



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, August 23, 2016
5:00 p.m.**

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

Online Board Packet

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, August 23, 2016 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

AGENDA

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 1 - 2**
 - A. Presentation on the Texas Workforce Commission *Skills Development Fund* Grant Award in the Amount of \$2.6 Million
 - B. Presentation on Valley Scholars Program and the 11th Annual A Night with the Stars
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 3 - 45
 - 1. July 26, 2016 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Award(s) 46 - 48
 - 1. The Jobs and Education for Texas (JET) grant from the Texas Workforce Commission in the amount of \$120,585
 - 2. The College Readiness and Success Models Grant from the Texas Higher Education Coordinating Board in the amount of \$125,000
 - 3. The Skill Development Fund for Healthcare Consortium from the Texas Workforce Commission in the amount of \$2,602,165
 - 4. Additional Grant(s) Received/Pending Official Award
- VII. Consideration and Action on Committee Items**
 - A. Education and Workforce Development Committee**
 - 1. Review of Presentation to the Education and Workforce Development Committee: 49 - 50
 - a. Presentation on Recruitment Efforts at the South Texas College La Joya Teaching Center

B. Finance and Human Resources Committee

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 - 1) Food Service – Nursing and Allied Health Campus (Award)
 - 2) Printing Projects (Award)
 - i. Printing Projects
 - ii. General Purpose Printing
 - B. Instructional Items
 - 3) Testing Materials – CAAP (Purchase)
 - C. Non – Instructional Items
 - 4) Professional Agency and Media Planning Services (Purchase)
 - 5) Business Skills Training Services (Renewal)
 - 6) Elevator Maintenance Agreement (Renewal)
 - 7) Merchant Services (Renewal)
 - 8) Office Supplies (Renewal)
 - 9) Online Defensive Driving Training (Renewal)
 - D. Technology
 - 10) On-Demand Subscription Library (Purchase)
 - 11) Banner Application Maintenance Agreement (Renewal)
 - 12) Data Hosting and Maintenance Agreement (Renewal)
 - 13) Desktop Computer Software License Agreement (Renewal)
 - 14) Email Security Software License Agreement (Renewal)
 - 15) Enterprise Security Manager License Agreement (Renewal)
 - 16) Hardware and Software Maintenance and Support Agreement (Renewal)
 - 17) Internet Services – Pecan Campus (Renewal)
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 - Revise Policy #4910: *Employee Complaint Procedure*
 - Revise Policy #4911: *Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees*
 - Revise Policy #4921: *Termination of Annual Employees During the Term of Their Letter of Appointment*
 - Deletion
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 - 3) Starr County Campus Library
 - 4) Starr County Campus Student Activities Building Expansion
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 - 6) Starr County Campus Workforce Training Center Expansion
 - 7) Starr County Campus Parking and Site Improvements
 - 8) Nursing and Allied Health Campus Parking and Site Improvements
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A. Next Meetings:

- Tuesday, September 13, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – First Public Hearing on the 2016 Tax Rate
 - 5:30 p.m. – Finance, Audit, & HR Committee

- Tuesday, September 20, 2016
 - 5:30 p.m. – Second Public Hearing on the 2016 Tax Rate

- Tuesday, August 23, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

Presentations

A. Presentation on the Texas Workforce Commission Skills Development Fund Grant Award in the Amount of \$2,602,165.

Mr. Juan Carlos Aguirre, Director for Continuing, Professional, and Workforce Education will provide a presentation on the Skill Development Fund for Healthcare Consortium from the Texas Workforce Commission in the amount of \$2,602,165.

The Board will be asked in a separate item to approve and authorize the acceptance of this grant and the use of funds as authorized within the grant. South Texas College will serve as the financial manager for the grant.

This grant will fund skills training programs through August 31, 2019, through partnerships with:

- Doctors Hospital at Renaissance
- C.L. Anderson Jr., M.D., P.A.
- Key Med, Inc.
- Shah Eye Center, P.A.
- Sarojini Bose, M.D., P.A.
- Thurmond Eye Associates, P.A.

The grant will provide training for 2961 trainees, for 849 new jobs and 2,112 upgraded jobs, including a Memorandum of Understanding with RGV Med, L. L. C. (dba Doctors Hospital at Renaissance). The grant-funded training will cover a wide range of continuing education topics such as:

Business Technical

Basic Life Support
Body Mechanics
Coding and Classification Systems
EKG
Health Information Systems
Hospital Evacuation and Safety
Medical Billing and Insurance
Mental Health Nursing
Nursing Skills
Pharmacology
RN Exam Preparation
Rehabilitation Skills
Wound Care

General Technical

Administrative Procedures
Fire Safety
Microsoft Applications
Occupational Safety
Risk and Compliance Management

Non-Technical Training

Coaching for High Performance
Creating a Service Culture
Critical Thinking
Customer Service
Handling Workplace Conflict
Human Resource Management
Telephone Etiquette
Valuing Differences

B. Presentation on Valley Scholars Program and the 11th Annual A Night with the Stars

Ms. Jessica S. Garcia, Valley Scholars Program Coordinator, will extend an invitation to the Board of Trustees to attend the Valley Scholars Program's *11th Annual A Night with the Stars*, a fundraising gala to be held on Thursday, October 13th, 2016 at the Corinthian Banquet & Special Events Center, 6:00 p.m. – 9:00 p.m.

A Night with the Stars supports the Valley Scholars Program, which has provided opportunities including scholarships and mentoring to over 800 students since 1997. Students in the program are given scholarships, personal advisement, opportunities to develop leadership skills, and opportunities for employment. The remarkable students also participate in numerous community service projects throughout the year.

Ms. Garcia will briefly discuss the program and the annual scholarship fundraiser "A Night with the Stars."

All Board members and other attendees are invited and encouraged to consider sponsorship of the program, purchase of tickets to A Night with the Stars, and contributions for the silent auction.

All are encouraged to support and participate in the *11th Annual A Night with the Stars*. Ms. Garcia will be available to coordinate sponsorship by cash, gifts for the silent auction, or in-kind contributions.

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

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. July 26, 2016 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the July 26, 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 July 26, 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, July 26, 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, July 26, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. George McCaleb, Mr. Cody Gregg, Mr. Khalil Abdullah, Mr. Jesus Campos, Ms. Katarina Bugariu, Mrs. Laura Sanchez, Mr. Juan Carlos Aguirre, Dr. Ety Bischoff, Mr. William Buhidar, Dr. Virginia Champion, Mr. Daniel Ramirez, Mr. Gilbert Gallegos, Mr. Brian Fruge, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Jim Hotep, Mr. Roman Esparza, Ms. Kelly Salazar, Mr. Raul Cabaza, Mr. Steve Taylor, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mrs. Becky Cavazos, Director of Purchasing, said the invocation.

Presentations

- A. Presentation of Delinquent Tax Collection Report for the period of September 1, 2015 through May 31, 2016

Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP presented the delinquent tax collection report for the period of September 1, 2015 through May 31, 2016.

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

The Board took the following item out of order to accommodate a scheduling conflict:

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

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale was requested.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of seventy-six (76) properties.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On June 7, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$28,056.54.

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

Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP attended the meeting to address any questions by the Board.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

The Board returned to the posted Agenda order of discussion items, as follows:

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. June 28, 2016 Public Hearing and Special Board Meeting
2. June 28, 2016 Regular Board Meeting

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and adopted the June 28, 2016 Public Hearing and Special Board Meeting and the June 28, 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 Texas Pathways Project Grant from the Texas Success Center, Texas Association of Community Colleges with funding from the Greater Texas Foundation, Houston Endowment, the Kresge Foundation, Meadows and TG in the amount of Approximately \$131,026**

Under this grant, South Texas College would participate as one of the 12 colleges selected as a Cadre 1 member in the Texas Pathways Project. The 12 colleges selected were identified as colleges that demonstrate serious commitment to, and greatest capacity for transformational work to design and implement structured academic and career pathways at scale, as well as strong partnerships with public schools and 4-year institutions.

The Texas Pathways Project was geared toward transforming the way students transition from public education into community colleges on their way to certification or transfer into 4-year institutions leading toward meaningful careers. As a college selected for participation, South Texas College would advance its current efforts and would be directly involved in developing a model for scaling pathways for other Texas community colleges.

This project of the Texas Success Center was designed to dramatically contribute to the state's strategic plan of increasing credentialed young Texans to 60% by 2030. Participation as a Cadre 1 college was scheduled to commence November 2016 and end in the spring of 2019.

This award aligned with Strategic Direction #1, Clear Pathways by developing a model for structured academic and career pathways from public k-12 to college to 4-year institutions leading toward meaningful careers. This award also aligned to Strategic Direction #5 Collaboration by engaging faculty and staff across the institution, as well

as partnerships with public schools and 4-year institutions to advance academic and career pathways and create a collective impact toward student success.

2. The McAllen Grant Program Award from the McAllen Arts Council in the amount of \$500

This grant award from the McAllen Arts Council would provide funds the South Texas College Music Department's Valley Honor Band program. The purpose of the Valley Honor Band was to provide high achieving McAllen area band students the opportunity to perform in a fun and challenging environment while experiencing the rigor and quality of instruction expected at the collegiate level.

Over the course of a weekend, about forty students, selected by audition and teacher recommendation, would participate in rehearsals and master classes where they would work closely with South Texas College music faculty. Participants would also have the opportunity to speak with current South Texas College students and faculty to find out more about life as a college music major and career opportunities in the music field. The grant would be used to purchase sheet music for the inaugural Honor Band, taking place April 21-23, 2017.

This award aligned 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 Kenedy Memorial Foundation Initiative Grant Award from the Kenedy Memorial Foundation in the amount of \$15,000

This grant award provided annual tuition/enrollment assistance for financially needy students. In accordance with the specified purpose and use of funds awarded to STC, funds would be used to disburse scholarships for students to complete an Associate of Applied Science degree in a technical field. The funding period was for the 2016-2017 academic year, and grant funds were to be fully expended by May 2017.

This award aligned with Strategic Direction #2, Access and Success by providing tuition/enrollment assistance to students with financial need that facilitates completion of Associates of Applied Science Degree programs in technical fields.

The presented grants would provide up to \$146,526 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, 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 Texas Pathways Project Grant from the Texas Success Center, Texas Association of Community Colleges with funding from the Greater Texas Foundation, Houston Endowment, the Kresge Foundation, Meadows and TG in the amount of Approximately \$131,026
2. The McAllen Grant Program Award from the McAllen Arts Council in the amount of \$500
3. The Kenedy Memorial Foundation Initiative Grant Award from the Kenedy Memorial Foundation in the amount of \$15,000

The motion carried.

Approval and Adoption of the Board of Trustees and Board Committee Meeting Schedule for FY 2016 – 2017

The Board of Trustees for South Texas College was asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2016 through September 2017.

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

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 27, 2016	5:30 p.m.
Tuesday	October 25, 2016	5:30 p.m.
Tuesday	November 22, 2016	5:30 p.m.
Tuesday	December 13, 2016	5:30 p.m.
Tuesday	January 31, 2017	5:30 p.m.
Tuesday	February 28, 2017	5:30 p.m.
Tuesday	March 28, 2017	5:30 p.m.
Tuesday	April 25, 2017	5:30 p.m.
Tuesday	May 23, 2017	5:30 p.m.
Tuesday	June 27, 2017	5:30 p.m.
Tuesday	July 24, 2017	5:30 p.m.
Tuesday	August 22, 2017	5:30 p.m.
Tuesday	September 26, 2017	5:30 p.m.

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

There might be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by each Committee during their July 12, 2016 meetings.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the Board and Board Committee meeting schedule for FY 2016 - 2017 as presented. The motion carried.

***Review and Action as Necessary on Proposed Revisions of Policy
#1110: Board Committees***

Approval of the proposed revisions of Policy #1110: *Board Committees* was requested.

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

- To change the name of the Finance & Human Resources Committee, to the Finance, Audit, & Human Resources Committee.
- To update the responsibility roles already held by the Finance & Human Resources Committee.
- To update the responsibility roles already held by the Facilities Committee.

There were no recommended updates to the role of the Education and Workforce Development Committee.

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

The Education and Workforce Development Committee reviewed the proposed revisions to Policy #1110: *Board Committees* and had no changes to recommend, though no formal action was taken.

The Facilities Committee and the Finance and Human Resources committee reviewed the proposed revisions to Policy #1110: *Board Committees* and recommended Board approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed revisions of Policy #1110: *Board Committees* as presented and which supersedes any previously adopted Board policy. The motion carried.

***Review and Action as Necessary on Proposed Revision to Policy
#3232: Dual Credit Student Eligibility Requirements***

The Board was asked to approve the proposed revisions to existing Board Policy #3232: *Dual Credit Student Eligibility Requirements*.

The Board approved revisions to this same policy at the June 28, 2016 Regular Board Meeting. In pursuant discussions regarding the changes with partnered school districts and upon feedback from administration, it was recommended that additional language be included in the dual credit student eligibility requirements to stipulate that:

9th Grade

- Students may not enroll in college level courses until the spring semester of their 9th grade, and
- are limited to no more than two courses, from an approved list of recommended courses, for that semester.

10th Grade

- Students will be limited to two dual credit courses per semester.

11th and 12th Grade

- Students should not exceed 16 credits hours per semester.

The proposed revision was included in the packet, with additional text highlighted in yellow and italicized.

The proposed revision was 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 revision to Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revision to Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which superseded any previously adopted Board policy. The motion carried.

Review of Presentation to the Education and Workforce Development Committee

Mrs. Graciela Farias reviewed the following presentation, which was delivered to the Education and Workforce Committee on July 12, 2016:

Presentation on Texas Higher Education Coordinating Board Almanac Data on South Texas College Student Performance Data from 2011 – 2015

Mr. Serkan Celtek, Director of Research and Analytical Services, presented data from the Texas Higher Education Coordination Board (THECB) *Almanac of Higher Education* related to student performance data at South Texas College.

This data provided a five-year review of basic student performance data as collected by the THECB. The committee packet included excerpts from the 2016 *Texas public*

Higher Education Almanac, including the entry for South Texas College and the comparison of statewide two-year public institutions.

The information below summarizes findings from this data:

Time and Hours Earned to Complete a Degree

For the FY2015 graduates, students earned an average of 84 hours (excluding dual enrollment and developmental education) and took over 4.1 years to complete their associate degree.

Graduation Rates

The THECB analyzed the cohorts reported in the almanac to determine:

Three Year Graduation Rate (Fall 2012 First-Time-in-College): 17.8%

- 14.9% for students who started in development education
- 27.3% for students who started college-ready

Four Year Graduation Rate (Fall 2011 First-Time-in-College): 25.0%

Six Year Graduation Rate (Fall 2009 First-Time-in-College): 32.9%

Dual Enrollment

In Fall 2015, 44.0% of South Texas College students were enrolled in dual credit courses.

Students who enrolled with prior dual credits, entering the College as First-Time-in-College students in Fall 2010, had a one-year persistence rate of 82.1%.

Of those students:

- 21.5% earned a baccalaureate degree in four years or fewer
- 23.9% earned a baccalaureate or associate degree in four years or fewer

Transfer Rate (within six years)

Of the 4,190 students who were First-Time-in-College and degree-seeking in Fall 2009 but did not graduate, 21.3% (893) of them transferred within six years to a four-year institution within the state of Texas.

College Readiness

The following statistics were available for First-Time-in-College students in Fall 2011 who were not college ready in at least one subject:

Subject	# of Fall 2010 FTIC Students not College Ready	TSI Completion/ College Readiness within Two Years	Completion of College Level Course within Three Years
Math	2,176	27.6%	15.9%
Reading	1,814	39.7%	26.7%
Writing	2,072	31.3%	27.9%

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

Review and Action as Necessary on Property(including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Coverage Insurance

Approval was requested to award the proposal for Property (including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2016 through August 31, 2017 at a total cost of \$750,502.

Purpose - The basic purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to year end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practice in the State of Texas.

Background - The request for proposals was advertised and issued to six (6) vendors. Three (3) responses were received.

- **Property Insurance / Flood Insurance**

⇒ Request award of Property Insurance coverage to Hartford Fire Insurance Company (Montalvo Insurance Agency) at a total cost of \$477,528. The policy offered a 2% Wind/Hail Deductible applied separately to each location and property type that sustained loss (building and/or business personal property) and a \$100,000 deductible for all other perils. The Deductible for any wind and hail event for the entire schedule was estimated at \$6.4 million on building and contents. Property values were updated with current construction costs per square foot.

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

- **Crime Insurance**

⇒ Request award of Crime Insurance coverage to The Hartford Fire Insurance Company (Montalvo Insurance Agency) at a cost of \$8,562.

- **General Liability & Data Breach and Privacy Liability, School Leaders E&O, and Automobile Insurance**

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

	Liability Exposure
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

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

⇒ General Liability Insurance and School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a cost of \$66,057. The policy offered a \$1,000,000 limit for General Liability including the School Board Legal Liability with a \$25,000 deductible per claim for School Board Legal and no deductible for general liability.

⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of \$14,074. The policy offered a \$1,000 deductible for liability and physical damage. With TASB coverage, employees should purchase physical damage coverage when leasing a vehicle.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Political Subdivisions (Montalvo Insurance Agency) at a total cost of \$176,080; includes Volunteers.

- **International Insurance**

⇒ Due to the coverage limitations for employees traveling outside the United States under the Automobile and Workers Compensation policies, it was recommended that the College purchase an International Insurance policy. This coverage had not been purchased in the past.

⇒ International Insurance to Ace American Insurance (Montalvo Insurance Agency) at a total cost of \$8,201.

The total recommended award to Montalvo Insurance Agency was \$670,371. The total recommended award to Texas Association of School Boards (TASB) was \$80,131.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2016-2017, pending Board approval of the budget.

Reviewers - Responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Ken Lyons, Risk Manager and the Purchasing Department.

Mr. Raul Cabaza attended the July 12, 2016 Finance Committee meeting to discuss the potential insurance options and obtain feedback from the Committee members. He also attended the Board Meeting and was available for questions.

Enclosed Documents - The recommendation letters and spreadsheets provided by Mr. Raul Cabaza, III, were included in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval to award the proposals for Property/Flood (\$477,528), Crime (\$8,562), General Liability, School Board Legal Liability (\$66,057), Auto Liability-Physical Damage (\$14,074), Workers Compensation (\$176,080) and International Coverage (\$8,201) Insurance for the period September 1, 2016 through August 31, 2017 for a total cost of \$750,502.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized awarding the proposals for Property/Flood (\$477,528), Crime (\$8,562), General Liability, School Board Legal Liability (\$66,057), Auto Liability-Physical Damage (\$14,074), Workers Compensation (\$176,080) and International Coverage (\$8,201) Insurance for the period September 1, 2016 through August 31, 2017 for a total cost of \$750,502, as presented. The motion carried.

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

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

A. Awards

B. Non - Instructional Items

C. Technology Items

A. Awards

- 1) **Audio Visual Equipment and Parts – VI (Award):** award the proposal for audio visual equipment and parts – VI to **Visual Innovations Company, Inc.** (San Antonio, TX), at a total amount of \$15,601.28;

- 2) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$105,500.00 with the following eighty five (85) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	Fabulinos Learning Academy (Alamo, TX)	iKids Academy (Alamo, TX)
Super Kids Academy Day Care Center (Alamo, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)	My Alphabet Academy (Alton, TX)
Building Blocks Academy (Donna, TX)	Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Monte Cristo Learning Center (Edcouch, TX)	Alma's Daycare (Edinburg, TX)	Al's Toy Barn Learning Center (Edinburg, TX)
Gaby's Day Care Center, Inc. (Edinburg, TX)	Genesis Learning Center, Inc. (Edinburg, TX)	Kids' Kollege Learning Center (Edinburg, TX)
Learning Journey Child Care (Edinburg, TX)	Learning Journey, LLC. (Edinburg, TX)	Little Kingdom Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)	Small Wonders Day Care Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	V.I.P. Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
ABC University Educare (McAllen, TX)	Adventureland Academy LLC (McAllen, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)
Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)	Devanhi's Day Care (McAllen, TX)
Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)	Learning Box Academy (McAllen, TX)
Little Dreamers Learning Academy (McAllen, TX)	Little Rockets Academy (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)
Loving Angels Child Development Center, LLC. (McAllen, TX)	New Beginnings Learning Academy of the RGV (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)
Royal Education Center (McAllen, TX)	TLT Childcare and Development Center LLC. (McAllen, TX)	Tony's Playhouse (McAllen, TX)
Bright Beginnings Learning Center (Mission, TX)	Building Foundations Children's Academy (Mission, TX)	Honey's Little Bee's Learning Center (Mission, TX)
Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)	Kidz Crusade Childcare & PreK Academy #2 (Mission, TX)
Lavalette International Montessori Institute (Mission, TX)	Little Einstein's Academy LLC (Mission, TX)	Love Bugs CEC, LLC. (Mission, TX)

Precious Moments Childcare (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)	Palmview Academy (Palmview, TX)
Children's Garden Daycare Center (Palmview, TX)	Little Minions Learning Academy (Peñitas, TX)	Campanitas Day Care (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kaleidoscope Early Childhood Learning Knowledge Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center #2 (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)	Little Explorers Development & Learning Center (Pharr, TX)
Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)
My Precious Moments Childcare Development Center (Pharr, TX)	New Beginnings Learning Academy (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)
Building Blocks Learning Center (Rio Grande City, TX)	Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)
Learning Central, LLC. (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
The Methodist Day Care Center (Rio Grande City, TX)	Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)
The Learning Express (San Juan, TX)	Christian Day Care (Weslaco, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Kids "R" Kids Learning Academy (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)
The Children's College Learning Center (Edinburg, TX)		

3) Equipment Rental Services (Award): award the proposal for equipment rental services for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$90,000.00, which is based on prior year expenditures. The vendors were as follows:

- **Backstage Productions, LLC.** (McAllen, TX)
- **JV Equipment, Inc.** (Edinburg, TX)
- **Rental World** (McAllen, TX)
- **Space Jump Rental** (Pharr, TX)
- **Tejas Equipment Rental – Marentco** (McAllen, TX)
- **Valley Procomm, LLC.** (Pharr, TX)

4) In-Store Purchases of Materials and Supplies (Award): award the proposal for in-store purchases of materials and supplies for the period beginning October 17, 2016 through October 16, 2017 with two one-year options to renew, at an

estimated amount of \$130,000.00, which was based on prior year expenditures. The vendors were as follows:

- **HEB Grocery, Co.** (McAllen, TX)
- **Hobby Lobby Stores, Inc.** (McAllen, TX)
- **Sam's Club** (McAllen, TX)
- **Walmart** (Mission, TX)

5) Interactive LCD Displays – II (Award): award the proposal for interactive LCD displays – II to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$26,581.00;

6) Internet Services Provider – Starr County Campus (Award): award the proposal for internet services provider – Starr County Campus to **VTX Communications, LLC.** (Raymondville, TX), for the period beginning September 1, 2016 through August 31, 2019, at a monthly amount of \$1,750.00 and annual amount of \$21,000.00 with a total contract amount of \$63,000.00;

7) Library Serials (Award): award the proposal for library serials to **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an amount of \$85,853.59;

8) Programmable DC Power Supply (Award): award the proposal for programmable DC power supply to **Valuetronics International, Inc.** (Elgin, IL), at a total amount of \$10,045.00;

9) Purchase of Projectors (Award): award the proposal for the purchase of projectors to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$13,790.00;

10) Security Cameras (Award): award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$50,654.00;

11) Welding Supplies (Award): award the proposal for welding supplies for the period beginning October 1, 2016 through September 30, 2017 with two one-year options to renew, at an estimated amount of \$100,000.00, which was based on prior year expenditures. The vendors were as follows:

- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Trigas** (San Benito, TX)
- **Praxair Distribution Incorporated** (Pharr, TX)

12) Audio Visual Equipment and Parts – V (Reject): reject the proposals for audio visual equipment and parts – V due to federal requirements necessary in the solicitation and proposal documents;

B. Non – Instructional Items

13) Beverage Products (Renewal): renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2016 through October 12, 2017, at an estimated cost of \$50,000.00, which was based on prior year expenditures;

14) Maintenance and Repair Parts, Materials, and Supplies (Renewal): renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2016 through August 29, 2017, at an estimated amount of \$195,000.00, which is based on prior year expenditures. The vendors were as follows:

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

C. Technology

- 15)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 Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$162,392.11;
- 16)Local Telephone Service – McAllen Campuses (Purchase):** purchase local telephone service – McAllen campuses from **AT&T Texas** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$240,000.00;
- 17)Local Telephone Service – Mid Valley and Starr County Campuses (Purchase):** purchase local telephone services – Mid Valley and Starr County campuses with **Frontier Communications of Texas** (Norwalk, CT), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$84,100.00, which is based on prior year expenditures;
- 18)Server Enterprise Password Management Software Licenses (Purchase)**
 Purchase server enterprise password management software license from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$66,035.20;
- 19)Course Management and Hosting Services (Renewal):** renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2016 through September 29, 2017, at a total amount of \$580,920.00;
- 20)Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX); a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$155,000.00;

21) Oracle License Maintenance Agreement (Renewal): renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Recourses (DIR) approved vendor, for the period September 1, 2016 through August 31, 2017, at a total amount of \$378,007.27.

The total for all proposal awards, rejection of a proposal, purchases, and renewals was \$2,602,479.45.

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

Review and Action as Necessary on Revision of Policies

Revise Policy #5460: *Internal Audit Function*

Revise Policy #5910: *Acceptance of Gifts and Bequests*

Approval of revision of policies was requested.

A. Revision

1. Revise Policy #5460: *Internal Audit Function*

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

- To comply with the International Standards for the Professional Practice of Internal Auditing which states in Attribute Standard 1000 “the purpose, authority, and responsibility of the internal audit activity should be formally defined in a charter, consistent with the Standards, and approved by the Board.”
- To delete the scope of audit services and include this scope in the Internal Audit Charter, provided separately for Board approval and adoption.

2. Revise Policy #5910: *Acceptance of Gifts and Bequests*

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

- To clarify the required approval for acceptance of gifts.
- To change the requirement for appraisal of gifts contributed to the College.
- To comply with Internal Revenue Service rules and regulations and Governmental Accounting Standard Board Statement No. 72 – Fair Value Measurement and Application.

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

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

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

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 proposed revisions of Policy #5460: *Internal Audit Function* and Policy #5910: *Acceptance of Gifts and Bequests* as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Action as Necessary on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2016 through August 31, 2017 was requested.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter aligned South Texas College's internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the Board meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the Internal Audit Charter effective July 27, 2016 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 Internal Audit Charter effective July 27, 2016, as presented. The motion carried.

Review and Action as Necessary on Disposal of Surplus Property

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

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

Justification and Benefit – It was necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

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

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled for the month of August at the auctioneers' site due to lack of space at the Central Receiving Warehouse.

The items valued over \$1,000 were included in the College's inventory through the Banner system.

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

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

Review and Action as Necessary to Renew the External Auditor Services

Approval to renew the contract with Long Chilton, LLP. (McAllen, TX) for the external financial auditor services for the fiscal year ending August 31, 2016 was requested.

Purpose – The external auditor services contract renewal was requested to perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller requested the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the July 28, 2015 Board of Trustees meeting for one year with four one-year annual renewals. The first renewal period will be for the fiscal year ending August 31, 2016.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	7/28/15	9/1/15 - 8/31/16	4 – one year options	9/01/14 – 8/31/15
1 st Renewal	7/26/16		9/1/16 – 8/31/17	9/01/15 – 8/31/16

Long Chilton LLP had complied with all the terms and conditions of the contract and their services were satisfactory. Long Chilton, LLP had performed the College’s annual financial audit since FY 1994 - 1995. Mr. Randy Sweeten, CPA, served as the audit engagement partner for FY 2015 - 2016.

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

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2015 - 2016 budget and FY 2016 - 2017.

The Finance and Human Resources Committee recommended Board approval to renew the contract with Long Chilton, LLP. for external financial auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2016 as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of the contract with Long Chilton, LLP. for external financial auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2016 as presented. The motion carried.

**Review and Action as Necessary on Interlocal Agreement for
 Transportation Services between South Texas College and the Lower
 Rio Grande Valley Development Council**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning September 1, 2016 through August 31, 2017 was requested.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services would end on August 31, 2016. The College would continue operating the Circulator (Yellow) and Park & Ride routes. The Circulator route provided transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provided transportation between the Park & Ride Facility directly to and from Pecan Campus Building A. The total net costs to the College were as presented below but could be reduced upon potential contributions from City of Weslaco and Economic Development of Weslaco in the amount of \$78,292.

	Amount
Total Operating Cost for System	\$979,715
Less Contributions	
State/Federal Operating	(509,197)
Lower Rio Grande Valley Development Council Match	(40,000)
Total Net Cost to STC	\$430,518
STC In-Kind and Direct Expenditures	287,700
STC Payment to LRGVDC	142,818
Total Net Cost to STC	\$430,518

Costs by transportation routes are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$166,235	\$87,651	\$0	\$78,584
Starr (Green)	410,880	256,646	90,000	64,234
Circulator (Yellow)	231,000	117,300	113,700	0
Park & Ride	171,600	87,600	84,000	0
Total	\$979,715	\$549,197	\$287,700	\$142,818

The State/Federal Contributions in the amount of \$509,197 paid to LRGVDC represented 50 percent of operating expenses, such as fuel, bus driver salaries and benefits, and vehicle insurance, and 80 percent of expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2016, the cost to the College totaled to \$422,905 for the Jag Express Intercampus Transportation Services. The College also received contributions from the City of Weslaco and the Economic Development Corporation of Weslaco, in the amounts of \$39,236 and \$39,000 respectively.

The increase of \$7,613 between the prior fiscal year cost of \$422,905 and the current fiscal year cost of \$430,518 was due primarily to the addition of three new buses. The three new buses would supplement the existing Circulator and Park & Ride routes due to the increased ridership volume.

Justification - The Interlocal Agreement was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes were provided free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards was recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement would be:

- 1) To operate and maintain six buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;

- 2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
- 3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure were budgeted in the Student Transportation Services budget for FY 2016-2017.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, the College's Legal Counsel, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, and Comptroller.

Enclosed Documents - A copy of the Interlocal Agreement, the Ridership Report, the transportation schedule, and the Valley Metro Routes were provided with the packet under separate cover for the Board's information and review.

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

The Finance and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented. The motion carried.

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

Approval of assignment and renewal of contract for financial advisor for the fiscal year ending August 31, 2017, with Hilltop Securities, Inc. was requested.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College was proposed. The financial advisor was registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it would coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On July 28, 2015, a renewal of the agreement with First Southwest for the period beginning September 1, 2015 and ending August 31, 2016 was approved by the Board of Trustees.

The College was notified that effective January 22, 2016, First Southwest Company, LLC, merged with Hilltop Securities Inc. As the surviving entity, Hilltop Securities assumed all rights and obligations of First Southwest pursuant to the merger agreement. This includes assumption of the rights and obligations of the agreement First Southwest entered into with South Texas College. A copy of the letter from Hilltop Securities Inc. General Counsel describing the merger with and into Hilltop Securities Inc. was included in the packet.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement would not be renewed. Otherwise, the agreement would be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter would be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remained the same and fees were payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there was no annual charge to the College for financial advisory services.

Reviewers – The proposed agreement was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents – A copy of the amended and modified agreement was included in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 26, 2016 Regular Board Meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the assignment and renewal of the financial advisor services agreement with Hilltop Securities, Inc., assumed from First Southwest Company, for an additional term beginning September 1, 2016 and ending August 31, 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 assignment and renewal of the financial advisor services agreement with Hilltop Securities, Inc., assumed from First Southwest Company, for an additional term beginning September 1, 2016 and ending August 31, 2017, as presented. The motion carried.

Mr. Gary Gurwitz, Chair of the Facilities Committee, advised that the following items had been reviewed at the July 26, 2016 Facilities Committee meeting and that there was no action or presentation for the Regular Board Meeting:

- 1. Review of Budget and Status of 2013 Bond Construction Program and Projects**
- 2. Update on Status of 2013 Bond Construction Program**
- 3. Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Mid Valley Campus Projects**
 - a) Mid Valley Campus Health Professions and Science Building**
 - b) Mid Valley Campus Student Services Building Expansion**
 - c) Mid Valley Campus Workforce Training Expansion**
 - d) Mid Valley Campus Library**

Mr. Gurwitz introduced the following Facilities Committee items for Board consideration and action as necessary:

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building was 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 was necessary for the CM@R to begin with the work to meet their overall construction schedule. ROFA Architects submitted construction documents with enough information regarding the construction work of the project.

Background

ROFA 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 Skanska USA Building, Inc. which provided a GMP in the amount of \$14,500,895. Broaddus and Associates recommended value management options using an alternate roof system and the reduction of the South Entry for a savings of \$252,386 with the final GMP of \$14,248,509.

CCL and GMP

Health Professions and Science Building Target CCL	\$13,500,000
Proposed Health Professions and Science Building GMP	\$14,500,895

Value Management Options

Siplast roofing system 2 ply SBS torch 30 year NDL	(\$204,879)
Reduction of South Entry	(47,507)
Total Value Management Options	(\$252,386)

Proposed Health Professions and Science Building GMP	\$14,500,895
Total Value Management Options	(\$252,386)
Revised GMP	\$14,248,509

Deficit Budget Variance	(\$748,509)
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Proposed Funding Source	
Utilize Bond Construction Program Contingency Funds	\$748,509

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Health Professions Building was \$13,500,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016. The balance of funds would be funded by the Bond Program Contingency, with Board approval.

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 Skanska USA Building, Inc. were included in the packet.

Presenters

Representatives from Broaddus & Associates, ROFA Architects, and Skanska USA Building, Inc. attended the meeting to present the proposed Guaranteed Maximum Price.

This item was scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016, and Mr. Gurwitz provided the Committee's recommendation.

The Committee had considered a previous discussion in which Broaddus & Associates asserted that the full scope of projects under the 2013 Bond Construction Program could be accomplished at a worst-case scenario of approximately \$4.5M over budget, and that they expected to be able to accomplish over \$6M in program-wide savings. Because of this, the Committee was interested in cutting costs where appropriate, but did not agree with the recommendation of a sub-optimal roofing system as recommended.

The Committee recommended rejection of the Value Management option #1 related to the proposed Siplast roofing system, instead opting to approve the GMP to include the roofing system recommended by the College's staff.

The Committee recommended acceptance of the Value Management option #2 related to the reduction of the South Entry, for a savings of \$47,507.

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 Guaranteed Maximum Price (GMP) in the amount of \$14,500,895, rejected the proposed deductive alternate #1 as proposed for the Siplast roofing system, and accepted the deductive construction alternate #2 as proposed in the amount of \$47,507 for the reduction of the South Entry, for a total GMP of \$14,453,388 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building, and the use of bond program contingency funds to the extent that such contingency funds are available, up to the deficit budget variance of \$953,388 as presented. The motion carried.

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Projects Student Services Building Expansion

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion was 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 was necessary for the CM@R to begin with the work to meet their overall construction schedule. ROFA Architects submitted construction documents with enough information regarding the construction work of the project.

Background

ROFA 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 Skanska USA Building, Inc. which provided an initial proposed GMP in the amount of \$3,850,923. Broaddus and Associates recommended a value management option using an alternate roof system for a savings of \$109,909 with the final GMP of \$3,741,014.

CCL and GMP	
Student Services Building Expansion Target CCL	\$2,500,000
Fixed Kitchen Equipment	325,000
Total	<u>\$2,825,000</u>
Proposed Student Services Expansion GMP	\$3,850,923
Deficit Budget Variance	(\$1,025,923)
<u>Less: Value Management Option</u>	
Siplast 2 ply, SBS Torch, 30 year ND	<u>\$109,909</u>
Deficit Budget Variance	(\$916,014)
Revised GMP	\$3,741,014
Proposed Funding Source	
Utilize Bond Construction Program Contingency Funds	\$916,014

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion was \$2,500,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016. The balance of funds would be funded by the Bond 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 Skanska USA Building, Inc. were included in the packet.

Presenters

Representatives from Broaddus & Associates, ROFA Architects, and Skanska USA Building, Inc. attended the meeting to present the proposed Guaranteed Maximum Price.

This item was scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016, and Mr. Gurwitz provided the Committee's recommendation.

The Committee reviewed the earlier discussion in which Broaddus & Associates asserted that the full scope of projects under the 2013 Bond Construction Program could be accomplished at a worst-case scenario of approximately \$4.5M over budget, and that they expected to be able to accomplish over \$6M in program-wide savings. Because of this, the Committee was interested in cutting costs where appropriate, but did not agree with the recommendation of a sub-optimal roofing system as recommended.

The Committee recommended the rejection of the Value Management option related to the proposed roofing system, instead opting to approve the GMP to include the roofing system recommended by the College's staff.

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 Guaranteed Maximum Price (GMP) in the amount of \$3,850,923 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Student Services Building Expansion as presented, rejected the deductive construction alternate, and approved the use of bond program contingency funds to the extent that such contingency funds are available, up to the deficit budget variance of \$1,025,923 as proposed. The motion carried.

Review and Update on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Projects

- 1. Mid Valley Campus Workforce Training Expansion**
- 2. Mid Valley Campus Library**

Guaranteed Maximum Prices (GMPs) were expected to be delivered for these projects as part of the Board-approved Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program.

Broaddus and Associates did not provide the Guaranteed Maximum Prices (GMP) for the 2013 Bond Construction Mid Valley Campus Workforce Training Center Expansion and Library Expansion projects for the Board's consideration or action.

No action was taken.

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

Approval of the balance of the 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) which presents proposed construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP was necessary for D. Wilson Construction (CM@R) to begin with the work to meet their overall construction schedule. ERO Architects submitted construction documents with adequate information regarding the construction work of the project.

Background

On May 24, 2016, the Board approved the partial GMP for the Nursing and Allied Health Campus Expansion in the amount of \$4,142,000. The approval of the partial GMP was necessary at that time so that D. Wilson Construction could begin with the work to meet their overall construction schedule. Since then, D. Wilson received the necessary construction documents from ERO Architects to develop the balance of the GMP in the amount of \$12,867,860. The total GMP for this project was \$17,009,860 which included the initial partial GMP. Additional funds were available in the amount of \$34,860 to account for the deficit budget variance. Approval of the GMP would allow for construction to continue and meet the overall construction schedule.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Nursing and Allied Health Campus Expansion project was as follows:

Construction Cost Limitation	\$16,600,000
Fixed Equipment (Kitchen)	\$375,000
Total	<hr/> \$16,975,000
D. Wilson Construction GMP	\$12,867,860
Previous Partial GMP (Foundation and Steel)	\$ 4,142,000
Total GMP	<hr/> 17,009,860
Deficit Budget Variance	(\$34,860)

Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016. Additional funds for the deficit budget variance would be used from the Bond Construction Program Contingency, upon Board approval.

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 & Associates and a description of the GMP submitted by D. Wilson Construction were included in the packet.

