



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, June 28, 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, June 28, 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 - 10**
 - A. Review of the Student of the Week 2015 – 2016 Recognition Ceremony
 - B. Review of Board of Trustees Institute, Santa Fe, NM
 - C. Presentation on Quarterly Investment Report by Valley View Consulting, L.L.C.
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 11 - 46
 - 1. May 24, 2016 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Award(s) 47 - 49
 - 1. The Texas Workforce Commission, Skills Development Fund (TWC/SDF) Grant from the Texas Workforce Commission in the Amount of \$391,350
 - 2. The Texas Prefreshman Engineering Program (TexPREP) Grant from the University of Texas at San Antonio in the Amount of \$19,880
 - 3. The Capacity Building for Ability to Benefit Grant from the Texas Workforce Commission in the Amount of \$354,000
 - 4. The 2016 Vet Center Initiative Grant Award from the Student Veterans of America & The Home Depot Foundation in the Amount of \$10,000
 - 5. Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review and Action as Necessary to Delete and Revise Existing Policies as Related to Dual Credit Enrollment at South Texas College 50 - 56

Deletion of Policy

 - Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*

Revision of Policies

 - Policy #3230: *Dual Enrollment of High School Students*
 - Policy #3232: *Dual Enrollment Student Eligibility Requirements*
 - Policy #3234: *Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College Courses Offered at STC Campuses and Facilities*
2. Review and Action as Necessary to Approve Proposed Revisions to 2016 - 2017 Academic Calendar..... 57 - 59
3. Review and Action as Necessary to Approve Academic Calendar for Academic Year 2017 - 2018 60 - 62
4. Review of Presentation to the Education and Workforce Development Committee: 63 - 65
 - a. Review and Discussion of Concerns Raised by ADN Program Students in Advanced Concepts of Adult Health (RNSG 2331)

B. Finance and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interagency Agreement..... 66 - 106
 - A. Awards
 - 1) Audio Visual Equipment and Parts – IV (Award)
 - 2) Culinary Equipment and Accessories (Award)
 - 3) Diploma Covers (Award)
 - 4) Glass Replacement and Installation (Award)
 - 5) Library Discovery System (Award)
 - 6) Library Materials Moving Services (Award)
 - 7) Online Real Estate Courses (Award)
 - 8) Pecan Campus Building H Audio Visual Upgrades (Award)
 - 9) Temporary Personnel Services (Award)
 - 10) Truck Driver/Bus Driver Training (Award)
 - B. Instructional Items
 - 11) Instructional Lab Equipment - I (Purchase)
 - 12) Instructional Lab Equipment – II (Purchase)
 - 13) Musical Instruments (Purchase)

- 14)Library Materials (Renewal)
- 15)Science Laboratory Supplies (Renewal)

C. Non – Instructional Items

- 16)Air Conditioning Equipment and Supplies (Purchase)
- 17)Air Conditioning Filters (Purchase)
- 18)Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
- 19)Chiller Chemicals and Maintenance (Purchase)
- 20)Electrical Parts and Supplies (Purchase)
- 21)Employee Background Services (Purchase)
- 22)Food Products (Purchase)
- 23)Furniture (Purchase)
- 24)Parts and Supplies (Purchase)
- 25)Police Equipment (Purchase)
- 26)Portable Communication Radios (Purchase)
- 27)Rental Equipment (Purchase)
- 28)Vehicle Emergency Equipment (Purchase)
- 29)Collection Agency Services (Renewal)
- 30)Custodial Supplies (Renewal)
- 31)Engineering Services – Geotechnical and Material Testing (Renewal)
- 32)Institutional Membership (Renewal)
- 33)Mail Services (Renewal)
- 34)Pest Control Services (Renewal)
- 35)Rental of Storage Facilities (Renewal)
- 36)Staff Uniforms and Services (Rental/Renewal)

D. Technology

- 37)Citation Writers and Printers (Purchase)
- 38)Computers, Laptops, Tablets, and Printers (Purchase)
- 39)Consultant Services (Purchase)
- 40)Distance Education Online Course Licenses (Purchase/Renewal)
- 41)Grant Contract Management License Agreement (Purchase)
- 42)Interactive Learning System (Purchase)
- 43)Network Cabling Services (Purchase)
- 44)Network Servers (Purchase)
- 45)Network Switches and Modules (Purchase)
- 46)Software Licenses (Purchase)
- 47)Technical Consulting Services (Purchase)
- 48)Terminals, Server, Installation, and Configuration Services (Purchase)
- 49)Virtual Desktop Licenses (Purchase)
- 50)Web Security Services (Purchase)
- 51)Library Integrated/Automation System Maintenance Agreement (Renewal)
- 52)Maintenance Management System Agreement (Renewal)
- 53)Oracle Golden Gate License Support Services Agreement (Renewal)
- 54)Training Subscription (Renewal)
- 55)Information Security and Risk Assessment Services (Interagency Agreement)

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3) Employee Fees	
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 - a. Education and Workforce Development Committee
 - b. Facilities Committee
 - c. Finance and Human Resources Committee
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 - Facilities 308 - 324
 - Finance and Human Resources 325 - 353

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A. Next Meetings:

- Tuesday, July 12, 2016
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee
- Tuesday, July 26, 2016
 - 4:00 p.m. – Education and Workforce Development Committee
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed Monday, July 4th, 2016 in observance of Independence Day.

Presentations

A. Review of the Student of the Week 2015 – 2016 Recognition Ceremony

On Thursday, May 5, 2016 the Office of Public Relations & Marketing hosted the 2015-2016 Student of the Week Recognition Ceremony. Mrs. Graciela Farias, Board Member, joined PR & Marketing and administration in honoring the 48 students who were selected as Students of the Week during the past academic year, and to also thank their supportive families for helping to make their success possible.

Students are nominated by faculty and staff and selected based on criteria including academic merit, community service, on-campus involvement and inspirational stories.

Students are also chosen in order to equally represent the diversity of the college's student body throughout all campuses – Traditional, Non-Traditional, Veterans, Dual Enrollment, Bachelor Programs, Continuing Education, etc.

During the ceremony, students were presented with personalized certificates of recognition, congratulatory letters and a gift from South Texas College. Students also received signed letters and certificates provided by the Office of Senator Juan “Chuy” Hinojosa.

Guests enjoyed a catered dinner by South Texas College Food Services and music by Mode De Vie Jazz Band.



B. 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 provide the Board with an update on what she learned at this conference.

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

Ms. Susan Anderson from Valley View Consulting, L.L.C., will present the Quarterly Investment Report to the Board of Trustees. The investment report is for the quarter that ended May 31, 2016.

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

These presentations are for the Board's information and feedback to staff, and no action is requested.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

May 31, 2016

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

Maria G. Elizondo, Vice President for Finance & Administrative Services

Date

Myriam Lopez, Comptroller

Date

Roy De Leon, Board of Trustees, Designated Investment Officer

Date

Disclaimer: These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Summary

Quarter End Results by Investment Category:

Asset Type	February 29, 2016		May 31, 2016	
	Book Value	Market Value	Book Value	Market Value
DDA/MMA/NOW Pools	\$ 166,704,344	\$ 166,704,344	\$ 117,961,804	\$ 117,961,804
CD/Security	164,128,499	164,128,499	136,759,744	136,759,744
	62,849,622	62,849,622	130,468,396	130,468,396
Totals	\$ 393,682,465	\$ 393,682,465	\$ 385,189,944	\$ 385,189,944

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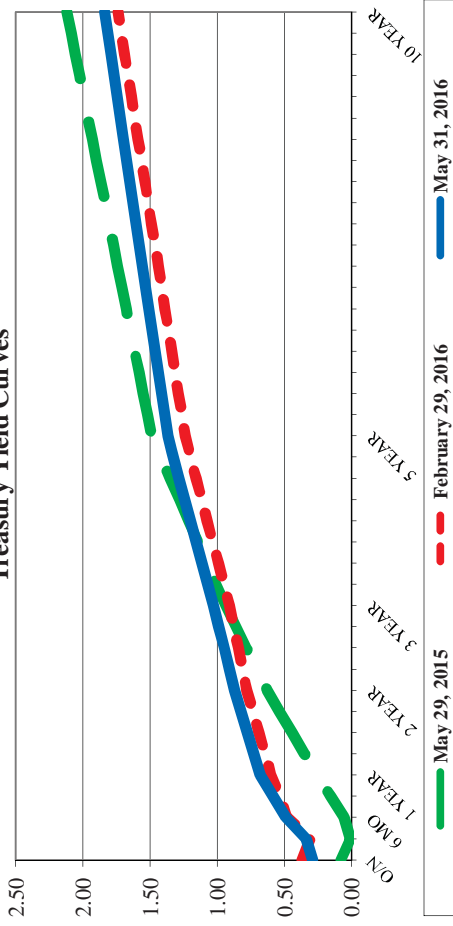
Quarterly Portfolio Performance

Quarterly Portfolio Performance		Yearly Portfolio Performance	
Average Quarterly Yield	0.36%	Average Quarter End Yield	0.26%
Rolling Three Mo. Treas. Yield	0.26%	Rolling Three Mo. Treas. Yield	0.19%
Rolling Six Mo. Treas. Yield	0.44%	Rolling Six Mo. Treas. Yield	0.31%
		Average Quarter End TexPool Yield	0.25%
Quarterly Interest Received	\$300,536	Fiscal YTD Interest Received	\$533,368
Accrued Interest-End of Quarter	\$108,402		(Unaudited)

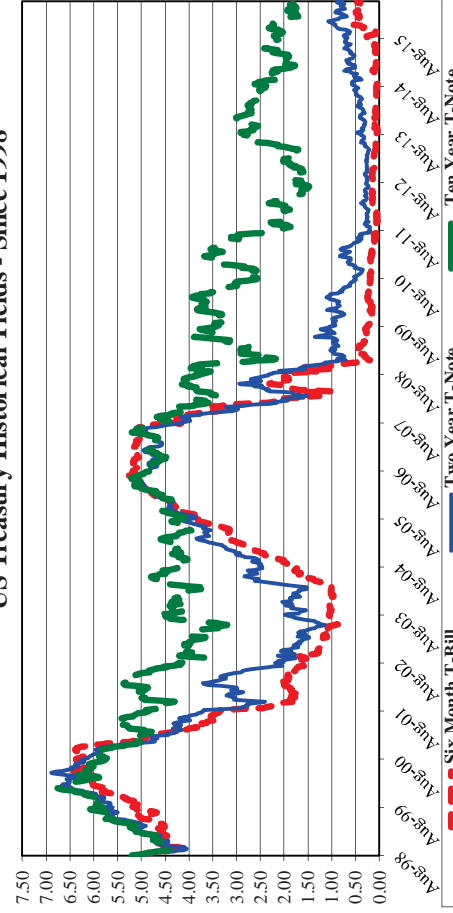
Note: Average yields calculated using quarter end report average yield and adjusted book value, but do not include adviser fees and realized and unrealized gains or losses.

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 0.25% - 0.50% (actual Fed Funds are mostly trading +/-35 to 40 bps). The April FOMC Meeting minutes were more hawkish than expected. Chair Yellen and several Board Members discussed additional rate increases as early as this summer. First Quarter US GDP was revised up to +0.8%, and is subject to one more revision. The May Non-Farm Payroll increased a meager 38k, removing the outlook for any near-term FOMC moves. Global conditions remained weak. The Yield Curve shifted higher, prior to the Employment data release. Taxable municipal bonds or CDs offer the best interest earnings opportunity, if available.

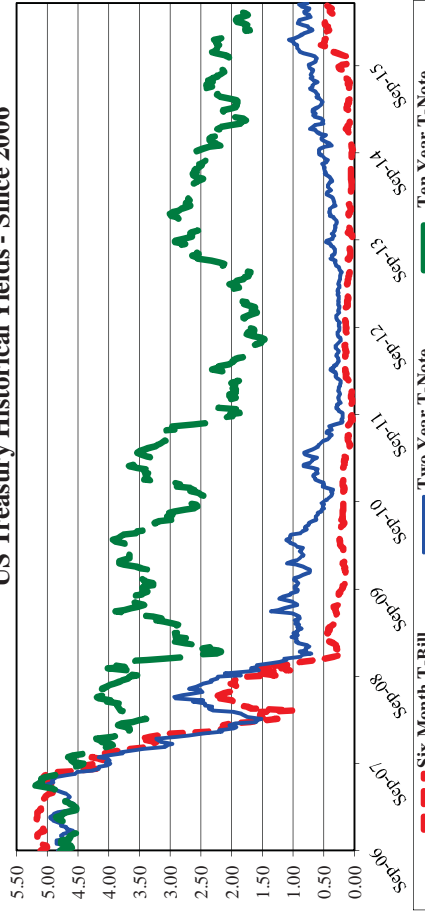
Treasury Yield Curves



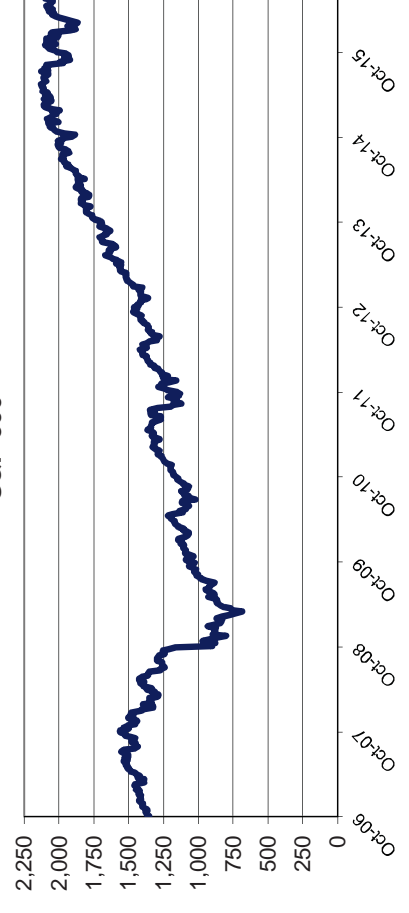
US Treasury Historical Yields - Since 1998



US Treasury Historical Yields - Since 2006



S&P 500

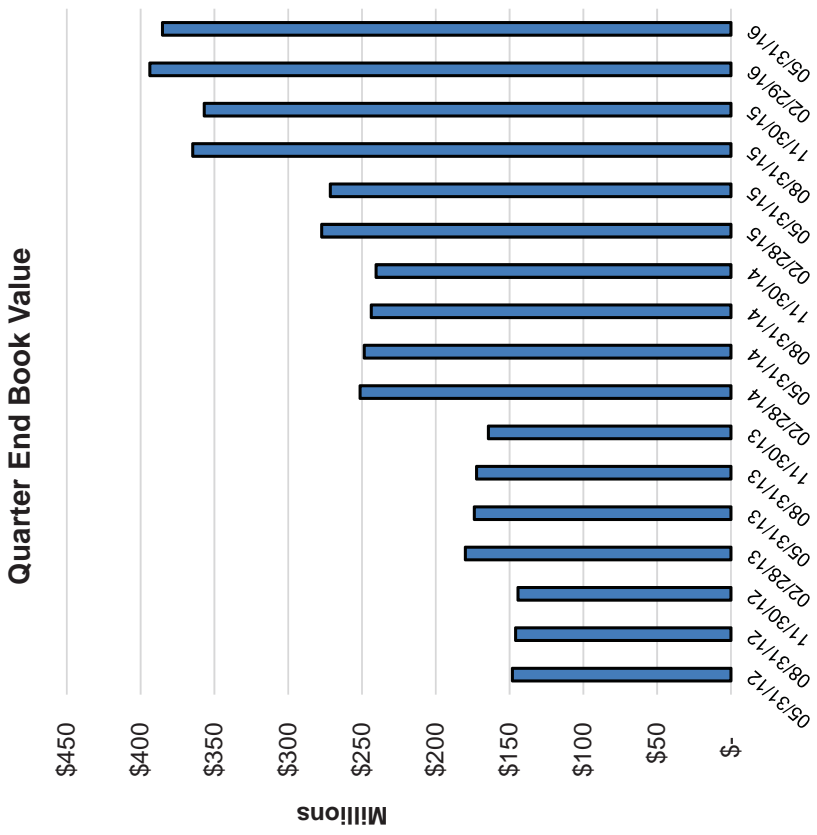
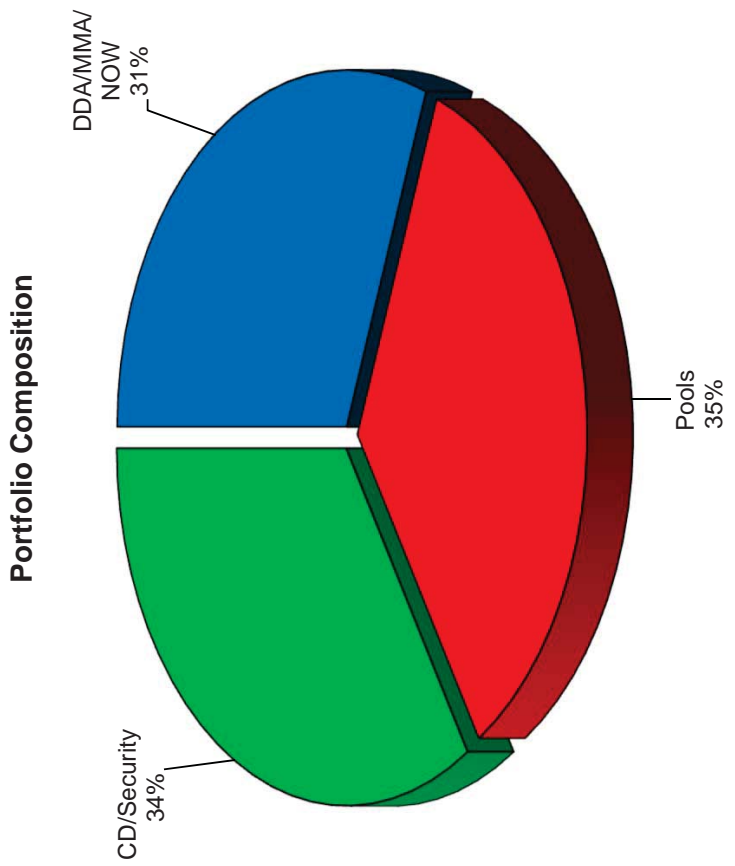


**Detail of Investment Holdings
May 31, 2016**

Description	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating	0.15%	06/01/16	05/31/16	\$ 37,805,026	\$ 37,805,026	1.00	\$ 37,805,026	1	0.15%
BBVA - Payroll	0.15%	06/01/16	05/31/16	741,997	741,997	1.00	741,997	1	0.15%
BBVA - Student	0.15%	06/01/16	05/31/16	340,764	340,764	1.00	340,764	1	0.15%
BBVA - Operating Reserve	0.00%	06/01/16	05/31/16	25,000,000	25,000,000	1.00	25,000,000	1	0.00%
BBVA - I&S Bond 96.02.03.04.07.10.13.14 & 15	0.15%	06/01/16	05/31/16	10,141,781	10,141,781	1.00	10,141,781	1	0.15%
BBVA - I&S Bond 99 & 07	0.15%	06/01/16	05/31/16	477	477	1.00	477	1	0.15%
BBVA - Construction E&G Transfer	0.15%	06/01/16	05/31/16	13,072,967	13,072,967	1.00	13,072,967	1	0.15%
BBVA - Construction LT Bonds Series 2014	0.15%	06/01/16	05/31/16	30,845,804	30,845,804	1.00	30,845,804	1	0.15%
BBVA - Construction LT Bonds Series 2015	0.15%	06/01/16	05/31/16	12,988	12,988	1.00	12,988	1	0.15%
TexPool LGIP	0.34%	06/01/16	05/31/16	136,759,744	136,759,744	1.00	136,759,744	1	0.34%
LegacyTexas CD	0.40%	06/01/16	04/12/16	1,500,493	1,500,493	1.00	1,500,493	1	0.40%
Texas Regional Bank CD	0.32%	06/14/16	12/14/15	5,003,989	5,003,989	1.00	5,003,989	14	0.32%
LegacyTexas CD	0.42%	07/01/16	04/12/16	2,500,863	2,500,863	1.00	2,500,863	31	0.42%
LegacyTexas CD	0.44%	08/01/16	04/12/16	3,501,266	3,501,266	1.00	3,501,266	62	0.44%
Texas Regional Bank CD	0.35%	09/01/16	12/01/15	1,502,633	1,502,633	1.00	1,502,633	93	0.35%
Southside Bank CD	0.40%	09/14/16	12/14/15	15,014,959	15,014,959	1.00	15,014,959	106	0.40%
LegacyTexas CD	0.48%	10/03/16	04/12/16	7,502,959	7,502,959	1.00	7,502,959	125	0.48%
LegacyTexas CD	0.50%	11/01/16	04/12/16	8,503,493	8,503,493	1.00	8,503,493	154	0.50%
Inter National Bank CD	0.45%	12/01/16	12/01/15	1,503,386	1,503,386	1.00	1,503,386	184	0.45%
Southside Bank CD	0.57%	12/14/16	12/14/15	10,014,211	10,014,211	1.00	10,014,211	197	0.57%
LegacyTexas CD	0.54%	01/03/17	04/12/16	9,504,216	9,504,216	1.00	9,504,216	217	0.54%
LegacyTexas CD	0.56%	02/01/17	04/12/16	9,504,373	9,504,373	1.00	9,504,373	246	0.56%
BBVA CD	0.55%	02/28/17	02/29/16	15,120	15,120	1.00	15,120	273	0.55%
BBVA CD	0.55%	02/28/17	02/29/16	200,369	200,369	1.00	200,369	273	0.55%
BBVA CD	0.55%	02/28/17	02/29/16	116,857	116,857	1.00	116,857	273	0.55%
Inter National Bank CD	0.45%	03/01/17	12/01/15	2,004,515	2,004,515	1.00	2,004,515	274	0.45%
Southside Bank CD	0.68%	03/14/17	12/14/15	5,008,477	5,008,477	1.00	5,008,477	287	0.68%
BBVA Compass Bank CD	0.60%	04/06/17	04/06/16	5,002,466	5,002,466	1.00	5,002,466	310	0.60%
BBVA Compass Bank CD	0.65%	05/06/17	04/06/16	5,002,672	5,002,672	1.00	5,002,672	340	0.65%
Inter National Bank CD	0.50%	06/01/17	12/01/15	3,007,525	3,007,525	1.00	3,007,525	366	0.50%
Southside Bank CD	0.79%	06/12/17	12/14/15	5,009,848	5,009,848	1.00	5,009,848	377	0.79%
Inter National Bank CD	0.55%	09/01/17	12/01/15	1,504,139	1,504,139	1.00	1,504,139	458	0.55%
Southside Bank CD	0.89%	09/14/17	12/14/15	5,011,095	5,011,095	1.00	5,011,095	471	0.89%
BBVA Compass Bank CD	0.75%	11/06/17	04/06/16	5,003,083	5,003,083	1.00	5,003,083	524	0.75%
Inter National Bank CD	0.85%	12/01/17	12/01/15	3,012,799	3,012,799	1.00	3,012,799	549	0.85%
Southside Bank CD	1.01%	12/14/17	12/14/15	5,012,590	5,012,590	1.00	5,012,590	562	1.01%
Southside Bank CD	0.86%	03/01/18	04/07/16	5,000,000	5,000,000	1.00	5,000,000	639	0.86%
Texas Regional Bank CD	1.01%	04/02/18	04/07/16	5,000,000	5,000,000	1.00	5,000,000	671	1.01%
				\$ 385,189,944	\$ 385,189,944		\$ 385,189,944	94	0.36%
								(1)	(2)

(1) Weighted average life - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

(2) Weighted average yield to maturity - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	February 29, 2016		May 31, 2016			
			Original Face/ Par Value	Book Value	Purchases/ Adjustments	Sales/Adjust/ Maturities	Original Face/ Par Value	Book Value
			\$	\$	\$	\$	\$	\$
BBVA - Operating	0.15%	06/01/16	50,626,555	50,626,555	-	(12,821,529)	37,805,026	37,805,026
BBVA - Payroll	0.15%	06/01/16	441,164	441,164	300,833	-	741,997	741,997
BBVA - Student	0.15%	06/01/16	10,000	10,000	330,764	-	340,764	340,764
BBVA - Operating Reserve	0.00%	06/01/16	25,000,000	25,000,000	-	-	25,000,000	25,000,000
BBVA - I&S Bond 96,02,03,04,07,10,13,14 & 15	0.15%	06/01/16	8,423,908	8,423,908	1,717,873	-	10,141,781	10,141,781
BBVA - I&S Bond 99 & 07	0.15%	06/01/16	477	477	-	-	477	477
BBVA - Construction E&G Transfer	0.15%	06/01/16	27,047,231	27,047,231	-	(13,974,264)	13,072,967	13,072,967
BBVA - Construction LT Bonds Series 2014	0.15%	06/01/16	55,143,970	55,143,970	-	(24,298,166)	30,845,804	30,845,804
BBVA - Construction LT Bonds Series 2015	0.15%	06/01/16	11,039	11,039	1,949	-	12,988	12,988
TexPool LGIP	0.34%	06/01/16	164,128,499	164,128,499	-	(27,368,755)	136,759,744	136,759,744
LegacyTexas CD	0.40%	06/01/16	-	-	1,500,493	-	1,500,493	1,500,493
Texas Regional Bank CD	0.32%	06/14/16	5,000,000	5,000,000	3,989	-	5,003,989	5,003,989
LegacyTexas CD	0.42%	07/01/16	-	-	2,500,863	-	2,500,863	2,500,863
LegacyTexas CD	0.44%	08/01/16	-	-	3,501,266	-	3,501,266	3,501,266
Texas Regional Bank CD	0.35%	09/01/16	1,501,309	1,501,309	1,324	-	1,502,633	1,502,633
Southside Bank CD	0.40%	09/14/16	15,000,000	15,000,000	14,959	-	15,014,959	15,014,959
LegacyTexas CD	0.48%	10/03/16	-	-	7,502,959	-	7,502,959	7,502,959
LegacyTexas CD	0.50%	11/01/16	-	-	8,503,493	-	8,503,493	8,503,493
Inter National Bank CD	0.45%	12/01/16	1,501,683	1,501,683	1,703	-	1,503,386	1,503,386
Southside Bank CD	0.57%	12/14/16	10,000,000	10,000,000	14,211	-	10,014,211	10,014,211
LegacyTexas CD	0.54%	01/03/17	-	-	9,504,216	-	9,504,216	9,504,216
LegacyTexas CD	0.56%	02/01/17	-	-	9,504,373	-	9,504,373	9,504,373
BBVA CD	0.55%	02/28/17	15,115	15,115	5	-	15,120	15,120
BBVA CD	0.55%	02/28/17	200,300	200,300	69	-	200,369	200,369
BBVA CD	0.55%	02/28/17	116,816	116,816	41	-	116,857	116,857
Inter National Bank CD	0.45%	03/01/17	2,002,244	2,002,244	2,271	-	2,004,515	2,004,515
Southside Bank CD	0.68%	03/14/17	5,000,000	5,000,000	8,477	-	5,008,477	5,008,477
BBVA Compass Bank CD	0.60%	04/06/17	-	-	5,002,466	-	5,002,466	5,002,466
BBVA Compass Bank CD	0.65%	05/06/17	-	-	5,002,672	-	5,002,672	5,002,672
Inter National Bank CD	0.50%	06/01/17	3,003,740	3,003,740	3,785	-	3,007,525	3,007,525
Southside Bank CD	0.79%	06/12/17	5,000,000	5,000,000	9,848	-	5,009,848	5,009,848
Inter National Bank CD	0.55%	09/01/17	1,502,057	1,502,057	2,082	-	1,504,139	1,504,139
Southside Bank CD	0.89%	09/14/17	5,000,000	5,000,000	11,095	-	5,011,095	5,011,095
BBVA Compass Bank CD	0.75%	11/06/17	-	-	5,003,083	-	5,003,083	5,003,083
Inter National Bank CD	0.85%	12/01/17	3,006,358	3,006,358	6,441	-	3,012,799	3,012,799
Southside Bank CD	1.01%	12/14/17	5,000,000	5,000,000	12,590	-	5,012,590	5,012,590
Southside Bank CD	0.86%	03/01/18	-	-	5,000,000	-	5,000,000	5,000,000
Texas Regional Bank CD	1.01%	04/02/18	-	-	5,000,000	-	5,000,000	5,000,000
TOTAL			\$ 393,682,465	\$ 393,682,465	\$ 69,970,193	\$ (78,462,714)	\$ 385,189,944	\$ 385,189,944

**Allocation
May 31, 2016
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
BBVA - Operating	\$ 37,805,026	\$ 37,805,026	\$ -	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	741,997	741,997	-	-	-	-	-
BBVA - Student	340,764	340,764	-	-	-	-	-
BBVA - Operating Reserve	25,000,000	25,000,000	-	-	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,13,14 & 15	10,141,781	-	-	-	10,141,781	-	-
BBVA - I&S Bond 99 & 07	477	-	-	-	477	-	-
BBVA - Construction E&G Transfer	13,072,967	-	13,072,967	-	-	-	-
BBVA - Construction LT Bonds Series 2014	30,845,804	-	-	-	-	30,845,804	-
BBVA - Construction LT Bonds Series 2015	12,988	-	-	-	-	-	12,988
TexPool LGIP	136,759,744	50,079,659	15,004,590	-	15,015,786	20,006,120	36,653,589
06/01/16--LegacyTexas CD	1,500,493	-	-	-	-	-	1,500,493
06/14/16--Texas Regional Bank CD	5,003,989	5,003,989	-	-	-	-	-
07/01/16--LegacyTexas CD	2,500,863	-	-	-	-	-	2,500,863
08/01/16--LegacyTexas CD	3,501,266	-	-	-	-	-	3,501,266
09/01/16--Texas Regional Bank CD	1,502,633	1,502,633	-	-	-	-	-
09/14/16--Southside Bank CD	15,014,959	5,004,986	-	-	-	-	10,009,973
10/03/16--LegacyTexas CD	7,502,959	-	-	-	-	-	7,502,959
11/01/16--LegacyTexas CD	8,503,493	-	-	-	-	-	8,503,493
12/01/16--Inter National Bank CD	1,503,386	1,503,386	-	-	-	-	-
12/14/16--Southside Bank CD	10,014,211	-	-	-	-	-	10,014,211
01/03/17--LegacyTexas CD	9,504,216	-	-	-	-	-	9,504,216
02/01/17--LegacyTexas CD	9,504,373	-	-	-	-	-	9,504,373
02/28/17--BBVA CD	15,120	-	-	15,120	-	-	-
02/28/17--BBVA CD	200,369	-	-	200,369	-	-	-
02/28/17--BBVA CD	116,857	-	-	116,857	-	-	-
03/01/17--Inter National Bank CD	2,004,515	2,004,515	-	-	-	-	-
03/14/17--Southside Bank CD	5,008,477	5,008,477	-	-	-	-	-
04/06/17--BBVA Compass Bank CD	5,002,466	5,002,466	-	-	-	-	-
05/06/17--BBVA Compass Bank CD	5,002,672	5,002,672	-	-	-	-	-
06/01/17--Inter National Bank CD	3,007,525	3,007,525	-	-	-	-	-
06/12/17--Southside Bank CD	5,009,848	5,009,848	-	-	-	-	-
09/01/17--Inter National Bank CD	1,504,139	1,504,139	-	-	-	-	-
09/14/17--Southside Bank CD	5,011,095	5,011,095	-	-	-	-	-
11/06/17--BBVA Compass Bank CD	5,003,083	5,003,083	-	-	-	-	-
12/01/17--Inter National Bank CD	3,012,799	3,012,799	-	-	-	-	-
12/14/17--Southside Bank CD	5,012,590	5,012,590	-	-	-	-	-
03/01/18--Southside Bank CD	5,000,000	5,000,000	-	-	-	-	-
04/02/18--Texas Regional Bank CD	5,000,000	5,000,000	-	-	-	-	-

Totals \$ 385,189,944 \$ 181,561,649 \$ 28,077,557 \$ 332,346 \$ 25,158,044 \$ 50,851,924 \$ 99,208,424

**Allocation
February 29, 2016
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
BBVA - Operating	\$ 50,626,555	\$ 50,626,555	\$ -	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	441,164	441,164					
BBVA - Student	10,000	10,000					
BBVA - Operating Reserve	25,000,000	25,000,000					
BBVA - I&S Bond 96,02,03,04,07,10,13,14 & 15	8,423,908				8,423,908		
BBVA - I&S Bond 99 & 07	477				477		
BBVA - Construction E&G Transfer	27,047,231		27,047,231				
BBVA - Construction LT Bonds Series 2014	55,143,970				55,143,970		11,039
BBVA - Construction LT Bonds Series 2015	11,039						79,110,854
TexPool LGIP	164,128,499	70,014,531			15,003,114		
06/14/16--Texas Regional Bank CD	5,000,000	5,000,000					
09/01/16--Texas Regional Bank CD	1,501,309	1,501,309					
09/14/16--Southside Bank CD	15,000,000	5,000,000					10,000,000
12/01/16--Inter National Bank CD	1,501,683	1,501,683					
12/14/16--Southside Bank CD	10,000,000						10,000,000
02/28/17--BBVA CD	15,115			15,115			
02/28/17--BBVA CD	200,300			200,300			
02/28/17--BBVA CD	116,816			116,816			
03/01/17--Inter National Bank CD	2,002,244	2,002,244					
03/14/17--Southside Bank CD	5,000,000	5,000,000					
06/01/17--Inter National Bank CD	3,003,740	3,003,740					
06/12/17--Southside Bank CD	5,000,000	5,000,000					
09/01/17--Inter National Bank CD	1,502,057	1,502,057					
09/14/17--Southside Bank CD	5,000,000	5,000,000					
12/01/17--Inter National Bank CD	3,006,358	3,006,358					
12/14/17--Southside Bank CD	5,000,000	5,000,000					
Totals	\$ 393,682,465	\$ 188,609,641	\$ 27,047,231	\$ 332,231	\$ 23,427,499	\$ 55,143,970	\$ 99,121,893

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. May 24, 2016 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the May 24, 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 May 24, 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, May 24, 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, May 24, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Mr. Roy de León, presiding.

Members present: Mr. Roy de León, Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Mr. Gary Gurwitz, and Mr. Jesse Villarreal

Members absent: Ms. Rose Benavidez and Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Fernando Lamas, Mr. Pablo Hernandez, Mr. Matthew Hebbard, Dr. Ali Esmaeili, Mr. Mario Reyna, Mrs. Brenda Balderaz, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. George McCaleb, Mr. Ali Kolahdouz, Mr. Jesus Campos, Mr. Karey Barnes, Mrs. Marie Evans, Ms. Martha Pena, Mr. William Collins, Mr. Eddie Diaz, Mrs. Christina Cavazos, Mrs. Myriam Lopez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Jim Hotep, Mr. Bill Wilson, Mr. Josue Reyes, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Recognition of Outgoing Board Officers for 2014 – 2016

In appreciation for their leadership and support of South Texas College, the students, faculty, staff and administration recognized and extended sincere appreciation to the outgoing Board Officers who have completed their two-year terms.

The outgoing Board Officers were:

Mr. Roy de León, Chair
Dr. Alejo Salinas, Jr., Vice Chair
Mr. Paul R. Rodriguez, Secretary

Their service and dedication to making STC a world-class higher education institution and their commitment to providing each student with high expectations for success was acknowledged and appreciated.

Dr. Reed recognized and thanked each Board Officer for their last two years of service.

Election of Board Officers

The Board of Trustees Policy Manual calls for the election of officers to be held at the first regular meeting of the Board of Trustees following the May trustee election in even numbered years or at any other time when necessary to fill a vacancy, TEX.EDU.CODE § 130.082.

The policy outlines the regulations that govern the manner in which each officer will be elected and describes the responsibilities for the given offices. Policy # 1100: Board Officers was included in the packet for the Board's information.

Mr. Roy de León served as Chair, Dr. Alejo Salinas, Jr. as Vice Chair, and Mr. Paul R. Rodriguez as Secretary for the past two years from May 2014 to May 2016.

It was necessary to elect new officers for the positions of Chair, Vice Chair, and Secretary. The Board may choose to elect each office separately or elect a slate of officers at one time.

Chair Mr. Roy de León called for nominations of Board officers.

Mr. Jesse Villarreal nominated Dr. Alejo Salinas, Jr. to serve as Chair and Mrs. Graciela Farias to serve as Vice Chair.

Mr. Paul R. Rodriguez nominated Mr. Jesse Villarreal to serve as Secretary.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College closed nominations for Officers of the Board to serve from May 2016 through May 2018. There was no discussion, and the motion carried.

With only one nomination for each Office, Chair de León called for a vote to confirm that Dr. Alejo Salinas, Jr. was elected Chair of the Board, Mrs. Graciela Farias was elected Vice Chair, and Mr. Jesse Villarreal was elected Secretary. The Board voted to confirm, and the election was completed.

Upon the completion of the election, Mr. Roy de León passed the gavel to Dr. Alejo Salinas, Jr., who presided over the remainder of the May 24 2016 Board of Trustees Regular Board Meeting.

Public Comments

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

Presentations

A. Presentation on Celebration of May 13-14, 2016 Commencement Ceremonies

There were five graduation ceremonies conducted at the State Farm Arena on May 13 -14, 2016.

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, will introduce Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar. Dean Hebbard provided the Board with a presentation on the collaborative strategies for preparing a record number of graduates and “behind the scenes” production of the graduation ceremonies. There were over 120 people, including Trustees, administrators, faculty, and staff, that participated in the planning and production of the graduation ceremonies to honor these graduates.

Number of Students Earning a Credential in each Division in Spring 2016:

Liberal Arts	919
Social Sciences	681
Nursing and Allied Health	614
Business and Technology	1716
Math and Science	290
Baccalaureate	139
Total	4359

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

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. April 26, 2016 Regular Board Meeting

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and adopted the April 26, 2016 Regular 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 Center for International Business Education and Research (CIBER) Minority Serving Institution and Community College Case Development Competition Grant from Indiana University in the Amount of \$1,500.00**

Indiana University (IU) Center for International Business Education and Research (CIBER) research grant in the amount of \$1,500 is awarded for a project titled "A Natural Gas Pipeline Network Between Russia and China: Is this a Viable Option to Improve Economic Growth and Well-being in Both Countries?"

This grant award supports faculty research and development of a case study for Economics courses. Faculty will develop the case as a learning opportunity that integrates technology so that South Texas College students can study the reduction of emissions, decreases in lung/asthma cases, and gains from trade. The case study will be utilized by instructors who teach the following courses: ECON.2301 (Macroeconomics) and ECON.2302 (Microeconomics). Funds will be utilized for case research and development, travel, applet development, and printing for instructional materials. The funding period is from April 2016 through March 2017.

This award aligns with Strategic Direction #4, Collective Responsibility. The development and integration of this case into Economics course will provide innovative curriculum for students that integrates technology and that concurrently helps develop faculty knowledge as they research and develop the case for students.

- 2. The Texas Science, Technology, Engineering, and Mathematics (T-STEM) Challenge Scholarship Program Grant from the Texas Higher Education Coordinating Board (THECB) in the Amount of \$368,980.00**

This grant will provide funding for scholarships for students enrolled in science, technology, engineering, and mathematics (STEM) programs. The purpose of the grant

is to support the development, implementation, and maintenance of scholarships to eligible, high achieving college students pursuing degree programs in identified STEM programs at eligible institutions.

T-STEM grants are intended to increase the graduation of students enrolled in STEM and related degree and certificate programs. The funding period is for FY 2017 and FY 2018 (\$184,490 for FY 2017 and \$184,490 for FY 2018).

This award aligns to Strategic Direction #1, Clear Pathways by seeking to increase graduation and by supporting their educational experience, and to #3 High Success Rate, by promoting student academic success through scholarships for high-achieving students.

The presented grants would provide up to \$370,480 in additional funding for the College to provide services and opportunities throughout the region.

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

1. The Center for International Business Education and Research (CIBER) Minority Serving Institution and Community College Case Development Competition Grant from Indiana University in the Amount of \$1,500.00
2. The Texas Science, Technology, Engineering, and Mathematics (T-STEM) Challenge Scholarship Program Grant from the Texas Higher Education Coordinating Board (THECB) in the Amount of \$368,980.00

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, May 10, 2016:

- a. *Review and Discussion of Concerns Raised by ADN Program Students in Advanced Concepts of Adult Health (RNSG 2331)*

Mrs. Graciela Farias was unable to attend the Board Meeting and her review of the Education and Workforce Development Committee presentation was postponed to a later meeting.

No action was taken.

Review and Action as Necessary on Award of Student Insurance

Approval was requested to award the student insurance proposals for voluntary student accident insurance, voluntary student accident and sickness insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as follows:

- **Voluntary Student Accident Insurance:**

Student Assurance Services, Inc. / National Guardian Life Insurance Company for the period beginning August 29, 2016 through August 28, 2017. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**

- **Voluntary Student Accident and Sickness Insurance:**

No proposals were received for Voluntary Student Accident and Sickness Insurance. The lack of proposals on this line of coverage is due to the implementation of the Affordable Health Care Act which requires individuals to carry personal health insurance.

- **Student / Faculty Medical Professional Liability Insurance:**

Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading PA for the period beginning August 29, 2016 through August 28, 2017. The premium is \$25,269 which is approximately \$10 per student.

The recommendation is based on 2,526 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Allied Health and Child Development programs. The College and Faculty are insured parties at no cost to the student or to the College.**

- **Student Accident Insurance – Workforce Training Programs:**

Student Assurance Services / National Guardian Life Insurance Company for the period beginning from August 29, 2016 through August 28, 2017. The student accident insurance limit is \$25,000. The annual premium is \$2,700.

The Workforce Training premium is based on 767 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Emergency Care Assistant, Pharmacy Technician, Dental Assistant, Medication Aide, Medical Office Clerk, Forklift, Medical Coding, Welding, Green Retrofit, Logistics and Framing. The premium of \$2,700 includes all participants. **This cost is covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

The request for proposals was advertised and issued to three (3) vendors. Two (2) responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Ken Lyons, Risk Manager and the Purchasing Department.

The recommendation provided by Mr. Raul Cabaza, III, was provided in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval of the proposal awards for voluntary student accident insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposal awards for voluntary student accident insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as presented. The motion carried.

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Amendment of a Previously Approved Purchase

The Finance and Human Resources Committee recommended Board of the proposal awards, purchases, renewals, and amendment of a previously approved purchase as listed below:

- | | |
|------------------------------------|---|
| A. Awards | D. Technology Items |
| B. Instructional Items | E. Amendment of a Previously Approved Purchase |
| C. Non- Instructional Items | |

A. Awards

- 1) Audio Visual Equipment and Parts – I (Award):** award the proposal for audio visual equipment and parts – I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$18,032.00;
- 2) Audio Visual Equipment and Parts – II (Award):** award the proposal for audio visual equipment and parts – II to **Adorama, Inc.** (New York, NY), at a total amount of \$15,787.35;
- 3) Audio Visual Equipment and Parts – III (Award):** award the proposal for audio visual equipment and parts – III to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,772.00;
- 4) Cooper Center Conference Rooms Audio Visual Upgrade (Award):** award the proposal for the Cooper Center conference rooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$95,676.50;

- 5) **Distance Learning Lab Audio Visual Upgrade (Award):** award the proposal for the distance learning lab audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,960.00;
- 6) **Library Database Subscription (Award):** award the proposal for a library database subscription to **Amigos Library Services** (Dallas, TX), for the period beginning August 1, 2016 through July 31, 2017 with two one-year options to renew, at an amount of \$9,940.00;
- 7) **Metal Products for Welding Programs (Award):** award the proposal for the metal products for welding programs for the period beginning May 29, 2016 through May 28, 2017 with the two one-year options to renew, at an estimated amount of \$30,000.00 based on prior history. The vendors are as follows:
 - **Alamo Distribution, LLC./dba Alamo Iron Works** (San Antonio, TX)
 - **George Baldree Consulting** (Brownsville, TX) (New)
 - **Industrial Suppliers Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
 - **Rio Grande Steel** (Edinburg, TX)
 - **Rodriguez Pipe & Steel/dba Lone Star Steel & Supply** (McAllen, TX) (New)
- 8) **Science and Engineering Labs Analog to Digital Audio Visual Upgrades (Award):** award the proposal for science and engineering labs analog to digital audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$106,181.00;

B. Instructional Items

- 9) **Online Essay Review Services Agreement (Purchase):** purchase an online essay review services agreement with **Smarthinking/NCS Pearson, Inc.** (Chicago, IL), a sole source vendor, for the period beginning May 25, 2016 through August 31, 2016, at an estimated amount of \$10,000.00 which provides 400 service hours;
- 10) **Simulation Recording System (Purchase):** purchase a simulation recording system from **Laerdal Medical Corporation** (Wappingers Falls, NY), a sole source vendor, at a total amount of \$21,793.54;
- 11) **Spectrophotometers (Purchase):** purchase spectrophotometers from **Shimadzu Scientific Instruments** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$44,724.62;

C. Non – Instructional Items

- 12) **Carpet and Installation (Purchase):** purchase carpet and installation from **Intertech Flooring** (Austin, TX/Mission, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning June 1, 2016 through May 31, 2017, at an estimated amount of \$25,000.00;
- 13) **Furniture (Purchase):** purchase furniture from the National Joint Powers Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$143,417.35;

#	Vendor	Amount
A	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$10,564.58

B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$9,886.38
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,743.96
D	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$121,222.43
	Total	\$143,417.35

- 14) Shuttle Buses (Purchase):** purchase of shuttle buses from **National Bus Sales** (Justin, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$363,975.75;
- 15) Training Services (Purchase):** purchase of training services from **The University of Texas Rio Grande Valley (UTRGV)** (McAllen, TX) through an interlocal agreement, for the period beginning June 29, 2016 through July 1, 2016, at a total cost of \$29,250.00;
- 16) Architectural On-Call Services (Renewal):** renew the contracts for architectural on-call services as needed for district wide non-bond construction projects less than \$500,000.00 in total construction costs for the period beginning June 27, 2016 through June 26, 2017 with the following vendors:
- a. **Boultinghouse Simpson Gates Architects** (McAllen, TX)
 - b. **EGV Architects, Inc.** (Hidalgo, TX)
 - c. **ERO International, LLP.** (McAllen, TX)
 - d. **PBK Architects, Inc.** (McAllen, TX)
 - e. **Rike Odgen Figueroa Alex Architects, Inc.** (McAllen, TX)
- 17) Grounds Maintenance (Renewal):** renew the grounds maintenance contract with **Maldonado Nursery & Landscape, Inc.** (La Feria, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated cost of \$266,894.00;
- 18) Mechanical, Electrical, and Plumbing Engineering On-Call Services (Renewal):** renew the contracts for mechanical, electrical, and plumbing engineering on-call services as needed for district wide non-bond construction projects less than \$300,000.00 in total construction costs for the period beginning July 26, 2016 through July 25, 2017 with the following vendors:
- a. **DBR Engineering Consultants, Inc.** (McAllen, TX)
 - b. **Half Associates, Inc.** (McAllen, TX)
 - c. **Sigma HN Engineers, PLLC.** (McAllen, TX)
- 19) Online Employee Training Services (Renewal):** renew the online employee training services contract with **Workplace Answer, LLC.** (Austin, TX) for the period beginning July 1, 2016 through June 30, 2017, at a total amount of \$14,995.00;
- 20) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 23, 2016 through August 26, 2017, at an estimated amount of \$40,177.60;

D. Technology

- 21) Application Management Services (Purchase):** purchase application management services from **Texas A & M University – Corpus Christi** on behalf

of the **Texas Connection Consortium** and **Ellucian Company, LP.** for the period beginning June 1, 2016 through August 31, 2018, at a total amount of \$644,684.00. The annual payments are as follows: 1st Year - \$72,924.00, 2nd Year - \$287,622.00, and 3rd Year - \$284,138.00;

- 22) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hill, IL), in the total amount of \$46,793.61;
- 23) Integration Services (Purchase):** purchase of integration services from **Texas A&M University-Corpus Christi** on behalf of **Texas Connection Consortium** and **Ellucian Company, LP.**, for the period beginning May 25, 2016 through August 31, 2016, at a total cost of \$20,196.00;
- 24) Online Catalog Management Software (Purchase):** purchase an online catalog management software from **Leepfrog Technologies** (Iowa City, IA) (New), a sole source vendor, for a cost of \$89,000.00 for the period beginning June 1, 2016 through May 31, 2017. It will include the software license, delivery services, and transition services for the first year of service. On-going cost after the initial year will be \$16,020.00 per year, which includes ongoing support services, upgrades and modifications, maintenance, and training as needed;
- 25) Network Cabling Services (Renewal):** renew the network cabling services contract with **BridgeNet Communications, LLC.** (Donna, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated amount of \$75,000.00;
- 26) Software Maintenance and Support Agreements (Renewal):** renew the software maintenance and support agreements with **Evisions** (Irvine, CA), a sole source vendor, for the period beginning April 1, 2016 through July 31, 2017, at a total amount of \$22,902.00;

E. Amendment of a Previously Approved Purchase

- 27) Pecan Campus Library Compact Shelving and Installation (Purchase):** at the April 26, 2016 Board Meeting, the Board of Trustees approved the purchase of the Pecan Campus Library Compact Shelving, Installation, and Services from Library Design Systems, Inc. in the amount of \$337,269.64. In discussion with the manufacturer, the purchase order needs to be amended as follows:
- **Compact Shelving and Installation** - Change vendor from Library Design Systems, Inc. (authorized dealer) to **Montel Aetnastak, Inc.** (Satellite Beach, FL) (New), (manufacturer), the State of Texas Multiple Award Schedule (TXMAS) approved vendor. The purchase order is required to be issued to the manufacturer instead of the dealer, according to the TXMAS program.
 - **Services** - Remove the services from the purchase, as per manufacturer's request. Services included removing books from the shelves, packing books for storage, disassembling book shelves, unpacking of books, and re-shelving books. The College plans to issue a new RFP in the future to expand the services to cover this project and additional proposed project, such as the 2013 Bond Construction library projects.
 - **Total Purchase Amount** - Decrease from \$337,269.64 to \$283,121.63, which will cover the Compact Shelving and Installation.

The total for all proposal awards, purchases, renewals, and amendment of a previously approved purchase was \$2,465,273.95.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized all proposal awards, purchases, renewals, and the amendment of a previously approved purchase as presented. The motion carried.

Review and Action as Necessary on Participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives

Approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperative was requested.

Purpose – The Purchasing Department requested participation in the two (2) purchasing cooperatives, which would provide larger purchase discounts, reduce administrative cost in preparing request for proposal (RFP), and reduce the solicitation cost.

Justification – The Board of Trustees previously approved the purchasing cooperative participation with the Texas Cooperative Purchasing Network (TCPN) at the October 26, 2000 Board of Trustees Meeting. TCPN was acquired by the National Intergovernmental Purchasing Alliance to provide a greater number of products and services for public agencies.

National Joint Powers Alliance was available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following are some of the benefits:

- There is no membership or participation fee
- No bulk purchasing is required
- Quality products and services
- No purchase obligations
- Significant discounts
- National vendors are available
- No lengthy costly bid processes
- No advertising or posting fees
- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- NIPA and NJPA maintains open competition for purchases by complying with purchasing laws of Texas

Purchases through these cooperatives would be conducted as options and would be completed only after it was determined to be the best value for the College. Some of the participants in the cooperatives were local vendors.

Participation in these purchasing cooperatives would provide additional sources of vendors which have competitively awarded bids. This membership would not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term Contracts.

The participation in these purchasing cooperatives would benefit the College during transitions periods of the state contracts and prevent any delaying in procuring products and services.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the Board Meeting to address any questions.

The Finance and Human Resources Committee recommended Board approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the College's participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives as presented. The motion carried.

Discussion and Action as Necessary on Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017

Approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 was requested.

a. Faculty Salary Increases

The College has a Faculty Salary Schedule that includes Steps based on degree attainment and years of service with the College.

The approved Faculty Salary Plan for FY 2015-2016 was based on an average increase of 3%. The base for a master's degree was increased from \$40,644 to \$41,175 or by an additional \$531.00. The average 3% increase and step adjustments was approved by the Board for FY 2015-2016 at a total cost of approximately \$936,511.

In keeping with the College's commitment to retain and recruit qualified Faculty, the proposed preliminary faculty salary increase for FY 2016-2017 was approximately \$971,829, which was based on an average increase of 3%. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Faculty Salary Increases			
Category	Average Increase Percentage	FY 2015-2016 Increase Amount	FY 2016-2017 Proposed Increase Amount
Faculty	3%	\$936,511	\$971,829

b. Non-Faculty Personnel Salary Increases

In Fiscal Year 2015-2016, salary increases in the amount of approximately \$806,261 were awarded for existing non-faculty positions which were based on a 3% increase.

In keeping with the College's commitment to recruit and retain qualified non-faculty personnel, the following estimated salary increases for Fiscal Year 2016-2017 totaling \$755,018, based on 3% increase, were proposed. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Non-Faculty Personnel Salary Increases			
Category	Increase Percentage	FY 2015-2016 Increase Amount	FY 2016-2017 Proposed Increase Amount
Administrative	3%	\$115,899	\$122,731
Executive	3%	16,025	19,109
Classified	3%	227,205	204,647
Professional/Technical, Exempt	3%	157,618	147,918
Professional/Technical, Non Exempt	3%	289,514	260,613
Total		\$806,261	\$755,018

The FY 2016-2017 proposed estimated Salary Adjustments for Faculty were \$971,829 and for Non-Faculty Personnel were \$755,018, for a total of \$1,726,847.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Board Meeting to address any questions.

The Finance and Human Resources Committee recommended Board approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 as presented. The motion carried.

Discussion and Action as Necessary on New Staff Positions for FY 2016-2017

Approval of the New Staff Positions for FY 2016-2017 was requested.

Administration reviewed the need for additional new non-faculty staffing positions for FY 2016-2017 with staff and supported the recommendations, subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there were some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes were shown in the included documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of twelve (12) new positions were requested for a total amount of \$494,000. Funding in the amount of \$260,000, for six (6) of these new positions was identified from salary pools, resulting on a proposed net increase in salary budget of \$234,000, as follows:

Funding	Amount
Funding Requested for New Positions	\$494,000
Less -- Funding from Pool Positions	\$260,000
Net Salary Budget Increases for New Positions	\$234,000

A listing of the proposed new staff positions for FY 2016-2017 was included in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Board Meeting to address any questions.

The Finance and Human Resources Committee recommended Board approval of the New Staff Positions for FY 2016-2017. Administration made some revisions, as shown in the included documentation, and recommended approval as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the New Staff Positions for FY 2016-2017 as presented. The motion carried.

Discussion and Action as Necessary on Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 was requested.

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. Additional modifications

including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there were some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes were shown in the following documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of thirty-eight (38) salary adjustments/reclassifications for FY 2016-2017 were requested for a total amount of \$141,308. Funding in the amount of \$100,470 was identified from salary pools, resulting on a proposed net increase in salary budget of \$40,838.

A listing of the salary adjustments and reclassifications for FY 2016-2017 was included in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Board Meeting to address any questions.

The Finance and Human Resources Committee reviewed and recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017. Administration has made some revisions, as shown in the following documentation, and recommends approval as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as presented. The motion carried.

Discussion and Action as Necessary on New Non-Faculty Staff Positions for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion

Approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 was requested.

An estimated 600,000 square feet of facilities would be added to the South Texas College campuses by the 2013 Bond Construction Program. As a result, it was anticipated that additional staff would be required to service, operate, and maintain the facilities.

Administration reviewed the need for additional new non-faculty staffing positions necessary for the expanded facility scope for FY 2016-2017 with staff and supported the recommendations, subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there were some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes were

shown in the included documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of 152 new positions for occupying and maintaining the new facilities was requested for a total amount of \$2,399,100. The new positions were proposed to be hired between the period of October 2016 through August 2017 in preparation of the completion and occupancy of the new facilities.

Funding Requested 2013 Bond Construction Program Facilities Expansion	Amount
New Non-Faculty Staff Positions	\$2,399,100

A list of the preliminary proposed positions was included in the packet for the Board's information and review.

A summary of the preliminary proposed new staff positions by Classification necessary for the expanded facility scope was as follows:

a. New Non-Faculty Staff Positions

- Academic Affairs - 16 position titles
 - ⇒ 7 Classified
 - 4 Faculty Secretary
 - 2 Lab Assistant - NAH
 - 1 Speech Lab Technician

 - ⇒ 2 Professional/Technical Exempt
 - 1 Distance Learning Instructional Facilitator
 - 1 Simulation Coordinator

 - ⇒ 7 Professional/Technical Non-Exempt
 - 1 Biomedical Simulation Specialist
 - 1 Lab Coordinator
 - 1 Lab Specialist II - Engineering
 - 2 Student Services Specialist II
 - 2 Student Success Specialists

- Finance and Administrative Services – 100 position titles
 - ⇒ 2 Administrative/Exempt
 - 1 Assistant Director of Facilities Operations and Maintenance
 - 1 Assistant Director of Facilities Planning and Construction

⇒ 76 Classified

- 1 Administrative Assistant
- 2 Carpenter
- 28 Custodian
- 3 Electrician
- 2 Energy Technician
- 2 Fixed Asset & Receiving Technician
- 5 Floor Technicians
- 1 FPC Project Technician
- 2 HR Assistant
- 4 Lead Custodian
- 1 Locksmith
- 3 Maintenance Assistant
- 4 Maintenance Technician
- 2 Painter
- 3 Plumber
- 12 Security Guard
- 1 Warehouse Technician

⇒ 5 Professional/Technical Exempt

- 2 Campus Facility Manager
- 1 Facilities Operations & Maintenance Administrative Coordinator
- 1 FPC Project Manager
- 1 Buyer

⇒ 17 Professional/Technical Non-Exempt

- 1 Accounting Specialist
- 1 Accounts Payable Specialist
- 1 Construction Supervisor
- 1 Coordinator or Emergency Preparedness and Training
- 1 Custodial Supervisor
- 1 Distribution Services Specialist
- 1 HR Staffing Specialist
- 1 Operations Support Coordinator
- 1 Payroll Specialist
- 1 Police Compliance Coordinator
- 5 Police Officer
- 1 Security Support Specialist
- 1 Technical Facilities Specialist

• Information Services and Planning – 23 position titles

⇒ 14 Classified

- 2 IT Assistant I
- 1 IT Assistant I
- 1 IT Assistant I
- 2 IT Assistant I
- 1 IT Assistant II
- 1 IT Assistant II
- 6 Open Lab Technician

- ⇒ 1 Professional/Technical Exempt
 - 1 Project Manager – Instructional Technologies

- ⇒ 9 Professional/Technical Non-Exempt
 - 1 Client Services Specialist
 - 1 Computer Analyst
 - 3 Computer Services Specialist
 - 1 Network Services Analyst I
 - 1 Library Specialist
 - 1 Open Labs Analyst
 - 1 Technology Specialist

- Student Affairs and Enrollment Management – 12 position titles
 - ⇒ 2 Classified
 - 2 Secretary (Student Activities)

 - ⇒ 4 Professional/Technical Exempt
 - 2 Coordinator of Student Activities for Events
 - 2 Counselor

 - ⇒ 6 Professional/Technical Non-Exempt
 - 2 Admissions Specialist
 - 2 Financial Aid Specialist for Veterans
 - 2 Student Activities Specialist

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Board Meeting to address any questions.

The Finance and Human Resources Committee recommended Board approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017. Administration has made some revisions, as shown in the following documentation, and recommends approval as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017, as presented. The motion carried.

**Discussion and Action as Necessary on Non-Faculty Salary
Adjustments/Reclassifications for FY 2016-2017 as Necessary for the
2013 Bond Construction Program Facilities Expansion**

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion was requested.

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. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there were some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes were shown in the included documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of eleven (11) Non-Faculty salary adjustments/reclassifications for the 2013 Bond Construction Program Facilities Expansion were requested for a total amount of \$86,341.

A listing of the salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 was provided in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Board Meeting to address any questions.

The Finance and Human Resources Committee reviewed and recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion. Administration has made some revisions, as shown in the following documentation, and recommends approval as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion as presented. The motion carried.

Discussion and Action as Necessary on Proposed Projects for Internal Auditor

Approval of proposed projects for the Internal Auditor was requested.

Staff recommended projects for the Board's consideration for the Internal Auditor's review for this Fiscal Year and Fiscal Year 2016-2017. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2015-2016 (Scheduled)
 1. Fraud Survey
 2. Surprise Cash Counts – Cashiers Office
 3. Departmental Fixed Assets
 4. Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)
 5. Mileage Reimbursement Procedures
 6. Food Services Department Cash Handling Procedures

- FY 2016-2017 (Scheduled)
 1. Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
 2. Fraud Survey
 3. Time Keeping System Compliance
 4. Custodial Services - Work Orders, Purchase Orders, and Inventory
 5. Student Activities Procedures
 6. Banner Computer System Security and Access

The list of Internal Audits conducted for FY 2003-2004 through FY 2016-2017 as included in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed projects for the Internal Auditor 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 provided the update.

