

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, November 22, 2016 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 1 - 9**
  - A. Report on the Association of Community College Trustees (ACCT) 2016 National Leadership Congress
  - B. Report on the Regional Accreditation 5<sup>th</sup> Year Review
- VI. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes ..... 10 - 49
    - 1. October 27, 2016 Regular Board Meeting
  - B. Approval and Authorization to Participate in Innovative 3 (i3) Development Grant – Project Health Education and Leadership for ALL (HEAL2) from the US Department of Education..... 50
- VII. Consideration and Action on Committee Items**
  - A. Education and Workforce Development Committee**
    - 1. Review of Presentations to the Education and Workforce Development Committee: ..... 51
      - a. Presentation on South Texas College Online Programs
  - B. Finance and Human Resources Committee**
    - 1. Review and Action as Necessary on Purchases, Renewals, Lease Agreement, and Rejection of a Proposal ..... 52 - 63
      - A. Award
        - 1) Online Registration System for Continuing Education (Reject)

- B. Instructional Item
    - 2) Testing Materials (Purchase)
  - C. Non – Instructional Items
    - 3) Fire Suppression Systems Service (Renewal)
    - 4) Geotechnical and Material Testing- Engineering Services – Non-Bond (Renewal)
    - 5) Promotional Items for Student Outreach (Renewal)
    - 6) Vehicle Fuel Program (Renewal)
  - D. Technology
    - 7) Consulting Services (Purchase)
    - 8) Computers, Laptops, and Tablets (Purchase)
    - 9) Training Services (Renewal)
  - E. Facility Usage Agreement
    - 10) Graduation Facility (Lease Agreement)
2. Review and Action as Necessary on Annual Investment Report for FY 2015 – 2016..... 64 - 66
  3. Review and Action as Necessary on New Department of Labor Overtime Regulations and Proposed Implementation ..... 67 - 71
  4. Review and Action as Necessary on Revision of Career Program and Academic Department Chair Stipend Amount ..... 72 - 78
  5. Review and Action as Necessary to Delete Policy #4910: *Employee Complaint Procedure* and Adopt New Policy #4904: *Employee Complaint Procedure* ..... 79 - 85

**C. Facilities Committee**

1. Update on Status of Project and Program Accountability for the 2013 Bond Construction Program..... 86 - 93
2. Review and Action as Necessary on Schematic Design for the 2013 Bond Construction Regional Center for Public Safety Excellence..... 94 - 115
3. Review and Action as Necessary on Schematic Design for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements ..... 116 - 122
4. Review and Action as Necessary on Color Boards for the 2013 Bond Construction Projects..... 123
  - 1) Starr County Campus Health Professions and Science Building
  - 2) Starr County Campus Student Services Expansion
  - 3) Starr County Campus Student Activities Expansion
  - 4) Starr County Campus Library
  - 5) Starr County Campus Thermal Plant
5. Review and Action as Necessary on Balance on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Parking and Site Improvements..... 124 - 132
6. Review and Action as Necessary on Change Orders for Acceptance of Buyout Savings for the 2013 Bond Construction Technology Campus Southwest Building Renovation ..... 133 - 135

- 7. Review and Update on Savings of Owner Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program ..... 136 - 138
- 8. Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Student Services Building Expansion ..... 139 - 142
- 9. Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion ..... 143 - 146
- 10. Review and Action as Necessary on Guaranteed Maximum Price for the Non-Bond Nursing and Allied Health Campus Thermal Plant..... 147 - 156
- 11. Review and Action as Necessary on Guaranteed Maximum Price for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements ..... 157 - 160
- 12. Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Library Expansion.. 161 - 164
- 13. Review and Action as Necessary on Guaranteed Maximum Price for the Non-Bond Mid Valley Campus Library Renovation ..... 165 - 168
- 14. Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Program..... 169 - 170
  - 1) Mid Valley Campus Workforce Training Center Expansion
  - 2) Starr County Campus Workforce Training Center Expansion
- 15. Review and Action as Necessary on the Texas Historical Commission's Placement of a Memorable Marker at the Starr County Campus..... 171
- 16. Review and Action as Necessary on Guaranteed Maximum Price for the Balance of the 2013 Bond Construction Starr County Campus Parking and Site Improvements Project..... 172
- 17. Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades ..... 173 - 176
- 18. Update on Status of Non-Bond Construction Projects ..... 177 - 181

**VIII. Other Agenda Items for Board Action**

- A. Discussion and Action as Necessary to Conduct the Assessment of the College President and the Self-Assessment of the Board of Trustees ..... 182 - 188

**IX. Consideration and Approval of Checks and Financial Reports ..... 189 - 191**

**X. Informational Items**

- President’s Report ..... 192
- Board Committee Meeting Minutes from November 8, 2016:
  - Education and Workforce Development ..... 193 - 195
  - Facilities ..... 196 - 214
  - Finance and Human Resources ..... 215 - 229

**XI. Announcements ..... 230**

**A. Next Meetings:**

- Tuesday, December 6, 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, December 13, 2016
  - 4:00 p.m. – Facilities Committee
  - 5:30 p.m. – Regular Meeting of the Board of Trustees
  - 7:00 p.m. – Board Holiday Dinner

**B. Other Announcements:**

- The Starr County Campus 2013 Bond Construction Groundbreaking Ceremony will be held on Thursday, December 15, 2016 at 10:00 a.m.
- The Winter 2016 Commencement Ceremonies will be held Saturday, December 17, 2016 at the State Farm Arena, Hidalgo, Texas:

**10:00 a.m. Ceremony**

- Bachelor Degrees
- Business and Technology
- Nursing and Allied Health

**2:00 p.m. Ceremony**

- Liberal Arts
- Mathematics and Science
- Social and Behavioral Sciences

- The College will be closed November 24 – 27, 2016 in observance of the Thanksgiving Holiday.
- The College will be closed December 19, 2016 – January 3, 2017 in observance of Winter Break.



## Presentations

A. Report on the Association of Community College Trustees (ACCT) 2016 National Leadership Congress

Board Vice Chair, Mrs. Graciela Farias and Trustees Ms. Rose Benavidez, Mr. Paul R. Rodriguez, Mr. Gary Gurwitz, and Mr. Roy de León attended the Association of Community College Trustees (ACCT) 2016 National Leadership Congress in New Orleans, Louisiana.

The Trustees attended presentations from peer institutions, and delivered the presentation “*Tuition Free Dual Credit Courses – A Pathway Out of Poverty*” to an audience of Trustees, CEOs, and administration from among the ACCT’s 1200 member colleges, sharing South Texas Colleges programs and achievements with leaders from peer institutions throughout the continent.

B. Report on the Regional Accreditation 5th Year Review

Dr. Laura Sanchez, Associate Dean of Institutional Research and Effectiveness, will provide a report on the College’s recent 5<sup>th</sup> Year Review, part of the accreditation process by the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC).

South Texas College’s last accreditation review resulted in a ten year reaffirmation. At the five year mark, SACS-COC undertakes a follow-up review to ensure that accreditation standards are being met.

A team from SACS-COC visited South Texas College on November 1 – 3, 2016 to conduct an on-site review, which included 6 Dual Credit partner sites.

Dr. Sanchez will review the SACS-COC 5<sup>th</sup> Year Review and the results of the recent on-site review.

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

# Regional Accreditation



## **The 5<sup>th</sup> year Review**

Dr. Laura Sanchez  
Associate Dean of Institutional Research and  
Effectiveness

# Accreditation Processes



- **Accreditation**
- **Reaffirmation**
  - Ten year cycle
  - Five year Follow-up Report
  - Five year QEP impact report
- **Substantive Change**



**Fifth-Year Follow-Up  
Report**

*Principles of Accreditation:  
Foundations for Quality Enhancement*



- **Core Requirements**
- **Comprehensive Standards**
- **Federal Requirements**
- **Policy Compliance**

### Core Requirement 2.8.



**The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs.**

### Core Requirement 2.10



**The institution provides student support programs, services, and activities consistent with its mission that are intended to promote student learning and enhance the development of its students.**

## Comprehensive Standards

- Qualified administrative and academic officers
- analysis of program/learning outcomes
- Assignment of program coordination
- Operates and maintains appropriate physical facilities
- Publishes admissions policies consistent with the mission

## Federal Requirements

- Student Achievement
- Program Curriculum
- Publication of Policies
- Program Length
- Student Complaints
- Recruitment Materials
- Title IV Responsibilities
- Distance Education
- Definition of the Credit Hour

## Policy Compliance

- Accrediting Decisions of Other Agencies
- Complaint Procedures-description of process for keeping the log
- Review of Distance learning programs

## QEP

- **The Impact Report of the Quality Enhancement Plan**
  - List of Goals and intended outcomes
  - Discussion of changes made to the plan
  - Descriptions of the QEP's impact on student learning-outcomes data
  - Reflection on what the institution has learned as a result of the QEP.

## QEP



### Math Today the World Tomorrow

- **Redesign of 3 semester Developmental Mathematics Sequence to a 2 semester sequence.**
- **Goals:**
  - ✦ **Improve College-Readiness Rates in Mathematics**
  - ✦ **Increase student completions of the 1<sup>st</sup> college-level courses in Mathematics**

## QEP Results



- Students starting in MATH 0100 become college-ready within 2 years at higher rates than students starting in MATH 0080.
- Dev. Math students who completed MATH 0200 are more successful in MATH 1414 than students considered college-ready at the time of enrollment.
- The % of Developmental Math students completing a college-level math course within 1 year has increased by 10 percent since the implementation of the QEP.

## Site Visit to Review Off-Campus Sites

- Nov. 1-3, 2016
- Visited 6 off-campus sites
- Compliance report submitted in advance to the visiting team
- Compliance report documents how South Texas College complies with selected requirements at each of the sites.

## Results of the Site Visit

The committee wishes to express its **commendation** to the institution for its commitment to achieving the promise of what creating a college going culture means for the lives of students and future generations of students in the South Texas Region through its extensive network of off-campus sites.

The integration of high school students into the college's programs is so pervasive that the sites visited have virtually become extensions of the college for all practical purposes.



## Results of the Site Visit

The committee noted two recommendations that require follow-up:

*Recommendation #1: The committee recommends that the institution employ qualified program coordinators for two programs.*

*Recommendation #2: The Committee recommends that South Texas College employs competent faculty members... and justifies and documents the qualifications of its faculty. The committee cited the credentials of 3 dual credit faculty out of approximately 150 that were reviewed.*

## Regional Accreditation

Questions??

## **Approval of Minutes**

The following Board Meeting Minutes are submitted for approval:

1. October 27, 2016 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the October 27, 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 October 27, 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**  
**Thursday, October 27, 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 Thursday, October 27, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: Mr. Jesse Villarreal and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Ms. Becky Cavazos, Ms. Katarina Bugariu. Mrs. Brenda Balderaz, Mr. Ricardo De La Garza, Mr. George McCaleb, Ms. Cecilia Villagran, Mr. Jose Raul Ruiz, Ms. Gracie Gonzales, Mr. Isaac Chavarria, Mr. Steve Morrison, Ms. Jessica S. Garcia, Mr. Dan Mendoza, Dr. Christopher Nelson, Ms. Susan Anderson, Mr. Gilbert Gallegos, Mr. Brian Fruge, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Ms. Tammy Tijerina, Mr. Michael Cano, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, said the invocation.

**Public Comments**

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

**Presentations**

- A. Report on the Association of Community College Trustees (ACCT) 2016 National Leadership Congress  
Board Vice Chair, Mrs. Graciela Farias and Trustees Ms. Rose Benavidez, Mr. Paul R. Rodriguez, Mr. Gary Gurwitz, and Mr. Roy de León attended the

Association of Community College Trustees (ACCT) 2016 National Leadership Congress in New Orleans, Louisiana.

Ms. Rose Benavidez was unable to attend the October 27, 2016 Regular Board Meeting, and the Trustees postponed their presentation on this conference until all Trustees who attended could participate.

**B. Presentation of Interstice**

Dr. Christopher Nelson, Assistant Dean for Liberal Arts, introduced a team representing *Interstice*, South Texas College's journal of local original creative works. *Interstice* focuses on publishing contributions from the College and community, capturing voices from a wide variety of backgrounds.

The team, led by Mr. Isaac Chavarria, *Managing Editor*, presented the 2016 *Interstice*, comprised of submissions by STC students, including traditional and early college high school students, faculty, and members of the creative arts community, and proudly included veterans among its published contributors.

Looking forward, *Interstice* sought to incorporate additional forms of literary and visual art, including non-fiction, plays, book reviews, and different forms of visual arts.

**C. Report on the 11th Annual Valley Scholars Program A Night with the Stars**

On Thursday, October 13, 2016, The Valley Scholars Program hosted their 11th annual *A Night with the Stars*, a fundraiser gala whose proceeds directly benefit the Valley Scholars scholarship program.

The 11<sup>th</sup> Annual *A Night with the Stars* raised \$117,232 to support the Valley Scholars Program Scholarship:

<b>Cash Sponsorships</b>	<b>\$90,900</b>
Silent Auction Revenue	\$2,907
Ticket Revenue	\$1,850
One Time Donations	\$875
<b>Total Cash Funds Raised</b>	<b>\$96,532</b>
In-Kind Sponsorships	\$20,650
<b>Total Cash &amp; In-Kind</b>	<b>\$117,182</b>

With total cash proceeds of \$96,532, and overhead expenses of \$8,256, the net proceeds of \$88,276 would fund Valley Scholars Program Scholarships.

Mrs. Jessica Garcia, Valley Scholars Program Coordinator, provided a brief presentation on this year's benefit, the best to date.

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

### **Approval of Minutes**

The following Board Meeting Minutes were submitted for approval:

1. September 27, 2016 Regular Board Meeting

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the September 27, 2016 Regular Board Meeting Minutes as written. The motion carried.

### **Review and Action as Necessary on Approval of Proposed Revision to the 2016-2017 Academic Calendar**

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

The 2016 - 2017 Academic Calendar was presented to the Board for approval on June 23, 2015, and revised on June 28, 2016. The Academic Calendar Steering Committee subsequently proposed a further revision to the calendar, to establish new, preferred dates for the May 2017 Commencement Ceremonies.

College staff requires a full day to set up for its May Commencement Ceremonies held at the State Farm Arena. The State Farm Arena previously had a conflicting event scheduled on Thursday, May 11<sup>th</sup>, which would have prevented the College from setting up for its ceremonies on the normal, preferred Friday/Saturday schedule. To work around this conflict, the College planned to set up on Friday, May 12, and then hold its commencement ceremonies on Saturday and Sunday, May 13<sup>th</sup> and 14<sup>th</sup>.

The conflicting event on Thursday, May 11<sup>th</sup> was cancelled, and the State Farm Arena was available to the College for that date, allowing staff to instead set up on Thursday and hold Friday and Saturday ceremonies, as preferred.

Under the previous schedule, the College would have held commencement ceremonies on Sunday, May 14, 2017, which would also be Mother's Day. This could be a conflict for students and their families, as well as faculty, staff, and VIPs that represent the College and its partners at the ceremonies.

With Board approval of the proposed revision to the 2016-2017 Academic Calendar, staff could finalize the dates with the State Farm Arena and schedule other activities accordingly.

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

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed revision to the 2016 - 2017 Academic Calendar as presented. The motion carried.

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

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

**1. The City of McAllen Grant from the Development Corporation of McAllen in the amount of \$400,000**

This grant will fund training for at least 650 new and incumbent workers in the local manufacturing industry, possibly training over 1,000 employees total. This award is for the period of October 1, 2016 through September 30, 2017.

This grant aligns to Strategic Direction #3 High Success Rate, by providing training to new and incumbent workers, which promotes economic and social mobility.

**2. The Child and Adult Care Food Program Grant from the Texas Department of Agriculture in the amount of \$60,601.92**

The Texas Department of Agriculture provides funding for South Texas College's Nutrition Program to prepare and serve nutritious meals to the children enrolled at Mid Valley Child Care Center. The Texas Department of Agriculture may award extra funds based on enrollment. The funding period is October 1, 2016 through September 30, 2017.

This award aligns to Strategic Direction #4, Collective Responsibility, by supporting the College in its efforts to ensure that eligible children enrolled at the Mid Valley Child Care Center receive nutritious meals.

The published Board packet incorrectly identified the granting institution for item #1 above as the McAllen Economic Development Corporation. President Reed distributed an updated list of grants properly identifying the granting institution as the Development Corporation of McAllen, as shown in these Minutes.

The presented grants would provide up to \$460,601.92 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized acceptance of the following grant awards and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. The City of McAllen Grant from the Development Corporation of McAllen in the amount of \$400,000
2. The Child and Adult Care Food Program Grant from the Texas Department of Agriculture in the amount of \$60,601.92.

The motion carried.

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

a. Presentation on Regional Accreditation: Preparing for the 5th Year Review

On October 11, 2016, Dr. Laura Sanchez, Associate Dean of Institutional Research and Effectiveness, presented to the Education and Workforce Development Committee on the upcoming Regional Accreditation 5th Year Review of South Texas College by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

In 2010, SACSCOC reaffirmed South Texas College's accreditation through 2021. As part of this reaffirmation process, SACSCOC conducts a standard 5-year review of the institution to ensure accreditation standards were being met. The upcoming visit by SACSCOC was a normal part of the accreditation process.

Dr. Sanchez reviewed the purpose and significance of the accreditation process and its importance to South Texas College's students and communities.

Dr. Sanchez also reviewed the accreditation process and the principles of accreditation:

- Core Requirements
- Comprehensive Standards
- Federal Requirements
- Policy Compliance

Dr. Sanchez was joined by Mr. Pablo Cortez, Associate Professor of Developmental Math, and they discussed South Texas College's Quality Enhancement Plan (QEP), which called for an overhaul of the Developmental Math program at South Texas College, improving the teaching of developmental mathematics to help students become college-ready in fewer hours than before the QEP.

Dr. Sanchez and Mr. Cortez reviewed the QEP goals, the changes to and positive impact of the plan on student success, and the lessons learned from the QEP.

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

**The Board took the following Facilities Committee recommendations and items out of the posted agenda order:**

**Update on Status of Board Request to Broaddus & Associates for the Project and Program Accountability and Status of 2013 Bond Construction Program**

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 outlined the Board's expectations of the CPM.

The Facilities Committee reviewed the following documents:

**Provided by Broaddus & Associates**

- Bond Construction Budget Summary;
- Bond Program Budget Summary;
- Bond Construction Program Upcoming Timeline;
- Bond Construction Program Progress Report; and
- Bond Construction Program Project Scorecards:

**Provided by South Texas College Administration**

- Non-Bond Expenditures Report (on additional non-bond funds as approved by the Board for the 2013 Bond Construction Program)

Broaddus & Associates provided updated budget summaries and upcoming timeline to reflect items proposed for Board action on October 27, 2016. The revised documents were included in the packet for the Board's review were provided on October 20, 2016 and did not allow proper time for administrative review.

Administration provided the Non-Bond Expenditures Report, and it was also included for the Board's review.

This information was provided for the Board's information. No action was requested.



## **Review and Action as Necessary 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 reviewed and discussed at the October 27, 2016 Facilities Committee meeting and included for consideration and action as necessary by the Board at their October 27, 2016 Regular Board Meeting.

### **Purpose**

The Board was to review and approve the updated Master Program Schedule for all projects in the 2013 Bond Construction Program. The timeline provides start and ending dates for each phase of the project including approval of the Guaranteed Maximum Prices (GMPs), completion dates, and occupancy dates for the 2013 Bond Construction program projects.

### **Background**

On October 11, 2016, Broaddus and Associates provided an update to the Facilities Committee with changes to the Pecan North Academic Building only and committed to update the other projects in a bar chart timeline at the next Facilities Committee and Board Meeting on October 27, 2016.

Broaddus and Associates provided an update of the GMP schedule, completion dates, and occupancy dates for the entire bond program.

The timeline included the following information, for each project in the 2013 Bond Construction Program:

- **Guaranteed Maximum Price (GMP)** indicates the deadline for Broaddus & Associates to submit and recommend Board approval of a GMP.
- **Temporary Certification of Occupancy** – this is the date at which furniture, fixtures, and equipment can be installed, but regular occupancy is not permitted.
- **Completion dates** - including substantial completion and final completion, establish deadlines for the design and construction teams to complete phases of the project.
- **Occupancy dates** - based upon completion dates, above, and indicate when students, faculty, and staff will be able to fully utilize the facilities.

### **Enclosed Documents**

The packet included an updated timeline in a Gantt format for the scheduled delivery of Guaranteed Maximum Prices (GMPs), temporary certifications of occupancy, completion, and unrestricted occupancy as provided by Broaddus & Associates.

In addition, College Administration included an overall program schedule based on the Gantt chart provided by Broaddus & Associates.

**Presenters**

Representatives from Broaddus & Associates attended the Facilities Committee meeting and the Regular Board Meeting to present the updated timeline for the scheduled Guaranteed Maximum Prices (GMPs), completion dates, and occupancy dates.

**Recommended Action**

The Facilities Committee reviewed the proposed revisions to the timeline for the scheduled delivery of Guaranteed Maximum Prices (GMPs), temporary certifications of occupancy, completion, and unrestricted occupancy, and recommended Board approval as presented.

Mr. Gary Gurwitz noted that during the Facilities Committee meeting, Broaddus & Associates assured that they were committed to and could meet the schedule presented for Board approval.

Dr. Alejo Salinas, Jr. acknowledged the recent efforts shown by Broaddus & Associates to increase their accountability and reporting on the 2013 Bond Construction Program. Dr. Salinas stated that they were making a very good effort, and commented that if Broaddus & Associates continued these efforts with due diligence he hoped it would get the program and projects back on target.

Mr. Gurwitz recommended that the Minutes include the dates that were approved as part of this schedule. The relevant dates for each project were as follows:

#	Projects	Temp Cert. of Occupancy (TCO) Target Date	FFF Completion of FFE & Make Ready	Classes Begin
<b>Buildings , Expansions and Renovations</b>				
<i><b>Pecan Campus</b></i>				
1	North Academic Building	8/14/2017	12/14/17	1/22/2018
2	South Academic Building	9/15/2017	12/24/17	1/22/2018
3	STEM Building	11/15/2017	12/24/17	1/22/2018
4	Student Activities Building and Cafeteria	12/5/2017	12/24/17	1/22/2018
<i><b>Mid-Valley Campus</b></i>				
5	Health Professions and Science Building	7/10/17	8/15/2017	8/28/2017
6	Library Expansion	7/3/17	8/15/2017	8/28/2017
7	Student Services Building Expansion	7/3/17	8/15/2017	8/28/2017
8	Workforce Training Center Expansion	7/3/17	8/15/2017	8/28/2017
<i><b>Starr County Campus</b></i>				
9	Health Professions and Science Building Partial GMP	7/02/2017	8/15/2017	8/28/2017

#	Projects	Temp Cert. of Occupancy (TCO) Target Date	FFF Completion of FFE & Make Ready	Classes Begin
	Health Professions and Science Building Package 2			
10	Library Expansion	7/17/2017	8/15/2017	8/28/2017
11	Student Activities Building Expansion	7/25/2017	8/15/2017	8/28/2017
12	Student Services Building Expansion	7/25/2017	8/15/2017	8/28/2017
13	Workforce Training Center Expansion	7/25/2017	8/15/2017	8/28/2017
<b><i>Nursing &amp; Allied Campus</i></b>				
14	Campus Expansion Package 1	12/01/2017	12/24/17	1/22/2018
	Campus Expansion Package 2			1/22/2018
<b><i>Technology Campus</i></b>				
15	Southwest Building Renovation Demolition Package	07/1/2017	8/15/2017	8/28/2017
	Southwest Building Renovation Building Package			8/28/2017
<b><i>Regional Center for Public Safety Excellence</i></b>				
16	Training Facility			
<b><i>La Joya Center</i></b>				
17	Training Labs Improvements			
<b>Thermal Plants</b>				
18	Pecan Campus Thermal Plant Expansion			
19	Mid Valley Thermal Plant			
20	Starr County Thermal Plant			
21	Nursing and Allied Health Campus Thermal Plant*			1/16/2018
<b>Parking &amp; Site Improvements</b>				
22	Pecan Campus Parking and Site Improvements			
23	Mid Valley Campus Parking and Site Improvements			
24	Starr County Campus Parking and Site Improvements Partial			
	Starr County Campus Parking and Site Improvements Package 2			
25	Nursing and Allied Health Campus Parking and Site Improvements			

#	Projects	Temp Cert. of Occupancy (TCO) Target Date	FFF Completion of FFE & Make Ready	Classes Begin
26	Technology Campus Parking and Site Improvements	7/1/17	8/15/2017	8/28/2017
27	Regional Center for Public Safety Parking and Site Improvements			
Note: Document prepared by College staff based on master schedule timeline prepared by Broaddus & Associates				

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and accepted the proposed revisions to the timeline for the scheduled delivery of Guaranteed Maximum Prices (GMPs), temporary certifications of occupancy, completion, and unrestricted occupancy as presented. The motion carried.

### **Review and Discussion of Guaranteed Maximum Prices for Non-Bond Nursing and Allied Health Campus Thermal Plant Project and Thermal Plant Parking and Site Improvements Project**

On October 11, 2016, Broaddus & Associates recommended approval of Guaranteed Maximum Prices (GMPs) for two projects:

- Non-Bond Nursing and Allied Health Campus Thermal Plant
- Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements

The Facilities Committee questioned the GMP for the Thermal Plant project, and asked whether Broaddus & Associates or the construction and design teams had considered alternatives to reduce the costs. Broaddus & Associates agreed to further review the costs and to present any alternatives at a subsequent meeting.

Because the Facilities Committee took no action on the Thermal Plant project, the Construction Manager-at-Risk recommended postponing action on the GMP for the Parking and Site Improvements project. Any design changes related to the Thermal Plant might impact the site improvements.

On October 18, 2016, Broaddus & Associates informed staff that they planned to postpone any further recommendation for action on the GMPs for these two projects until November 8, 2016.

No action was recommended. This item was included for the Board's information.

## **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements**

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements 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.

### **Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. R. Gutierrez Engineering Corporations 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.

### **Background**

Approval of the GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The engineer provided the necessary construction documents to D. Wilson Construction Company, which provided the GMP in the amount of \$2,314,648.

Construction Cost Limitation (CCL)	\$1,100,000
IT Duct Banks	<u>321,915</u>
Revised CCL	<u>\$1,421,915</u>
Less:	
Total Proposed GMP	<u>2,314,648</u>
 Budget Deficit Variance	 <u><b>(\$892,733)</b></u>

### **Value Management Option**

Alternate #1 Delete Bus Drop off Area	\$46,219
Alternate #2 Delete 72 Parking Spaces	\$96,740
Alternate #3	<u>\$108,685</u>
<ul style="list-style-type: none"> <li>• Provide Road Bond in lieu of Lime Treatment</li> <li>• Provide standard broom finished concrete sidewalks in lieu of colored stamped concrete sidewalks</li> <li>• Reduction in steel bollard quantities</li> <li>• Deletion of LED light bollards</li> </ul>	
Total Alternates	<u>\$251,644</u>
 Revised GMP, if VM Options Approved	 <u>\$2,063,004</u>
Revised Budget Deficit Variance	<u><b>(\$641,089)</b></u>

### **Funding Source**

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements project is \$1,421,915. Funds are budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds are required from the Non Bond Construction budget in the amount of \$892,733 to cover the budget shortfall. If alternates are approved, the revised deficit variance amount is required from the Non-Bond Construction budget. This amount will be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

Broaddus and Associates has previously stated that future bond buy out savings and unexpended design and construction contingency funds could be used to cover budget shortfalls. However, those savings are not yet realized at this time and currently the College's risk exposure is unknown.

### **Reviewers**

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

### **Enclosed Documents**

A memorandum from Broaddus and Associates, a description of the GMP submitted by D. Wilson Construction Company and a plan indicating the locations of the proposed alternates are enclosed.

### **Presenters**

Representatives from Broaddus and Associates, R. Gutierrez Engineering Corporation, and D. Wilson Construction Company will be present at the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

### **Committee Recommendation**

At a special Facilities Committee meeting on October 27, 2016, the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) including the proposed deductive alternates described as Value Management Option 3, for a total GMP amount of \$2,205,963, with D. Wilson Construction Company for the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements as presented.

The Facilities Committee reviewed the proposed GMP and Value Management Options as presented. They determined that they preferred to keep the work proposed for deletion under Value Management Options 1 and 2, but agreed with the proposal identified as Value Management Option 3, which would reduce \$108,685 from the project cost and included:

- Provide Road Bond in lieu of Lime Treatment
- Provide standard broom finished concrete sidewalks in lieu of colored stamped concrete sidewalks
- Reduction in steel bollard quantities
- Deletion of LED light bollards

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) including the proposed deductive alternates described as Value Management Option 3, for a total GMP amount of \$2,205,963, with D. Wilson Construction Company for the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements as presented. The motion carried.

## **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Library**

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Library 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.

### **Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. 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.

### **Background**

Mata + Garcia Architects, LLP. 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 in 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 GMP in the amount of \$3,700,000.

Construction Cost Limitation (CCL)	\$2,800,000
<b>Less:</b>	
Total Proposed GMP	\$3,700,000
Budget Deficit Variance	<u>(\$900,000)</u>

### **Funding Source**

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Library project was \$2,800,000. Funds were budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds would be required from the Non-Bond Construction budget in the amount of \$900,000 to cover the budget shortfall. This amount could be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

Broaddus and Associates previously stated that future bond buy out savings and unexpended design and construction contingency funds could be used to cover budget shortfalls. However, those savings were not yet realized at this time and the College's current risk exposure was unknown.

### **Reviewers**

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

### **Enclosed Documents**

A memorandum from Broaddus and Associates and a description of the GMP submitted by D. Wilson Construction Company was included in the packet.

### **Presenters**

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

### **Committee Recommendation**

At a special Facilities Committee meeting on October 27, 2016, the Facilities Committee recommended Board action approval of the Guaranteed Maximum Price (GMP) in the amount of \$3,700,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Library project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the Guaranteed Maximum Price (GMP) in the amount of \$3,700,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Library project as presented. The motion carried.

## **Review and Update on Guaranteed Maximum Prices for the 2013 Bond Construction Projects and Non-Bond Construction Projects**

Broaddus and Associates was asked to discuss the current status on the Guaranteed Maximum Price (GMP) for the projects noted below:

- 1. Mid Valley Campus Library Expansion**
- 2. Mid Valley Campus Library Renovation**
- 3. Mid Valley Campus Workforce Training Center Expansion**
- 4. Starr County Campus Student Services Building Expansion**
- 5. Starr County Campus Student Activities Building Expansion**
- 6. Starr County Campus Workforce Training Center Expansion**
- 7. Starr County Campus Parking and Site Improvements - Balance of Previously-Approved Partial GMP**

According to the Board-approved timeline for the delivery of GMPs, Broaddus & Associates was expected to deliver a recommendation for approval of the GMP for each



of these projects to the Facilities Committee on October 11, 2016 or October 27, 2016, and to the Board of Trustees on October 27, 2016.

Broaddus & Associates advised staff that they planned to deliver the GMPs for these projects in November 2016.

No action was requested.

## **Review and Action as Necessary on Color Boards for the 2013 Bond Construction Projects**

- 1) Mid Valley Campus Health Professions and Science**
- 2) Mid Valley Campus Student Services Expansion**

Approval of the colors and finishes for the 2013 Bond Construction projects was requested.

### **Background**

The architects prepared color boards containing interior paint colors, wall finishes, flooring materials, millwork finishes, and wall tile for review and approval. The colors and finishes were reviewed with College staff and Broaddus and Associates.

### **Enclosed Documents**

Color boards and renderings were provided for the Board's review.

### **Presenters**

Representatives from ROFA attended the October 11, 2016 Facilities Committee meeting to present the color boards as follows:

Mid Valley Campus Health Professions and Science – ROFA  
Mid Valley Campus Student Services Expansion – ROFA

In the renderings for the Mid Valley Campus Health Professions and Science Building, ROFA provided examples showing bright accent colors in classrooms, on the wall behind the teaching lectern and the classroom white board. Administration recommended neutral colors on this wall, as generally requested by faculty. The Facilities Committee accepted the recommendation, and asked the architect to revise the color scheme in classrooms.

The Facilities Committee also discussed the colors proposed for the restrooms in each building, and stated their preferences to the architect, who agreed to implement them.

The Facilities Committee recommended Board approval of the selection of revised colors and finishes for the 2013 Bond Construction Mid Valley Campus Health Professions and Science and Mid Valley Campus Student Services Expansion projects with the revisions as described.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the selection of revised colors and finishes for the 2013 Bond Construction Mid Valley Campus Health Professions and Science and Mid Valley Campus Student Services Expansion projects as presented. The motion carried.

**Review and Action as Necessary on Additional Services with Broaddus & Associates for Audio Visual/Information Technology Consultant Services for the Non-Bond Nursing and Allied Health Campus Thermal Plant**

Approval of additional services with Broaddus & Associates for Audio Visual/Information Technology (AV/IT) Consultant Services for the Non-Bond Nursing and Allied Health Campus Thermal Plant was requested.

**Purpose**

Authorization was requested to approve additional services with Broaddus & Associates for the use of an AV/IT consultant to design the audio visual/information technology infrastructure for the new thermal plant at the Nursing and Allied Health Campus.

**Justification**

The use of an AV/IT consultant would provide the proper design of the infrastructure and be consistent with the current designs for the 2013 Bond Construction Program projects.

**Background**

On December 16, 2014, the Board previously approved additional services to Broaddus & Associates for consultant services by WHJW, Inc. in the amount of \$595,000 to provide AV/IT design services for the entire 2013 Bond Construction Program. The new Nursing and Allied Health Campus Thermal Plant would require AV/IT infrastructure to operate and provide connectivity to the rest of the campus and the College district. The use of the same consultant would allow for equitable system designs and consistency in plans and specifications.

Additional Service	Original Amount Entire Bond Program (Bond Funded)	Current Proposal NAH Campus Thermal Plant (Non-Bond Funded)	Revised Total
WHJW, Inc.	\$595,000	\$8,850	<b>\$603,850</b>

**Funding Source**

Funds were available in the FY 2016 – 2017 Non-Bond Construction budget.

**Enclosed Documents**

A proposal dated September 2, 2016 from Broaddus and Associates in the amount of \$7,600 with additional reimbursable not to exceed \$1,250 for a combined total of \$8,850 was included in the packet. Broaddus and Associates did not request a coordination fee for this additional service.

## **Presenters**

Representatives from Broaddus & Associates attended the meeting to address any questions related to the proposed consultant services.

The Facilities Committee recommended Board approval of additional services with Broaddus & Associates in the amount of not to exceed \$8,850 for Audio Visual/Information Technology consultant services for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized additional services with Broaddus & Associates in the amount of not to exceed \$8,850 for Audio Visual/Information Technology consultant services for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented. The motion carried.

## **Review and Action as Necessary on Amendment to Mechanical Electrical Plumbing Engineer (MEP) Agreement for the 2013 Bond Construction Mid Valley Campus Thermal Plant**

Approval to amend the existing engineering agreement with DBR Inc. to include the additional scope items designed was requested.

### **Purpose**

Authorization was requested to amend the current engineering agreement with DBR Inc. to include the design of the additional scope at the 2013 Bond Construction Mid Valley Campus Thermal Plant.

### **Justification**

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 engineering agreement with DBR Inc. 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 \$3,800,000. On April 26, 2016, the GMP was approved in the amount of \$3,787,322 including approval of two alternates in the amount of \$718,947 to be paid out of non-bond funds, a combined total of \$4,506,269. On August 23, 2016, Board approved use of \$109,376 in buyout savings to reincorporate the deferred cooling tower. The revised GMP with the addition of the cooling tower was \$4,615,645. The engineer designed a project with an increased scope of work that was above and beyond the CCL used to negotiate the original fee.

**Background**

The current negotiated fee was based on a project scope of \$3,800,000 which was negotiated as a fixed fee of 7% for a total fee of \$266,000. The revised scope of work was \$5,329,845 based on the current GMP \$4,615,645 and the cost of the chillers at \$714,200. The fee was re-negotiated to 6.30% for a total revised fee of \$335,780.24

<b>REVISED FEE SUMMARY</b>						
<b>MID VALLEY CAMPUS THERMAL PLANT</b>						
<b>DBR, Inc.</b>	<b>Project Cost</b>	<b>Fee Schedule Amount</b>	<b>Broaddus Offer</b>	<b>DBR, Inc. Counter</b>	<b>Recommended Fee</b>	<b>Fee Amount</b>
Original CCL	\$3,800,000.00				7%	\$266,000.00
Base GMP	\$4,506,269.00					
Chillers	714,200.00					
<b>Total Cost of Work</b>	<b>\$5,329,845.00</b>	<b>6.50%</b>	<b>6.25%</b>	<b>6.40%</b>	<b>6.30%</b>	<b>\$335,780.24</b>

**Breakdown of Fees**

Revised Fee	\$335,780.24
Current Negotiated Fee	266,000.00
Additional Fee	<u>\$69,780.24</u>

**Funding Source**

Bond funds were budgeted in the Bond Construction budget for FY 2016-2017 and additional funds may be required from the Non-Bond Funds.

**Presenters**

Representatives from Broaddus & Associates attended the meeting to respond to questions.

The Facilities Committee recommended Board approval to amend the current AE contract with DBR Inc. to a fixed fee of \$335,780.24 based on 6.30% of \$5,329,845.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed amendment of the current AE contract with DBR Inc. to a fixed fee of \$335,780.24 based on 6.30% of \$5,329,845 as presented. The motion carried.

**Review and Action as Necessary on Amendment to the Agreement for Additional Services with Furniture Consulting Firm for the Non-Bond Mid Valley Campus Library Renovations**

Approval to amend the agreement for additional services with the furniture consulting firm for the Non-Bond Mid Valley Campus Library Renovations was requested.

**Purpose**

Authorization was requested to approve additional services with the furniture consulting firm for selection of furniture at the Non-Bond Mid Valley Campus Library Renovation project.

**Justification**

Selection of furniture for the library that was consistent with the current 2013 Bond Construction Program proposed furniture selections was necessary to provide uniformity and equity at the College's facilities.