Presenters

Representatives from Broaddus & Associates, ERO Architects, and D. Wilson Construction attended the meeting to present the proposed Guaranteed Maximum Price.

This item was scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016, and Mr. Gurwitz provided the Committee's recommendation for approval 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 Balance of the Guaranteed Maximum Price (GMP) in the amount of \$12,867,860 for a total GMP in the amount of \$17,009,860 which includes the initial partial GMP and use of bond program contingency funds in the amount of \$34,860 with D. Wilson Construction for the 2013 Bond Construction Nursing and Allied Health Campus Expansion as presented. The motion carried.

Review and Action as Necessary on Partial GMP 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 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. Mata + Garcia 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 includes areas of concrete, steel, and under slab mechanical, electrical and plumbing infrastructure work only.

Background

Mata Garcia Architects completed the necessary set of construction documents for the project for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. The set of construction documents consisted only of foundation and structural drawings necessary for the development of the partial GMP. Approval of the partial 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 which provided the partial GMP in the amount of \$1,736,000. The CM@R would 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 was \$8,500,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The Partial 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 Partial GMP submitted by D. Wilson Construction Company were included in the packet.

Presenters

Representatives from Broaddus & Associates, Mata + Garcia Architects, and D. Wilson Construction attended Board meeting to present the proposed Partial Guaranteed Maximum Price.

This item was scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016, and Mr. Gurwitz provided the Committee's recommendation for approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the Partial Guaranteed Maximum Price (GMP) 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 motion carried.

Review and Recommend Action on Contracting Mechanical Electrical and Plumbing (MEP) Engineering Services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades

Approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades was requested.

Purpose

The procurement of a MEP engineer would provide design services necessary for the upgrade of the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project.

Justification

The procurement of a MEP engineer would allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

The science department requested the upgrade of the existing system for the Pecan Campus Building G due to it not functioning efficiently. The fume hoods and exhaust system were over fifteen years old and in need of replacing and upgrading. This project was not budgeted through the normal Capital Improvement Process (CIP) but was needed for the demand of science classes currently scheduled. Funds were available through savings from other non-bond project construction projects.

Sigma HN Engineers was previously contracted to perform a study to review the existing conditions and determined that the existing fume hoods and exhaust system were not functioning properly. They provided a report describing the items of the existing system that need to be upgraded and repaired. They estimated the construction costs to be just under \$200,000.

In order to proceed with the design of the upgrade to the fume hoods and exhaust system, staff recommended contracting MEP engineering services for preparation of plans and specifications. This work would be scheduled to be constructed during the fall of 2016.

Three MEP engineering firms listed below were previously approved by the Board for to provide professional on-call services as needed for projects under \$300,000.

1. DBR Engineering
2. Halff Associates
3. Sigma HN Engineers

Based on the following criteria, Sigma HN Engineers was recommended to provide MEP engineering services for this project.

- Previous experience with science exhaust systems and this system
- Experience with similar projects
- Familiarity with the College's standards
- Previously performed study to review existing conditions

Funding Source

Funds were available in the FY 2015 – 2016 renewals and renewals budget for design and construction of these upgrades.

Proposed Project Budget		
Budget Components	Amount Available	Proposed Costs
Design	\$20,000	Design fees are proposed at 10%.
Construction	\$200,000	Actual cost will be determined after the solicitation of construction proposals.

Enclosed Documents

The packet included a floor plan of the proposed room locations needing upgrades.

Recommended Action

The Facilities Committee recommended Board approval to contract MEP engineering services with Sigma HN Engineers for the Non-Bond Pecan Campus Building G Science Lab Fume Hood and Exhaust System Upgrades project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized contracting MEP engineering services with Sigma HN Engineers for the Non-Bond Pecan Campus Building G Science Lab Fume Hood and Exhaust System Upgrades project as presented. The motion carried.

Review and Recommend Action on Contracting Mechanical Electrical and Plumbing (MEP) Engineering Services for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator

Approval to contract Mechanical, Electrical, and Plumbing (MEP) Engineering design services to prepare plans for the Non-Bond Pecan Plaza Emergency Generator and

Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects was requested.

Purpose

MEP engineering design services were necessary for the design and construction administration services for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects were needed in response to the following:

- Pecan Plaza Police Department
 - Provide emergency electrical service when a power failure occurs
- Starr County Campus Building
 - Building E – provide emergency power in IT rooms
 - Building J – provide emergency power for the future Crisis Management Center

Background

On May 31, 2016, South Texas College began soliciting MEP design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects. A total of eight (8) firms received a copy of the RFQ and a total of three (3) firms submitted their responses on June 16, 2016.

Funding Source

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

Reviewers

The Requests for Qualifications were reviewed by college staff.

Enclosed Documents

The evaluation team members completed evaluations for the firms and prepared the scoring and ranking summary, which were included within the packet.

Recommended Action

The Facilities Committee recommended Board approval to contract Mechanical, Electrical, Plumbing (MEP) design services with DBR Engineering Consultants, Inc. for preparation of plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting Mechanical, Electrical, Plumbing (MEP) design services with DBR Engineering Consultants, Inc. for preparation of plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Building K Enrollment Center

Approval to contract construction services for the Non-Bond Pecan Campus Building K Enrollment Center project was requested.

Purpose

Authorization as requested to contract construction services in order to begin the modifications in Building K Enrollment Center at the Pecan Campus.

Justification

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Campus Building K Enrollment Center project.

Background

On March 29, 2016, the Board rejected the construction proposals submitted for this project due to the qualified construction proposals being over the \$500,000 construction cost limit when using the Architectural Services on Call process. The design team at Boultinghouse Simpson Architects worked with college staff to reduce the project scope in order to meet the budget. Boultinghouse Simpson Gates Architects prepared and issued the necessary revised plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on June 15, 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 June 30, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
June 15, 2016	Solicitation of competitive sealed proposals began.
June 30, 2016	Three (3) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend NM Contracting, LLC as the highest ranked in the amount of \$408,600.

Funding Source

As part of the FY 2015 - 2016 Non-Bond Construction budget, funds in the amount of \$400,000 were budgeted for this project. Additional funds were available in savings from other construction projects to fund the balance of the proposed construction amount.

Source of Funding	Amount Budgeted	Additional Funds Available	Highest Ranked Proposal NM Contracting, LLC
Non-Bond Construction	\$400,000	\$8,600	\$408,600

Reviewers

The proposals were reviewed by Boultinghouse Simpson Gates Architects and staff from the Facilities Planning & Construction, Student Services, 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.

Recommended Action

The Facilities Committee recommended Board approval to contract construction services with NM Contracting, LLC in the amount of \$408,600 for the Non-Bond Pecan Campus Building K Enrollment Center project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting construction services with NM Contracting, LLC in the amount of \$408,600 for the Non-Bond Pecan Campus Building K Enrollment Center project as presented. The motion carried.

Review and Recommend Action on District-Wide Building Names

Approval to name buildings at all campuses was requested.

Purpose

Authorization was 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 would be ordered to properly identify each new building. The names of some of the existing buildings needed to be identified appropriately. The naming of buildings was necessary so that each building could be specifically identified for students, faculty, staff, and the public.

Designating the campus wide building names and letters for each building was necessary at this time for the following reasons:

- The architects and engineers requested the names of the buildings in order to properly note them in the required BIM documents.

- Academic Affairs requested the names of the buildings for future class scheduling.
- Police Department was 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 required 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

The packet included a listing of the buildings and the recommended name for each building.

On July 12, 2016, the list of building names were presented to the Facilities Committee. The Facilities Committee requested other name options for the Workforce Center and the General Academic Buildings. Staff provided a list of additional options for these buildings for the Board’s review and recommendation.

On July 26, 2016, the Facilities Committee discussed the names of each building at each campus and identified the following building names:

PECAN CAMPUS

Building 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
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
Q	FUTURE
R	FUTURE
S	FUTURE
T	WEST ACADEMIC
U	STUDENT UNION
V	STEM
W	FUTURE
Y	GENERAL ACADEMIC
Z	FUTURE LIBRARY

PECAN PLAZA

Building Name

A	HUMAN RESOURCES
B	EAST
C	WEST

TECHNOLOGY CAMPUS

Building Name

A	EAST
B	WEST
C	WEST
D	SHIPPING AND RECEIVING
E	WORKFORCE INNOVATION CENTER

DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH CAMPUS

Building Name

A	NURSING AND ALLIED HEALTH EAST
B	NURSING AND ALLIED HEALTH WEST
C	PHYSICAL PLANT

STARR COUNTY CAMPUS

Building Name

A	ADMINISTRATION/BOOKSTORE
B	CENTER FOR LEARNING EXCELLENCE
C	NORTH ACADEMIC
D	WORKFORCE INNOVATION CENTER
E	SOUTH ACADEMIC
F	CULTURAL ARTS CENTER
G	STUDENT ACTIVITIES CENTER
H	STUDENT SERVICES
J	MANUEL BENAVIDES JR. RURAL TECHNOLOGY CENTER
K	LIBRARY
L	HEALTH PROFESSIONS AND SCIENCES
M	FUTURE
N	FUTURE
P	PHYSICAL PLANT

MID VALLEY CAMPUS

Building Name

A	CENTER FOR LEARNING EXCELLENCE
B	NURSING ALLIED HEALTH
C	WELLNESS CENTER
D	WORKFORCE INNOVATION CENTER
E	LIBRARY
F	STUDENT UNION
G	NORTH ACADEMIC
H	SOUTH ACADEMIC
J	PHYSICAL PLANT
K	HEALTH PROFESSIONS AND SCIENCES
L	CHILDCARE DEVELOPMENT CENTER
M	FUTURE
N	FUTURE
P	FUTURE
Q	FUTURE

PHARR CENTER

Building Name

A	REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE
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Upon a motion by Mrs. Graciela Farias and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed names buildings at all campuses as presented. The motion carried.

Update on Status of Non-Bond Program Construction Projects

The Facilities Planning and Construction staff prepared and included 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 were available to respond to questions and address concerns of the Board.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of June 2016. The approval as 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, would provide a review of the Financial Report for the month of June 2016, and would respond to questions posed by the Board.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of June 2016. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:50 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- Section 551.072, Deliberation Regarding Real Property
- 1. Discussion and Action as Necessary on the Acquisition of Real Property Adjacent to the Mid Valley Campus
 2. Update and Action as Necessary Regarding Texas Higher Education Coordinating Board Audit and Action Related to Continuing Education Formula Funding for Specific Programs
 3. Update and Action as Necessary Regarding Cause No. C-8798-14-G

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:27 p.m. No action was taken in Executive Session.

Update and Action as Necessary Regarding Acquisition of a Property Adjacent to the Mid Valley Campus

The College had been contacted regarding the possibility of acquiring real property adjacent to the Mid Valley Campus and legally described as HUGHES ALL LOTS 1 2 3 & N10'-LOT 4 BLK 5.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the acquisition of the real property legally described as HUGHES ALL LOTS 1 2 3 & N10'-LOT 4 BLK 5 as presented. The motion carried.

Update and Action as Necessary Regarding Texas Higher Education Coordinating Board Audit and Action Related to Continuing Education Formula Funding for Specific Programs

On July 20, 2016 the Agency Operations Committee of the THECB recommended Board acceptance of the audit and the auditor's recommendation. On July 21, 2016 the Texas Higher Education Coordinating Board (THECB) took action in accordance with the auditor and the Committee's recommendations.

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 engagement of an attorney to provide legal counsel regarding the Texas Higher Education Coordinating Board Audit. The motion carried.

Update and Action as Necessary Regarding Cause No. C-8798-14-G

Legal action was taken against the College by a former employee. 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's partner, Mr. Ramon Esparza, provided an update and recommended a settlement in this matter.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized acceptance of the proposed settlement Cause No. C-8798-14-G. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, August 9, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, & HR Committee

- Tuesday, August 23, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:30 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, July 26, 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 Jobs and Education for Texas (JET) Grant from the Texas Workforce Commission in the amount of \$120,585

The JET grant from the Texas Workforce Commission will help address the current needs of the region by providing students who enroll in the South Texas College Associate Degree Nursing (ADN) Program with the opportunity to learn in a high quality simulation lab. The design for the simulation lab establishes a more controlled learning environment that mimics real patient scenarios and will enhance student learning outcomes. The grant is for the period from August 21, 2016 through July 30, 2016.

This award aligns with Strategic Direction #3, High Success Rate, by ensuring that students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

2. The College Readiness and Success Models Grant from the Texas Higher Education Coordinating Board in the amount of \$125,000

This grant award will be managed and implemented by the Continuing Education Department to provide training services to 50 students co-enrolled in contextualized GED preparation and the first six (6) credit hours of a credit certificate. The funding will pay for salaries, benefits, training materials, supplies, industry tours, and testing fees. The funding cycle is from August 15, 2016 through August 31, 2018.

This award aligns with Strategic Direction #1, Clear Pathways, by providing participants with pathways to a GED credential and a credit certificate leading to employment in a high-demand occupation, with Strategic Direction #2, Access and Success, by providing 50 students with the opportunity to enroll in college and earn a post-secondary credential of value in the regional economy, and with Strategic Direction #3, High Success Rates, by promoting successful completion of training and the first six credit hours of a credit certificate, which will have a positive effect on the economic and social mobility of residents in our region.

On August 8, 2016, the Texas Higher Education Coordinating Board notified the College that they required the execution of the contract accepting this grant no later than August 15, 2016, which did not allow time for presentation for Board authorization. No funds have yet been disbursed to the College, and this acceptance is presented now for ratification by the Board of Trustees.

3. The Skill Development Fund for Healthcare Consortium from the Texas Workforce Commission in the amount of \$2,602,165

South Texas College will serve as the fiscal agent for the \$2.6 million grant.

This grant will be administered by Continuing Education to provide customized training in a variety of healthcare areas. The grant will train 2,961 new and existing employees of a Healthcare Consortium comprised of six business partners: RGV Med, L. L. C. (dba Doctors Hospital at Renaissance); C. L. Anderson, Jr., M.D., P.A.; Key Med, Inc.; Shah Eye Center, P.A.; Sarojini Bose, M.D., P.A.; and Thurmond Eye Associates, P.A. The grant will pay for salaries, benefits, tuition, fees, books, instructional supplies, consumables, curriculum development, and equipment. Additionally, Continuing Education will enter into a Memorandum of Understanding with RGV Med, L. L. C. for \$1,568,929 whereby they will provide highly specialized customized training to 2,100 RGV Med, L. L. C. employees. The funding cycle is from August 24, 2016 through August 31, 2019.

This award aligns with Strategic Direction # 3, High Success Rate. Upon completion of training, participating employees will receive a wage increase thereby increasing their economic and social mobility.

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

The presented grants would provide up to \$2,847,750 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 Jobs and Education for Texas (JET) grant from the Texas Workforce Commission in the amount of \$120,585
2. The College Readiness and Success Models Grant from the Texas Higher Education Coordinating Board in the amount of \$125,000
3. The Skill Development Fund for Healthcare Consortium from the Texas Workforce Commission in the amount of \$2,602,165
4. 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 Jobs and Education for Texas (JET) grant from the Texas Workforce Commission in the amount of \$120,585
2. The College Readiness and Success Models Grant from the Texas Higher Education Coordinating Board in the amount of \$125,000
3. The Skill Development Fund for Healthcare Consortium from the Texas Workforce Commission in the amount of \$2,602,165
4. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Review of Presentation to the Education and Workforce Development Committee

Presentation on Recruitment Efforts at the South Texas College La Joya Teaching Center

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Dr. Rene Zuniga, South Texas College La Joya Teaching Center Site Coordinator.

Dr. Zuniga served as Chair of the Education Department in addition to leading the STC La Joya Teaching Center. Dr. Zuniga presented on the efforts to increase enrollment at the South Texas College La Joya Teaching Center.

South Texas College partnered with La Joya ISD to open the South Texas College La Joya Teaching Center in 2010, as a joint effort to provide higher education opportunities to communities in western Hidalgo County. These communities include the cities of Alton, La Joya, Mission, Palmhurst, Peñitas, and Sullivan City.

During Academic Years 2013 – 2015, 1,095 traditional students graduated from these communities. The presentation included a list of the top five awarded associate degrees and the top five awarded certificate degrees during this period. During this period, an average of 5,000 students from these communities attended a South Texas College campus each year.

The packet also included a chart of enrollment by academic year since the South Texas College La Joya teaching Center opened in 2010, including traditional, dual credit, and early college high school students. The enrollment figures for Academic Year 2015-2016 were through May 2016, and did not include summer enrollment.

After reviewing the history of the teaching center and the communities it was designed to serve, Dr. Zuniga described new initiatives in place to increase traditional enrollment at the South Texas College La Joya Teaching Center. These initiatives included:

- A community survey to ensure that program offerings at the Center meet the needs of students from the communities serve;
- Renovation of facilities at the South Texas College La Joya Teaching Center, located in the second floor of the Jimmy Carter Early College High School (ECHS);
- New signage to be prominently placed on 311 E. Expressway 83, La Joya; and
- Appointment of Dr. Rene Zuniga as the South Texas College La Joya teaching Center Site Coordinator, and hiring of a part-time staff member to assist with inquiries.

Dr. Zuniga discussed the development of Fall 2016 course and program offerings and reviewed the marketing plan to help inform members of the western Hidalgo County communities about these opportunities available to them through the South Texas College La Joya Teaching Center. The extensive marketing plan included:

Promotional Activities

- Informational booklet
- Website
- Course listing fliers
- Social media posts
- Press release
- Postcards
- Banners
- Announcements on La Joya ISD TV channel
- Information flier for high school seniors

Outreach Activities

- Open House, May 17th
 - ✧ Radio remote & advertising
 - ✧ Postcards sent to students
 - ✧ Social Media activities for the Open House
- Ad in ***Staying Connected*** Special Edition
- Student Recruitment Letters sent students majoring in the following areas:
 - ✧ Education
 - ✧ Interdisciplinary Studies
 - ✧ Business, Marketing, Human Resources
 - ✧ Criminal Justice

Finally, Dr. Zuniga discussed the registration round-up and provide a Fall 2016 enrollment update. As of the morning of August 9, 2016, he was happy to report 94 students had enrolled for courses at the Teaching Center, and he expected that additional students will have enrolled by the start of the Fall 2016 semester.

This review of a 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, and Renewals

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

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

A. Awards

1) Food Service – Nursing and Allied Health Campus (Award)

Award the proposal for food service – the Dr. Ramiro R. Casso Nursing and Allied Health campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning October 19, 2016 through October 18, 2017 with two one-year options to renew with a 5% commission of total monthly sales.

Purpose – The food service is available for the South Texas College faculty, staff, and students at the Dr. Ramiro R. Casso Nursing and Allied Health campus.

Justification and Benefit - The Dr. Ramiro R. Casso Nursing and Allied Health Campus is in need of food services Monday through Friday for breakfast and lunch. It will include some of the following items: breakfast tacos, hot and cold sandwiches, salads, chips, cookies, and drinks.

Background - Proposal documents were advertised on July 11, 2016 and July 18, 2016 and issued to four (4) vendors. One (1) response was received on July 26, 2016 and reviewed by Facilities – General Services and the Purchasing Department.

2) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing at an estimated amount of \$314,152.95 for the period beginning September 1, 2016 through August 31, 2017.

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

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

- a. **Printing Projects** – At an estimated amount of \$214,152.95 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$1,463.42
Program of Study Brochures FY 2016 - 2017	Grunwald Printing Company (Corpus Christi, TX)	\$3,032.45
Staying Connected Special Edition Tabloids FY 2016 -2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$24,613.44
Class Schedules FY 2016 – 2017 Summer/Fall 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$47,962.55
Class Schedules FY 2016 – 2017 Spring 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$18,954.98
Official Stationary FY 2016 – 2017	FedEx Office (McAllen, TX)	\$55,000.00
Student Catalog FY 2016 – 2017	EP Graphics, Inc. (Berne, IN)	\$32,709.00
Viewbook FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$4,790.11
Graduation Announcements & Envelopes	San Antonio Printing (McAllen, TX)	\$1,140.00
Graduation Programs FY 2016 - 2017	Communication Specialists, Inc./ dba Capital Spectrum (Buda, TX)	\$24,487.00

- b. **General Purpose Printing** – At an estimated amount of \$100,000.00 to the following eight (8) vendors:

Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying and More, LLC. (Mercedes, TX)
FAGSA USA Printing, LLC. (McAllen, TX)	FedEx Office (McAllen, TX)
Gateway Printing & Office Supply Inc. (Edinburg, TX)	Grunwald Printing Company (Corpus Christ, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

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

Background - Proposal documents were advertised on June 20, 2016 and June 27, 2016 and issued to twenty five (25) vendors. Fourteen (14) responses were received on July 6, 2016 and reviewed by the Office of Public Relations and Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing budgets and the various requesting department's budgets for FY 2016 - 2017.

B. Instructional Items

3) Testing Materials – CAAP (Purchase)

Purchase testing materials – CAAP from **ACT CAAP** (Iowa City, IA), a sole source vendor, at an estimated amount of \$50,030.00.

Purpose - The Student Assessment Center is requesting the purchase of one thousand three hundred sixty (1,360) ACT tests which will be taken by the BAT program students in FY 2017.

Justification and Benefit - Students enrolled in the BAT Program are administered the Collegiate Assessment of Academic Proficiency (CAAP) in the Fall, Spring, and Summer semesters. It is the exam selected that meets South Association of Colleges and Schools (SACS) quality control management requirement. The exams consist of five sections: Writing Skills, Writing Essay, Mathematics, Reading, and Critical Thinking.

Funds for this expenditure are budgeted in the CAAP Examination budget for FY 2016 - 2017.

C. Non – Instructional Items

4) Professional Agency and Media Planning Services (Purchase)

Purchase professional agency and media planning services from **Richards Carlberg, Inc. / dba Richards Carlberg** (Houston, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount that includes approximately \$400,000 in production costs and \$660,000 in advertising costs, for a total cost of \$1,051,000.00. Further breakdown of costs is provided below.

Purpose – The Office of Public Relations and Marketing is requesting to continue the agency services in FY 2016 - 2017 to provide marketing strategy, brand management and creative design services to the College to support its ongoing rebranding initiative and goals to increase student enrollment, build positive regional perceptions, and reinforce community pride in the institution. The services include but are not limited to: creative design, concept development, copywriting, and production of marketing materials. Materials produced include but are not limited to: campaign theme, digital illustrations, online ads, radio scripts and recordings, television scripts and videos, print ads, billboard designs, photography, and marketing guidelines as requested. The services provided and materials produced by Richards Carlberg are utilized throughout the College's many marketing initiatives including spring, summer and fall enrollment

campaigns, continuously refining the College's brand identity, and growing the College's brand awareness throughout the Rio Grande Valley and beyond.

Breakdown of the associated costs include:

- Agency Fees: \$245,000.00
Agency fees cover the costs associated with the specialized services offered by Richards/Carlberg and outlined within the scope of work.
- Production: \$131,000.00
Production cover the actual costs related to the production. These costs are generally associated with the creative development (commercials, photos, illustrations, billboards, etc) needed to support the media plan
- Out of Pocket: \$15,000.00
Out of pocket expenses include, but are not limited to, travel, shipping, color copies and phone charges. These expenses will be estimated and approved prior to being incurred.
- Media/Advertising: \$660,000.00
Advertising dollars used to purchase airtime, billboards, digital advertising, etc. to support the College's branding campaign.

Richards/Carlberg and South Texas College may agree to reallocate dollars among Production and Media budgets without impacting the commissions due to agency as long as the total budget is not exceeded.

The Office of Public Relations and Marketing is also requesting to continue leveraging Richards Carlberg's Brand Media team as the College's Agency of Record. This will authorize the agency to coordinate the purchase of media time and space on behalf of the College. By serving as our Agency of Record, the College will also be able to leverage their team for media negotiations and advanced reporting of marketing metrics.

Justification and Benefit – Ongoing maintenance and expansion of any campaign is vital to its success and longevity. Continuing to partner with Richards Carlberg will allow the College to enhance the branding and enrollment campaign by incorporating new elements not originally included at launch and to further increase the efficiency of its media performance through optimization based on learnings from previous campaigns.

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

- obtain better advertising rates with existing and new vendors;
- leverage advertising partnership/opportunities not currently available to the College;

- adjust advertising spending based on performance more easily;
- evaluate and utilize emerging advertising technologies; and
- leverage Richards Carlberg in-house staff's expertise and experience from working with other higher educational institutions.

Background – The Board awarded a contract for the professional agency and media planning services which included the rebranding of South Texas College at the March 26, 2013 Board of Trustees meeting to Richards Carlberg. Renewals to continue services have been approved in FY 2014, FY 2015, and FY 2016.

Funds for this expenditure are budgeted in the Public Relations and Marketing – Advertising budget for FY 2016 – 2017.

5) Business Skills Training Services (Renewal)

Renew the business skills training services contract with **World-Class Training** (Brownsville, TX), for the period beginning October 28, 2016 through October 27, 2017, at a commission of \$18.00 per instructional hour.

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

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

Background - The Board awarded the contract for business skills training services at the October 27, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 28, 2016 and ends October 27, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	10/28/15 - 10/27/16	2 – one year options
1 st Renewal	8/23/16		10/28/16 – 10/27/17

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

6) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator, Co.** (San Antonio, TX), a Provista Purchasing Cooperative approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$55,000.00.

Purpose – The Facilities Maintenance and Operations is requesting to renew the elevator maintenance agreement which includes preventative maintenance and service as needed.

Justification and Benefit - The elevator maintenance contract renewal will include the regular examinations and repairs of all twenty (20) elevators district wide.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2016 – 2017.

7) Merchant Services (Renewal)

Renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated annual cost of \$286,789.26, which is based on projected transactions.

Purpose – The Business Office has requested to renew the contract for merchant services which will permit students, faculty, staff, and the general public to pay for tuition and fees and other services provided by South Texas College with credit/debit cards.

Justification and Benefit – The merchant services is needed to maximize efficiencies and improve customer service by providing a method for processing credit/debit card payments by students, faculty, staff, and the general public for various services or purchases at South Texas College.

Background - The Board awarded the contract for merchant services at the October 28, 2014 Board of Trustees meeting for two years with three one-year annual renewals. The merchant discount rate is 1.740%. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/25/14	11/1/14 - 8/31/16	3 – one year options
1 st Renewal	8/23/16		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 Business Office – Credit Card Charges budget for FY 2016 – 2017.

8) Office Supplies (Renewal)

Renew the office supplies contracts for the period beginning October 1, 2016 through September 30, 2017, at an estimated amount of \$450,000.00 with the following vendors:

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

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

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

Background - The Board awarded the contracts for the office supplies at the August 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 1, 2016 and ends September 30, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/26/14	10/1/14 - 9/30/15	2 – one year options
1 st Renewal	8/25/15		10/1/15 – 9/30/16
2 nd Renewal	8/23/16		10/1/16 – 9/30/17

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 various requesting department budgets for FY 2016 - 2017.

9) Online Defensive Driving Training (Renewal)

Renew the online defensive driving training contract for the period beginning August 24, 2016 through October 31, 2017, at a commission of \$8.75 per student, which is 35% of the total tuition of \$25.00. I Drive Safely, LLC., the company originally awarded the contract, is being acquired by **eDriving Fleet, LLC.** (Cape May Court House, NJ) and wishes to assign the contract to this company. Consent to assign the contract to **eDriving Fleet, LLC.** is required from the College.

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

Justification and Benefit – The online defensive driving training will be provided through the South Texas College Continuing Professional and Workforce Education. The course provides an alternative to the traditional defensive driving classroom course. The course is available to anyone who desires to improve their driving skills and also provides traffic citation dismissal benefits for those individuals who have received approval from a Texas court. These courses are considered non-state and therefore the College would not receive any contact hour funding for them.

Background – The Board awarded the contract for online defensive driving training at the October 27, 2015 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins November 1, 2016 and ends October 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	11/1/15 - 10/31/16	2 – one year options
1 st Renewal	8/23/16		11/1/16 – 10/31/17

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

D. Technology Items

10) On-Demand Subscription Library (Purchase)

Purchase an on-demand subscription library from Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning August 31, 2016 through August 30, 2019, at an annual amount of \$21,353.00 and a total amount of \$64,059.00.

Purpose - Technology Resources is requesting to purchase computer based, on-demand training for the Banner applications and existing 3rd party applications that work with the Banner system including Luminis and DegreeWorks.

Justification and Benefit – The computer based training library is a set of over 4,000 lessons that can be accessed at any time by the College’s Banner users. Lessons cover different Banner modules and provide a better understanding of the functionality of each module. Features include a frequently asked questions section that includes questions by Banner users from other institutions, exercises, and short quizzes to help users better understand what they have learned.

Funds for this expenditure are in the Application Development Services budget for FY 2016 – 2017 and FY 2017 – 2018 and FY 2018 – 2019 pending Board approval of the budget.

11) Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$392,809.91.

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

Justification and Benefit - The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner HR, Banner

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

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

Funds for this expenditure are in the Application Development Services budget for FY 2016 – 2017.

12)Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$192,547.77.

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

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

Funds for this expenditure are in the Application Development Services budget for FY 2016 – 2017.

13)Desktop Computer Software License Agreement (Renewal)

Renew the desktop computer software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$38,870.20.

Purpose – Technology Resources is requesting to renew the desktop computer software licenses used on computers at all campuses as well as the support ticketing system licenses used the IS&P Help Desk.

Justification and Benefit – The software licenses are installed on student lab computers and classroom computers throughout the district and remotes to retain the computer's original setting and configurations. It will keep the computers running efficiently and prevent hardware failures or downtime.

The support ticketing system licenses are used by the IS&P Help Desk to track all hardware and software issued called in the South Texas College faculty, staff, and students.

Funds for this expenditure are budgeted in the Application Development Services and Technology Support Services budgets for FY 2016 – 2017.

14)Email Security Software License Agreement (Renewal)

Renew the email security software license agreement from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 28, 2016 through August 27, 2017, at a total amount of \$38,596.60.

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

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and can be constantly targeted by spammers. We need to protect the service with a tool that provides protection against these threats. It will protect and provide a service for sharing sensitive information securely with trusted parties. The software provides a service that can greatly reduce the probability of a successful phishing attempt.

Funds for this expenditure are budgeted in the Information Security budget for FY 2016-2017.

15)Enterprise Security Manager License Agreement (Renewal)

Renew the enterprise security manager license agreement with **Dell Marketing, LP**. (Dallas, TX), a State of Texas Department of Information Resource (DIR) approved vendor, for the period beginning June 11, 2016 through June 10, 2017 at a total cost of \$51,739.16.

Purpose – Information Security is requesting to renew the enterprise security manager license agreement to continue receiving maintenance and support for our Security Information and Event Management (SIEM).

Justification and Benefit –The enterprise security manager maintenance includes hotfixes for bugs and vulnerabilities. The support contract will provide help from the vendor when needed.

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

16) Hardware and Software Maintenance and Support Agreement (Renewal)

Renew the hardware and software maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$92,314.94.

Purpose – Technology Resources is requesting to renew the hardware and software maintenance and support agreements that will cover the servers, switches, and licenses.

Justification and Benefit – The renewal will include extended services for the servers, switches, and software license which is needed for support and maintenance services. The hardware and software support provides many services for applications used throughout College wide.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2016 – 2017.

17) Internet Services – Pecan Campus (Renewal)

Renew the internet service – Pecan Campus with the State of Texas **Department of Information Resources (DIR)** (Austin, TX) for Time Warner Cable, for the period beginning September 1, 2016 through August 31, 2017, at a monthly amount of \$11,193.73 and annual amount of \$134,324.76.

Purpose - Technology Resources is requesting to renew Internet services for the Pecan Campus.

Justification and Benefit - The service will be utilized by students, faculty, and staff to access the Internet for use in classrooms, labs, and offices at the Pecan Campus.

Funds for this expenditure is budgeted in the Telecom budget for FY 2016 - 2017.

Recommendation:

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

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

A. Awards

- 1) Food Service – Nursing and Allied Health Campus (Award):** award the proposal for food service – the Dr. Ramiro R. Casso Nursing and Allied Health campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning October 19, 2016 through October 18, 2017 with two one-year options to renew with a 5% commission of total monthly sales;
- 2) Printing Projects (Award):** award the proposal for printing projects and general purpose printing at an estimated amount of \$314,152.95 for the period beginning September 1, 2016 through August 31, 2017.

⇒ **Printing Projects** – at an estimated amount of \$214,152.95 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$1,463.42
Program of Study Brochures FY 2016 - 2017	Grunwald Printing Company (Corpus Christi, TX)	\$3,032.45
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Official Stationary FY 2016 – 2017	FedEx Office (McAllen, TX)	\$55,000.00
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Graduation Announcements & Envelopes	San Antonio Printing (McAllen, TX)	\$1,140.00
Graduation Programs FY 2016 - 2017	Communication Specialists, Inc. / dba Capital Spectrum (Buda, TX)	\$24,487.00

⇒ **General Purpose Printing** – at an estimated amount of \$100,000.00 will be awarded to the following eight (8) vendors:

Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying and More, LLC. (Mercedes, TX)
FAGSA USA Printing, LLC. (McAllen, TX)	FedEx Office (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Grunwald Printing Company (Corpus Christ, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

B. Instructional Items

3) Testing Materials – CAAP (Purchase): purchase testing materials – CAAP from **ACT CAAP** (Iowa City, IA), a sole source vendor, at an estimated amount of \$50,030.00;

C. Non – Instructional Items

- 4) **Professional Agency and Media Planning Services (Purchase):** purchase professional agency and media planning services from **Richard Carlberg, Inc. / dba Richards Carlberg** (Houston, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated \$400,000 in production costs and \$660,000 in advertising costs, for a total estimated cost of \$1,051,000.00.
- 5) **Business Skills Training Services (Renewal):** renew the business skills training services contract with **World-Class Training** (Brownsville, TX), for the period beginning October 28, 2016 through October 27, 2017, at a commission of \$18.00 per instructional hour;
- 6) **Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator, Co.** (San Antonio, TX), a Provista Purchasing Cooperative approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$55,000.00;
- 7) **Merchant Services (Renewal):** renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated annual cost of \$286,789.26 which is based on projected transactions;
- 8) **Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2016 through September 30, 2017, at an estimated amount of \$450,000.00 with the following vendors:
 - Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - Secondary: **Quill Corporation** (Lincolnshire, IL)
Office Depot (Boca Raton, FL)
- 9) **Online Defensive Driving Training (Renewal):** renew the online defensive driving training contract for the period beginning August 24, 2016 through October 31, 2017, at a commission of \$8.75 per student, which is 35% of the total tuition of \$25.00. I Drive Safely, LLC., the company originally awarded the contract, is being acquired by **eDriving Fleet, LLC.** (Cape May Court House, NJ) and wishes to assign the contract to this company. Consent to assign the contract to **eDriving Fleet, LLC.** is required from the College;

D. Technology

- 10) **On-Demand Subscription Library (Purchase):** purchase on-demand subscription library from Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning August 31, 2016 through August 30, 2019, at an annual amount of \$21,353.00 and total amount of \$64,059.00;
- 11) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through the **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$392,809.91;
- 12) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa,

KS), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$192,547.77;

- 13) Desktop Computer Software License Agreement (Renewal):** renew the desktop computer software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$38,870.20;
- 14) Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 28, 2016 through August 27, 2017, at a total amount of \$38,596.60;
- 15) Enterprise Security Manager License Agreement (Renewal):** renew the enterprise security manager license agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 11, 2016 through June 10, 2017 at a total amount of \$51,739.16;
- 16) Hardware and Software Maintenance and Support Agreement (Renewal):** renew the hardware and software maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$92,314.94;
- 17) Internet Services – Pecan Campus (Renewal):** renew the internet services – Pecan Campus with the State of Texas **Department of Information Resources (DIR)** (Austin, TX) for Time Warner Cable, for the period beginning September 1, 2016 through August 31, 2017, at a monthly amount of \$11,193.73 and annual amount of \$134,324.76.

Recommend Action - The total for all proposal awards, purchases, and renewal is \$3,212,234.55.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as presented.

Recommendation:

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

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

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

Approval Recommended:

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

Review and Action as Necessary on Revision and Deletion of Personnel Policies

Approval of revisions and deletion of personnel policies is requested as follows:

Revision

1. Revise Policy #4002 and Renumber to Policy #4919: *Standards of Conduct*

Request for the revision and renumbering of the policy is necessary as follows:

- To clarify the requisite standards of conduct at South Texas College along with the specific misconduct subject to disciplinary action.
- Policy will be renumbered, so that it can be aligned with the other College policies that are related to discipline and personnel action.

2. Revise Policy #4910: *Employee Complaint Procedure*

Request for the revision to the policy is necessary as follows:

- To clarify the procedures for responding to employee complaints within a tiered process of level one and level two to provide better opportunity for resolution.

3. Revise Policy #4911: *Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees*

Request for the revision to the policy is necessary as follows:

- To change of title from “Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees” to “Disciplinary Action Procedures”
- To clarify documentation and disciplinary procedures, which are set out with greater specificity and which include provisions of deleted Policy 4920: *Discipline and Dismissal*. Action on deletion of Policy 4920 will be requested later as a separate component of this item.

4. Revise Policy #4921: *Termination of Annual Employees During the Term of Their Letter of Appointment*

Request for the revision to the policy is necessary as follows:

- To change the title from “Termination of Annual Employees During the Term of Their Letter of Appointment” to “Termination of Non-Faculty Employees During the Term of Their Letter of Appointment”.
- To clarify the disciplinary procedures for termination of Administrative and Executive staff under a Letter of Appointment.

5. Revise Policy #4919: *Standards of Conduct*

Request for the revision and renumbering of the policy is necessary as follows:

- To include provisions of Policy #4002: *Standards of Conduct* and revisions as identified in the following pages.
- To clarify requisite standards of conduct at South Teas College
- Policy will be renumbered from 4002, so that it can be aligned with the other College policies that are related to discipline and personnel action.

Deletion

6. Delete Policy #4920: *Discipline and Dismissal*

Request for the deletion of the policy is necessary as follows:

- Information from this policy has been incorporated into revised Policy #4911: *Disciplinary Action Procedures*, so that documentation and disciplinary procedures are set out with greater specificity and clarity.

In summary, the policy revisions and deletions are as follows:

Revised Policies and Titles			
	No.	CURRENT	REVISED
1	4002	Standards of Conduct	Renumber to Policy 4919 No change to title
2	4921	Termination of Annual Employees During The Term of Their Letter of Appointment	Termination of Non-Faculty Employees During The Term of Their Letter of Appointment
3	4910	Employee Complaint Procedure	Clarify procedures for responding to employee complaints
4	4911	Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	Disciplinary Action Procedures
5	4919	Standards of Conduct	Clarify requisite standards of conduct and to include provisions of Policy 4002
Deleted Policy into New Policy			
	No.	DELETE	REVISED
6	4920	Discipline and Dismissal	4919: Standards of Conduct

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the revision and deletion of personnel policies as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to:

- Policy #4002 and renumbering it to Policy #4919: *Standards of Conduct*,
- Policy #4910: *Employee Complaint Procedure*;
- Policy #4911: *Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees*; and
- Policy #4921: *Termination of Annual Employees During The Term of Their Letter of Appointment*;
- Policy #4919: *Standards of Conduct*;

and the proposed deletion of:

- Policy #4920: *Discipline and Dismissal*;

as presented and which supersedes any previously adopted Board policy.