Review and Action as Necessary to Adopt Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program

The Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program was reviewed and presented for adoption at the May 24, 2016 Board meeting.

Purpose

The Board was asked to approve the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program projects.

By approving and adopting an official GMP Timeline, the Board formalized the schedule to give all concerned parties clear expectations on the delivery of GMPs for Board approval. Broaddus & Associates presented clear dates for the occupancy of the 2013 Bond Construction Program projects.

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. The scheduled GMPs and updated occupancy timeline would confirm that the Program Manager consultant would submit GMPs per the Board approved timeline.

Background

On April 26, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only. Broaddus and Associates subsequently updated the schedule to include construction and occupancy dates, and presented this schedule for formal adoption by the Board.

Enclosed Documents

The packet included the scheduled Guaranteed Maximum Prices (GMPs) and updated occupancy timeline provided by Broaddus and Associates.

Presenters

Representatives from Broaddus & Associates were present at the Board Meeting to present the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program.

The Facilities Committee recommended approval of the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and adopted the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program as presented. The motion carried.

Review and Action as Necessary on Negotiated Fees for Civil Engineering Services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

Approval of negotiated fees for civil engineering design services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements was requested.

Purpose

Authorization was requested to approve negotiated fees with Dannenbaum Engineering Company for civil engineering design services and surveying for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements.

Justification

Broaddus and Associates negotiated with Dannenbaum Engineering Company to finalize design fees.

Background

On February 23, 2016, the Board approved contracting with civil engineering design services with Dannenbaum Engineering Company for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements. Broaddus & Associates negotiated with Dannenbaum Engineering Company to finalize design fees based on previously approved fees by the Board for the other bond projects. The proposed fees submitted by Dannenbaum Engineering Company were as follows:

Dannenbaum Engineering Co.						
Construction Cost Limitations (CCL)	Initial Percentage	Offer	Accepted	Design Fee	Consultant's Reimbursable Expenses	Total Fee
\$1,350,000	26.80%	8.61%	8.60%	\$116,100	\$0	\$116,100

The project scope would include all civil engineering services, utilities, infrastructure and grading to support the new building, new parking lot, and vehicle driving track.

Funding Source

Funds for these expenditures were budgeted in the Bond Construction budget for FY 2015-2016, Texas Department of Public Safety, and non-bond funds.

Reviewers

The fee proposal was reviewed by Broaddus and Associates and Facilities Planning and Construction Department staff.

Enclosed Documents

The recommended fee proposal from Dannenbaum Engineering Company as included in the packet.

Presenters

Representatives from Broaddus & Associates and Dannenbaum Engineering Company were present at the Board Meeting to respond to questions related to this recommendation.

The Facilities Committee recommended Board approval of the negotiated fees for civil engineering design services with Dannenbaum Engineering Company in the amount of \$116,100 for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the negotiated fees for civil engineering design services with Dannenbaum Engineering Company in the amount of

\$116,100 for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented. The motion carried.

Review and Action as Necessary on Request for Construction Manager-at-Risk Proposals (RFP) for the 2013 Bond Construction Regional Center for Public Safety Excellence

Approval to request Construction Manager-at-Risk proposals for the 2013 Bond Construction Regional Center for Public Safety Excellence was requested.

Purpose

Authorization was requested to solicit for Construction Manager-at-Risk proposals for the 2013 Bond Construction Regional Center for Public Safety Excellence.

Justification

Requests for Construction Manager-at-Risk proposals were necessary to be able to procure a firm to provide construction management-at-risk services. Once the proposals were received, an evaluation team would review the RFP's using the currently approved procurement process and would recommend a Construction Manager-at-Risk firm to the Facilities Committee at a later date.

Background

On March 25, 2015, RFP submittals were received for construction manager-at-risk services for the 2013 Bond Construction Program. This RFP excluded the Regional Center for Public Safety Excellence project. At this time, the program manager requested approval to issue an RFP for this project.

Funding Source

Funds for these expenditures were budgeted in the bond construction budget for FY 2015-2016. Additional funding from the Texas Department of Public Safety and Pharr-San Juan-Alamo ISD was also committed.

The Facilities Committee recommended Board approval to issue a Request for Proposals for Construction Manager-at-Risk services for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Request for Proposals for Construction Manager-at-Risk services for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented. The motion carried.

Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Nursing and Allied Health Campus Expansion

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Nursing and Allied Health Campus Expansion was requested.

Purpose

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

Justification

The submitted Partial GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule and to procure the steel prior to an anticipated price increase. ERO Architects submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP was for the foundation and structure and included areas of concrete, steel, and under slab mechanical, electrical and plumbing infrastructure work only.

Background

ERO Architects completed the construction documents necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. 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 engineer provided the necessary construction documents to D. Wilson Construction Company which provided the partial GMP in the amount of \$4,256,400. The CM@R would submit the balance of the GMP for approval at a later date.

At the May 10, 2016 Facilities Committee meeting, the Facilities Committee requested to view the schematic renderings showing options with and without the alternate arched roof on the west side and east sides of the building. This would allow the Committee to make an informed decision on whether to include Alternate 1 in the GMP.

Base Bid	Alternate 1 (Arched Roof- Top Structure)	Partial GMP	Estimated Future Additional Finished Arched Roof-Top*	Estimated Total for Arched Roof- Top
\$4,142,000	\$114,400	\$4,256,400	\$150,000	\$264,400

**Estimate provided by D. Wilson Construction Company and Broaddus and Associates*

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Nursing and Allied Health Campus project was \$16,600,000. 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 he 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 D. Wilson Construction Company was included in the packet.

Presenters

Representatives from Broaddus & Associates, ERO Architects, and D. Wilson Construction Company were present at the Board Meeting to present the proposed Partial Guaranteed Maximum Price.

Review of Construction Alternate for Curved Roof-Top Structure

The Schematic Design included a decorative curved roof-top structure that was added at the request of the Board of Trustees to tie the new and prominently visible to the aesthetic of other South Texas College buildings.

D. Wilson Construction priced the decorative curved roof-top structure as a construction alternate to let the Board of Trustees determine its added cost to the project. For structural materials alone, it was expected to add \$114,400 to the cost of the project; with finishing it was expected to cost over \$200,000 total.

The Facilities Committee asked the item to be brought back before it at the special Facilities Committee Meeting on May 24, 2016, including renderings with and without the curved roof-top structure to let them weight its aesthetic value to the prominent building.

The Construction Manager-at-Risk advised that the decision needed to be made during GMP approval, because the design would require additional support features for the curved roof-top structure that would not be built if the structure was not approved.

With the arched roof-top structure, the GMP would be \$4,256,400. Without this structure, the GMP would be \$4,142,000.

On May 10, 2016 and May 24, 2016 the Facilities Committee reviewed this item and made no recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company and rejected the alternate for the arched roof, for the 2013 Bond Construction Nursing and Allied Health Campus Expansion as presented. The motion carried, with one vote opposed.

Review and Action as Necessary on the Balance of the Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation

Broaddus and Associates was present to discuss the current status of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation.

Broaddus and Associates, EGV Architects, and E-Con reviewed the GMP cost estimates. It was determined that these costs exceeded the current Construction Cost Limitation (CCL). The project team would continue to address cost issues and planned to present the balance of the GMP at the June 2016 Facilities Committee meeting.

No action was taken.

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

Broaddus and Associates was present to discuss the current status of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Parking and Site Improvements.

Broaddus and Associates, EGV Architects, and E-Con reviewed the GMP cost estimates. It was determined that these costs exceeded the current Construction Cost Limitation (CCL). The project team would continue to address cost issues and planned to present the balance of the GMP at the June 2016 Facilities Committee meeting.

No action was taken.

Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion

The design space and program for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion was reviewed at the May 24, 2016 Board meeting.

Purpose

The Board was informed of the design space for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion.

Justification

The current design space and program exceed the budget limitations. Discussion on this item was requested to provide options on how to proceed.

Background

On April 25, 2016 as part of the budget confirmation update, Broaddus and Associates identified projects that were becoming budget challenged due to space program increases. Mid Valley Campus Student Services Addition was one of these projects. An update was provided on the current status of the project in terms of space, cost, and options. Listed below is the original space program and the revised space program based on the design meetings with the project team and college staff.

Space	
Original Program (per contract)	
Cafeteria (servery, vending, etc.)	4,800SF
Dining/Storage/Student Activities	4,470SF
Net To Gross	4,992SF
Total SF	14,262SF

Revised Program	
Cafeteria (server, vending etc.)	TBD
Dining/Storage/Student Activities	5,220 SF
Student Admissions	3,420 SF
Net To Gross	4,652 SF
Current Kitchen (remodel)	3,600 SF
Total SF New and Remodeled	16,892SF

Listed below are the costs budgeted for the project and preliminary construction estimates provided by Skanska USA based on design development drawings from ROFA Architects.

Costs	
Construction Cost Limitation	\$2,500,000
Budget for kitchen equipment	\$325,000
OCIP Cost	(\$32,401)
Total Current Budget	\$2,792,599
Design Development Skanska Estimate	\$4,007,807
Amount Over Budget	(\$1,215,208)

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Student Services Building project was \$2,500,000. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015 - 2016. Broaddus and Associates provided possible options for addressing the budget.

Options

1. Remove outdoor canopy to help reduce overage
 \$ 157,810 (Design Development Estimate)
2. Re-allocate funds from other campus program contingencies
3. Use local funds for remodeling of kitchen

Enclosed Documents

Space programs, space diagram, and schematic floor plan.

Presenters

Representatives from Broaddus & Associates, ROFA Architects, and Skanska USA Building, Inc. were present at the Board meeting.

The Facilities Committee reviewed this item at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m. and recommended no action for Board consideration.

Mr. Gurwitz restated the Facilities Committee discussion that the Board should not take action on the design space and programming for the Mid Valley Campus Student Services Building Expansion project until Broaddus & Associates presented a clear estimate of costs for all 2013 Bond Construction Program projects at the Mid Valley Campus, which was expected in June 2016.

No action was taken.

Review and Action as Necessary on Testing and Balancing Engineering Services for the 2013 Bond Construction Program

Approval of testing and balancing engineering services for the 2013 Bond Construction program was requested.

Purpose

Authorization was requested to approve a pool of testing and balancing engineering firms for the 2013 Bond Construction program for a period of one year with two one-year options to renew.

Justification

Testing and balancing engineering services would be necessary to certify that all heating, ventilation, and air conditioning (HVAC) equipment and systems were operating at the required design capacities as specified in the construction documents for each building. Some of the anticipated engineering services which may be provided were as follows:

- Confirm HVAC system controls function as specified
- Confirm HVAC system air flow and volume meet specifications
- Confirm HVAC system equipment function as specified
- Make recommendations on adjustment to HVAC system to maximize performance and minimize energy consumption
- Prepare reports identifying deficiencies in the system so contractor can make corrections prior to final acceptance of construction work

Background

Solicitation for Request for Proposals for these services began on September 28, 2015. A total of two (2) proposals were received on October 13, 2015. The proposals have been confirmed with the vendors and were still valid proposals.

Timeline for Solicitation for Request for Proposals	
September 28, 2015	Solicitation for Request for Proposals began.
October 13, 2015	Two (2) proposals were received.

Broaddus and Associates and college staff evaluated the qualifications for the testing and balancing engineering firms' and recommended the following campuses be assigned per firm:

Firm	Campus
Engineered Air Balance Co, Inc. (EAB)	Pecan Campus
	Nursing Allied Health Campus
	La Joya Teaching Center
National Precisionaire, LLC	Mid-Valley Campus
	Starr County Campus
	Technology Campus
	Regional Center for Public Safety Excellence

Reviewers

The proposals were reviewed by staff from the Broaddus and Associates, and the college's Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared a proposal and ranking for review by the Facilities Committee.

The Facilities Committee voiced concerns about approving the award for projects to firms without clear price proposals, and sought a way to better control the costs associated with the related services. Legal Counsel and staff discussed the option of approving the qualifications of both firms so that they could be provided subsequent opportunities to bid upon projects within the 2013 Bond Construction Program, providing their pricing for each project, as well as their time to complete the services. This would allow the Board to control the costs.

The Facilities Committee recommended Board approval of the qualifications for testing and balancing engineering services for the 2013 Bond Construction Program with both National Precisionaire, LLC and Engineered Air Balance Co. Inc. for the period of May 2016 to May 2017 with two one-year options to renew, with each firm to be allowed to competitively bid pricing and completion time on individual projects within the 2013 Bond Construction Program for evaluation and award by the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the qualifications for testing and balancing engineering services for the 2013 Bond Construction Program with both National Precisionaire, LLC and Engineered Air Balance Co. Inc. for the period of May 2016 to May 2017 with two one-year options to renew, with each firm to be allowed to competitively bid pricing and completion time on individual projects within the 2013 Bond

Construction Program for evaluation and award by the Board of Trustees as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Upgrade of Fencing along 31st Street

Approval to contract construction services for the Non-Bond Pecan Campus Upgrade of Fencing along 31st Street project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the replacement of the fence along 31st Street on the north side of the Pecan 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 April 4, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors, and a total of two (2) proposals were received on April 20, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
April 4, 2016	Solicitation of competitive sealed proposals began.
April 20, 2016	Two (2) proposals were received.

Justification

The existing wooden cedar fence had deteriorated and was in need of repair and replacement. The new cedar fencing would also be stained and sealed to extend the longevity of the finished appearance.

Funding Source

As part of the FY 2015-2016 Renewals and Replacements construction budget, funds in the amount of \$50,000 were budgeted for this project.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Central Fence & Supply, Ltd.
Renewals and Replacements	\$50,000	\$27,092

Reviewers

The proposals were reviewed by staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be awarded the contract for this project.

The Facilities Committee recommended approval to contract construction services with Central Fence and Supply, Ltd. in the amount of \$27,092 for the Non-Bond Pecan Campus Upgrade of Fencing along 31st Street project at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized contracting construction services with Central Fence and Supply, Ltd. in the amount of \$27,092 for the Non-Bond Pecan Campus Upgrade of Fencing along 31st Street project as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement

Approval to contract construction services for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the replacement of flooring in an Active Learning Classroom at the Nursing and Allied Health 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 April 18, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors, and a total of three (3) proposals were received on May 2, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
April 18, 2016	Solicitation of competitive sealed proposals began.
May 2, 2016	Three (3) proposals were received.

Justification

The existing classroom would be converted to an Active Learning Classroom and required that the carpet be replaced to meet the carpet style and pattern of the standard Active Learning Classrooms.

Funding Source

As part of the FY 2015 - 2016 Renewals and Replacements construction budget, funds in the amount of \$10,000 were budgeted for this project.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Diaz Floors & Interiors, Inc.
Renewals and Replacements	\$10,000	\$4,260

Reviewers

The proposals were reviewed by staff from the Facilities Planning & Construction, HSI Grants, and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval. A floor plan was also provided indicating the locations of the flooring replacement at the Nursing and Allied Health Building.

The Facilities Committee recommended Board approval to contract construction services with Diaz Floors and Interiors, Inc. in the amount of \$4,260 for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement project, as presented at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting construction services with Diaz Floors and Interiors, Inc. in the amount of \$4,260 for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement project as presented. The motion carried.

Update on Status of Non-Bond Program Construction Projects

The Facilities Planning and Construction staff prepared a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza attended the meeting to respond to questions and address concerns of the 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 April 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 provide a review of the Financial Report for the month of **April 2016**, and respond to questions posed by the Board.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, 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 April 2016. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:22 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 1. Update and Action as Necessary Regarding Cause No. CL-13-0849-D; Karen Armitano v. South Texas College
 2. Update and Action as Necessary Regarding Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College
 3. Update and Action as Necessary Regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College
 4. Update and Action as Necessary Regarding Cause No. C-0706-16-H; Fabio Hernandez vs. South Texas Community College and Paul B. Varville

Open Session:

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

Update and Action as Necessary Regarding Cause No. CL-13-0849-D; Karen Armitano v. South Texas College

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

No action was taken.

**Update and Action as Necessary Regarding Cause No. CL-13-0729-F;
Jose Luis Salazar vs. South Texas College**

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

No action was taken.

**Update and Action as Necessary Regarding Cause No. C-8798-14-G;
Randy Jarvis vs. South Texas College**

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

No action was taken.

**Update and Action as Necessary Regarding Cause No. C-0706-16-H;
Fabio Hernandez vs. South Texas Community College and Paul B.
Varville**

Legal action was taken against the College by Fabio Hernandez. Mr. Paul B. Varville, serving as the College's Chief Administrator for the South Texas College Department of Public Safety, was named as a co-defendant. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

No action was taken.

Announcements

A. Next Meetings:

- Tuesday, June 14, 2016
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee

- Tuesday, June 28, 2016
 - 4:00 p.m. – Education and Workforce Development Committee
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed Monday, May 30th, 2016 in observance of Memorial Day.
- Summer classes begin Monday, June 6, 2016.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:11 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 24, 2016 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Jesse Villarreal
Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. The Texas Workforce Commission, Skills Development Fund (TWC/SDF) Grant from the Texas Workforce Commission in the Amount of \$391,350

Through this training partnership project, STC/IAM will provide high quality customized training service to Lineage Logistics and Wonderful Citrus Packing, LLC. This project will provide training for up to 288 unduplicated trainees. Innovative basic skills training, workforce training, and career pathway programs that promote upward educational and career mobility will be provided. Program services costs will include, but not limited to personnel salaries and wages, fringe benefits, tuition, fees, curriculum development, books, training materials, and consumable supplies. The project period is from July 01, 2016 through June 30, 2017.

This award aligns to Strategic Direction #3, High Success Rate, based on the intended outcomes as they relate to providing comprehensive academic and technical programs that are responsive to regional workforce and employer needs.

2. The Texas Prefreshman Engineering Program (TexPREP) Grant from the University of Texas at San Antonio in the Amount of \$19,880

The TexPREP program provides funding for the seven week summer program held for rising 7th-9th grade students from Weslaco, Hidalgo, PSJA and Roma Independent School Districts. The Engineering Program will host approximately 291 students at the Pecan, MidValley and Starr County campuses focusing on the development of abstract reasoning and problem-solving skills. In addition, the program aims to improve access and awareness to careers in the STEM fields which includes hands-on academia, mentoring and career speakers. The funds will be used for expenditures supporting personnel, classroom supplies, and academic fieldtrips to an institution of higher education. The grant period is from June 1, 2016 to August 31, 2016.

Participating school districts are selected based upon their previous participation in TexPREP programs and relationships with UTSA, the grantor.

This award aligns with Strategic Direction #2, Access and Success by seeking to increase the college-going rate of students across the Rio Grande Valley by providing middle and high school students with access to our facilities to engage them in attending an institution of higher education.

3. The Capacity Building for Ability to Benefit Grant from the Texas Workforce Commission in the Amount of \$354,000

This program will provide funding South Texas College's Continuing Professional and Workforce Education program to serve 100 participants with high quality instructional services for GED preparation, as well as six credit hours within an eligible certificate or degree program that each participant will choose. The Capacity Building for Ability to Benefit program aligns to a specific provision in federal financial aid regulations that allow students who lack a high school diploma or recognized equivalent to receive federal financial aid if they pass at least six credit hours that are applicable toward a degree or certificate. The funding will be utilized to support tuition, training materials, supplies, industry tours, administrative costs, indirect costs, and other expenses aligned to the purpose and intent of the grant program. The funding period is from July 1, 2016 to December 31, 2018.

This award aligns with Strategic Direction #2, Access and Success, by providing students served by the Continuing Professional and Workforce Education program with instructional services, credit hours, and financial support that will enable students to develop knowledge, skills, and to become better prepared to meet workforce demands.

4. The 2016 Vet Center Initiative Grant Award from the Student Veterans of America & The Home Depot Foundation in the Amount of \$10,000

The 2016 Vet Center Initiative Award will assist the Student Veterans Association Chapter with funds to purchase items at Home Depot to add furniture and equipment at the Student Veterans Center – Pecan Campus, and to purchase furniture to be used to develop a Student Veterans Center at other South Texas College campuses. These items will further expand the capacity of the Student Veterans Center to provide services and resources to veterans on campus. South Texas College will display a plaque provided by the National Student Veterans Association to commemorate the Vet Center Initiative in a prominent location. All funds awarded must be expended no later than December 31, 2016.

This award aligns with Strategic Direction #2, Access and Success, by establishing a comfortable location for veterans to get information and resources, to mentor one another, and to help other fellow veterans to succeed in completing an academic program at South Texas College.

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

The presented grants would provide up to \$775,230 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. The Texas Workforce Commission, Skills Development Fund (TWC/SDF) Grant from the Texas Workforce Commission in the Amount of \$391,350
2. The Texas Prefreshman Engineering Program (TexPREP) Grant from the University of Texas at San Antonio in the Amount of \$19,880
3. The Capacity Building for Ability to Benefit Grant from the Texas Workforce Commission in the Amount of \$354,000
4. The 2016 Vet Center Initiative Grant Award from the Student Veterans of America & The Home Depot Foundation in the Amount of \$10,000
5. Additional Grant(s) Received/Pending Official Award

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

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

1. The Texas Workforce Commission, Skills Development Fund (TWC/SDF) Grant from the Texas Workforce Commission in the Amount of \$391,350
2. The Texas Prefreshman Engineering Program (TexPREP) Grant from the University of Texas at San Antonio in the Amount of \$19,880
3. The Capacity Building for Ability to Benefit Grant from the Texas Workforce Commission in the Amount of \$354,000
4. The 2016 Vet Center Initiative Grant Award from the Student Veterans of America & The Home Depot Foundation in the Amount of \$10,000
5. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Review and Action as Necessary to Delete and Revise Existing Policies as Related to Dual Credit Enrollment at South Texas College

The Board of Trustees is asked to review and approve the following proposed deletion and revisions to existing Board Policies as presented.

It is necessary to revise policies related to South Texas College's programs awarding dual credit to high school students. There are a variety of programs affected, including partnerships with local school districts as well as programs for students independently enrolled in dual credit courses at South Texas College.

One major change is the transition of referring to all such programs as "dual credit" instead of the previously used "dual enrollment." This is necessary to be consistent with language being used by the Texas Higher Education Coordinating Board and other rules and regulations.

Furthermore, the College needs to clearly designate that dual credit programs apply to courses that lead toward a certificate or associate degree, only. This excludes adult basic education and continuing and workforce education non-credit courses.

Approval to delete existing policy:

- Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*

Approval to revise existing policies:

- Policy #3230: *Dual Enrollment of High School Students*
- Policy #3232: *Dual Enrollment Student Eligibility Requirements*
- Policy #3234: *Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College Courses Offered At STC Campuses and Facilities*

A. Deletion of Policy

a. Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*

The deletion of Policy #3235 is proposed as part of an effort to restructure the policies regarding dual credit programs overall. Under this proposal, the contents of current policy #3235 would be revised and incorporated into the revisions to Policy #3230: *Dual Enrollment of High School Students*, as discussed below.

Upon Board approval of the proposed incorporation of the two policies, Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts* will no longer be necessary.

Policy #3235 is included in the packet, watermarked as "Delete – Original Policy" for the Committee's review and consideration.

B. Revision of Policies

a. Policy #3230: ~~Dual Enrollment of High School Students~~ **Credit Programs with Partnering Districts**

The proposed revisions to Policy #3230 include the title change as shown above, and revisions to describe the partnerships between school districts and the College to provide dual credit opportunities to students sponsored by the respective district.

The revised Policy #3230: *Dual Enrollment Programs with Partnering Districts* is proposed for the Committee's consideration, watermarked as "Proposed."

b. Policy #3232: ~~Dual Enrollment~~ **Credit Student Eligibility Requirements**

The proposed changes to Policy #3232 are necessary to clarify the compliance of the dual credit programs with applicable state and federal regulations. This includes clarifying that dual credit programs are limited to college credit courses leading to a certificate or associate degree and establishing the prerequisite requirements for students who participate in dual credit programs.

The proposed changes to Policy #3232 include the title change as shown above.

The proposed revision to Policy #3232: *Dual Credit Student Eligibility Requirements* is included in the packet for the Committee's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

c. Policy #3234: ~~Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College~~ **Credit Courses Offered At ~~STC~~ any South Texas College Campuses and Facilityies**

The proposed changes to Policy #3234 include the title change as shown above

The proposed revisions are necessary to clarify the compliance of the dual credit programs with applicable state and federal regulations.

This includes clarifying that high school students who independently enroll in dual credit college credit courses will pay tuition at the "independent course tuition rate" and any applicable fees which will be set each year by the Board of Trustees as part of the tuition and fee schedule.

The current independent course tuition rate for *in-district* dual credit students is \$50.00 per credit hour and applicable fees will not be waived.

The current independent course tuition rate for *out-of-district* and *out-of-state / international* dual credit students is \$78.00 per credit hour and applicable fees will not be waived.

Furthermore, the revisions to Policy #3234 clarify that the adjusted independent course tuition rate and any applicable fees apply to students independently enrolled in college credit courses leading to a certificate or associate degree.

Finally, the revisions to Policy #3234 would clarify the governing rules and regulations to include the Texas Higher Education Coordinating Board specifically, in addition to other state and federal regulations that may apply generally.

The proposed revision to Policy #3234: *Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College Courses Offered At STC Campuses and Facilities* is included in the packet for the Committee's information and review. The change in title and additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

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

The Education and Workforce Development Committee recommended Board approval of the proposed deletion and revisions as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the following:

Deletion:

- Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts;* and

Revisions:

- Policy #3230: *Dual ~~Enrollment of High School Students~~ Credit Programs with Partnering Districts;*
- Policy #3232: *Dual Enrollment Credit Student Eligibility Requirements*
- Policy #3234: *Adjusted Tuition Rate and ~~Waiving of all~~ Fees for High School Students Who Independently Enroll in College Credit Courses Offered At ~~STC~~ any South Texas College Campuses and Facilities*

The proposed deletion of and revisions to existing policies as presented, including title changes, and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed deletion of and revisions to existing policies as presented, including title changes, and which supersede any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts	3235
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated November 19, 1996 As Amended by Board Minute Order Dated March 11, 1999 As Amended by Board Minute Order dated March 27, 2000 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated April 16, 2009 As Amended by Board Minute Order dated December 15, 2015	

Tuition and fees except for those specifically addressed in the Dual Enrollment Course Agreement, will be waived for students of cooperating school districts who are participating in dual enrollment college classes, provided the following conditions are met:

- 1) the cooperating school district participates in the College's Dual Enrollment Program, Academies, or an Early College High School associated with the College.
- 2) the cooperating school district agrees to provide a school district instructor who meets the College's criteria and all qualifications to be employed as a Dual Enrollment Faculty member;
- 3) the school district agrees to be invoiced and pay mileage and cost of a College instructor(s), as delineated on the Dual Enrollment Course Agreement, in cases where a College instructor is required;
- 4) the cooperating school district agrees to follow all course curriculum, procedures, and textbook requirements of the College;
- 5) the cooperating school district agrees to provide the classroom, equipment and materials, and cover any nursing/allied health course-specific testing fees and student liability insurance as applicable.

A late enrollment fee per course as approved by the Board of Trustees and as stated on the Student Tuition and Fees Schedule will be assessed for each student enrolled after the College's census date.

Enrollment of students in the College's Dual Enrollment Program, Academies, and Early College High Schools will be governed by all applicable state and federal regulations.

**Delete
Original Policy**

MANUAL OF POLICY

Title	Dual Credit Programs with Partnering School Districts	3230
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 11, 1999 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated June 28, 2016	

South Texas College, through the authority of the President, may enter into agreements with school districts, for the dual enrollment of high school students for dual credit.

Tuition, differential tuition, and fees for Dual Credit students sponsored by partnering school districts will be charged as approved by the Board of Trustees.

The partnering school district must comply with the following:

- 1) The school district agrees to pay applicable tuition, differential tuition, and fees as approved by the Board of Trustees;
- 2) The school district agrees to pay the cost of a college faculty member, as delineated on the Dual Credit Course Agreement, in cases where a college faculty member is required. The school district agrees to pay mileage if the college faculty member travels to the school district;
- 3) The school district agrees to follow all course curriculum, procedures, and to provide required textbooks as specified by the College; and
- 4) The school district agrees to provide the appropriate classroom, equipment, and materials, as applicable, and permit access to the College's electronic learning resources when the course is taught at the school district.

Additional conditions may be included in agreements as applicable.

South Texas College has the option to hire a high school instructor who meets the College's credential requirements and who has been approved by the South Texas College department/program chair and the Office of Human Resources as a Dual Credit Faculty member.

Enrollment of students in the College's Dual Credit Program, Academies, and Early College High Schools will be subject to all rules and regulations of the Texas Higher Education Coordinating Board, other state and federal regulations, and College policies and procedures as applicable.

Proposed Revision

MANUAL OF POLICY

Title	Dual Enrollment Credit Student Eligibility Requirements	3232
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated January 21, 1999 As Amended by Board Minute Order dated August 19, 2004 As Amended by Board Minute Order dated July 28, 2005 <i>As Amended by Board Minute Order dated June 28, 2016</i>	

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their post-secondary education prior to graduation from secondary school are eligible to participate in the College's dual ~~enrollment~~ **credit** program.

College-level courses are limited to those leading to a certificate or associate degree. Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

Students ~~wishing to~~ **who** participate in the program must meet the Texas Success Initiative (TSI) **college readiness** standards as established by the Texas Higher Education Coordinating Board (~~THECB~~) and the College, *or meet the applicable student eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. Students must meet the College's regular prerequisite requirements for the courses in which they enroll.*

The ~~Vice President for Academic Affairs~~ **dual credit program** is ~~authorized to put in place a district-wide program for dual enrollment that meets~~ **subject to** all **applicable** rules and regulations of the Texas Higher Education Coordinating Board, *other state and federal regulations, and College policies and procedures as applicable.* ~~for such programs~~

Proposed Revision

MANUAL OF POLICY

Title **Adjusted Tuition Rate and ~~Waiving of all~~ Fees for High School Students Who Independently Enroll in College *Credit* Courses Offered At ~~STC~~ any *South Texas College* Campuses and Facilities or Facility** 3234

Legal Authority Approval of the Board of Trustees Page 1 of 1

Date Approved by Board Board Minute Order Dated April 16, 2009
As Amended by Board Minute Order Dated June 28, 2016

High school students who independently enroll in ~~€~~ college *credit* courses at ~~a-*STC*~~ any *South Texas College* campus or facility will be charged an ~~adjusted~~ *independent course* tuition rate and *will be subject to* all fees *applicable* ~~will be waived~~ as approved by the Board of Trustees.

The ~~is adjusted~~ tuition rate and ~~waiver of all~~ *applicable* fees *as approved by the Board of Trustees* applies to high school student(s) ~~who independently enroll at STC, and to students who enroll independently~~ from ~~identified~~ public schools, home schools, private schools, or charter schools ~~within the College's service area~~ *who enroll independently in college credit courses leading to a certificate or associate degree.*

Enrollment of high school students who independently enroll in college *credit* courses at ~~a-*STC*~~ any *South Texas College* campus or facility will be *subject to* ~~governed by all applicable~~ *the rules and regulations of the Texas Higher Education Coordinating Board, other* state and federal regulations, *and College policies and procedures as applicable.*

Proposed Revision

Review and Action as Necessary to Approve Proposed Revisions to 2016 - 2017 Academic Calendar

Approval of the proposed revisions to the 2016 - 2017 Academic Calendar is requested.

The 2016 - 2017 Academic Calendar was presented to the Board for approval on June 23, 2015. The Academic Calendar Steering Committee has proposed a revision to the calendar, as follows:

- Changes to the Spring 2016 graduation dates, from May 12 and 13 (Friday – Saturday) to May 13 and 14 (Saturday – Sunday).

The change is required due to a scheduling conflict at the State Farm Arena.

The revised 2016 - 2017 Academic Calendar is provided in the packet, with the proposed changes highlighted in yellow.

The Board is asked to approve the proposed revisions to the 2016 - 2017 Academic Calendar as presented.

The Education and Workforce Development Committee is expected to discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 3:00 p.m. and to recommend Board action as appropriate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the 2016 - 2017 Academic Calendar as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to the 2016 - 2017 Academic Calendar as presented.

Approval Recommended:

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

2016-2017 Calendar

Final Draft 5-9-16



Fall Semester 2016

August 17 (Wednesday)	New Faculty Start Date - Benefits & Orientation HR Dept.
August 18 (Thursday)	New Faculty Orientation
August 19 (Friday)	New Faculty Service Area Tour
August 22 (Monday)	Faculty Return – Academic Affairs Convocation/Division Meetings
August 23 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 24 (Wednesday)	Faculty Preparation Day/Focus Academy Kick-Off
August 25 (Thursday)	Distance Learning Symposium / STC Faculty Teaching Dual Enrollment PD Day
August 26 (Friday)	Faculty Preparation Day / Departmental Meetings
August 27 (Saturday)	Adjunct / Dual Enrollment Faculty Professional Development Day
August 29 (Monday)	Classes Begin
September 5 (Monday)	College Closed – Labor Day
September 14 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed - Professional & Organizational Development Day
November 18 (Friday)	Last Day to Withdraw
November 24-27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 12-18 (Monday – Sunday)	Finals
December 17 (Saturday)	Graduation
December 19 (Monday)	Grades Due Date
December 19-January 3 (Monday-Tuesday)	Winter Break (College Closed)

Spring Semester 2017

January 4 (Wednesday)	College Opens – Staff return
January 9 (Monday)	Faculty Return – Division / Department Meetings
January 10 (Tuesday)	New Faculty Benefits & Orientation - HR Dept.
January 11-13 (Wednesday-Friday)	Faculty Preparation Day /Departmental Meetings
January 14 (Saturday)	Adjunct /Dual Enrollment Faculty Professional Development Day
January 16 (Monday)	Martin Luther King, Jr. Day – College Closed
January 17 (Tuesday)	Classes Begin
February 1 (Wednesday)	Census Day - Twelfth Class Day
February 10 (Friday)	College Closed Professional & Organizational Development Day
March 13-19 (Monday - Sunday)	College Closed - Spring Break
April 13-16 (Thursday - Sunday)	College Closed - Semester Break
April 18 (Tuesday)	Last Day to Withdraw
May 5-11 (Friday - Thursday)	Finals
May 13-14 (Saturday - Sunday)	Graduation Previously May 12-13 (Friday - Saturday)
May 15 (Monday)	Grades Due Date

Summer Sessions 2017



Summer Session I (June 5 – July 6)

May 29 (Monday)	College Closed - Memorial Day
May 30-June 4 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 5 (Monday)	Classes Begin
June 8 (Thursday)	Census Day - Fourth Class Day
June 28 (Wednesday)	Last Day to Withdraw
July 4 (Tuesday)	College Closed-Independence Day
July 5 (Wednesday)	End of Classes
July 6 (Thursday)	Finals
July 10 (Monday)	Grades Due Date

Summer Session II (July 11 – August 10)

July 10 (Monday)	Final registration dates for Summer II
July 11 (Tuesday)	Classes Begin
July 14 (Friday)	Census Day - Fourth Class Day
August 3 (Thursday)	Last Day to Withdraw
August 9 (Wednesday)	End of Classes
August 10(Thursday)	Finals
August 12 (Saturday)	Graduation (Proposed)
August 14 (Monday)	Grades Due Date

Summer Session III (June 5 – August 10)

May 30-June 4 (Tuesday-Sunday)	Final registration dates for Summer I, III
May 29 (Monday)	College Closed - Memorial Day
June 5 (Monday)	Classes Begin
June 13 (Tuesday)	Census Day - Seventh Class Day
July 4 (Tuesday)	College Closed-Independence Day
July 10 (Monday)	No classes
July 26 (Wednesday)	Last Day to Withdraw
August 9 (Wednesday)	End of Classes
August 10 (Thursday)	Finals
August 12 (Saturday)	Graduation (Proposed)
August 14 (Monday)	Grades Due Date

Review and Action as Necessary to Approve Academic Calendar for Academic Year 2017 - 2018

Approval of the 2017-2018 Academic Calendar is requested.

The Academic Calendar Steering Committee, which includes membership from each area of the College, has developed the FY 2017 - 2018 Academic Calendar. The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to STC faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar has been unanimously approved by the Academic Calendar Steering Committee and has been reviewed and approved by the President's Cabinet, Administrative Staff, and Planning and Development Council.

The proposed calendar follows in the packet for the Board's review and consideration.

The Education and Workforce Development Committee is expected to discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 3:00 p.m. and to recommend Board action as appropriate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed 2017 - 2018 Academic Calendar as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed 2017 - 2018 Academic Calendar as presented.

Approval Recommended:

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

2017-2018 Calendar

Final Draft 5/9/2016



Fall Semester 2017 (August 28 - December 17)

August 16 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation Human Resources Dept.
August 17 (Thursday)	New Faculty Orientation
August 18 (Friday)	New Faculty Service Area Tour
August 21 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 22 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 23 (Wednesday)	Faculty Preparation Day / FOCUS Academy Kick-Off
August 24 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Enrollment Courses PD Day
August 25 (Friday)	Faculty Preparation Day / Departmental Meetings
August 26 (Saturday)	Adjunct & Dual Enrollment Faculty Conference
August 28 (Monday)	Classes Begin
September 4 (Monday)	College Closed – Labor Day
September 13 (Wednesday)	Census Day - Twelfth Class Day
September 22 (Friday)	College Closed – College-Wide Organizational Development Day
November 17 (Friday)	Last Day to Withdraw
November 23-26 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 11-17 (Monday – Sunday)	Finals
December 16 (Saturday)	Graduation
December 17 (Sunday)	End of Term
December 18 (Monday)	Grades Due Date
December 18-January 2 (Monday - Tuesday)	Winter Break (College Closed)

Spring Semester 2018 (January 16 – May 10)

January 3 (Wednesday)	College Opens – Staff return
January 8 (Monday)	Faculty Return – Division / Department Meetings
January 9 (Tuesday)	Faculty Preparation Day / New Faculty Benefits & Orientation – Human Resources Dept.
January 10-12 (Wednesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 13 (Saturday)	Adjunct / Dual Enrollment Faculty Professional Development Day
January 15 (Monday)	Martin Luther King, Jr. Day – College Closed
January 16 (Tuesday)	Classes Begin
January 31 (Wednesday)	Census Day - Twelfth Class Day
February 9 (Friday)	College Closed - College-Wide Organizational Development Day
March 12 – 18 (Monday - Sunday)	College Closed - Spring Break
March 29 – April 1 (Thursday – Sunday)	College Closed - Semester Break
April 16 (Monday)	Last Day to Withdraw
May 4-10 (Friday – Thursday)	Finals
May 10 (Thursday)	End of Term
May 11-12 (Friday - Saturday)	Graduation
May 14 (Monday)	Grades Due Date

Summer Session I (June 4 – July 6)

May 28 (Monday)	College Closed - Memorial Day
May 29-June 3 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 4 (Monday)	Classes Begin
June 7 (Thursday)	Census Day - Fourth Class Day
June 28 (Thursday)	Last Day to Withdraw
July 4 (Wednesday).....	College Closed-Independence Day
July 5(Thursday)	End of Classes
July 6 (Friday).....	Finals / End of Term
July 9 (Monday).....	Grades Due Date

Summer Session II (July 10 – August 9)

July 9 (Monday).....	Final registration dates for Summer II
July 10 (Tuesday)	Classes Begin
July 13 (Friday).....	Census Day - Fourth Class Day
August 2 (Thursday)	Last Day to Withdraw
August 8 (Wednesday).....	End of Classes
August 9 (Thursday)	Finals / End of Term
August 13 (Monday).....	Grades Due Date

Summer Session III (June 4 – August 9)

May 28 (Monday)	College Closed - Memorial Day
May 29-June 3 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 4 (Monday)	Classes Begin
June 12 (Tuesday)	Census Day - Seventh Class Day
July 4 (Wednesday).....	College Closed-Independence Day
July 9 (Monday).....	No classes
July 25 (Wednesday).....	Last Day to Withdraw
August 8 (Wednesday).....	End of Classes
August 9 (Thursday)	Finals / End of Term
August 13 (Monday).....	Grades Due Date

Review of Presentation to the Education and Workforce Development Committee:

During the Spring 2016 semester, several concerns were brought to administration by students in the Advanced Concepts of Adult Health (RNSG 2331) course. This course is the end-of-program course for the Associate Degree Nursing Program (ADN) and is the most critical and challenging of the entire program. The course requires students to apply all concepts, theory, and content from all courses in the preceding semesters of the program.

Students had become very active on social media both criticizing and supporting the nursing faculty and academic rigor of the course. A delegation of twelve students signed up for Public Comments at the April 26, 2016 Regular Board Meeting, and two ADN Program students spoke on behalf of the delegation. The delegation claimed to represent some of the 80 students from the ADN Program Level 4 students who did not pass RNSG 2331 in Spring 2016.

May 10, 2016 Education and Workforce Development Committee Meeting

On May 10, 2016 Mr. Jayson Valerio, Interim Dean for Nursing and Allied Health, presented a preliminary outline of recent changes to the NCLEX-RN test, required by the Texas Board of Nursing (TBON) for all Texas ADN Program graduates who wish to achieve licensure as a registered nurse in the State of Texas.

Changes to the NCLEX-RN

Due to recent changes to the NCLEX-RN test, required by the Texas Board of Nursing for licensure as a Registered Nurse, the ADN Program adopted new testing formats to increase the number of non-multiple choice questions on the unit and final exams. This was done in response to feedback from previous graduates who recommended additional practice on such questions in preparation for the licensure exam. The recommendation was adopted by a committee comprised of program faculty and student representatives.

Dr. Valerio also discussed the implementation of new standards on the ADN Program, and specifically the implementation of more rigorous testing requirements in RNSH 2331, as the final course of the program.

Changes to Course (RNSG 2331) in Response to NCLEX-RN Changes

On the first day of instruction for RNSG 2331 a course orientation was held, and students were given an outline of the course requirements, including the increased number of non-multiple choice questions to be implemented in exams during that course. While such questions were included in previous courses, in RNSG 2331, they would account for 25% of all questions on exams.

To assist students with the change, additional support strategies were incorporated into the course for Spring 2016:

- Prep U NCLEX-RN was incorporated; this is software designed to help prepare students for the questions on the NCLEX-RN, including non-multiple choice format questions.
- Faculty focused on strategies to critically interpret and correctly answer non-multiple choice format questions.
- The Center for Learning Excellence (CLE) at the Nursing & Allied Health Campus provided workshops related to testing strategies for the NCLEX-RN.

During the Spring 2016 semester, several interventions were developed and implemented for students. These interventions included:

- On February 29, 2016, the ADN Program Chair held a meeting in which she presented on strategies for course success to all Level IV students.
- On March 30, 2016, administrators from Student Affairs & Enrollment Management, Academic Affairs, and the Office of Human Resources held a meeting open to all students enrolled in RNSG 2331 to review and address the concerns of students.
- On March 31, 2016, the Program and Division implemented a new series of interventions to assist students with Unit Test 5 and the Final Exam:
 - Supplemental review via Blackboard for Unit 5 Test and Final Exam
 - Test guide for Unit 5 Test and the Final Exam that identified concepts for study
 - Faculty peer review of Unit 5 Test and Final Exam for level of difficulty
 - Provided supplemental review for test and final
 - Counseling was provided to students and faculty

Administration also reported to the Committee that several processes were under way to investigate and respond to the concerns voiced by students, as well as to determine any other factors that may have led to low student success rates. Reporting on these processes would be brought to the Education and Workforce Committee upon completion, and this was scheduled for June 28, 2016.

June 28, 2016 Education and Workforce Development Committee Meeting

On June 28, 2016, Dr. Shirley Reed, Dr. Anahid Petrosian, and Dr. Jayson Valerio were scheduled to present the results of the reviews and investigations to the Education and Workforce Development Committee.

- Review Committee Report: *ADN Level IV Students Complaints*
- Recommendation Regarding Committee Report: RNSG 2331 Course Complaints
- ADN Program Qualitative Study Report Based on Focus Group Discussions
- Report of Students' Complaints against ADN Instructors

Additionally, administration coordinated a review of the procedures and findings by the College Legal Counsel, Jose Guerrero, and Mr. Guerrero presented a letter stating his

opinion that there were no "...plausible claims of sex, race, or other protected class discrimination, or other violations of law." His letter was included in the Committee packet.

While the specific complaints alleged by students were found to be without merit, the students did have the option to file a grade appeal for their course grade in RNSG 2331, and students who failed were provided the opportunity for review by Admissions & Progression Committees at the Program or Division level, depending on whether this was their first failed course (Group 1) or if they had previously failed a course (Group 2).

Dr. Petrosian also developed a series of Continuous Improvement Strategies that were already being piloted with the Summer 2016 cohorts, and were scheduled for official implementation for the Fall 2016 semester. These strategies were described in the packet, and included:

- Improved Communication of Course Requirements and Expectations
- Improved Logistics of Course Structure
- Development of Test Blue Print
- Development of Critical Thinking Skills (Active Learning Strategies)
- Early Assessment of Student Strengths and Weaknesses
- Cohort Faculty Review Committee

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

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

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

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

A. Awards

1) Audio Visual Equipment and Parts – IV (Award)

Award the proposal for audio visual equipment and parts - IV to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$29,266.00.

Purpose – Instructional Technologies is requesting audio visual equipment and parts for a divisible room at the Starr County Campus. The audio visual equipment will be installed by the Instructional Technologies installation team and will affect Starr C-313 and C-315 classrooms that have a curtain wall which allows the two rooms to become one.

Justification and Benefit – The audio visual equipment and parts are needed to equip two classrooms at the Starr County campus with audio visual presentation equipment to support classroom instruction and medium-sized special events. The classrooms currently do not have equipment installed and the request would bring each individual room up to the current South Texas College classroom equipment standard as well as give the ability to support combining the rooms for larger classes and/or special event support.

Background - Proposal documents were advertised on April 25, 2016 and May 2, 2016 and issued to six (6) vendors. Two (2) responses were received on May 10, 2016 and reviewed by Instructional Technologies and the Purchasing Department.

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

2) Culinary Equipment and Accessories (Award)

Award the proposal for culinary equipment and accessories for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$12,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Ace Mart Restaurant Supply, Co.** (San Antonio, TX)
- **Mission Restaurant Supply** (McAllen, TX) (New)

Purpose – The Culinary Arts Program, Food Services, and Mid Valley Childcare Center are requesting to purchase culinary equipment and accessories as needed for student instruction and the operation for the center and cafeterias.

Justification and Benefit – The culinary equipment and accessories will include microwaves, cookware, baking supplies, cutlery, utensils, and food storage containers.

The culinary equipment and accessories will be used for student instruction in the Culinary Arts Program in the Division of Business and Technology. It will also be used by the South Texas College cafeterias and childcare center for the day to day operations.

Background - Proposal documents were advertised on April 18, 2016 and April 25, 2016 and issued to seven (7) vendors. Two (2) responses were received on May 3, 2016 and reviewed by Food Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Culinary Arts Program, Food Service, and Mid Valley Childcare Center budgets for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

3) Diploma Covers (Award)

Award the proposal for diploma covers to **Jostens** (Minneapolis, MN), for the period beginning July 1, 2016 through June 30, 2017 with two one-year options to renew, at an estimated amount of \$19,950.00 based on the purchase of 5,000 diploma covers annually.

Purpose – The Division of Student Services is requesting to purchase diploma covers which are provided to the all the South Texas College graduates.

Justification and Benefit – The diploma covers and mailers will be used to mail the Fall 2016 and Spring 2017 diplomas to the graduates.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to five (5) vendors. Two (2) responses were received on April 20, 2016 and reviewed by Student Services and the Purchasing Department.

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

4) Glass Replacement and Installation (Award)

Award the proposal for glass replacement and installation to **Luna Glass, LLC.** (McAllen, TX), for the period beginning August 28, 2016 through August 27, 2017 with two one-year options to renew, at an estimated amount of \$20,000.00, which is based on prior year expenditures.

Purpose – Facilities Maintenance and Operations is requesting glass replacement and installation as needed throughout the College district.

Justification and Benefit – The glass replacement and installation will be purchased by Facilities Maintenance for the day to day operation. It will be used to replace broken glass or for the installation of new windows throughout the district.

Background – Proposal documents were advertised on May 2, 2016 and May 9, 2016 and issued to four (4) vendors. One (1) response was received on May 17, 2016 and reviewed by Facilities Maintenance and Operations and the Purchasing Department.

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

5) Library Discovery System (Award)

Award the proposal for the library discovery system to **EBSCO Industries, Inc.** (Ipswich, MA), for the period beginning September 1, 2016 through August 31, 2019 with two one-year options to renew, at a total cost of \$66,923.98. The annual amounts are as follows: Year 1: \$21,439.00; Year 2: \$22,296.56, and Year 3: \$23,188.42.

The three year agreement with two one-year options to renew will provide

- a stable portal for students and faculty to access online resources;
- predictable discounted pricing (4% annual increase for years two and three and for optional years four and five instead of a 7% annual increase); and
- staff time savings from having already configured the existing discovery system.

Purpose – Library Services is requesting to purchase services of a library discovery system which will be used by the South Texas College faculty, staff, students, and community.

Justification and Benefit – The library discovery system will enable the library users to access library physical and digital resources using a single search box. The library's catalog provide access to over 190,000 items. The library also provides access to approximately 103 databases, most of which are licensed commercial databases with full-text serial publications. The discovery system will facilitate research by bringing resources together under one portal.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to two (2) vendors. One (1) response was received on April 22, 2016 and reviewed by Library Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2016 – 2017, FY 2017 – 2018 and FY 2018 - 2019 pending board approval of the budgets.

6) Library Materials Moving Services (Award)

Award the proposal for library materials moving services to **Library Design Systems, Inc.** (Houston, TX) (New), for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$107,169.91.

The services will include the following: to remove, pack, move, and shelve in proper order library prints and video collections and, where required, disassemble and move library shelving as directed by the College in connection with

- the installation of compact shelving at the Pecan Campus Library;
- the library bond construction project at the Nursing and Allied Health Campus;

- the library bond construction project at the Starr County Campus; and
- the library bond renovation project at the Mid-Valley Campus.

Purpose – Library materials moving services will be required to enable and facilitate the installation of compact shelving at the Pecan campus library and the movement of library collections in relation to the library bond construction and renovation projects described below:

- a. Pecan Campus Library Compact Shelving Installation.** The Pecan campus library in McAllen will replace its existing stack shelving with compact shelving in August 2016 as part of a capital improvement project that is separate from the Bond Construction program. Approximately 70,000 items (approximately 70,000 linear inches) consisting of books and audiovisual materials will be removed, boxed, and placed in pallets stored elsewhere while the compact shelving is installed. Existing cantilever-type shelving will be disassembled and transported to another location designated and paid for by STC. Upon installation of the compact shelving, the collection will be unboxed and shelved in Library of Congress Classification order in the new compact shelving units.
- b. Mid-Valley Campus Library Renovation.** The Mid-Valley campus library in Weslaco, Texas will close for over one year beginning August 2016 for a renovation. According to current estimates, the move-in date for the renovated Mid-Valley campus library building will be September 2017. At or about the time that the Library closes, approximately 1,500 library items (approximately 1,500 linear inches) consisting of books and audiovisual materials and the four case-type reference shelving units (18 feet long x 42 inches high x 26 inches wide) will be transported to a temporary location in or the same campus. The books will be shelved in Library of Congress Classification order at the temporary location. During the renovation, but after the Library closes, the remaining collection of approximately 29,500 books and audiovisual materials (totaling approximately 29,500 linear inches of items) will be packed in boxes and transported for storage during the remainder of the renovation at a climate-controlled, location, designated and paid for by STC. Existing case-type shelving will be disassembled and transported to another location designated and paid for by STC. Once the Mid-Valley campus renovation is completed, the portion of the library collection in storage will be returned to the renovated library building and shelved into compact shelving units in Library of Congress Classification order. The portion of the collection at the temporary location will be moved to the renovated building and shelved into manual compact shelving units in Library of Congress Classification order. The four reference shelves at the temporary library location will be disassembled and transported to location designated and paid for by STC.
- c. Starr County Campus Construction.** A new library will be constructed in the Starr County Campus in Rio Grande City, Texas within two years. According to current estimates, the move-in date for the Starr County campus library building will be October 2017. Once this building is available for occupancy, the collection of approximately 26,500 books and audiovisual materials (totaling approximately 26,500 linear inches of items) will be transported from the existing library at the same campus to the new library and shelved into manual compact shelving units

in Library of Congress Classification order. The existing cantilever shelving at the vacated library will be disassembled and transported to a location designated and paid for by STC.

- d. Nursing and Allied Health (NAH) Campus Construction. A new library will be constructed in the NAH Campus in McAllen, Texas within two years. According to current estimates, the move-in date for this the NAH building will be April 2018. Once this building is available for occupancy, the collection of approximately 5,000 books and audiovisual materials (totaling approximately 5,000 linear inches of items) will be transported from the existing library at the same campus to the new library and shelved into manual compact shelving units in Library of Congress Classification order. The shelving at the existing location is a manual compact shelving unit which will remain in place.

Justification and Benefit – The effective and successful movement of thousands of library materials and associated shelving requires the engagement of a vendor experienced and equipped to safely move these items. The time when services will be needed at each location shall be determined by the progress of the construction projects and may differ substantially from one location to another. For this reason, the contract will be for a period of one year with an option to renew for two additional one-year periods.

Background - Proposal documents were advertised on May 13, 2016 and May 20, 2016 and issued to two (2) vendors. Two (2) responses were received on May 27, 2016 and reviewed by Library Services, Facilities Planning & Construction, and the Purchasing Department.

Funds for this expenditure are budgeted in the Construction - Renovation and 2013 Bond Construction budgets for FY 2015 – 2016 and FY 2016 – 2017 pending Board approval of the budget.

7) Online Real Estate Courses (Award)

Award the proposal for online real estate courses to **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2016 through August 31, 2017 with two one-year option to renew, at an estimated cost of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry.

Purpose – Continuing Professional and Workforce Education is requesting online real estate courses for the South Texas College community.

Justification – The online real estate courses will be on-line, non-credit, instructor-facilitated courses that lead to certification as realtors. The courses will include some of the following: law of contracts, contract forms, real estate appraisals, law of agency, and the exam prep.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to two (2) vendors. One (1) response was received on April 22, 2016 and reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Continuing Education budget for FY 2016 - 2017 pending board approval of the budget.

8) Pecan Campus Building H Audio Visual Upgrade (Award)

Award the proposal for the Pecan Campus Building H audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total cost of \$139,222.00.

Purpose – Instructional Technologies is requesting an audio visual upgrade at the Pecan Campus Building H. This upgrade will better support special events and student needs in the cafeteria and student lounge areas of the building.

Justification and Benefit - Instructional Technologies is requesting equipment and installation services to incorporate audio visual equipment into the Pecan Campus Building H student lounge and cafeteria areas. This installation will add a presentation and audio system to the student lounge to support special events and will also incorporate local channel television feeds for student entertainment while in the student lounge. The cafeteria will receive an installed presentation system to help support the many special events held in the space as well as an upgrade to the existing audio system which has been having technical issues. Existing speakers in the cafeteria will be reused in the student lounge. These installations will help to support the over 100+ presentation events held in the cafeteria and student lounge as well as provide students with a more entertaining space while waiting in-between daily classes.

Background – Proposal documents were advertised on April 25, 2016 and May 2, 2016 and issued to six (6) vendors. Two (2) responses were received on May 10, 2016 and reviewed by Instructional Technologies and the Purchasing Department.

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

9) Temporary Personnel Services (Award)

Award the proposal for temporary personnel services for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$350,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

AMP Personnel Services, LLC. (McAllen, TX) (New)	Express Employment Professionals (McAllen, TX)
Extra Extras, Inc. (Weslaco, TX)	Kelly Services, Inc. (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	One Stop Staffing, LLC. (Harlingen, TX)
R & D Contracting, Inc./dba R & D Personnel (McAllen, TX)	Region Staffing (Brownsville, TX) (New)
Spherion Staffing, LLC. (Atlanta, GA)	Texas Staffing Pros, LLC. (McAllen, TX)

Purpose – The Office of Human Resources is requesting the purchase of temporary personnel services for instructional programs and support services departments requesting personnel.

Justification and Benefit – The proposals were reviewed to ensure compliance with South Texas College’s requirements that the agencies provide documentation of their liability and worker’s compensation coverage. Additionally, South Texas College requested that the agency prescreen prospective employees and make this information available to the College. All agencies submitting proposals were in compliance with the requirements.

The College typically approves all vendors submitting qualified proposals. These vendors form a pool of eligible staffing agencies. The Office of Human Resources maintains this pool and the proposed prices for various skill sets/job types. This provides access to wide candidate pools when services are needed.

All personnel temporary services requests from College programs and departments are submitted to the Office of Human Resources and the following process is completed:

- The requesting department provides the Office of Human Resources the job description of the position being requested, experience preferred, and dates needed;
- The requirements are sent to several vendors that have that type of position and pricing is requested. Responses from the temporary services agencies are reviewed, including pricing and one or more agency is selected to provide applicant resumes;
- If an employee or employees are available for the requesting position, resumes are returned from the vendor(s) to the Office of Human Resources;
- The requesting department will review the resume(s) and make their selection.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to fourteen (14) vendors. Eleven (11) responses were received on April 20, 2016 and were reviewed by the Office of Human Resources and Purchasing Department. One proposal was received incomplete.

Funds for this expenditure are budgeted in the requesting Programs or Departments budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

10)Truck Driver/Bus Driver Training (Award)

Award the truck driver/bus driver training to **International Schools** (Dallas, TX), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options for renew, at an 18% commission to the College retained from each student’s tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination.

Purpose – Continuing Professional and Workforce Education is requesting truck driver/bus driver training which will provide hands-on skill development and instruction in preparation for the Commercial Driver’s License (CDL) examination.

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

Background - Proposal documents were advertised on April 18, 2016 and April 25, 2016 and issued to two (2) vendors. One (1) response was received on May 3, 2016 and reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

B. Instructional Items

11)Instructional Lab Equipment - I (Purchase)

Purchase instructional lab equipment – I from **VWR International, LLC.** (Radnor, PA), an E & I Cooperative Services approved vendor, at a total amount of \$19,871.12.

Purpose - The Chemistry Program in the Division of Math and Science is requesting to purchase eight (8) rotary evaporators for student instruction.

Justification and Benefit – The rotary evaporators will be used by students in the Organic I and Organic II courses to safely evaporate volatile and potentially toxic fumes. Additionally, the rotary evaporators will reduce the amount of time needed for students to complete the evaporation process allowing students to complete lab experiments in a timelier manner. Two rotary evaporators are for the Mid-Valley Campus, two for the Starr campus and four will be for the Pecan Campus.

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

12)Instructional Lab Equipment – II (Purchase)

Purchase instructional equipment – II from **Microlab** (Bozeman, MT), a sole source vendor, at a total amount of \$11,710.00.

Purpose – The Chemistry Program in the Division of Math and Science is requesting to purchase instructional lab equipment for student instruction.

Justification and Benefit – The computer based data acquisition tools and software are needed for the Chemistry 1412 course labs. This single unit is versatile and allows for the chemistry program to meet the spectrometry course learning outcome added to the ACGM and the instrument allows the chemistry program to introduce technology based experiments that complement and potentially replace existing traditional experiments. It will include two (2) for the Pecan Campus, two (2) for the Starr County Campus, and three (3) for the Mid-Valley Campus.

Funds for this expenditure are budgeted in the Chemistry budget for FY 2015 – 2016.

13)Musical Instruments (Purchase)

Purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$17,311.00.

Purpose – The Music Program in the Division of Liberal Arts and Social Sciences is requesting to purchase four (4) musical instruments for student instruction. Several instruments in the band programs are out of the price range of a majority of our students and the purchase of these instruments will provide an opportunity for them to continue and complete their education.

Justification and Benefit – The bass clarinet, the double horn, the trumpet, and the saxophone will be used in establishing a Symphonic Band at South Texas College. An integral part of music students’ degree plan is participation in a music ensemble such as a symphonic band. Our ensembles perform in college concerts for the student body and in outreach concerts for our community at large.

Funds for this expenditure are budgeted in the Music Program budget for FY 2015 – 2016.