**Background**

On December 15, 2015, the Board approved HPG Design Group, LLC to provide furniture consulting for the 2013 Bond Construction projects. The Non-Bond Mid Valley Campus Library Renovation project was not part of the scope of services included in the agreement. A proposal was provided by HPG Design Group, LLC to provide furniture consulting services for this project. Reimbursable expenses were not being requested.

The proposed additional services fees were as follows:

<b>FEE SUMMARY</b>				
<b>DISTRICT WIDE FURNITURE CONSULTANT</b>				
<b>Consultant</b>	<b>Project</b>	<b>Fee Amount</b>	<b>Additional Service Proposed Fee</b>	<b>Fee Amount</b>
HPG Design Group, LLC.	Original Bond Projects	\$237,090.00	\$-	\$237,090.00
	Mid Valley Campus Library Renovations	\$-	\$18,613.36	\$18,613.36
<b>Total</b>		<b>\$237,090</b>	<b>\$18,613.36</b>	<b>\$255,703.36</b>

**Funding Source**

Funds for these expenditures were budgeted in the Non-Bond Construction budget for FY 2016-2017, which increased the commitment of non-bond funds. Broaddus and Associates did not request a coordination fee for this additional service since this was a separate agreement between the College and HPG Design Group, LLC.

**Reviewers**

The proposal was reviewed by Broaddus and Associates and staff from the Facilities Planning and Construction department.

**Enclosed Documents**

A proposal from HPG Design Group, LLC. Was included in the packet.

**Presenters**

Representatives from Broaddus & Associates attended the Facilities Committee meeting to address any questions.

The Facilities Committee recommended Board approval of an amendment to the agreement for additional services with HPG Design Group, LLC. for furniture consulting services in the amount of \$18,613.36 for the Non-Bond Mid Valley Campus Library Renovation project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed amendment to the agreement for additional services with HPG Design Group, LLC. for furniture consulting services in the amount of \$18,613.36 for the Non-Bond Mid Valley Campus Library Renovation project as presented. The motion carried.

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

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes 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.

The Board returned to the posted agenda order for the remaining items, as follows:

### **Review and Action as Necessary on Purchases and Renewals**

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

- A. Instructional Item**
- B. Non- Instructional Items**
- C. Technology Items**

**A. Instructional Item**

- 1) **Training Mannequins (Purchase):** purchase training mannequins from **Laerdal Medical Corporation** (Wappingers Fall, NY), a sole source vendor, at a total amount of \$195,717.16;

**B. Non – Instructional Items**

- 2) **Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA) and State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$122,639.12;

#	Vendor	Amount
A	<b>Allsteel, Inc./ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$3,789.80
B	<b>Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$762.13
C	<b>ERG International/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$8,291.63
D	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$28,327.47

E	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$56,191.52
F	<b>National Office Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$25,276.57
	Total	\$122,639.12

- 3) **Catering Services (Renewal):** renew the catering services contracts for the period beginning November 21, 2016 through November 20, 2017, at an estimated amount of \$80,000.00 based on prior year expenditures. The vendors are as follows:

a	<b>CB Cafes McAllen I, LLC./dba Corner Bakery Café (McAllen, TX)</b>	b	<b>Cornerstone Catering (Mission, TX)</b>
c	<b>Delgar Foods/dba Delia's (McAllen, TX)</b>	d	<b>Domine Catering, LLC. (McAllen, TX)</b>
e	<b>El Reno Investments, LLC./dba Subway 41178 (Mission, TX)</b>	f	<b>Esperanza on Fifth/dba Blimpie Weslaco (Weslaco, TX)</b>
g	<b>H&amp;B Southern Investments/dba Don Pepe's Mexican Restaurant (McAllen, TX)</b>	h	<b>Jason's Deli (Corpus Christi, TX/McAllen, TX)</b>
i	<b>Pizza Properties, Inc./dba Peter Piper Pizza (El Paso, TX/McAllen, TX)</b>	j	<b>RGV Pizza Hut, LLC. (McAllen, TX)</b>

- 4) **Institutional Membership – TACC (Renewal):** renew the institutional membership – TACC with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an amount of \$79,157.00;
- 5) **Reprographic Services (Renewal):** renew the reprographic services contract with **RGV Reprographics, Inc.** (McAllen, TX), for the period beginning December 12, 2016 through December 11, 2017, at an estimated amount of \$200,000.00;
- 6) **Testing and Balancing for HVAC Systems-On Call Services (Renewal):** renew the testing and balancing for HVAC systems-on call services contracts for the period beginning November 26, 2016 through November 25, 2017 with the following vendors:
- **Engineered Air Balance Co., Inc.** (San Antonio, TX)
  - **National Precisionaire, LLC.** (Houston, TX)

**C. Technology**

- 7) **Microsoft Campus License Agreement (Renewal):** renew the Microsoft Campus License Agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2016 through October 31, 2017, at a total amount of \$109,699.68.

The total for all purchases and renewals was \$787,212.96.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved and authorized the purchases and renewals as presented. The motion carried.

## Review and Action as Necessary on Revision of Policies

Approval of the proposed revisions to the following policies was requested:

### A. Revision

#### 1) Revise Policy #5130: *Fixed Assets*

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

- Update the financial manager responsibilities and the method of verification
- Update the President and Board of Trustees approval amount levels for write-offs
- Clarify the write-off period needed to remove an asset from the fixed asset module

The current and proposed Fixed Assets Write-Off Levels were as follows:

Approval - Fixed Assets Write-Off Amount Levels				
Required Approval	Current		Proposed	
President	\$1,000 - \$2,999		\$1,000 - \$4,999	
President and Board of Trustees	\$3,000 and over		\$5,000 and over	
Dollar Amount and Number of Assets Based on FY 2016 Actuals				
Required Approval	Current		Proposed	
	Amount	# of Assets	Amount	# of Assets
President	\$288,266.04	164	\$ 466,418.79	210
President and Board of Trustees	\$1,316,933.65	101	\$1,138,780.90	55



**2) Revise Policy #5135: Disposal of Surplus Property**

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

- Update the President and Board of Trustees approval amount levels for disposal of surplus property

The current and proposed Disposal of Assets Levels were as follows:

Approval - Disposal of Assets Amount Levels				
Required Approval	Current		Proposed	
President	under \$1,000		under \$5,000	
President and Board of Trustees	\$1,000 and over		\$5,000 and over	
Dollar Amount and Number of Assets Based on FY 2016 Actuals				
Required Approval	Current		Proposed	
	Amount	# of Assets	Amount	# of Assets
President – under \$1,000	N/A	9,007	N/A	9,007
President - \$1,000 - \$4,999			\$1,901,027.38	1,111
President and Board of Trustees	\$3,504,045.57	1,286	\$1,603,018.19	175

**3) Revise Policy #5320: Preparation and Processing of Budget Changes**

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

- To adjust the amount of a budget change requiring President approval from \$1,000 and over to \$5,000 and over for accounts in Unrestricted, Auxiliary, and Restricted Funds
- To set the amount of a budget change requiring President approval to \$10,000 and over for Plant Funds.
- To more clearly define the levels of approval needed for budget changes.
- To update general wording and budget terms on policy, which has not been revised by the Board of Trustees since 2001.
- A matrix of the changes to the Preparation and Processing of Budget Changes Policy followed in the packet for Board’s information and review.

Summary of the changes to Policy #5320: *Preparation and Processing of Budget Changes* regarding the required signatures for President approval was as follows:

Budget Categories	Required Signature - President Approval	
	Current	Proposed
<b>Salaries Budgets</b>		
Increases/Decreases	Required \$1,000 or above	Required \$5,000 and above
<b>Benefits Budgets</b>		
Increases/Decreases	Required \$1,000 or above	Required, and VP for FAS
<b>Operating and Travel Budgets</b>		
Increases/Decreases	Required \$1,000 or above	Required \$5,000 and above
<b>Capital Budgets</b>		
Increases/Decreases for Expenditure Reclassification Purposes	Required \$1,000 or above	Required \$5,000 and above
Decreases to Capital for Use of Other Than Intended Purpose	Required \$1,000 or above	Required, and VP for FAS
<b>Plant Budgets</b>		
Increases/Decreases	Required	Required \$10,000 and above

#### 4) Revise Policy #5425: *Ad Valorem Taxes*

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

- Remove the specific types of exemptions and the associated amounts from the policy. This change would ensure that the policy would not require updating regardless of changes in property tax laws or board action.
- To update wording on policy, which had not been revised by the Board of Trustees since 2003.
- Background information
  - ⇒ State law provides for a variety of partial or total (absolute) exemptions from property appraised values used to determine property taxes. Taxing units are mandated by the state to offer certain (mandatory) exemptions and have the option to decide locally, upon board action, on whether or not to offer others.
  - ⇒ At the October 20, 2005, the Board of Trustees adopted, by order, a tax ceiling (freeze) on property owned by individuals age 65 or older or disabled. The taxes on the property owner's home cannot increase as long as he or she owns and lives it. The tax ceiling is set at the amount paid in the year that the property owner qualified for the age 65 or older or disabled exemption.

- ⇒ The Board of Trustees has not adopted any other optional exemptions. According to the Hidalgo County Tax Appraisal Office, the taxing unit must notify their office of any Board action regarding exemptions by December 31<sup>st</sup> in order for the exemption to take effect in the subsequent tax year.
- ⇒ The law requires the property owner to apply for an exemption in most circumstances. The Appraisal District Chief Appraisers are responsible for determining whether or not property qualifies for an exemption.

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, Coordinated Operations Council Staff, and/or by Legal Counsel.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions of Policy #5130: *Fixed Assets*; Policy #5135: *Disposal of Surplus Property*; Policy #5320: *Preparation and Processing of Budget Changes*; and Policy #5425: *Ad Valorem Taxes* as presented and which supersedes any previously adopted Board policy.

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 revisions of Policy #5130: *Fixed Assets*; Policy #5135: *Disposal of Surplus Property*; Policy #5320: *Preparation and Processing of Budget Changes*; and Policy #5425: *Ad Valorem Taxes* as presented and which supersedes any previously adopted Board policy. The motion carried.

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

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

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

Justification – Revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement were last approved and authorized on October 27, 2015. The administration

once again brought the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College’s Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers’ Organization of Texas (GTOT). In July 2016, the College was awarded the Certificate of Distinction by the Government Treasurers’ Organization of Texas (GTOT) for the Investment Policy. This Certificate was awarded for a two-year period ending August 31, 2018.

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

The revisions recommended were necessary to strengthen and enhance understanding of the Investment Policy and Investment Strategy Statement. The revisions included numerous minor changes to wording in an effort to align with the investment strategy of the College, align with the Public Funds Investment Act, correct grammar and provide clarification.

The minor revisions included:

Investment Policy:

	Section	From	To
1	On page 1, Preface On page 13, Section III G 10 On page 1 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		added “Statement”
2	On page 2, Section I A -to change wording as recommended by Investment Advisor		deleted “or”
3	On page 2, Section I A -to provide clarification as recommended by the Investment Advisor		added “or ‘PFIA’”
4	On page 3, Section II A -to change wording		deleted “also”, “the following”, and “until maturity”

5	On page 3, Section II A -to provide clarification		added "further", "investment", and "maturity"
6	On page 3, Section II A -to change wording	"investment types"	"classes of securities and a diversification strategy"
7	On page 3, Section II A On page 6, Section III E 2 a) On page 7, Section III E 2 b) On page 2 of the Investment Strategy Statement -to change wording		deleted "one"
8	On page 3, Section II A On page 6, Section III E 2 a) On page 7, Section III E 2 b) On page 2 of the Investment Strategy Statement -to change wording		added "type"
9	On page 7, Section III E 2 b) -to provide clarification		added "the"
10	On page 7, Section III E 2 c) -to change wording		deleted "shall", "such", and "as"
11	On page 7, Section III E 2 c) -to change wording		added "such that"
12	On page 8, Section III E 4 -to provide clarification		added "; and"
13	On page 8, Section III E 4 b) & d) -to change wording as recommended by the Investment Advisor		deleted "collateral"
14	On page 8, Section III E 4 b) & d) -to change wording as recommended by the Investment Advisor		added "securities that are", "securities", and "as collateral"
15	On page 8, Section III E 4 d) -to provide clarification		deleted "and"
16	On page 8, Section III E 4 d) -to provide clarification		added "the applicable level of"
17	On page 8, Section III E 4 e) -to provide clarification	"Officer"	"Officers"
18	On page 9, Section III E 6 On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		added "eligible"
19	On page 9, Section III F -to provide clarification		deleted "its"

20	On page 10, Section III G 1 -to provide clarification as recommended by the Investment Advisor		added "To ensure qualified and capable investment management,"
21	On page 11, Section III G 1 -to change wording	"and"	"or"
22	On page 11, Section III G 4 -to provide clarification		deleted "(1-3)"
23	On page 12, Section III G 6 -to provide clarification		deleted "and"
24	On page 13, Section III G 10 -to change wording	"its"	"the"
25	On page 13, Section III G 10 -to change wording	"strategies"	"Strategy"
26	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		deleted "securities"
27	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		added "bank deposits"
28	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor	"through"	"over"
29	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		deleted "n equally weighted"

In addition, several more significant revisions were recommended to change the weighted average number of days to maturity, reduce the risk of conflict of updating in several locations throughout the Policy, revise the collateral amount required for Letters of Credit issued by the Federal Home Loan Bank, and clarify the type of eligible money market mutual funds. The significant revisions were recommended by Valley View Consulting, LLC (Investment Advisor).

The more significant revisions included:

Investment Policy:

	Section	From	To
1	On page 3, Section II A -to reduce the risk of conflict of updating in several locations throughout the Policy as recommended by the Investment Advisor	“the types herein described: obligations of the United States and its Agencies and Instrumentalities, direct or guaranteed obligations of the State of Texas, obligations of states, agencies, counties, cities or other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm of not less than “A” or its equivalent, financial institution deposits which are secured by obligations described above and governed by a depository agreement, money market mutual funds regulated by the SEC, or eligible investment pools organized and operating in compliance with the Public Funds Investment Act.”	“only those authorized in Section III.A in accordance with the PFIA.”
2	On page 3, Section II A -to reduce the risk of conflict of updating in several locations throughout the Policy as recommended by the Investment Advisor	“: U.S. Treasury Bills/Notes/Bonds 100%; U.S. Agencies and Instrumentalities 100%; States, Counties, Cities, and Other 25%; Financial Institution Deposits 100%; Money Market Mutual Funds 25%; and Eligible Investment Pools 50%.”	“In Section III.E.1,”

3	On page 3, Section II A On page 6, Section III E 2 a) On page 7, Section III E 2 b) On page 2 of the Investment Strategy Statement -to increase number of days to maturity as recommended by the Investment Advisor to coincide with industry standards	"270"	"365"
4	On page 4, Section III A 5 b) -to align with requirements by the PFIA as recommended by the Investment Advisor		added "or by Letters of Credit issued by the Federal Home Loan Bank with a value of 100% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance"
5	On page 4, Section III A 6 On page 6, Section III E 1 -to provide clarification as recommended by the Investment Advisor		added "G(g)overnment"
6	On page 8, Section III E 4 b) & d) -to align with requirements by the PFIA as recommended by the Investment Advisor		added ", or 100% for Letters of Credit issued by a Federal Home Loan Bank,"

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

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

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



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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #5120: *Investment Policy* and the *Investment Strategy Statement* as presented and which supersedes any previously adopted Board Policy. The motion carried.

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

Ms. Susan Anderson from Valley View Consulting, L.L.C., presented the Quarterly Investment Report to the Board of Trustees. The Quarterly Investment Report was for the quarter that ended August 31, 2016 and was provided in the packet.

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

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

Approval was requested for the disposal/recycling of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items was requested.

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

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

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

Reviewers – These items were inspected by the Instructional Technologies, Educational Technologies, and approved by the Interim Vice President for Information Services, Planning and Strategic Initiatives to be disposed after Board approval.

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

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Interim Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, were available to address any questions by the Board.

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

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/recycling of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. The 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 was requested.

Purpose – The Fixed Asset/Inventory Department requested authorization to write-off obsolete fixed assets and capital assets at \$3,000 and over, for assets that were obsolete and reported as not found during the verification process for the last two fiscal years. These assets would be removed, as applicable, from the College's inventory system and general ledger at a total amount of \$51,871.79.

Justification – As per Policy #5130: *Fixed Assets*, 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, 2017.

Reviewers – These items were inspected by the College's Financial Managers and the Fixed Assets Department as of August 31, 2015.

Enclosed Documents - A listing of the fixed assets and capital assets valued at \$3,000 and over was provided in the packet for Board's information and review.

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

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

### **Review and Action as Necessary on Proposed Implementation of Flat Tuition Rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services reviewed the proposed implementation of flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018. The Board was asked to approve the proposed implementation of flat tuition rates for Resident Tuition – In-District; Resident Tuition – Out-of-District; and Non-Resident Tuition for FY 2017 – 2018 as presented.

Purpose – The College's tuition rate schedule was approved by the Board of Trustees for each fiscal year as per Texas Education Code 54.051. The College's current Tuition Rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition were tiered whereby the cost per credit hour decreases with the number of credit hours taken. As an example, the credit hour rate for 3 credit hours was \$88.00 and the credit hour rate for 15 credit hours was \$67.00. The administration proposed to change from a tiered tuition rate to a flat tuition rate structure.

Justification – The implementation of a flat tuition rate would result in two significant beneficial changes.

1. The current tiered schedule prevented the full automation of necessary changes in the College's computer system, requiring tedious programming and manual processes to be performed. The implementation of flat tuition rates would reduce the need to perform manual processes.
2. Flat tuition rates would streamline processes, result in less errors occurring in the tuition table setup, and increase the level of compliance with the Texas Higher Education Coordinating Board refund rules.

Flat tuition rates would result in lower tuition rates for Resident-In-District and Resident-Out of District students taking less than nine (9) credit hours and for Non-Resident students taking less than six (6) credit hours.

A flat out-of-district tuition rate of \$80.00 per credit hour would be 14.3% above the proposed flat in-district tuition rate of \$70.00 per credit hour. The additional amount of \$10.00 per credit hour would approximately cover the property tax revenue not received from out of district students.

Background – An analysis was prepared to determine a flat tuition rate that would generate the same amount of revenue being generated by the current tiered tuition schedule. The determined flat tuition rates by student classification were as follows:

Type	Original Rates	Flat Rates	Difference
<b>Resident-In-District</b>			
1-2 credit hours	\$ 100	\$ 70	\$ (30)
3 credit hours	88	70	(18)
4-5 credit hours	78	70	(8)
6-8 credit hours	73	70	(3)
9-11 credit hours	68	70	2
>11 credit hours	67	70	3
<b>Resident-Out of District</b>			
1-2 credit hours	\$ 125	\$ 80	\$ (45)
3 credit hours	103	80	(23)
4-5 credit hours	90	80	(10)
6-8 credit hours	84	80	(4)
9-11 credit hours	77	80	3
12-21 credit hours	76	80	4
>21 credit hours	76	80	4
<b>Non-Resident-Out of State</b>			
1 credit hour	\$ 225	\$ 200	\$ (25)
2 credit hours	225	200	(25)
3 credit hours	213	200	(13)
4-5 credit hours	203	200	(3)
6-8 credit hours	198	200	2
9-11 credit hours	193	200	7
12-21 credit hours	192	200	8
>21 credit hours	100	200	100

Reviewers – The flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018 were reviewed by the President’s Cabinet.

The Finance, Audit, and Human Resources Committee recommended Board approval of the implementation of flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018 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 implementation of flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018 as presented. The motion carried.

### **Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2017 – 2018**

Approval of the proposed new faculty positions for FY 2017 - 2018 was requested.

Administration recommended the addition of forty (40) new faculty positions in FY 2017 - 2018. These new faculty positions were requested to keep abreast of enrollment growth in traditional and dual enrollment courses and to support the thirty (30) Early College High Schools.

These positions would be funded from the existing salary pool for full time temporary faculty, public school cost recovery funds, state appropriations, and student tuition and fees.

A listing of the proposed new faculty positions was provided in the packet for Board’s information and review.

This request was made prior to the development of the FY 2017 – 2018 budget, so that the College could begin the recruiting process, which was expected to take as long as six months.

Administration had extensively reviewed the need for additional faculty positions for FY 2017 – 2018 with staff and recommended approval of the new positions subject to the availability of funding and Board approval of the final budget.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed new faculty positions for FY 2017 - 2018 as recommended and subject to the availability of funding and final budget approval 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 new faculty positions for FY 2017 - 2018 as recommended and subject to the availability of funding and final budget approval as presented. The motion carried.

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

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of the following properties:

**a. Cause No. TS-13-41;**

On struck off property as follows:

Tract 3, Lot 8, Block 11, City of Roma, Starr County, TX, Lot 10-0880-04,  
Account No. 0013237 (15000-01100-00800-000000).

Tract 2, Lot 1, Block1, City of Roma, Starr County, TX Lot 10-0010-04,  
Account No. 0013233 (15000-00100-00100-000000).

**b. The City of Roma has submitted a written bid to Linebarger Goggan Blair & Sampson, LLP with an amount to purchase the above properties.**

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 \$463.81.

Enclosed Documents - The Resolution Authorizing the Tax Resale and the Analysis of Bids Received for Tax Resale Properties, a written letter from the City of Roma listing the bids, the legal description of each property and the municipal need of each property were provided in the packet for the Board's information and review.

Mr. Michael Cano from Linebarger Goggan Blair & Sampson, LLP attended the meeting to address any questions by the Board.

The Finance, Audit, and Human Resources Committee was asked to recommend Board action. Mr. Gustavo Martinez from Linebarger informed them that action was still pending from the local school district and the County, and the Committee deferred any recommendation, wishing to let the Board act appropriately based upon the response by other taxing districts affected.

Mr. Martinez subsequently informed the College that Roma ISD approved acceptance of the bids, and Starr County was scheduled to take action on this item on Monday, October 31<sup>st</sup>, and is expected to approve the item.

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 tax resale of the properties on Cause No. TS-13-41 and the approval of the Resolution authorizing the tax resale to the City of Roma as presented. The motion carried.

### **Consideration and Approval of Checks and Financial Reports**

Board action was requested to approve the checks for release and the financial reports for the month of September 2016. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to review the Financial Report for the month of September 2016 and respond to questions posed by the Board.

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

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 6:38 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. Review and Action as Necessary Regarding the Settlement Offered by the Texas Higher Education Coordinating Board Regarding the Audit on Continuing Education Formula Funding

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 6:50 p.m. No action was taken in Executive Session.

### **Review and Action as Necessary Regarding the Settlement Offered by the Texas Higher Education Coordinating Board Regarding the Audit on Continuing Education Formula Funding**

On October 20, 2016, the Texas Higher Education Coordinating Board voted to approve

the following motion:

“I move that the Board authorize its council to offer a final settlement on the following specific terms pursuant to Texas Rule of Evidence 601: that the current amount of \$1,157,805 be withheld from payments to South Texas College during fiscal year 2017; and furthermore, that the amount of \$1,112,401 already paid to South Texas College not be recouped; and furthermore, that this offer be contingent upon final acceptance by the Board of South Texas College.”

This offer of a final settlement is presented for acceptance by the South Texas College Board of Trustees.

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.

Mr. Paul R. Rodriguez made the following motion:

“I move that the Board of Trustees of South Texas College approve and authorize the President to execute the final settlement offered by the Texas Higher Education Coordinating Board (THECB) contingent upon approval of this same agreement by the Office of the Attorney General of Texas.”

Mrs. Graciela Farias seconded the motion, and it carried with unanimous support.

## **Announcements**

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

- Tuesday, November 8, 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, November 22, 2016
  - 4:00 p.m. Facilities Committee
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

### **B. Other Announcements:**

- The College will close November 24 – 27, 2016 in observance of the Thanksgiving Holiday.



**Adjournment:**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:55 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, October 27, 2016 Regular Board Meeting of the South Texas College Board of Trustees.

---

Mr. Jesse Villarreal  
Secretary

## **Approval and Authorization to Participate in Innovative 3 (i3) Development Grant – Project Health Education and Leadership for ALL (HEAL2) from the US Department of Education**

Authorization to participate in the Innovative 3 (i3) Development Grant – Project Health Education and Leadership for ALL (HEAL2) from the US Department of Education, and use of related funds as authorized by the grant, is requested:

Project HEAL2 is a collaborative project among Region One Education Service Center, South Texas College, Doctor's Hospital at Renaissance (DHR), South Texas ISD, Pharr-San Juan-Alamo ISD and La Joya ISD to serve a diverse population of 20 to 25 students from 9 high schools through their first year of college. The purpose would be to develop knowledge and skills that prepare them for success in a rigorous Health-integrated/Nursing curriculum. Additionally, 200 to 300 students will receive related academic support from trained educators and curriculum designed to engage students in hands-on, Project Based Learning opportunities that develop a culturally diverse Nursing Workforce pipeline.

Under an agreement with Region One Education Service Center as the fiscal agent for this grant, South Texas College will provide contracted services, including training of high school teachers, guidance to Region One ESC and local school districts, and faculty support. The College will be reimbursed annually from the Region One Education Service Center under an agreement for 3 years, from January 2017 – March 2019. The amount has not been finalized, but is expected to be approximately \$703,968.

This grant funded program aligns to Strategic Direction #3 High Success Rate, by providing students and teachers with quality instructional resources and academic support that effectively prepares students to pursue credentials in nursing.

### **Recommendation:**

It is recommended the Board of Trustees approve and authorize participation in the Innovative 3 (i3) Development Grant – Project Health Education and Leadership for ALL (HEAL2) from the US Department of Education, and use of related funds as authorized to provide contracted services with Region One Education Service Center in the approximate amount of \$703, 968, contingent upon official award as appropriate.

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

The Board of Trustees of South Texas College approves and authorizes participation in the Innovative 3 (i3) Development Grant – Project Health Education and Leadership for ALL (HEAL2) from the US Department of Education, and use of related funds as authorized to provide contracted services with Region One Education Service Center in the approximate amount of \$703, 968, contingent upon official award as appropriate.

### **Approval Recommended:**

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

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

### a. Presentation on South Texas College Online Programs

Dr. Erasmus Addae, Dean of Distance Learning, and Mrs. Darci Cather, Assistant Professor of English, presented on South Texas College Online Programs.

Dr. Addae previously presented on the South Texas College Online Programs to the Education and Workforce Development Committee on February 16, 2016. At that meeting, Dr. Addae provided a background on the history of distance education at South Texas College, and the development and marketing of new programs and student services offered online in recent years.

Dr. Addae returned to present the learning data as of Fall 2015, which included 5,925 students, taking 526 course sections within 32 online programs.

Dr. Addae also reviewed the course development process and course design requirements used by South Texas College Online faculty, which includes a collaboration between traditional faculty and specialized Instructional Designers to ensure that online courses meet traditional standards and are delivered effectively online.

The presentation included a review of student success and completion metrics and overall South Texas College Online Program statistics, and discussed the training for all faculty teaching online and the support services provided to help students succeed in their online programs.

Mrs. Cather provided the Committee with a demonstration illustrating how online courses function for students at South Texas College. South Texas College Online includes comprehensive programs designed to help students meet their academic and workforce goals.

Mrs. Cather demonstrated how student connect to the system and support resources, interact with each other, with her as the instructor, and access course materials in order to learn and succeed online at South Texas College.

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

## Review and Action as Necessary on Purchases, Renewals, Lease Agreement, and Rejection of a Proposal

Approval of the following purchases, renewals, and rejection of a proposal is requested.

- |  |   |
|--|---|
| <p><b>A. Award – Reject a Proposal</b></p> <p><b>B. Instructional Item</b></p> <p><b>C. Non- Instructional Items</b></p> | <p><b>D. Technology Items</b></p> <p><b>E. Facility Usage Agreement</b></p> |
|--|---|

### A. Award – Reject a Proposal

#### 1) Online Registration System for Continuing Education (Reject)

Reject the proposals for the online registration system for Continuing Education due to proposals not meeting specifications. None of the proposed systems had real time operation, they did not fully integrate with the payment requirements desired by the Business Office, and they did not integrate with records from the Admissions Office.

### B. Instructional Item

#### 2) Testing Materials (Purchase)

Purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, at a total cost of \$59,500.00.

Purpose – The Student Assessment Center is requesting the purchase of thirty-five thousand (35,000) test units which will be used through Fall 2016, Spring 2017, and Summer 2017 semesters.

Justification and Benefit – The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results in the areas of reading, writing, and math so that they are able to complete advisement and registration.

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

### C. Non – Instructional Items

#### 3) Fire Suppression Systems Service (Renewal)

Renew the fire suppression systems service contracts for the period beginning November 21, 2016 through November 20, 2017, at an estimated amount of \$76,915.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	<b>El Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$20,000.00

3	Kitchen Hoods – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$10,000.00
8	Fire Extinguishers – Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
9	Fire Extinguishers – Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers – Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,000.00

Purpose – Facilities Maintenance and Operations is requesting to renew the contracts for fire suppression systems services for buildings district wide.

Justification and Benefits – The fire suppression systems and inspections contracts will require periodic inspection of fire suppression systems at all South Texas College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable fire extinguishers.

Background – The Board awarded the contracts for fire suppression systems at the November 20, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins November 21, 2016 through November 20, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/20/14	11/21/14 - 11/20/15	2 – one year options
1 <sup>st</sup> Renewal	8/25/15		11/21/15 - 11/20/16
2 <sup>nd</sup> Renewal	11/22/16		11/21/16 - 11/20/17

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

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

**4) Geotechnical and Material Testing- Engineering Services – Non Bond (Renewal)**

Renew the geotechnical and material testing- engineering services – non-bond contracts for the period beginning February 24, 2017 through February 23, 2018 with the following vendors:

- **Millennium Engineers Group, Inc.** (Edinburg, TX)
- **Raba-Kistner Consultants, Inc.** (McAllen, TX)
- **Terracon Consultants, Inc.** (Pharr, TX)

Purpose – Facilities Planning and Construction is requesting the renewal of the geotechnical and material testing- engineering services contracts for district wide non-bond projects.

Justification and Benefit – The services will include some of the following tests: soil conditions for proper foundation design, select fill dirt for proper compaction, concrete samples for concrete pours, sub-grades, caliche base and asphalt parking areas, structural steel reinforcing, steel welding, floors for levelness, fireproof materials, environmental conditions including air quality, and identifying asbestos type materials.

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project.

Background - The Board awarded the contracts for geotechnical and material testing- engineering services – non bond at the February 24, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 24, 2017 and ends February 23, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	2/24/15	2/24/15 - 2/23/16	2 – one year options
1 <sup>st</sup> Renewal	11/24/15		2/24/16 – 2/23/17
2 <sup>nd</sup> Renewal	11/22/16		2/24/17 – 2/23/18

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 Construction budgets for FY 2016 – 2017.

**5) Promotional Items for Student Outreach (Renewal)**

Renew the promotional items for student outreach contracts for the period beginning November 27, 2016 through November 26, 2017, at an estimated amount of \$70,000.00 with the following vendors:

- **Authentic Promotions.com** (Carmichael, CA)
- **Imprezos Pro Uniforms** (Pharr, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)

- **LAMAC, Inc.** (McAllen, TX)
- **Images In Ink, Inc.** (McAllen, TX)
- **Tekna Impact, LLC.** (McAllen, TX)

Purpose – Public Relations and Marketing and Student Outreach are requesting to renew the contracts for the purchase of promotional items for community awareness and various College events for students.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

The Public Relations and Marketing Office provides promotional items for the College's community outreach efforts in the amount of \$40,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:

- Increase awareness of South Texas College at different community events
- Re-branding of new South Texas College Logo
- Promote career/health fairs, festivals, financial aid fairs, and campus community events
- Promote numerous community events that benefit the College and college partners
- Promote special recruitment events such as Ladies Night at the Technology Campus, Lunch and Learn program, and registration round-ups
- Promote Valley Scholars and new student orientation/graduation
- Create awareness through Jerry the Jaguar appearances at parades and other community events, school events, college activities, etc.
- Alumni & Friends activities for students, graduates, and community members to recruit members to the organization
- Promote student recruitment for the certificate, associate degree, and bachelor of applied technology programs
- Recognition for speakers and special visitors to the College
- Promote "Junior Jaguar" program to elementary age children to instill a College-going culture
- Promote the "Graduate on Time" program to encourage students to complete graduation
- Promote Groundbreaking events throughout the College
- Promote Science, Technology, Engineering, and Mathematics (STEM) programs to community

The Student Outreach Department purchases promotional items in the amount of \$30,000.00 for the following:

- Create a college-going culture through College Bound activities for elementary school students participating in the College Bound Adopted Elementary Initiative. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso

West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD.

- Promote a college-going culture for high school students participating in college bound programming and campus visits. Hidalgo and Starr Counties are home to over 77 high school sites with over 55,000 students in grades 9-12. In 2016, the College Connections' staff conducted over 120 high school visits, hosted college bound events and welcomed over 4,000 prospective students to one of our 5 campuses.
- Promote the College through recruitment events for new and prospective students at high schools, college fairs, community events, etc.
- Promote the College through campus tours and college events for prospective students and their families
- Create awareness for parents and families at parent nights and parent meetings at schools
- Recognition of community partners and high school counselors and administrators

Background - The Board awarded the contract for promotional items for student outreach at the November 24, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 27, 2016 and ends November 26, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	11/27/15 - 11/26/16	2 – one year options
1 <sup>st</sup> Renewal	11/22/16		11/27/16 – 11/26/17

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

Funds for this expenditure are budgeted in the Public Relations and Marketing and Student Outreach budgets for FY 2016 – 2017.

**6) Vehicle Fuel Program (Renewal)**

Renew the State Fleet Card Program for vehicle fuel with **U. S. Bank Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2017 through December 31, 2017, at an estimated cost of \$80,000.00 based on prior year history.

Purpose – The fuel card program is used for College owned vehicles used by Mail Services, Central Receiving, Maintenance and Operations, Nursing and Allied Health-Emergency Medical Technician Program, and the South Texas College Police Department for the day to day operations of the College.



Justification and Benefit – Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors from departments using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the state fleet card program are as follows:

- Each card is set up with transaction limits
- Each employee using the card has a personal identification number and transaction limits
- Odometer Readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations which include locations less than a mile from the College's campuses
- The gas station with the best price is selected
- Net 30 days for monthly payment with no additional charge
- Various reports are available online for reference

The College is billed on a monthly basis for the actual fuel charges only. No other type of fees are assessed to the College. The estimated price per gallon savings will increase from \$.02 to \$0.52 which will be received quarterly in the form of a rebate. The rebate will be based on the vendors Texas sales volume average usage which can range from 1.150% to 1.760% as stated in the agreement. The rebate amount varies, however the College received \$1,168.36 for 2016 and \$679.69 for 2015.

Funds for this expenditure are budgeted in the Mail Services, Central Receiving, Maintenance and Operations, Emergency Medical Technician Program, and South Texas College Police Department.

## **D. Technology Items**

### **7) Consulting Services (Purchase)**

Purchase consulting services from the **Ellucian Company, L.P.** (Fairfax, VA) through Texas A&M University – Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning November 23, 2016 through August 31, 2019, in the amount of \$410,093.00.

Purpose - Information Technology is requesting to purchase consulting services from for various Banner modules in preparation for the upgrade to the latest Banner XE version. Services will include consulting and training of staff throughout the college over a three year period beginning with FY2017 and ending in FY2019.

Justification and Benefit - Services provided will include Banner environment and business process assessments performed by expert consultants. The assessment results will provide recommendations to improve current processes and how to make Banner more

effective and efficient for the College. Services will also include training for South Texas College staff that use Banner as part of their daily job duties.

Background - The consulting services were selected as a result of an action plan developed through surveys, face-to-face interviews, and a review of the recommendations generated through this process. The items will be prioritized to provide improved functionality and services to faculty, staff, and students at the College.

Funds for this purchase are budgeted in the Technology Resources Project Management Risk and Security Budgets for FY 2016 – 2017 and FY 2017 – 2018 and FY 2018 – 2019 pending board approval of the budgets.

### **8) Computers, Laptops, and Tablets (Purchase)**

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$ 63,531.43.

All purchase requests for computers, laptops, and tablets have been evaluated by Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

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

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Faculty Computer  
⇒ 1 Computer for Computer Science Program
- Staff Computers  
⇒ 1 Computer for Institutional Effectiveness and Assessment  
⇒ 1 Computer for Music Program
- Student Lab Computers  
⇒ 17 Computers for Art Program
- Class-instruction Computers  
⇒ 15 Computers for Computer and Advanced Technologies

- Faculty Class-instruction Laptops
  - ⇒ 1 Laptop of Child Development Program
  - ⇒ 3 Laptops for Architectural & Engineering Design Technology
  - ⇒ 3 Laptops for Computer Science Program
  
- Surveillance System Laptop
  - ⇒ 1 Laptops for Security & Emergency Preparedness
  
- Tablets
  - ⇒ 2 Tablets for Educational Technologies
  - ⇒ 1 Tablet for External Affairs Operating
  - ⇒ 2 Tablets for Professional & Organizational Development

Funds for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Institutional Effectiveness and Assessment, Music, Art, Computer and Advanced Technologies, Child Development, Architectural & Engineering Design Technology, Computer Science, Security & Emergency Preparedness, Educational Technologies, External Affairs Operating, and Professional & Organizational Development.

### **9) Training Services (Renewal)**

Renew the training services contract with **Global Knowledge Training, LLC.** (Cary, NC) for the period beginning January 1, 2017 through December 31, 2017, at an estimated amount of \$30,000.00 per semester with an annual amount of \$60,000.00.

Purpose: Information Services, Planning, Performance, and Strategic Initiatives is requesting to renew the contract for staff training services.

Justification and Benefit: The training courses enhance staff's knowledge, skills, abilities and certification in specific areas related to Information Technology. The training will increase the division's overall performance in key functional areas and positively impact staff's motivation and individual growth. Also, the additional skills staff gain from the training will positively impact the quality of support provided to all College constituents.

Information Technology completed an internal review of positions and identified the benefit to have specific certifications for certain positions. In response to this finding, a plan was developed to get identified staff training leading to specified certifications.