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

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to:

- Policy #4002 and renumbering it to Policy #4919: *Standards of Conduct*,
- Policy #4910: *Employee Complaint Procedure*;
- Policy #4911: *Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees*; and
- Policy #4921: *Termination of Annual Employees During The Term of Their Letter of Appointment*;
- Policy #4919: *Standards of Conduct*;

and the proposed deletion of:

- Policy #4920: *Discipline and Dismissal*;

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	Standards of Conduct	4002 Renumber to 4919
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 1 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 Board Minute Order dated August 23, 2016	

Employees of South Texas College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all College policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities. *Employees of South Texas College are expected to conduct themselves in a professional, courteous, respectful, and ethical manner in the performance of their duties and responsibilities, and in their interaction with colleagues, students, and the general public. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college.*

~~Employees shall not accept or solicit any gift, favor, service, or benefit related to employment at the college. Likewise, employees may not solicit, accept, or agree to accept any unauthorized gift, favor, service, or other benefit from having exercised the powers and responsibilities of their official college position. This does not include logo items with a value of less than \$10.~~

~~Employees shall not conduct private business using college equipment, systems, supplies or facilities; nor transport or use college equipment, systems, supplies or facilities for personal purposes. Employees may not conduct private business with the college. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college. Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college.~~

~~College employees whose position allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such processes by not participating in any discussion or by voting on any recommendation related thereto.~~

~~Employees shall not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally related items and that result in financial benefit to the employee.~~

South Texas College employees shall be prohibited from engaging in conduct, including, but not limited to:

- 1. Providing false information on a time sheet, an employment application, a transcript, a resume, a travel voucher, a purchase order, a student grade record, any report, a payroll record or of any other official record of the College;*
- 2. Altering to falsify the contents of any official record of the College;*
- 3. Violating workplace safety rules or accepted safety practices;*
- 4. Soliciting or accepting any prohibited gift, favor, service, or benefit from any vendor to the College, or soliciting or accepting a bribe;*
- 5. Conducting personal business during working hours, regardless of whether it is for profit or not, and regardless of whether or not it interferes with assigned duties and responsibilities;*

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4002 <i>Renumber to 4919</i>
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 2 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>Board Minute Order dated August 23, 2016</i>	

6. *Smoking anywhere except in a designated smoking area;*
7. *Gambling or participating in any games of chance on the College premises at any time;*
9. *Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;*
10. *Possessing and/or consuming alcoholic beverages, illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants or drugs on College premises at anytime or while on duty at any location;*
11. *Creating or contributing to unhealthy or unsanitary conditions in the workplace;*
12. *Insubordination; failure or refusal to follow work-related directives from supervisors;*
13. *Sabotaging, impeding, impairing, and/or disrupting the function of the workplace;*
14. *Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;*
15. *Engaging in any conduct during the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense regardless of whether or not the employee is convicted of the offense.*
16. *Engaging in any conduct outside the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense if such conduct tends to impugn the employee's moral character or professional reputation, or if such occurrence tends to tarnish or bring into disrepute the College's image in the community, regardless of whether or not the employee is convicted of the offense*
17. *Intentional, reckless, or negligent conduct that results in personal injury to a student or other College employee while on work duty with the College;*
18. *Actual or constructive possession on College premise of materials, photographs, video-recordings, drawings or other similar visual illustrations of a pornographic nature that are not a bona-fide part of an approved College course being taught by the employee.*
19. *Engaging in any conduct with any student, employee or other person if the conduct is offensive, inappropriate, indecent, insulting, physically threatening, and/or humiliating.*
20. *Making statements or remarks that are derogatory, demeaning, or denigrating of another person on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, or any other protected class;*

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4002 <i>Renumber to 4919</i>
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 3 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>Board Minute Order dated August 23, 2016</i>	

21. *Engaging in academically dishonest or unethical acts;*
22. *Inducing, encouraging, soliciting, or compelling any person to engage in any conduct that is criminal in nature, dishonest, insubordinate, offensive, vulgar, or which violates any board policy;*
23. *Fighting, instigating a fight, threatening or attempting bodily harm or injury to another;*
24. *Refusal or negligent failure to follow instructions or to perform designated work that is part of an employee's job duties and responsibilities;*
25. *Using or misappropriating work time or College property or resources for personal gain or benefit;*
26. *Disclosing to the public information maintained by the College if the information is exempt from disclosure under any law;*
27. *Creating a condition or engaging in conduct that creates an unreasonable risk of injury to the individual, students, fellow employees, or members of public;*
28. *Participating in any purchase or acquisition of goods or services in which the employee has a conflict of interest;*
29. *Unauthorized or repeated tardiness or absence, or excessive use or abuse of sick or other leave privileges;*
30. *Possessing a prohibited firearm or other prohibited weapon on College premises;*
31. *Making misrepresentations or providing misleading work-related information to supervisors, co-workers, regulatory bodies, or funding agencies.*
32. *Engaging in conduct that is prohibited by other College policies;*
33. *Violating departmental rules or regulations or College policies;*
34. *Failing to comply with purchasing or hiring policies, rules, or regulations of the College;*
35. *Engaging in conduct that is unprofessional, disrespectful, discourteous, or unethical in the performance of duties and responsibilities or in interactions with colleagues, students, or the general public.*
36. *Bringing children on College premises or to the employees' workplace during working hours in lieu of childcare arrangements; or*
37. *Other acts or omissions of misconduct as determined by Administration to be derelict.*

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title Standards of Conduct **4002** **Renumber to 4919**

Legal Authority Texas Education Code and Other Statutory Provisions Regulating Higher Education **Page 4 of 4**

Date Approved by Board **Board Minute Order dated November 9, 1995**
Board Minute Order dated August 23, 2016

An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action and/or other adverse personnel action, including termination.

The prohibited conduct described by this policy is intended as a general guide for employees to follow, it is not intended as an exhaustive description of all the types of conduct that is prohibited and subject to sanction.

This policy is not intended to create any property interest in continued employment.

MANUAL OF POLICY

Title: Employee Complaint Procedure 4910
Legal Authority: Approval of the Board of Trustees Page 1 of 4
Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated June 17, 1999
As Amended by Board Minute Order dated August 23, 2016

College employees have the right to present grievances concerning their wages, hours of employment, working conditions, job assignments or interpretations of College policies will be considered pursuant to the provisions of this policy for all College employees. An employee has the right to present a complaint individually or through a representative, selected and compensated by the employee, or conditions of work, either individually or through a representative that does not claim the right to strike. An employee having a grievance regarding his/her wages, hours of employment, or conditions of work may seek redress of such grievance by filing a complaint in accordance with this policy.

In this policy, the terms "complaint" and "grievance" shall have the same meaning. A complaint or grievance is defined as an unresolved issue concerning the application of College policy, practice, or regulation.

Other Complaint Processes

This policy will be followed except where the employee believes there has been discrimination, harassment, retaliation, a sexual harassment or other harassment or illegal activity by a co-worker or supervisor or prohibited conduct as defined in Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct; Policy 4204 Reporting Suspected or Known Fraud, 4204 Abuse and Other Improprieties, Policy 4205 Equal Education and Employment Opportunities or Policy 4209 The Whistleblower Act. In accordance with Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct, if the employee's immediate supervisor is the source of the complaint, the employee may present the initial complaint to the next level administrator with supervisory authority over the employee. Every College employee, except for licensed Counselors, must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor is it intended to create constitutional due process rights or to require a full evidentiary hearing or "mini-trial" at any level.

Complaints arising out of an event or a series of related events that occurred prior to the filing of the complaint shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

No employee shall be penalized, disciplined or prejudiced for exercising the right to file and pursue a complaint under this policy.

INFORMAL COMPLAINT PROCESS

Employees ~~and administration~~ are encouraged to ~~resolve complaints~~ seek resolution of their employment-related grievances as soon as possible, at the lowest administrative level, by discussing their concerns or complaints through ~~open communication and~~ informal conferences with their supervisor or other supervisor within the chain of command. ~~processes; however, the steps listed below are provided to resolve complaints that require a more structured procedure for resolution.~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title: Employee Complaint Procedure 4910
Legal Authority: Approval of the Board of Trustees Page 2 of 4
Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated June 17, 1999
As Amended by Board Minute Order dated August 23, 2016

FORMAL COMPLAINT PROCESS

If an employee's complaint is not resolved through an informal conference, the employee may initiate the formal complaint process, as provided by this policy.

The steps to the procedure are as follows:

LEVEL ONE

1. An employee *or the employee's representative* shall **informally** present the complaint, in writing, to the employee's immediate supervisor ~~for discussion, consideration, and resolution~~ within 20 working days from the date the employee becomes aware or should have been aware of the action which is the subject of the complaint.
A written complaint must provide:
 1. A clear explanation of the employee's specific concern;
 2. A description of how the employee's employment has been affected.
 3. A description of the relief the employee is seeking.
2. *The employee's immediate supervisor shall review the complaint in consultation with the Director of Human Resources or Employee Relations officer, and any other administrator who has supervisory authority over the employee, not including the respective division Vice-President.*
3. *The employee's immediate supervisor will meet with the employee to discuss the complaint and the remedy requested, not later than 20 working days from date the complaint is filed. Any other administrator who has supervisory authority over the employee, not including the appropriate Vice-President, may attend this meeting with the employee.*
4. *The employee's immediate supervisor will provide written notice to the employee, within 10 working days after the meeting, whether the remedy being requested by the employee is being granted or denied, or offer an alternative resolution. If the employee does not receive the written notice within the prescribed time period, it shall be deemed a denial of the employee's grievance.*
- ~~2. If the complaint is not resolved by the immediate supervisor within 10 working days following receipt of the complaint by the supervisor, the employee may present to the appropriate next level supervisor a written request for a formal review of the complaint. The request should be delivered by the employee to the next level supervisor and include a copy of the complaint, reasons for the requested review, documents offered in support of the complaint and a suggested resolution. That supervisor shall provide a written decision on the matter within 10 working days of receipt of the complaint.~~
- ~~3. If the decision of the next level supervisor is not acceptable to the complainant, the employee has two options from which to choose in the procedure's next step. The employee has 10 working days to carry out one of the two options listed below:

Option One: The employee must deliver the complaint in writing with the description of the concern, reasons for the review, documents offered in evidence, and a suggested remedy to a review committee. As part of the written complaint, the employee should indicate whether he/she wishes~~

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Italics denote addition

MANUAL OF POLICY

Title:	Employee Complaint Procedure	4910
Legal Authority:	Approval of the Board of Trustees	Page 3 of 4
Date Approved by Board:	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 17, 1999 As Amended by Board Minute Order dated August 23, 2016	

~~to appear in person before the committee. The appropriate Vice President will select and convene the committee (see step #4). The Committee will provide a hearing on the matter within 10 working days of receipt of complaint. The Committee will make a written recommendation to the appropriate Vice President within 10 working days after the close of the hearing.~~

~~Or~~

~~Option Two: The employee may deliver the complaint in writing with the description of the concern, reasons for the review, documents offered in evidence, and a suggested remedy to the appropriate Vice President for resolution. The referral will contain a clear and concise statement of why the respective decision was not acceptable to the complainant.~~

- ~~4. Should Option One be selected, the Vice President will appoint a committee composed 2 administrators and 3 employee representatives [2 of whom should be selected from the same employee category as the employee making the complaint (i.e., faculty; administrative support; custodial; etc.)]. To ensure an impartial committee, no committee member will have any connection to the subject of complaint. Should the complainant have any concern about a particular committee member, the complainant should express this concern in writing to the appropriate Vice President. The committee's responsibility will be to review the complaint and accompanying materials and to issue a written recommendation to the appropriate Vice President within 10 working days of the close of the hearing. The committee may hear evidence, examine documents and question witnesses as part of its fact finding. Prior to any hearing, both sides will receive a complete set of all documents.~~
- ~~5. The appropriate Vice President will provide a written decision on the matter within 10 working days of receipt of the complaint if Option One was exercised and/or the committee's recommendation if Option Two was exercised.~~
- ~~6. The employee may refer complaints not satisfactorily resolved by the appropriate Vice President in writing to the President. The referral must be made within 10 working days of the date of the decision by the appropriate Vice President. The referral shall contain a clear and concise statement detailing the reason(s) the Vice President's decision was not acceptable to the complainant.~~
- ~~7. The President shall, within a reasonable time, not to exceed 20 working days following receipt of the referral, issue a written decision, which shall be mailed to the employee. The decision of the President is final and there are no further appeals.~~

LEVEL TWO

- If the complaint is not resolved to the employee's satisfaction at Level One, the employee may present the complaint to the respective division Vice-President. The complaint must be submitted to the Vice-President not later than 10 working days from the date of the decision at Level One. The employee shall provide a clear and concise statement detailing the reason(s) why the Level One decision was not acceptable to the employee.*

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title: Employee Complaint Procedure 4910
Legal Authority: Approval of the Board of Trustees Page 4 of 4
Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated June 17, 1999
As Amended by Board Minute Order dated August 23, 2016

2. *The Vice-President may consult with the Director of Human Resources or Employee Relations Officer and may, not later than 10 working days following receipt of the complaint, issue a written decision, which shall be mailed to the employee. The decision of the Vice-President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. If the employee does not receive the written notice within the prescribed time period, it shall be deemed a denial of the employee's grievance. The decision of the Vice-President is final and not appealable.*

~~This policy will be followed except where the employee believes there has been a sexual harassment or other harassment or illegal activity by a co-worker or supervisor. In that situation, the complainant may select another College administrator to receive and handle the complaint.~~

Retaliation

The College prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation.

The provisions of this policy do not extend into a due process procedure. The policy is an internal procedure designed to provide employees with the opportunity to address complaints. ~~This policy may be amended from time to time.~~

~~*Note: Disciplinary actions and non-renewal of appointment letters are covered under the Disciplinary Documentation Procedure.~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title **Disciplinary ~~Documentation~~ *Action* Procedures** 4911
~~For Non-Annual Employees and Non-Renewal of Annual Employees*~~

Legal Authority **Approval of the Board of Trustees** Page 1 of 5

Date Approved by Board **Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated August 23, 2016**

Purpose

This policy establishes a procedure for guiding supervisors in disciplining employees under their supervision who engage in conduct that fails to conform to the College's employee standards of conduct.

~~The Disciplinary Documentation policy has been established in order to evaluate management decisions relating to employee disciplinary matters. Proper documentation will assist the President in making determinations as to whether or not any employee policy such as Americans with Disabilities Act, the Equal Employment Opportunity Act, other Federal and State laws or College policies are being violated by supervisory personnel.~~

~~The Disciplinary Documentation policy is to be used by the College Administration as a tool to determine the adequacy of administrators in their roles and duties as supervisors of College employees. The documentation process is not a due process procedure and an employee has no right of appeal. An employee may file or present a grievance as set out in Paragraph #4 on Page 2 of this policy. The policy applies to all disciplinary actions including decisions not to renew or recommend renewal of annual letters of appointment for staffing plan positions.~~

Disciplinary Action Concerning Employees:

Disciplinary action ~~concerning~~ against an employees shall be initiated by the immediate supervisor or by the department head. ~~Provided, all~~ *Any* disciplinary actions ~~above other than~~ verbal reprimands shall be approved by the department head. *Supervisory personnel should take* into consideration the following:

1. Severity of the offense;
2. Frequency of the offense, if appropriate;
3. Duration of employment;
4. Conduct of the employee;
5. Effect of the action of the employee on the general public, fellow workers, and the College; and
6. All other extenuating circumstances relating to the particular facts of the situation.

~~The severity of the disciplinary action should match the corresponding conduct of the employee taking into consideration appropriate circumstances. The decision to discipline an employee should be made within a reasonable time after investigating the corresponding conduct or incident.~~ *the occurrence of conduct or incident warranting disciplinary action. Supervisory personnel shall consult the Director of Human Resources for assistance and guidance in disciplinary actions other than verbal reprimands.*

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title **Disciplinary ~~Documentation~~ Action Procedures** 4911
~~For Non-Annual Employees and Non-Renewal of Annual Employees*~~

Legal Authority Approval of the Board of Trustees Page 2 of 5

Date Approved by Board Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated August 23, 2016

Disciplinary Action: Verbal Warning

- ~~1. Basic disciplinary action includes counseling sessions where the employees are counseled about their actions by the immediate supervisor or the department head.~~

A verbal warning is a basic disciplinary action where an employee is verbally informed by an immediate supervisor that the employee has engaged in conduct which fails to conform to the standards of conduct for College employees, and is admonished about the possible adverse consequences of engaging in the non-conforming conduct. In addition to a verbal warning, an employee may be counseled by a supervisor about how the employee may improve his/her conduct. A verbal warning or ~~c~~Counseling sessions may be noted by the immediate supervisor ~~or department head~~ in a management folder maintained internally by the immediate supervisor. ~~department head which does not become a part of the employee's personnel file.~~

Disciplinary Action: Written Reprimand

- ~~2. Where appropriate, the immediate supervisor and/or department head may issue a written reprimand which is a written documentation of the employee's conduct which does not meet the College's expectations of conduct. Written reprimands will be discussed with the employee and be placed in the personnel file of the employee as maintained by the individual department. Written reprimands are to be forwarded to the College Office of Human Resources.~~

An immediate supervisor and/or department head may issue a written reprimand to an employee whose conduct fails to conform to the College's standard of conduct for employees. A written reprimand need not be preceded by a verbal reprimand. But, a written reprimand shall be issued if the employee fails to correct his conduct after having received a verbal reprimand. A written reprimand shall identify the employee's non-conforming conduct and admonishes the employee about the possible adverse consequences for engaging in the same or other non-conforming conduct. Written reprimands shall be discussed with the employee and be placed in the employee's personnel file. Procedures and guidance for the written reprimand may be obtained from the Office of Human Resources.

Disciplinary Action: Conduct and Performance Improvement Plan

Where an employee's conduct fails to conform to the College's standard of conduct after having received a verbal warning and/or a written reprimand, the immediate supervisor and/or department head may, in lieu of recommending termination, place the employee on a written Conduct and Performance Improvement Plan. This plan should be developed with the assistance of the Director of Human Resources or the Employee Relations Officer. The Conduct and Performance Improvement Plan may be for no more than three (3) months, and should, at a minimum, 1) identify the employee's conduct which warrants disciplinary action, 2) identify past similar or other non-conforming conduct, 3) admonish the employee about engaging in any future non-conforming conduct, 4) establish goals and objectives which guide the employee towards improving his/her conduct that is in need of improvement, 5) establish a

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title **Disciplinary ~~Documentation~~ *Action* Procedures** 4911
~~For Non-Annual Employees and Non-Renewal of Annual Employees*~~

Legal Authority **Approval of the Board of Trustees** Page 3 of 5

Date Approved by Board **Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated August 23, 2016**

timetable for achieving the goals and objectives, and 6) establish a schedule for periodic conferences between a supervisor and/or unit administrator and the employee for measuring and discussing the employee's progress in achieving the goals and objectives of the Plan. A Conduct and Performance Improvement Plan may be modified, as needed, to assist the employee in conduct improvement.

A Conduct and Performance Improvement Plan is to be placed in the employee's personnel file. An employee who fails to satisfactorily complete a Conduct and Performance Improvement Plan is subject to termination from employment for such failure and for the conduct precipitating the improvement plan.

Disciplinary Action: Suspension Without Pay

~~3. In appropriate circumstances, the immediate supervisor may recommend to the department head or the department head may initiate demotion or suspension without pay status, and/or propose remedial action by the employee. Such action shall be accompanied by written documentation relating to the employee's conduct including all relative facts relating thereto and the rationalization for the action. Prior to the effective date of such action, notice shall be delivered to the affected employee and forwarded to the Office of Human Resources. An employee may file a written response to the disciplinary action within 3 working days after receipt which response will be filed with the Office of Human Resources to be placed in the employee's file. The Human Resources supervisor shall review the disciplinary action to determine whether additional information needs to be presented and if the disciplinary action is an appropriate management decision. The Human Resources manager may alter, approve or disapprove such disciplinary action. A copy of the disciplinary action shall be delivered by the Human Resources supervisor to the employee. The decision of the Office of Human Resources shall be final on all such disciplinary action.~~

An at-will employee may be suspended without pay to discipline the employee for engaging in conduct that fails to conform to the College's standards of conduct for employees. This disciplinary action may be taken to impress upon an employee the serious nature of the employee's non-conforming conduct. An employee should consider this disciplinary action as a notice that the employee is facing possible termination if his/her conduct does not immediately improve. The supervisor will consult the department head and the Director of Human Resources before administering this disciplinary action. A suspension without pay shall not exceed 10 working days. Suspension without pay of an employee employed under a letter of appointment shall conform to the notice and hearing provisions of Policy 4118 Provision of Faculty Letter of Appointment or Policy 4921 Termination of Non-Faculty Employees During the Term of Their Letter of Appointment, as applicable. In addition to this disciplinary action, an employee may be issued a Written Reprimand and the employee placed on an Improvement Plan.

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title **Disciplinary ~~Documentation~~ Action Procedures** 4911
~~For Non-Annual Employees and Non-Renewal of Annual Employees*~~

Legal Authority **Approval of the Board of Trustees** Page 4 of 5

Date Approved by Board **Board Minute Order dated November 9, 1995
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Disciplinary Action: Termination

~~4. The department head may provide for the termination or recommendation of non-renewal of a letter of appointment of an employee. Prior to the effective date of such action, notice of such disciplinary action shall be delivered to the employee and forwarded to the President. The supervisor may suspend an employee with or without pay pending the final decision of the President. Within five (5) working days after receipt of the notice of the disciplinary action, an employee has a right to present a grievance in person, or in writing, to the President.~~

An employee may be recommended for termination for disciplinary reasons, based on documented acts or omissions. Prior to recommending termination of an employee for disciplinary reasons, the employee's immediate supervisor and any other appropriate administrator will meet with the employee to inform the employee of the reason(s) the employee is being recommended for termination. The employee may attend the meeting and respond to the reasons or the employee may submit a written response, in lieu of attending the pre-termination meeting, within five (5) working days after receipt of the notice of the disciplinary action. This is not a due process hearing.

After receiving notice of the proposed termination, the employee desiring a hearing, shall notify the President in writing not later than the 10th working day after the date the employee receives the proposed action. The President shall schedule a hearing to be held not later than the 10th working day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

The President shall receive the ~~grievance,~~ written request, if applicable, and shall review the disciplinary action to determine whether additional information needs to be presented and if the disciplinary action is an appropriate management response to the employee conduct. The President may modify, approve or disapprove such action. The decision of the President shall be final on all such action. A copy of the decision shall be delivered by the Office of the President to the employee within 10 working days following the hearing. The final action shall be placed in the employee's personnel file.

Administrative/Executive and Faculty Employed under a Letter of Appointment

Termination of an employee employed under a letter of appointment shall conform to Policy 4118 Provision of Faculty Letter of Appointment or Policy 4921 Termination of Non-Faculty Employees During the Term of Their Letter of Appointment, as applicable.

This policy is only a guide and is not intended to require progressive discipline procedure prior to recommending termination of an employee for disciplinary or other legitimate reasons. Nothing in this policy is intended to prohibit administrative suspension with pay of an employee.

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Termination of <i>Non-Faculty Annual</i> Employees During The Term of Their Letter of Appointment	4921
Legal Authority	Approval of 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 December 16, 1999 As Amended by Board Minute Order Dated May 1, 2000 <i>As Amended by Board Minute Order Dated August 23, 2016</i>	

Any person who is employed ~~in a staffing plan position~~ under a current letter of ~~annual~~ appointment *other than faculty* may be terminated for good cause during the contract term, regardless of appointment status, ~~as~~ determined by the President. ~~Good cause shall include, in addition to but not limited to, the following:~~

~~General Grounds for Dismissal:~~

- ~~1. Professional incompetence;~~
- ~~2. Substantial neglect of professional responsibilities;~~
- ~~3. Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the institution or to students or associates;~~
- ~~4. Mental or physical disablement which substantially and adversely affects the performance of duties or the meeting of responsibilities to the institution or to students or associates, and for which reasonable accommodations could not be provided;~~
- ~~5. Unprofessional conduct adversely affecting to a substantial degree the performance of duties or the meeting of responsibilities to the institution or to students;~~

~~More Specific Grounds for Dismissal:~~

- ~~1. Falsification of time sheets, personnel records or other records of the College;~~
- ~~2. Violations of safety rules or accepted safety practices;~~
- ~~3. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations;~~
- ~~4. Neglect of duties, loafing, loitering or wasting time during working hours;~~
- ~~5. Smoking anywhere except in designated smoking area;~~
- ~~6. Gambling, or participation in other games of chance on the premises at any time;~~
- ~~7. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;~~
- ~~8. Possessing intoxicants or drugs at the work place or the use of intoxicants or drugs during working hours;~~
- ~~9. Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the College or any item on loan and under the control of the College;~~
- ~~10. Creating or contributing to unhealthy or unsanitary conditions;~~

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Italics denote addition

MANUAL OF POLICY

Title Termination of **Non-Faculty Annual** Employees 4921
During The Term of Their Letter of Appointment

Legal Authority Approval of Board of Trustees Page 2 of 2

Date Approved by Board Board Minute Order dated November 9, 1995
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- ~~11. Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct;~~
- ~~12. Disorderly conduct, horseplay, harassment of College personnel including sexual harassment, racial harassment, or use of abusive language on the premises;~~
- ~~13. Fighting, agitating a fight, threatening or attempting bodily harm or injury to another employee of the College;~~
- ~~14. Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;~~
- ~~15. Theft, dishonesty or unauthorized use of College property or equipment, including College records and confidential information;~~
- ~~16. Creating a condition hazardous to the individual or fellow employee;~~
- ~~17. Refusal of an employee to follow instructions or to perform designated work in the reasonable time prescribed or refusal to adhere to established rules and regulations;~~
- ~~18. Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, or unavailability for work;~~
- ~~19. Violations of College policies or rules;~~
- ~~20. The prohibited carrying of a firearm or other weapon on school premise;~~
- ~~21. Violation of criminal or civil law in relation to performance of duties at the College; and~~
- ~~22. Other acts or omissions of misconduct as determined by Administration to be derelict.~~

~~Notice of the reasons for the proposed action and an opportunity to be heard, including the right to present, in person, a grievance to the President, shall be given to e~~Each annual **non-faculty** employee whose termination during the term of their letter of appointment is ~~under consideration~~ **being proposed shall be entitled to notice of the reasons of the proposed action and the right to request a hearing.**

If a non-faculty employee employed under a Letter of Appointment desires a hearing after receiving notice of the proposed termination, the non-faculty employee shall notify the President in writing not later than the 10th day after the date the non-faculty employee receives the notice of the proposed action. The President shall schedule a hearing to be held not later than the 10th day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

The hearing shall be before the President of the College under procedures to be established by the President. In those instances of termination as a consequence of financial exigency or the phasing out of institutional programs, efforts at transfer/reassignment, where applicable, will be made.

~~This policy does not negate or alter any provisions stated in Policy #3030 Academic Freedom and Responsibility.~~

Strikethrough denotes deletion
Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated August 23, 2016	

Requisite Standards of Conduct

South Texas College has established performance standards for all employees and employees are expected to acquaint themselves with required performance criteria for their particular jobs along with all rules, procedures, and standards of conduct established by the employing unit, division or department. Those employees failing to satisfy the responsibilities as set forth in such rules, procedures and standards are subject to adverse personnel actions.

The delineation of these procedures is for the benefit of the orderly management of the College and does not give rise to any contractual or property interests in the continued employment with the College except as specifically authorized in writing and approved by the Board of Trustees. The employment status of all personnel is governed by provisions in Policy 4115.

Conduct which is Subject to Disciplinary Action

Poor Work Performance

The general standard of work performance of all employees should exceed the merely satisfactory level, and employees are expected to strive for excellence. The failure of an employee to achieve an acceptable level of productivity and to maintain work performance standards may constitute cause for disciplinary action including dismissal. The term "work performance" shall be all-inclusive and shall pertain to every aspect of an employee's work and behavior on the job including the ability to work harmoniously with other employees.

Work performance is to be judged by the supervisor and includes a formal supervisory evaluation process which describes the quality and quantity of work performed by each employee. Documentation of poor work performance would also include memorandums, records of meetings, and other written documentation. When, in the opinion of the supervisor, the work performance of an employee is unsatisfactory, the supervisor must take appropriate disciplinary action.

Misconduct

All employees are expected to adhere to such standards of conduct that will result in a productive environment. Disciplinary action must be imposed for unacceptable conduct and this can even result in dismissal.

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
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A list of examples of misconduct must include such behavior that defies the socially acceptable standards of expected behavior and are not limited to those given below:

1. Falsification of time sheets, personnel records or other records of the College;
2. Violations of safety rules or accepted safety practices;
3. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee or to adhere to established rules and regulations;
4. Neglect of duties, loafing, loitering or wasting time during working hours;
5. Smoking anywhere except in designated smoking area;
6. Gambling or participation in other games of chance on the premises at any time;
7. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
8. Possessing intoxicants or drugs at the work place or the use of intoxicants or drugs during working hours;
9. Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the College or any item on loan and under the control of the College;
10. Creating or contributing to unhealthy or unsanitary conditions;
11. Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct;
12. Disorderly conduct, horseplay, harassment of College personnel including sexual harassment, racial harassment, or use of abusive language on the premises;
13. Fighting, agitating a fight, threatening or attempting bodily harm or injury to another employee of the College;
14. Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;
15. Theft, dishonesty or unauthorized use of College property or equipment, including College records and confidential information;
16. Creating a condition hazardous to the individual or fellow employee;

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MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated August 23, 2016	

17. Refusal of an employee to follow instructions or to perform designated work in the reasonable time prescribed or to adhere to established rules and regulations;
18. Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, or unavailability for work;
19. Violations of College policies or rules;
20. The prohibited carrying of a firearm or other weapon on school premises;
21. Violation of criminal or civil law in relation to performance of duties at the College; and
22. Other acts or omissions of misconduct as determined by Administration to be derelict.

Investigation of Unsatisfactory Behavior

All observed or reported incidents that involve the potential for disciplinary action shall be investigated by the employee's supervisor or other administrative official.

The supervisor or other administrator shall obtain documentation that the employee engaged in conduct which warrants disciplinary action prior to instituting a disciplinary action.

The investigating supervisor is encouraged to discuss the results of the investigation with the Human Resources Supervisor or another appropriate College official before disciplinary actions are imposed.

Pre-Disciplinary Meetings

An employee will be informed of the basis for any proposed disciplinary action resulting in suspension, demotion or dismissal and will have an opportunity to respond in the presence of the employee's supervisor and an administrator before a final decision is made to take disciplinary action. This procedure is not intended to be a due process hearing or procedure. This meeting may be waived by the employee.

This policy does not negate or alter any provisions stated in Policy #3030 Academic Freedom and Responsibility.

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Italics denote addition

Review and Action as Necessary on Disposal of Surplus Property at \$1,000 and Over

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

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

Justification and Benefit – Library Services is installing compact shelving at all locations because compact shelving halves the foot print of the collection, freeing up floor space for additional learning and study spaces without sacrificing the collection. There is no place to keep the shelving that will be replaced by the compact shelving. Additionally, the library's current original shelving is no longer available. With the expansion of the library at Mid-Valley it will not be possible to expand the current shelving or to find spare parts for existing shelving. Accordingly, Library Services recommends that the shelving to be replaced with compact shelving be disposed of as surplus property.

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

The auction items are located at the South Texas College Mid Valley Campus Library in Weslaco, TX. The items will be scheduled to be auctioned in the month of September at the auctioneers' site due to lack of space at the Central Receiving Warehouse.

The items valued over \$1,000 are recorded in the College's inventory in the Banner computer system.

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

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

Recommendation:

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

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

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

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
SURPLUS PROPERTY AT \$1,000 AND OVER
AUGUST 23, 2016**

#	Qty	Description	Silver Tag	Purchase Date	Amount	Net Value	Ptag	Condition
1	1	Security Gates Electromagnetic security gate	0000004881	3/10/2000	\$ 7,400.00	\$ -	000004832	Obsolete
2	1	light oak wooden/double sided/6 section short shelf	0000011829	2/24/2005	\$ 1,679.54		000011965	Obsolete
3	1	light oak wooden/double sided/6 section short shelf	0000011834	2/24/2005	\$ 1,679.54		000011964	Obsolete
4	1	light oak wooden/double sided/8 section tall floor shelf	0000027306	2/24/2005	\$ 1,600.09		000011971	Obsolete
5	1	light oak wooden/double sided/8 section tall floor shelf	0000027305	2/24/2005	\$ 1,158.48		000011970	Obsolete
6	1	light oak wooden/double sided/8 section tall floor shelf	0000027304	2/24/2005	\$ 1,158.48		000011969	Obsolete
7	1	light oak wooden/double sided/8 section tall floor shelf	0000027307	2/24/2005	\$ 2,725.04		000011972	Obsolete
8	1	light oak wooden/double sided/8 section tall floor shelf	21575	2/24/2005	\$ 6,807.74	\$ -	000011939	Obsolete
9	1	light oak wooden/double sided/8 section tall floor shelf	21574	2/24/2005	\$ 6,807.74		000011938	Obsolete
10	1	light oak wooden/double sided/8 section tall floor shelf	21573	2/24/2005	\$ 7,613.33	\$ -	000011937	Obsolete
11	1	light oak wooden/double sided/8 section tall floor shelf	27303	2/24/2005	\$ 1,158.48		N00024474	Obsolete
12	1	light oak wooden/double sided/8 section tall floor shelf	27302	2/24/2005	\$ 1,158.48		N00024475	Obsolete
13	1	light oak wooden/double sided/8 section tall floor shelf	27301	2/24/2005	\$ 1,158.48		N00024476	Obsolete
14	1	light oak wooden/double sided/8 section tall floor shelf	21561	2/24/2005	\$ 1,158.48		N0002447	Obsolete
15	1	light oak wooden/double sided/8 section tall floor shelf	25848	2/24/2005	\$ 1,158.48		N00024478	Obsolete
16	1	Security Gates Electromagnetic security gate	0000011146	5/20/2005	\$ 12,504.32	\$ -	000012486	Obsolete

Review and Action as Necessary on Write-off of Obsolete Fixed Assets and Capital Assets at \$3,000 and Over

Approval to write-off obsolete fixed assets and capital assets at \$3,000 and over is requested.

The packet includes a listing of fixed assets and capital assets at \$3,000 and over, totaling \$1,316,933.65, which are obsolete as per the Financial Managers and the Fixed Assets Department as of August 31, 2014.

The capital assets value and associated accumulated depreciation will be written-off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2016.

Attached is a listing of the fixed assets and capital assets at \$3,000 and over that are obsolete during the last two fiscal years, and should be removed from the College's inventory system and general ledger, as applicable.

The Finance, Audit, and Human Resources Committee recommended Board approval to write-off obsolete fixed assets and capital assets at \$3,000 and over as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize writing-off obsolete fixed assets and capital assets at \$3,000 and over as presented.