14)Library Materials (Renewal)

Renew the library materials contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$236,359.00. The vendors are as follows:

a.	ABDO Publishing (Minneapolis, MN)	b.	Bearport Publishing (New York, NY)
c.	Bound to Stay Bound Book, Inc. (Jacksonville, IL)	d.	Cavendish Square Publishing (New York, NY)
e.	Cengage Learning, Inc. (Farmington Hills, MI)	f.	Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
g.	Complete Book and Media Supply, LLC. (Cedar Park, TX)	h.	CRM Learning, LP. (Valley Center, CA)
i.	Delaney Educational Enterprises (San Diego, CA)	j.	EBSCO Industries, Inc. (Ipswich, MA)
k.	Enslow Publishing, LLC. (New York, NY)	l.	Follett School Solutions, Inc. (McHenry, IL)
m.	Gareth Stevens Publishing (New York, NY)	n.	Grey House Publishing (Amenia, NY)
o.	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)	p.	Ingram Library Services, Inc. (La Vergne, TN)
q.	JOVE (Cambridge, MA)	r.	Latin American Book Source, Inc. (Chula Vista, CA)
s.	Midwest Tape, LLC. (Holland, OH)	t.	Plunkett Research, Ltd. (Houston, TX)
u.	Quality Books, Inc. (Oregon, IL)	v.	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)
w.	Rosen Publishing Group (New York, NY)	x.	Salem Press/Division of Grey House Publishing (Hackensack, NJ)

y.	Scholastic Library Publishing, Inc. (Danbury, CT)	z.	World Book, Inc. (Chicago, IL)
aa.	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)		

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

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

Background – The Board awarded the contracts for library materials at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	9/1/15 - 8/31/16	2 – one year options
1 st Renewal	6/28/16		9/1/16 – 8/31/17

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

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2016 - 2017 pending Board approval of the budget.

15) Science Laboratory Supplies (Renewal)

Renew the science laboratory supplies contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$250,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Carolina Biological Supply Company (Burlington, NC)	b.	Chemglass Life Sciences (Vineland, NJ)
c.	Flinn Scientific, Inc. (Batavia, IL)	d.	Frey Scientific (Nashua, NH)
e.	Midsci (St. Louis, MO)	f.	Nasco (Fort Atkinson, WI)
g.	PASCO Scientific (Roseville, CA)	h.	Phenix Research Products (Candler, NC)
i.	Thomas Scientific (Swedesboro, NJ)	j.	VWR International, LLC. (Radner, PA)

Purpose – The Science programs are requesting to renew the lab supplies contracts for the instructional labs which are required for science courses.

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

Background – The Board awarded the contracts for science laboratory supplies at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	9/1/15 - 8/31/16	2 – one year options
1 st Renewal	6/28/16		9/1/16 – 8/31/17

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

Funds for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, and Geography budgets for FY 2016 - 2017 pending Board approval of the budget.

C. Non – Instructional Items

16)Air Conditioning Equipment and Supplies (Purchase)

Purchase air conditioning equipment and supplies from **Carrier Corporation** (Richardson, TX/Pharr, TX) and **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX), Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities – Repair and Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

17)Air Conditioning Filters (Purchase)

Purchase and installation of air conditioning filters from **J. F. Filtration, Inc./Joe W. Fly Company, Inc.** (Austin, TX/Harlingen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$102,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

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

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$75,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

19)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) – Managed Contracts approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$49,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

20)Electrical Parts and Supplies (Purchase)

Purchase electrical parts and supplies from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$55,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting electrical parts and supplies for the day to day operations of the College.

Justification and Benefit – The electrical parts and supplies will be used throughout the district for repairs of buildings electrical components. It will include various electrical components and lighting fixtures for facilities at all campuses.

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2016 - 2017 pending Board approval of the budget.

21)Employee Background Services (Purchase)

Purchase employee background services from **Morpho Trust** (Washington, D.C.), a sole source vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$12,000.00, which is based on prior year expenditures.

Purpose – The Office of Human Resources is requesting to purchase employee national background services for all new employees and existing employees hired into security sensitive positions.

Justification and Benefit – As provided in Section 51.215 of the Texas Education Code, South Texas College designates certain positions as security sensitive. Security-sensitive positions shall be restricted to employees who handle currency, have access to a computer terminal, have access to a master key, or who work in an area of the institution which has been designated as a security-sensitive area. A security-sensitive position shall be so identified in the job description and advertisement for the position.

The Texas Department of Public Safety, our current vendor, has entered into an exclusive contract with MorphoTrust USA to provide statewide electronic fingerprinting through DPS FAST locations operated by IdentGO. Purchase of electronic fingerprint services with submission of prints to the Federal Bureau of Investigations will allow the College to continue to comply with Section 51.215 of the Texas Education Code.

Funds for this expenditure are budgeted in the Human Resources budget for FY 2015 – 2016 and FY 2016 – 2017 pending Board approval of the budget.

22)Food Products (Purchase)

Purchase food products from **Labatt Food Services** (Houston, TX), a Harris County Department of Education - Choice Partners Purchasing Cooperative approved vendor,

for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$65,000.00, which is based on prior year expenditures.

Purpose – Food Services, Culinary Arts, and the Mid-Valley Childcare Center are requesting to purchase food products for the day to day operation of the cafeterias, center, and program.

Justification and Benefit – The food products will includes various meats and products needed for the cafeteria operation, student instruction, and servicing students at the center.

Funds for this expenditure are budgeted in the Cafeteria – Auxiliary, Culinary Arts Program, and Mid Valley Childcare Center budgets for FY 2015 – 2016 and FY 2016 – 2017 pending Board approval of the budget.

23)Furniture (Purchase)

Purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), a State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities approved vendors, at a total amount of \$101,808.89.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$15,133.44
B	Computer Comforts, Inc. (Kemah, TX)	\$2,658.82
C	ERG International/Gateway Printing and Office, Inc. (Edinburg, TX)	\$1,122.83
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,028.16
E	Herman Miller/Workplace Resources, LLC. (McAllen,TX)	\$15,809.44
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,356.54
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$30,309.03
H	Landscape Forms, Inc. (Kalamazoo, MI)	\$12,985.00
I	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$11,221.51
J	Versteel/Ditto Sales, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$5,184.12
	Total	\$101,808.89

The purchases can be summarized as follows:

- Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Nursing and Allied Health Campus
 - 12 Tables for Patient Care Assistant Program

- Technology Campus
 - 30 Chairs for Technology Campus Conference Room
- Computer Comforts, Inc. (Kemah, TX)
 - Starr Campus
 - 2 Instructor Tables for Starr County Campus
- ERG International/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 1 Conference Table for the Behavioral Intervention Team
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 3 Chairs for Child Development Center
 - Pecan Campus
 - 1 Chair for History Program
 - 1 Chair for the Dean of Math, Science and BA Programs
 - 2 Chairs for the Professional Development Department
 - ⇒ Technology Campus
 - 1 Chair for Business Administration Program
- Herman Miller/Workplace Resources, LLC. (McAllen, TX)
 - Pecan Campus
 - 18 Lounge Chairs, 6 Chairs, and 6 Tables for the Library 2nd Floor
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 3 Storage Cabinets for Child Development Center
 - Nursing Allied Health Campus
 - 2 Storage Cabinets for Patient Care Assistant Program
 - Pecan Campus
 - 1 Storage Cabinet for the Computer Science Program
 - 2 Desks for Professional Development Department
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Mid Valley Campus
 - 14 Chairs for the Child Development Center
 - Nursing Allied Health Campus
 - Partitions for Nursing Allied Health Campus
 - 30 Chairs for Patient Care Assistant Program
 - Pecan Campus
 - 14 Chairs for Library Information Commons
 - Technology Campus
 - 28 Chairs for Library Information Commons
- Landscape Forms (Kalamazoo, MI)
 - Pecan Campus
 - 2 Outside tables and 4 trash cans to be placed outside Pecan Plaza
- National Office Furniture/Workplace Resources, LLC. (McAllen, TX)

- Pecan Campus
 - 6 Lounge Sofas and 24 Tables for the Library
- Versteel/Ditto Sales, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 12 Tables for the Library Information Commons

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015 - 2016 as follows: BAT/BAS, Behavioral Intervention, Team, Business Administration, Child Development, Computer Science, District Wide - Renovation – FFE, History, Instructional Technology Maintenance & Replacement, Library Information Commons, MV Child Care & Development, New Furniture, Patient Care Assistant, Professional Development Instruction Initiative and Technology Campus.

24)Parts and Supplies (Purchase)

Purchase parts and supplies from **Grainger, Inc.** (Austin, TX/ McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$60,000.00, which is based on prior year expenditures.

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

Justification and Benefits – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

25)Police Equipment (Purchase)

Purchase of police equipment from **GT Distributors, Inc.** (Austin, TX), a Texas Association of School Boards (TASB) - Buyboard approved vendor, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$40,000.00.

Purpose – The South Texas College Department of Public Safety requires equipment for college police officers. The equipment includes holsters, ballistic vests, perimeter supplies, and ammunition.

Justification and Benefit – Ammunition is needed for firearms qualifications mandated by the Texas Commission on Law Enforcement (TCOLE). Other equipment is required for the daily operations of the department.

Background – The South Texas College Department of Public Safety is continuing to enhance its operations and requires the acquisition of this equipment for police officers to operate safely while performing their duties.

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

26) Portable Communication Radios (Purchase)

Purchase portable communication radios from **Motorola Solutions, Inc.** (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total amount of \$157,134.60.

Purpose – The South Texas College Department of Public Safety is currently using a disparate system of radios that are unable to communicate with each other. The majority of radios are provided by a telephone company at a yearly charge of \$12,936.00 per year. These radios do not provide consistent communication at all campuses and on occasion the police dispatchers cannot contact security guards when they are needed to respond to emergencies.

Justification and Benefit – Radio communication between dispatchers, police officers, and security guards is essential in responding to emergencies and other incidents. The current radio system does not allow consistent communication and radios are not compatible with each other on the communications network.

Background – Older telephone company radios do not allow consistent communication at each campus location and are not compatible with the newer radios, making it difficult for police dispatchers to contact security personnel during emergencies and other incidents.

Funds for the expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

27) Rental Equipment (Purchase)

Purchase rental equipment from **United Rentals, Inc.** (Temple Terrace, FL/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2016 through August 31, 2017, at an estimated amount of \$38,000.00, which is based on prior year expenditures.

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

Justification and Benefit - The rental of heavy or specialized equipment will be used that all South Texas College campuses maintenance or repairs of roofs, parking lot lights, and buildings. The equipment consists of welders, backhoes, lifts, trenchers, parking lot sweepers, forklifts, generators, portable lights, pressure washers, and excavators.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

28) Vehicle Emergency Equipment (Purchase)

Purchase of vehicle emergency equipment from **Fleet Safety Equipment, Inc.**, (Houston, TX), a Texas Association of School Board (TASB) – Buyboard approved vendor, at a total amount of \$11,006.86.

Purpose – The South Texas College Department of Public Safety operates two security vehicles that are in need of safety warning lights during night time operations.

Justification and Benefit – During the evening hours, security vehicles require safety warning lights that provide deterrence to crime and also identify their location for students and employees needing assistance.

Background – Security vehicles patrol campus grounds during the evening hours toward off criminals and provide assistance to those in need. The safety emergency lights are needed to identify these vehicles during night time hours.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

29) Collection Agency Services (Renewal)

Renew the collection agency services contracts for the period beginning September 1, 2016 through August 31, 2017, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:

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

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

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

Background - The Board awarded the contracts for the collection agency services at the July 29, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 - 8/31/15	2 – one year options
1 st Renewal	7/28/15		9/1/15 – 8/31/16
2 nd Renewal	6/28/16		9/1/16 – 8/31/17

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

30)Custodial Supplies (Renewal)

Renew the custodial supplies contracts with for the period beginning August 18, 2016 through August 17, 2017, at an estimated amount of \$195,000.00 which is based on prior year expenditures. The vendors are as follows:

- **Primary:** Gulf Coast Paper, Co. (Brownsville, TX)
- **Secondary:** Rio Paper and Supply, LLC. (Pharr, TX)
 Yanitor Paper and Supplies, LLC. (Pharr, TX)

Purpose – Facilities Maintenance and Operations is requesting to renew the contracts for custodial supplies which are used throughout the district. The supplies include cleaners, hand towels, tissues, mops, brooms, gloves, trash bags, and other miscellaneous supplies.

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

Background – The Board awarded the contract for custodial supplies at the July 28, 2015 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins August 18, 2016 and ends August 17, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	8/18/15 - 8/17/16	2 – one year options
1 st Renewal	6/28/16		8/18/16 – 8/17/17

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

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

31)Engineering Services – Geotechnical and Material Testing (Renewal)

Renew the engineering services – geotechnical and material testing contracts for the 2013 Construction Bond Program with a renewal period beginning April 29, 2016 through April 28, 2017. Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

a.	Pecan Campus	Terracon Consultants, Inc. (Pharr, TX)
b.	Nursing & Allied Health Campus and Technology Campus	Millennium Engineering Group, Inc. (Edinburg, TX)
c.	Mid Valley Campus and Regional Center for Public Safety Excellence	Raba Kistner Consultants, Inc. (McAllen, TX)
d.	Starr County Campus and La Joya Teaching Site	Raba Kistner Consultants, Inc. (McAllen, TX)

Purpose – Facilities Planning and Construction and the Bond Project Manager have requested the renewal of the engineering services – geotechnical and material testing services for the 2013 Bond Construction.

Justification and Benefit – The engineering services – geotechnical and material testing services will include the following:

- Testing of soil conditions for proper foundation design
- Testing of select fill dirt for proper compaction
- Testing of concrete samples during concrete pours
- Testing of sub-grades, caliche base, and asphalt for parking areas
- Testing of structural steel reinforcing
- Testing of steel welding
- Testing of floors for levelness
- Testing of fireproof materials
- Testing of environmental conditions including air quality
- Testing of identifying asbestos containing materials

Background – The Board awarded the contract for engineering services – geotechnical and material testing at the April 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins April 29, 2016 and ends April 28, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/28/15	4/29/15 - 4/28/16	2 – one year options
1 st Renewal	6/28/16		4/29/16 – 4/28/17

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

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

32)Institutional Membership (Renewal)

Renew the institutional membership with **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** (Decatur, GA), a sole source vendor, for the period of July 1, 2016 through June 30, 2017, at a total amount of \$11,909.00.

Purpose - The Office of Curriculum and Student Learning is requesting an annual institutional membership renewal.

Justification and Benefit - The institutional membership dues are to the regional body of accreditation for degree granting institutions of higher education.

Funds for this expenditure are budgeted in the Quality Enhancement Plan budget for FY 2015 - 2016.

33)Mail Services (Renewal)

Renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$75,000.00, which is based on prior year expenditures.

Purpose – Mail Services is requesting to renew the contract for mail services which includes the following services: barcoding all envelopes/packages, postage on all envelopes/packages, pre-sorting of mail, pick up of mail, and delivery of mail to the McAllen post office.

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

Background – The Board awarded the contract for mail services at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	9/1/15 - 8/31/16	2 – one year options
1 st Renewal	6/28/16		9/1/16 – 8/31/17

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 Mail Services budget for FY 2016 - 2017 pending Board approval of the budget.

34)Pest Control Services (Renewal)

Renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$11,563.20.

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

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

Background – The Board awarded the contract for pest control services at the August 25, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/15	9/1/15 - 8/31/16	2 – one year options
1 st Renewal	6/28/16		9/1/16 – 8/31/17

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 Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

35)Rental of Storage Facilities (Renewal)

Renew the rental of storage facilities contracts for the period beginning August 1, 2016 through July 31, 2017, at an estimated cost of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
- b. **McAllen Foreign Trade Zone** (McAllen, TX)
- c. **The Attic Corporation, General Partner** (McAllen, TX)

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

Justification and Benefit – The rental of storage facilities is used by various College departments with the following requirements: temperature control, storage size, and location. Due to the College’s growth over the years, the need for storage facilities has increased. The College will need approximately ten (10) units and one (1) storage area for this term of the contract.

Background – The Board awarded the contract for rental of storage facilities at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 1, 2016 and ends July 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	8/1/15 - 7/31/16	2 – one year options
1 st Renewal	6/28/16		8/1/16 – 7/31/17

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

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

36) Staff Uniforms and Services (Rental/Renewal)

Rental/renewal of staff uniforms and services contract with **Unifirst Corporation** (San Antonio, TX/McAllen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning July 1, 2016 through June 30, 2017, at an annual estimated amount of \$28,500.00.

Purpose – Facilities Maintenance and Operations is requesting the renewal of the rental of uniforms and service for the Custodial and Maintenance Department staff at all campuses.

Justification and Benefit - The uniforms will be worn daily by ninety (90) Facilities Maintenance and Custodial Department staff for identification throughout the District. The service includes weekly pickup of uniforms, delivery of clean uniforms, and repairs of the uniforms as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance and Custodial budgets for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

D. Technology Items

37) Citation Writers and Printers (Purchase)

Purchase of citation writers and printers from **Cardinal Tracking, Inc.** (Lewisville, TX), a sole source provider, for a total amount of \$29,638.00.

Purpose – The South Texas College Department of Public Safety is requesting approval for the purchase of ten (10) citation writers and printers to be used in conjunction with the Cardinal Tracking parking program previously purchased by the College.

Justification and Benefit – The South Texas College Board of Trustees previously approved the acquisition of the Cardinal Tracking parking program to be used for the

issuance of parking permits, citations, and citation fine appeals. The citation writers and printers are required to enable the scanning of parking permits and the issuance of citations to violators of the college Traffic and Parking Rules and Regulations.

Background – The previous parking software is no longer available due to the required upgrade of the Computer Automated Dispatch program to meet legal requirements of the Federal and State governments. South Texas College issued the following number of parking permits and citations during Fiscal Year 2015 - 2016 to date (September 1, 2015 to April 30, 2016):

Parking Permits Sold	15,205	Revenue	\$380,125
Citations Given	12,292	Revenue	\$140,120
		Total Revenue	\$520,245

Funds for the expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

38)Computers, Laptops, Tablets, and Printers (Purchase)

Purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CDW Government** (Vernon Hills, IL), in the total amount of \$185,402.33.

All purchase requests for computers, laptops, tablets, and printers have been evaluated by Technology Resources 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
 - ⇒ 1 Computer for Child Development Program
 - ⇒ 3 Computers for Developmental Math Program
 - ⇒ 1 Computer for Engineering Program
 - ⇒ 3 Computers for Psychology Program

- Staff Computers
 - ⇒ 3 Computers for Advising
 - ⇒ 1 Computer for Curriculum & Student Learning
 - ⇒ 1 Computer for Division of Liberal Arts & Social Sciences
 - ⇒ 1 Computer for Facilities Planning and Construction
 - ⇒ 2 Computers for Professional Development Instructional Initiative
 - ⇒ 1 Computer for Child Development Program

- Student-lab Computers
 - ⇒ 5 Computers for Computer Science Program
 - ⇒ 70 Computers for Learning Commons and Open Labs
 - ⇒ 122 Computers for Library Information Commons

- Faculty Class instruction Laptops
 - ⇒ 1 Laptop for Psychology Program
 - ⇒ 1 Laptop for Economics Program
 - ⇒ 3 Laptops for Diesel Technology Program

- Staff Laptops
 - ⇒ 1 Laptop for Kinesiology Program
 - ⇒ 2 Laptops for Office of Internal Audits
 - ⇒ 1 Laptop for Student Affairs

- Circulation Student Laptops
 - ⇒ 5 Laptops for Library Information Commons

- Staff Tablets
 - ⇒ 4 Tablets for Dual2Degree
 - ⇒ 1 Tablet for Advising Center
- Faculty Tablets
 - ⇒ 1 Tablet for Physics Program
 - ⇒ 2 Tablets for Mathematics Program
 - ⇒ 2 Tablets for Developmental English Program

- Printers
 - ⇒ 5 Printers for Learning Commons and Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015 - 2016 as follows Child Development, Developmental Math, Engineering, Psychology, Advising, Curriculum & Student Learning, Division of Liberal Arts & Social Sciences, Facilities Planning and Construction, Professional Development Instructional Initiative, Computer Science, Learning Commons and Open Labs, Library Information Commons, Economics, Diesel Technology, Kinesiology, Internal Audits, Student Affairs, Dual2Degree, Physics, Mathematics, and Developmental English.

39) Consultant Services (Purchase)

Purchase consultant services from **Texas A&M University – Corpus Christi** (Corpus Christi, TX) on behalf of the **Texas Connection Consortium and Ellucian Company, LP.**, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$24,684.00.

Purpose - Technology Resources is requesting to purchase consultant services to assist with various Banner related projects.

Justification and Benefit - The services requested include version upgrades to several systems including Banner Integration for e-Learning, Banner Xtender, and Banner Events Publisher. Consultants will also do a knowledge transfer and review of the features and functionality of the systems.

Background - Technology Resources is currently in the process of upgrading the back end database for the Banner system. In order to be able to upgrade the database, all Banner system applications and any third party applications that use the database need to be upgraded to the most current version in order to work properly. The systems mentioned above all need to be upgraded prior to the database upgrade in November 2016.

Funds for this expenditure are budgeted in the Technology Resources Project Management Risk & Security for FY 2015 – 2016.

40) Distance Education Online Course Licenses (Purchase/Renewal)

Purchase and renew distance education online course licenses from **Respondous, Inc.** (Redmond, WA), a sole source vendor, for the period of August 1, 2016 through July 31, 2017, at a total amount of \$11,190.00.

Purpose – Distance Education is requesting to purchase an additional licensing and to renew two existing licenses which secures the online student course assignments.

Justification and Benefit – The distance education online course licenses secure the browser when students work on assignment or assessments to prevent them from getting information from the web to complete their work. The renewal will include the Respondus License and LockDown License and the new purchase will be Respondus Monitoring with unlimited seats.

Funds for this expenditure are budgeted in the Distance Education Instructional Technology budget for FY 2015 – 2016.

41) Grant Contract Management License Agreement (Purchase)

Purchase a grant contract management license agreement from **eCivis, Inc.** (Pasadena, CA), (New) a sole source vendor, for a period beginning July 1, 2016 through June 30, 2019, at a total cost of \$50,715.00. The annual amounts are as follows: Year 1: \$24,905.00 which includes a one-time set up and migration fees, Year 2: \$12,905.00, and Year 3: \$12,905.00.

Purpose – The Grant Development, Management, and Compliance Department is requesting to purchase a grant contract management license agreement which will allow access to over 15,000 grants that South Texas College may apply for from federal, state, private, and local agencies. The system will also allow South Texas College to efficiently and effectively comply and manage current grants as well as expanding future grant opportunities

Justification and Benefit – The grant contract management license agreement will assist in finding, analyzing, and publishing highly relevant grants for government entities from federal and non-federal sources. This system will support and expand the department in the development, management, and compliance of grants. It will increase the financial resources for South Texas College.

Funds for this expenditure are budgeted in the Grant Development, Management, and Compliance budget for FY 2015 – 2016 and FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

42) Interactive Learning System (Purchase)

Purchase an interactive learning system from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of \$48,810.63.

Purpose – The NAAMREI Office is requesting to purchase an interactive learning system that will serve as add-on components to South Texas College's existing Festo Didactic MPS automation and robotics system. Tec2Screen system is part of the Industry 4.0 global initiative which South Texas College is pursuing and provides enhanced learning opportunities in the technologies of mechatronics, robotics, and industrial automation for the existing Festo lab at South Texas College.

Justification and Benefit – This equipment and software will enhance the existing Festo technologies at South Texas College by incorporating new technologies and applications that are aligned with the current and future needs of industrial automation. South Texas College trainees who will use this new technologies will receive Festo credentials upon successful completion of coursework that uses the interactive learning system.

Funds for this expenditure are budgeted in the City of McAllen grant budget for FY 2015 – 2016.

43) Network Cabling Services (Purchase)

Purchase network cabling services from **BridgeNet Communications, LLC.** (Donna, TX), a board approved vendor, for a period beginning June 29, 2016 through August 31, 2016, at a total cost of \$30,322.00.

Purpose – The South Texas College Department of Public Safety is replacing surveillance cameras and cables that no longer work. The installation of CAT 6 cables will permit the connection of new digital cameras to the security network.

Justification and Benefit – Currently several buildings at the campuses have 13 to 15 year surveillance cameras that no longer work. To have an operating surveillance camera system, one of the requirements is to replace outdated coaxial cable with CAT 6 cable.

Background – Older analog surveillance camera systems have reached the end of life and no longer work. Currently there are several buildings at the College's campuses that are without working cameras. The installation of the CAT 6 cable will allow new digital cameras to be connected to the surveillance camera system.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

44) Network Servers (Purchase)

Purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$121,583.84

Purpose - The South Texas College Department of Public Safety operates surveillance cameras on five (5) college campuses. The cameras are connected to network servers that process and store recorded images.

Justification and Benefit - The surveillance cameras require network servers for operation, however many of the network servers have reached end of life and can no longer be supported. This request will replace sixteen (16) of the out of life and out of warranty servers.

Funds for this expenditure are budgeted in the Telecom & Infrastructure budgets for FY 2015 - 2016.

45) Network Switches and Modules (Purchase)

Purchase of network switches and modules from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$ 130,146.60

Purpose – Technology Resources is requesting to purchase thirty four (34) switches to replace outdated switches which are no longer supported. Without support, which includes hardware and software upgrades, these switches cannot be updated to ensure full functionality and security.

Justification and Benefit – All computers, wireless access points, phones, and many printers are connected to the network and internet via cable to switch. A switch serves

as a controller, enabling networked devices to talk to each other efficiently. Each building has numerous switches supporting learning and business activities for faculty, staff, and students.

Switches provide connectivity and security for computers, wireless access points, phones, and printers. Switches can be managed and monitored via software allowing Technology Resources to proactively address issues, in many cases, before services are affected.

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

46) Software Licenses (Purchase)

Purchase software licenses from **SHI Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,562.00.

Purpose – Technology Resources is requesting the purchase of additional backup licenses to expand our current backup capacity with an additional 11 terabytes of extra backup space. The maintenance for these licenses will need to be renewed annually.

Justification and Benefit – These additional backup licenses will allow us to continue running backups. Our current licenses are near capacity and we are having to spend resources once a week on cleaning and making sure our backups successfully complete. Technology Resources needs the additional licensing, in order to continue ensuring successful backups on our current environment and ensure we have the resources to meet the steady growth in our infrastructure.

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

47) Technical Consulting Services (Purchase)

Purchase technical consulting services from **Weaver Technologies** (Fredericksburg, TX) (New), an approved vendor from The Interlocal Purchasing System (TIPS), at a total amount of \$21,000.00.

Purpose - Technology Resources is requesting to purchase of technical services to assist in the migration of our current email system to a cloud-based email system.

Justification and Benefit – Moving our email system from on premises to a cloud solution will help reduce the amount of time used to maintain the current email system. A cloud email system is a disaster recovery best practice, since the email system will always be available.

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

48)Terminals, Servers, Installation, and Configuration Services (Purchase)

Purchase terminals, servers, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$81,486.72.

Purpose - Technology Resources is requesting the purchase of one-hundred (100) Thin Client Workstations and two (2) servers which are needed at Pecan Campus Building K to support the Welcome Center.

Justification and Benefit – The terminals are needed to provide a virtual computer for students that will visit the Welcome Center. These terminals will have a virtual image tailored to the needs of the students and the department. The servers are needed to provide the computing resources needed by the terminals. The use of virtual desktop infrastructure (VDI) technology provides a proactive answer to the routine issues experienced with regular computers such as:

- Longer Shelf Life / Lower On-Going Costs – The expected life of a PC is only four years before it becomes obsolete and sold at auction. Using VDI can extend the life of the hardware to an expected minimum of six years. This allows the College to expend less annual budget on new equipment for end-users.
- Improved Security – Software and files which reside on individual computers can be a security risk. An individual computer can be stolen or the files may be copied. When VDI is implemented, software and files reside on servers rather than an individual computer thereby improving the security. The physical loss of a computer would no longer equal the loss of software and files.
- Better Support –The process of upgrading software will be less time consuming and less staff intensive since software will be upgraded on the server and users will automatically access the newest version upon login.

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

49)Virtual Desktop Licenses (Purchase)

Purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$15,389.61.

Purpose – Technology Resources is requesting the purchase of one hundred (100) virtual desktop licenses which will be installed in the servers for future software installations to workstations at the Pecan Campus Welcome Center.

Justification and Benefit – These licenses will allow various software to be installed or upgraded from the server to the workstation without interruptions. This will streamline all

the software used at the Welcome Center and will allow for multiple software upgrades at once.

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

50)Web Security Services (Purchase)

Purchase web security services from **M&S Technologies** (Dallas, TX), a State of Texas Department of Information Resource (DIR) approved vendor, at a total amount of \$47,871.00.

Purpose – To protect our web applications from threats wanting to exploit an application vulnerability to breach into our network or disrupt our web services.

Justification and Benefit – We are replacing existing equipment, which will become unsupported this year, with a cloud-based service that is simple to manage / integrate and provides additional benefits for the College. The benefits will be:

- Continue providing web application firewall services to our web applications.
- Maintaining PCI compliance for payment websites.
- Being able to use this service to mitigate a Distributed Denial of Service (DDoS) attack.

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

51)Library Integrated/Automation System Maintenance Agreement (Renewal)

Renew the library integrated/automation system maintenance agreement with **Sirsi Corporation/dba SirsiDynix** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2023. The first year annual amount is \$31,429.58 with a 0% escalation in the 2nd year for the software and a 1.9% annual price increase cap in years three (3) through seven (7). The total seven year maintenance agreement is \$232,213.71, which is an approximately \$24,381.98 in savings over the next seven years.

Purpose – Library Services is requesting to renew the long-term maintenance agreement for its integrated library system (ILS), which will provide continuing inventory control for all the South Texas College Libraries.

Justification and Benefit – South Texas College purchased its library integrated/automation system from Sirsi in 1998 and has since been using this system, as updated, effectively. Migrating from one system to another is an expensive and time-consuming process that libraries undertake infrequently. The Library Services automation staff does not foresee a need to migrate to another integrated library system within the next seven years. By entering into a long-term agreement with Sirsi, the college can save approximately \$24,381.98 during the term of the agreement in lieu of doing annual renewals.

Background - The integrated library system is a library inventory control system critical to the operation of the Library. South Texas College has been using this system since

1998. It makes library materials searchable using the online catalog. It provides students with descriptive records of library materials and where these are located. It also makes it possible for the Library to lend library materials to students, keep track of these loans, and maintain an automated inventory of library materials at each campus. The proposed maintenance agreement incorporates a non-appropriations provision to safeguard the legitimate need to not renew the agreement in the event funding no longer becomes available prior to the end of the multiyear contract term.

Funds for this expenditure are budgeted in the Library Acquisition budget for FY 2016-2017 pending Board approval of the budget.

52)Maintenance Management System Agreement (Renewal)

Renew the maintenance management system agreement with **SchoolDude.com** (Cary, NC) a National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$24,000.00, which is based on prior year expenditures.

Purpose – Facilities Maintenance and Operations is requesting the renewal of the continuous support for the Computer Maintenance Management System (CMMS).

Justification and Benefits - The maintenance management system agreement provides upgrades and support to the Facilities Operations and Maintenance work orders, preventative maintenance, and inventory tracking system.

Funds for this expenditure are budgeted in the Operations and Maintenance budget FY 2016 - 2017 pending Board approval of the budget.

53)Oracle Golden Gate License Support Services Agreement (Renewal)

Renew the Oracle golden gate license support services agreement with **Oracle America, Inc.** (Dallas, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 12, 2016 through June 11, 2017 at a total amount of \$38,451.07.

Purpose - Technology Resources is requesting to renew the support services for 24,241 data replication software licenses that connect to the college's major data systems.

Justification and Benefit - The software provides real-time replication of data considered critical for business continuity in the event of a disaster. The support services include maintenance and upgrades to the software licenses. The upgrades are needed so that the college stays up to date with the latest version of the software.

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

54) Training Subscription (Renewal)

Renew the training subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning August 1, 2016 through July 31, 2017, at a total amount of \$11,395.00.

Purpose - The Centers for Learning Excellence is requesting to renew the training subscription for professional development for department employees. It will include flexible on-demand workshops for individuals or a group in the areas of at-risk populations, campus safety, student success, teaching, and learning and technology.

Justification and Benefit - The training subscription online workshops will be used and viewed by all Centers for Learning Excellence full-time and part-time staff at all five (5) campuses. They will provide the staff opportunities, tools, and trainings to assist them to better their job performance.

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

55) Information Security and Risk Assessment Services (Interagency Agreement)

Enter into an interagency cooperation contract with the **State of Texas Department of Information Resources (DIR)** (Austin, TX) for an information security and risk assessment services for the period beginning June 29, 2016 through completion of the services. There is no cost to South Texas College as DIR provides this assessment at no charge to the institution.

Purpose – The Office of Information Security is requesting approval to enter into an Interagency Cooperation Contract with the Department of Information Resources which will allow the College to obtain services for an information security and risk assessment. The assessment will be completed in four steps as described below:

- Initiation and Planning – Discovery Phase
- Assessment – Evaluation Phase
- Analysis and Reporting – Findings and Report Development/Maturity Modeling
- Project Close Out – Final Delivery and Planning Next Steps

Justification and Benefit – The College is adopting a new cybersecurity framework. The assessment provided by DIR will provide the current state of our security processes, provide recommendations to improve our security posture and assist in developing a roadmap to improve our overall security program.

Recommendation:

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

<p>A. Awards B. Instructional Items</p>	<p>C. Non-Instructional Items D. Technology Items</p>
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A. Awards

- 1) **Audio Visual Equipment and Parts – IV (Award):** award the proposal for audio visual equipment and parts – IV to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$29,266.00;
- 2) **Culinary Equipment and Accessories (Award):** award the proposal for culinary equipment and accessories for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at estimated amount of \$12,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **Ace Mart Restaurant Supply, Co.** (San Antonio, TX)
 - **Mission Restaurant Supply** (McAllen, TX) (New)
- 3) **Diploma Covers (Award):** award the proposal for diploma covers to **Jostens** (Minneapolis, MN), for the period beginning July 1, 2016 through June 30, 2017 with two one-year options to renew, at an estimated amount of \$19,950.00 based on the purchase of 5,000 diploma covers annually;
- 4) **Glass Replacement and Installation (Award):** award the proposal for glass replacement and installation to **Luna Glass, LLC.** (McAllen, TX), for the period beginning August 28, 2016 through August 27, 2017 with two one-year options to renew, at an estimated amount of \$20,000.00, which is based on prior year expenditures;
- 5) **Library Discovery System (Award):** award the proposal for the library discovery system to **EBSCO Industries, Inc.** (Ipswich, MA) for the period beginning September 1, 2016 through August 31, 2019 with two one-year options to renew, at a total cost of \$66,923.98. The annual amounts are as follows: Year 1: \$21,439.00; Year 2: \$22,296.56, and Year 3: \$23,188.42.
 The three year agreement with two one-year options to renew will provide:
 - stable portal for students and faculty to access online resources;
 - predictable discounted pricing (4% annual increase for years two and three and for optional years four and five instead of a 7% annual increase); and
 - staff time savings from having already configured the existing discovery system;
- 6) **Library Materials Moving Services (Award):** award the proposal for library materials moving services to **Library Design Systems, Inc.** (Houston, TX), for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$107,169.91.
 The services will include the following: to remove, pack, move, and shelve in proper order library prints and video collections and, where required, disassemble and move library shelving as directed by the College in connection with:
 - the installation of compact shelving at the Pecan Campus Library;
 - the library bond construction project at the Nursing and Allied Health Campus;
 - the library bond construction project Starr County Campus; and
 - the library bond renovation project at the Mid-Valley Campus;

- 7) Online Real Estate Courses (Award):** award the proposal for online real estate courses to **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an estimated cost of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry;
- 8) Pecan Campus Building H Audio Visual Upgrades (Award):** award the proposal for the Pecan Campus Building H audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$139,222.00;
- 9) Temporary Personnel Services (Award):** award the proposal for temporary personnel services for a contract period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$350,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

AMP Personnel Services, LLC. (McAllen, TX) (New)	Express Employment Professionals (McAllen, TX)
Extra Extras, Inc. (Weslaco, TX)	Kelly Services, Inc. (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	One Stop Staffing, LLC. (Harlingen, TX)
R & D Contracting, Inc./dba R & D Personnel (McAllen, TX)	Region Staffing (Brownsville, TX) (New)
Spherion Staffing, LLC. (Atlanta, GA)	Texas Staffing Pros, LLC. (McAllen, TX)

- 10) Truck Driver/Bus Driver Training (Award):** award the truck driver/bus driver training to **International Schools** (Dallas, TX), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

B. Instructional Items

- 11) Instructional Lab Equipment - I (Purchase):** purchase instructional lab equipment from **VWR International, LLC.** (Radnor, PA), an E & I Cooperative Services approved vendor, at a total amount of \$19,871.12;
- 12) Instructional Lab Equipment – II (Purchase):** purchase instructional lab equipment – II from **Microlab** (Bozeman, MT), a sole source vendor, at a total amount of \$11,710.00;
- 13) Musical Instruments (Purchase):** purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$17,311.00;
- 14) Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$236,359.00. The vendors are as follows:

a.	ABDO Publishing (Minneapolis, MN)	b.	Bearport Publishing (New York, NY)
c.	Bound to Stay Bound Book, Inc. (Jacksonville, IL)	d.	Cavendish Square Publishing (New York, NY)
e.	Cengage Learning, Inc. (Farmington Hills, MI)	f.	Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
g.	Complete Book and Media Supply, LLC. (Cedar Park, TX)	h.	CRM Learning, LP. (Valley Center, CA)
i.	Delaney Educational Enterprises (San Diego, CA)	j.	EBSCO Industries, Inc. (Ipswich, MA)
k.	Enslow Publishing, LLC. (New York, NY)	l.	Follett School Solutions, Inc. (McHenry, IL)
m.	Gareth Stevens Publishing (New York, NY)	n.	Grey House Publishing (Amenia, NY)
o.	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)	p.	Ingram Library Services, Inc. (La Vergne, TN)
q.	JOVE (Cambridge, MA)	r.	Latin American Book Source, Inc. (Chula Vista, CA)
s.	Midwest Tape, LLC. (Holland, OH)	t.	Plunkett Research, Ltd. (Houston, TX)
u.	Quality Books, Inc. (Oregon, IL)	v.	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)
w.	Rosen Publishing Group (New York, NY)	x.	Salem Press/Division of Grey House Publishing (Hackensack, NJ)
y.	Scholastic Library Publishing, Inc. (Danbury, CT)	z.	World Book, Inc. (Chicago, IL)
aa.	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)		

15) Science Laboratory Supplies (Renewal): renew the science laboratory supplies contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$250,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Carolina Biological Supply Company (Burlington, NC)	b.	Chemglass Life Sciences (Vineland, NJ)
c.	Flinn Scientific, Inc. (Batavia, IL)	d.	Frey Scientific (Nashua, NH)
e.	Midsci (St. Louis, MO)	f.	Nasco (Fort Atkinson, WI)
g.	PASCO Scientific (Roseville, CA)	h.	Phenix Research Products (Candler, NC)

i. Thomas Scientific (Swedesboro, NJ)	j. VWR International, LLC. (Radner, PA)
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C. Non – Instructional Items

- 16) Air Conditioning Equipment and Supplies (Purchase):** purchase air conditioning equipment and supplies from **Carrier Corporation** (Richardson, TX/Pharr, TX) and **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX), Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$50,000.00, which based on prior year expenditures;
- 17) Air Conditioning Filters (Purchase):** purchase and installation of air conditioning filters from **J. F. Filtration, Inc./Joe W. Fly Company, Inc.** (Harlingen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$102,000.00, which based on prior year expenditures;
- 18) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$75,000.00, which is based on prior year expenditures;
- 19) 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) – Managed Contracts approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$49,000.00, which is based on prior year expenditure;
- 20) Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$55,000.00, which is based on prior year expenditures;
- 21) Employee Background Services (Purchase):** purchase employee background services from **Morpho Trust** (Washington, D.C.), a sole source vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$12,000.00, which based on prior year expenditures;
- 22) Food Products (Purchase):** purchase food products from **Labatt Food Services** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$65,000.00, which is based on prior year expenditures;
- 23) Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TPCN), National Joint Powers Alliance (NJPA), State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities approved vendors, at a total amount of \$101,808.89;

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$15,133.44
B	Computer Comforts, Inc. (Kemah, TX)	\$2,658.82
C	ERG International/Gateway Printing and Office, Inc. (Edinburg, TX)	\$1,122.83
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,028.16
E	Herman Miller/Workplace Resources, LLC. (McAllen, TX)	\$15,809.44
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,356.54
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$30,309.03
H	Landscape Forms, Inc. (Kalamazoo, MI)	\$12,985.00
I	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$11,221.51
J	Versteel/Ditto Sales, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$5,184.12
	Total	\$101,808.89

- 24)Parts and Supplies (Purchase):** purchase parts and supplies from **Grainger, Inc.** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$60,000.00, which is based on prior year expenditures;
- 25)Police Equipment (Purchase):** purchase police equipment from **GT Distributions, Inc.** (Austin, TX), a Texas Association of School Boards (TASB) - Buyboard approved vendor, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$40,000.00;
- 26)Portable Communication Radios (Purchase):** purchase portable communication radios from **Motorola Solutions, Inc.** (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total amount of \$157,134.60;
- 27)Rental Equipment (Purchase):** purchase rental equipment from **United Rentals, Inc.** (Temple Terrace, FL/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$38,000.00, which is based on prior year expenditures;
- 28)Vehicle Emergency Equipment (Purchase):** purchase vehicle emergency equipment from **Fleet Safety Equipment, Inc.** (Houston, TX), a Texas Association of School Board – Buyboard approved vendor, at a total amount of \$11,006.86;
- 29)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2016 through August 31, 2017, at

no charge to the College. The collection fee shall be charged directly to the students. The vendors are as follows:

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

30)Custodial Supplies (Renewal): renew the custodial supplies contracts for the period beginning August 18, 2016 through August 17, 2017, at an estimated amount of \$195,000.00 which is based on prior year expenditures. The vendors are as follows:

- **Primary:** **Gulf Coast Paper, Co.** (Brownsville, TX)
- **Secondary:** **Rio Paper and Supply, LLC.** (Pharr, TX)
 Yanitor Paper and Supplies, LLC. (Pharr, TX)

31)Engineering Services – Geotechnical and Material Testing (Renewal): renew the engineering services – geotechnical and material testing contracts for the 2013 Bond Construction Program for a period beginning April 29, 2016 through April 28, 2017. Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

a.	Pecan Campus	Terracon Consultants, Inc. (Pharr, TX)
b.	Nursing & Allied Health Campus and Technology Campus	Millennium Engineering Group, Inc. (Edinburg, TX)
c.	Mid Valley Campus and Regional Center for Public Safety Excellence	Raba Kistner Consultants, Inc. (McAllen, TX)
d.	Starr County Campus and La Joya Teaching Site	Raba Kistner Consultants, Inc. (McAllen, TX)

32)Institutional Membership (Renewal): renew the institutional membership with **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** (Decatur, GA), a sole source vendor, for the period beginning July 1, 2016 through June 30, 2017, at a total amount of \$11,909.00;

33)Mail Services (Renewal): renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$75,000.00, which is based on prior year expenditures;

34)Pest Control Services (Renewal): renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$11,563.20;

35)Rental of Storage Facilities (Renewal): renew the rental of storage facilities contracts for the period beginning August 1, 2016 through July 31, 2017, at an estimated cost of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
- b. **McAllen Foreign Trade Zone** (McAllen, TX)
- c. **The Attic Corporation, General Partner** (McAllen, TX)

36)Staff Uniforms and Services (Rental/Renewal): rental/renewal of staff uniforms and services contract with **Unifirst Corporation** (San Antonio, TX/McAllen, TX), a

Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning July 1, 2016 through June 30, 2017, at an annual estimated amount of \$28,500.00;

D. Technology

- 37) Citation Writers and Printers (Purchase):** purchase citation writers and printers from **Cardinal Tracking, Inc.** (Lewisville, TX), a sole source vendor, at a total amount of \$29,638.00;
- 38) Computers, Laptops, Tablets, and Printers (Purchase):** purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CDW Government** (Vernon Hills, IL), in the total amount of \$185,402.33;
- 39) Consultant Services (Purchase):** purchase consultant services from **Texas A & M University – Corpus Christi** (Corpus Christi, TX) on behalf of the **Texas Connection Consortium and Ellucian Company, LP.**, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$24,684.00;
- 40) Distance Education Online Course Licenses (Purchase/Renewal):** purchase and renew distance education online course licenses from **Respondous, Inc.** (Redmond, WA), a sole source vendor, for the period of August 1, 2016 through July 31, 2017, at a total amount of \$11,190.00;
- 41) Grant Contract Management License Agreement (Purchase):** purchase grant contract management license agreement from **eCivis, Inc.** (Pasadena, CA) (New), a sole source vendor, for a period beginning July 1, 2016 through June 30, 2019, at a total amount of \$50,715.00. The annual amounts are as follows: Year 1: \$24,905.00 which includes a one-time set up fee and a migration fee, Year 2: \$12,905.00, and Year 3: \$12,905.00;
- 42) Interactive Learning System (Purchase):** purchase an interactive learning system from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of \$48,810.63;
- 43) Network Cabling Services (Purchase):** purchase network cabling services from **BridgeNet Communications, LLC.** (Donna, TX), a board approved vendor, for a period beginning June 29, 2016 through August 31, 2016, at a total cost of \$30,322.00;
- 44) Network Servers (Purchase):** purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$121,583.84;
- 45) Network Switches and Modules (Purchase):** purchase network switches and modules from **Insight Public Sector** (Tempe, AZ) (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$130,146.60;
- 46) Software Licenses (Purchase):** purchase software license from **SHI Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,562.00;
- 47) Technical Consulting Services (Purchase):** purchase technical consulting services from **Weaver Technologies** (Fredericksburg, TX) (New), an approved vendor from The Interlocal Purchasing System (TIPS), at a total amount of \$21,000.00;

- 48)Terminals, Server, Installation, and Configuration Services (Purchase):** purchase terminals, server, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$81,486.72;
- 49)Virtual Desktop Licenses (Purchase):** purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$15,389.61;
- 50)Web Security Services (Purchase):** purchase web security services from **M&S Technologies** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$47,871.00;
- 51)Library Integrated/Automation System Maintenance Agreement (Renewal):** Renew the library integrated/automation system maintenance agreement with **Sirsi Corporation/dba SirsiDynix**, a sole source vendor, for the period beginning September 1, 2016 through August 31, 2023. The first year annual amount is \$31,429.58 with a 0% escalation in the 2nd year for the software and a 1.9% annual price increase cap in years 3 through 7. The total seven year maintenance agreement is \$232,213.71, which is an approximately \$24,381.98 in savings over the next seven years;
- 52)Maintenance Management System Agreement (Renewal):** renew the maintenance management system agreement with **SchoolDude.com** (Cary, NS), a National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$24,000.00, which is based on prior year expenditures;
- 53)Oracle Golden Gate License Support Services Agreement (Renewal):** renew the Oracle golden gate license support services agreement with **Oracle America, Inc.** (Dallas, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 12, 2016 through June 11, 2017, at a total amount of \$38,451.07;
- 54)Training Subscription (Renewal):** renew the training subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning August 1, 2016 through July 31, 2017, at a total amount of \$11,395.00;
- 55)Information Security and Risk Assessment Services (Interagency Agreement):** enter into an interagency cooperation contract with the State of Texas Department of Information Resources (DIR) (Austin, TX) for an information security and risk assessment services for the period beginning June 29, 2016 through completion of the services. There is no cost to South Texas College as DIR provides this assessment at no charge to the institution.

Recommend Action - The total for all proposal awards, purchases, renewals, and interagency agreement is \$3,633,567.07.

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of South Texas College approves and authorizes all proposal awards, purchases, renewals, and interagency agreement as presented.

Approval Recommended:

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

Review and Action as Necessary to Revise Policy #4922: Separation of Employment and Re-Employment

Approval to revise Policy #4922: *Separation of Employment and Re-Employment* is requested.

Purpose – The proposed policy revisions update the current policy, which has not been revised by the Board since 2014.

Justification – The request for the revision to the policy is necessary for the following reasons:

- To revise the policy to clarify calendar days are expected as required notice for each employee classification listed;
- To clarify the required adequate notice does not include vacation days or non-working days on approved College calendar for classification; and
- To stipulate that all return-to-work retirees (TRS and ORP) would be subject to a 30 day break in service before re-employment to maintain fairness and equity in hiring process.

Background – Policy #4922: *Separation of Employment and Re-Employment* was approved by the Board of Trustees on November 9, 1995, and was amended in 1997, 2001, and 2014.

The table below summarizes the notice requirements per the policy:

Employee Classification	Separation	Required Notice	Request Release Due to Extenuating Circumstance
Executive/ Administrative	Letter of Appointment	45 Days* Before Last Effective Date of Letter of Appointment	Yes
Faculty	Letter of Appointment	45 Days Before First Day of Instruction of the Following Academic Year	Yes
Professional/ Technical Support	At-Will	30 Calendar Days * Reduced Notice of 15 Calendar Days with Supervisor/ Financial Manager Approval	No
Classified	At-Will	10 Calendar Days *	No
Part-Time	At-Will	5 Calendar Days	No
Retiree	Depends on Employee Class	45 Calendar Days *	No

* Not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar

Reviewers - The revised policy has been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College's Legal Counsel.

Enclosed Documents - The revised policy follows in the packet for the Board's review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikethrough.

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the June 28, 2016 Board meeting, Policy #4922: Separation of Employment and Re-Employment as presented and which supersedes any previously adopted Board policy.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4922: *Separation of Employment and Re-Employment* as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4922: *Separation of Employment and Re-Employment* as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4922: *Separation of Employment and Re-Employment* as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Separation of Employment and Re-Employment	4922
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated October 9, 1997 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated June 26, 2014 <i>As Amended by Board Minute Order dated June 28, 2016</i>	

Separation of Employment

Employees voluntarily separating from employment with the College are expected to give advance written notice to their supervisor and the Office of Human Resources to allow for an orderly transition of work activities *and to be eligible for consideration of re-employment with the College.* ~~Vacation dates shall not be included as part of the required advance notice.~~

Executive and Administrative staff are required to continue employment for the duration specified in their letter of appointment.

To remain in good standing at the end of the appointment period, an Executive ~~and~~ *or* Administrative staff member employed under a Letter of Appointment, shall be required to submit a written notice of separation of employment with the Office of Human Resources and the appropriate supervisor not later than the 45th day before the last effective date of appointment, *not including vacation days and scheduled non-working days as listed on the Academic Calendar approved by the Board of Trustees.*

Executive and Administrative staff may submit advance written notice requesting to be released from their appointment ~~due to an extenuating situation~~. Approval of release of appointment ~~due to extenuating circumstances~~ must be obtained from the appropriate supervisor(s), the Office Director of Human Resources, and the President.

Faculty

To resign in good standing, a Faculty Member employed under a Letter of Appointment shall be required to file a written resignation with the Office of Human Resources or the President's designee not later than the 45th day before the first day of instruction of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President's designee at the post office address of the College is considered filed at the time of mailing.

A Faculty Member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the consent of the President or the President's designee.

A Faculty Member who does not resign in good standing shall not be eligible for re-employment.

~~* Faculty employed should reference Policy 4118: Provision of Faculty Letter of Appointment~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Separation of Employment and Re-Employment	4922
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated October 9, 1997 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated June 26, 2014 <i>As Amended by Board Minute Order dated June 28, 2016</i>	

Professional/Technical Support employees are expected to provide advance written notice of at least thirty (30) *calendar* days, *not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar*, prior to the effective date of separation. A reduced minimum notice of not less than fifteen (15) *calendar* days may be approved by the immediate supervisor and appropriate financial manager.

Classified ~~and part-time non-exempt~~ employees are expected to provide notice of at least ~~fifteen (15)~~ *ten (10) calendar* days, *not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar*, prior to the effective date of separation.

Part Time Direct Wage employees are expected to provide a notice of at least five (5) calendar days, prior to the effective date of separation.

Employees planning to retire with the College must provide advance written notice of at least forty-five (45) *calendar* days, *not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar, prior to the effective date of separation.*

Re-Employment of Retirees

An employee of the College who has retired under the Teacher Retirement System (Subtitle C, Title 8, Government Code) or the Optional Retirement Program (Chapter 830, Government Code) may be re-hired if:

- 1) the person has been retired for at least 30 calendar days before the effective date of the employment; and*
- 2) The person is eligible for re-employment*

Eligibility for Re-Employment

Employees failing to comply with the provision of appropriate advance written notice as stated above and/or who fail to be approved for release from their appointment will not be eligible for re-employment with the College.

On the last day of work, an employee shall complete the exiting clearance procedures through the Office of Human Resources.

~~Strikethrough denotes deletion~~
Italics denote addition

Review and Action as Necessary on Revised Tuition and Fees Schedules for FY 2016 – 2017

- Student Tuition and Fees**
- Dual Credit Tuition and Fees**
- Employee Fees**
- Other (Non-Student/Non-Employee) Fees**

Approval of revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) is requested.

The recommended changes from FY 2016 - 2017 are as follows:

a. Student Tuition and Fees

- Increase Non-Resident Tuition as follows:

Non-Resident Tuition – Out of State/International:					
•	Out of State/ International 1 credit hour	From	\$200.00	To	\$225.00
•	Out of State/ International 2 credit hours	From	\$100.00	To	\$225.00
•	Out of State/ International 3 credit hours	From	\$100.00	To	\$213.00
•	Out of State/ International 4-5 credit hours	From	\$100.00	To	\$203.00
•	Out of State/ International 6-8 credit hours	From	\$100.00	To	\$198.00
•	Out of State/ International 9-11 credit hours	From	\$100.00	To	\$193.00
•	Out of State/ International 12-21 credit hours	From	\$100.00	To	\$192.00

- Workforce/Continuing Education Tuition and Fees:
 - Revise the wording on Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition to **include zero tuition**
 - 6.00 or variable tuition **including zero tuition**
 - On the Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events
 - change from Recovery of costs and processing fees to be negotiated to **Negotiated recovery of costs and processing fees including exemption of both**
- Independent Dual Credit Tuition and Fees:
 - Revised the wording on
 - In-district dual credit students attending independent of their school district's participation will be charged \$50.00 per credit hour and **fees will not be waived**
 - Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged \$78.00 per credit hour and fees **will not be waived**

- Course Fees:
 - Course Repeat Fee per credit hour
 - Revised the wording on the Third or more attempts (**Excludes** Developmental)
 - Added Enrollment In Developmental Studies Courses (>27 credit hours) at \$125.00
- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

b. Dual Credit Tuition and Fees:

- A new tuition and fees schedule for dual credit students sponsored by partnering school districts was created and follows in the packet.
- Since review by the Finance and Human Resources Committee, this schedule was further changed to delay implementation of the Electronic Distance Learning/VCT Course Fee and the Hybrid Course Fee until Spring 2017.

c. Employee Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

d. Other (Non-Student/Non-Employee) Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

Reviewers - The revised Tuition and Fees Schedules for FY 2016 – 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) have been reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2016 - 2017 follow in the packet for the Committee's information and review. The revisions are highlighted in yellow.

The Finance and Human Resources Committee recommended Board approval of the revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students

sponsored by partnering school districts, employees, and other (non-student/non-employee), and the only changes since the Committee's recommendation were to add language delaying the implementation of Electronic Distance Learning/VCT Course Fees and Hybrid Course Fees for Dual Credit Students sponsored by partnering school districts.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented.

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

The Board of Trustees of South Texas College approves and authorizes the revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented.

Approval Recommended:

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

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
RESIDENT TUITION -IN-DISTRICT HIDALGO & STARR COUNTIES:			
• In-District 1 credit hour	135.00	100.00	100.00
• In-District 2 credit hours	110.00	100.00	100.00
• In-District 3 credit hours	88.00	88.00	88.00
• In-District 4-5 credit hours	78.00	78.00	78.00
• In-District 6-8 credit hours	73.00	73.00	73.00
• In-District 9-11 credit hours	68.00	68.00	68.00
• In-District 12-21 credit hours	67.00	67.00	67.00
RESIDENT TUITION –OUT OF DISTRICT-OTHER TEXAS COUNTIES:			
• Out-of-District 1 credit hour	164.50	125.00	125.00
• Out-of-District 2 credit hours	132.00	125.00	125.00
• Out-of-District 3 credit hours	103.40	103.40	103.40
• Out-of-District 4-5 credit hours	90.40	90.40	90.40
• Out-of-District 6-8 credit hours	83.90	83.90	83.90
• Out-of-District 9-11 credit hours	77.40	77.40	77.40
• Out-of-District 12-21 credit hours	76.10	76.10	76.10
NON-RESIDENT TUITION – OUT OF STATE/INTERNATIONAL			
• Out-of-State/International 1 credit hour	200.00	200.00	225.00
• Out-of-State /International 2 credit hours	172.00	100.00	225.00
• Out-of-State /International 3 credit hours	138.00	100.00	213.00
• Out-of-State /International 4-5 credit hours	122.00	100.00	203.00
• Out-of-State /International 6-8 credit hours	114.00	100.00	198.00
• Out-of-State /International 9-11 credit hours	106.00	100.00	193.00
• Out-of-State /International 12-21 credit hours	105.00	100.00	192.00
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	10.00	10.00	15.00
Chemistry	0.00	10.00	15.00
Physics	0.00	10.00	10.00
Astronomy	0.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	50.00	50.00	50.00
EMT	35.00	35.00	35.00
Occupational Therapy Assistant	40.00	40.00	40.00
Patient Care Assistant	20.00	20.00	20.00
Pharmacy Tech	40.00	40.00	40.00
Physical Therapist Assistant	40.00	40.00	40.00
Radiologic Technology/Sonography	40.00	40.00	40.00
Respiratory Therapy	40.00	40.00	40.00
Vocational Nursing	50.00	50.00	50.00
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:			
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	750.00	750.00

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition	6.00 or variable tuition	6.00 or variable tuition	6.00 or variable tuition
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
INDEPENDENT DUAL CREDIT TUITION AND FEES:			
In-district dual credit students attending independent of their school district's participation will be charged \$50.00 per credit hour and fees will not be waived	50.00	50.00	50.00
Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged \$78.00 per credit hour and fees will not be waived	78.00	78.00	78.00
MANDATORY FEES:			
Registration Fee: <ul style="list-style-type: none"> If registered and paid or registered and financial aid processed <u>BEFORE</u> August 1st, January 1st, May 15th and June 15th <p align="center">Or</p> Registration Fee After Deadline: <ul style="list-style-type: none"> If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> August 1st, January 1st, May 15th and June 15th 	90.00	90.00	100.00
Information Technology Fee per credit hour	20.00	22.00	24.00
Learning Support Fee per credit hour	13.00	15.00	16.00
Student Activity Fee per credit hour	0.00	2.00	2.00
COURSE FEES:			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Course Repeat Fee per credit hour <ul style="list-style-type: none"> Third or more attempts (Excludes Developmental) Enrollment in Developmental Studies Courses (>27 credit hours) 	100.00	125.00	125.00
Developmental Studies Fee	50.00	50.00	50.00
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	15.00
Hybrid Course Fee per credit hour	5.00	5.00	5.00
Fire Academy Fees: <ul style="list-style-type: none"> Gear Rental Self-Contained Breathing Apparatus Testing 	0.00 0.00 0.00	\$280/4 weeks \$360/Semester 85.00	\$280/4 weeks \$360/Semester 85.00

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Physical Education Special Activity Fee per course	55.00	55.00	55.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.25	0.25
Overdue Library Reserve Item per hour	1.00	1.00	1.00
Overdue Library Equipment per day	1.00	1.00	1.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INSTALLMENT PLAN/EMERGENCY LOAN FEES:			
Installment Plan Fee	30.00	30.00	35.00
Installment Plan Late Payment Fee	30.00	30.00	35.00
Emergency Loan Late Payment Fee	30.00	30.00	35.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	70.00	80.00	80.00
<i>Fourth</i>	90.00	100.00	100.00
<i>Fifth</i>	110.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	70.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>			Warning
<i>Second</i>			30.00
<i>Third</i>			50.00
<i>Fourth</i>			70.00
<i>Fifth</i>			90.00
TESTING FEES:			
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00	50.00	50.00
Sign Language Certification Exam Fee			95.00
Proctoring/Professional Testing Services Fee			Recovery of costs and processing fees to be negotiated
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee (All Five Exams-Package Rate)			
• GED Exam Fee – Writing only	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.
• GED Exam Fee – Reading only			
• GED Exam Fee – Mathematics only			
• GED Exam Fee – Science only			
• GED Exam Fee – Social Studies only			
GED Retest Exam Fees:			
• GED Retest Exam Fee – Writing only			
• GED Retest Exam Fee – Reading only			
• GED Retest Exam Fee – Mathematics only			
• GED Retest Exam Fee – Science only			
• GED Retest Exam Fee – Social Studies only			
TSI Assessment Reservation Fee	25.00	25.00	25.00
TSI Assessment Exam - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Math only	10.00	10.00	10.00
TSI Assessment Exam Retesting Fee - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Retesting Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Math only	10.00	10.00	10.00
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	120.00	120.00	120.00
Registration Fee:			
• Fall and Spring Semesters	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00

**BOARD APPROVED
STUDENT TUITION AND FEES FOR FY 2016-2017**

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l. minute	\$5/first 5 minutes and \$1/ea. add'l. minute	\$5/first 5 minutes and \$1/ea. add'l. minute
Supply Fee: <ul style="list-style-type: none"> • Fall and Spring Semesters • Summer Session 	30.00 10.00	30.00 10.00	30.00 10.00
Reservation Fee for Fall/Spring semester Breaks <ul style="list-style-type: none"> • Summer 	65.00 20.00	65.00 20.00	65.00 20.00
INCIDENTAL FEES:			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1 st class day through Census date	25.00	25.00	25.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (one-time fee) – after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Contact Cashier's Office	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier. Subject to change.



**PROPOSED TUITION AND FEES FOR DUAL CREDIT STUDENTS
SPONSORED BY PARTNERING SCHOOL DISTRICTS
FOR FY 2016-2017**

	Board Approved FY 2016-2017
DUAL CREDIT TUITION:	
Tuition rate for in-district dual credit students sponsored by partnering school districts	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACILITY:	
Associate Degree Nursing	50.00
EMT	35.00
Occupational Therapy Assistant	40.00
Patient Care Assistant	20.00
Pharmacy Tech	40.00
Physical Therapist Assistant	40.00
Radiologic Technology/Sonography	40.00
Respiratory Therapy	40.00
Vocational Nursing	50.00
COURSE FEES:	
Electronic Distance Learning/VCT Course Fee per credit hour (effective Spring 2017)	15.00
Hybrid Course Fee per credit hour (effective Spring 2017)	5.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees
INCIDENTAL FEES:	
Fee per Credit Hour for Dual Credit students attempting a course three or more times	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00

NOTE: See Independent Dual Credit Tuition and Fees for dual credit students attending independent of their school district participation.

In-district dual credit students attending independent of their school district's participation will be charged \$50.00 per credit hour and fees will not be waived
Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged \$78.00 per credit hour and fees will not be waived



**BOARD APPROVED EMPLOYEE FEES
FOR FY 2016-2017**

	Board Approved for FY 2015-2016	Board Approved for FY 2016-2017
Parking Permit Fee	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00
Parking Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>		Warning
<i>Second</i>		30.00
<i>Third</i>		50.00
<i>Fourth</i>		70.00
<i>Fifth</i>		90.00
Keyless Access Card Replacement Fee	10.00	10.00
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Inter-Library Loan or TexShare Item	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

	Board Approved for FY 2015-2016	Board Approved for FY 2016-2017
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.25
Parking violations:		
First	30.00	30.00
Second	50.00	50.00
Third	80.00	80.00
Fourth	100.00	100.00
Fifth	120.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>		Warning
<i>Second</i>		30.00
<i>Third</i>		50.00
<i>Fourth</i>		70.00
<i>Fifth</i>		90.00
Child Development Center:		
Tuition fee per week	120.00	120.00
Registration Fee:		
• Fall and Spring Semesters	40.00	40.00
• Summer Session	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee:		
• Fall and Spring Semesters	30.00	30.00
• Summer Session	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00
• Summer	20.00	20.00

Review and Action as Necessary to Renew the Bank Depository Services Agreement

Approval to renew the bank depository services agreement with BBVA Compass Bank (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2018 is requested.

Purpose – The Business Office is requesting to renew the bank depository services agreement with BBVA Compass Bank.

Justification – BBVA Compass offers the College banking services which includes, but is not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay.

Background – The agreement for bank depository services was awarded to BBVA Compass Bank at the July 29, 2014 Board meeting for a two (2) year period beginning September 1, 2014 through August 31, 2016, with the option to renew for two (2) additional two (2) year periods. BBVA Compass has increased the interest rate on interest bearing accounts from 15 basis points per annum in the original contract to 25 basis points per annum in the renewal contract.

The first renewal period begins September 1, 2016 and ends August 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 - 8/31/16	2 – two year options
1 st Renewal	6/28/16		9/1/16 – 8/31/18

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

Reviewers – The Depository Contract was previously reviewed by Valley View Consulting, LLC (Investment Advisor) and South Texas College’s legal counsel. No changes are being presented.

Enclosed Documents – A copy of the Depository Contract is included in the packet for the Board’s information and review.

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

The Finance and Human Resources Committee recommended Board approval of the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2016 through August 31, 2018, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2016 through August 31, 2018, 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 bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2016 through August 31, 2018, as presented.

Approval Recommended:

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

DEPOSITORY CONTRACT

WHEREAS, South Texas College (the "COLLEGE") issued a request for proposals soliciting bank depository services;

WHEREAS, Compass Bank, an Alabama banking corporation (the "BANK"), has submitted its response to COLLEGE's request for proposal;

WHEREAS, the BANK has a branch office located at 3900 North 10th St., McAllen, Hidalgo County, Texas, and is a bank as defined in Texas Education Code § 45.201; and

WHEREAS, COLLEGE has selected the BANK, determining that the BANK's written response to the request for proposal was the best proposal for the COLLEGE;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That, for and in consideration of the mutual covenants herein, the parties agree as follows:

I. TERMS & OBLIGATIONS

1.1 BANK shall act as COLLEGE's depository from September 1, 2014 until August 31, 2016. BANK grants COLLEGE an option to renew this Depository Contract (the "Depository Contract") for two additional two-year periods from September 1, 2016 to August 31, 2018 and from September 1, 2018 to August 31, 2020. COLLEGE may exercise the option in the form of Notice of Exercise of Option to Extend Term of Contract attached as Exhibit "A" hereto (the "Depository Contract").

1.2 This Depository Contract is subject to the provisions of the Texas Public Funds Investment Act, the Texas Public Funds Collateral Act and the COLLEGE's current Investment Policy and Strategy Statement (5120) dated as of October 28, 2014, provided that COLLEGE shall notify BANK of any material changes to the Investment Policy (the "Changes") as soon as reasonably practicable (but in any event within five business days of the adoption of the Changes) and BANK shall have the right to review such Changes and, at its option, with thirty day written notice, terminate this Depository Contract if such Changes are unacceptable to BANK in its sole and absolute discretion. Notwithstanding the above, any investments made by the BANK prior to BANK's receipt of COLLEGE's notification of the Change shall be deemed in compliance of COLLEGE's most current Investment Policy and Strategy Statement. To the extent permitted by law, the COLLEGE agrees to indemnify, defend, and hold harmless the BANK from and against any and all losses and liabilities resulting from such investments.

1.3 Economic terms and types of services to be provided by the BANK to COLLEGE are set out in Exhibit "B" and "C" and are incorporated hereto by this reference.

1.4 BANK agrees to keep and disburse all funds coming into its hands as BANK and to faithfully perform its duties and as required by law.

1.5 The provisions of Texas Local Government Code, Section 2257, (the "Public Funds Collateral Act") as in effect as of the date hereof, to the extent they govern the College's deposit and obligations of the Bank, are incorporated herein.

1.6 Eligible Securities shall mean (1) obligations, including letters of credit, of the United States or its agencies and instrumentalities; (2) direct obligations of this state or its agencies and instrumentalities; (3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States; (4) other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

II. SECURITY FOR DEPOSITS

2.1 Collateral.

(a) All deposits made by COLLEGE under this Depository Contract, except to the extent said deposits are guaranteed by (1) the Federal Deposit Insurance Corporation, or (2) a Standby Letter of Credit issued by a Federal Home Loan Bank, in accordance with the terms of the Public Funds Collateral Act, shall be secured and guaranteed by a pledge to COLLEGE of Eligible Securities as authorized for such purpose by provisions of the "Public Funds Collateral Act, and in the manner required therein, having a market value equal to, or be no less than, one hundred two percent (102%) of the amount on COLLEGE's funds deposit, plus accrued interest at the BANK, less FDIC insurance coverage and a Standby Letter of Credit issued by a Federal Home Loan Bank (the "Pledged Securities").

(b) Pledged Securities shall be deposited by BANK with the Custodian, as hereinafter defined, three business days prior to initial deposits of funds being made, provided that COLLEGE shall notify BANK of its intended deposit date and anticipated amount of the deposit no less than five business days prior to making its initial deposit. Thereafter, the Pledged Securities shall be increased by BANK based on funds on deposit provided that COLLEGE shall notify BANK of any deposit that will require an increase in the Pledged Securities no less than five business days prior to making any deposit.

2.2. Designation of Custodian and Control by COLLEGE. In order to fully secure the COLLEGE and to perfect its security interest in the Pledged Securities, COLLEGE and BANK shall designate a Federal Reserve Bank, Federal Home Loan Bank, or such other custodian as permitted under Section 2257.041 of the Public Funds Collateral Act (the "Custodian") as custodian for placement of the Pledged Securities in a restricted individual custodial account. The BANK will grant "control" of the Pledged Securities to COLLEGE and otherwise take all actions reasonably necessary so that COLLEGE shall be an "entitlement holder" for purposes of perfection pursuant to Article 8 and Article 9 of the UCC.

2.3 Market Value of Pledged Securities & Perfection of COLLEGE's Security Interest.

For the purpose of securing the uninsured funds deposited by COLLEGE with the BANK, except to the extent such funds are secured pursuant to section 2.1 hereof, the BANK hereby assigns, transfers, pledges and conveys to COLLEGE, as security for the funds a perfected security interest in the Pledged Securities deposited with Custodian as provided herein. In addition, BANK agrees to the provisions of the Bank Pledge Agreement attached hereto as Exhibit "D". COLLEGE's time and demand deposits plus interest accrued at the BANK less FDIC insurance coverage and such other collateral pledged under section 2.1 shall be secured at all times by Pledged Securities pursuant to this Depository Contract. The market value of the Pledged Securities deposited with Custodian shall at all times equal to, or be no less than, one hundred two percent (102%) of the amount deposited by COLLEGE with the BANK plus interest accrued at the BANK less FDIC insurance coverage and such other collateral pledged under section 2.1 (the "Maintenance Percentage"). The market value of the Pledged Securities will be provided to the COLLEGE monthly by the Custodian or other independent source. The market value must be obtained from a securities pricing service, a primary dealer in securities, or a publication recognized as a reliable source of security valuations at the cost of Bank. The report must include the market value and description of all Pledged Securities as of the last business day of the period which shall not be less than monthly.

2.4 Substitute Securities. The BANK shall have the right, exercised by a duly Authorized Bank Officer, to substitute or replace, any or all of the Pledged Securities with Eligible Securities, including in any event a Standby Letter of Credit as described in section 2.1 hereof, provided that (a) such substituted securities are deposited with the Custodian prior to removing Pledged Securities from safekeeping, and (b) delivery to the College of a pledge form noting such substitution, specifically identifying the securities withdrawn and the securities substituted therefore. No substitution shall be permitted without the consent of the COLLEGE, which shall not be unreasonably withheld.

III. ACCOUNTS

3.1 Transaction Accounts. BANK will maintain custody of COLLEGE's designated funds in accounts on behalf of COLLEGE at the COLLEGE's discretion. The number of accounts required may change throughout the term of the Depository Contract.

3.2 The BANK shall faithfully perform all of its duties and obligations required by the laws of the State of Texas for public funds depositories and shall upon presentation pay all checks drawn on it against collected funds on demand deposits, and shall, at the expiration of this Depository Contract, turn over to its successor all funds, COLLEGE-owned securities, property and things of value held at depository.

3.3 The COLLEGE shall determine and designate the character and amount of the funds to be deposited in the BANK. The COLLEGE may arrange for time deposits and BANK may accept such deposits subject to the terms of this Depository Contract.

3.4 Bank Fees and Interest Rate. BANK shall pay interest on collected balances. The interest rate to be paid by BANK to COLLEGE will be as follows:

For the period of September 1, 2014 to October 15, 2015:

BANK will pay a rate of 5 basis points per annum for interest bearing accounts

For the period of October 16, 2015 to August 31, 2016:

- (a) In return for COLLEGE maintaining a minimum monthly average balance of \$25 million in non-interest bearing account(s) BANK will waive bank fees.
- (b) BANK will pay a rate of 15 basis points per annum for interest bearing accounts.

3.5 Certificates of Deposit. Subject to the foregoing conditions, limitations, statutes, and regulations, and to BANK's standard processes, procedures, and terms, BANK agrees to pay interest at maturity or monthly on Certificates of Deposits regardless of the amount based on the LIBOR index and will independently evaluate each CD rate upon request. Certificates of Deposit shall be registered in the name of the COLLEGE and must be fully insured by FDIC or collateralized in accordance with the terms of this Depository Contract.

COLLEGE may purchase from BANK Certificate of Deposit that mature after this Depository Contract terminates.

3.6 Investment Accounts. The COLLEGE shall have the right to purchase, sell and invest its funds under its control (in deposit accounts hereunder, or in other accounts or investments with third parties or otherwise) as authorized by the Texas Public Funds Investment Act and in compliance with the COLLEGE's Investment Policy (5120).

IV. SERVICES

4.1 The economic terms and types of services to be provided by the BANK to the COLLEGE are addressed in Section 1.3.

V. DEFAULT

5.1 The BANK shall be in default if it fails to pay all or part of a demand deposit, a matured time deposit, or a matured certificate of deposit, including accrued but unpaid interest, at a specified maturity date. The BANK shall also be in default if ruled "bankrupt", "insolvent" or "failed" by a federal or state banking regulator, or if a receiver is appointed for the BANK.

5.2 In the event of a default, failure or insolvency of the BANK, the COLLEGE shall

have all rights accorded a secured creditor pursuant to the Uniform Commercial Code or other applicable law and, as such, shall be empowered to take possession of and transfer and or sell the Pledged Securities. If the Pledged Securities are liquidated, any proceeds over the defaulted amount, plus other expenses related to the default, liquidation and collection shall be returned to the BANK. This power is in addition to other remedies which the COLLEGE may have under this Depository Contract and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the COLLEGE under this Depository Contract.

VI. WARRANTIES & REPRESENTATIONS

6.1 Each of the BANK and COLLEGE represents and warrants that it is duly authorized to enter into this Depository Contract and that the person signing this Depository Contract on its behalf has full authority to bind the respective party in the manner specified in this Depository Contract.

6.1.1 Disbursement Services – Bank possesses the ability to process all disbursement checks for payroll, students and accounts payable through several bank accounts. Payroll checks are currently distributed on the 15th and last day of the month, or the closest preceding COLLEGE business day. Student and accounts payable checks are distributed on a weekly basis.

6.1.2 Wire Transfer Transactions – Bank possesses the ability to initiate and approve outgoing wire transactions on-line and to receive wire deposits.

6.1.3 ACH Transactions – Bank possesses the ability to receive ACH deposits and make ACH payments.

VII. MISCELLANEOUS

7.1 This Depository Contract and the Bank's Standard Agreements (as defined below) set out the terms and conditions and represent the entire agreement by and between the parties. In no event shall this Depository Contract or any part thereof be changed without written agreement of the parties.

7.2 By the execution hereof, BANK acknowledges receipt of the Order of the COLLEGE authorizing the execution of this Contract by COLLEGE.

7.3 This Depository Contract shall be subject to the laws of the State of Texas, without regard to choice of law principles and venue shall lie exclusively in Hidalgo County, Texas.

7.4 All notices or other communications required or permitted to be given pursuant to this Depository Contract shall be in writing and shall be considered as properly given if sent by facsimile transmission or mailed through U.S Postal Service Certified Mail Return Receipt Requested.

7.5 This Depository Contract is not assignable in whole or in part but is binding on the

parties, their successors and assigns.

7.6 With respect to the economic terms and types of services to be provided by the BANK to COLLEGE, the BANK's proposal and the COLLEGE's request for proposal are incorporated in this Depository Contract by reference as Exhibit "E" and "F". To the extent any provision of the BANK's proposal and the COLLEGE's request for proposals conflict, the terms of the BANK's proposal shall govern, and to the extent any provision of this Depository Contract and any provision of the BANK's proposal or the COLLEGE's request for proposals conflict, the terms of this Depository Contract shall govern. In addition, Article III, Section 3.4 and Article VII of the Depository Contract shall govern over any inconsistent provision elsewhere herein.

7.7 BANK's standard Non-consumer Deposit Account Agreement and BANK's standard Treasury Management Services Agreement (the "Bank's Standard Agreements") are incorporated herein by this reference and shall be deemed a material portion of this Depository Contract. To the extent the terms of this Depository Contract and the Bank's Standard Agreements conflict, the specific terms of this Depository Contract (including the provisions of COLLEGE's request for bid and BANK's response thereto that are made a part hereof) specifying economic terms and types of services to be provided shall govern without prejudice to the remaining terms in the Bank's Standard Agreements. Otherwise, the Bank's Standard Agreements shall govern.

7.8 The parties agree that their relationship shall not be classified as a fiduciary relationship.

7.9 Any extension of this Depository Contract, including any renewal pursuant to Section 1.1 above, shall be on such terms and conditions (including but not limited to economic terms) to which COLLEGE and BANK may agree in their sole discretion.

7.10 Termination. Notwithstanding the provisions of the foregoing paragraph, either Depositor or Bank may terminate this Agreement (i) for cause, upon written notice to the other party, or (ii) if the transactions contemplated hereby shall be prohibited by law or regulation, upon written notice to the other party; provided, however, that in the case of any such termination or the expiration of this Agreement, the terms of this Agreement shall continue to apply to all transactions entered into, and all deposits (including but not limited to time deposits) made by Depositor, prior to such termination or expiration. For purposes of this Agreement, the term "cause" shall include, without limitation, breach of the Agreement or the Services Procedures and Documentation, or any other circumstance under which the relationship between Bank and Depositor would be terminable pursuant to applicable law or Bank's internal policies.

7.11 Request for Modification of Interest Rate. COLLEGE may request a modification of the interest rate yield paid by the BANK on balances deposited pursuant to this Depository Contract once per calendar year. In the event the BANK and the COLLEGE cannot mutually agree to the terms of such modification request, BANK or COLLEGE may terminate this Depository Contract with a 60 day written notice to the parties involved.

7.12 BANK Authorization. The BANK represents and warrants that this Depository Contract is made pursuant to and is duly authorized by the Board of Directors of the BANK and recorded in the official records of the BANK.

Compass Bank

10/16/15
Date

Eina Lobato
Authorized Signature

Eina Lobato
Printed Name

First Vice-President
Title

South Texas College

10/14/15
Date

Shirley A. Reed
Authorized Signature

Dr. Shirley A. Reed
Printed Name

President
Title

Exhibit A

Notice of Exercise of Option to Extend Term of Contract

WHEREAS, on or about June 2, 2014, SOUTH TEXAS COLLEGE (hereinafter "STC") published its request for proposals (along with associated guidelines and forms) in order to procure a depository services contract for STC; and

WHEREAS, on or about June 23, 2014, Compass Bank submitted a proposal to provide depository services to STC, said proposal including Respondent's Questionnaire, Notification of Criminal History, Conflict of Interest Questionnaire, Taxpayer ID & Certification, scope of services/specifications, pricing information, and addenda checklist (hereinafter, "Proposal"); and

WHEREAS, on July 29, 2014, STC's Board of Trustee awarded a contract to Compass Bank to serve as its Depository bank for the period of September 1, 2014 to August 31, 2016, with an option to renew the contract for two additional two-year periods (the "Depository Contract");

NOW THEREFORE, STC gives notice of its intention to exercise its option to extend the term of the Depository Contract through the period beginning September 1, _____ through August 31, _____. The Depository Contract will be effective in accordance with the terms of the current Depository Contract unless effectively modified as provided in this extension or otherwise.

Compass Bank

South Texas College

Date

Date

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Exhibit B

Economic Terms

BANK agrees to WAIVE all service fees to COLLEGE for existing banking services listed here in this Exhibit B according to the following terms:

- 1) COLLEGE must maintain a minimum average balance of \$25 million (the "Minimum Balance Requirement") in non-interest bearing account(s)
- 2) The waiver is based on the volume of existing banking services provided in BANK's request for proposal.
- 3) BANK reserves the right to amend the Minimum Balance Requirement or pricing with a 30 day written notice to the COLLEGE, if the volume of existing banking services used by the COLLEGE increase, significantly.
- 4) Pricing on additional services not listed in this Exhibit B may be negotiated at the time of request.

List of Existing Banking Services

Account Maintenance on all accounts
Account Reconciliation
Deposits/Credits Posted
Items Deposited
 Encoding Charge
 Clearing Charge
Debits/Checks Paid
Arrange Canceled Checks in Numerical Sequence (Front and Back)
Return Items - Charged back
Deposit Corrections
Stop Payment
Daily Balance Reporting
 Via Telephone
 Via Fax
 Via World Wide Web
Vault Cash Deposit Processing
Coin Counting & Wrapping Service
Rolls of Coin/Straps of Currency Purchased
Wire Transfers
 Outgoing
 Incoming
 Mail Advices
 Maintenance
Telephone / Fax Transfers Between Accounts
On line transfer between accounts

Direct Deposits / ACH Transfers

Payroll / Employee

Student

Vendor

Enhanced and ACH Authorization Services

Insufficient Funds Items

CPA Confirmations

Cashier's Checks

Money Order checks

FDIC Insurance

Research/Statement

Reproduction Fee

Detailed monthly collateral report

One Safe Deposit Box (Size: Large)

Night depository services

Locking bank bags and

Night drop keys

Change Orders

Safekeeping services for any book-entry securities purchased by STC

Cash management advice on a semiannual basis

Preparation of monthly bank statement beginning with first day of month and ending with the last day of month, showing debits, credits and balances of each separate account and sequential listing of cashed checks within five working days of closing date. (paper or electronic)

Monthly account analysis statement

Computer Disk monthly bank statement including canceled checks (front and back), deposits, deposit item detail, and other debits and credits

Keeping a full and separate itemized accounts making its records available for audit by STC and independent auditors

Positive Pay

Void/Stop Payment file for Positive Pay

Remote Deposit capture

Electronic Alerts

Image Services

Exhibit C
Services

The types of services to be provided by the BANK to the COLLEGE shall include, at a minimum, the following:

- A. **Account Maintenance** – STC requires full maintenance of all checking accounts including deposits, stop payments, NSF checks, ACH transactions, wire transfers, book transfers, positive pay and cleared checks. Notification of every debit and credit memo regardless of size via U.S. mail, e-mail or facsimile transmission and of every NSF check via U.S. mail.

- B. **On-Line Banking** – STC requires on-line banking services accessible through the internet that at a minimum includes the following:
 - i. **Account Reporting and Inquiries**, which includes the following:
 - a. Prior day and same day beginning ledger, ending ledger, total credits, and total debit details
 - b. Prior day and same day beginning ledger, ending ledger, detail credits, and detail debits
 - c. Beginning ledger, ending ledger, detail credits, and detail debits for a specific date by account
 - d. Bank Statements for each account as of the last working day of every month including all checks (front and back), deposit slips, deposit item detail, debits and credits memoranda sorted by number, and a consolidated account activity analysis
 - ii. **Transaction Inquiries, Initiation and Reporting**, which includes the following:
 - a. Checks cleared for a specific time period
 - b. Book transfers between accounts
 - c. ACH transactions
 - d. Wire transfers
 - e. Stop Payments
 - f. Positive Pay
 - g. Daily alert functions via email, phone, text and/or facsimile transmission
 - iii. **Security Features**
 - a. Multi factor authentication
 - b. Dual transaction approvals
 - c. Email or message encryptions or a secure messaging center
 - d. Fraud assurance monitoring services, which includes but is not limited to monitoring transactions for unusually high-risk or abnormal transaction activity
 - iv. Exporting files to excel

- C. **Bank Statements** – STC requires a CD-ROM of all bank statements for each account as of the last working day of every month in addition to all checks (front and back), deposit slips, deposit item detail, debits and credits memoranda sorted by

number, and a consolidated account activity analysis. Currently, STC has eight (8) checking accounts and nine (9) certificates of deposit. The College reserves the right to open or close any number or type of accounts.

- D. **Deposit Services** – STC requires same bank day credit on all cash (coin and currency), checks, and incoming wire transfers and ACH transactions, as per the Bank's deposit schedule. STC uses three part deposit slips. Daily deposits are taken to the Bank through an armored car. STC maintains a separate Armored Car Services contract.
- E. **Remote Deposit Capture** – STC may consider remote deposit capture services for electronically preparing and submitting deposits through the secure online banking site.
- F. **Return Items** – STC requires that deposit items that do not clear shall be returned to STC via email and mail within two business days.
- G. **Disbursement Services** – STC requires that the Bank possess the ability to process a monthly average of 3,116 disbursement checks for payroll, students and accounts payable through several bank accounts. Payroll checks are currently distributed on the 15th and last day of the month, or the closest preceding STC business day. Student and accounts payable checks are distributed on a weekly basis.
- H. **Electronic Funds Transfers** – STC requires the Bank to process all electronic credit and debit money transfers. This includes electronic transmission of Federal and State tax payments and benefit payments.
- I. **Wire Transfer Transactions** – STC requires the Bank to possess the ability to initiate and approve outgoing wire transactions on-line and to receive wire deposits.
- J. **ACH Transactions** – STC requires the Bank to possess the ability to receive ACH deposits and make ACH payments. Direct Deposit of payroll and accounts payable checks for participating employees and for participating vendors is required. STC has approximately 1,659 monthly payroll direct deposit credit transactions and 78 vendor direct deposit credit transactions. Direct deposited funds should be available by 8:00 a.m. on each designated pay date.
- K. **ACH Debit Blocking** – STC requires ACH debit blocking capabilities on its accounts.
- L. **Positive Pay** – STC requires the Bank to provide automated positive pay services for all checking accounts in an effort to safeguard against fraudulent checks. The Bank will only honor those checks issued by STC that are pre-authorized through the

positive pay system. The payment verification criteria will be payee, date, check number, amount, and account number. Positive pay files will be transmitted electronically including file submission of void/stop payment. In instances where the check does not agree with the positive pay file, the Bank will not pay the check until STC authorizes the check payment.

- M. **Stop Payments** – STC requires an electronic stop pay process.
- N. **Credit and Debit Card Payments** – STC allows payment for certain charges utilizing credit and debit cards. Currently, credit and debit card payments are accepted for Visa, MasterCard, and Discover. STC requires that the Bank provide electronic data capture for VISA MasterCard, and Discover cards. STC maintains a separate Merchant Bank Services contract.
- O. **Payable Card Program** – STC currently makes electronic payments to vendors using a commercial card program. STC currently maintains a separate agreement for the Commercial Card Program.
- P. **Pay Card Program** – STC may consider using a pay card program for payments to employees who do not maintain a bank account.
- Q. **Account Analysis** – STC requires monthly account analysis statements in summary form and by individual account. It must provide a comprehensive, detailed recap of services performed.
- R. **Research** – STC requires that research requests shall be responded within 3 business days of request.
- S. **Check Cashing** – STC requires the Bank to cash STC issued checks to employees and students (with proper identification), including those who do not maintain an account, without charges/fees to the employee, student or STC and without requiring the employee or student to open an account with the Bank.
- T. **Borrowings** – STC requires the Bank to possess the ability to loan funds, if necessary, for various terms (short or long term).
- U. **Vault Services** – STC requires the following vault services:
 - i. Provision of change orders, currency and coin counting/rolling/strapping on an “as needed” basis.
 - ii. Provision of standard-size lock bags per STC’s specifications and in the quantities needed.

- V. **Automated Teller Machines (ATM)** – STC currently uses ATM's to serve students and staff. ATM machines will be placed on campuses as STC deems necessary; however, the right to place ATM machines on STC premises shall not be given exclusively to the successful respondent to this RFP. The exact location for placement of any ATM machines shall require final approval by STC. ATM's should be EMV compliant to comply with regulations and credit card companies that are migrating to EMV chip technology. STC currently maintains a separate agreement for ATM's.
- W. **Other Services** – STC requires the following services:
- i. Cashier's checks, money orders and certified checks, as needed.
 - ii. Safety deposit box.
- X. **Support Services** - STC requires the Bank to provide services to support all of STC's campuses/centers in McAllen, Rio Grande City and Weslaco. In each city, a branch or correspondent bank must provide service for night deposits and change orders.
- Y. **Account Executive** – STC requires that the Bank designate an employee liaison with the ability and authority to continuously "troubleshoot" STC's accounts. This employee shall serve as STC's main contact at the bank. Respondent must provide name, address, telephone number, fax number and email address of the employee liaison.
- Z. **Collateral** – STC requires that the Bank provide collateral for deposits as outlined in STC's Investment Policy (5120) and Strategy, and as required by the Texas Government Code (TGC) Chapter 2257 "Public Funds Collateral Act." A bank employee will regularly review STC's daily balances, account analysis, collateral, etc. to ensure that they are in compliance with TGC Chapter 2257. The Bank will be contractually liable for continuous monitoring and maintaining of collateral at STC required margin level of 102%. A monthly report of the collateral pledged will be provided directly to STC.
- AA. **Investment Activities** – STC requires that the Bank comply with STC's Investment Policy (5120) and Strategy and with the Texas Government Code Chapter 2256 "Public Funds Investment Act." STC may choose to invest in Certificates of Deposit or investment funds in accordance with the College's Investment Policy. Certificates of Deposit purchased shall be registered in the name of STC and must be fully insured by FDIC or collateralized in accordance with the College's Investment Policy and RFP requirements.
- BB. **Overdraft Provisions** - STC does not intend to have a net overdraft position occur during the course of the contract period. A net overdraft shall be defined as a negative balance in the College's accounts collectively, not by individual account. In

the event a check or checks shall be presented for payment on any account or accounts where there shall be insufficient funds for the purpose of paying checks, STC requires the Bank to promptly notify the College Comptroller or other authorized representative, by telephone or other means, of the overdraft condition, within one business day and to provide the College a period to respond and rectify the condition.

- CC. Fraud Assurance Services** – STC requires a fraud hotline and monitoring service. The hotline should be available 24 hours a day 7 days a week. The Bank's security system should monitor transactions, flag unusually high-risk or abnormal transaction activity, and notify STC immediately before completing the transaction. STC requires the Bank to employ security systems, protocols, measures and safeguards to prevent fraud and unauthorized electronic and non-electronic transfers. The Bank should have an incident response plan for STC to follow if an incident occurs.

All services listed in this Exhibit C are subject to the exceptions in the BANK's request for proposal. To the extent any services listed herein conflicts with the list of services in the BANK's request for proposal, the list of services in the BANK's request for proposal shall govern.

Exhibit D

BANK PLEDGE AGREEMENT FOR
PUBLIC FUNDS HELD ON DEPOSIT
(Federal Reserve Acts as sole custodian,
Federal Home Loan Bank acts as custodian)

1. To perfect the security interest of the COLLEGE in Bank's Pledged Securities, the BANK shall place the required collateral securities in a restricted account at either a Federal Reserve Bank or Federal Home Loan Bank, which serves Texas, as required (the "Safekeeping Bank"). BANK agrees to take all actions reasonably necessary to perfect the pledge and confirm same to COLLEGE. The BANK shall cause to be delivered to the COLLEGE a confirmation of the pledge of collateral by filling out the appropriate pledge form. The pledge form may be mailed or transmitted by facsimile. Each written confirmation delivered to the COLLEGE pursuant to this Agreement shall set forth, at a minimum, (i) a description from the Custodian of the Pledged Securities hereunder, including the type, CUSIP number, maturity date, interest rate, market value and par amount of each security pledged; and (ii) a statement that the confirmation has been delivered to the COLLEGE pursuant to the terms of this Agreement.

2. This Bank Pledge Agreement for Public Funds Held on Deposit (the "Pledge Agreement") shall further serve as a power of attorney, authorizing COLLEGE to transfer or liquidate the Pledged Securities in the event of a default, financial failure or insolvency of the BANK. In the event of a default, failure or insolvency of the BANK, the COLLEGE shall be deemed to have vested full title to all Pledged Securities. The COLLEGE is empowered to take possession of and transfer and or sell any and all securities. This power is in addition to other remedies which the COLLEGE may have under this Agreement and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the COLLEGE under this Agreement.

3. This Pledge Agreement conveys a security interest in any and all securities held by the BANK, which are currently pledged or will be pledged as collateral to the COLLEGE. Further, this Pledge Agreement conveys a security interest to COLLEGE in any proceeds or any substituted collateral.

4. Any pledge hereunder shall be a continuing pledge and shall secure not only such deposits that are held by the BANK at the time of the transfer of the collateral to the COLLEGE hereunder, but also any and all subsequent deposits of funds with the BANK by the COLLEGE, notwithstanding the account or accounts in which such funds may be held or identified by the BANK.

5. The pledge of Pledged Securities to secure the deposits of the COLLEGE shall be in addition to, and shall in no way eliminate or diminish, the insurance coverage to which the COLLEGE may be entitled under the rules and regulation of the Federal Deposit Insurance Corporation or any private insurance carried by the BANK for the purposes of protecting the claims and rights of its depositors.

6. It is agreed that when the BANK shall have paid out and accounted for all the funds of the COLLEGE so deposited with the BANK, then and in that event any and all Pledged Securities under this Agreement shall be released from the security interest created hereunder, and the BANK and the COLLEGE shall take whatever actions may be necessary to cause a transfer of such securities to the BANK free and clear of any liens created hereunder or a full and complete release of the collateral instruments.

7. The BANK hereby represents to the COLLEGE that, (i) it has, or will have at the time of delivery of any securities as Pledged Securities under this Pledge Agreement, the right, power and authority to grant a security interest therein with priority over any other rights or interests therein, (ii) the execution and delivery of the Depository Contract and the pledge of the securities as collateral hereunder has been approved by its Board of Directors or its Loan Committee, and (iii) the execution and delivery of the Depository Contract and the pledge of securities as collateral hereunder will not violate or be in conflict with the Articles of Association or Certificate of Incorporation or By-laws of the BANK, any agreement or instrument to which the BANK may be a party, any rule, regulation or order of any banking regulator applicable to the BANK, or any internal policy of the BANK adopted by its Board of Directors.

8. BANK further represents and warrants to COLLEGE that, (i) except as otherwise permitted under this Agreement, it owns the Pledged Securities free and clear of any liens, claims, restrictions or encumbrances, (ii) it will not sell, mortgage, encumber, or otherwise alienate, substitute or release any of the Pledged Securities, except as provided in this Pledge Agreement, (iii) it will maintain in its official records evidence of the due authorization of this Pledge Agreement and the granting of a continuing security interest in the Pledged Securities, all in compliance with the provisions of 12 USC 1823 (e), and (iv) it will take such steps as may be reasonably necessary for COLLEGE to meet the standards set by the Government Accounting Standards Boards ("GASB").

9. Whenever the written consent of COLLEGE or BANK is required hereunder, the written consent of any authorized representative or agent of COLLEGE or of BANK, as specified in writing to Custodian by COLLEGE and BANK from time to time, shall satisfy such requirements.

10. All of the terms and provisions of this Pledge Agreement and the Depository Contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors. Neither this Pledge Agreement nor the Depository Contract are assignable or transferrable unless BANK merges with another qualified financial institution, or a transfer occurs pursuant to State or federal regulatory action.

Compass Bank

10/16/15

Date

Gina Lobato

Authorized Signature

Gina Lobato

Printed Name

First Vice-President

Title

South Texas College

10/14/15

Date

Shirley A. Reed

Authorized Signature

Dr. Shirley A. Reed

Printed Name

President

Title

Review and Action as Necessary on Proposed Purchasing Dollar Threshold Levels for Purchase of Goods or Services

Approval of the proposed purchasing dollar threshold levels for purchase of goods or services, to be implemented immediately upon Board approval, is requested.

Section 44.031 of the Texas Education Code, Purchasing; Contracts, generally states the following:

*“contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at **\$50,000** or more in the aggregate for each 12-month period shall be made by a specific type of method, such as.....**request for proposals** or **request for qualifications**”*

The Board of Trustees has approved, per Board Policy #5210, *Purchasing*, the purchasing dollar thresholds at three different levels and each level requires a specific type of purchasing method, such as one or three written quotes or request for proposal or request for qualifications.

Administration is proposing that the Board consider increasing the purchasing dollar thresholds for each level while maintaining compliance with the Texas Education Code requirements.

Benefits

The benefits associated with the requested adjustments to the purchasing dollar threshold levels are as follows:

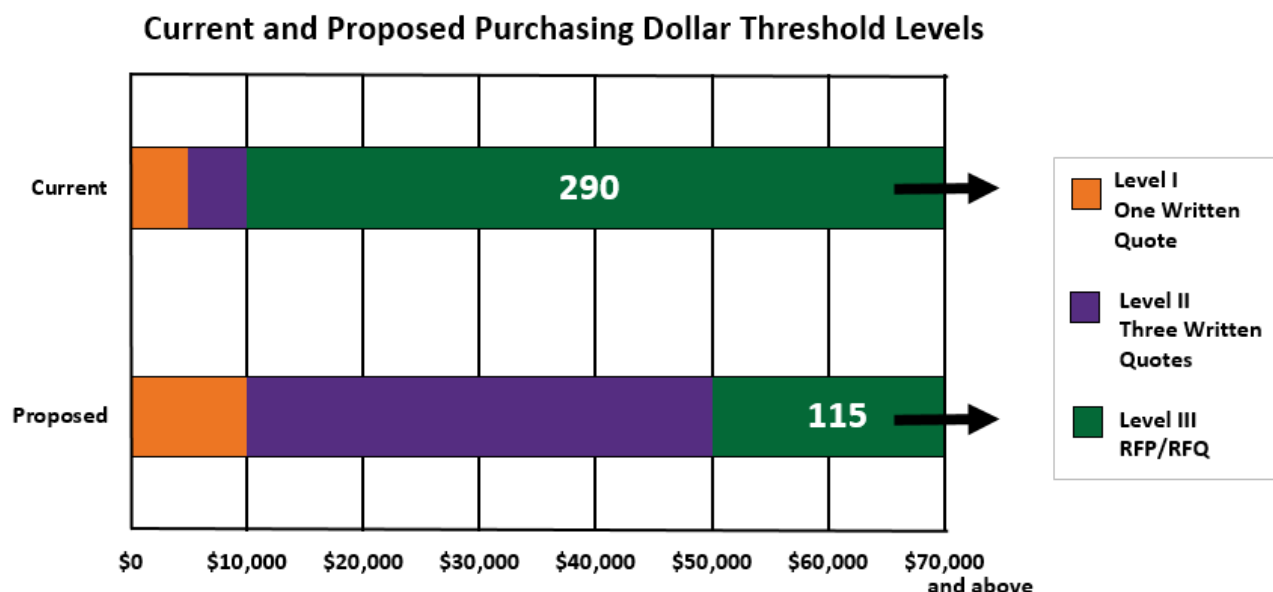
- expedite delivery after purchase by reducing the time frame presently experienced in receiving an item or service once ordered;
- increase productivity College-wide by reducing administrative costs and time associated with solicitation, preparation, advertising, and evaluation committee staff time;
- meet the procurements needs of students, faculty, and staff considering the increased volume of purchases over the past 22 ½ years;
- reduce the number of vendors required to complete Form 1295 and expedite those purchases. Presently an average of 20 vendors are required to complete Form 1295 (The Texas Ethics Commission requires all vendors awarded contracts by the Board of Trustees to complete a 1295 form prior to receiving the contract.); and
- meet the expenditure timeframe as prescribed by Grantor.

Current and Proposed Purchase Dollar Threshold Levels and State Requirement

The current board approved purchasing dollar threshold levels, the proposed purchasing dollar threshold levels, and the state requirement are as follows:

Level	Requirements	Current STC Amount	Proposed	State Requirement
Level I	One Written Quote	\$0-\$4,999	\$0-\$9,999	N/A
Level II	Three Written Quotes or One Purchasing Cooperative Quote	\$5,000 - \$9,999	\$10,000 - \$49,999	N/A
Level III	RFP, RFQ or One Purchasing Cooperative Quote	\$10,000 and Above	\$50,000 and Above	\$50,000

By increasing the Level III threshold from \$10,000 and above to \$50,000 and above, the total number of purchases requiring an RFP/RFQ would be reduced by approximately 60%. Using FY 2014 - 2015 as an example, the number of purchases in this level would decrease from 290 purchases to 115 purchases, or a reduction of 175 purchases, as reflected below:



Level III RFP/RFQ Time Frame

Although the proposed adjustments in each level would have a positive impact in purchasing operations, the greatest impact would be the change in Level III because of the time frame required to issue an RFP/RFQ.

The total time frame for a purchase requiring an RFP/RFQ is approximately 20 weeks or 5 months. The time frame of a purchase not requiring an RFP/RFQ is approximately 11 weeks or 3 months. A difference of 9 weeks or over 2 months is noted. These time frames include approximately 8 weeks of delivery time as reflected below:

Level III RFP/RFQ Time Frame

Level III RFP/RFQ Time Frame		
Week #	RFP/RFQ Required Time Frame	No RFP/RFQ Required Time Frame
Week 1	Bid process begins. Information is gathered and specifications are developed.	Information is gathered, quote is prepared and sent to the vendor.
Week 2		Response(s) are received.
Week 3	Advertise bid for a minimum of 2 weeks (Education Code 44.031)	The quote is reviewed with the end user. A purchase order is prepared, signed, and sent to the vendor.
Week 4		Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.
Week 5	Response(s) are received and evaluated.	
Week 6	Recommendation is submitted and pending Board Committee review .	
Week 7		
Week 8		
Week 9	Recommendation is pending Board approval .	
Week 10		
Week 11	If recommendation is approved by the Board, a 1295 form is requested from awarded/approved vendor. The purchase order(s) are processed, signed, and sent to vendor.	
Week 12		
Week 13	Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.	
Week 14		
Week 15		
Week 16		
Week 17		
Week 18		
Week 19		
Week 20		

Internal Controls

Strong internal controls have been developed and are in place for the purchasing, receiving, and accounts payable functions. Although the proposed adjustment to the purchasing dollar threshold would reduce the number of purchases that would require Board Committee review and Board approval, other internal controls would continue to

be practiced including audits of these functions by the internal auditor, external financial auditor, and other external auditors. Internal controls are documented, monitored and communicated consistently to all the parties involved.

Other Community Colleges Purchasing Thresholds

A Texas Community College survey was recently conducted of the Level III purchasing dollar thresholds by the Director of Purchasing for Collin College. Twenty seven (27) responses were received, including South Texas College, and the results are as follows:

Survey of Texas Community Colleges (27 Responses)	
Number of Community Colleges	Purchasing Dollar Thresholds for Level III
6	\$100,000
19	\$50,000
1	\$25,000
1	\$10,000

In addition, a comparison between the top ten largest community colleges in Texas, including South Texas College, revealed the following.

Survey of Top Ten Largest Texas Community Colleges	
Number of Community Colleges	Purchasing Dollar Threshold for Level III
5	\$100,000
3	\$50,000
1	\$25,000
1	\$10,000

Internal Auditor Review

The proposed purchasing dollar thresholds have been reviewed by the College’s Internal Auditor who has indicated that the proposed thresholds are in compliance with state requirements for purchasing and that the adjustments would result in a more efficient process.

The Internal Auditor reviewed the survey of the purchasing dollar thresholds mentioned above and would support the change without reservation.

Monthly Reporting

The Purchasing Department would prepare and provide a monthly board report of all purchases completed between \$10,000 and \$49,999, which would no longer require Board approval.

The Finance and Human Resources Committee recommended Board approval of the proposed purchasing dollar threshold levels for purchase of goods or services as proposed.

Committee members suggested that the presentation to the Board could specify that the proposed threshold levels for purchase of goods or services would become effective immediately.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed purchasing dollar threshold levels for purchase of goods or services, to be implemented and effective immediately, as proposed.

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

The Board of Trustees of South Texas College approves and authorizes the proposed purchasing dollar threshold levels for purchase of goods or services, to be implemented and effective immediately, as proposed.

Approval Recommended:

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

Review and Action as Necessary to Revise Policy #5210: *Purchasing*

Approval to revise Policy #5210: *Purchasing* is requested.

Purpose – The proposed policy revisions update the current policy, which has not been revised by the Board since 1999.

Justification – The revisions include changing the purchasing threshold levels, updating to the notice of publication section, adding the cooperative purchasing section, updating the consultant services and professional services section, adding the licensing for commercial activity, and adding the sole source purchases section.

Background – Policy #5210: *Purchasing* was approved by the Board of Trustees on November 9, 1995, and has not been amended since July 29, 1999.

On June 14, 2016, staff presented information related to a proposed change of the purchasing threshold in South Texas Policy #5210: *Purchasing* to the Finance Committee. These changes are reflected on the proposed Policy #5210: *Purchasing*. It is requested that the revised policy take effect immediately upon Board approval.

The changes to the policy are necessary to expedite delivery after purchase, increase productivity College wide, meet procurement needs of students, faculty, and staff, reduce the number of the require 1295 forms, and to meet the expenditure requirements by Grantors.

The most significant proposed changes are as follows:

- Page 1, Update the amounts and words for Level I, per the proposed purchasing dollar threshold
- Page 1, Update the amounts and words for Level II, per the proposed purchasing dollar threshold
- Page 1, Update the amounts and words for Level III, per the proposed purchasing dollar threshold
- Page 2, Change under the Special Provisions, the professional service contracts amount from “over \$10,000” to “at or above \$50,000”

Reviewers - The revised policy has been reviewed by the Purchasing Department staff, Vice President for Finance and Administrative Services, President’s Cabinet, and the President.

Enclosed Documents - The revised policy follows in the packet for the Board’s review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

The Finance and Human Resources Committee recommended Board approval of the proposed Purchasing Dollar Threshold Levels for Purchase of Goods or Services, that are specified in Policy #5210: *Purchasing*, which is attached with proposed revisions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #5210: *Purchasing* and which supersedes any previously adopted Board policy and takes effect immediately upon Board approval.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #5210: *Purchasing* and which supersedes any previously adopted Board policy and takes effect immediately upon Board approval.

Approval Recommended:

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

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated July 29, 1999 <i>As Amended by Board Minute Order dated June 28, 2016</i>	

The general objectives of the Purchasing Policy are:

1. To afford the most competitive opportunity for individual vendors to provide items to the College;
2. To minimize the administrative costs of manpower, storage, and freight costs associated with accomplishing the purchasing function.
3. The Director of Purchasing is delegated the authority to act as agent for the College in carrying out the purchasing activities of the College.

The College President, as chief executive for the College, shall cause to be developed, published and kept current, such policies and regulations, governing the purchase of supplies, equipment, materials, and services necessary for the efficient operation and maintenance of the College, and shall institute such procedures, forms, documents, and records as may be necessary for the proper operation of those policies.

Any employee who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.

Purchases should be divided into levels based upon dollar value and method of procurement; the levels are:

Level I (Purchases Valued Less than ~~\$5,000~~ *\$10,000*) - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations ~~will~~ *may* be verbally accepted. Purchases of \$1,000 to ~~\$5,000~~ *less than \$10,000* will require *at least one* written quote ~~s~~. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.

Level II (Purchases Valued ~~\$5,000 to~~ *at \$10,000 to less than \$50,000*) - When the College seeks to purchase personal property or services of a value of ~~\$5,000 to~~ *\$10,000 to less than \$50,000*, the College shall require at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing file.

Level III (Purchases Valued *at or to* Above ~~\$10,000~~ *\$50,000*) – All College purchases and contracts valued *at or* above ~~\$10,000~~ *\$50,000* shall be made by one of the methods authorized by

MANUAL OF POLICY

Title

Purchasing

5210

Legal Authority

Approval of the Board of Trustees

Page 2 of 2

Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

Notice of Publication:

All notices of bid solicitations shall be advertised in both Hidalgo and Starr Counties.

Authorization to Solicit and Award Bids:

Board of Trustees authorization is not required for solicitation of bids for Levels II and III, except for renovation or construction projects in excess of \$50,000. The Board will be informed of all solicitations for bids (except for those capital items and services specifically approved in the annual budget) in a timely manner at the next Board meeting. Level III requires Board of Trustees authorization to award the bid.

Special Provisions

Competitive bidding is not required in the procurement of professional services, including but not limited to fees for consultants, architects, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts ~~over \$10,000~~ *at or above \$50,000*.

Insurance

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code requirements.

Emergency Damage or Destruction Procedure

The President may authorize purchase of items in an emergency and subsequently report the action to the Board of Trustees.

If a College building or College equipment is destroyed or severely damaged, and the Board of Trustees determines that the time delay posed by the competitive bidding process would prevent or substantially impair the conduct of classes or other essential College activities, then contracts for the replacement or repair of such building or equipment may be made without resort to competitive bidding.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2015 – 2016

Approval of a proposed budget amendment for FY 2015 – 2016 is requested.

The budget amendment is needed for the following two reasons:

1. Unrestricted Revenue and Expenditures Adjustment Due to Level of Traditional Student Tuition and Fees

	Increase/(Decrease)
Revenues	
Tuition	(\$379,318)
Fees	(715,138)
Total Revenue Reduction	(1,094,456)
Expenditures	
Salaries	(383,060)
Operating	(656,674)
Travel	(54,722)
Total Expenditures Reduction	(\$1,094,456)

- Student Tuition and Fee Revenue Budget Reduction
 - ⇒ The student tuition revenue budget will be reduced by \$379,318, from \$31,960,703 to \$31,581,385. The student fees revenue budget will be reduced by \$715,138, from \$26,274,482 to \$25,559,344. This is a total reduction of \$1,094,456 in student tuition and fees revenue. The reduction in tuition and fee revenue is necessary because the average traditional student semester credit hours in the Fall of 2015 and Spring of 2016 semesters was lower than the average traditional student semester credit hours used for budgeting purposes. The average semester credit hours average used for budgeting purposes, based on historical trends, was 10.04, however the FY 2015 – 2016 average semester credit hours per student decreased to 9.80. As a result, revenue per student decreased. The average semester credit hours had been above 9.80 in the last five (5) years.

- Salary Expense Budget Reduction
 - ⇒ The salary expense budget will be decreased by \$383,060, from \$85,239,693 to \$84,856,633.

- Operating Budget Reduction
 - ⇒ The operating expense budget will be decreased by \$656,674, from \$31,995,989 to \$31,339,315.

- Travel Budget Reduction
 - ⇒ The travel expense budget will be decreased by \$54,722, from \$1,968,296 to \$1,913,574.

2. Transfer of Unrestricted Fund Balance to Plant Funds

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

- The Unrestricted Fund Balance Allocations will be increased by \$3,500,000 to fund the transfers to the Plant Funds.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$2,500,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$1,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Amended Budget Revenue and Expenditures/Transfers/Reserves and Fund Balances

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2015 - 2016 will increase as follows:

Fiscal Year 2015 - 2016 Budgeted Revenues and Expenditures /Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$163,175,686	\$2,405,544	\$165,581,230
Unexpended Construction Plant Fund	B	\$110,915,839	\$2,500,000	\$113,415,839
Renewals and Replacements Plant Fund	C	\$4,641,250	\$1,000,000	\$5,641,250

After the transfer of \$3,500,000, the Unrestricted Undesignated Fund Balance at September 1, 2015 in the amount of \$71,932,033 will be reduced to \$68,432,033. This amount is sufficient to fund approximately 5 months of operating expenditures.

The fund balances at September 1, 2015 for these three funds, and after the proposed amendments, are as follows:

Fund Balances at September 1, 2015

Fund	Fund Balance at September 1, 2015	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	\$71,932,033	(\$3,500,000)	\$68,432,033
Unexpended Construction Plant Fund	\$24,723,984	\$2,500,000	\$27,223,984
Renewals and Replacements Plant Fund	\$21,175,171	\$1,000,000	\$22,175,171

The fund balance for these funds will be adjusted by FY 2015 - 2016 activity. The budget amendment follows in the packet for your information and review.

The Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2015 - 2016, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed budget amendment for FY 2015 - 2016, as presented. .

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

The Board of Trustees of South Texas College approves and authorizes the proposed budget amendment for FY 2015 - 2016, as presented.

Approval Recommended:

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

**South Texas College
Budget Amendment
Fiscal Year 2016
Unrestricted Fund Balance Allocations**

Unrestricted Undesignated Fund Balance at September 1, 2015	\$	71,932,033
Less Proposed Budget Amendment / Fund Balance Allocation		
Transfer to - Unexpended Construction Plant Fund		2,500,000
Transfer to - Renewals and Replacements Plant Fund		1,000,000
Total Fund Balance Allocation		3,500,000
Adjusted Unrestricted Undesignated Fund Balance After Allocation ⁽¹⁾	\$	68,432,033

(1) Balance does not include FY 2015-2016 increase or decrease in fund balance or proposed designations for FY 2015-2016.

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2016
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
State Revenue	\$ 45,613,017	\$ -	\$ 45,613,017
Tuition	31,960,703	(379,318)	31,581,385
Fees	26,274,482	(715,138)	25,559,344
Other Revenues	3,801,648	-	3,801,648
Local Taxes	36,508,562	-	36,508,562
Local Taxes - Bond 2014	9,063,214	-	9,063,214
Special and Fund Balance Allocations (Carryover)	9,954,060	-	9,954,060
Unexpended Construction Plant Fund	-	2,500,000	2,500,000
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000
Total Revenues	\$ 163,175,686	\$ 2,405,544	\$ 165,581,230

Expenditures Summary

Expenditures/Transfers/Reserves	Original Budget	Increase / (Decrease)	Amended Budget
Salaries	\$ 85,239,693	\$ (383,060)	\$ 84,856,633
Benefits	24,732,821	-	24,732,821
Operating	31,995,989	(656,674)	31,339,315
Travel	1,968,296	(54,722)	1,913,574
Capital	2,214,273	-	2,214,273
Transfers and Reserves	17,024,614	-	17,024,614
Unexpended Construction Plant Fund	-	2,500,000	2,500,000
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000
Total Expenditures/Transfers/Reserves	\$ 163,175,686	\$ 2,405,544	\$ 165,581,230

South Texas College Unexpended Plant Fund

Fiscal Year Ending August 31, 2016
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Interest	\$ 20,118	\$ -	\$ 20,118
Interest Limited Tax Bonds, Series 2014	11,128	-	11,128
Interest Limited Tax Bonds, Series 2015	45,195		45,195
Transfer In - Unrestricted Fund	5,000,000	2,500,000	7,500,000
Fund Balance Deduction	8,033,147	-	8,033,147
Fund Balance Deduction Bond Series 2014 and 2015	97,806,251	-	97,806,251
Total Revenues	\$ 110,915,839	\$ 2,500,000	\$ 113,415,839

Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	\$ 13,053,265	\$ -	\$ 13,053,265
Projected Draws for Approved Projects Bond Series 2014 and 2015	97,862,574	-	97,862,574
Fund Balance Addition	-	2,500,000	2,500,000
Total Expenditures/Reserve	\$ 110,915,839	\$ 2,500,000	\$ 113,415,839

South Texas College
Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2016
 AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 4,641,250	\$ -	\$ 4,641,250
Transfers In - Unrestricted	-	1,000,000	1,000,000
Total Revenues	\$ 4,641,250	\$ 1,000,000	\$ 5,641,250

Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 4,641,250	\$ -	\$ 4,641,250
Fund Balance Addition	-	1,000,000	1,000,000
Total Expenditures/Reserve	\$ 4,641,250	\$ 1,000,000	\$ 5,641,250

Review and Action as Necessary on Unrestricted Fund Balance Designations as of August 31, 2016

Approval of the Unrestricted Fund Balance Designations as of August 31, 2016 is requested.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2015, the Board has designated a total of \$28,500,000, as reflected in the table below. The total designation of \$28,500,000 included 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding, 2) a \$11,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system, 3) a \$4,000,000 designation for the deferred maintenance of facilities, 4) a \$3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and 5) \$2,000,000 for furniture replacements.

Management is proposing an additional Unrestricted Fund Balance designation in the total amount of \$2,000,000 in Fiscal Year 2015 - 2016 for ERP infrastructure maintenance and renewal. Including the proposed additional fund balance designations for fiscal year 2015 - 2016, the total designation as of August 31, 2016 would be \$30,500,000, as follows.

Summary of Fund Balance Designations

Fund Balance Designations Per Category	FY 2015	FY 2016
Health Insurance Premiums	\$7,500,000	\$7,500,000
ERP Infrastructure Maintenance and Renewal	11,500,000	13,500,000
Facilities Deferred Maintenance	4,000,000	4,000,000
Business Continuity and Disaster Plan	3,500,000	3,500,000
Furniture Replacement	2,000,000	2,000,000
Total Fund Balance Designation as of August 31	\$28,500,000	\$30,500,000

Including the transfers of \$3,500,000 to the Plant Funds, per the proposed budget amendment, and the additional designation, the Unrestricted Fund Balance at September 1, 2015 will be adjusted as follows:

Unrestricted Fund Balance

	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2015	\$71,932,033	\$28,500,000	\$100,432,033
Less: Proposed Plant Funds Transfer	(3,500,000)	--	(3,500,000)
Proposed Amended Fund Balance	68,432,033	28,500,000	96,932,033
FY 2015 – 2016 Additional Designation	(2,000,000)	2,000,000	--
Adjusted Fund Balance	\$66,432,033	\$30,500,000	\$96,932,033

The total Unrestricted Undesignated Fund Balance of \$66,432,033 represents approximately four and one half (4½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances do not include the FY 2015 - 2016 activity.

The Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2016 in the amount of \$2,000,000 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Unrestricted Fund Balance Designation as of August 31, 2016 in the amount of \$2,000,000 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Unrestricted Fund Balance Designation as of August 31, 2016 in the amount of \$2,000,000 as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed Employee Salary Pay Plans for FY 2016 – 2017

Approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017 is requested.

Purpose - The Proposed Employee Salary Pay Plans for FY 2016 - 2017 for all employee groups is presented for the Committee's review and consideration. The Employee Salary Pay Plans include the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2016-2017.

Background – The FY 2016 - 2017 pay plan compensation structure continues as per Evergreen Solutions' recommendations after the full compensation study conducted in FY 2013 - 2014 which recommended a more consistent compensation structure that improved consistency and a uniformity of spread within each pay grade range. Range spreads are a measure of a pay range's width, calculated as the percent increase from the minimum salary to the maximum salary of the range. Upon completion of the compensation study, the minimum of the adopted pay plan was set to 7.3% above the minimum starting salary for the classified range of the prior pay plan to match market conditions.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in May 2016.

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

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

The Finance and Human Resources Committee recommended Board approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Employee Salary Pay Plans for FY 2016 - 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 Proposed Employee Salary Pay Plans for FY 2016 - 2017, as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed Staffing Plan for FY 2016 – 2017

Approval of the Proposed Staffing Plan for FY 2016 - 2017 is requested.

Purpose - The Proposed Staffing Plan for FY 2016 – 2017 for all employee groups is presented for the Committee's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also includes title changes for some positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in May 2016.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2016 - 2017.

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

Funding Source – The organization funding each position is listed on the Staffing Plan and is subject to Board approval of the FY 2016 - 2017 Budget.

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

Enclosed Documents - A copy of the FY 2016 - 2017 Staffing Plan is included under separate cover.

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

The Finance and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2016 - 2017, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Staffing Plan for FY 2016 - 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 Proposed Staffing Plan for FY 2016 - 2017, as presented.

Approval Recommended:

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

Update on Status of 2013 Bond Construction Program

The packet includes 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 June 28, 2016 Regular Board Meeting to provide the update.

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

June 14, 2016

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline – 06/14/16

March '16 April '16 May '16 June '16 July '16

	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
1	Update (No Action)	GMP Approvals – Two Meetings in April	GMP Approvals	GMP Approvals	GMP Approvals	GMP Approvals – Two Meetings in June
2	B&A Use of Contingency Funds	Wage Scale Determination	Pharr RCPSE Civil Engineer Approval	Pharr RCPSE CM@R Solicitation	Pecan Campus North Academic GMP	Pecan Campus Student Services GMP (6/28)
3	Additional Services – Landscape & Irrigation, Starr	Additional Service – Gutierrez Engineering N&AH Thermal Pl.	Pharr RCPSE CM@R Solicitation	N&AH Partial GMP	Technology Building GMP	Starr County Health Professional Pkg. #1 GMP
4	Partial GMP – Technology Building Demolition	PBK Contract Approval – Pharr RCPSE	Technology Campus GMP Update	Technology Site GMP		
5		Pharr RCPSE Master Plan Additional Service Consultant	T&B Selection			
6						
Board Approval						

OPERATIONAL ITEMS

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

March '16 April '16 May '16 June '16 July '16

	March '16	April '16	May '16	June '16	July '16
1	Construction Document Completion – 60%	Construction Document Completion	Technology Campus Demo Commencement	Building Standards	NTP's
2	AV/IT Coordination	Ongoing Plan Review	Pharr RCPSE Master Plan Charrette	Notice to Proceed Issuance (NTP)	Staff Increase
3			MVC Thermal & Site Commencement	Thermal Energy Plant Construction	
4	Furniture, Fixtures & Fixture Design		Budget FY '17	Mid-Valley Mobilization	
5	Wage Scale Survey		Starr County Bid Package Strategy	N&AH Mobilization	
6			On going Plan Reviews	Chiller Factory Test	
7					
8					
9					
10					

Operational

INFORMATION & PRESENTATION ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline

March '16 April '16 May '16 June '16 July '16

Informational/Presentations	Chiller Procurement Standby LOC	March '16	April '16	May '16	June '16	July '16
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

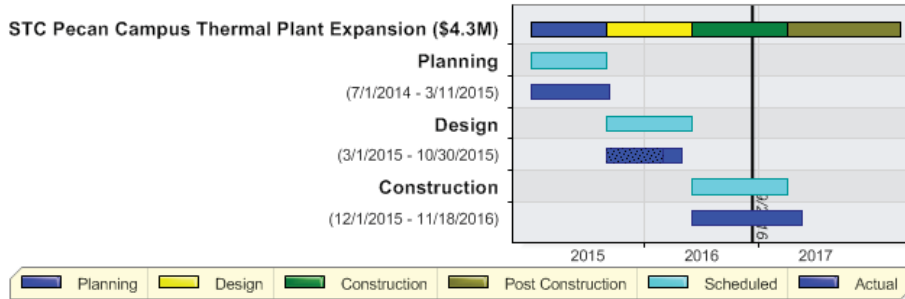
2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - June 16, 2016

Project Number	PROJECT DESCRIPTION	Project Development			Design Phase			Price Proposals		Construction Phase					Architect/Engineer	Contractor				
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	Design Development	30%	60%	95%	100%	B&A Review	Board Approval	30%			50%	75%	95% Substantial Comp	100%
Pecan Campus																				
	North Academic Building																		PBK Architects	D. Wilson Construction
	South Academic Building																		BSA Architects	D. Wilson Construction
	STEM Building																		BSA Architects	D. Wilson Construction
	Student Activities Building and Cafeteria																		Warren Group Architects	D. Wilson Construction
	Thermal Plant Expansion																		Half Associates	D. Wilson Construction
	Parking and Site Improvements																		PCE	D. Wilson Construction
Mid Valley Campus																				
	Health Professions and Science Building																		ROFA Architects	Skanska USA
	Workforce Training Center Expansion																		EGV Architects	Skanska USA
	Library Expansion																		Mata + Garcia Architects	Skanska USA
	Student Services Building Expansion																		ROFA Architects	Skanska USA
	Thermal Plant																		DBR Engineering	Skanska USA
	Parking and Site Improvements																		Half Associates	Skanska USA
Technology Campus																				
	Southwest Building Renovation																		EGV Architects	ECON Construction
	Parking and Site Improvements																		Hinojosa Engineering	ECON Construction
Nursing and Allied Health Campus																				
	Campus Expansion																		ERO Architects	D. Wilson Construction
	Parking and Site Improvements																		R. Gutierrez Engineers	D. Wilson Construction
Starr County Campus																				
	Health Professions and Science Building																		Mata + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																		EGV Architects	D. Wilson Construction
	Library																		Mata + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																		Mata + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																		Mata + Garcia Architects	D. Wilson Construction
	Thermal Plant																		Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																		Melden & Hunt Engineering	D. Wilson Construction
Regional Center for Public Safety Excellence - Pharr																				
	Training Facility																		TBD	TBD
	Parking and Site Improvements																		TBD	TBD
STC La Joya Teaching Site (Jimmy Carter ECHS)																				
	Training Labs Improvements																		EGV Architects	TBD

Scope

	Initial Program	Current Program
Building SF	3,462	3,182
Budget	\$4,300,000	\$4,300,000
GMP		\$4,194,000

Schedule



Activity

30 Day Look Ahead

- Roofing installation, both high and low roofs, to begin 6/9/16.
- Begin hanging ductwork within Bldg. E exp. on 6/20/16.
- Glazing installation to begin at Bldg. E exp. on 6/23/16.
- Bldg. E exp. wall up to begin on 6/27/16.
- Relocated Cooling Tower #1 scheduled to be on-line 6/28/16.
- Owner / Eng. witness test of chiller start-up at factory 6/29/16.
- Chillers deliver on 7/8/16.
- Relocation of existing expansion tanks to take place on 7/11/16.
- Erection of new cooling towers #5 & #6 to be complete by 7/22/16.
- Cooling tower yd. enclosure erection to commence 7/25/16.

Key Consultants/Contractors

- Architect: Halff Associates
- Structural: Chanin Engineering
- MEP: Halff Associates
- Civil: PCE Engineering
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

Recent Photo



Review and Action as Necessary on Additional Services with Broaddus and Associates for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus

Approval of additional services with Broaddus & Associates for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus is requested.

Purpose

A traffic impact analysis is needed to determine the vehicular impacts on existing road infrastructure in the vicinity of the Mid Valley Campus and will provide recommendations for improvements.

Justification

On May 16, 2016, the City of Weslaco requested for the College to conduct an updated traffic impact analysis in order to proceed with the permitting process for the 2013 Bond construction projects at the Mid Valley Campus.

Background

In 2003, a Traffic Impact Analysis was conducted at the Mid Valley Campus as part of the 2001 Bond Construction projects. The City of Weslaco is requesting an updated Traffic Impact Analysis due to the proposed 2013 Bond Construction projects at the Mid Valley Campus. This study will evaluate vehicular impacts on existing road infrastructure as well as ingress and egress locations. Recommendations will also be made for other improvements to enhance traffic safety.

Broaddus and Associates has requested a proposal from Aldana Engineering & Traffic Design, LLC, in the amount of \$14,000 to conduct this analysis. Broaddus and Associates does not request additional fees for these services.

Funding Source

Funds are available in the FY 2015 - 2016 Bond Construction Program management fund.

Enclosed Documents

A proposal dated June 14, 2016 from Broaddus and Associates in the amount of \$14,000 is enclosed.

Presenters

Representatives from Broaddus & Associates will be present at the meeting to address any questions related to the traffic impact analysis.

The Facilities Committee recommended Board approval of the additional services with Broaddus & Associates in the amount of \$14,000 for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the additional services with Broaddus & Associates in the amount of \$14,000 for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus as presented.

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

The Board of Trustees of South Texas College approves and authorizes the additional services with Broaddus & Associates in the amount of \$14,000 for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus as presented.

Approval Recommended:

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

ADDITIONAL SERVICES PROPOSAL
to
AMEND AGREEMENT
BETWEEN OWNER AND CONSULTANT

June 14, 2016

Requisition Number: 05

Project Name: 2013 Bond Construction Program

Campus: All

Date: June 14, 2016

To: Dr. Shirley Reed, President
STC

From: Gilbert Gallegos, Project Executive
Broaddus & Associates

Dear Dr. Reed:

Please refer to the Agreement dated August 27, 2014, between South Texas College (“Owner”) and the undersigned (“Consultant”) as amended to the date hereof (such agreement as so modified and amended being hereafter called the “Agreement”) pursuant to which Consultant is to perform certain services. As per Agreement Section V.C.2, the South Texas College Board of Trustees approved and authorized these additional services on November 24, 2015 as follow:

1. Consultant will hire Aldana Engineering & Traffic Design, LLC to conduct a Traffic Engineering Study per the City of Weslaco requirements at the Mid Valley Campus. The scope is defined in Exhibit A of the proposal.
2. Proposed total fee is \$14,000 which includes reimbursable expenses. This is a lump sum amount that will not include mark-up. Invoices will be billed on a monthly basis for the duration of the engagement.
3. Reimbursable expenses are included lump sum amount which includes travel, postage, reproduction, etc.

If the foregoing is acceptable to you, please so execute by signing the enclosed copy of this letter at the space provided for this purpose and by inserting the date upon which Consultant is authorized to commence performance of the Additional Services described in Paragraph 1 above.

Sincerely yours,
Broaddus & Associates

By: _____
Name: Gilbert O. Gallegos, AIA
Title: Senior Vice-President

Agreement is Amended as Follows:

Original Contract Amount	\$3,975,000.00
Previous Additions	918,170
Previous Deductions	<u>0.00</u>
Net Balance Contract Amount	\$4,893,170
This (Addition)(Deduction)	<u>\$14,000</u>
Adjusted Contract Amount	\$4,907,170

Accepted this _____ day of _____ 2015. Project Manager is authorized to commence performance of the Additional Services on July 1, 2016.

SOUTH TEXAS COLLEGE

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

XC: Project Manager
VP Finance & Administration
Director of FPC
Accounts Payable



ALDANA ENGINEERING & TRAFFIC DESIGN, LLC

TRAFFIC ENGINEERING CONSULTANTS

June 2, 2016

Mrs. Diana Bravo Gonzalez, AIA
Senior Project Manager
Broaddus & Associates
1100 E. Jasmine Ave, Ste 102
McAllen, Texas 78501

**RE: *STC Weslaco Campus
Traffic Engineering Services Proposal***

Dear Mrs. Gonzalez:

ALDANA ENGINEERING & TRAFFIC DESIGN (AETD) is pleased to submit this proposal for traffic engineering services relating to a Traffic Engineering Study for the proposed STC Weslaco Campus improvements in Weslaco, Texas.

AETD will perform Traffic Engineering Services as detailed in the attached “**Exhibit A**” – **Scope of Services/Fee**.

SCHEDULE

It is estimated the project will be completed within four weeks from the date a written notice to proceed is received. The project would ideally begin one week after the Weslaco ISD school year begins and would be completed approximately three to four weeks after.

COMPENSATION

The total proposed lump sum fees for this project are **\$14,000.00**. These fees are detailed in the attached **Exhibit A**.

Thank you for the opportunity to provide this proposal. If you have any questions or require additional information, please do not hesitate to call us. If it is your desire to proceed with this project, please print two originals and indicate your approval by signing below and returning. We are ready to begin work immediately upon receiving your acceptance of this proposal.

Sincerely,

ALDANA ENGINEERING & TRAFFIC DESIGN, LLC

Albert J. Aldana, P.E.
Project Manager

APPROVAL & ACCEPTANCE

STC WESLACO CAMPUS TRAFFIC STUDY

PROPOSED FEE: \$14,000.00

Printed Name (OWNER): _____

Title: _____ Date: _____

Entity Name: _____

Address: _____

City: _____

Phone #: _____

ATTACHMENTS:

Exhibit A – Scope of Services/Fee
STC WESLACO CAMPUS

EXHIBIT “A”

**SCOPE OF SERVICES
FOR
TRAFFIC ENGINEERING STUDY**

**STC WESLACO CAMPUS
WESLACO, TEXAS**

Purpose:

The purpose of this project is to conduct a Traffic Engineering Study necessary to evaluate the vehicular impacts of the traffic to be generated by the proposed improvements to the existing STC Weslaco Campus located in Weslaco, Texas. The study will evaluate traffic conditions along Border Ave, Huisache St, and Calle De La Republica. The study will provide recommendations to enhance overall operations and safety.

Description of the Study Area:

The Study limits will include streets bordering STC campus in Weslaco which includes Border Ave., Huisache St., and Calle De La Republica. The scope of work and associated fees for this project is based on the following items:

- a. The CONSULTANT (ALDANA ENGINEERING & TRAFFIC DESIGN) (*AETD*) shall perform a Traffic Engineering Study in accordance with City of Weslaco requirements.
- b. *AETD* shall collect traffic data as required to complete this study.
- c. Broaddus & Associates shall provide *AETD* all project pertinent information for the proposed project such as site plan, total acreage development and projected maximum enrollment.
- d. *AETD* will provide four (4) copies of the traffic engineering study to the OWNER.
- e. This scope of services includes attendance to one meeting by *AETD* to present report findings and/or address questions.
- f. This scope of service does not include traffic engineering design services.
- g. Additional services will be provided upon request.

This traffic study will be accomplished through the completion of several traffic engineering tasks as outlined below:

TASK 1.0 TRAFFIC DATA COLLECTION

AETD will collect existing traffic data required for the various analyses to be conducted in this study.

1.1 ADT COUNTS

AETD will collect bi-directional vehicle volumes on Border Ave, Calle De La Republica, and Huisache St required to perform this study. These traffic counts will be performed for a continuous 24-hour period, tabulated in hourly intervals.

This data will be utilized to perform various traffic analyses during the AM and PM peak hours. The data used in this study will be presented in a table form, tabulated in 60-minute intervals.

TASK 2.0 TRAFFIC ANALYSES

2.1 ANALYSIS OF EXISTING 2016 CONDITIONS

AETD will use the traffic data collected in Task 1 to perform Level of Service Analysis of existing conditions scenario. Roadways will be analyzed using SYNCHRO Software and average control delays will be computed that define the Level of Service. The Level of Service results will be presented in a Table within the study report.

2.2 ANALYSIS OF PROJECTED CONDITIONS

AETD will perform Level of Service Analysis of projected conditions. The analysis will include calculating the average control delay that defines the Level of Service for the study roadways. The Level of Service results will be presented in a Table within the study report.

TASK 3.0 TRAFFIC ENGINEERING STUDY REPORT

AETD shall prepare a traffic engineering study report, which shall include the results of the various analyses performed as part of this study. The report will consist of an overall description of the study area, existing conditions, projected traffic conditions, Exhibits depicting data collected, photographs of the study area, and exhibits illustrating any recommended roadway improvements.

The study report will identify impacts of the proposed STC Weslaco Campus expansion improvements on existing street network and provide recommendations to mitigate these impacts, if necessary. The study report will also evaluate proposed ingress and egress locations and make appropriate recommendations to enhance traffic operations.

Recommendations regarding roadway lane geometry, lane configurations, pavement markings, and signing will also be provided.

AETD will present study findings and recommendations and/or address comments at one meeting with City and/or project team members. Additional meetings will be considered additional services.

DELIVERABLES AND SCHEDULE

AETD will prepare and submit a **study report** within three weeks of a written notice to proceed.

AETD shall deliver Owner four (4) copies of the traffic engineering study report **Additional copies of the study report will be provided for a cost of \$50.00/ea.**

COMPENSATION

The work as defined in this Scope of Services shall be performed at a lump sum fee of **\$14,000.00**. The total amount includes all necessary direct expenses estimated for this project.

TASK	DESCRIPTION	FEE
TRAFFIC STUDY		
TASK 1	Traffic Data Collection	\$1,000.00
TASK 2	Traffic Analyses	\$10,000.00
TASK 3	Traffic Engineering Study Report	\$3,000.00
	TOTAL FEES	\$14,000.00

Additional Services:

AETD, at the written request of OWNER will provide additional services for any work not specifically stated in the scope of services and this will be subject to negotiation.

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Thermal Plant

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

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum 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. Sigma HN Engineers has submitted construction documents with enough information regarding the construction work of the project.

Background

Sigma HN Engineers 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 D. Wilson Construction Company which has provided a GMP in the amount of \$3,911,000.

CCL and GMP

Starr Thermal Plant Current CCL	\$3,800,000
Starr Thermal Plant GMP	3,911,000
Budget Variance	<u><u>(\$111,000)</u></u>

Proposed Funding Source

Budget transfer from Pecan Campus Bond Construction Program	
Contingency Funds	<u>\$111,000</u>

Alternate

Alternate #1 Add hydronic site piping to existing buildings and retrofit existing HVAC (not in original scope)	<u>\$788,305</u>
--	------------------

Proposed Funding Source

No funding source identified.

Broaddus & Associates stated that the initial GMP was presented at \$4.3M, but through negotiations and value-engineering, the project team was able to bring the GMP down to \$3,911,000 as presented.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Thermal Plant project is \$3,800,000. Bond funds are budgeted in the

Bond Construction budget for fiscal year 2015 - 2016. Program contingency funds in the amount of \$111,000 are being recommended to be transferred from the Pecan Campus Bond Construction Program 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 D. Wilson Construction Company is enclosed.

Presenters

Representatives from Broaddus & Associates, Sigma HN Engineers, and D. Wilson Construction Company will be present at the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$3,911,000 with D. Wilson Construction Company, the funding source for the variance, and the transfer of \$111,000 from the Pecan Campus Bond Construction Program Contingency for the 2013 Bond Construction Starr County Campus Thermal Plant as presented, and with the inclusion of the construction alternate to be paid out of non-bond funds.

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 \$3,911,000 with D. Wilson Construction Company, the funding source for the variance, and the transfer of \$111,000 from the Pecan Campus Bond Construction Program Contingency for the 2013 Bond Construction Starr County Campus Thermal Plant as presented, and with the inclusion of the construction alternate to be paid out of non-bond funds.

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 \$3,911,000 with D. Wilson Construction Company, the funding source for the variance, and the transfer of \$111,000 from the Pecan Campus Bond Construction Program Contingency for the 2013 Bond Construction Starr County Campus Thermal Plant as presented, and with the inclusion of the construction alternate to be paid out of non-bond funds.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director, FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 14, 2016
Subject: Starr County Campus, Rio Grande City, Texas
Re: 2013 South Texas College Bond Construction Program – Thermal Plant GMP

Broaddus & Associates is pleased to bring forward a GMP for the STC Board of Trustees approval. This request is for the Starr County Campus Thermal Plant. The GMP is based on 60% Construction Documents from the Design Team of Sigma HN and includes all of the labor and materials for the project scope. The GMP provided is a not-to-exceed amount and with the Board of Trustee's approval will allow for the Construction Manager-at-Risk, D. Wilson Construction Company, to begin their construction work.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted Partial GMP for the Pecan Campus Thermal Plant 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 for a GMP.



South Texas College – Starr County Campus
 60% CD/GMP Thermal Storage Plant
 Guaranteed Maximum Price

June 8, 2016

Schedule of Values

CSI Section	Division Title	Base Bid
01 00 00	GENERAL REQUIREMENTS	\$206,200
03 00 00	CONCRETE	\$122,176
04 00 00	MASONRY	\$56,623
05 00 00	STRUCTURAL STEEL	\$71,437
06 00 00	CARPENTRY	\$14,631
07 00 00	MOISTURE PROTECTION	\$141,136
08 00 00	DOORS & WINDOWS	\$69,271
09 00 00	FINISHES	\$106,898
10 00 00	SPECIALTIES	\$2,350
12 00 00	FURNISHINGS	—
14 00 00	CONVEYANCE SYSTEMS	—
21 00 00	FIRE SUPPRESSION	\$15,900
22 00 00	PLUMBING	\$64,000
23 00 00	HVAC	\$2,412,552
26 00 00	ELECTRICAL	\$263,500
27 00 00	STRUCTURED CABLING	\$20,928
28 00 00	ELECTRONIC SAFETY AND SECURITY	\$13,836
31 00 00	EARTHWORK	\$93,270
	CONTRACTOR DESIGN CONTINGENCY	\$39,000
	CONSTRUCTION PHASE FEE	3.60% \$138,800
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	\$38,673
	SUBTOTALS:	\$3,852,144
	PROPOSED GMP AMOUNT:	\$3,853,000
	OWNER'S CONTINGENCY (NO FEE)	\$58,000
	GMP TOTAL:	<u><u>\$3,911,000</u></u>

General Construction

Design Build

Construction Management

Review and Recommend Action on Amendment of Partial Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation and Partial Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Parking and Site Improvements

Approval to amend the partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation and the partial GMP for the 2013 Bond Construction Technology Campus Parking and Site Improvements will be requested at the June 28, 2016 Board Meeting.

Purpose

The purpose is to amend the previous approved Partial GMP for the 2013 Bond Construction Technology Campus Southwest Building Renovation and to approve the partial GMP for the 2013 Bond Construction Technology Campus Parking and Site Improvements.

Justification

The partial GMP for the 2013 Bond Construction Technology Campus Southwest Building Renovation previously submitted included costs associated with the Parking and Site Improvements for this campus and needs to be corrected to reflect the appropriate costs separately for each project.

Background

At the March 29, 2016 Board meeting, the Board approved a partial GMP for the 2013 Bond Construction Technology Campus Southwest Building Renovation in the amount of \$550,710 with E-Con Group. This partial GMP amount included the partial GMP of \$358,106 for the building renovation and \$192,604 for the parking and site improvements. It was presented to the Board as the amount only for the building renovation; therefore, the GMP needs to be amended to reflect the appropriate costs associated with each project.

Partial GMPs

Technology Campus Southwest Building Renovation \$358,106
Technology Campus Parking and Site Improvements \$192,604

Funding Source

The current Construction Cost Limitation (CCL) for the Technology Campus Southwest Building Renovations project is \$12,000,000 and \$650,000 for the Technology Campus Parking and Site Improvements. The CM@R has submitted the balance of the GMPs which will include these partial GMPs. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The partial GMPs have 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

Memorandums from Broaddus and Associates and descriptions of the partial GMPs submitted by E-Con Group are enclosed.

Presenters

Representatives from Broaddus & Associates, EGV Architects, Hinojosa Engineering, and E-Con Group will be present at the meeting to present the proposed partial GMPs.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and to recommend Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amended partial guaranteed maximum price (GMP) in the amount of \$358,106 for the 2013 Bond Construction Technology Campus Southwest Building Renovation and the partial guaranteed maximum price (GMP) in the amount of \$192,604 for the 2013 Bond Construction Technology Campus Parking and Site Improvements with E-Con Group 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 amended partial guaranteed maximum price (GMP) in the amount of \$358,106 for the 2013 Bond Construction Technology Campus Southwest Building Renovation and the partial guaranteed maximum price (GMP) in the amount of \$192,604 for the 2013 Bond Construction Technology Campus Parking and Site Improvements with E-Con Group as presented.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director, FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 28, 2016
Subject: Technology Campus, McAllen, Texas
Re: 2013 South Texas College Bond Construction Program – Technology Campus Expansion Demolition - Partial GMP AMENDMENT

At the March 26, 2016 STC Board Meeting a partial GMP for the STC Technology Campus Expansion for the demolition work was approved. The request for the Technology Campus Expansion Demolition was presented as a Partial GMP for \$550,710. Within the GMP of \$550,710 the following costs should be allocated and separated for each respective project:

Building Demolition	\$358,106
<u>Site Demolition</u>	<u>\$192,604</u>
Total Demolition GMP	\$550,710

**STC Technology Renovations- GMP-Demolition
Package I**



DESCRIPTION		Interior Demolition	Site Demolition
General Conditions			
General conditions	0	46,875	51,470
Design contingency	0	5,141	5,141
Contractor's construction contingency	0	9,105	9,105
Allowance field engineering/surveying	0		-
	0		-
GENERAL CONDITIONS SUBTOTAL	0	61,121	65,716
Building Demo			
Selective Demolition - Interior	0	230,000	-
Selective Demolition - Site	0	0	95,000
Hauling of Site Debris	0	0	25,000
Equipment Rental	0	0	-
BUILDING DEMO SUBTOTAL	0	230,000	120,000
Mechanical & Plumbing			
Plumbing demo	0	10,000	-
Fire sprinkler demo	0	3,000	-
HVAC demo (disconnect chiller)	0	1,500	-
MECHANICAL & PLUMBING SUBTOTAL	0	14,500	-
Electrical			
Electrical demo	0	20,000	-
temporary power & lighting	0	15,000	-
Communications			
MDF	0	2,500	-
Electronic Safety & Security			
Fire alarm & security alarm	0	2,500	-
ELECTRICAL SUBTOTAL	0	40,000	-
DIV TOTALS	0	345,621	185,716
Building Permit	0	375	375
Subcontractor's Bonds			-
SUBTOTAL	0	375	375
Contractor's Fee 3.5%	0	12,110	6,513
TOTAL BUDGET	0	358,106	192,604

Review and Action as Necessary on the Balance of the Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation

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

Purpose

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

Justification

The submitted GMP is necessary for E-Con (CM@R) to begin with the work to meet their overall construction schedule. EGV Architects has submitted construction documents with enough information regarding the construction work of the project. The balance of the GMP for this project was previously presented to the Facilities Committee on June 14,, 2016 but it has since been revised to account for the Partial GMP amendment requested.

Background

On March 29, 2016, the Board approved the partial GMP for the Technology Campus Southwest Building Renovation in the amount of \$550,710. The approval of the partial GMP was necessary at that time so E-Con could begin with the work to meet their overall construction schedule.

As a separate item at the June 28, 2016 Regular Board Meeting, the Board was asked to amend the previously approved partial GMP of \$550,710 for the Technology Campus Southwest Building Renovation to a revised amount of \$358,106 and to approve a partial GMP for the Technology Campus Parking and Site Improvements in the amount of \$192,604 in order to separate the costs for each project.

E-Con has received the necessary construction documents from EGV Architects to develop the balance of the GMP in the amount of \$10,175,481. The total GMP for this project is \$10,533,587 which includes the initial partial GMP. Additional funds are available from the buyout savings in the amount of \$120,730 from the GMP for the Technology Campus Southwest Building Renovation.

CCL and GMP

Technology Campus Southwest Building Renovation Current CCL	\$12,000,000
Less	
Technology Campus Southwest Building Renovation Partial GMP	358,106
Technology Campus Southwest Building Renovation Balance of GMP	10,175,481
Total GMP	<u>\$10,533,587</u>
Budget Variance	<u><u>\$1,466,413</u></u>

Buyout Savings

Technology Campus Southwest Building Renovation Partial GMP	\$358,106
Partial GMP Buyout Amount	237,376
Partial GMP Buyout Savings	<u><u>\$120,730</u></u>

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Technology Campus Southwest Building Renovation project is \$12,000,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Funds remaining in Program Contingency in this project are as follows:

• GMP savings amount under the CCL	\$1,466,413
• Buyout savings from the partial GMP	<u>120,730</u>
Total Remaining Program Contingency	<u><u>\$1,587,143</u></u>

Broaddus & Associates is recommending to transfer \$1,313,574 from the remaining funds available in this budget to cover the budget shortfall in the 2013 Bond Construction Technology Campus Parking and Site Improvements project.

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 balance of the GMP submitted by E-Con is enclosed.

Presenters

Representatives from Broaddus & Associates, EGV Architects, and E-Con will be present at the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Balance of the Guaranteed Maximum Price (GMP) at the June 14, 2016 Facilities Committee meeting. Due to the aforementioned changes to a previously approved partial GMP that impacts this project, the Facilities Committee is expected to discuss this item again at a special Facilities

Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and to recommend Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Balance of the Guaranteed Maximum Price (GMP) in the amount of \$10,175,481 for a total GMP in the amount of \$10,533,587 which includes the initial partial GMP with E-Con for the 2013 Bond Construction Technology Campus Southwest Building Renovation.

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 Balance of the Guaranteed Maximum Price (GMP) in the amount of \$10,175,481 for a total GMP in the amount of \$10,533,587 which includes the initial partial GMP with E-Con for the 2013 Bond Construction Technology Campus Southwest Building Renovation.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director, FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 28, 2016
Subject: Technology Campus - Building Maximum Price (GMP) from ECON Enriquez Construction
Re: 2013 South Texas College Bond Construction Program – Technology Campus Building Renovations - GMP

Broaddus & Associates is pleased to request approval of partial Guaranteed Maximum Price (GMP) for the STC Technology Campus building renovation. Previously, a partial GMP was approved in March 2016 for Demolition which is currently in progress. The GMP includes all interior finish out for the various STC programs that will be housed in this facilities and a new exterior facade to the building, new roof, and all new mechanical, electrical and plumbing systems are included in this scope.

The GMP for Technology Campus Building Project includes all the materials and labor for the project scope. The pricing is based on a 60% drawings designed by EGV Architects, Inc.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Technology Campus Building 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 approval of this proposal as presented and transfer the remaining balance to the Technology Campus site budget to fully fund this scope of work.

STC Technology Building Improvements
60% CD / Guaranteed Maximum Price



June 23, 2016

SPEC DIVISIONS	DESCRIPTION	BASE BID
01 00 00	General Requirements	443,300
02 00 00	Existing Conditions	75,000
03 00 00	Concrete	192,835
04 00 00	Masonry	282,500
05 00 00	Metals	689,789
06 00 00	Wood, Plastics, Composites	182,000
07 00 00	Thermal & Moisture Protection	1,459,635
08 00 00	Openings	744,476
09 00 00	Finishes	1,072,640
10 00 00	Specialties	131,100
11 00 00	Equipment	49,500
12 00 00	Furnishings	20,000
13 00 00	Special Construction	7,500
21 00 00	Fire Suppression	195,000
22 00 00	Plumbing	373,250
23 00 00	Heating, Ventilating, and Air Conditioning (HVAC)	1,210,000
26 00 00	Electrical	1,927,068
28 00 00	Communications, Electronic Safety and Security	416,000
31 00 00	Earthwork	NIC
32 00 00	Utilities	NIC

CONSTRUCTION COST SUBTOTAL	\$9,471,593	\$0	\$0	\$0
Contractor's Design Contingency (1%)	94,716	0	0	0
Contractor's Construction Contingency (Owner's) (1.5%)	142,074	0	0	0
CONTINGENCY SUBTOTAL	\$236,790	\$0	\$0	\$0
P&P Bond	88,000			
Subcontractor's P&P Bonds	0			
Permits - Building	15,000			
Insurances (Auto & WC)	20,000			
CMAR Fee (3.5%)	344,098	0	0	0
SUBTOTAL	467,098	0	0	0
GUARANTEED MAXIMUM PRICE	\$10,175,481	\$0	\$0	\$0

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

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

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum 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. Hinojosa Engineering has submitted construction documents with enough information regarding the construction work of the project.

Background

Hinojosa Engineering 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.

As a separate item at the June 28, 2016 Regular Board Meeting, the Board was asked to amend the previously approved partial GMP of \$550,710 for the Technology Campus Southwest Building Renovation to a revised amount of \$358,106 and to approve a partial GMP for the Technology Campus Parking and Site Improvements in the amount of \$192,604 in order to separate the costs for each project.

Approval of the Balance 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 E-Con which has provided the balance of the GMP in the amount of \$1,134,319. The total GMP is \$1,326,923 which includes the partial GMP for the site demolition.

CCL and GMP	
Parking and Site Improvements Current CCL	\$650,000
Less	
Partial GMP	\$192,604
Balance of GMP for Parking and Site Improvements	1,134,319
Total GMP	<u>\$ 1,326,923</u>
Budget Variance	<u>(\$676,923)</u>

Buyout Savings	
Parking and Site Improvements Partial GMP	\$192,604
Partial GMP Buyout Amount	170,358
Partial GMP Buyout Savings	<u>\$22,246</u>

Proposed Funding Source	
Budget Transfer from Technology Campus Building Renovation	\$676,923

Alternates	
Alternate #1 Revised Truck Driving Training Area (not in original scope)	\$231,555
Alternate #2 East Parking Lot	427,342
Total Alternates	<u>\$658,897</u>

Proposed Funding Source	
Budget Transfer from Technology Campus Building Renovation	\$658,897

At the Facilities Committee meeting on June 14, 2016, Broaddus & Associates indicated that the Truck Driving Training in Alternate #1 currently used another paved area at that campus, and that the existing paved area could be renovated at a significantly lower cost than the Alternate proposed. Broaddus & Associates would confirm with the Program Chair and the Shipping and Receiving Department if this area was adequate for their need and report back to the board. Dr. Reed confirmed that the existing area also had access to a shipping dock, which allowed students to practice docking maneuvers. Broaddus and Associates has since met with college staff, faculty and the engineers to evaluate the long term use of the existing area for truck driving training. It has been determined that the program needs to have a separate training area to avoid delivery traffic and restroom facility concerns. The project team has proposed the reduction of scope for the truck driving training area by square footage and a reduction in the site lighting. This has reduced the cost from \$417,658 to \$231,555. A savings of \$186,103 for Alternate #1.

The project team stated that the parking lot in Alternate #2 would be needed in the near future to accommodate enrollment growth and access to the new building, and the

Committee determined that it should be included within the scope of the bond expansion site improvement project.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Technology Campus Parking and Site Improvements project is \$650,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Broaddus and Associates is recommending to transfer \$1,335,820 from the Technology Campus Building Renovation project budget to fund the overage for this project. The total remaining Program Contingency budget in the Technology Campus Building Renovation project is \$1,587,143.

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 E-Con is enclosed.

Presenters

Representatives from Broaddus & Associates, Hinojosa Engineering, and E-Con will be present at the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Balance of the Guaranteed Maximum Price (GMP) and Alternate #2 at the June 14, 2016 Facilities Committee meeting. Due to the aforementioned changes to a previously approved partial GMP that impacts this project, the Facilities Committee is expected to discuss this item again at a special Facilities Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and to recommend Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the balance of the Guaranteed Maximum Price (GMP) in the amount of \$1,793,216 with E-Con for a total GMP of \$1,985,820 which includes Alternates 1 and 2, and approval to transfer \$1,335,820 from the 2013 Bond Construction Technology Campus Southwest Building Renovation Program Contingency to the 2013 Bond Construction Technology Campus Parking and Site Improvements project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the balance of the Guaranteed Maximum Price (GMP) in the amount of \$1,793,216 with E-Con for a total GMP of \$1,985,820 which includes Alternates 1 and 2, and approval to transfer \$1,335,820 from the 2013 Bond Construction Technology Campus Southwest Building Renovation Program Contingency to the 2013 Bond Construction Technology Campus Parking and Site Improvements project 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: June 28, 2016
Subject: Technology Campus Parking and Site Improvements Maximum Price (GMP) from ECON Enriquez Construction
Re: 2013 South Texas College Bond Construction Program – Technology Campus Parking and Site Improvements - GMP

Broaddus & Associates is pleased to request approval of partial Guaranteed Maximum Price (GMP) for the STC Technology Campus Parking and Site improvements. Previously, a partial GMP was approved in March 2016 for Demolition which is currently in progress. This request is for the Technology Campus Parking and Site Improvements Project. This GMP Includes all new site utilities and storm drainage, parking, lighting, landscaping and Irrigation and a new truck driving area, as well as, 55 parking spaces at the front of the building and 195 parking spaces at the rear of the campus.

Due to budgetary restriction only the site work related to the building including the utilities, storm drainage, landscaping, irrigation and 55 parking spaces are presented in the Base GMP. The Truck driving area and the East parking lot at the rear of the campus (195 parking spaces) are presented as alternates for consideration.

The GMP's for Technology Campus Parking and Site Improvement Project includes all the materials and labor for the project scope.

The pricing is based on 60% drawings for the site improvements designed by the Civil Engineering firm of Hinojosa Engineering, Inc.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Technology Campus Building 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 these proposals as presented.

**STC Technology Campus Site and Parking
Lot Improvements 60% CD GMP**



June 23, 2016

SPEC DIVISIONS	DESCRIPTION	BASE BID	ALTERNATE #1	ALTERNATE #2
01 00 00	General Requirements	62,255		
02 00 00	Existing Conditions	0		
03 00 00	Concrete	0		
04 00 00	Masonry	0		
05 00 00	Metals	0		
06 00 00	Wood, Plastics, Composites	0		
07 00 00	Thermal & Moisture Protection	0		
08 00 00	Openings	0		
09 00 00	Finishes	0		
10 00 00	Specialties	0		
11 00 00	Equipment	0		
12 00 00	Furnishings	0		
13 00 00	Special Construction	0		
21 00 00	Fire Suppression	0		
22 00 00	Plumbing	0		
23 00 00	Heating, Ventilating, and Air Conditioning (HVAC)	0		
26 00 00	Electrical	295,371	incl'd in Base	83,500
28 00 00	Electronic Safety and Security	0		
31 00 00	Earthwork	439,706	209,000	271,693
32 00 00	Utilities	235,800		38,310

CONSTRUCTION COST SUBTOTAL	\$1,033,132	\$209,000	\$393,503
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Contractor's Design Contingency (1%)	10,331	2,090	3,935
Contractor's Const. Contingency (Owner's) (1.5%)	15,497	3,135	5,903
CONTINGENCY SUBTOTAL	\$25,828	\$5,225	\$9,838

P&P Bond	23,000	7,000	7,050
Subcontractor's P&P Bonds	0	0	0
Permits - Building & Demolition	7,500	0	0
Insurances (Auto & W/C)	6,500	2,500	2,500
CMAR Fee (3.5%)	38,359	7,830	14,451

SUBTOTAL	75,359	17,330	24,001
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GUARANTEED MAXIMUM PRICE	\$1,134,319	\$231,555	\$427,342
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Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus North Academic Building

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building is requested.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum 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. PBK Architects has submitted construction documents with enough information regarding the construction work of the project.

Background

PBK Architects 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 Architect has provided the necessary construction documents to D. Wilson Construction Company which has provided a GMP in the amount of \$10,951,000.

Project Scope:

64,299 SF Current total SF
61,267 SF Original SF
3,032 SF Net Difference

Note: The additional square footage resulted from the addition of student collaborative spaces, all gender restrooms, and widening of hallways.

CCL and GMP

North Academic Building Current CCL	\$10,500,000
North Academic Building GMP	10,951,000
Budget Variance	<u>(\$451,000)</u>

Proposed Funding Source

Utilized Pecan Campus Bond Construction Program Contingency Funds	\$451,000
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Alternate

Alternate #1 Add Curved Roof Structure (not in original scope) No funding source identified.	\$226,000
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Proposed Funding Source

No funding source identified.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Pecan Campus North Academic Building project is \$10,500,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016. Broaddus & Associates recommends the use of program contingency funds in the amount of \$451,000 to cover the budget shortfall.

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 D. Wilson Construction Company is enclosed.

Presenters

Representatives from Broaddus & Associates, PBK Architects, and D. Wilson Construction Company will be present at the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building in the amount of \$10,951,000 with D. Wilson Construction Company and approval to utilize \$451,000 from Pecan Campus North Academic Building Program Contingency as presented. The Facilities Committee took no action regarding the proposed construction Alternate 1 related to the curved roof structure.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building in the amount of \$10,951,000 with D. Wilson Construction Company and approval to utilize \$451,000 from Pecan Campus North Academic Building Program Contingency, and with guidance to include or not include the proposed construction Alternate #1, 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) for the 2013 Bond Construction Pecan Campus North Academic Building in the amount of \$10,951,000 with D. Wilson Construction Company and approval to utilize \$451,000 from Pecan Campus North Academic Building Program Contingency, and with guidance to include or not include the proposed construction Alternate #1, as presented.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director, FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 14, 2016
Subject: Pecan County Campus, Rio Grande City, Texas
Re: 2013 South Texas College Bond Construction Program – North Academic Building GMP

Broaddus & Associates is pleased to bring forward a GMP for the STC Board of Trustees approval. This request is for the Pecan Campus North Academic Building. The GMP is based on 60% Construction Documents from the Design Team of PBK Architects and includes all of the labor and materials for the project scope. The GMP provided is a not-to-exceed amount and with the Board of Trustee's approval will allow for the Construction Manager-at-Risk, D. Wilson Construction Company, to begin their construction work.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted GMP for the Pecan Campus North Academic 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 for a GMP.



McAllen • San Antonio

**South Texas College - Pecan Campus
60% CD GMP North Academic Building
Guaranteed Maximum Price**

June 8, 2016

Schedule of Values

CSI Section	Division Title	Amount
01-0000	GENERAL CONDITIONS	\$546,780
02-0000	EXISTING CONDITIONS	—
03-0000	CONCRETE	\$840,800
04-0000	MASONRY	\$830,934
05-0000	STRUCTURAL STEEL	\$1,115,986
06-0000	CARPENTRY	\$153,500
07-0000	MOISTURE PROTECTION	\$592,315
08-0000	DOORS & WINDOWS	\$766,185
09-0000	FINISHES	\$1,394,100
10-0000	SPECIALTIES	\$101,054
11-0000	EQUIPMENT - By Owners	—
12-0000	FURNISHINGS	\$25,360
13-0000	SPECIAL CONSTRUCTION	—
14-0000	CONVEYANCE SYSTEMS	\$173,000
21-0000	FIRE PROTECTION	\$164,880
22-0000	PLUMBING	\$350,000
23-0000	MECHANICAL	\$1,309,700
26-0000	ELECTRICAL	\$1,681,125
31-0000	SITE CONSTRUCTION	\$158,499
	CONTRACTOR DESIGN CONTINGENCY	\$104,000
	CONSTRUCTION PHASE FEE 3.60%	\$391,000
	INSURANCE	—
	BOND	\$89,690
	OWNER CONSTRUCTION CONTINGENCY	\$162,000
GMP TOTAL:		\$10,951,000

Review and Action as Necessary on Schematic Design for the Non-Bond Nursing and Allied Health Campus Thermal Plant

Approval of schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant is requested.

Purpose

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

Justification

Once schematic design is approved, Halff Associates will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using the College's design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

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

Background

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and College staff to develop plans and elevations. Although this is a non-bond project, Broaddus and Associates has agreed to manage this project. As per the Owner/Consultant agreement with Broaddus and Associates, the scope of work can be increased in the aggregate with a not to exceed amount of five percent of the total amount of the original bond program with no additional fees paid to the consultant.

This project will be partially funded with bond funds. Bond funds totaling \$548,530 will be used to cover \$368,530 for the chillers and \$180,000 for the thermal energy distribution lines from the new building to the thermal plant. The proposed Non-Bond Nursing and Allied Health Campus Thermal Plant project includes the following scope:

- **Engineer**
 - Halff Associates
- **Construction Manager-at-Risk**
 - D. Wilson Construction Company
- **Construction Cost Limitation (CCL)**
 - \$3,000,000

➤ **Program Scope**

- SQ FT – 3,141
- One Floor

- **Chillers and Mechanical Support**
 - Water cooled chillers (2 at 500 tons each)
- **Office Spaces**
 - Facility Manager
 - Office Pool
 - Inventory/Custodial
- **Building Support Spaces**
 - Restroom
 - Loading Areas

Funding Source

The current Construction Cost Limitation (CCL) is \$3,000,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction and Operations and Maintenance Departments.

Enclosed Documents

Halff Associates has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, floor plans, and exterior views.

Presenters

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

The Facilities Committee recommended Board approval of the proposed schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of South Texas College approves and authorizes the proposed schematic design by Half Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

Approval Recommended:

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

South Texas College Schematic Design Presentation



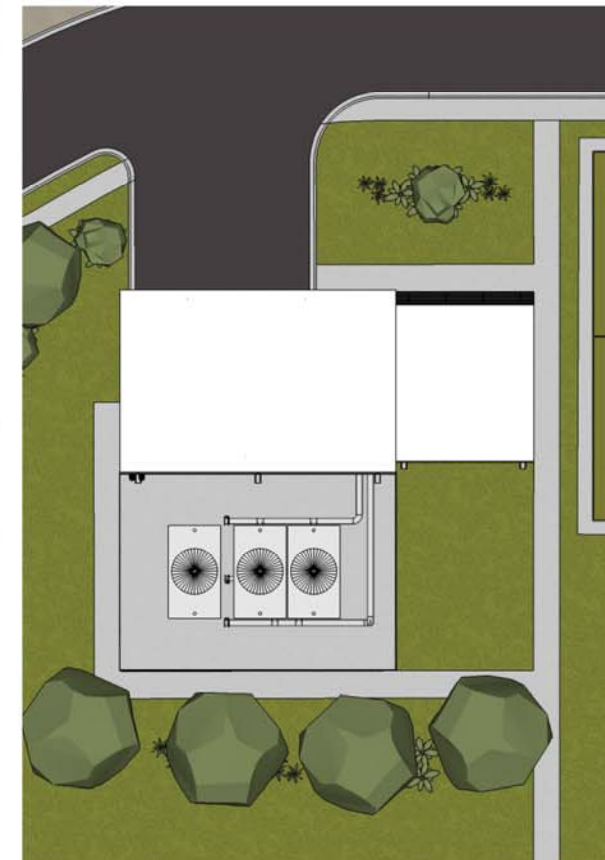
Nursing & Allied Health Campus
Thermal Plant
June 14, 2016

Program Scope & Cost

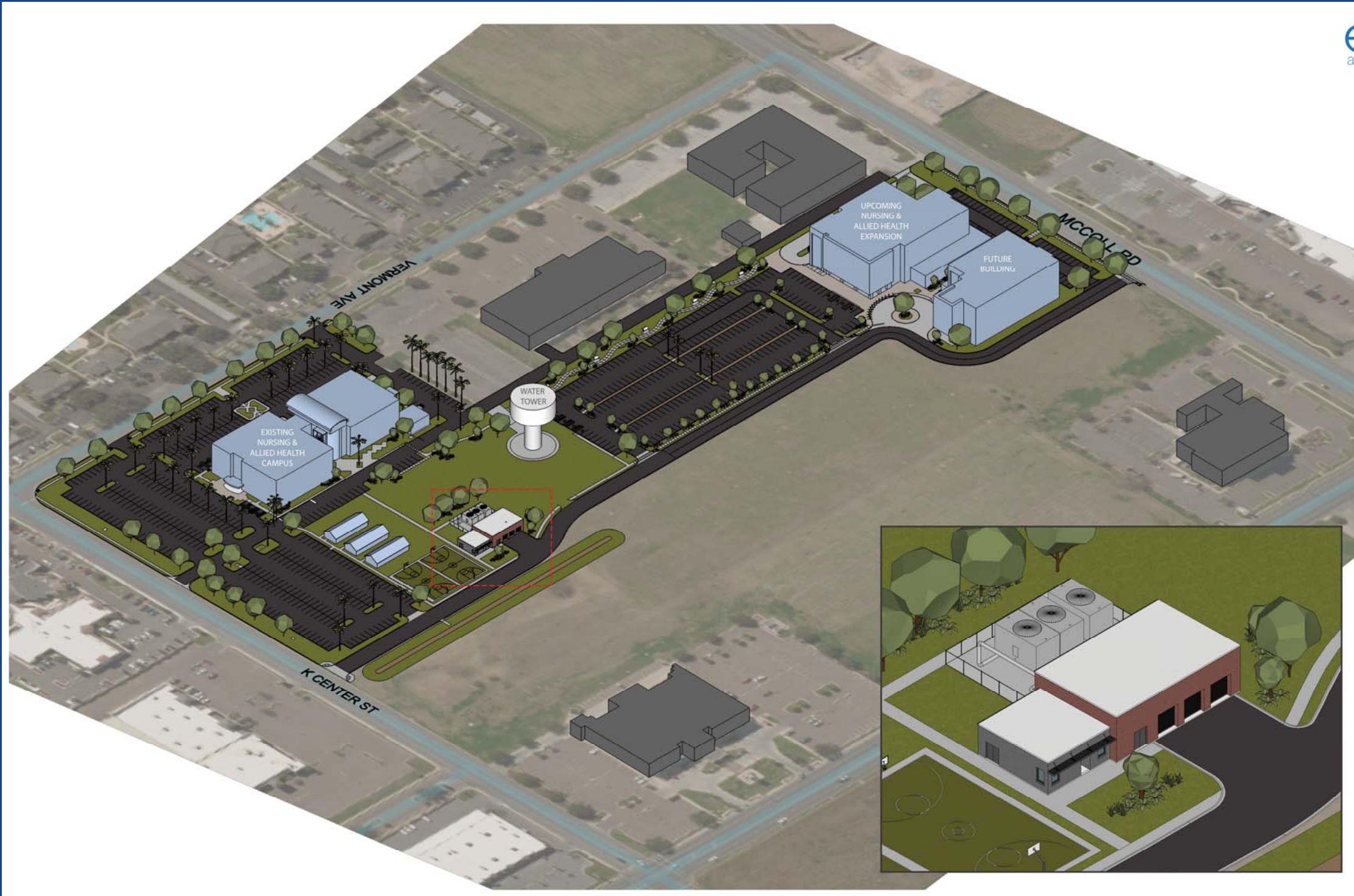
Design of a Thermal Plant building located on the STC Nursing and Allied Health Campus. Building shall include the following spaces: the Chiller Mechanical Room, Facility Manager's Office, Office Staff Pool, and Custodial/Inventory Spaces.

- Construction Cost Limitation: \$3,000,000
- Building Area: 3,141 SF

Schematic Site Plan



Perspectives



Perspectives

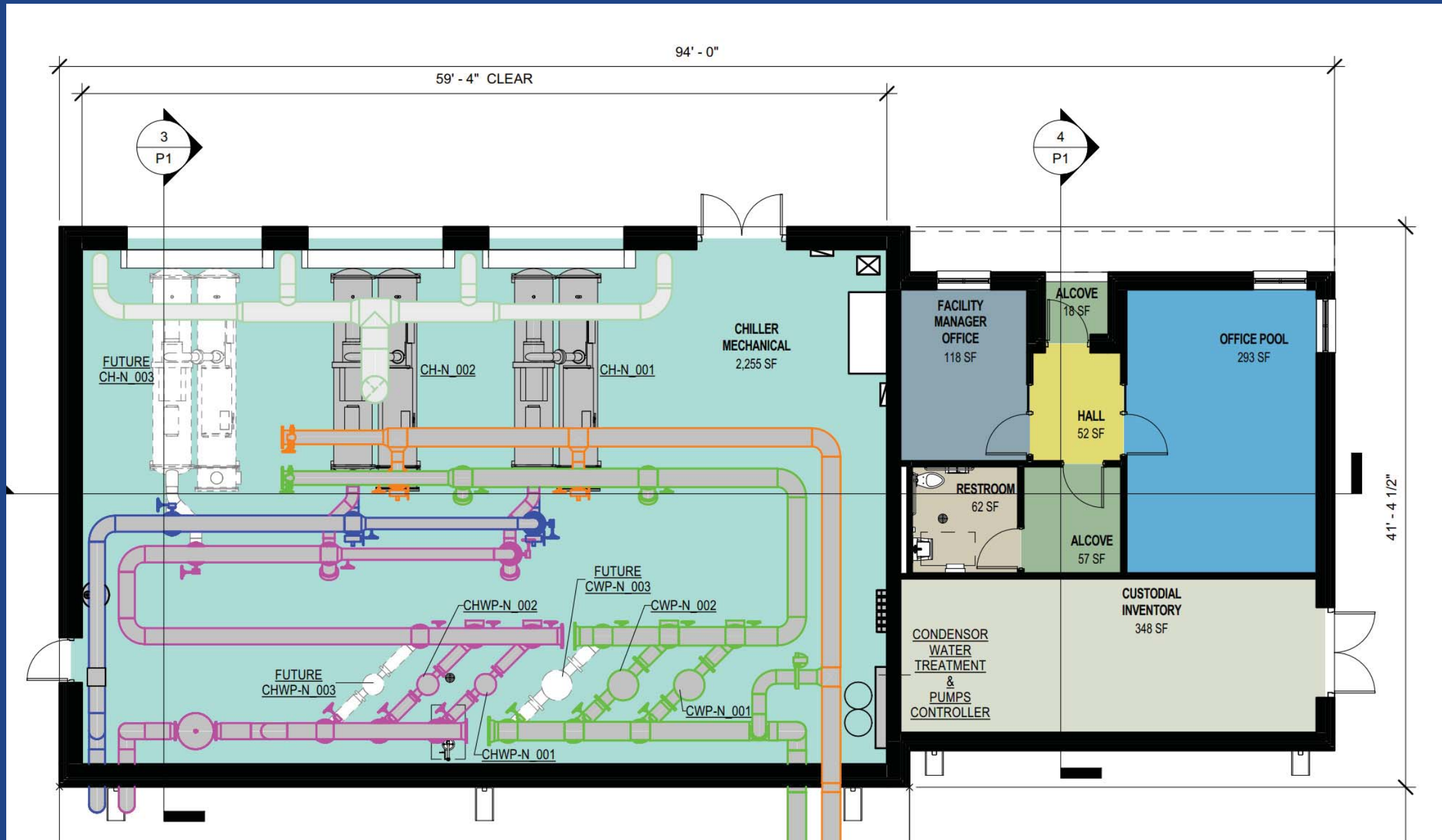
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architects



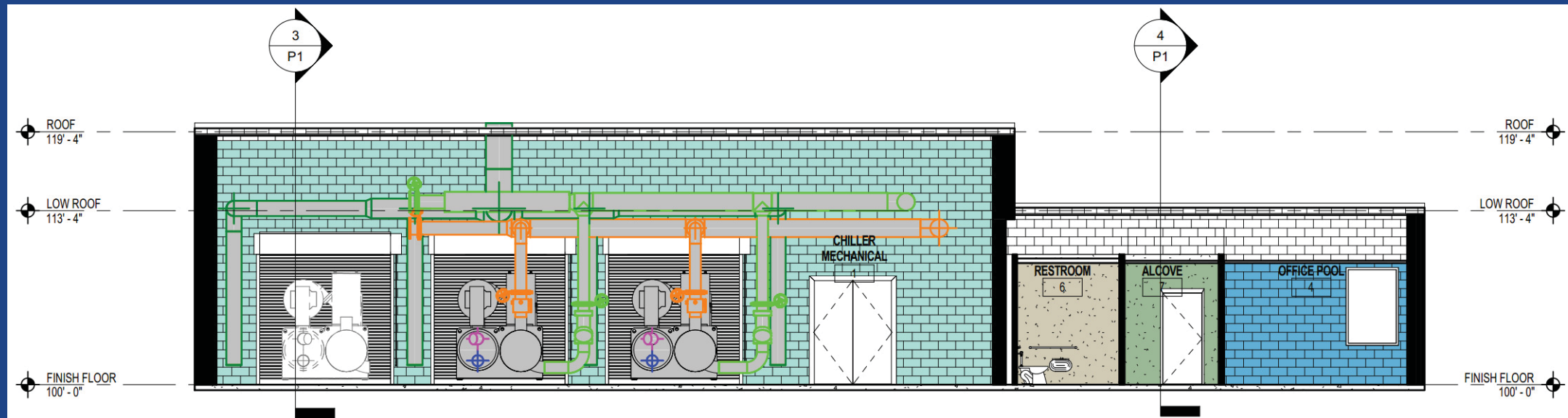
Perspectives: Building



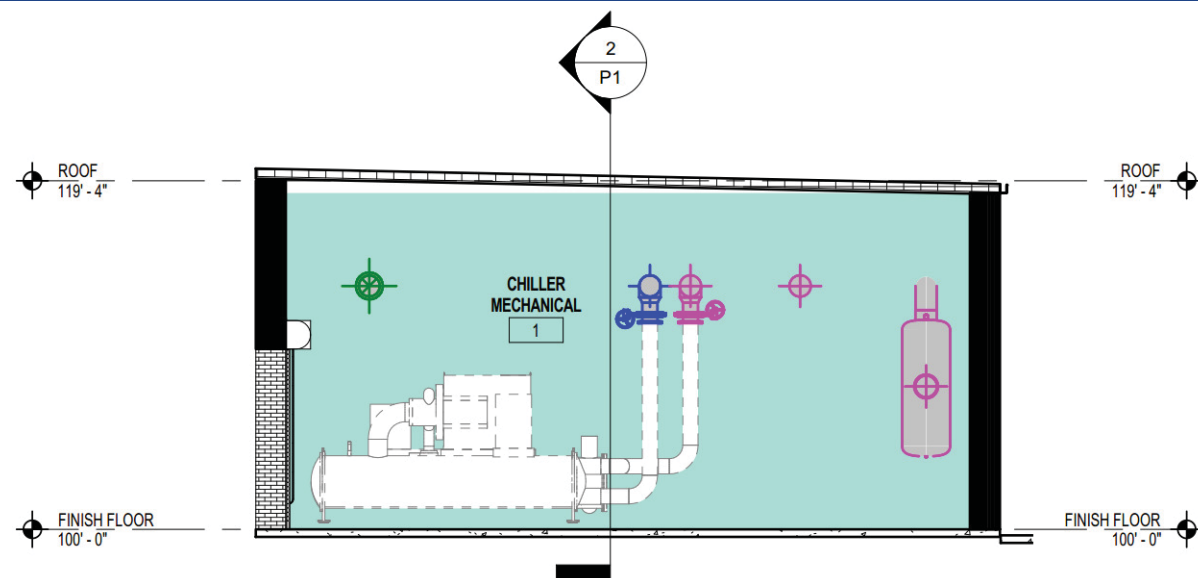
Floor Plan – Plant Building



Sections



2 PROPOSED BUILDING SECTION
1/8" = 1'-0"



3 PROPOSED BUILDING SECTION
1/8" = 1'-0"

Review and Action as Necessary on Schematic Design for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant

Approval of schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project is requested.

Purpose

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

Justification

Once schematic design is approved, R. Gutierrez Engineering will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

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

Background

As previously authorized by the Board of Trustees, R. Gutierrez began working with Broaddus and Associates, Facilities Planning and Construction, and college staff to develop parking and site plans. Although this is a non-bond project, Broaddus and Associates has agreed to manage this project and will be funded with non-bond funds. As per the Owner/Consultant agreement with Broaddus and Associates, the scope of work can be increased in the aggregate with a not to exceed amount of five percent of the total amount of the original bond program with no additional fees paid to the consultant.

The proposed Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant includes the following scope:

- **Engineer**
 - R. Gutierrez Engineering

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

- **Construction Cost Limitation (CCL)**
 - \$200,000

- **Program Scope**
 - 2 Parking Spaces
 - Drives, Sidewalks
 - Infrastructure Improvements
 - Grading and Drainage
 - Landscaping and Irrigation
 - Access drive to dumpsters

Funding Source

The current Construction Cost Limitation (CCL) is \$200,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds are budgeted in the Non-Bond Construction budget for FY 2015 - 2016.

Reviewers

The proposed schematic design has been reviewed by Broaddus and Associates and staff from Facilities Planning and Construction and Operations and Maintenance Departments.

Enclosed Documents

R. Gutierrez Engineering has developed a schematic presentation describing the proposed design.

Presenters

Representatives from Broaddus and Associates and R. Gutierrez Engineering will be present at the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the 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 proposed schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project as presented.

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

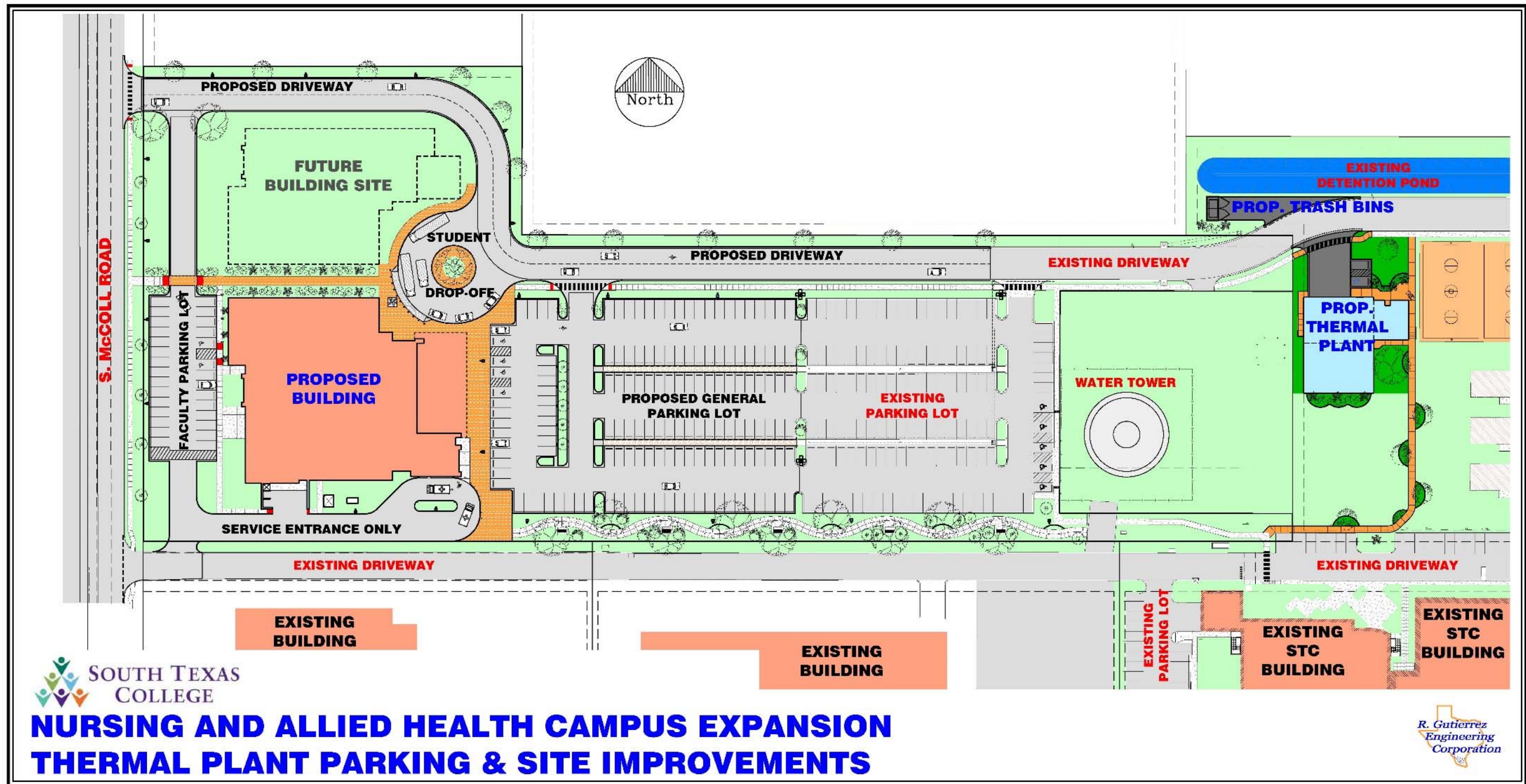
The Board of Trustees of South Texas College approves and authorizes the proposed schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project as presented.

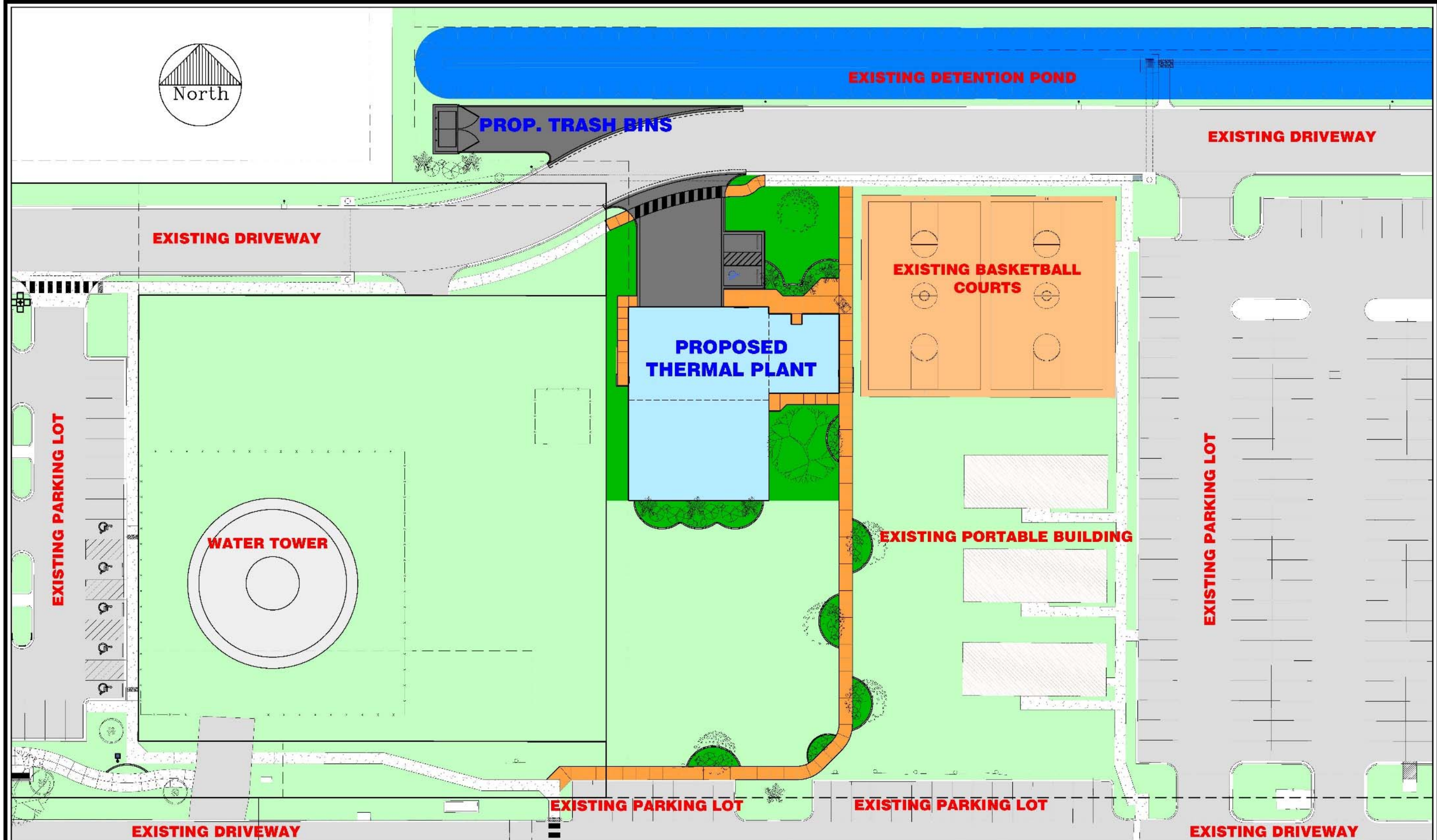
Approval Recommended:

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



**NURSING AND ALLIED HEALTH CAMPUS EXPANSION
THERMAL PLANT PARKING & SITE IMPROVEMENTS**





**NURSING AND ALLIED HEALTH CAMPUS EXPANSION
THERMAL PLANT PARKING & SITE IMPROVEMENTS**



Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II

Approval to contract construction services for the Non-Bond Pecan Campus Portable Building 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.

Justification

The last two portable buildings need to be relocated to allow for the construction of the 2013 Bond Construction STEM Building and South Academic Building at the Pecan Campus. These portable buildings will be used to accommodate new classes for the fall semester at the Pecan Campus.

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 May 2, 2016. A total of four (4) sets of construction documents were issued to general contractors and sub-contractors, and a total of two (2) proposals were received on May 18, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
May 2, 2016	Solicitation of competitive sealed proposals began.
May 18, 2016	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend Zitro Electric, LLC as the highest ranked in the amount of \$39,500.

Funding Source

As part of the FY 2015 - 2016 Non-Bond Construction budget, funds in the amount of \$40,000 are available for this project.

Source of Funding	Amount Available	Highest Ranked Proposal Zitro Electric, LLC
Non-Bond Construction	\$40,000	\$39,500

Reviewers

The proposal has been reviewed by staff from the Facilities Planning & Construction 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 recommended Board approval to contract construction services with Zitro Electric, LLC in the amount of \$39,500 for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Zitro Electric, LLC in the amount of \$39,500 for the Non-Bond Pecan Campus Portable Building 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 contracting construction services with Zitro Electric, LLC in the amount of \$39,500 for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II project as presented.

Approval Recommended:

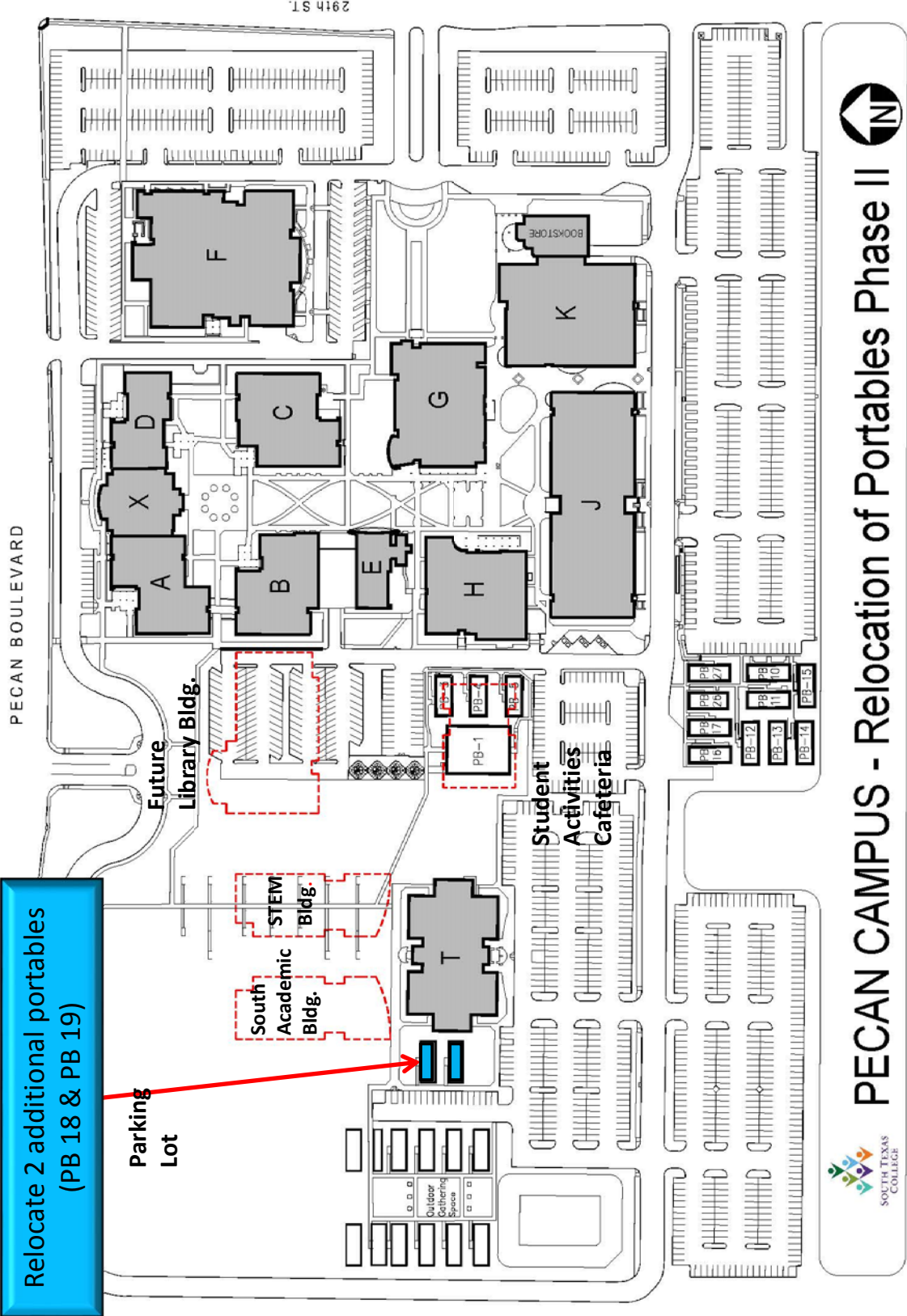
Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
RE-BID PECAN CAMPUS INFRASTRUCTURE FOR
PORTABLE BUILDINGS - PHASE II
PROJECT NO. 15-16-1082**

VENDOR		Metro Electric, Inc.	Zitro Electric, LLC.
ADDRESS		1901 Industrial Dr	604 Palmview Dr
CITY/STATE/ZIP		McAllen, TX 78504	Palmview, TX 78574
PHONE		956-686-2323	956-581-8899
FAX		956-686-4559	956-581-8892
CONTACT		Michael Gerdes	Mike Pena
#	Description	Proposed	Proposed
1	Base Bid: Infrastructure for Portable Buildings - Phase II	\$54,132.00	\$39,500.00
2	Begin Work Within	10 Working Days	10 Working Days
3	Completion of Work Within	72 Calendar Days	30 Calendar Days
TOTAL PROPOSAL AMOUNT		\$54,132.00	\$39,500.00
TOTAL EVALUATION POINTS		69.72	79.32
RANKING		2	1

**SOUTH TEXAS COLLEGE
REBID- PECAN CAMPUS INFRASTRUCTURE FOR
PORTABLE BUILDINGS - PHASE II
PROJECT NO. 15-16-1082**

VENDOR		Metro Electric, Inc.	Zitro Electric, LLC.		
ADDRESS		1901 Industrial Dr	604 Palmview Dr		
CITY/STATE/ZIP		McAllen, TX 78504	Palmview, TX 78574		
PHONE		956-686-2323	956-581-8899		
FAX		956-686-4559	956-581-8892		
CONTACT		Michael Gerdes	Mike Pena		
1	The Respondent's price proposal. (up to 45 points)	32.9	32.9	45	45
		32.9		45	
		32.9		45	
		32.9		45	
		32.9		45	
		32.9		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	9	8.66
		9		9	
		9		9	
		9		8	
		9		8	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.66	8.5	8.25
		8		8	
		9		7	
		8		8	
		9		9	
		9		9	
4	The Respondent's safety record (up to 5 points)	4	4	3.5	3.75
		4		4	
		4		4	
		4		4	
		3		3	
		5		4	
5	The Respondent's proposed personal. (up to 8 points)	7.5	7.25	6	6.5
		8		8	
		7		7	
		7		6	
		7		6	
		7		6	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8.5	7.91	6	7.16
		8		9	
		7		6	
		8		7	
		8		7	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.91	3	4.25
		4		6	
		4.5		4.5	
		5		4	
		5		4	
		6		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	2.9	2.9	7	7
		2.9		7	
		2.9		7	
		2.9		7	
		2.9		7	
		2.9		7	
TOTAL EVALUATION POINTS		69.72		79.32	
RANKING		2		1	



Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Starr County Campus Projects

- 1) Starr County Campus Workforce Training Center Expansion**
- 2) Starr County Campus Student Services Building Expansion**
- 3) Starr County Campus Student Activities Building Expansion**
- 4) Starr County Campus Health Professions and Science Building**
- 5) Starr County Campus Library**

The design space and program for the 2013 Bond Construction Starr County Campus Projects will be presented for discussion and action as necessary at the June 28, 2016 Board meeting.

Purpose

The Board will be informed of the design space program and budget issues for the 2013 Bond Construction Starr County Campus Workforce Training Center Expansion, Student Services Building Expansion, Student Activities Building Expansion, Health Professions and Science Building, and the new Library projects.

Justification

The current design space and program for each project exceeds the budget limitations. Discussion on these items is requested to provide options on how to proceed.

Background

On April 25, 2016 as part of the budget confirmation update, Broaddus and Associates identified projects that were becoming budget challenged due to space program increases. These projects are the Starr County Campus Workforce Training Center Expansion, Student Services Building Expansion, Student Activities Building Expansion, Health Professions and Science Building, and the new Library. An update will be provided on the current status of these projects in terms of space, costs, and options. Listed below are the original proposed and revised square footage for each building based on the design meetings with the project teams and college staff. The costs budgeted for the projects and preliminary construction estimates are provided by D. Wilson Construction based on the latest drawings from the architects.

Starr County Campus Workforce Training Space Comparison

Mid Valley Campus Workforce

Outdoor Welding	1,330 SF
Construction Trades	1,000 SF
	2,330 SF

Budget **\$1,700,000**

Starr County Campus Workforce

Welding	3,771 SF
Construction Trades indoor	1,438 SF
Construction Trades outdoor	4,303 SF
	<u>9,512SF</u>

Budget **\$1,600,000**

Starr County Campus Student Services

Space Comparison

Original Scope:

Admissions	2,000 SF
Financial Aid	2,000
Support Spaces	1,000
Total	<u>5,000 SF</u>

Current Scope:

Orientation	1,151 SF
Student Enrollment/Admissions	1,927
Financial Aid	701
Lobby	415
Support Spaces	1,616
Total	<u>5,810 SF</u>

Starr County Campus Student Activities

Space Comparison

Original Scope:

Workout Studio	1,450 SF
Shower Locker Room	1,000
Support Spaces	2,473
Total	<u>4,923 SF</u>

Current Scope:

Student Activities Center	3,321 SF
Lobby (Pre-Function)	1,169
Support Spaces	1,089
Total	<u>5,579 SF</u>

Current Estimated Costs

2013 Bond Construction Starr County Campus				
Building	Original SF	Revised SF	Construction Cost Limitation (CCL)	Preliminary Construction Estimates
Workforce Training Center Expansion	16,525	16,525	\$1,600,000	3,094,000
Student Services Building Expansion	5,000	5,810	\$850,000	\$1,311,000
Student Activities Building Expansion	4,923	5,579	\$850,000	\$1,615,000
New Library	16,516	18,381	\$2,800,000	\$3,407,000
Health Professions and Science Building	48,690	51,789	\$8,500,000	\$9,067,012

Options

Workforce Training

- Remove outdoor construction trades at the Workforce Training Facility - \$388,922
 - Firestone roofing vs Garland - \$ 89,291
 - Change glazed CMU to Burnished block - \$ 64,702
 - Chain link fencing vs galvanized steel post - \$ 18,214
- \$561,129

Student Services

To be determined based on meetings with staff.

Student Activities

To be determined based on meetings with staff.

Health Professions and Science Building

To be discussed at the Facilities Committee Meeting.

Library

To be discussed at the Facilities Committee Meeting

The options below are provided by Broaddus and Associates.

1. Re-allocate funds from other campus contingencies
2. Group and bid building projects together for volume leverage
3. Redesign the building with square footage reduced to the original scope
4. Use local funds
5. Restroom renovations and decorative wall – Alternates as part of the Workforce Training Center Expansion

Funding Source

Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016. Broaddus and Associates has provided possible options for addressing the budget overages.

Enclosed Documents

Space programs, space diagrams, schematic floor plans, and cost estimates for each building are enclosed.

Presenters

Representatives from Broaddus & Associates, Mata Garcia Architects, EGV Architects, and D. Wilson Construction Company will be present at the Facilities Committee meeting to discuss the project costs and options.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and to recommend Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize Board action as necessary regarding the design space and program for the 2013 Bond Construction Starr County Campus Projects.

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

The Board of Trustees of South Texas College approves and authorizes Board action as necessary regarding the design space and program for the 2013 Bond Construction Starr County Campus Projects.

Approval Recommended:

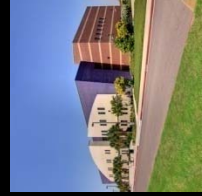
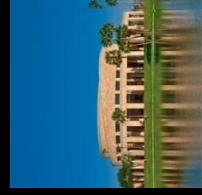
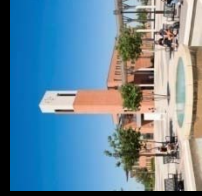
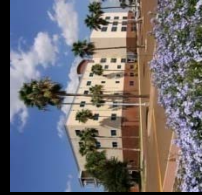
Shirley A. Reed, M.B.A., Ed.D.
President



2013 BOND CONSTRUCTION PROJECTS PROGRAM CONFIRMATION

STARR WORKFORCE TRAINING EXPANSION

JUNE 28, 2016



**BROADDUS
& ASSOCIATES**

ELEVATIONS



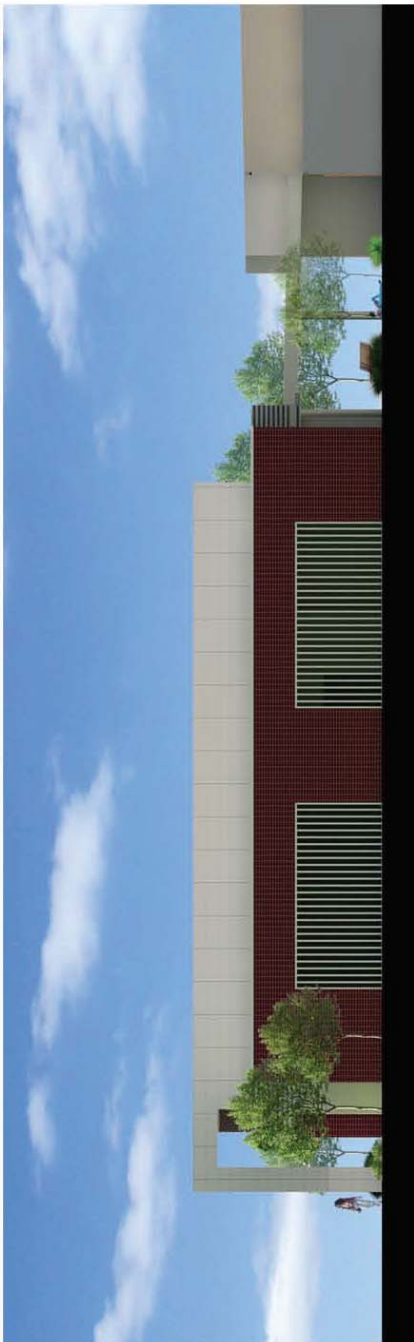
NORTHEAST VIEW



SOUTHEAST VIEW

ANJ

ELEVATIONS



NORTH ELEVATION



SOUTH ELEVATION

STARR CAMPUS WORKFORCE TRAINING EXPANSION

SQ FOOTAGE COMPARISONS

<u>MID VALLEY WORKFORCE</u>	
OUTDOOR WELDING	1330 SF
CONSTRUCTION TRADES	1000SF
TOTAL	2,330 SF

Current D Wilson Estimate	\$3,094,000
<u>Budget</u>	<u>\$1,600,000</u>
Difference	\$1,494,000

STARR WORKFORCE

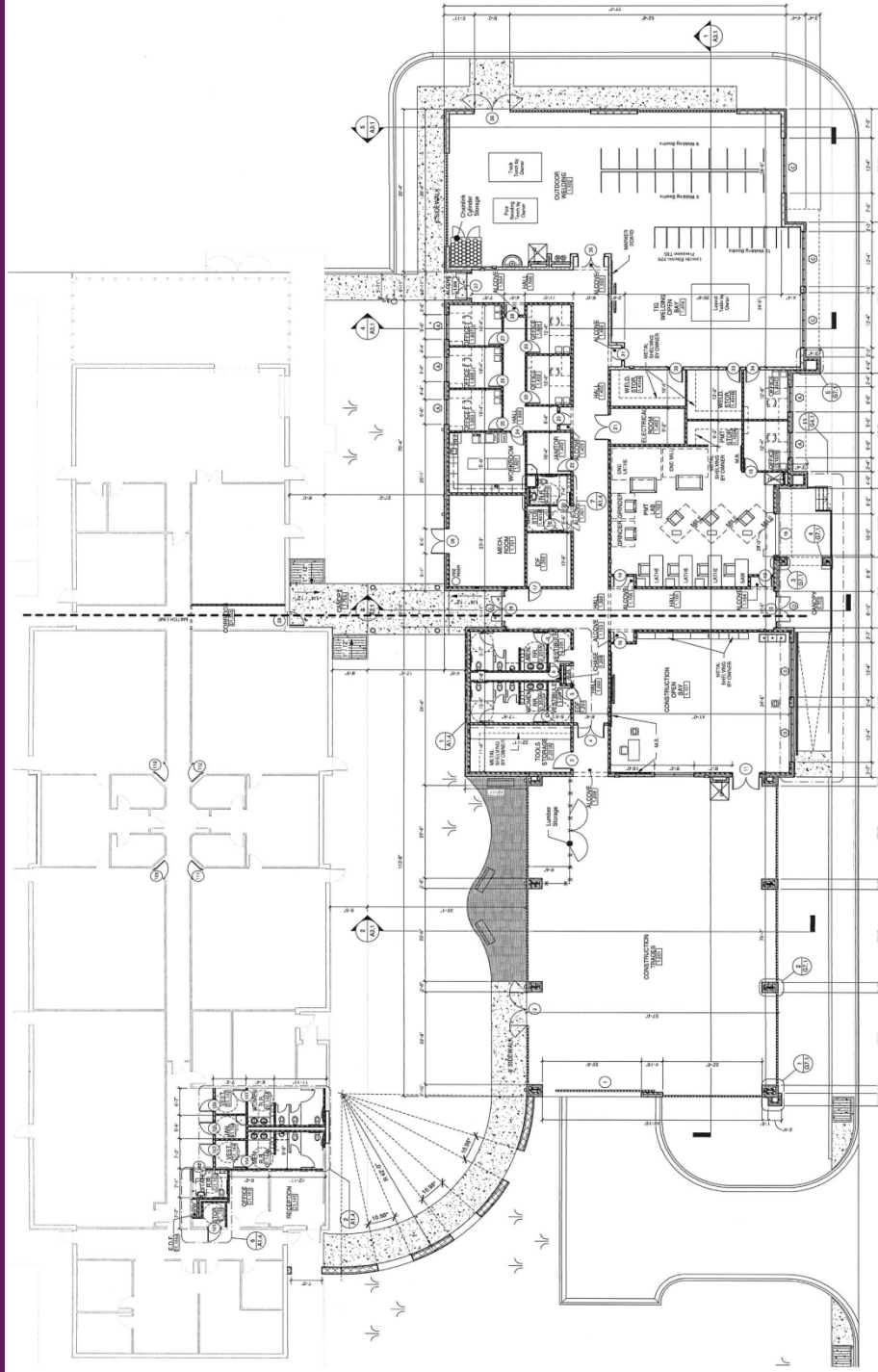
OUTDOOR WELDING	3771SF
CONSTRUCTION TRADES	
INDOOR	1438 SF
OUTDOOR	4303SF
TOTAL	9512 SF
SF ABOVE MID VALLEY	7,182 SF

STARR WORKFORCE RECOMMENDED

WELDING	1500SF
CONSTRUCTION TRADES	
INDOOR/OUTDOOR	1500SF
TOTAL	3,000 SF
CURRENT SQ FT	9,512SF
DIFF	6,612 SF

ESTIMATED COST SAVINGS \$879,000

CURRENT PLAN



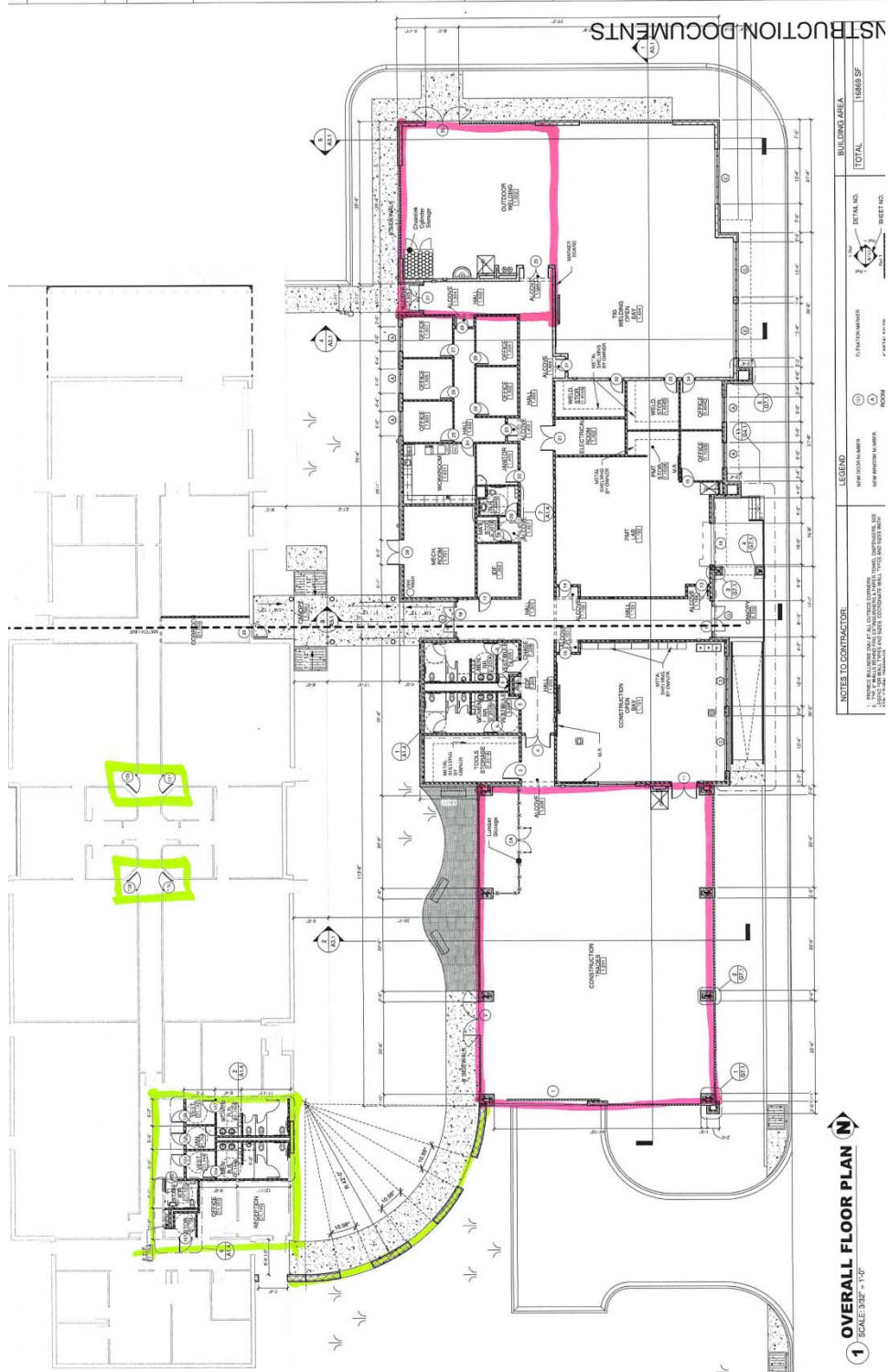
1 OVERALL FLOOR PLAN (N)
SCALE: 3/32" = 1'-0"

NOTES TO CONTRACTOR:
 1. REMOVE BALANCE OF ALL EXISTING CONCRETE, BRICK, BLOCK, TILE AND GYP. WORK IN ALL VESTIBULES, STAIRS, ELEVATOR SHAFTS, AND MECHANICAL ROOMS.
 2. ALL EXISTING WALLS TO REMAIN UNLESS OTHERWISE NOTED.
 3. ALL EXISTING FLOORS TO REMAIN UNLESS OTHERWISE NOTED.
 4. ALL EXISTING CEILING TO REMAIN UNLESS OTHERWISE NOTED.

LEGEND
 NEW CONSTRUCTION
 EXISTING CONSTRUCTION
 EXISTING WALLS TO REMAIN
 EXISTING FLOORS TO REMAIN
 EXISTING CEILING TO REMAIN

KEYPLAN
 BUILDING AREA
 TOTAL 16889 SF

PROPOSED PLAN

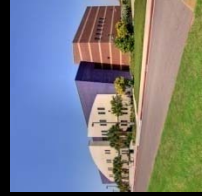
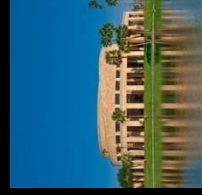
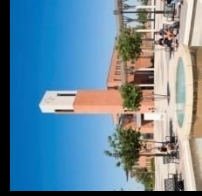
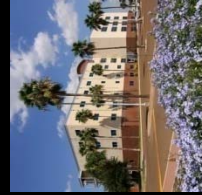




2013 BOND CONSTRUCTION PROJECTS PROGRAM CONFIRMATION

STARR STUDENT ACTIVITIES EXPANSION

JUNE 28, 2016



**BROADDUS
& ASSOCIATES**

STARR CAMPUS STUDENT ACTIVITIES EXPANSION

ORIGINAL SCOPE

WORKOUT STUDIO	1,450 SF
SHOWER/LOCKER ROOM	1,000 SF
SUPPORT SPACES	2,473 SF
TOTAL	4,923 SF*

CONSTRUCTION COST LIMITATION
(CCL) \$850,000

PREVIOUS SCOPE

STUDENT ACTIVITIES CTR	3,321 SF
LOBBY (PRE-FUNCTION)	1,169 SF
SUPPORT SPACES	1,089 SF
TOTAL	5,579 SF

CURRENT SCOPE

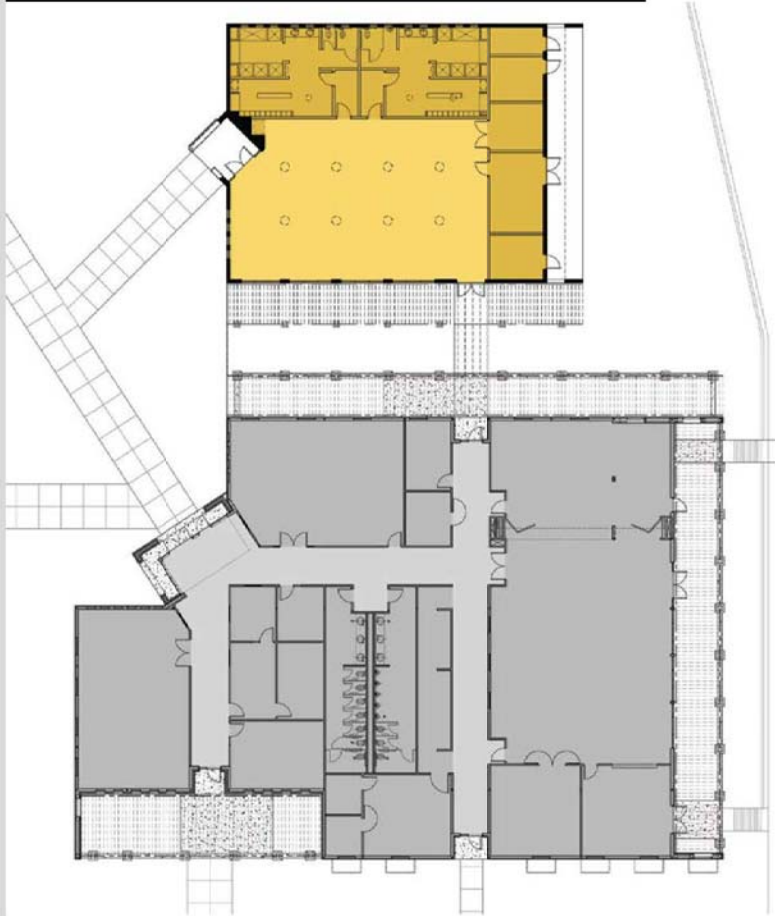
STUDENT ACTIVITIES CTR	3,321 SF
LOBBY	340 SF
SUPPORT SPACES	1,009 SF
TOTAL	4,670 SF

Initial D Wilson GMP Estimate: \$1,615,000
 Previous D Wilson GMP Estimate: \$1,440,000
 *M+G met the original SF scope requirement

Current Estimated Cost / SF: \$1,167,702
 (single bid estimate)

ORIGINAL PLAN

South Texas College – Starr County Campus Student Activities Building Expansion



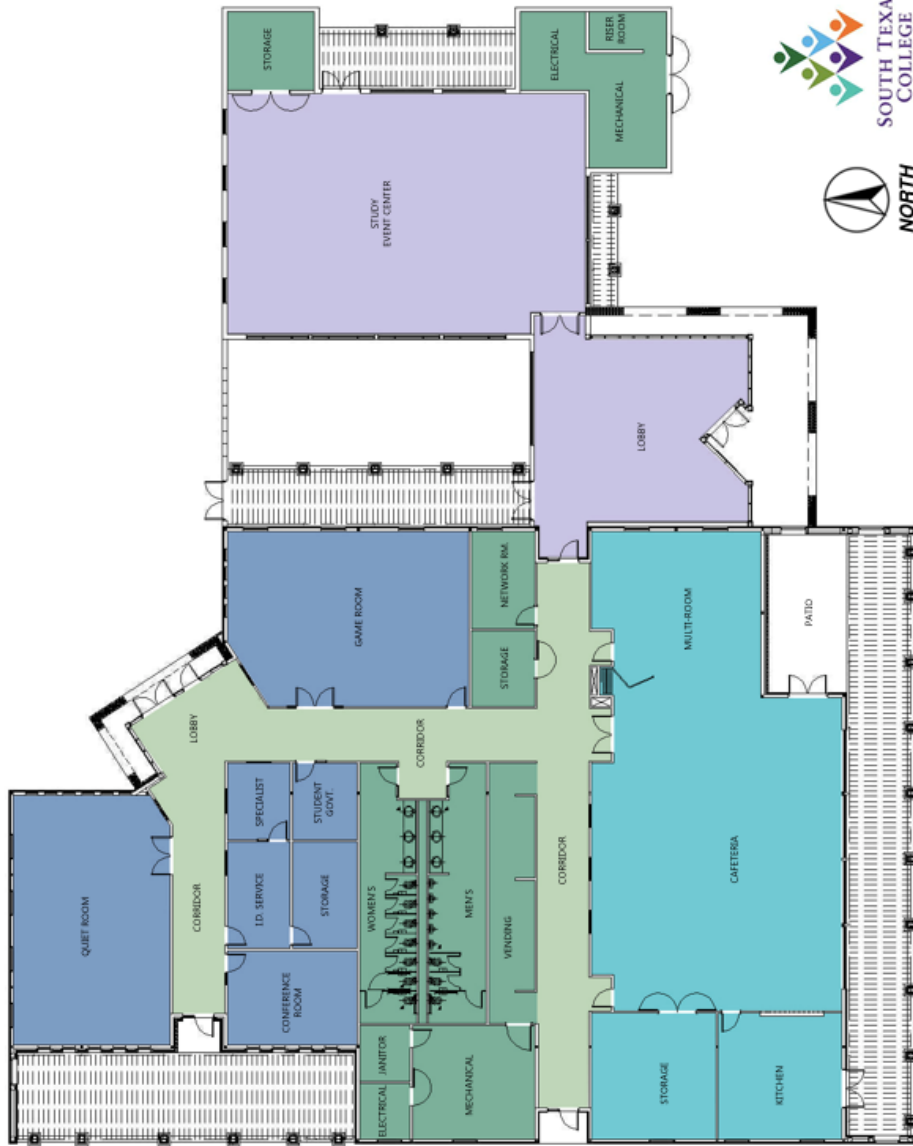
Overall Floor Plan

<u>Program Spaces</u>	
• Exercise Space	1989 Sq. ft
• Shower / Locker Area	1,145 Sq. ft
• Support Spaces	703 Sq. ft
• Actual Total Area	4,137Sq. ft
• Programmed Total Area	4,186 Sq. ft

ORIGINAL PLAN



PREVIOUS PLAN

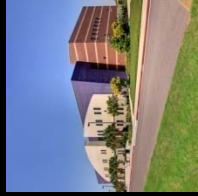
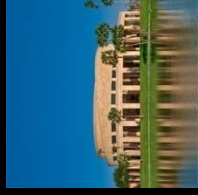
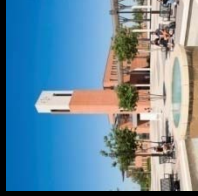




**2013 BOND CONSTRUCTION PROJECTS
PROGRAM CONFIRMATION**

STARR STUDENT SERVICES EXPANSION

JUNE 28, 2016



**BROADDUS
& ASSOCIATES**

ORIGINAL SCOPE

ADMISSIONS	2,000 SF
FINANCIAL AID	2,000 SF
SUPPORT SPACES	1,000 SF
TOTAL	5,000SF*

PREVIOUS SCOPE

ORIENTATION	0,151 SF
STUDENT ENROLLMENT/AD	1,927 SF
FINANCIAL AID	701 SF
LOBBY	415 SF
SUPPORT SPACES	1,616 SF
TOTAL	5,810 SF

Initial D Wilson GMP Estimate: \$1,311,000

Previous D Wilson Estimate: \$1,298,000

*M+G met the original SF scope requirement

**CONSTRUCTION COST LIMITATION
(CCL) \$850,000**

CURRENT SCOPE

ORIENTATION	382 SF
STUDENT ENROLLMENT/AD	1,927 SF
FINANCIAL AID	701 SF
LOBBY	415 SF
SUPPORT SPACES	1,362 SF
TOTAL	4,787 SF

Current Estimated Cost / SF: \$1,069,453
(Single bid estimate)

ORIGINAL PLAN

<u>Program Spaces</u>	
• Admissions/ Welcome Center/ Orientation	2,959 Sq. ft
• Financial Aid / Veteran's	1,100 Sq. ft
• Support Spaces	1,645 Sq. ft
• Actual Total Area	5,704 Sq. ft
• Programmed Total Area	5,736 Sq. ft

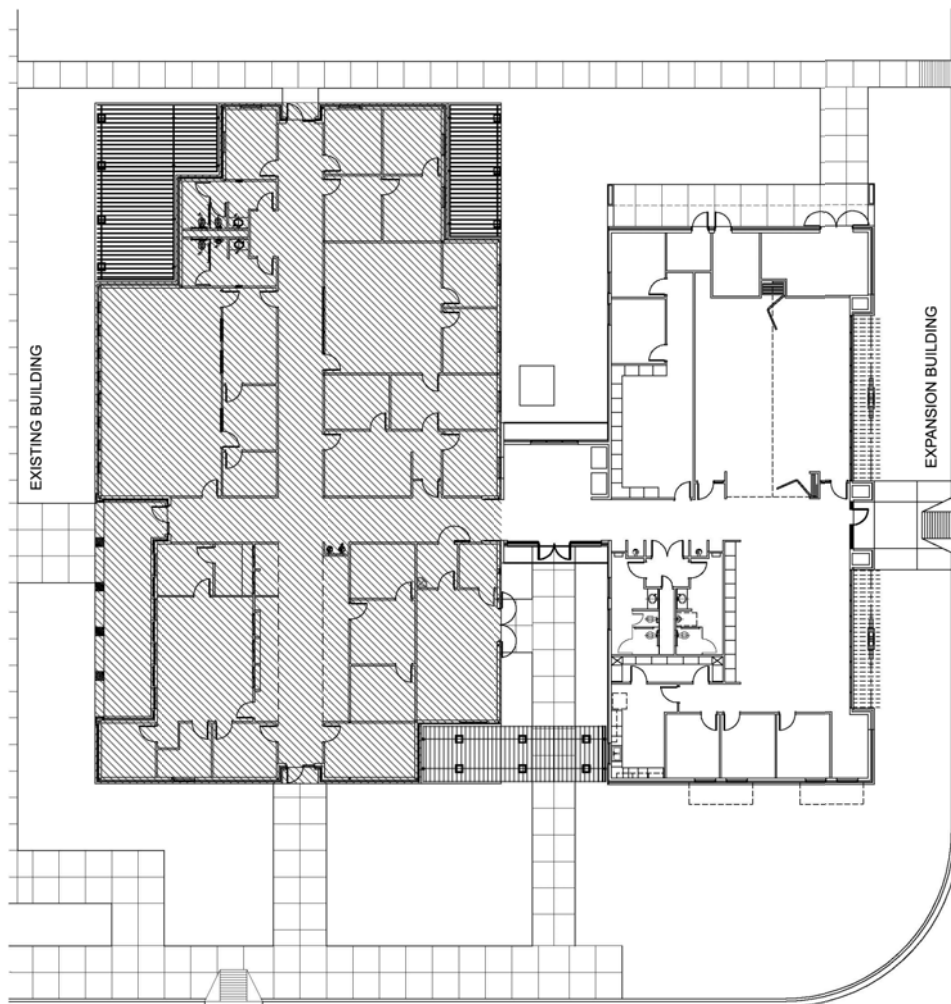


ORIGINAL PLAN

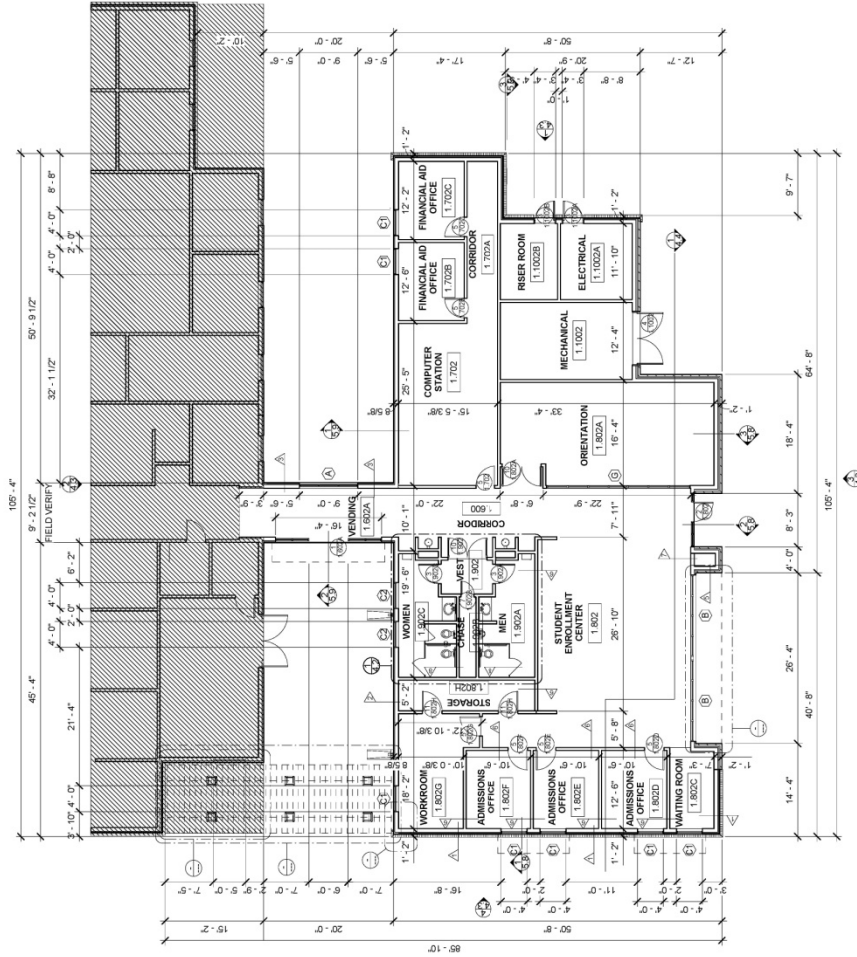


SOUTH TEXAS
COLLEGE

PREVIOUS PLAN



CURRENT PLAN



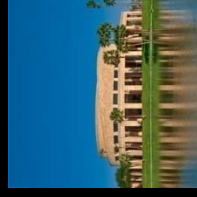
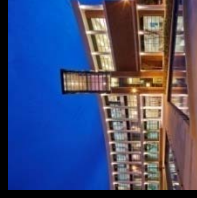
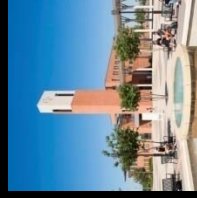
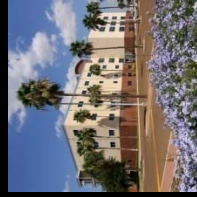
1 FLOOR PLAN
SCALE: 1/8" = 1'-0"
NORTH



**2013 BOND CONSTRUCTION PROJECTS
PROGRAM CONFIRMATION**

**STARR HEALTH PROFESSIONS & SCIENCE
BUILDING
JUNE 28, 2016**

**BROADDUS
& ASSOCIATES**



ORIGINAL SCOPE

EDUCATIONAL SPACES	12,956 SF
HEALTH PROFESSIONS	16,344 SF
SHARED BUILDING SPACES	470 SF
SUPPORT SPACES	18,920 SF
TOTAL	48,690SF*

CURRENT SCOPE

EDUCATIONAL SPACES	12,956 SF
HEALTH PROFESSIONS	16,344 SF
SHARED BUILDING SPACES	470 SF
SUPPORT SPACES	22,019 SF
TOTAL	51,789 SF

**CONSTRUCTION COST LIMITATION
(CCL) \$8,500,000**

D Wilson SD Estimate: \$9,067,012 Current Estimated Cost / SF basis: \$9,041,004

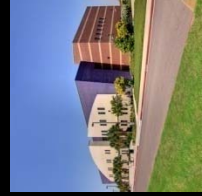
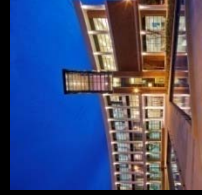
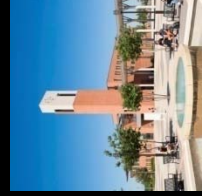
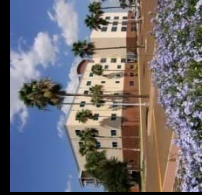
*M+G met the original SF scope requirement



2013 BOND CONSTRUCTION PROJECTS PROGRAM CONFIRMATION

STARR LIBRARY EXPANSION

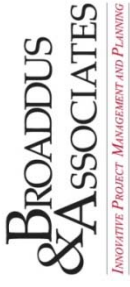
JUNE 28, 2016



**BROADDUS
& ASSOCIATES**



STARR CAMPUS NEW LIBRARY



ORIGINAL SCOPE

SHELVING & SUPPORT	9,550 SF
LIBRARY ADMINISTRATION	2,000 SF
SUPPORT SPACES	4,833 SF
TOTAL	16,516SF

CONSTRUCTION COST LIMITATION
(CCL) \$2,800,000

CURRENT SCOPE

LOBBY	1,320 SF
LEARNING COMMONS	5,714 SF
MULTI-PURPOSE	4,450 SF
CIRCULATION	540 SF
ADMINISTRATION	1,589 SF
COLLECTION	1,323 SF
SUPPORT SPACES	3,580 SF
TOTAL	18,516 SF

D. Wilson SD Estimate: \$3,470,000

Estimated Cost per SF basis: \$3,139,065

Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Health Professions and Science Building

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Health Professions and Science Building 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. In certain instances, it is necessary for the CM@R to submit a request for approval of a Partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

Justification

The submitted Partial GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule and to procure the steel prior to an anticipated price increase. Mata Garcia Architects has submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP is for the foundation and structure and includes areas of concrete, steel, and under slab mechanical, electrical and plumbing infrastructure work only.

Background

Mata Garcia Architects completed the necessary construction documents for the project necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. Approval of the partial GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to D. Wilson Construction Company which has provided the partial GMP in the amount of \$1,736,000. The CM@R will submit the final GMP for approval at a later date.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Health Professions and Science Building is \$8,500,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The Partial 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 Partial GMP submitted by D. Wilson Construction Company is enclosed.

Presenters

Representatives from Broaddus & Associates, Mata Garcia Architects, and D. Wilson Construction will be present at the meeting to present the proposed Partial Guaranteed Maximum Price.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and to recommend Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company in the amount of \$1,736,000 for the 2013 Bond Construction Starr County Campus Health Professions and Science Building as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company in the amount of \$1,736,000 for the 2013 Bond Construction Starr County Campus Health Professions and Science Building as presented.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 28, 2016
Subject: Starr County Campus, Rio Grande City, Texas
Re: 2013 South Texas College Bond Construction Program –Health Professions & Science Building Partial GMP

Broaddus & Associates is pleased to bring forward a Partial GMP for the STC Board of Trustees approval. This request is for the Starr County Campus Health Professions & Science building and is presented as a Partial GMP because of the need to procure the steel in anticipation of continuing steel price increases as well as an attempt to compress the schedule for completion of this project. The project has been advertised and competitively bid and the GMP for the balance of the building project will be presented in August.

As in any GMP this is a not-to-exceed amount. With the Board of Trustees approval this will allow for the building construction to begin for the building. This Partial GMP will be rolled into the final GMP for this project once it is approved.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted Partial GMP for the Starr County Campus Health Professions & Science building 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 for a Partial GMP.



JOB: STC Starr Health + Science
Est. Start Date: Tuesday, June 21, 2016
Completion: Thursday, February 23, 2017
Days: 247
Months: 8
PLAN SF: 51,557

DWC Project No.: 15-709
 Contract docs: AIA
 Liquidated damages: \$1,000
 Sub list required: Yes

PRINTED: 6/23/16 10:38 AM

Schedule of Values

CSI Section	Starr Health + Science 100% CD GMP-1	COST
01 00 00	GENERAL REQUIREMENTS	82,194
03 00 00	CONCRETE	463,500
04 00 00	MASONRY	23,615
05 00 00	STRUCTURAL STEEL	718,417
06 00 00	CARPENTRY	—
07 00 00	MOISTURE PROTECTION	8,478
08 00 00	DOORS & WINDOWS	—
09 00 00	FINISHES	—
10 00 00	SPECIALTIES	—
12 00 00	FURNISHINGS	—
21 00 00	FIRE SUPPRESSION	16,300
22 00 00	PLUMBING	98,800
23 00 00	HVAC	19,000
26 00 00	ELECTRICAL	10,200
27 00 00	STRUCTURED CABLING	—
28 00 00	ELECTRONIC SAFETY AND SECURITY	—
31 00 00	EARTHWORK	167,878
	CONTRACTOR DESIGN CONTINGENCY	1.00% 18,000
	CONSTRUCTION PHASE FEE	3.60% 62,100
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	20,701
	SUBTOTALS:	1,709,183
	PROPOSED GMP AMOUNT:	1,710,000
	OWNER'S CONTINGENCY (NO INSURANCE, BOND, or FEE)	1.50% 26,000
	SERVICES GMP TOTAL:	1,736,000

Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Parking and Site Improvements

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project 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. In certain instances, it is necessary for the CM@R to submit a request for approval of a Partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

Justification

The submitted Partial GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Melden and Hunt has submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP is only for the parking and site improvements needed related to the new 2013 Bond Construction Thermal Plant.

Background

Melden and Hunt completed the necessary construction documents for the project necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. Approval of the partial 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 D. Wilson Construction Company which has provided the partial GMP in the amount of \$119,800. The CM@R will submit the final building GMP for approval at a later date.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project is \$1,000,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The Partial 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 Partial GMP submitted by D. Wilson Construction Company is enclosed.

Presenters

Representatives from Broaddus & Associates, Melden and Hunt, and D. Wilson Construction Company will be present at the Facilities Committee meeting to present the proposed Partial Guaranteed Maximum Price.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and to recommend Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company in the amount of \$119,800 for the 2013 Bond Construction Starr County 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 Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company in the amount of \$119,800 for the 2013 Bond Construction Starr County 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, Director FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 28, 2016
Subject: Starr County Campus, Rio Grande City, Texas
Re: 2013 South Texas College Bond Construction Program – Parking and Site Improvements Partial GMP

Broaddus & Associates is pleased to bring forward a Partial GMP for the STC Board of Trustees approval. This request is for the Starr County Campus Parking & Site Improvements and is presented as a Partial GMP because the requested road is a necessary part to the construction of the proposed new Thermal Plant. The road will provide a dual function, first as a service road during the construction and later as the permanent road once the building is completed..

As in any GMP this is a not-to-exceed amount. With the Board of Trustees approval this will allow for the inclusion of the road construction as part of the construction of the Thermal Plant. This Partial GMP will be rolled into the final GMP for this project later this year.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted Partial GMP for the Starr County Campus Parking and Site Improvements 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 for a Partial GMP.



McAllen • San Antonio

JOB: STC Starr Partial Parking and Site Improvements GMP
 Est. Start Date: Tuesday, July 05, 2016
 Completion: Friday, September 02, 2016
 Days: 60
 Months: 2
 PLAN SF: 0

PRINTED: 6/20/16 2:27 PM
 Addendum: n/a
 Alternates: 0
 Contract docs: DD
 Liquidated damages: \$ 1,000.00
 Yes

Schedule of Values

CSI Section	Division Title	Base Bid
01 00 00	GENERAL REQUIREMENTS	10,600
03 00 00	CONCRETE	14,985
04 00 00	MASONRY	—
05 00 00	STRUCTURAL STEEL	—
06 00 00	CARPENTRY	—
07 00 00	MOISTURE PROTECTION	—
08 00 00	DOORS & WINDOWS	—
09 00 00	FINISHES	—
10 00 00	SPECIALTIES	—
12 00 00	FURNISHINGS	—
14 00 00	CONVEYANCE SYSTEMS	—
21 00 00	FIRE SUPPRESSION	—
22 00 00	PLUMBING	—
23 00 00	HVAC	—
26 00 00	ELECTRICAL	—
27 00 00	STRUCTURED CABLING	—
28 00 00	ELECTRONIC SAFETY AND SECURITY	—
31 00 00	EARTHWORK/PAVING/SEWER	85,367
	CONTRACTOR DESIGN CONTINGENCY	3,600
	CONSTRUCTION PHASE FEE 3.60%	4,250
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	2,745
	SUBTOTALS:	117,947
	PROPOSED GMP AMOUNT:	118,000
	OWNER'S CONTINGENCY (NO FEE)	1,800
	GMP TOTAL:	119,800

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria is requested.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum 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. The Warren Group has submitted construction documents with enough information regarding the construction work of the project.

Background

TWG 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 architect has provided the necessary construction documents to D. Wilson Construction Company which has provided a GMP in the amount of \$6,761,000.

Project Scope

31,219 Current Total SF
 33,042 Original SF
 (1,823) Net SF Difference

CCL and GMP

Cafeteria & Student Activities Building Target CCL	\$5,700,000
Fixed Kitchen Equipment	585,000
Total	\$6,285,000
Proposed Cafeteria & Student Activities Building GMP	\$6,761,000
Budget Variance	(\$476,000)

Proposed Funding Source

Utilize Pecan Campus Bond Construction Program Contingency Funds	\$476,000
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Alternate

Alternate #1 – Add a 1,747 s.f. second floor terrace with exterior stair access to the pre-function/multi-purpose rooms	\$127,179
Proposed Funding Source – Project Buyout Savings	

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria is \$5,700,000. An amount of \$585,000 has been allocated for fixed Kitchen equipment for a total of \$6,285,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016. The balance of funds to be funded by the Pecan Campus Bond Program 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 D. Wilson Construction is enclosed.

Presenters

Representatives from Broaddus & Associates, The Warren Group, and D. Wilson Construction will be present at the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and to recommend Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) with D. Wilson Construction in the amount of \$6,761,000 for the 2013 Bond Construction Pecan Campus Student Activities and Cafeteria 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) with D. Wilson Construction in the amount of \$6,761,000 for the 2013 Bond Construction Pecan Campus Student Activities and Cafeteria as presented.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 28, 2016
Subject: Pecan Campus, McAllen, Texas
Re: 2013 South Texas College Bond Construction Program –Student Activities Building & Cafeteria GMP

Broaddus & Associates is pleased to bring forward a GMP for the STC Board of Trustees approval. This request is for the Pecan Campus Student Activities Building & Cafeteria. The GMP is based on 60% Construction Documents from the Design Team of The Warren Group Architects and includes all of the labor and materials for the project scope. The GMP provided is a not-to-exceed amount and with the Board of Trustee’s approval will allow for the Construction Manager-at-Risk, D. Wilson Construction Company, to begin their construction work.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted GMP for the Pecan Campus Student Activities Building & Cafeteria 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 for a GMP.



McAllen • San Antonio

JOB: STC Student Activities and Cafeteria 60% CD GMP
 Est. Start Date: Tuesday, June 21, 2016
 Completion: Tuesday, June 20, 2017
 Days: 364
 Months: 12
 PLAN SF: 31,219

PRINTED: 10:09:33 AM

Addendum: n/a
 Alternates: 0
 Contract docs: 60% CD
 Liquidated damages: 1000
 Sub list required: Yes

Schedule of Values

CSI Section	Division Title	Base Bid	Alt. #1
01 00 00	GENERAL REQUIREMENTS	425,014	
03 00 00	CONCRETE	246,367	12,522
04 00 00	MASONRY	448,627	42,887
05 00 00	STRUCTURAL STEEL	786,706	35,723
06 00 00	CARPENTRY	51,650	
07 00 00	MOISTURE PROTECTION	309,751	
08 00 00	DOORS & WINDOWS	584,225	12,340
09 00 00	FINISHES	808,829	
10 00 00	SPECIALTIES	117,644	
12 00 00	FURNISHINGS	383,300	
1 40 00	CONVEYING SYSTEMS	132,600	
21 00 00	FIRE SUPPRESSION	58,280	
22 00 00	PLUMBING	290,000	
23 00 00	HVAC	807,907	8,000
26 00 00	ELECTRICAL	789,500	10,000
27 00 00	STRUCTURED CABLING	inc	
28 00 00	ELECTRONIC SAFETY AND SECURITY	inc	
31 00 00	EARTHWORK	121,305	
	CONTRACTOR DESIGN CONTINGENCY	70,000	
	CONSTRUCTION PHASE FEE	3.60% 239,800	4,590
	INSURANCE SUBTOTAL	-	
	BOND SUBTOTAL	58,923	1,117
	SUBTOTALS:	—	127,179
	PROPOSED GMP AMOUNT:	<u>6,661,000</u>	
	OWNER'S CONTINGENCY (NO FEE)	100,000	
	GMP TOTAL:	6,761,000	127,179

Review and Action as Necessary on Contracting Construction Services for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2

Approval to contract construction services for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2 project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the resurfacing of Parking Lot 2 at the Nursing and Allied Health Campus.

Justification

The existing parking lot 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.

Background

The college contracted with Perez Consulting Engineers to prepare plans and specifications for the resurfacing of parking lot 2 at the Nursing and Allied Health Campus. The design team at Perez Consulting 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 May 10, 2016. A total of fifteen (15) sets of construction documents were issued to general contractors and sub-contractors, and a total of eight (8) proposals were received on May 26, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
May 10, 2016	Solicitation of competitive sealed proposals began.
May 26, 2016	Eight (8) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend Mid Valley Paving, Inc. as the highest ranked in the amount of \$98,367.30. This amount includes two alternates that staff recommends for approval:

- 1.) Alternate 1: Additional Parking Lot Paving to repair the northwest drive
- 2.) Alternate 2: 6 foot Concrete Valley Gutter to provide proper drainage

Funding Source

As part of the FY 2015 - 2016 Non-Bond Renewals and Replacements budget, funds in the amount of \$250,000 are budgeted for this project.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Mid Valley Paving, Inc.
Non-Bond Renewals and Replacements	\$250,000	\$98,367.30

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 discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 4:00 p.m. and to recommend Board action as appropriate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Mid Valley Paving, Inc. in the amount of \$98,367.30 for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2 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, Inc. in the amount of \$98,367.30 for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2 project as presented.

Approval Recommended:

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

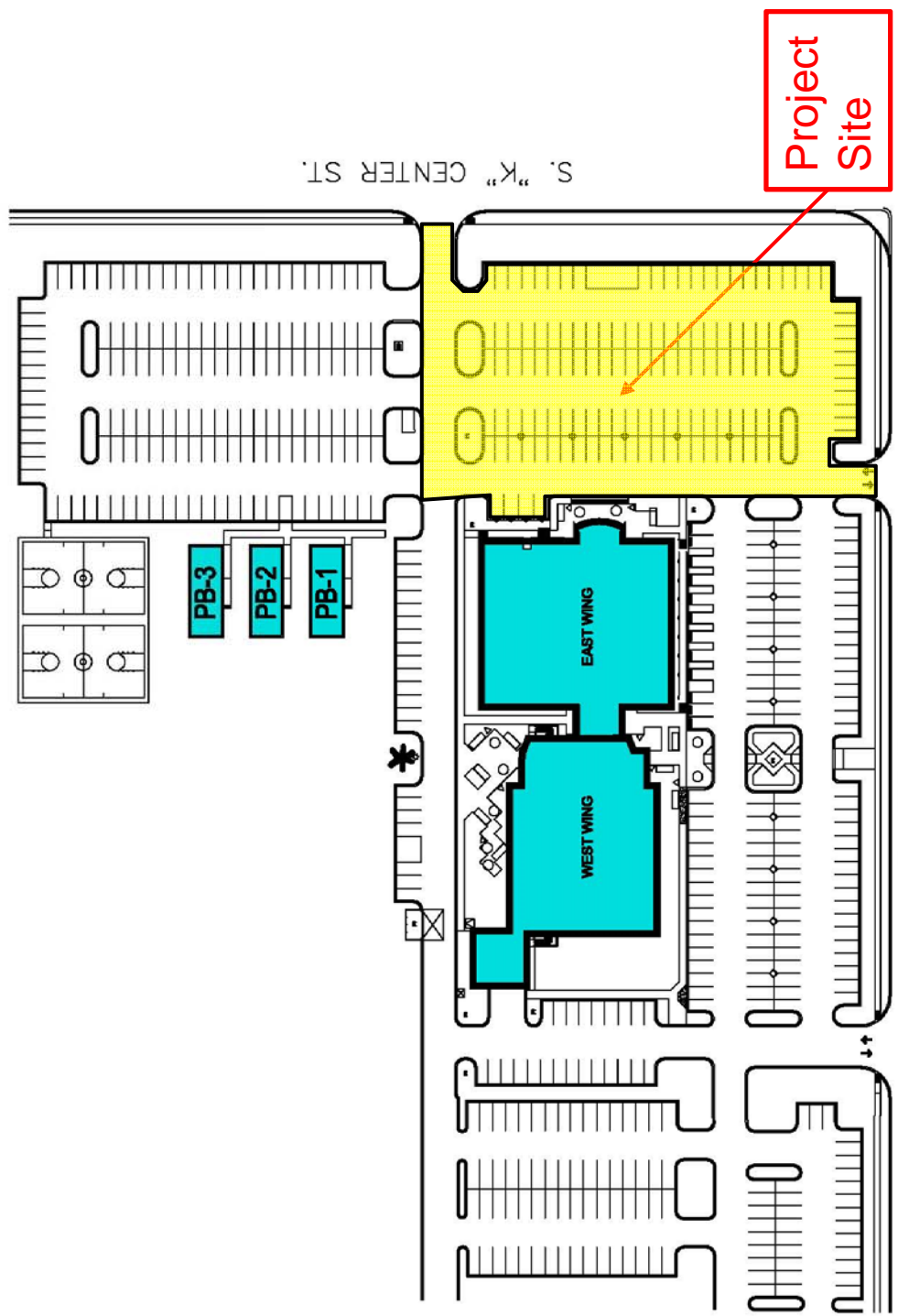
**SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS - RESURFACING OF PARKING LOT #2
PROJECT NO. 15-16-1085**

VENDOR	Bearkat Construction, LLC.	2 GS, LLC./dba Earthworks Enterprise	G & T Paving, LLC.	Mid Valley Paving, Inc.	NM Contracting, LLC.	RDH Site and Concrete, LLC.	Rhyner Construction Services, Inc.	Rocha Construction Services, LLC.	
ADDRESS	3317 W Alberta Rd	1307 Highway 83 Ste C	2005 Mercedes Rd P O Box 5136	306 S Illinois	2022 Orchid Ave	3809 Clavel St Ste D	201 N Robertson Rd P O Box 309	819 Rio Grande Dr	
CITY/STATE/ZIP	Edinburg, TX 78539	Peñitas, TX 78576	Brownsville, TX 78520	Mercedes, TX 78570	McAllen, TX 78504	Palmview, TX 78572	Rio Hondo, TX 78583	Mission, TX 78572	
PHONE	956-627-3480	956-424-3414	956-546-3633	956-565-4892	956-631-5667	956-502-5426	956-748-3100	956-867-7620	
FAX	956-800-4813	956-683-6149	956-546-5333	956-565-3385	956-627-3959	956-475-3917	956-748-3103	956-584-0450	
CONTACT	Oscar Cancino	Humberto Garcia, Jr.	Abel Gonzales	William R. Mize	Noel Munoz, Jr.	Diandly De Hoyos	Stephanie Rhyner	Juan S. Rodriguez	
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
A	Base Bid: Nursing and Allied Health Campus - Resurfacing of Parking Lot #2	\$ 147,160.00	\$ 121,700.00	\$ 130,917.70	\$ 81,091.30	\$ 177,864.10	\$ 205,333.00	\$ 198,190.00	\$122,000.00
Alternate 1									
1	Additional Parking Lot Paving Improvements	\$ 27,584.00	\$ 14,915.00	\$ 15,877.16	\$ 9,878.00	\$ 19,675.50	\$ 22,495.00	\$ 27,181.50	\$17,070.00
Alternate 2									
2	6 Foot Concrete Valley Gutter Alternate 2	\$ 14,796.00	\$ 5,856.75	\$ 6,781.50	\$ 7,398.00	\$ 7,718.58	\$ 9,864.00	\$ 9,247.50	\$5,000.00
B	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	10 Working Days	10 Working Days	10 Working Days	10 Working Days	10 Working Days
C	Completion of Work Within	No Response	60 Calendar Days	21 Calendar Days	30 Calendar Days	90 Calendar Days	No Response	No Response	No Response
TOTAL PROPOSAL AMOUNT		\$189,540.00	\$142,471.75	\$153,576.36	\$98,367.30	\$205,258.18	\$237,692.00	\$234,619.00	\$144,070.00
TOTAL EVALUATION POINTS		****	70.6	74.4	91.1	59.8	36.2	50.1	39.4
RANKING		****	3	2	1	4	7	5	6

**** Vendor did not submit the required documents therefore not evaluated.

**SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS - REFURFACE PARKING LOT #2
PROJECT NO. 15-16-1085**

VENDOR ADDRESS/CITY/STATE/ZIP/PHONE/FAX/CONTACT	Earthworks Enterprise	G & T Paving, LLC.	Mid Valley Paving, Inc.	NM Contracting, LLC.	and Concrete, LLC.	Construction Services, Inc.	Construction Services, LLC.
1	31 31 31 31 31	28.8 28.8 28.8 28.8 28.8	45 45 45 45 45	21.6 21.6 21.6 21.6 21.6	18.5 18.5 18.5 18.5 18.5	18.9 18.9 18.9 18.9 18.9	30.6 30.6 30.6 30.6 30.6
2	6 8 8 7 8.5	8 9 9 8.5 9	9 10 9 9 9.5	8 7 8 7 9	3 3 6 6 5	8 5.5 8 6 8.5	5 5 6 5 8
3	6 7 9 8 9	7 8 6 8 8.5	9 9 8 9 9	8 8 6 8 8	4 4 6 7 5	7 5 5 5 6	3 3 3 3 3
4	5 4 4 4 4	4 4 4 3.5 4	5 4 4 4 4.5	2 3.5 4 3.5 3.5	0 1 2 2.5 2	5 4.5 4 4 4.5	0 0 0 0 0
5	5.5 6 6 6	7 6.5 6.5 5	7 6 7 7	7 5 6.5 6	2 2 4 4 4	6 5 6 6 6	0 0 0 0 0
6	6 8 7.5 7 7	6 8 7 8 7	6 8 7.5 7.5 8	6 7 7 7.5 8	2 1 2 2 3	5 4 7 7 7	0 0 0 0 0
7	5 4 5 4.5 5.5	5 5 5 4.5 5	5 5 4 4.5 5.5	5 4 4.5 4.5 4	3 0 1 0 2	4 1 3 1 2	0 0 0 0 0
8	2.5 2.5 2.5 2.5 2.5	7 7 7 7 7	4.9 4.9 4.9 4.9 4.9	1.6 1.6 1.6 1.6 1.6	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
TOTAL EVALUATION POINTS	70.6	74.4	91.1	59.8	36.2	50.1	39.4
RANKING	3	2	1	4	7	5	6



Project Site

 SOUTH TEXAS COLLEGE
 NURSING & ALLIED HEALTH CAMPUS

Review and Action as Necessary on Substantial and Final Completion for the Non-Bond Pecan Campus Resurfacing of East Loop Road

Approval of substantial and final completion for the Non-Bond Pecan Campus Resurfacing of East Loop Road project is requested.

Purpose

The purpose is to request approval of substantial and final completion for this project.

Background

Melden and Hunt and college staff visited the site and concluded that there were no punch list items to be noted. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on June 1, 2016. Melden and Hunt also recommends that final completion and release of final payment in the amount of \$1,355.38 to Mid Valley Paving, Inc. be approved. The original cost approved for this project was in the amount of \$28,942.40.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$75,000	\$28,942.40	(\$1,834.80)	\$27,107.60	\$25,752.22	\$1,355.38

Enclosed Documents

A Certificate of Substantial Completion and a letter of recommendation for Final Completion from Melden and Hunt is enclosed.

The Facilities Committee is expected to discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 4:00 p.m. and to recommend Board action as appropriate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion, final completion, and release of final payment to Mid Valley Paving, Inc. in the amount of \$1,355.38 for the Non-Bond 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 the substantial completion, final completion, and release of final payment to Mid Valley Paving, Inc. in the amount of \$1,355.38 for the Non-Bond Resurfacing of East Loop Road project as presented.

Approval Recommended:

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

Substantial Completion Acceptance

JUN 7 2016 AM 11:12

Project Name: Pecan Campus Resurfacing of East Loop Road

Project No.: 15-16-1061

Owner: South Texas College

Contractor: Mid-Valley Paving, Inc.

A/E Firm: Melden and Hunt, Inc.

Scope of Work Covered by This Acceptance:

This Certificate serves to inform you that the Pecan Campus Resurfacing of East Loop Road project has been inspected by the OWNER and ENGINEER and is determined to be Substantial Complete as of 06/01/2016.

Effective Date of Acceptance: 6/1/2016

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The Contractor shall complete/correct the items identified on the punch list(s) within Calendar days from the Effective Date of this Acceptance.

William R. Mize - Owner  6/6/2016
Printed Name and Title Signature Date

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

Mario A. Reyna - Vice-President  6/6/2016
Printed Name and Title Signature Date

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Shirley Reed - President
Printed Name and Title Signature Date





TBPE Firm # F-1435
TBPLS # 10096900

MELDEN & HUNT INC.

CONSULTANTS • ENGINEERS • SURVEYORS
FRED L. KURTH • ALLAN F. BOOE • KELLEY A. HELLER-VELA • ROBERTO N. TAMEZ • MARIO REYNA

JUN 7 2016 AM 11:15

June 6, 2016

Mr. De La Garza
South Texas College - Facilities Department
3200 West Pecan Blvd
McAllen, TX 78501

RE: Pecan Campus Resurfacing of East Loop Road
Project No. 15-16-1061

Dear Mr. De La Garza

A final inspection for the above referenced project was conducted on June 1, 2016 and finds that the referenced project has been completed by Mid-Valley Paving, Inc. in accordance with the plans and specifications. There were not punch list items for this project. Therefore, Melden and Hunt, Inc. recommends final acceptance and release of final payment. The warranty on this project begins June 1, 2016 and ends May 31, 2017.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mario Reyna, P.E.
Vice-President

Review and Action as Necessary on Annual Facility Usage Agreements

Approval of the FY 2016 – 2017 annual facility usage agreements for use by the kinesiology program is requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction will be requested for FY 2016 – 2017.

Justification

Various locations are needed to accommodate the kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, weight training, etc.)

Background

Below is a list of facilities which are leased on an annual basis and used for various instructional purposes. The facilities will provide for Fitness Walking, Weight Training, Bowling, Golf, Basketball, Volleyball, Swimming, and Tennis courses in the kinesiology program for the fall 2016, spring 2017 and summer 2017. In FY 2015 - 2016 a total of 1,569 students enrolled in kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$86,295 was collected for building use fees during FY 2015 - 2016. The following are facilities that kinesiology courses may be offered

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palmview Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Parks & Recreation North Side Pool
- City of Weslaco
 - City Park Tennis Courts
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McHi Tennis Courts
- Ultimate Fitness Center (Weslaco, TX)

Funding Source

Funds have been budgeted in the proposed FY 2016 - 2017 kinesiology budget.

The Facilities Committee is expected to discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 4:00 p.m. and to recommend Board action as appropriate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the annual facility usage agreements for use by the kinesiology program during the period beginning September 1, 2016 to August 31, 2017, at an estimated total cost of \$37,500 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 annual facility usage agreements for use by the kinesiology program during the period beginning September 1, 2016 to August 31, 2017, at an estimated total cost of \$37,500 as presented.

Approval Recommended:

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

Review and Recommend Action on Facility Lease Agreement with the City of Hidalgo

Approval of the facility lease agreement for use by South Texas College for instructional use is requested.

Purpose

Authorization is being requested to renew the current facility lease agreement with the City of Hidalgo to continue providing instructional facilities.

Justification

The continuation of these leases are needed to accommodate programs with specific needs for continuing education and criminal justice.

Background

At the April 26, 2016 Board meeting, the Board approved the renewal of the classroom lease agreement for one academic semester 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.

Staff recommends approval to renew this lease agreement as noted below.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
City of Hidalgo	6 academic semesters	3rd September 1, 2016 to December 31, 2016	\$1,524.37 per month

Funding Source

Funds for these expenditures are budgeted in the proposed facility lease budget for FY 2016 - 2017.

The Facilities Committee is expected to discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 4:00 p.m. and to recommend Board action as appropriate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the current facility lease agreement with the City of Hidalgo for use of instructional facilities for the period of September 1, 2016 to December 31, 2016 as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of South Texas College approves and authorizes the renewal of the current facility lease agreement with the City of Hidalgo for use of instructional facilities for the period of September 1, 2016 to December 31, 2016 as presented.

Approval Recommended:

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

Review and Recommend Action on District-Wide Building Names

Approval to name buildings at all campuses will be requested at the July 26, 2016 Board meeting.

Purpose

Authorization is requested to adopt the names of the new bond construction buildings and approve the renaming of some existing buildings.

Justification

When bond construction buildings near final completion, new building plaques and signage will be ordered to properly identify each new building. The names of some of the existing buildings need to be identified appropriately. The naming of buildings is necessary so that each building can be specifically identified for students, faculty, staff, and the public.

Designating the campus wide building names and letters for each building is necessary at this time for the following reasons:

- The architects and engineers are requesting the names of the buildings in order to properly note them in the required BIM documents.
- Academic Affairs is requesting the names of the buildings for future class scheduling.
- Police Department is working on updating the campus maps and would like to have the building names noted on them for printing prior to the Fall 2016 semester.

Background

The current construction of the Bond buildings requires the naming of the new buildings and renaming of some of the existing buildings to clearly identify the appropriate function of each building.

Enclosed Documents

Enclosed is a listing of the buildings and the recommended name for each building.

The Facilities Committee is expected to discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 4:00 p.m. and to recommend Board action as appropriate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize name buildings at all campuses 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 name buildings at all campuses as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
Proposed Building Names**

PECAN CAMPUS

Name	
A,D,X	ANN RICHARDS ADMINISTRATION
B	ART
C	SYLVIA ESTERLINE CENTER FOR LEARNING EXCELLENCE
E	PHYSICAL PLANT
F	LIBRARY
G	ARTS and SCIENCES (currently named North Academic)
H	STUDENT ACTIVITIES CENTER
J	SOUTH ACADEMIC
K	STUDENT SERVICES
L	COOPER CENTER FOR COMMUNICATION ARTS
M	INFORMATION TECHNOLOGY
N	INSTITUTIONAL SUPPORT SERVICES
P	NORTH ACADEMIC (2013 BOND-North Academic)
Q	FUTURE
R	FUTURE
S	FUTURE
T	WEST ACADEMIC
U	STUDENT UNION (2013 Bond-Student Activities Cafeteria)
V	STEM (2013 Bond - STEM)
W	FUTURE
Y	GENERAL ACADEMIC (2013 Bond-South Academic)
Z	FUTURE LIBRARY

PECAN PLAZA

Name	
A	HUMAN RESOURCES
B	EAST
C	WEST

TECHNOLOGY CAMPUS

Name	
A	EAST
B	WEST I (currently West)
C	WEST II (currently named Workforce Center)
D	SHIPPING AND RECEIVING
E	WORKFORCE CENTER (2013 Bond-Renovation)

DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH CAMPUS

Name	
A	EAST
B	WEST (2013 Bond-Nursing Allied Health Addition)
C	PHYSICAL PLANT

Revised or Proposed Name

SOUTH TEXAS COLLEGE

Proposed Building Names

STARR COUNTY CAMPUS

Name

A	ADMINISTRATION/BOOKSTORE
B	CENTER FOR LEARNING EXCELLENCE
C	NORTH ACADEMIC
D	WORKFORCE CENTER
Z	WORKFORCE CENTER (2013 Bond Workforce Center)
E	SOUTH ACADEMIC
F	CULTURAL ARTS CENTER (currently Library)
G	STUDENT SERVICES
H	STUDENT ACTIVITIES CENTER
J	MANUEL BENAVIDES JR. RURAL TECHNOLOGY CENTER
K	LIBRARY (2013 Bond-Library)
L	HEALTH PROFESSIONS AND SCIENCES (2013 Bond-Health Prof. & Science)
M	FUTURE
N	FUTURE
P	PHYSICAL PLANT (2013 Bond-Thermal Plant)

MID VALLEY CAMPUS

Name

A	CENTER FOR LEARNING EXCELLENCE
B	NURSING ALLIED HEALTH
C	WELLNESS CENTER
D	WORKFORCE CENTER
E	LIBRARY
F	STUDENT UNION
G	NORTH ACADEMIC
H	SOUTH ACADEMIC
J	PHYSICAL PLANT (2013 Bond-Thermal Plant)
K	HEALTH PROFESSIONS AND SCIENCES (2013 Bond-Health Prof. & Science)
L	CHILDCARE DEVELOPMENT CENTER
M	FUTURE
N	FUTURE
P	FUTURE
Q	FUTURE

PHARR CENTER

Name

A	REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE
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	Revised or Proposed Name
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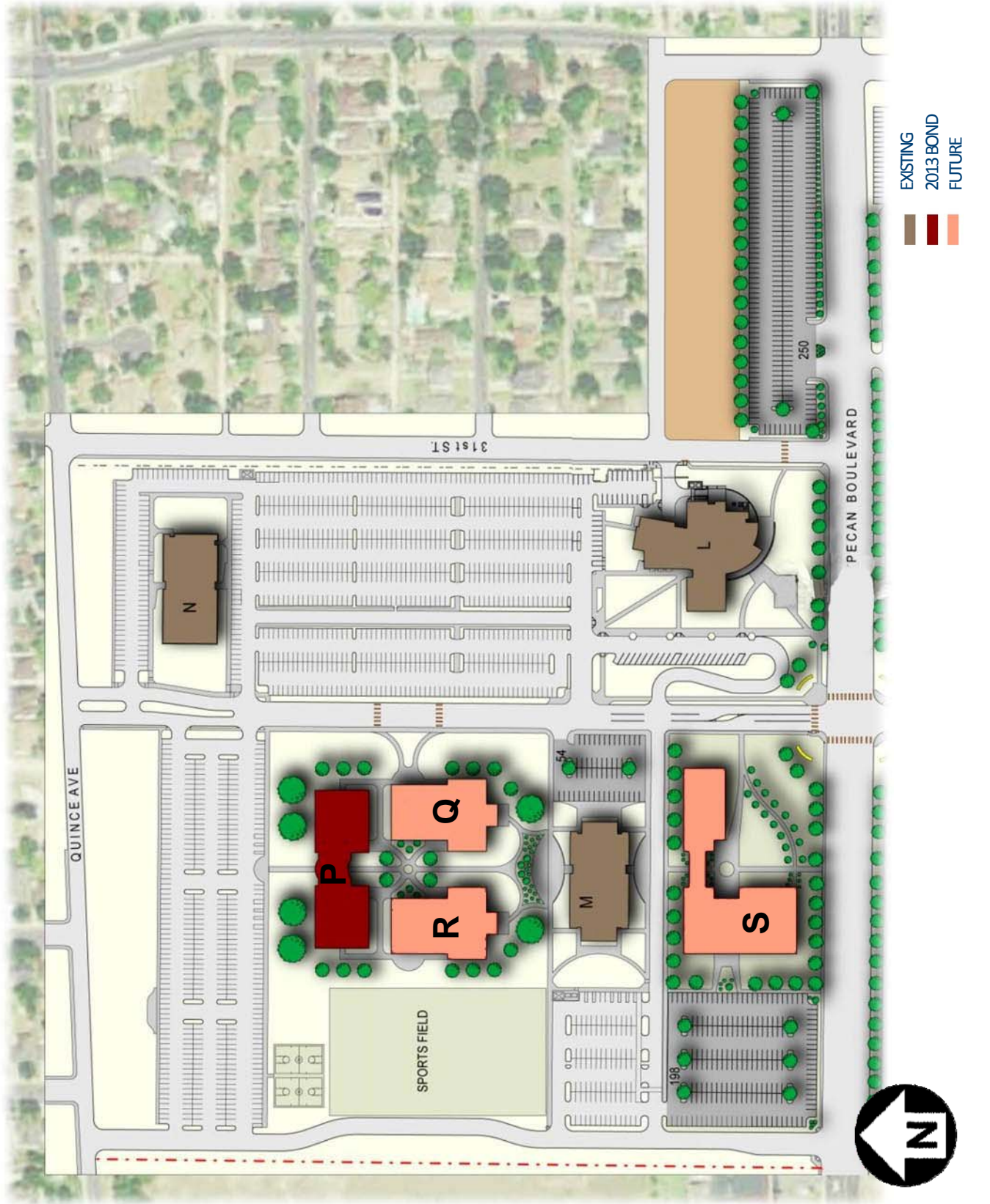
South Texas College

District Wide – Building Identification

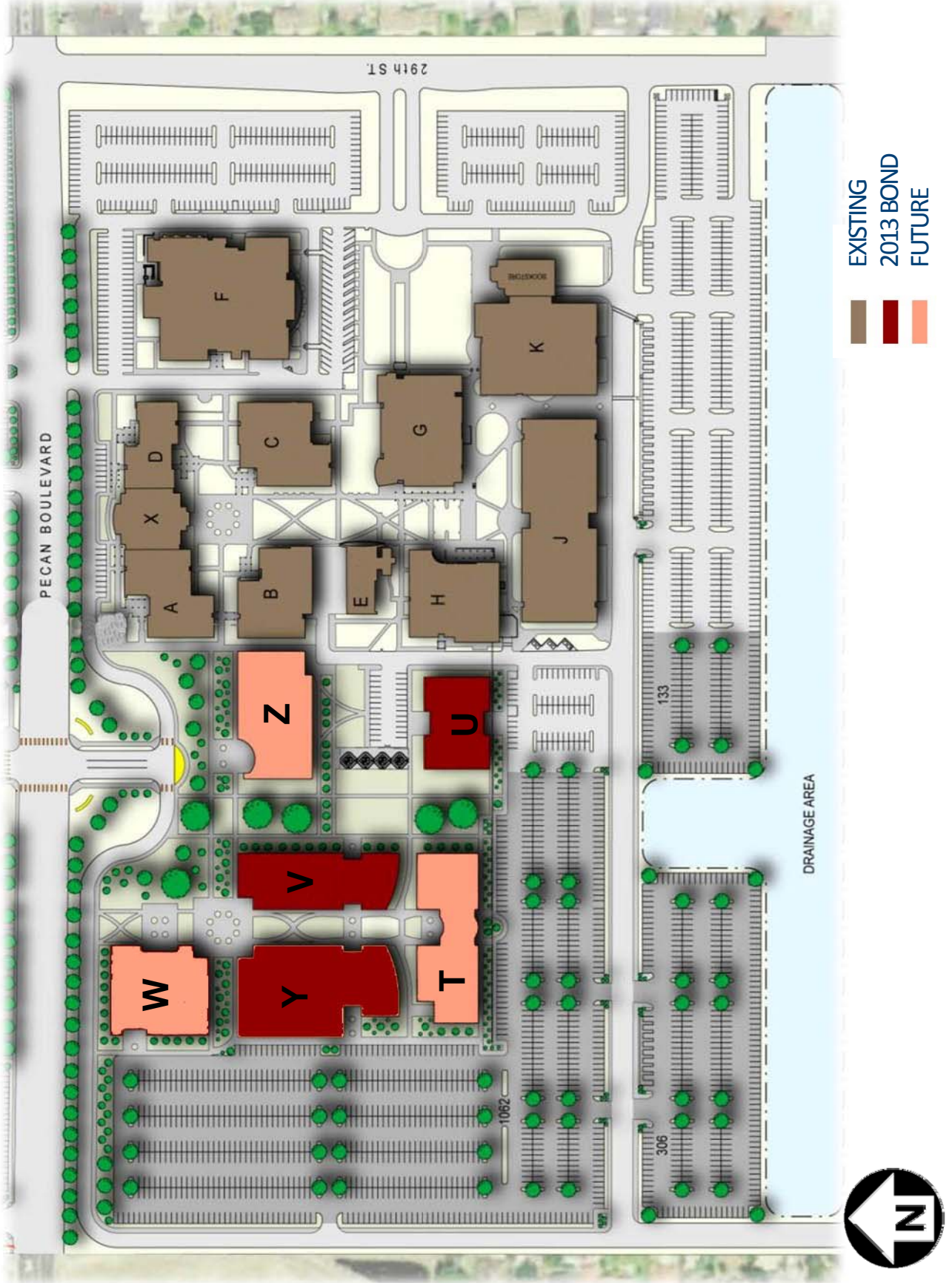
JUNE 14, 2016

South Texas College
Facilities Planning and Construction

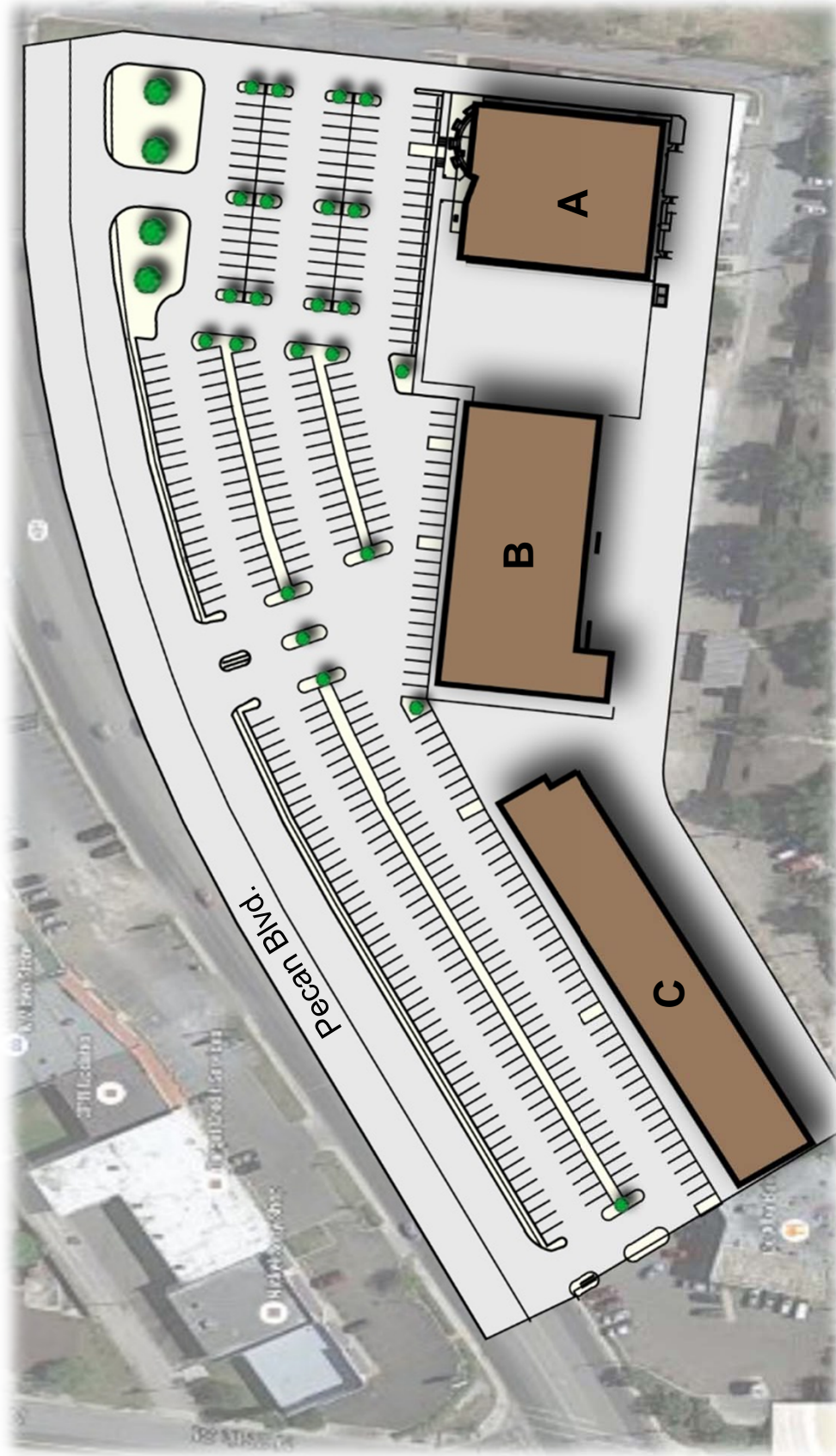
Pecan Campus - north



Pecan Campus - south



Pecan Plaza

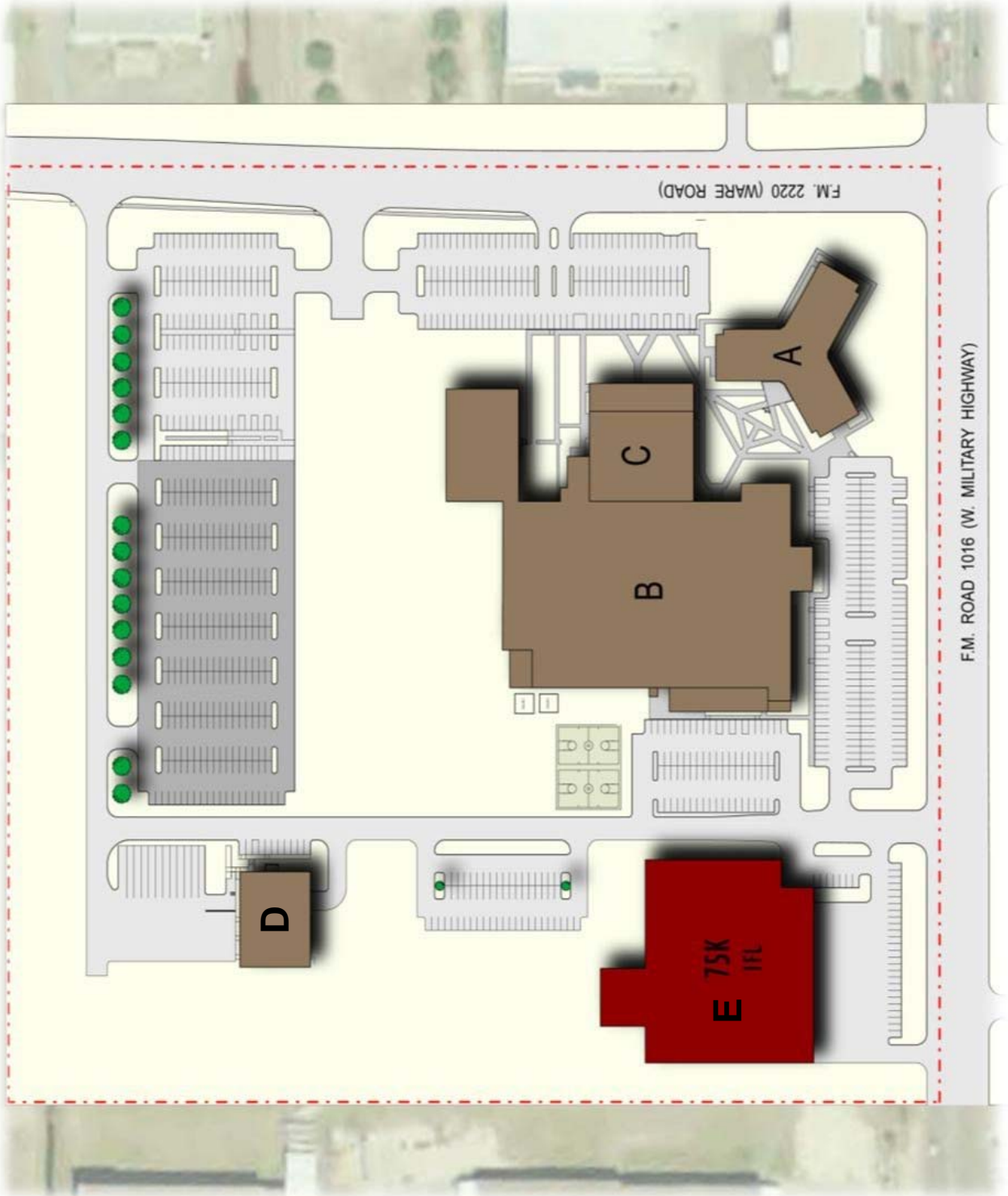


- EXISTING
- 2013 BOND
- FUTURE



Technology Campus

- EXISTING
- 2013 BOND
- FUTURE



Nursing and Allied Health



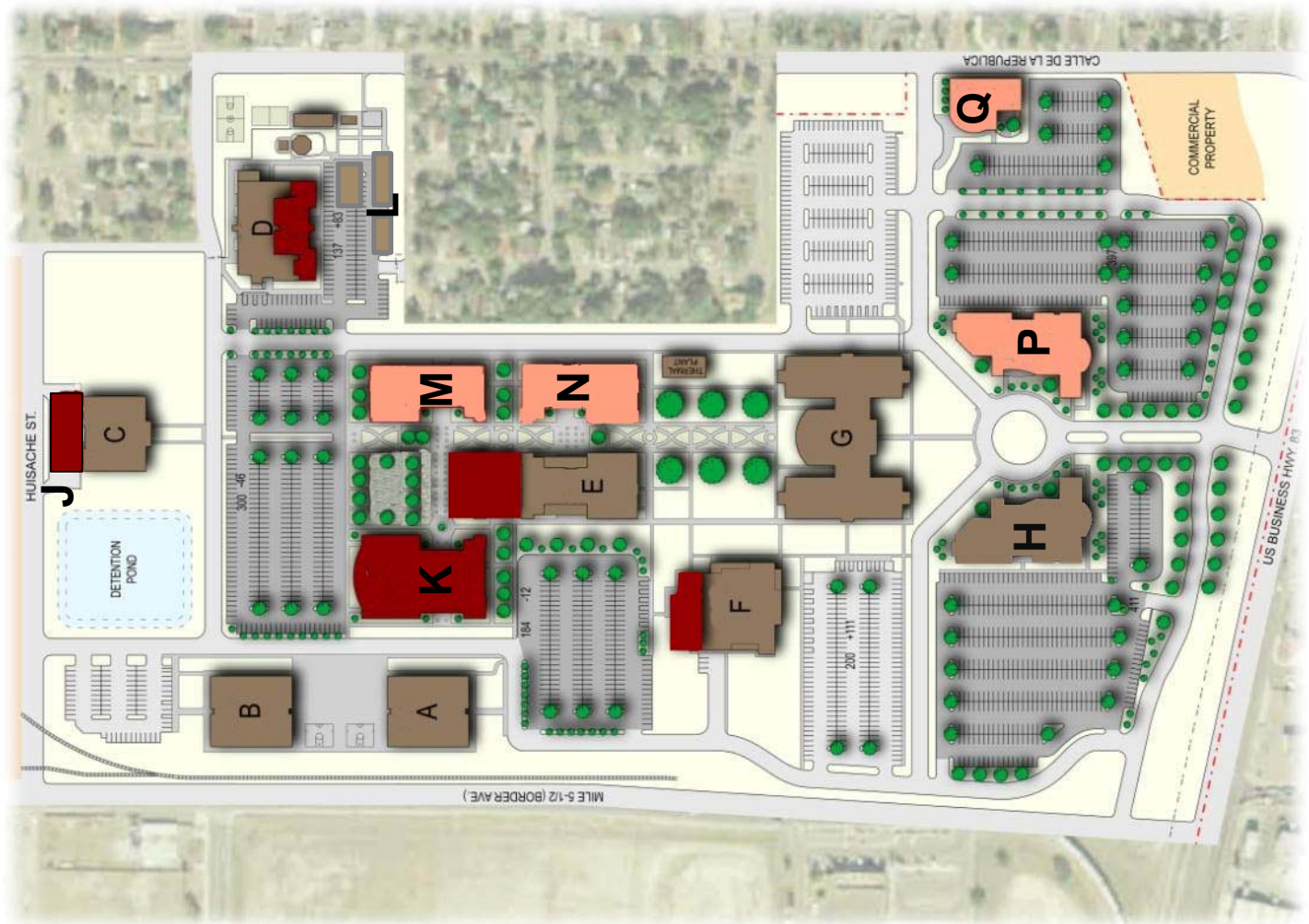
Starr County Campus

- EXISTING
- 2013 BOND
- FUTURE



Mid-Valley Campus

- EXISTING
- 2013 BOND
- FUTURE



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 - May 31, 2016

Project number	PROJECT DESCRIPTION	Project Development				Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer	Contractor		
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%	75%				95% Substantial Comp	100%
Pecan Campus and Pecan Plaza																					
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns																		Robert	EGV Architects	Holchmont 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 - Phase II																		Rick	Melden & Hunt	Celso Construction
15-1-003	Pecan - Infrastructure for Portable Buildings - Phase I																		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
16-1-041	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
Mid Valley Campus																					
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
Technology Campus																					
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
Nursing and Allied Health Campus																					
14-4-004	NAH - Irrigation System Upgrade (RR)																		Rick	SSP Design	Southern Landscapes
16-4-044	NAH - Thermal Plant																		Robert	Half Associates	
16-4-016	NAH - Resurface Parking Lot #2 (RR)																		Robert	PCE	
Starr County Campus																					
15-5-005	Starr - Building E & J Crisis Mgt. Center Generator																				
District Wide Improvements																					
14-6-010	DW - Building to Building ADA Compliance Ph II																		Robert	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
	DW - La Joya Monument Sign																		David	N/A	TBD
	DW - Active Learning Classrooms-Flooring Replacement																		David	N/A	TBD

For FY 2015-2016, 24 non-bond projects are currently in progress, 12 have been completed and 38 pending start up - 74 Total

Status of Non-Bond Construction Projects in Progress June 2016

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Campus								
Covered Area for Ceramic Arts Kilns	100%	December 2015	1. Construction Phase 2. Final Completion	\$ 325,000.00	\$ (18,792.85)	\$ 343,792.85	\$ 343,792.85	\$ -
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Final Completion	\$ 325,000.00	\$ 215,791.00	\$ 109,209.00	\$ 109,209.00	\$ -
Library Additional Study Rooms	15%	July 2015	1. Design Phase 2. Design on hold	\$ 54,000.00	TBD	TBD	\$ -	TBD
Sports Fields Lighting	100%	February 2016	1. Construction Phase 2. Construction Complete	\$ 228,500.00	\$ -	\$ 228,500.00	\$ 228,500.00	\$ -
Infrastructure for Relocation of Portable Buildings	100%	March 2016	1. Construction Phase 2. Final Completion	\$ 350,000.00	\$ (22,337.93)	\$ 372,337.93	\$ 372,337.93	\$ -
Relocation of Electrical Power Lines	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 220,000.00	\$ 3,894.35	\$ 216,105.65	\$ 216,105.65	\$ -
Student Services Building K Enrollment Center	80%	July 2016	1. Design Phase 2. Re-design in Progress	\$ 42,825.00	\$ 10,815.00	\$ 32,010.00	\$ 22,407.00	\$ 9,603.00
AECHS Service Drive and Sidewalk Relocation	100%	August 2015	1. Construction Phase 2. Construction Complete	\$ 60,000.00	\$ 10,528.00	\$ 49,472.00	\$ 49,472.00	\$ -
Resurfacing East Loop Road	10%	June 2016	1. Construction Phase 2. Contract Negotiations	\$ 75,000.00	TBD	TBD	\$ -	TBD
Removal of Trees for Bond Construction	100%	January 2016	1. Construction Phase 2. Construction Complete	\$ 21,000.00	\$ 13,850.00	\$ 7,150.00	\$ 7,150.00	\$ -
Building A Sign Replacement	0%	April 2016	1. Project Development 2. Design in Progress	\$ 10,000.00	TBD	TBD	\$ -	TBD
Upgrade Fence Along 31st Street	100%	February 2016	1. Construction Phase 2. Bidding Phase	\$ 50,000.00	TBD	TBD	\$ -	TBD
Pecan Plaza Police Department Emergency Generator	0%	June 2016	1. Project Development 2. Work in Progress	\$ 400,000.00	TBD	TBD	\$ -	TBD

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Plaza Asphalt Resurfacing on Alley Side	100%	November 2015	1. Construction Phase 2. Construction Complete	\$ 75,000.00	\$ (43,140.00)	\$ 118,140.00	\$ 118,140.00	\$ -
Pecan Plaza Parking Area for Police Vehicles	20%	May 2016	1. Design Phase 2. Design in Progress	\$ 25,000.00	\$ 212.00	\$ 24,788.00	\$ -	\$ 24,788.00
Pecan Campus Total				\$ 2,261,325.00	\$ 170,819.57	\$ 1,501,505.43	\$ 1,467,114.43	\$ 34,391.00
Mid Valley Campus								
Childcare Center Play Ground Flooring	100%	December 2015	1. Construction Phase 2. Construction Complete	\$ 31,000.00	\$ 1,310.00	\$ 29,690.00	\$ 29,690.00	\$ -
Building H Data Cabling Infrastructure	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 43,500.00	\$ 688.25	\$ 42,811.75	\$ 42,811.75	\$ -
Mid Valley Campus Total				\$ 74,500.00	\$ 1,998.25	\$ 72,501.75	\$ 72,501.75	\$ -
Technology Campus								
GM Car Storage Area Upgrade	60%	May 2016	1. Design Phase 2. Design in Progress	\$ 11,250.00	\$ (9.00)	\$ 11,259.00	\$ 6,079.86	\$ 5,179.14
West Academic Building Re-roofing	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 1,698,900.00	\$ 423,200.00	\$ 1,275,700.00	\$ 1,275,700.00	\$ -
HVAC Cooling Tower Replacement	95%	May 2015	1. Construction Phase 2. Final Completion in progress	\$ 415,000.00	\$ 54,000.00	\$ 361,000.00	\$ 361,000.00	\$ -
Building B Main Door and Frame Replacement	60%	May 2016	1. Design Phase 2. Design in Progress	\$ 7,500.00	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 3,750.00
Building C Conference Room Addition	60%	May 2016	1. Design Phase 2. Design in Progress	\$ 9,000.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00
Repair Concrete Floor Mechanical Room	95%	May 2016	1. Design Phase 2. Contract Negotiations	\$ 5,000.00	TBD	TBD	\$ -	TBD
Building B Concrete Floor Repairs	95%	May 2016	1. Design Phase 2. Contract Negotiations	\$ 50,000.00	TBD	TBD	\$ -	TBD

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Building B Flooring Replacement	5%	July 2016	1. Construction Phase 2. Construction in Progress	\$ 44,200.00	\$ 9,192.00	\$ 35,008.00	\$ -	\$ 35,008.00
Technology Campus Total				\$ 2,240,850.00	\$ 494,633.00	\$ 1,691,217.00	\$ 1,642,779.86	\$ 48,437.14
Nursing and Allied Health Campus								
Irrigation System Upgrades	100%	October 2015	1. Construction Phase 2. Construction Complete	\$ 30,000.00	\$ (7,767.00)	\$ 37,767.00	\$ 37,767.00	\$ -
Thermal Plant	10%	June 2016	1. Design Phase 2. Design in Progress	\$ 260,000.00	\$ 53,300.00	\$ 206,700.00	\$ -	\$ 206,700.00
Resurface Parking Lot 2	95%	May 2016	1. Design Phase 2. Design in Progress	\$ 25,000.00	\$ 1,550.00	\$ 23,450.00	\$ -	\$ 23,450.00
Nursing and Allied Health Campus Total				\$ -	\$ 315,000.00	\$ 267,917.00	\$ 37,767.00	\$ 230,150.00
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	0%	June 2016	1. Project Development 2. Work in Progress	\$ 400,000.00	TBD	TBD	\$ -	TBD
Starr County Campus Total				\$ 400,000.00		\$ -	\$ -	\$ -
District Wide								
Building to Building ADA Accessibility Improvements Phase II	85%	June 2016	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ (66,112.03)	\$ 466,112.03	\$ -	\$ 466,112.03
Parking Lot Lighting Upgrades to LED	100%	August 2015	1. Construction Phase 2. Construction Complete	\$ 100,000.00	\$ 49,309.00	\$ 50,691.00	\$ 50,691.00	\$ -
Directional Signage Updates	10%	May 2016	1. Project Development 2. Work in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Outdoor Furniture	100%	January 2016	1. Construction Phase 2. Construction Complete	\$ 25,000.00	TBD	TBD	\$ -	TBD
Air Handler Blower Wheels	90%	June 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 32,640.13	\$ 17,359.87	\$ 12,582.95	\$ 4,776.92
La Joya Monument Sign	90%	May 2016	1. Project Development 2. Work in Progress	\$ 35,000.00	TBD	TBD	\$ -	TBD

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Active Learning Classrooms- Flooring Replacement	95%	June 2016	1. Construction Phase 2. Bidding Complete	\$ 10,000.00	TBD	TBD	\$ -	TBD
District Wide Total				\$ 670,000.00	\$ 15,837.10	\$ 534,162.90	\$ 63,273.95	\$ 470,888.95
Non-Bond Construction Project Total				\$ 5,961,675.00	\$ 951,204.92	\$ 4,067,304.08	\$ 3,283,436.99	\$ 783,867.09
For FY 2015 - 2016, 27 non-bond projects are currently in progress, 12 have been completed and 35 pending start up - 74 Total								

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of May 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 **May 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 May 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 May 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 May 2016
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for May 2016
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for May 2016
- D. Release of Construction Fund Checks for May 2016
- E. Quarterly Investment Report for May 2016
- F. Summary of Revenue for May 2016
- G. Summary of State Appropriations Income for May 2016
- H. Summary of Property Tax Income for May 2016
- I. Summary of Expenditures by Classification for May 2016
- J. Summary of Expenditures by Function for May 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for May 2016
- L. Summary of Grant Revenues and Expenditures, May 2016
- M. Summary of Bid Solicitations
- N. Check Register for May 2016

FINANCIAL REPORTS

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

Chair Appointment of Board Committee Chairs and Committee Members

Policy # 1110: *Board Committees* designates the three (3) committees of the Board:

- Education and Workforce Innovation
- Finance and Human Resources
- Facilities

The Chair may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chair. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*.

A list of the current Committee members and appointed Chairs is included for the Chair's information. The membership and appointment of Committee Chairs is established by action of the Board Chair.

Recommendation:

It is recommended that the Board Chair announce appointments to Committee Chair and Committee Membership for 2016 - 2018.

The following Minute Order is proposed for the Board Chair:

The Board Chair announces appointments to Committee Chair and Committee Membership for 2016 - 2018.

Approval Recommended:

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

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated September 15, 2004 As Amended by Board Minutes Order Dated December 11, 2012	

The Chairman may, from time to time as it deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*. The following committees are designated by the Board:

1. Education and Workforce Development - is responsible for reviewing and evaluating proposals for new academic and workforce programs for submission to the Texas Higher Education Coordinating Board, proposing economic development projects to the Board that will expand the College's capacity and stimulate the community's economic competitiveness. The Committee will recommend initiatives for the College to be on the cutting edge of innovation and will recommend new technologies and strategies to help create the skilled workers demanded by the global economy. Additionally, the Committee will review and develop policies for admissions requirements, academic advising and counseling.

2. Finance and Human Resources - is responsible for reviewing all budgetary and fiscal matters of the College within the applicable state laws and rules and regulations of the Texas Higher Education Coordinating Board. These may include tuition and fee requirements, contracts and grants and bids for the College. The committee will oversee and monitor activities relating to foundations, grants, and endowments in perpetuity. It will ensure that the Board of Trustees is adequately informed about the financial condition and stability of the College. Additionally, the Committee is responsible for reviewing and developing personnel policies and procedures as necessary, including employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation, and employee recognitions.

3. Facilities - is responsible for reviewing the current instructional and recreational use of facilities and for developing plans to meet projected needs. The committee will assist in developing the facilities master plan for the College. The committee will make periodic visits to inspect all facilities utilized by the College and make appropriate recommendations for improvements to the Board of Trustees. It will also review and oversee the construction or expansion of facilities on all campuses and centers.

Additional committees may be created by the Chairman as necessary or desirable. All committees shall consist of a minimum of 3 Trustees. A quorum for action by any committee shall be a majority of the committee. In the event a quorum is not present at a duly called committee meeting, one of the officers of the Board (with preference given to first the Chairman, second the Vice Chairman and third the Secretary) shall be entitled to serve as a committee member with full power to vote and take other action as if the officer was a duly appointed committee member. The officer present at the committee meeting shall serve only so long as a quorum does not exist.



**BOARD OF TRUSTEES
COMMITTEE MEMBERSHIP
2014-2016**

EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE

Mrs. Graciela Farias - Chair
Dr. Alejo Salinas, Jr.
Mr. Gary Gurwitz

FINANCE AND HUMAN RESOURCES COMMITTEE

Dr. Alejo Salinas, Jr. - Chair
Mr. Paul R. Rodriguez
Ms. Rose Benavidez
Mr. Roy de León

FACILITIES COMMITTEE

Mr. Gary Gurwitz - Chairman
All trustees serve as voting members of the Facilities Committee

Membership Established by the Board Chair: 06/26/2014

Discussion and Action as Necessary to Appoint Designated Investment Officer for the Board of Trustees

Mr. Roy de León currently serves as the designated Investment Officer for the Board of Trustees. He has expressed the belief that it is in the best interest of the Board of Trustees that this responsibility be shared amongst the Trustees. As such, he asked the Board to consider taking action to designate a new Investment Officer.

Recommendation:

It is recommended that the Board take action as necessary regarding the designation of a new Investment Officer for the Board of Trustees.

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

The Board takes action as necessary regarding the designation of a new Investment Officer for the Board of Trustees.

Approval Recommended:

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

Update and Action as Necessary Regarding Acquisition of a Property Adjacent to the Mid Valley Campus

The College has been contacted regarding the possibility of acquiring real property adjacent to the Mid Valley Campus.

Dr. Reed will discuss this real property acquisition opportunity and recommended actions as necessary with the Facilities Committee in Executive Session.

Any action must be taken in Open Session.

The Facilities Committee will be asked to recommend Board approval and authorization as necessary regarding the acquisition of the real property adjacent to the Mid Valley Campus, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding the proposed acquisition of a property adjacent to the Mid Valley Campus.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding the proposed acquisition of a property adjacent to the Mid Valley Campus.

Approval Recommended:

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

**Update and Action as Necessary Regarding Cause No. CL-13-0729-F;
Jose Luis Salazar vs. South Texas College**

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

Mr. Garza will provide an update in executive session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College.

Approval Recommended:

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

**Update and Action as Necessary Regarding Cause No. C-8798-14-G;
Randy Jarvis vs. South Texas College**

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

Mr. Garza will provide an update in executive session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College.

Approval Recommended:

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

*Education and Workforce
Development Committee
Minutes
June 14th, 2016*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, June 14, 2016 @ 3:00 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, June 14, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:05 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

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

Members absent: Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Wanda Garza, Dr. David Plummer, Mr. Matthew Hebbard, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, May 10, 2016 Committee Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Minutes for the Education and Workforce Development Committee meeting of Tuesday, May 10, 2016 were approved as written.

**Review and Recommend Action to Delete and Revise Existing Policies
as Related to Dual Credit Enrollment at South Texas College**

The Education and Workforce Development Committee was asked to review the proposed deletion and revisions to existing Board Policy, and to recommend Board approval for action as necessary at the June 28, 2016 Regular Board Meeting.

It was necessary to make extensive changes to the policies related to South Texas College's programs awarding dual credit to high school students. There were a variety of programs affected, including partnerships with local school districts as well as programs for students independently enrolled in dual credit courses at South Texas College.

One major change was the transition of referring to all such programs as "dual credit" instead of the previously used "dual enrollment." This was necessary to be consistent

with language used by the Texas Higher Education Coordinating Board and other rules and regulations.

Furthermore, the College needed to clearly designate that dual credit programs applied to courses that lead toward a certificate or associate degree, only. This excluded adult basic education and continuing and workforce education non-credit courses.

Approval to delete existing policy:

- Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*

Approval to revise existing policies:

- Policy #3230: *Dual Enrollment of High School Students*
- Policy #3232: *Dual Enrollment Student Eligibility Requirements*
- Policy #3234: *Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College Courses Offered At STC Campuses and Facilities*

A. Deletion of Policy

a. Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*

The deletion of Policy #3235 was proposed as part of an effort to restructure the policies regarding dual credit programs overall. Under this proposal, the contents of current policy #3235 would be revised and incorporated into the revisions to Policy #3230: *Dual Enrollment of High School Students*, as discussed below.

Upon Board approval of the proposed incorporation of the two policies, Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts* will no longer be necessary.

Policy #3235 was included in the packet, watermarked as “Delete – Original Policy” for the Committee’s review and consideration.

B. Revision of Policies

a. Policy #3230: *Dual ~~Enrollment of High School Students~~ Credit Programs with Partnering Districts*

The proposed revisions to Policy #3230 included the title change as shown above, and revisions to describe the partnerships between school districts and the College to provide dual credit opportunities to students sponsored by the respective district.

The revised Policy #3230: *Dual Enrollment Programs with Partnering Districts* was proposed for the Committee’s consideration, watermarked as “Proposed.”

b. Policy #3232: ~~Dual Enrollment~~ Credit Student Eligibility Requirements

The proposed changes to Policy #3232 were necessary to clarify the compliance of the dual credit programs with applicable state and federal regulations. This included clarifying that dual credit programs were limited to college credit courses leading to a certificate or associate degree and establishing the prerequisite requirements for students who participate in dual credit programs.

The proposed changes to Policy #3232 included the title change as shown above.

The proposed revisions to Policy #3232: *Dual Credit Student Eligibility Requirements* were included in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

c. Policy #3234: ~~Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College~~ Credit Courses Offered At ~~STC~~ any South Texas College Campuses and Facilities

The proposed changes to Policy #3234 included the title change as shown above

The proposed revisions were necessary to clarify the compliance of the dual credit programs with applicable state and federal regulations.

This included clarifying that high school students who independently enroll in dual credit college credit courses would pay tuition at the "independent course tuition rate" and any applicable fees which would be set each year by the Board of Trustees as part of the tuition and fee schedule.

The current independent course tuition rate for *in-district* dual credit students was \$50.00 per credit hour and applicable fees would not be waived.

The current independent course tuition rate for *out-of-district* and *out-of-state / international* dual credit students was \$78.00 per credit hour and applicable fees would not be waived.

Furthermore, the revisions to Policy #3234 clarified that the adjusted independent course tuition rate and any applicable fees applied to students independently enrolled in college credit courses leading to a certificate or associate degree.

Finally, the revisions to Policy #3234 would clarify the governing rules and regulations to include the Texas Higher Education Coordinating Board specifically, in addition to other state and federal regulations that may apply generally.

The proposed revision to Policy #3234: *Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College Courses Offered at STC Campuses and Facilities* was included in the packet for the Committee's information and review. The change in title and additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

The new and revised policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, and Planning and Development Council (PDC) staff.

It was requested that the Education and Workforce Development Committee recommend for Board approval, at the June 28, 2016 Board meeting, the following:

Deletion:

- Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*; and

Revisions:

- Policy #3230: *Dual ~~Enrollment of High School Students~~ Credit Programs with Partnering Districts*;
- Policy #3232: *Dual Enrollment Credit Student Eligibility Requirements*
- Policy #3234: *Adjusted Tuition Rate and ~~Waiving of all~~ Fees for High School Students Who Independently Enroll in College Credit Courses Offered At ~~STC~~ any South Texas College Campuses and Facilities*

The proposed action, including title changes, and which superseded any previously adopted Board policy was recommended for Committee approval and recommendation to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval of the proposed deletion of Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts* as presented and which supersedes any previously adopted Board policy. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval of the proposed revisions, including the revised title, of Policy #3230: *Dual Credit Programs with Partnering Districts* as presented and which supersedes any previously adopted Board policy. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval of the proposed revisions, including the revised title, of Policy #3232: *Dual Credit Student Eligibility Requirements* as presented and which supersedes any previously adopted Board policy. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval of the proposed revisions, including the revised title, of Policy #3234: *Tuition Rate and Fees for High School Students Who Independently Enroll in College Credit Courses Offered at any South Texas College Campus and Facility* as presented and which supersedes any previously adopted Board policy. The motion carried.

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 3:49 p.m.

I certify that the foregoing are the true and correct Minutes of the June 14, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
June 14th, 2016*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, June 14, 2016 @ 3:45 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, June 14, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:51 p.m. with Mr. Gary Gurwitz presiding.

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

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

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mrs. Wanda Garza, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Matthew Hebbard, Mr. Daniel Montez, Mr. Paul Hernandez, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garcia, Mr. Bill Wilson, Mr. Bill Wilson, Mr. Hector Garcia, Mr. Trey Murray, Mr. Robert Tijerina, Mr. Ramiro Gutierrez, Mr. Isidro Navarro, Mr. Alberto Trevino, Ms. Sarah Bustamante, Mr. Andrew DeMattos, and Mr. Andrew Fish

Approval of Facilities Committee Meeting Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the following Minutes for the Facilities Committee meetings were considered for Committee approval.

1. May 10, 2016 Facilities Committee Meeting
2. May 24, 2016 Facilities Committee Meeting

Dr. Alejo Salinas, Jr. indicated that the May 24, 2016 Facilities Committee Meeting Minutes included a statement that mischaracterized events at that meeting, specifically in the statement:

“During deliberation, Dr. Alejo Salinas, Jr. and Mr. Paul R. Rodriguez argued that the cost for the arched roof-top structure should be saved entirely while other 2013 Bond Construction Program projects were still expected to come in over-budget.”

Rather than an argument, Dr. Salinas asked that the Minutes show this as a discussion, and that the Minutes also should also specifically indicate the value of the savings discussed, which were estimated at \$264,400 at project completion.

Dr. Salinas amended his motion that the Minutes presented for Committee approval be approved contingent upon the correction of the May 24, 2016 Minutes as discussed. Mr. Rodriguez amended his second, and the motion carried.

Introduction of New Director for Facilities Planning and Construction for South Texas College

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, introduced Mr. Ricardo de la Garza, Director of Facilities Planning and Construction.

After two national searches, Mr. Ricardo de la Garza was selected as the Director of Facilities Planning and Construction.

A screening committee consisting of ten members reviewed the applications from a large pool of candidates interested in the position. After careful reviews of the applications and interviews, the committee chose three candidates for on-campus open forum sessions held at all STC campuses. The Search and Screening Committee unanimously agreed that Mr. de la Garza was the best candidate for the position.

Mr. de la Garza previously served as a Senior Project Manager at South Texas College for over twelve years where he supervised project managers and had responsibilities in the areas of master planning, space utilization, project design, capital improvement projects, project budgets, and procurement.

Mr. de la Garza possessed a Bachelor of Environmental Design from Texas A&M University and had over twenty-seven years of experience in the architectural and construction fields. He had work experience in private and state organizations performing project management, project design, drafting, and construction management.

Mr. de la Garza thanked Mrs. Elizondo and the Facilities Committee, and expressed his commitment to continue keeping the needs and best interests of the College at the forefront of his thoughts while leading the Facilities Construction and Planning team.

The Facilities Committee welcomed Mr. Rick de la Garza to his new role as Director of Facilities Planning and Construction.

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.

Review and Recommend Action on Additional Services with Broaddus and Associates for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus

Approval of additional services with Broaddus & Associates for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus will be requested at the June 28, 2016 Board meeting.

Purpose

A traffic impact analysis was needed to determine the vehicular impacts on existing road infrastructure in the vicinity of the Mid Valley Campus and would provide recommendations for improvements.

Justification

On May 16, 2016, the City of Weslaco requested for the College to conduct an updated traffic impact analysis in order to proceed with the permitting process for the 2013 Bond construction projects at the Mid Valley Campus.

Background

In 2003, a Traffic Impact Analysis was conducted at the Mid Valley Campus as part of the 2001 Bond Construction projects. The City of Weslaco requested an updated Traffic Impact Analysis due to the proposed 2013 Bond Construction projects at the Mid Valley Campus. This study would evaluate vehicular impacts on existing road infrastructure as well as ingress and egress locations. Recommendations would also be made for other improvements to enhance traffic safety.

Broaddus and Associates presented a proposal from Aldana Engineering & Traffic Design, LLC, in the amount of \$14,000 to conduct this analysis. Broaddus and Associates did not request additional fees for these services.

Funding Source

Funds were available in the FY 2015 - 2016 Bond Construction Program management fund.

Enclosed Documents

A proposal dated June 14, 2016 from Broaddus and Associates in the amount of \$14,000 was included.

Presenters

Representatives from Broaddus & Associates attended the Facilities Committee meeting to address any questions related to the traffic impact analysis.

Recommended Action

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of additional services with Broaddus & Associates in the amount of \$14,000 for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus as presented. The motion carried.

Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Starr County Campus Projects

Broaddus and Associates attended the meeting to discuss the current status of the design space and program for the 2013 Bond Construction Starr County Campus Projects.

Broaddus and Associates, EGV Architects, Mata+Garcia Architects, and D. Wilson reviewed the current GMP cost estimates and it determined that these costs exceeded the Construction Cost Limitations (CCLs). Project teams continued to address cost issues and planned to present the current status of design space and programs at the June 28, 2016 Facilities Committee meeting.

The Committee indicated their concerns that there had been significant changes to the square footage, design space and programming for the 2013 Bond Construction Program, without Board oversight, and/or without proper explanation to the Board. The Committee clarified their expectations of the Construction Program Manager to provide them with adequate information, including impact on project scope and budget, whenever the Committee or Board is asked to review and approve any course of action related to the 2013 Bond Construction Program.

The Committee asked the project teams about their expected delivery of GMPs for Starr County Campus projects, and Broaddus & Associates stated that they were working to package the projects together to receive beneficial pricing on the smaller projects.

Broaddus & Associates planned to deliver a partial GMP for the Starr County Campus Health Professions and Science Building (*Package 1*) on June 28, 2016.

The balance of the GMP for Starr County Campus Health Professions and Science Building (*Package 2*) would be combined with the GMPs for the Starr County Campus Library, Student Activities Building Expansion, Student Services Building Expansion, and Workforce Training Center Expansion projects, and those would be submitted for Facilities Committee review on August 09, 2016, and for the Board's review and action on August 23, 2016.

With Board approval of the GMP for the Starr County Campus Thermal Plant project expected on June 28, 2016, the only remaining project at that campus would be the Starr County Campus Parking and Site Improvements project, which was scheduled for August 23, 2016, but which Bill Wilson advised may or may not be delayed beyond that date.

Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Thermal Plant

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Thermal Plant will be requested at the June 28, 2016 Board meeting.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to

present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Sigma HN Engineers submitted construction documents with enough information regarding the construction work of the project.

Background

Sigma HN Engineers 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 would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The Engineer provided the necessary construction documents to D. Wilson Construction Company which has provided a GMP in the amount of \$3,911,000.

CCL and GMP

Starr Thermal Plant Current CCL	\$3,800,000
Starr Thermal Plant GMP	3,911,000
Budget Variance	<u>(\$111,000)</u>

Proposed Funding Source

Budget transfer from Pecan Campus Bond Construction Program	
Contingency Funds	<u>\$111,000</u>

Alternate

Alternate #1 Add hydronic site piping to existing buildings and retrofit existing HVAC (not in original scope)	<u>\$788,305</u>
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Proposed Funding Source
 No funding source identified.

Broaddus & Associates stated that the initial GMP was presented at \$4.3M, but through negotiations and value-engineering, the project team was able to bring the GMP down to \$3,911,000 as presented.

Funding Source

The established Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Thermal Plant project was \$3,800,000. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015 - 2016. Program contingency funds in the amount of \$111,000 were recommended to be transferred from the Pecan Campus Bond Construction Program Contingency.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who 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 GMP submitted by D. Wilson Construction Company was enclosed.

Presenters

Representatives from Broaddus & Associates, Sigma HN Engineers, and D. Wilson Construction Company attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$3,911,000 with D. Wilson Construction Company, the funding source for the variance, and the transfer of \$111,000 from the Pecan Campus Bond Construction Program Contingency for the 2013 Bond Construction Starr County Campus Thermal Plant as presented, and with the inclusion of the construction alternate to be paid out of non-bond funds. The motion carried.

Review and Recommend Action on the Balance of the Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation

Approval of the balance of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation will be requested at the June 28, 2016 Board meeting.

Purpose

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

Justification

The submitted GMP was necessary for E-Con (CM@R) to begin with the work to meet their overall construction schedule. EGV Architects submitted construction documents with enough information regarding the construction work of the project.

Background

On March 29, 2016, the Board approved the partial GMP for the Technology Campus Southwest Building Renovation in the amount of \$550,710. The approval of the partial GMP was necessary at that time so that E-Con could begin with the demolition work to meet their overall construction schedule. Since then, E-Con received the necessary construction documents from EGV Architects to develop the balance of the GMP in the amount of \$10,175,481. The total GMP for this project was \$10,726,191 which included the initial partial GMP. Additional funds were available from the buyout savings in the amount of \$107,983 from the partial GMP for the Technology Campus Southwest Building Renovation.

CCL and GMP

Technology Campus Southwest Building Renovation Current CCL	\$12,000,000
Less	
Technology Campus Southwest Building Renovation Partial GMP	550,710
Technology Campus Southwest Building Renovation Balance of GMP	10,175,481
Total GMP	<u>\$10,726,191</u>
 Budget Variance	 <u><u>\$1,273,809</u></u>

Buyout Savings

Technology Campus Southwest Building Renovation Partial GMP	\$550,710
Partial GMP Buyout Amount	442,727
Partial GMP Buyout Savings	<u>107,983</u>

Broaddus & Associates stated that the initial balance of the GMP was presented at \$10.9M, but through negotiations and value-engineering, the project team was able to bring the GMP down to \$10,175,481 as presented.

Funding Source

The established Construction Cost Limitation (CCL) for the 2013 Bond Construction Technology Campus Southwest Building Renovation project was \$12,000,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Funds remaining in Program Contingency in this project were as follows:

• GMP savings amount under the CCL	\$1,273,809
• Buyout savings from the partial GMP	<u>107,983</u>
Total Remaining Program Contingency	<u><u>\$1,381,792</u></u>

Broaddus & Associates recommend the transfer of \$1,329,319 from the remaining funds available in this budget to cover the budget shortfall in the 2013 Bond Construction Technology Campus Parking and Site Improvements project.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who 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 balance of the GMP submitted by E-Con was enclosed.

Presenters

Representatives from Broaddus & Associates, EGV Architects, and E-Con attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Recommended Action

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval of the Balance of the Guaranteed Maximum Price (GMP) in the amount of \$10,175,481 for the 2013 Bond Construction

Technology Campus Southwest Building Renovation. With this approval, the total GMP, including the initial partial GMP for this project, would be \$10,726,191. The motion carried.

Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Parking and Site Improvements

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Parking and Site Improvements will be requested at the June 28, 2016 Board meeting.

Purpose

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

Justification

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

Background

Hinojosa Engineering 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 would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The engineer provided the necessary construction documents to E-Con, who provided a GMP in the amount of \$1,979,319 which included Alternate 1 for the Truck Driving Training Area in the amount of \$417,658 and Alternate 2 for the East Parking Lot in the amount of \$427,342.

CCL and GMP

Parking and Site Improvements Current CCL	\$650,000
Parking and Site Improvements GMP	<u>\$1,134,319</u>
Budget Variance	<u><u>(\$484,319)</u></u>

Proposed Funding Source

Budget Transfer from Technology Campus Building Renovation	<u>\$484,319</u>
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Alternates

Alternate #1 Truck Driving Training Area (not in original scope)	\$417,658
Alternate #2 East Parking Lot	<u>427,342</u>
Total Alternates	<u><u>\$845,000</u></u>

Proposed Funding Source

Budget Transfer from Technology Campus Building Renovation	\$845,000
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During deliberation, Broaddus & Associates indicated that the Truck Driving Training in Alternate #1 currently used another paved area at that campus, and that the existing paved area could be renovated at a significantly lower cost than the Alternate proposed. Dr. Reed confirmed that the existing area also had access to a shipping dock, which allowed students to practice docking maneuvers, and the Truck Driving Training Area in proposed Alternate #1 would not include such a shipping dock.

The project team stated that the parking lot in Alternate #2 would be needed in the near future to accommodate enrollment growth and access to the new building, and the Committee determined that it should be included within the scope of the bond expansion site improvement project.

Funding Source

The established Construction Cost Limitation (CCL) for the 2013 Bond Construction Technology Campus Parking and Site Improvements project was \$650,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Broaddus and Associates recommended the transfer of \$1,329,319 from the Technology Campus Building Renovation project budget to fund the overage for this project. The total remaining Program Contingency budget in the Technology Campus Building Renovation project was \$1,381,792.

With the Committee's recommendation to include Alternate 2 but not Alternate 1, the GMP total would be \$1,561,661, and only \$911,661 was required from the Technology Campus Building Renovation project budget to fund the overage for this project.

Reviewers

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

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the GMP submitted by E-Con was enclosed.

Presenters

Representatives from Broaddus & Associates, Hinojosa Engineering, and E-Con attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Recommended Action

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,561,661 with E-Con which included Alternate 2, and approval to transfer \$911,661 from the 2013 Bond Construction Technology Campus Southwest Building Renovation Program Contingency to the 2013 Bond Construction Technology Campus Parking and Site Improvements project as presented. The motion carried.

Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus North Academic Building

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building will be requested at the June 28, 2016 Board meeting.

Purpose

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

Justification

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. PBK Architects submitted construction documents with enough information regarding the construction work of the project.

Background

PBK Architects 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 would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The Architect provided the necessary construction documents to D. Wilson Construction Company, who provided a GMP in the amount of \$10,951,000.

Project Scope

64,299 SF Current total SF
61,267 SF Original SF
3,032 SF Net Difference

Note: The additional square footage resulted from the addition of student collaborative spaces, all gender restrooms, and widening of hallways.

CCL and GMP

North Academic Building Current CCL	\$10,500,000
North Academic Building GMP	10,951,000
Budget Variance	<u>(\$451,000)</u>

Proposed Funding Source

Utilized Pecan Campus Bond Construction Program Contingency Funds	\$451,000
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Alternate

Alternate #1 Add Curved Roof Structure (not in original scope) No funding source identified.	\$226,000
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Proposed Funding Source
 No funding source identified.

Funding Source

The established Construction Cost Limitation (CCL) for the 2013 Bond Construction Pecan Campus North Academic Building project was \$10,500,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016. Broaddus & Associates recommended the use of program contingency funds in the amount of \$451,000 to cover the budget shortfall.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who 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 GMP submitted by D. Wilson Construction Company was enclosed.

Presenters

Representatives from Broaddus & Associates, PBK Architects, and D. Wilson Construction Company attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Recommended Action

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building in the amount of \$10,951,000 with D. Wilson Construction Company and approval to utilize \$451,000 from Pecan Campus North Academic Building Program Contingency, as presented. No recommendation was made regarding the curved roof top structure. The motion carried.

Review and Recommend Action on Schematic Design for the Non-Bond Nursing and Allied Health Campus Thermal Plant

Approval of schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant will be requested at the June 28, 2016 Board meeting.

Purpose

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

Justification

Once schematic design was approved, Halff Associates would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using the College's design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.)

Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

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

Background

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and College staff to develop plans and elevations. Although this was a non-bond project, Broaddus and Associates agreed to manage the project. As per the Owner/Consultant agreement with Broaddus and Associates, the scope of work can be increased in the aggregate with a not-to-exceed amount of five percent of the total amount of the original bond program with no additional fees paid to the consultant.

This project would be partially funded with bond funds. Bond funds totaling \$548,530 would be used to cover \$368,530 for the chillers and \$180,000 for the thermal energy distribution lines from the new building to the thermal plant. The proposed Non-Bond Nursing and Allied Health Campus Thermal Plant project included the following scope:

- **Engineer**
 - Halff Associates

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

- **Construction Cost Limitation (CCL)**
 - \$3,000,000

- **Program Scope**
 - SQ FT – 3,141
 - One Floor

 - **Chillers and Mechanical Support**
 - Water cooled chillers (2 at 500 tons each)
 - **Office Spaces**
 - Facility Manager
 - Office Pool
 - Inventory/Custodial
 - **Building Support Spaces**
 - Restroom
 - Loading Areas

Funding Source

The established Construction Cost Limitation (CCL) was \$3,000,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the

Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction and Operations and Maintenance Departments.

Enclosed Documents

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

Presenters

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

Recommended Action

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the proposed schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented. The motion carried.

Review and Recommend Action on Schematic Design for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant

Approval of schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project will be requested at the June 28, 2016 Board meeting.

Purpose

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

Justification

Once schematic design was approved, R. Gutierrez Engineering would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

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

Background

As previously authorized by the Board of Trustees, R. Gutierrez began working with Broaddus and Associates, Facilities Planning and Construction, and college staff to develop parking and site plans. Although this was a non-bond project, Broaddus and Associates agreed to manage this project, which would be funded with non-bond funds. As per the Owner/Consultant agreement with Broaddus and Associates, the scope of work could be increased in the aggregate with a not-to-exceed amount of five percent of the total amount of the original bond program with no additional fees paid to the consultant.

The proposed Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant included the following scope:

- **Engineer**
 - R. Gutierrez Engineering

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

- **Construction Cost Limitation (CCL)**
 - \$200,000

- **Program Scope**
 - 2 Parking Spaces
 - Drives, Sidewalks
 - Infrastructure Improvements
 - Grading and Drainage
 - Landscaping and Irrigation
 - Access drive to dumpsters

Funding Source

The established Construction Cost Limitation (CCL) was \$200,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Non-Bond Construction budget for FY 2015 - 2016.

Reviewers

The proposed schematic design was reviewed by Broaddus and Associates and staff from Facilities Planning and Construction and Operations and Maintenance Departments.

Enclosed Documents

R. Gutierrez Engineering developed a schematic presentation describing the proposed design.

Presenters

Representatives from Broaddus and Associates and R. Gutierrez Engineering attended the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

Recommended Action

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the proposed schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II

Approval to contract construction services for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II project will be requested at the June 28, 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.

Justification

The last two portable buildings needed to be relocated to allow for the construction of the 2013 Bond Construction STEM Building and South Academic Building at the Pecan Campus. These portable buildings would be used to accommodate new classes for the fall semester at the Pecan Campus.

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 May 2, 2016. A total of four (4) sets of construction documents were issued to general contractors and sub-contractors, and a total of two (2) proposals were received on May 18, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
May 2, 2016	Solicitation of competitive sealed proposals began.
May 18, 2016	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommended Zitro Electric, LLC as the highest ranked in the amount of \$39,500.

Funding Source

As part of the FY 2015 - 2016 Non-Bond Construction budget, funds in the amount of \$40,000 were available for this project.

Source of Funding	Amount Available	Highest Ranked Proposal Zitro Electric, LLC
Non-Bond Construction	\$40,000	\$39,500

Reviewers

The proposal was reviewed by staff from the Facilities Planning & Construction and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Recommended Action

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract construction services with Zitro Electric, LLC in the amount of \$39,500 for the Non-Bond Pecan Campus Portable Building 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:

- XIII. Review and Recommend Action on Contracting Construction Services for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2**
- XIV. Review and Recommend Action on Annual Facility Usage Agreements**
- XV. Update on Status of Non-Bond Construction Projects**
- XVI. Discussion and Action as Necessary on the Acquisition of Real Property Adjacent to the Mid Valley Campus**

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:48 p.m.

I certify that the foregoing are the true and correct minutes of the June 14, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
June 14th, 2016*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, June 14, 2016
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, June 14, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:55 p.m. with Dr. Alejo Salinas, Jr., Committee Chair, presiding.

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

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Mr. Paul Varville, Mrs. Brenda Jo Balderaz, Ms. Katarina Bugariu, Mr. Cody Gregg, Mr. Jesus Campos, Mr. Khalil Abdullah, and Mr. Andrew Fish

Approval of May 10, 2016 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of May 10, 2016 were approved as written. The motion carried.

Review and Recommend Action on Award of Proposals, Purchases, Renewals, and Interagency Agreement

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, renewals, and interagency agreement as listed below:

A. Awards	C. Non-Instructional Items
B. Instructional Items	D. Technology Items

A. Awards

- 1) **Audio Visual Equipment and Parts – IV (Award):** award the proposal for audio visual equipment and parts – IV to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$29,266.00;
- 2) **Culinary Equipment and Accessories (Award):** award the proposal for culinary equipment and accessories for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at estimated amount of \$12,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **Ace Mart Restaurant Supply, Co.** (San Antonio, TX)
 - **Mission Restaurant Supply** (McAllen, TX) (New)
- 3) **Diploma Covers (Award):** award the proposal for diploma covers to **Jostens** (Minneapolis, MN), for the period beginning July 1, 2016 through June 30, 2017 with two one-year options to renew, at an estimated amount of \$19,950.00 based on the purchase of 5,000 diploma covers annually;
- 4) **Glass Replacement and Installation (Award):** award the proposal for glass replacement and installation to **Luna Glass, LLC.** (McAllen, TX), for the period beginning August 28, 2016 through August 27, 2017 with two one-year options to renew, at an estimated amount of \$20,000.00, which is based on prior year expenditures;
- 5) **Library Discovery System (Award):** award the proposal for the library discovery system to **EBSCO Industries, Inc.** (Ipswich, MA) for the period beginning September 1, 2016 through August 31, 2019 with two one-year options to renew, at a total cost of \$66,923.98. The annual amounts are as follows: Year 1: \$21,439.00; Year 2: \$22,296.56, and Year 3: \$23,188.42.

The three year agreement with two one-year options to renew will provide:

 - stable portal for students and faculty to access online resources;
 - predictable discounted pricing (4% annual increase for years two and three and for optional years four and five instead of a 7% annual increase); and
 - staff time savings from having already configured the existing discovery system;
- 6) **Library Materials Moving Services (Award):** award the proposal for library materials moving services to **Library Design Systems, Inc.** (Houston, TX), for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$107,169.91.

The services will include the following: to remove, pack, move, and shelve in proper order library prints and video collections and, where required, disassemble and move library shelving as directed by the College in connection with:

 - the installation of compact shelving at the Pecan Campus Library;
 - the library bond construction project at the Nursing and Allied Health Campus;
 - the library bond construction project Starr County Campus; and
 - the library bond renovation project at the Mid-Valley Campus;
- 7) **Online Real Estate Courses (Award):** award the proposal for online real estate courses to **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an estimated cost of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry;

- 8) Pecan Campus Building H Audio Visual Upgrades (Award):** award the proposal for the Pecan Campus Building H audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$139,222.00;
- 9) Temporary Personnel Services (Award):** award the proposal for temporary personnel services for a contract period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$350,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

AMP Personnel Services, LLC. (McAllen, TX) (New)	Express Employment Professionals (McAllen, TX)
Extra Extras, Inc. (Weslaco, TX)	Kelly Services, Inc. (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	One Stop Staffing, LLC. (Harlingen, TX)
R & D Contracting, Inc./dba R & D Personnel (McAllen, TX)	Region Staffing (Brownsville, TX) (New)
Spherion Staffing, LLC. (Atlanta, GA)	Texas Staffing Pros, LLC. (McAllen, TX)

- 10) Truck Driver/Bus Driver Training (Award):** award the truck driver/bus driver training to **International Schools** (Dallas, TX), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

B. Instructional Items

- 11) Instructional Lab Equipment - I (Purchase):** purchase instructional lab equipment from **VWR International, LLC.** (Radnor, PA), an E & I Cooperative Services approved vendor, at a total amount of \$19,871.12;
- 12) Instructional Lab Equipment – II (Purchase):** purchase instructional lab equipment – II from **Microlab** (Bozeman, MT), a sole source vendor, at a total amount of \$11,710.00;
- 13) Musical Instruments (Purchase):** purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$17,311.00;
- 14) Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$236,359.00. The vendors are as follows:

a. ABDO Publishing (Minneapolis, MN)	b. Bearport Publishing (New York, NY)
c. Bound to Stay Bound Book, Inc. (Jacksonville, IL)	d. Cavendish Square Publishing (New York, NY)
e. Cengage Learning, Inc. (Farmington Hills, MI)	f. Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
g. Complete Book and Media Supply, LLC. (Cedar Park, TX)	h. CRM Learning, LP. (Valley Center, CA)

i.	Delaney Educational Enterprises (San Diego, CA)	j.	EBSCO Industries, Inc. (Ipswich, MA)
k.	Enslow Publishing, LLC. (New York, NY)	l.	Follett School Solutions, Inc. (McHenry, IL)
m.	Gareth Stevens Publishing (New York, NY)	n.	Grey House Publishing (Amenia, NY)
o.	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)	p.	Ingram Library Services, Inc. (La Vergne, TN)
q.	JOVE (Cambridge, MA)	r.	Latin American Book Source, Inc. (Chula Vista, CA)
s.	Midwest Tape, LLC. (Holland, OH)	t.	Plunkett Research, Ltd. (Houston, TX)
u.	Quality Books, Inc. (Oregon, IL)	v.	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)
w.	Rosen Publishing Group (New York, NY)	x.	Salem Press/Division of Grey House Publishing (Hackensack, NJ)
y.	Scholastic Library Publishing, Inc. (Danbury, CT)	z.	World Book, Inc. (Chicago, IL)
aa.	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)		

15) Science Laboratory Supplies (Renewal): renew the science laboratory supplies contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$250,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Carolina Biological Supply Company (Burlington, NC)	b.	Chemglass Life Sciences (Vineland, NJ)
c.	Flinn Scientific, Inc. (Batavia, IL)	d.	Frey Scientific (Nashua, NH)
e.	Midsci (St. Louis, MO)	f.	Nasco (Fort Atkinson, WI)
g.	PASCO Scientific (Roseville, CA)	h.	Phenix Research Products (Candler, NC)
i.	Thomas Scientific (Swedesboro, NJ)	j.	VWR International, LLC. (Radner, PA)

C. Non – Instructional Items

16) Air Conditioning Equipment and Supplies (Purchase): purchase air conditioning equipment and supplies from **Carrier Corporation** (Richardson, TX/Pharr, TX) and **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX), Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$50,000.00, which based on prior year expenditures;

17) Air Conditioning Filters (Purchase): purchase and installation of air conditioning filters from **J. F. Filtration, Inc./Joe W. Fly Company, Inc.** (Harlingen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period

beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$102,000.00, which based on prior year expenditures;

- 18) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$75,000.00, which is based on prior year expenditures;
- 19) 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) – Managed Contracts approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$49,000.00, which is based on prior year expenditure;
- 20) Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$55,000.00, which is based on prior year expenditures;
- 21) Employee Background Services (Purchase):** purchase employee background services from **Morpho Trust** (Washington, D.C.), a sole source vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$12,000.00, which based on prior year expenditures;
- 22) Food Products (Purchase):** purchase food products from **Labatt Food Services** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$65,000.00, which is based on prior year expenditures;
- 23) Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TPCN), National Joint Powers Alliance (NJPA), State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities approved vendors, at a total amount of \$101,808.89;

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$15,133.44
B	Computer Comforts, Inc. (Kemah, TX)	\$2,658.82
C	ERG International/Gateway Printing and Office, Inc. (Edinburg, TX)	\$1,122.83
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,028.16
E	Herman Miller/Workplace Resources, LLC. (McAllen, TX)	\$15,809.44
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,356.54
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$30,309.03

H	Landscape Forms, Inc. (Kalamazoo, MI)	\$12,985.00
I	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$11,221.51
J	Versteel/Ditto Sales, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$5,184.12
	Total	\$101,808.89

- 24)Parts and Supplies (Purchase):** purchase parts and supplies from **Grainger, Inc.** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$60,000.00, which is based on prior year expenditures;
- 25)Police Equipment (Purchase):** purchase police equipment from **GT Distributions, Inc.** (Austin, TX), a Texas Association of School Boards (TASB) - Buyboard approved vendor, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$40,000.00;
- 26)Portable Communication Radios (Purchase):** purchase portable communication radios from **Motorola Solutions, Inc.** (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total amount of \$157,134.60;
- 27)Rental Equipment (Purchase):** purchase rental equipment from **United Rentals, Inc.** (Temple Terrace, FL/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$38,000.00, which is based on prior year expenditures;
- 28)Vehicle Emergency Equipment (Purchase):** purchase vehicle emergency equipment from **Fleet Safety Equipment, Inc.** (Houston, TX), a Texas Association of School Board – Buyboard approved vendor, at a total amount of \$11,006.86;
- 29)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2016 through August 31, 2017, at no charge to the College. The collection fee shall be charged directly to the students. The vendors are as follows:
- **Primary:** **S & S Recovery, Inc.** (Memphis, TN)
 - **Secondary:** **Williams & Fudge, Inc.** (Rock Hill, SC)
Immediate Credit Recovery, Inc. (Wappingers Falls, NY)
- 30)Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2016 through August 17, 2017, at an estimated amount of \$195,000.00 which is based on prior year expenditures. The vendors are as follows:
- **Primary:** **Gulf Coast Paper, Co.** (Brownsville, TX)
 - **Secondary:** **Rio Paper and Supply, LLC.** (Pharr, TX)
Yanitor Paper and Supplies, LLC. (Pharr, TX)
- 31)Engineering Services – Geotechnical and Material Testing (Renewal):** renew the engineering services – geotechnical and material testing contracts for the 2013 Bond Construction Program for a period beginning April 29, 2016 through April 28, 2017. Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

a.	Pecan Campus	Terracon Consultants, Inc. (Pharr, TX)
b.	Nursing & Allied Health Campus and Technology Campus	Millennium Engineering Group, Inc. (Edinburg, TX)
c.	Mid Valley Campus and Regional Center for Public Safety Excellence	Raba Kistner Consultants, Inc. (McAllen, TX)
d.	Starr County Campus and La Joya Teaching Site	Raba Kistner Consultants, Inc. (McAllen, TX)

- 32) Institutional Membership (Renewal):** renew the institutional membership with **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** (Decatur, GA), a sole source vendor, for the period beginning July 1, 2016 through June 30, 2017, at a total amount of \$11,909.00;
- 33) Mail Services (Renewal):** renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$75,000.00, which is based on prior year expenditures;
- 34) Pest Control Services (Renewal):** renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$11,563.20;
- 35) Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2016 through July 31, 2017, at an estimated cost of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:
- a. **A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
 - b. **McAllen Foreign Trade Zone** (McAllen, TX)
 - c. **The Attic Corporation, General Partner** (McAllen, TX)
- 36) Staff Uniforms and Services (Rental/Renewal):** rental/renewal of staff uniforms and services contract with **Unifirst Corporation** (San Antonio, TX/McAllen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning July 1, 2016 through June 30, 2017, at an annual estimated amount of \$28,500.00;

D. Technology

- 37) Citation Writers and Printers (Purchase):** purchase citation writers and printers from **Cardinal Tracking, Inc.** (Lewisville, TX), a sole source vendor, at a total amount of \$29,638.00;
- 38) Computers, Laptops, Tablets, and Printers (Purchase):** purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CDW Government** (Vernon Hills, IL), in the total amount of \$185,402.33;
- 39) Consultant Services (Purchase):** purchase consultant services from **Texas A & M University – Corpus Christi** (Corpus Christi, TX) on behalf of the **Texas Connection Consortium and Ellucian Company, LP.**, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$24,684.00;
- 40) Distance Education Online Course Licenses (Purchase/Renewal):** purchase and renew distance education online course licenses from **Respondous, Inc.**

(Redmond, WA), a sole source vendor, for the period of August 1, 2016 through July 31, 2017, at a total amount of \$11,190.00;

- 41) Grant Contract Management License Agreement (Purchase):** purchase grant contract management license agreement from **eCivis, Inc.** (Pasadena, CA) (New), a sole source vendor, for a period beginning July 1, 2016 through June 30, 2019, at a total amount of \$50,715.00. The annual amounts are as follows: Year 1: \$24,905.00 which includes a one-time set up fee and a migration fee, Year 2: \$12,905.00, and Year 3: \$12,905.00;
- 42) Interactive Learning System (Purchase):** purchase an interactive learning system from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of \$48,810.63;
- 43) Network Cabling Services (Purchase):** purchase network cabling services from **BridgeNet Communications, LLC.** (Donna, TX), a board approved vendor, for a period beginning June 29, 2016 through August 31, 2016, at a total cost of \$30,322.00;
- 44) Network Servers (Purchase):** purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$121,583.84;
- 45) Network Switches and Modules (Purchase):** purchase network switches and modules from **Insight Public Sector** (Tempe, AZ) (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$130,146.60;
- 46) Software Licenses (Purchase):** purchase software license from **SHI Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,562.00;
- 47) Technical Consulting Services (Purchase):** purchase technical consulting services from **Weaver Technologies** (Fredericksburg, TX) (New), an approved vendor from The Interlocal Purchasing System (TIPS), at a total amount of \$21,000.00;
- 48) Terminals, Server, Installation, and Configuration Services (Purchase):** purchase terminals, server, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$81,486.72;
- 49) Virtual Desktop Licenses (Purchase):** purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$15,389.61;
- 50) Web Security Services (Purchase):** purchase web security services from **M&S Technologies** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$47,871.00;
- 51) Library Integrated/Automation System Maintenance Agreement (Renewal):** Renew the library integrated/automation system maintenance agreement with **Sirsi Corporation/dba SirsiDynix**, a sole source vendor, for the period beginning September 1, 2016 through August 31, 2023. The first year annual amount is \$31,429.58 with a 0% escalation in the 2nd year for the software and a 1.9% annual price increase cap in years 3 through 7. The total seven year maintenance agreement is \$232,213.71, which is an approximately \$24,381.98 in savings over the next seven years;
- 52) Maintenance Management System Agreement (Renewal):** renew the maintenance management system agreement with **SchoolDude.com** (Cary, NS), a

National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$24,000.00, which is based on prior year expenditures;

53) Oracle Golden Gate License Support Services Agreement (Renewal): renew the Oracle golden gate license support services agreement with **Oracle America, Inc.** (Dallas, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 12, 2016 through June 11, 2017, at a total amount of \$38,451.07;

54) Training Subscription (Renewal): renew the training subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning August 1, 2016 through July 31, 2017, at a total amount of \$11,395.00;

55) Information Security and Risk Assessment Services (Interagency Agreement): enter into an interagency cooperation contract with the State of Texas Department of Information Resources (DIR) (Austin, TX) for an information security and risk assessment services for the period beginning June 29, 2016 through completion of the services. There is no cost to South Texas College as DIR provides this assessment at no charge to the institution.

The total for all proposal awards, purchases, renewals, and interagency agreement was \$3,633,567.07.

The motion carried.

Review and Recommend Action to Revise Policy #4922: Separation of Employment and Re-Employment

Approval to revise Policy #4922: Separation of Employment and Re-Employment will be requested at the June 28, 2016 Board meeting.

Purpose – The proposed policy revisions update the current policy, which had not been revised by the Board since 2014.

Justification – The request for the revision to the policy is necessary for the following reasons:

- To revise the policy to clarify calendar days are expected as required notice for each employee classification listed;
- To clarify the required adequate notice does not include vacation days or non-working days on approved College calendar for classification; and
- To stipulate that all return-to-work retirees (TRS and ORP) would be subject to a 30 day break in service before re-employment to maintain fairness and equity in hiring process.

Background – Policy #4922: Separation of Employment and Re-Employment was approved by the Board of Trustees on November 9, 1995, and was amended in 1997, 2001, and 2014.

The table below summarizes the notice requirements per the policy:

Employee Classification	Separation	Required Notice	Request Release Due to Extenuating Circumstance
Executive/ Administrative	Letter of Appointment	45 Days* Before Last Effective Date of Letter of Appointment	Yes
Faculty	Letter of Appointment	45 Days Before First Day of Instruction of the Following Academic Year	Yes
Professional/ Technical Support	At-Will	30 Calendar Days * Reduced Notice of 15 Calendar Days with Supervisor/ Financial Manager Approval	No
Classified	At-Will	10 Calendar Days *	No
Part-Time	At-Will	5 Calendar Days	No
Retiree	Depends on Employee Class	45 Calendar Days *	No

* Not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar

Reviewers - The revised policy as reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College's Legal Counsel.

Enclosed Documents - The revised policy was included in the packet for the Committee's review and information.

The additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of Policy #4922: Separation of Employment and Re-Employment as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on Revised Tuition and Fees Schedules for FY 2016 - 2017

- A. Student Tuition and Fees**
- B. Dual Credit Tuition and Fees**
- C. Employee Fees**
- D. Other (Non-Student/Non-Employee) Fees**

Approval of revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) will be requested at the June 28, 2016 Board meeting.

The recommended changes from FY 2016 - 2017 were as follows:

a. Student Tuition and Fees

- Increase Non-Resident Tuition as follows:

Non-Resident Tuition – Out of State/International:					
•	Out of State/ International 1 credit hour	From	\$200.00	To	\$225.00
•	Out of State/ International 2 credit hours	From	\$100.00	To	\$225.00
•	Out of State/ International 3 credit hours	From	\$100.00	To	\$213.00
•	Out of State/ International 4-5 credit hours	From	\$100.00	To	\$203.00
•	Out of State/ International 6-8 credit hours	From	\$100.00	To	\$198.00
•	Out of State/ International 9-11 credit hours	From	\$100.00	To	\$193.00
•	Out of State/ International 12-21 credit hours	From	\$100.00	To	\$192.00

- Workforce/Continuing Education Tuition and Fees:
 - ⇒ Revise the wording on Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition to **include zero tuition**
 - 6.00 or variable tuition **including zero tuition**
 - ⇒ On the Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events
 - change from Recovery of costs and processing fees to be negotiated to **Negotiated recovery of costs and processing fees including exemption of both**
- Independent Dual Credit Tuition and Fees:
 - ⇒ Revised the wording on
 - In-district dual credit students attending independent of their school district's participation will be charged \$50.00 per credit hour and **fees will not be waived**
 - Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged \$78.00 per credit hour and fees **will not be waived**
- Course Fees:
 - ⇒ Course Repeat Fee per credit hour
 - Revised the wording on the Third or more attempts (**Excludes** Developmental)
 - Added Enrollment In Developmental Studies Courses (>27 credit hours) at \$125.00

- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

b. Dual Credit Tuition and Fees:

- A new tuition and fees schedule for dual credit students sponsored by partnering school districts was created and included in the packet.

c. Employee Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

d. Other (Non-Student/Non-Employee) Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

Reviewers - The revised Tuition and Fees Schedules for FY 2016 – 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2016 - 2017 were provided in the packet for the Committee's information and review. The revisions were highlighted in yellow.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented. The motion carried.

Review and Recommend Action as Necessary to Renew the Bank Depository Services Agreement

Approval to renew the bank depository services agreement with BBVA Compass Bank (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2018 will be requested at the June 28, 2016 Board meeting.

Purpose – The Business Office requested renewal of the bank depository services agreement with BBVA Compass Bank.

Justification – BBVA Compass offered the College banking services which included, but was not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay.

Background – The agreement for bank depository services was awarded to BBVA Compass Bank at the July 29, 2014 Board meeting for a two (2) year period beginning September 1, 2014 through August 31, 2016, with the option to renew for two (2) additional two (2) year periods. BBVA Compass increased the interest rate on interest bearing accounts from 15 basis points per annum in the original contract to 25 basis points per annum in the renewal contract.

The first renewal period would begin September 1, 2016 and would end August 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 - 8/31/16	2 – two year options
1 st Renewal	6/28/16		9/1/16 – 8/31/18

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

Reviewers – The Depository Contract was previously reviewed by Valley View Consulting, LLC (Investment Advisor) and South Texas College’s legal counsel. No changes were presented.

Enclosed Documents – A copy of the Depository Contract 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 June 14, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2016 through August 31, 2018, as presented. The motion carried.

Review and Recommend Action on Proposed Purchasing Dollar Threshold Levels for Purchase of Goods or Services

Approval of the proposed purchasing dollar threshold levels for purchase of goods or services will be requested at the June 28, 2016 Board of Trustees meeting.

Section 44.031 of the Texas Education Code, Purchasing; Contracts, generally states the following:

*“contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at **\$50,000** or more in the aggregate for each 12-month period shall be made by a specific type of method, such as.....**request for proposals or request for qualifications**”*

The Board of Trustees previously approved, through Board Policy #5210, *Purchasing*, the purchasing dollar thresholds at three different levels and each level required a specific type of purchasing method, such as one or three written quotes or request for proposal or request for qualifications.

Administration proposed that the Board consider increasing the purchasing dollar thresholds for each level while maintaining compliance with the Texas Education Code requirements.

Benefits

The benefits associated with the requested adjustments to the purchasing dollar threshold levels would be as follows:

- expedite delivery after purchase by reducing the time frame presently experienced in receiving an item or service once ordered;
- increase productivity College-wide by reducing administrative costs and time associated with solicitation, preparation, advertising, and evaluation committee staff time;
- meet the procurements needs of students, faculty, and staff considering the increased volume of purchases over the past 22 ½ years;
- reduce the number of vendors required to complete Form 1295 and expedite those purchases. Presently an average of 20 vendors are required to complete Form 1295 (The Texas Ethics Commission requires all vendors awarded contracts by the Board of Trustees to complete a 1295 form prior to receiving the contract.); and
- meet the expenditure timeframe as prescribed by Grantor.

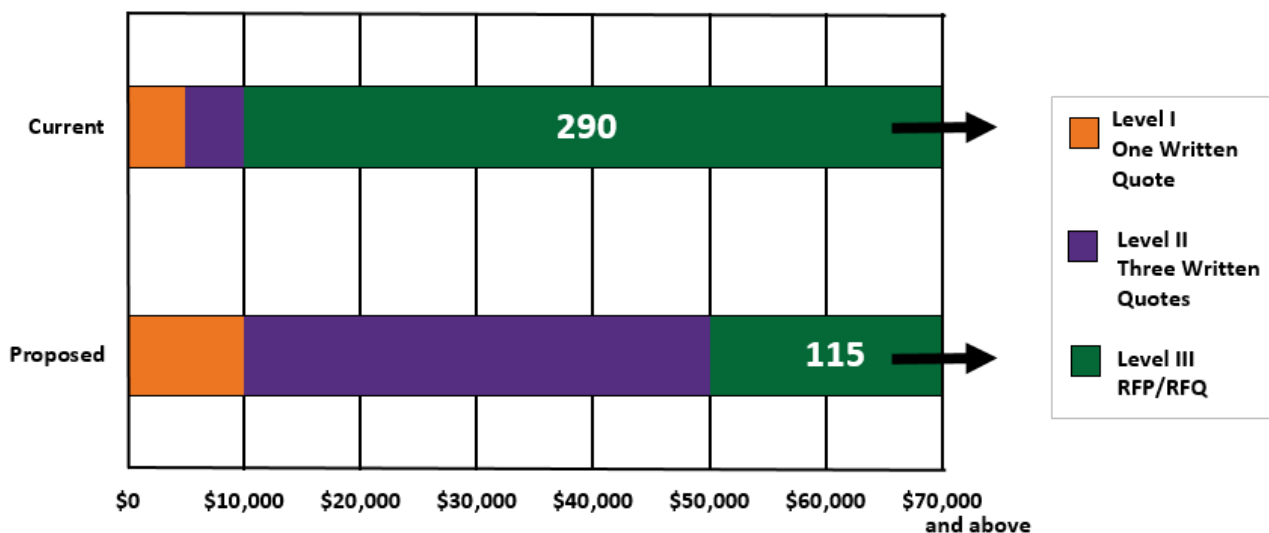
Current and Proposed Purchase Dollar Threshold Levels and State Requirement

The then-current board approved purchasing dollar threshold levels, the proposed purchasing dollar threshold levels, and the state requirement were as follows:

Level	Requirements	Current STC Amount	Proposed	State Requirement
Level I	One Written Quote	\$0-\$4,999	\$0-\$9,999	N/A
Level II	Three Written Quotes or One Purchasing Cooperative Quote	\$5,000 - \$9,999	\$10,000 - \$49,999	N/A
Level III	RFP, RFQ or One Purchasing Cooperative Quote	\$10,000 and Above	\$50,000 and Above	\$50,000

By increasing the Level III threshold from \$10,000 and above to \$50,000 and above, the total number of purchases requiring an RFP/RFQ would be reduced by approximately 60%. Using FY 2014 - 2015 as an example, the number of purchases in this level would decrease from 290 purchases to 115 purchases, or a reduction of 175 purchases, as reflected below:

Current and Proposed Purchasing Dollar Threshold Levels



Level III RFP/RFQ Time Frame

Although the proposed adjustments in each level would have a positive impact in purchasing operations, the greatest impact would be the change in Level III because of the time frame required to issue an RFP/RFQ.

The total time frame for a purchase requiring an RFP/RFQ is approximately 20 weeks or 5 months. The time frame of a purchase not requiring an RFP/RFQ is approximately 11 weeks or 3 months. A difference of 9 weeks or over 2 months is noted. These time frames include approximately 8 weeks of delivery time as reflected below:

Level III RFP/RFQ Time Frame

Level III RFP/RFQ Time Frame		
Week #	RFP/RFQ Required Time Frame	No RFP/RFQ Required Time Frame
Week 1	Bid process begins. Information is gathered and specifications are developed.	Information is gathered, quote is prepared and sent to the vendor.
Week 2		Response(s) are received.
Week 3	Advertise bid for a minimum of 2 weeks (Education Code 44.031)	The quote is reviewed with the end user. A purchase order is prepared, signed, and sent to the vendor.
Week 4		Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.
Week 5	Response(s) are received and evaluated.	
Week 6	Recommendation is submitted and pending Board Committee review.	
Week 7		
Week 8		
Week 9	Recommendation is pending Board approval .	
Week 10		
Week 11	If recommendation is approved by the Board, a 1295 form is requested from awarded/approved vendor. The purchase order(s) are processed, signed, and sent to vendor.	
Week 12		
Week 13	Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.	
Week 14		
Week 15		
Week 16		
Week 17		
Week 18		
Week 19		
Week 20		

Internal Controls

Strong internal controls were developed and were in place for the purchasing, receiving, and accounts payable functions. Although the proposed adjustment to the purchasing dollar threshold would reduce the number of purchases that would require Board Committee review and Board approval, other internal controls would continue to be practiced including audits of these functions by the internal auditor, external financial

auditor, and other external auditors. Internal controls were documented, monitored and communicated consistently to all the parties involved.

Other Community Colleges Purchasing Thresholds

A Texas Community College survey was conducted of the Level III purchasing dollar thresholds by the Director of Purchasing for Collin College. Twenty seven (27) responses were received, including South Texas College, and the results were as follows:

Survey of Texas Community Colleges (27 Responses)	
Number of Community Colleges	Purchasing Dollar Thresholds for Level III
6	\$100,000
19	\$50,000
1	\$25,000
1	\$10,000

In addition, a comparison between the top ten largest community colleges in Texas, including South Texas College, revealed the following.

Survey of Top Ten Largest Texas Community Colleges	
Number of Community Colleges	Purchasing Dollar Threshold for Level III
5	\$100,000
3	\$50,000
1	\$25,000
1	\$10,000

Internal Auditor Review

The proposed purchasing dollar thresholds were reviewed by the College’s Internal Auditor who indicated that the proposed thresholds were in compliance with state requirements for purchasing and that the adjustments would result in a more efficient process.

The Internal Auditor reviewed the survey of the purchasing dollar thresholds mentioned above and supported the proposed change without reservation.

Monthly Reporting

The Purchasing Department would prepare and provide a monthly board report of all purchases completed between \$10,000 and \$49,999, which would no longer require Board approval.

Dr. Reed asked when any changes would be made effective, and Mrs. Elizondo responded that the changes could be effective upon Board approval, and the Purchasing Department would begin following the new thresholds as soon as the Board authorized it. The

Committee recommended that the motion presented for Board approval specifically authorize immediate implementation of procurements following the newly approved thresholds.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, that the Finance and Human Resources Committee recommended Board approval of the proposed purchasing dollar threshold levels for purchase of goods or services as proposed. The motion carried.

Review and Discussion of Report of Agencies, Higher Education Institutions, and Community Colleges Compliance with Public Investment Reporting Requirements, SAO Report No. 16-027

A report on the College's compliance with Public Investment Reporting Requirements with the State Auditor's Office was presented.

Purpose – The State Auditor's Office reviews and ensures compliance by institutions of higher education with the investment reporting requirements in the General Appropriations Act (83rd Legislature), Article III, Rider 5-Investment Reports. The State Auditor's Office provides a summary report on compliance with investment reporting requirements to all state agencies, higher education institutions, and community colleges. In Fiscal Year 2014 – 2015, the College fully complied with higher education investment reporting requirements in Rider 5, page III-241, General Appropriations Act (83rd Legislature) and as prescribed by the State Auditor's Office.

Justification – Compliance with statutes and investment reporting requirements provides the Legislature, the College's Board of Trustees and the public with assurance that the College is managing and disclosing investments appropriately by providing transparency to stakeholders.

Background – In accordance with the General Appropriations Act, each institution is required to submit an Annual Tracking Report for Investment Reporting, an Annual Investment Report (Including Deposits), and responses to three investment-related questions by December 31st of each year. The three questions are:

- does the institution employ outside investment advisors or managers and, if so, who are they (provide individual or firm name and address) and do the outside investment advisors or managers have the authority to make investment decisions without obtaining prior approval,
- does the institution use soft dollar, directed brokerage or directed commission, commission recapture, or similar arrangements, and
- is the institution associated with an independent endowment or foundation.

In addition, each institution must post the Annual Investment Report (Including Deposits), responses to the three investment-related questions, quarterly investment reports, and the current investment policy on their website by December 31st of each year.

On May 9, 2016, the State Auditor’s Office notified the College of compliance with the investment reporting requirements for the Fiscal Year 2014 - 2015.

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

No action was required from the Committee. This item as presented for information and feedback to staff.

**Discussion and Action as Necessary on Proposed Budget
 Amendment for FY 2015 - 2016**

Approval of a proposed budget amendment for FY 2015 – 2016 will be requested at the June 28, 2016 Board Meeting.

The budget amendment was needed for the following two reasons:

1. Unrestricted Revenue and Expenditures Adjustment Due to Level of Traditional Student Tuition and Fees

	Increase/(Decrease)
Revenues	
Tuition	(\$379,318)
Fees	(715,138)
Total Revenue Reduction	(1,094,456)
Expenditures	
Salaries	(383,060)
Operating	(656,674)
Travel	(54,722)
Total Expenditures Reduction	(\$1,094,456)

- Student Tuition and Fee Revenue Budget Reduction
 - ⇒ The student tuition revenue budget will be reduced by \$379,318, from \$31,960,703 to \$31,581,385. The student fees revenue budget will be reduced by \$715,138, from \$26,274,482 to \$25,559,344. This is a total reduction of \$1,094,456 in student tuition and fees revenue. The reduction in tuition and fee revenue is necessary because the average traditional student semester credit hours in the Fall of 2015 and Spring of 2016 semesters was lower than the average traditional student semester credit hours used for budgeting purposes. The average semester credit hours average used for budgeting purposes, based on historical trends, was 10.04, however the FY 2015 – 2016 average semester credit hours per student decreased to 9.80. As a result, revenue per student decreased. The average semester credit hours had been above 9.80 in the last five (5) years.

- Salary Expense Budget Reduction
 ⇒ The salary expense budget will be decreased by \$383,060, from \$85,239,693 to \$84,856,633.

- Operating Budget Reduction
 ⇒ The operating expense budget will be decreased by \$656,674, from \$31,995,989 to \$31,339,315.

- Travel Budget Reduction
 ⇒ The travel expense budget will be decreased by \$54,722, from \$1,968,296 to \$1,913,574.

2. Transfer of Unrestricted Fund Balance to Plant Funds

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

- The Unrestricted Fund Balance Allocations will be increased by \$3,500,000 to fund the transfers to the Plant Funds.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$2,500,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$1,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Amended Budget Revenue and Expenditures/Transfers/Reserves and Fund Balances

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2015 - 2016 would increase as follows:

Fiscal Year 2015 - 2016 Budgeted Revenues and Expenditures /Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$163,175,686	\$2,405,544	\$165,581,230
Unexpended Construction Plant Fund	B	\$110,915,839	\$2,500,000	\$113,415,839
Renewals and Replacements Plant Fund	C	\$4,641,250	\$1,000,000	\$5,641,250

After the transfer of \$3,500,000, the Unrestricted Undesignated Fund Balance at September 1, 2015 in the amount of \$71,932,033 would be reduced to \$68,432,033. This amount was sufficient to fund approximately 5 months of operating expenditures.

The fund balances at September 1, 2015 for these three funds, and after the proposed amendments, were as follows:

Fund Balances at September 1, 2015

Fund	Fund Balance at September 1, 2015	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	\$71,932,033	(\$3,500,000)	\$68,432,033
Unexpended Construction Plant Fund	\$24,723,984	\$2,500,000	\$27,223,984
Renewals and Replacements Plant Fund	\$21,175,171	\$1,000,000	\$22,175,171

The fund balance for these funds will be adjusted by FY 2015 - 2016 activity. The budget amendment was provided in the packet for the members' information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2015 - 2016, as presented.

Review and Recommend Action on Unrestricted Fund Balance Designations as of August 31, 2016

Approval of the Unrestricted Fund Balance Designations as of August 31, 2016 will be requested at the June 28, 2016 Board Meeting.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2015, the Board designated a total of \$28,500,000, as reflected in the table below. The total designation of \$28,500,000 included 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding, 2) a \$11,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system, 3) a \$4,000,000 designation for the deferred maintenance of facilities, 4) a \$3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and 5) \$2,000,000 for furniture replacements.

Management proposed an additional Unrestricted Fund Balance designation in the total amount of \$2,000,000 in Fiscal Year 2015 - 2016 for ERP infrastructure maintenance and renewal. Including the proposed additional fund balance designations for fiscal year 2015 - 2016, the total designation as of August 31, 2016 would be \$30,500,000, as follows.

Summary of Fund Balance Designations

Fund Balance Designations Per Category	FY 2015	FY 2016
Health Insurance Premiums	\$7,500,000	\$7,500,000
ERP Infrastructure Maintenance and Renewal	11,500,000	13,500,000
Facilities Deferred Maintenance	4,000,000	4,000,000
Business Continuity and Disaster Plan	3,500,000	3,500,000
Furniture Replacement	2,000,000	2,000,000
Total Fund Balance Designation as of August 31	\$28,500,000	\$30,500,000

Including the transfers of \$3,500,000 to the Plant Funds, per the proposed budget amendment, and the additional designation, the Unrestricted Fund Balance at September 1, 2015 would be adjusted as follows:

Unrestricted Fund Balance

	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2015	\$71,932,033	\$28,500,000	\$100,432,033
Less: Proposed Plant Funds Transfer	(3,500,000)	--	(3,500,000)
Proposed Amended Fund Balance	68,432,033	28,500,000	96,932,033
FY 2015 – 2016 Additional Designation	(2,000,000)	2,000,000	--
Adjusted Fund Balance	\$66,432,033	\$30,500,000	\$96,932,033

The total Unrestricted Undesignated Fund Balance of \$66,432,033 represented approximately four and one half (4½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances did not include the FY 2015 - 2016 activity.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2016 in the amount of \$2,000,000 as presented. The motion carried.

**Review and Recommend Action on Proposed Employee Salary Pay Plans
 for FY 2016 - 2017**

Approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017 will be requested at the June 28, 2016 Board meeting.

Purpose - The Proposed Employee Salary Pay Plans for FY 2016 - 2017 for all employee groups was presented for the Committee's review and consideration. The Employee Salary Pay Plans includes the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2016-2017.

Background – The FY 2016 - 2017 pay plan compensation structure continued as per Evergreen Solutions' recommendations after the full compensation study conducted in FY 2013 - 2014 which recommended a more consistent compensation structure that improved consistency and a uniformity of spread within each pay grade range. Range spreads were a measure of a pay range's width, calculated as the percent increase from the minimum salary to the maximum salary of the range. Upon completion of the compensation study, the minimum of the adopted pay plan was set to 7.3% above the minimum starting salary for the classified range of the prior pay plan to match market conditions.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in May 2016.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan was included under separate cover. Staff was still in the process of proofing the document. There may be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017, as presented. The motion carried.

Review and Recommend Action on Proposed Staffing Plan for FY 2016 - 2017

Approval of the Proposed Staffing Plan for FY 2016 - 2017 will be requested at the June 28, 2016 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2016 – 2017 for all employee groups was presented for the Committee's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also included title changes for some positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in May 2016.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2016 - 2017.

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

Funding Source – The organization funding each position was listed on the Staffing Plan and was subject to Board approval of the FY 2016 - 2017 Budget.

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

Enclosed Documents - A copy of the FY 2016 - 2017 Staffing Plan was included under separate cover. Staff is still in the process of proofing the document. There could be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2016 - 2017, as presented. The motion carried.

Review and Discussion of Proposed Budget for FY 2016 - 2017

The packet included the Proposed Budget for FY 2016 - 2017 for the Committee's information and review.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed the proposed budget for FY 2016 - 2017 with the Committee.

The revenues and expenditures for FY 2016 - 2017 were based on the following:

Revenues:

- State appropriation revenue was projected to remain at the FY 2015 - 2016 level since FY 2016 - 2017 as the second year of the biennium. An increase was projected in other state revenues consisting of TRS, ORP, and medical insurance for FY 2016 - 2017, in the amount of \$217,889. The state appropriation amount was based on the allocations in HB1 and the other state revenue was based on state allocation schedules.

- Tuition for FY 2016 - 2017 was based on projected enrollment of 19,755 traditional students, a 2% increase from Fall 2015, and 16,796 dual enrollment tuition free students for Fall 2016. The projections indicated an increase in tuition of approximately \$482,054 in FY 2016 - 2017 and included the Board approved increases to the Biology and Chemistry differential tuition rates of \$5 per semester credit hour.
- Fees for FY 2016 - 2017 were based on the same enrollment projections as tuition. The projections included the Board approved increase of \$50 per student and course for the Dual Credit Late Processing Fee, the increase of \$10 per student for the Registration Fee, the increase of \$10 per student for the Registration Fee After Deadline, the increase of \$2 per semester credit hour for the Information Technology Fee, the increase of \$1 per semester credit hour for the Learning Support Fee, the increase of \$5 for the Installment Plan Fee, the increase of \$5 for the Installment Plan Late Payment Fee, and the \$5 increase for the Emergency Loan Late Payment Fee. The projections indicated an increase in fees of approximately \$1,564,386 in FY 2016 - 2017.
- Other revenue was expected to increase \$1,035,033 in FY 2016 - 2017. The projected increase was mainly due to the increased revenue from dual enrollment cost reimbursements and interest revenue.
- Tax revenue for FY 2016 - 2017 was expected to increase \$940,961, based on historical trends. Of the total increase in tax revenue, approximately \$200,000 was due to the increase of 3 cents in the tax rate related to the 2013 Bond Program.
- Carryover Allocations was projected to increase \$12,061,591 in FY 2016 - 2017. The increase mainly resulted from the decrease of \$2,000,000 in the transfer to the Unexpended Plant Fund, the increase of \$1,886,634 in the Capital Carryover, and the increase of \$12,289,956 funded from FY 2014 - 2015 and FY 2015 - 2016 M&O tax revenue which would be used for Bond 2013 construction related furniture and equipment.

Expenditures:

- The Salary expenditures budget was proposed to increase \$7,775,571 in FY 2016 - 2017 mainly due to the following:

Addition of new faculty positions approved by the Board of Trustees at the November 24, 2015 Board Meeting	\$550,000
Proposed salary adjustments for faculty and staff approved by the Board of Trustees at the May 21, 2016 Board Meeting	1,446,408
New proposed non faculty positions approved by the Board of Trustees at the May 21, 2016 Board Meeting	234,000
Full funding of previously partially funded positions	1,732,835
Adjunct Pool Salary Increase approved by the Board of Trustees at the January 22, 2016 Board Meeting	1,174,339

Salary Adjustments/Reclassifications and Pool Adjustments approved by the Board of Trustees at the May 21, 2016 Board Meeting	152,548
Bond-New Positions approved by the Board of Trustees at the May 21, 2016 Board Meeting	2,399,100
Bond-Salary Adjustments/Reclassifications approved by the Board of Trustees at the May 21, 2016 Board Meeting	86,341
Total	\$7,775,571

- The Benefits expenditures budget for FY 2016 - 2017 was proposed to increase by \$1,434,332.
- The Operating expenditures budget for FY 2016 - 2017 was proposed to increase by \$6,267,489.
 - ⇒ The operating budget was proposed to decrease by \$963,462 based on the needs of the College's departments.
 - ⇒ In addition, the operating budget was proposed to increase by \$7,230,951 for furniture and equipment for the new bond buildings to be funded from the M&O tax bond revenue. The M&O tax bond revenue from prior fiscal years would fund \$1,876,151 and the M&O tax bond revenue from FY 2016 - 2017 would fund \$5,354,800 of the total bond construction related operating furniture and equipment.
- The Travel expenditures budget for FY 2016 - 2017 was proposed to increase by \$127,827. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2016 - 2017 was proposed to increase by \$7,607,517.
 - ⇒ The capital budget was proposed to increase by \$672,361 based on the needs of the College's departments.
 - ⇒ In addition, the capital budget was proposed to increase by \$6,935,156 for equipment for the new bond buildings to be funded from the FY 2016 – 2017 M&O tax bond revenue.
- The Transfers and Contingencies budget for FY 2016 - 2017 was proposed to decrease by \$6,910,822. The decrease was primarily due to the decrease of \$4,907,222 to the M&O Tax Bond Program Reserve because a portion of the M&O tax revenue generated in FY 2016 - 2017 would be used to fund salaries, benefits, operating, and capital expenditures. The transfer to the Unexpended Plant Fund decreased by \$2,000,000 and the MTR Bond Series 2007 debt service was projected to decrease by \$3,600 in FY 2016 - 2017. This debt service was paid from maintenance and operations taxes.

Financial managers submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures were included in the Proposed Budget for FY 2016 - 2017.

The Summary of Projected Revenues and Expenditures and the Proposed Budget PowerPoint presentation were provided in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2016 - 2017 were included under separate cover. Additional changes could be required to the budget revenue and expenditure projections prior to final presentation to the Board.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Proposed Budget for FY 2016 - 2017.

The Proposed Budget for Fiscal Year 2016 - 2017 was presented for information and review by the Committee. No action was required from the Committee.

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 June 9, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, would be available to respond to questions from the Committee.

The presentation of the data was modified to help communication with Board members and other individuals.

1) Vacancies at Beginning of Fiscal Year 2015 - 2016 **(EXHIBIT A - VACANT POSITIONS – NEW)** **(EXHIBIT B - VACANT POSITIONS - CONTINUING)**

- 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.

2) Positions Filled during Fiscal Year 2015 - 2016 **(EXHIBIT C - HIRED)**

- One hundred thirty one (131) Full Time, Regular positions were filled as of June 9, 2016.
- Sixteen (16) Full Time, Regular positions were filled since the last vacancy report provided as of May 5, 2016.

3) Position Turnover during Fiscal Year 2015 - 2016
(EXHIBIT D - RESIGNATIONS)

- There were forty four (44) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of June 9, 2016.
- There were five (5) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of May 5, 2016.

Further details could be found in the Position Vacancy Report in the packet.

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 7:08 p.m.

I certify that the foregoing are the true and correct Minutes of the June 14, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Chair

Announcements

A. Next Meetings:

- Tuesday, July 12, 2016
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee

- Tuesday, July 26, 2016
 - 4:00 p.m. – Education and Workforce Development Committee
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed Monday, July 4th, 2016 in observance of Independence Day.