The available training courses are listed below:

- How to Establish and Manage a Project Management Office
- Learning the Fundamentals of Project Management

- IT Project Management
- How to Perform Business Process Analysis
- A+ Certification
- Network+ Certification
- Security+ Certification
- Information Technology Infrastructure Library (ITIL) Foundation
- Information Technology Infrastructure Library Intermediate (ITIL) Foundation
- Certified Entry Networking Technician (CCENT)

Background - The Board awarded the contract for training services at the December 15, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins January 1, 2017 and ends December 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/15/15	1/1/16 - 12/31/16	2 – one year options
1 <sup>st</sup> Renewal	11/22/16		1/1/17 – 12/31/17

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 Office of Strategic Initiatives budget for FY 2016 – 2017.

**E. Facility Usage Agreement**

**10) Graduation Facility (Lease Agreement)**

Lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement from May 13, 2017 at 8:00 a.m. through May 15, 2017 at midnight, at an estimated amount of \$28,000.00.

Purpose – The Division of Student Services is requesting an interlocal license agreement for the graduation ceremonies which will be held on Friday, May 13, 2017 and Saturday, May 14, 2017.

Justification and Benefit – The facility will be used for all South Texas College graduation ceremonies May 2017. The cost includes the use of the facility, audio visual equipment, and event personnel.

Funds for this expenditure are budgeted in the Graduation Account budget by FY 2016 – 2017.

**Recommendation:**

The Finance, Audit, and Human Resources Committee recommended Board approval of the purchases, renewals, lease agreement, and rejection of a proposal as listed below, except that item 8, for the purchase of Computers, Laptops, and Tablets, has been increased by \$6,885 to include an additional 15 computer systems for use in the

Computer Systems classes. These computers will give students hands-on experience in trouble shooting system issues, including disassembly, assembly, configuration, and diagnosing issues on MAC systems.

- A. Award – Reject a Proposal
- B. Instructional Item
- C. Non- Instructional Items
- D. Technology Items
- E. Facility Usage Agreement

**A. Award**

**1) Online Registration System for Continuing Education (Reject):** reject the proposals for the online registration system for Continuing Education due to proposal not meeting specifications. None of the proposed systems had real time operation, they did not fully integrate with the payment requirements desired by the Business Office, and they did not integrate with records from the Admissions Office.

**B. Instructional Item**

**2) Testing Materials (Purchase):** purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, at a total cost of \$59,500.00;

**C. Non – Instructional Items**

**3) Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 21, 2016 through November 20, 2017, at an estimated amount of \$76,915.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$10,000.00
8	Fire Extinguishers – Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00

9	Fire Extinguishers – Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers – Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,000.00

**4) Geotechnical and Material Testing- Engineering Services – Non-Bond (Renewal):** renew the geotechnical and material testing- engineering services – non-bond contracts for the period beginning February 24, 2017 through February 23, 2018 with the following vendors:

- a. **Millennium Engineers Group, Inc.** (Edinburg, TX)
- b. **Raba-Kistner Consultants, Inc.** (McAllen, TX)
- c. **Terracon Consultants, Inc.** (Pharr, TX)

**5) Promotional Items for Student Outreach (Renewal):** renew the promotional items for student outreach contracts for the period beginning November 27, 2016 through November 26, 2017, at an estimated amount of \$70,000.00 with the following vendors:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Imprezos Pro Uniforms** (Pharr, TX)
- c. **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- d. **LAMAC, Inc.** (McAllen, TX)
- e. **Images In Ink, Inc.** (McAllen, TX)
- f. **Tekna Impact, LLC.** (McAllen, TX)

**6) Vehicle Fuel Program (Renewal):** renew the State Fleet Card Program for vehicle fuel with **U. S. Bank Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2017 through December 31, 2017 at an estimated cost of \$80,000.00 based on prior year history;

**D. Technology**

**7) Consulting Services (Purchase):** purchase consulting services from the **Ellucian Company, L.P.** (Fairfax, VA) through Texas A&M University – Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning November 23, 2016 through August 31, 2019, in the amount of \$410,093.00;

**8) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$63,531.43;

**9) Training Services (Renewal):** renew the training services contract with **Global Knowledge Training, LLC.** (Cary, NC), for the period beginning January 1, 2017 through December 31, 2017, at an estimated amount of \$30,000.00 per semester with an annual amount of \$60,000.00;

**E. Facility Usage Agreement**

**10) Graduation Facility (Lease Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement from May 13, 2017 at 8:00 a.m. through May 15, 2017 at midnight, at an estimated amount of \$28,000.00.

Recommend Action - The total for all purchases, renewals, lease agreement, and rejection of a proposal is \$848,039.43.

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

The Board of Trustees approves and authorizes the purchases, renewals, lease agreement, and rejection of a proposal as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on Annual Investment Report for FY 2015 – 2016**

Approval of Annual Investment Report for FY 2015 - 2016 is requested.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82<sup>nd</sup> Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College’s, Investments were reviewed by Long Chilton, LLP (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office follows in the packet for the Board’s information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2015 – 2016, as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Annual Investment Report for FY 2015 – 2016, as presented.

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

The Board of Trustees approves and authorizes the Annual Investment Report for FY 2015 – 2016, as presented.

### **Approval Recommended:**

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



**South Texas College**  
**Annual Investment Report (Including Deposits)**

August 31, 2016  
Market Value

**Investment or Deposit Type**

**Publicly Traded Equity and Similar Investments**

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)  
Equity/Stock Mutual Funds  
Balanced Mutual Funds (where target allocation is > 50% equities)  
"Commonfund" Equity Commingled Funds  
Other Equity Commingled Funds (if primarily invested in publicly traded equities)  
Preferred Stock  
Other - list by type

**Total Publicly Traded Equity and Similar Investments** 0.00

**"Other" Investments - Other than Publicly Traded Equity and Debt Investments**

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio )  
Other Real Asset Investments (e.g. investments in infrastructure funds)  
Private Equity  
Hedge Funds  
"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)  
Annuities  
Commodities  
Collectibles  
Other - Miscellaneous Coins

**Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments** 5,589.70

**Publicly Traded Debt & Similar Investments >1 year maturity**

U.S. Government Securities ("Treasuries")  
U.S. Government Agency Securities ("Agencies")  
Mortgage Pass-Throughs - "Agency"  
Mortgage Pass-Throughs - "Private Label"  
Asset-Backed Securities (ABS) (other than mortgage-backed securities)  
Sovereign Debt (non-U.S.)  
Municipal Obligations  
Collateralized Mortgage Obligations (CMOs) - list below by category  
Interest Only Strips (IOs)  
Principal Only Strips (POs)  
Inverse Floaters  
Stated Final Maturity longer than 10 years  
Other CMOs - "Agency"  
Other CMOs - "Private Label"  
Corporate Obligations (U.S. or foreign companies) - list below by rating  
Highly Rated (AAA/AA or equivalent)  
Other Investment Grade (A/BBB or equivalent)  
High Yield Bonds (<BBB or equivalent)  
Not Rated (NR)  
Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)  
Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)  
"Commonfund" Fixed Income/Bond Commingled Funds  
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)  
GICs (Guaranteed Investment Contracts)  
Other - list by type

**Total Publicly Traded Debt & Similar Investments >1 year** 0.00

**South Texas College**  
**Annual Investment Report (Including Deposits)**

**August 31, 2016**  
**Market Value**

**Investment or Deposit Type**

Short-Term Investments & Deposits	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	82,867,612.99
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	181,667,789.57
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	106,284,415.63
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
<b>Other - Cash on Hand</b>	9,450.00
<b>Total Short-Term Investments &amp; Deposits</b>	<b>370,829,268.19</b>
<b>TOTAL INVESTMENTS and DEPOSITS</b>	<b>370,834,857.89</b>

Annual Investment Report - Prepared for State Auditor's Office

## **Review and Action as Necessary on New Department of Labor Overtime Regulations and Proposed Implementation**

Approval on New Department of Labor (DOL) Overtime Regulations and Proposed Implementation at South Texas College effective December 1, 2016 is requested.

Purpose – The United States Department of Labor published the final rule, effective December 1, 2016, on the changes to the Fair Labor Standards Act (FLSA) overtime rules. The new regulation sets a new salary minimum of \$47,476 for positions meeting the duties test to be eligible for exempt status. To be considered “exempt”, the employee must satisfy three tests (salary-level test; salary-basis test; and duties test) that focus on how employee is paid and the type of job duties the employee performs. The employee is not entitled to overtime pay with exempt status. On the contrary, non-exempt employees are entitled to overtime pay.

Justification – South Texas College has approximately fifty four (54) filled positions and thirty six (36) vacant positions that will be impacted with the new regulation.

Background - In 2014, President Barack Obama signed a Presidential Memorandum directing the DOL to update the regulations defining which white collar workers are protected by the FLSA's minimum wage and overtime standards. The memorandum instructed the Department to look for ways to modernize and simplify the regulations while ensuring that the FLSA's intended overtime protections are fully implemented.

On May 18, 2016, the Department announced that it would publish a Final Rule to update the regulations effective December 1, 2016.

The Department of Labor regulations establish the following measures effective December 1, 2016 for Exempt status positions:

- Change the salary threshold indicating exempt status eligibility from \$23,660 to \$47,476 minimum salary per year.
- Automatically update the minimum salary threshold every three years, based on wage growth over time.

The purpose of the change in salary threshold is to:

- Ensure workers are paid a fair day's pay
- Simplify the identification of overtime – protected employees
- Ensure that the FLSA's intended overtime protections are fully implemented

The Office of Human Resources staff met with Deans, Directors, and Financial Managers to determine how the new regulation would impact each employee.

The College's options to comply with the Department of Labor regulations are as follows:

- Option 1 -- Reclassify Employees as Non-Exempt status (which would be subject to overtime pay of the not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week).
  - The impact to the College would be as follows:
    - Total estimated annual and monthly cost of reclassifying positions to non-exempt status would be \$539,197 and \$44,933, respectively.
    - Current exempt employees would lose the eligibility to teach as adjuncts. Academic programs would need to immediately secure a substitute for affected courses.
    - Current exempt employees would require timeclock setup and training since they would now be required to record time in/time out. This would include all time spent on employment related duties, as required, outside the normal working hours.
  
- Option 2 – Raise the salary minimum of exempt positions for those under the new minimum salary of \$47,476.
  - The impact to the College would be as follows:
    - Total estimated annual and monthly cost of increasing the salary threshold would be \$289,359 and \$24,113, respectively.
    - The existing pay grades would result in compression requiring the deletion of four pay grades.
    - The existing method for internal equity placement would be disrupted requiring future review of all exempt positions.

**Recommendation to the Finance, Audit, and Human Resources Committee**

On November 8, 2016, the College proposed the following recommendations regarding the DOL regulations to the Finance, Audit, and Human Resources Committee.

The positions reviewed and the College's initial proposed recommendations to the Finance, Audit, and Human Resources Committee to comply with the Department of Labor regulations were as follows:

<b>Position Title</b>	<b>Retain Exempt</b>	<b># Filled Positions</b>	<b># of Vacant Positions</b>	<b>Total</b>
ADA Instructional Technologies Spec	yes	1		1
Business System Analyst	yes		1	1
Buyer	no	4		4
Campus Facility Manager	yes		2	2
CLE Manager	yes	3	2	5
Compliance Coordinator	yes		1	1
Continuing Ed Trainer	yes	1		1
Contracts Manager	yes		1	1
Coord Early College High Sch	yes	4		4

<b>Position Title</b>	<b>Retain Exempt</b>	<b># Filled Positions</b>	<b># of Vacant Positions</b>	<b>Total</b>
Coord for Continuing Ed	yes	1		1
Coord for CTE Early College HS	yes	1		1
Coord Instruc Tech Projects	yes	1		1
Coord of Acad and HS Projects	yes	1		1
Coord of Career Services	yes		1	1
Coord of Dual2Degree High Sch	yes	2		2
Coord of Employer Services	yes	1		1
Coord of Open Labs	yes	1		1
Coord of Scholarships	yes	1		1
Coord of Supplemental Instr	yes	1		1
Coord of Vet Enrollment Svcs	yes	1		1
Coord State & 3rd Party Pgms	yes	1		1
Coord Stu Activ for Events	yes		2	2
Counselor	yes	4	2	6
Distance Learning Instr Facil	yes		1	1
Educational Technologies Specialist	yes	3		3
Food Services Manager/Cook	no	1		1
Grant Development Officer	yes		1	1
Information Security Analyst	yes		2	2
Institutional Eff Analyst	yes	2		2
Institutional Research Analyst	yes		1	1
Instl Research Analyst	yes	4	1	5
Instr Coach - Prof & Org Dev	yes		1	1
Instr Tech Managed Svcs Spec	yes	1		1
Interpreter	yes	1		1
Librarian II - Programming	yes	1	1	2
Librarian II-Campus Librarian	yes	4		4
Librarian III	yes		1	1
Librarian I-Public Services	yes	2	1	3
Licensed Counselor	yes	5		5
Maintenance Manager	yes		1	1
Nursing Lab Clinical Coord	yes	1		1
Operations Energy Manager	yes		1	1
Program Dev and Coordinator	yes		2	2
Project Manager - Acad Affairs	yes		1	1
Project Manager - FAS	yes		1	1
Project Manager - Instr Tech	yes		1	1
Project Manager - IS&P	yes		1	1
Project Manager - NAH	yes		1	1

Position Title	Retain Exempt	# Filled Positions	# of Vacant Positions	Total
Project Manager - TR	yes		1	1
Simulation Coordinator	yes		1	1
Specifications Writer	yes		1	1
Student Svcs Training Manager	yes		1	1
Technical Buyer	yes		1	1
Wkforce Contract Mgr	Yes		1	1
<b>Grand Total</b>		<b>54</b>	<b>37</b>	<b>91</b>

Of the total 54 positions reviewed, 2 positions were recommended to convert to non-exempt and 52 positions were recommended to be retained at exempt.

Pay Grades for “EXEMPT” positions would be revised to reflect the proposed new pay grades with proposed minimum at \$47,476 or greater. Pay Grades A through D will be deleted and revised to new grades A through C.

Grade	Minimum	Midpoint (Average)	Maximum	Proposed Minimum
Professional/Technical Exempt - A	\$28,000.00	\$38,500.00	\$49,000.00	Delete
Professional/Technical Exempt - B	\$30,000.00	\$41,250.00	\$52,500.00	Delete
Professional/Technical Exempt - C	\$36,000.00	\$49,500.00	\$63,000.00	Delete
Professional/Technical Exempt - D	\$39,000.00	\$53,625.00	\$68,250.00	Delete
Professional/Technical Exempt - E	\$45,000.00	\$61,875.00	\$78,750.00	* A - \$47,476
Professional/Technical Exempt - F	\$55,000.00	\$75,625.00	\$96,250.00	* B - \$55,000
Professional/Technical Exempt - G	\$60,000.00	\$82,500.00	\$105,000.00	* C - \$60,000

\* Midpoint and Maximum would remain the same.

Funding Source – The approximate salary cost increase for the fifty-four (54) currently filled positions and the approximate salary cost increase for the thirty-seven (37) currently vacant positions totals \$172,093.06 and \$117,266.33, respectively, or a grand total of approximately \$289,359.39. This amount would be funded by salary savings in each department’s budget.

Reviewers – Responses were reviewed by the President, Vice Presidents, Director of Human Resources, Staffing and Compensation Manager, Financial Managers, and immediate supervisors.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed implementation to comply with new Department of Labor Overtime Regulations at South Texas College effective December 1, 2016, for an approximate total cost of \$289,359.39 as presented.

Although the new rule is effective December 1, 2016, and the College has provided a proposed recommendation to the Finance, Audit, and Human Resources Committee, the rule may be subject to change due to a new Administration in the United States government. The extent of any possible change or impact of such change is unknown at this time.

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

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary to comply with new Department of Labor Overtime Regulations at South Texas College effective December 1, 2016.

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

The Board of Trustees approves and authorizes action as necessary to comply with new Department of Labor Overtime Regulations at South Texas College effective December 1, 2016.

**Approval Recommended:**

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

## **Review and Action as Necessary on Revision of Career Program and Academic Department Chair Stipend Amount**

Approval of revision of Career Program and Academic Department Chair stipend amount for the nine month appointment period (September to May) is requested.

Purpose - The proposed revision of the Career Program and Academic Department Chair stipend amount is presented for the Board's review and consideration. The chair stipend amount and compensation for 9 month appointment period (September to May) has not been adjusted since 1999. The chair compensation for summer months (June – August) does not include a monthly stipend and is structured based on number of sections offered and it has been reviewed and revised in 2010, therefore no change to summer session compensation is being recommended.

Justification - The Chair monthly stipend amount has not increased since 1999. Chairs receive a \$200 stipend per month for 9 months (September to May). Chair responsibilities, however, have increased significantly since 1999 as departments and programs have grown in enrollment as well as the number of faculty supervised. In 1999, the College had an enrollment of over 10,000 students and over 500 full-time and part-time faculty. By contrast, during the 2015 - 2016 academic year, the College had over 33,000 students and over 1,000 full-time and part-time faculty.

Background - Chair Duties and Responsibilities - The Chairs serve as immediate supervisors for all departmental faculty and provide district-wide leadership for planning, development, evaluation, and improvement of instruction within the program/department to ensure student success, retention, and transfer/ placement/ graduation.

Department/ Program Chair Duties and Responsibilities are published in the FY 2016 – 2017 Faculty Handbook on pages 67 and 68. A copy of the Faculty Handbook pages 67 and 68 follows in the packet for the Board's review and information.

The definitions of Career Program and Academic Department chair, Course Release, and Chair Stipend are as follows:

- Career Program and Academic Department Chair: Full-time faculty member who is appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean.
- Course Release: Faculty who have been appointed as a chair qualify for course release (reduction of required teaching load) to fulfill their chair responsibilities. The percentage of the course release is based on the number of sections offered by Career Programs and the Academic Departments. South Texas College Chairs receive a release from teaching of between 2 to 4 courses based on the size of the program/department.



- Chair Stipend: Chairs receive monthly stipends as compensation for performing their program and departmental responsibilities before the beginning of semester and for submitting required documentation after the semester is officially over and to be available to respond to students, faculty, and administrators' questions and concerns in between semesters. South Texas College Chairs receive a \$200 monthly stipend for 9 months (September to May).

The following information, labeled as A through D below, is provided to demonstrate the current and proposed pay rates.

- A. Compensation for Career Program and Academic Department Chairs
- B. Comparison of Chair Compensation
- C. Proposal: Chair Stipend Increase
- D. Funding Implications

**A. Compensation for Career Program and Academic Department Chairs:**

Full-time faculty are expected to work the equivalent of a 40 hour week which include:

- 15 hours of classroom instruction (equal to 5 courses of 3 LHE each)
- 15 hours of course preparation
- 5 office hours
- 5 college/department service hours

The chart below from South Texas College Pay Plan for the Fiscal Year 2016-2017 reflects the compensation for Career (Workforce) Program Chairs and Academic Department Chairs. The chart includes course release, required administrative hours for the release time, and the \$200 monthly stipend. The number of sections is indicative of the size of the program as a low number of sections indicate small programs, student enrollment, and number of faculty in the program/department, and a larger number of sections indicate larger programs with larger number of student enrollment and larger number of faculty in the program/department.

**Program/Department Chair Compensation and Course Release  
 2016-2017 Fall and Spring Semesters**

<b>Workforce Program Chair</b>		
<b>Number of Sections</b>	<b>Course Release Percentage</b>	<b>Administrative Hours per week</b>
1-20	40%	16
21-40	60%	24
41-79	80% Plus One Assistant Chair	32
80 - 120	80% Plus Two Assistant Chairs	32
121 - 159	80% Plus Three Assistant Chairs	32
Program with more than 160+ sections will qualify for additional Assistant Chair for each additional 40 sections.		
<b>Academic Department Chair</b>		
<b>Number of Sections</b>	<b>Course Release Percentage</b>	<b>Administrative Hours per week</b>
1-40	40%	16
41-79	60%	24
80 -120	80%	32
121-159	80% Plus One Assistant Chair	32
160 - 200	80% Plus Two Assistant Chairs	32
201 - 240	80% Plus Three Assistant Chairs	32
Program with more than 240+ sections will qualify for additional Assistant Chair for each additional 40 sections.		
<b>Program/Department Chairs receive a \$200 per month stipend during the fall and spring semesters.</b>		

**B. Comparison of Chair Compensation:**

To provide a comparison of chair compensation among very large community colleges in Texas is a challenge, as job descriptions and responsibilities vary greatly among community colleges. However, the chart below is presented to provide a general comparison among the chairs who supervise large programs and departments.

<b>Comparison of Chair Compensation                      Very Large Community Colleges in Texas                      Human Resources Departments of the Respective College                      Academic Year 2015-2016</b>			
<b>Community College</b>	<b>Faculty Contract Months</b>	<b>Monthly Chair Stipend</b>	<b>Course Release Per Semester (Fall and Spring)</b>
Austin	10.5	\$477.27	2 Course
Collin County	9 15 days between the end of Spring semester and the date faculty return	\$1,500	2 Course
El Paso	9 or 12	\$1,000	1 course
Houston	12	\$500	4 course
San Jacinto	12 Required to teach one course in Summer	\$912	5 course
South Texas	9	\$200	4 course
Tarrant	10 ½	\$500	2 course

**C. Proposal: Chair Stipend Increase:**

Currently, South Texas College has total of 50 Chairs (16 Career Chairs and 34 Academic Chairs). At the request of Interim Vice President for Academic Affairs, the Academic Affairs leadership team reviewed the recommendation from the Council of Chairs and arrived at a recommendation that will allow the institution to retain and recruit faculty for chair assignments.

To keep South Texas College competitive in retaining and recruiting faculty to serve as program and department chairs, it is proposed to increase the Chair monthly stipend amount for the 9 month appointment period (September to May) from the current amount of \$200 to \$400.

**D. Funding Implications:**

As of Fall 2016, there are 50 faculty members serving as Chairs. The cost of the current Chair stipend, which is \$200 per month for the 9 month period (September to May), totals to \$90,000 (50x\$200x9). The proposed plan increases the monthly stipend by an additional \$200 per month, to a total of \$180,000 (50x\$400x9). This is a \$90,000 increase

between the current and the proposed plan. The chart below reflects the additional cost for the proposed increase in the Chair stipend for the 9 month (Fall and Spring) period.

<b>Number of Chairs</b>	<b>Current Plan</b> \$200/month	<b>Proposed Plan</b> \$400/month	<b>Increase</b>
50	\$90,000.00	\$180,000.00	\$90,000.00

Reviewers – Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, have reviewed the documentation with staff and recommend approval.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, will be present to address any questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the revision of Career Program and Academic Department Chair stipend amount for the nine month appointment period (September to May), as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the revision of Career Program and Academic Department Chair stipend amount for the nine month appointment period (September to May), as presented.

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

The Board of Trustees approves and authorizes the revision of Career Program and Academic Department Chair stipend amount for the nine month appointment period (September to May), as presented.

**Approval Recommended:**

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

**Department/Program Chair Duties and Responsibilities**  
**Career Program and Academic Department Chair Compensation and Responsibility**  
**Board Policy 3804 (rev. 9/30/99)**

Career Program and Academic Department Chairs shall be appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean, each August for the subsequent academic year. The structure for compensation and responsibilities to be performed will be determined during the annual salary plan process. (END POLICY)

**Department/Program Chair Duties**

The Chair serves as immediate supervisor for all departmental faculty and provides district-wide leadership for planning, development, evaluations, and improvement of instruction within the department/program to ensure student success, retention, and transfer/placement/graduation.

1. Manages department/program enrollment by recruiting, advising, and participating in outreach activities to attract new program majors. Coordinates with division-based advisor(s) all academic advising and registration processes for students majoring in department/program offerings
2. Works cooperatively with College student support services to ensure student progress toward program completion and placement
3. Prepares class schedules, assigns teaching loads, monitors class coverage, and addresses student concerns
4. Evaluates all departmental faculty and coordinates the evaluation of adjunct faculty
5. Interviews and recommends qualified adjunct faculty
6. Coordinates the development, revision, and implementation of section outlines and master syllabi to ensure consistency in course competencies across the District
7. Supervises planning and program evaluation to achieve student success
8. Maintains the department's program compliance with standards of accreditation
9. Coordinates departmental textbook selection and submits order forms on a timely basis
10. Assists the Deans with the preparation and management of departmental/program budget and maintains minutes of all meetings
11. Works with the Partnership for Community, Business, and Industry Training to meet the continuing education needs of the community
12. Performs other duties as assigned by the Dean.

**Supervisory Responsibilities:**

Supervises departmental faculty.

**Submission of Required Documents**

As the duties and responsibilities of faculty members of South Texas College include the preparation and submission of First Week Financial Aid Rosters, Census Rosters, and Learning Outcome Data by the respective deadlines every semester, and attendance at certain scheduled College-Wide, Divisional, and Departmental meetings and events throughout the academic year, it is the responsibility of the program/department chair to ensure faculty compliance in these matters both by communicating the relevant dates and/or deadlines in question, and, when necessary, implementing disciplinary action for those failing to meet the minimum reporting and/or attendance requirements. This applies to Full-time Faculty, Full-time Temporary Faculty, Adjunct Faculty, and Dual Credit Faculty. Among the best practices adopted by various department/program chairs at the College are, in ascending order of severity:

- a. Maintaining a running, faculty specific departmental list of missed deadlines/meetings
- b. Email reminders, phone calls, and/or in-person office visits, requesting reasons for late (or no) submission of reports, or requiring leave form submission for missed meetings
- c. Face to face discussion regarding missed deadlines/meetings – i.e., casual counseling
- d. Face to face discussion regarding missed deadlines/meetings – i.e., official verbal warning
- e. Comments on annual faculty evaluations
- f. Reduction of overload assignments
- g. Official written warning and action plan

**Master Syllabi**

The **master syllabus** is prepared by the Department/Program Chair and is provided to faculty for the purposes of describing individual course requirements/guidance and outlining course-specific (1) institutional information; (2) Chair's (author) information; (3) course information; (4) course description which includes learning outcomes; (5) departmental course requirements (6) evaluation; (7) required textbook & resources; and (8) policy statements including Statement of Equal Education and Equal Employment Opportunity, Title IX, and ADA (Students with

Disabilities Statement) information. Learning outcomes must be stated in terms of what the student will be able to do by the end of the course. Additionally, master syllabi for Core Curriculum Courses must include course-specific core curriculum objectives outlined in the most current STC catalog. Each master syllabus must include minimum essential information identified by the Associate Dean of Curriculum & Student Learning. The Master Syllabus Templates for Core Curriculum and Non-Core Curriculum Courses are provided in Appendix K.

### **Learning Outcomes Assessment**

Department/Program Chairs play a key role in leading the Learning Outcomes Assessment process. The duties and responsibilities are as follows:

- Review curriculum maps, which includes program learning outcomes (PLOs), course learning outcomes (CLOs), and specific associations found between them and update accordingly once a year.
- Stay current and up-to-date with changes to course learning outcomes in the Workforce Education Course Manual (WECM) and Academic Course Guide Manual (ACG).
- Encourage and support full-time and adjunct faculty within the department to complete course level reporting in a timely fashion.
- Discuss and share student learning attainment results, including Program Learning Outcome (PLO) and Core Objective (CO) data, with department faculty.
- Submit annual Program Learning Outcome (PLO) and Core Objective (CO) reports.
  - At the conclusion of the academic year, department chairs are to:
    - Review learning attainment of Program Learning Outcomes (PLO) and Core Objectives (CO) if applicable.
    - Determine if program learning attainment percentages met the department target.
    - Summarize the assessments used by the department to measure the learning of the PLO.
    - Design an action plan at the end of the academic year that shares department experience with the last action plan implement, new expectations for the academic year, and steps to be taken to increase the quality of student learning as it relates to Program Learning outcomes and Core Objectives.

For more information about Learning Outcomes Assessment please visit the Learning Outcomes homepage at [http://academicaffairs.southtexascollege.edu/curriculum/learning\\_outcomes/](http://academicaffairs.southtexascollege.edu/curriculum/learning_outcomes/)

### **Advisory Committee Meetings**

According to the South Texas College's Program Review measures, all Workforce Program Chairs are to convene two Advisory Committee meetings per academic year. Information regarding the functions and composition of an advisory committee are published in Chapter Three of the Guidelines for Instructional Programs in Workforce Education (GIPWE). **Minutes from all Advisory Committee meetings must be maintained by the Program Chair.** Refer to the Program Development section for information on Advisory Committees.

### **Faculty Evaluations**

Department/Program Chairs are responsible for evaluating every full-time faculty member each year (January - December). New Adjunct faculty (including Dual Credit) must be evaluated their first semester, and then each year following. Department/Program Chairs must have a system in place for tracking and maintaining completed evaluations for each faculty member and must submit this information to the Division Dean by required deadlines. Please refer to the [Performance Evaluation Guidelines](#) in this handbook.

### **Overload Assignment**

It is the responsibility of the Department Chairs to submit a cost effective class schedule that offers optimal opportunity for students district-wide to complete their degree in a timely manner. If such a schedule offers more sections than can be covered by full-time faculty, the chair may evenly distribute overloads among volunteer full-time faculty (and/or adjuncts). Overload assignments need to be equally shared, among willing faculty, with consideration for equity over districts and time slots. Since this is extra work for extra pay, faculty members are expected to perform all regular duties, responsibilities, and college service, and still maintain the quality of instruction and services. For information regarding compensation for overload assignments, refer to the Compensation section of the handbook.

### **Recruitment and Assignment**

In conjunction with the Office of Human Resources, each department is responsible for the recruitment of qualified faculty members for vacancies. Information regarding the hiring and onboarding process can be found on the Human Resources webpage for South Texas College.

**Review and Action as Necessary to Delete Policy #4910: *Employee Complaint Procedure* and Adopt New Policy #4904: *Employee Complaint Procedure***

Approval to delete the existing Policy #4910: *Employee Complaint Procedure* and adopt new Policy #4904: *Employee Complaint Procedure* is requested.

Purpose – Policy #4910: *Employee Complaint Procedure* has not been revised by the Board since 1999. Administration initially proposed changes to this policy in August 2016. Since that time,

Administration has determined that the scope of changes as well as a proposed new numbering system for related personnel policies made it more practical to recommend Board approval to delete Policy #4910 entirely and adopt the proposed Policy #4904 in its place.

New Policy #4904: *Employee Complaint Procedure* would functionally replace the deleted Policy #4910.

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

- 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; and
- To add a statement regarding prohibiting retaliation against an employee who files a complaint or grievance.

Background – Policy #4910: *Employee Complaint Procedure* was approved by the Board of Trustees on November 9, 1995, and was amended in 1999.

Reviewers - The text of the proposed new policy has 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 at their August 9, 2016 meeting, recommended Board approval of the proposed revisions to Policy #4910: *Employee Complaint Procedure* as presented and which supersedes any previously adopted Board policy.

In addition to the recommended renumbering of the policy, the following revisions were made to the policy after it was presented to the Committee.

- Under “Level Two” for items 1 and 2, we included the President in the complaint process as follows:
  1. 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, *except that a complaint concerning the proposed termination of an at-will employee may be presented to the President, if the employee has alleged unlawful retaliation, harassment, or discrimination in the complaint.* The complaint must be submitted to the Vice-President *or the President, as the case may be,* 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.
  2. The Vice-President, *or President, as the case may be,* may consult with the Director of Human Resources or Employee Relations Officer and may, not later than 20 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, *or President as the case may be,* is final and not appealable.

Enclosed Documents-

Proposed new Policy #4904: *Employee Complaint Procedure* is included in the packet for the Board’s review, followed by existing Policy #4910, which is proposed for deletion.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed deletion of Policy #4910: *Employee Complaint Procedure* and adoption of proposed new Policy #4904: *Employee Complaint Procedure* as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed deletion of Policy #4910: *Employee Complaint Procedure* and adoption of proposed new Policy #4904: *Employee Complaint Procedure* as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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



## MANUAL OF POLICY

<b>Title</b>	<b>Employee Complaint Procedure</b>	<b>4904</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 3</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 22, 2016</b>	

College employees have the right to present grievances concerning their wages, hours of employment, 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 are encouraged to seek resolution of their employment-related grievances as soon as possible, at the lowest administrative level, by discussing their concerns or complaints through informal conferences with their supervisor or other supervisor within the chain of command.

**MANUAL OF POLICY**

<b>Title</b>	<b>Employee Complaint Procedure</b>	<b>4904</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 3</b>

**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 present the complaint, in writing, to the employee's immediate supervisor 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, 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, 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.

**LEVEL TWO**

1. 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, except that a complaint concerning the proposed termination of an at-will employee may be presented to the President, if the employee has alleged unlawful retaliation, harassment, or discrimination in the complaint. The complaint must be submitted to the Vice-President or the President, as the case may be, 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.
2. The Vice-President, or President, as the case may be, may consult with the Director of Human Resources or Employee Relations Officer and may, not later than 20 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, or President as the case may be, is final and not appealable.

**MANUAL OF POLICY**

<b>Title</b>	<b>Employee Complaint Procedure</b>	<b>4904</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 3 of 3</b>

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.

New Policy

## MANUAL OF POLICY

<b>Title</b>	<b>Employee Complaint Procedure</b>	<b>4910</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 17, 1999</b>	

Employee complaints concerning wages, hours, 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. No employee will be penalized, disciplined or prejudiced for exercising the right to file and pursue a complaint.

Employees and administration are encouraged to resolve complaints through open communication and informal processes; however, the steps listed below are provided to resolve complaints that require a more structured procedure for resolution.

The steps to the procedure are as follows:

1. An employee 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.
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 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

## MANUAL OF POLICY

<b>Title</b>	<b>Employee Complaint Procedure</b>	<b>4910</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 17, 1999</b>	

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.

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.

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.**

## **Update on Status of Project and Program Accountability for the 2013 Bond Construction Program**

Broadus & Associates has updated the following accountability reports and has highlighted any changes to the budget in yellow:

- Program Budget Summary worksheet;
- Construction Budget worksheet;

In addition, the College administration has updated the following documents to reflect the 2013 Bond Construction Program budget shortfalls:

- Non-Bond Commitments and Expenditures worksheet
- Tracking Contingency Log

As of November 22, 2016, the total budget shortfall is estimated to be at \$5,755,022 with the use of buyout savings and design and construction contingency. The current estimated budget shortfall of \$5,755,022 includes the four alternates for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project. Funding for any shortfall net of savings in use of design and construction contingency will be covered by non-bond funds.

No action is requested.