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

The Board of Trustees approves and authorizes writing-off obsolete fixed assets and capital assets at \$3,000 and over as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
FIXED ASSET OBSOLETE REPORT AT \$3,000 AND OVER
JULY 25, 2016**

#	SILVER_TAG	PTAG	ASSET_DESCRIPTION	ACQUISITION	AMOUNT	Net Value	FM_NAME	TRANSFER DATE
1	21335	N00012764	Annual Software Maintenance Renewal	9/1/2005	\$ 19,597.00	\$ -	Campos, Jesus	4/29/2015 12:38
2	21356	N00017199	LexisNexis Database Program Access Fee	9/17/2008	\$ 11,909.00	\$ -	Campos, Jesus	4/4/2016 9:29
3	21354	N00017301	2 Unicorn SmartPort Concurrent User	10/24/2008	\$ 3,530.00	\$ -	Campos, Jesus	4/4/2016 9:26
4	21355	N00017583	Credo Reference - Credo Unlimited	5/28/2009	\$ 5,794.00	\$ -	Campos, Jesus	4/4/2016 9:26
5	34085	8262	Computer Lab Panels Simplicity li To Inc	7/26/2002	\$ 3,695.26	\$ -	De La Garza, Ricardo	5/26/2016 10:49
6	34086	N00014944	Maximus Facility Management System Software	8/31/2006	\$ 71,625.00	\$ -	De La Garza, Ricardo	5/26/2016 10:49
7	22669	N00015567	Annual Maintenance Support 12/1/06 to 11/30/07	12/1/2006	\$ 5,600.00	\$ -	De La Garza, Ricardo	5/26/2016 10:49
8	21328	N00014076	Webcheckout Application 2006 One year license	1/1/2006	\$ 3,600.00	\$ -	Evans, Maria	4/19/2016 12:14
9	21327	N00014905	Scala Net Manager Enterprise Unlimited	8/29/2006	\$ 10,000.00	\$ -	Evans, Maria	4/19/2016 12:14
10	21332	N00014945	Plagiarism Prevention Multi-campus license 12 mo.	8/31/2006	\$ 12,679.00	\$ -	Evans, Maria	4/19/2016 12:14
11	21329	N00015156	Patron Data File Drop Integration	12/1/2006	\$ 4,200.00	\$ -	Evans, Maria	4/19/2016 12:14
12	21330	N00015271	Webcheckout Application 2006 Lic. Renewal	2/15/2007	\$ 3,600.00	\$ -	Evans, Maria	4/19/2016 12:14
13	21333	N00015878	Plagiarism Prevention license/webct access	5/11/2007	\$ 17,462.04	\$ -	Evans, Maria	4/19/2016 12:14
14	21331	N00016536	Webcheckout License Renewal 2008	12/3/2007	\$ 3,787.00	\$ -	Evans, Maria	4/19/2016 12:14
15	21334	N00017064	Turnitin Annual Campus Licenses	9/11/2008	\$ 21,256.96	\$ -	Evans, Maria	4/19/2016 12:14
16	22347	1524	Memory Board 64mb Ms450-Ba	11/16/1995	\$ 4,665.20	\$ -	Gomez, Alicia	7/11/2016 13:41
17	22348	1525	Memory Board Ms451-Da	4/13/1996	\$ 8,107.00	\$ -	Gomez, Alicia	7/11/2016 13:41
18	22351	1358	License For Dos&Maci Ntosh Computer Stati	6/12/1996	\$ 7,500.00	\$ -	Gomez, Alicia	5/31/2013 11:26
19	22354	1455	Call Accting Software For Definity	7/8/1996	\$ 4,030.00	\$ -	Gomez, Alicia	5/31/2013 11:26
20	22579	1521	DEC Celebris XI P150 16mb Ram	7/16/1996	\$ 4,195.00	\$ -	Gomez, Alicia	8/6/2013 11:27
21	22355	1532	License Fees-Software	8/28/1996	\$ 98,938.00	\$ -	Gomez, Alicia	5/31/2013 11:26
22	22359	1620	Novell Netware 4.11 100 Users	6/17/1997	\$ 4,500.00	\$ -	Gomez, Alicia	5/31/2013 11:26
23	22364	2112	Switch Port Fee	12/4/1997	\$ 5,000.00	\$ -	Gomez, Alicia	5/31/2013 11:26
24	22370	2239	Cisco 4 Prt Ethernet 10 Baset Port Adapter	4/17/1998	\$ 3,041.44	\$ -	Gomez, Alicia	5/31/2013 11:28
25	22373	2212	Memory Module 512mb Ms451-Fa	5/13/1998	\$ 7,225.00	\$ -	Gomez, Alicia	5/31/2013 11:28
26	22376	2549	16 - Port	7/14/1998	\$ 3,451.56	\$ -	Gomez, Alicia	5/31/2013 11:28
27	22377	2355	Web Mail Software	8/25/1998	\$ 3,946.00	\$ -	Gomez, Alicia	5/31/2013 11:28
28	22397	4808	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
29	22398	4809	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
30	22399	4810	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
31	22400	4811	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
32	22401	6205	Equipment & Installation	10/26/2000	\$ 3,856.69	\$ -	Gomez, Alicia	5/31/2013 11:29
33	22403	6058	Cisco Switch Module #Ws-X5234-Rj45	1/9/2001	\$ 3,247.00	\$ -	Gomez, Alicia	5/31/2013 11:29
34	22404	6059	Cisco Switch Module #Ws-X5234-Rj45	1/9/2001	\$ 3,247.00	\$ -	Gomez, Alicia	5/31/2013 11:29
35	22409	6683	Pec 63890 24-Port Analog Cards	5/3/2001	\$ 3,890.16	\$ -	Gomez, Alicia	7/11/2016 13:41
36	22410	6684	Pec 63890 24-Port Analog Cards	5/3/2001	\$ 3,890.16	\$ -	Gomez, Alicia	7/11/2016 13:41
37	22333	6642	License Agreement Smartforce Courses	6/28/2001	\$ 4,857.90	\$ -	Gomez, Alicia	5/22/2013 10:14
38	22336	7548	License Agreement Smartforce Courses	10/29/2001	\$ 6,995.38	\$ -	Gomez, Alicia	5/22/2013 10:14
39	22335	7547	Desktop License/Sftwr Assurance/C27-00003	11/26/2001	\$ 10,377.90	\$ -	Gomez, Alicia	5/22/2013 10:14
40	22415	7104	24 Port Analog Card Pec#63890a	12/10/2001	\$ 3,886.35	\$ -	Gomez, Alicia	7/11/2016 13:41
41	22416	7105	24 Port Analog Card Pec#63890a	12/10/2001	\$ 3,886.35	\$ -	Gomez, Alicia	7/11/2016 13:41
42	22417	7106	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
43	22418	7107	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41

SOUTH TEXAS COLLEGE
FIXED ASSET OBSOLETE REPORT AT \$3,000 AND OVER
JULY 25, 2016

#	SILVER_TAG	PTAG	ASSET_DESCRIPTION	ACQUISITION	AMOUNT	Net Value	FM_NAME	TRANSFER DATE
44	22419	7108	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
45	22420	7109	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
46	22421	7110	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
47	22422	7111	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
48	22433	8288	Prologix Phone Syste Installation & Program	8/19/2002	\$ 24,874.70	\$ -	Gomez, Alicia	5/31/2013 11:29
49	22438	9122	Cisco Secure-Windows Csacs-3.1-Win-K9	1/9/2003	\$ 4,652.80	\$ -	Gomez, Alicia	5/31/2013 11:29
50	22439	9218	Software License Smart Force Courses	1/30/2003	\$ 15,091.88	\$ -	Gomez, Alicia	5/31/2013 11:29
51	22444	9323	Lan Mngmt Software #Cwlms-2 1-K9	7/7/2003	\$ 9,054.19	\$ -	Gomez, Alicia	5/31/2013 11:29
52	22445	9697	Pmdt-Alpha Mta License	9/2/2003	\$ 8,546.72	\$ -	Gomez, Alicia	5/31/2013 11:29
53	22446	9749	Adobe Present Central Ver 5.5 For Winnt	1/20/2004	\$ 17,183.47	\$ -	Gomez, Alicia	5/31/2013 11:29
54	000009287	10606	Call Manager/Voice Mail	4/30/2004	\$ 59,604.30	\$ -	Gomez, Alicia	7/11/2016 13:41
55	22447	10182	Software License For Computer System	8/31/2004	\$ 19,114.70	\$ -	Gomez, Alicia	5/31/2013 11:30
56	22449	11932	Hp-Ux Enterprise Oe Ltu 1 Cpu W/System	12/16/2004	\$ 5,692.87	\$ -	Gomez, Alicia	5/31/2013 11:30
57	22450	11933	Hp-Ux Iii Application N Dvd Media Kit	12/16/2004	\$ 6,264.69	\$ -	Gomez, Alicia	5/31/2013 11:30
58	22503	11929	Sunplex Svr License X Sunfire	1/26/2005	\$ 11,278.19	\$ -	Gomez, Alicia	5/31/2013 11:30
59	22512	12328	Hp Autostore Software Ltu Client/Server	6/27/2005	\$ 3,042.00	\$ -	Gomez, Alicia	5/31/2013 11:30
60	22514	11931	Hp Cpu Cd Rom	8/1/2005	\$ 3,745.35	\$ -	Gomez, Alicia	5/31/2013 11:30
61	22590	N00012762	Sophos subscription renewal; SAV Interface	9/1/2005	\$ 8,288.00	\$ -	Gomez, Alicia	8/6/2013 11:27
62	21785	N00012799	R15-00012 Identity Integration Server Enterprise	12/5/2005	\$ 7,889.30	\$ -	Gomez, Alicia	5/22/2013 10:14
63	21783	N00012765	License - Storage Foundation Enterprise for Oracle	1/10/2006	\$ 9,872.89	\$ -	Gomez, Alicia	5/22/2013 10:14
64	21784	N00012766	License - Storage Foundation Enterprise for Oracle	1/10/2006	\$ 9,872.89	\$ -	Gomez, Alicia	5/22/2013 10:14
65	22594	N00012817	Spotlight on Windows Program Site License/Maint	1/18/2006	\$ 9,855.00	\$ -	Gomez, Alicia	8/6/2013 11:27
66	21786	N00012892	Unlimited GOexchange 3.x Runs Unlimited Mailboxes/maint 3 yr	2/6/2006	\$ 7,643.75	\$ -	Gomez, Alicia	5/22/2013 10:14
67	21790	N00015070	CONN Software Maintenance Renewal.	9/1/2006	\$ 3,669.00	\$ -	Gomez, Alicia	5/22/2013 10:14
68	21801	N00015267	PowerTerm WebConnect Enterprise, SN: 0A17-9D0H-077	2/26/2007	\$ 3,247.50	\$ -	Gomez, Alicia	5/22/2013 10:14
69	21802	N00015379	Software Application Support (SAS)	2/28/2007	\$ 4,200.06	\$ -	Gomez, Alicia	5/22/2013 10:14
70	22515	N00015378	Software Application Support, w/ Upgrade (SAU)	2/28/2007	\$ 17,655.90	\$ -	Gomez, Alicia	5/31/2013 11:30
71	22603	N00016037	Cisco Software - IPCX 4.0 ENH Seat Qty 25 (agent	7/24/2007	\$ 18,964.40	\$ -	Gomez, Alicia	6/5/2014 10:23
72	22604	N00016036	TouchNet Payment Gateway PIN Debit Annual Fee	8/1/2007	\$ 4,983.00	\$ -	Gomez, Alicia	8/6/2013 11:27
73	22605	N00016208	License New 1 HP Open VMS ES45 4 processors	9/28/2007	\$ 39,130.00	\$ -	Gomez, Alicia	4/8/2014 11:33
74	22618	N00016701	HW Only MCS-7825-H3 with 2GB RAM and Two	6/3/2008	\$ 6,591.20	\$ -	Gomez, Alicia	8/6/2013 11:27
75	22620	N00016717	Upgrade any ACS version to ACS SE 4.X	6/24/2008	\$ 4,477.20	\$ -	Gomez, Alicia	4/8/2014 11:33
76	22621	N00016841	Oracle Campus Licenses	6/30/2008	\$ 83,017.00	\$ -	Gomez, Alicia	4/8/2014 11:33
77	22524	N00019803	PRD-10459-001 BLACKBERRY ENTERPRISE SERVER 4.1 FOR	7/3/2008	\$ 5,870.00	\$ -	Gomez, Alicia	5/31/2013 11:30
78	22625	N00017417	TriGeo InSight Server Edition - Level I	4/8/2009	\$ 8,112.00	\$ -	Gomez, Alicia	4/8/2014 11:33
79	21806	N00017517	Power Save KIT (EDU) License with 1 yr	6/22/2009	\$ 22,510.00	\$ -	Gomez, Alicia	5/22/2013 10:14
80	22626	N00017588	DPS-TRN SAN Mgmt and SAN Data Protection	7/9/2009	\$ 4,000.00	\$ -	Gomez, Alicia	4/8/2014 11:33
81	22535	N00019038	XpressConnect Wizard XPC-T8-PRP	6/17/2011	\$ 31,280.00	\$ -	Gomez, Alicia	5/4/2016 15:57
82	22539	N00019329	Annual Production Server CPU License	8/31/2011	\$ 46,000.00	\$ 766.47	Gomez, Alicia	4/29/2016 10:39
83	26299	N00015170	PARALEGAL PRIMARY & ANALY W/NEWS	3/1/2007	\$ 3,557.16	\$ -	Jasso, Iris	4/1/2016 11:04
84	26300	N00016480	Software-Paralegal Primary Law & Analytical W/News	3/1/2008	\$ 5,324.40	\$ -	Jasso, Iris	4/1/2016 11:04
85	23144	4816	Software-Acct Rcvbls Plus 2000 System	7/26/2000	\$ 17,089.00	\$ -	Lopez, Myriam	6/12/2014 16:48
86	22566	N00018166	Event Planning Software Services	6/28/2010	\$ 19,500.00	\$ -	Lopez, Myriam	4/29/2016 10:55

**SOUTH TEXAS COLLEGE
FIXED ASSET OBSOLETE REPORT AT \$3,000 AND OVER
JULY 25, 2016**

#	SILVER_TAG	PTAG	ASSET_DESCRIPTION	ACQUISITION	AMOUNT	Net Value	FM_NAME	TRANSFER DATE
87	26229	4813	Mathsoft Mathcad 200 0pro 10u Lan	7/18/2000	\$ 3,734.50	\$ -	Morin, Mario	10/28/2015 12:15
88	26228	4807	Cyber Ed Courseware Complete 35 Series	8/1/2000	\$ 8,927.65	\$ -	Morin, Mario	10/28/2015 12:18
89	22638	3040	Cbt Web With Admin	12/18/1998	\$ 17,360.00	\$ -	Plummer, David	7/11/2016 13:41
90	22639	3931	Internet Video Serve 100-A/V	2/24/1999	\$ 6,745.00	\$ -	Plummer, David	7/11/2016 13:41
91	22640	4260	Microsoft Campus Lic Ensing Agreement	12/14/1999	\$ 35,528.20	\$ -	Plummer, David	7/11/2016 13:41
92	22641	6685	Smart Array Cntrlr 1249922-B21	7/27/2001	\$ 3,804.00	\$ -	Plummer, David	7/11/2016 13:41
93	26210	1336	Network Software 100 User - Novell	6/27/1996	\$ 4,136.56	\$ -	Reyna, Mario	9/9/2015 8:45
94	26219	3558	Oracle Server Software Enterprise Ed.10	6/11/1999	\$ 3,029.55	\$ -	Reyna, Mario	12/10/2015 15:42
95	26245	7543	Microsoft Software Working Connections	5/5/2002	\$ 123,344.53	\$ -	Reyna, Mario	9/9/2015 8:49
96	26255	9800	Educational Software	3/3/2004	\$ 4,995.00	\$ -	Reyna, Mario	5/6/2016 6:57
97	24921	N00015167	1100 - 300 Upgrade Offline Software	1/31/2007	\$ 7,362.00	\$ -	Reyna, Mario	7/11/2016 13:41
98	22658	N00012763	VendPrint Professional Site License	9/1/2005	\$ 10,010.00	\$ -	Salinas, Lelia	3/3/2015 16:08
99	21789	N00014906	Accu Track Deluxe 9 Institution-Wide License	8/28/2006	\$ 18,028.00	\$ -	Salinas, Lelia	3/3/2015 16:08
100	26216	3047	Software Network	3/9/1999	\$ 34,800.00	\$ -	Sanchez, Reynaldo	9/14/2015 13:30
101	26252	8289	Software Licenses	10/19/2001	\$ 5,437.80	\$ -	Trevino, Roy	9/21/2015 11:22
					\$ 1,316,933.65			

Review and Discussion of South Texas College Proposed 2016 Tax Rate

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

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College is proposing to adopt a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate and therefore, must hold two public hearings. It is proposed to have the first public hearing on September 13, 2016 and the second public hearing on September 20, 2016.

The notice of effective tax rate concerning the 2016 Property Tax Rate has been published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy is enclosed for your information and review. In addition, the College must publish the Notice of Public Hearings on Tax Increase in a newspaper or mail it to each property owner at least seven (7) days before the public hearings. Furthermore, Tax Code Section 26.065 requires supplemental notice for the hearing on a tax rate increase. If the taxing unit owns, operates, or controls an Internet Web site, the unit shall post on its Web site this additional notice of the public hearings at least seven (7) days immediately before the first hearing on the proposed tax rate increase and remain until the second hearing is concluded.

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

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1800	\$63,661,664
Rollback Tax Rate	\$0.1470	\$0.0450	\$0.1920	\$67,599,287
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$65,302,340

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

The proposed debt rate of \$0.0450 is the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College will maintain the Fiscal Year 2015 - 2016 debt rate of \$0.0450.

South Texas College is required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this total tax rate exceeds the lower of the effective tax rate or the rollback tax rate.

The Notice of Effective Tax Rate for 2016 and a Presentation follow in the packet for the Board's information and review. No action is requested.

2016 Property Tax Rates in South Texas College

This notice concerns the 2016 property tax rates for South Texas College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$41,192,650
Last year's debt taxes	\$13,240,495
Last year's total taxes	\$54,433,145
Last year's tax base	\$29,423,321,622
Last year's total tax rate	\$0.1850/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$54,314,878
÷ This year's adjusted tax base (after subtracting value of new property)	\$30,173,070,955
=This year's effective tax rate	\$0.1800/\$100
(Maximum rate unless unit publishes notices and holds hearings.)	

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$41,102,425
÷ This year's adjusted tax base	\$30,173,070,955
=This year's effective operating rate	\$0.1362/\$100
x 1.08 =this year's maximum operating rate	\$0.1470/\$100
+ This year's debt rate	\$0.0450/\$100
= This year's total rollback rate	\$0.1920/\$100

Statement of Increase/Decrease

If South Texas College adopts a 2016 tax rate equal to the effective tax rate of \$0.1800 per \$100 of value, taxes would increase compared to 2015 taxes by \$4,631,195.

Schedule A - Unencumbered Fund Balance

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

Type of Property Tax Fund	Balance
Interest and Sinking Money Market Account	12,596,313

Schedule B - 2016 Debt Service

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

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
South Texas College District Limited Tax Refunding Bonds, Series 2007	4,980,000	568,000	0	5,548,000
South Texas College District Limited Tax Refunding Bonds, Series 2010	1,920,000	212,700	0	2,132,700
South Texas College District Limited Tax Refunding Bonds, Series 2013	1,635,000	49,050	0	1,684,050
South Texas College District Limited Tax Bonds, Series 2014	0	2,687,500	0	2,687,500
South Texas College District Limited Tax Bonds, Series 2015	525,000	4,097,106	0	4,622,106
Total required for 2016 debt service			\$16,674,356	
- Amount (if any) paid from Schedule A			\$1,900,000	
- Amount (if any) paid from other resources			\$0	
- Excess collections last year			\$0	
= Total to be paid from taxes in 2016			\$14,774,356	
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2016			\$0	
= Total debt levy			\$14,774,356	

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 3201 W. Pecan, McAllen, Texas.

Name of person preparing this notice: Mary G. Elizondo
 Title: Vice President for Finance and Administrative Services
 Date Prepared: 08/04/2016

Proposed 2016 Property Tax Rates

Finance, Audit, and Human Resources Committee Meeting
August 9, 2016



Proposed Tax Rates



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

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

Proposed Tax Rates

Truth-In-Taxation requires a taxing unit to calculate two (2) tax rates after receiving its certified appraisal roll from the chief appraiser.

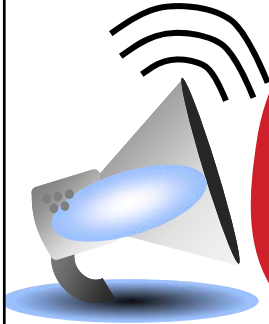
Effective
Tax Rate

Rollback
Rate

Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate			\$0.1800	\$63,661,664
Rollback Tax Rate	\$0.1470	\$0.0450	\$0.1920	\$67,599,287
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$65,302,340

Proposed Total Tax Rate: \$0.1850



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

- Exceeds the lower of the effective tax rate of (\$0.1800) or;
- The rollback tax rate of (\$0.1920)

Next Steps:

- July 25, 2016 - Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of effective and rollback tax rates
- August 10, 2016 - Publication of effective and rollback tax rates, statement, and schedules
- August 23, 2016 - Meeting of governing body to discuss tax rate
- August 23, 2016 - If proposed tax rate will exceed the rollback or the effective tax rate (whichever is lower), take record vote and schedule 2 public hearings

Next Steps:

- September 7, 2016 - Notice of Public Hearing on Tax Increase is published
- September 13, 2016 - 1st Public Hearing
- September 20, 2016 - 2nd Public Hearing
- September 20, 2016 - Schedule and announce meeting to adopt tax rate
- September 21, 2016 - Notice of Tax Revenue Increase published
- September 27, 2016 - Meeting to adopt tax rate.

Thank You Questions?



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

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

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

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1800	\$63,661,664
Rollback Tax Rate	\$0.1470	\$0.0450	\$0.1920	\$67,599,287
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0450</i>	<i>\$0.1850</i>	<i>\$65,302,340</i>

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

The Notice of Public Hearing on Tax Increase, and the Notice of Tax Revenue Increase follow in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to take a record vote and schedule two public hearings, one on September 13, 2016 at 5:30 PM and the second hearing on September 20, 2016 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize by record vote and the scheduling of two public hearings, one on September 13, 2016 at 5:30 PM and the second hearing on September 20, 2016 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate.

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

The Board of Trustees approves and authorizes by record vote and the scheduling of two public hearings, one on September 13, 2016 at 5:30 PM and the second hearing on September 20, 2016 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate.

Approval Recommended:

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

Roll Call Vote of Members of the Board

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

1st Public Hearing – September 13, 2016 at 5:30 p.m.

2nd Public Hearing – September 20, 2016 at 5:30 p.m.

August 23, 2016

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

Notice of Public Hearing on Tax Increase

The South Texas College will hold two public hearings on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by 2.78 percent (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax calculated under Chapter 26, Tax Code). Your individual taxes may increase at a greater or lesser rate, or even decrease, depending on the change in the taxable value of your property in relation to the change in taxable value of all other property and the tax rate that is adopted.

The first public hearing will be held on September 13, 2016 at 5:30 PM at South Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas.

The second public hearing will be held on September 20, 2016 at 5:30 PM at South Texas College Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas.

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

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

The average taxable value of a residence homestead in South Texas College last year was \$66,143. Based on last year's tax rate of \$0.1850 per \$100 of taxable value, the amount of taxes imposed last year on the average home was \$122.36.

The average taxable value of a residence homestead in South Texas College this year is \$68,051. If the governing body adopts the effective tax rate for this year of \$0.1800 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$122.49.

If the governing body adopts the proposed tax rate of \$0.1850 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$125.89.

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

NOTICE OF TAX REVENUE INCREASE

The South Texas College conducted public hearings on September 13, 2016 and September 20, 2016 on a proposal to increase the total tax revenues of the South Texas College from properties on the tax roll in the preceding year by 2.78 percent.

The total tax revenue proposed to be raised last year at last year's tax rate of \$0.1850 for each \$100 of taxable value was \$54,433,145.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.1850 for each \$100 of taxable value, excluding tax revenue to be raised from new property added to the tax roll this year, is \$55,820,181.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.1850 for each \$100 of taxable value, including tax revenue to be raised from new property added to the tax roll this year, is \$60,705,016.

The Board of Trustees of South Texas College is scheduled to vote on the tax rate that will result in that tax increase at a public meeting to be held on September 27, 2016 at South Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas at 5:30 PM.

The Board of Trustees of South Texas College proposes to use the increase in total tax revenue for the purpose of supporting the College's maintenance and operations cost associated with existing, new, and expanded facilities.

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

Approval of a twelve month contract extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017 is requested.

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

Justification – The Commercial Card serves as an accounts payable department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below:

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$124,999	0.75%
\$125,000	\$166,666	1.00%
\$166,667	\$249,999	1.10%
\$250,000	\$416,666	1.20%
\$416,667	\$624,999	1.25%
\$625,000	\$833,332	1.27%
\$833,333	\$999,999	1.30%
\$1,000,000	\$1,249,999	1.32%
\$1,250,000	And Greater	1.35%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

The AP card solution is provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. On August 26, 2014, The Board of Trustees approved two twelve month agreement extensions for commercial card services with BBVA Compass from September 1, 2014 through August 31, 2015 and September 1, 2015 through August 31, 2016.

As of July 31, 2016, the Commercial Card was utilized as follows:

Fiscal Year	Card Transactions	Amount
2013 - 2014	999	\$ 1,181,850.49
2014 - 2015	4,355	\$ 3,549,267.76
09/01/15 – 07/31/16	4,197	\$ 3,571,333.84

The total rebate received for the period of September 2015 through May 2016 was as follows:

Rate	Amount Spent	Rebate
0.70%	\$49,252.54	\$344.77
1.10%	437,518.24	4,812.70
1.20%	2,384,515.21	28,614.18
Total Rebate		\$33,771.65

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

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

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 9, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017.

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

The Board of Trustees approves and authorizes the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017.

Approval Recommended:

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

Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Professional Services

Approval of action as necessary on Request for Qualifications (RFQ) Evaluation Process for professional services is requested.

The College's External Auditor, Long Chilton LLP, issued a management letter in connection with their Fiscal Year 2014-2015 financial audit. One of the management letter comments indicated the following:

"We recommend that College look at its policies and procedures in place regarding professional services. We also recommend that written policies be reviewed regarding the duties and responsibilities of the facilities committee in order to ensure that decisions made by such committees do not undercut the provisions of laws and regulations associated with purchasing professional services."

In an effort to address the external auditor's recommendation, the established procedures are reflected below, for the Board of Trustees references and feedback.

Request for Qualifications (RFQ) Method:

The College follows the requirements of Texas Government Code, Chapter 2254 for contracting for Professional Services.

Professional Services are services provided by the following professions:

1. accounting
2. architecture
3. landscape architecture
4. land surveying
5. medicine
6. optometry
7. professional engineering
8. real estate appraising
9. professional nursing

Also, included are services that are provided in connection with the professional employment or practice of a person who is licensed or registered as:

1. a certified public accountant
2. an architect
3. a landscape architect
4. a land surveyor
5. a physician
6. an optometrist
7. a professional engineer
8. a state certified or state licensed real estate appraiser
9. a registered nurse

The Code requires that professional services be procured by first selecting the most highly qualified provider of those services on the basis of demonstrated competence and qualifications and then attempt to negotiate with that provider a contract at a fair and reasonable price.

Chapter 2254 of the Government Code does not provide criteria for determining competence and qualifications, but the College solicits information, such as the following, to evaluate qualifications:

1. Availability and commitment of the firm to a project
2. The number and experience of the staff who will be assigned to a project
3. Projects assignments and time commitment from firm staff
4. Representative projects the firm has worked on that relate to the South Texas College project, including previous projects the firm has worked on for South Texas College
5. References from previous or current firm clients
6. Ability to meet project schedules
7. The experience of sub-consultants who will be involved in the work

The RFQ Process To Solicit And Award:

The College follows the same general procedures for the solicitation of Professional Services as it does for Level III Purchases (\$50,000 or more) for other goods and services in accordance with Policy 5210.

The process to solicit and award is as follows:

1. The Purchasing Department solicits an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Board of Trustees will then take action on the recommendation.

Conflict of Interest Disclosure

A conflict of interest disclosure is required from each evaluation committee member, in accordance with Texas House Bill 23. All evaluators are required to sign and acknowledge that no conflict of interest exists before review and evaluation of statements of qualifications. A sample of the conflict of interest disclosure form follows for your information.

Board's Final Discretion Regarding Evaluation Committee's Recommendation

Upon the Evaluation Committee's recommendation of the most qualified professional for a particular project, the Board of Trustees may, at its reasonable discretion, instruct the Evaluation Committee to: (1) revisit its review, evaluation, and recommendation of its

most qualified respondents, or order of qualified respondents to determine whether any oversight in the procedure has occurred and whether the oversight is material sufficient to require a reordering of the most qualified respondents; or (2) alternatively, the Board of Trustees may reject entirely the selection process of qualifications and require that the RFQ process commence anew.

The revised optional process is as follows:

1. The Purchasing Department will solicit an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation summary and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Finance, Audit, and Human Resources Committee or the Facilities Committee may request that the evaluation committee revisit its review of all proposals and return with a recommendation. The Committee may accept the recommendation or reject the recommendation and request to re-advertise the qualifications.

Reviewers – The RFQ Evaluation Process was reviewed by Legal Counsel, the Vice President for Finance and Administrative Services, and the Purchasing Department.

Enclosed Documents – A Memorandum from South Texas College’s Legal Counsel and a Request for Qualifications spreadsheet follows 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, will be present at the August 9, 2016 Finance, Audit, and Human Resources committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Request for Qualifications (RFQ) Evaluation Process for professional services as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Request for Qualifications (RFQ) Evaluation Process for professional services as presented.

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

The Board of Trustees approves and authorizes the Request for Qualifications (RFQ) Evaluation Process for professional services as presented.

Approval Recommended:

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

President

SOUTH TEXAS COLLEGE
ACKNOWLEDGEMENT OF EVALUATION RESPONSIBILITY, NON-CONFLICT OF
INTEREST AND CONFIDENTIALITY STATEMENTS

I, the undersigned, a member of the Evaluation Committee for Request for Proposal or Request for Qualification Project No. _____ for Project Name: _____ will perform the evaluation under the guidelines, procedures and requirements in the evaluation plan.

Further, whether I am an employee of South Texas College or a consultant assisting in the evaluation of the proposal, I represent as follows:

1. I have a professional interest in seeing that the scoring and evaluation of the vendor responses to this request for proposals or request for qualifications can be supported and defended, and that the recommendation of the Evaluation Committee will lead to the selection of the proposal or qualification most advantageous to the College, taking into consideration the qualifications or price and evaluation factors set forth in the request for proposal or request for qualification.
2. I have not nor shall I during the evaluation acquire any financial interest, direct or indirect, in any offer that would conflict in any manner or degree with my evaluation responsibilities. I also acknowledge that I have no direct or indirect family connection to any of the respondents being evaluated. The nature and extent of any financial interests or family relationship must be disclosed by me to the Director of Purchasing for his/her evaluation of the significance of participation in this evaluation.
3. I am aware that this evaluation will involve my knowledge of official and possible vendor commercial information not publicly known. I agree not to disclose any confidential or proprietary information gained during the course of my service on this evaluation committee to any person, without written consent of the vendor.

If I should become aware of any situation, which might arise, that could alter any of the representations above, or that might otherwise create the appearance of a conflict or other impropriety, I will notify the Director of Purchasing and evaluation committee chair immediately.

Name (print): _____

Signature: _____

Title: _____

Date: _____

South Texas College

Legal Counsel Memorandum

Re: Procurement of Professional Services

August 4, 2016

Following up on the 2015 audit report recommendation that the College review its policies and procedures addressing procurement of professional services, we offer the following comments and recommendations.

Audit Findings

The auditor excepted to the action of the facilities committee recommending to the board the selection of an engineering as mechanical engineer for design of the chiller system at the Starr County Campus. The auditor wrote:

The College's Selection Process

I have reviewed, along with you and Ms. Becky Cavazos and Mr. Fernando Llamas (procurement staff), the minutes and video recording of the facilities committee meeting at which the action was taken. We have reviewed portions of the staff's evaluation matrix relied on for the evaluation staff's recommendation of engineers for various chiller projects. Finally, you, the procurement staff and I have revisited the provisions of Local Government Code Section 2254 which governs the engagement of "professional services" by local governmental units, including the College.

It is important to distinguish the statutory requirements for selection of "professionals" by the College from other service providers. Often, we tend to confuse those requirements with the requirements for selection by the College of construction contractors and vendors of other services and of personal property. Without delving into the *strict* requirements imposed on procurement of other than *professional services*, the most important rules to remember are these: (1) "professional services" are defined in the statute, the listing is finite (does not include what we lay people generally refer to as professional services, and for our purposes includes the services of engineers and architects, and (2) the board must select and engage the "most qualified" professional. This is the gist of Section 2254.

The effect of Section 2254 is that the Legislature did not see it fit to go beyond the foregoing requirements. Hence, the determination of which professional is the "most qualified" is a function of the local government unit. Each governmental unit must decide for itself the

process that it uses in order to meet the statutory objective. Of course the process must be reasonable and intended to arrive at the objective.

The College has used a procedure by which the administrative staff has developed evaluation criteria in order to document and provide the board of trustees comparative information to make the ultimate determination of “most qualified”. This process defers to the procurement staff the primary function of evaluating the applicant firms and recommending their selection. By the adoption of a procedure such as is in place, the College officially establishes a methodology by which it will determine “the most qualified” firm.

Notably, while such procedure is not even expressly mandated by law, once such a procedure is adopted, then presumably, it becomes the method of selection. Therefore, consistency in the application of that method is important in order to uphold the selection. Conversely, non-compliance with that method may result in non-compliance with Section 2254.

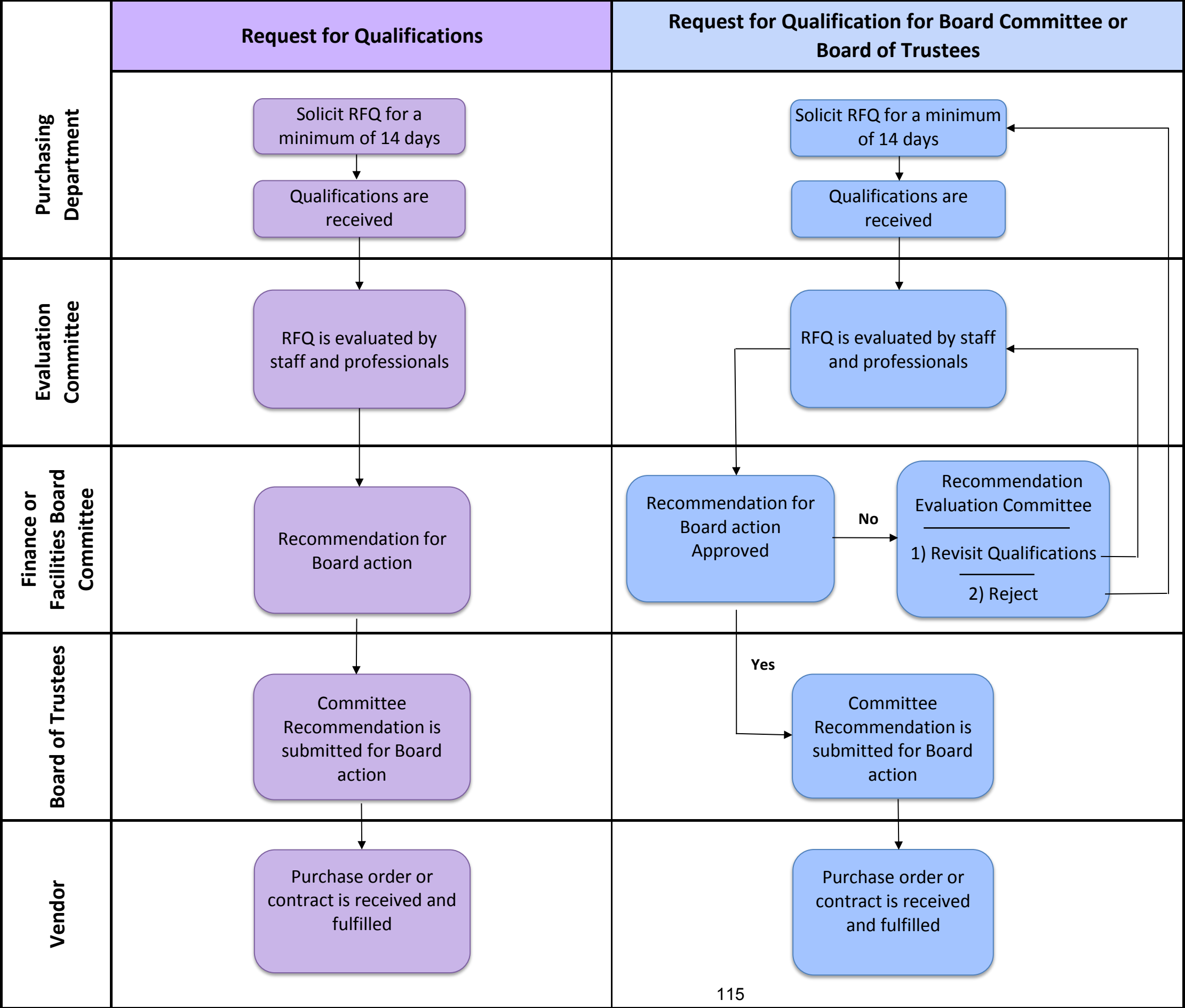
At the Facilities Committee meeting at which the selection of the engineering firms was discussed (the issue raised in the 2015 audit), trustees inquired of Gilbert Gallegos for the recommendation for selection of the mechanical engineer for Starr County. Mr. Gallegos advised the committee that the evaluation committee was recommending five firms, but did not list them in order of the most qualified. He advised further that the committee could make any selection from those five firms. Some members of the evaluation committee take exception to Mr. Gallegos recommendation (although no such exception was voiced at the Facilities Committee meeting or the subsequent board meeting) to Mr. Gallegos statement. They point to the evaluation matrix in which Ethos Engineering was recommended as the most qualified firm for the Starr County project. Other than Mr. Gallegos’ statement, there is no record that the evaluation committee was deferring to the board of trustees as Mr. Gallegos had suggested.

A brief discussion among the trustees ensued regarding the view that Sigma Engineering was at the time actually engaged at the Starr County project. There appeared to be a consensus that if a firm was already engaged at the location, why should the firm not be selected to continue. In fact, a firm’s prior engagement for a campus or a particular project is often a significant consideration in the College’s evaluation of a firm’s qualifications.

Under Section 2254, the trustees have the reasonable discretion to make the selection of the “most qualified” firm. The factors which the trustees may reasonably consider in their determination may include a firm’s prior experience with the College. That factor may be given an overwhelming value at the trustee’s reasonable discretion. And it appears that they did in this case. Further, they relied on Mr. Gallegos’ unequivocal statement that the board could select among five firms.

We would suggest that in the future, presentations to the Facilities Committee and the Board regarding “most qualified” selection should be made by the President or a Vice-President in writing in order to avoid any confusion. Further, we would suggest that periodically, the Facilities Committee review the procedure in place to determine whether any modifications would be appropriate. Barring such modifications, the adopted procedure as described in the motion should be followed.

**Request for Qualifications (RFQ) Process
August 9, 2016**



Review and Action as Necessary on Revisions to the Tuition and Fees Schedules for FY 2016 - 2017

- A. Student Tuition and Fees
- B. Dual Credit Tuition and Fees

Approval of proposed revisions to the Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts is requested.

Administration proposes to delay assessing some of the Student Tuition and Fees as approved by the Board on June 28, 2016. The delay is proposed primarily to allow for proper communication and coordination of the Dual Credit Fee structure changes with the School Districts and to ensure compliance to Texas Education Code 54.009, Increase in Tuition Rate or Fees, by the proper implementation of fee structure into the tuition tables and billing process.

The recommended changes to the previously Board approved Schedule of Student Tuition and Fees Schedules for FY 2016 - 2017 are as follows:

A. Student Tuition and Fees:

- Include the Independent Dual Credit Tuition And Fees: Excludes Students Enrolled In An Early College High School Or Academies Program for Fall 2016 Only
 - ⇒ In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour of \$50.00
 - ⇒ Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour of \$78.00
- Revise the Independent Dual Credit Tuition and Fees: Excludes students Enrolled in an Early College High School or Academies Program (Effective Spring 2017)
 - ⇒ In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour and differential tuition and fees will not be waived
 - ⇒ Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour and differential tuition and fees will not be waived
- Revise Course Fees to include a new fee and revise as follows:
 - ⇒ Third or more repeats (Includes Developmental) of \$125.00 per credit hour for Fall 2016 Only
 - ⇒ Third or more attempts (Excludes Developmental) of \$125.00 per credit hour Effective Spring 2017
 - ⇒ Enrollment in Developmental Studies Courses (>27 credit hours) of \$125.00 per credit hour Effective Spring 2017

B. Dual Credit Tuition and Fees:

- **Fall 2016**

- ⇒ Included a table for Dual Credit Tuition for “Fall 2016” reflecting Incidental Fees for Dual Credit Late Processing Fee per course per student after Census Day of \$200 and a notation for the Independent Dual Credit Tuition and Fees for Dual Credit students enrolled independent of their school district participation, excludes students enrolled in an Early College High School or Academies Program.

- In-district dual credit students enrolled independent of their school district’s participation will be charged \$50.00 per credit hour.
- Out-of-district and out-of-state/international dual credit students enrolled independent of their school district’s participation will be charged \$78.00 per credit hour.

- **Effective Spring 2017**

- ⇒ Changed the table to reflect that it is “Effective Spring 2017”

- ⇒ Included a Dual Credit Tuition for Tuition rate for in-district dual credit students sponsored by partnering school districts of \$0.00

- ⇒ On the Course Fees remove that it is effective for Spring 2017 as follows:

- Electronic Distance Learning/VCT Course Fee per credit hour ~~(effective Spring 2017)~~
- Hybrid Course Fee per credit hour ~~(effective Spring 2017)~~

- ⇒ Revised the wording on the notation for Independent Dual Credit Tuition and Fees for Dual Credit students **enrolled** independent of their school district participation, **excludes students enrolled in an Early College High School or Academies Program.**

- In-district dual credit students **enrolled** independent of their school district’s participation will be charged \$50.00 per credit hour **and differential tuition and fees will not be waived**
- Out-of-district and out-of-state/international dual credit students **enrolled** independent of their school district’s participation will be charged \$78.00 per credit hour **and differential tuition** and fees will not be waived

Reviewers - The revised Tuition and Fees Schedules for FY 2016 – 2017 for students and dual credit students sponsored by partnering school districts have been reviewed by staff, the President’s Cabinet, and President’s Administrative Staff.

