsolete
2	1 ea	Dell Optiplex 745 Computer	8B69TC1	15287		4/20/2007	\$ 1,128.92		N00015488	Damaged
2	1 ea	Dell Optiplex 745 Computer	8MXNVC1	15969		4/24/2007	\$ 1,128.92		N00015501	Obsolete
2	1 ea	Dell Optiplex 745 Computer	4MXNVC1	15967		4/24/2007	\$ 1,128.92		N00015504	Obsolete
2	1 ea	Dell Optiplex 745 Computer	8FJJZC1	16074		5/24/2007	\$ 1,128.92		N00015595	Obsolete
2	1 ea	Dell Optiplex 745 Computer	7DJJZC1	16080		5/24/2007	\$ 1,128.92		N00015601	Obsolete
2	1 ea	Dell Optiplex 745 Computer	6HJJZC1	16069		5/24/2007	\$ 1,128.92		N00015588	Obsolete
2	1 ea	Dell Optiplex 745 Computer	HCJJZC1	16071		5/24/2007	\$ 1,128.92		N00015592	Obsolete
2	1 ea	Dell Optiplex 745 Computer	23FY9C1	16060		5/24/2007	\$ 1,128.92		N00015579	Obsolete
2	1 ea	Dell Optiplex 745 Computer	BM9ZCC1	13577		5/31/2007	\$ 1,093.40		N00015776	Obsolete
1	1 ea	Dell D820 Laptop	9R9FOD1	13591		6/6/2007	\$ 1,951.98		N00015746	Obsolete
1	1 ea	Extron MLC2261P	A020L3P	16125		6/11/2007	\$ 2,644.40		N00015860	Obsolete
2	1 ea	Dell Optiplex 745 Computer	1DZ45D1	16186		7/3/2007	\$ 1,101.62		N00013136	Damage
5	1 ea	Dell Optiplex 745 Computer	FYF55D1	13692		7/3/2007	\$ 1,549.00		N00015825	Obsolete
2	1 ea	Dell Latitude D830 Laptop	JKGLRD1	14111		10/2/2007	\$ 1,317.30		N00016241	Obsolete
2	1 ea	Dell Latitude D830 Laptop	BHGLRD1	14113		10/2/2007	\$ 1,317.30		N00016243	Obsolete
2	1 ea	Dell Optiplex 745 Computer	2R91ZD1	14147		10/31/2007	\$ 1,101.62		N00016280	Obsolete
5	1 ea	Dell Optiplex 745 Computer	6Q91ZD1	14148		10/31/2007	\$ 1,101.62		N00016279	Obsolete
5	1 ea	Dell Optiplex 745 Computer	FN91ZD1	14156		10/31/2007	\$ 1,101.62		N00016272	Obsolete
5	1 ea	Dell Optiplex 745 Computer	2N91ZD1	14154		10/31/2007	\$ 1,101.62		N00016270	Obsolete
5	1 ea	Dell Optiplex 745 Computer	CM91ZD1	14149		10/31/2007	\$ 1,101.62		N00016278	Obsolete
5	1 ea	Dell Optiplex 745 Computer	5D2F0F1	14055		10/31/2007	\$ 1,024.89		N00016302	Obsolete

Capital Asset Valued at \$5,000 or more  
 Grant Funded Asset

**SOUTH TEXAS COLLEGE**  
**TECHNOLOGY AND ELECTRONIC ITEMS FOR DISPOSAL/RECYCLE WITH VALUE OF \$1,000 AND OVER**  
**APRIL 26, 2016**

Pallet	Qty	Description	Serial No.	Silver Tag	Green Tag	Purchase Date	Purchase Amount	Net Value	Ptag	CODE
5	1 ea	Dell Optiplex 745 Computer	7D2F0F1	14129		10/31/2007	\$ 1,024.89		N00016303	Obsolete
5	1 ea	Dell Optiplex 745 Computer	BD2F0F1	14000		10/31/2007	\$ 1,024.89		N00016295	Obsolete
5	1 ea	Dell Latitude E6400 Laptop	BWTKMJ1	17894		4/3/2009	\$ 1,517.19		N00017464	Obsolete
5	1 ea	Dell Latitude E6400 Laptop	G1HMRK1	18845		2/4/2010	\$ 1,158.00		N00017835	Obsolete
5	1 ea	Dell Latitude E6400 Laptop	C1HMRK1	18847		2/4/2010	\$ 1,158.00		N00017837	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	HGKRCL1	16563		5/19/2010	\$ 1,055.24		N00017984	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	3HKRCL1	16552		5/19/2010	\$ 1,055.24		N00017997	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	CGKRCL1	16560		5/19/2010	\$ 1,055.24		N00017993	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	6HKRCL1	16564		5/19/2010	\$ 1,055.24		N00017987	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	4HKRCL1	16562		5/19/2010	\$ 1,055.24		N00017996	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	7HKRCL1	16545		5/19/2010	\$ 1,055.24		N00017995	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	5HKRCL1	16566		5/19/2010	\$ 1,055.24		N00017985	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	DGKRCL1	16565		5/19/2010	\$ 1,055.24		N00017988	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	5FKRCL1	16633		5/19/2010	\$ 1,055.24		N00018020	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	8GKRCL1	16635		5/19/2010	\$ 1,055.24		N00018015	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	9HKRCL1	16585		5/19/2010	\$ 1,055.24		N00017990	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	1GKRCL1	16599		5/19/2010	\$ 1,055.24		N00018011	Obsolete
1	1 ea	Dell Latitude E5500 Laptop	FFKRCL1	16573		5/19/2010	\$ 1,055.24		N00018000	Obsolete

 Capital Asset Valued at \$5,000 or more  
 Grant Funded Asset

## **Review and Action as Necessary on New and Revised Policies**

The Board is asked to approve and adopt the new and revised policies as presented and which supersede any previously adopted Board policy:

### **The Following New are Proposed for Adoption:**

#### **1) Adopt New Policy #6313: Vehicle and Body Cameras**

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

- To comply with Texas Occupation Code Section 1701.655, which requires that a law enforcement agency that operates a body worn camera program adopts a policy for the use of body worn cameras.
- The policy must include the state law requirements pertaining to the use of body cameras, the retention period of videos, and the restrictions for release of videos to the public.

#### **2) Adopt New Policy #6421: Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses**

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

- To describe the proper use of skateboards and similar apparatuses at college campuses.
- To restrict the use of the mentioned apparatuses on campus to increase safety on campus, since their use has increase over the last few years.
- To clarify that individuals not following the policy would be subject to fine and/or disciplinary action.

The proposed fees, listed below, will be presented for recommendation to the Board as part of the Tuition and Fee Schedules at a later date.

<b>Proposed Skateboard and Other Appliance Violation Fees</b>	
<b>Violation Number</b>	<b>Fine</b>
First	Warning
Second	\$30.00
Third	\$50.00
Fourth	\$70.00
Fifth	\$90.00

**The Following Existing Policies are Proposed for Revision:**

**1) Revise Policy #4205: Equal Education and Employment Opportunities**

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

- To clarify the College is an equal education institution and an equal employment opportunity employer, as requested by faculty senate and student government association.
- To add two additional categories prohibited from discrimination: Sexual Orientation and Gender Identity.  
⇒ Although previously protected under the general term of sex and gender, the addition of these categories will clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

**2) Revise Policy #4110: Filling of Vacancies**

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

- To clarify protected categories under prohibited discrimination and to keep consistent with Policy 4205 – Equal Education and Employment Opportunity
- To add additional categories prohibited from discrimination: Sexual Orientation and Gender Identity.  
⇒ Although previously protected under the general term of sex and gender, the addition of these categories will clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

**3) Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct**

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

- To clarify protected categories under prohibited harassment and to keep consistent with Policy 4205 – Equal Education and Employment Opportunity
- To add two additional categories prohibited from discrimination: Sexual Orientation and Gender Identity, as requested by faculty senate and student government association.  
⇒ Although previously protected under the general term of sex and gender, the addition of these categories will clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

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

with a red strikeout. Also included are the proposed fees for the Skateboard and Other Appliance Violation for the Board's information and review.

The new and revised policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

The Finance and Human Resources Committee recommended Board approval and adoption of the new Policy #6313: *Vehicle and Body Cameras* and Policy #6421: *Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses* and the revised Policy #4205: *Equal Education and Employment Opportunities*; Policy #4110: *Filling of Vacancies*; and Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as presented and which supersede existing policy.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the new Policy #6313: *Vehicle and Body Cameras* and Policy #6421: *Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses* and the revised Policy #4205: *Equal Education and Employment Opportunities*; Policy #4110: *Filling of Vacancies*; and Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as presented and which supersede existing policy.

**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 new Policy #6313: *Vehicle and Body Cameras* and Policy #6421: *Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses* and the revised Policy #4205: *Equal Education and Employment Opportunities*; Policy #4110: *Filling of Vacancies*; and Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as presented and which supersede existing policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Vehicle and Body Cameras</b>	<b>6313</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 6</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated April 26, 2016</b>	

South Texas Colleges complies with the Texas Occupations Code, Title 10, Chapter 1701, Subchapter N (as amended by HB158, 84<sup>th</sup> Legislature). This Code requires that a law enforcement agency that operates a body worn camera program adopt a policy for the use of body worn cameras. The Texas Commission on Law Enforcement (TCOLE) in consultation with the Texas Department of Public Safety, the Bill Blackwood Law Enforcement Management Institute of Texas, the W.W. Caruth Jr. Police Institute at Dallas, and the Texas Police Chiefs Association has developed a training curriculum for the use of body cameras pursuant to the Texas Occupation Code. South Texas College Police Officers are trained using this curriculum.

### **I. PURPOSE**

South Texas College is committed to providing a safe and secure educational environment for students, faculty, staff, and visitors. The College Department of Public Safety patrols campuses, responds to incidents, rejoins calls for service and enforces Texas state law. During these activities, the Department uses vehicle and body worn cameras for the following purposes:

1. The documentation of police officer interaction with the public, including arrests and critical incidents, enhancing the accuracy of officer reports and testimony in court.
2. Facilitation of the review of probable cause, evidence for investigative and prosecutorial purposes, and the gathering of information for officer evaluation and training.

### **II. POLICY**

It is the policy of South Texas College that employed police officers shall use vehicle and body worn cameras when appropriate in the proper performance of official duties and where the recordings are consistent with this policy and Texas Occupations Code, Chapter 1701, Subchapter N. This policy does not govern the use of surreptitious recording devices used in undercover operations.

### **III. REQUIREMENTS OF THE TEXAS OCCUPATION CODE**

1. Activation and Discontinuance of Recordings
  - A. Activation - All enforcement encounters where there is at least reasonable suspicion the person has committed, is committing, or may be involved in criminal activity including:











**MANUAL OF POLICY**

<b>Title</b>	<b><i>Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses</i></b>	<b>6421</b>
<b>Legal Authority</b>	<b><i>Approval of the Board of Trustees</i></b>	
<b>Date Approved By Board</b>	<b><i>Board Minute Order Dated April 26, 2016</i></b>	

*South Texas College allows the use of bicycles, skateboards, in-line skates, roller skates, motorized scooters, hoverboards or similar apparatuses on college driveways, parking lots, and designated areas only.*

*Individuals using these apparatuses on college sidewalks, walkways, benches, retaining walls, rails, other structures, or inside a building, or non designated areas, shall be subject to fines and/or disciplinary action as delineated in the Student Code of Conduct and Employee Standards of Conduct.*

*This policy shall not apply to college personnel on official business or persons with special needs who have been authorized use.*

*The South Texas College Department of Public Safety will enforce this policy to maintain safety on college campuses.*

MANUAL OF POLICY

<b>Title</b>	<b>Equal Education and Employment Opportunities</b>	<b>4205</b>
<b>Legal Authority</b>	<b>Texas Education Code and Other Statutory Provisions Regulating Higher Education</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As amended by Board Minute Order dated May 26, 2015 As amended by Board Minute Order dated April 26, 2016</b>	

**Equal *Education Institution and Equal* Employment Opportunity**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal *education institution and equal* opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, *age, sex, sexual orientation, gender, gender identity,* disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

As an equal opportunity employer, the College will appoint employees in full compliance with existing laws. Qualification guidelines for all positions will be published by the Office of Human Resources and shall be applied consistently and fairly to all applicants. "Qualified" is defined as having the requisite education, training, and/or skills required of the position as defined in the approved job announcement.

The College shall actively seek to increase the number of minority personnel, as defined by the U.S. Equal Employment Opportunity Commission, through recruiting and other similar activities.

**Title IX Statement**

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and it’s implementing regulations, 34 C.F.R. Part 106 (Title IX),

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.

**Age Discrimination Employment Act**

South Texas College is committed to ensuring compliance with the Federal Age Discrimination in Employment Act Amendments of 1986 and with the Texas Commission on Human Rights Act (Article 5221K, VACS) which prohibits discrimination on the basis of age.

Employees are not required to retire at any specific age and employees age 40 and over are protected from Age Discrimination.

**Section 504 of the Rehabilitation Act of 1973 / American with Disabilities Act**

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with

~~Strikethrough denotes deletion~~  
*Italics denote addition*

MANUAL OF POLICY

<b>Title</b>	<b>Equal Education and Employment Opportunities</b>	<b>4205</b>
<b>Legal Authority</b>	<b>Texas Education Code and Other Statutory Provisions Regulating Higher Education</b>	<b>Page 2 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As amended by Board Minute Order dated May 26, 2015 As amended by Board Minute Order dated April 26, 2016</b>	

Disabilities Act, and does not discriminate on the basis of a disability in the areas of admissions, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly.

South Texas College shall not exclude from consideration of employment otherwise qualified applicants with a disability or disabilities because such applicants may require reasonable accommodations for known physical and mental impairments.

During any aspect of the employment process, including without limitation, hiring, promotion, transfer, training, evaluation, and compensation increases, the College shall consider the issues of a reasonable accommodation to the known physical or mental disability or disabilities of an otherwise qualified handicapped or disabled person.

South Texas College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. In compliance with regulations listed in Section 504, the College will designate an ADA compliance coordinator.

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*Italics denote addition*

## MANUAL OF POLICY

<b>Title</b>	<b>Filling of Vacancies</b>	<b>4110</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As amended by Board Minute Order dated April 26, 2016</b>	

South Texas College seeks to fill each vacant position with the best qualified person available without regard to race, color, *national origin, religion, age, sex, sexual orientation, gender, gender identity*, ~~age, color, religion, national origin or~~ disability, *genetic information or veteran status* and to comply with all statutory requirements relating to filling such vacant positions.







## MANUAL OF POLICY

<b>Title</b>	<b>Discrimination, Harassment, Retaliation, and Sexual Misconduct</b>	<b>4216</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 4 of 10</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated May 26, 2015</b> <b>As Amended by Board Minute Order dated December 15, 2015</b> <b>As Amended by Board Minute Order dated April 26, 2016</b>	

Such conduct is a violation when:

1. The employee's or student's submission to such conduct is an explicit or implied condition of employment or academic efforts; or
2. The employee's or student's response to such conduct becomes a basis for employment or academic decision; or
3. The conduct produces an intimidating hostile, or offensive work or study environment.

Nothing in this policy should be interpreted to prohibit or restrict speech that is permitted by the Texas or U.S. Constitutions.

### **VIII. Retaliation**

The College prohibits retaliation against an employee or student who makes a claim alleging to have experienced discrimination or harassment, or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

### **IX. Sexual Misconduct**

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex or gender discrimination, sexual violence, rape, stalking, and relationship violence (including domestic violence and dating violence). It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the gender of the person involved.

#### **A. Sexual Harassment**

South Texas College assumes an affirmative posture to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated. This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

Sexual Harassment is unwelcome verbal or physical conduct that is,

- sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits

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*Italics denote addition*



## MANUAL OF POLICY

<b>Title</b>	<b>Discrimination, Harassment, Retaliation, and Sexual Misconduct</b>	<b>4216</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 6 of 10</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated May 26, 2015</b>	
	<b>As Amended by Board Minute Order dated December 15, 2015</b>	
	<b>As Amended by Board Minute Order dated April 26, 2016</b>	

over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.

### **C. Consent**

Consent is:

- Permission to engage in sexual activity
- Clear, knowing and voluntary, prior to and during sexual activity
- Active, not passive. Silence, in and of itself, cannot be interpreted as consent.

Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent does not imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

### **D. Coercion**

Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

### **E. Incapacitation**

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

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*Italics denote addition*







MANUAL OF POLICY

<b>Title</b>	<b>Discrimination, Harassment, Retaliation, and Sexual Misconduct</b>	<b>4216</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 10 of 10</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated May 26, 2015</b> <b>As Amended by Board Minute Order dated December 15, 2015</b> <b>As Amended by Board Minute Order dated April 26, 2016</b>	

**XV. Filing of False Complaints**

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

**XVI. Effect on Pending Personnel Actions**

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

**XVII. Relationship of Complaint Process to Outside Agency Time Limits**

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

**XVIII. Title IX Procedures**

Complaint procedures may be found at the Office of Human Resources, the Conflict Resolution Center, and College website <http://www.southtexascollege.edu/about/notices/title-ix.html>.

The College's Board of Trustees will review this policy each biennium and will revise the policy as necessary.

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*Italics denote addition*

## **Review and Action as Necessary to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools**

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools is requested.

Purpose – Two additional banks, Green Bank and Wallis State Bank, are recommended for addition to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on June 23, 2015. A revised list of brokers, dealers, banks, and investment pools that include two additional banks, Green Bank and Wallis State Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA are included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on June 23, 2015. This limitation has prevented the use of money market accounts in banks that were not included on the list. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified several money market account offerings that would be advantageous to the College, yet because the offering banks were not on the approved list, they could not be utilized.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes are being presented, except for the addition of two banks to Exhibit "A".

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

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

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

**Recommendation:**

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

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

The Board of Trustees of South Texas College approves and authorizes the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

**Approval Recommended:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

SOUTH TEXAS COLLEGE

\_\_\_\_\_  
Roy de León, Board Chair

ATTEST:

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

(COLLEGE SEAL)

Exhibit "A"

List of Authorized Broker/Dealers:

Coastal Securities  
Duncan Williams  
Raymond James  
Rice Financial  
Wells Fargo Securities

List of Authorized Banks:

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

List of Authorized Investment Pools:

TexPool  
TexStar

## **Review and Action as Necessary on South Texas College Education Foundation's Registered Agent and Directors**

Appointment and approval of a new Registered Agent and a minimum of three new Board of Directors for South Texas College Education Foundation ("the Foundation") is requested.

Purpose – Administration is proposing to amend 1) the College Name, 2) the Registered Agent/Registered Office, and 3) the Articles of Incorporation of the Foundation on Form 424, Certificate of Amendment.

In order to make the changes necessary to update the above mentioned items, Form 424, Certificate of Amendment, must be completed and submitted to the Secretary of State.

Once the Board approves the proposed revisions, the College will submit Form 802, Periodic Report of a Nonprofit Corporation, reflecting the updated information.

Justification – The College is required to file Form 424, Certificate of Amendment, with the Secretary of State to amend 1) the College Name, 2) the Registered Agent/Registered Office, and 3) the Articles of Incorporation of the Foundation.

A nonprofit corporation is required by Section 22.357 of the Texas Business Organization Code to file a period report (Form 802, Periodic Report of a Nonprofit Corporation) every four years that lists the names and addresses of the Registered Agent and all Directors and Officers of the corporation. A minimum of three Board of Directors is required and must include a President and a Secretary.

Background – The original Articles of Incorporation of the Foundation, filed with the Secretary of State of Texas on September 15, 1997, reflected the following Registered Agent and Board of Directors:

Registered Agent: James E. Darling

Board of Directors: Gary Gurwitz, Chairman of the Board  
Rosalinda Gonzalez, Vice-Chairman  
Glen Roney, Secretary  
Manuel Benavidez Jr  
Dr. Amparo Cardenas  
Dr. Alejo Salinas

Form 424, Certificate of Amendment, must be compiled and filed in order to update the pertinent College information as detailed in Table A, which includes the registered agent and the Board of Directors

Form 802, Periodic Report of a Nonprofit Corporation, which must be completed and filed with the Secretary of State in order for the Foundation to remain active will be filed after the College information is updated by Form 424, Certificate of Amendment,

The annual Texas Franchise Tax No Tax Due Information Reports and Texas Franchise Tax Public Information Report have been completed by Long Chilton, LLP and filed by the College.

Enclosed Documents – Items that follow in the packet for the Committee’s information and review include: original and proposed revisions to the Articles of Incorporation of South Texas College Education Foundation; Form 424, Certificate of Amendment; and Form 802, Periodic Report of a Nonprofit Corporation.

Reviewers – The Foundation’s write-up was reviewed by South Texas College’s legal counsel, Mr. Chuy Ramirez, who recommended assigning Dr. Reed as the registered agent.

The revisions recommended for the name of the Foundation are necessary to align with the name change from South Texas Community College to South Texas College, which the Board of Trustees officially approved in 2004. The minor revisions to the Article of Incorporation are the following:

Table A			
#	Section	From	To
1	On page 1, title	Deleted <ul style="list-style-type: none"> <li>The word "COMMUNITY"</li> </ul>	
2	On page 1, under Article I	Deleted <ul style="list-style-type: none"> <li>The word "Community"</li> </ul>	
3	On page 1, under Article IV	Deleted <ul style="list-style-type: none"> <li>The word "Community"</li> </ul>	
4	On page 1, under Article V	Deleted <ul style="list-style-type: none"> <li>The words "initial" , "3319 North McColl Road", "initial", and "James E. Darling"</li> </ul>	Added <ul style="list-style-type: none"> <li>The words "3201 West Pecan Boulevard" and "Dr. Shirley A. Reed"</li> </ul>

Table A			
#	Section	From	To
5	On page 1, under Article VI	<p>Deleted</p> <ul style="list-style-type: none"> <li>• The words "initial", "six", "initial", and "Chairman of the Board"</li> <li>• Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572</li> <li>• Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501</li> </ul>	<p>Added</p> <ul style="list-style-type: none"> <li>• The word "seven"</li> <li>• Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570</li> <li>• Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539</li> </ul>
5	On page 1, under Article VI (continued)	<p>Deleted</p> <ul style="list-style-type: none"> <li>• Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548</li> <li>• Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3rd Street, Weslaco, Texas 78596</li> <li>• Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557</li> </ul>	<p>Added</p> <ul style="list-style-type: none"> <li>• Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10th Street, McAllen, Texas 78504</li> <li>• Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582</li> <li>• Graciela Farias, P.O. Box 92, La Joya, Texas 78560,</li> <li>• Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596</li> </ul>

Table A			
#	Section	From	To
6	On page 2, under Article VII	Deleted <ul style="list-style-type: none"> <li>• The words "Chairman of the Board"</li> <li>• Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572</li> <li>• Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501</li> <li>• Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548</li> <li>• Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3rd Street, Weslaco, Texas 78596</li> <li>• Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557</li> </ul>	Added <ul style="list-style-type: none"> <li>• Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570</li> <li>• Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539</li> <li>• Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10th Street, McAllen, Texas 78504</li> <li>• Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582</li> <li>• Graciela Farias, P.O. Box 92, La Joya, Texas 78560,</li> <li>• Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596</li> </ul>
7	On page 2, second paragraph under Article VIII	Deleted <ul style="list-style-type: none"> <li>• The words "Community" and "community"</li> </ul>	Added <ul style="list-style-type: none"> <li>• The word "public"</li> </ul>
8	On page 3, first paragraph	Deleted <ul style="list-style-type: none"> <li>• The words "May", "1997", and "COMMUNITY"</li> <li>• Gary Gurwitz</li> <li>• Rosalinda Gonzalez</li> <li>• Glen E Roney</li> <li>• Manuel Benavidez, Jr.</li> <li>• Dr. Amparo Cardenas</li> <li>• Dr. Alejo Salinas</li> </ul>	Added <ul style="list-style-type: none"> <li>• The word "April" and the year "2016"</li> <li>• Roy De León</li> <li>• Dr. Alejo Salinas, Jr.</li> <li>• Paul R. Rodriguez, Secretary</li> <li>• Rose Benavidez</li> <li>• Graciela Farias</li> <li>• Gary Gurwitz,</li> <li>• Jesse Villarreal</li> </ul>

Table A			
#	Section	From	To
9	On page 3, last paragraph	Deleted <ul style="list-style-type: none"> <li>• The year "1997"</li> <li>• Gary Gurwitz</li> <li>• Rosalinda Gonzalez</li> <li>• Manuel Benavidez, Jr.</li> <li>• Dr. Amparo Cardenas</li> <li>• Dr Alejo Salinas</li> </ul>	Added <ul style="list-style-type: none"> <li>• The year "2016"</li> <li>• Roy De León</li> <li>• Dr. Alejo Salinas, Jr.</li> <li>• Paul R. Rodriguez</li> <li>• Rose Benavidez</li> <li>• Graciela Farias</li> <li>• Gary Gurwitz</li> <li>• Jesse Villarreal</li> </ul>

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the April 14, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval of a new Registered Agent and a minimum of three Board of Directors.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize a new Registered Agent and a minimum of three Board of Directors.

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

The Board of Trustees of South Texas College approves and authorizes a new Registered Agent and a minimum of three Board of Directors.

**Approval Recommended:**

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

**Form 424  
(Revised 05/11)**

Submit in duplicate to:  
Secretary of State  
P.O. Box 13697  
Austin, TX 78711-3697  
512 463-5555  
FAX: 512/463-5709  
**Filing Fee: See instructions**



This space reserved for office use.

**Certificate of Amendment**

**Entity Information**

The name of the filing entity is:

SOUTH TEXAS COMMUNITY COLLEGE

State the name of the entity as currently shown in the records of the secretary of state. If the amendment changes the name of the entity, state the old name and not the new name.

The filing entity is a: (Select the appropriate entity type below.)

- |   |   |
|---|---|
| <input type="checkbox"/> For-profit Corporation           | <input type="checkbox"/> Professional Corporation               |
| <input checked="" type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> Professional Limited Liability Company |
| <input type="checkbox"/> Cooperative Association          | <input type="checkbox"/> Professional Association               |
| <input type="checkbox"/> Limited Liability Company        | <input type="checkbox"/> Limited Partnership                    |

The file number issued to the filing entity by the secretary of state is: 0146092301

The date of formation of the entity is: September 15, 1997

**Amendments**

**1. Amended Name**

(If the purpose of the certificate of amendment is to change the name of the entity, use the following statement)

The amendment changes the certificate of formation to change the article or provision that names the filing entity. The article or provision is amended to read as follows:

The name of the filing entity is: (state the new name of the entity below)

SOUTH TEXAS COLLEGE

The name of the entity must contain an organizational designation or accepted abbreviation of such term, as applicable.

**2. Amended Registered Agent/Registered Office**

The amendment changes the certificate of formation to change the article or provision stating the name of the registered agent and the registered office address of the filing entity. The article or provision is amended to read as follows:

Registered Agent  
(Complete either A or B, but not both. Also complete C.)

A. The registered agent is an organization (cannot be entity named above) by the name of:

**OR**

B. The registered agent is an individual resident of the state whose name is:

SHIRLEY	A	REED	DR.
<small>First Name</small>	<small>M.I.</small>	<small>Last Name</small>	<small>Suffix</small>

The person executing this instrument affirms that the person designated as the new registered agent has consented to serve as registered agent.

C. The business address of the registered agent and the registered office address is:

3201 WEST PECAN BOULEVARD	MCALLEN	TX	78501
<small>Street Address (No P.O. Box)</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>

**3. Other Added, Altered, or Deleted Provisions**

Other changes or additions to the certificate of formation may be made in the space provided below. If the space provided is insufficient, incorporate the additional text by providing an attachment to this form. Please read the instructions to this form for further information on format.

Text Area (The attached addendum, if any, is incorporated herein by reference.)

**Add** each of the following provisions to the certificate of formation. The identification or reference of the added provision and the full text are as follows:

**Alter** each of the following provisions of the certificate of formation. The identification or reference of the altered provision and the full text of the provision as amended are as follows:  
Remove the word "initial" under Article V. and Article VI.  
Remove the word "community" and replace it with the word "public" in the second paragraph under Article VII., row three between "a" and "college district"

**Delete** each of the provisions identified below from the certificate of formation.

**Statement of Approval**

The amendments to the certificate of formation have been approved in the manner required by the Texas Business Organizations Code and by the governing documents of the entity.

**Effectiveness of Filing** (Select either A, B, or C.)

- A.  This document becomes effective when the document is filed by the secretary of state.
- B.  This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: \_\_\_\_\_
- C.  This document takes effect upon the occurrence of a future event or fact, other than the passage of time. The 90<sup>th</sup> day after the date of signing is: \_\_\_\_\_  
The following event or fact will cause the document to take effect in the manner described below:

**Execution**

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of authorized person

\_\_\_\_\_  
Printed or typed name of authorized person (see instructions)

**Form 802  
(Revised 08/12)**

Submit in duplicate to:  
Secretary of State  
Reports Unit  
P.O. Box 12028  
Austin, TX 78711-2028  
Phone: (512) 475-2705  
FAX: (512) 463-1423  
Dial: 7-1-1 for Relay Services  
**Filing Fee: See Instructions**



**Periodic Report  
of a  
Nonprofit Corporation**

This space reserved for filing office use.

**File Number:** 0146092301

1. The name of the corporation is: (A name change requires an amendment; see Instructions)

SOUTH TEXAS COLLEGE

2. It is incorporated under the laws of: (Set forth state or foreign country) TEXAS

3. The name of the registered agent is:

A. The registered agent is a corporation (cannot be entity named above) by the name of:

**OR**

B. The registered agent is an individual resident of the state whose name is:

<u>SHIRLEY</u>	<u>A</u>	<u>REED</u>	<u>DR.</u>
<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Suffix</i>

4. The registered office address, which is identical to the business address of the registered agent in Texas, is:  
(Only use street or building address; see Instructions)

<u>3201 WEST PECAN BOULEVARD</u>	<u>MCALLEN</u>	<u>TX</u>	<u>78501</u>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

5. If the corporation is a foreign corporation, the address of its principal office in the state or country under the laws of which it is incorporated is:

<i>Street or Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>
----------------------------------	-------------	--------------	-----------------	----------------

6. The names and addresses of all directors of the corporation are: (A minimum of three directors is required.)  
(If additional space is needed, include the information as an attachment to this form for item 6.)

<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Suffix</i>	
<i>Street or Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Suffix</i>	
<i>Street or Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Suffix</i>	
<i>Street or Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

7. The names, addresses, and titles of all officers of the corporation are: (The offices of president and secretary must be filled, but both may not be held by the same officer.)

*(If additional space is needed, include the information as an attachment to this form for item 7.)*

					<b>Officer Title</b>
					<b>President</b>
<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Suffix</i>		
<i>Street or Mailing Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

					<b>Officer Title</b>
					<b>Secretary</b>
<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Suffix</i>		
<i>Street or Mailing Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

					<b>Officer Title</b>
<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Suffix</i>		
<i>Street or Mailing Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Country</i>

**Execution:**

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized officer

CERTIFICATE  
OF  
INCORPORATION

ARTICLES OF INCORPORATION  
OF  
SOUTH TEXAS COMMUNITY COLLEGE  
EDUCATION FOUNDATION

COPY

FILED  
In the Office of the  
Secretary of State of Texas  
SEP 15 1997

We, the undersigned natural persons of the age of 21 years, or more, at least two of whom are citizens of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation.

ARTICLE I

The name of the Corporation is South Texas Community College Education Foundation.

ARTICLE II

The Corporation is a Non-Profit Corporation.

ARTICLE III

The period of its duration is perpetual.

ARTICLE IV.

The purpose or purposes for which the corporation is organized are: charitable, literary, and educational, including without limitation to provide funds to South Texas Community College to fund any and all educational and related programs; to receive, invest and disburse funds; and to hold property for the purpose of the corporation.

ARTICLE V.

The street address of the initial registered office of the corporation is 3319 North McColl Road, McAllen, Hidalgo County, Texas, and the name of its initial registered agent at such address is James E. Darling.

ARTICLE VI

The number of directors constituting the initial Board of Directors of the corporation is six and the names and addresses of the persons who are to serve as the initial directors are:

Gary Gurwitz, Chairman of the Board, Atlas & Hall, 818 Pecan, McAllen, Texas, 78501  
Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572  
Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas, 78501  
Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548  
Dr. Amparo Cardenas, St. Luke's Home Health, 212 West 3<sup>rd</sup> Street, Weslaco, Texas 78596  
Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557

#### ARTICLE VII

The name and street address for each incorporator is:

Gary Gurwitz, Chairman of the Board, Atlas & Hall, 818 Pecan, McAllen, Texas, 78501  
Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572  
Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas, 78501  
Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548  
Dr. Amparo Cardenas, St. Luke's Home Health, 212 West 3<sup>rd</sup> Street, Weslaco, Texas 78596  
Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557

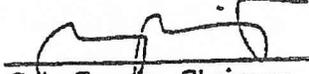
#### ARTICLE VIII

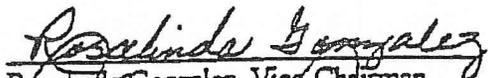
No part of the income or principal of the funds or property of the corporation shall ever inure to the benefit of any shareholder, member, director, trustee, or officer of the corporation, or to any other individual within the meaning of the tax exemption provision of the laws of the United States of America and the State of Texas. No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office, nor shall the corporation engage in any activities which are unlawful under the laws of the United States of America or the State of Texas of any other State of the United States; nor shall it engage in any transaction which at the time is defined to be a "prohibited transaction" under the Internal Revenue laws of the United States of America pertaining to charitable corporations; nor shall it engage in activities which in themselves are bit in furtherance of one or more of its exempt purposes.

Upon dissolution of the corporation, all assets of the corporation, after satisfaction or provision for satisfaction of debts and claims, shall be distributed, transferred and delivered as soon as practicable to or for the benefit of South Texas Community College, a community college district, being a political subdivision of the State of Texas which is organized and operated exclusively for scientific or educational purposes and which is exempt under the Internal Revenue Code of 1954, or later revisions of the same provisions of the United States law, to be used for the exempt purposes of such organization.

IN WITNESS WHEREOF, we have hereunto set our hands this the 27<sup>th</sup> day of May, 1997.

SOUTH TEXAS COMMUNITY COLLEGE  
EDUCATION FOUNDATION

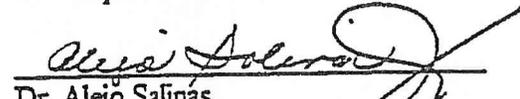
  
\_\_\_\_\_  
Gary Gurwitz, Chairman

  
\_\_\_\_\_  
Rosalinda Gonzalez, Vice-Chairman

  
\_\_\_\_\_  
Glen E. Roney

  
\_\_\_\_\_  
Manuel Benavidez, Jr.

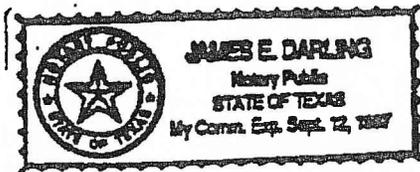
  
\_\_\_\_\_  
Dr. Amparo Cardenas

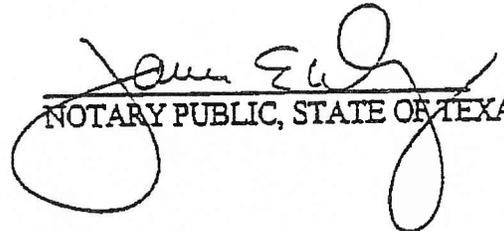
  
\_\_\_\_\_  
Dr. Alejo Salinas

STATE OF TEXAS \*

COUNTY OF HIDALGO \*

I, JAMES E. DARLING, a notary public, do hereby certify that on this the 27<sup>th</sup> day of MAY, 1997, personally appeared Gary Gurwitz, Rosalinda Gonzalez, Glen E. Roney, Manuel Benavidez, Jr., Dr. Amparo Cardenas and Dr. Alejo Salinas, who, each being by me first duly sworn, severally declared that they are the persons who signed the foregoing documents as incorporators and that the statements contained therein are true.



  
\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

ARTICLES OF INCORPORATION  
OF  
SOUTH TEXAS ~~COMMUNITY~~ COLLEGE  
EDUCATION FOUNDATION

We, the undersigned natural personas of the age of 21 years, or more, at least, two of whom are citizens of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such a corporation.

ARTICLE I.

The name of the Corporation is South Texas ~~Community~~ College Education Foundation.

ARTICLE II.

The Corporation is a Non-Profit Corporation.

ARTICLE III.

The period of its duration is perpetual.

ARTICLE IV.

The purpose or purposes for which the corporation is organized are: charitable, literary, and educational, including without limitation to provide funds to South Texas ~~Community~~ College to fund any and all educational and related programs; to receive, invest and disburse funds; and to hold property for the purpose of the corporation.

ARTICLE V.

The street address of the ~~initial~~ registered office of the corporation is *3201 West Pecan Boulevard* ~~3319 North McColl Road~~, McAllen, Hidalgo County, Texas, and the name of its ~~initial~~ registered agent at such address is *Dr. Shirley A. Reed* ~~James. E. Darling~~.

ARTICLE VI.

The number of directors constituting the ~~initial~~ Board of Directors of the corporation is ~~six~~ *seven* and the names and addresses of the persons who are to serve as the ~~initial~~ directors are:

~~Strikethrough denotes deletion~~  
*Italics denote addition*

*Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570*  
*Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539*  
*Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10<sup>th</sup> Street, McAllen, Texas 78504*  
*Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582*  
*Graciela Farias, P.O. Box 92, La Joya, Texas 78560*  
Gary Gurwitz, ~~Chairman of the Board~~, Atlas & Hall, 818 Pecan, McAllen, Texas 78501  
Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596  
~~Rosalinda Gonzalez, Vice Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572~~  
~~Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501~~  
~~Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548~~  
~~Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3<sup>rd</sup> Street, Weslaco, Texas 78596~~  
~~Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557~~

#### ARTICLE VII.

The name and street address for each incorporator is:

*Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570*  
*Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539*  
*Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10<sup>th</sup> Street, McAllen, Texas 78504*  
*Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582*  
*Graciela Farias, P.O. Box 92, La Joya, Texas 78560*  
Gary Gurwitz, ~~Chairman of the Board~~, Atlas & Hall, 818 Pecan, McAllen, Texas 78501  
Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596  
~~Rosalinda Gonzalez, Vice Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572~~  
~~Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501~~  
~~Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548~~  
~~Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3<sup>rd</sup> Street, Weslaco, Texas 78596~~  
~~Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557~~

#### ARTICLE VIII.

No Part of the income or principal of the funds or property of the corporation shall ever inure to the benefit of any shareholder, member, director, trustee, or officer of the corporation, or to any other individual within the meaning of the tax exemption provision of the laws of the United States of America and the State of Texas. No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office, nor shall the corporation engage in any activities which are unlawful under the laws of the United States of America or the State of Texas of any other State of the

~~Strikethrough denotes deletion~~

*Italics denote addition*

United States, nor shall it engage in any transaction which at the time is defined to be a “prohibited transaction” under the Internal Revenue laws of the United States of America pertaining to charitable corporation; nor shall it engage in activities which in themselves are bit in furtherance of one or more of its exempt purposes.

Upon dissolution of the corporation, all assets of the corporation, after satisfaction or provision for satisfaction of debts and claims, shall be distributed, transferred and delivered as soon as practicable to or for the benefit of South Texas ~~Community~~ College, a *public* community college district, being a political subdivision of the State of Texas which is organized and operated exclusively for scientific or educational purposes and which is exempt under the Internal Revenue Code of 1954, or later revisions of the same provision of the United States law, to be used for the exempt purposes of such organization.

IN WITNESS WHEREOF, we have hereunto set our hands this the \_\_\_\_ day of ~~May~~ *April*, ~~1997~~ *2016*.

SOUTH TEXAS ~~COMMUNITY~~ COLLEGE  
EDUCATION FOUNDATION

~~Gary Gurwitz~~ *Roy De León*, Chairman

~~Rosalinda Gonzalez~~ *Dr. Alejo Salinas, Jr.*, Vice  
Chairman

~~Glen E. Roney~~ *Paul R. Rodriguez, Secretary*

~~Manuel Benavidez, Jr.~~ *Rose Benavidez*

~~Dr. Amparo Cardenas~~ *Graciela Farias*

~~Dr. Alejo Salinas~~ *Gary Gurwitz*

*Jesse Villarreal*

~~Strikethrough denotes deletion~~  
*Italics denote addition*

STATE OF TEXAS

COUNTY OF HILDALGO

I, \_\_\_\_\_, a notary public, do hereby certify that on this the \_\_\_\_ day of \_\_\_\_\_, ~~2016~~ **2016**, personally appeared ~~Gary Gurwitz, Rosalinda Gonzalez, Glen E. Roney, Manuel Benavidez, Jr., Dr. Amparo Cardenas and dr. Alejo Salinas~~ **Roy De León, Dr. Alejo Salinas, Jr., Paul R. Rodriguez, Rose Benavidez, Graciela Farias, Gary Gurwitz and Jesse Villarreal**, who, each being by me first duly sworn, severally declared that they are the persons who signed the foregoing documents as incorporators and that the statements contained therein are true.

---

NOTARY PUBLIC, STATE OF TEXAS

~~Strikethrough denotes deletion~~  
**Italics denote addition**

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

Enclosed is a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. A representative from Broaddus and Associates will be present at the April 26, 2016 Regular Board Meeting to provide the update.

# SOUTH TEXAS COLLEGE

## 2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

April 14, 2016

**BROADDUS  
& ASSOCIATES**





# OPERATIONAL ITEMS

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

February '16      March '16      April '16      May '16      June '16

	February '16	March '16	April '16	May '16	June '16
<b>1</b>	<b>Chiller Procurement</b>		<b>Construction Document Completion</b>		
<b>2</b>	<b>AV/IT Coordination</b>	<b>Construction Document Completion – 60%</b>	<b>Ongoing Plan Review</b>		
<b>3</b>	<b>Library Consultant Meetings</b>	<b>AV/IT Coordination</b>			
<b>4</b>	<b>Furniture, Fixtures &amp; Fixture Design</b>	<b>Furniture, Fixtures &amp; Fixture Design</b>			
<b>5</b>	<b>Wage Scale Survey</b>	<b>Wage Scale Survey</b>			
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					
<b>Operational</b>					

# INFORMATION & PRESENTATION ITEMS

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

February '16      March '16      April '16      June '16      April '16

1	2	3	4	5	6	7	8	9	10
OCIP Presentation	Chiller Procurement Standby LOC								

Informational/Presentations

## **Review and Action as Necessary on 2013 Bond Construction Program, Projects, and Budgets**

Gilbert Gallegos of Broaddus and Associates will present the 2013 Bond Construction budget to the Committee at the April 25, 2016 Special Board Facilities Committee meeting.

The 2013 Bond Construction program budget total of \$159,028.940 as included in the contract with Broaddus and Associates is included for the Board Facilities Committee's information.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the 2013 Bond Construction Program budget.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the 2013 Bond Construction Program budget.

### **Approval Recommended:**

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

## **Review and Recommend Action on Wage Scale Determination Survey for the 2013 Bond Construction Program**

The Board is asked to accept the Wage Scale Determination Study conducted by Broaddus and Associates and approve the use of the identified prevailing local wage rates for the 2013 Bond Construction Program as presented.

### **Purpose**

The purpose is to review, approve, and adopt the wage scale determination survey conducted by Broaddus and Associates for the 2013 Bond Construction Program.

### **Justification**

The requirement to enforce Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates (referenced in Article III of the College's Uniform General Conditions specified in the construction contract). In summary, the Code mandates that localities pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the United States conduct Prevailing Wage Determining Surveys annually, however, Texas does not.

The consequences of relying on Davis-Bacon wage determinations (common practice in the Valley) are severe, but most notably to owners is the cost impact. Locally applied Davis-Bacon wage rates are, on average, 36% higher than the mean wage data for identical trades, as collected by the Texas Workforce Commission for the Rio Grande Valley. The range of disparity when using Davis-Bacon is significant and just a few key examples of the higher rates are; Masons 32% higher, Carpenters 29% higher, Electricians 18% higher, and Plumbers 179% higher.

### **Background**

At the November 24, 2015 Board meeting, the Board of Trustees approved additional services with Broaddus & Associates for a Wage Scale Determination Survey for the 2013 Bond Construction program. Broaddus and Associates since then has worked on establishing legitimate prevailing wages associated with the various construction worker classifications.

### **Enclosed Documents**

The proposed prevailing wage rates determination provided by Broaddus and Associates is enclosed. Also included is a side-by-side comparison of prevailing local wages and the Davis-Bacon wages that would be used in the absence of such a survey.

### **Presenters**

Representatives from Broaddus & Associates will be present at the Facilities Committee meeting to address any questions related to the wage scale determination survey.

The Facilities Committee recommended Board acceptance of the study conducted by Broaddus and Associates for a wage scale determination and approval to use the identified prevailing local wage rates for the 2013 Bond Construction Program as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College accept the study conducted by Broaddus and Associates for a wage scale determination and approve the use of the identified prevailing local wage rates 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 accepts the study conducted by Broaddus and Associates for a wage scale determination and approves the use of the identified prevailing local wage rates for the 2013 Bond Construction Program as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE**  
Texas Building Construction Trades  
Prevailing Wage Rates Determination

April 26, 2016

Code	Worker Classification	Davis Bacon Rates (03/06/15)	Prevailing Wage Rate	Difference	Number of Responses
A-001	Carpenter	16.43	12.71	3.72	7
A-002	Flooring Installer	11.22	12.63	-1.41	5
A-003	Concrete Finisher	12.46	11.10	1.36	5
A-004	Datacom/Telecom		13.17		3
A-005	Drywall/Ceiling Installer/Insulator		10.45		13
A-006	Electrician (Journeyman)	18.44	15.67	2.77	6
A-007	Electrician (Apprentice)		10.65		5
A-008	HVAC Mechanic		16.42		5
A-009	HVAC Mechanic (Helper)		11.80		5
A-010	Glazier		10.60		5
A-011	Heavy Equipment Operator	39.02	12.75	26.27	8
A-012	Piping/Ductwork Insulator	13.71	11.61	2.10	6
A-013	Iron Worker	19.38	10.63	8.76	4
A-014	Laborer	8	8.98	-0.98	58
A-015	Lather/Plasterer		11.00		6
A-016	Light Equipment Operator	14.93	10.95	3.98	5
A-017	Mason/Bricklayer	16.17	12.25	3.92	6
A-018	Pipefitter (Incl. Fire Protection)	18.38	15.21	3.17	10
A-019	Plumber (Journeyman/Master)	43.57	15.61	27.96	3
A-020	Plumber (Apprentice/Helper)		11.86		3
A-021	Roofer	11.42	10.25	1.17	4
A-022	Sheetmetal Worker	20.52	11.77	8.75	19
A-023	Tile Setter	12.15	15.38	-3.23	3
A-024	Waterproofing		10.38		4
A-025	Painter (Brush, Roller and Sprayer)	11.27	13.17	-1.90	3
A-026	Millwork		10.50		3

NOTES:

Number of Responses

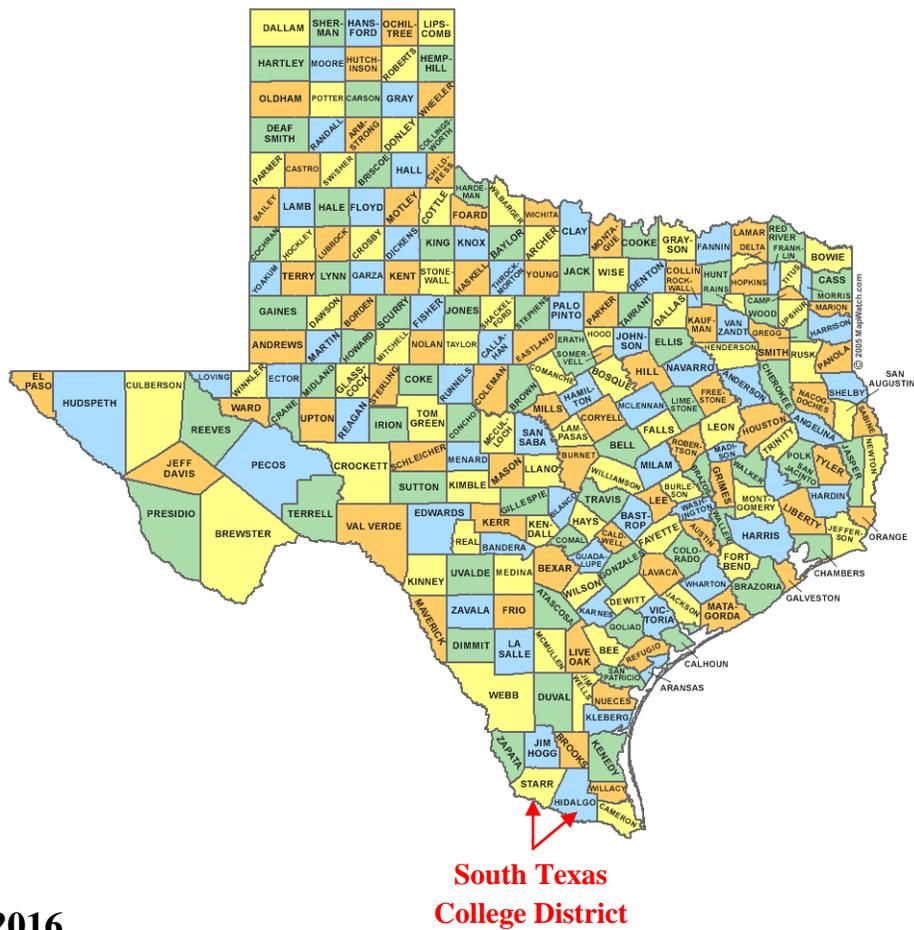
Number of Companies

204

63

# Building Construction Trades Prevailing Wage Rates Determination

## SOUTH TEXAS COLLEGE



April 26, 2016

Broadus & Associates  
1100 E. Jasmine  
Suite 102  
McAllen, Texas 78503

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- II. SURVEY METHODOLOGY
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## **I. PURPOSE**

The purpose of this initiative is to establish legitimate prevailing wages associated with the various construction worker classifications. The requirement to employ Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates. In summary, the Code mandates that localities (which may include a municipality, county or district) pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the US conduct Prevailing Wage Determining Surveys annually – Texas does not.

The consequences of relying on DB wage determinations (common practice in the Valley) are severe, but most notably to owners is the cost impact. Therefore, South Texas College recognizing that it was in their best interest to conduct this survey authorized Broaddus & Associates to execute this endeavor. In addition, the Uniform General Conditions that are part of Construction Contract is very specific on the requirements to be followed for compliance and enforcement of Prevailing Wage Rate Laws. The following is the context that is part of contract:

### **Uniform General Conditions**

#### **Article III- Compliance with and Enforcement of Prevailing Wage Laws**

3.1 Duty to Pay Prevailing Wage Rates. The Contractor shall pay not less than the wage scale of the various classes of labor as shown on the “Prevailing Wage Schedule” provided by the Owner. The specified wage rates are minimum rates only. The Owner will not consider any claims for additional compensation made by any Contractor because the Contractor pays wages in excess of the applicable minimum rate contained in the Contract. The “Prevailing Wage Schedule” is not a representation that quantities of qualified labor adequate to perform the Work may be found locally at the specified wage rates.

3.1.1 Each worker shall be classified in one of the classifications in the prevailing wage rate table. The Contractor shall notify each worker commencing work on the contract the worker’s job classification and the established minimum wage rate required to be paid, as well as the actual amount being paid. The notice must be delivered to and signed in acknowledgement of receipt by the employee and must list both the monetary wages and fringe benefits to be paid or furnished for each classification in which the worker is assigned duties. When requested, competent evidence of compliance with the Texas Prevailing Wage Law shall be furnished.

3.1.2 A copy of each worker wage rate notification shall be submitted to the ODR with the application for progress payment for the period during which the worker began on-site activities.

3.2 Prevailing Wage Schedule. The “Prevailing Wage Schedule” shall be determined by the Owner in compliance with Chapter 2258, Texas Government Code. Should the Contractor at any time become aware that a particular skill or trade not reflected on the Owner’s Prevailing Wage Schedule will be or is being employed in the Work, whether by the Contractor or by a subcontractor, the Contractor shall promptly inform the Owner’s Designated Representative

(ODR) and the Owner shall specify a wage rate for that skill or trade, which shall bind the Contractor.

3.3 Penalty for Violation. The Contractor and any Subcontractor shall pay to the Owner a penalty of sixty dollars (\$60.00) for each worker employed for each calendar day, or portion thereof, that the worker is paid less than the wage rates stipulated in the Prevailing Wage Schedule or any supplement thereto pursuant to §3.2. The Contractor and each Subcontractor shall keep, or cause to be kept, an accurate record showing the names and occupations of all workers employed in connection with the Work, and showing the actual per diem wages paid to each worker, which records shall be open at all reasonable hours for the inspection by the Owner.

### 3.4 Complaints of Violations of Prevailing Wage Rates.

3.4.1. Owner's Determination of Good Cause. Within 31 days of receipt of information concerning a violation of Chapter 2258, Texas Government Code, the Owner shall make an initial determination as to whether good cause exists to believe a violation occurred. The Owner's decision on the initial determination shall be reduced to writing and sent to the Contractor or Subcontractor against whom the violation was alleged, and to the affected worker. When a good cause finding is made, the Owner shall retain the full amounts claimed by the claimant or claimants as the difference between wages paid and wages due under the Prevailing Wage Schedule and any supplements thereto, together with the applicable penalties, such amounts being subtracted from successive progress payments pending a final decision on the violation.

3.4.2 Arbitration Required if Violation not Resolved. After the Owner makes its initial determination, the affected Contractor or Subcontractor and worker have 14 days in which to resolve the issue of whether a violation occurred, including the amount that should be retained by Owner or paid to the affected worker. If the Contractor or Subcontractor and affected worker reach an agreement concerning the worker's claim, the Contractor shall promptly notify the Owner in a written document signed by the worker. If the Contractor or Subcontractor and affected worker do not agree before the 15<sup>th</sup> day after the Owner's determination, the Contractor or Subcontractor and affected worker must participate in binding arbitration in accordance with the Texas General Arbitration Act, Chapter 171, Tex. Civ. Prac. & Rev. Code. The parties to the arbitration have 10 days after the expiration of the 15 days referred to above, to agree on an arbitrator; if by the 11<sup>th</sup> day there is no agreement to an arbitrator, a district court shall appoint an arbitrator on the petition of any of the parties to the arbitration.

3.4.3 Arbitration Award. If an arbitrator determines that a violation has occurred, the arbitrator shall assess and award against the Contractor or Subcontractor the amount of penalty as provided in § 3.4.1 thereof and the amount owed the worker. The Owner may use any amounts retained under § 3.2 hereof to pay the worker the amount as designated in the arbitration award. If the Owner has not retained enough from the Contractor or Subcontractor to pay the worker in accordance with the arbitration award, the worker has a right of action against the Contractor and Subcontractor as appropriate, and the surety of either to receive the amount owed, attorney's fees and court costs. The Contractor shall promptly furnish a copy of the arbitration award to the Owner.

3.5 Prevailing Wage Retainage. Money retained pursuant to §3.4 shall be used to pay the claimant or claimants the difference between the amount the worker received in wages for labor on the Project at the rate paid by the Contractor or Subcontractor and the amount the worker would have received at the general prevailing wage rate as provided by the agreement of the claimant and the Contractor or Subcontractor affected, or in the arbitrator's award. The full statutory penalty of \$60.00 per day of violation per worker shall be retained by the Owner to offset its administrative costs, pursuant to Texas Government Code §2258.023. Any retained funds in excess of these amounts shall be paid to the Contractor on the earlier of the next progress payment or final payment. Provided, however, that the Owner shall have no duty to release any funds to either the claimant or the Contractor until it has received the notices of agreement or the arbitration award as provided under §§3.4.2 and 3.4.3.

3.6 No Extension of Time. If the Owner determines that good cause exists to believe a violation has occurred, the Contractor shall not be entitled to an extension of time for any delay arising directly or indirectly from of the procedures set forth in §3.4.

## **II. SURVEY METHODOLOGY**

The Wage Rate Survey methodology involved several steps. These included:

- Identification of the relevant resources within Hidalgo & Starr Counties
- Development of protocol for estimating District wide wage rates
- Creation of proper forms for worker classification response
- Strategy to generate enough response interest

The Survey Team identified methodology and approach on how to reach out to construction workers with the two county college district. In addition, several resources were utilized to maximize response since other local jurisdictions have not been successful in having enough data to quantify current market conditions. The outreach strategy included:

1. Partner with Rio Grande Valley AGC to communicate survey intent
2. Enlist the support of identified contractors selected for 2013 Bond Construction Program to identify subcontractors
3. Communicate through the local newspaper of Business Development Conference that took place on February 26, 2016
4. Sponsor in conjunction with general contractors a Business Development Conference in order to encourage wage rate response and at same time generate interest for 2013 Bond Construction Bond Program
5. Office phone solicitation to request response(s)

In essence, this effort used several mechanism and tools to distribute both hard copies and electronic copies of the wage rate questionnaire. South Texas College also participated in this survey and provided information that permitted the survey team to contact contractors to secure data. The emphasis to each respondent was that this information was confidential and not to be used or provided outside of this gathering of information.

The wage survey questionnaires initially identified twenty-four categories for worker classification and several blank categories were provided to allow gathering of as much information to reflect worker classification market. Respondents were instructed to provide only hourly payroll data for all workers in each job classification and to provide wage data. Respondents were instructed not to guess or estimate the payroll data. If they did not have all of the payroll data in hand, they were asked to contact the relevant subcontractor decision makers to secure the data.

### **A. Project Profiles**

The wage rates are based on survey data from two hundred and three respondents and sixty-three companies. It was also determined that the minimum of three respondents were adequate to gauge the market condition for each of the worker classifications. As might be expected, the worker classification that accumulated the greatest response was laborer.

In some instances, the research team directly contacted subcontractors in particular counties and requested entry level wages for selected trades for which the survey data was insufficient.

## **B. Prevailing Wage Rates**

The estimation of the prevailing wage rate is based on reported per hour wages and applicable fringe benefits paid by the contractor (i.e., health, pension, and vacation). Since the prevailing wage is a minimum wage, and since there is considerable variation in reported wages within each job classification, the Survey Team adopted two strategies for providing realistic, statistically valid prevailing wages. First, for each job classification, we excluded supervisors, superintendents, and foremen, unless otherwise required for construction oversight. This strategy was implemented in order to obtain the wages for typical workers in each trade or job classification.

The second strategy involved using the mean or average as the estimate for the prevailing wage in each job classification. The mean or average is a statistical estimate of the wage for an "average" worker in a job classification.

The prevailing wage rates report may not apply (i.e., they may be too high) for some entry level apprentices or trainees with very little (or no) wage rates presented in Table A are not inclusive of all possible trades on a construction project. In each case, it is the responsibility of the Contractor to determine satisfactory prevailing wage rates for these situations.

## **C. Updating the Wage Rate Data Base**

According to Texas Government Code, prevailing wages are valid for up to three years once adopted by Governing Board. Thus, the wages established herein will need to be periodically updated as deemed necessary. The Survey Team proposes the following recommendations to facilitate the process for updating prevailing wages.

<b>SOUTH TEXAS COLLEGE</b>		
<b>Texas Building Construction Trades</b>		
<b>Prevailing Wage Rates Determination</b>		
<b>April 26, 2016</b>		
<b>Code</b>	<b>Worker Classification</b>	<b>Prevailing Wage Rate</b>
A-001	Carpenter	12.71
A-002	Flooring Installer	12.63
A-003	Concrete Finisher	11.10
A-004	Datacom/Telecom	13.17
A-005	Drywall/Ceiling Installer/Insulator	10.45
A-006	Electrician (Journeyman)	15.67
A-007	Electrician (Apprentice)	10.65
A-008	HVAC Mechanic	16.42
A-009	HVAC Mechanic (Helper)	11.80
A-010	Glazier	10.60
A-011	Heavy Equipment Operator	12.75
A-012	Piping/Ductwork Insulator	11.61
A-013	Iron Worker	10.63
A-014	Laborer	8.98
A-015	Lather/Plasterer	11.00
A-016	Light Equipment Operator	10.95
A-017	Mason/Bricklayer	12.25
A-018	Pipefitter (Incl. Fire Protection)	15.21
A-019	Plumber (Journeyman/Master)	15.61
A-020	Plumber (Apprentice/Helper)	11.86
A-021	Roofer	10.25
A-022	Sheetmetal Worker	11.77
A-023	Tile Setter	15.38
A-024	Waterproofing	10.38
A-025	Painter (Brush, Roller and Sprayer)	13.17
A-026	Millwork	10.50

The optimal method for establishing statistically reliable and valid prevailing wages rates is to conduct a survey of actual wages paid for qualifying construction projects. The Survey Team has identified strategies that should expedite conducting future surveys.

The greatest challenges that the research team encountered in conducting this survey were lack of cooperation/ participation on the part of some contractors, and unavailability of data. If all contractors had been eager and willing to participate and had they produced complete payroll records for the projects that were solicited, this survey could have been completed with more information.

Recommendations for going forward include the following:

- South Texas College should consider obtaining written agreement from contractors to participate in future wage surveys. Language to that effect could be incorporated into construction contracts with contractors and their subcontractors.
- South Texas College should enforce the contract requirement for contractors to secure payroll data for projects. The payroll data should be easily accessible so that researchers may obtain the data in a timely manner, and it should be provided at the close of the project. This would require (or some other entity) to archive the records, however they would be readily accessible.
- **WORKER WAGE RATE NOTIFICATION FORMS** should be maintained for all craftsmen working on the project for the duration of the project. These forms should be provided to STC at the completion of the project. Consider standard form automation to load a predetermined project information database.

While the Texas Workforce Commission (TWC) data are extremely useful for benchmarking the survey, the TWC data are not sufficient for a local wage survey for two reasons. First, the TWC reports wages for a very limited number of job classifications. Second, the trades that are included in the TWC data base vary tremendously across counties, precluding the estimation of local wage rates based on state wide wage rates for all but a limited number of job classifications.

Table A – Description of Categories

Description of Categories		
Code	Classification	Trade Description
A-001	Carpenter	Builds wood structures and wood framing.
A-002	Flooring Installer	Lays carpet, rugs, and other flooring materials.
A-003	Concrete Finisher	Worker who floats, trowels and finishes concrete.
A-004	Datacom/Telecom	Lays out, assembles, installs and test apparatus, control equipment, etc.
A-005	Drywall/Ceiling Installer	Hangs gypsum board, sheathing and suspended acoustic tile ceiling; lays out work.
A-006	Electrician (Journeyman)	A master who lays out, assembles, installs and test electrical wiring, devices, and systems.
A-007	Electrician (Apprentice)	A learner who lays out, assembles, installs and test electrical wiring, devices, and systems.
A-008	Elevator Mechanic	Installs lays out elevators and componenetry.
A-009	Fire Proofing Installer	Installs fire proofing materials.
A-010	Glazier	Worker who installs glass, glazing and glass forming.
A-011	Heavy Equipment Operator	Operates heavy equipment used in engineering and construction projects.
A-012	Piping/Ductwork Insulator	Installs insulating materials upon duct and piping systems.
A-013	Iron Worker	Installs/erects/dismantles the structural steel framework of structural steel frame buildings.
A-014	Laborer	Traditionally considered unskilled manual labor.
A-015	Lather/Plasterer	Layout and installs lath and plaster.
A-016	Light Equipment Operator	Operates light equipment used in engineering and construction projects.
A-017	Mason/Bricklayer	Bricklayer/stonemason installing materials to construct or repair walls, partitions, arches, etc.
A-018	Pipefitter	Worker who installs hangers and piping systems.
A-019	Plumber (Journeyman)	A master person who installs and repairs the pipes and fittings of water supply, sanitation, or heating systems.
A-020	Plumber (Apprentice)	A learner who installs and repairs the pipes and fittings of water supply, sanitation, or heating systems.
A-021	Roofer	Worker who installs roofing materials, felts, flashings, membranes, etc.
A-022	Sheet Metal Worker	Fabricating structures, cutting, drilling, bending, rolling, punching and welding operations.
A-023	Tile Setter	Prepares bases, including waterproof membranes, metal lath and fasteners, back-up materials pertaining to tile, mixing use of cement motars.
A-024	Water Proofer	Installs materials for waterproofing.

**NOTE:**

- 1) If your category is not identified above please insert in blank space.
- 2) Information related to completion of this survey is CONFIDENTIAL and will used for internal use only.

Table B – Employee Pay Rates Form

Employee Pay Rates								
FIRM NAME								
COUNTY								
TRADE CLASSIFICATION								
Code	Classification	# of Employees	Hourly Wage Rate	Health & Welfare	Pension	Vacation	Total Fringes	Total Package
A-001	Carpenter						\$ -	\$ -
A-002	Flooring Installer							
A-003	Concrete Finisher							
A-004	Datacom/Telecom							
A-005	Drywall/Ceiling Installer							
A-006	Electrician (Journeyman)							
A-007	Electrician (Apprentice)							
A-008	Elevator Mechanic							
A-009	Fire Proofing Installer							
A-010	Glazier							
A-011	Heavy Equipment Operator							
A-012	Piping/Ductwork Insulator							
A-013	Iron Worker							
A-014	Laborer							
A-015	Lather/Plasterer							
A-016	Light Equipment Operator							
A-017	Mason/Bricklayer							
A-018	Pipefitter							
A-019	Plumber (Journeyman)							
A-020	Plumber (Apprentice)							
A-021	Roofer							
A-022	Sheet Metal Worker							
A-023	Tile Setter							
A-024	Water Proofer							
<b>NOTE:</b>								
1) If your category is not identified above please insert in blank space.								
2) Information related to completion of this survey is CONFIDENTIAL and will used for internal use only.								

## **Review and Action as Necessary on Proposed Guaranteed Maximum Price (GMP) and Occupancy Timeline for the 2013 Bond Construction Program**

The Guaranteed Maximum Price (GMP) timeline for the 2013 Bond Construction program is presented for review and action as necessary.

### **Purpose**

The Board will be asked to considering the benefits of approving and adopting an official GMP Timeline for the Board adoption of the Guaranteed Maximum Prices (GMP's) for the 2013 Bond Construction program projects and the subsequent occupancy schedule.

By approving and adopting an official GMP Timeline the Board would formalize the schedule to give all concerned parties clear expectations on the delivery of GMPs for Board approval

Broaddus & Associates will need to develop clear dates for the occupancy of the 2013 Bond Construction Program projects.

The Board will be asked to authorize Broaddus & Associates to develop an official GMP and Occupancy Timeline for the 2013 Bond Construction Program for formal presentation to and adoption by the Board.

### **Justification**

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning building.

### **Background**

On February 23, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only. Broaddus and Associates has since then updated the schedule and it is necessary to solidify and commit to a Board-approved schedule.

### **Funding Source**

Funds for these expenditures are budgeted in the 2013 Bond construction budget.

### **Enclosed Documents**

Enclosed is a Guaranteed Maximum Price Timeline provided by Broaddus and Associates showing the scheduled dates when the GMP's will be ready for Board approval, as well as occupancy of these facilities.

### **Presenters**

Representatives from Broaddus & Associates will be present at the Board meeting to present the Guaranteed Maximum Price Timeline.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize a GMP and Date of Occupancy Timeline 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 a GMP and Date of Occupancy Timeline for the 2013 Bond Construction Program as presented.

**Approval Recommended:**

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

**Facilities Committee Board Approval of Guaranteed Maximum Prices (GMP's)  
2013 Bond Construction Program**

<u>Projects</u>	<b>GMP Schedule As of 2/23/16</b>		<b>GMP Revised Schedule As of 4/14/16</b>	
	<u>Facilities Committee GMP Recommendation</u>	<u>Board Approval GMP</u>	<u>Facilities Committee GMP Recommendation</u>	<u>Board Approval GMP</u>
Pecan Campus Thermal Plant Expansion	11/10/15	11/24/15	11/10/2015	11/24/2015
Mid Valley Thermal Plant	04/12/16	04/26/16	04/14/16	04/26/16
Mid Valley Campus Parking and Site Improvements	05/10/16	05/24/16	04/14/16	04/26/16
Nursing and Allied Health Campus Expansion - Package 1	04/12/16	04/26/16	05/10/16	05/24/16
Starr County Student Services Building Expansion	04/12/16	04/26/16	05/10/16	05/24/16
Starr County Student Activities Building Expansion	04/12/16	04/26/16	05/10/16	05/24/16
Technology Campus Southwest Building Renovation	04/12/16	04/26/16	05/10/16	05/24/16
Technology Campus Parking and Site Improvements	05/10/16	05/24/16	05/10/16	05/24/16
Starr County Thermal Plant	04/12/16	04/26/16	06/14/16	06/28/16
Mid Valley Student Services Building Expansion	05/10/16	05/24/16	06/14/16	06/28/16
Mid Valley Health Professions and Science Building	05/10/16	05/24/16	06/14/16	06/28/16
Pecan Campus North Academic Building	05/10/16	05/24/16	06/14/16	06/28/16
Mid Valley Workforce Training Center Expansion	05/10/16	05/24/16	06/14/16	06/28/16
Starr Campus Parking and Site Improvements	05/10/16	05/24/16	06/14/16	06/28/16
Starr County Health Professions and Science Building	06/14/16	06/28/16	06/14/16	06/28/16
Pecan Campus South Academic Building	06/14/16	06/28/16	06/14/16	06/28/16
Starr County Workforce Training Center Expansion	06/14/16	06/28/16	06/14/16	06/28/16
Pecan Campus South Academic Building	06/14/16	06/28/16	06/14/16	06/28/16
Nursing and Allied Health Campus Parking and Site Improvements	04/12/16	04/26/16	06/14/16	06/28/16
Mid Valley Library Expansion	06/14/16	06/28/16	07/12/16	07/26/16
Pecan Campus STEM Building	07/12/16	07/26/16	07/12/16	07/26/16
Pecan Campus Student Activities Building and Cafeteria	07/12/16	07/26/16	07/12/16	07/26/16
Starr County Campus Library	07/12/16	07/26/16	07/12/16	07/26/16
La Joya Teaching Site	TBD	TBD	TBD	TBD
Regional Center for Public Safety - Pharr	TBD	TBD	TBD	TBD
Regional Center for Public Safety Parking and Site Improvements	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Thermal Plant	TBD	TBD	TBD	TBD

## Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements is requested.

### Purpose

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning project.

### Justification

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Halff Associates has submitted construction documents with enough information regarding the construction work of the project.

### Background

Halff Associates has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The Engineer has provided the necessary construction documents to Skanska USA Building, Inc. which had provided a GMP in the amount of \$2,291,839. Since the initial GMP was submitted additional cost items were negotiated to bring the GMP to the current amount of **\$1,987,090**.

Initial GMP submitted March 30, 2016	<b>\$2, 291,839</b>
Cost items April 15, 2016	
Reduction of parking lot from 161 to 80 spaces	(\$180,000)
Removal of the unforeseen underground allowance	(\$ 75,000)
Reduction of allowance for Landscaping	(\$ 25,000)
Concrete at Electrical Primaries	(\$ 4,749)
Wage Rate Savings (Estimated)	(\$ 20,000)
<b>Current GMP</b>	<b>\$1,987,090</b>
Alternate 1 Telecom Fiber Duct Bank	\$ 492,063
<b>Total GMP for Mid Valley Campus Site Improvements</b>	<b>\$2,479,153</b>

### Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project is \$2,000,000. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016. The Relocation of the Fiber duct banks were unforeseen scope items to be funded through the Technology Budget Contingency.

**Reviewers**

The GMP has been reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, who concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

**Enclosed Documents**

A memorandum from Broaddus and Associates and a description of the GMP submitted by Skanska USA Building, Inc. is enclosed.

**Presenters**

Representatives from Broaddus & Associates, Half Associates, and Skanska USA Building, Inc. will be present at the Board meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,987,090 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$1,987,090 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements 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 Guaranteed Maximum Price (GMP) in the amount of \$1,987,090 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements as presented.

**Approval Recommended:**

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



## MEMORANDUM

**To:** Ricardo de la Garza, Associate AIA, Senior Project Manager, FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President  
**Date:** April 4, 2016  
**Subject:** Mid Valley Campus Package 1(Site Improvements)  
**Re:** 2013 South Texas College Bond Construction Program – Mid Valley Campus Package 1(Site Improvements) -GMP

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Broaddus & Associates is pleased to bring forward the first Guaranteed Maximum Price (GMP) for the STC Mid Valley Campus Projects to the Board of Trustees for approval. This request is for the Mid Valley Campus Package 1 ( Site Improvements ) and is presented as the complete scope for all site improvements, parking lot, utilities, landscaping and irrigation for all of the Mid Valley Projects ( Student Services Addition, Health Professions and Science Building, Workforce Training Addition, Library Expansion and the New Thermal Energy plant)

The GMP includes the materials and labor necessary to accomplish the work outlined in the 60% Construction Documents and Specifications submitted by the Civil Engineer of Record- Halff and Associates, Inc. The Civil Engineer has coordinated their work with the various Architects and Engineers of Record for the Mid Valley Projects:

Mid Valley Health and Science Building -ROFA Architects

Mid Valley Student Services – ROFA Architects

Mid Valley Library Addition- Mata Garcia Architects

Mid Valley Workforce Training – EGV Architects, Inc

Mid Valley Thermal Plant- DBR Engineers , Inc

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Mid Valley Campus Package 1 (Site Improvements) project and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal.

# SKANSKA

SKANSKA USA BUILDING INC.

Project Name STC Mid Valley Campus Package 1

Owner Name South Texas College

Location Weslaco, TX

Bid Package	Description	Total Cost GMP
1	General Requirements	\$ -
2	Existing Conditions	\$ -
3	Concrete	\$ -
4	Masonry	\$ -
5	Metals	\$ -
6	Woods, Plastic, and Composites	\$ -
7	Thermal and Moisture Protection	\$ -
8	Openings	\$ -
9	Finishes	\$ -
10	Specialities	\$ -
11	Equipment	\$ -
12	Furnishings	\$ -
13	Special Construction	\$ -
14	Conveying Systems	\$ -
21	Fire Suppression	\$ -
22	Plumbing	\$ -
23	Heating, Ventilating, and Air Conditioning	\$ -
25	Integrated Automation	\$ -
26	Electrical	\$ 138,959
27	Communications	\$ -
28	Electronic Safety and Security	\$ -
31	Earthwork	\$ 230,241
32	Exterior Improvements	\$ 979,887
33	Utilities	\$ 586,386
34	Transportation	\$ -
35	Waterway and Marine Construction	\$ -
40	Process Integration	\$ -
41	Material Processing and Handling Equipment	\$ -
42	Process Heating, Cooling, Drying Equipment	\$ -
43	Process Gas and Liquid Handling, Purification, and Storage Equipment	\$ -
44	Pollution Control Equipment	\$ -
45	Industry-Specific Manufacturing Equipment	\$ -
48	Electrical Power Generation	\$ -
<b>SUBTOTAL</b>		<b>\$ 1,935,473</b>
Escalation		\$ -
<b>TOTAL COST OF WORK WITH ESCALATION</b>		<b>\$ 1,935,473</b>
Construction Contingency - 1.50%		\$ 29,032
Design Contingency - 1.50%		\$ 29,032
<b>SUBTOTAL</b>		<b>\$ 1,993,537</b>
General Conditions		\$ 214,169
Building Permit Fees		\$ 4,494
CCIP		NA
Fee - 3.60%		\$ 79,639
<b>TOTAL COST</b>		<b>\$ 2,291,839</b>
<b>GRAND TOTAL COST</b>		<b>\$ 2,291,839</b>

ALTERNATES	TOTAL
<b>Alternate 1:</b> Telecom OSP Cabling Fiber/Copper (building entrance terminals, protector modules, panels, connectors, grounding, labels, hardware and backbone cabling, testing and terminations)	\$ 492,063

## Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Thermal Plant

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Thermal Plant is requested.

### Purpose

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning building.

### Justification

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. DBR Engineering has submitted construction documents with enough information regarding the construction work of the project.

### Background

DBR Engineering has completed the 100% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The Engineer has provided the necessary construction documents to Skanska USA Building, Inc. which had provided an initial GMP in the amount of \$3,877,838. Since the initial GMP was submitted additional cost items were negotiated to bring the GMP to the current amount of \$3,787,322. Chiller costs are not included in the GMP due to volume procurement.

Initial GMP submitted March 30, 2016	<b>\$3,877,838</b>
Cost items April 15, 2016	
Delete 1 Cooling Tower Complete	( <b>\$106,516</b> )
Delete Chilled Water Piping along Building G (existing)	( <b>\$ 35,000</b> )
Add chilled water piping to Building D (new addition)	\$ 51,000
Current GMP	<b>\$3,787,322</b>
Alternate 1- Building A& B <i>(All underground, interior piping and equipment )</i>	\$ 511,399
Alternate 2- Building D <i>(All interior piping and equipment)</i>	\$ 207,548
Alternate 3- Additional underground valves and vaults for future	\$ 156,301

### Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project is \$3,800,000. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016. Alternate 1 and 2 relate to non-bond projects and Alternate 3 is not required at this time.

**Reviewers**

The GMP has been reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, who concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

**Enclosed Documents**

A memorandum from Broaddus and Associates and a description of the GMP submitted by Skanska USA Building, Inc. is enclosed.

**Presenters**

Representatives from Broaddus & Associates, DBR Engineering, and Skanska USA Building, Inc. will be present at the Board meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval of the Guaranteed Maximum Price (GMP) in the amount of \$3,787,322 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Thermal Plant as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$3,787,322 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Thermal Plant as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Guaranteed Maximum Price (GMP) in the amount of \$3,787,322 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Thermal Plant as presented.

**Approval Recommended:**

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



## **MEMORANDUM**

**To:** Ricardo de la Garza, Associate AIA, Senior Project Manager, FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President  
**Date:** April 4, 2016  
**Subject:** Mid Valley Campus Package 1(Central Thermal Plant)  
**Re:** 2013 South Texas College Bond Construction Program – Mid Valley Campus Package 1(Central Thermal Plant) -GMP

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Broaddus & Associates is pleased to bring forward the second Guaranteed Maximum Price (GMP) for the STC Mid Valley Campus Projects to the Board of Trustees for approval. This request is for the Mid Valley Campus Package 1 (Central Thermal Plant) and is presented as the complete scope for all work related to the construction of a Central Thermal plant equipment and all associated chilled water piping to various Mid Valley buildings – The plant will service the following Mid Valley Projects- Student Services Addition, Health Professions and Science Building, and the Library Expansion. The Service to Building A&B and D are presented as Add Alternates. We recommend these alternates be funded using local funds.

The GMP includes the materials and labor necessary to accomplish the work outlined in the 60% Construction Documents and Specifications submitted by the Engineer of Record- DBR Engineers, Inc. The Engineer has coordinated their work with the various Architects and Engineers of Record for the Mid Valley Projects:

Mid Valley Health and Science Building -ROFA Architects

Mid Valley Student Services – ROFA Architects

Mid Valley Library Addition- Mata Garcia Architects

Mid Valley Workforce Training – EGV Architects, Inc

Mid Valley Site Improvements – Half & Associates , Inc.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Mid Valley Campus Package 1 (Central Thermal Plant) project and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal.



SKANSKA USA BUILDING INC.

Project Name STC Mid Valley Campus Package 1  
 Owner Name South Texas College  
 Location Weslaco, TX

Bid Package	Description	Total Cost GMP
1	General Requirements	\$ -
2	Existing Conditions	\$ -
3	Concrete	\$ 115,000
4	Masonry	\$ 137,660
5	Metals	\$ 79,046
6	Woods, Plastic, and Composites	\$ 2,226
7	Thermal and Moisture Protection	\$ 134,159
8	Openings	\$ 56,174
9	Finishes	\$ 49,177
10	Specialities	\$ 5,155
11	Equipment	\$ -
12	Furnishings	\$ 425
13	Special Construction	\$ -
14	Conveying Systems	\$ -
21	Fire Suppression	\$ 11,725
22	Plumbing	\$ 79,500
23	Heating, Ventilating, and Air Conditioning	\$ 2,534,204
25	Integrated Automation	\$ -
26	Electrical	\$ 247,430
27	Communications	\$ -
28	Electronic Safety and Security	\$ -
31	Earthwork	\$ 54,894
32	Exterior Improvements	\$ -
33	Utilities	\$ -
34	Transportation	\$ -
35	Waterway and Marine Construction	\$ -
40	Process Integration	\$ -
41	Material Processing and Handling Equipment	\$ -
42	Process Heating, Cooling, Drying Equipment	\$ -
43	Process Gas and Liquid Handling, Purification, and Storage Equipment	\$ -
44	Pollution Control Equipment	\$ -
45	Industry-Specific Manufacturing Equipment	\$ -
48	Electrical Power Generation	\$ -
<b>SUBTOTAL</b>		<b>\$ 3,506,775</b>
Escalation		\$ -
<b>TOTAL COST OF WORK WITH ESCALATION</b>		<b>\$ 3,506,775</b>
Construction Contingency - 1.50%		\$ 52,602
Design Contingency - 1.50%		\$ 52,602
<b>SUBTOTAL</b>		<b>\$ 3,611,978</b>
General Conditions		\$ 123,443
Building Permit Fees		\$ 7,666
CCIP		NA
Fee - 3.60%		\$ 134,751
<b>TOTAL COST</b>		<b>\$ 3,877,838</b>
<b>GRAND TOTAL COST</b>		<b>\$ 3,877,838</b>
<b>ALTERNATES</b>		<b>TOTAL</b>
<b>Alternate 1 A:</b> Provide Building A & B Underground CHW pipe from branch (4") off the CHW main (North of Health and Science) to RTUs replacements.		\$ 511,399
<b>Alternate 1 B:</b> Provide Building D Underground CHW pipe from branch off the CHW main (after valve) to RTUs replacements.		\$ 258,608
<b>Alternate 2:</b> Provide all underground valves and associated vaults include as an added cost and not in the base bid, except for valves designated as Future, include those in the base bid.		\$ 156,301

## **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Student Services Building Expansion**

Broaddus and Associates will be present to discuss the current status on the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action as necessary regarding the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion.

### **Approval Recommended:**

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

## **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion**

Broaddus and Associates will be present to discuss the current status on the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action as necessary regarding the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion.

### **Approval Recommended:**

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

## Review and Action as Necessary on Change Order for 2013 Bond Construction Pecan Campus Thermal Plant

Approval of proposed change order with D. Wilson Construction Company for the 2013 Bond Construction Pecan Campus Thermal Plant is requested.

### Purpose

The purpose of this change order is to request authorization to use construction contingency to fund these items.

### Justification

This change order is needed for owner requested items as well as unforeseen existing conditions in order to move forward with construction. Below is a description of the change order items.

<b>2013 Bond Construction Pecan Campus Thermal Plant</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
1	CPR#2 The protective existing underground chilled water piping wrap was deteriorated and needs to be replaced.	\$5,565	Construction Contingency
	CPR#3 Existing underground chilled water lines were not in locations shown on existing drawings. Modifications need to be done to reconfigure chilled water lines.	\$6,822	Construction Contingency
	CPR#5 Existing underground chilled water pipes and fittings need to be replaced due to pitting and deterioration. Cost includes field epoxy coating, draining, filling, and treating the condenser water system.	\$32,119	Construction Contingency
	CPR#7 Delete chiller installation cost not needed by owner. Cost of installation is included in purchase of chillers.	(\$2,792)	Construction Contingency
<b>Net Total Change Order No. 1</b>		<b>\$41,714</b>	<b>Construction Contingency</b>

### Funding Source

This change order will be funded by the project's construction contingency.

<b>Construction Contingency Fund</b>	
Original Contingency Amount:	\$50,000.00
Prior Change Orders:	\$0
Proposed Change Order No. 1:	(\$41,714.00)
Remaining Contingency Balance:	\$8,286.00

**Presenters**

Representatives from Broaddus & Associates will attend the Board meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval of the change order with D. Wilson Construction Company in the amount of \$41,714 using the project's owner contingency for the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the change order with D. Wilson Construction Company in the amount of \$41,714 using the project's owner contingency for the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

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

The Board of Trustees of South Texas College approves and authorizes the change order with D. Wilson Construction Company in the amount of \$41,714 using the project's owner contingency for the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

**Approval Recommended:**

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

**OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE AUTHORIZATION**

NUMBER: 001

PROJECT NAME: Pecan Campus Thermal Plant

DATE: 4/14/2016

Expansion

PROJECT NO.: NA

To: D. Wilson Construction Company  
1207 E. Pecan Ave.  
McAllen Tx. 78541

**YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE CONTINGENCY ALLOWANCE SUM ACCORDINGLY, AS INDICATED BELOW:**

SCOPE OF WORK: CPR#'s 2, 3, 5, & 7

DESCRIPTION OF WORK: CPR #2 - Chilled Water Pipe Wrap; CPR #3 - CW Piping Configuration Change;  
CPR #5 - Replace Pitted Chilled Water Pipe; CPR #07 - Delete Chiller Installation Cost

JUSTIFICATION: CPR #02 - Owner Request; CPR #03 - Unforeseen condition; CPR #05 - Owner Request;  
CPR #07 - Cost Included in Chiller Purchase by Owner

ATTACHMENTS: Proposal Cost Summary and Subcontractor's quote & pricing breakdown.

ORIGINAL CONTINGENCY AMOUNT	\$	50,000
CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	-
CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	50,000
CONTINGENCY SUM WILL BE <i>(DECREASED)</i> BY THIS AUTHORIZATION	\$	(41,714)
REMAINING CONTINGENCY BALANCE	\$	8,286

**ODR RECOMMENDATION:** Broaddus & Associates

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Tim Weldon

**ARCHITECT APPROVED:** Half Associates

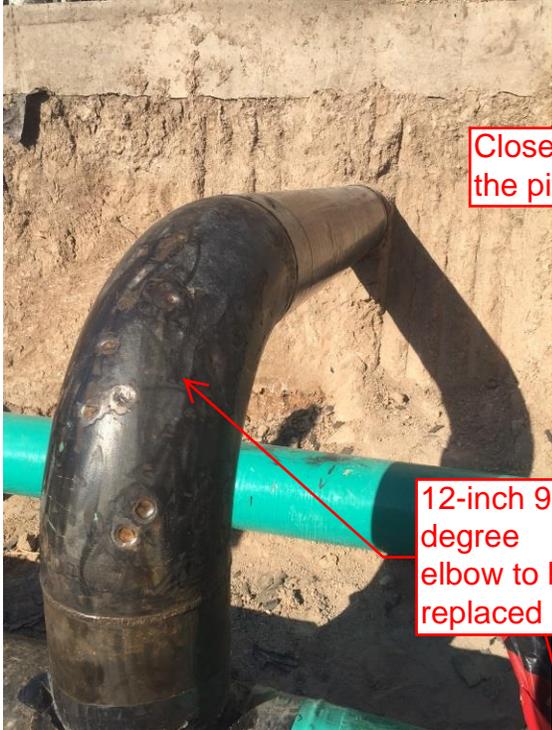
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Trey Murray, P.E.

**CMR ACCEPTANCE:** D. Wilson Construction Company

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Bill Wilson

Proposal Cost Summary:

1.	CPR #02	\$5,565.00	
2.	CPR #03	\$6,822.00	
3.	CPR #05	\$32,119.00	
4.	CPR #07	(\$2,792.00)	
	Total	<table border="1"><tr><td>\$41,714.00</td></tr></table>	\$41,714.00
\$41,714.00			



Close-up view of the pitted pipe

12-inch 90 degree elbow to be replaced



**Review and Action as Necessary on Amendment to the Agreement with R. Gutierrez Engineering to Increase Civil Design Services for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant**

Approval to amend the agreement with R. Gutierrez to increase civil design services for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project is requested.

**Purpose**

Authorization is requested to increase civil design services for R. Gutierrez Engineering to include the design of the parking and infrastructure related to the thermal plant at the Nursing and Allied Health Campus.

**Justification**

As with the other campuses, one civil engineer per campus is being used to design the 2013 Bond Construction projects. Including the non-bond Thermal Energy Plant project with the current Bond 2013 Nursing and Allied Health Campus construction scope will allow the civil engineer to coordinate the design work of the entire campus expansion effectively.

**Background**

On November 20, 2014, the Board authorized R. Gutierrez Engineering as the civil engineer for design services for the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements. R. Gutierrez Engineering began working with Broaddus & Associates, staff from Facilities Planning & Construction, and the Nursing and Allied Health Departments to develop the parking and site design. On October 27, 2015, the Board approved contracting mechanical, electrical, and plumbing (MEP) engineering design services with Halff Associates for the thermal energy plant at the Nursing and Allied Health Campus. These design services do not include civil engineering services.

<b>Nursing and Allied Health Campus</b>		
<b>Engineer</b>	<b>Bond Funded</b>	<b>Non-Bond Funded</b>
R. Gutierrez Engineering	Parking and Site Improvements	
Halff Associates		Thermal Plant
R. Gutierrez Engineering		Thermal Plant Parking and Site Improvements

Broaddus and Associates has negotiated with R. Gutierrez and submitted a proposal for this increased scope. R. Gutierrez has submitted a proposal in the amount of \$17,200 for the increased design services.

**Funding Source**

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

**Reviewers**

The proposal has been reviewed by Broaddus and Associates and Facilities Planning and Construction staff.

**Enclosed Documents**

Enclosed is a proposal from R. Gutierrez Engineering.

**Presenters**

Representatives from Broaddus & Associates and R. Gutierrez Engineering will attend the meeting to respond to questions related to this recommendation.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval to amend the agreement with R. Gutierrez to increase civil design services in the amount of \$17,200 for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment to the agreement with R. Gutierrez to increase civil design services in the amount of \$17,200 for the Non-Bond Construction Nursing and 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 the amendment to the agreement with R. Gutierrez to increase civil design services in the amount of \$17,200 for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project as presented.

**Approval Recommended:**

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

April 4, 2016

Diana Bravo Gonzalez, AIA  
Senior Project Manager  
Broadus & Associates  
1100 E Jasmine Ave. #102  
McAllen, Texas 78501

RE: PROPOSAL – STC Nursing & Allied Health Campus Thermal Plant

Dear Ms. Gonzalez,

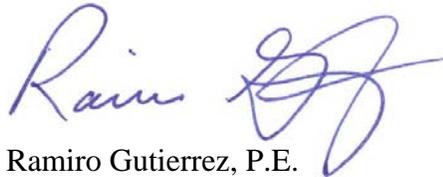
Please accept this proposal for providing services to the Nursing and Allied Health Campus Thermal Plant Site Improvements. The proposal is for performing the civil engineering site services. Engineering services for this scope of work shall include the following:

1. Paving improvements adjacent to the new Thermal Plant;
2. New ADA improvements such as accessible parking, sidewalks and ramps, as required to serve the proposed new building (coordination will be required with the Architect designing the building);
3. Site utility improvements to include water, sanitary sewer, drainage and franchise utilities to serve the new building up to 5-feet outside the new building;
4. Removal/relocation of existing utilities that are in conflict with the new proposed building improvements;
5. New paving, grading and drainage improvements.
6. Topographic Surveying, Electrical Engineering, Structural Engineering, and Landscape Architectural Services shall be considered an additional service.

Note: Owner to provide Geotechnical Engineering Study to Engineer for use in design of project.

The proposed fee for providing these services is a fixed fee of \$17,200 based upon 8.6% of the Construction Cost Limitation (CCL) of \$200,000.

Sincerely,



Ramiro Gutierrez, P.E.  
President

Encl

cc: Project Files

## **Review and Action as Necessary on Negotiated Fees for Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence**

Approval of negotiated fees for architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence is requested.

### **Purpose**

Authorization is requested to approve negotiated fees with PBK Architects for architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence.

### **Justification**

Broaddus and Associates has negotiated fees with PBK Architects to finalize design fees.

### **Background**

On February 23, 2016, the Board approved to contract architectural design services with PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence. Broaddus & Associates has negotiated with PBK Architects to finalize design fees based on previously approved fees by the board for the other bond projects. PBK will be incorporating the services of a specialty public safety training facility consultant, G2 Solutions Group. The proposed fees submitted by PBK Architects are as follows:

<b>PBK Architects</b>				
<b>Construction Cost Limitations (CCL)</b>	<b>Percentage Fee</b>	<b>Design Fee*</b>	<b>Consultant's Reimbursable Expenses**</b>	<b>Total Fee</b>
\$3,910,000	6.41%	\$250,600	\$5,000	\$255,600

\* Includes consultant services with G2 Solutions Group

\*\*Reimbursable expenses are not to exceed \$5,000

The project scope will include a new 21,000 square foot public safety training building and a possible new shooting range. In addition, a master plan will be proposed to be developed prior to proceeding with the building, shooting range alternatives, and site design.

### **Funding Source**

Funds for these expenditures are budgeted in the Bond Construction budget for FY 2015-2016.

### **Reviewers**

The fee proposal has been reviewed by Broaddus and Associates and Facilities Planning and Construction staff.

### **Enclosed Documents**

The recommended fee proposal from PBK Architects is enclosed.

**Presenters**

Representatives from Broaddus & Associates and PBK Architects will be present at the meeting to respond to questions related to this recommendation.

The Facilities Committee recommended Board approval of the negotiated fees for architectural design services with PBK Architects in the amount of \$255,600 for the 2013 Bond Construction Regional Center for Public Safety Excellence and with the request for alternatives to include an indoor shooting range, an outdoor shooting range, or to utilize an adjacent existing shooting range with any necessary improvements as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the negotiated fees for architectural design services with PBK Architects in the amount of \$255,600 for the 2013 Bond Construction Regional Center for Public Safety Excellence and with the request for alternatives to include an indoor shooting range, an outdoor shooting range, or to utilize an adjacent existing shooting range with any necessary improvements 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 negotiated fees for architectural design services with PBK Architects in the amount of \$255,600 for the 2013 Bond Construction Regional Center for Public Safety Excellence and with the request for alternatives to include an indoor shooting range, an outdoor shooting range, or to utilize an adjacent existing shooting range with any necessary improvements as presented.

**Approval Recommended:**

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

3900 North 10<sup>th</sup> Street, Suite 810  
McAllen, Texas 78501  
Phone: 956-687-1330  
Fax: 956-687-1331  
PBK.com

March 28, 2016

VIA: Email



Ricardo de la Garza  
Senior Project Manager  
Facilities Planning & Construction  
Pecan Campus, Bldg. N, Suite 179  
3200 W. Pecan Blvd.  
McAllen, TX 78501

**Re: STC - Pharr Center for Safety Excellence - Updated**

Dear Mr. Garza,

Thank you for the opportunity to submit this fee proposal to provide a design for the Pharr Center for Safety Excellence. The following is a description of how PBK and our design team can offer assistance on this project.

**PROJECT UNDERSTANDING AND SCOPE OF WORK**

PBK understands the project to consist of the following:

*A new 21,000 sf public safety building with the program in Exhibit A.  
A new shooting range.*

**SCOPE OF SERVICES FOR THE BUILDING AND DRIVING RANGE**

Our scope of services shall include all contract conditions as described in our current STC standard A/E service agreement for the 2013 bond. This project will be an amendment to this existing contract

**COMPENSATION & BUDGET**

We understand the Construction Cost Limit for the project to be as follows:

Building (21,000 sf at \$170/sf)	\$3,570,000
<u>Shooting Range</u>	<u>\$340,000</u>
<i>Total CCL</i>	<i>\$3,910,000</i>

Our proposed compensation for this project shall be a fixed fee of two hundred fifty thousand six hundred (\$250,600).

**REIMBURSABLES**

Reimbursables would be limited to the items listed in Article 9 of the master contract from South Texas College and would not exceed \$5,000 including trips by G2 Solutions.

There will be no mark-up on reimbursed items.

**ADDITIONAL SERVICE FEES**

There will be no additional service fees without prior written authorization from the Owner.

**PROPOSED SCHEDULE**

We will work with you to determine a schedule for this project. Our team feels that this task should take no longer than one month.

We thank you for this incredible opportunity to serve South Texas College on this important project. Should you have any questions or additional requests, please do not hesitate to contact me at 1-877-829-1110 or my cell at 210-854-0241.

Sincerely,



Cliff Whittingstall, AIA, LEED AP BD+C  
*Partner \ Director of Higher Education*

Cc: Erasmo Eli Alvarado III, PBK  
Betty Chapman, PBK

## **Review and Action as Necessary on Amendment to the Agreement for Additional Services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan**

Approval to amend the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan is requested.

### **Purpose**

Authorization is being requested to approve additional services with PBK Architects for the design of the master plan for the Regional Center for Public Safety Excellence.

### **Justification**

The new training site is located in the City of Pharr and is undeveloped. After several meetings and discussions with the architects, engineers, Broaddus and Associates, college staff, and administration, it has been determined and is being proposed that an overall master plan should be developed to properly plan the new training site for the current and future needs.

### **Background**

At the February 23, 2016 Board meeting, the Board approved PBK Architects to design the 2013 Bond Construction Regional Center for Public Safety Excellence. The master plan design services are not included as part of basic services and are considered additional services if needed and approved by the owner under the project architect's contract for the design of the Regional Center for Public Safety Excellence.

Approval of additional services with PBK Architects is recommended for the 2013 Bond Construction Regional Center for Public Safety Excellence. PBK Architects has listed G2 Solutions as a consultant for the project and G2 Solutions will graphically develop the Overall Site Master Plan depicting the initial build-out as well as future considerations for buildings, site improvements, and possible additional property acquisitions. Included as part of the master plan, PBK and G2 Solutions will provide recommendations for the shooting range design. This master plan would incorporate additional land that has not been acquired but has been considered for the possible future expansion of the facility to include Fire Science training.

Additionally, serious consideration should be given regarding an adjacent shooting range that may be available on a multi-year contract.

The proposed additional services fees are as follows:

<b>Project</b>	<b>Engineer</b>	<b>Additional Service Proposed Fee*</b>	<b>Reimbursable Expenses</b>	<b>Total</b>
Regional Center for Public Safety Excellence Master Plan	PBK Architects	\$17,000	\$3,000	\$20,000

\*Includes Master Plan Design services with G2 Solutions Group

**Funding Source**

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

**Reviewers**

The proposals have been reviewed by Broaddus and Associates and staff from the Facilities Planning and Construction department.

**Enclosed Documents**

A proposal from PBK Architects is enclosed.

**Presenters**

Representatives from Broaddus & Associates and PBK Architects will be present at the Facilities Committee meeting to address any questions by the committee related to this recommendation.

The Facilities Committee recommended Board approval of the amendment to the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan in the amount of \$20,000 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment to the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan in the amount of \$20,000 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements 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 amendment to the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan in the amount of \$20,000 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented.

**Approval Recommended:**

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

3900 North 10<sup>th</sup> Street, Suite 810  
McAllen, Texas 78501  
Phone: 956-687-1330  
Fax: 956-687-1331  
PBK.com

March 28, 2016

VIA: Email



Ricardo De La Garza  
Senior Project Manager  
Facilities Planning & Construction  
Pecan Campus, Bldg. N, Suite 179  
3200 W. Pecan Blvd.  
McAllen, TX 78501

**Re: STC - Pharr Center for Safety Excellence – Master Plan – Updated**

Dear Mr. Garza,

Thank you for the opportunity to submit this fee proposal to provide a design for the Pharr Center for Safety Excellence. The following is a description of how PBK and G2 Solutions Group, hired by PBK to be the public safety consultant, can offer assistance on this project.

**PROJECT UNDERSTANDING AND SCOPE OF WORK**

PBK understands the project to consist of the following:

**TASK 1: MASTER PLAN CONCEPT**

This task, which will be led by G2 Solutions Group seeks to understand the preliminary needs of the College for law enforcement training, academia, and outside agency participation. In addition the plan will consider additional training elements for the fire service.

The majority of this task will be performed on-site along with representatives from the South Texas College and PBK.

- Initial Meeting with users to understand program and needs
- Open Table Charrette to discuss adjacencies, layouts and circulation
- Develop Conceptual Master Plan layouts for the site
- Identify elements of phased construction

*Planned Meetings:*

- One (1) 2-Day Open Table Charrette and Discussion

**TASK 2: MASTER PLAN DEVELOPMENT**

This task will seek to graphically develop the Overall Site Master Plan depicting the initial build-out as well as future considerations. G2 Solutions will work with PBK to develop the graphic site plan and presentation materials. In addition to the graphic site plan, associative narratives with various images will be written to further clarify and describe particular elements of the project. A complete Master Plan package will be presented to STC.

*Planned Meetings:*

- One (1): Presentation of Final Master Plan Package

**SCOPE OF SERVICES FOR THE BUILDING AND DRIVING RANGE**

Our scope of services shall include all contract conditions as described in our current STC standard A/E service agreement for the 2013 bond. This project will be an amendment to this existing contract

### **COMPENSATION & BUDGET**

Our proposed compensation for this project shall be a fixed fee of seventeen thousand (\$17,000). This fee includes the master planning services and the fee for G2 Solutions.

### **REIMBURSABLES**

Reimbursables would be limited to the items listed in Article 9 of the master contract from South Texas College and would not exceed \$3,000 including trips by G2 Solutions.

There will be no mark-up on reimbursed items.

### **ADDITIONAL SERVICE FEES**

There will be no additional service fees without prior written authorization from the Owner.

### **PROPOSED SCHEDULE**

We will work with you to determine a schedule for this project. Our team feels that this task should take no longer than one month.

We thank you for this incredible opportunity to serve South Texas College on this important project. Should you have any questions or additional requests, please do not hesitate to contact me at 1-877-829-1110 or my cell at 210-854-0241.

Sincerely,



Cliff Whittingstall, AIA, LEED AP BD+C  
*Partner \ \ Director of Higher Education*

Cc: Erasmo Eli Alvarado III, PBK  
Betty Chapman, PBK

## **Review and Action as Necessary on Procurement for the 2013 Bond Construction Program Chillers**

Approval of procurement for the 2013 Bond Construction Program Chillers is requested.

### **Purpose**

Authorization is requested to approve the procurement for the 2013 Bond Construction Program chillers to take advantage of savings from the vendor.

### **Background**

On January 26, 2016, the Board of Trustees approved and authorized awarding the proposal for owner procurement of thermal energy plant chillers for the 2013 Bond Construction program to Johnson Controls, Inc. in the amount of \$2,209,711.01 subject to Broaddus & Associates' ability to negotiate an adjustment to the payment terms to allow the College some discount on that total. Broaddus and Associates discussed savings regarding payment terms with Johnson Controls, Inc.

The vendor has offered prepayment savings in the amount of \$71,998 should prepayment be received by May 1, 2016 for the Mid Valley Campus chillers, June 1, 2016 for the Starr Campus chillers, and July 1, 2016 for the Nursing & Allied Health chillers. Broaddus and Associates since then discussed with legal counsel and has advised the best approach is to prepay and receive the offered savings provided that a guarantee is put into place to protect the Owner. Legal Counsel recommends incorporating a Standing Letter of Credit to protect the College in case the chillers are not delivered after prepayment has been made.

The cost for incorporating a Standing Letter of Credit is \$17,910 which will protect the Owner. The amount of \$54,088 (\$71,998 less \$17,910) will be the net savings to the college for prepayment of the chillers.

### **Funding Source**

Funds for the procurement of the chillers are budgeted in the bond construction budget for FY 2015-2016.

### **Reviewers**

The proposed prepayment option and savings have been reviewed by Broaddus and Associates, Vice President for Finance and Administrative Services, legal counsel and staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing Departments.

### **Enclosed Documents**

Enclosed is a prepayment cost savings spreadsheet prepared by Broaddus & Associates.

### **Presenters**

Representatives from Broaddus & Associates will be present at the April 26, 2016 Board meeting to present the prepayment savings offered by the Vendor as well as the Standing Letter of Credit option.

**Recommendation**

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the procurement of the Mid Valley Campus, Starr County Campus, and Nursing & Allied Health Campus 2013 Bond Construction Program chillers as presented with guidance on the issue of negotiation of prepayment.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the procurement of the Mid Valley Campus, Starr County Campus, and Nursing & Allied Health Campus 2013 Bond Construction Program chillers as presented with guidance on the issue of negotiation of prepayment.

**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 procurement of the Mid Valley Campus, Starr County Campus, and Nursing & Allied Health Campus 2013 Bond Construction Program chillers as presented with guidance on the issue of negotiation of prepayment.

**Approval Recommended:**

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

## STC 2013 Bond Program Chiller Prepayment Savings Schedule

<u>Campus</u>	<u>Delivery Date</u>	<u>Pre-Payment</u>
Pecan	6/15/2016	-
Mid Valley	8/25/2016	16-17 wks
Starr Campus	9/25/2016	16-17 wks
NAH	3/1/2017	34-35 wks

### Potential Savings

<u>Campus</u>	<u>Pymnt / Delivery</u>	<u>% Savings</u>	<u>Base Cost</u>	<u>Savings</u>
Pecan	-	-	-	-
Mid Valley	< 20 wks	3.75%	\$703,800	\$26,393
Starr	< 20 wks	3.75%	\$552,800	\$20,730
NAH	< 36 wks	6.75%	\$368,530	\$24,875
			<b>\$1,625,130</b>	<b>\$71,998</b>
Less Standing Letter Of Credit ( \$17,910 )				\$54,088

### Note:

Calcs are based on assumption that payment would be RECIEVED on **May 1st 2016 for Mid Valley.**

Calcs are based on assumption that payment would be RECIEVED on **June 1st 2016 for Starr.**

Calcs are based on assumption that payment would be RECIEVED on **July 1st 2016 for NAH.**

Calcs are based on equipment cost only, delivery charges not computed as they remain the same.

## **Review and Action as Necessary on Liquidated Damages and Final Completion for the Non-Bond Technology Campus Cooling Tower Replacement**

Approval of final completion and liquidated damages for the Non-Bond Technology Campus Cooling Tower Replacement project is requested.

### **Purpose**

Final completion is the last phase of the construction project. The approval of this phase is necessary to authorize the release of final payment to the contractor. Part of the close out is to finalize the amount of liquidated damages that can be imposed on the contractor for not meeting the amount of days allowed in the contract.

### **Justification**

Halff Associates and STC staff have been working with the contractor, Pro Tech Mechanical to verify that all pending items from the Substantial Completion punchlist have been addressed. At this time, the contractor has completed the project and final completion is being recommended by Halff Associates. The current Owner Contractor agreement that is in place allows for liquidated damages of \$500 per day to be imposed when the contractor does not meet the number of construction days allowed in the contract.

### **Background**

The contractor had achieved Substantial Completion on April 29, 2014 but did not meet the number of construction days per the construction contract. The contractor was late in completing the project by 63 days. The amount of \$31,500 would be the total amount for liquidated damages if they are to be imposed to the contractor. In the months following substantial completion, the cooling tower has experienced a number of vibration related shutdowns which have ranged from alignment to harmonics, switches, and ladder connections which has since been addressed by the engineer and contractor and been remedied.

### **Funding Source**

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance	Liquidated Damages
\$415,000	\$396,000	\$0	\$396,000	\$361,000	\$35,000	\$31,500

On April 21, 2016, Halff Associates provided a final letter acknowledging all work is complete and recommending final completion and release of final payment.

### **Enclosed Documents**

A letter from Halff Associates recommending Final Completion and release of final payment of the project.

**Presenters**

Representatives from Halff Associates and STC Facilities Planning and Construction will be present at the Board meeting to respond to questions.

**Recommendation**

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the final completion and liquidated damages for the Non-Bond Technology Campus Cooling Tower Replacement project.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and liquidated damages for the Non-Bond Technology Campus Cooling Tower Replacement project.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and liquidated damages for the Non-Bond Technology Campus Cooling Tower Replacement project.

**Approval Recommended:**

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



April 21, 2016  
AVO 30076

South Texas College  
3200 W. Pecan Blvd., Building N, Room 179  
McAllen, Texas 78501

Attn: Mr. Ricardo De La Garza  
STC-Facilities Planning and Construction

RE: Letter of Final Acceptance Recommendation for  
STC – Technology Campus Cooling Tower Addition

Dear Mr. De La Garza:

This letter is to serve as written notice that Pro-Tech Mechanical has completed the punch list items established at Substantial Completion dated May 29, 2015. At this time, we recommend the project be approved for final completion and final payment be released in accordance with the contract requirements.

As a final note, we have experienced a number of vibration related shutdowns on the tower since start up. These have ranged from alignment to harmonics, switches, and ladders. It is my belief that these vibrations have been remedied. The tower has shown substantially reliable operation of late.

If you have any questions, please feel free to contact our office.

Respectfully,

Menton J. Murray, III, P.E. LEED, AP  
Vice President

A circular professional engineer seal for the State of Texas. The seal contains a five-pointed star at the top, the name "MENTON J. MURRAY, III" in the center, and the number "87004" below it. The words "REGISTERED PROFESSIONAL ENGINEER" are written around the bottom inner edge of the seal. Below the seal is a blue ink signature of Menton J. Murray, III, and the date "4-21-16" written in blue ink.

Copy: File

## **Review and Action as Necessary on Rejecting Construction Proposals for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II**

Approval to reject construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project; however, staff is requesting the Board to reject the proposal submitted for this project.

### **Justification**

Infrastructure for the two additional portable buildings is necessary to be complete for use by the fall semester.

### **Background**

The college contracted with Sigma HN Engineers to prepare plans and specifications for phase II of the infrastructure for additional portable buildings at the Pecan Campus. The design team at Sigma HN Engineers worked with college staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on February 29, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors and one (1) proposal was received on March 23, 2016.

Due to the proposal submitted being over the \$25,000 cost estimated by Sigma HN Engineers, staff recommends Board to reject the current proposal and allow staff to work with Sigma HN Engineers to reduce the project scope where possible, determine where costs can be reduced, and re-solicit construction proposals.

### **Reviewers**

The proposal has been reviewed by staff from the Facilities Planning & Construction and Purchasing departments.

The Facilities Committee recommended Board approval to reject construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize rejecting the construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II 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 rejecting the construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on Contracting Construction Services for the Non-Bond Technology Campus Flooring Replacement**

Approval to contract construction services for the Non-Bond Technology Campus Flooring Replacement project is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the replacement of flooring in Building B at the Technology Campus.

### **Background**

College staff prepared the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on February 25, 2016. A total of four (4) sets of construction documents were issued to general contractors and sub-contractors, and a total of four (4) proposals were received on March 11, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
February 25, 2016	Solicitation of competitive sealed proposals began.
March 11, 2016	Four (4) proposals were received.

### **Justification**

The existing concrete flooring in Building B has deteriorated and new vinyl tile flooring needs to be installed.

### **Funding Source**

As part of the FY 2015-2016 Renewals and Replacements construction budget, funds in the amount of \$44,200 are budgeted for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Imhoff Co., Inc. dba/Intertech Flooring</b>
Renewals and Replacements	\$44,200	\$35,008

### **Reviewers**

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

### **Enclosed Documents**

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

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval to contract construction services with Imhoff Co., Inc. dba/Intertech Flooring in the amount of \$35,008 for the Non-Bond Technology Campus Flooring Replacement project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Imhoff Co., Inc. dba/Intertech Flooring in the amount of \$35,008 for the Non-Bond Technology Campus Flooring Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Imhoff Co., Inc. dba/Intertech Flooring in the amount of \$35,008 for the Non-Bond Technology Campus Flooring Replacement project as presented.

**Approval Recommended:**

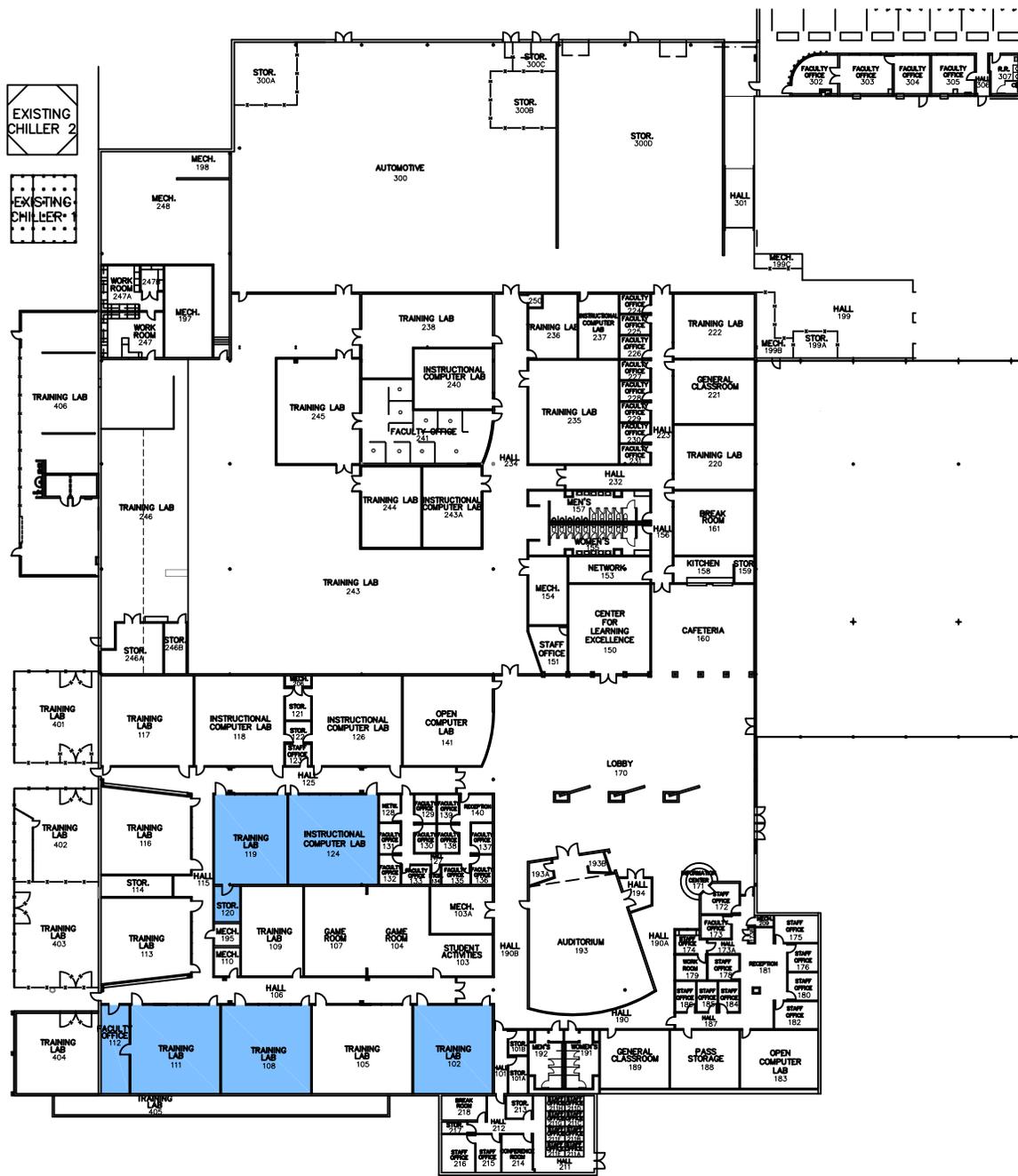
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**SOUTH TEXAS COLLEGE  
TECHNOLOGY CAMPUS BUILDING B FLOORING  
PROJECT NO. 15-16-1057**

<b>VENDOR</b>	Allied Associates Commercial Floors, Inc.	Diaz Floors & Interiors, Inc.	Vintage Tile & Stone, LLC.	W.E. Imhoff Co, Inc. dba/Intertech Flooring 1301 Business Park Dr Ste D
<b>ADDRESS</b>	130A Palisades	1205 W Polk	2020 W Nolana Loop	
<b>CITY/STATE/ZIP</b>	Universal City, TX 78148	Pharr, TX 78577	McAllen, TX 78504	Mission, TX 78572
<b>PHONE</b>	210-646-9090	956-787-0056	956-631-8528	956-584-3592
<b>FAX</b>	210-646-9092	956-781-7917	956-631-8526	956-584-2149
<b>CONTACT</b>	Elma Demory	Andres Diaz, Sr.	Elizabeth R. Govea	Vicente Garza
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Base Bid:</b> Technology Campus Building B Flooring (Material and Labor)	\$ 85,612.10	\$ 70,000.00	\$ 35,008.00
2	Bid Bond	Yes	Yes	Yes
3	Begin Work Within	June 6, 2016	June 6, 2016	June 6, 2016
4	Completion of Work Within	July 31, 2016	July 31, 2016	July 31, 2016
<b>TOTAL AMOUNT PROPOSED</b>		\$ 85,612.10	\$ 70,000.00	\$ 35,008.00
<b>TOTAL EVALUATION POINTS</b>		64.75	67.25	91.125
<b>RANKING</b>		4	3	1

**SOUTH TEXAS COLLEGE  
TECHNOLOGY CAMPUS BUILDING B FLOORING  
PROJECT NO. 15-16-1057**

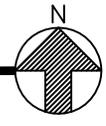
<b>VENDOR</b>		Allied Associates Commercial Floors, Inc.	Diaz Floors & Interiors, Inc.	Vintage Tile & Stone, LLC.	Imhoff Co., Inc. dba/Intertech Flooring				
<b>ADDRESS</b>		130A Palisades	1205 W Polk	2020 W Nolana Ave	1301 Business Park Dr				
<b>CITY/STATE/ZIP</b>		Universal City, TX 78148	Pharr, TX 78577	McAllen, TX 78504	Mission, TX 78572				
<b>PHONE</b>		210-646-9090	956-787-0056	956-631-8528	956-584-3592				
<b>FAX</b>		210-646-9092	956-781-7917	956-631-8526	956-584-2149				
<b>CONTACT</b>		Elma Demory	Andres Diaz	Elizabeth Govea	Vicente Garza				
1	The Respondent's price proposal. (up to 45 points)	18.5	18.5	22.5	22.5	42.8	42.8	45	45
		18.5		22.5		42.8		45	
		18.5		22.5		42.8		45	
		18.5		22.5		42.8		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.5	8	8.875	7	8.25	8	8.875
		9		9.5		9		9.5	
		8		9		8		9	
		9		9		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	7	8	8	8.75	7	8.125	8	8.625
		9		9		9.5		9.5	
		9		9		7		8	
		7		9		9		9	
4	The Respondent's safety record (up to 5 points)	3	3.75	3	3	3	3.75	3	3.375
		4.5		3		4		4	
		4.5		3		4		3	
		3		3		4		3.5	
5	The Respondent's proposed personal. (up to 8 points)	6	6.5	6	6.5	6	6.75	7	7
		7		7		7		7	
		6		7		7		7	
		7		6		7		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7	8	7	7.625	6	7.125	6	6.25
		8		8		8		7	
		9		8		8		5	
		8		7.5		6.5		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.5	4	3	5	5.125	5	5
		5		2		5.5		5	
		3		3		5		4	
		5		3		5		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	7	7	7	7	7	7
		7		7		7		7	
		7		7		7		7	
		7		7		7		7	
<b>TOTAL EVALUATION POINTS</b>		64.75		67.25		88.925		91.125	
<b>RANKING</b>		4		3		2		1	



NEW LVT DRY STONE CINDER



TECH. CENTER BLDG. B  
PARTIAL FLOOR PLAN



## Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Resurfacing of East Loop Road

Approval to contract construction services for the Non-Bond Pecan Campus Resurfacing of East Loop Road project is requested.

### Purpose

The procurement of a contractor will provide for construction services necessary for the Non-Bond Pecan Campus Resurfacing of East Loop Road project.

### Background

On December 15, 2015, the Board of Trustees previously approved design services with Melden and Hunt to prepare plans and specifications for Non-Bond Pecan Campus Resurfacing of East Loop Road. The design team at Melden and Hunt worked with college staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on March 16, 2016. A total of two (2) sets of construction documents were issued to general contractors and a total of two (2) proposals were received on March 31, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
March 16, 2016	Solicitation of competitive sealed proposals began.
March 31, 2016	Two (2) proposals were received.

### Justification

The existing loop road east of Building F is over fifteen years old and in need of asphalt resurfacing. As part of the deferred maintenance plan, the Facilities Planning and Construction and Facilities Operations and Maintenance departments have scheduled the replacement of the asphalt resurfacing.

### Funding Source

As part of the FY 2015-2016 Renewals and Replacements construction budget, funds in the amount of \$75,000 are budgeted for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Mid Valley Paving, Inc.</b>
Renewals and Replacements	\$75,000	\$28,942.40

### Reviewers

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

**Enclosed Documents**

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

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval to contract construction services with Mid Valley Paving in the amount of \$28,942.40 for the Non-Bond Pecan Campus Resurfacing of East Loop Road project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Mid Valley Paving in the amount of \$28,942.40 for the Non-Bond Pecan Campus Resurfacing of East Loop Road project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Mid Valley Paving in the amount of \$28,942.40 for the Non-Bond Pecan Campus Resurfacing of East Loop Road project as presented.

**Approval Recommended:**

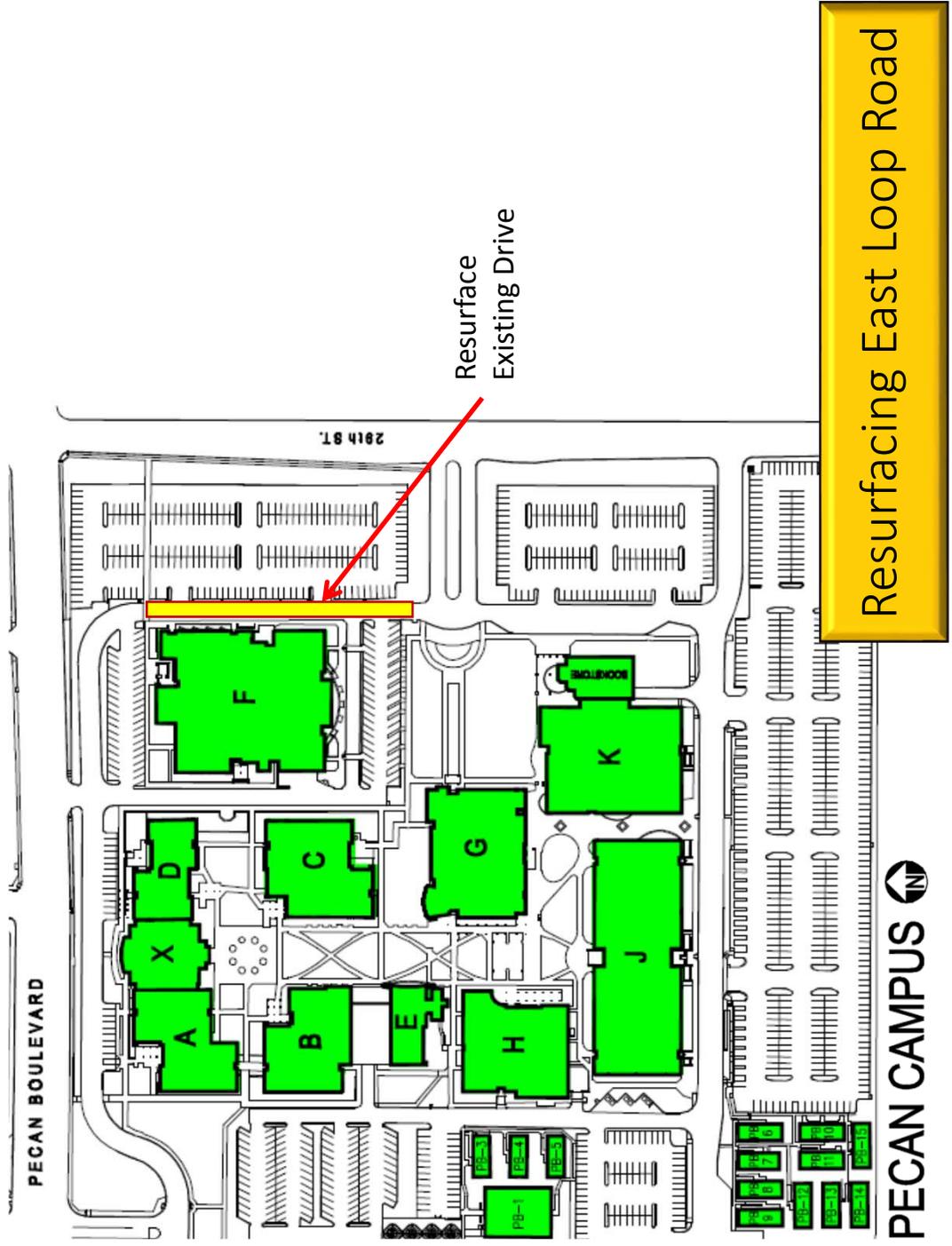
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS RESURFACING EAST LOOP ROAD  
PROJECT NO. 15-16-1061**

<b>VENDOR</b>		G & T Paving, LLC.	Mid Valley Paving, Inc.
<b>ADDRESS</b>		2005 Mercedes Rd	306 S Illinois
<b>CITY/STATE/ZIP</b>		Brownsville, TX 78520	Mercedes, TX 78570
<b>PHONE</b>		956-546-3633	956-565-4892
<b>FAX</b>		956-546-5333	956-565-3357
<b>CONTACT</b>		Abel Gonzales	William R. Mize
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Base Bid:</b> Pecan Campus Resurfacing East Loop Road	\$53,162.00	\$28,942.40
2	Bid Bond	Yes	Yes
3	Begin Work Within	10 Working Days	10 Working Days
4	Completion of Work Within	30 Calendar Days	15 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>		\$53,162.00	\$28,942.40
<b>TOTAL EVALUATION POINTS</b>		66.925	93.625
<b>RANKING</b>		2	1

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS RESURFACING EAST LOOP ROAD  
PROJECT NO. 15-16-1061**

<b>VENDOR</b>		G & T Paving, LLC.		Mid Valley Paving, Inc.	
<b>ADDRESS</b>		2005 Mercedes Rd		306 S Illinois	
<b>CITY/STATE/ZIP</b>		Brownsville, TX 78520		Mercedes, TX 78570	
<b>PHONE/FAX</b>		956-546-3633		956-565-4892	
<b>FAX</b>		956-546-5333		956-565-3357	
<b>CONTACT</b>		Abel Gonzales		William R. Mize	
1	The Respondent's price proposal. (up to 45 points)	24.3	24.3	45	45
		24.3		45	
		24.3		45	
		24.3		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	9	9
		9		9	
		9		9	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.125	9	8.5
		8		9	
		8		8	
		8		8	
4	The Respondent's safety record. (up to 5 points)	4	3.75	4.5	4.125
		3.5		4	
		3.5		4	
		4		4	
5	The Respondent's proposed personal. (up to 8 points)	6	5.75	7.5	7.125
		5		7	
		5		7	
		7		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	7.75	8	7.75
		7		7	
		8		8	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.75	5.5	5.125
		5		5	
		5		5	
		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	3.5	3.5	7	7
		3.5		7	
		3.5		7	
		3.5		7	
<b>TOTAL EVALUATION POINTS</b>		66.925		93.625	
<b>RANKING</b>		2		1	



## **Review and Action as Necessary on Renewal of Facility Lease Agreements**

Approval of the facility lease agreements for use by South Texas College for instructional use is requested.

### **Purpose**

Authorization is being requested to renew the current facility lease agreements with the City of Hidalgo and the City of Edinburg Fire Department to continue providing instructional facilities.

### **Justification**

The continuation of these leases are needed to accommodate programs with specific needs for continuing education, criminal justice, fire science courses being offered.

### **Background**

The Board of Trustees previously approved these facility leases.

At the November 24, 2015 Board meeting, the Board approved the renewal of the classroom lease agreement with the City of Hidalgo for the use of the Rio Grande Valley Border Security and Technology Training Center. The South Texas College Continuing Education and Criminal Justice staff would like to continue to use this facility.

At the August 25, 2015 Board meeting, the Board approved the lease agreement with the City of Edinburg to use the Edinburg Fire Department Training facility. The South Texas College Fire Science Academy staff would like to continue to use this facility.

Staff recommends approval to renew these lease agreements as noted below.

<b>Facility</b>	<b>Renewals in Contract</b>	<b>Renewal Requested</b>	<b>Lease Cost</b>
City of Hidalgo	6 academic semesters	2nd June 1, 2016 to August 31, 2016	\$1,524.37 per month
City of Edinburg	3 successive terms of one year renewals	1st September 1, 2016 to May 31, 2017	Up to \$13,000 per semester

### **Funding Source**

Funds for these expenditures are budgeted in the facility lease budget for FY 2015-2016.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval to renew the current facility lease agreements with the City of Hidalgo and the City of Edinburg for use of instructional facilities for the periods as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the current facility lease agreements with the City of Hidalgo and the City of Edinburg for use of instructional facilities for the periods as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the current facility lease agreements with the City of Hidalgo and the City of Edinburg for use of instructional facilities for the periods as presented.

**Approval Recommended:**

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

## Review and Action as Necessary on Final Completion for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings

Approval of final completion for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings is requested.

Project	Substantial Completion	Final Completion	Documents Attached
1. Pecan Campus Infrastructure for the Relocation of Portable Buildings  Engineer: Melden and Hunt Contractor: Celso Gonzalez Construction, Inc.	Approved March 2016	Recommended	Final Completion Letter

### ***1. Pecan Campus Infrastructure for the Relocation of Portable Buildings***

It is recommended that final completion and release of final payment for this project with Celso Gonzalez Construction, Inc. 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 Celso Gonzalez Construction, Inc. be approved. The original cost approved for this project was in the amount of \$333,249.80.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$350,000	\$333,249.80	\$39,088.13	\$372,337.93	\$353,721.03	\$18,616.90

On February 17, 2016, Planning & Construction Department staff along with Melden and Hunt inspected the site to confirm that all punch list items were completed. Enclosed is a final completion letter from Melden and Hunt acknowledging all work is complete and recommending release of final payment to Celso Gonzalez Construction, Inc. in the amount of \$18,616.90.

The Facilities Committee is expected to deliberate this item on April 26, 2016 and report any recommended Board action on the requested approval of final completion for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and release of final payment for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and release of final payment for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings as presented.

**Approval Recommended:**

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



TBPE Firm # F-1435  
TBPLS # 10096900

MELDEN & HUNT INC.  
CONSULTANTS • ENGINEERS • SURVEYORS  
FRED L. KURTH • ALLAN F. BOOE • KELLEY A. HELLER-VELA • ROBERT TAMEZ

March 10, 2016

Mr. De La Garza  
South Texas College - Facilities Department  
3200 West Pecan Blvd  
McAllen, TX 78501

RE: Pecan Campus Infrastructure for Relocation of Portable Buildings

Dear Mr. De La Garza

A final inspection for the above referenced project was conducted on February 17, 2016 and finds that it has been completed by Celso Gonzalez Construction, Inc. in accordance with the plans and specifications. All punch list items for the referenced project have been addressed as of March 7, 2016 and we are only lacking "As-Built" drawings and close out documents from the contractor. Therefore, Melden and Hunt, Inc. recommends final acceptance and release of final payment pending delivery of "As-Built" drawings and Close out documents. The warranty on this project begins March 7, 2016 and ends March 6, 2017.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mario Reyna, P.E.  
Vice-President

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

The Facilities Planning and Construction staff prepared the attached 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 Board.

**CONSTRUCTION PROJECTS PROGRESS REPORT - April 19, 2016**

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					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
<b>Pecan Campus and Pecan Plaza</b>																			
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns																Robert	EGV Architects	Holdemont Ltd.
15-1-002b	Pecan - Interior Renovation for Ceramic Arts																Robert	EGV Architects	Herron
15-1-006	Pecan - Library Study Rooms Additions																Robert	Boulinghouse Simpson Gates Architects	TBD
15-1-007	Pecan - Student Activities Sports Field Lighting																Robert	DBR Engineering	Zitro Electric
15-1-002	Pecan - Infrastructure for Relocation of Portable Buildings																Rick	Melden & Hunt	Celso Construction
15-1-003	Pecan - Infrastructure for Portable Buildings - Phase II																Robert	Sigma Engineering	TBD
15-1-003	Pecan - Relocation of Electrical Power Lines																Robert	Sigma Engineering	Metro Electric
15-1-007	Pecan - Building K Enrollment Center																David	Boulinghouse Simpson Gates Architects	TBD
15-1-020	Pecan - AECHS Service Drive and Sidewalk																Rick	R. Gutierrez Engineering	Roth Excavation
15-1-001	Pecan - Resurfacing East Loop Road and Entrance (RR)																Robert	Melden & Hunt	TBD
16-1-001	Pecan - Removal of Existing Trees																Robert	TBD	Maldonado Nursery
16-1-001	Pecan - Building A Sign Replacement (RR)																Robert	Public Relations	
16-1-002	Pecan - Upgrade Fence Along 31st Street (RR)																David	TBD	
15-1-003	Pecan Plaza - Emergency Generator and Wiring																Rick	TBD	
15-1-004	Pecan Plaza - Resurfacing Back Side of Building B (RR)																Rick	Half Associates	5 Star Construction
16-1-016	Pecan Plaza - Parking Area for Police Vehicles																David	R. Gutierrez Engineering	TBD
	Pecan Plaza - Renovation - Music Practice Rooms																Rick	FPC	O&M
<b>Mid Valley Campus</b>																			
16-2-007	MV - Childcare Center Play Ground Flooring (RR)																Rick	N/A	Park Place Recreational
16-2-011	MV - Building H Data Cabling Infrastructure (RR)																Robert	N/A	DIR/BridgeNet
<b>Technology Campus</b>																			
15-3-004	TC - Building B Doors and Frame Replacement																Robert	ROFA	TBD
15-3-005	TC - GM Car Storage Area Upgrade																Robert	R. Gutierrez Engineers	TBD
15-3-014	TC - Workforce Building Conference Room																Robert	ROFA	TBD
13-3-002	TC - West Academic Building Re-Roofing (RR)																Robert	Amiech Building Sciences	Rio Roofing
14-3-004	TC - Cooling Tower Replacement (RR)																Rick	Half Associates	Pro-Tech
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)																Robert	CLH Engineering	TBD
16-2-012	TC - Building B Flooring Replacement (RR)																Robert	FPC	TBD
<b>Nursing and Allied Health Campus</b>																			
14-4-004	NAH - Irrigation System Upgrade (RR)																Rick	SSP Design	Southern Landscapes
16-4-004	NAH - Thermal Plant																Robert	Half Associates	
16-4-016	NAH - Resurface Parking Lot #2 (RR)																Robert	PCE	
<b>Starr County Campus</b>																			
15-5-005	Starr - Building E & J Crisis Mgt. Center Generator																		
<b>District Wide Improvements</b>																			
14-6-010	DW - Building to Building ADA Compliance Ph II																Robert	Damenbaum Engineering	TBD
14-6-012	DW - Lighting Upgrades for Parking Lots (RR)																Robert	DBR Engineering	Metro Electric
15-6-001	DW - Outdoor Furniture																Rick	N/A	
15-6-002	DW - Directional Signage																David	N/A	TBD
16-6-021	DW - Air Handler Blower Wheels (RR)																Rick	N/A	TBD
xxxx	DW - Active Learning Classrooms-Flooring Replacement																David	N/A	TBD

For FY 2015-2016, 23 non-bond projects are currently in progress, 12 have been completed and 39 pending start up - 74 Total

# Status of Non-Bond Construction Projects in Progress April 2016

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
Covered Area for Ceramic Arts Kilns	100%	March 2016	1. Construction Phase 2. Final Completion	\$325,000	\$343,792.85	\$326,603.16	\$17,189.69
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Construction Complete		\$109,209	\$109,209	\$0
Library Additional Study Rooms	15%	July 2015	1. Design Phase 2. Design on hold	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	100%	February 2016	1. Construction Phase 2. Construction Complete	\$228,500	\$228,500	\$217,075	\$11,425
Infrastructure for Relocation of Portable Buildings	95%	March 2016	1. Construction Phase 2. Substantial Completion	\$350,000	\$464,349.80	\$323,476.06	\$140,873.74
Relocation of Electrical Power Lines	100%	March 2016	1. Construction Phase 2. Construction Complete	\$220,000	\$216,105.65	\$203,115.37	\$12,990.28
Student Services Building K Enrollment Center	100%	February 2016	1. Solicitation of Proposals 2. Bidding in progress	\$400,000	TBD	\$0	TBD
AECHS Service Drive and Sidewalk Relocation	100%	August 2015	1. Construction Phase 2. Construction Complete	\$60,000	\$49,472	\$49,472	\$0
Resurfacing East Loop Road and Entrance	95%	February 2016	1. Design Phase 2. Contract Negotiations	\$8,000	TBD	\$0	TBD
Removal of Trees for Bond Construction	100%	January 2016	3. Construction Phase 4. Construction Complete	\$21,000	\$7,150	\$7,150	\$0

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Building A Sign Replacement	0%	April 2016	1. Project Development 2. Design in progress	\$10,000	TBD	\$0	TBD
Upgrade Fence Along 31 <sup>st</sup> Street	100%	February 2016	1. Design Phase 2. Design complete	N/A	N/A	N/A	N/A
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	100%	November 2015	1. Construction Phase 2. Construction Complete	\$75,000	\$118,140	\$112,233	\$5,907
Pecan Plaza Parking Area for Police Vehicles	95%	May 2016	1. Design Phase 2. Contract Negotiations	\$25,000	\$24,788	\$0	\$24,788
<b>Pecan Campus Total</b>				<b>\$2,176,500</b>	<b>\$1,561,507</b>	<b>\$1,348,334</b>	<b>\$213,174</b>
<b>Mid Valley Campus</b>							
Childcare Center Play Ground Flooring	100%	December 2015	1. Construction Phase 2. Construction Complete	\$31,000	\$29,690.00	\$29,690.00	\$0
Building H Data Cabling Infrastructure	5%	March 2016	1. Construction Phase 2. Construction Start	\$43,500	\$42,811.75	\$0	\$42,811.75
<b>Mid Valley Campus Total</b>				<b>\$74,500</b>	<b>\$72,502</b>	<b>\$29,690</b>	<b>\$42,812</b>
<b>Technology Campus</b>							
GM Car Storage Area Upgrade	95%	February 2016	1. Design Phase 2. Contract Negotiations	\$11,250	\$11,259	\$0	\$11,259

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
West Academic Building Re-roofing	100%	March 2016	1. Construction Phase 2. Construction Complete	\$1,698,900	\$1,275,700	\$1,211,915	\$63,875
HVAC Cooling Tower Replacement	95%	January 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$361,000	\$35,000
Building B Main Door and Frame Replacement	20%	March 2016	1. Design Phase 2. Design in progress	\$7,500	\$3,750	\$0	\$3,750
Building C Conference Room Addition	20%	March 2016	1. Design Phase 2. Design in progress	\$9,000	\$4,500	\$0	\$4,500
Repair Concrete Floor Mechanical Room	25%	February 2016	1. Design Phase 2. Contract Negotiations	\$5,000	TBD	\$0	TBD
Building B Flooring Replacement	5%	June 2016	1. Construction Phase 2. Construction in progress	\$44,200	\$53,114.15	\$0	\$53,114.15
<b>Technology Campus Total</b>				<b>\$2,190,850</b>	<b>\$1,744,323</b>	<b>\$1,572,915</b>	<b>\$171,408</b>
<b>Nursing and Allied Health Campus</b>							
Irrigation System upgrades	100%	October 2015	1. Construction Phase 2. Construction Complete	\$30,000	\$37,767	\$37,767	\$0
Thermal Plant	95%	March 2016	1. Design Phase 2. Contract Negotiations	\$2,650,000	TBD	\$0	TBD
Resurface Parking Lot 2	5%	March 2016	1. Design Phase 2. Contract Negotiations	\$25,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Nursing &amp; Allied Health Campus Total</b>							
				<b>\$2,705,000</b>	<b>\$37,767</b>	<b>\$37,767</b>	<b>\$0</b>
<b>Starr County Campus</b>							
<b>Bldg E &amp; J Crisis Management Center with Generator</b>	0%	March 2016	1. Project Development 2. Work in progress	\$400,000	TBD	\$0	TBD
<b>Starr County Campus Total</b>							
				<b>\$400,000</b>	<b>TBD</b>	<b>\$0</b>	<b>TBD</b>
<b>District Wide</b>							
<b>Building to Building ADA Accessibility Improvements Phase II</b>	10%	October 2016	1. Construction Phase 2. Construction Start	\$400,000	\$466,112.03	\$0	\$466,112.03
<b>Parking Lots Lighting Upgrades to LED</b>	100%	August 2015	1. Construction Phase 2. Construction Complete	\$100,000	\$50,691	\$50,691	\$0
<b>Directional Signage Updates</b>	10%	March 2016	1. Project Development 2. Work in progress	\$50,000	TBD	\$0	TBD
<b>Outdoor Furniture</b>	100%	January 2016	1. Construction Phase 2. Construction Complete	\$25,000	TBD	\$0	TBD
<b>Air Handler Blower Wheels</b>	0%	June 2016	1. Construction Phase 2. Construction Start	\$50,000	\$14,249.13	\$0	\$14,249.13
<b>District Wide Total</b>							
				<b>\$625,000</b>	<b>\$531,052</b>	<b>\$50,691</b>	<b>\$480,361</b>
<b>Non-Bond Construction Project Total</b>							
				<b>\$8,171,850</b>	<b>\$3,947,151</b>	<b>\$3,039,397</b>	<b>\$907,754</b>
<b>For FY 2014-2015, 24 non-bond projects are currently in progress, 11 have been completed and 39 pending start up - 74 Total</b>							

## **Consideration and Approval of Checks and Financial Reports**

Board action is requested to approve the checks for release and the financial reports for the month of March 2016. 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 **March 2016**, 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 March 2016.

### **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 March 2016.

### **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 March 2016
- B. Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for March 2016
- C. Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval (Policy 5610) for March 2016
- D. Release of Construction Fund Checks for March 2016
- E. Quarterly Investment Report for March 2016
- F. Summary of Revenue for March 2016
- G. Summary of State Appropriations Income for March 2016
- H. Summary of Property Tax Income for March 2016
- I. Summary of Expenditures by Classification for March 2016
- J. Summary of Expenditures by Function for March 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for March 2016
- L. Summary of Grant Revenues and Expenditures, March 2016
- M. Summary of Bid Solicitations
- N. Check Register for March 2016

# **FINANCIAL REPORTS**

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

# *President's Report*



I coordinated the 11<sup>th</sup> Annual Summit on College and Career Readiness: *Their Future in the Making*, held Monday, April 4<sup>th</sup> at Region One ESC in Edinburg. It was a packed event with almost 300 participants in attendance. The event began with a 7:45 AM continental breakfast. By 8:15 AM, everyone was ready to begin the day and I provided a welcome and asked Dr. Cornelio

Gonzalez, Executive Director, Region One Educational Service Center, and Dr. Havidan Rodriguez, Provost and EVP for Academic Affairs at UTRGV, to join me at the podium. The participants had an opportunity to listen to the voices of our exceptional students and educational leaders, and to learn about student performance. We discovered best practices for preparing students for success in college with insight to the new Strategic Plan for Higher Education in Texas: 60X30TX as presented by Dr. Raymund Paredes, Texas Commissioner of Higher Education, the Texas Pathways Model--intentionally designed to help guide students from high school to higher education and to meaningful careers, and had the opportunity to attend the concurrent sessions that took place in the afternoon led by experts from Austin and locally.



On Tuesday, April 5, 2016 South Texas College in collaboration with the City of Pharr and the PSJA school district hosted the Regional Center for Public Safety Excellence Signing Ceremony. This collaborative project brings us closer to the construction phase for the highly anticipated Regional Center for Public Safety Excellence. Mayor Ambrosio Hernandez, Dr. Daniel King, and I signed an official memorandum of understanding (MOU) for the facility during this

ceremony held at the Tierra Del Sol Golf Club Clubhouse, located at 700 E. Hall Acres Rd. in Pharr. The Regional Center for Public Safety Excellence will address the need for elevating public safety educational offerings as well as contributing to the workforce in the Rio Grande Valley. A true collaboration, the Regional Center for Public Safety Excellence would not be possible without significant contributions from the City of Pharr, PSJA ISD, and the Texas Department of Public

Safety. The City of Pharr contributed 59 acres of land worth \$2.5 million and the Basic Peace Officer Certification program will initially be operated in partnership with the City of Pharr's Police Academy.

The Regional Center for Public Safety Excellence will consist of a 21,800 sq. ft. facility with additional resources, including classrooms, administrative offices, vehicle driving range, outdoor shooting range, firearms simulator and a mobile firearms simulator. STC will take title to the properties contributed by its partners and will design, construct and operate the facility within a timeline of 12–18 months with a projected March 2017 construction start date and a December 2017 completion date.

In addition, the Regional Center will offer academic coursework toward a certificate, associate, and/or baccalaureate degree in public safety or law enforcement related fields. All instructional programs and curriculum will satisfy requirements established by the Texas Commission on Law Enforcement.

This Public Safety Center will support PSJA's "College for All" initiative by expanding Early College opportunities for all high school students. The doors will also be open to the community's adults who wish to pursue degrees, certifications, and other advance training in a number of high demand careers related to Public Safety.

The Office of Career and Employer Services extended an invitation to the **2016 Spring Career Expos** scheduled at the Pecan on April 6, the Mid Valley Campus on April 13, and the Starr County Campus on April 20. Students and alumni were encouraged to bring their resume and it was recommended they dress in business attire. The Office of Career and Employer Services facilitates recruitment efforts by providing students and alumni of South Texas College, who are seeking full-time, part-time, temporary employment and internship opportunities, to meet with potential employers.



**SOUTH TEXAS  
COLLEGE**

# 2016 SPRING CAREER EXPO

**EXPLORE OPPORTUNITIES & MEET EMPLOYERS!**

<p><b>April 6, 2016</b> 10 am - 2 pm</p> <p><b>Pecan Campus</b> 3200 W. Pecan Blvd. Cooper Center McAllen, Texas</p>	<p><b>April 13, 2016</b> 10 am - 2 pm</p> <p><b>Mid-Valley Campus</b> 400 N. Border Bldg. F Lobby &amp; Game Room Weslaco, Texas</p>	<p><b>April 20, 2016</b> 10 am - 2 pm</p> <p><b>Starr County Campus</b> 142 FM 3167 Bldg. H Cafeteria &amp; Student Lounge Rio Grande City, Texas</p>
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Bring copies of your resume • Business attire required • #JaguarsGetHired

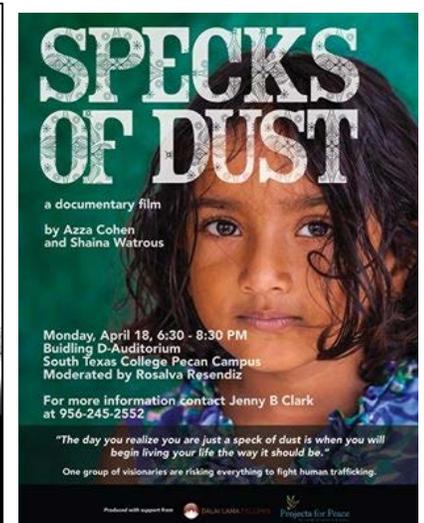
For more information, call (956) 872-2790 or email [mportill@southtexascollege.edu](mailto:mportill@southtexascollege.edu)  
[studentservices.southtexascollege.edu/careerservices](http://studentservices.southtexascollege.edu/careerservices)



The College hosted its 11th Annual Human Trafficking Conference titled: **Then, Now and Tomorrow: 16 Years Since the U.N. Protocol** on April 19-20. I provided a welcome and acknowledged the co-sponsors of the conference, Instituto de Investigaciones Sociales at the Universidad Autonoma de Nuevo Leon; the Texas Civil Rights Project - Fuerza del Valle, and South Texas College's Women's Studies Committee. Special recognition was given to Jenny Clark, Political Science Associate Professor at South Texas College for her years of dedicated work on this serious issue. Human trafficking is one of the fastest growing criminal enterprises in the World. We find ourselves in a world with an international market for the trade of human beings based on high profits and demand for cheap labor and commercial sex. We are at the crossroads of this illegal activity along the U.S./Mexico border. It is a phenomenon that is very close to us and many of our students and their families. They may know people who have been victims or they may themselves have been victims. The Human Trafficking Conference's goals are:

- to raise community awareness about the pervasiveness of the labor and sex trafficking trades, both around the world and in our own neighborhoods
- to provide a forum for networking and training opportunities for professionals and practitioners within related fields, and
- ultimately to provide an opportunity to take part in the larger international conversation about how to stop this insidious crime.

The evening before the Human Trafficking Conference, the award winning documentary film by Tim Matsui and Mediastorm; *“The Long Night”* – a story about seven individuals whose lives would forever be changed as a result of the sex trade in America, was shown at 5:30PM in the Auditorium, Building D, on the Pecan Campus. This was followed by a documentary film titled: *“Specks of Dust”* by Azza Cohen and Shaina Watrous.

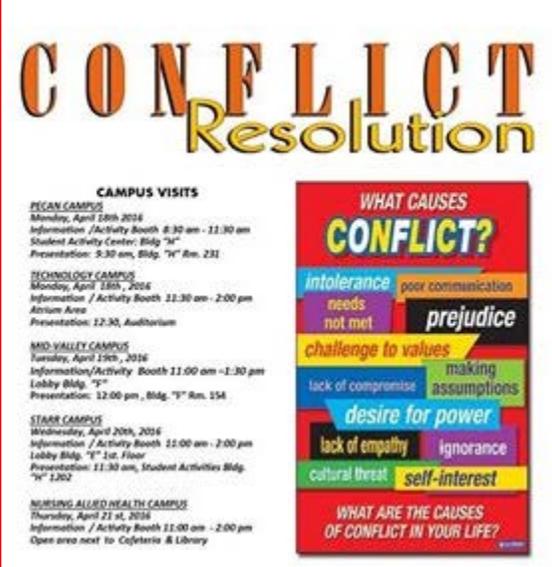


The Office of Student Rights & Responsibilities hosted *Conflict Resolution* campus visits across all campuses.

On April 14<sup>th</sup> the Culinary Arts Program presented a *Culinary Wars: Chopped Competition*. Everyone was invited to stop by to view the students as they prepared champion dishes in hopes of winning the title, recognition and medallion.



The following day the Culinary Arts Program presented "*The Perfect Bite*," which featured appetizer size foods. Students prepared a variety of foods for everyone to try at the booths that were set up for tasting from 12 noon-1:30 PM. .



**CONFLICT Resolution**

**CAMPUS VISITS**

**PECAN CAMPUS**  
Monday, April 18th, 2016  
Information / Activity Booth 8:30 am - 11:30 am  
Student Activity Center, Bldg. "M"  
Presentation: 5:30 am, Bldg. "H" Rm. 231

**TECHNOLOGY CAMPUS**  
Monday, April 18th, 2016  
Information / Activity Booth 11:30 am - 2:00 pm  
Audium Area  
Presentation: 12-30, Auditorium

**MID VALLEY CAMPUS**  
Tuesday, April 19th, 2016  
Information/Activity Booth 11:00 am - 1:30 pm  
Lobby Bldg. "T"  
Presentation: 12:00 pm, Bldg. "F" Rm. 154

**STAR CAMPUS**  
Wednesday, April 20th, 2016  
Information / Activity Booth 11:00 am - 2:00 pm  
Lobby Bldg. "F" 1st Floor  
Presentation: 11:30 am, Student Activities Bldg. "W" 1302

**NURSING ALLIED HEALTH CAMPUS**  
Thursday, April 21st, 2016  
Information / Activity Booth 11:00 am - 2:00 pm  
Open area next to Cafeteria & Library

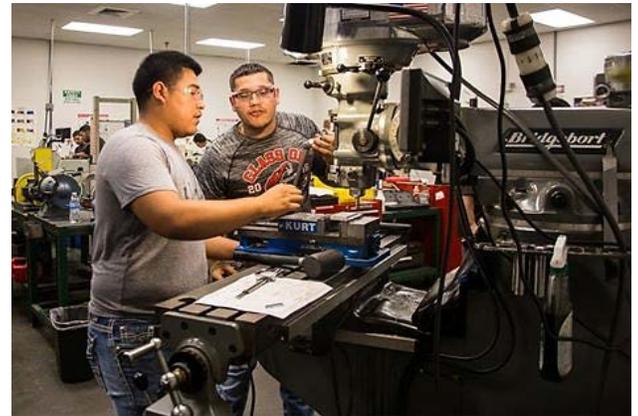
**WHAT CAUSES CONFLICT?**

- intolerance
- poor communication
- needs not met
- prejudice
- challenge to values
- lack of compromise
- making assumptions
- desire for power
- lack of empathy
- ignorance
- cultural threat
- self-interest

**WHAT ARE THE CAUSES OF CONFLICT IN YOUR LIFE?**



On April 15<sup>th</sup> the Tech Campus hosted the 2016 Annual Dual Enrollment Manufacturing Competition. Dual enrollment students were assigned a project to complete within 3 hours including; turning/milling operations, blue print reading & drafting, Cad/Inventor drawings, CNC programming, precision measurements and machining math. Donna High School, Hidalgo High School, Mission High School, P.S.J.A High School, Rio Grande High School, Weslaco High School, and Progresso High School participated in the competition.



The Starr County Psychology Club held a “Toiletries Drive” to benefit the South Texas Empowerment of Women Center. Kudos to the members of the club for all of their efforts and support.

Students are encouraged to register now for Summer and Fall 2016. A group of seniors from PSJA’s Southwest High School were on campus to register.



**Toiletries Drive**  
to benefit South Texas Empowerment of Women Center  
sponsored by the psychology club

How could you help?  
By donating:  
Diapers (any size)  
Deodorant  
Shampoos  
Toothpaste  
Toothbrush  
bath soap

Turn in donated items at offices E2.730 or E2.716. For more information contact Alex Sarabia at 716-4735 or Eli Sarabia at 488-5898

**Deadline: April 27th**

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

**Registration Now open!**

**No one likes waiting in lines. Avoid lines when you register early!**

#YourFutureInTheMaking #southtexascollege #RGV #regtips



SOUTH TEXAS COLLEGE





The May graduation ceremonies are approximately three weeks away. It is a great opportunity for high school seniors enrolled in the South Texas College (STC) Dual Enrollment Program to apply their college credits towards their higher education careers. The College's **Dual2Degree High School Senior & Parent College Days** were scheduled throughout the month of April in order to help students cash in their credits.

The first Dual2Degree High School Senior & Parent College Day took place at the Pecan Campus on Saturday, April 9. Dual2Degree events were also scheduled at the Mid-Valley and Starr County Campuses on Saturday, April 16, with the final event returning to the Pecan Campus on Saturday, April 23.

In addition to learning about the value of their college credits earned in high school, dual enrollment students and their parents had the opportunity to meet with financial aid, admissions, advising and other specialists at South Texas College.



South Texas College Library joined libraries nationwide in celebrating National Library Week by hosting a variety of open houses from April 13-14, at all campuses throughout Hidalgo and Starr counties. The purpose was to highlight the value of libraries, librarians and library workers. All events are free and open to the public.

Open House activities were as follows:

Wednesday, April 13<sup>th</sup>:

Technology Campus Library

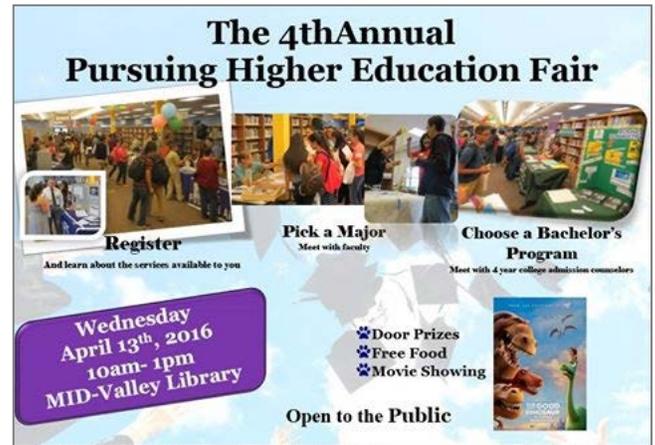
Everyone was treated to a screening of the movie *The 33*, as well as games, drawings, popcorn and snacks.



**Mid-Valley Campus Library**

Everyone enjoyed a screening of the movie *The Good Dinosaur*, pictures with college mascot Jerry the Jaguar, popcorn and snacks, a photo booth, a contest, and a “*Pursuing Education*” Fair.

On April 4<sup>th</sup>, the Mid Valley Campus held their Annual Pursuing Higher Education Fair at the Library, from 10 AM-1PM. The event was open to the public.



**Starr County Campus Library**

Activities included the movie showing of *Un Gallo con Muchos Huevos*, popcorn and snacks, games, Jerry the Jaguar, a photo both and information tables.

**Nursing and Allied Health Campus Library**

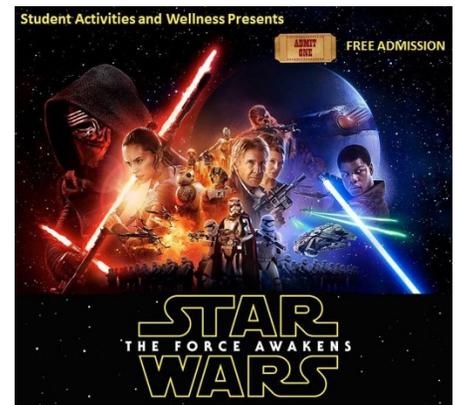
Attendees were treated to the movie showing of *The Hunger Games Mockingjay Part 2*, giveaways, popcorn and snacks, games, scavenger hunt, and information tables.

Thursday, April 14<sup>th</sup>

**Pecan Campus Library**

Festivities included an information fair, a scavenger hunt with prizes, and the showing of *Star Wars the Force Awakens*, as well as popcorn and snacks, games, and a photo-booth.

Kudos to all of the College’s Library staff for all of their help and support of our students

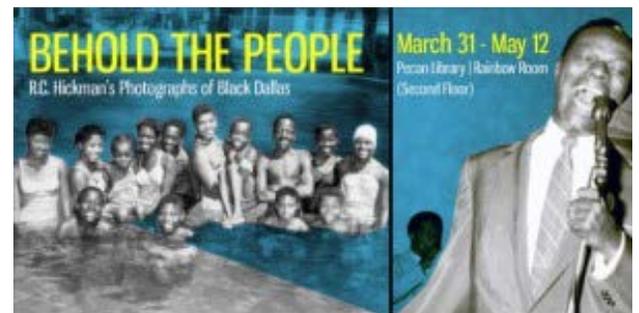


The Division of Business and Technology at South Texas College invited everyone to join them for an evening filled with fun and celebration as they honored women in business and technology with the *Women in Technology Event* held Thursday, April 21<sup>st</sup> from 5 to 8 pm. As in previous years, the event is free and open to the public. The event was emceed by Yvonne “Bonnie” Gonzalez, CEO for Knapp Community Care Foundation, and she did an outstanding job of recognizing the women honored at the event: Alma Ortega Johnson, Wells Fargo Bank, Area President for South Texas; Sara Hammond, CEO, Atlas Electrical, Air Conditioning, Refrigeration & Plumbing Services Inc., and Pamela de la Garza, Plant Manager, Valley Plastics. They did a great job of encouraging the female students, their families and friends, to move forward with their education and to pursue their dreams regardless of whether or not the career is not the norm for women. Despite the smaller amount of women in technology fields compared to men, measures are being taken across the nation to encourage more females to enter male-dominated industries in technology, like the event at South Texas College. Programs in fields of study such as Computer Aided Drafting and Design (CADD), Precision Manufacturing (PMT), Electrician Technician, Welding, Plumbing, Heating, Ventilation, Air Conditioning and Refrigeration (HVACR), Automotive Technology, Diesel Technology and Electronic and Computer Maintenance Technology were represented to show the different career pathways available to current and future students.



South Texas College invited the public to view “*Behold the People: R. C. Hickman’s Photographs of Black Dallas, 1949–1961*,” an exhibition by the Dolph Briscoe Center for American History at

The University of Texas at Austin, which will be on display through May 12, 2016 at the Pecan Campus Library Art Gallery – Rainbow Room. Hickman was a Dallas photographer whose thousands of images produced from 1949 to 1961 document aspects of life in an African American community in Texas. His photographs depict a community largely invisible to white Americans. In addition, Hickman worked as a commercial portrait photographer, a photojournalist for several black newspapers in Dallas, a freelance photographer for national black publications such as *Jet*, *Sepia* and *Ebony* and a photographer for the National Association for the Advancement of Colored People (NAACP). His images reveal his awareness of a community within which individuals survive, grow and understand themselves.



Also on display at the Building B Art Gallery on the Pecan Campus is the *2016 Annual Student Juried Exhibition* that opened on April 12<sup>th</sup> and will be on display through April 28. This exhibition features artworks by South Texas College students who are art majors and non-art majors. The artwork is divided into three categories: three dimensional, two dimension, and digital. Winners will be recognized for each of the categories, as well as best in show. The artworks will be juried by valley artist, Brian Wedgworth.



An **ADA Awareness Day and High School Transition Fair** was held on Tuesday, April 5, 2016 at the Cooper Center on the Pecan Campus. Several school districts participated in the event and there was approximately 250 students in attendance. Morning student activities were held at the Building H student lounge. Information tables, representatives from local agencies were on hand, music, games, and prizes were all included in the day's activities.

**ADA AWARENESS DAY & High School Transition Fair**  
**Tuesday, April 5, 2016**  
**8:30 am - 1:00 pm**  
**Pecan Campus**

Cooper Center (Bldg L) - Morning Student Activities Center (Bldg H) Student Lounge - 8:30 am - 1 pm

**For more information contact:**  
 Counseling & Student Disability Services  
 Phone: (956) 872-2173  
 ppedraza@southtexascollege.edu  
 or afd@southtexascollege.edu

**Come join the fun!**

- Information Tables - Free Papers - Meet local agencies  
 - Games & Prizes - Music

No person shall be excluded from participation in, denied the benefits of, or be subjected 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, genetic status or disability.

The Institute for Advanced Manufacturing at South Texas College hosted its 2nd Seminar on April 14, 2016. The Seminar began at 9:00 AM to 4 PM, and lunch was included. Interested parties were encouraged to register online at [www.southtexascollege.edu/go/iam-automation](http://www.southtexascollege.edu/go/iam-automation)

**THE INSTITUTE OF ADVANCED MANUFACTURING  
2016 PROFESSIONAL SEMINAR SERIES**

**Industrial Automation and Robotics  
Principles and Techniques**

This seminar includes the basic knowledge of the Principles and Fundamentals of the latest robotics and mechatronics technology. You will become more familiar with the Electro Pneumatic Systems and Design Principles as well as with the functions and applications of Programmable Logic Controls (PLC's). Participants will be introduced to the diversified use of sensors technology and its applications in the assembly processes.

**Who should attend:** Manufacturing and Operations Managers, Maintenance Technical Personnel, Engineers and Production Supervisors.

**Seminar topics:**

- **Fanuc Robotics:** the basic programmed fundamentals to operate a robotic arm to pick and place, welding and polishing and drilling functions.
- **Festo Mechatronics Principles and Techniques:** to program assembly of parts and components in an automatic electro pneumatic system.
- **Programmable Logic Control Systems (PLC's):** Function Fundamentals and Installation.
- **Sensors**

**April 14, 2016**  
**9 am - 4 pm**  
 Technology Campus Auditorium

\$75 Registration Fee for General Public  
 \$25 Registration Fee for STC Faculty, Staff and Students. All required.

Lunch included.  
 Networking opportunities.

**Guest speaker:** Ted Roper, Engineering Development Manager for Festo Didactic Solution Center in Easton, NJ.

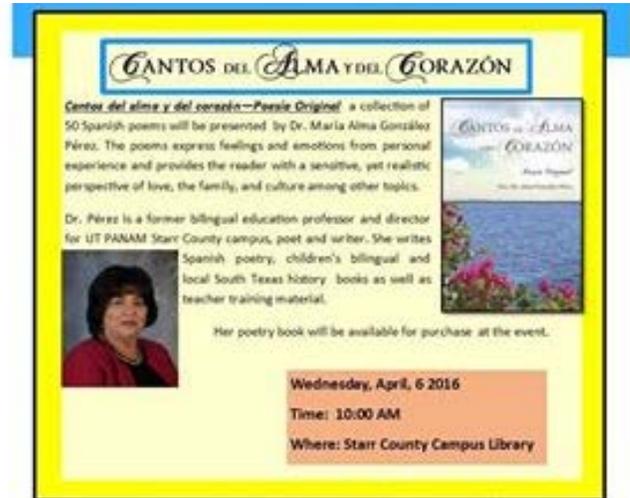
Register Online at [www.southtexascollege.edu/go/iam-automation](http://www.southtexascollege.edu/go/iam-automation)

For more information about this seminar, visit us at [manufacturing.southtexascollege.edu](http://manufacturing.southtexascollege.edu) or contact us at [iam@southtexascollege.edu](mailto:iam@southtexascollege.edu) or at (956) 872-6197

Technology Campus : 3200 W. Military Hwy., McAllen, TX 78503  
 Office (956) 872-6197 : Fax (956) 872-6198 : <http://manufacturing.southtexascollege.edu>



As part of National Poetry Month, the Starr County Campus Library held a poetry reading and book presentation by Dr. Maria Alma Gonzalez Perez. The event was free and open to the public.



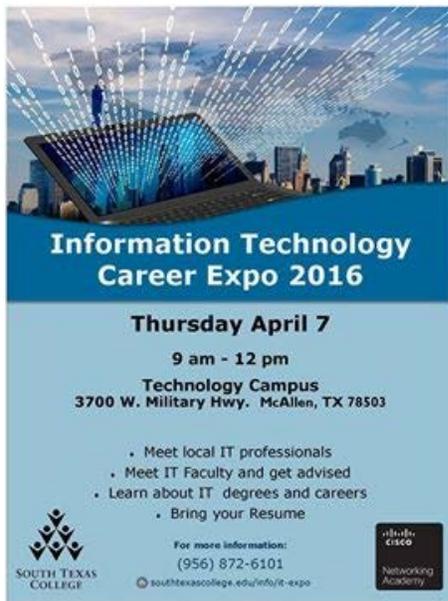
**CANTOS DEL ALMA Y DEL CORAZÓN**

*Cantos del alma y del corazon—Poésie Originale!* a collection of 50 Spanish poems will be presented by Dr. Maria Alma González Pérez. The poems express feelings and emotions from personal experience and provides the reader with a sensitive, yet realistic perspective of love, the family, and culture among other topics.

Dr. Pérez is a former bilingual education professor and director for UT PANAM Starr County campus, poet and writer. She writes Spanish poetry, children's bilingual and local South Texas history books as well as teacher training material.

Her poetry book will be available for purchase at the event.

**Wednesday, April, 6 2016**  
**Time: 10:00 AM**  
**Where: Starr County Campus Library**



**Information Technology  
Career Expo 2016**

**Thursday April 7**  
**9 am - 12 pm**  
**Technology Campus**  
**3700 W. Military Hwy. McAllen, TX 78503**

- Meet local IT professionals
- Meet IT Faculty and get advised
- Learn about IT degrees and careers
- Bring your Resume

For more information:  
 (956) 872-6101  
[southtexascollege.edu/info/it-expo](http://southtexascollege.edu/info/it-expo)

**South Texas College**  
 Networking Academy

On Thursday, April 4<sup>th</sup> an IT Career Expo 2016 was held at the Technology Campus. This was a great opportunity for South Texas College IT students to come out and speak to local Information Technology professionals.



**CONNECTING  
TO OTHERS  
IN NEW WAYS**

**COMMUNICATION ARTS FESTIVAL**

Meet with Bloggers and YouTubers in the RGV, listen to dynamic student speech competitors, and engage in Communication clubs and organizations.

**Friday,  
April 1, 2016**  
**9 a.m. - 3 p.m.**

Cooper Center for Communication Arts  
 Conference Rooms  
 3200 W. Pecan Blvd., McAllen, TX 78501

SCHEDULE	
9 a.m. - 11 a.m.	Blogger and YouTube Panel - RGV Social Media Entrepreneur Career Spotlight: BINDHub Advertising Agency
11 a.m. - 1 p.m.	Student Information Booths
1 p.m. - 3 p.m.	Speech Competition

**SOUTH TEXAS  
COLLEGE**

The Communication Arts Festival "*Connecting to Others in New Ways*" was held on April 1<sup>st</sup> from 9 AM to 3 PM at the Cooper Center for Communication Arts Building. The event included storytelling, and devising workshops. Admission was free and open to the public.

On March 30th, Human Resources and Hiring Managers from South Texas Health System were at the South Texas College *Graduate Career Fair* from 10am-3pm to interview Nursing & Allied Health students for potential employment opportunities.

Our Mid Valley Campus Child Development Center hosted its 3<sup>rd</sup> Annual Art Walk and open house on March 30<sup>th</sup>. The event began at 10 AM and ended at 4 PM



Recruiters Andujar and Gomez with the Dallas Police Department were on the Pecan Campus, Building H, Student Lounge, in hopes of attracting South Texas College students for their police force.



## Join Our Team!

Immediate openings for all nursing and allied health majors.

**STC Graduate Career Fair**

**Wednesday, March 30th, 2016**

**10:00 am – 3:00 pm**

**Nursing and Allied Health Building Room 101-102**

Human Resources and Hiring Managers from South Texas Health System will be available for interview and direct placement opportunities.

Apply at <http://www.southtexashealthsystem.com/careers/search-jobs-online>

Admissions Reps/Registrar/s

Cashier

Certified Nursing Assistant/s

Clerk/s-Phlebotomy

Coder/s

Cook

CRT/s-Cardiopulmonary

Dietary Aide/s

ER Tech/s

Floor Tech/s

Housekeeper/s

Hyperbaric Tech-Wound Care

Mental Health/Behavioral Tech/s

Monitor Tech/s

Occupational Therapist Assistant/s(COTA)

Occupational Therapist/s

Patient Care Tech/s

Patient Sitter/s

Pharmacy Tech/s

Radiology CT Technologist/s

**Registered Nurse/s**

Student Ultrasound Technologist/s

CT TECH/S

Tech-OR/ Certified Surgical Assistant/s

Ultrasound Technologist/s-Radiology

Unit Clerk/Certified Nursing Assistant/s

**WE OFFER:**

- Excellent Benefits & Incentives
- Specialty Area Incentive
- Competitive Pay
- Referral Bonus

STATEMENT OF EQUAL OPPORTUNITY. No person shall be excluded from participation in, denied the benefits of, or 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. Individuals with disabilities requiring assistance or access to receive these services should contact Disability Services at [adacounseling@southtexascollege.edu](mailto:adacounseling@southtexascollege.edu) or 956-872-2513.

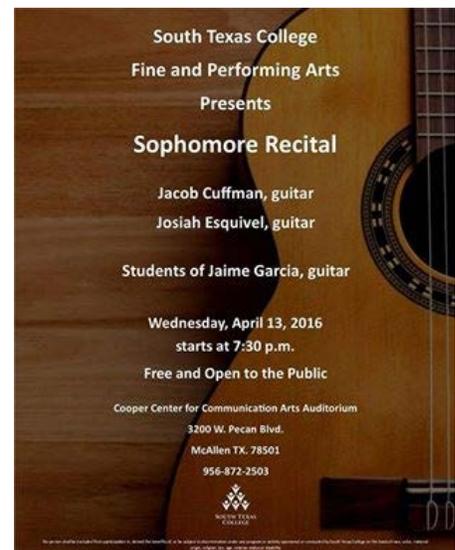


South Texas College's Music Department has a new instrument, a concert grand piano. Per Assistant Dean William Buhidar, *"Every serious music program has a concert grand piano that is available to students preparing and training for upper level and eventual graduate studies. Our goal is to equip our students with the tools necessary for what they will find in the real world outside of academia or in graduate schools or music colleges and/or conservatories."* To celebrate this acquisition, the OPUS Orchestra, under the baton of Music Director/Conductor William Buhidar, presented a concert on Friday April 22nd at 7:30 pm in the Cooper Center Theatre. The program included selections for piano and orchestra with soloists from the College's Music Faculty, Daniel Cather, pianist Andres Lopez, and UT-RGV Assistant Vice-President of Public Art, Dr. Dahlia Guerra. Music by Saint-Saens, Chopin, Bach and Addinsell's "Warsaw Concerto" rounded out the program that evening.



On Friday, April 8<sup>th</sup> at 7:30 PM, the Fine and Performing Arts Department at South Texas College presented a one night only performance of the Brooklyn-based band *Hundertones* at the Cooper Center, Pecan Campus in McAllen. Their signature sound utilizes elements from jazz, funk, soul, hip hop, gospel, R&B, and rock that resonate with all types of audiences. The band is currently on tour through parts of the South and Midwest and made their way down to McAllen for this show prior to their performances in Austin. Not only did our students benefit from their professional experience, but the audience was energized musically by their performance that evening. The band's mission is simple: Create live music on real instruments that will often make you think and always make you move. The concert was free and open to the public with limited seating.

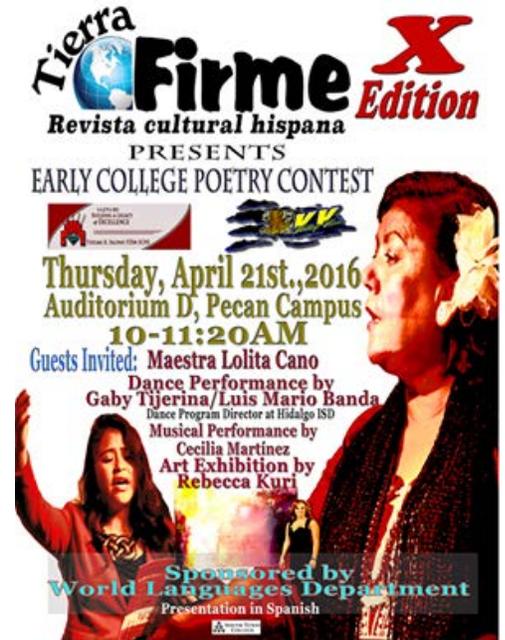
Another evening special was held on April 13<sup>th</sup> at the Cooper Center Theatre with a Guitar Recital featuring Jacob Cuffman and Josiah Esquivel. The concert began at 7:30 p.m.



The College's World Languages Department held an Early College Poetry Contest on Thursday, April 21, 2016 from 10-11:20am in Auditorium D at the Pecan Campus.

Universities from Texas continue to visit with students who are interested in transfer opportunities. The universities that visited during the end of March and throughout the month of April included:

- The University of Texas RGV
- Texas A&M University – Kingsville
- Texas A&M University School of Public Health
- Lamar University
- Stephen F. Austin State University
- University of Southern Alabama
- National American University
- Our Lady of the Lake University



We welcome their continued interest in our students!

Starr County's Got Talent 9 sponsored by the Starr Psych Club announced the judges for the event taking place on Friday, April 29th:

**Zoraly Ramos**-- TV Host and Producer of "La Salud Del Valle" that airs on Univision48

**Claudia Tamez**-- Community TV Host of "La Salud Del Valle" that airs on Univision48

**Lily Ollervides**-- Radio Host of "590 AM La Mejor McAllen" Station

**Eduardo Alanis** - Super Odisea Singer/Vocalist & Composer (Super Odisea is a music group in Starr County and this composer has written songs for numerous famous Mexican recording artists.)

**David Sage** - Business & Private Social Mind & Magic Magician



WILD (Writers in Literary Discussion) held several events:

Tuesday, April 5<sup>th</sup> was the start of the film event featuring the original film; *Angel on My Shoulder* by Charles R. Rogers. This event took place in the Auditorium, Bldg. D., Pecan Campus.

A WILD *Western Puppet Show* was held on Friday and Saturday, April 8th and 9th in the Auditorium, Bldg. D., Pecan Campus.

*THE SINGING COWBOYS COOK ON THE RANGE*

This is a story about the owner of the root beer saloon who has gone missing and a new person is serving the root beer. What happened to the original owner? Where is he?

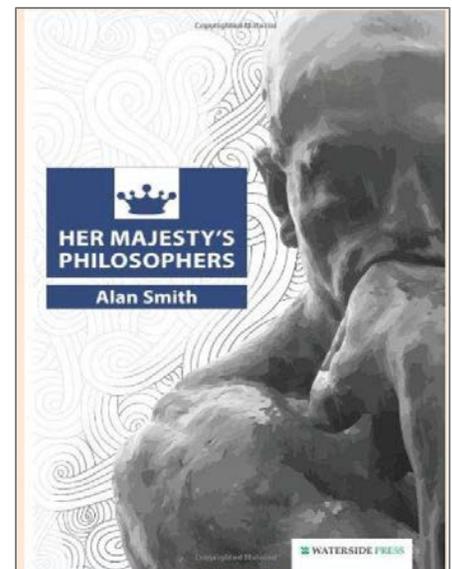
This production featured funny actors and actresses well known from previous WILD productions.



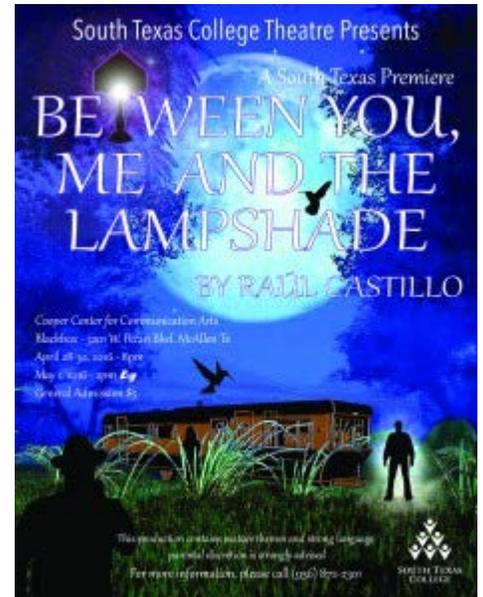
The College's *Common Reading Program* was excited to announce a multi-event visit by British philosopher and author, Alan Smith, from April 25<sup>th</sup> – 28th. As an introduction to Smith's work, Dr. B. Mark Allen offered a lecture regarding themes of captivity literature on Thursday, 21 April 2016 at 6 PM in the Auditorium, Bldg. D, Pecan Campus. Students, their friends, and family were encouraged to attend both events. These events will culminate in a general lecture and book signing (free and open to the public) Thursday, 28 April 2016 at 6 PM in the Cooper Center Auditorium. Other events are planned for the week at various campuses.

The Common Reading Program selected Smith's book, *Her Majesty's Philosophers* (Waterside Press, 2013) for this year's common read. Alan Smith comes from a family of steelworkers in the North of England. He went to a Technical School but later studied Literature and History and then completed a degree in Philosophy at the University of York. He has two Masters Degrees, one in Philosophy and one in English Literature. After university he worked in construction and then became a schoolteacher.

Alan Smith's visit is made possible with the generous support of the South Texas College Library, History/Philosophy Dept., World Languages, Music, Arts, Computer Science, Psychology, LASS, and the South Texas Faculty Association.



South Texas College's Theatre will host the South Texas premier of Raúl Castillo's *Between You, Me and the Lampshade*, scheduled to run April 28 – 30, starting at 8:00 p.m. at STC's Cooper Center for Communication Arts Black Box Studio, at the Pecan Campus. An additional matinee performance will take place on Sunday, May 1, starting at 2:00 p.m., and will be interpreted in American Sign Language.



Set in Zapata, TX, the lives of a single mother, Jesse, and her teenage son are turned upside down one night when a wounded, undocumented immigrant breaks into their trailer home.

Raúl Castillo is a graduate of McAllen High School and Boston University's School for the Arts. He is also a proud member of LAByrinth Theater Company in New York City. *Between You, Me and the Lampshade* had its world-premiere in 2015 in Chicago's Teatro Vista. As an actor, Castillo stars as Richie in HBO's *Looking* and as Domingo in the upcoming Ricky Gervais comedy *Special Correspondents*.

General admission tickets cost \$5.

Everyone is invited to attend a *Recognition Ceremony for Retiring Faculty*, to be held at the Cooper Center on April 28, 2016, from 4:00 to 6:00 PM, to celebrate their service to the College and wish them the best in this new chapter of their lives. The faculty who will be retiring include:



<u>Faculty Name</u>	<u>Department</u>
Dr. Mukul Ganguli	Biology
Dr. Aparna Ganguli	Developmental Math
Lyda Neal	Developmental Math
Esteban Salinas	Developmental Math
Graciela Little	Developmental Reading
Dr. Clyde Greenlees	Criminal Justice & Social Sciences
Oscar Flores	Computer & Advanced Technology
Arnulfo Flores	Electrician Assistant
Francisco Gomez	Human Resources Specialist Program

- Participated in the SACSCOC Fifth Year Interim Report meeting with key staff. As we near our reaccreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOS) in 2020, the College must prepare an interim report, which is due Summer 2016. It is important to demonstrate quality in all we do at South Texas College to promote student success and institutional effectiveness.
- Coordinated a walk-thru with key College staff at Region One ESC in Edinburg, in preparation of the College's 11<sup>th</sup> Annual Summit on College and Career Readiness, held April 4, 2016.

- Participated in a meeting with key South Texas College staff and the auditor from the Coordinating Board who was on campus conducting a two-day enrollment audit on Continuing, Professional and Workforce Education students.
- Attended the American Association of Community Colleges *96<sup>th</sup> Annual Convention* in Chicago, which began on Saturday, April 9<sup>th</sup> thru Tuesday, April 12. The day before the start of the Convention, I attended the AACC Commission on Academic, Student, and Community Development meeting, of which I am a member.
- Participated in a work session titled: “Our Iceberg is Melting” by John Kotter. This event was about institutional challenges and opportunities in responding to the need for change. Participants also learned their styles and reactions to change. The moral of the story is that it takes a diverse group to effectively address change.
- Met with Dr. Virginia Champion, Director of Grant Development, Management and Compliance to review her area’s budget for FY 2016-2017, staffing requests, new structure/organization of her area, and discussed new grant opportunities for the College.
- Met with Khalil Abdullah, Internal Auditor, to review his role and responsibilities. We discussed the need to activate the Board Finance Committee as the Audit Committee and to provide priority areas for internal auditing.
- Met with key staff to discuss a new opportunity for Texas being spearheaded by the Lt. Governor’s office called P-TECH. I have been asked to serve on the P-TECH Advisory Council for the State of Texas. This program is a partnership with industry to prepare high school students for technical careers and be ready to complete an associate degree. Upon initial review, the current Career and Technical Early College model seems best for our needs.
- Participated in a teleconference with Sarita Brown, President of *Excelencia* in Education to discuss her strategies for moving forward with the recently awarded funding to *Excelencia* in Education in grant by the Greater Texas Foundation. The purpose of the grant is to improve public policy and legislation to facilitate the transfer of students from community colleges to universities. Texas does not have legislation in place to facilitate this student transfer process.
- Provided a welcome at the RGV STEM Faculty Institute held Thursday morning, April 21<sup>st</sup> in the Rainbow Room on the Pecan Campus. This Institute is a major component of the Texas Regional STEM Degree Accelerator grant funded by Educate Texas. I asked the STEM faculty members in attendance from public schools and universities for their commitment to complete the 5-day workshop, and to work collaboratively for the benefit of all students across the Rio Grande Valley. When all is said and done, the goal is to improve the STEM pathway for students in IT and Health Care fields.
- Attended the RGV Focus Leadership meeting held April 22<sup>nd</sup> at Workforce Solutions office in Brownsville. The agenda included the following topics for review and discussion:
  - Update on Workforce Solutions, Cameron County

- Overview and Key Points of the RGV Leadership's 2015 Annual Report
  - The results of Super Saturday held March 2016 Financial Aid (FAFSA/TASFA), as well as the future and sustainability for Super Saturdays
  - Recommendations from the data working group for a local data hub
  - Dates and purpose for the 2016 RGV Leadership Retreat
- 
- Coordinated the agendas and back-up materials for the Education and Workforce Development, Facilities, and Finance and Human Resources Committees, as well as the March 29, 2016 Regular Board meeting.
  - Coordinated a Special Facilities Committee meeting for April 25, 2016 with Broaddus, architects, engineers and staff that represent building stakeholders. The Finance Committee message is clear; "The 2013 Bond Construction Projects are to be completed within budget."
  - 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 2016-2017 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 March 30, 2016 through April 26, 2016 included:
    - Discussion of Summer and Fall 2016 Enrollment
      - Paid
      - Non-Paid
    - Update on Upcoming Events
      - 11<sup>th</sup> Annual Summit on College and Career Readiness, April 4, 2016, 7:45 AM-4:30 PM, Region One-ESC, Edinburg, TX
      - Interlocal Agreement Signing Ceremony, Tuesday, April 5, 2016, 10:00 a.m., Tierra Del Sol Golf Club ❖ 700 E. Hall Acres Rd. Pharr, TX
      - AACC 96<sup>th</sup> Annual Convention, April 9-12, 2016, Chicago, IL
    - Discussion of Board of Trustees Meeting Agenda Actions
    - Discussion of Meeting with McAllen ISD key administrative staff and Board of Trustees to discuss relocation of Achieve ECHS
    - Discussion of UTRGV Mathematics and Science Academy

- Discussion of Status of Continuing Education Enrollment Audit
- Discussion of Faculty Satisfaction Survey based on Qualitative and Quantitative Assessments
- Feedback on:
  - 11<sup>th</sup> Annual Summit on College and Career Readiness
  - Interlocal Agreement Signing Ceremony with the City of Pharr and PSJA ISD
- Discussion of Academic Rigor of Dual Enrollment Courses
- Review and Discussion of Coordinating Board Review of 2016 Core Curriculum
- Review and Discussion of PSJA ISD's *Early College High School Leadership Residency* two-day workshop, Monday, June 20 and Tuesday, June 21<sup>st</sup>
- Discussion of Interest in Attending the *2016 Entering Student Success Institute*, hosted by the Center for Community College Student Engagement in San Antonio, TX, November 6-8, 2016
- Review and Feedback on "Our Iceberg is Melting" Professional Development Training Session on Change
- Discussion of Role of Financial Manager and Principal Investigator for Grants
  - Who is responsible for asset inventory?
  - Who is responsible for ordering and purchasing approvals?
- Recognition Ceremony for Retiring Faculty
- Discussion of Speakers at the Regional Education and Workforce Meeting on Wednesday, May 25<sup>th</sup> from 12 PM – 2 PM with Commissioners: Paredes, Morath, and Alcantar
- Discussion of Role and Function of Internal Auditor
- Discussion Lt. Governor's Advisory Council on the Development of P-TECH Opportunities in Texas
- Discussion of Administering SENSE and CCSSE Every Other Year
- Discussion of Proposed New Policy #6313: Vehicle and Body Cameras
- Review and Discussion of Faculty Satisfaction Survey Results
- Review and Discussion of Achieving the Dream Coaches' Report on Their Visit Regarding Dual Enrollment
- Review of Academic Calendar for 2017-2018
- Review and Discussion of THECB Almanac Data
- Update on Graduation
- Update and Discussion of Learnings and Issues from American Association of Community Colleges (AACC) Conference
- Review and Discussion of Internal and External Network for Grant Development, Management, and Compliance
- Review and Discussion of New Reference Check Guide Developed by HR Department
- Training in the Use of EVAC Chairs
- Review and Discussion on Equal Employment Opportunity Commission Statement

*Education and Workforce  
Development Committee  
Minutes  
April 14<sup>th</sup>, 2016*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Thursday, April 14, 2016 @ 2:30 p.m.**

**MINUTES**

The Education and Workforce Development Committee Meeting was held on Thursday, April 14, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:35 p.m. with Mrs. Graciela Farias presiding.

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

Other Trustees present: None

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Ms. Nancy Garcia, Mr. Matthew Hebbard, Mr. Paul Hernandez, Mrs. Kristina Wilson, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

**Approval of Minutes for Tuesday, March 8, 2016 Committee Meeting**

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meeting of Tuesday, March 8, 2016 were approved as written. The motion carried.

**Presentation and Discussion of Degree Works: *Keeping Students on the Pathway to Graduation***

Ms. Nancy Garcia, Director of Comprehensive Advising and Mentoring Services, provided a presentation on Degree Works.

Degree Works is an online tool that provides students with up-to-date information about their academic progress toward completing their selected certificate or degree program.

Upon logging into Degree Works, a student, or their advisor, can see the requirements of their selected program, along with the courses they have completed and the courses they are currently taking. Degree Works will identify the courses they still need to complete, and will allow them to plan out future semesters and track their progress.

Degree Works is available to all South Texas College students, including Dual Enrollment students, and they can access this information through the South Texas College JagNet web portal, through which they access many vital services.

Ms. Garcia reviewed Degree Works with the Committee, including an overview of the degree audit process, planning future coursework, and student access to “What-if” functionality that allows students to see what coursework would be required if they were to switch to a new major.

Students are encouraged to meet with an advisor each semester to monitor their academic progress and to utilize Degree Works as a valuable resource to ensure they stay on track toward graduation.

Ms. Garcia also discussed the role of advisors and their access to Degree Works to monitor students’ progress, as well as the features of Degree Works that help students stay focused on timely completion of their degree plan.

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

### **Adjournment**

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 3:27 p.m.

I certify that the foregoing are the true and correct Minutes of the April 14, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

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Mrs. Graciela Farias  
Presiding

*Facilities Committee  
Minutes  
April 14<sup>th</sup>, 2016*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Thursday, April 14, 2016 @ 3:30 PM**

**MINUTES**

The Facilities Committee Meeting was held on Thursday, April 14, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:42 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León, Mr. Paul R. Rodriguez, and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Ricardo de la Garza, Mr. George McCaleb, Mrs. Becky Cavazos, Mr. Ken Lyons, Dr. Jim Broaddus, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garcia, Mr. Jim Hotop, Mr. Brent Tredway, Mr. Jerry Bravenec, Mr. Josue Reyes, Mr. Mario Reyna, Mr. Steve Taylor, and Mr. Andrew Fish

**Approval of March 8, 2016 Facilities Committee Meeting Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes for the Facilities Committee meeting of March 8, 2016 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 and Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus and Associates provided the update.

**Discussion and Action as Necessary on Owner-Controlled Insurance Program  
(OCIP) for the 2013 Bond Construction Program**

At the January 26, 2016 Board meeting, Carlisle Insurance Agency, Inc. was awarded the proposal for insurance agent services to establish an Owner-Controlled insurance

program for the 2013 Bond Construction program. Subsequently, the Board approved the purchase of insurance coverage at the March 29, 2016 Board meeting.

Mary Elizondo, Vice President for Finance and Administrative Services, Facilities Planning and Construction staff, procurement staff, legal counsel, and staff from Broaddus & Associates discussed the transition from the current insurance coverages for contractors in connection with the 2013 Bond Construction Program.

Mr. Brent Tredway from Carlisle Insurance Agency, Inc., addressed questions from the committee members. The questions centered on the policy and coverage, including the justification for starting the coverage period in March 2016, before GMPs were ready for the program. Mr. Tredway informed the Committee that the coverage needed to start to allow time for the Construction Managers-at-Risk to enroll; that said, he expected that the coverage could be extended from 24 months to 28 months, at no increase to the premium, to add any lost time to the back end of the construction program.

The Facilities Committee took no action related to this item, and asked to be updated at the April 26<sup>th</sup>, 2016 Regular Board Meeting regarding the questions on the coverage period and the proposed extension to 28 months without an increase to the premium.

### **Review and Discussion on Proposed Guaranteed Maximum Price (GMP) Updated Timeline for the 2013 Bond Construction Program**

The Guaranteed Maximum Price (GMP) timeline for the 2013 Bond Construction program will be reviewed and discussed at the April 26, 2016 Board meeting.

#### **Purpose**

The Committee was informed of the upcoming requests to approve the Guaranteed Maximum Prices (GMP's) for the 2013 Bond Construction program projects.

#### **Justification**

A Guaranteed Maximum Price as the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning building. The proposed timeline schedule informed the Committee of the scheduled requests to approve the GMP's.

#### **Background**

On February 23, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only. Broaddus and Associates had since then updated the schedule.

#### **Funding Source**

Funds for these expenditures were budgeted in the 2013 Bond construction budget.

### **Enclosed Documents**

The packet included a Guaranteed Maximum Price Timeline provided by Broaddus and Associates showing the anticipated dates when the GMP's would be ready for Board approval.

### **Presenters**

Representatives from Broaddus & Associates attended the Facilities Committee meeting to present Guaranteed Maximum Price Timeline.

This item was for the Committee's review and discussion only. No action was requested.

### **Review and Recommend Action on Wage Scale Determination Survey for the 2013 Bond Construction Program**

Approval of the Wage Scale Determination Study for the 2013 Bond Construction Program was requested at the April 26, 2016 Board meeting.

### **Purpose**

The purpose was to review and approve the wage scale determination survey conducted by Broaddus and Associates for the 2013 Bond Construction Program.

### **Justification**

The requirement to enforce Prevailing Wages was detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates (referenced in Article III of the College's Uniform General Conditions specified in the construction contract). In summary, the Code mandated that localities pay prevailing wage rates for public construction projects or face monetary penalty. The Code defined the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the United States conduct Prevailing Wage Determining Surveys annually; however, Texas does not.

The consequences of relying on Davis-Bacon wage determinations (common practice in the Valley) were severe, but most notably to owners was the cost impact. Locally applied Davis-Bacon wage rates were, on average, 36% higher than the mean wage data for identical trades, as collected by the Texas Workforce Commission for the Rio Grande Valley. The range of disparity when using Davis-Bacon was significant and just a few key examples of the higher rates were: Masons 32% higher, Carpenters 29% higher, Electricians 18% higher, and Plumbers 179% higher.

### **Background**

At the November 24, 2015 Board meeting, the Board of Trustees approved additional services with Broaddus & Associates for a Wage Scale Determination Survey for the 2013 Bond Construction program. Broaddus and Associates since then worked on establishing legitimate prevailing wages associated with the various construction worker classifications.

### Enclosed Documents

The proposed prevailing wage rates determination provided by Broaddus and Associates was enclosed in the packet.

### Presenters

Representatives from Broaddus & Associates attended the Facilities Committee meeting to address any questions related to the wage scale determination survey.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board acceptance of the study conducted by Broaddus and Associates for a wage scale determination and approval to use the identified prevailing local wage rates for the 2013 Bond Construction Program as presented. The motion carried.

**Due to time constraints, the Facilities Committee took the following items out of order:**

### **Review and Recommend Action on Negotiated Fees for Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence**

Approval of negotiated fees for architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence will be requested at the April 26, 2016 Board meeting.

### Purpose

Authorization was requested to approve negotiated fees with PBK Architects for architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence.

### Justification

Broaddus and Associates negotiated fees with PBK Architects to finalize design fees.

### Background

On February 23, 2016, the Board approved to contract architectural design services with PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence. Broaddus & Associates has negotiated with PBK Architects to finalize design fees based on previously approved fees by the board for the other bond projects. PBK will be incorporating the services of a specialty public safety training facility consultant, G2 Solutions Group. The proposed fees submitted by PBK Architects are as follows:

<b>PBK Architects</b>				
<b>Construction Cost Limitations (CCL)</b>	<b>Percentage Fee</b>	<b>Design Fee*</b>	<b>Consultant's Reimbursable Expenses**</b>	<b>Total Fee</b>
\$3,910,000	6.4%	\$250,600	\$5,000	\$255,600

\* Includes consultant services with G2 Solutions Group

\*\*Reimbursable expenses are not to exceed \$5,000

The project scope included a new 21,000 square foot public safety training building and a possible new shooting range. In addition, a master plan would be proposed to be developed prior to proceeding with the building, shooting range, and site design.

### **Funding Source**

Funds for these expenditures were budgeted in the Bond Construction budget for FY 2015-2016.

### **Reviewers**

The fee proposal was reviewed by Broaddus and Associates and Facilities Planning and Construction staff.

### **Enclosed Documents**

The recommended fee proposal from PBK Architects was enclosed.

### **Presenters**

Representatives from Broaddus & Associates and PBK Architects attended the Facilities Committee meeting to respond to questions related to this recommendation.

Dr. Salinas noted that the math in the table above was no accurate; 6.4% of the \$3,910,000 CCL would be \$250,240. The listed fee of \$250,600 was slightly above the listed 6.4% due to rounding discrepancies. Dr. Jim Broaddus acknowledged this and offered that Broaddus & Associates would ask the architect to reduce their fees to \$250,240 and report back to the Board.

Dr. Reed ask Broaddus & Associates whether the architect could consider construction alternatives to include an indoor shooting range, an outdoor shooting range, or to utilize an adjacent existing shooting range with any necessary improvements. Mr. Gallegos agreed these could be included as design alternates.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the negotiated fees for architectural design services with PBK Architects in the amount of \$255,600 for the 2013 Bond Construction Regional Center for Public Safety Excellence as presented, and with the request for alternatives to include an indoor shooting range, an outdoor shooting range, or to utilize an adjacent existing shooting range with any necessary improvements. The motion carried.

### **Review and Recommend Action on Amendment to the Agreement for Additional Services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan**

Approval to amend the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan will be requested at the April 26, 2016 Board meeting.

### **Purpose**

Authorization would be requested to approve additional services with PBK Architects for the design of the master plan for the Regional Center for Public Safety Excellence.

### **Justification**

The new training site is located in the City of Pharr and was undeveloped. After several meetings and discussions with the architects, engineers, Broaddus and Associates, college staff, and administration, it was determined and proposed that an overall master plan should be developed to properly plan the new training site for the current and future needs.

### **Background**

At the February 23, 2016 Board meeting, the Board approved PBK Architects to design the 2013 Bond Construction Regional Center for Public Safety Excellence. The master plan design services were not included as part of basic services and were considered additional services if needed and approved by the owner under the project architect's contract. Approval of additional services with PBK Architects was recommended for the 2013 Bond Construction Regional Center for Public Safety Excellence. PBK Architects listed G2 Solutions as a consultant for the project. G2 Solutions would graphically develop the Overall Site Master Plan depicting the initial build-out as well as future considerations for buildings, site improvements, and possible additional property acquisitions. Included as part of the master plan, PBK and G2 Solutions will provide recommendations for the shooting range design. This master plan would incorporate additional land that has not been acquired but has been considered for the possible future expansion of the facility.

The proposed additional services fees were as follows:

<b>Project</b>	<b>Engineer</b>	<b>Additional Service Proposed Fee*</b>	<b>Reimbursable Expenses</b>	<b>Total</b>
Regional Center for Public Safety Excellence Master Plan	PBK Architects	\$17,000	\$3,000	\$20,000

\*Includes Master Plan Design services with G2 Solutions Group

### **Funding Source**

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

### **Reviewers**

The proposals were reviewed by Broaddus and Associates and staff from the Facilities Planning and Construction department.

### **Enclosed Documents**

A proposal from PBK Architects was included in the packet.

### **Presenters**

Representatives from Broaddus & Associates and PBK Architects attended the Facilities Committee meeting to address any questions by the committee related to this recommendation.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of an amendment to the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan in the amount of \$20,000 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented. The motion carried.

### **Review and Recommend Action on Rejecting Construction Proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II**

Approval to reject construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project will be requested at the April 26, 2016 Board meeting.

### **Purpose**

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project; however, staff asked the Board to reject the proposal submitted for this project.

### **Justification**

Infrastructure for the two additional portable buildings was necessary to be complete for use by the fall semester.

### **Background**

The college contracted with Sigma HN Engineers to prepare plans and specifications for phase II of the infrastructure for additional portable buildings at the Pecan Campus. The design team at Sigma HN Engineers worked with college staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on February 29, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors and one (1) proposal was received on March 23, 2016.

Due to the proposal submitted being over the \$25,000 cost estimated by Sigma HN Engineers, staff recommended Board rejection of the current proposal and to allow staff to work with Sigma HN Engineers to reduce the project scope where possible, determine where costs can be reduced, and re-solicit construction proposals.

### **Reviewers**

The proposal was reviewed by staff from the Facilities Planning & Construction and Purchasing departments.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to reject construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project as presented. The motion carried.

**Due to time constraints the following items were postponed until a subsequent meeting. No deliberation or action was taken on the following agenda items:**

- VI. Review and Recommend Action on Amendment to the Agreement with R. Gutierrez Engineering to Increase Civil Design Services for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant**
- IX. Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements**
- X. Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Thermal Plant**
- XI. Review and Recommend Action on Change Order for 2013 Bond Construction Pecan Campus Thermal Plant**
- XIII. Review and Recommend Action on Contracting Construction Services for the Non-Bond Technology Campus Flooring Replacement**
- XIV. Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Resurfacing of East Loop Road**
- XV. Review and Recommend Action on Renewal of Facility Lease Agreements**
- XVI. Review and Recommend Action on District-Wide Building Names**
- XVII. Review and Recommend Action on Final Completion for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings**

## **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:50 p.m.

I certify that the foregoing are the true and correct minutes of the April 14, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chair

*Finance & Human  
Resources Committee  
Minutes  
April 14<sup>th</sup>, 2016*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Thursday, April 14, 2016  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Thursday, April 14, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:00 p.m. with Dr. Alejo Salinas, Jr., Committee Chair, presiding.

Members present: Dr. Alejo Salinas, Jr. and Ms. Rose Benavidez

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

Members absent: Mr. Roy de León and Mr. Paul R. Rodriguez

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Mr. George McCaleb, Mrs. Brenda Balderaz, Mr. Paul Varville, Ms. Katarina Bugariu, Mr. Cody Gregg, Mr. Jesus Campos, Ms. Alicia Gomez, Mr. Gustavo Martinez, and Mr. Andrew Fish

**Approval of March 8, 2016 Finance and Human Resources Committee Minutes**

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of March 8, 2016 were approved as written. The motion carried.

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

Approval of Hidalgo and Starr County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the April 26, 2016 Board meeting.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of eighty-nine (89) properties.

On March 1, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for thirty-six (36) struck off properties

located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

On January 12, 2016, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for fifty-three (53) struck off properties located within Starr County. The tax resale auction was published in the Starr County Town Crier.

One of the properties in Starr County, identified in that packet as TS-10-64, was rejected by the Starr County Commissioners' Court, and Mr. Gustavo Martinez with Linebarger Goggan Blair & Sampson, LLP, recommended the Finance and Human Resources Committee recommend Board rejection of that bid as well.

With this being the case, the Board would be asked to approve the tax resale auction of 36 properties in Hidalgo County and 52 properties in Starr County, for a total of 88 properties. The total amount the College will receive is \$15,286.26

Linebarger Goggan Blair & Sampson, LLP submitted for the Board of Trustees' consideration the analysis of the bids received.

The Resolution Authorizing the Tax Resale was included in the packet for the Committee's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received were included under separate cover for the Committee's information and review.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP attended the meeting.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Hidalgo and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented, excluding the property identified as TS-10-64, and contingent upon approval of the tax resale of these same properties by other taxing entities.

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

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

**A. Awards**

**B. Instructional Items**

**C. Non – Instructional Items**

**D. Technology Items**

**A. Awards**

- 1) Food and Related Non-Food Related Products (Award):** award the proposal for food related non-food products for the period beginning April 27, 2016 through April 26, 2017 with two one-year options to renew, at an estimated amount of \$346,000.00 based on prior year history. The vendors are as follows:

- **Ben E. Keith** (La Feria, TX)

- **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
- **La Abuela Mexican Foods, Inc.** (Weslaco, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

**B. Instructional Items**

- 2) Active Learning Classroom Whiteboards (Purchase):** purchase active learning classroom whiteboards from **Gateway Printing and Office Supply, Inc.** (Edinburg, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$13,324.36;
- 3) Instructional Oscillator (Purchase):** purchase an instructional oscillator from **CareFusion Respiratory Technologies** (Yorba Linda, CA), a sole source vendor, at a total cost of \$18,000.00;
- 4) Training Simulator (Purchase):** purchase a training simulator from **The Institute for Advanced Clinical Imaging** (Lexington, KY) (New), a sole source vendor, at a total amount of \$24,375.00;
- 5) Ultrasound Training Solution (Purchase):** purchase an ultrasound training solution from **SonoSim, Inc.** (Santa Monica, CA) (New), a sole source vendor, at a total cost of \$13,590.00;

**C. Non – Instructional Items**

- 6) Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA), TCPN, US Communities and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$95,851.10.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,397.14
B	Cramer Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$19,503.84
C	Datum Filing Systems Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$7,892.01
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$377.24
E	Exemplis Corporation/Workplace Resources, LLC. (McAllen, TX)	\$2,277.94
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,920.60
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$40,674.23
H	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$5,640.09
I	OFS Brands/Workplace Resources, LLC. (McAllen, TX)	\$6,920.49
J	Versteel/Ditto Sales, Inc./Workplace Resources, LLC. (McAllen, TX)	\$7,247.96
	Total	\$95,851.10

- 7) **Pecan Campus Library Compact Shelving, Installation, and Services (Purchase):** purchase Pecan Campus library compact shelving, installation, and services from **Library Design Systems, Inc.** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at an estimated amount of \$337,269.63;
- 8) **Armored Car Services (Renewal):** renew the armored car services contract with **American Surveillance Co., Inc.** (Brownsville, TX) for the period beginning June 1, 2016 through May 31, 2017, at an amount not to exceed \$1,580.74 per month or \$18,968.88 per year. Special trips will be scheduled on an as needed basis at an approximate cost of \$7,595.82 per year. The total approximate cost for armored car services for the year is \$26,564.70;
- 9) **Travel Services (Renewal):** renew the travel services contract with **Shands-Brooks Travel** (McAllen, TX), for the period beginning May 20, 2016 through May 19, 2017, at a service fee of \$25.00 per airline ticket;
- 10) **Graduation Facility (License Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), through an interlocal license agreement for December 16, 2016 beginning at 8:00 a.m. through December 18, 2016 at midnight, at an estimated cost of \$23,000.00;

#### **D. Technology**

- 11) **Computers, Laptop, and Tablets (Purchase):** purchase of computers, laptop, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$14,413.17;
- 12) **Server (Purchase):** purchase a server from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,087.97;
- 13) **Password Reset Software Maintenance Agreement (Renewal):** renew the password reset software maintenance agreement with **Namescape Corporation** (Phoenix, AZ), a sole source vendor, for the period beginning May 31, 2016 through May 30, 2017, at a total cost of \$10,425.00;
- 14) **Sonic Wall Firewall Maintenance Agreement (Renewal):** renew the sonic wall firewall maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the two year period beginning March 24, 2016 through March 23, 2018, at a total amount of \$32,382.00 to obtain a savings of \$6,000.00.

#### **SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals was \$966,282.93

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as presented. The motion carried.

**Review and Action as Necessary to Renew the Hidalgo County Agreement  
 for Tax Assessment Collection**

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2016 through August 31, 2017 will be requested at the April 26, 2016 Board meeting.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2016. Approval of the tax assessment and collection fee was needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – According to Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector was entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement required the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College would then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2015, and the annual fee approved was \$98,304.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, advised the College that the annual fee for tax year 2016 will remain at \$98,304.00. The monthly collection fee of approximately \$8,192.00 was reduced from taxes collected during the month and the remaining funds were wired to the South Texas College’s bank depository account.

Below is a summary of fee increases charged by Hidalgo County each fiscal year since FY 2010.

<b>Eight Year History of Fees for Hidalgo County Tax Assessment and Collection</b>		
<b>Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>
2016 - 2017	\$98,304.00	0%
2015 - 2016	\$98,304.00	0%
2014 - 2015	\$98,304.00	5%
2013 - 2014	\$93,626.00	0%
2012 - 2013	\$93,626.00	0%
2011 - 2012	\$93,626.00	0%
2010 - 2011	\$93,626.00	5%
2009 - 2010	\$89,167.20	0%

Funding Source – The annual collection fee would be reduced monthly from taxes collected during the month.

Enclosed Documents – The Hidalgo County Collection of Taxes Contract as included in the packet for the Committee's information and review.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2016 through August 31, 2017 as presented. The motion carried.

### **Review and Action as Necessary to Renew the Starr County Agreement for Tax Assessment Collection**

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2016 through August 31, 2017 will be requested at the April 26, 2016 Board meeting.

Purpose – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2016. Approval of the tax assessment and collection fee was needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Justification – According to Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector was entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement required the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College would then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on June 18, 2001, with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2015, and the annual fee approved was \$87,886.00. Mr. Juan M. Cantu, Interim Tax Assessor-Collector for Starr County, advised the College that the annual fee for tax year 2016 would remain at \$87,886.00 and would be approved by the Starr County Commissioners Court on April 11, 2016 which was before the April 26, 2016 Board meeting. The monthly collection fee of \$7,323.83 was reduced from taxes collected during the month and the remaining funds collected were paid to the College.

Below is a summary of fee increases charged by Starr County each fiscal year since FY 2010.

<b>Eight Year History of Fees for Starr County Tax Assessment and Collection</b>		
<b>Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>
2016 - 2017	\$87,886.00	0%
2015 - 2016	\$87,886.00	0%
2014 - 2015	\$87,886.00	0%
2013 - 2014	\$87,886.00	0%
2012 - 2013	\$87,886.00	0%
2011 - 2012	\$87,886.00	0%
2010 - 2011	\$87,886.00	0%
2009 - 2010	\$87,886.00	0%

Funding Source – The annual collection fee would be reduced monthly from taxes collected during the month.

Enclosed Documents – Starr County would provide the Collection of Taxes Contract for taxable year 2016 prior to the April 26, 2016 Board Meeting.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2016 through August 31, 2017 as presented. The motion carried.

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

Approval will be requested at the April 26, 2016 Board of Trustees meeting for disposal/recycle technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items as presented.

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

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it was disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ was the method of disposal to comply with all EPA regulations.

They would clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems were properly disposed of.

The technology and electronic items were located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items were inspected by the Technology Resources (TR), Instructional Technologies (IT), and approved by the Interim Vice President for Information Services, Planning and Strategic Initiatives to be disposed after Board approval.

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled was included in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Interim Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the April 14, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the disposal/recycle of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

### **Review and Recommend Action on New and Revised Policies**

Approval of new and revised policies will be requested at the April 26, 2016 Board meeting.

#### **A. New**

##### **1. Adopt New Policy #6313: Vehicle and Body Cameras**

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

- To comply with Texas Occupation Code Section 1701.655, which required that a law enforcement agency that operates a body worn camera program adopts a policy for the use of body worn cameras.
- The policy must include the state law requirements pertaining to the use of body cameras, the retention period of videos, and the restrictions for release of videos to the public.

**2. Adopt New Policy #6421: Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses**

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

- To describe the proper use of skateboards and similar apparatuses at college campuses.
- To restrict the use of the mentioned apparatuses on campus to increase safety on campus, since their use has increase over the last few years.
- To clarify that individuals not following the policy would be subject to fine and/or disciplinary action.

The proposed fees, listed below, would be presented for recommendation to the Board as part of the Tuition and Fee Schedules at a later date.

<b>Proposed Skateboard and Other Appliance Violation Fees</b>	
<b>Violation Number</b>	<b>Fine</b>
First	Warning
Second	\$30.00
Third	\$50.00
Fourth	\$70.00
Fifth	\$90.00

**B. Revised**

**1. Revise Policy #4205: Equal Education and Employment Opportunities**

Request for the revision to the policy was necessary for the following reason:

- To clarify the College was an equal education institution and an equal employment opportunity employer, as requested by faculty senate and student government association.
- To add two additional categories prohibited from discrimination: Sexual Orientation and Gender Identity.  
 ⇒ Although previously protected under the general term of sex and gender, the addition of these categories would clarify the Equal Employment Opportunity Commission’s enforcement of Title VII’s prohibition of sex discrimination based on sexual orientation or gender identity.

## **2. Revise Policy #4110: Filling of Vacancies**

Request for the revision to the policy was necessary for the following reason:

- To clarify protected categories under prohibited discrimination and to keep consistent with Policy 4205 – Equal Education and Employment Opportunity
- To add additional categories prohibited from discrimination: Sexual Orientation and Gender Identity.
  - ⇒ Although previously protected under the general term of sex and gender, the addition of these categories would clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

## **3. Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct**

Request for the revision to the policy was necessary for the following reason:

- To clarify protected categories under prohibited harassment and to keep consistent with Policy 4205 – Equal Education and Employment Opportunity
- To add two additional categories prohibited from discrimination: Sexual Orientation and Gender Identity, as requested by faculty senate and student government association.
  - ⇒ Although previously protected under the general term of sex and gender, the addition of these categories would clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

The new and revised policies were included in the packet for the Committee's information and review. The additions to the policies were highlighted in yellow and the deletions were designated with a red strikeout.

Also included were the proposed fees for the Skateboard and Other Appliance Violation for the Committee's information and review.

The new and revised policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the new and revised policies as presented and which supersedes any previously adopted Board policy.

### **Review and Recommend Action to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools**

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools will be requested at the April 26, 2016 Board meeting.

Purpose – Two additional banks, Green Bank and Wallis State Bank, were recommended to be added to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on June 23, 2015. A revised list of brokers, dealers, banks, and investment pools that included two additional banks, Green Bank and Wallis State Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA were included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on June 23, 2015. This limitation prevented the use of money market accounts in banks that were not included on the list. Valley View Consulting, LLC, the investment advisor under contract with the College, identified several money market account offerings that would be advantageous to the College, yet because the offering banks were not on the approved list, they could not be utilized.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes were presented, except for the addition of two banks to Exhibit "A".

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was included in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the April 14, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

### **Review and Action as Necessary on South Texas College Education Foundation’s Registered Agent and Directors**

Appointment and approval of a new Registered Agent and a minimum of three new Board of Directors for South Texas College Education Foundation (“ the Foundation”) will be requested at the April 26, 2016 Board meeting.

Purpose – The College proposed the amendment of 1) the College Name, 2) the Registered Agent/Registered Office, and 3) the Articles of Incorporation of the Foundation on Form 424, Certificate of Amendment.

In order to make the changes necessary to update the above mentioned items, Form 424, Certificate of Amendment, must be completed and submitted to the Secretary of State.

Once the Board approved the proposed revisions, the College would submit Form 802, Periodic Report of a Nonprofit Corporation, reflecting the updated information.

Justification – The College was required to file Form 424, Certificate of Amendment, with the Secretary of State to amend 1) the College Name, 2) the Registered Agent/Registered Office, and 3) the Articles of Incorporation of the Foundation.

A nonprofit corporation was required by Section 22.357 of the Texas Business Organization Code to file a period report (Form 802, Periodic Report of a Nonprofit Corporation) every four years that lists the names and addresses of the Registered Agent and all Directors and Officers of the corporation. A minimum of three Board of Directors was required and must include a President and a Secretary.

Background – The original Articles of Incorporation of the Foundation, filed with the Secretary of State of Texas on September 15, 1997, reflected the following Registered Agent and Board of Directors:

Registered Agent: James E. Darling

Board of Directors: Gary Gurwitz, Chairman of the Board  
Rosalinda Gonzalez, Vice-Chairman  
Glen Roney, Secretary  
Manuel Benavidez Jr  
Dr. Amparo Cardenas  
Dr. Alejo Salinas

Form 424, Certificate of Amendment, must be compiled and filed in order to update the pertinent College information as detailed in Table A, which included the registered agent and the Board of Directors

Form 802, Periodic Report of a Nonprofit Corporation, which must be completed and filed with the Secretary of State in order for the Foundation to remain active would be filed after the College information was updated by Form 424, Certificate of Amendment,

The annual Texas Franchise Tax No Tax Due Information Reports and Texas Franchise Tax Public Information Report were completed by Long Chilton, LLP and filed by the College.

Enclosed Documents – Items that followed in the packet for the Committee’s information and review included: original and proposed revisions to the Articles of Incorporation of South Texas College Education Foundation; Form 424, Certificate of Amendment; and Form 802, Periodic Report of a Nonprofit Corporation.

Reviewers – The Foundation’s write-up was reviewed by South Texas College’s legal counsel, Mr. Chuy Ramirez, who recommended assigning Dr. Reed as the registered agent.

The revisions recommended for the name of the Foundation were necessary to align with the name change from South Texas Community College to South Texas College, which the Board of Trustees officially approved in 2004. The minor revisions to the Article of Incorporation were the following:

Table A			
#	Section	From	To
1	On page 1, title	Deleted <ul style="list-style-type: none"> <li>• The word "COMMUNITY"</li> </ul>	
2	On page 1, under Article I	Deleted <ul style="list-style-type: none"> <li>• The word "Community"</li> </ul>	
3	On page 1, under Article IV	Deleted <ul style="list-style-type: none"> <li>• The word "Community"</li> </ul>	
4	On page 1, under Article V	Deleted <ul style="list-style-type: none"> <li>• The words "initial" , "3319 North McColl Road", "initial", and "James E. Darling"</li> </ul>	Added <ul style="list-style-type: none"> <li>• The words "3201 West Pecan Boulevard" and "Dr. Shirley A. Reed"</li> </ul>
5	On page 1, under Article VI	Deleted <ul style="list-style-type: none"> <li>• The words "initial", "six", "initial", and "Chairman of the Board"</li> <li>• Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572</li> <li>• Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501</li> </ul>	Added <ul style="list-style-type: none"> <li>• The word "seven"</li> <li>• Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570</li> <li>• Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539</li> </ul>

Table A			
#	Section	From	To
5	On page 1, under Article VI (continued)	Deleted <ul style="list-style-type: none"> <li>Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548</li> <li>Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3rd Street, Weslaco, Texas 78596</li> <li>Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557</li> </ul>	Added <ul style="list-style-type: none"> <li>Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10th Street, McAllen, Texas 78504</li> <li>Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582</li> <li>Graciela Farias, P.O. Box 92, La Joya, Texas 78560,</li> <li>Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596</li> </ul>
6	On page 2, under Article VII	Deleted <ul style="list-style-type: none"> <li>The words "Chairman of the Board"</li> <li>Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572</li> <li>Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501</li> <li>Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548</li> <li>Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3rd Street, Weslaco, Texas 78596</li> <li>Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557</li> </ul>	Added <ul style="list-style-type: none"> <li>Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570</li> <li>Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539</li> <li>Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10th Street, McAllen, Texas 78504</li> <li>Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582</li> <li>Graciela Farias, P.O. Box 92, La Joya, Texas 78560,</li> <li>Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596</li> </ul>
7	On page 2, second paragraph under Article VIII	Deleted <ul style="list-style-type: none"> <li>The words "Community" and "community"</li> </ul>	Added <ul style="list-style-type: none"> <li>The word "public"</li> </ul>

Table A			
#	Section	From	To
8	On page 3, first paragraph	Deleted <ul style="list-style-type: none"> <li>• The words "May", "1997", and "COMMUNITY"</li> <li>• Gary Gurwitz</li> <li>• Rosalinda Gonzalez</li> <li>• Glen E Roney</li> <li>• Manuel Benavidez, Jr.</li> <li>• Dr. Amparo Cardenas</li> <li>• Dr. Alejo Salinas</li> </ul>	Added <ul style="list-style-type: none"> <li>• The word "April" and the year "2016"</li> <li>• Roy De León</li> <li>• Dr. Alejo Salinas, Jr.</li> <li>• Paul R. Rodriguez, Secretary</li> <li>• Rose Benavidez</li> <li>• Graciela Farias</li> <li>• Gary Gurwitz,</li> <li>• Jesse Villarreal</li> </ul>
9	On page 3, last paragraph	Deleted <ul style="list-style-type: none"> <li>• The year "1997"</li> <li>• Gary Gurwitz</li> <li>• Rosalinda Gonzalez</li> <li>• Manuel Benavidez, Jr.</li> <li>• Dr. Amparo Cardenas</li> <li>• Dr Alejo Salinas</li> </ul>	Added <ul style="list-style-type: none"> <li>• The year "2016"</li> <li>• Roy De León</li> <li>• Dr. Alejo Salinas, Jr.</li> <li>• Paul R. Rodriguez</li> <li>• Rose Benavidez</li> <li>• Graciela Farias</li> <li>• Gary Gurwitz</li> <li>• Jesse Villarreal</li> </ul>

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the April 14, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of a new Registered Agent and a minimum of three Board of Directors. The motion carried.

### **Presentation on Campus-wide Shuttle Bus Ridership**

Mr. Paul Varville, Chief Administrator, was prepared to present on the campus-wide Shuttle Bus Ridership. The presentation was delayed for a subsequent meeting when additional members would be in attendance.

### **Review of Preliminary Proposed Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**

Administration reviewed the proposed non-faculty salary adjustments/reclassifications for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget.

A total of thirty (30) salary adjustments/reclassifications for FY 2016-2017 were requested for a total amount of \$111,149.

The Finance and Human Resources Committee was asked to review the recommended salary adjustments and reclassifications.

A listing of the salary adjustments and reclassifications for FY 2016-2017 was included in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the April 14, 2016 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 of Preliminary Proposed Non-Faculty Salary Adjustments/  
Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction  
Program Facilities Expansion**

Administration reviewed the proposed non-faculty salary adjustments/reclassifications for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget.

A total of ten (10) Non-Faculty salary adjustments/reclassifications for the 2013 Bond Construction Program Facilities Expansion were requested for a total amount of \$63,922.

The Finance and Human Resources Committee was asked to review the recommended salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion.

A listing of the salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 was included in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the April 14, 2016 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 Discussion of Position Vacancy Report for FY 2015-2016**

The Staffing Plan Position Vacancy Report for FY 2015-2016 was included in the packet for the Committee's information and review. Information was current as of April 7, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, were available to respond to questions from the Committee.

### **Vacancies at Beginning of Fiscal Year 2015 - 2016**

- Fiscal Year 2015-2016 started with 97 vacant Full Time Regular positions from the previous fiscal year, and the Board approved seventy-four (74) additional new positions for a total of 171 vacant Full Time Regular positions.

### **Positions Filled during Fiscal Year 2015 - 2016**

- Ninety-seven (97) Full Time, Regular positions were filled as of April 7, 2016.
- Eighteen (18) Full Time, Regular positions were filled since the last vacancy report provided as of March 3, 2016.

### **Position Turnover during Fiscal Year 2015 - 2016**

- There were thirty-three (33) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of April 7, 2016.
- There were five (5) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of March 3, 2016.

Further details could be found in the Position Vacancy Report.

The Position Vacancy Report for Fiscal Year 2015-2016 and Positions Filled and Vacated Report were presented for information and review by the Committee. No action was required from the Committee.

## **Adjournment**

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:25 p.m.

I certify that the foregoing are the true and correct Minutes of the April 14, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.  
Chair

## Announcements

### A. Next Meetings:

- Tuesday, May 10, 2016
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee
- Tuesday, May 24, 2016
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

### B. Other Announcements:

- Commencement Ceremonies will be held Friday, May 13th and Saturday, May 14th at the State Farm Arena.
- The College will be closed Monday, May 30th, 2016 in observance of Memorial Day.