SOUTH TEXAS COLLEGE  
2013 Bond Construction Program  
Program Budget Summary Spreadsheet

A		B	C	D	11/18/2016 11:57 AM		J	K	L	M	N	O	P
2013 Bond Program Budget Summary  <i>Board Meeting of Nov. 22, 2016 - Base Bid including Alternates 1 - 4</i>		Square Feet Cost				CCL/SSF	GMP/SF	Construction Cost					
		Org. Square Feet	Proposed Sq. Feet	Variance in Sq. Ft.	Construction Based on Org. Sq. Ft.			Org. CCL	GMP Total	GMP Variance	Org. Construction Contingency	Current Construction Contingency	Variance in Construction Contingency
4	<b>Pecan Campus</b>												
5	North Academic Building	61,267	64,299	3,032	\$ 13,893,664	171	159	\$ 10,500,000	\$ 10,230,122	\$ (269,878)	\$ 150,000	\$ 162,000	\$ 12,000
6	South Academic Building	40,000	41,694	1,694	\$ 9,196,633	170	160	\$ 6,800,000	\$ 6,657,834	\$ (142,166)	\$ 100,000	\$ 98,355	\$ (1,645)
7	STEM Building	48,879	50,614	1,735	\$ 11,536,375	174	206	\$ 8,500,000	\$ 10,417,059	\$ 1,917,059	\$ 125,000	\$ 153,990	\$ 28,990
8	Multi-purpose space for student support srvs. & activities	33,042	31,219	(1,823)	\$ 8,112,884	173	221	\$ 5,700,000	\$ 6,888,179	\$ 1,188,179	\$ 85,000	\$ 100,000	\$ 15,000
9	Thermal Plant Expansion	1,440	3,105	1,665	\$ -	N/A	N/A	\$ 4,300,000	\$ 4,194,000	\$ (106,000)	\$ 50,000	\$ 50,000	\$ -
10	Parking & Site Improvements (GMP Included Atl. #1 & #2)	-	-	-	\$ -	N/A	N/A	\$ 2,000,000	\$ 2,618,800	\$ 618,800	\$ 30,000	\$ 37,500	\$ 7,500
11	Subtotal	184,628	190,931	6,303	\$ 42,739,556	172	186	\$ 37,800,000	\$ 41,005,994	\$ 3,205,994	\$ 540,000	\$ 601,845	\$ 61,845
12	<b>Nursing &amp; Allied Health Campus</b>												
13	Expansion for Nursing & Allied Health	87,222	93,296	6,074	\$ 17,310,640	190	182	\$ 16,600,000	\$ 17,009,860	\$ 409,860	\$ 250,000	\$ 178,900	\$ (71,100)
14	Thermal Plant Expansion				\$ -	N/A	N/A	\$ -	\$ 230,788	\$ 230,788	\$ -	\$ 3,386	\$ 3,386
15	Parking & Site Improvements				\$ -	N/A	N/A	\$ 1,100,000	\$ 2,205,963	\$ 1,105,963	\$ 16,000	\$ 34,207	\$ 18,207
16	Subtotal	87,222	93,296	6,074	\$ 17,310,640	190	182	\$ 17,700,000	\$ 19,446,611	\$ 1,746,611	\$ 266,000	\$ 216,493	\$ (49,507)
17	<b>Technology Campus</b>												
18	Expansion for Technical & Workforce training programs	72,000	72,000	-	\$ 12,190,819	167	129	\$ 12,000,000	\$ 9,297,546	\$ (2,702,454)	\$ 175,000	\$ 147,215	\$ (27,785)
19	Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	-	-	-	\$ -	N/A	N/A	\$ 650,000	\$ 1,963,574	\$ 1,313,574	\$ 10,000	\$ 10,356	\$ 356
20	Subtotal	72,000	72,000	-	\$ 12,190,819	167	129	\$ 12,650,000	\$ 11,261,120	\$ (1,388,880)	\$ 185,000	\$ 157,571	\$ (27,429)
21	<b>Mid Valley Campus</b>												
22	Professional & Science Bldg.	76,069	78,649	2,580	\$ 18,827,059	177	184	\$ 13,500,000	\$ 14,453,388	\$ 953,388	\$ 200,000	\$ 193,887	\$ (6,113)
23	Expansion for Technical & Workforce training programs	10,000	11,810	1,810	\$ 2,308,064	175	169	\$ 1,750,000	\$ 2,000,000	\$ 250,000	\$ (1,750,000)	\$ -	\$ 1,750,000
24	Library Expansion	10,369	10,814	445	\$ 2,393,231	169	228	\$ 1,750,000	\$ 2,462,776	\$ 712,776	\$ 25,000	\$ 34,723	\$ 9,723
25	Student Services Bldg. Expansion	14,269	17,929	3,660	\$ 3,293,376	175	215	\$ 2,500,000	\$ 3,850,923	\$ 1,350,923	\$ 37,000	\$ 51,093	\$ 14,093
26	Thermal Plant Expansion	4,000	3,088	(912)	\$ -	N/A	N/A	\$ 3,800,000	\$ 3,896,698	\$ 96,698	\$ 52,602	\$ 61,547	\$ 8,945
27	Parking & Site Improvements	-	-	-	\$ -	N/A	N/A	\$ 2,000,000	\$ 2,369,777	\$ 369,777	\$ 29,032	\$ 31,731	\$ 2,699
28	Subtotal	114,707	122,290	7,583	\$ 26,821,730	174	199	\$ 25,300,000	\$ 29,033,562	\$ 3,733,562	\$ (1,406,366)	\$ 372,981	\$ 1,779,347
29	<b>Starr County Campus</b>												
30	Health Professionals & Science Ctr. And STEM programs	48,690	51,789	3,099	\$ 12,397,425	175	184	\$ 8,500,000	\$ 9,521,000	\$ 1,021,000	\$ 125,000	\$ 143,000	\$ 18,000
31	Expand technical workforce training facilities	9,302	16,869	7,567	\$ 2,156,521	172	110	\$ 1,600,000	\$ 1,850,000	\$ 250,000	\$ 25,000	\$ -	\$ (25,000)
32	Library and renovate existing space for Culteral Arts Center	16,516	18,381	1,865	\$ 3,373,085	170	201	\$ 2,800,000	\$ 3,700,000	\$ 900,000	\$ 42,000	\$ 55,500	\$ 13,500
33	Expansion of student services, advising, admissions, and financial services bldg.	5,000	5,310	310	\$ 1,292,198	170	249	\$ 850,000	\$ 1,320,000	\$ 470,000	\$ 13,000	\$ 19,500	\$ 6,500
34	Expansion of student activities building	4,923	4,670	(253)	\$ 1,272,299	173	292	\$ 850,000	\$ 1,365,000	\$ 515,000	\$ 13,000	\$ 21,000	\$ 8,000
35	Thermal Plant Expansion	4,000	4,267	267	\$ -	N/A	N/A	\$ 3,800,000	\$ 3,911,000	\$ 111,000	\$ 55,000	\$ 58,000	\$ 3,000
36	Parking & Site Improvements ( GMP 1 - 119,800)	-	-	-	\$ -	N/A	N/A	\$ 1,226,820	\$ 3,683,600	\$ 2,456,780	\$ 15,000	\$ 57,054	\$ 42,054
37	Subtotal	88,431	101,286	12,855	\$ 20,491,528	172	207	\$ 19,626,820	\$ 25,350,600	\$ 5,723,780	\$ 288,000	\$ 354,054	\$ 66,054
38	<b>Regional Center for Public Safety Excellence - Pharr</b>												
39	New Regional Center for Publish Safety	16,000	21,120	5,120	\$ 3,169,435	175	133	\$ 2,800,000	\$ 2,800,000	\$ -	\$ 57,000	\$ -	\$ (57,000)
40	Parking & Site Improvements	-	-	-	\$ -	N/A	N/A	\$ 200,000	\$ 200,000	\$ -	\$ 18,000	\$ -	\$ (18,000)
41	Subtotal	16,000	21,120	5,120	\$ 3,169,435	175	133	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 75,000	\$ -	\$ (75,000)
42	<b>STC La Joja Teaching Site (Jimmy Carter ECHS)</b>												
43	Develop STEM labs and entry level workforce training programs	11,000	11,000	-	\$ 1,100,000	100	100	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 16,000	\$ -	\$ (16,000)
44	Subtotal	11,000	11,000	-	\$ 1,100,000	100	100	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 16,000	\$ -	\$ (16,000)
45	<b>Total</b>	573,988	611,923	37,935	\$ 123,823,708	175	173	\$ 117,176,820	\$ 130,197,887	\$ 13,021,067	\$ (36,366)	\$ 1,702,944	\$ 1,739,310



SOUTH TEXAS COLLEGE  
2013 Bond Construction Program  
Program Budget Summary Spreadsheet

	A	Q	R	S	T	U	V	W	X	Y	Z	AA				
2	<b>2013 Bond Program Budget Summary</b>					<b>Part II - Construction Phase Srvs. - GMP Inclusions</b>					<b>Part I Construction Services</b>	<b>Owner Procured</b>		<b>GMP + Fees + Chillers + OCIP</b>	<b>Professional</b>	
3	<i>Board Meeting of Nov. 22, 2016 - Base Bid including Alternates 1 - 4</i>					<b>Fixed Equipment</b>	<b>IT Ductbank</b>	<b>GMP Target</b>	<b>Current Est. or GMP (red)</b>	<b>Variance or Delta</b>	<b>Fees</b>	<b>Chillers</b>	<b>OCIP</b>	<b>SUBTOTAL</b>	<b>Design</b>	<b>Furniture Consultant</b>
4	<b>Pecan Campus</b>															
5	North Academic Building			\$ 10,500,000	\$ 10,230,122	\$ 269,878	\$ 16,427		\$ 120,570	\$ 10,367,119	\$ 600,000	\$ 21,274				
6	South Academic Building			\$ 6,800,000	\$ 6,657,834	\$ 142,166	\$ 10,638		\$ 78,116	\$ 6,746,588	\$ 400,000	\$ 13,890				
7	STEM Building			\$ 8,500,000	\$ 10,417,059	\$ (1,917,059)	\$ 13,298		\$ 97,645	\$ 10,528,002	\$ 550,000	\$ 16,973				
8	Multi-purpose space for student support srvs. & activities	\$ 585,000		\$ 6,285,000	\$ 6,888,179	\$ (603,179)	\$ 9,491		\$ 72,116	\$ 6,969,786	\$ 400,000	\$ 11,473				
9	Thermal Plant Expansion			\$ 4,300,000	\$ 4,194,000	\$ 106,000	\$ 6,825	\$ 553,440	\$ 47,480	\$ 4,801,745	\$ 350,000	\$ 500				
10	Parking & Site Improvements (GMP Included Atl. #1 & #2)		\$ 122,925	\$ 2,122,925	\$ 2,618,800	\$ (495,875)	\$ 3,321		\$ 24,374	\$ 2,646,495	\$ 200,000	\$ -				
11	Subtotal	\$ 585,000	\$ 122,925	\$ 38,507,925	\$ 41,005,994	\$ (2,498,069)	\$ 60,000	\$ 553,440	\$ 440,301	\$ 42,059,735	\$ 2,500,000	\$ 64,110				
12	<b>Nursing &amp; Allied Health Campus</b>															
13	Expansion for Nursing & Allied Health	\$ 375,000		\$ 16,975,000	\$ 17,009,860	\$ (34,860)	\$ 25,584		\$ 195,006	\$ 17,230,450	\$ 1,000,000	\$ 48,380				
14	Thermal Plant Expansion			\$ 181,470	\$ 230,788	\$ (49,318)	\$ 274	\$ 378,170	\$ 2,054	\$ 611,286	\$ 50,000	\$ -				
15	Parking & Site Improvements		\$ 321,915	\$ 1,421,915	\$ 2,205,963	\$ (784,048)	\$ 2,142		\$ 16,279	\$ 2,224,384	\$ 120,000	\$ -				
16	Subtotal	\$ 375,000	\$ 321,915	\$ 18,578,385	\$ 19,446,611	\$ (868,226)	\$ 28,000	\$ 378,170	\$ 213,339	\$ 20,066,120	\$ 1,170,000	\$ 48,380				
17	<b>Technology Campus</b>															
18	Expansion for Technical & Workforce training programs			\$ 12,000,000	\$ 9,297,546	\$ 2,702,454	\$ 14,115		\$ 137,835	\$ 9,449,496	\$ 850,000	\$ 18,300				
19	Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)		\$ 102,575	\$ 752,575	\$ 1,963,574	\$ (1,210,999)	\$ 885		\$ 8,633	\$ 1,973,092	\$ 75,000	\$ -				
20	Subtotal	\$ -	\$ 102,575	\$ 12,752,575	\$ 11,261,120	\$ 1,491,455	\$ 15,000	\$ -	\$ 146,468	\$ 11,422,588	\$ 925,000	\$ 18,300				
21	<b>Mid Valley Campus</b>															
22	Professional & Science Bldg.			\$ 13,500,000	\$ 14,453,388	\$ (953,388)	\$ 28,377		\$ 155,099	\$ 14,636,864	\$ 800,000	\$ 26,858				
23	Expansion for Technical & Workforce training programs			\$ 1,750,000	\$ 2,000,000	\$ (250,000)	\$ 3,679		\$ 20,095	\$ 2,023,774	\$ 125,000	\$ 3,531				
24	Library Expansion		\$ -	\$ 1,750,000	\$ 2,462,776	\$ (712,776)	\$ 3,679		\$ 20,095	\$ 2,486,550	\$ 150,000	\$ 3,661				
25	Student Services Bldg. Expansion	\$ 325,000		\$ 2,825,000	\$ 3,850,923	\$ (1,025,923)	\$ 5,939		\$ 32,401	\$ 3,889,263	\$ 750,000	\$ 5,038				
26	Thermal Plant Expansion			\$ 3,800,000	\$ 3,896,698	\$ (96,698)	\$ 8,054	\$ 714,200	\$ 42,877	\$ 4,661,829	\$ 275,000	\$ 1,412				
27	Parking & Site Improvements		\$ 492,063	\$ 2,492,063	\$ 2,369,777	\$ 122,286	\$ 5,272		\$ 33,638	\$ 2,408,687	\$ 247,915	\$ -				
28	Subtotal	\$ 325,000	\$ 492,063	\$ 26,117,063	\$ 29,033,562	\$ (2,916,499)	\$ 55,000	\$ 714,200	\$ 304,205	\$ 30,106,967	\$ 2,347,915	\$ 40,500				
29	<b>Starr County Campus</b>															
30	Health Professionals & Science Ctr. And STEM programs			\$ 8,500,000	\$ 9,521,000	\$ (1,021,000)	\$ 25,985		\$ 94,645	\$ 9,641,630	\$ 550,000	\$ 31,935				
31	Expand technical workforce training facilities			\$ 1,600,000	\$ 1,850,000	\$ (250,000)	\$ 4,891		\$ 18,397	\$ 1,873,288	\$ 110,000	\$ 6,101				
32	Library and renovate existing space for Culteral Arts Center			\$ 2,800,000	\$ 3,700,000	\$ (900,000)	\$ 8,560		\$ 32,175	\$ 3,740,735	\$ 200,000	\$ 10,832				
33	Expansion of student services, advising, admissions, and financial services bldg.			\$ 850,000	\$ 1,320,000	\$ (470,000)	\$ 2,598		\$ 9,770	\$ 1,332,368	\$ 75,000	\$ 3,279				
34	Expansion of student activities building			\$ 850,000	\$ 1,365,000	\$ (515,000)	\$ 2,598		\$ 9,770	\$ 1,377,368	\$ 75,000	\$ 3,229				
35	Thermal Plant Expansion			\$ 3,800,000	\$ 3,911,000	\$ (111,000)	\$ 11,617	\$ 563,901	\$ 43,643	\$ 4,530,161	\$ 300,000	\$ 2,624				
36	Parking & Site Improvements ( GMP 1 - 119,800)		\$ 226,820	\$ 1,226,820	\$ 3,683,600	\$ (2,456,780)	\$ 3,751		\$ 14,059	\$ 3,701,410	\$ 100,000	\$ -				
37	Subtotal	\$ -	\$ 226,820	\$ 19,626,820	\$ 25,350,600	\$ (5,723,780)	\$ 60,000	\$ 563,901	\$ 222,459	\$ 26,196,960	\$ 1,410,000	\$ 58,000				
38	<b>Regional Center for Public Safety Excellence - Pharr</b>															
39	New Regional Center for Publish Safety			\$ 2,800,000	\$ 3,150,000	\$ (350,000)	\$ -		\$ 32,344	\$ 3,182,344	\$ 200,000	\$ 4,800				
40	Parking & Site Improvements			\$ 200,000	\$ 700,000	\$ (500,000)	\$ -		\$ 2,185	\$ 702,185	\$ 50,000	\$ -				
41	Subtotal	\$ -	\$ -	\$ 3,000,000	\$ 3,850,000	\$ (850,000)	\$ -	\$ -	\$ 34,529	\$ 3,884,529	\$ 250,000	\$ 4,800				
42	<b>STC La Joja Teaching Site (Jimmy Carter ECHS)</b>															
43	Develop STEM labs and entry level workforce training programs			\$ 1,100,000	\$ 1,100,000	\$ -	\$ -		\$ 10,370	\$ 1,110,370	\$ 100,000	\$ 3,000				
44	Subtotal	\$ -	\$ -	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 10,370	\$ 1,110,370	\$ 100,000	\$ 3,000				
45	<b>Total</b>	\$ 1,285,000	\$ 1,266,298	\$ 119,682,768	\$ 131,047,887	\$ (11,365,119)	\$ 218,000	\$ 2,209,711	\$ 1,371,671	\$ 134,847,269	\$ 8,702,915	\$ 237,090				



SOUTH TEXAS COLLEGE  
2013 Bond Construction Program  
Program Budget Summary Spreadsheet

	A	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
2	<b>2013 Bond Program Budget Summary</b>		<b>Professional Services</b>	<b>Furniture</b>	<b>Technology</b>	<b>Misc. Cost (1.5 % of CCL)</b>	<b>SUBTOTAL</b>	<b>Additional Costs</b>	<b>Additional Costs</b>	<b>Explanation for Additional Costs</b>	
3	<i>Board Meeting of Nov. 22, 2016 - Base Bid including Alternates 1 - 4</i>		<b>CPM</b>	<b>Additional Serv.</b>							<b>TOTAL Projected Costs to date</b>
4	<b>Pecan Campus</b>										
5	North Academic Building	\$ 371,010	\$ 86,698	\$ 675,000	\$ 1,024,009	\$ 164,265	\$ 13,309,375				\$ 13,309,375
6	South Academic Building	\$ 236,318	\$ 54,586	\$ 450,000	\$ 732,589	\$ 110,638	\$ 8,744,609				\$ 8,744,609
7	STEM Building	\$ 327,523	\$ 75,653	\$ 550,000	\$ 681,873	\$ 145,548	\$ 12,875,572				\$ 12,875,572
8	Multi-purpose space for student support srvs. & activities	\$ 220,666	\$ 50,971	\$ 500,000	\$ 311,901	\$ 94,548	\$ 8,559,345				\$ 8,559,345
9	Thermal Plant Expansion	\$ 138,526	\$ 30,998	\$ -	\$ 55,282	\$ 62,910	\$ 5,439,961				\$ 5,439,961
10	Parking & Site Improvements (GMP Included Atl. #1 & #2)	\$ 62,245	\$ 14,378	\$ -	\$ -	\$ 30,366	\$ 2,953,484				\$ 2,953,484
11	Subtotal	\$ 1,356,288	\$ 313,284	\$ 2,175,000	\$ 2,805,654	\$ 608,275	\$ 51,882,346	\$ -	\$ -		\$ 51,882,346
12	<b>Nursing &amp; Allied Health Campus</b>										
13	Expansion for Nursing & Allied Health	\$ 566,022	\$ 130,743	\$ 820,000	\$ 1,192,881	\$ 250,875	\$ 21,239,351				\$ 21,239,351
14	Thermal Plant Expansion	\$ 900	\$ -	\$ -	\$ -	\$ 2,722	\$ 664,908				\$ 664,908
15	Parking & Site Improvements	\$ 36,194	\$ 8,360	\$ -	\$ -	\$ 12,616	\$ 2,401,554				\$ 2,401,554
16	Subtotal	\$ 603,116	\$ 139,103	\$ 820,000	\$ 1,192,881	\$ 266,213	\$ 24,305,813	\$ -	\$ -		\$ 24,305,813
17	<b>Technology Campus</b>										
18	Expansion for Technical & Workforce training programs	\$ 374,227	\$ 84,197	\$ 600,000	\$ 668,249	\$ 156,193	\$ 12,200,662				\$ 12,200,662
19	Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	\$ 19,959	\$ 6,855	\$ -	\$ -	\$ 27,915	\$ 2,102,821				\$ 2,102,821
20	Subtotal	\$ 394,186	\$ 91,052	\$ 600,000	\$ 668,249	\$ 184,108	\$ 14,303,483	\$ -	\$ -		\$ 14,303,483
21	<b>Mid Valley Campus</b>										
22	Professional & Science Bldg.	\$ 449,002	\$ 128,285	\$ 900,000	\$ 992,248	\$ 217,513	\$ 18,150,770				\$ 18,150,770
23	Expansion for Technical & Workforce training programs	\$ 61,324	\$ 11,096	\$ 100,000	\$ 149,818	\$ 44,956	\$ 2,519,499				\$ 2,519,499
24	Library Expansion	\$ 62,092	\$ 10,867	\$ 150,000	\$ 107,559	\$ 35,466	\$ 3,006,195				\$ 3,006,195
25	Student Services Bldg. Expansion	\$ 99,843	\$ 16,376	\$ 150,000	\$ 157,165	\$ 52,889	\$ 5,120,574			\$347,758 Admissions	\$ 5,120,574
26	Thermal Plant Expansion	\$ 110,605	\$ 28,207	\$ -	\$ 58,748	\$ 56,810	\$ 5,192,611				\$ 5,192,611
27	Parking & Site Improvements	\$ 61,397	\$ 14,182	\$ -	\$ -	\$ 29,806	\$ 2,761,987				\$ 2,761,987
28	Subtotal	\$ 844,263	\$ 209,013	\$ 1,300,000	\$ 1,465,538	\$ 437,440	\$ 36,751,636	\$ -	\$ -		\$ 36,751,636
29	<b>Starr County Campus</b>										
30	Health Professionals & Science Ctr. And STEM programs	\$ 294,243	\$ 69,998	\$ 600,000	\$ 667,262	\$ 135,615	\$ 11,990,683				\$ 11,990,683
31	Expand technical workforce training facilities	\$ 53,961	\$ 11,841	\$ 100,000	\$ 78,051	\$ 46,410	\$ 2,279,652			\$750,000 Workforce	\$ 2,279,652
32	Library and renovate existing space for Culteral Arts Center	\$ 92,988	\$ 19,493	\$ 250,000	\$ 269,378	\$ 51,105	\$ 4,634,531				\$ 4,634,531
33	Expansion of student services, advising, admissions, and financial services bldg.	\$ 30,473	\$ 5,975	\$ 60,000	\$ 101,372	\$ 17,976	\$ 1,626,443				\$ 1,626,443
34	Expansion of student activities building	\$ 30,935	\$ 5,831	\$ 60,000	\$ 106,431	\$ 17,516	\$ 1,676,310				\$ 1,676,310
35	Thermal Plant Expansion	\$ 109,321	\$ 28,207	\$ -	\$ 44,342	\$ 58,665	\$ 5,073,320				\$ 5,073,320
36	Parking & Site Improvements ( GMP 1 - 119,800)	\$ 30,888	\$ 7,135	\$ -	\$ -	\$ 18,558	\$ 3,857,991				\$ 3,857,991
37	Subtotal	\$ 642,809	\$ 148,480	\$ 1,070,000	\$ 1,266,836	\$ 345,845	\$ 31,138,930	\$ -	\$ -		\$ 31,138,930
38	<b>Regional Center for Public Safety Excellence - Pharr</b>										
39	New Regional Center for Publish Safety	\$ 99,344	\$ 22,947	\$ 150,000	\$ 371,977	\$ 42,000	\$ 4,073,412				\$ 4,073,412
40	Parking & Site Improvements	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 755,185				\$ 755,185
41	Subtotal	\$ 99,344	\$ 22,947	\$ 150,000	\$ 371,977	\$ 45,000	\$ 4,828,597	\$ -	\$ -		\$ 4,828,597
42	<b>STC La Joja Teaching Site (Jimmy Carter ECHS)</b>										
43	Develop STEM labs and entry level workforce training programs	\$ 35,894	\$ 8,292	\$ 50,000	\$ 249,100	\$ 16,500	\$ 1,573,156				\$ 1,573,156
44	Subtotal	\$ 35,894	\$ 8,292	\$ 50,000	\$ 249,100	\$ 16,500	\$ 1,573,156	\$ -	\$ -		\$ 1,573,156
45	<b>Total</b>	<b>\$ 3,975,900</b>	<b>\$ 932,171</b>	<b>\$ 6,165,000</b>	<b>\$ 8,020,235</b>	<b>\$ 1,903,381</b>	<b>\$ 164,783,961</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 164,783,961</b>

SOUTH TEXAS COLLEGE  
2013 Bond Construction Program  
Program Budget Summary Spreadsheet

	A	AL	AM	11/18/2016 11:57 AM	AQ
2	<b>2013 Bond Program Budget Summary</b>		<b>Total Project Cost Summary</b>		
3	<i>Board Meeting of Nov. 22, 2016 - Base Bid including Alternates 1 - 4</i>	<b>Bond Total Cost</b>	<b>Variance [Total Projected Costs to Bond Total Cost]</b>	<b>Explanation for project over/under budget</b>	
4	<b>Pecan Campus</b>				
5	North Academic Building	\$ 14,843,110	\$ 1,533,735		
6	South Academic Building	\$ 9,454,426	\$ 709,817		
7	STEM Building	\$ 13,103,319	\$ 227,747		
8	Multi-purpose space for student support srvs. & activities	\$ 8,828,254	\$ 268,909		
9	Thermal Plant Expansion	\$ 5,542,049	\$ 102,088		
10	Parking & Site Improvements (GMP Included Atl. #1 & #2)	\$ 2,490,261	\$ (463,223)		
11	Subtotal	\$ 54,261,419	\$ 2,379,073		
12	<b>Nursing &amp; Allied Health Campus</b>				
13	Expansion for Nursing & Allied Health	\$ 21,773,439	\$ 534,088		
14	Thermal Plant Expansion	\$ 601,877	\$ (63,031)		
15	Parking & Site Improvements	\$ 1,717,717	\$ (683,837)		
16	Subtotal	\$ 24,093,033	\$ (212,780)		
17	<b>Technology Campus</b>				
18	Expansion for Technical & Workforce training programs	\$ 14,864,990	\$ 2,664,328		
19	Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	\$ 905,324	\$ (1,197,497)		
20	Subtotal	\$ 15,770,314	\$ 1,466,831		
21	<b>Mid Valley Campus</b>				
22	Professional & Science Bldg.	\$ 17,277,682	\$ (873,088)		
23	Expansion for Technical & Workforce training programs	\$ 2,257,363	\$ (262,136)		
24	Library Expansion	\$ 2,288,968	\$ (717,227)		
25	Student Services Bldg. Expansion	\$ 4,114,228	\$ (1,006,346)	Recommended 7/6/16 Facilities Committee	
26	Thermal Plant Expansion	\$ 5,042,398	\$ (150,213)		
27	Parking & Site Improvements	\$ 2,796,035	\$ 34,048		
28	Subtotal	\$ 33,776,674	\$ (2,974,962)		
29	<b>Starr County Campus</b>				
30	Health Professionals & Science Ctr. And STEM programs	\$ 11,267,182	\$ (723,501)		
31	Expand technical workforce training facilities	\$ 2,051,983	\$ (227,669)	Recommended 7/6/16 Facilities Committee	
32	Library and renovate existing space for Culteral Arts Center	\$ 3,732,378	\$ (902,153)		
33	Expansion of student services, advising, admissions, and financial services bldg.	\$ 1,162,522	\$ (463,921)		
34	Expansion of student activities building	\$ 1,166,402	\$ (509,908)		
35	Thermal Plant Expansion	\$ 4,938,772	\$ (134,548)		
36	Parking & Site Improvements ( GMP 1 - 119,800)	\$ 1,397,789	\$ (2,460,202)	<i>Total Includes Alternates 1-4</i>	
37	Subtotal	\$ 25,717,028	\$ (5,421,902)		
38	<b>Regional Center for Public Safety Excellence - Pharr</b>				
39	New Regional Center for Publish Safety	\$ 3,655,134	\$ (418,278)		
40	Parking & Site Improvements	\$ 319,337	\$ (435,848)		
41	Subtotal	\$ 3,974,471	\$ (854,126)		
42	<b>STC La Joja Teaching Site (Jimmy Carter ECHS)</b>				
43	Develop STEM labs and entry level workforce training programs	\$ 1,436,000	\$ (137,156)		
44	Subtotal	\$ 1,436,000	\$ (137,156)		
45	<b>Total</b>	\$ 159,028,939	\$ (5,755,022)	Added \$384,219 to Misc. Expense (7/1/16)	





**South Texas College**  
**Non-Bond Commitments and Expenditures**  
**As of November 22, 2016**

<b>I. Non-Bond Commitments</b>				
Project Name - Item Description	Approved Board Dates	Board Approved Expenditures	Not Board Approved Projected Expenditures	Actual GMP/Projected Expenditures
<b>Nursing &amp; Allied Health</b>				
1 Thermal Plant-Design	10/27/2015	\$ 103,350	\$ 2,716,000	\$ 2,819,350
2 Thermal Plant Parking and Site Improvement		-	217,000	217,000
<b>NAH Campus Subtotal</b>		<b>\$ 103,350</b>	<b>\$ 2,933,000</b>	<b>\$ 3,036,350</b>
<b>Mid Valley Campus</b>				
3 Library Retrofit-Design	10/27/2015	\$ 119,600	\$ 2,111,710	\$ 2,231,310
4 Workforce Retrofit		-	100,000	100,000
<b>Mid Valley Campus Subtotal</b>		<b>\$ 119,600</b>	<b>\$ 2,211,710</b>	<b>\$ 2,331,310</b>
<b>Starr County Campus</b>				
5 Workforce Retrofit		-	\$ 180,000	\$ 180,000
<b>Starr Campus Subtotal</b>		<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>
<b>Regional Center for Public Safety Excellence</b>				
6 Parking and Site Improvements		-	\$ 1,000,000	\$ 1,000,000
<b>Regional Center for Public Safety Excellence Subtotal</b>		<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>
<b>Total Non-Bond Expenditures</b>		<b>\$ 222,950</b>	<b>\$ 6,324,710</b>	<b>\$ 6,547,660</b>

<b>II. Bond Budget Deficits - Board Approved - as of October 27, 2016</b>				
(Includes deficits realized after use of Program Contingency Amount)				
Project Name - Item Description	Approved Board Dates	Bond Budget Deficits	Non-Bond Budget Deficits	Total Bond and Non-Bond Deficits
1 Mid Valley Campus Thermal Plant Alternate 1 & 2	4/26/2016	-	\$ 718,947	\$ 718,947
2 Starr County Campus Thermal Plant Alternate	6/28/2016	-	\$ 788,305	\$ 788,305
3 Pecan Parking and Site Improvements Contingency Variance	9/27/2016	\$ 171,819	-	\$ 171,819
6 NAH Campus Parking and Site Improvements GMP Variance	10/27/2016	\$ 784,048	-	\$ 784,048
7 Starr County Campus Library Expansion GMP Variance	10/27/2016	\$ 900,000	-	\$ 900,000
8 Non-Bond Mid Valley Campus Library Furniture Consultant Fee	10/27/2016	-	\$ 18,613	\$ 18,613
9 Non-Bond NAH Campus Thermal Plant AV/IT Consultant Fee	10/27/2016	-	\$ 8,850	\$ 8,850
<b>Total Non-Bond Funds Required to Cover Bond Budget Deficits</b>		<b>\$ 1,855,867</b>	<b>\$ 1,534,715</b>	<b>\$ 3,390,582</b>

<b>III. Bond Budget Deficits - Not Board Approved - as of November 22, 2016</b>				
Project Name - Item Description	Proposed Board Dates	Proposed Bond Budget Deficits	Proposed Non-Bond Budget Deficits	Total Proposed Bond and Non-Bond Deficits
1 Starr County Campus Student Services GMP Variance	11/22/2016	\$ 470,000	-	\$ 470,000
2 Starr County Campus Student Activities GMP Variance	11/22/2016	\$ 515,000	-	\$ 515,000
3 NAH Campus Thermal Plant GMP Variance	11/22/2016	\$ 230,788	\$ 310,927	\$ 541,715
4 NAH Campus Thermal Plant Parking and Site Improvements GMP Variance	11/22/2016	-	\$ 29,010	\$ 29,010
5 Midvalley Campus Library Expansion GMP Variance	11/22/2016	\$ 712,776	-	\$ 712,776
6 Mid Valley Campus Library Renovation	11/22/2016	-	\$ (462,028)	\$ (462,028)
7 Tech Campus Southwest Renovation Building Deductive Change Order	11/22/2016	\$ (1,115,311)	-	\$ (1,115,311)
8 Starr County Campus Parking and Site Improvement GMP Variance w/ Alternates	11/22/2016	\$ 2,456,780	-	\$ 2,456,780
9 Pending December Board Approval North Academic Buyout Savings	12/13/2016	\$ (720,878)	-	\$ (720,878)
<b>Total Non-Bond Funds Required to Cover Bond Budget Deficits</b>		<b>\$ 2,549,155</b>	<b>\$ (122,091)</b>	<b>\$ 2,427,064</b>

<b>Total Non-Bond Funds Expenditures (I, II, and III)</b>	<b>\$ 4,405,022</b>	<b>\$ 7,960,284</b>	<b>\$ 12,365,306</b>
---	---------------------	---------------------	----------------------

<b>IV. Additional Projected Deficits CCL/GMP</b>			
Item Description	Proposed Bond Budget Deficits	Non-Bond Budget Deficits	Total Deficits
Additional Projected Deficits CCL/GMP - per Broadus and Associates	\$ 3,828,278	-	\$ 3,828,278

<b>Grand Total Non-Bond Funds Expenditures (I, II, III, and IV)</b>	<b>\$ 8,233,300</b>	<b>\$ 7,960,284</b>	<b>\$ 16,193,584</b>
---	---------------------	---------------------	----------------------

**South Texas College  
2013 Bond Construction Program  
Tracking Contingency Log**

#	Item Description	Budget Variance	Contingency Balance
<b>1</b>	<b>Original Contingency Balance</b>	\$ -	\$ <b>9,978,348</b>
<b>Approved GMPs</b>			
2	Pecan Campus North Academic GMP Variance	\$ (451,000)	\$ 9,527,348
3	Pecan South Academic GMP Variance	\$ 142,166	\$ 9,669,514
4	Pecan STEM Bldg. GMP Variance	\$ (1,917,059)	\$ 7,752,455
5	Pecan Campus Student Services GMP Variance	\$ (603,179)	\$ 7,149,276
6	Pecan Thermal Energy Plant GMP Variance	\$ 106,000	\$ 7,255,276
7	Pecan Parking and Site Improvements GMP Variance	\$ (495,875)	\$ 6,759,401
8	NAH Campus Expansion GMP Variance	\$ (34,860)	\$ 6,724,541
9	NAH Campus Parking and Site Improvements GMP Variance	\$ (784,048)	\$ 5,940,493
10	Technology Campus Renovation GMP Variance	\$ 1,466,413	\$ 7,406,906
11	Technology Campus Site & Parking GMP Variance	\$ (1,335,820)	\$ 6,071,086
12	Technology Campus Site & Parking IT Duct Bank	\$ 102,575	\$ 6,173,661
13	Mid Valley Health Professions GMP Variance	\$ (953,388)	\$ 5,220,273
14	Mid Valley Student Services Building Expansion GMP Variance	\$ (1,025,923)	\$ 4,194,350
15	Mid Valley Thermal Energy Plant GMP Variance	\$ (96,698)	\$ 4,097,652
16	Mid Valley Parking & Site Improvements GMP Variance	\$ 122,286	\$ 4,219,938
17	Change Order - Mid Valley Thermal Plant	\$ 109,376	\$ 4,329,314
18	Change Order - Mid Valley Parking and Site Improvements	\$ (109,376)	\$ 4,219,938
19	Starr County Campus Health Professions GMP Variance	\$ (1,021,000)	\$ 3,198,938
20	Starr County Campus Library Expansion GMP Variance	\$ (900,000)	\$ 2,298,938
21	Starr County Thermal Energy Plant GMP Variance	\$ (111,000)	\$ 2,187,938
<b>Proposed GMPs - Pending Board Approval on 11/22/16</b>			
22	Starr County Campus Student Services GMP Variance	\$ (470,000)	\$ 1,717,938
23	Starr County Campus Student Activities GMP Variance	\$ (515,000)	\$ 1,202,938
24	NAH Campus Thermal Plant (Bond Funded) GMP Variance	\$ (230,788)	\$ 972,150
25	Mid Valley Campus Library Expansion GMP Variance	\$ (712,776)	\$ 259,374
26	Starr County Campus Parking and Site Improvements GMP Variance with Alternates	\$ (2,456,780)	\$ (2,197,406)
<b>Deductive Change Orders - Buyout Savings</b>			
27	Deductive Change Orders-Tech Campus Renovation	\$ 120,730	\$ (2,076,676)
28	Deductive Change Orders-Tech Campus Parking & Site	\$ 22,246	\$ (2,054,430)
29	Deductive Change Orders-Tech Campus Renovation - PENDING Board Approval 11/22/16	\$ 1,115,311	\$ (939,119)
30	Deductive Change Orders-North Academic - PENDING December Board Approval	\$ 720,878	\$ (218,241)
<b>Other Expenditures</b>			
27	A/E Fees	\$ 2,992,085	\$ 2,773,844
28	Chillers Procurement	\$ (2,209,711)	\$ 564,133
29	CMR Preconstruction Services for all projects	\$ (218,000)	\$ 346,133
30	B&A Reimbursable Expense for Travel	\$ (900)	\$ 345,233
31	B&A Additional Services - Includes AV/IT, Wage Scale Survey, BIM FM, Traffic Study	\$ (932,171)	\$ (586,938)
32	FF&E- Portion used for Consultant Fees	\$ 66,186	\$ (520,752)
33	FF&E Consultant-Not in Original Amount	\$ (237,090)	\$ (757,842)
34	Technology	\$ 703,422	\$ (54,420)
35	IT Duct bank-Not in Original Scope	\$ (1,266,298)	\$ (1,320,718)
36	Fixed Kitchen Equipment-Not in Original Scope	\$ (1,285,000)	\$ (2,605,718)
37	OCIP	\$ (1,371,671)	\$ (3,977,389)
37	Miscellaneous Expense Increase	\$ (427,633)	\$ (4,405,022)
<b>Current and Additional Projected Liability Exposure</b>			
40	Current Program Contingency Balance	\$ -	\$ (4,405,022)
41	Mid Valley Workforce Training Center Expansion GMP Variance	\$ (250,000)	\$ (4,655,022)
42	Starr County Campus Workforce Training Center Expansion GMP Variance	\$ (250,000)	\$ (4,905,022)
44	Regional Center for Public Safety Excellence GMP Variance	\$ (350,000)	\$ (5,255,022)
45	Regional Center for Public Safety Excellence Parking and Site GMP Variance	\$ (500,000)	\$ (5,755,022)
46	La Joya Center Teaching Site GMP Variance	\$ -	\$ (5,755,022)
<b>47</b>	<b>Projected Program Contingency Balance</b>		\$ <b>(5,755,022)</b>



## **Review and Action as Necessary on Schematic Design for the 2013 Bond Construction Regional Center for Public Safety Excellence**

Approval of schematic design by PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence project is requested.

### **Purpose**

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

### **Justification**

Once schematic design is approved, PBK Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using the College's design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk, Noble Texas Builders, provides preconstruction services during the design processes leading to the construction phase. They have provided a detailed estimate based on the current PBK Architects schematic design. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, PBK Architects began working with Broaddus & Associates, Facilities Planning & Construction, and College staff to develop floor plans and elevations. The proposed Regional Center for Public Safety Excellence project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
  - PBK Architects
  
- **Construction Manager-at-Risk**
  - Noble Texas Builders
  
- **Construction Cost Limitation (CCL)**
  - \$3,968,000

➤ **Program Scope**

- Revised SQ FT – 19,450
  - Original Program SF 21,800
- Office /Administration Space
- Lecture Hall
- Classrooms
- Computer Lab
- Simulator Lab
- Workout Room
- Shower/Locker Rooms

**Funding Source**

2013 Bond Construction Program	\$2,800,000
PSJA ISD	825,000
Non-Bond Unexpended Budget	<u>343,000</u>
Total Construction Cost Limitation (CCL)	<u>\$3,968,000</u>

The current Construction Cost Limitation (CCL) is \$3,968,000. The Guaranteed Maximum Price (GMP) will be submitted by the Construction Manager-at-Risk for Board approval at a later date. Bond funds are budgeted in the Bond Construction budget for fiscal year 2016-2017. Additional funds from PSJA ISD and from the College's Non-Bond Unexpended Budget are budgeted in fiscal year 2016-2017.

The Board of Trustees has previously approved the Master Plan for the 2013 Regional Center for Public Safety Excellence site prepared by PBK Architects and consultant G2 Solutions. The current scope of this project will only include Phase I of the Master Plan which is described in the presentation drawings.

Construction Manager-at-Risk, Noble Texas Builders, has provided an estimate in the amount of \$4,355,971 based on current schematic design. The value engineering options below are their efforts in reducing cost to stay within budget.