The two (2) 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, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to the Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts as presented.

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

The Board of Trustees approves and authorizes the proposed revisions to the Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts as presented.

Approval Recommended:

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

PROPOSED REVISIONS	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 including zero tuition	6.00 or variable tuition	6.00 or variable tuition	6.00 or variable tuition including zero 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	Negotiated recovery of costs and processing fees including exemption of both.
INDEPENDENT DUAL CREDIT TUITION AND FEES: EXCLUDES STUDENTS ENROLLED IN AN EARLY COLLEGE HIGH SCHOOL OR ACADEMIES PROGRAM (FALL 2016 ONLY)			
In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour	50.00	50.00	50.00
Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour	78.00	78.00	78.00
INDEPENDENT DUAL CREDIT TUITION AND FEES: EXCLUDES STUDENTS ENROLLED IN AN EARLY COLLEGE HIGH SCHOOL OR ACADEMIES PROGRAM (EFFECTIVE SPRING 2017)			
In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour and differential tuition and fees will not be waived			50.00
Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour and differential tuition and fees will not be waived			78.00
MANDATORY FEES:			
Registration Fee: • If registered and paid or registered and financial aid processed <u>BEFORE</u> August 1 st , January 1 st , May 15 th and June 15 th Or Registration Fee After Deadline: ▪ If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> August 1 st , January 1 st , May 15 th and June 15 th	90.00	90.00	100.00
	150.00	150.00	160.00
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

**PROPOSED REVISED
STUDENT TUITION AND FEES FOR FY 2016-2017**

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
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	100.00	125.00	125.00
<ul style="list-style-type: none"> • Third or more repeats (Includes Developmental) Fall 2016 • Third or more attempts (Excludes Developmental) Effective Spring 2017 • Enrollment in Developmental Studies Courses (>27 credit hours) Effective Spring 2017 			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
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

PROPOSED REVISIONS

	Board Approved FY 2016-2017
FALL 2016	
DUAL CREDIT TUITION:	
Tuition rate for in-district dual credit students sponsored by partnering school districts	0.00
INCIDENTAL FEES:	
Dual Credit Late Processing Fee per course per student after Census Day	200.00

NOTE: Independent Dual Credit Tuition and Fees for Dual Credit students enrolled independent of their school district participation, excludes students enrolled in an Early College High School or Academies Program.

In-district dual credit students enrolled independent of their school district's participation will be charged \$50.00 per credit hour.
Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged \$78.00 per credit hour .

EFFECTIVE SPRING 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 enrolled independent of their school district participation, excludes students enrolled in an Early College High School or Academies Program.

In-district dual credit students enrolled independent of their school district's participation will be charged \$50.00 per credit hour and differential tuition and fees will not be waived
Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged \$78.00 per credit hour and differential tuition and fees will not be waived

Update on Status of Board Request to Broaddus & Associates for Project and Program Accountability

On July 13, 2016, Dr. Salinas wrote to Broaddus & Associates, the South Texas College 2013 Bond Construction Program Manager (CPM), requesting the delivery of project and program accountability reporting to the Board of Trustees. The letter, also presented in the packet for the Board's review, outlined the Board's expectations of the CPM.

At the August 9, 2016 Facilities Committee meeting, Dr. Salinas provided a 2013 Bond Construction Program Budget Accountability Reporting spreadsheet and asked Broaddus and Associates to populate the detailed information requested.

Broaddus & Associates has been asked to provide the updated spreadsheet to the Facilities Committee on August 23, 2016.

P. O. Box 9701
McAllen, Texas 78502-9701

(956) 872-3555
Fax: (956) 872-8368

July 13, 2016

Mr. Gilbert Gallegos
Broaddus & Associates
1100 E. Jasmine Ave., Ste 102
McAllen, TX 78501

Mr. Gallegos:

As a follow up to the Board's request for appropriate accountability for all construction projects, we hereby request that you develop and implement a spread sheet which includes the bulleted items noted. You may include additional items that you feel are appropriate to the issues at hand. The administrative team can help you with this endeavor.

Project/Program Budget Accountability

The full accounting for the 2013 Bond Construction Program budget, including:

- Original Program- and Project-level budgets and Board-approved expenditures
- Any Board-approved commitment of non-bond funds to projects managed by Broaddus & Associates
- Any Board-approved adjustments to the starting Program budgets
- Any Board-approved adjustments to the starting Program project scopes
- Any budget or project scope designations proposed by Broaddus & Associates, pending Board approval

I further suggest that you include information on the following:

- program budget and project budgets,
- Individual project scopes,
- requests for changes (and identify the initiator),
- program contingencies by category (design, construction, general {Gallegos}, and others),
- additions and deducts,
- deviations (alternates, buyouts, other savings),
- ongoing budget balances,
- final project cost,
- reconciliations with initial budgeted amount

This information is expected to be updated as changes occur, with clear designation of which changes have been approved by the Board, and which are pending Board approval.

You are expected to provide this Program and Project budget accounting, in writing, to the Facilities Committee and Board at each meeting during which you provide any update on the 2013 Bond Construction Program.

Recommendations for Committee/Board

It is your responsibility as the Construction Program Manager to review and recommend any 2013 Bond Construction Program items presented for the Committee and Board. When staff, a design team, or a CM@R provides a recommendation, it is the CPM's responsibility to vet that recommendation thoroughly, and if the CPM concurs, to present the recommendation to the Committee and Board as appropriate.

In all future presentations to the Committee and Board please indicate, in writing, that Broaddus & Associates supports and is accountable for each recommendation that you present for their review and action. Additionally, signed certification and appropriate justification needs to be provided whenever changes to the initial scope are made or requested. The following team members should sign off on this item: B & A representative, person initiating changes to original scope, administration representative(s) of affected program spaces, architect, and CM@R.

Regards,



Dr. Alejo Salinas, Jr.
Board Chair
South Texas College
P: (956) 872-3555
F: (956) 872-8368

CC: Mr. Gary R. Gurwitz, Facilities Committee Chair
Mrs. Graciela Farias, Board Vice Chair
Mr. Jesse Villarreal, Board Secretary
Ms. Rose Benavidez, Member
Mr. Paul R. Rodriguez, Member
Mr. Roy de León, Member
Dr. Shirley A. Reed, College President
Mrs. Mary G. Elizondo, VP for Finance and Administrative Services
Mr. Ricardo de la Garza, Director of Facilities Planning & Construction
Mr. Khalil Abdullah, Internal Auditor
Mr. Jesus Ramirez, Legal Counsel



2013 Bond Construction Program Budget Accountability Reporting

#	Projects	Original program budget	Non-bond funds	Board approved adjustment to original budget	Board approved adjustments to project scope	B & A project scope designation	Name of individual requesting change to scope	Amount of contingencies used on project			Adds or deducts	Buyouts	Savings	On-going budget balance	Final project cost	Budget reconciliation	Proposed occupancy date
								Construction	Design	B&A							
Buildings , Expansions and Renovations																	
<i>Pecan Campus</i>																	
1	North Academic Building																
2	South Academic Building																
3	STEM Building																
4	Student Activities Building and Cafeteria																
<i>Mid-Valley Campus</i>																	
5	Health Professions and Science Building																
6	Library Expansion																
7	Student Services Building Expansion																
8	Workforce Training Center Expansion																
<i>Starr County Campus</i>																	
9	Health Professions and Science Building Partial GMP Health Professions and Science Building Package 2																
10	Library																
11	Student Activities Building Expansion																
12	Student Services Building Expansion																
13	Workforce Training Center Expansion																
<i>Nursing & Allied Campus</i>																	
14	Campus Expansion Package 1 Campus Expansion Package 2																
<i>Technology Campus</i>																	
15	Southwest Building Renovation Demolition Package Southwest Building Renovation Building Package																
<i>Regional Center for Public Safety Excellence</i>																	
16	Training Facility																
<i>La Joya Center</i>																	
17	Training Labs Improvements																

Developed by Dr. Alejo Salinas, Jr.

Update on Status of 2013 Bond Construction

Enclosed is a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. A representative from Broaddus and Associates will be present at the August 23, 2016 Regular Board Meeting to provide the update.

No action is requested.

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

August 9, 2016

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

**South Texas College
2013 Bond Construction Program
Upcoming Timeline – 08/09/16**

June '16 July '16 August '16 September '16 October '16

	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
1	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
2	Pecan Campus Student Services GMP	GMP Approvals – Two Meetings in July	Pharr RCPSE CM@R Selection – 8/23	GMP Approvals – Pecan Campus STEM, S. Academic	GMP Approvals – Pecan Campus STEM, S. Academic	La Joya Schematic Design Approval
3	Pecan Campus North Academic GMP	Starr County Health Professional Pkg. #1 GMP	Pharr RCPSE Master Plan – 8/23	GMP Approvals – Starr Campus HP&S Bldg. – Pack. 2	GMP Approvals – Starr Campus HP&S Bldg. – Pack. 2	GMP Approvals – Starr Campus Projects
4	Technology Building GMP	Pharr RCPSE CM@R Selection	GMP Approvals – Pecan Campus STEM, S. Academic – 8/23	GMP Approval – MVC Workforce	GMP Approval – MVC Library	GMP Approval – MVC Library
5	Technology Site GMP	MVC GMP Approvals	CM@R MVC Library Amendment – 8/23	Pecan Campus Parking & Site GMP	Pecan Campus Parking & Site GMP	N&AH Campus Site GMP Approval
6			Starr County Exterior Elevations	Starr County Site GMP	Starr County Site GMP	
			N&AH & Technology Color Boards	Pharr RCPSE Schematic Design	Pharr RCPSE Schematic Design	

Board Approval

OPERATIONAL ITEMS

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

June '16 July '16 August '16 September '16 October '16

	June '16	July '16	August '16	September '16	October '16
1	Building Standards	NTP's	NTP's	NTP's	NTP's
2	Notice to Proceed Issuance (NTP)	Staff Increase	Ongoing Mobilization & Construction Activity	Ongoing Construction Activity	Ongoing Construction Activity
3	Thermal Energy Plant Construction	Pecan Campus Chiller Delivery	City of McAllen P&Z Approval – North Academic	FF&E Budget Confirmation	
4	Mid-Valley Mobilization	Budget FY '17	Pecan Campus Portable Bldg. Removal		
5	N&AH Mobilization				
6	Chiller Factory Test				
7					
8					
9					
10					

Operational

INFORMATION & PRESENTATION ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline

	June '16	July '16	August '16	September '16	October '16
1	OCIP Credit - \$9.8M, \$204,500 CMR Credit, \$129K	Bond Program Contingency Reconciliation	Pecan Campus Thermal Plant Issue Presentation	Bond Program Budget Update	Bond Program Budget Update
2			Bond Program Budget Update	Contingency & Buyout tracking	Contingency & Buyout tracking
3					
4					
5					
6					
7					
8					
9					
10					
Informational/Presentations					

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - August 9, 2016

Project Number	PROJECT DESCRIPTION	Project Development				Design Phase				Price Proposals		Construction Phase				Occupancy Phase				Architect/Engineer	Contractor			
		Project Development	Contract Negotiations	Concept Development	Schematic Approval	Design Development	30%	60%	95%	100%	B&A Review	Board Approval	30%	50%	75%	95% Substantial Comp	100%	Final Completion	Furniture			Technology	Final Clean Up	Move In
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																						Mala + Garcia Architects	Skanska USA
	Student Services Building Expansion																						ROFA Architects	Skanska USA
	Thermal Plant																						DBR Engineering	Skanska USA
	Parking and Site Improvements																						Half Associates	Skanska USA
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																						Mala + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																						EGV Architects	D. Wilson Construction
	Library																						Mala + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																						Mala + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																						Mala + Garcia Architects	D. Wilson Construction
	Thermal Plant																						Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																						Melden & Hunt Engineering	D. Wilson Construction
Regional Center for Public Safety Excellence - Pharr																								
	Training Facility																						PBK Architects	TBD
	Parking and Site Improvements																						Dannenbaum Engineering	TBD
STC La Joya Teaching Site (Jimmy Carter ECHS)																								
	Training Labs Improvements																						EGV Architects	TBD

STC Bond Construction Program - Pecan Thermal Plant

Scorecard #15

Status: **Submitted**

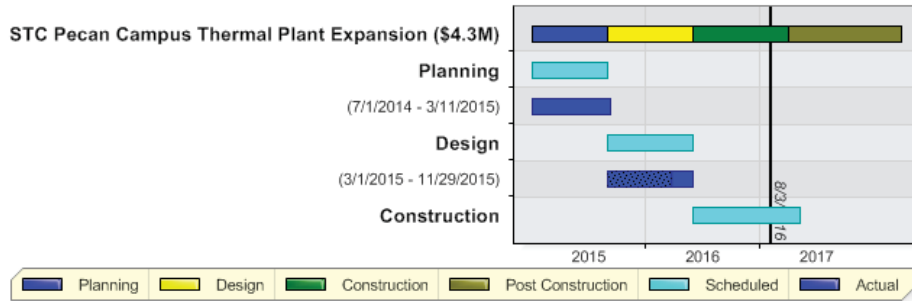
08/01/2016



Scope

	Initial Program	Current Program
Building SF	1,440	3,182
Budget	\$4,300,000	\$4,300,000
GMP		\$4,194,000

Schedule



Activity

30 Day Look Ahead

- Complete chiller power rough-ins.
- Complete electrical trim out in Bldg. E expansion.
- Complete tie-in of fire sprinkler system to existing.
- Complete electrical rough-ins at CT Yd.
- Complete controls wiring at new towers 5 & 6.
- Complete controls wiring at new Chillers 4 & 5.
- Complete painting of CHW lines.
- Complete installation of metal roof panels.
- Complete installation of storefronts and glazing.
- Complete erection of CT Yd. enclosure.
- Complete installation of HVAC system.
- Begin insulating CHW lines as required.
- Start-up of HVAC system.
- Begin installation of finishes; millwork, flooring, fixtures, ect...

Key Consultants/Contractors

- Architect: Half Associates
- Structural: Chanin Engineering
- MEP: Half Associates
- Civil: PCE Engineering
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Sanitary Sewer Connection for CofO; part of Site Improvements project.
- Flatwork for CofO; part of Site Improvements project.

Recent Photo



Nursing and Allied Health Building

Scorecard #17
 Status: **Submitted**
 08/01/2016

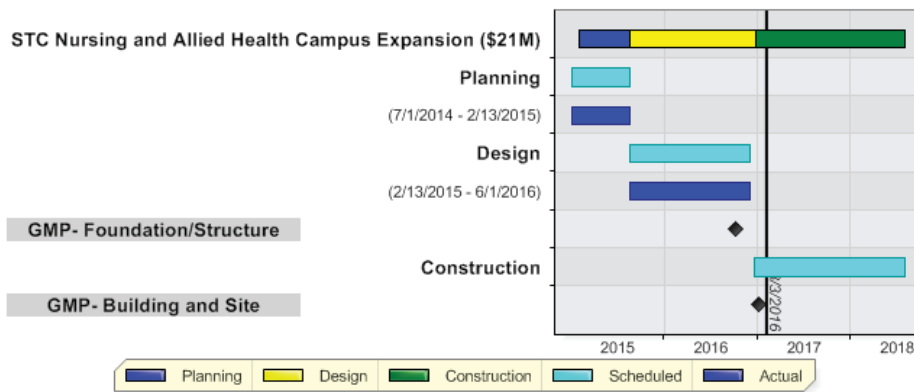


Scope

Intro Text

	Initial Program	Current Program
Bldg. SF	87,232	95,923
Budget	\$ 16,975,000	\$ 17,009,860

Schedule



Activity

30 Day Look Ahead

- Complete installation and testing of select fill
- Complete pier fabrication
- Set building corners and pier locations
- Begin drilling piers

Key Consultants/Contractors

- ERO Architects
- Gutierrez Engineering-Civil
- Wilson Construction

Key Owner Issues or Concerns

- Steel shop drawing submittal
- Stair shop drawing submittal

Recent Photo



Mid Valley Parking and Site Improvements

Scorecard #14
 Status: **Submitted**
 08/03/2016



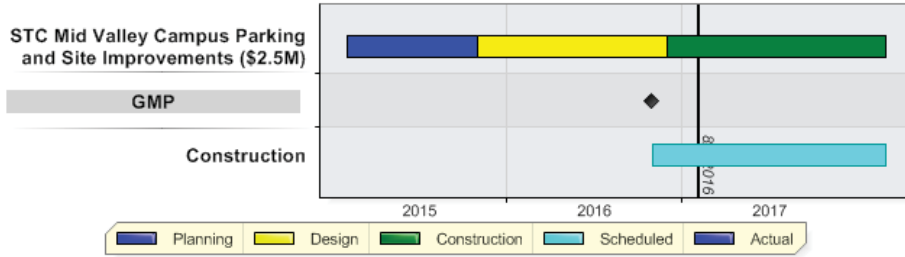
Scope

Design of all Civil Engineering , Landscaping and Surveying for All the Mid Valley Campus Bond Projects which includes a new parking lot

Budget

	Initial Budget
Construction	\$2,479,153

Schedule



Activity

30 Day Look Ahead

- Continue scarification of site and haul off / store spoils.
- Begin installation of CHW lines throughout.
- Begin installation of Storm Sewer lines throughout.

Key Consultants/Contractors

- Halff Civil
- Rofa Architects
- Mata Garcia Architects
- EGV Architects
- DBR Engineering
- Skanska USA

Key Owner Issues or Concerns

- Unforseen underground concrete slabs

Recent Photo



Mid Valley Thermal Plant Expansion

Scorecard #14

Status: **Submitted**

08/01/2016



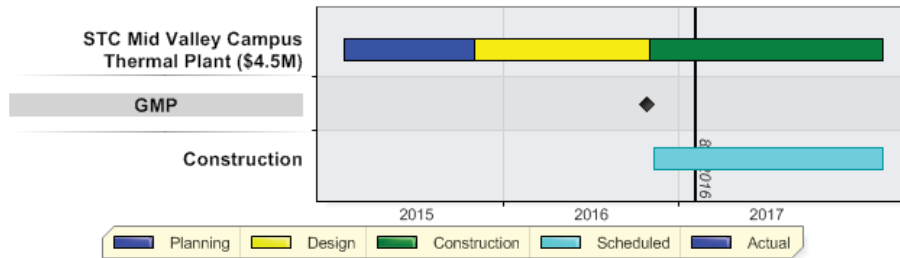
Scope

Design for a New Thermal Energy Plant for the Mid Valley Campus to include all new STC Bond projects and Retrofit of all existing buildings

Budget

	Initial Budget
Construction	\$4,506,269
Architect/Engineer	\$0
Other	\$0
Project Management	\$0

Schedule



Activity

30 Day Look Ahead

- Complete testing of bldg. pad subgrade.
- Complete installation and testing of bldg. pad fill.
- Begin UG utility rough-ins within bldg. pad.

Key Consultants/Contractors

- DBR Engineering
- Rofa Architects
- Mata Garcia Architects
- EGV Architects
- Halff Civil
- Skanska USA

Key Owner Issues or Concerns

- Unforeseen underground concrete slabs

Recent Photo



Technology Campus Scorecard

Scorecard #11
 Status: **Submitted**
 08/03/2016



Scope

Technology Building will include but not limited to:

- Office/Administration Spaces
- Classroom/Computer Labs
- Open Labs
- Shared Spaces
- Shipping & Receiving
- Audio Visual
- IT

for a total ASF of 80,994.

Budget

	Initial Budget
Construction	\$12,000,000
Furniture, Fixtures & Equipment	\$607,772
Architect/Engineer/Technology	\$900,000
Miscellaneous & Program Contingency	\$1,138,357
Construction Project Management	\$364,509

Schedule



Activity

30 Day Look Ahead

- Interior demolition has been completed.
- CMR is currently bidding out renovations work; 8-5-16.
- Permitting processes are underway.

Key Consultants/Contractors

- Architect: EGV Architects, Inc
- Structural: Chanin
- MEP: Trinity
- CMR: ECON Enterprises

Key Owner Issues or Concern

- NO current concerns

Recent Photo



Scope

Civil, Sitework, Landscaping and Surveying for the Renovations to the STC Technology Campus

Budget

	Initial Budget
Construction	\$650,000
Architect/Engineer	\$65,000

Schedule



Activity

30 Day Look Ahead

- Site & Parking demolition has been completed.
- CMR is currently bidding out remaining work.
- Permitting processes are underway.

Key Consultants/Contractors

- Hinojosa Engineering
- EGV Architects
- ECON Construction

Key Owner Issues or Concerns

- Hinojosa Engineering Add services in process
- Site plans not complete for Bidding

Recent Photo



Review and Update on Guaranteed Maximum Prices for the 2013 Bond Construction Projects

- 1) Pecan Campus Parking and Site Improvements**
- 2) Starr County Campus Health Professions and Science Building**
- 3) Starr County Campus Library**
- 4) Starr County Campus Student Activities Building Expansion**
- 5) Starr County Campus Student Services Building Expansion**
- 6) Starr County Campus Workforce Training Center Expansion**
- 7) Starr County Campus Parking and Site Improvements**
- 8) Nursing and Allied Health Campus Parking and Site Improvements**

Broaddus and Associates will be present to discuss the current status on the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction for the various sites at the Pecan, Starr County, and Nursing and Allied Health Campuses.

The projects listed above were scheduled to deliver GMPs by this meeting, as per the overall schedule approved by the Board of Trustees on May 24, 2016. These GMPs have not been delivered for Board review or action.

No action is necessary.

Review and Action as Necessary on Amendment to Civil Engineer Agreement for the 2013 Bond Construction Technology Campus Parking and Site Improvements

Approval to amend the existing engineering agreement with Hinojosa Engineering, Inc. to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current engineering agreement with Hinojosa Engineering, Inc. to include the design of the additional scope at the Technology Campus.

Justification

The engineer needs to be compensated based on a percentage of the Construction Cost Limitation and adjusted once the final Guaranteed Maximum price is approved.

The current engineering agreement with Hinojosa Engineering states the following:
 Reference Engineering Agreement

8.5 Basic Service Fee Compensation Adjustment

The basic fee lump sum compensation may be adjusted when authorized in writing by Owner and when the Construction Cost Limitation (CCL) increases more than 5% during any phase including acceptance of final GMP award amount. ...

The engineer's current fee is based on the construction cost limitation of \$650,000. The GMP that has been approved for this project is in the amount of \$1,985,820. The engineer designed a project with an increased scope of work that is above and beyond the CCL.

Background

The current negotiated fee was based on a project scope of \$650,000 which was negotiated as a fixed fee of 9.05% for a total fee of \$58,825. The revised scope of work is \$1,930,683 based on the current GMP excluding the design and construction contingencies and the fee was re-negotiated to 8.47% for a total revised fee of \$163,528.85.

REVISED FEE SUMMARY					
TECHNOLOGY CAMPUS PARKING AND SITE IMPROVEMENTS					
Engineering Firm	Project Cost	Fee Schedule Amount	Broaddus Offer	Hinojosa Counter	Recommended Fee
Hinojosa Engineering, Inc.	\$1,930,683	8.69%	8.40%	8.54%	8.47%
Base Price	\$1,108,491				
Alternate #1	226,330				
Alternate #2	417,504				
Total GMP-2	1,752,325				
Site Demo GMP-1	178,358				
Total Cost of Work	\$1,930,683				

Breakdown of Fees

Revised Fee	\$163,528.85
Current Negotiated Fee	58,825.00
Additional Fee	<u>\$104,703.85</u>

Funding Source

Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Presenters

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

The Facilities Committee recommended Board approval to amend the current AE contract with Hinojosa Engineering Inc. to a fixed fee of \$163,528.85 based on 8.47% of \$1,930,683.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current AE contract with Hinojosa Engineering Inc. to a fixed fee of \$163,528.85 based on 8.47% of \$1,930,683 as presented.

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

The Board of Trustees approves and authorizes amending the current AE contract with Hinojosa Engineering Inc. to a fixed fee of \$163,528.85 based on 8.47% of \$1,930,683 as presented.

Approval Recommended:

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

Review and Action as Necessary on Amendment to Construction Manager-at-Risk Contract with Skanska USA Building to Include Increased Scope of Services for the Non-Bond Construction Mid Valley Campus Library Renovations

Approval to increase the scope to the Construction Manager-at-Risk contract with Skanska USA Building, to include the non-bond Mid Valley Campus Library Renovation project, is requested.

Purpose

Authorization is being requested to amend the current Construction Manager-at-Risk Contract with Skanska USA Building to include the increased scope of services for the non-bond Mid Valley Campus Library Renovation project.

Justification

The CMR can properly schedule the projects to meet the proposed completion dates and ensure that the building materials and products are consistent for all the projects. The use of one CMR could also provide potential cost savings in contractor general conditions and mobilization fees.

Background

On October 27, 2015, the Board of Trustees approved incorporating the re-design of the existing library space with the design of the 2013 Bond Construction program Mid Valley Campus Library Expansion project with Mata Garcia Architects. The architect is near completion of the 60% construction drawings and the current Construction Manager-at-Risk will begin working on providing Guaranteed Maximum Price for the project. The current Construction Cost Limitation for the 2013 Bond Construction Mid Valley Campus Library Expansion is \$1,750,000.

Funding Source

The current estimated construction cost for the existing library renovations is \$1,585,710 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. Funds have been budgeted in the non-bond construction budget for FY 2016 – 2017 in the amount of \$1,585,710.

Enclosed Documents

Enclosed is a plan indicating the proposed location of the Mid Valley Campus Library Renovation project.

Presenters

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

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed amendment to the Construction Manager-at Risk agreement with Skanska USA Building to include the increased scope to the Mid Valley Campus Library Renovation project as presented

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

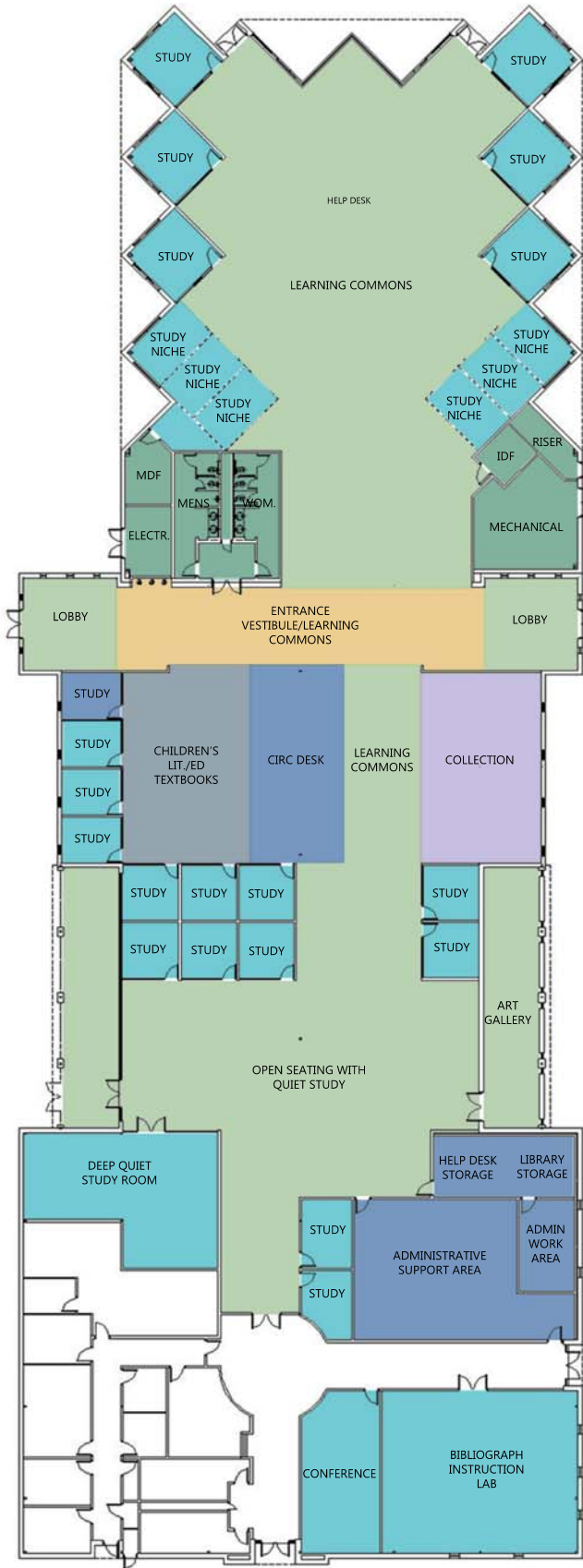
The Board of Trustees approves and authorizes the proposed amendment to the Construction Manager-at Risk agreement with Skanska USA Building to include the increased scope to the Mid Valley Campus Library Renovation project as presented

Approval Recommended:

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

Mid Valley Campus Library

- Commons
- Study Rooms
- Study Niches
- Support Spaces
- Service Area
- Children's Collection
- Book Collection

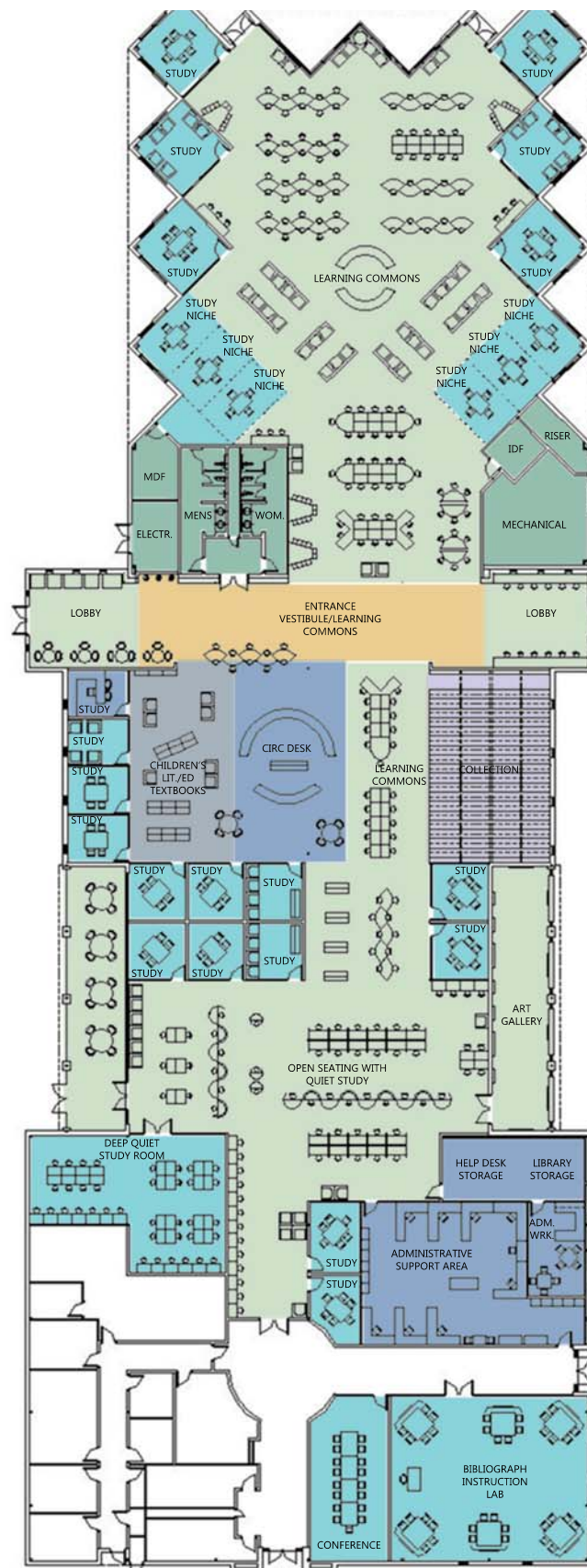


> Renovation < | > Expansion >

Loud
Collaborative Areas

Quiet
Service Areas

Deep Quiet
Individual Research



< Expansion < | > Renovation >

- Book Collection
- Children's Collection
- Service Area
- Support Spaces
- Commons
- Study Rooms
- Commons

South Texas College * Combined Existing/Expansion Floor Plans

Review and Action as Necessary on Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus South Academic Building

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus South 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. Boultinghouse Simpson Gates Architects has submitted 60% construction documents with enough information regarding the construction work of the project.

Background

Boultinghouse Simpson Gates Architects has completed the 60% 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 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 \$6,657,834.

Pecan South Academic Building CCL	\$6,800,000
Proposed Pecan South Academic Building GMP	\$6,657,834
Budget Variance	\$146,166

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Pecan Campus South Academic Building is \$6,800,000. Bond funds are budgeted in the Bond Construction budget for FY 2016 - 2017.

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, Boultinghouse Simpson Architects, and D. Wilson Construction Company will be present at the meeting to present the proposed Guaranteed Maximum Price.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

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 \$6,657,834 with D. Wilson Construction for the 2013 Bond Construction Pecan Campus South Academic Building as presented.

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

The Board of Trustees approves and authorizes the Guaranteed Maximum Price (GMP) in the amount of \$6,657,834 with D. Wilson Construction for the 2013 Bond Construction Pecan Campus South Academic Building as presented.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director of Facilities Planning and Construction

From: Gilbert Gallegos, AIA, Sr. Vice President

Date: August 23, 2016

Subject: Pecan Campus (GMP) - from D Wilson Construction

Re: 2013 South Texas College Bond Construction Program – South Academic Building
Guaranteed Maximum Price (GMP)

Broaddus & Associates is pleased to request approval of the Guaranteed Maximum Price (GMP) for the STC Pecan Campus South Academic Building. The GMP is based on a 60% set of construction documents from the design team of Boultinghouse Simpson Gates that describes all the work to necessary to complete the two story building which includes classrooms, computer labs, student collaborative spaces, offices and building support spaces.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Pecan Campus South Academic Building Project and concurs with the pricing submitted by the Construction Manager-at-Risk D. Wilson Construction Company. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of this proposal as presented.

Additionally, this memo serves to certify that the following spaces have been added and/or deleted from the original program and are included in the current designs as presented in the GMP. These spaces are inherent to the proper functioning of the academic programs. Recognizing that the Original space program total sq footage would be exceeded, an attempt was made to reduce some of the program spaces originally identified by the stake holders. This design is consistent with the schematic designs which were approved by the Board of Trustees.

Pecan Campus SAB Building		
Description	SF	Requested By
Spaces Added:		
Student Collaborative	1332	Faculty
All Gender Restroom	120	Staff
Widened Hallways	NA	
Total Added:	1,452	
Spaces Deleted:		
NA		
Total Deleted:	0	
Net Add:	1,452	

*Current SF Net Add confirmed by BSG



McAllen • San Antonio

JOB: STC- SOUTH ACADEMICS 60% GMP
 Est. Start Date: Tuesday, August 16, 2016
 Completion: Tuesday, August 15, 2017
 Days: 364
 Months: 12
 PLAN SF: 42,421

PRINTED: 9:58:53 AM

Addendum: n/a
 Alternates: 0
 Contract docs: 0
 Liquidated damages: 1000
 Sub list required: Yes

Schedule of Values

CSI Section	Division Title	Base Bid
01 00 00	GENERAL REQUIREMENTS	606,625
03 00 00	CONCRETE	368,958
04 00 00	MASONRY	295,475
05 00 00	STRUCTURAL STEEL	955,532
06 00 00	CARPENTRY	72,035
07 00 00	MOISTURE PROTECTION	482,250
08 00 00	DOORS & WINDOWS	480,135
09 00 00	FINISHES	1,019,038
10 00 00	SPECIALTIES	54,650
12 00 00	FURNISHINGS	10,125
14 00 00	CONVEYING SYSTEMS	69,445
21 00 00	FIRE SUPPRESSION	75,450
22 00 00	PLUMBING	270,000
23 00 00	HVAC	700,325
26 00 00	ELECTRICAL	720,000
27 00 00	STRUCTURED CABLING	inc
28 00 00	ELECTRONIC SAFETY AND SECURITY	inc
31 00 00	EARTHWORK	151,500
	CONTRACTOR DESIGN CONTINGENCY	66,500
	GENERAL LIABILITY INSURANCE	-
	COST OF WORK SUB-TOTALS	6,331,543
	CONSTRUCTION PHASE FEE	3.60% 227,936
	PROPOSED GMP AMOUNT	6,559,479
	OWNER'S CONTINGENCY (NO FEE)	98,355
	GMP TOTAL:	6,657,834

Review and Action as Necessary on Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus STEM Building

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus STEM 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. Boultinghouse Simpson Gates Architects has submitted 60% construction documents with enough information regarding the construction work of the project.

Background

Boultinghouse Simpson Gates Architects has completed the 60% 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 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 \$10,417,059.

Pecan STEM Building CCL	\$8,500,000
Proposed Pecan South Academic Building GMP	\$10,417,059
Budget Variance	(\$1,917,059)

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Pecan Campus STEM Building is \$8,500,000. Bond funds are budgeted in the Bond Construction budget for FY 2016 - 2017. Funds in the amount of \$1,917,059 may be utilized from the program contingency to cover the budget shortfall with Board approval.

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, Boultinghouse Simpson Architects, and D. Wilson Construction Company will be present at the meeting to present the proposed Guaranteed Maximum Price.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

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 \$10,417,059 and utilization of program contingency in the amount of \$1,917,059 to cover the budget shortfall with D. Wilson Construction for the 2013 Bond Construction Pecan Campus STEM Building as presented.

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

The Board of Trustees approves and authorizes the Guaranteed Maximum Price (GMP) in the amount of \$10,417,059 and utilization of program contingency in the amount of \$1,917,059 to cover the budget shortfall with D. Wilson Construction for the 2013 Bond Construction Pecan Campus STEM Building as presented.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director of Facilities Planning and Construction
From: Gilbert Gallegos, AIA, Sr. Vice President
Date: August 23, 2016
Subject: Pecan Campus (GMP) - from D Wilson Construction
Re: 2013 South Texas College Bond Construction Program – STEM Building
Guaranteed Maximum Price (GMP)

Broaddus & Associates is pleased to request approval of the Guaranteed Maximum Price (GMP) for the STC Pecan Campus STEM Building. The GMP is based on a 60% set of construction documents from the design team of Boultinghouse Simpson Gates that describes all the work to necessary to complete the two story building which includes classrooms, Laboratories, computer labs, student collaborative spaces, offices and building support spaces.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Pecan Campus STEM Building Project and concurs with the pricing submitted by the Construction Manager-at-Risk D. Wilson Construction Company. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of this proposal as presented.

Additionally, this memo serves to certify that the following spaces have been added and/or deleted from the original program and are included in the current designs as presented in the GMP. These spaces are inherent to the proper functioning of the academic programs. Recognizing that the Original space program total sq footage would be exceeded, an attempt was made to reduce some of the program spaces originally identified by the stake holders. This design is consistent with the schematic designs which were approved by the Board of Trustees.

Pecan Campus STEM Building		
Description	SF	Requested By
Spaces Added:		
Student Collaborative	1195	Faculty
All Gender Restroom	125	Staff
Widened Hallways	NA	
Total Added:	1,320	
Spaces Deleted:		
NA		
Total Deleted:	0	
Net Add:	1,320	

*Current SF Net Add confirmed by BSG



McAllen • San Antonio

JOB: STC- STEM BUILDING
 Est. Start Date: Tuesday, August 16, 2016
 Completion: Tuesday, August 15, 2017
 Days: 364
 Months: 12
 PLAN SF: 51,736

PRINTED: 9:51:38 AM

Addendum: n/a
 Alternates: 0
 Contract docs: 0
 Liquidated damages: 1000
 Sub list required: Yes

Schedule of Values

CSI Section	Division Title	Base Bid
01 00 00	GENERAL REQUIREMENTS	729,173
03 00 00	CONCRETE	450,562
04 00 00	MASONRY	345,105
05 00 00	STRUCTURAL STEEL	1,099,014
06 00 00	CARPENTRY	789,280
07 00 00	MOISTURE PROTECTION	536,800
08 00 00	DOORS & WINDOWS	513,890
09 00 00	FINISHES	1,048,711
10 00 00	SPECIALTIES	55,045
12 00 00	FURNISHINGS	10,390
14 00 00	CONVEYING SYSTEMS	69,445
21 00 00	FIRE SUPPRESSION	84,500
22 00 00	PLUMBING	840,000
23 00 00	HVAC	2,146,522
26 00 00	ELECTRICAL	1,035,000
27 00 00	STRUCTURED CABLING	inc
28 00 00	ELECTRONIC SAFETY AND SECURITY	inc
31 00 00	EARTHWORK	153,000
	CONTRACTOR DESIGN CONTINGENCY	104,000
	GENERAL LIABILITY INSURANCE	-
	COST OF WORK SUB-TOTALS	9,906,437
	CONSTRUCTION PHASE FEE	3.60% 356,632
	PROPOSED GMP AMOUNT	10,263,069
	OWNER'S CONTINGENCY (NO FEE)	153,990
	GMP TOTAL:	10,417,059

Review and Action as Necessary on Revised Exterior Elevations and Floor Plans for the 2013 Bond Construction Starr County Campus Student Services Expansion

Approval of exterior elevations and floor plans for the 2013 Bond Construction Starr County Campus Student Services Expansion project is requested.

Purpose

Exterior elevations corresponding to the revised floor plans for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project will be presented for Board approval.

Justification

The exterior elevations corresponding to the revised floor plans will show the external views of the buildings.

Background

At the June 28, 2016 Board meeting, the comparisons of the design space and programs for these projects were presented to the Board for review and approval. The architect provided revised floor plans indicating the reduction in square footage in an effort to meet the program budgets. The Board requested the design team to provide exterior elevations for the Student Services Building and Student Activities Building Expansions at the Starr County Campus.

These exterior elevations were presented to the Facilities Committee on August 9, 2016. The Committee recommended approval of the drawings for the Starr County Student Services Building Expansion project, but did not recommend approval of the Starr County Student Activities Building Expansion project.

Enclosed Documents

Exterior elevations and floor plans for the Starr County Student Services Building Expansion project are enclosed.

Presenters

Representatives from Broaddus & Associates and Mata Garcia Architects will be present to address any questions.

The Facilities Committee recommended Board approval of the exterior elevations and floor plans for the Starr County Campus Student Services Expansion project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the exterior elevations and floor plans for the Starr County Campus Student Services Expansion project as presented.

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

The Board of Trustees approves and authorizes the exterior elevations and floor plans for the Starr County Campus Student Services Expansion project as presented.

Approval Recommended:

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



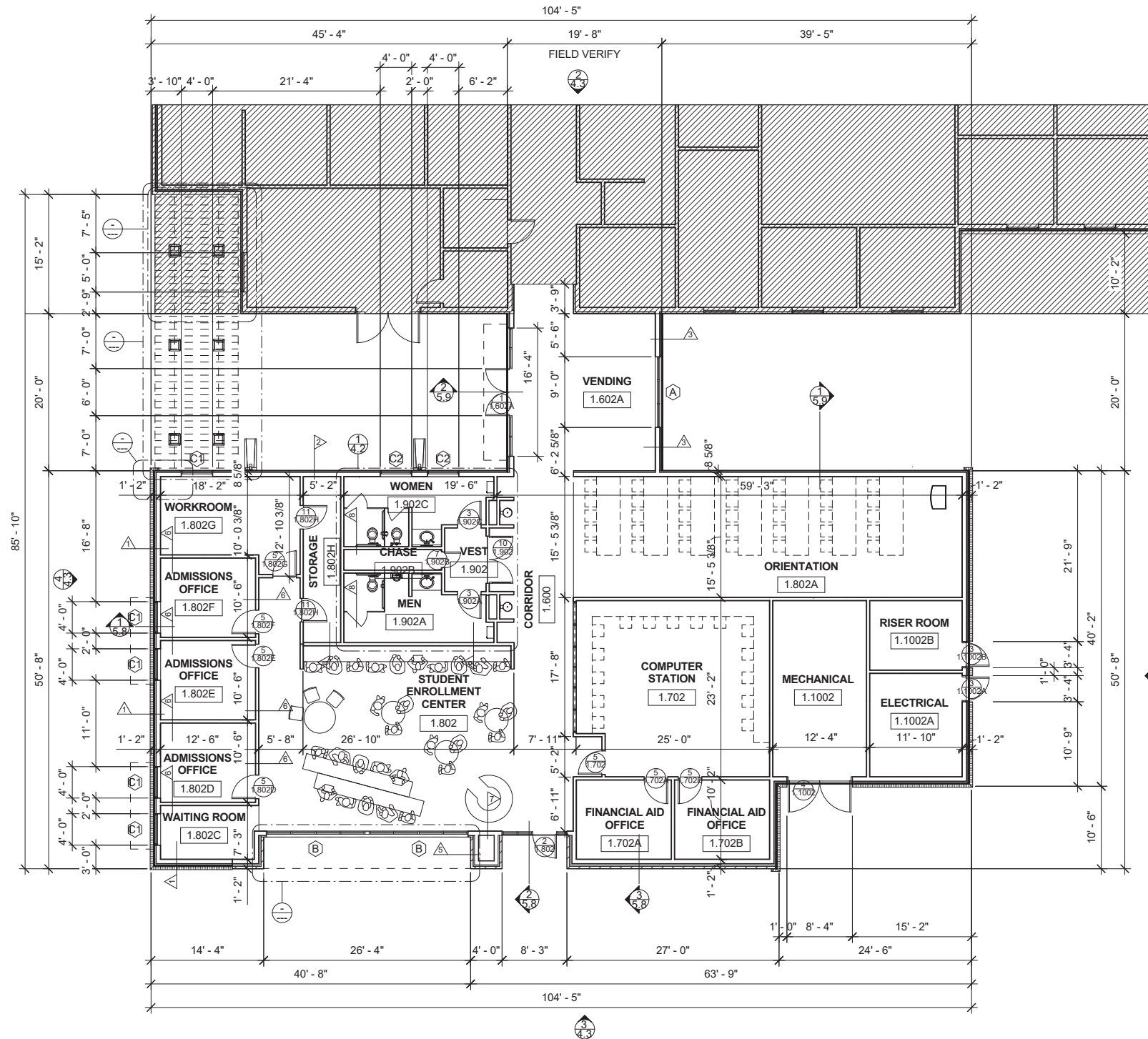
SOUTH TEXAS COLLEGE
STUDENT SERVICES EXPANSION
REVISED SOUTH ELEVATION



ORIGINAL SOUTH ELEVATION



WEST ELEVATION



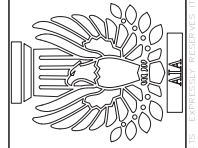
1 FLOOR PLAN
SCALE: 1/8" = 1'-0"



PROJECT #: 201504
DATE: 1/27/2016
DRAWN BY: A.G.
CHECKED BY:
REVISION:

SOUTH TEXAS COLLEGE
STUDENT SERVICES EXPANSION
STARR COUNTY CAMPUS
RIO GRANDE CITY, TEXAS
SOUTH TEXAS COLLEGE

architecture
project management
interior design
Tel: (956) 631-1945
Fax: (956) 631-1968
MATA
garola
ARCHITECTS L.L.P.
1314 West Ivy Avenue McAllen, Texas 78501



SHEET:
4.1

5,320 S.F.

Review and Action as Necessary on Revised Exterior Elevations and Floor Plans for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion

Approval on revised exterior elevations and floor plans for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion is requested.

Purpose

Exterior elevations corresponding to the revised floor plans for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion will be presented and approval requested.

Justification

The exterior elevations corresponding to the revised floor plans will show the external views of the buildings.

Background

At the June 28, 2016 Board meeting, the comparisons of the design space and programs for this project was presented to the Board for review and approval. The architect provided revised floor plans indicating the reduction in square footage in an effort to meet the program budgets. At the August 9, 2016 Facilities Committee meeting, the Committee requested an additional option for the exterior elevation of the Student Activities Building Expansion in an effort to make the expansion to appear as one building. Mata Garcia Architects has provided exterior elevations showing this additional option. The Facilities Committee also requested cost estimates for both options.

Options

1. Cost estimate for elevation presented on August 9, 2016 is \$1,167,702.
2. Cost estimate for the revised elevation is \$1,182,702.

Enclosed Documents

Exterior elevations and floor plans for the Starr Student Activities Building Expansion are enclosed.

Presenters

Representatives from Broaddus & Associates and Mata Garcia Architects will be present at the meeting to address any questions.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the exterior elevations and floor plans for the Starr County Campus Student Activities Building Expansion project as presented.

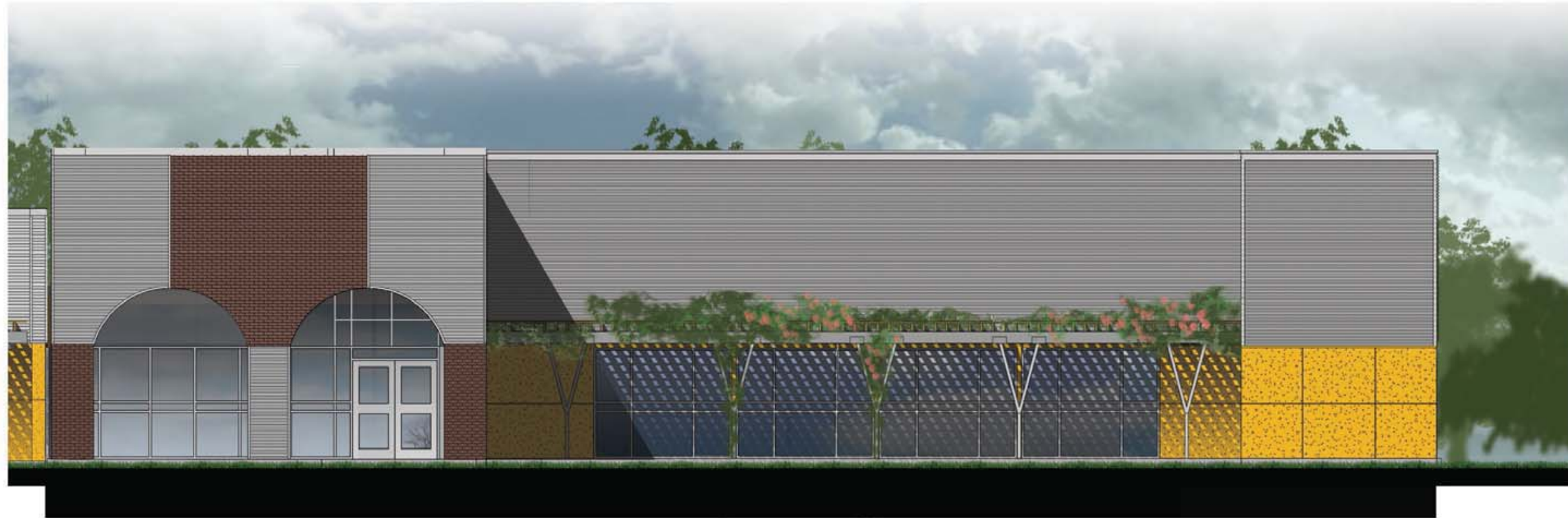
The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the exterior elevations and floor plans for the Starr County Campus Student Activities Building Expansion project as presented.

Approval Recommended:

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

President



NEW BUILDING →

STUDENT EVENT CENTER

STC STARR COUNTY STUDENT ACTIVITIES EXPANSION REVISION 8.11.16



← EXISTING BUILDING | NEW BUILDING →

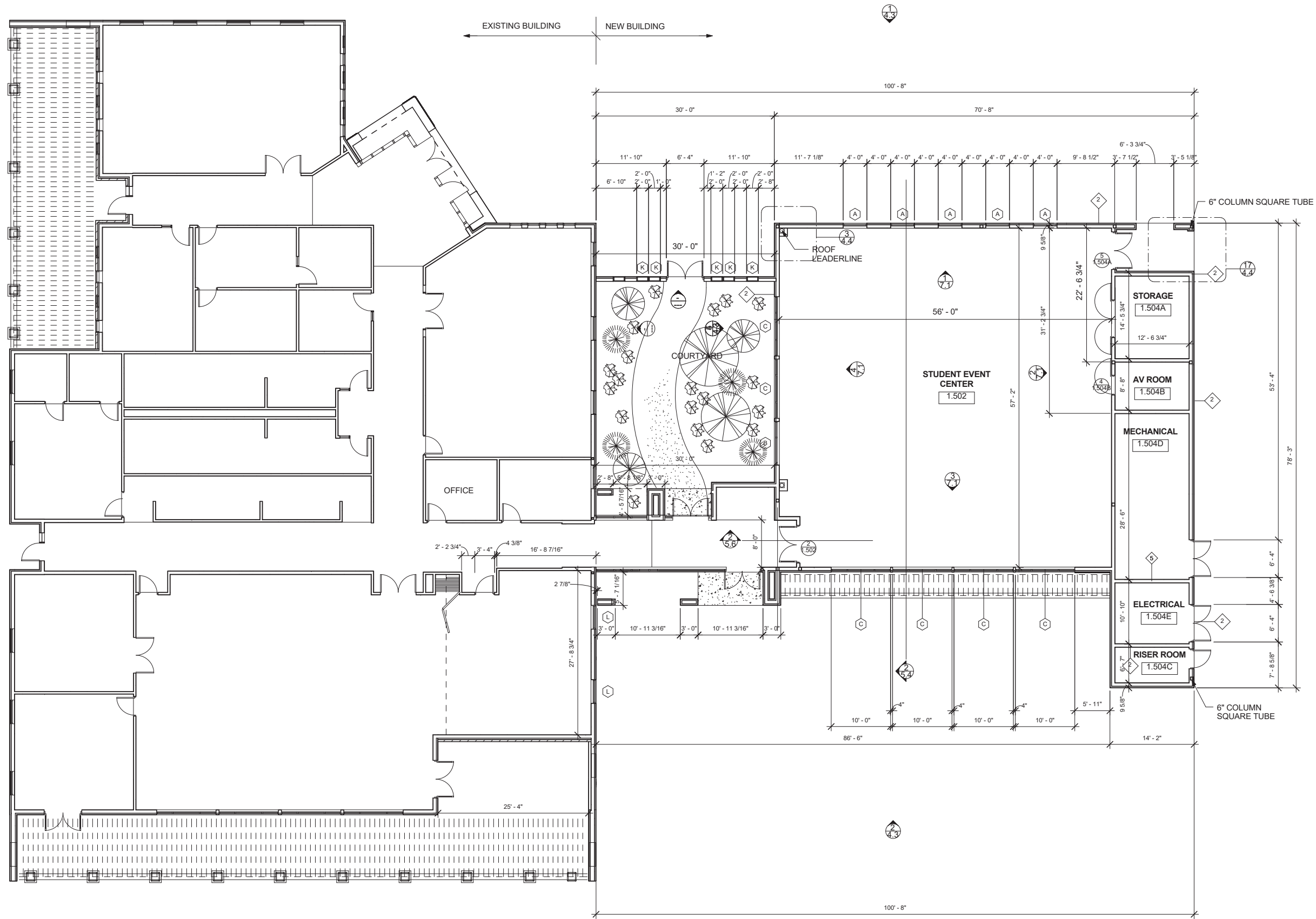
STUDENT EVENT CENTER

RISER ROOM

SOUTH ELEVATION STUDENT ACTIVITIES EXPANSION REVISED



ORIGINAL SOUTH ELEVATION STUDENT ACTIVITIES EXPANSION



1 FLOOR PLAN
SCALE: 1/8" = 1'-0"



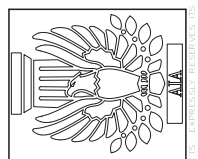
EXISTING BUILDING NEW BUILDING

PROJECT #: 201503
DATE: 4/2/16
DRAWN BY: A.A.
CHECKED BY: MR. GARCIA
REVISION:
1:
2:
3:
4:

SOUTH TEXAS COLLEGE
STUDENT ACTIVITIES EXPANSION
STARR COUNTY CAMPUS
RIO GRANDE CITY, TEXAS
SOUTH TEXAS COLLEGE

PROJECT:
OWNER:
ARCHITECT:
LICENSE EXPIRES: ##/##/##
FILE REPRODUCED, CREDITED, AND NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM THE ARCHITECT.

architecture
project management
interior design
Tel: (956) 631-1945
Fax: (956) 631-1968



SHEET:
4.1

Review and Action as Necessary on the Proposed Master Plan for the Regional Center for Public Safety Excellence

Approval of the proposed master plan for the Regional Center for Public Safety Excellence is requested.

Purpose

The master plan for the Regional Center for Public Safety Excellence will show the future needs and growth of this center located in Pharr.

Justification

Approval of the master plan for the Regional Center for Public Safety Excellence is necessary for the project team to move forward with the project planning and design.

Background

At the April 26, 2016 Board meeting, an amendment to the architect agreement with PBK Architects was approved to include master planning services for the Regional Center for Public Safety Excellence project. A two (2) day design charrette was conducted by PBK Architects and G2 Solutions Group on June 20, 2016 and June 21, 2016 to determine the design goals of the new center. Representatives of South Texas College, Broaddus and Associates, local municipalities, and state public safety organizations were present at the design charrette to outline the goals and needs of the 20 year master plan as part of the 2013 Bond Construction program. PBK Architects developed a comprehensive long range master plan to address both present and future stakeholder expectations. On July 25, 2016, PBK Architects presented the preliminary master plan to the representatives listed above including PSJA ISD and Hidalgo County Sheriff's department.

Reviewers

The proposed master plan has been reviewed by Broaddus and Associates and College staff.

Enclosed Documents

The proposed Master Plan from PBK Architects is provided under separate cover for the Board's review.

Presenters

Representatives from PBK Architects and Broaddus and Associates will be present at the meeting to present the proposed master plan for the Regional Center for Public Safety Excellence.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed master plan for the Regional Center for Public Safety Excellence as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed master plan for the Regional Center for Public Safety Excellence as presented.

Approval Recommended:

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

Update on and Action as Necessary to Document Construction Progress for the 2013 Bond Construction Pecan Thermal Plant

An update on the status of construction progress for the 2013 Bond Construction Pecan Campus Thermal Plant project was presented to the Facilities Committee on August 9, 2016. During that update, Mr. Gilbert Gallegos provided the following information:

Background

Construction of the Pecan Campus Thermal Plant has been ongoing and is currently 75% complete. Its capacity will ultimately provide chilled water for new and future Pecan Campus buildings.

This project is located on Pecan Campus in the center south portion. Whereas this is the most efficient location to allow for distribution of chilled water, it is also one of the most congested areas due to a multitude of utilities both old and new which require much coordination and discovery. Besides these challenges it does not come without the unique issues that have arisen within the complexity of this project execution.

These unique issues can be focused on two items; 1) new cooling tower column locations and 2) elevated platform adjustment due to dimensional discrepancy. Regardless of these issues, D. Wilson Construction Company is moving forward with completion of this project in timely manner.

Issue #1

Half & Associates acting as Design Engineer of Record provided contractor the incorrect column locations for new cooling towers. In order to accommodate the discrepancy, the top of the column had to be modified with a galvanized cap which was designed by the structural engineer (see attached photo). Half & Associates accepts responsibility of the miscalculations and associated costs. No cost impact to Owner.

Issue #2

Half & Associates was the Design Engineer of the original 2001 Bond Construction Thermal Energy Plant and had related documents to use as the basis of design including dimensions of existing cooling tower locations. Unfortunately, the existing information was not reflective of actual conditions and a discrepancy of 18" that was actually constructed.

At the November 24, 2015 Board meeting, Alternate #2 – Add Center Framing was approved by Board of Trustees in the amount of \$141,000 which facilitated vertical access to cooling tower cleaning and overall safe maintenance. This elevated platform surrounds the existing and new cooling towers and due to the discrepancy of 18" an adjustment of the elevated platform had to be made. In essence, the east side of the existing cooling tower platform had to be cut, refabricated, re-galvanized and reused for the west side of existing cooling towers.

In order to have this material galvanized, steel had to be sent to Houston, Texas. D. Wilson Construction Company placed the order at the commencement of project based on the dimensions that were provided on the construction documents. Unfortunately, the discrepancy was not realized until the material had been delivered to fabricator's location.

Typically, dimensions are field verified but in this case it was difficult to verify because the new elevated conditions had not been constructed. Additionally, D. Wilson Construction Company ordered the material to expedite schedule with the information available which was incorrect. If material would have been ordered once the chiller yard enclosure was defined it could have added an additional month to schedule. No cost impact to Owner.

Recommended Action

This item is for the Committee's review and for information only. No action is requested.

After the presentation the College's Legal Counsel, Mr. Jesus Ramirez, recommended that Broaddus & Associates present formal documentation of these facts to the Board for the official record.

Gilbert Gallegos of Broaddus and Associates and Jesus Ramirez agreed on the following process for documenting the issues of the construction progress for the 2013 Bond Construction Pecan Thermal Plant:

1. The issues will be addressed through the normal change order process as part of the construction contract.
 - a. The construction changes have been documented using additional signed structural engineering drawings issued by Chanin Engineering Inc. through Half Associates for the cooling tower support column modifications.
 - b. In addition, construction shop drawings from Southern Steel Fabricators (subcontractor) have been issued and approved by the engineers for the modifications needed for the mezzanine framing at the cooling towers.

These changes will not require any increased costs to the Guaranteed Maximum Price and are provided at no cost to South Texas College.

The Change Orders will be documented in the change order log and noted as adding no cost and no additional days to the current contract with D. Wilson Construction.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the process for documenting construction progress for the 2013 Bond Construction Pecan Thermal Plant.

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

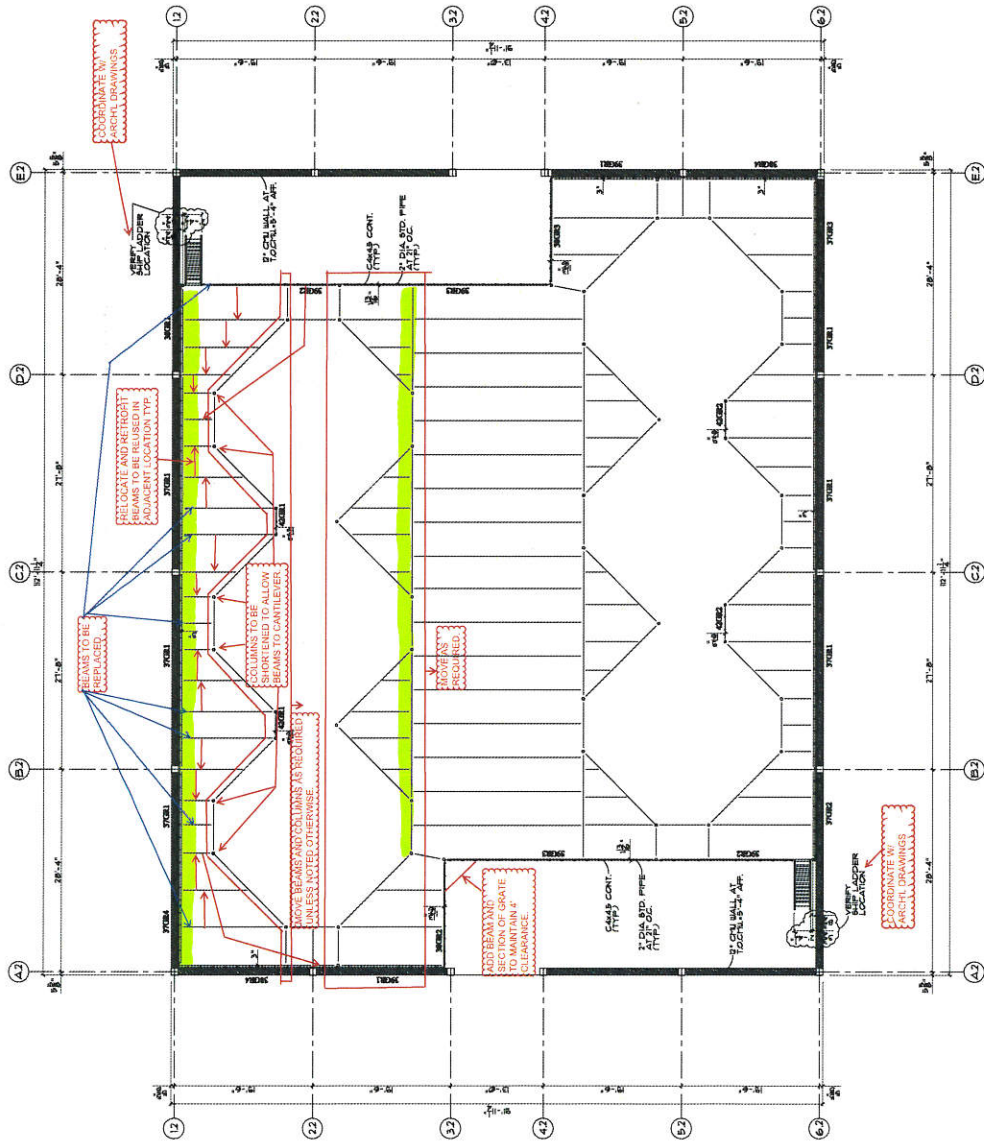
The Board of Trustees approves and authorizes the process for documenting construction progress for the 2013 Bond Construction Pecan Thermal Plant.

Approval Recommended:

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



Columns with Modified Galvanized Caps



18" Added

18" Removed

FRAMING PLAN FOR GUARD RAIL
AT COOLING TOWER

Modifications to Elevated Platform

SOUTHERN STEEL FABRICATORS		PHONE (866) 464-1166	FAX (866) 464-8646
CUSTOMER: D. WILSON CONSTRUCTION		171433 DONNA, TEXAS, 75837	
PROJECT: STC COLLEGE/PEGAN CAMPUS			
LOCATION: MALLEN, TEXAS			
ARCHITECT: HALLP			
ENGINEER:	DATE: 01/17/16	CHK BY: MS	DATE:
PAIN:	CONTRACT NO.:	1666	
REVISIONS			
01/17/16	FOR APPROVAL		
		DES. NO.:	E-03

Review and Action as Necessary on Proposed Use of Buyout Savings for the 2013 Bond Construction Mid Valley Campus Projects

Approval on proposed use of buyout savings for the 2013 Bond Construction Mid Valley Campus Projects is requested.

Purpose

The buyout savings for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements and Mid Valley Campus Thermal Plant was discussed at the August 9, 2016 Facilities Committee meeting.

Background

On April 26, 2016 the Board approved the GMP's for the Mid Valley Campus Parking and Site Improvements and Mid Valley Campus Thermal Plant with Skanska USA Building. Several alternates were not accepted at the time the GMP was approved. There was an interest to accept these alternates at a later date as part of the buyout saving process. Based on this process, Broaddus & Associates with the assistance of Skanska USA Building brings forward cost information to allow the acceptance of alternates previously presented.

Broaddus & Associates has renegotiated the delivery of these items as follows:

Project	Contractor	Current Buyout Savings	Requested Item	Cost
Mid Valley Parking and Site Improvements	Skanska	\$146,670	80 parking spaces	\$0
Mid Valley Thermal Plant	Skanska	\$6,189	Cooling Tower	\$109,376

Options

Mid Valley Parking and Site Improvements

Accept the complete parking lot including 80 parking spaces as designed for \$0 additional costs as part of Skanska USA negotiation process.

Because there is no cost to the owner for accepting this alternate, it leaves \$146,670 in Buyout Savings to be utilized for additional scope elsewhere, and this is sufficient to cover the additional Cooling Tower for the Mid Valley Thermal Plant project.

Mid Valley Thermal Plant

Accept Alternate for third Cooling Tower using funds from Mid Valley Parking and Site Improvements Buyout Savings.

Presenters

Representatives from Broaddus & Associates and Skanska, Inc. will be present at the meeting to discuss the buyout savings.

The Facilities Committee recommended Board approval to use \$109,376 in buyout savings to reincorporate the deferred Cooling Tower for the 2013 Bond Construction Mid Valley Campus Thermal Plant project, and to authorize the addition of the deferred parking spaces at the Mid Valley Campus Parking and Site Improvements project to total 161 spaces, at \$0 cost to the College, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of \$109,376 in buyout savings to reincorporate the deferred Cooling Tower for the 2013 Bond Construction Mid Valley Campus Thermal Plant project, and to authorize the addition of the deferred parking spaces at the Mid Valley Campus Parking and Site Improvements project to total 161 spaces, at \$0 cost to the College, as presented.

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

The Board of Trustees approves and authorizes the use of \$109,376 in buyout savings to reincorporate the deferred Cooling Tower for the 2013 Bond Construction Mid Valley Campus Thermal Plant project, and to authorize the addition of the deferred parking spaces at the Mid Valley Campus Parking and Site Improvements project to total 161 spaces, at \$0 cost to the College, as presented.

Approval Recommended:

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

Review and Action as Necessary on Color Boards for the 2013 Bond Construction Projects

- 1) Nursing and Allied Health Campus Expansion**
- 2) Technology Campus Southwest Building Renovations**
- 3) Pecan Campus North Academic Building**
- 4) Pecan Campus Student Activities and Cafeteria**

The architects have prepared color boards containing interior paint colors, wall finishes, flooring materials, millwork finishes, and wall tile for review by the Facilities Committee.

Approval of proposed colors and finishes for the 2013 Bond Construction projects is requested.

The proposed colors and finishes have been reviewed with College staff and Broaddus and Associates. Representatives from the respective architects will be at the August 23, 2016 Regular Board meeting to present the color boards as follows:

Nursing and Allied Health Campus Expansion – ERO Architects
Technology Campus Southwest Building Renovations – EGV Architects
Pecan Campus North Academic Building – PBK Architects
Pecan Campus Student Activities and Cafeteria – The Warren Group

Color boards and renderings are provided under separate cover for the Board's review.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the selection of proposed colors and finishes for the 2013 Bond Construction Nursing and Allied Health Campus Expansion, Technology Campus Southwest Building Renovations, Pecan Campus North Academic Building, and Pecan Campus Student Activities and Cafeteria projects as presented.

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

The Board of Trustees approves and authorizes the selection of proposed colors and finishes for the 2013 Bond Construction Nursing and Allied Health Campus Expansion, Technology Campus Southwest Building Renovations, Pecan Campus North Academic Building, and Pecan Campus Student Activities and Cafeteria projects as presented.

Approval Recommended:

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

Review and Action as Necessary on Contracting Construction Services for the Non-Bond Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room

Approval to contract Construction Services for the Non-Bond Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room will be requested at the August 23, 2016 Board meeting.

Purpose

Authorization is being requested to contract construction services for the Non-Bond Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room.

Justification

The procurement of a contractor will provide for construction services necessary for the Non-Bond Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room

Background

The improvements to the existing main entrance of Building B will replace the existing door and frame system to prevent water leaks and provide an updated finish to the metal frame components. The proposed conference room will serve the various departments located at the Technology Campus and will be built in a space that is currently underutilized. The conference room will be built using the college's current finishes and equipment standards. The college contracted with ROFA Architects to prepare plans and specifications for the Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room. The design team at ROFA Architects 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 July 5, 2016. A total of one (1) set of construction documents was issued and construction documents were also made available via contractor plan rooms. One (1) proposal was received on July 21, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
July 5, 2016	Solicitation of competitive sealed proposals began.
July 21, 2016	One (1) proposal was received.

College staff reviewed and evaluated the competitive sealed proposal and recommend NM Contracting, LLC as the highest ranked in the amount of \$114,900.

Funding Source

As part of the FY 2015 - 2016 Non-Bond Construction budget, funds in the amount of \$110,000 have been budget for this project. Additional funds are available in savings from other construction projects to fund the balance of the proposed construction amount.

Source of Funding	Amount Budgeted	Additional Funds Available	Highest Ranked Proposal NM Contracting, LLC
Non-Bond Construction	\$110,000	\$4,900	\$114,900

Reviewers

The proposal has been reviewed by ROFA Architects and staff from the Facilities Planning & Construction, and Purchasing departments.

Enclosed Documents

Staff evaluated this proposal and prepared the enclosed proposal summary. It is recommended that the qualified contractor approved by the Board.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with NM Contracting, LLC in the amount of \$114,900 for the Non-Bond Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with NM Contracting, LLC in the amount of \$114,900 for the Non-Bond Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS - BUILDING C NEW CONFERENCE ROOM
AND BUILDING B DOOR AND FRAME REPLACEMENT
PROJECT NO. 16-17-1007**

VENDOR		NM Contracting, LLC.
ADDRESS		2022 Orchid Ave
CITY/STATE/ZIP		McAllen, TX 78504
PHONE		956-631-5667
FAX		956-627-3959
CONTACT		Noel Munoz, Jr.
#	Description	Proposed
1	Technology Campus - Building C: New Conference Room	\$77,767.00
2	Technology Campus - Building B: Doors & Frame Replacement	\$37,133.00
3	Begin Work Within	5 Working Days
4	Completion of Work Within	90 Calendar Days
TOTAL PROPOSAL AMOUNT		\$114,900.00
TOTAL EVALUATION POINTS		91.75
RANKING		1

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS - BUILDING C NEW CONFERENCE ROOM AND
BUILDING B DOOR AND FRAME REPLACEMENT
PROJECT NO. 16-17-1007**

VENDOR		NM Contracting, LLC.	
ADDRESS		2022 Orchid Ave	
CITY/STATE		McAllen, TX 78504	
PHONE/FAX		956-631-5667	
FAX		956-627-3959	
CONTACT		Noel Munoz, Jr.	
1	The Respondent's price proposal. (up to 45 points)	45	45
		45	
		45	
		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.375
		8	
		8.5	
		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.125
		7	
		8.5	
		9	
4	The Respondent's safety record (up to 5 points)	4	3.875
		3.5	
		4	
		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.125
		6	
		6.5	
		9	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7	7.5
		7	
		8	
		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.75
		4.5	
		5.5	
		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
		7	
TOTAL EVALUATION POINTS		91.75	
RANKING		1	

Review and Action as Necessary on Substantial Completion and Final Completion of the Following Non-Bond Construction Projects

- 1) District Wide Building to Building ADA Improvements**
- 2) Pecan Campus Upgrade Fence along 31st Street**

Approval of substantial and/or final completion for the following non-bond construction projects will be requested at the August 23, 2016 Board Meeting:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	District Wide Building to Building ADA Improvements Engineer: Dannenbaum Engineering Contractor: 5 Star Construction	Recommended	Estimated September 2016	Substantial Completion
2.	Pecan Campus Upgrade Fence along 31 st Street Architect: N/A Contractor: Central Fence	Recommended	Recommended	Substantial Completion

1. District Wide Building to Building ADA Improvements

It is recommended that substantial completion for this project with 5 Star Construction be approved.

Dannenbaum Engineering and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on July 25, 2016. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is enclosed.

Contractor 5 Star Construction will continue working on the punch list items identified and will have thirty (30) days to complete before final completion can be recommended for approval. It is anticipated that final acceptance of this project will be recommended for approval at the September 2016 Board meeting.

2. Pecan Campus Upgrade Fence along 31st Street

It is recommended that substantial and final completion for this project with Central Fence be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Central Fence be approved. The original cost approved for this project was in the amount of \$27,092.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$50,000	\$27,092	(\$256.20)	\$26,835.80	\$0	\$26,835.80

On August 5, 2016, Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, August 23, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the District Wide Building-to-Building ADA Improvements project and substantial completion, final completion, and release of final payment for the Pecan Campus Upgrade Fence along 31st Street project as presented.

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

The Board of Trustees approves and authorizes substantial completion of the District Wide Building-to-Building ADA Improvements project and substantial completion, final completion, and release of final payment in the amount of \$26,835.80 to Central Fence for the Pecan Campus Upgrade Fence along 31st Street project as presented.

Approval Recommended:

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

CERTIFICATE OF SUBSTANTIAL COMPLETION

Distribution to:
OWNER []
ENGINEER: []
CONTRACTOR: []

AUG 4 2016 AM 8:4E

PROJECT: STC Area Wide ADA Improvements
Pecan Campus
Pecan Plaza
Mid Valley
Starr County
Technology
Nursing Allied Health

ENGINEER: Dannenbaum Engineering Company-
McAllen, LLC

ENGINEERS PROJECT NUMBER: 4851-02

TO (Owner): South Texas College
3200 Pecan Blvd
McAllen, Texas 78501

CONTRACTOR: 5Star Construction

CONTRACT FOR: ADA Improvements

CONTRACT DATE: 2 February 2016

DATE OF ISSUANCE: 2 August 2016

CERTIFICATE OF SUBSTANTIAL COMPLETION – PROJECT OR DESIGNATED PORTION: STC Area Wide ADA Improvements

The Work performed under this Contract has been reviewed and found to be substantially complete for the areas listed above only. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as **26 July 2016** which is also the date of commencement of applicable warranties for Work listed above as required by the Contract Documents, except as stated below.

PROJECT OR DESIGNATED PORTION SHALL NOT INCLUDE: NO EXCLUSIONS

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Engineer when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

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

Dannenbaum Engineering
Company McAllen, LLC
ENGINEER


BY: Richard Seitz, P.E.

8/1/2016
DATE

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

5 Star Construction,
CONTRACTOR

BY: Peyton Oakely

DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at

12:00:01 AM on July 26, 2016.

South Texas College
OWNER

BY: Dr. Shirley A. Reed

DATE

Substantial Completion Acceptance

AUG 2 2016 AM 11:48

Project Name: Pecan Campus - Upgrade of Fencing Along 31st Street

Project No.: 15-16-1070

Owner: South Texas College

Contractor: Central Fence & Supply, Inc.