Construction Cost Limitation (CCL)	\$3,968,000
Schematic Design Estimate	\$4,355,971
<u>Potential Value Engineering Option:</u>	<u>(16,160)</u>
• Stucco in lieu of Berridge panels	
Revised Schematic estimate if VE is accepted	<u><u>4,339,811</u></u>
Budget Deficit	<u><u>(\$371,811)</u></u>

**Reviewers**

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Public Safety, and Fire Science departments, Coordinated Operations Council, and Administration.

**Enclosed Documents**

PBK Architects has developed a schematic presentation describing the proposed design. Enclosed are drawings of schematic design and a detailed schematic design estimate prepared by Noble Texas Builders.

**Presenters**

Representatives from PBK Architects and Broaddus & Associates will be present at the meeting to present the schematic design.

**Committee Recommendation**

At a special Facilities Committee meeting on November 22, 2016, the Facilities Committee will be asked to recommend Board action as necessary regarding the proposed schematic design by PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the proposed schematic design by PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

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

The Board of Trustees approves and authorizes action as necessary regarding the proposed schematic design by PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

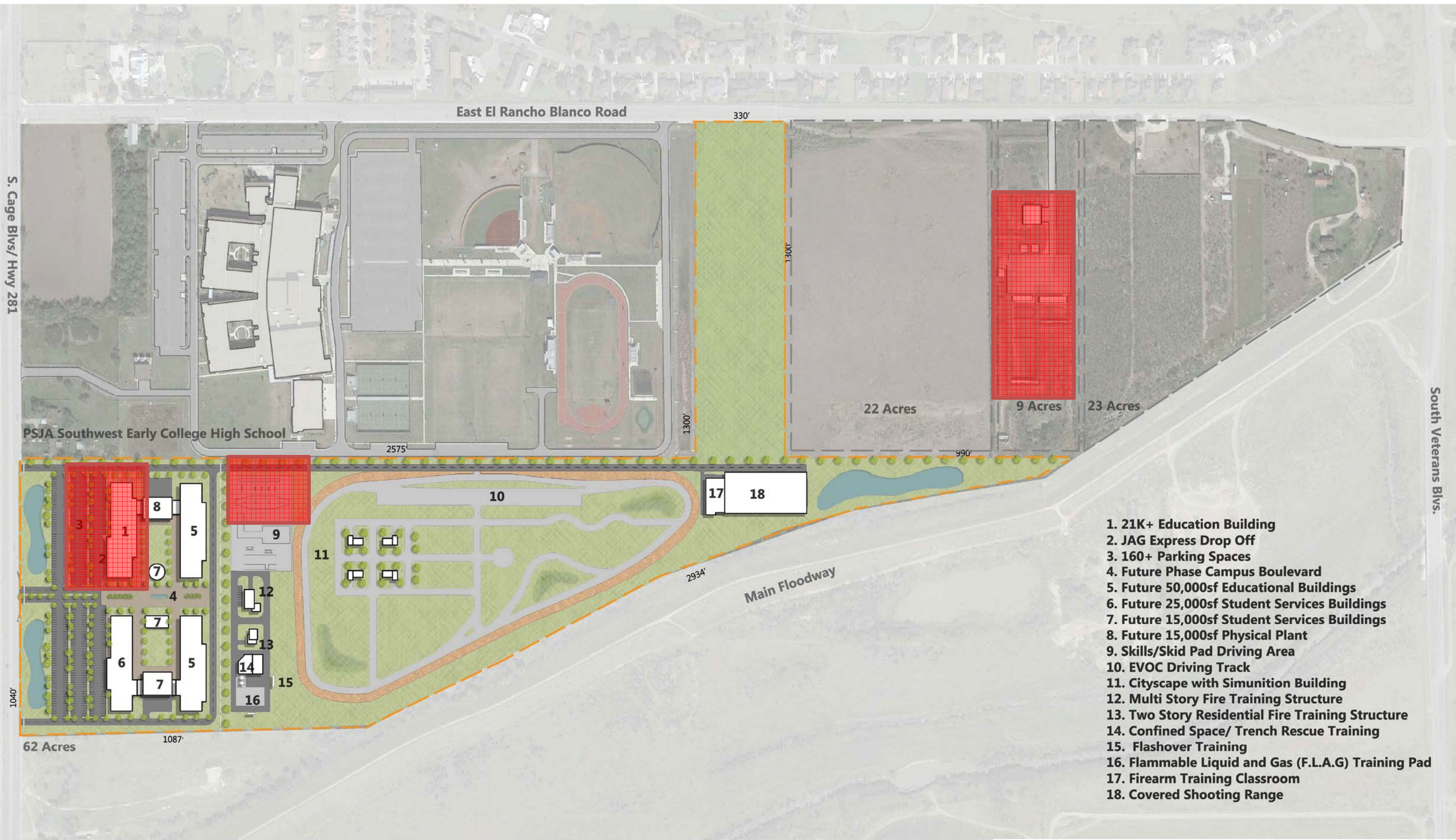
**Approval Recommended:**

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

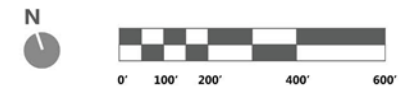


**SOUTH TEXAS COLLEGE**  
**REGIONAL CENTER FOR**  
**PUBLIC SAFETY EXCELLENCE**





- 1. 21K+ Education Building
- 2. JAG Express Drop Off
- 3. 160+ Parking Spaces
- 4. Future Phase Campus Boulevard
- 5. Future 50,000sf Educational Buildings
- 6. Future 25,000sf Student Services Buildings
- 7. Future 15,000sf Student Services Buildings
- 8. Future 15,000sf Physical Plant
- 9. Skills/Skid Pad Driving Area
- 10. EVOC Driving Track
- 11. Cityscape with Simunition Building
- 12. Multi Story Fire Training Structure
- 13. Two Story Residential Fire Training Structure
- 14. Confined Space/ Trench Rescue Training
- 15. Flashover Training
- 16. Flammable Liquid and Gas (F.L.A.G) Training Pad
- 17. Firearm Training Classroom
- 18. Covered Shooting Range









H.W. 281 Elevation 92.5'











Total Sq.Ft 19,400







Total Sq.Ft 19,400







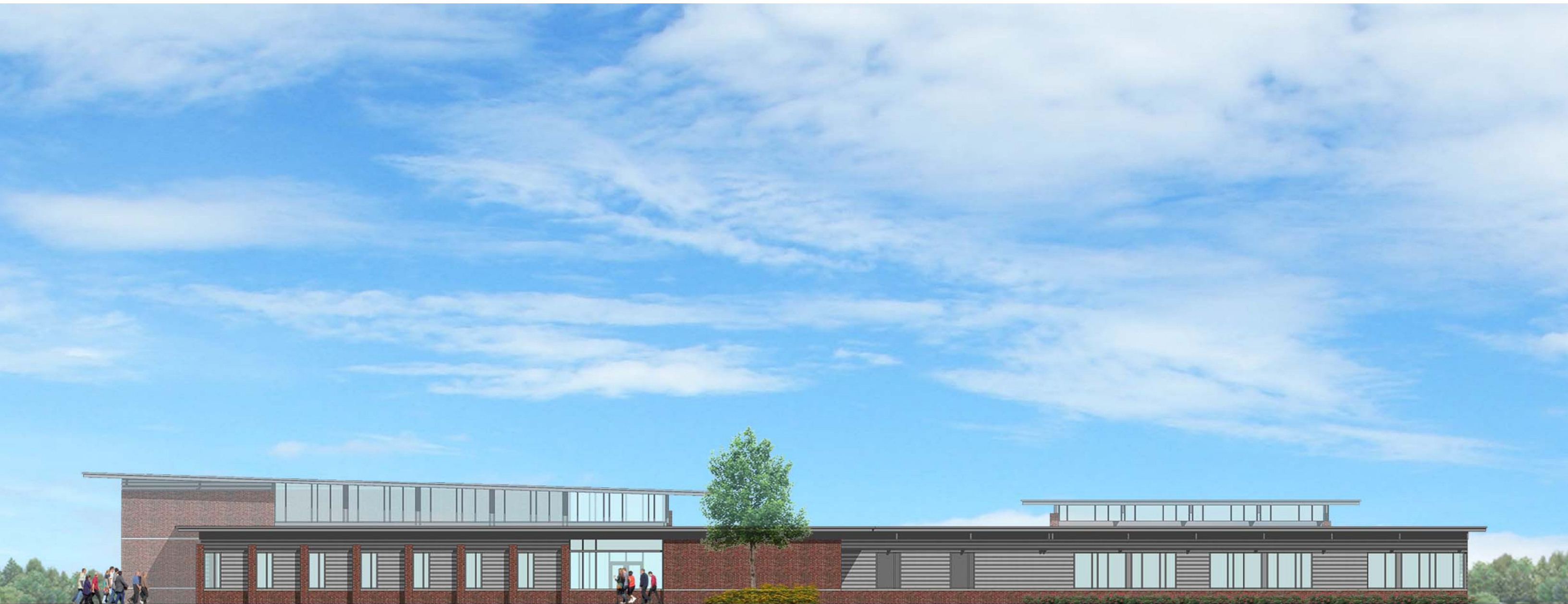




NORTH AND SOUTH ELEVATIONS



























PERSPECTIVE VIEW OF ENTRY













**SOUTH TEXAS COLLEGE**  
**REGIONAL CENTER FOR**  
**PUBLIC SAFETY EXCELLENCE**

THANK YOU

## **Review and Action as Necessary on Schematic Design for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements**

Approval of schematic design by Dannebaum Engineering Company-McAllen, LLC. for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project is requested.

### **Purpose**

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

### **Justification**

Once schematic design is approved, Dannebaum Engineering Company-McAllen, LLC will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using the College's design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk, Noble Texas Builders, provides preconstruction services during the design processes leading to the construction phase. They have provided a detailed estimate based on the current Dannebaum Engineering Company-McAllen, LLC schematic design. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, Dannebaum Engineering Company-McAllen, LLC began working with Broaddus & Associates, Facilities Planning & Construction, and College staff to develop the parking and site plans. The proposed Regional Center for Public Safety Excellence Parking and Site Improvements project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
  - Dannebaum Engineering Company-McAllen, LLC
- **Construction Manager-at-Risk**
  - Noble Texas Builders
- **Construction Cost Limitation (CCL)**
  - \$1,891,036

- **Program Scope**
  - 138 Parking Spaces
  - Drives and Sidewalks
  - Infrastructure Improvements
  - Landscaping and Irrigation
  - Grading and Drainage
  - Skills Training Pad
  - Bus Drop Off

**Funding Source**

2013 Bond Construction Program	\$251,036
Texas Department of Public Safety (TxDPS)	1,140,000
Non-Bond Unexpended Budget	<u>500,000</u>
Total Construction Cost Limitation (CCL)	\$1,891,036

The current Construction Cost Limitation (CCL) is \$1,891,036. The Guaranteed Maximum Price (GMP) will be submitted by the Construction Manager-at-Risk for Board approval at a later date. Bond funds are budgeted in the Bond Construction budget for fiscal year 2016-2017. Additional funds from Texas Department of Public Safety and from the College’s Non Bond Unexpended Budget are budgeted in the fiscal year 2016-2017.

The Board of Trustees has previously approved the Master Plan for the 2013 Regional Center for Public Safety Excellence site prepared by PBK Architects and consultant G2 Solutions. The current scope of this project will only include Phase I of the Master Plan which is described in the presentation drawings.

Construction Manager-at-Risk, Noble Texas Builders, has provided an estimate that is currently based off of the schematic design in the amount of \$2,766,202.

Total Construction Cost Limitation (CCL)	\$1,891,036
Proposed Site Plan Estimate	\$2,766,202
<u>Potential Value Engineering Option:</u>	<u>(202,250)</u>
• Caliche in lieu of Asphalt	
Revised Schematic estimate if VE is accepted	<u><u>2,563,952</u></u>
Budget Deficit	<u><u>(\$672,916)</u></u>

**Reviewers**

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Public Safety, and Fire Science departments, Coordinated Operations Council, and Administration.

**Enclosed Documents**

Dannebaum Engineering Company-McAllen, LLC. Has developed a schematic presentation describing the proposed design. Enclosed are drawings of schematic design and a detailed schematic design estimate prepared by Noble Texas Builders.



**Presenters**

Representatives from Dannebaum Engineering Company-McAllen, LLC. and Broaddus & Associates will be present at the meeting to present the schematic design.

**Committee Recommendation**

At a special Facilities Committee meeting on November 22, 2016, the Facilities Committee will be asked to recommend Board action as necessary regarding the proposed schematic design by Dannebaum Engineering Company-McAllen, LLC. for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the proposed schematic design by Dannebaum Engineering Company-McAllen, LLC. for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes action as necessary regarding the proposed schematic design by Dannebaum Engineering Company-McAllen, LLC. for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

**Approval Recommended:**

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

# Regional Center for Public Safety Excellence



SOUTH TEXAS  
COLLEGE

**DANNENBAUM**

**ENGINEERING COMPANY-McALLEN, LLC**

1109 Nolana Loop, Suite 208 McAllen, TX 78504 (956) 682-3677

# Regional Center for Public Safety Excellence Proposed Site Plan





# Regional Center for Public Safety Excellence Proposed Alternate Site Plan



# Regional Center for Public Safety Excellence



## **Review and Action as Necessary on Color Boards for the 2013 Bond Construction Projects**

- 1) Starr County Campus Health Professions and Science Building**
- 2) Starr County Campus Student Services Expansion**
- 3) Starr County Campus Student Activities Expansion**
- 4) Starr County Campus Library**
- 5) Starr County Campus Thermal Plant**

Approval of the colors and finishes for the 2013 Bond Construction projects is requested.

### **Background**

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. The colors and finishes have been reviewed with College staff and Broaddus and Associates.

### **Presenters**

Representatives from the Mata + Garcia Architects, LLP. will be present at the meeting to present the color boards.

### **Committee Recommendation**

At a special Facilities Committee meeting on November 22, 2016, the Facilities Committee will be asked to recommend Board action as necessary regarding the selection of colors and finishes for the 2013 Bond Construction Starr County Campus projects as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the selection of colors and finishes for the 2013 Bond Construction Starr County Campus projects as presented.

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

The Board of Trustees approves and authorizes action as necessary regarding the selection of colors and finishes for the 2013 Bond Construction Starr County Campus projects as presented.

### **Approval Recommended:**

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

## **Review and Action as Necessary on Balance on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Parking and Site Improvements**

Approval of the Balance of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Parking and Site Improvements will be requested at the November 22, 2016 Board meeting.

### **Purpose**

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

### **Justification**

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Melden and Hunt, Inc. has submitted the 60% set construction documents with enough information regarding the construction work of the project.

### **Background**

On February 23, 2016, the Board of Trustees approved the schematic design by Melden and Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project and requested for all items listed below to be priced out individually as construction alternates. On June 28, 2016, the Board approved the partial GMP for the Starr County Campus Parking and Site Improvements in the amount of \$119,800. The approval of the partial GMP was necessary at that time so that D. Wilson Construction could begin with construction of a road necessary for the proposed new Thermal Plant. The road will provide a dual function, first as a service road during the construction and later as the permanent road once the building is completed. Since then, D. Wilson has received the necessary construction documents from Melden and Hunt, Inc. to develop the balance of the GMP in the amount of \$2,760,800. The total GMP for this project is \$2,880,600 which includes the initial partial GMP.

Construction Cost Limitation (CCL)		\$1,000,000
IT Duct Banks		<u>226,820</u>
Revised CCL		<u>\$1,226,820</u>
 Less:		
Previously Approved Partial GMP	\$119,800	
Proposed Balance of GMP	<u>2,760,800</u>	
Total Proposed GMP		<u>\$2,880,600</u>
 Budget Deficit Variance without alternates		 <u>(\$1,653,780)</u>
 Total Proposed GMP		 <u>\$2,880,600</u>



Proposed Alternates:

Alternate #1 – Addition of south entry drive to FM 3167	\$111,550
Alternate #2 – 73 Additional parking spaces	172,350
Alternate #3 – Construction of south loop drive	332,450
Alternate #4 – Repurpose of existing loop for pedestrian use	<u>186,650</u>
Total Alternates	\$803,000
Revised GMP with all alternates	<u>\$3,683,600</u>
Budget Deficit Variance including all alternates	(\$2,456,780)

**Funding Source**

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project is \$1,226,820. Funds are budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds are required from the Non-Bond Construction budget in the amount of \$1,653,780 to cover the budget shortfall without alternates or \$2,456,789 to cover the budget shortfall including all alternates. This amount will be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

**Reviewers**

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

**Enclosed Documents**

A memorandum from Broaddus & Associates, a description of the GMP submitted by D. Wilson Construction Company, and site plans indicating alternates are enclosed.

**Presenters**

Representatives from Broaddus & Associates, Melden and Hunt, Inc., and D. Wilson Construction Company will be present at the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

**Committee Recommendation**

At a special Facilities Committee meeting on November 22, 2016, the Facilities Committee will be asked to recommend Board action as necessary regarding the Guaranteed Maximum Price (GMP) in the amount of \$2,880,600 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Guaranteed Maximum Price (GMP) in the amount of \$2,880,600 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes action as necessary regarding the Guaranteed Maximum Price (GMP) in the amount of \$2,880,600 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented.

**Approval Recommended:**

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

**President**



## MEMORANDUM

**To:** Ricardo de la Garza, Associate AIA, Director of Facilities Planning and Construction

**From:** Gilbert Gallegos, AIA, Sr. Vice President

**Date:** November 22, 2016

**Subject:** Starr County Campus (GMP) - from D Wilson Construction

**Re:** 2013 South Texas College Bond Construction Program –Parking and Site Improvements Partial Guaranteed Maximum Price (GMP) for balance of Parking and Site Improvements

---

Broaddus & Associates is pleased to request approval of the Guaranteed Maximum Price (GMP) for the STC Starr County Campus Parking and Site Improvements. The GMP is based on a 60% set of construction documents from the design team of Melden & Hunt Engineers that describes all the work to necessary to complete the parking and site improvements which includes earthwork, sidewalks, parking, utilities, and landscaping.

Broaddus & Associates has reviewed the GMP for the Starr County Campus Parking and Site Improvements Project and concurs with the pricing submitted by the Construction Manager-at-Risk D. Wilson Construction Company. This design is consistent with the schematic designs which were approved by the Board of Trustees. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of this proposal as presented.



McAllen • San Antonio

JOB: STC Starr Parking & Site Improvements GMP2  
 Est. Start Date: Thursday, November 17, 2016  
 Completion: Monday, July 17, 2017  
 Days: 242  
 Months: 8  
 PLAN SF: 0

PRINTED: 11/17/16 11:34 AM  
 Addendum: 0  
 Alternates: 4  
 Contract docs: 60% CD  
 Liquidated damages: \$ 1,000.00  
 Yes

### Schedule of Values

CSI Section	Division Title	Base Bid
01 00 00	GENERAL REQUIREMENTS	140,084
03 00 00	CONCRETE	208,000
04 00 00	MASONRY	—
05 00 00	STRUCTURAL STEEL	—
06 00 00	CARPENTRY	—
07 00 00	MOISTURE PROTECTION	—
08 00 00	DOORS & WINDOWS	—
09 00 00	FINISHES	—
10 00 00	SPECIALTIES	—
12 00 00	FURNISHINGS	—
14 00 00	CONVEYANCE SYSTEMS	—
21 00 00	FIRE SUPPRESSION	—
22 00 00	PLUMBING	—
23 00 00	HVAC	—
26 00 00	ELECTRICAL	130,000
27 00 00	STRUCTURED CABLING	325,000
28 00 00	ELECTRONIC SAFETY AND SECURITY	—
31 00 00	EARTHWORK/PAVING/SEWER	1,791,016
	CONTRACTOR DESIGN CONTINGENCY	28,000
	CONSTRUCTION PHASE FEE	3.60% 94,500
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	30,116
	<b>SUBTOTALS:</b>	<b>2,718,716</b>
	<b>PROPOSED GMP AMOUNT:</b>	<b>2,718,800</b>
	<b>OWNER'S CONTINGENCY (NO FEE)</b>	<b>42,000</b>
	<b>GMP TOTAL:</b>	<b>2,760,800</b>



PRINTED: 11/17/16 11:27 AM

**JOB: STC Starr Parking & Site Improvements GMP2**

Est. Start Date: Thursday, November 17, 2016

Completion: Monday, July 17, 2017

Days: 242

Months: 8

**Addendum:**

Alternates: 4

Contract docs: 60% CD

Liquidated damages: \$1,000

Sub list required: Yes

GMP TOTAL: \$ 2,760,800

**Starr Parking & SI 60% CD GMP2**

				Alternate 01	Alternate 02	Alternate 03	Alternate 04
				GMP1	73 Additional Parking Spaces at SE Lot Area	Add Fill & Asphalt to Drive (Fire Protection)	Demo Asphalt & Add Brick Pavers to Center Drive
<b>01 00 00 GENERAL REQUIREMENTS</b>							
General Conditions	\$ 112,084	\$ inc		7,150	7,000	13,501	7,577
Contractor Design Contingency-Plans at DD	\$ 28,000	\$ 1.00%		3,600	1,700	3,300	1,900
Facilities Data Management	\$ -	\$ Excluded		-	-	-	-
<b>SUBTOTAL</b>	\$ 140,084	\$		10,750	8,700	16,801	9,477
<b>03 00 00 CONCRETE</b>							
Concrete curb and gutter		\$ inc					
Sidewalks	\$ 160,250	\$ 9,000					
Concrete Ramps	\$ 12,650	\$ 650					
Electrical Concrete Pads	\$ 35,100	\$ 1,425		8,400	6,300	18,900	-
<b>SUBTOTAL:</b>	\$ 208,000	\$ 14,985		8,400	6,300	18,900	-
<b>26 00 00 ELECTRICAL</b>							
Electrical	\$ 130,000	\$			12,500	29,500	
IT Duct Bank - Conduits	\$ 125,000	\$					
IT Duct Bank - Cabling	\$ 200,000	\$					
<b>SUBTOTAL:</b>	\$ 455,000	\$ -		15,000	12,500	29,500	-
<b>31 00 00 EARTHWORK</b>							
Site Clearing / Selective Demolition	\$ 18,279	\$ 2,056					16,160
Excavation and Grading: Retention Pond	\$ 508,263	\$ 7,875					
Erosion Controls		\$ inc					
2" Hot Mix Asphalt Paving	\$ 366,922	\$ 14,600		63,137	111,590	125,310	-
6" Subgrade; 8" Base		\$ inc					
Curb & Gutter		\$ inc					
Brick Paver - Alternate #4	\$ -	\$					145,800
Striping & Signage	\$ 23,259	\$ 2,500		1,000	4,000	2,500	1,500
Fire Lines & FDCs	\$ 107,946	\$					
Trench protection		\$ inc					
Sanitary Sewer	\$ 117,716	\$ 1,148					
Domestic Water Lines	\$ 148,971	\$ 4,500					
Drainage Improvements	\$ 294,380	\$ 28,605					
Storm Sewer		\$ inc					
Chainlink Fence 5 ft H w Gates	\$ 18,560	\$		5,850	10,370	102,157	
Landscape Sleaving	\$ 6,720	\$		240	1,040	280	400
Landscape & Irrigation	\$ 180,000	\$ -		5,500	7,500	17,000	2,000
<b>SUBTOTAL</b>	\$ 1,791,016	\$ 85,367		75,727	134,500	247,247	165,860



McAllen • San Antonio

PRINTED: 11/17/16 11:27 AM

**JOB: STC Starr Parking & Site Improvements GMP2**

Est. Start Date: Thursday, November 17, 2016

Completion: Monday, July 17, 2017

Days: 242

Months: 8

**Addendum:**

Alternates: 4

Contract docs: 60% CD

Liquidated damages: \$1,000

Sub list required: Yes

GMP TOTAL: \$ 2,760,800

**Starr Parking & SI 60% CD GMP2**

	Alternate 01	Alternate 02	Alternate 03	Alternate 04
	GMP1	73 Additional Parking Spaces at SE Lot Area	Add Fill & Asphalt to Drive (Fire Protection)	Demo Asphalt & Add Brick Pavers to Center Drive
<b>PROJECT SUBTOTAL</b>	\$ 111,102	\$ 162,000	\$ 312,448	\$ 175,337
D. Wilson Construction Company fee	\$ 4,100	\$ 5,900	\$ 11,400	\$ 6,400
<b>PROJECT SUBTOTAL</b>	\$ 115,202	\$ 167,900	\$ 323,848	\$ 181,737
Builders Risk	0.0099%			
OCP Policy	0.06765%			
Liability Insurance	0.4500%			
<b>INSURANCE SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>PROJECT SUBTOTAL</b>	\$ 115,202	\$ 167,900	\$ 323,848	\$ 181,737
Bond	\$ 2,745	\$ 1,881	\$ 3,628	\$ 2,036
Bond (add for additional months)	\$ -	\$ -	\$ -	\$ -
<b>BOND SUBTOTAL</b>	\$ 2,745	\$ 1,881	\$ 3,628	\$ 2,036
<b>PROJECT TOTAL:</b>	\$ 117,947	\$ 169,781	\$ 327,476	\$ 183,773
<b>Proposed Budget Amount:</b>	\$ 118,000	\$ 169,800	\$ 327,500	\$ 183,800
<b>Owner Project Contingency:</b>	\$ 1,800	\$ 2,550	\$ 4,950	\$ 2,850
<b>GMP 60% CD:</b>	\$ 119,800	\$ 172,350	\$ 332,450	\$ 186,650

**LEGEND**

- EXIST. BLDG.
- EXIST. PAVEMENT
- EXIST. CONC. PAVEMENT
- EXIST CONC. SIDEWALK
- PROP. PAVEMENT
- PROP. SIDEWALK
- PROP. LANDSCAPE
- PROP. ALTERNATE
- PROP. BUILDING



**SOUTH TEXAS COLLEGE  
STARR COUNTY CAMPUS  
SITE IMPROVEMENTS**




BEARING BASIS AS PER TEXAS STATE  
 PLANE GRID COORDINATE SYSTEM NAD 83  
 TEXAS SOUTH 4205  
 ELEVATION DATUM AS PER NAVD 88 (GEOID 2003)  
 SCALE: N.T.S.

**OVERALL SITE  
W/ APPROVED VARIANCE  
(148 REDUCED PARKING SPACES)**

**MELDEN & HUNT INC.**  
 CONSULTANTS • ENGINEERS • SURVEYORS  
TBPLS No. 10096900  
TEXAS REGISTRATION F-1435  
© COPYRIGHT 2016 MELDEN & HUNT, INC. ALL RIGHTS RESERVED

**LEGEND**

- EXIST. BLDG.
- EXIST. PAVEMENT
- EXIST. CONC. PAVEMENT
- EXIST CONC. SIDEWALK
- PROP. PAVEMENT
- PROP. SIDEWALK
- PROP. LANDSCAPE
- PROP. ALTERNATE
- PROP. BUILDING

  
 BEARING BASIS AS PER TEXAS STATE  
 PLANE GRID COORDINATE SYSTEM NAD 83  
 TEXAS SOUTH 4205  
 ELEVATION DATUM AS PER NAVD 88 (GEOID 2003)  
 SCALE: N.T.S.



**SOUTH TEXAS COLLEGE  
STARR COUNTY CAMPUS  
SITE IMPROVEMENTS**

**OVERALL SITE PLAN  
W/ ALTERNATE LOOP**


**MELDEN & HUNT INC.**  
 CONSULTANTS • ENGINEERS • SURVEYORS  
 TBPLS No. 10096900  
 TEXAS REGISTRATION F-1435  
 © COPYRIGHT 2016 MELDEN & HUNT, INC. ALL RIGHTS RESERVED

## Review and Action as Necessary on Change Orders for Acceptance of Buyout Savings for the 2013 Bond Construction Technology Campus Southwest Building Renovation

Approval on proposed change orders for acceptance of buyout savings for the 2013 Bond Construction Projects is requested.

### Purpose

The current buyout savings for the 2013 Bond Construction Projects above will be reviewed and the proposed savings will be processed by submitting a change order. Buyout savings are realized when actual construction services are contracted at a lower cost than the Board approved Guaranteed Maximum Price (GMP).

GMPs include Design and Construction contingency funds based upon a percentage of the total construction cost. When buyout savings reduce the total construction costs, the associated contingencies are also reduced from the GMP.

The proposed Change Orders would reduce the overall GMPs due to buyout savings and associated reductions to project level Design and Construction contingencies, and the reduced costs would be transferred to the 2013 Bond Construction Program Contingency fund. Broaddus & Associates is currently working with E-CON Group, LLC. to determine the associated contingency savings and will present them at a later date.

### Background

On September 27, 2016, the Board approved the buyout savings and associated contingencies for the demolition work portion of the Technology Campus Southwest Building Renovation with E-CON Group, LLC. As part of the buyout process, E-CON Group, LLC brings forward cost information to allow the acceptance of actual buyout savings within the project. They are as follows:

### Funding Source

Buyout savings

Construction Project	Design Contingency	Construction Contingency	Buyout Savings	Total Savings
Tech Campus Expansion	\$0	\$0	\$1,115,311	\$1,115,311

Technology Southwest Building Renovation	Board Approved Date	Approved GMP Amount
<b>Original Total GMP Approved</b>	6/28/16	<b><u>\$10,533,587</u></b>
Previously Approved Deductive Change Order		<span style="color: red;">(120,730)</span>
<b>Revised GMP</b>	9/27/16	<b><u>\$10,412,857</u></b>
Current Proposed Deductive Change Order		<span style="color: red;">(1,115,311)</span>
<b>Current Revised GMP</b>	pending	<b><u>\$9,297,546</u></b>

Broaddus & Associates recommends accepting the buyout savings for a total of \$1,115,311 and approval of change orders to re-allocate the savings to the 2013 Bond Construction Program Contingency.

Staff has recommended that Broaddus & Associates provide a regular report on buyout savings and documentation as those savings are reallocated to the 2013 Bond Construction Program Contingency fund, to help the College track its overall program budget.

**Presenters**

Representatives from Broaddus & Associates and E-CON Group, LLC. will be present at the meeting to discuss the buyout savings.

The Facilities Committee recommended Board approval of the proposed change order for the acceptance of buyout savings and the reduction of the GMP amount to \$9,297,546 for the 2013 Bond Construction Technology Campus Southwest Building Renovation project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed change order for the acceptance of buyout savings and the reduction of the GMP amount to \$9,297,546 for the 2013 Bond Construction Technology Campus Southwest Building 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 change order for the acceptance of buyout savings and the reduction of the GMP amount to \$9,297,546 for the 2013 Bond Construction Technology Campus Southwest Building Renovation project as presented.

**Approval Recommended:**

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

## Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Technology Campus Southwest Building Renovations Change Order No.: 2

Project No.: N.A. Date: 11-1-16

Location: 3700 W. Military Hwy, McAllen TX 78503

This Change Order Impacts Part II Services

To: E-Con Group, LLC., Contractor for the above project;  
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
N.A.	Source: Buyout Savings ( Cost of Work )	(\$1,,115,311)	0 Days

It is mutually agreed that the payment (credit) of \$1,115,311 and 0 Days Time extension provided

For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N.A.

For the above changes the sum of; One Million One Hundred Fifteen Thousand Three Hundred Eleven Dollars And No Cents, (\$ 1,115,311 ) will be: \_\_\_\_\_ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>10,533,587</u> )	<b>Accepted:</b>	
Previous Additions	(\$ <u>N.A.</u> )		
Previous Deductions	(\$ <u>120,730</u> )	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>10,412,857</u> )		E-Con Group, LLC.
This <b>ADDITION</b>	(\$ <u>-</u> )		
This <b>DEDUCTION</b>	(\$ <u>1,115,311</u> )	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>9,297,546</u> )		Broaddus & Associates
		By: _____	
			EGV Architects
<b>Summary of Other Services Total:</b>			
Part <u>I</u> Services Amount	(\$ <u>14,115</u> )	By: _____	
Part _____ Services Amount	(\$ <u>N.A.</u> )		South Texas College
<b>Total Adjusted Contract</b>	(\$ <u>9,311,661</u> )		

**BROADDUS  
& ASSOCIATES**



## **Review and Update on Savings of Owner Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program**

Broadus & Associates will be present to update and report the projected savings from Owner Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program.

### **Background**

On January 26, 2016, the board approved and awarded insurance agent services to Carlisle Insurance Agency, Inc. for the Owner-Controlled Insurance Program for the 2013 Bond Construction Program.

### **Enclosed Documents**

A memo has been included from Carlisle Insurance Agency, Inc. indicating the estimated savings.

This information is provided for the Board's information. No action is requested.



**Carlisle Insurance Agency, Inc.**  
500 N. Water #900  
Corpus Christi, Texas 78401

**Memorandum**

Date: October 28, 2016

To: Gilbert Gallegos, AIA

From: Chase Carlisle, CIC

We are not able to provide an exact figure as to the savings realized thus far on the project. The bids were submitted net of insurance costs by the contractors. Hence, we do not have an amount from each contractor to include as “insurance costs saved.” However, the wrap administrator has received insurance rating sheets from some of the contractors. The work from these contractors (that also submitted bid sheets) totals \$9,100,000 worth of contracted work. The total insurance amount from those contractors is \$70,000 or 0.77% of the contracted amounts. We also know that the General Contractor’s insurance amounts are typically in the 0.3% to 0.4% range. Accordingly, the total insurance costs for both the GC’s and the subs appears to be 1.07% to 1.17%. Using a conservative figure of 1.0% on the total projected costs of \$116,950,000, the projected costs for insurance is provided by the contractors would be \$1,169,500.

The cost of the GL/Excess OCIP program is:

GL:	\$496,216
Excess:	\$246,960
Excess:	\$107,625
Excess:	\$101,325
<b>Total Premiums:</b>	<b>\$952,126</b>
Wrap Admin:	\$ 30,000
<b>Total Costs:</b>	<b>\$982,126</b>

In addition the district purchased OPPI (professional wrap) and CPL (Contractors Pollution) at a cost of \$174,037 and \$125,508 respectively. These figures are additional coverages that would not have been provided by the contractors so these amounts are not used in calculating the costs savings.

Accordingly, the projected costs savings based upon the data currently in hand from the contractors is:

\$1,169,500 savings in bid costs  
\$ 982,126 OCIP program costs

**\$187,374 SAVINGS (a 16% savings in the total projected insurance costs)**

Also, if the numbers continue to trend in the same fashion for all contractors (1.17% of all costs), then the savings could be as high as \$386,189. I used only 1% as the conservative estimate of costs from the contractors.

Hope this information is helpful and we will provide periodic updates as enrollment continues.

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

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion is requested.

### **Purpose**

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

### **Justification**

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees.

### **Background**

Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to D. Wilson Construction Company which has provided the GMP in the amount of \$1,320,000.

Original Construction Cost Limitation (CCL)	\$850,000
<b>Less:</b>	
Current Proposed GMP	<u>\$1,320,000</u>
Budget Deficit Variance	<u>(\$470,000)</u>

### **Funding Source**

The Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project is \$850,000. Funds are budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds are required from the Non-Bond Construction budget in the amount of \$470,000 to cover the budget shortfall. This amount will be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### **Reviewers**

The GMP has been reviewed by Broaddus & Associates' Cost Control Estimator Joseph Gonzalez, and he concurs 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 Company is enclosed.

**Presenters**

Representatives from Broaddus & Associates, Mata + Garcia Architects, and D. Wilson Construction Company will be present at the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,320,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project as presented

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$1,320,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Student Services 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 Guaranteed Maximum Price (GMP) in the amount of \$1,320,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project as presented

**Approval Recommended:**

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



## **MEMORANDUM**

**To:** Ricardo de la Garza, Associate AIA, Director, FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President  
**Date:** November 08, 2016  
**Subject:** Starr County Campus, Rio Grande City, Texas  
**Re:** 2013 South Texas College Bond Construction Program – Student Services Expansion GMP

---

Broaddus & Associates is pleased to bring forward a GMP for the STC Board of Trustees approval. This request is for the Starr County Campus Student Services Building Expansion. The GMP is based on 60% Construction Documents from the Design Team of Mata Garcia Architects and includes all of the labor and materials for the project scope. The GMP provided is a not-to-exceed amount and with the Board of Trustee's approval will allow for the Construction Manager-at-Risk, D. Wilson Construction Company, to begin their construction work.

Broaddus & Associates, has reviewed the submitted GMP for the Starr County Campus Student Services Building Expansion and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal for a GMP.





**JOB: STC Starr Student Services**  
**Est. Start Date: Friday, October 28, 2016**  
**Completion: Sunday, July 02, 2017**  
**Days: 247**  
**Months: 8**  
**PLAN SF: 5,293**

DWC Project No.: 15-711  
 Contract docs: AIA  
 Liquidated damages: \$1,000  
 Sub list required: Yes

**PRINTED: 10/28/16 4:03 PM**

### Schedule of Values

CSI Section	Starr Student Services 60% CD GMP	COST
01 00 00	GENERAL REQUIREMENTS	54,108
03 00 00	CONCRETE	57,175
04 00 00	MASONRY	25,380
05 00 00	STRUCTURAL STEEL	116,550
06 00 00	CARPENTRY	18,500
07 00 00	MOISTURE PROTECTION	135,460
08 00 00	DOORS & WINDOWS	133,195
09 00 00	FINISHES	163,617
10 00 00	SPECIALTIES	11,110
12 00 00	FURNISHINGS	2,600
14 00 00	CONVEYANCE SYSTEMS	—
21 00 00	FIRE SUPPRESSION	22,100
22 00 00	PLUMBING	39,000
23 00 00	HVAC	144,000
26 00 00	ELECTRICAL	230,186
27 00 00	STRUCTURED CABLING	inc
28 00 00	ELECTRONIC SAFETY AND SECURITY	—
31 00 00	EARTHWORK	72,822
	CONTRACTOR DESIGN CONTINGENCY	1.00% 13,000
	CONSTRUCTION PHASE FEE	3.60% 45,200
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	16,468
	<b>SUBTOTALS:</b>	<b>1,300,472</b>
	<b>PROPOSED GMP AMOUNT:</b>	<b>1,300,500</b>
	OWNER'S CONTINGENCY (NO INSURANCE, BOND, or FEE)	1.50% 19,500
	<b>SERVICES GMP TOTAL:</b>	<b>1,320,000</b>

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

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion is requested.

### **Purpose**

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

### **Justification**

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees.

### **Background**

Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to D. Wilson Construction Company which has provided the GMP in the amount of \$1,365,000.

Original Construction Cost Limitation (CCL)	\$850,000
<b>Less:</b>	
Current Proposed GMP	\$1,365,000
Budget Deficit Variance	<u>(\$515,000)</u>

### **Funding Source**

The Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project is \$850,000. Funds are budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds are required from the Non-Bond Construction budget in the amount of \$515,000 to cover the budget shortfall. This amount will be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### **Reviewers**

The GMP has been reviewed by Broaddus & Associates' Cost Control Estimator Joseph Gonzalez, and he concurs 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 Company is enclosed.

**Presenters**

Representatives from Broaddus & Associates, Mata + Garcia Architects, and D. Wilson Construction Company will be present at the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,365,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$1,365,000 with D. Wilson Construction Company for the 2013 Bond Construction 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 Guaranteed Maximum Price (GMP) in the amount of \$1,365,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion project as presented.

**Approval Recommended:**

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



## **MEMORANDUM**

**To:** Ricardo de la Garza, Associate AIA, Director, FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President  
**Date:** November 08, 2016  
**Subject:** Starr County Campus, Rio Grande City, Texas  
**Re:** 2013 South Texas College Bond Construction Program – Student Activities Expansion GMP

---

Broaddus & Associates is pleased to bring forward a GMP for the STC Board of Trustees approval. This request is for the Starr County Campus Student Activities Building Expansion. The GMP is based on 60% Construction Documents from the Design Team of Mata Garcia Architects and includes all of the labor and materials for the project scope. The GMP provided is a not-to-exceed amount and with the Board of Trustee's approval will allow for the Construction Manager-at-Risk, D. Wilson Construction Company, to begin their construction work.

Broaddus & Associates has reviewed the submitted GMP for the Starr County Campus Student Activities building and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal for a GMP.



**JOB: STC Starr Student Activities**  
**Est. Start Date: Friday, October 28, 2016**  
**Completion: Sunday, July 02, 2017**  
**Days: 247**  
**Months: 8**  
**PLAN SF: 4,925**

DWC Project No.: 15-711  
 Contract docs: AIA  
 Liquidated damages: \$1,000  
 Sub list required: Yes

**PRINTED: 10/28/16 5:15 PM**

### Schedule of Values

CSI Section	Starr Student Activities 60% CD GMP	COST
01 00 00	GENERAL REQUIREMENTS	56,541
03 00 00	CONCRETE	56,520
04 00 00	MASONRY	38,049
05 00 00	STRUCTURAL STEEL	177,423
06 00 00	CARPENTRY	7,000
07 00 00	MOISTURE PROTECTION	124,979
08 00 00	DOORS & WINDOWS	175,875
09 00 00	FINISHES	180,191
10 00 00	SPECIALTIES	6,473
12 00 00	FURNISHINGS	4,500
14 00 00	CONVEYANCE SYSTEMS	—
21 00 00	FIRE SUPPRESSION	23,000
22 00 00	PLUMBING	26,000
23 00 00	HVAC	110,000
26 00 00	ELECTRICAL	196,000
27 00 00	STRUCTURED CABLING	inc
28 00 00	ELECTRONIC SAFETY AND SECURITY	—
31 00 00	EARTHWORK	83,783
	CONTRACTOR DESIGN CONTINGENCY	1.00% 14,000
	CONSTRUCTION PHASE FEE	3.60% 46,800
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	16,904
	<b>SUBTOTALS:</b>	<b>1,344,038</b>
	<b>PROPOSED GMP AMOUNT:</b>	<b>1,344,000</b>
	OWNER'S CONTINGENCY (NO INSURANCE, BOND, or FEE)	1.50% 21,000
	<b>SERVICES GMP TOTAL:</b>	<b>1,365,000</b>



## **Review and Action as Necessary on Guaranteed Maximum Price for the Non-Bond Nursing and Allied Health Campus Thermal Plant**

Approval of a Guaranteed Maximum Price (GMP) for the Non-Bond Nursing and Allied Health Campus Thermal Plant is requested.

### **Purpose**

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

### **Justification**

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Halff Associates has 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.

### **Background**

At the Facilities Committee meeting held on October 11, 2016, Broaddus & Associates was requested to review the proposed GMP and offer options to reduce the overall construction cost associated with the possible removal of existing air conditioning equipment. After careful review and consideration Broaddus & Associates has provided the options listed below for the Facilities Committee review and recommendation:

#### **Recommended**

- Delete Valve Box (\$11,165)
- Delete two smaller valve boxes (\$18,270)
- Delete Sweeper Package (\$27,405)
- CMU 12"to 8" (\$16,240)
- Total Potential VE (\$73,080)

#### **Not Recommended**

- Leave HVAC on the Roof (\$20,300)
- Mechanical Yard Concrete (\$27,405)
- Lightning protection (\$24,360)
- Total Potential VE (\$72,065)

Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The engineer has provided the necessary construction documents to D. Wilson Construction Company which has provided the GMP in the amount of \$3,171,715. (All inclusive with no deduct alternates accepted.)

This is a non-bond project previously approved as a capital improvement project to develop a new thermal plant for the campus. This project will provide the chilled water system and lines for the new 2013 Bond Nursing and Allied Health Campus Expansion building and the existing Nursing and Allied Health Campus buildings. Bond funds will be used for the chilled water lines to the new expansion building and the purchase of chillers.

Non-bond funds will be used for the new thermal plant, chilled water lines to the existing buildings, and replacement of HVAC units in the existing buildings.

Non-Bond Construction Cost Limitation (CCL) \$2,630,000

Broaddus & Associates had previously proposed to use \$181,470 from the overall bond program contingency to install chilled water lines to the new Nursing and Allied Health Campus Expansion Building. However, since there is no longer a bond program contingency balance, these costs will be charged to the Non-Bond Fund.

Item Description	Bond Budget	Non - Bond Budget	Total
CCL	\$0	\$2,630,000	<b>\$2,630,000</b>
Lines to new building	-	-	-
<b>Total CCL</b>	<b>\$0</b>	<b>\$2,630,00</b>	<b>\$2,630,000</b>
Proposed GMP	\$230,788	\$2,940,927	<b>\$3,171,715</b>
CCL vs GMP Variance	<b>(\$230,788)</b>	<b>(\$310,927)</b>	<b>(\$541,715)</b>

### Funding Source

The current Construction Cost Limitation (CCL) for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project is \$3,171,715. If the recommended alternates are accepted, the GMP will be revised to \$3,098,635. Funds are budgeted in the Non-Bond Construction budget for fiscal year 2016-2017. Additional funds are required from the Non-Bond Construction budget in the amount of \$541,715 to cover the budget shortfall. If the recommended alternates are accepted, then the shortfall will be \$468,635. This amount will be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### Reviewers

The GMP has been reviewed by Broaddus & Associates' Cost Control Estimator Joseph Gonzalez, and he concurs 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 and potential deductive alternates submitted by D. Wilson Construction Company is enclosed.

### Presenters

Representatives from Broaddus & Associates, Half Associates, and D. Wilson Construction Company will be present at the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee discussed the proposed value engineering options as provided by Broaddus & Associates. The Committee confirmed that Broaddus & Associates recommended acceptance of the options as presented above and totaling \$73,080 in reduced costs, and recommended rejection of the remaining options, totaling \$72,065 in reduced costs.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP), including the proposed value engineering options as recommended by Broaddus & Associates in the amount of \$73,080, for a total GMP in the amount of \$3,098,635 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$468,635 for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP), including the proposed value engineering options as recommended by Broaddus & Associates in the amount of \$73,080, for a total GMP in the amount of \$3,098,635 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$468,635 for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

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

The Board of Trustees approves and authorizes the Guaranteed Maximum Price (GMP), including the proposed value engineering options as recommended by Broaddus & Associates in the amount of \$73,080, for a total GMP in the amount of \$3,098,635 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$468,635 for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

**Approval Recommended:**

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



**MEMORANDUM**

**To:** Ricardo de la Garza, Associate AIA, Director, FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President  
**Date:** November 22, 2016  
**Subject:** Non Bond Nursing and Allied Health Campus Thermal Energy Plant (GMP) from D Wilson Construction  
**Re:** 2013 South Texas College Bond Construction Program – Non Bond Nursing and Allied Health Parking Thermal Energy Plant

---

Broaddus & Associates is pleased to request approval of Guaranteed Maximum Price (GMP) for the STC Non Bond Nursing and Allied Health Campus Thermal Energy Plant. The GMP includes all work to build a new thermal energy plant for the Nursing and Allied Health Campus. This plant will service not only the new Nursing and Allied Health Building under the Bond Program but also the Existing Nursing and Allied Health Campus Building.

The GMP for Nursing and Allied Health Campus Project includes all the materials and labor for the project scope. The pricing is based on a 60% drawings designed by Halff Engineering, Inc.

Deductive Alternate options have been presented by D Wilson construction as follows:

**Recommended**

- Delete Valve Box (\$11,165)
- Delete two smaller valve boxes (\$18,270)
- Delete Sweeper Package (\$27,405)
- CMU 12”to 8” (\$16,240)
- Total Potential VE (\$73,080)

**Not Recommended**

- Leave HVAC on the Roof (\$20,300)
- Mechanical Yard Concrete (\$27,405)
- Lighting protection (\$24,360)
- Total Potential VE (\$72,065)

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Nursing and Allied Health Campus Thermal Energy Plant and concurs with the pricing in the Construction Manager-at-Risk’s proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of this proposal with the recommended deductive alternates as presented.



McAllen • San Antonio

JOB: STC NAH THERMAL PLANT 60% CDs  
 Est. Start Date: Tuesday, September 27, 2016  
 Completion:  
 Days:  
 Months:  
 PLAN SF: 6,533

PRINTED: 10/4/16 5:26 PM  
 Addendum: n/a  
 Alternates:  
 Contract docs: 60% CD  
 Liquidated damages: 0  
 Sub list required: 0

### Schedule of Values

CSI Section	Division Title	Base Bid
01 00 00	GENERAL REQUIREMENTS	238,632
03 00 00	CONCRETE	73,381
04 00 00	MASONRY	192,016
05 00 00	STRUCTURAL STEEL	72,307
06 00 00	CARPENTRY	10,965
07 00 00	MOISTURE PROTECTION	55,600
08 00 00	DOORS & WINDOWS	54,139
09 00 00	FINISHES	20,880
10 00 00	SPECIALTIES	8,375
12 00 00	FURNISHINGS	460
21 00 00	FIRE SUPPRESSION	14,000
22 00 00	PLUMBING	75,000
23 00 00	HVAC	1,879,068
26 00 00	ELECTRICAL	217,000
27 00 00	STRUCTURED CABLING	inc
28 00 00	ELECTRONIC SAFETY AND SECURITY	inc
31 00 00	EARTHWORK	72,415
	CONTRACTOR DESIGN CONTINGENCY	32,000
	CONSTRUCTION PHASE FEE	3.60% 107,433
	BOND SUBTOTAL	33,169
	<b>SUBTOTALS</b>	<b>3,124,840</b>
	OWNER'S CONTINGENCY (NO FEE)	46,875
	<b>GMP TOTAL:</b>	<b>3,171,715</b>





McAllen • San Antonio

JOB: STC NAH THERMAL PLANT 60% CDS

Est. Start Date: Tuesday, September 27, 2016

Completion: Tuesday, September 26, 2017

Days: 364

Months: 12

Bldg & YD SF: 6,533

60% GMP BUDGET- THERMAL PLANT

01 00 00	GENERAL REQUIREMENTS	Valve Box	Deleting 2 Other Valve Boxes	Leave HVAC Equip @ Roof	Delete Sweeper Pckg	Delete Lighting Protection	CMU 12" To 8"	Mech Yard Concrete
	General Conditions							
	Building Permit							
	SWPPP/Erosion Controls							
	Contractor Design Contingency							
	Facilities Management Data							
SUBTOTAL \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -								
03 00 00	CONCRETE							
03 30 00	Concrete Foundation Labor							(4,249)
03 30 00	Concrete Footings For CIP CT Supports Labor							
03 31 00	Cast In Place Concrete Columns Labor							
03 30 00	Concrete Materials - Chiller Pads 250 YDS							(7,154)
3 30 00	Footings & CIP Columns for Cooling Tower Supports 54 YDS							(1,200)
03 30 00	Concrete Reinforcement Rebar							
3 30 00	Reinforcement Steel Allowance 300 LF S100							(365)
03 30 00	Concrete Reinforcement Access - Curing Compound/E/Bricks/Sonotube/Etc.							
03 30 00	Concrete Pump							
03 31 00	Hauling & Cleanup							(12,968)
SUBTOTAL: \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -								
04 00 00	MASONRY							
4 23 00	CMU/Brick Veneer						(15,000)	
9 24 00	CMU Rebar							
	Plaster Soffit						(15,000)	
SUBTOTAL: \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -								



McAllen • San Antonio

JOB: STC NAH THERMAL PLANT 60% CDS

Est. Start Date: Tuesday, September 27, 2016

Completion: Tuesday, September 26, 2017

Days: 364

Months: 12

Bldg & YD SF: 6,533

60% GMP BUDGET - THERMAL PLANT

05 00 00	STRUCTURAL STEEL	Valve Box	Deleting 2 Other Valve Boxes	Leave HVAC Equip @ Roof	Delete Sweeper Pckg	Delete Lighting Protection	CMU 12" To 8"	Mech Yard Concrete
5 12 00	Structural Steel Joist/Deck							
10 13 00	Protective Covers							
	4 Ton Steel Allowance (@\$3,500 = \$14,000) S100- Reduce to \$4,000 By B&A							
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
06 00 00	<b>CARPENTRY</b>							
06 00 10	Rough Carpentry							
06 10 00	Millwork							
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07 00 00	<b>MOISTURE PROTECTION</b>							
7 11 13	Bit/Dam Proofing							
7 21 00	Thermal Insulation							
7 27 26	Fluid Applied Membrane Barriers							
7 84 13	Penetration Fire Stopping							
7 92 00	Joint Sealants							
7 52 16	SBS Modified Bit Membrane Roofing							
7 62 00	Sheet Metal Flashing & Trim			\$ (7,500)				
7 52 16	Roof Patching @ Existing Building Allowance							
7 72 00	Roof Accessories							
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ (7,500)	\$ -	\$ -	\$ -	\$ -
08 00 00	<b>DOORS &amp; WINDOWS</b>							
8 11 13	Hollow Metal Doors x 7 & Frames x 5							
8 14 16	Wood Doors x 4							
8 71 00	Hardware							
8 10 00	Frame/Doors/Hardware Labor							
8 31 13	Access Doors & Frames							
8 41 13	Aluminum Storefronts							
8 80 00	Glazing							
8 33 23	Overhead Doors							
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
09 00 00	<b>FINISHES</b>							
9 22 16	Metal Studs							
9 29 00	Gyp board							
9 51 13	Acoustical Ceiling Panels							
9 30 00	Tiling							
9 65 13	Resilient Base & Accessories							
9 65 19	Resilient Tile Flooring- Delete As Per Owner							
9 91 13	Exterior Painting							
9 91 23	Interior Painting							
9 96 00	High Performance Coatings- EXCLUDED							
9 97 24	Penetrating Liquid Floor Treatment							
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10 00 00	<b>SPECIALTIES</b>							
10 14 00	Signage- Building Letters							
10 14 00	Interior Signage							
10 14 00	Building Plaque							
10 14 00	Signage Labor							
10 28 00	Toilet Accessories							
10 28 00	Toilet Accessories Labor							
10 44 13	FEC							
10 44 13	FEC Labor							
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



McAllen • San Antonio

JOB: STC NAH THERMAL PLANT 60% CDS

Est. Start Date: Tuesday, September 27, 2016

Completion: Tuesday, September 26, 2017

Days: 364

Months: 12

Bldg & YD SF: 6,533

60% GMP BUDGET- THERMAL PLANT

	Valve Box	Deleting 2 Other Valve Boxes	Leave HVAC Equip @ Roof	Delete Sweeper Pckg	Delete Lighting Protection	CMU 12" To 8"	Mech Yard Concrete
<b>12.00.00 FURNISHINGS</b>							
12.00.00 Window Blinds							
<b>14.00.00 CONVEYANCE SYSTEMS</b>							
SUBTOTAL \$							\$
<b>21.00.00 FIRE SUPPRESSION</b>							
21.13.13 Wet Fire Protection System							
SUBTOTAL \$							\$
<b>22.00.00 PLUMBING</b>							
22.01.00 Plumbing Submittal Procedures							
22.05.17 Sleeves and Sleeve Seals for Plumbing							
22.05.18 Escutcheons for Plumbing Piping							
22.05.23 General Duty Valves for Plumbing Piping							
22.05.29 Hangers and Supports for Plumbing Piping and Equipment							
22.05.53 ID for Plumbing Piping							
22.07.19 Plumbing Piping Insulation							
22.11.16 Domestic Water Piping							
22.11.19 Domestic Water Piping Specialties							
22.11.23 Domestic Water Packaged Booster Pumps							
22.13.16 Sanitary Waste and Vent Piping							
22.13.19 Sanitary Waste Piping Specialties							
22.14.13 Facilities Storm Drainage Piping							
22.14.23 Domestic Water Softeners							
23.33.00 Electric Water Heaters							
22.45.00 Emergency Plumbing Fixtures							
22.47.13 Drinking Fountains							
22.42.13.13 Commercial Water Closets							
22.42.13.16 Commercial Urinals							
22.42.16.13 Commercial Lavatories							
22.42.16.16 Commercial Sinks							
SUBTOTAL \$							\$



McAllen • San Antonio

JOB: STC NAH THERMAL PLANT 60% CDS

Est. Start Date: Tuesday, September 27, 2016

Completion: Tuesday, September 26, 2017

Days: 364

Months: 12

Bldg & YD SF: 6,533

60% GMP BUDGET- THERMAL PLANT

23 00 00 HVAC	Valve Box	Deleting 2 Other Valve Boxes	Leave HVAC Equip @ Roof	Delete Sweeper Pckg	Delete Lighting Protection	CMU 12" To 8"	Mech Yard Concrete
23 01 00 Submittal Procedure	(10,454) \$	(17,000) \$	(7,500) \$	(25,000) \$			
23 05 00 Basic: General Requirements							
23 05 10 Basic: Materials & Methods							
23 05 13 Common Motor Requirements for HVAC Equipment							
23 05 18 Escutcheons for HVAC Piping							
23 05 19 Meters and Gauges for HVAC Piping							
23 05 23 General Duty Valves for HVAC Piping							
23 05 29 Hangers and Supports for HVAC Piping and Equipment							
23 05 53 ID for HVAC Piping & Equipment							
23 07 13 Duct Insulation							
23 07 16 HVAC Equipment Insulation							
23 07 19 HVAC Piping Insulation							
23 09 00 Instrumentation and Control for HVAC							
23 31 13 Hydronic Piping							
23 31 23 Hydronic Pumps							
23 31 13 Metal Ducts							
23 33 00 Air Duct Accessories							
23 43 23 HVAC Power Ventilators							
23 36 00 Air Terminal Units							
23 37 13 Diffusers, Registers and Grills							
23 37 23 HVAC Gralty Ventilators							
23 73 13 Modular Indoor Central Station Air Handling Equipment							
<b>SUBTOTAL \$</b>	<b>(10,454) \$</b>	<b>(17,000) \$</b>	<b>(7,500) \$</b>	<b>(25,000) \$</b>	<b>-\$</b>	<b>-\$</b>	<b>-\$</b>
<b>26 00 00 ELECTRICAL</b>							
26 00 00 Basic: Electrical Requirements							
26 01 00 Electrical Submittal Procedures					(22,000)		
26 05 19 Low Voltage Electrical Power Conductors and Cables							
26 05 26 Grounding and Bonding for Electrical Systems							
26 05 29 Hangers and Supports for Electrical Raceways							
26 05 33 Raceways and Boxes for Electrical Systems							
26 05 43 Underground Ducts and Raceways for Electrical Systems							
26 05 53 ID for Electrical Systems							
26 05 73 Overcurrent Protective Device Coordination and Arc-Flash Study							
26 09 23 Lighting Control Devices							
26 09 43 Network Lighting Control Devices							
26 22 00 Low Voltage Transformers							
26 24 13 Switchboards							
26 24 16 Panelboards							
26 27 26 Wiring Devices							
26 28 13 Fuses							
26 28 16 Enclosed Switches and Circuit Breakers							
26 43 13 Transient Voltage Suppression for Low Voltage Electrical Power Circuits							
26 51 00 Interior Lighting							
26 56 00 Exterior Lighting							
<b>SUBTOTAL \$</b>	<b>-\$</b>	<b>-\$</b>	<b>-\$</b>	<b>-\$</b>	<b>(22,000) \$</b>	<b>-\$</b>	<b>-\$</b>



McAllen • San Antonio

JOB: STC NAH THERMAL PLANT 60% CDS  
 Est. Start Date: Tuesday, September 27, 2016  
 Completion: Tuesday, September 26, 2017  
 Days: 364  
 Months: 12  
 Bldg & YD SF: 6,533

60% GMP BUDGET- THERMAL PLANT

	Value Box	Deleting 2 Other Valve Boxes	Leave HVAC Equip @ Roof	Delete Sweeper Pckg	Delete Lighting Protection	CMU 12" To 8"	Mech Yard Concrete
27 00 00	Structured Cabling						
27 10 00							
	SUBTOTAL \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28 00 00	ELECTRONIC SAFETY AND SECURITY						
28 31 11	Digital Addressable Fire Alarm						
	SUBTOTAL \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31 00 00	EARTHWORK						
31 05 13	Soils for Earthwork						(5,800)
	Cut & Patch		(4,200)				
31 11 00	Site Clearing						
31 22 13	Rough Grading						
31 23 16	Excavation and Fill						
31 00 00	Chain Link Fencing Vinyl Coated						(5,860)
31 31 16	Termite Control						(311)
31 00 00	Temporary Fence						
31 00 00	Dumpsters						
31 00 00	Equipment Rentals						
31 00 00	Clean-Up						
31 00 00	Housekeeping Paid Demo		(3,675)				
	SUBTOTAL \$	\$ -	\$ (3,675)	\$ -	\$ -	\$ -	\$ (11,971)
	PROJECT SUBTOTAL \$	\$ (10,454)	\$ (17,000)	\$ (25,000)	\$ (22,000)	\$ (15,000)	\$ (24,939)
	D. Wilson Construction Company fee	\$ (376)	\$ (612)	\$ (900)	\$ (792)	\$ (540)	\$ (898)
	PROJECT SUBTOTAL \$	\$ (10,830)	\$ (17,612)	\$ (25,900)	\$ (22,792)	\$ (15,540)	\$ (25,837)
	INSURANCE SUBTOTAL						
	PROJECT SUBTOTAL \$	\$ (10,830)	\$ (17,612)	\$ (25,900)	\$ (22,792)	\$ (15,540)	\$ (25,837)
	Bond	\$ (117)	\$ (190)	\$ (280)	\$ (246)	\$ (168)	\$ (279)
	Bond (add for additional months)	\$ (117)	\$ (190)	\$ (280)	\$ (246)	\$ (168)	\$ (279)
	PROJECT TOTAL \$	\$ (10,947)	\$ (17,802)	\$ (26,180)	\$ (23,038)	\$ (15,708)	\$ (26,116)
	Proposed Budget Amount:	\$ (11,000)	\$ (18,000)	\$ (27,000)	\$ (24,000)	\$ (16,000)	\$ (27,000)
	Owner Project Contingency:	\$ (165)	\$ (270)	\$ (405)	\$ (360)	\$ (240)	\$ (405)
	60% GMP BUDGET:	\$ (11,165)	\$ (18,270)	\$ (27,405)	\$ (24,360)	\$ (16,240)	\$ (27,405)



## **Review and Action as Necessary on Guaranteed Maximum Price for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements**

Approval of a Guaranteed Maximum Price (GMP) for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements is requested.

### **Purpose**

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

### **Justification**

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. R. Gutierrez Engineering Corporation has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees.

### **Background**

At the Facilities Committee meeting held on October 11, 2016, Broaddus & Associates was requested to review the proposed GMP and offer options to reduce the overall construction cost. A \$10,812 savings was realized from further review of the IT duct bank routing on the site and has been incorporated in the revised GMP.

Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The engineer has provided the necessary construction documents to D. Wilson Construction Company which has provided the GMP in the amount of \$229,010.

This is a non-bond project previously approved as part of a capital improvement project to develop the new thermal plant for the campus. This project will provide parking and site work for the new thermal plant and its immediate surrounding area.

Construction Cost Limitation (CCL)	\$200,000
Less:	
Total Proposed GMP	<u>229,010</u>
Budget Deficit Variance	<u>(\$29,010)</u>

### **Funding Source**

The current Construction Cost Limitation (CCL) for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project is \$200,000. Funds are budgeted in the Non-Bond Construction budget for fiscal year 2016-2017. Additional funds are required from the Non-Bond Construction budget in the amount of \$29,010 to cover the budget shortfall. This amount will be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

**Reviewers**

The GMP has been reviewed by Broaddus & Associates' Cost Control Estimator Joseph Gonzalez, and he concurs 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 Company is enclosed.

**Presenters**

Representatives from Broaddus & Associates, R. Gutierrez Engineering Corporation, and D. Wilson Construction Company will be present at meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$229,010 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$29,010 for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$229,010 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$29,010 for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements 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 \$229,010 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$29,010 for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements as presented.

**Approval Recommended:**

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



**MEMORANDUM**

**To:** Ricardo de la Garza, Associate AIA, Director, and FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President, Broaddus & Associates  
**Date:** November 22, 2016  
**Subject:** Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements (GMP) from D Wilson Construction  
**Re:** 2013 South Texas College Bond Construction Program – Nursing and Allied Health Thermal Plant Parking and Site Improvements

---

Broaddus & Associates is pleased to request approval of a Guaranteed Maximum Price (GMP) for the STC Non Bond Nursing and Allied Health Campus Thermal Energy Plant Parking and Site Improvements. The GMP includes all work to do all the civil engineering for the NAH Thermal Energy Plant including but not limited to: Utilities, Landscaping, Irrigation, sidewalks, data duct bank and parking for a new thermal energy plant at the Nursing and Allied Health Campus. This plant will service not only the new Nursing and Allied Health Building under the Bond Program but also the Existing Nursing and Allied Health Campus Building.

The GMP for Nursing and Allied Health Campus Thermal Project Parking and Site Improvements includes all the materials and labor for the project scope. The pricing is based on a 60% drawings designed by R Gutierrez Engineering, Inc.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Nursing and Allied Health Campus Thermal Energy Plant Parking and Site Improvements and concurs with the pricing in the Construction Manager-at-Risk’s proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of this proposal as presented.



McAllen • San Antonio

JOB: STC Nursing Allied & HealthThermal Site  
 Est. Start Date: Wednesday, November 02, 2016  
 Completion: Wednesday, April 25, 2018  
 Days:  
 Months:  
 PLAN SF:

PRINTED: 9:15:11 AM

Addendum:  
 Alternates: 0  
 Contract docs: 0  
 Liquidated damages:  
 Sub list required:

Schedule of Values

CSI Section	Division Title			
01 00 00	GENERAL REQUIREMENTS			11,421
03 00 00	CONCRETE			25,690
05 00 00	STRUCTURAL STEEL			7,447
26 00 00	ELECTRICAL			136,500
27 00 00	STRUCTURED CABLING			INC
31 00 00	EARTHWORK			34,200

CONTRACTOR DESIGN CONTINGENCY		2,200
CONSTRUCTION PHASE FEE	3.60%	7,749
INSURANCE SUBTOTAL		-
BOND SUBTOTAL		2,617

SUBTOTALS: 225,624

OWNER'S CONTINGENCY (NO FEE) 3,386

GMP TOTAL: 229,010

## **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Library Expansion**

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

### **Purpose**

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

### **Justification**

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees.

### **Background**

Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to Skanska USA Building, Inc. which has provided the GMP in the amount of \$2,462,776.

Original Construction Cost Limitation (CCL)	\$1,750,000
<b>Less:</b>	
Current Proposed GMP	<u>\$2,462,776</u>
Budget Deficit Variance	<u>(\$712,776)</u>

### **Funding Source**

The Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Library Expansion project is \$1,750,000. Funds are budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds are required from the Non-Bond Construction budget in the amount of \$712,776 to cover the budget shortfall. This amount will be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### **Reviewers**

The GMP has been reviewed by Broaddus & Associates' Cost Control Estimator Joseph Gonzalez, and he concurs 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 Skanska USA Building, Inc. is enclosed.



**Presenters**

Representatives from Broaddus & Associates, Mata + Garcia Architects, and Skanska USA Building, Inc. will be present at the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$2,462,776 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$2,462,776 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

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

The Board of Trustees approves and authorizes the Guaranteed Maximum Price (GMP) in the amount of \$2,462,776 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

**Approval Recommended:**

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



**MEMORANDUM**

**To:** Ricardo de la Garza, Associate AIA, Director FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President  
**Date:** November 08, 2016  
**Subject:** Mid-Valley Campus, Weslaco, Texas  
**Re:** 2013 South Texas College Bond Construction Program – Library Expansion GMP

---

Broaddus & Associates is pleased to bring forward a GMP for the STC Board of Trustees approval. This request is for the Mid-Valley Campus Library Building Expansion. The GMP is based on 60% Construction Documents from the Design Team of Mata Garcia Architects and includes all of the labor and materials for the project scope. The GMP provided is a not-to-exceed amount and with the Board of Trustee’s approval will allow for the Construction Manager-at-Risk, Skanska USA Building, Inc., to begin their construction work.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted GMP for the Mid-Valley Campus Library Building Expansion and concurs with the pricing in the Construction Manager-at-Risk’s proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal for a GMP.



SKANSKA USA BUILDING INC.

October 24, 2016

Project Name STC Mid Valley Campus Package III (Library Expansion - New Addition)  
 Owner Name South Texas College  
 Location Weslaco, TX

Bid Package	Description	Total Cost GMP
1	General Requirements	\$ -
2	Existing Conditions	\$ -
3	Concrete	\$ 123,518
4	Masonry	\$ 52,163
5	Metals	\$ 197,355
6	Woods, Plastic, and Composites	\$ 24,872
7	Thermal and Moisture Protection	\$ 264,590
8	Openings	\$ 220,351
9	Finishes	\$ 307,631
10	Specialities	\$ 36,535
11	Equipment	\$ -
12	Furnishings	\$ 4,116
13	Special Construction	\$ -
14	Conveying Systems	\$ -
21	Fire Suppression	\$ 21,275
22	Plumbing	\$ 92,990
23	Heating, Ventilating, and Air Conditioning	\$ 256,697
25	Integrated Automation	\$ -
26	Electrical	\$ 455,147
27	Communications	\$ 22,522
28	Electronic Safety and Security	\$ -
31	Earthwork	\$ 110,150
32	Exterior Improvements	\$ -
33	Utilities	\$ -
34	Transportation	\$ -
35	Waterway and Marine Construction	\$ -
40	Process Integration	\$ -
41	Material Processing and Handling Equipment	\$ -
42	Process Heating, Cooling, Drying Equipment	\$ -
43	Process Gas and Liquid Handling, Purification, and Storage Equipment	\$ -
44	Pollution Control Equipment	\$ -
45	Industry-Specific Manufacturing Equipment	\$ -
48	Electrical Power Generation	\$ -
	Building Permit Fees	\$ 7,086
	<b>SUBTOTAL</b>	<b>\$ 2,196,998</b>
	Escalation	\$ -
	<b>TOTAL COST OF WORK WITH ESCALATION</b>	<b>\$ 2,196,998</b>
	Construction Contingency - 1.50%	\$ 32,955
	Design Contingency - 1.50%	\$ 32,955
	<b>SUBTOTAL</b>	<b>\$ 2,262,908</b>
	General Conditions	\$ 114,289
	CCIP	NA
	Fee - 3.60%	\$ 85,579
	<b>TOTAL COST</b>	<b>\$ 2,462,776</b>
	<b>GRAND TOTAL COST</b>	<b>\$ 2,462,776</b>

ALTERNATES/BREAKOUT PRICING	TOTAL
-----------------------------	-------

\*The GMP pricing above assumes efficiencies that can only be realized if the STC Mid Valley Campus Package III (ie. Workforce Training, the Library Expansion and the Library Renovation) GMP's are approved at the November 8th board meeting. Pricing is subject to modification in the event that GMP approval is unreasonably withheld for any of the GMP packages presented as STC Mid Valley Campus Package III.

## **Review and Action as Necessary on Guaranteed Maximum Price for the Non-Bond Mid Valley Campus Library Renovation**

Approval of a Guaranteed Maximum Price (GMP) for the Non-Bond Construction Mid Valley Campus Library Renovation is requested.

### **Purpose**

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

### **Justification**

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees.

### **Background**

On September 22, 2015, the Board was advised the benefits of combining the 2013 Bond Construction project at the Mid Valley Campus Library Expansion with the Non-Bond Mid Valley Campus Library Renovation project to ensure that the entire building is designed to function properly and provide the necessary library services effectively for the students. The concurrent redesign and renovation of the current library space with the designing and construction of the new library expansion was recommended to allow the existing and new portions of the building to function as a cohesive whole.

Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to Skanska USA Building, Inc. which has provided the GMP in the amount of \$1,123,682.

Non-Bond Construction Cost Limitation (CCL)	\$1,585,710
<b>Less:</b>	
Total Proposed GMP	<u>\$1,123,682</u>
Budget Variance	<u>\$462,028</u>

### **Funding Source**

The current Construction Cost Limitation (CCL) for the Non-Bond Mid Valley Campus Library Renovation project is \$1,585,710. Funds are budgeted in the Non-Bond Construction budget for fiscal year 2016-2017.

### **Reviewers**

The GMP has been reviewed by Broaddus & Associates' Cost Control Estimator Joseph Gonzalez, and he concurs 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 Skanska USA Building, Inc. is enclosed.

**Presenters**

Representatives from Broaddus & Associates, Mata + Garcia Architects, LLP., and Skanska USA Building, Inc. will be present at the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,123,682 with Skanska USA Building, Inc. for the Non-Bond Mid Valley Campus Library Renovation project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$1,123,682 with Skanska USA Building, Inc. for the Non-Bond 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 Guaranteed Maximum Price (GMP) in the amount of \$1,123,682 with Skanska USA Building, Inc. for the Non-Bond Mid Valley Campus Library Renovation project as presented.

**Approval Recommended:**

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





## **MEMORANDUM**

**To:** Ricardo de la Garza, Associate AIA, Director FP&C  
**From:** Gilbert Gallegos AIA, Senior Vice President  
**Date:** November 08, 2016  
**Subject:** Mid-Valley Campus, Weslaco, Texas  
**Re:** 2013 South Texas College Bond Construction Program – Library Renovation GMP

---

Broaddus & Associates is pleased to bring forward a GMP for the STC Board of Trustees approval. This request is for the Mid-Valley Campus Library Building Renovation. The GMP is based on 60% Construction Documents from the Design Team of Mata Garcia Architects and includes all of the labor and materials for the project scope. The GMP provided is a not-to-exceed amount and with the Board of Trustee's approval will allow for the Construction Manager-at-Risk, Skanska USA Building, Inc., to begin their construction work.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted GMP for the Mid-Valley Campus Library Building Renovation and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal for a GMP.



SKANSKA USA BUILDING INC.

October 14, 2016

Project Name STC Mid Valley Campus Package III (Library Expansion - Renovation)  
 Owner Name South Texas College  
 Location Weslaco, TX

Bid Package	Description	Total Cost GMP
1	General Requirements	\$ -
2	Existing Conditions	\$ 145,166
3	Concrete	\$ -
4	Masonry	\$ 9,827
5	Metals	\$ 17,056
6	Woods, Plastic, and Composites	\$ 5,000
7	Thermal and Moisture Protection	\$ 4,000
8	Openings	\$ 100,265
9	Finishes	\$ 246,129
10	Specialities	\$ 15,000
11	Equipment	\$ 6,500
12	Furnishings	\$ 0
13	Special Construction	\$ -
14	Conveying Systems	\$ -
21	Fire Suppression	\$ 43,450
22	Plumbing	\$ -
23	Heating, Ventilating, and Air Conditioning	\$ 77,945
25	Integrated Automation	\$ -
26	Electrical	\$ 159,675
27	Communications	\$ 51,828
28	Electronic Safety and Security	\$ -
31	Earthwork	\$ -
32	Exterior Improvements	\$ -
33	Utilities	\$ -
34	Transportation	\$ -
35	Waterway and Marine Construction	\$ -
40	Process Integration	\$ -
41	Material Processing and Handling Equipment	\$ -
42	Process Heating, Cooling, Drying Equipment	\$ -
43	Process Gas and Liquid Handling, Purification, and Storage Equipment	\$ -
44	Pollution Control Equipment	\$ -
45	Industry-Specific Manufacturing Equipment	\$ -
48	Electrical Power Generation	\$ -
	Building Permit Fees	\$ 4,407
	<b>SUBTOTAL</b>	<b>\$ 886,249</b>
	Escalation	\$ -
	<b>TOTAL COST OF WORK WITH ESCALATION</b>	<b>\$ 886,249</b>
	Construction Contingency - 1.50%	\$ 13,294
	Design Contingency - 1.50%	\$ 13,294
	<b>SUBTOTAL</b>	<b>\$ 912,837</b>
	General Conditions	\$ 171,799
	CCIP	NA
	Fee - 3.60%	\$ 39,047
	<b>TOTAL COST</b>	<b>\$ 1,123,682</b>
	<b>GRAND TOTAL COST</b>	<b>\$ 1,123,682</b>

ALTERNATES/BREAKOUT PRICING	TOTAL
-----------------------------	-------

## **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Program**

- 1. Mid Valley Campus Workforce Training Center Expansion**
- 2. Starr County Campus Workforce Training Center Expansion**

The College recommends the Mid Valley Campus Workforce Training Center Expansion and Starr County Campus Workforce Training Center Expansion projects be postponed.

The per-square-foot costs of \$183 at Starr County Campus and \$252 at Mid Valley Campus seem excessive, and efforts to reduce the cost have not been successful. The proposed GMP for the Starr County Campus Workforce Training Center was approximately \$1.5M over the CCL, and the proposed GMP for the Mid Valley Campus Workforce Training Center was approximately \$1.2M over the CCL. The cost factor and the desire of staff to revisit allocated space and the opportunity to identify new training programs provides the opportunity to pause on existing plans.

The labor markets and workforce training demands have changed since the workforce center expansions were designed and the Division of Academic Affairs would like the opportunity to revisit space allocated for specific workforce programs. Additionally, the College is contracting with EMSI (an international economic modelling and analysis firm focused on higher education and workforce development) to conduct a study of workforce training opportunities that can be expected in the next few years in the Valley.

The postponement will also allow the current market to stabilize since recently obtained GMPs are significantly exceeding the projected construction cost limitations (CCL), which is heavily influenced by the volume of concurrent construction projects, including the College's own 2013 Bond Construction Program.

The Facilities Committee asked legal counsel to propose an appropriate motion to allow the temporary suspension of work on these two projects under the current contract.

Legal Counsel advised staff that there are two separate issues; the first relates to the architectural services being provided under contract on these projects, and the second relates to the submitted GMPs for these projects.

### Architectural Services

Legal Counsel has recommended that the Board suspend performance of EGV Architect's services in connection with the Mid Valley Workforce Training Addition project and the Starr County Campus Workforce Addition project. The Board would later have the discretion to authorize continuation of performance under this contract once the College is ready to resume.

Guaranteed Maximum Prices (GMPs)

Legal Counsel has recommended that the Board take no action regarding the submitted GMPs for the Mid Valley Campus Workforce Training Addition project and the Starr County Campus Workforce Training Addition project, advising that the College has ninety days from receipt of the GMPs to take action as necessary. No formal Board action is required at this time regarding the GMPs.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the suspension of performance of EGV Architect's services in connection with the Mid Valley Workforce Training Addition project and the Starr County Campus Workforce Addition project as presented.

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

The Board of Trustees approves and authorizes the suspension of performance of EGV Architect's services in connection with the Mid Valley Workforce Training Addition project and the Starr County Campus Workforce Addition project as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on the Texas Historical Commission's Placement of a Memorable Marker at the Starr County Campus**

The College has been notified that the Texas Historical Commission has approved a marker for the County of Starr in Rio Grande City to memorialize the 1966 farm worker strike and march. It is proposed that the site of this marker be in a place easily viewed by the younger generation so that they may be informed about their own history..

The marker will be bronze and measures approximately 27" x 42" in size. The Starr County Judge and the Commissioners have agreed to fund the cost associated with setting of the memorable marker.

The Facilities Committee requested the opportunity to review the language of the memorial marker.

The Committee also asked whether the 1966 farm worker strike and march was covered in appropriate course curriculum. Ms. Benavidez, representing Starr County on the Board and Facilities Committee, suggested that the marker might be appropriate located near the proposed Cultural Arts Center that was under construction as part of the ongoing 2013 Bond Construction Program.

The Facilities Committee recommended Board approval to place the marker commemorating the 1966 farm worker strike and march at the Starr County Campus.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the placement of a marker commemorating the 1966 farm worker strike and march at the Starr County Campus.

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

The Board of Trustees approves and authorizes the placement of a marker commemorating the 1966 farm worker strike and march at the Starr County Campus.

### **Approval Recommended:**

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



## **Review and Action as Necessary on Guaranteed Maximum Price for the Balance of the 2013 Bond Construction Starr County Campus Parking and Site Improvements Project**

According to the Board-approved timeline for the delivery of GMPs, Broaddus & Associates was expected to deliver a recommendation for approval of the GMP for this project to the Facilities Committee on October 11, 2016 or October 27, 2016, and to the Board of Trustees on October 27, 2016.

Broaddus & Associates updated the Facilities Committee on November 8, 2016 on the current status on the balance of the Guaranteed Maximum Price (GMP) for the Starr County Campus Parking and Site Improvement project. Broaddus & Associates informed that Committee that the pricing was beyond their expectations, and that they anticipated delivery of an appropriate GMP to the Facilities Committee at their next meeting, tentatively scheduled for Tuesday, November 22<sup>nd</sup>, 2016.

Staff anticipates that Broaddus & Associates will present a GMP for the Balance of 2013 Bond Construction Program Starr County Campus Parking and Site Improvement project at the November 22, 2016 Facilities Committee meeting. If the Committee makes a recommendation for Board action at that meeting, the Board will be asked to take action as necessary.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the GMP for the Balance of 2013 Bond Construction Program Starr County Campus Parking and Site Improvement project.

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

The Board of Trustees approves and authorizes action as necessary regarding the GMP for the Balance of 2013 Bond Construction Program Starr County Campus Parking and Site Improvement project.

### **Approval Recommended:**

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

**Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades**

Approval to contract construction services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project is requested.

**Purpose**

The procurement of a contractor will provide for construction services necessary for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project.

**Background**

On July 26, 2016, the Board of Trustees approved design services with Sigma HN Engineering to prepare plans and specifications for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project. The design team at Sigma HN 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 October 10, 2016. A total of three (3) sets of construction documents were issued to general contractors and sub-contractors, and a total of two (2) proposals were received on October 26, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
October 10, 2016	Solicitation of competitive sealed proposals began.
October 26, 2016	Two (2) 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 \$267,652.

**Funding Source**

This project was estimated to be \$200,000 by the engineer and was not part of the FY 2016 - 2017 Non-Bond Construction budget, but funds in the amount of \$267,000 are available from savings from other construction projects to fund this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Funds Available</b>	<b>Highest Ranked Proposal NM Contracting, LLC</b>
Non-Bond Construction	\$0	\$267,652	\$267,652

**Reviewers**

The proposals have been reviewed by Sigma HN Engineers and staff from the Facilities Planning & Construction, Science, and Purchasing departments.

**Enclosed Documents**

Staff evaluated these proposals and prepared the enclosed proposal summary. It is recommended that the top ranked contractor be recommended for Board approval.

The Facilities Committee recommended Board approval to contract construction services with NM Contracting, LLC in the amount of \$267,652 for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project as presented.

**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 \$267,652 for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System 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 \$267,652 for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
 PECAN CAMPUS BUILDING G FUME HOODS - PHASE II  
 PROJECT NO. 16-17-1015**

<b>VENDOR</b>		Holchemont, Ltd.	NM Contracting, LLC.
<b>ADDRESS</b>		900 N Main St	2022 Orchid Ave
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501	McAllen, TX 78504
<b>PHONE</b>		956-686-2901	956-631-5667
<b>FAX</b>		956-686-2925	956-627-3959
<b>CONTACT</b>		Michael Che Montalvo	Noel Munoz, Jr.
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Base Bid:</b> Pecan Campus Building G Fumes Hoods - Phase II	\$ 337,000.00	\$ 267,652.00
2	Alternate #1 - Purge Fans	\$ 18,350.00	\$ 11,969.00
3	Begin Work Within	10 Working Days	5 Working Days
4	Completion of Work Within	by January 20, 2017	90 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 337,000.00	\$ 267,652.00
<b>TOTAL EVALUATION POINTS</b>		76.1	91.8
<b>RANKING</b>		2	1

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS BUILDING G FUME HOODS - PHASE II  
PROJECT NO. 16-17-1015**

<b>VENDOR</b>		Holchemont, Ltd.		NM Contracting, LLC.	
<b>ADDRESS</b>		900 N Main St		2022 Orchid Ave	
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501		McAllen, TX 78504	
<b>PHONE</b>		956-686-2901		956-631-5667	
<b>FAX</b>		956-686-2925		956-627-3959	
<b>CONTACT</b>		Michael Che Montalvo		Noel Munoz, Jr.	
1	The Respondent's price proposal. (up to 45 points)	35.6	35.6	45	45
		35.6		45	
		35.6		45	
		35.6		45	
		35.6		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.2	9	8.4
		9		9	
		8		8	
		8		8	
		7		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.7	9	8.4
		9		8	
		9		9	
		9		8	
		8		8	
4	The Respondent's safety record. (up to 5 points)	4	4.2	4	3.6
		4.5		3.5	
		5		4	
		3.5		3.5	
		4		3	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.1	6	6.6
		7.5		7	
		7		6	
		7		7	
		7		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7	7.2	8	7.9
		7		7.5	
		7		9	
		8		8	
		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.1	5	4.9
		5.5		4	
		5		6	
		5		4.5	
		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	0	0	7	7
		0		7	
		0		7	
		0		7	
		0		7	
<b>TOTAL EVALUATION POINTS</b>		76.1		91.8	
<b>RANKING</b>		2		1	



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

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

CONSTRUCTION PROJECTS PROGRESS REPORT - November 1, 2016

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer	Contractor
		Project Development	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%	75%			
<b>Pecan Campus and Pecan Plaza</b>																		
15-1-006	Pecan - Library Study Rooms Additions															Robert	Boulinghouse Simpson Gates Architects	TBD
15-1-007	Pecan - Infrastructure for Portable Buildings - Phase II															Robert	Sigma Engineering	Z/Pro Electric
15-1-008	Pecan - Building K Enrollment Center															David	Boulinghouse Simpson Gates Architects	TBD
16-1-004	Pecan - Arbor Brick Columns Repair & Replacement (RR)															David	N/A	5 Stair
16-1-004	Pecan - Library Compact Shelving & Furniture															Robert	Library Staff	
16-1-014	Pecan - Sand Volleyball Courts															David		
16-1-001	Pecan - Building A Sign Replacement (RR)															Robert	Public Relations	
15-1-001	Pecan Plaza - GED Entrance and Office Area Improvements															Robert	M&O	
15-1-003	Pecan Plaza - Emergency Generator and Wiring															Sam	TBD	TBD
16-1-016	Pecan Plaza - Parking Area for Police Vehicles															David	R. Gutierrez Engineering	TBD
	Pecan Plaza - Renovation - Music Practice Rooms															Robert	FPC	O&M
	Pecan - G Fume Hoods - Phase II															Robert	Sigma/HN	TBD
<b>Mid Valley Campus</b>																		
16-2-007	MV - Covered Walkway for Building G															Sam	Jon hold	TBD
<b>Technology Campus</b>																		
15-3-004	TC - Building B Doors and Frame Replacement															Robert	ROFA	TBD
15-3-006	TC - GM Car Storage Area Upgrade															David	R. Gutierrez Engineers	Robt Excavating, Inc.
15-3-014	TC - Workforce Building Conference Room															Robert	ROFA	TBD
16-2-011	TC - Ford Lab Exhaust System															Sam	TBD	TBD
15-3-002	TC - Building D Exterior Metal Siding Repairs (RR)															Sam	N/A	TBD
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)															David	CLH Engineering	TBD
15-3-003	TC - Building B Concrete Floor Repairs (RR)															David	CLH Engineering	TBD
16-2-R13	TC - Building B Domestic Fire Sprinkler Lines (RR)															Sam	Half Associates	TBD
<b>Nursing and Allied Health Campus</b>																		
16-4-R16	NAH - Resurface Parking Lot #2 (RR)															Robert	PCE	Mid Valley Paving
<b>Starr County Campus</b>																		
15-5-005	Starr - Building E & J Crisis Mgt Center Generator															Sam	DBR	TBD
16-4-R18	Starr - Building F Site Grading & Sidewalk Replacement(RR)															Sam	Meiden and Hunt	TBD
<b>District Wide Improvements</b>																		
15-6-003	DW - Automatic Doors Phase III															Robert	TBD	TBD
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-R014	DW - Marker Boards Replacement (RR)															Sam	N/A	TBD
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	DPS	TBD
16-6-R19	DW - Walkway LED Lighting Upgrade Ph I (RR)															Rick	M&O	TBD

For FY 2016-2017, 25 non-bond projects are currently in progress, 6 have been completed and 40 pending start up - 71 Total

# Status of Non-Bond Construction Projects in Progress October 2016

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Campus								
Library Additional Study Rooms	15%	December 2016	1. Construction Phase 2. Bidding in Progress	\$ 54,000.00	TBD	TBD	\$ -	TBD
Infrastructure for Relocation of Portable Buildings-Phase II	100%	August 2016	1. Construction Phase 2. Construction Complete	\$ 350,000.00	\$ (22,337.93)	\$ 372,337.93	\$ 372,337.93	\$ -
Student Services Building K Enrollment Center	20%	January 2017	1. Construction Phase 2. Construction in Progress	\$ 490,000.00	\$ 8,600	\$ 408,600	\$ -	\$ -
Arbor Brick Columns Repair and Replacement	5%	November 2016	1. Construction Phase 2. Construction in Progress	\$ 60,000.00	\$ 10,528.00	\$ 49,472.00	\$ 49,472.00	\$ -
Library Compact Shelving and Furniture	15%	December 2016	1. Construction Phase 2. Bidding in Progress	\$ 400,000.00	\$ 5,347.92	\$ 394,652.08	\$ 394,652.08	\$ -
Sand Volleyball Courts	10%	May 2017	1. Project Development 2. Design in Progress	\$ 50,000.00	TBD	TBD	\$ -	\$ -
Building A Sign Replacement	0%	December 2016	1. Project Development 2. Design in Progress	\$ 10,000.00	TBD	TBD	\$ -	TBD
Pecan Plaza GED Entrance and Office Area Improvements	100%	August 2016	1. Construction Phase 2. Construction Complete	\$ 70,000.00	\$ 60,375.38	\$ 9,624.62	\$ 9,624.62	\$ -
Pecan Plaza Police Department Emergency Generator	95%	October 2016	1. Design Phase 2. Contract Negotiation	\$ 400,000.00	TBD	TBD	\$ -	TBD
Pecan Plaza Parking Area for Police Vehicles	95%	October 2016	1. Design Phase 2. Design in Progress	\$ 25,000.00	\$ 212.00	\$ 24,788.00	\$ 10,661.80	\$ 14,126.20
Pecan Plaza Renovation-Music Practice Rooms	100%	July 2016	1. Construction Phase 2. Construction Complete	\$ 25,000.00	TBD	TBD	\$ -	TBD
<b>Pecan Campus Total</b>				<b>\$ 1,934,000.00</b>	<b>\$ 62,725.37</b>	<b>\$ 1,259,474.63</b>	<b>\$ 836,748.43</b>	<b>\$ 14,126.20</b>

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
<b>Mid Valley Campus</b>								
Covered Walkway for Building G	10%	August 2017	1. Project Development 2. Design in Progress	\$ 71,000.00	TBD	TBD	\$ -	TBD
<b>Mid Valley Campus Total</b>				<b>\$ 71,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Technology Campus</b>								
Building B Main Door and Frame Replacement	5%	December 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 12,867.00	\$ 37,133.00	\$ -	\$ 37,133.00
GM Car Storage Area Upgrade	90%	July 2016	1. Construction Phase 2. Contract Negotiations	\$ 275,000.00	TBD	TBD	\$ -	TBD
Building C Conference Room Addition	5%	December 2016	1. Construction Phase 2. Construction in Progress	\$ 60,000.00	\$ (17,767.00)	\$ 77,767.00	\$ -	\$ 77,767.00
Ford Lab Exhaust System	5%	December 2016	1. Project Development 2. Design in Progress	\$ 100,000.00	TBD	TBD	\$ -	TBD
Building D Exterior Metal Siding Repairs	75%	October 2016	1. Project Development 2. Design in Progress	\$ 35,000.00	TBD	TBD	\$ -	TBD
Repair Concrete Floor Mechanical Room	30%	October 2016	1. Design Phase 2. Design in Progress	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Building B Concrete Floor Repairs	90%	October 2016	1. Project Development 2. Design in Progress	\$ 400,000.00	TBD	TBD	\$ -	TBD
Building B Domestic/Fire Sprinkler Lines	25%	October 2016	1. Construction Phase 2. Contract Negotiations	\$ 700,000.00	TBD	TBD	\$ -	TBD
<b>Technology Campus Total</b>				<b>\$ 1,622,000.00</b>	<b>\$ (3,900.00)</b>	<b>\$ 115,900.00</b>	<b>\$ -</b>	<b>\$ 115,900.00</b>
<b>Nursing and Allied Health Campus</b>								
Thermal Plant	80%	October 2016	1. Construction Phase 2. Bidding in Progress	\$ 2,650,000.00	TBD	TBD	\$ -	TBD
Resurface Parking Lot 2	100%	July 2016	1. Construction Phase 2. Construction Complete	\$ 250,000.00	\$ 151,632.70	\$ 98,367.30	\$ 98,367.30	\$ -
<b>Nursing and Allied Health Campus Total</b>				<b>\$ 2,900,000.00</b>	<b>\$ 151,632.70</b>	<b>\$ 98,367.30</b>	<b>\$ 98,367.30</b>	<b>\$ -</b>

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Bldg E & J Crisis Management Center with Generator	95%	October 2016	1. Design Phase 2. Contract Negotiation	\$ 40,000.00	TBD	TBD	\$ -	TBD
Bldg F Site Grading and Sidewalk Replacement	5%	October 2016	1. Design Phase 2. Contract Negotiation	\$ 6,000.00	TBD	TBD	\$ -	TBD
<b>Starr County Campus Total</b>				<b>\$ 46,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>District Wide</b>								
Automatic Doors Phase III	5%	November 2016	1. Construction Phase 2. Construction in Progress	\$ 65,000.00	TBD	TBD	\$ -	TBD
Building to Building ADA Accessibility Improvements Phase	100%	September 2016	1. Construction Phase 2. Construction Complete	\$ 400,000.00	\$ (68,170.04)	\$ 468,170.04	\$ 468,170.04	\$ -
La Joya Monument Sign	100%	August 2016	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
Marker Boards Replacement	50%	October 2016	1. Design Phase 2. Design in Progress	\$ 200,000.00	TBD	TBD	TBD	TBD
Outdoor Furniture	0%	January 2017	1. Design Phase 2. Design in Progress	\$ 25,000.00	TBD	TBD	TBD	TBD
Directional Signage Updates	20%	October 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	TBD	TBD	TBD	TBD
Surveillance Cameras and Poles Campus Entrances	50%	January 2017	1. Construction Phase 2. Bidding in Progress	\$ 155,000.00	TBD	TBD	TBD	TBD
Walkway LED Lighting Upgrade	15%	July 2017	1. Design Phase 2. Bidding in Progress	\$ 35,000.00	TBD	TBD	TBD	TBD
<b>District Wide Total</b>				<b>\$ 930,000.00</b>	<b>\$ (68,170.04)</b>	<b>\$ 468,170.04</b>	<b>\$ 468,170.04</b>	<b>\$ -</b>
<b>Non-Bond Construction Project Total</b>				<b>\$ 7,503,000.00</b>	<b>\$ 142,288.03</b>	<b>\$ 1,941,911.97</b>	<b>\$ 1,403,285.77</b>	<b>\$ 130,026.20</b>
<b>For FY 2016 - 2017, 24 non-bond projects are currently in progress, 6 have been completed and 40 pending start up - 70 Total</b>								



## **Discussion and Action as Necessary to Conduct the Assessment of the College President and the Self-Assessment of the Board of Trustees**

The Board is asked to conduct an assessment of the College President and the Self-Assessment of the Board of Trustees.

The assessment of the College President and the self-assessment of the Board of Trustees have historically been performed every few years. These assessments are a valuable process to help the Board in their stewardship and to provide the College President with feedback as necessary. Additionally, best practices call for regular Board assessment of both the College President and the Board itself.

The previous evaluation of the Board of Trustees and the College President was conducted in 2015. The updated evaluation forms for the Board of Trustees and the College President follow in the packet for the Board's information and review.

Dr. Alejo Salinas, Jr., Board Chair, has asked that the Trustees complete the evaluation forms that are provided under separate cover and submit them for his review by Tuesday, December 6, 2016. The Board may opt to review the evaluation results at a subsequent Board meeting.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the assessment of the College President and the Self-Assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

### **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 assessment of the College President and the Self-Assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
ASSESSMENT OF THE PRESIDENT  
FY 2016-2017**

Please rate the functioning of the President according to the following criteria and characteristics.

**4 = Excellent    3 = Good    2 = Satisfactory    1 = Needs Improvement    0 = Not observed**

<b>A.</b>	<b>BOARD RELATIONS</b>	<b>SCORE</b>
1	Keeps the Board adequately informed of College operations and activities on an ongoing basis.	4 3 2 1 0
2	Keeps the Board adequately informed of major circumstances.	4 3 2 1 0
3	Provides adequate concern for needs of individual Board members.	4 3 2 1 0
4	Communicates effectively using both written and oral communication.	4 3 2 1 0
5	Appropriately carries out the directions of the Board.	4 3 2 1 0
6	Works productively and harmoniously with Trustees.	4 3 2 1 0
7	Provides the Board with needed information soon enough to be read and assimilated.	4 3 2 1 0
8	Provides sufficient information for the Board to make decisions.	4 3 2 1 0

<b>B.</b>	<b>COMMUNITY, STATE, &amp; NATIONAL RELATIONS</b>	<b>SCORE</b>
1	Provides effective institutional representation in community relations.	4 3 2 1 0
2	Effectively interacts with community organizations in a leadership capacity as appropriate.	4 3 2 1 0
3	Participates in appropriate community organizations and committee/task force activities.	4 3 2 1 0
4	Maintains appropriate state and national professional affiliations.	4 3 2 1 0
5	Provides institutional respectability/image.	4 3 2 1 0

<b>C.</b>	<b>FISCAL AND FACILITIES MANAGEMENT</b>	<b>SCORE</b>
1	Develops sound financial plans and operates the College in a financially prudent manner.	4 3 2 1 0
2	Is responsible for audit compliance and correcting any concerns.	4 3 2 1 0
3	Maintains effective and legally sound purchasing procedures.	4 3 2 1 0
4	Demonstrates knowledge of College budget.	4 3 2 1 0
5	Is well informed regarding facility, equipment and supply needs and keeps Trustees apprised of needs and response to needs.	4 3 2 1 0
6	Directs short-term and long-range planning of campus maintenance and operations.	4 3 2 1 0

<b>D.</b>	<b>INSTRUCTIONAL AND STUDENT SERVICE PROGRAMS</b>	<b>SCORE</b>
1	Identifies and understands, and implements the academic mission and goals of the College.	4 3 2 1 0
2	Effectively establishes, organizes, and operates instructional and student service programs.	4 3 2 1 0
3	Is responsive and innovative with respect to changes in the community and in the delivery of educational services.	4 3 2 1 0
4	Maintains appropriate academic standards.	4 3 2 1 0
5	Understands and appropriately responds to the needs of students.	4 3 2 1 0
6	Maintains a high degree of value for the student as a customer	4 3 2 1 0

<b>E.</b>	<b>PERSONNEL/HUMAN RESOURCES OPERATION</b>	<b>SCORE</b>
1	Maintains effective working relationship with College employees.	4 3 2 1 0
2	Employs individuals whose abilities are well suited to their position.	4 3 2 1 0
3	Effectively delegates responsibility to appropriate staff.	4 3 2 1 0

4	Directs the development and implementation of personnel procedures and practices that comply with Board policy.	4 3 2 1 0
5	Willing to make difficult personnel decisions.	4 3 2 1 0
6	Demonstrates and promotes sensitivity to and support of EEO/Affirmative Action policies and procedures.	4 3 2 1 0
7	Maintains accessibility.	4 3 2 1 0

<b>F.</b>	<b>LEADERSHIP</b>	<b>SCORE</b>
1	Demonstrates ability to communicate and implement decisions.	4 3 2 1 0
2	Demonstrates ability to handle crises.	4 3 2 1 0
3	Demonstrates ability to initiate new ideas.	4 3 2 1 0
4	Demonstrates a leadership style that inspires others.	4 3 2 1 0
5	Demonstrates effective short and long-range planning.	4 3 2 1 0
6	Engenders confidence as an educational leader.	4 3 2 1 0
7	Exhibits a high level of knowledge and understanding of a comprehensive community college.	4 3 2 1 0
8	Fosters an appropriate level of credibility in the community.	4 3 2 1 0
9	Identifies and analyzes problems and issues confronting the College.	4 3 2 1 0
10	Identifies potential areas of conflict.	4 3 2 1 0
11	Incorporates the ideas of others in the decision-making process.	4 3 2 1 0
12	Provides effectively maintained College facilities and seeks needed funding for future construction/renovation.	4 3 2 1 0
13	Possess an appropriate degree of personal integrity.	4 3 2 1 0

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SOUTH TEXAS COLLEGE  
ASSESSMENT OF THE BOARD  
FY 2016-2017**

Please rate the functioning of the Board according to the following criteria and characteristics.

**4 = Excellent    3 = Good    2 = Satisfactory    1 = Needs Improvement    0 = Not observed**

#	BOARD ASSESSMENT CRITERIA	SCORE
1	The quality of participation and discussion at Board meetings	4 3 2 1 0
2	The manner in which the agenda is planned in advance to assure interest and participation.	4 3 2 1 0
3	The material and information that is sent in advance of the Board meeting to prepare trustees	4 3 2 1 0
4	The attendance at Board meetings	4 3 2 1 0
5	In terms of the institution's needs, the number of times the Board meets	4 3 2 1 0
6	The Board's working relationship with the chief executive officer	4 3 2 1 0
7	The Board's working relationship with the administrative staff	4 3 2 1 0
8	The Board's knowledge and understanding of the activity of major committees	4 3 2 1 0
9	Financial records of the institution are audited annually, and a certified report is presented in a timely fashion following the close of the fiscal year.	4 3 2 1 0
10	The Board's understanding of its role in the development of broad institutional policies	4 3 2 1 0
11	Reports of major committees are presented in writing, and there is ample opportunity for understanding and discussion.	4 3 2 1 0
12	The level of understanding and commitment of trustees of their responsibility to assure an adequately funded institution	4 3 2 1 0

#	BOARD ASSESSMENT CRITERIA	SCORE
13	The degree of attention and concern given to the proper investment of reserves and endowment funds	4 3 2 1 0
14	The practice and procedure of indoctrinating and orienting new Board members	4 3 2 1 0
15	The camaraderie and esprit of the Board	4 3 2 1 0
16	The practice of trustees to act as a team	4 3 2 1 0
17	The degree to which the institution's short-term objectives and long-range goals are in place and understood by trustees	4 3 2 1 0
18	The Board's understanding of the role and responsibilities of trustees	4 3 2 1 0
19	The Board's understanding, concern, and assessment of the institution's success in its service area	4 3 2 1 0
20	The Board's understanding, concern, and assessment of the institution's success against its competition	4 3 2 1 0
21	The Board's use of staff people to make reports and presentations at meetings	4 3 2 1 0
22	The Board's written policy and enforcement of possible conflict of interest with trustees and their business relationships	4 3 2 1 0
23	The level at which trustees take their responsibility and commitment of Board membership	4 3 2 1 0
24	The appropriateness and effectiveness of standing committees that meet and report on a regular basis	4 3 2 1 0
25	The regularity in which governing policies, By-laws and so forth, are reviewed for appropriateness and relevancy	4 3 2 1 0
26	The depth and pertinence of data and information provided trustees to properly understand and interpret the work of the institution	4 3 2 1 0
27	The Board's attentiveness and evaluation of the public relations of the institution	4 3 2 1 0



#	BOARD ASSESSMENT CRITERIA	SCORE
28	The Board's concern about the allocation of funds to assure the optimum operation of the institution	4 3 2 1 0
29	Before making decisions regarding policy and other important matters, the degree of opportunity the board has to review and discuss all appropriate data and information – whether positive or negative	4 3 2 1 0
30	The participation at Board meetings is open, candid, and reflects all possible opinions.	4 3 2 1 0
31	At most meetings, trustees have an opportunity to hear information that is of an educational or interpretive nature about the institution and its work.	4 3 2 1 0
32	The Board ensures that Board action results from discussion of the whole Board and that no individual member or committee takes unauthorized action on behalf of the Board.	4 3 2 1 0
33	The Board retains a clear distinction between its role in establishing broad institutional policies and the administration's responsibility to administer and implement policy.	4 3 2 1 0
34	All things considered, the overall effectiveness and dedication of the Board.	4 3 2 1 0

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **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 October 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 **October 2016**, and will respond to questions posed by the Board.

**The checks and the financial reports submitted for approval are included in the Board packet under separate cover.**

### **Recommendation:**

It is recommended that the Board of Trustees approve the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of October 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 October 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 October 2016
- B. Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for October 2016
- C. Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval (Policy 5610) for October 2016
- D. Release of Construction Fund Checks for October 2016
- E. Quarterly Investment Report for October 2016
- F. Summary of Revenue for October 2016
- G. Summary of State Appropriations Income for October 2016
- H. Summary of Property Tax Income for October 2016
- I. Summary of Expenditures by Classification for October 2016
- J. Summary of Expenditures by Function for October 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for October 2016
- L. Summary of Grant Revenues and Expenditures, October 2016
- M. Summary of Bid Solicitations
- N. Check Register for October 2016

# **FINANCIAL REPORTS**

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

# *President's Report*

*Education and Workforce  
Development Committee  
Minutes  
November 8, 2016*



**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, November 8, 2016 @ 2:45 p.m.**

**MINUTES**

The Education and Workforce Development Committee Meeting was held on Tuesday, November 8, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:48 p.m. with Mrs. Graciela Farias presiding.

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

Other Trustees present: Mr. Paul R. Rodriguez

Members absent: Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Dr. Erasmus Addae, Mrs. Darci Cather, Dr. Ali Esmaeili, Dr. Murad Odeh, Ms. April Castaneda, Ms. Yvette Gonzalez, Ms. Tammy Tijerina, and Mr. Andrew Fish

**Approval of Minutes for Tuesday, October 11, 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, October 11, 2016 were approved as written. The motion carried.

**Presentation on South Texas College Online Programs**

Dr. Erasmus Addae, Dean of Distance Learning, and Mrs. Darci Cather, Assistant Professor of English, presented on South Texas College Online Programs.

Dr. Addae last presented on the South Texas College Online Programs to the Education and Workforce Development Committee on February 16, 2016. At that meeting, Dr. Addae provided a background on the history of distance education at South Texas College, and the development and marketing of new programs and student services offered online in recent years.

Dr. Addae returned to present the learning data as of Fall 2015, which included 5,925 students, taking 526 course sections within 32 online programs.

The Committee reviewed the course development process and course design requirements used by South Texas College Online faculty, which included strong collaboration between traditional faculty and specialized Instructional Designers to ensure that online courses meet traditional standards and are delivered effectively online.

Dr. Addae then reviewed student success and completion metrics and overall South Texas College Online Program statistics, and discussed the training for all faculty teaching online, and the support services provided to help students succeed in their online programs.

Mrs. Cather then provided the Committee with a demonstration illustrating how online courses function for students at South Texas College. South Texas College Online includes comprehensive programs designed to help students meet their academic and workforce goals. Mrs. Cather was currently teaching an English 1302 course for online students, and demonstrated the resources available to students for their successful completion of this course.

This demonstration provided an overview of the resources provided to help student connect, learn, and succeed online at South Texas College.

The Committee requested additional information and analysis comparing online students to traditional students, as well as the development and reporting of an accountability model for South Texas College Online. This would be developed and presented to the Committee at a later date.

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 3:49 p.m.

I certify that the foregoing are the true and correct Minutes of the November 8, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

---

Mrs. Graciela Farias  
Presiding

*Facilities Committee  
Minutes  
November 8, 2016*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, November 8, 2016 @ 3:30 PM**

**MINUTES**

The Facilities Committee Meeting was held on Tuesday, November 8, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:53 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: 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. George McCaleb, Dr. Ali Esmaeili, Mr. Sam Saldana, Mr. Brian Fruge, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Ms. Tammy Tijerina, Mr. Bill Wilson, Mr. Trey Murray, Mr. Ramiro Gutierrez, Mr. Hector Garcia, Mr. Gilbert Enriquez, Mr. Josue Reyes, and Mr. Andrew Fish

**Approval of Facilities Committee Meetings Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the following Minutes for the Facilities Committee meetings were approved as written.

1. October 11, 2016 Facilities Committee Meeting
2. October 27, 2016 Facilities Committee Meeting

The motion carried.

**Update on Status of Board Request to Broaddus & Associates for the Project and Program Accountability and Status of 2013 Bond Construction Program**

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 outlined the Board's expectations of the CPM.

Broaddus & Associates was asked to provide the following documentation to the Facilities Committee:

- Budget Accountability Reporting spreadsheet;
- Total Project Cost (TPC) worksheet;
- Update on the status of the 2013 Bond Construction Program;
- Video Update on Construction Projects;
- Chart of Project Progress; and
- Project Scorecards

Broaddus & Associates provided updates and reports on a monthly basis to inform the Facilities Committee and the Board of Trustees of the status of the 2013 Bond Construction Program.

Broaddus & Associates was present to provide the monthly reports as requested and was available to answer any questions.

As of November 8, 2016, the total budget shortfall was estimated to be at \$6,497,398 without use of buyout savings and design and construction contingency. Funding for any shortfall net of savings in use of design and construction contingency could be covered by non-bond funds.

Mr. Gary Gurwitz noted that Broaddus & Associates had previously estimated a total 2013 Bond Construction Program budget deficit of \$4.1M, and the Board had been acting in good faith that the College's exposure to cover deficit costs was limited to that amount.

While the budget shortfall estimates had increased to nearly \$6.5M, Broaddus & Associates advised that the project level accounting included approximately \$3M in unexpended design and construction contingencies which, if not used, would be returned to the College and could help defray the budget deficit. Broaddus & Associates also expected approximately \$3M in buyout savings, which reflects a reduction in overall GMPs once associated work was bid out to the subcontractors and actual costs were known.

Mr. Gurwitz asked Brian Fruge with Broaddus & Associates if the firm still stood by their assertion that the College's maximum exposure for program budget deficits was \$4.1M, and Brian responded: "Absolutely."

Mr. Gilbert Gallegos then introduced Ms. Tammy Tijerina, who had recently joined the firm's team and would be working on the College's 2013 Bond Construction Program. Ms. Tijerina showed a video including fly-over footage of each construction site. This video was provided to give the Trustees a view of the progress at each project. The

Committee expressed an interest in seeing future videos of a similar nature, requesting that they be updated monthly.

No action was requested.

### **Review and Discussion on Updated Summary on Use of Non-Bond Funds for the 2013 Bond Construction Program**

The updated summary on use of non-bond funds for the 2013 Bond Construction Program would be reviewed and discussed at the November 22, 2016 Board meeting.

#### **Purpose**

A summary on the use and commitment of non-bond funds for the 2013 Bond Construction Program would be provided for review by the board.

#### **Background**

On April 25, 2016, Broaddus & Associates presented the status of the budget for the 2013 Construction Bond Program and informed the board of the program contingency balance in the amount of \$8,191,017. Since then, the approval process of the Guaranteed Maximum Prices (GMPs) for the 2013 Bond Construction Program, various GMPs for the projects exceeded their established Construction Cost Limitation (CCL). These budget shortfalls were covered by the overall program contingency fund, but the program contingency fund had recently been depleted of its original allocated amount. In addition, the College approved the use of non-bond funds to pay for budget shortfalls and alternates.

Broaddus & Associates expected to recover some of the GMP overages through construction buyout savings and by returning unused design and construction contingencies to the owner.

Broaddus & Associates provided a summary of the current amount of committed non-bond funds and their associated projects approved by the Board for their review.

#### **Enclosed Documents**

The packet included an updated summary of the use of Non-Bond Commitments and Expenditures prepared by College administration.

#### **Presenters**

Representatives from Broaddus & Associates were present at the Facilities Committee meeting to address any questions or concerns.

No action was requested.



**Review and Recommend Action on Change Orders for Use of Buyout Savings for the 2013 Bond Construction Technology Campus Southwest Building Renovation**

Approval on proposed change orders for use of buyout savings for the 2013 Bond Construction Projects would be requested at the November 22, 2016 Board meeting.

**Purpose**

The current buyout savings for the 2013 Bond Construction Projects above were reviewed and the proposed savings were processed by submitting a change order. Buyout savings were realized when actual construction services are contracted at a lower cost than the Board approved Guaranteed Maximum Price (GMP).

GMPs included Design and Construction contingency funds based upon a percentage of the total construction cost. When buyout savings reduced the total construction costs, the associated contingencies were also reduced from the GMP.

The proposed Change Orders would reduce the overall GMPs due to buyout savings and associated reductions to project level Design and Construction contingencies, and the reduced costs would be transferred to the 2013 Bond Construction Program Contingency fund. Broaddus & Associates was working with E-CON Group, LLC. to determine the associated contingency savings and would present them at a later date.

**Background**

On September 27, 2016, the Board approved the buyout savings and associated contingencies for the demolition work portion of the Technology Campus Southwest Building Renovation with E-CON Group, LLC. As part of the buyout process, E-CON Group, LLC brought forward cost information to allow the acceptance of actual buyout savings within the project. They were as follows:

**Funding Source**

Buyout savings

Construction Project	Design Contingency	Construction Contingency	Buyout Savings	Total Savings
Tech Campus Expansion	\$0	\$0	\$1,115,311	\$1,115,311

Technology Southwest Building Renovation	Board Approved Date	Approved GMP Amount
<b>Original Total GMP Approved</b>	6/28/16	<b><u>\$10,533,587</u></b>
Previously Approved Deductive Change Order		<i>(120,730)</i>
<b>Revised GMP</b>	9/27/16	<b><u>\$10,412,857</u></b>
Current Proposed Deductive Change Order		<i>(1,115,311)</i>
<b>Current Revised GMP</b>	pending	<b><u>\$9,297,546</u></b>

Broaddus & Associates recommended accepting the buyout savings for a total of \$1,115,311 and approval of change orders to re-allocate the savings to the 2013 Bond Construction Program Contingency.

Staff recommended that Broaddus & Associates provide a regular report on buyout savings and documentation as those savings were reallocated to the 2013 Bond Construction Program Contingency fund, to help the College track its overall program budget.

### **Presenters**

Representatives from Broaddus & Associates and E-CON Group, LLC. attended the Facilities Committee meeting to discuss the buyout savings.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the proposed change order for the use of buyout savings and the reduction of the GMP amount to \$9,297,546 for the 2013 Bond Construction Technology Campus Southwest Building Renovation project as presented. The motion carried.

### **Review and Update on Savings of Owner Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program**

Broaddus & Associates reported the projected savings from Owner Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program.

### **Background**

On January 26, 2016, the board approved and awarded insurance agent services to Carlisle Insurance Agency, Inc. for the Owner-Controlled Insurance Program for the 2013 Bond Construction Program.

### **Enclosed Documents**

A memo was included from Carlisle Insurance Agency, Inc. indicating the estimated savings, which were estimated to be \$187,374 across the full 2013 Bond Construction Program.

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

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion would be requested at the November 22, 2016 Board meeting.

**Purpose**

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

**Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. 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.

**Background**

Approval of the GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The architect provided the necessary construction documents to D. Wilson Construction Company which provided the GMP in the amount of \$1,320,000.

Original Construction Cost Limitation (CCL)	\$850,000
<b>Less:</b>	
Current Proposed GMP	<u>\$1,320,000</u>
Budget Deficit Variance	<u>(\$470,000)</u>

**Funding Source**

The Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project was \$850,000. Funds were budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds were required from the Non-Bond Construction budget in the amount of \$470,000 to cover the budget shortfall. This amount would be added to the College’s projected non-bond expenditure commitment to fund current budget shortfalls.

**Reviewers**

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

**Enclosed Documents**

A memorandum from Broaddus & Associates and a description of the GMP submitted by D. Wilson Construction Company was provided in the packet.

**Presenters**

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

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,320,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project as presented. The motion carried.

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

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion would be requested at the November 22, 2016 Board meeting.

#### **Purpose**

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

#### **Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. 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.

#### **Background**

Approval of the GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The architect provided the necessary construction documents to D. Wilson Construction Company which provided the GMP in the amount of \$1,365,000.

Original Construction Cost Limitation (CCL)	\$850,000
<b>Less:</b>	
Current Proposed GMP	\$1,365,000
Budget Deficit Variance	<u>(\$515,000)</u>

#### **Funding Source**

The Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion project was \$850,000. Funds were budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds were required from the Non-Bond Construction budget in the amount of \$515,000 to cover the budget shortfall. This amount would be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### **Reviewers**

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

### **Enclosed Documents**

A memorandum from Broaddus & Associates and a description of the GMP submitted by D. Wilson Construction Company was provided in the packet.

### **Presenters**

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

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,365,000 with D. Wilson Construction Company for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion project as presented. The motion carried.

### **Review and Recommend Action on Guaranteed Maximum Price for the Non-Bond Nursing and Allied Health Campus Thermal Plant**

Approval of a Guaranteed Maximum Price (GMP) for the Non-Bond Nursing and Allied Health Campus Thermal Plant would be requested at the November 22, 2016 Board meeting.

### **Purpose**

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

### **Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Halff Associates 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.

### **Background**

At the Facilities Committee meeting held on October 11, 2016, Broaddus & Associates was asked to review the proposed GMP and offer options to reduce the overall construction cost associated with the possible removal of existing air conditioning equipment. After careful review and consideration Broaddus & Associates provided the options listed below for the Facilities Committee review and recommendation:

**Recommended**

- Delete Valve Box (\$11,165)
- Delete two smaller valve boxes (\$18,270)
- Delete Sweeper Package (\$27,405)
- CMU 12"to 8" (\$16,240)
- Total Potential VE (\$73,080)**

**Not Recommended**

- Leave HVAC on the Roof (\$20,300)
- Mechanical Yard Concrete (\$27,405)
- Lightning protection (\$24,360)
- Total Potential VE (\$72,065)**

Approval of the GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The engineer provided the necessary construction documents to D. Wilson Construction Company which provided the GMP in the amount of \$3,171,715. (All inclusive with no deduct alternates accepted.)

This was a non-bond project previously approved as a capital improvement project to develop a new thermal plant for the campus. This project would provide the chilled water system and lines for the new 2013 Bond Nursing and Allied Health Campus Expansion building and the existing Nursing and Allied Health Campus buildings. Bond funds would be used for the chilled water lines to the new expansion building and the purchase of chillers. Non-bond funds would be used for the new thermal plant, chilled water lines to the existing buildings, and replacement of HVAC units in the existing buildings.

Non-Bond Construction Cost Limitation (CCL) \$2,630,000

Broadus & Associates had previously proposed to use \$181,470 from the overall bond program contingency to install chilled water lines to the new Nursing and Allied Health Campus Expansion Building. However, since there was no longer a bond program contingency balance, these costs would be charged to the Non-Bond Fund.

Item Description	Bond Budget	Non - Bond Budget	Total
CCL	\$0	\$2,630,000	<b>\$2,630,000</b>
Lines to new building	-	-	-
<b>Total CCL</b>	<b>\$0</b>	<b>\$2,630,00</b>	<b>\$2,630,000</b>
Proposed GMP	\$230,788	\$2,940,927	<b>\$3,171,715</b>
CCL vs GMP Variance	(\$230,788)	(\$310,927)	<b>(\$541,715)</b>

**Funding Source**

The current Construction Cost Limitation (CCL) for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project was \$3,171,715. If the recommended



alternates were accepted, the GMP would be revised to \$3,098,635. Funds were budgeted in the Non-Bond Construction budget for fiscal year 2016-2017. Additional funds were required from the Non-Bond Construction budget in the amount of \$541,715 to cover the budget shortfall. If the recommended alternates were accepted, then the shortfall would be \$468,635. This amount would be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### **Reviewers**

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

### **Enclosed Documents**

A memorandum from Broaddus & Associates and a description of the GMP and potential deductive alternates submitted by D. Wilson Construction Company was provided in the packet.

### **Presenters**

Representatives from Broaddus & Associates, Half Associates, and D. Wilson Construction Company attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board acceptance of the value engineering options as recommended by Broaddus & Associates, totaling \$73,080, for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$3,098,635 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$468,635 for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented. The motion carried.

### **Review and Recommend Action on Guaranteed Maximum Price for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements**

Approval of a Guaranteed Maximum Price (GMP) for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements would be requested at the November 22, 2016 Board meeting.

### **Purpose**

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

### **Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. R. Gutierrez Engineering Corporation has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees.

### **Background**

At the Facilities Committee meeting held on October 11, 2016, Broaddus & Associates was asked to review the proposed GMP and offer options to reduce the overall construction cost. A \$10,812 savings was realized from further review of the IT duct bank routing on the site and has been incorporated in the revised GMP.

Approval of the GMP would allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The engineer provided the necessary construction documents to D. Wilson Construction Company which provided the GMP in the amount of \$229,010.

This was a non-bond project previously approved as part of a capital improvement project to develop the new thermal plant for the campus. This project would provide parking and site work for the new thermal plant and its immediate surrounding area.

Construction Cost Limitation (CCL)	\$200,000
Less:	
Total Proposed GMP	<u>229,010</u>
Budget Deficit Variance	<u>(\$29,010)</u>

### **Funding Source**

The current Construction Cost Limitation (CCL) for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project was \$200,000. Funds were budgeted in the Non-Bond Construction budget for fiscal year 2016-2017. Additional funds were required from the Non-Bond Construction budget in the amount of \$29,010 to cover the budget shortfall. This amount would be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### **Reviewers**

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

### **Enclosed Documents**

A memorandum from Broaddus & Associates and a description of the GMP submitted by D. Wilson Construction Company was provided in the packet.

**Presenters**

Representatives from Broaddus & Associates, R. Gutierrez Engineering Corporation, and D. Wilson Construction Company attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$229,010 with D. Wilson Construction Company and utilization of additional Non-Bond funds in the amount of \$29,010 for the Non-Bond Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements as presented. The motion carried.

**Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Library Expansion**

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Library Expansion would be requested at the November 22, 2016 Board meeting.

**Purpose**

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

**Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. 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.

**Background**

Approval of the GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The architect provided the necessary construction documents to Skanska USA Building, Inc. which provided the GMP in the amount of \$2,462,776.

Original Construction Cost Limitation (CCL)	\$1,750,000
<b>Less:</b>	
Current Proposed GMP	<u>\$2,462,776</u>
Budget Deficit Variance	<u>(\$712,776)</u>

### **Funding Source**

The Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Library Expansion project was \$1,750,000. Funds were budgeted in the 2013 Bond Construction budget for fiscal year 2016-2017. Additional funds were required from the Non-Bond Construction budget in the amount of \$712,776 to cover the budget shortfall. This amount would be added to the College's projected non-bond expenditure commitment to fund current budget shortfalls.

### **Reviewers**

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

### **Enclosed Documents**

A memorandum from Broaddus & Associates and a description of the GMP submitted by Skanska USA Building, Inc. was provided in the packet.

### **Presenters**

Representatives from Broaddus & Associates, Mata + Garcia Architects, and Skanska USA Building, Inc. attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$2,462,776 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented. The motion carried.

### **Review and Recommend Action on Guaranteed Maximum Price for the Non-Bond Construction Mid Valley Campus Library Renovation**

Approval of a Guaranteed Maximum Price (GMP) for the Non-Bond Construction Mid Valley Campus Library Renovation would be requested at the November 22, 2016 Board meeting.

### **Purpose**

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

### **Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Mata + Garcia Architects, LLP. 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.

### **Background**

On September 22, 2015, the Board was advised the benefits of combining the 2013 Bond Construction project at the Mid Valley Campus Library Expansion with the Non-Bond Mid Valley Campus Library Renovation project to ensure that the entire building is designed to function properly and provide the necessary library services effectively for the students. The concurrent redesign and renovation of the current library space with the designing and construction of the new library expansion was recommended to allow the existing and new portions of the building to function as a cohesive whole.

Approval of the GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The architect provided the necessary construction documents to Skanska USA Building, Inc. which provided the GMP in the amount of \$1,123,682.

Non-Bond Construction Cost Limitation (CCL)	\$1,585,710
<b>Less:</b>	
Total Proposed GMP	<u>\$1,123,682</u>
Budget Variance	<u>\$462,028</u>

### **Funding Source**

The current Construction Cost Limitation (CCL) for the Non-Bond Mid Valley Campus Library Renovation project was \$1,585,710. Funds were budgeted in the Non-Bond Construction budget for fiscal year 2016-2017.

### **Reviewers**

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

### **Enclosed Documents**

A memorandum from Broaddus & Associates and a description of the GMP submitted by Skanska USA Building, Inc. was provided in the packet.

### **Presenters**

Representatives from Broaddus & Associates, Mata + Garcia Architects, LLP., and Skanska USA Building, Inc. attended the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$1,123,682 with Skanska USA Building, Inc. for the Non-Bond Mid Valley Campus Library Renovation project as presented. The motion carried.

**Review and Recommend Action on Guaranteed Maximum Price for 2013 Bond Construction Projects**

- 1. Mid Valley Campus Workforce Training Center Expansion**
- 2. Starr County Campus Workforce Training Center Expansion**

The College recommended the Mid Valley Campus Workforce Training Center Expansion and Starr County Campus Workforce Training Center Expansion projects be postponed.

The per-square-foot costs of \$183 at Starr County Campus and \$252 at Mid Valley Campus seem excessive, and efforts to reduce the cost have not been successful. The proposed GMP for the Starr County Campus Workforce Training Center was approximately \$1.5M over the CCL, and the proposed GMP for the Mid Valley Campus Workforce Training Center was approximately \$1.2M over the CCL. The cost factor and the desire of staff to revisit allocated space and the opportunity to identify new training programs provided the opportunity to pause on existing plans.

The labor markets and workforce training demands had changed since the workforce center expansions were designed and the Division of Academic Affairs requested the opportunity to revisit space allocated for specific workforce programs. Additionally, the College was contracting with EMSI (an international economic modelling and analysis firm focused on higher education and workforce development) to conduct a study of workforce training opportunities that could be expected in the next few years in the Valley.

The postponement would also allow the current market to stabilize since recently obtained GMPs were significantly exceeding the projected construction cost limitations (CCL), which was heavily influenced by the volume of concurrent construction projects, including the College's own 2013 Bond Construction Program.

Administration recommended that a postponement of approximately six months would be advantageous to the College, and that any subsequent redesign might help the College build facilities better suited to future program needs.

Broaddus & Associates also recommended this delay, reasserting that the delay could allow the labor costs to stabilize and allow the College to complete the projects at a more advantageous price.

The Committee asked legal counsel if there were any concerns about such a postponement. Legal Counsel requested an opportunity to discuss the issue with Broaddus & Associates, the Construction Program Manager overseeing both projects, and to review related contracts. Legal Counsel agreed to provide a recommendation for the Board's action in time for the November 22, 2016 Regular Board Meeting.

No action was taken.



### **Review and Recommend Action of the Texas Historical Commission of the Memorable Marker at the Starr County Campus**

The College was notified that the Texas Historical Commission had approved a marker for the County of Starr in Rio Grande City to memorialize the 1966 farm worker strike and march. It was proposed that the site of this marker be in a place easily viewed by the younger generation so that they may be informed about their own history. The Facilities Committee was asked to recommend action to permanently place the bronze marker at the Starr County Campus.

The marker would be bronze and would measure approximately 27" x 42" in size. The Starr County Judge and the Commissioners agreed to fund the cost associated with setting of the memorable marker.

The Committee requested the opportunity to review the draft language that would be included on the marker once it was finalized by the Texas Historical Commission. Ms. Rose Benavidez, Trustee representing Starr County, stated that she expected the College would get the opportunity to review the language prior to installation of the marker.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to place the marker commemorating the 1966 farm worker strike and march at the Starr County Campus. The motion carried.

### **Review and Update on Balance of Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Parking and Site Improvements**

Broaddus & Associates was asked to discuss the current status on the balance of the Guaranteed Maximum Price (GMP) for the Starr County Campus Parking and Site Improvement project.

According to the Board-approved timeline for the delivery of GMPs, Broaddus & Associates was expected to deliver a recommendation for approval of the GMP for this project to the Facilities Committee on October 11, 2016 or October 27, 2016, and to the Board of Trustees on October 27, 2016.

Broaddus & Associates advised staff that they had planned to deliver the GMP for this project on November 8, 2016, but the current GMP estimate was over budget. Broaddus & Associates and the project team were reviewing the GMP estimate provided by D. Wilson Construction and would present a recommended GMP for this project at a later date.

No action was requested. Staff from Broaddus & Associates was asked to be prepared to answer questions about the status of pending GMP.

**Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades**

Approval to contract construction services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project would be requested at the November 22, 2016 Board meeting.

**Purpose**

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

**Background**

On July 26, 2016, the Board of Trustees approved design services with Sigma HN Engineering to prepare plans and specifications for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project. The design team at Sigma HN 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 October 10, 2016. A total of three (3) sets of construction documents were issued to general contractors and sub-contractors, and a total of two (2) proposals were received on October 26, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
October 10, 2016	Solicitation of competitive sealed proposals began.
October 26, 2016	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommended NM Contracting, LLC as the highest ranked in the amount of \$267,652.

**Funding Source**

This project was estimated to be \$200,000 by the engineer and was not part of the FY 2016 - 2017 Non-Bond Construction budget, but funds in the amount of \$267,000 were available from savings from other construction projects to fund this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Funds Available</b>	<b>Highest Ranked Proposal NM Contracting, LLC</b>
Non-Bond Construction	\$0	\$267,652	\$267,652

### **Reviewers**

The proposals were reviewed by Sigma HN Engineers and staff from the Facilities Planning & Construction, Science, and Purchasing departments.

### **Enclosed Documents**

Staff evaluated these proposals and provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval to contract construction services with NM Contracting, LLC in the amount of \$267,652 for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project as presented. The motion carried.

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

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

This item was for the Committee's information and review, and no action was taken.

### **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:25 p.m.

I certify that the foregoing are the true and correct minutes of the November 8, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

---

Mr. Gary Gurwitz, Chair

*Finance, Audit &  
Human Resources  
Committee Minutes  
November 8, 2016*

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, November 8, 2016 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, November 8, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

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

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

Members absent: Ms. Rose Benavidez and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Ms. Katarina Bugariu, Mrs. Brenda Jo Balderaz, Mr. Khalil Abdullah, Dr. Ali Esmaeili, Dr. Murad Odeh, Ms. Susan Anderson, and Mr. Andrew Fish

**Approval of October 11, 2016 Finance, Audit, and Human Resources  
Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of October 11, 2016 were approved as written. The motion carried.

**Review and Discussion of the Mission Economic Development  
Authority (MEDA) Scholarship Fund Trust with Edward Jones  
for Student Scholarships and Report on Funds Distributed**

A report on the Mission Economic Development Authority (MEDA) Scholarship Trust Fund, which provides scholarships to students living in the City of Mission, was scheduled for presentation.

Mr. Keith Moore from Edward Jones was unable to attend the meeting, and this item was postponed.

No action was taken.

### **Review and Discussion of Scholarships Awarded with Mission Economic Development Authority (MEDA) Scholarship Trust Funds**

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College Administration prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration also provided a summary of the benefit recipients' performance and demographic information.

Due to the postponement of the previous agenda item, a review of the trust fund which supports this scholarship, this item was also postponed.

No action was taken.

### **Review and Recommend Action on Purchases, Renewals, Lease Agreement, and to Reject a Proposal**

The Finance, Audit, and Human Resources Committee was asked to recommend Board approval of the following purchases, renewals, and rejection of a proposal as follows:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the November 22, 2016 Board meeting the purchases, renewals, lease agreement, and to reject a proposal as listed below:

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>A. Award – Reject a Proposal</b> | <b>D. Technology Items</b>         |
| <b>B. Instructional Item</b>        | <b>E. Facility Usage Agreement</b> |
| <b>C. Non- Instructional Items</b>  |                                    |

#### **A. Award**

- 1) Online Registration System to Continuing Education (Reject):** reject the proposals for the online registration system for Continuing Education due to proposal not meeting specifications. None of the proposed systems had real time operation, they did not fully integrate with the payment requirements desired by the Business Office, and they did not integrate with records from the Admissions Office.

#### **B. Instructional Item**

- 2) Testing Materials (Purchase):** purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, at a total cost of \$59,500.00;

#### **C. Non – Instructional Items**

- 3) Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 21, 2016 through November 20, 2017, at an estimated amount of \$76,915.00. The vendors are as follows:



#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	<b>Allied Fire Protection SA, LP.</b> (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$10,000.00
8	Fire Extinguishers – Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
9	Fire Extinguishers – Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers – Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$2,000.00

- 4) Geotechnical and Material Testing- Engineering Services – Non-Bond (Renewal):** renew the geotechnical and material testing- engineering services – non-bond contracts for the period beginning February 24, 2017 through February 23, 2018 with the following vendors:
- a. **Millennium Engineers Group, Inc.** (Edinburg, TX)
  - b. **Raba-Kistner Consultants, Inc.** (McAllen, TX)
  - c. **Terracon Consultants, Inc.** (Pharr, TX)
- 5) Promotional Items for Student Outreach (Renewal):** renew the promotional items for student outreach contracts for the period beginning November 27, 2016 through November 26, 2017, at an estimated amount of \$70,000.00 with the following vendors:
- a. **Authentic Promotions.com** (Carmichael, CA)
  - b. **Imprezos Pro Uniforms** (Pharr, TX)
  - c. **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - d. **LAMAC, Inc.** (McAllen, TX)
  - e. **Images In Ink, Inc.** (McAllen, TX)
  - f. **Tekna Impact, LLC.** (McAllen, TX)
- 6) Vehicle Fuel Program (Renewal):** renew the State Fleet Card Program for vehicle fuel with **U. S. Bank Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2017 through December 31, 2017 at an estimated cost of \$80,000.00 based on prior year history;

#### **D. Technology**

- 7) Consulting Services (Purchase):** purchase consulting services from the **Ellucian Company, L.P.** (Fairfax, VA) through Texas A&M University – Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning November 23, 2016 through August 31, 2019, in the amount of \$410,093.00;
- 8) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$56,646.43;
- 9) Training Services (Renewal):** renew the training services contract with **Global Knowledge Training, LLC.** (Cary, NC), for the period beginning January 1, 2017 through December 31, 2017, at an estimated amount of \$30,000.00 per semester with an annual amount of \$60,000.00;

#### **E. Facility Usage Agreement**

- 10) Graduation Facility (License Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement from May 13, 2017 at 8:00 a.m. through May 15, 2017 at midnight, at an estimated amount of \$28,000.00.

Recommend Action - The total for all purchases, renewals, lease agreement, and rejection of a proposal was \$841,154.43.

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 all purchases, renewals, lease agreement, and rejection of a proposal as presented. The motion carried.

### **Review and Recommend Action on Annual Investment Report for FY 2015 - 2016**

Approval of Annual Investment Report for FY 2015 - 2016 would be requested at the November 22, 2016 Board Meeting.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82<sup>nd</sup> Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College's, Investments were reviewed by Long Chilton, LLP (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor's Office was provided 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 November 8, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2015 – 2016, as presented. The motion carried.

### **Review and Recommend Action on New Department of Labor Overtime Regulations and Proposed Implementation**

Approval on New Department of Labor Overtime Regulations and Proposed Implementation at South Texas College effective December 1, 2016 would be requested at the November 22, 2016 Board Meeting.

Purpose – The United States Department of Labor published the final rule, effective December 1, 2016, on the changes to the Fair Labor Standards Act (FLSA) overtime rules. The new regulation set a new salary minimum of \$47,476 for positions meeting the duties test to be eligible for exempt status. To be considered "exempt", the employee must satisfy three tests (salary-level test; salary-basis test; and duties test) that focus on how employee was paid and the type of job duties the employee performs. The employee was not entitled to overtime pay with exempt status. On the contrary, non-exempt employees were entitled to overtime pay.

Justification – South Texas College had approximately fifty four (54) filled positions and thirty six (36) vacant positions that would be impacted with the new regulation.

Background – The Department of Labor regulations established the following measures effective December 1, 2016 for Exempt status positions:

- Change the salary threshold indicating exempt status eligibility from \$24,000 to \$47,476 minimum salary per year.
- Automatically update the minimum salary threshold every three years, based on wage growth over time.

To meet and comply with the new regulation, the Office of Human Resources staff met with Deans, Directors, and Financial Managers to determine how the new regulation impacts the employee and recommended a plan of action.

The College’s proposed recommendations to comply with the Department of Labor regulations were as follows:

- Option 1 -- Reclassify Employees as Non-Exempt status (which would be subject to overtime pay of the not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week).
- Option 2 – Raise the salary minimum of exempt positions for those under the new minimum salary of \$47,476.
- Below is the current Pay Grades for “EXEMPT” positions and the proposed new pay grades with proposed minimum at \$47,476 or greater.
- Pay Grades A through D will be deleted and revised to new grades A through C.

Grade	Minimum	Midpoint (Average)	Maximum		Proposed Minimum
Professional/Technical Exempt - A	\$28,000.00	\$38,500.00	\$49,000.00		Delete
Professional/Technical Exempt - B	\$30,000.00	\$41,250.00	\$52,500.00		Delete
Professional/Technical Exempt - C	\$36,000.00	\$49,500.00	\$63,000.00		Delete
Professional/Technical Exempt - D	\$39,000.00	\$53,625.00	\$68,250.00		Delete
Professional/Technical Exempt - E	\$45,000.00	\$61,875.00	\$78,750.00	*	A - \$47,476
Professional/Technical Exempt - F	\$55,000.00	\$75,625.00	\$96,250.00	*	B - \$55,000
Professional/Technical Exempt - G	\$60,000.00	\$82,500.00	\$105,000.00	*	C - \$60,000

\* Midpoint and Maximum would remain the same.

Funding Source – The approximate salary cost increase for the fifty-four (54) currently filled positions and the approximate salary cost increase for the thirty-seven (37) currently vacant positions totaled \$172,093.06 and \$117,266.33, respectively, or a grand total of approximately \$289,359.39. This amount would be funded by salary savings in each department’s budget.

The positions reviewed are listed below:

Position Title	Retain Exempt	# Filled Positions	# of Vacant Positions	Total
ADA Instructional Technologies Spec	yes	1		1
Business System Analyst	yes		1	1
Buyer	no	4		4
Campus Facility Manager	yes		2	2
CLE Manager	yes	3	2	5
Compliance Coordinator	yes		1	1
Continuing Ed Trainer	yes	1		1
Contracts Manager	yes		1	1
Coord Early College High Sch	yes	4		4

<b>Position Title</b>	<b>Retain Exempt</b>	<b># Filled Positions</b>	<b># of Vacant Positions</b>	<b>Total</b>
Coord for Continuing Ed	yes	1		1
Coord for CTE Early College HS	yes	1		1
Coord Instruc Tech Projects	yes	1		1
Coord of Acad and HS Projects	yes	1		1
Coord of Career Services	yes		1	1
Coord of Dual2Degree High Sch	yes	2		2
Coord of Employer Services	yes	1		1
Coord of Open Labs	yes	1		1
Coord of Scholarships	yes	1		1
Coord of Supplemental Instr	yes	1		1
Coord of Vet Enrollment Svcs	yes	1		1
Coord State & 3rd Party Pgms	yes	1		1
Coord Stu Activ for Events	yes		2	2
Counselor	yes	4	2	6
Distance Learning Instr Facil	yes		1	1
Educational Technologies Specialist	yes	3		3
Food Services Manager/Cook	no	1		1
Grant Development Officer	yes		1	1
Information Security Analyst	yes		2	2
Institutional Eff Analyst	yes	2		2
Institutional Research Analyst	yes		1	1
Instl Research Analyst	yes	4	1	5
Instr Coach - Prof & Org Dev	yes		1	1
Instr Tech Managed Svcs Spec	yes	1		1
Interpreter	yes	1		1
Librarian II - Programming	yes	1	1	2
Librarian II-Campus Librarian	yes	4		4
Librarian III	yes		1	1
Librarian I-Public Services	yes	2	1	3
Licensed Counselor	yes	5		5
Maintenance Manager	yes		1	1
Nursing Lab Clinical Coord	yes	1		1
Operations Energy Manager	yes		1	1
Program Dev and Coordinator	yes		2	2
Project Manager - Acad Affairs	yes		1	1
Project Manager - FAS	yes		1	1
Project Manager - Instr Tech	yes		1	1
Project Manager - IS&P	yes		1	1
Project Manager - NAH	yes		1	1
Project Manager - TR	yes		1	1
Simulation Coordinator	yes		1	1

<b>Position Title</b>	<b>Retain Exempt</b>	<b># Filled Positions</b>	<b># of Vacant Positions</b>	<b>Total</b>
Specifications Writer	yes		1	1
Student Svcs Training Manager	yes		1	1
Technical Buyer	yes		1	1
Wkforce Contract Mgr	yes		1	1
<b>Grand Total</b>		<b>54</b>	<b>37</b>	<b>91</b>

Reviewers – Responses were reviewed by the President, Vice Presidents, Director of Human Resources, Staffing and Compensation Manager, Financial Managers, and immediate supervisors.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, attended the November 8, 2016 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 and Human Resources committee recommended Board approval of the New Department of Labor Overtime Regulations and Proposed Implementation at South Texas College effective December 1, 2016, for an approximate total cost of \$289,359.39 as presented. The motion carried.

**Review and Recommend Action on Revision of Career Program  
and Academic Department Chair Stipend Amount**

Approval of revision of Career Program and Academic Department Chair stipend amount for the nine month appointment period (September to May) would be requested at the November 22, 2016 Board Meeting.

Purpose - The proposed revision of the Career Program and Academic Department Chair stipend amount was presented for the Board’s review and consideration. The chair stipend amount and compensation for 9 month appointment period (September to May) had not been adjusted since 1999. The chair compensation for summer months (June – August) did not include a monthly stipend and was structured based on number of sections offered and it had been reviewed and revised in 2010, therefore no change to summer session compensation was recommended.

Justification - The Chair monthly stipend amount had not increased since 1999. Chairs received a \$200 stipend per month for 9 months (September to May). Chair responsibilities, however, had increased significantly since 1999 as departments and programs had grown in enrollment as well as the number of faculty supervised. In 1999, the College had an enrollment of over 10,000 students and over 500 full-time and part-time faculty. By contrast, during the 2015 - 2016 academic year, the College had over 33,000 students and over 1,000 full-time and part-time faculty.



Background - Chair Duties and Responsibilities - The Chairs served as immediate supervisors for all departmental faculty and provided district-wide leadership for planning, development, evaluation, and improvement of instruction within the program/department to ensure student success, retention, and transfer/ placement/ graduation. Department/ Program Chair Duties and Responsibilities were published in the FY 2016 – 2017 Faculty Handbook on pages 67 and 68.

A copy of the Faculty Handbook pages 67 and 68 were included in the packet for the Committee's review and information.

The definitions of Career Program and Academic Department chair, Course Release, and Chair Stipend are as follows:

- Career Program and Academic Department Chair: Full-time faculty member who is appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean.
- Course Release: Faculty who have been appointed as a chair qualify for course release (reduction of required teaching load) to fulfill their chair responsibilities. The percentage of the course release is based on the number of sections offered by Career Programs and the Academic Departments. South Texas College Chairs receive a release from teaching of between 2 to 4 courses based on the size of the program/department.
- Chair Stipend: Chairs receive monthly stipends as compensation for performing their program and departmental responsibilities before the beginning of semester and for submitting required documentation after the semester is officially over and to be available to respond to students, faculty, and administrators' questions and concerns in between semesters. South Texas College Chairs receive a \$200 monthly stipend for 9 months (September to May).

The following information, labeled as A through D below, was provided to demonstrate the current and proposed pay rates.

- A. Compensation for Career Program and Academic Department Chairs
- B. Comparison of Chair Compensation
- C. Proposal: Chair Stipend Increase
- D. Funding Implications

A. Compensation for Career Program and Academic Department Chairs: Full-time faculty were expected to work the equivalent of a 40 hour week which include:

- 15 hours of classroom instruction (equal to 5 courses of 3 LHE each)
- 15 hours of course preparation
- 5 office hours
- 5 college/department service hours

The chart below from South Texas College Pay Plan for the Fiscal Year 2016-2017 reflects the compensation for Career (Workforce) Program Chairs and Academic Department Chairs. The chart includes course release, required administrative hours for the release

time, and the \$200 monthly stipend. The number of sections was indicative of the size of the program as a low number of sections indicate small programs, student enrollment, and number of faculty in the program/department, and a larger number of sections indicated larger programs with larger number of student enrollment and larger number of faculty in the program/department.

**Program/Department Chair  
 Compensation and Course Release  
 2016-2017 Fall and Spring Semesters**

<b>Workforce Program Chair</b>		
<b>Number of Sections</b>	<b>Course Release Percentage</b>	<b>Administrative Hours per week</b>
1-20	40%	16
21-40	60%	24
41-79	80% Plus One Assistant Chair	32
80 - 120	80% Plus Two Assistant Chairs	32
121 - 159	80% Plus Three Assistant Chairs	32
Program with more than 160+ sections will qualify for additional Assistant Chair for each additional 40 sections.		
<b>Academic Department Chair</b>		
<b>Number of Sections</b>	<b>Course Release Percentage</b>	<b>Administrative Hours per week</b>
1-40	40%	16
41-79	60%	24
80 -120	80%	32
121-159	80% Plus One Assistant Chair	32
160 - 200	80% Plus Two Assistant Chairs	32
201 - 240	80% Plus Three Assistant Chairs	32
Program with more than 240+ sections will qualify for additional Assistant Chair for each additional 40 sections.		
<b>Program/Department Chairs receive a \$200 per month stipend during the fall and spring semesters.</b>		

B. Comparison of Chair Compensation: To provide a comparison of chair compensation among very large community colleges in Texas was a challenge, as job descriptions and responsibilities vary greatly among community colleges. However, the chart below was presented to provide a general comparison among the chairs who supervised large programs and departments.

<b>Comparison of Chair Compensation            Very Large Community Colleges in Texas            Human Resources Departments of the Respective College            Academic Year 2015-2016</b>			
<b>Community College</b>	<b>Faculty Contract Months</b>	<b>Monthly Chair Stipend</b>	<b>Course Release Per Semester (Fall and Spring)</b>
Austin	10.5	\$477.27	2 Course
Collin County	9 15 days between the end of Spring semester and the date faculty return	\$1,500	2 Course
El Paso	9 or 12	\$1,000	1 course
Houston	12	\$500	4 course
San Jacinto	12 Required to teach one course in Summer	\$912	5 course
South Texas	9	\$200	4 course
Tarrant	10 ½	\$500	2 course

C. Proposal: Chair Stipend Increase

Currently, South Texas College had total of 50 Chairs (16 Career Chairs and 34 Academic Chairs). At the request of Interim Vice President for Academic Affairs, the Academic Affairs leadership team reviewed the recommendation from the Council of Chairs and arrived at a recommendation that would allow the institution to retain and recruit faculty for chair assignments.

To keep South Texas College competitive in retaining and recruiting faculty to serve as program and department chairs, it was proposed to increase the Chair monthly stipend amount for the 9 month appointment period (September to May) from the current amount of \$200 to \$400.

D. Funding Implications:

As of Fall 2016, there were 50 faculty members serving as Chairs. The cost of the current Chair stipend, which was \$200 per month for the 9 month period (September to May), totaled to \$90,000 (50x\$200x9). The proposed plan increased the monthly stipend by an additional \$200 per month, to a total of \$180,000 (50x\$400x9). This was a \$90,000 increase between the current and the proposed plan. The chart below reflected the

additional cost for the proposed increase in the Chair stipend for the 9 month (Fall and Spring) period.

<b>Number of Chairs</b>	<b>Current Plan</b> \$200/month	<b>Proposed Plan</b> \$400/month	<b>Increase</b>
50	\$90,000.00	\$180,000.00	\$90,000.00

Reviewers – Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the documentation with staff and recommended approval.

Dr. Shirley A. Reed, College President, attended the November 8, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Committee noted that the proposed revision would double the current stipend, with a budget increase impact of \$90,000 for the current fiscal year.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources committee recommended Board approval of the proposed revision of Career Program and Academic Department Chair stipend for the nine month appointment period (September to May), as presented. The motion carried.

### **Executive Session:**

The South Texas College Board Finance and Human Resources Committee convened into Executive Session at 5:49 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. Discussion and Action as Necessary on Process for Releasing Internal Audit Reports

### **Open Session:**

The South Texas College Board Finance and Human Resources Committee returned to Open Session at 6:21 p.m. No action was taken in Executive Session.

### **Discussion and Action as Necessary on Process for Releasing Internal Audit Reports**

Mr. Khalil Abdullah, Internal Auditor, and Mary Elizondo, Vice President for Finance and Administrative Services, presented options on the process of releasing Internal Audit Reports.

The Internal Auditor was completing Internal Audit Reports on a regular basis and requested feedback on the process to follow regarding releasing Internal Audit Reports.

No action was taken.

### **Review and Discussion of Position Vacancy Report for FY 2016 - 2017**

The Staffing Plan Position Vacancy Report for FY 2016 - 2017 was provided in the packet for the Committee's information and review. Information was current as of November 3, 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 modified to detail the status of each position.

**1) Vacancies at Beginning of Fiscal Year 2016 - 2017**  
**(EXHIBIT A - VACANT POSITIONS - NEW) and**  
**EXHIBIT B - VACANT POSITIONS - CONTINUING)**

- Fiscal Year 2016 - 2017 started with 143 vacant Full Time Regular positions from the previous fiscal year, and the Board approved one hundred and sixty-five (165) additional new positions for a total of 308 vacant Full Time Regular positions.
- The one hundred and fifty-two (152) Bond Construction Program related positions would be filled as needed in alignment with the building construction timeline.

**2) Positions Filled during Fiscal Year 2016 - 2017**  
**(EXHIBIT C - HIRED)**

- Forty eight (48) Full Time, Regular positions were filled as of November 3, 2016.
- Twenty five (25) Full Time, Regular positions were filled since the last vacancy report provided as of October 6, 2016.

**3) Position Turnover during Fiscal Year 2016 - 2017**  
**(EXHIBIT D - RESIGNATIONS)**

- There were eight (8) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of November 3, 2016.
- There were three (3) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of October 6, 2016.

<b>Vacancies, Filled Positions, and Resignations FY 2016 - 2017</b>					
	<b>FY15 - 16 Vacant Positions</b>	<b>New Positions for FY 2016 - 2017</b>			<b>Total</b>
		<b>Non- Bond</b>	<b>Bond</b>	<b>Total</b>	
Vacancies as of September 1, 2016	<b>143</b>	13	152	<b>165</b>	<b>308</b>
Filled as of Nov. 02, 2016	<b>41</b>	2	5	<b>7</b>	<b>48</b>
<b>Total</b>	<b>102</b>	<b>11</b>	<b>147</b>	<b>158</b>	<b>260</b>
Resignations as of Nov. 02, 2016	8	0	0	0	8
<b>Vacancies Balance as of Nov. 02, 2016</b>	<b>110</b>	<b>11</b>	<b>147</b>	<b>158</b>	<b>268</b>

Further details can be found in the Position Vacancy Report on the following pages.

The Position Vacancy Report for Fiscal Year 2016 - 2017 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, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:22 p.m.

I certify that the foregoing are the true and correct Minutes of the November 8, 2016 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

\_\_\_\_\_  
 Mr. Paul R. Rodriguez  
 Chair



## Announcements

### A. Next Meetings:

- Tuesday, December 6, 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, December 13, 2016
  - 4:00 p.m. Facilities Committee
  - 5:30 p.m. – Regular Meeting of the Board of Trustees
  - 7:00 p.m. – Board Holiday Dinner

### B. Other Announcements:

- The Starr County Campus 2013 Bond Construction Groundbreaking Ceremony will be held on Thursday, December 15, 2016 at 10:00 a.m.
- The Winter 2016 Commencement Ceremonies will be held Saturday, December 17, 2016 at the State Farm Arena, Hidalgo, Texas:

#### 10:00 a.m. Ceremony

- Bachelor Degrees
- Business and Technology
- Nursing and Allied Health

#### 2:00 p.m. Ceremony

- Liberal Arts
- Mathematics and Science
- Social and Behavioral Sciences

- The College will be closed November 24 – 27, 2016 in observance of the Thanksgiving Holiday.
- The College will be closed December 19, 2016 – January 3, 2017 in observance of Winter Break.