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Replacement of existing fence per RFP 15-16-1070

Effective Date of Acceptance: 7/25/2016

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	30
Calendar days from the Effective Date of this Acceptance.	
<u>Ernesto Rocha Manager</u>	<u>8-2-16</u>
Printed Name and Title	Date

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.	
N/A	
Printed Name and Title	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.	
Printed Name and Title	Date



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.

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%			
Pecan Campus and Pecan Plaza																		
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns															Robert	EGV Architects	Holcherrmont 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	Zilo Electric
15-1-012	Pecan - Infrastructure for Relocation of Portable Buildings															Rick	Melden & Hunt	Calso Construction
15-1-013	Pecan - Infrastructure for Portable Buildings - Phase II															Robert	Sigma Engineering	TBD
15-1-017	Pecan - Relocation of Electrical Power Lines															Robert	Sigma Engineering	Metro Electric
15-1-020	Pecan - Building K Enrollment Center															David	Boulinghouse Simpson Gates Architects	TBD
15-1-020	Pecan - AECHS Service Drive and Sidewalk															Rick	R. Gutierrez Engineering	Roh Excavation
15-1-020	Pecan - Resurfacing East Loop Road and Entrance (RR)															Rick	R. Gutierrez Engineering	TBD
16-1-xv1	Pecan - Removal of Existing Trees															Robert	Melden & Hunt	TBD
16-1-001	Pecan - Building A Sign Replacement (RR)															Robert	TBD	Maldonado Nursery
16-1-002	Pecan - Upgrade Fence Along 31st Street (RR)															Robert	Public Relations	TBD
15-1-003	Pecan Plaza - Emergency Generator and Wiring															David	TBD	TBD
15-1-004	Pecan Plaza - Resurfacing Back Side of Building B (RR)															Sam	TBD	TBD
16-1-016	Pecan Plaza - Parking Area for Police Vehicles															Rick	Hall Associates	5 Star Construction
16-1-016	Pecan Plaza - Renovation - Music Practice Rooms															David	R. Gutierrez Engineering	TBD
16-1-016	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
16-2-007	MV - Covered Walkway for Building G															Sam	TBD	TBD
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	Amtech Building Sciences	Rio Roofing
14-3-004	TC - Cooling Tower Replacement (RR)															Rick	Hall Associates	Pro-Tech
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)															David	GLH Engineering	TBD
16-2-011	TC - Ford Lab Exhaust System															Sam	TBD	TBD
16-2-012	TC - Building B Flooring Replacement (RR)															Robert	FPC	TBD
16-2-013	TC - Building B Domestic/Fire Sprinkler Lines (RR)															Sam	TBD	TBD
16-2-014	TC - Building B Concrete Floor Repairs (RR)															Sam	TBD	TBD
Nursing and Allied Health Campus																		
14-4-004	NAH - Irrigation System Upgrade (RR)															Rick	SSP Design	Southern Landscapes
16-4-xv4	NAH - Thermal Plant															Robert	Hall 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																	
16-4-018	Starr - Building F Site Grading & Sidewalk Replacement (RR)															Sam	TBD	TBD
District Wide Improvements																		
14-6-010	DW - Building to Building ADA Compliance Ph II															Robert	Damenbaum Engineering	TBD
14-6-013	DW - La Joya Monument Sign															David	N/A	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	TBD
15-6-002	DW - Directional Signage															David	N/A	TBD
16-6-017	DW - Surveillance Cameras & Poles Campus Entrances															David	N/A	TBD
16-6-019	DW - Walkway LED Lighting Upgrade Ph I (RR)															Rick	N/A	TBD
16-6-021	DW - Air Handler Blower Wheels (RR)															Rick	N/A	TBD
16-6-021	DW - Active Learning Classrooms-Flooring Replacement															David	N/A	TBD

For FY 2015-2016, 28 non-bond projects are currently in progress. 16 have been completed and 30 pending start up - 74 Total

Status of Non-Bond Construction Projects in Progress July 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. Construction Complete	\$ 325,000.00	\$ (18,792.85)	\$ 343,792.85	\$ 343,792.85	\$ -
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Construction Complete	\$ 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. Construction Complete	\$ 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	95%	July 2016	1. Construction Phase 2. Bidding Complete	\$ 400,000.00	TBD	TBD	\$ -	TBD
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	100%	June 2016	1. Construction Phase 2. Construction Complete	\$ 75,000.00	\$ 46,057.60	\$ 28,942.40	\$ -	\$ 28,942.40
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	75%	February 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 22,908.00	\$ 27,092.00	\$ -	\$ 27,092.00

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Plaza Police Department Emergency Generator	95%	July 2016	1. Design Phase 2. Solicitation of Engineering Qualifications	\$ 400,000.00	TBD	TBD	\$ -	TBD
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	60%	July 2016	1. Design Phase 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Pecan Campus Total				\$ 2,618,500.00	\$ 228,758.17	\$ 1,500,741.83	\$ 1,444,707.43	\$ 56,034.40
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%	July 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	100%	May 2015	1. Construction Phase 2. Construction Complete	\$ 415,000.00	\$ 54,000.00	\$ 361,000.00	\$ 361,000.00	\$ -
Building B Main Door and Frame Replacement	10%	July 2016	1. Construction Phase 2. Bidding in Progress	\$ 7,500.00	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 3,750.00
Building C Conference Room Addition	10%	July 2016	1. Construction Phase 2. Bidding in Progress	\$ 9,000.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Repair Concrete Floor Mechanical Room	5%	August 2016	1. Design Phase 2. Design in Progress	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Building B Concrete Floor Repairs	5%	August 2016	1. Design Phase 2. Design in Progress	\$ 50,000.00	\$ 45,250.00	\$ 4,750.00	\$ -	\$ 4,750.00
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	\$ 543,883.00	\$ 1,696,967.00	\$ 1,642,779.86	\$ 54,187.14
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%	September 2016	1. Design Phase 2. Design in Progress	\$ 260,000.00	\$ 53,300.00	\$ 206,700.00	\$ 31,005.00	\$ 175,695.00
Resurface Parking Lot 2	5%	July 2016	1. Construction Phase 2. Contract Negotiations	\$ 25,000.00	TBD	TBD	\$ -	TBD
Nursing and Allied Health Campus Total				\$ -	\$ 315,000.00	\$ 244,467.00	\$ 68,772.00	\$ 175,695.00
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	95%	July 2016	1. Design Phase 2. Solicitation of Engineering Qualifications	\$ 400,000.00	TBD	TBD	\$ -	TBD
Starr County Campus Total				\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
District Wide								
Building to Building ADA Accessibility Improvements Phase II	85%	July 2016	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ (66,112.03)	\$ 466,112.03	\$ 362,730.41	\$ 103,381.62
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	40%	August 2016	1. Project Development 2. Work in Progress	\$ 50,000.00	\$ 46,914.98	\$ 3,085.02	\$ -	\$ 3,085.02
Outdoor Furniture	100%	January 2016	1. Construction Phase 2. Construction Complete	\$ 25,000.00	\$ 3,573.64	\$ 21,426.36	\$ 50,691.00	\$ (29,264.64)

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Air Handler Blower Wheels	90%	August 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 3,990.73	\$ 46,009.27	\$ 30,759.20	\$ 15,250.07
La Joya Monument Sign	90%	August 2016	1. Design Phase 2. Work in Progress	\$ 35,000.00	TBD	TBD	\$ -	TBD
Active Learning Classrooms- Flooring Replacement	75%	July 2016	1. Construction Phase 2. Construction in Progress	\$ 10,000.00	\$ 5,740.00	\$ 4,260.00	\$ -	\$ 4,260.00
District Wide Total				\$ 670,000.00	\$ 43,416.32	\$ 591,583.68	\$ 494,871.61	\$ 96,712.07
Non-Bond Construction Project Total								
For FY 2015 - 2016, 23 non-bond projects are currently in progress, 15 have been completed and 36 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 Jul[^] 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 **Ju[^]m2016**, 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 Jul[^] 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 Jul[^] 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 Jul[^] 2016
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for Jul[^] 2016
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for Jul[^] 2016
- D. Release of Construction Fund Checks for Jul[^] 2016
- E. Quarterly Investment Report for Jul[^] 2016
- F. Summary of Revenue for Jul[^] 2016
- G. Summary of State Appropriations Income for Jul[^] 2016
- H. Summary of Property Tax Income for Jul[^] 2016
- I. Summary of Expenditures by Classification for Jul[^] 2016
- J. Summary of Expenditures by Function for Jul[^] 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for Jul[^] 2016
- L. Summary of Grant Revenues and Expenditures, Jul[^] 2016
- M. Summary of Bid Solicitations
- N. Check Register for Jul[^] 2016

FINANCIAL REPORTS

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

**Update and Action as Necessary Regarding Texas Higher Education
Coordinating Board Audit and Action Related to Continuing
Education Formula Funding for Specific Programs**

On July 26, 2016 the Board authorized the President to retain legal counsel regarding the Texas Higher Education Coordinating Board Audit. Reports and updates may be provided in Executive Session.

Any action must be taken in Open Session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Texas Higher Education Coordinating Board Audit.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the Texas Higher Education Coordinating Board Audit.

Approval Recommended:

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

President's Report

On Wednesday, August 17, 2016 @ 8:30 AM, the College held a groundbreaking ceremony for the expansion of the Dr. Ramiro R. Casso Nursing and Allied Health Campus. I provided a welcome and was joined in providing remarks by Mayor Jim Darling, City of McAllen, Chair of the Board of Trustees, Dr. Alejo Salinas, Jr., Chair of the Board Facilities Committee, Gary Gurwitz, Senator Juan “Chuy” Hinojosa, Eli Ochoa, ERO Architects, and Bill Wilson, D. Wilson Construction. We were joined by Steve Ahlenius, President/CEO McAllen Chamber of Commerce, Keith Patridge, President and CEO of McAllen Economic Development Corporation, Mayor Ambrosio Hernandez, City of Pharr, as well as members of the healthcare industry, our nursing students, faculty and staff. Overall, it was a beautiful morning and the event was quite successful. We extend appreciation to all of our staff who coordinated and contributed to making this a great event. We truly appreciate their support!





- Presented to the South Texas College Points of Pride to New Faculty for Fall 2016 on Thursday, August 23. This event was part of the numerous activities for faculty taking place during the week of August 15th-19th prior to the start of the Fall 2016 semester. There are approximately 35 new full time faculty members. The goal of my presentation with the new faculty was to:
 - Introduce myself to them and encourage them to introduce themselves to me,
 - Connect with the comprehensive mission of our College and recognize they each have a vital role to play in fulfilling that mission,
 - Learn how South Texas College serves our students and our community,
 - Instill a sense of pride in the participants that they have the opportunity to work for such a world-class institution,
 - Set high expectations for excellent customer service, hard work and lastly,
 - Have each new faculty member commit to their commitments and contributions to South Texas College and the success of our students over the next two years.


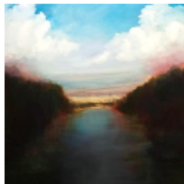




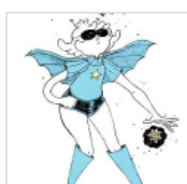



- The office of University Relations held a Memorandum of Understanding Signing Ceremony between the College and M.S. Panwar Community and Technical College (a new partner from India). The event took place on Friday, August 12th at 1PM at the Pecan Campus. We look forward to all the new opportunities this partnership will bring to provide study abroad opportunities and faculty exchange programs.



- The Library Art Gallery will be featuring the following exhibits throughout the Fall 2016 semester:

See What's New at a South Texas College
Library ART Gallery Near You!

	<p>Personal Topography Paintings by Sylvia Benitez August 29 - December 2, 2016 Art Talk: October 13, 1:00-2:00 PM Reception: October 13, 5:00-7:00 PM</p>	
	<p>Pan Dulce: Textures of a Merienda Paintings by Manny Chapa September 15 - October 15, 2016 Art Talk: October 13, 5:00 - 6:00 PM October 26 - December 1, 2016 Art Talk: December 1, 1:00-2:00 PM</p>	
	<p>Line of Sight Photos by Hector Astorga and Conrado Gonzalez August 29 - October 15, 2016 Art Talk: September 28, 1:00-2:00 PM October 26 - December 1, 2016 Art Talk: October 26, 1:20-2:20 PM Reception: October 26, 5:00-7:00 PM</p>	
	<p>Illustrating Their World Illustrations by Roni Cortez and Jessie Rodriguez September 6 - December 2, 2016 Art Talk: November 3, 6:00 - 7:00 PM</p>	

The **Mid-Valley Campus Library Art Gallery** will be unavailable this semester due to campus construction. Stay tuned for our newest addition in Weslaco in 2018!

- The Office of Judicial Affairs (Student Activities) made available “Conflict Coaching,” which focuses on helping individuals to see the situation from all perspectives, support them in considering options, and help them to come up with a plan of action to deal with the conflict.
- The National American University extended an invitation to a Lunch N Learn Session regarding their Master’s Programs to all who are interested in achieving a Master’s degree with NAU.



NATIONAL AMERICAN UNIVERSITY
INVITES YOU
To A Lunch ‘N’ Learn Session!!
When: Tuesday, August 9, 2016
Where: South Texas College—Building H 216
Time: 12:00—1:00 PM
 Bring a friend/colleague and join us in learning about our Master’s Programs and scholarship opportunities.

- LUNCH PROVIDED
- ON-SITE APPLICATION
- DOOR PRIZES

CHANGE YOUR LIFE...TAKE A STEP IN ACHIEVING YOUR MASTER’S DEGREE WITH NAU!

Must RSVP to:
 Kathryn Salazar at krsalazar@national.edu OR 956-238-7300

- Faculty and staff were invited to become Beacon Mentors. The South Texas College Beacon Mentoring Program is a collaborative initiative by the divisions of Academic Affair and Student Affairs & Enrollment Management to increase success rates in gatekeeper courses. The program assigns a trained Beacon Mentor to a gatekeeper course. The faculty member and the mentor work together to provide a support structure in and out of the classroom. The program requires a minimum four mandatory visits by the mentor with the student. Results indicate this program has a positive effect on student retention and completion

Office of Student Rights and Responsibilities




Conflict Management Coaching for Students

Got Conflict? Get a Coach!

Conflict coaching is used to support the individuals’ ability to engage in, manage, or productively resolve conflict. The conflict coach works one-on-one with the individual experiencing the conflict; and helps them to consider options for managing the conflict, and design an approach to discuss the conflict with the person they are angry with. Conflict coaching can be used as a stand-alone process, or can be practiced with each of the parties in separate meetings during mediation.

Conflict coaching can be useful for a variety of circumstances, including conflicts in the workplace, community disputes, family disagreements, or business conflicts.

Conflict Coaching can help individuals to see the situation from all perspectives, support them in considering options, and help them to come up with a plan of action to deal with the conflict.

Find us @: <http://life.southtexascollege.edu/ombuds-services/conflict-management-coaching/>

Interpersonal conflict is an inevitable and normal part of our personal and professional lives.

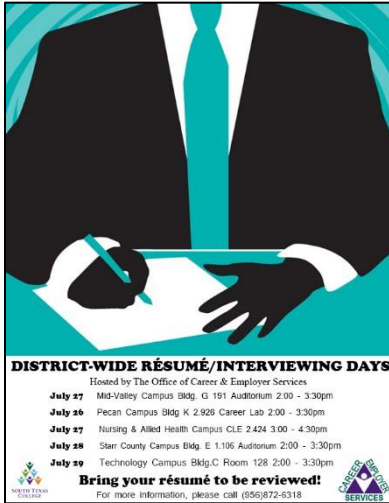
South Texas College
 Pecan Campus Building K2.1100
 Phone: 956-872-2180
 Fax: 956-872-2600

Beacon Mentor

Please join us for an informational meeting
Bldg. F Room 102 at 8:30am - 10:00am on August 12, 2016.

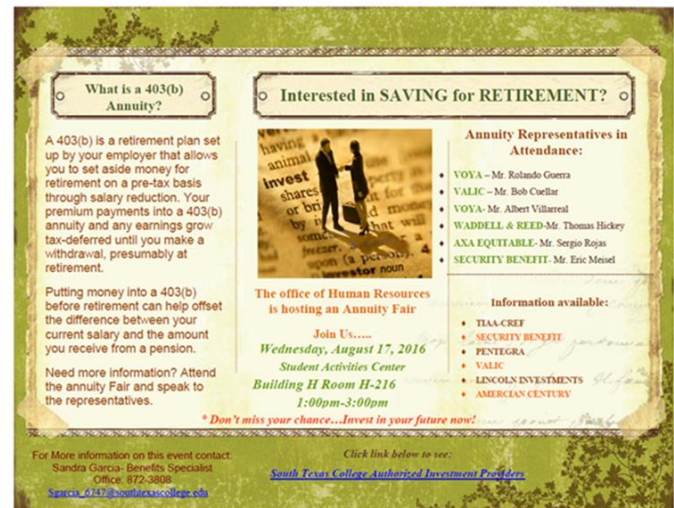
For information or R.S.V.P. please call 872-8372



The Office of Career Planning, Readiness and Employer Services hosted District-wide Resume Writing and Interviewing Workshops from July 27th thru July 29th at all South Texas College campuses. All students and alumni were invited to attend to learn the latest trends in resume writing, cover letters and interviewing skills.

The Office of Human Resources hosted an Annuity Fair for all employees interested in saving for retirement. The event was held on August 17th at the Pecan Campus, Building H, Room 216. All interested parties were welcome to attend the presentations by annuity representatives in attendance from VOYA, VALIC, Waddell & Reed, AXA Equitable, and Security Benefit.



The College's Kinesiology Department Health & Wellness Center announced their Summer 2016 Hours of Operation for the Pecan Plaza in McAllen. Participants must provide a valid South Texas College ID.

KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER
 Mid-Valley (956) 972-1047
 Pecan (956) 872-3838
 Starr (956) 716-4783

SOUTH TEXAS COLLEGE

SUMMER 2016 HOURS OF OPERATION
 Tuesday, July 12, 2016 - Thursday, August 11, 2016

MID-VALLEY	PECAN	STARR
Monday – Friday 3 p.m. – 6 p.m.	Monday – Friday 3 p.m. – 6 p.m.	Monday – Thursday 10 a.m. – 2:30 p.m.

There is no fee to access the facility for current STC students, staff or faculty. Students must be enrolled for Summer II or III. All current STC faculty and staff must present an STC badge upon each entry.
www.southtexascollege.edu/health-wellness

All employees were reminded of the opportunity to attend Title IX Training for staff and faculty:

TITLE IX TRAINING
Staff & Faculty
Technology Campus
Bldg. B, Auditorium
1:30 to 3:00 PM

Wed., July 27: Session 5 **Title IX & VAWA** – Your programming & Training Requirements
Thurs., July 28: Session 6 **Campus Facilities & Transgender Students** – Ensuring Safe, Welcoming Accommodations

- Met with key staff on numerous occasions to discuss the request for collaboration with Region One and DHR on the i3 grant. Region One is submitting the grant and contacted DHR, South Texas College, PSJA, La Joya, and South Texas ISD to be partners in their grant proposal. The purpose of the i3 Development (USDE) program is to provide competitive grants to applicants with a record of improving student achievement and attainment in order to expand the implementation of, and investment in, innovative practices that are demonstrated to have an impact on improving student achievement or student growth, closing achievement gaps, decreasing dropout rates, increasing high school graduation rates, or increasing college enrollment and completion rates. These grants will (1) allow eligible entities to expand and develop innovative practices that can serve as models of best practices, (2) allow eligible entities to work in partnership with the private sector and the philanthropic community, and (3) identify and document best practices that can be shared and taken to scale based on demonstrated success. After much discussion and review of critical components for the College in this grant, the proposal was successfully submitted.
- Provided a welcome at the Recidivism Symposium held Thursday, July 28th at the Cooper Center, on the Pecan Campus. It was my pleasure to share the great things happening at South Texas College and what we do to serve the over 34,000 students enrolled at the College as well as the communities we serve. I also spoke about our Public Safety programs (Fire and Police Academies), the partnership with the City of Pharr on the Center of Excellence for Public Safety Training, and I also shared how education and training go a long way towards providing the skills necessary to re-enter the workforce.
- Participated in a conference call coordinated by Dean McWilliams, Founder, McWilliams Governmental Affairs Consultants, and the Community College Coalition members (a select group of Texas Community College Presidents) to discuss bills that relate to two year colleges, which must be addressed during the upcoming 85th Legislative Session.
- Participated in a breakfast meeting with Thomas Lichtenberger, President, Festo Didactic, and his key staff, as well as Carlos Margo, Associate Dean, Industry Training and Economic Development, and his key staff. The event took place at the College's Technology Campus. Discussion focused on the topic of advanced manufacturing. During our discussion I offered to designate Festo as the namesake for the new facility expansion at the Technology Campus. Mr. Lichtenberger expressed an interest in the possibility and definitely something that he will consider. South Texas College and Festo already enjoy a very strong partnership, which includes several initiatives.
- Participated in the Superintendents "Coffee" held Tuesday, August 9th with the Academic Affairs and Student Affairs leadership and key staff. The purpose for the meeting was to review with the College's school district partners, the terms and conditions of the new Memorandum of Understanding for Dual Credit, as well as the Board approved tuition and fees for dual credit which will commence in Fall 2016. Overall, the discussions went well and we have not had any push-back from the school districts.
- Coordinated a teleconference with Cobby Caputo, Austin-based attorney with Bickerstaff Heath Delgado Acosta LLP, to provide him with the background on the Texas Higher Education

Coordinating Board's action with regard to the Audit on Formula Funding conducted at South Texas College. Mr. Caputo will assist the College in moving forward with challenging the Coordinating Board's action against the College. The College will seek to reverse the Coordinating Board's action.

- Met with Senator Jesus “Chuy” Hinojosa to provide him with background information on the College's top legislative priorities. We discussed the following:
 - funding for the Regional Center for Public Safety Excellence
 - legislation to help the Texas Higher Education Coordinating Board be more responsive, and accountable to Texas taxpayers, and
 - Bachelor's of Science in Nursing.
- Coordinated a teleconference with Dr. Diane Troyer, the College's new Achieving the Dream Coach. Dr. Troyer is a former community college president, executive with the Bill and Melinda Gates Foundation, and we look forward to working with her to address improved student success of students in our Dual Enrollment program.
- Met with members of Valley Interfaith. The purpose for the meeting was to discuss the November election in support of the Hospital District. As a state employee, I must remain neutral and cannot publicly endorse the Hospital District. However, we offered the College's support in helping them get out the vote and hosting forums and debates to explain the issue to voters.
- Hosted a meeting with Dr. Daniel King, Superintendent, PSJA, Dr. Guy Bailey, President, UTRGV, and Dr. James Lanich, President and CEO of Educational Results Partnership. The purpose for the meeting was to learn about the work Dr. Lanich is proposing to do for/with all of us to identify academic predictors of student success in College.
- Together with the Search Committee for the VP of Student Affairs and Enrollment Managements, participated in interviews with the three candidates selected for on-campus interviews. The College underwent two nationwide searches for the Vice President for Students Affairs and Enrollment Management and attracted 80 applicants for the position.
 - After careful review and consideration of all candidates by the Search Committee, seven candidates were selected;
 - The list was further narrowed down to three candidates and they were interviewed by the Search Committee on Monday, August 15, 2016;
 - After the interviews, the search committee has selected a finalist, Mr. Matthew S. Hebbard, and he will be available to meet with faculty and staff at the Pecan Campus (10AM), Mid Valley Campus (11:15AM), and Starr County Campus (1:15PM) on Tuesday, August 23, 2016.

Mr. Hebbard, currently serves South Texas College as the Dean of Enrollment Services and Registrar for South Texas College and has over 14 years of progressive experience in Higher Education Administration and Enrollment Management. In this role he provides leadership and implements strategies to achieve the enrollment and student completion goals of the college. He is responsible for leading all Enrollment Services departments at the College including Admissions,

Financial Aid, and Testing, Recruitment, Dual Enrollment and serves as the Primary Designated Service Officer under the Department of Homeland Security for international student visas. In addition, he serves as the Chief Reporting Official for state reporting, Graduation Certification Officer, Custodian for Student Records, and Student Information System Data Owner.

Previously, Mr. Hebbard served the College as the Director of Admissions and Registrar for 8 years and led various initiatives to enhance admissions, enrollment and graduation certification processes including the implementation of the statewide online application ApplyTexas, Banner system conversions, degree audit systems and the development of online student services.

Mr. Hebbard is an active member of the Texas Association of Collegiate Registrars and Admissions Officers and is a member of the Texas Connection Consortium Banner User Group. He is also a member of the American Association of Collegiate Registrars and Admissions Officers, the Texas Association of Collegiate Registrars and Admissions Officers, and NASFA: Association of International Educators. He has presented at various state and national conferences on enrollment management and community college initiatives for student success.

Mr. Hebbard is currently pursuing an Ed.D. in Global Educational Leadership at Lamar University. He holds a Master of Theology in Academic Ministries from the Dallas Theological Seminary, a Bachelor of Science in Secondary Education, and a Bachelor of Arts in History from Bloomsburg University of Pennsylvania.

- Participated in the Staff Retiree Recognition Ceremony held Tuesday, August 16th to recognize and honor their many years of service to South Texas College. It was bittersweet and plenty of tears were shed.



- Coordinated the agendas and back-up materials for two Facilities Committee Meetings, Education and Workforce Development, and Finance and Human Resources Committees, as well as the July 26, 2016 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
 - finalize FY 2016-2017 revenue projections, budget, staffing plan, and operational plan

- Continue to meet with South Texas College’s President’s Administrative Staff. The purpose of the President’s Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.

- Continue to meet with the College’s Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from June 28, 2016 through July 26, 2016 included:
 - Update on Summer and Fall 2016 Student Enrollment
 - Paid
 - Non Paid
 - Discussion of ATD Coach Assignment
 - Discussion of Dual Credit MOU with School Districts
 - Discussion of CB Audit of Continuing Education
 - Discussion and Feedback on Effectiveness of Calling Students Who Have Requested Program Information
 - Discussion of Credits Earned by Dual Credit Students
 - Review and Discussion of Dual Credit MOU
 - Review and Discussion of Legislative Appropriations Request (LAR)
 - Discussion of Information Necessary to Complete “Case for State Investment in South Texas College”
 - Update and Discussion of Occupancy Timelines for Bond Construction Projects
 - Discussion of N&AH Groundbreaking Event
 - Date: Wednesday, August 17, 2016
 - Time: 8:30 AM
 - Update on Excess Hours for La Joya Dual Credit Students
 - Discussion of Inside Higher Ed Article: Faculty Role in Student Success Efforts
 - Discussion of The Chronicle of Higher Education Article: As Dual Enrollments Swell, So Do Worries About Rigor
 - Discussion of Texas Pathways Project
 - Discussion of Action Plan and Timeline Presented by *Ellucian Solutions*
 - Discussion of Flat Tuition Structure: Pros and Cons
 - Review of Policies and Procedures Related to the Public Use of College Facilities
 - Presentation Update on La Joya Teaching Site (Jimmy Carter ECHS) 2013 Bond Construction Schematic Design and Program
 - Update on Board Approved 2013 Bond Construction Program Building Names
 - Update on 2013 Bond Construction Overall GMP Schedule, Projected Completion Dates, and Projected Occupancy Dates
 - Update on Furniture, Fixtures, and Equipment for 2013 Bond Construction Program Projects and Non Bond Projects
 - Update on Non Bond Construction Projects
 - Discussion of Chronicle Article: “As Dual Enrollments Swell, So Do Worries About Rigor”

- Review and Discussion of Action Plan and Timeline for Ellucian Solutions
- Discussion of Flat Tuition Structure: Pros and Cons
- Review and Discussion of Revised Purchasing Procedures as a Result of Increased Purchasing Limits
- Review and Discussion of Policy 3320: Scholastic Progress Standards
- Review and Discussion of 2016 Federal Guidance on Transgender Students
- Review and Discussion of Required Training for Employees
- Discussion of South Texas College Facility Usage Guidelines
- Discussion of Cell Phone Stipends and Guidelines



YOUR FUTURE IN THE MAKING.

**CLASSES BEGIN
AUGUST 29, 2016**

*Education and Workforce
Development Committee
Minutes
August 9, 2016*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, August 9, 2016 @ 3:00 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, August 9, 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 Mrs. Graciela Farias presiding.

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

Other Trustees present: Mr. Paul R. Rodriguez

Members absent: Mr. Jesse Villarreal and Mr. Gary Gurwitz

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Dr. Rene Zuniga, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, July 12, 2016 Committee Meetings

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meetings of Tuesday, July 12, 2016 were approved as written. The motion carried.

**Presentation on Recruitment Efforts at the South Texas College
La Joya Teaching Center**

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Dr. Rene Zuniga, South Texas College La Joya Teaching Center Site Coordinator.

Dr. Zuniga served as Chair of the Education Department in addition to leading the STC La Joya Teaching Center. Dr. Zuniga presented on the efforts to increase enrollment at the South Texas College La Joya Teaching Center.

South Texas College partnered with La Joya ISD to open the South Texas College La Joya Teaching Center in 2010, as a joint effort to provide higher education opportunities to communities in western Hidalgo County. These communities include the cities of Alton, La Joya, Mission, Palmhurst, Peñitas, and Sullivan City.

During Academic Years 2013 – 2015, 1,095 traditional students graduated from these communities. The presentation included a list of the top five awarded associate degrees and the top five awarded certificate degrees during this period. During this period, an average of 5,000 students from these communities attended a South Texas College campus each year.

The Committee recognized that while a large number of students were enrolling in South Texas College from the area, the number of students graduating with a credential were not very high. Dr. Zuniga agreed, but also shared his insight that the data reported is based upon students' home address, specifically by ZIP Codes identified as "Western Hidalgo County" by the task force that was working to serve this population.

Among the students entering South Texas College with a Western Hidalgo County ZIP Code, Dr. Zuniga reported that there was a trend for students to move into McAllen, meaning that if and when these students earned a credential, they were no longer included in the reporting of Western Hidalgo County students.

Furthermore, there were students who enrolled at South Texas College simply to enroll in their Core Curriculum courses, with the intention of transferring to another institution prior to graduation. Many of these students are successful at South Texas College, but their success is not reflected in the College's own graduation metrics.

The packet also included a chart of enrollment by academic year since the South Texas College La Joya teaching Center opened in 2010, including traditional, dual credit, and early college high school students. The enrollment figures for Academic Year 2015-2016 were through May 2016, and did not include summer enrollment.

The enrollment trends showed significant increases in dual credit, and most significant within the early college high school program. Traditional enrollment had steadily declined, which led the College and La Joya ISD to focus on efforts to engage the community and build appropriate programs to serve their needs.

After reviewing the history of the teaching center and the communities it was designed to serve, Dr. Zuniga described new initiatives in place to increase traditional enrollment at the South Texas College La Joya Teaching Center. These initiatives included:

- A community survey to ensure that program offerings at the Center meet the needs of students from the communities serve;
- Renovation of facilities at the South Texas College La Joya Teaching Center, located in the second floor of the Jimmy Carter Early College High School (ECHS);
- New signage to be prominently placed on 311 E. Expressway 83, La Joya; and
- Appointment of Dr. Rene Zuniga as the South Texas College La Joya teaching Center Site Coordinator, and hiring of a part-time staff member to assist with inquiries.

Dr. Zuniga reported that La Joya ISD was a strong partner in promoting the Teaching Center, and was very quick to provide support whenever he requested it, including helping coordinate communication with current students and their families.

The Committee members were very familiar with the communities in the area, and provided recommendations on engaging the students and families, and ensuring that families north of La Joya were made aware of these opportunities and marketing efforts.

Dr. Zuniga discussed the development of Fall 2016 course and program offerings and reviewed the marketing plan to help inform members of the western Hidalgo County communities about these opportunities available to them through the South Texas College La Joya Teaching Center. The extensive marketing plan included:

Promotional Activities

- Informational booklet
- Website
- Course listing fliers
- Social media posts
- Press release
- Postcards
- Banners
- Announcements on La Joya ISD TV channel
- Information flier for high school seniors

Outreach Activities

- Open House, May 17th
 - ✧ Radio remote & advertising
 - ✧ Postcards sent to students
 - ✧ Social Media activities for the Open House
- Ad in ***Staying Connected*** Special Edition
- Student Recruitment Letters sent students majoring in the following areas:
 - ✧ Education
 - ✧ Interdisciplinary Studies
 - ✧ Business, Marketing, Human Resources
 - ✧ Criminal Justice

Finally, Dr. Zuniga discussed the registration round-up and provide a Fall 2016 enrollment update. As of the morning of August 9, 2016, he was happy to report 94 students had enrolled for courses at the Teaching Center, and he expected that additional students will have enrolled by the start of the Fall 2016 semester.

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

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 3:59 p.m.

I certify that the foregoing are the true and correct Minutes of the August 9, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
August 9, 2016*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, August 9, 2016 @ 4:00 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, August 9, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:05 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

Members absent: Dr. Alejo Salinas, Jr. and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Ricardo de la Garza, Mr. Cody Gregg, Mr. Gilbert Gallegos, Mr. Brian Fruge, Mr. Rolando Garcia, Ms. Diana Gonzalez, Mr. Miguel Martinez, Mr. Eliazar Rodriguez, Mr. Humberto Rodriguez, Mr. Isidro Navarro, Mr. Ricardo Hinojosa, Mr. Trey Murray, Mr. Miguel Chanin, Mr. Eddie Vela, Mr. Hector Garcia, and Mr. Andrew Fish

Approval of Facilities Committee Meetings Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the following Minutes for the Facilities Committee meetings were approved as written:

1. July 6, 2016 Facilities Committee Meeting
2. July 12, 2016 Facilities Committee Meeting
3. July 26, 2016 Facilities Committee Meeting

The motion carried.

Update on Status of Board Request to Broaddus & Associates for the Project and Program Accountability

On July 13, 2016, Dr. Salinas wrote to Broaddus & Associates, the South Texas College 2013 Bond Construction Program Manager (CPM), requesting the delivery of project and program accountability reporting to the Board of Trustees. The letter, also presented in the packet for the Committee's review, outlined the Board's expectations of the CPM.

Dr. Salinas shared a spreadsheet that he developed to help bridge the gap between what documents already provided by Broaddus & Associates in response to his request. Dr. Salinas acknowledged that there was progress, but more work needed to be done to establish the accountability that the Board wanted to see in this program management.

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 with Broaddus and Associates provided the update.

Among the items he mentioned, Mr. Gallegos indicated that Broaddus & Associates had solicited proposals for a Construction Manager @ Risk for the South Texas College Regional Center for Public Safety Excellence project, and four responses had been received. Mr. Gallegos mentioned that an evaluation committee had reviewed the responses, and could either recommend a top-ranked firm, or a short list of highly qualified firms for the Facilities Committee and/or the Board of Trustees to interview and select for an award. Because this item was not on the agenda, the Committee deferred further discussion, and asked that Broaddus & Associates present the options at a subsequent meeting.

Mr. Gallegos also indicated that there had been some construction delays for the Pecan Campus Student Activities Building and Cafeteria project, due to issues related to the relocation of Portable Building 1. D. Wilson Construction was waiting for the portable building to be moved so that construction could begin. Mr. Gallegos indicated that the relocation was being arranged, and that there were no significant concerns.

Review and Recommend Action on Updated Timeline for the Scheduled Guaranteed Maximum Prices (GMPs), Completion Dates, and Occupancy Dates for the 2013 Bond Construction Program

The updated timeline for the scheduled Guaranteed Maximum Prices (GMPs), completion dates, and occupancy dates for the 2013 Bond Construction program were presented for the Facilities Committee, and Broaddus & Associates requested a recommendation of Board approval of the proposed revision.

Purpose

The Board would be asked to review and approve the updated scheduled timeline for the upcoming requests to approve the Guaranteed Maximum Prices (GMPs), completion dates, and occupancy dates for 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 project. The scheduled timeline would confirm that the Program Manager consultant will 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. At the May 24, 2016 Board meeting, an updated timeline which included completion dates and occupancy dates was presented to the Board for adoption. Broaddus and Associates has since then updated the GMP schedule, completion dates, and occupancy dates which will be presented to the Board for approval.

Enclosed Documents

The packet included an updated timeline for the scheduled Guaranteed Maximum Prices (GMPs), completion dates, and occupancy dates as provided by Broaddus and Associates.

Presenters

Mr. Gilbert Gallegos and Mr. Brian Fruge from Broaddus & Associates presented the updated timeline for the scheduled Guaranteed Maximum Prices (GMPs), completion dates, and occupancy dates. Mr. Fruge stated that the timeline was tight, but that Broaddus & Associates had coordinated with the design and construction teams to prioritize five specific projects for completion in time for the start of the Fall 2017 semester.

Mr. Fruge described a process by which the buildings would be brought to a limited occupancy state, and the appropriate city would be asked to permit staff to begin moving furniture and equipment into those buildings. Teams would focus to provide access to these buildings floor-by-floor, to allow carefully coordinated move-in, and complete the process in time for utilization of student spaces by the beginning of the Fall 2017 semester.

Administration expressed their concerns, noting that the recommended process exposes the College to some risk. While construction is ongoing, staff would be unable to practically monitor and control access to the buildings. In the past, there has been theft of equipment during such procedures. Furthermore, the proposed timeline would have the buildings ready for move-in only 7 days prior to the start of classes; any delays at all would mean the resources were not ready for the students' use.

Dr. Reed expressed her concern that any plans developed around the idea of the buildings' availability would be thrown into disarray if the facilities were not actually ready for students' use as advertised. She recommended cautious planning to avoid any situation in which students were scheduled for facilities which would not be ready for them.

Mr. Gallegos asserted that while the proposed schedule only provided a short window for occupancy, he expected that the processes would be completed ahead of the proposed schedule, and that there would be sufficient time. Mr. Fruge agreed that they would continue to work to find acceptable ways to bring the projects to occupancy ahead of schedule.

Dr. Reed advised the Facilities Committee that Board approval of the proposed revision might be premature at this time, and suggested that the Committee recommend Broaddus & Associates continue working with its design and construction teams, and look for any further ways in which the schedule could give adequate time for occupancy.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee advised Broaddus & Associates that the proposed timelines were not

acceptable and requested that Broaddus & Associates present a revised timeline at the next Facilities Committee meeting. No Board action was recommended. The motion carried.

Review and Recommend Action on Proposed Use of Buyout Savings for the 2013 Bond Construction Mid Valley Campus Projects

Approval on proposed use of buyout savings for the 2013 Bond Construction Mid Valley Campus Projects will be reviewed and discussed at the August 23, 2016 Board meeting.

Purpose

The buyout savings for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements and Mid Valley Campus Thermal Plant were discussed at the August 9, 2016 Facilities Committee meeting.

Background

On April 26, 2016 the Board approved the GMP's for the Mid Valley Campus Parking and Site Improvements and Mid Valley Campus Thermal Plant with Skanska USA Building. Several alternates were not accepted at the time the GMP was approved. There was an interest to accept these alternates at a later date as part of the buyout saving process. Based on this process, Broaddus & Associates with the assistance of Skanska USA Building brings forward cost information to allow the acceptance of alternates previously presented. On August 9, 2016, Broaddus & Associates provided new pricing for these alternates. The new pricing is listed below:

Staff noted that on April 26, 2016 the Mid Valley Campus Parking and Site Improvements Alternate #1 was priced at \$180,000, with pricing guaranteed for 90 days.

Staff noted that on April 26, 2016 the Mid Valley Thermal Plant Alternate #1 was priced at \$106,516, with pricing guaranteed for 60 days.

<u>Project Alternate</u>	<u>Pricing as of April 26, 2016</u>	<u>Pricing as of August 9, 2016</u>
Mid Valley Campus Parking and Site Improvements Alternate #1 <ul style="list-style-type: none"> Provide complete parking lot per Civil Drawings (80 spaces deferred) 	\$180,000	\$192,074
Mid Valley Thermal Plant Alternate #1 Cooling Tower	\$106,516	\$109,376

Funding Source

Buyout savings

Project	Contractor	Current Buyout Savings	Requested Item	Cost
Mid Valley Parking and Site Improvements	Skanska	\$146,670	80 parking spaces	\$0
Mid Valley Thermal Plant	Skanska	\$6,189	Cooling Tower	\$109,376

Options

As part of the Facilities Committee packet, Broaddus & Associates provided the following narrative description of their recommended options:

Mid Valley Parking and Site Improvements

Accept the complete parking lot including 80 parking spaces as designed for \$0 additional costs as part of Skanska USA negotiation process. With acceptance of this alternate it leaves \$146,670 in Buyout Savings to be utilized for additional scope.

Mid Valley Thermal Plant

Accept Alternate for third Cooling Tower using funds from Mid Valley Parking and Site Improvements Buyout Savings.

At the Facilities Committee meeting, Diana Gonzalez, Project Manager with Broaddus & Associates stated that the design and construction team had found a way to accommodate the full scope of the originally designed parking lot, to include all 161 parking spaces, without any increased cost.

Because of this, the \$146,670 in buyout savings for that project could be combined with the \$6,189 buyout savings on the Mid Valley Thermal Plant project, and this combined total of \$152,859 was sufficient to cover the entire cost of the proposed addition of the extra Cooling Tower, identified as Alternate #1 for this project and priced at \$109,376.

As per Ms. Gonzalez, approval to use buyout savings as presented would allow the College to recapture the deferred scope on both projects and still have \$43,483 in buyout savings to offset budget deficits elsewhere in the 2013 Bond Construction Program.

Presenters

Representatives from Broaddus & Associates attended the Facilities Committee meeting to discuss the buyout savings.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Facilities Committee recommend Board approval to use \$109,376 in buyout savings to reincorporate the deferred Cooling Tower for the 2013 Bond Construction Mid Valley Campus Thermal Plant project, and to authorize the addition of the deferred parking spaces at the Mid Valley Campus Parking and Site Improvements project to total 161 spaces, at \$0 cost to the College, as presented. The motion carried.

Review and Recommend Action on Budget Update for the 2013 Bond Construction Program

Broaddus and Associates provided an updated budget and status of 2013 Bond Construction Program and Projects. Gilbert Gallegos and Brian Fruge attended the meeting to discuss the update.

Update on Status of Construction Progress for the 2013 Bond Construction Pecan Thermal Plant

Broaddus & Associates provided an update on the status of construction progress for the 2013 Bond Construction Pecan Campus Thermal Plant project to the Committee.

Background

Construction of the Pecan Campus Thermal Plant was ongoing and currently 75% complete. Its capacity would ultimately provide chilled water for new and future Pecan Campus buildings.

This project was located on Pecan Campus in the center south portion. Whereas this was the most efficient location to allow for distribution of chilled water, it was also one of the most congested areas due to a multitude of utilities, both old and new, which required much coordination and discovery. Besides these challenges it came with the unique issues that arose within the complexity of the project execution.

Broaddus & Associates focused on two items; 1) new cooling tower column locations and 2) elevated platform adjustment due to dimensional discrepancy. Regardless of these issues, D. Wilson Construction Company was moving forward with completion of this project in timely manner.

Issue #1

Halff & Associates, acting as Design Engineer of Record, provided the contractor with the incorrect column locations for new cooling towers. In order to accommodate the discrepancy, the top of the column had to be modified with a galvanized cap, which was designed by the structural engineer. Halff & Associates accepted responsibility of the miscalculations and associated costs.

As per Broaddus & Associates, the issues were corrected at no cost impact to Owner, including no use of 2013 Bond Program contingency funds.

Issue #2

Halff & Associates was the Design Engineer of the original 2001 Bond Construction Thermal Energy Plant and had related documents to use as the basis of design including dimensions of existing cooling tower locations. Unfortunately, the existing information was not reflective of actual conditions. There was a discrepancy of 18" between the drawings and the structure that was actually constructed.

At the November 24, 2015 Board meeting, Alternate #2 – Add Center Framing was approved by Board of Trustees in the amount of \$141,000 which facilitated vertical access to cooling tower cleaning and overall safe maintenance. This elevated platform surrounded the existing and new cooling towers and due to the discrepancy of 18", an adjustment of the elevated platform had to be made. In essence, the east side of the existing cooling tower platform had to be cut, refabricated, re-galvanized and reused for the west side of existing cooling towers.

In order to have this material galvanized, steel had to be sent to Houston, Texas. D. Wilson Construction Company placed the order at the commencement of project based on the

dimensions that were provided on the construction documents. Unfortunately, the discrepancy was not realized until the material had been delivered to the fabricator's location.

Typically, dimensions would be field verified, but in this case it was difficult to verify because the new elevated conditions had not yet been constructed. Additionally, D. Wilson Construction Company ordered the material to expedite schedule with the information available, which had not yet been determined to be incorrect. If material would have been ordered once the chiller yard enclosure was defined, it could have added an additional month to schedule.

As per Broaddus & Associates, The project team, including Broaddus & Associates, the engineers, and the construction teams would determine liability and cover associated costs of approximately \$14,900. The issues were corrected at no cost impact to Owner, including no use of 2013 Bond Program contingency funds.

Enclosed Documents

Modified Galvanized Cap Photo and Elevated Structure Framing Plan

Presenters

Representatives from Broaddus & Associates, D. Wilson Construction Company, Halff & Associates and Chanin Engineering attended the Facilities Committee to address any questions.

Recommended Action

This item was for the Committee's review and for information only. No action was taken. The College's Legal Counsel, Mr. Jesus Ramirez, recommended that Broaddus & Associates present formal documentation of these facts to the Board for the official record.

Review and Recommend Action on Revised Exterior Elevations and Floor Plans for the 2013 Bond Construction Starr County Campus Student Services Expansion and Student Activities Building Expansion

Approval of exterior elevations and floor plans for the 2013 Bond Construction Starr County Campus Student Services Expansion and Student Activities Building Expansion will be requested at the August 23, 2016 Board meeting.

Purpose

Exterior elevations corresponding to the revised floor plans for the 2013 Bond Construction Starr County Campus Student Services Building Expansion and Student Activities Building Expansion were presented and the Committee was asked by Broadus & Associates to recommend Board approval.

Justification

The exterior elevations showed the external views of the buildings corresponding to the recently revised floor plans.

Background

At the June 28, 2016 Board meeting, the comparisons of the design space and programs for these projects were presented to the Board for review and approval. The architect provided revised floor plans indicating the reduction in square footage in an effort to meet the program budgets. The Board requested the design team to provide exterior elevations for the Student Services Building and Student Activities Building Expansions at the Starr County Campus.

Enclosed Documents

Exterior elevations and floor plans for each building were provided in the packet.

Presenters

Representatives from Broaddus & Associates and Mata Garcia Architects attended the Facilities Committee meeting to address any questions.

Ms. Rose Benavidez noted that the Starr County Campus Student Activities Building Expansion had been revised significantly, and no longer maintained a singular aesthetic façade at its main entry point. She recalled the discussion that the entryway should be designed to join the expansion and the existing building together in design, rather than giving the simple appearance of two buildings connected by a hallway.

Recommended Action

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the exterior elevations and floor plans for the Starr County Campus Student Services Expansion and requested updated exterior elevations for the Student Activities Building Expansion projects to incorporate the changes requested by Ms. Benavidez. The motion carried.

Review and Recommend Action on Color Boards for the 2013 Bond Construction Projects

- 1. Nursing and Allied Health Campus Expansion**
- 2. Technology Campus Southwest Building Renovations**

Due to time constraints, this item was postponed for later deliberation and action as appropriate.

Review and Recommend Action on Amendment to Civil Engineer Agreement for the 2013 Bond Construction Technology Campus Parking and Site Improvements

Approval to amend the existing engineering agreement with Hinojosa Engineering, Inc. to include the additional scope items designed will be requested at the August 23, 2016 Board meeting.

Purpose

Authorization was requested to amend the current engineering agreement with Hinojosa Engineering, Inc. to include the design of the additional scope at the Technology Campus.

Justification

Under the engineering agreement, the engineer needed to be compensated based on a percentage of the Construction Cost Limitation and adjusted once the final Guaranteed Maximum price was approved.

The current engineering agreement with Hinojosa Engineering stated the following:
 Reference Engineering Agreement

8.5 Basic Service Fee Compensation Adjustment

The basic fee lump sum compensation may be adjusted when authorized in writing by Owner and when the Construction Cost Limitation (CCL) increases more than 5% during any phase including acceptance of final GMP award amount. ..

The engineer's current fee was based on the construction cost limitation of \$650,000. The GMP that was approved for this project was in the amount of \$1,985,820. The engineer designed a project with an increased scope of work that was above and beyond the CCL.

Background

The current negotiated fee was based on a project scope of \$650,000 which was negotiated as a fixed fee of 9.05% for a total fee of \$58,825. The revised scope of work was \$1,930,683 based on the current GMP excluding the design and construction contingencies and the fee was re-negotiated to 8.47% for a total revised fee of \$163,528.85.

REVISED FEE SUMMARY					
TECHNOLOGY CAMPUS PARKING AND SITE IMPROVEMENTS					
Engineering Firm	Project Cost	Fee Schedule Amount	Broaddus Offer	Hinojosa Counter	Recommended Fee
Hinojosa Engineering, Inc.	\$1,930,683	8.69%	8.40%	8.54%	8.47%
Base Price	\$1,108,491				
Alternate #1	226,330				
Alternate #2	417,504				
Total GMP-2	1,752,325				
Site Demo GMP-1	178,358				
Total Cost of Work	\$1,930,683				

Breakdown of Fees

Revised Fee	\$163,528.85
Current Negotiated Fee	58,825.00
Additional Fee	<u>\$104,703.85</u>

Funding Source

Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Presenters

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

Recommended Action

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to amend the current AE contract with Hinojosa Engineering Inc. to a fixed fee of \$163,528.85 based on 8.47% of \$1,930,683. The motion carried.

Review and Update on Guaranteed Maximum Prices for the 2013 Bond Construction Projects

- 1. Pecan Campus South Academic Building**
- 2. Pecan Campus STEM Building**
- 3. Pecan Campus Parking and Site Improvements**
- 4. Starr County Campus Health Professions and Science Building**
- 5. Starr County Campus Library**
- 6. Starr County Campus Student Activities Building Expansion**
- 7. Starr County Campus Student Services Building Expansion**
- 8. Starr County Campus Workforce Training Center Expansion**
- 9. Starr County Campus Parking and Site Improvements**
- 10. Nursing and Allied Health Campus Parking and Site Improvements**

Broadus and Associates was present to discuss the current status on the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction for the various sites at the Pecan, Starr County, and Nursing and Allied Health Campuses. The projects noted above were scheduled to have GMPs presented this month per the overall schedule approved by the Board of Trustees on May 24, 2016. Mr. Gilbert Gallegos assured the Facilities Committee on August 9, 2016, that the remaining GMPs would be submitted for Board approval within the next couple of months.

Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Professional Services

Approval of action as necessary on Request for Qualifications (RFQ) Evaluation Process for professional services will be requested at the August 23, 2016 Board meeting.

The College's External Auditor, Long Chilton LLP, issued a management letter in connection with their Fiscal Year 2014-2015 financial audit. One of the management letter comments indicated the following:

"We recommend that College look at its policies and procedures in place regarding professional services. We also recommend that written policies be reviewed regarding the duties and responsibilities of the facilities committee in order to ensure that decisions made by such committees do not undercut the provisions of laws and regulations associated with purchasing professional services."

In an effort to address the external auditor's recommendation, the established procedures are reflected below, for the Board of Trustees references and feedback.

Request for Qualifications (RFQ) Method:

The College followed the requirements of Texas Government Code, Chapter 2254 for contracting for Professional Services.

Professional Services are services provided by the following professions:

1. Accounting
2. Architecture
3. landscape architecture
4. land surveying
5. medicine
6. optometry
7. professional engineering
8. real estate appraising
9. professional nursing

Or are provided in connection with the professional employment or practice of a person who is licensed or registered as:

1. a certified public accountant
2. an architect
3. a landscape architect
4. a land surveyor
5. a physician
6. an optometrist
7. a professional engineer
8. a state certified or state licensed real estate appraiser
9. a registered nurse

The Code requires that professional services be procured by first selecting the most highly qualified provider of those services on the basis of demonstrated competence and qualifications and then attempt to negotiate with that provider a contract at a fair and reasonable price.

Chapter 2254 of the Government Code does not provide criteria for determining competence and qualifications, but the College solicits information, such as the following, to evaluate qualifications:

1. Availability and commitment of the firm to a project
2. The number and experience of the staff who will be assigned to a project
3. Projects assignments and time commitment from firm staff
4. Representative projects the firm has worked on that relate to the South Texas College project, including previous projects the firm has worked on for South Texas College
5. References from previous or current firm clients
6. Ability to meet project schedules
7. The experience of sub-consultants who will be involved in the work

The RFQ Process To Solicit And Award:

The College followed the same general procedures for the solicitation of Professional Services as it did for Level III Purchases (\$50,000 or more) for other goods and services in accordance with Policy 5210.

The process to solicit and award was as follows:

1. The Purchasing Department solicits an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Board of Trustees will then take action on the recommendation.

Board's Final Discretion Regarding Evaluation Committee's Recommendation

Upon the Evaluation Committee's recommendation of the most qualified professional for a particular project, the Board of Trustees may, at its reasonable discretion, instruct the Evaluation Committee to: (1) revisit its review, evaluation, and recommendation of its most qualified respondents, or order of qualified respondents to determine whether any oversight in the procedure has occurred and whether the oversight is material sufficient to require a reordering of the most qualified respondents; or (2) alternatively, the Board of Trustees may reject entirely the selection process of qualifications and require that the RFQ process commence anew.

The revised optional process was as follows:

1. The Purchasing Department will solicit an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Finance, Audit, and Human Resources Committee or the Facilities Committee will request that the evaluation committee review all proposals and return with a recommendation or recommend to the Board to reject all qualification and re-advertise.

Reviewers – The RFQ Evaluation Process was reviewed by Legal Counsel, the Vice President for Finance and Administrative Services, and the Purchasing Department.

Enclosed Documents – A Request for Qualifications spreadsheet 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 August 9, 2016 Facilities Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the Request for Qualifications (RFQ) Evaluation Process for professional services as presented. The motion carried.

Due to time constraints, deliberation and action on the following items was postponed until a subsequent meeting:

- **Review and Recommend Action on Contracting Construction Services for the Non-Bond Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room**
- **Review and Recommend Action on Substantial Completion and/or Final Completion of the Following Non-Bond Construction Projects**
 1. **District Wide Building to Building ADA Improvements (SC)**
 2. **Pecan Campus Upgrade Fence along 31st Street (SC and FC)**
- **Update on Status of Non-Bond Construction Projects**

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:40 p.m.

I certify that the foregoing are the true and correct minutes of the August 9, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
August 9, 2016*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, August 9, 2016
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, July 12, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

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

Other Trustees Present: Mrs. Graciela Farias

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mr. Cobby Caputo (via telephone), Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Ms. Katarina Bugariu, Mrs. Brenda Jo Balderaz, Mr. Khalil Abdullah, Mr. Daniel Ramirez, Mr. Gilbert Gallegos, Mr. Brian Fruge, and Mr. Andrew Fish

To accommodate scheduling conflicts, the following item was taken out of agenda order:

Executive Session:

The South Texas College Board Finance and Human Resources Committee convened into Executive Session at 5:42 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 Texas Higher Education Coordinating Board Audit on Continuing Education Formula Funding

Open Session:

The South Texas College Board Finance and Human Resources Committee returned to Open Session at 6:16 p.m. No action was taken in Executive Session.

Update and Action as Necessary Regarding Texas Higher Education Coordinating Board Audit on Continuing Education Formula Funding

On July 26, 2016 the Board authorized the President to retain legal counsel regarding the Texas Higher Education Coordinating Board Audit.

No action was taken.

Approval of July 12, 2016 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of July 12, 2016 were approved as written. The motion carried.

Review and Recommend Action on Award of Proposals, Purchases, and Renewals

Mr. Roy de León advised the Committee that he abstained from any discussion and action related to the renewal listed as Item 7, for Merchant Services contract as identified below.

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

A. Awards

- 1) **Food Service – Nursing and Allied Health Campus (Award):** award the proposal for food service – the Dr. Ramiro R. Casso Nursing and Allied Health campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning October 19, 2016 through October 18, 2017 with two one-year options to renew with a 5% commission of total monthly sales;
- 2) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing at an estimated amount of \$314,152.95 for the period beginning September 1, 2016 through August 31, 2017.
 ⇒ **Printing Projects** – at an estimated amount of \$214,152.95 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$1,463.42
Program of Study Brochures FY 2016 - 2017	Grunwald Printing Company (Corpus Christi, TX)	\$3,032.45

Staying Connected Special Edition Tabloids FY 2016 - 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$24,613.44
Class Schedules FY 2016 – 2017 Summer/Fall 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$47,962.55
Class Schedules FY 2016 – 2017 Spring 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$18,954.98
Official Stationary FY 2016 – 2017	FedEx Office (McAllen, TX)	\$55,000.00
Student Catalog FY 2016 – 2017	EP Graphics, Inc. (Berne, IN)	\$32,709.00
Viewbook FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$4,790.11
Graduation Announcements & Envelopes	San Antonio Printing (McAllen, TX)	\$1,140.00
Graduation Programs FY 2016 - 2017	Communication Specialists, Inc. / dba Capital Spectrum (Buda, TX)	\$24,487.00

⇒ **General Purpose Printing** – at an estimated amount of \$100,000.00 will be awarded to the following eight (8) vendors:

Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying and More, LLC. (Mercedes, TX)
FAGSA USA Printing, LLC. (McAllen, TX)	FedEx Office (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Grunwald Printing Company (Corpus Christ, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

B. Instructional Items

3) Testing Materials – CAAP (Purchase): purchase testing materials – CAAP from **ACT CAAP** (Iowa City, IA), a sole source vendor, at an estimated amount of \$50,030.00;

C. Non – Instructional Items

4) Professional Agency and Media Planning Services (Purchase): purchase professional agency and media planning services from **Richard Carlberg, Inc. / dba Richards Carlberg** (Houston, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$1,051,000.00;

5) Business Skills Training Services (Renewal): renew the business skills training services contract with **World-Class Training** (Brownsville, TX), for the period beginning October 28, 2016 through October 27, 2017, at a commission of \$18.00 per instructional hour;

6) Elevator Maintenance Agreement (Renewal): renew the elevator maintenance agreement with **Otis Elevator, Co.** (San Antonio, TX), a Provista Purchasing

Cooperative approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$55,000.00;

- 7) **Merchant Services (Renewal):** renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated annual cost of \$286,789.26 which is based on projected transactions;
- 8) **Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2016 through September 30, 2017, at an estimated amount of \$450,000.00 with the following vendors:
 - Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - Secondary: **Quill Corporation** (Lincolnshire, IL)
Office Depot (Boca Raton, FL)
- 9) **Online Defensive Driving Training (Renewal):** renew the online defensive driving training contract for the period beginning August 24, 2016 through October 31, 2017, at a commission of \$8.75 per student, which is 35% of the total tuition of \$25.00. I Drive Safely, LLC., the company originally awarded the contract, is being acquired by **eDriving Fleet, LLC.** (Cape May Court House, NJ) and wishes to assign the contract to this company. Consent to assign the contract to **eDriving Fleet, LLC.** is required from the College;

D. Technology

- 10) **On-Demand Subscription Library (Purchase):** purchase on-demand subscription library from Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning August 31, 2016 through August 30, 2019, at an annual amount of \$21,353.00 and total amount of \$64,059.00;
- 11) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through the **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$392,809.91;
- 12) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$192,547.77;
- 13) **Desktop Computer Software License Agreement (Renewal):** renew the desktop computer software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$38,870.20;
- 14) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 28, 2016 through August 27, 2017, at a total amount of \$38,596.60;
- 15) **Enterprise Security Manager License Agreement (Renewal):** renew the enterprise security manager license agreement with **Dell Marketing, LP.** (Dallas,

TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 11, 2016 through June 10, 2017 at a total amount of \$51,739.16;

16) Hardware and Software Maintenance and Support Agreement (Renewal): renew the hardware and software maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$92,314.94;

17) Internet Services – Pecan Campus (Renewal): renew the internet services – Pecan Campus with the State of Texas **Department of Information Resources (DIR)** (Austin, TX) for Time Warner Cable, for the period beginning September 1, 2016 through August 31, 2017, at a monthly amount of \$11,193.73 and annual amount of \$134,324.76.

Recommend Action - The total for all proposal awards, purchases, and renewal was \$3,212,234.55.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as listed, except for item # 7. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Merchant Services contract listed as item # 7. The motion carried.

Review and Recommend Action on Revision and Deletion of Personnel Policies

Approval of revision and deletion of personnel policies will be requested at the August 23, 2016 Board meeting.

A. Revision

1. Revise Policy #4002 and Renumber to Policy #4919: Standards of Conduct

Request for the revision and renumbering of the policy was necessary as follows:

- To clarify the requisite standards of conduct at South Texas College along with the specific misconduct subject to disciplinary action.
- Policy would be renumbered, so that it can be aligned with the other College policies that are related to discipline and personnel action.

2. Revise Policy #4910: Employee Complaint Procedure

Request for the revision to the policy was necessary as follows:

- To clarify the procedures for employee complaints within a tiered process of level one and level two to provide better opportunity for resolution.

3. Revise Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees

Request for the revision to the policy was necessary as follows:

- Change of title from “Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees” to “Disciplinary Action Procedures”
- To clarify documentation and disciplinary procedures, which are set out with greater specificity by deleting Policy 4920: Discipline and Dismissal. Action on deletion of Policy 4920 will be requested later as a separate component of this item.

4. Revise Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment

Request for the revision to the policy was necessary as follows:

- Change of title from “Termination of Annual Employees During The Term of Their Letter of Appointment” to “Termination of Non-Faculty Employees During the Term of Their Letter of Appointment”.
- To clarify the disciplinary procedures for termination of Administrative and Executive staff under a Letter of Appointment.

B. Deletion

1. Delete Policy #4920: Discipline and Dismissal

Request for the deletion of the policy was necessary as follows:

- Information from this policy would be incorporated into revised Policy #4911: Disciplinary Action Procedures, so that documentation and disciplinary procedures were set out with greater specificity and clarity.

In summary, the policy revisions and deletions were as follows:

Revised Policies and Titles		
No.	CURRENT	REVISED
4002	Standards of Conduct	Renumber to Policy 4919 No change to title
4921	Termination of Annual Employees During The Term of Their Letter of Appointment	Termination of Non-Faculty Employees During The Term of Their Letter of Appointment
4910	Employee Complaint Procedure	No change to title

4911	Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	Disciplinary Action Procedures
Deleted Policy into New Policy		
No.	DELETE	NEW
4920	Discipline and Dismissal	4919: Standards of Conduct

The revised and deleted personnel policies were included in the packet for the Committee’s information and review. The additions to the policies were highlighted in yellow and the deletions were designated with a red strikeout.

The revised and deleted personnel policies were reviewed by staff, the President’s Cabinet, President’s Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommend for Board approval of the proposed revisions to:

- Policy #4002 and renumbering it to Policy #4919: Standards of Conduct;
- Policy #4910: Employee Complaint Procedure;
- Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees; and
- Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment;

and the proposed deletion of:

- Policy #4920: Discipline and Dismissal;

as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Action as Necessary on Disposal of Surplus Property at \$1,000 and Over

Approval to dispose of surplus property valued at \$1,000 and over through a live auction will be requested at the August 23, 2016 Board of Trustees meeting.

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

Justification and Benefit – Library Services was converting to compact shelving at all locations because compact shelving halves the foot print of the collection freeing up floor space for additional learning and study spaces without sacrificing the collection. There was no place to keep the shelving that would be replaced by the compact shelving. Additionally, the library’s current original shelving was no longer available. With the expansion of the library at Mid-Valley it would not be possible to expand the current

shelving or to find spare parts for existing shelving. Accordingly, Library Services recommended that the shelving to be replaced with compact shelving be disposed of as surplus property.

Background – The surplus property went through an evaluation process by the departments to determine if the items were damaged beyond repair and unable to be utilized district wide. After this evaluation process, the department submitted a request to have the property removed from the department and be sent to auction.

The auction items were located at the South Texas College Mid Valley Campus Library in Weslaco, TX. The items would be scheduled to be auctioned in the month of September at the auctioneers' site due to lack of space at the Central Receiving Warehouse.

The items valued over \$1,000 were recorded in the College's inventory in the Banner computer system.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to dispose of surplus property valued at \$1,000 and over through a live auction as presented. The motion carried.

Review and Action as Necessary on Write-off of Obsolete Fixed Assets and Capital Assets at \$3,000 and Over

Approval to write-off obsolete fixed assets and capital assets at \$3,000 and over will be requested at the August 23, 2016 Board of Trustees meeting.

A listing of fixed assets and capital assets at \$3,000 and over totaling \$1,316,933.65, which were obsolete as per the Financial Managers and the Fixed Assets Department as of August 31, 2014, was included in the packet.

The capital assets value and associated accumulated depreciation would be written-off from the College's capital asset ledger and the reduction would be reflected on the Comprehensive Annual Financial Report as of August 31, 2016.

The packet included the listing of the fixed assets and capital assets at \$3,000 and over that were obsolete during the last two fiscal years, and should be removed from the College's inventory system and general ledger, as applicable.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to write-off obsolete fixed assets and capital assets at \$3,000 and over as presented. The motion carried.

Review and Discussion of South Texas College Proposed 2016 Tax Rate

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

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College proposed the adoption of a tax rate that exceeded the lower of the effective tax rate or the rollback tax rate and therefore, must hold two public hearings. It was proposed to have the first public hearing on September 13, 2016 and the second public hearing on September 20, 2016.

The notice of effective tax rate concerning the 2016 Property Tax Rate was published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy was enclosed for the Committee’s information and review. In addition, the College was required to publish the Notice of Public Hearings on Tax Increase in a newspaper or mail it to each property owner at least seven (7) days before the public hearings. Furthermore, Tax Code Section 26.065 requires supplemental notice for the hearing on a tax rate increase. If the taxing unit owns, operates, or controls an Internet Web site, the unit shall post on its Web site this additional notice of the public hearings at least seven (7) days immediately before the first hearing on the proposed tax rate increase and remain until the second hearing is concluded.

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

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1753	\$60,362,592
Rollback Tax Rate	\$0.1433	\$0.0450	\$0.1883	\$64,498,065
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$63,448,291

After publication of the packet, the Hidalgo County Tax Assessor/Collector updated their information, and provided the following data:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1800	\$63,661,664
Rollback Tax Rate	\$0.1470	\$0.0450	\$0.1920	\$67,599,287
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$65,302,340

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

The proposed debt rate of \$0.0450 was the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College would maintain the Fiscal Year 2015 - 2016 debt rate of \$0.0450.

South Texas College was required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this total tax rate exceeded the lower of the effective tax rate or the rollback tax rate. That rate would raise \$65,302,340, which was \$6,551,547 more than taxes imposed the previous year.

The Notice of Effective Tax Rate for 2016 and a Presentation were provided in the packet for the Committee’s information and review. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Presentation and distributed updated materials based upon the information compiled by The Hidalgo County Tax Assessor/Collector.

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

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

Approval to take Record Vote and Schedule two Public Hearings regarding adoption of the proposed tax rate that exceeds the lower of the effective tax rate or the rollback tax rate will be requested at the August 23, 2016 Board meeting.

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

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1753	\$60,362,592
Rollback Tax Rate	\$0.1433	\$0.0450	\$0.1883	\$64,498,065
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$63,448,291

After publication of the packet, the Hidalgo County Tax Assessor/Collector updated their information, and provided the following data:

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Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$65,302,340

The proposed calculated tax rate exceeded the lower of the effective tax rate or the rollback tax rate and, therefore, the Board would be required take a record vote and schedule two public hearings.

The Notice of Public Hearing on Tax Increase, and the Notice of Tax Revenue Increase were provided in the packet for the Committee’s information and review. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, distributed updated notices based upon the information compiled by The Hidalgo County Tax Assessor/Collector.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to take a record vote to schedule two public hearings, one on September 13, 2016 at 5:30 PM and the second hearing on September 20, 2016 at 5:30 PM, before considering the adoption of the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate. The motion carried.

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

Approval of a twelve month contract extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017 will be requested at the August 23, 2016 Board meeting.

Mr. Roy de León abstained from the discussion and action on this item.

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

Justification – The Commercial Card served as an accounts payable department payment solution. It allowed the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offered the College the potential to earn revenue share on payments made using the AP card. The revenue share was based on the rebate schedule set forth below:

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$124,999	0.75%
\$125,000	\$166,666	1.00%
\$166,667	\$249,999	1.10%
\$250,000	\$416,666	1.20%
\$416,667	\$624,999	1.25%
\$625,000	\$833,332	1.27%
\$833,333	\$999,999	1.30%

\$1,000,000	\$1,249,999	1.32%
\$1,250,000	And Greater	1.35%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

The AP card solution was provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. On August 26, 2014, The Board of Trustees approved two twelve month agreement extensions for commercial card services with BBVA Compass from September 1, 2014 through August 31, 2015 and September 1, 2015 through August 31, 2016.

As of July 31, 2016, the Commercial Card was utilized as follows:

Fiscal Year	Card Transactions	Amount
2013 - 2014	999	\$ 1,181,850.49
2014 - 2015	4,355	\$ 3,549,267.76
09/01/15 – 07/31/16	4,197	\$ 3,571,333.84

The total rebate received for the period of September 2015 through May 2016 was as follows:

Rate	Amount Spent	Rebate
0.70%	\$49,252.54	\$344.77
1.10%	437,518.24	4,812.70
1.20%	2,384,515.21	28,614.18
Total Rebate		\$33,771.65

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

Reviewers – The payment history and monthly rebate data was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Business Office. Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources committee recommended Board approval of the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017. The motion carried.

Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Professional Services

Approval of action as necessary on Request for Qualifications (RFQ) Evaluation Process for professional services will be requested at the August 23, 2016 Board meeting.

The College's External Auditor, Long Chilton LLP, issued a management letter in connection with their Fiscal Year 2014-2015 financial audit. One of the management letter comments indicated the following:

"We recommend that College look at its policies and procedures in place regarding professional services. We also recommend that written policies be reviewed regarding the duties and responsibilities of the facilities committee in order to ensure that decisions made by such committees do not undercut the provisions of laws and regulations associated with purchasing professional services."

In an effort to address the external auditor's recommendation, the established procedures are reflected below, for the Board of Trustees references and feedback.

Request for Qualifications (RFQ) Method:

The College follows the requirements of Texas Government Code, Chapter 2254 for contracting for Professional Services.

Professional Services are services provided by the following professions:

1. accounting
2. architecture
3. landscape architecture
4. land surveying
5. medicine
6. optometry
7. professional engineering
8. real estate appraising
9. professional nursing

Also, included are services that are provided in connection with the professional employment or practice of a person who is licensed or registered as:

1. a certified public accountant
2. an architect
3. a landscape architect
4. a land surveyor
5. a physician
6. an optometrist
7. a professional engineer
8. a state certified or state licensed real estate appraiser
9. a registered nurse

The Code requires that professional services be procured by first selecting the most highly qualified provider of those services on the basis of demonstrated competence and qualifications and then attempt to negotiate with that provider a contract at a fair and reasonable price.

Chapter 2254 of the Government Code does not provide criteria for determining competence and qualifications, but the College solicits information, such as the following, to evaluate qualifications:

1. Availability and commitment of the firm to a project
2. The number and experience of the staff who will be assigned to a project
3. Projects assignments and time commitment from firm staff
4. Representative projects the firm has worked on that relate to the South Texas College project, including previous projects the firm has worked on for South Texas College
5. References from previous or current firm clients
6. Ability to meet project schedules
7. The experience of sub-consultants who will be involved in the work

The RFQ Process To Solicit And Award:

The College followed the same general procedures for the solicitation of Professional Services as it does for Level III Purchases (\$50,000 or more) for other goods and services in accordance with Policy 5210.

The process to solicit and award was as follows:

1. The Purchasing Department solicits an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Board of Trustees will then take action on the recommendation.

Board's Final Discretion Regarding Evaluation Committee's Recommendation

Upon the Evaluation Committee's recommendation of the most qualified professional for a particular project, the Board of Trustees may, at its reasonable discretion, instruct the Evaluation Committee to: (1) revisit its review, evaluation, and recommendation of its most qualified respondents, or order of qualified respondents to determine whether any oversight in the procedure has occurred and whether the oversight is material sufficient to require a reordering of the most qualified respondents; or (2) alternatively, the Board of Trustees may reject entirely the selection process of qualifications and require that the RFQ process commence anew.

The revised optional process was proposed as follows:

1. The Purchasing Department will solicit an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation summary and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Finance, Audit, and Human Resources Committee or the Facilities Committee may request that the evaluation committee revisit its review of all proposals and return with a recommendation. The Committee may accept the recommendation or reject the recommendation and request to re-advertise the qualifications.

Reviewers – The RFQ Evaluation Process was reviewed by Legal Counsel, the Vice President for Finance and Administrative Services, and the Purchasing Department.

Enclosed Documents – A Memorandum from South Texas College's Legal Counsel and a Request for Qualifications spreadsheet 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 August 9, 2016 Finance, Audit, and Human Resources committee meeting to address any questions by the committee.

The Facilities Committee reviewed this same item at their August 9, 2016 Facilities Committee meeting, and recommended Board approval as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the Request for Qualifications (RFQ) Evaluation Process for professional services as presented. 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

Approval of revised Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts will be requested at the August 23, 2016 Board meeting.

College administration requested approval to delay assessing the below mentioned Tuition and Fees, as approved by the Board on June 28, 2016, until the Spring 2017 semester due primarily to allow for proper communication and coordination of the Dual Credit Fee structure changes with the School Districts. In addition, this will give staff time

to ensure compliance to Texas Education Code 54.009, Increase in Tuition Rate or Fees by the proper implementation of fee structure into the tuition tables and billing process.

The recommended changes from the FY 2016 - 2017 Board approved Schedule of Tuition and Fees were as follows:

a. Student Tuition and Fees:

- Include the Independent Dual Credit Tuition And Fees: Excludes Students Enrolled In An Early College High School Or Academies Program for Fall 2016 Only
 - ⇒ In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour of \$50.00
 - ⇒ Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour of \$78.00
- Revise the Independent Dual Credit Tuition and Fees: Excludes students Enrolled in an Early College High School or Academies Program (Effective Spring 2017)
 - ⇒ In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour and differential tuition and fees will not be waived
 - ⇒ Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged \$ a tuition rate per credit hour and differential tuition and fees will not be waived
- On the Course Fees include a new one and revise as follows:
 - ⇒ Third or more repeats (Includes Developmental) Fall 2016 Only of \$125.00
 - ⇒ Third or more attempts (Excludes Developmental) Effective Spring 2017
 - ⇒ Enrollment in Developmental Studies Courses (>27 credit hours) Effective Spring 2017

b. Dual Credit Tuition and Fees:

- **Fall 2016**
 - ⇒ Included a table for Dual Credit Tuition for "Fall 2016" reflecting Incidental Fees for Dual Credit Late Processing Fee per course per student after Census Day of \$200 and a NOTE for the Independent Dual Credit Tuition and Fees for Dual Credit students enrolled independent of their school district participation, excludes students enrolled in an Early College High School or Academies Program.
 - In-district dual credit students enrolled independent of their school district's participation will be charged \$50.00 per credit hour.
 - Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged \$78.00 per credit hour.

- **Effective Spring 2017**

- ⇒ Changed the table to reflect that it's "Effective Spring 2017"
- ⇒ Included a Dual Credit Tuition for Tuition rate for in-district dual credit students sponsored by partnering school districts of \$0.00
- ⇒ On the Course Fees remove that it is effective for Spring 2017 as follows:
 - Electronic Distance Learning/VCT Course Fee per credit hour ~~(effective Spring 2017)~~
 - Hybrid Course Fee per credit hour ~~(effective Spring 2017)~~
- ⇒ Revised the wording on the NOTE for Independent Dual Credit Tuition and Fees for Dual Credit students **enrolled** independent of their school district participation, **excludes students enrolled in an Early College High School or Academies Program.**
 - In-district dual credit students **enrolled** independent of their school district's participation will be charged \$50.00 per credit hour **and differential tuition** and fees will not be waived
 - Out-of-district and out-of-state/international dual credit students **enrolled** independent of their school district's participation will be charged \$78.00 per credit hour **and differential tuition** and fees will not be waived

Reviewers - The revised Tuition and Fees Schedules for FY 2016 – 2017 for students and dual credit students sponsored by partnering school districts were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The two (2) proposed Tuition and Fees Schedules for FY 2016 - 2017 were included in the packet for the Committee's information and review. The revisions were highlighted in yellow.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the revised Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts as presented. The motion carried.

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. The information provided was current as of August 5, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, were available to respond to questions from the Committee.

The presentation of the data was organized in the report as follows:

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 sixty three (163) Full Time, Regular positions were filled as of August 5, 2016.
- Sixteen (16) Full Time, Regular positions were filled since the last vacancy report provided as of July 7, 2016.

3) Position Turnover during Fiscal Year 2015 - 2016
(EXHIBIT D - RESIGNATIONS)

- There were sixty two (62) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of August 5, 2016.
- There were five (5) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of July 7, 2016.

Further details were provided in the Position Vacancy Report.

The Position Vacancy Report for Fiscal Year 2015 - 2016 and Positions Filled and Vacated Report were presented for information and review by the Committee. No action was required from the Committee.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:58 p.m.

I certify that the foregoing are the true and correct Minutes of the August 9, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Chair

Announcements

A. Next Meetings:

- Tuesday, September 13, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – First Public Hearing on the 2016 Tax Rate
 - 5:30 p.m. – Finance, Audit, & HR Committee
- Tuesday, September 20, 2016
 - 5:30 p.m. – Second Public Hearing on the 2016 Tax Rate
- Tuesday, August 23, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees