



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, January 31, 2017
5:30 p.m.**

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

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 31, 2017 @ 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. Recognition of Trustees for Their Service and Contributions to South Texas College
 - B. Presentation on the Texas Higher Education Coordinating Board's (THECB) 60x30 Strategic Plan

- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 10 - 39
 - 1. December 13, 2016 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Award(s) 40 - 42
 - 1. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for training in the amount of \$61,160
 - 2. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for conference attendance in the amount of \$20,000
 - 3. The Texas Affordable Baccalaureate (TAB) Expansion Grant Program as a partner with Austin Community College, in the amount of \$167,848
 - 4. The Licensed Vocational Nursing (LVN) Program from The Texas Workforce Commission, Jobs for Texans Grant (JET) in the amount of \$238,370
 - 5. Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review of Report to the Education and Workforce Development Committee: 43 - 44
 - 1) Presentation on Proposed International Workforce Training Opportunities for Industry Partners in Reynosa
2. Review and Action as Necessary on Request for Sabbatical Leave. 45 - 52
3. Review and Action as Necessary on Proposed Deletion of Policy #3321: *Good Standing and Acceptable Academic Progress* 53 - 54
4. Review and Action as Necessary on Proposed New Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)*..... 55 - 60
5. Review and Action as Necessary to Offer an Associate of Science Degree in Interdisciplinary Studies 61 - 77
6. Review and Action as Necessary to Offer an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts .. 78 - 92

B. Finance and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Purchases, and Renewal..... 93 - 104
 - A. Awards
 - 1) Cargo Van (Award)
 - 2) Driving Simulator (Award)
 - 3) Food Service – Mid Valley Campus (Award)
 - 4) Food Service – Starr County Campus (Award)
 - 5) Medium Duty Truck (Award)
 - 6) Signs, Banners, and Related Products (Award)
 - B. Instructional Items
 - 7) Nursing and Allied Health Equipment and Supplies (Renewal)
 - 8) Online Continuing Education Services (Renewal)
 - C. Non – Instructional Items
 - 9) Furniture (Purchase)
 - 10) Civil Engineering Services – On-Call Services – Non-Bond (Renewal)
 - 11) Investment Advisory Services (Renewal)
 - D. Technology
 - 12) Computers and Laptops (Purchase)

2. Review and Action as Necessary on Revision and Deletion of Personnel Policies and Proposed New Policy 105 - 125

Revision

- 1) Revise Policy #4115: *Personnel Appointments*
- 2) Revise Policy #4118: *Provision of Faculty Letter of Appointment and Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee*
- 3) Revise Policy #4911: *Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees and Name Change to Disciplinary Action Procedures*

Deletion

- 1) Delete Policy #4002: *Standards of Conduct*
- 2) Delete Policy #4920: *Discipline and Dismissal*
- 3) Delete Policy #4921: *Termination of Annual Employees During The Term of Their Letter of Appointment*

New

- 1) New Policy #4901: *Standards of Conduct*

3. Review and Action as Necessary on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County 126 - 133
4. Review and Action as Necessary on Resolution to Impose a 15% Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Delinquent Tax Attorney Fees and Expenses. 134 - 137
5. Review and Action as Necessary on the Quarterly Investment Report by Valley View Consulting, L.L.C..... 138 - 150
6. Review and Action as Necessary to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools 151 - 155

C. Facilities Committee

1. Update on Status of the 2013 Bond Construction Program and Status of Project and Program Accountability 156 - 196
2. Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Pecan Campus Thermal Plant..... 197 - 198
3. Review and Action as Necessary on Substantial Completion for the Pecan Campus Building K Student Enrollment Center 199 - 201
4. Review and Action as Necessary on Lease Agreement with La Joya Independent School District for the 2013 Bond Construction La Joya Jimmy Carter High School Teaching Center 202 - 203
5. Review and Action as Necessary on Renewal of Facility Lease Agreements 204 - 205
6. Review and Discussion of Proposed Gun Free Zones 206 - 234

7. Update on Status of Non-Bond Construction Projects 235 - 239

VIII. Consideration and Action on Non-Committee Items

A. Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report..... 240 - 242

IX. Consideration and Approval of Checks and Financial Reports 243 - 245

X. Executive Session

A. Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees 246

XI. Informational Items

- President’s Report 247 - 258
- Board Committee Meeting Minutes from January 17, 2017:
 - Education and Workforce Development 259 - 266
 - Facilities 267 - 283
 - Finance, Audit, and Human Resources 284 - 298

XII. Announcements 299

A. Next Meetings:

- Tuesday, February 14, 2017
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, & HR Committee
- Tuesday, February 28, 2017
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed February 10, 2017 for College Wide Professional Development

Presentations

A. Recognition of Trustees for Their Service and Contributions to South Texas College

Dr. Reed will present an expression of appreciation to the Board of Trustees on the behalf of faculty, staff, students, and constituents for their continued contributions to making South Texas College a premier community college.

B. Presentation on the Texas Higher Education Coordinating Board's (THECB) 60x30 Strategic Plan

Mrs. Graciela Farias, Board Vice Chair, requested that Dr. Shirley A. Reed, President, provide a presentation to the Board on the Texas Higher Education Coordinating Board's (THECB) 60x30 Strategic Plan.

Dr. Reed will review the statewide plan and discuss how the College's local planning efforts tie to the state's plan.

The following documents are provided under separate cover:

- Texas Higher Education Strategic Plan: 2015-2030
- South Texas College Strategic Plan for 2013-2018
- South Texas College Comprehensive Operational Plan FY 2016-2017 to FY 2019-2020

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

Texas Higher Education Strategic Plan:
2015–2030



60x30TX

Presented by: Dr. Shirley A. Reed
Board Meeting, Tuesday, January 31, 2017

*By 2030, at least 60 percent of Texans ages 25-34
will have a certificate of degree.*



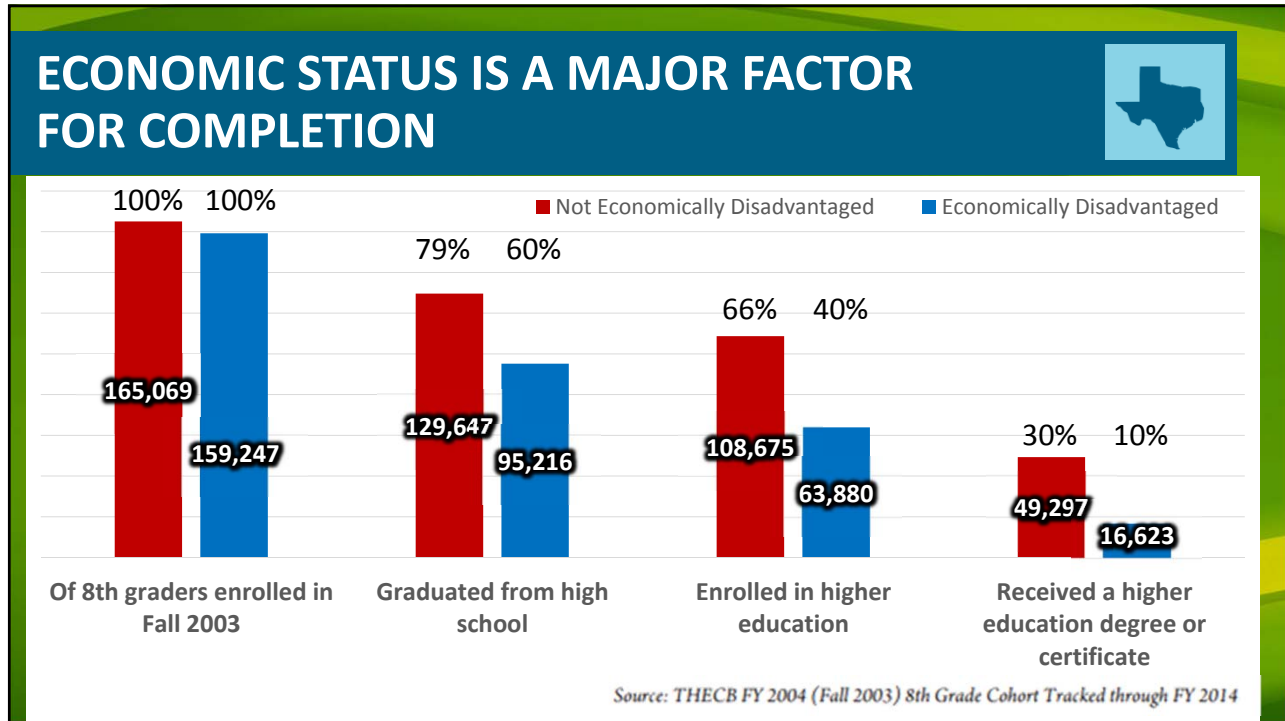
THE TEXAS HIGHER EDUCATION STRATEGIC PLAN




60x30TX

*– founded on the critical need for an educated
Texas workforce that is able to adapt to change
and successfully compete in the global economy.*

- **Four goals, with the overreaching goal that 60% of 25-34 year olds, will have a postsecondary credential or degree by 2030.**
- **Success rests heavily on collaboration and creativity among higher education, K-12 education, and the workforce.**



SHIFTS IN DEMOGRAPHICS

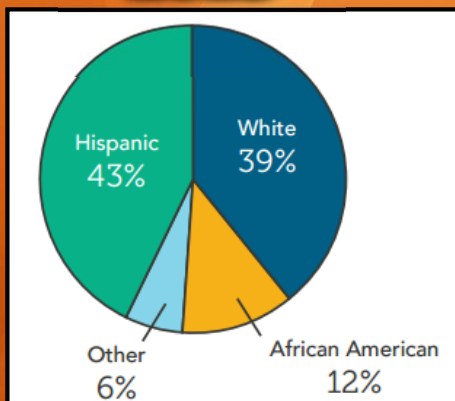


The 25- to 34-year-old population in Texas will be increasingly Hispanic who along with African Americans, have traditionally been underrepresented in the state's higher education institutions.

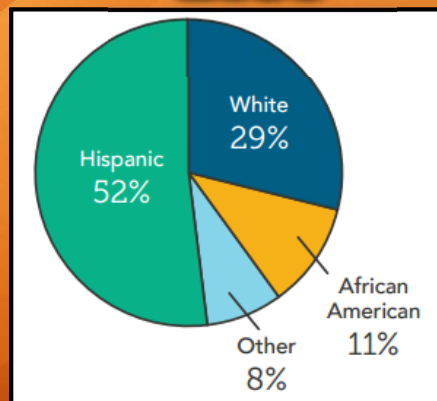
RACE/ETHNICITY DISTRIBUTION OF PROJECTED TEXAS POPULATION : Ages 25 - 34



2015



2030



Vision for the 60x30TX Higher Education Strategic Plan



Higher education is attainable for Texans of all backgrounds through challenging and diverse learning environments that foster individual potential and maximize the societal and economic contributions of graduates.



THE OVERARCHING GOAL: 60x30



THE SECOND GOAL:
COMPLETION



THE THIRD GOAL:
MARKETABLE SKILLS



THE FOURTH GOAL:
STUDENT DEBT

THE OVERARCHING GOAL: 60x30

By 2030, at least 60 percent of Texans ages 25-34 will have a certificate or degree.



- Reverse the relative decline in educational attainment among the younger population of Texas.
- Ensure a competitive and prosperous future for students seeking to better their lives and the lives of their families.
- Provide for the future prosperity and preparedness of Texas to remain globally competitive.

THE SECOND GOAL: COMPLETION

By 2030, at least 550,000 students in that year will complete a certificate, associate, bachelor's, or master's from an institution of higher education in Texas.



- Continue the degree production increases of recent years
- Require large increases among targeted groups.
- Increase number of certificates and degrees awarded by two- and four-year colleges.

THE THIRD GOAL: MARKETABLE SKILLS

By 2030, all graduates from Texas public institutions of higher education will have completed programs with identified marketable skills.



- Prepare graduates with marketable skills of value in the workforce.
- Embed marketable skills in academic programs.
- Maintain higher education's obligation to produce well-rounded and well informed individuals familiar with all fields of human activity and with a strong understanding of our country's founding principles.

THE FOURTH GOAL: STUDENT DEBT

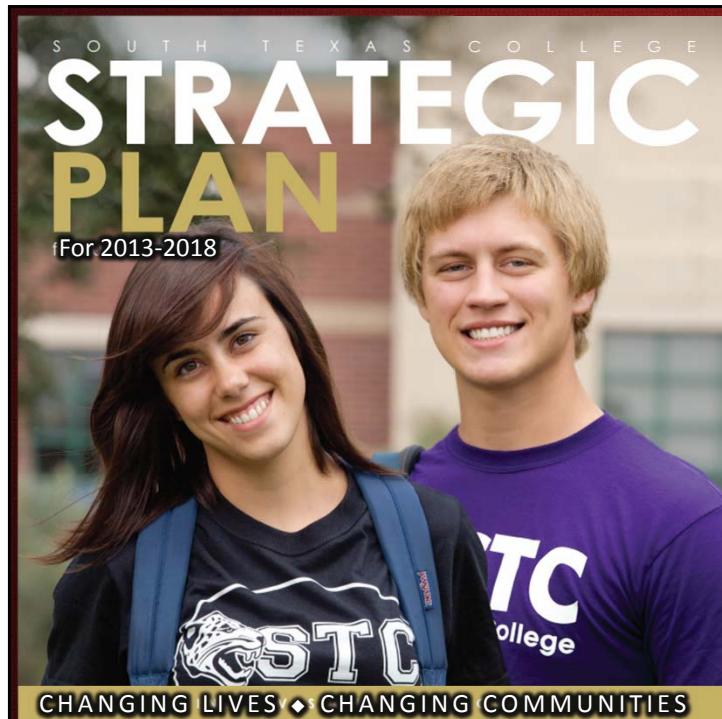
By 2030, undergraduate student loan debt will not exceed 60 percent of first-year wages for graduates of Texas public institutions.



- Balance the levels of student loan debt with a graduate's earning potential the first year after college.
- Hold student loan debt in Texas to 60 percent of first-year wages after college.
- Help students who graduate with debt complete their programs with manageable debt.

TARGETS TO REACH THE GOAL

	2014	2020	2025	2030
Increase the number of students completing a certificate, associate, bachelor's, or master's.	298,989	376,000	455,000	550,000
Increase the number of Hispanic students completing a certificate or degree	89,355	138,000	198,000	285,000
Increase the number of male students completing a certificate or degree	122,744	168,000	215,000	275,000
Increase the number of economically disadvantaged undergraduate students (Pell Grant recipients) completing a certificate or degree	107,419	146,000	190,000	246,000
Increase the percentage of Texas high school graduates enrolling in Texas higher education by first fall after high school graduation	54%	58%	61%	65%



STRATEGIC DIRECTIONS

- Clear Pathways
- Access and Success
- High Success Rate
- Collective Responsibility
- Collaboration
- Cost Efficiency



Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. December 13, 2016 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the December 13, 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 December 13, 2016 Regular Board Meeting Minutes as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, December 13, 2016 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, December 13, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mr. Ricardo De La Garza, Mr. Miguel Carranza, Dr. Ali Esmaeili, Dr. Ety Bischoff, Mr. Mario Reyna, Ms. Samantha Uriegas, Mrs. Brenda Balderaz, Ms. Myriam Lopez, Ms. Becky Cavazos, Mr. Cody Gregg, Mr. Jesus Campos, Mr. Paul Varville, Mr. Khalil Abdullah, Mr. Nick Gonzalez, Dr. Erasmus Addae, Ms. Sara Lozano, Ms. Laura Salas, Ms. Margarita Vanguelova, Mr. Samuel Saldana, Mr. Hector Garcia, Mr. Gustavo Martinez, Mr. Aaron Rios, Mr. David Segovia, Mr. Gilbert Gallegos, Mr. Brian Fruge, Ms. Tammy Tijerina, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mr. Miguel Carranza, Associate Dean of institutional Research and Effectiveness, said the invocation.

Presentations

A. **Presentation on 3D Printed Model Project by 3rd and 4th Semester Architectural & Engineering Design Technology Program Students**

Dr. Shirley Reed, President, introduced Ms. Sara Lozano, Program Chair and Assistant Professor of the Architecture & Engineering Design Technology Program.

Ms. Lozano, and Ms. Laura Salas, Assistant Professor and Lead Instructor, shared a video on a special 3D Printed Model design project by 3rd and 4th

semester students in the College's Architectural & Engineering Design Technology Program. The video was produced by the Office of Public Relations & Marketing to showcase the AEDT Program.

Ms. Lozano and Ms. Salas coordinated a special project with their 3rd and 4th semester students to develop a design from a photo of the Pecan Campus Ann Richards Administration Building and develop a bookend model, to be designed and produced using the college's 3D printer. The project guidelines were included within the packet for the Board's review.

The students worked in teams of two, and presented initial design concepts to Dr. Shirley A. Reed, President, for feedback on their initial design. They then worked with this feedback to finalize their designs.

The students were initially instructed that a single model would be selected for presentation to the Board of Trustees as a demonstration of this program. However, it was quickly determined that the Board should see each design, as each included unique design elements and showcased the incredible initiative and creativity of the students.

Ms. Lozano and Ms. Salas introduced the participating students and invited each to speak briefly about their approach to the project. The models were on display in the Board Room, and the Trustees viewed the models and spoke with the students about their project.

B. Delinquent Tax Collection Report for the period of September 1, 2015 through August 31, 2016

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Fiscal Year End Delinquent Tax Report on Collection and Collection Efforts for Hidalgo and Starr Counties.

Mr. Martinez introduced a report from the Hidalgo County Tax Assessor & Collector. This report was presented as a new view of the College's tax levy and the collection of on-time payments by the County, as an explanation that there were fewer accounts going to delinquency. However, the report was provided at the meeting, and did not correspond directly with the materials provided within the packet.

The Board informed Mr. Martinez that they needed such information in advance of meetings, with sufficient time to thoroughly review the contents, if his firm wished them to consider it as part of their official reports.

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

The Board took action on the following item out of order:

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

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

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of thirty (30) properties for Hidalgo County and one (1) property for Starr County.

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

Background - On October 4th, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The Tax Resale Auction was published in The Monitor and several other newspapers throughout Hidalgo County.

On February 16, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Clerk Records Management Facility for struck off properties located within Starr County. The Tax Resale Auction was published in the Starr County Town Crier throughout Starr County.

Linebarger Goggan Blair & Sampson, LLP submitted for the Board of Trustees' consideration the analysis of the bids received. The total amount the College would receive was \$23,534.79 for Hidalgo County and \$10,936.04 for Starr County for a total of \$34,470.83.

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval of

the Hidalgo County and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

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

The Board returned to the posted agenda order for the following items:

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. November 22, 2016 Regular Board Meeting

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and adopted the November 22, 2016 Regular Board Meeting Minutes as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

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

- 1. Additional Funds (Reallocation) for the “Carl Perkins Basic Grant” from the Texas Higher Education Coordinating Board in the amount of \$66,041**

Authorization was requested to accept reallocated funds for the Carl Perkins Basic Grant award in the amount of \$66,041 for the period of September 1, 2016, through August 31, 2017 from the Texas Higher Education Coordinating Board. These funds would go towards supporting program promotion and textbooks aligned to the purpose and intent of the Carl Perkins Basic Grant as approved by the entire awarded grant amount, totaling \$1,458,375.

Carl Perkins Basic funds are awarded to community and technical colleges to improve graduation, retention, access, quality, and expansion of Career and Technical Education programs. Over thirty (30) Career and Technical Education programs were selected under the areas of Academic Affairs, Student Affairs & Enrollment Management, Information Services and Planning and Continuing and Professional Workforce Education areas.

This grant heavily supported South Texas College’s Strategic Direction #1 Clear Pathways and #2 Access and Success due to the Career and Technical Education

support through quality student services, resources and academic support that would effectively prepare students for their career choice.

2. The University of Texas Rio Grande Valley (UTRGV) Minority Serving Institutions (MSI) Community-Based Organizations (CBO) in Hidalgo and Cameron Counties Subaward in the amount of \$16,000.

Authorization was requested to accept funds for the UTRGV Minority Serving Institutions (MSI) Community-Based Organizations (CBO) in Hidalgo and Cameron Counties Subaward in the amount of \$16,000 for the period of September 30, 2016, through August 31, 2018 from the University of Texas Rio Grande Valley (UTRGV).

UTRGV MSI CBO in Hidalgo and Cameron Counties Subaward would fund a part-time Peer Educator that would act as a liaison within the campus under the supervision of the Student Affairs Dean of Students. The Peer Educator would provide education through presentations and materials on the prevention of substance abuse and HIV/HCV infection to STC students. This grant supported South Texas College's Strategic Direction #5, Collaboration through the partnership with the university.

The presented grants would provide up to \$82,041 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 Mr. Jesse Villarreal, the Board of Trustees approve and authorize accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. Additional Funds (Reallocation) for the "Carl Perkins Basic Grant" from the Texas Higher Education Coordinating Board in the amount of \$66,041
2. The University of Texas Rio Grande Valley (UTRGV) Minority Serving Institutions (MSI) Community-Based Organizations (CBO) in Hidalgo and Cameron Counties Subaward in the amount of \$16,000.

The motion carried.

Review of Presentation to the Education and Workforce Development Committee

Mrs. Graciela Farias, Chair of the Education and Workforce Development Committee, reviewed the following presentation delivered to that committee on December 6, 2016:

a. Report on Veteran Student Services at South Texas College

Mr. Mike Carranza, Interim Dean of Enrollment Services, presented on South Texas College Veterans Affairs.

The College is proud of its designation as a Military Friendly School. This designation was earned in recognition of the programs that South Texas College developed to serve veterans pursuing higher education and workforce training at South Texas College.

The College employs and trains staff members to specifically assist veteran students with College services and benefits offered through the federal Veteran's Affairs program. These staff were dedicated to helping veterans take advantage of every resource available to them in their transition to higher education and civilian workforce training.

Mr. Carranza reviewed the services offered specifically for veterans, including specialized services with:

- financial aid,
- VA benefits,
- student support services,
- peer-to-peer support groups,
- tutoring services,
- career services,
- counseling services, and
- academic advising.

Mr. Carranza discussed the impact that these services has had in helping veterans transition into successful student careers at South Texas College.

Mr. Carranza also reviewed ongoing efforts to fund further opportunities to support the veterans even further, including a recent grant award by Home Depot, and engagement of the community at large, at each campus, in helping our veterans become Jaguars.

Additionally, the department hires a number of veteran students under a federal V.A.-funded work study program. These work studies help provide support and guidance to fellow veteran students on the resources available to them. Furthermore, the College supported a student group comprised entirely of veterans who applied for and won a \$10,000 grant award from The Home Depot, and used the fund to further expand resources for students.

A final approach implemented by administration was to provide a veterans' study and tutoring room adjacent to the Center for Learning Excellence at the Pecan Campus. At this location, veteran students could study privately or solicit tutoring services from the tutors who serve the entire school population. Administration had noted that this was having a positive impact in helping veteran student integrate into the general student population.

The Committee encouraged further efforts to continue to serve the veteran student population. Administration informed them that planning was underway to expand

the services offered at Pecan Campus to Mid Valley Campus and Starr County Campus veteran students in the near future, and for the further expansion to the Technology Campus and Nursing & Allied Health Campus as a second phase.

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

The Board took action on the following three policies as a single motion. The Board's motion follows the presentation of these three policies:

Review and Recommend Action on Revised Policy #3320: *Scholastic Academic Progress Standards*

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, reviewed the proposed revised Policy #3320: *Scholastic Academic Progress Standards*.

The proposed revision was necessary to rename the policy "Academic Progress Standards" and to replace references to "scholastic progress standards" with 'academic progress standards" throughout the policy.

The purpose of the policy was to define semester and cumulative GPA calculation and the Academic Progress Standards based on a student's semester and cumulative GPA.

A revision was proposed to the Education and Workforce Development Committee on September 13, 2016, and the Committee expressed some concerns over the designations related to academic probation, and the fact that academic probation only served to give a student corrective feedback once grades for a semester were posted, rather than during the semester when constructive feedback could have helped a student complete the course successfully. Administration indicated that these academic progress standards called for intervention and there were other student support services in place to provide such real-time feedback.

Additionally, the Committee noted that the calculation of a cumulative GPA specifically included developmental education courses, and asked whether this was appropriate.

Administration researched the concern further, and confirmed the cumulative GPA calculation was simply a mathematical calculation of courses attempted and completed, with points awarded for each grade. This calculation was consistent with standards required by federal requirements for Pell Grant awards and other reporting requirements

that included all attempted hours, including developmental education courses, in GPA calculations.

Administration took the Committee's feedback into consideration, and rewrote Policy #3320: *Scholastic Academic Progress Standards*.

Prior to the Education and Workforce Development Committee meeting, administration recommended an additional change to clarify that the Policy applied to all students, including dual credit students. This change was presented to the Committee, and was included for the Board's review.

Because the proposed revisions were quite substantial, the proposed version was provided for the Board's review as a clean copy, and the current policy to be deleted was presented separately, for reference.

The Education and Workforce Development Committee recommended Board approval of the revision of Policy #3320: *Scholastic Progress Standards*, including renaming the policy "Academic Progress Standards," as proposed and which supersedes any previously adopted Board policy as presented.

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

Dr. Shirley Reed, President, and Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, reviewed the proposed revisions to Policy #3232: *Dual Credit Student Eligibility Requirements*.

The proposed revisions were necessary to further improve the requirements for student access to dual credit courses, with the goal of promoting successful student performance in dual credit programs.

This policy was brought to the Committee and the Board in June 2016, and again in July 2016. Changes at that time were necessary to tighten controls on student eligibility for dual credit programs. Administration noted at that time that the College would work more closely with school districts to promote student success, and to prevent under-performing students from accumulating significant numbers of credit hours on their transcripts.

Even though South Texas College waived some tuition and fees for students completing dual credit coursework through partnering school districts, the students' performance in these courses impacted their financial aid eligibility, and was recorded on their transcripts at South Texas College. A combination of policy revisions and tuition and fee schedule

revisions was implemented to help the partnering districts and the College guide students toward successful completion of their courses and programs, and to help prevent students from accumulating a poor performance record that would negatively impact their higher education opportunities.

Administration reviewed the policy as implemented in July 2016, and recommended further revisions to the dual credit student eligibility requirements that would:

- Limit students to enrollment in courses within their declared major and degree plan
- Limit students to up to 68 attempted credit hours, with the exception of dual credit students pursuing an Associate of Science in Engineering
- Apply Academic Progress Standards
- Apply Financial Aid Satisfactory Academic Progress (SAP) Standards

The Committee noted that the Policy included a reference as its final paragraph that stated that the “dual credit program was subject to all rules and regulations of the Texas Higher Education Coordinating Board, other state and federal regulations, and College policies and procedures as applicable.”

The Committee asked how students or others reading that policy could learn more about the referenced rules, since they were not identified within the Policy. Administration informed the Committee that there were orientation sessions provided for dual credit students and their parents, and staff and administrators with partnering school districts were given extensive professional development and other communication on the referenced rules.

Administration also noted that these rules might change through external agencies, such as the Texas Higher Education Coordinating Board, and it advised that it would not be practical to individually list them in the Policy.

Administration agreed that the policy could direct students, parents, or others to online resources so that they could learn more about the applicable external requirements not included within the policy itself.

The Education and Workforce Development Committee recommended Board approval of the revision of Policy #3232: *Dual Credit Student Eligibility Requirements*, with the additional reference links to the state and federal website links where additional rules and regulations can be found, and which supersedes any previously adopted Board policy.

These changes discussed during the Committee meeting were presented for the Board’s review, with all additions to existing policy highlighted in yellow.

Review and Action as Necessary on Proposed Deletion of Obsolete Policy #3234: *Tuition Rate and Fees for High School Students Who Independently Enroll in College Credit Courses Offered at any South Texas College Campus or Facility*

Dr. Shirley Reed, President, reviewed the proposed deletion of Policy #3234: *Tuition Rate and Fees for High School Students Who Independently Enroll in College Credit Courses Offered at any South Texas College Campus or Facility*

Policy #3234 established tuition guidelines for high school students who enroll in college courses independently of any school district partnership.

These students were now included in the Student Tuition and Fees schedule, as “Independent Dual Credit Tuition.” Because the Student Tuition and Fee schedule established the tuition for these students, Policy #3234 was no longer necessary.

Administration recommended the proposed deletion of Policy #3234.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the revision of Policy #3320: *Scholastic Progress Standards*, including renaming the policy “Academic Progress Standards;” the revision of Policy #3232: *Dual Credit Student Eligibility Requirements*, including clarification that the policy would not refer to students pursuing an Associate of Science in Engineering; and the deletion of Policy #3234: *Tuition Rate and Fees for High School Students Who Independently Enroll in College Credit Courses Offered at any South Texas College Campus or Facility* as presented and which superseded any previously adopted Board policy..

Review of Reports to the Finance, Audit, and Human Resources Committee:

A. Review and Discussion on Governmental Accounting Standards Board (GASB) 75 Pronouncement

Mrs. Mary Elizondo reviewed the implementation of new Governmental Accounting Standards Board (GASB) 75 pronouncement in financial statements for fiscal year ending August 31, 2018.

In June 2015, The GASB approved Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The guidance contained in this Statement changed how governments calculated and reported the costs and obligations associated with postemployment benefits other than pensions. It was designed to improve the decision-usefulness of reported pension information

and to increase the transparency, consistency, and comparability of benefit information across governments. It was effective for fiscal years beginning on or after June 15, 2017. For the College, this pronouncement was effective in fiscal year 2017-2018.

GASB was the authoritative, standard setting body which establishes governmental Generally Accepted Accounting Principles (GAAP) for state and local governments. As such, they established financial reporting guidelines for Postemployment benefits held with ERS.

GASB Statement 75 required reporting entities to recognize their proportionate share of the net OPEB liability and operating statement activity related to the changes in the collective OPEB liability. Consequently, reporting entities that contribute to the ERS OPEB plan should now report a noncurrent liability on their financial statements for their proportionate share of the net OPEB liability. In addition to the net OPEB liability, other OPEB amounts to be recognized by the employers include deferred outflows of resources, deferred inflow of resources and OPEB expense.

More extensive note disclosures were required, which included description of benefits, contribution requirements, discount rate, assumptions used, employer's proportion and proportionate share of the collective net OPEB liability and deferred outflows/inflows recognized for the current year.

Reviewers – Requirements were reviewed by the Vice President for Finance and Administrative Services, and Comptroller.

B. Review and Discussion of Establishing Criteria for Overall Audit Opinion

Mr. Khalil Abdullah, Internal Auditor, reviewed the framework for establishing objective criteria for issuing future overall audit opinions.

The Audit Opinion Criteria was provided in the packet for the Committee's review.

The Committee reviewed the criteria, and noted that the audit opinion standards were generally acceptable, but might not be applicable in certain cases, such as compliance audits or fraud investigations. In these instances it would be advisable to give the auditors the authority to establish specific opinion guidelines based upon their professional judgment at the time of issuance.

C. Review and Discussion of Internal Audit Reports in the Areas of Food Services Department Cash Handling Procedures & Surprise Cash Counts

Mr. Khalil Abdullah, Internal Auditor attended the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit reports in the areas of Food Services Department Cash Handling Procedures & Surprise Cash Counts.

The two (2) reports were provided in the packet for the Committee's review.

D. 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 December 1, 2016.

This review of the reports delivered to the Finance, Audit, and Human Resources Committee was presented for the Board's information and feedback to staff, and no action was requested.

Review and Action as Necessary Regarding the Fiscal Year 2016 Financial Audit

Mr. David Segovia, partner with Long Chilton, LLP and staff reviewed the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2016 and 2015 with the Finance, Audit, and Human Resources Committee on Tuesday, December 6, 2016, and responded to questions the Committee members.

The auditors reported an "unmodified" opinion, and informed the Committee that this was the new term for the highest level of positive opinion, formerly labelled an "unqualified opinion."

The external auditing team reported that they had included the majority of state and federal funds within the scope of their audit, and anticipated that the College would once again receive the Certificate of Achievement for Excellence in Financial Reporting from the state. They gave a strong commendation to the College's business office for the implementation and adherence to strong fiscal controls that protected the public investment in the College.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2016 and 2015 was included under separate cover.

No action was taken at the Committee meeting.

The Fiscal Year 2016 Financial Audit was presented at the December 13, 2016 Board Meeting.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College accepted the Fiscal Year 2016 Financial Audit as presented. The motion carried.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of all award of proposals, purchases, and renewal as follows:

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

A. Awards

- 1) **Cargo Vans (Awards):** award the proposal for cargo vans to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$158,116.00;
- 2) **Graduation Caps and Gowns (Award):** award the proposal for graduation caps and gowns to **Jostens, Inc.** (Minneapolis, MN), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, at an estimated cost of \$55,000.00;
- 3) **Law Enforcement Vehicles (Award):** award the proposal for law enforcement vehicles at a total amount of \$93,084.00 to the following vendors:
 - **Caldwell Country Chevrolet** (Caldwell, TX) - \$31,445.00
 - **Rockdale Country Ford** (Caldwell, TX) - \$61,639.00
- 4) **Security Cameras (Award):** award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$158,020.00;

B. Instructional Items

- 5) **Firearm Simulator (Purchase):** purchase a firearm simulator from **Safeware-Mallory** (Landover, MD), a U. S. Communities Government Purchasing Alliance approved vendor, at a total amount of \$225,072.23;

C. Non – Instructional Items

- 6) **Moving Services (Renewal):** renew the moving services contracts for the period beginning February 24, 2017 through February 23, 2018, at an estimated amount of \$240,000.00. The vendors are as follows:
 - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - **Groves Moving & Storage** (Harlingen, TX)

D. Technology

- 7) **Career Coach Services (Purchase):** purchase career coach services from **Economic Modeling Specialists International** (Moscow, ID), a sole source vendor, for the period beginning January 1, 2017 through December 31, 2019, at a total amount of \$72,500.00. The three year agreement amounts are as follows: first year - \$25,500.00, second year - \$22,500.00, third year - \$22,500.00, and travel expenses of \$2,000.00 (if needed);
- 8) **Computers, Laptops, and Printers (Purchase):** purchase of computers, laptops, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **HP, Inc.** (Palo Alto, CA), in the total amount of \$54,220.33.

The total for the award of proposals, purchases, and renewal was \$1,056,012.56.

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

Review and Action as Necessary on 2016 Tax Roll/Levy for Hidalgo and Starr Counties

Approval of the 2016 Tax Roll/Tax Levy for Hidalgo and Starr Counties was requested.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector provided the 2016 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2016 Tax Roll/Tax Levy for Hidalgo and Starr Counties required approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County and Mr. Juan M. Cantu, TAC, Assessor-Collector of Starr County entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and submitted to South Texas College the tax roll/tax levy totaling \$63,195,312.69.

The comparison from the 2015 to 2016 tax roll by county is as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2015	\$ 56,408,070.41	\$ 3,871,198.83	\$ 60,279,269.24
2016	<u>59,701,217.59</u>	<u>3,494,095.10</u>	<u>63,195,312.69</u>
Increase/Decrease	<u>\$ 3,293,147.18</u>	<u>\$ (377,103.73)</u>	<u>\$ 2,916,043.45</u>

Enclosed Documents - The 2016 Tax Roll Totals documents from each county were provided in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the 2016 Tax Roll/Tax Levy for Hidalgo and Starr Counties 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 2016 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented. The motion carried.

Review and Action as Necessary on Appraisal District Allocated Cost Payments for Hidalgo County and Starr County

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, was requested.

Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services was provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District were considered a sole source and the College and other taxing entities were required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: “Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year”.

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2016 estimated allocations, per the District’s budgets, were \$598,928.00 for Hidalgo County Appraisal District and \$93,568.00 for Starr County Appraisal District, for a total of \$692,496.00. The first quarterly invoice was due by December 31, 2016 for Starr County and by February 2, 2017 for Hidalgo County.

The Tax Year 2016 allocations changed from the Tax Year 2015 allocations as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2015	\$ 599,139.00	\$ 101,082.80	\$ 700,221.80
2016	598,928.00	93,568.00	692,496.00
Increase/Decrease	<u>\$ (211.00)</u>	<u>\$ (7,514.80)</u>	<u>\$ (7,725.80)</u>

The changes were based on the new year budgets of each Appraisal District.

Funding Source – Funds for these expenditures were budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2016-2017.

Enclosed Documents – The 2017 allocation payments for Tax Year 2016 were provided in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and 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 payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented. The motion carried.

Review and Action as Necessary on Tuition and Fees Schedules for FY 2017 – 2018

- 1) Student Tuition and Fees
- 2) Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
- 3) Employee Fees
- 4) Other (Non-Student/Non-Employee) Fees

Approval of revised Tuition and Fees Schedules for FY 2017 - 2018 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) was requested.

The recommended changes for FY 2017 - 2018 were as follows:

1) Student Tuition and Fees

- Differential tuition per credit hour:
 - ⇒ Increase Emergency Medical Technology fee from \$35.00 to \$40.00
- In-district and Out-of-district Independent Dual Credit Students:
 - ⇒ Revise description of In-district and Out-of-district Independent Dual Credit students to clarify Independent Dual Credit applies to home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.
 - ⇒ Increase the Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College from \$78.00 to \$80.00

- Independent Dual Credit Fees:
 - ⇒ In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College will be charged all fees as applicable and fees will not be waived.
 - ⇒ Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College will be charged all fees as applicable and fees will not be waived.
- Mandatory Fees:
 - ⇒ Increase Student Activity Fee per credit hour from \$2.00 to \$4.00
- Add Dual Credit Academies Participation Fees
 - ⇒ Add Dual Credit Academies Participation Fee for Fall & Spring of \$600.00 per student per semester that will be charged to the School District, to recover costs and processing fees.
 - ⇒ Add Dual Credit Academies Participation Fee for Summer of \$50.00 per student per credit hour that will be charged to the School District, to recover costs and processing fees.
- Add Dual Credit Reimbursement of Costs:
 - ⇒ Add Reimbursement of Costs for School Districts Requesting South Texas College Faculty to teach Dual Credit Courses, to recover faculty salary, fringe benefits, mileage, and other associated costs and processing fees, per course per semester.
- Course Fees:
 - ⇒ Decrease Developmental Studies Fee from \$50.00 to \$29.00 for a One-time fee per semester
 - ⇒ Increase Hybrid Course Fee per credit hour from \$5.00 to \$10.00
- Library Fees:
 - ⇒ Revise the wording on Lost or Damaged Library Item Processing Fee to clarify the fee is per item
 - ⇒ Change the Overdue Library Book/Media Fee per day from \$0.25 to \$0.00
 - ⇒ Change the Overdue Library Reserve Item per hour from \$1.00 to \$0.00
 - ⇒ Change the Overdue Library Equipment per day from \$1.00 to \$0.00
- Testing Fees:
 - ⇒ Add a new Health Education Services Inc. (HESI) Exam Fee of \$45.00
 - ⇒ Students will register and pay fees to Elsevier Inc. for each attempt when signing up for the exam through the Market Place website. Fees will be subject to change.
 - ⇒ Eliminate the Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee
 - ⇒ Add HiSET Credit By Examination (High School Equivalency Exam) Fees as follows:

- HiSET Exam Fee (All Five Exams – 1st and 4th Attempts) of \$125.00
 - HiSET Exam Fee – Reading only \$25.00
 - HiSET Exam Fee – Writing only \$25.00
 - HiSET Exam Fee – Math only \$25.00
 - HiSET Exam Fee – Science only \$25.00
 - HiSET Exam Fee – Social Studies only \$25.00
- ⇒ Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
- ⇒ Add HiSET Exam Retest Fees as follows:
- HiSET Exam Fee (All Five Exams – 2nd, 3rd, 5th and 6th Attempts)
 - HiSET Exam Fee – Reading only \$15.00
 - HiSET Exam Fee – Writing only \$15.00
 - HiSET Exam Fee – Math only \$15.00
 - HiSET Exam Fee – Science only \$15.00
 - HiSET Exam Fee – Social Studies only \$15.00
- ⇒ Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.

2) Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts:

- Differential tuition per credit hour for courses offered on a South Texas College campus or facility:
 - ⇒ Increase Emergency Medical Technology fee from \$35.00 to \$40.00
- Course Fees:
 - ⇒ Increase Hybrid Course Fee per credit hour from \$5.00 to \$10.00

3) Employee Fees

- Revise the wording for Lost or Damaged Library Item Processing Fee to clarify the fee is per item

4) Other (Non-Student/Non-Employee) Fees

- Revise the wording for Lost or Damaged Library Item Processing Fee to clarify the fee is per item
- Change the Overdue Library Book/Media Fee per day from \$0.25 to \$0.00

Reviewers - The revised Tuition and Fees Schedules for FY 2017 – 2018 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2017 - 2018 were provided in the packet for the Board's information and review. The revisions were highlighted in yellow.

The Finance, Audit, and Human Resources Committee recommended Board approval of the revised Tuition and Fees Schedules for FY 2017 - 2018 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) 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 revised Tuition and Fees Schedules for FY 2017 - 2018 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented. The motion carried.

Review and Action as Necessary on Participation in the National Cooperative Purchasing Alliance (NCPA) and Purchasing Association of Cooperative Entities (PACE) Purchasing Cooperatives

Approval to participate in the National Cooperative Purchasing Alliance (NCPA) and Purchasing Association of Cooperative Entities (PACE) Purchasing Cooperatives was requested.

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

Justification and Benefit – NCPA and PACE were available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following are some of the benefits:

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

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

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

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval of to participate in the National Cooperative Purchasing Alliance (NCPA) and Purchasing Association of Cooperative Entities (PACE) Purchasing Cooperatives 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 participation in the National Cooperative Purchasing Alliance (NCPA) and Purchasing Association of Cooperative Entities (PACE) Purchasing Cooperatives as presented. The motion carried.

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

Broaddus & Associates provided the following documents on the current status of the 2013 Bond Construction program.

- Update on the status of the 2013 Bond Construction Program;
- Video Update on Construction Projects;
- Chart of Project Progress; and
- Project Scorecards

Broaddus & Associates also updated the following accountability reports and 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 December 1, 2016, the total budget shortfall was estimated to be at \$4,668,382 with the use of buyout savings and design and construction contingency.

Funding for any shortfall net of buyout savings and use of design and construction contingency would be covered by non-bond funds.

No action was requested.

Review and Action as Necessary on Change Orders for Use of Buyout Savings for the 2013 Bond Construction Program Projects

- 1) Pecan Campus North Academic Building**
- 2) Technology Campus Parking and Site Improvements**

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

Purpose

The proposed buyout savings for the 2013 Bond Construction Projects above was reviewed and the proposed savings would 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 on 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 was working with D. Wilson Construction Company and E-CON Group, LLC to determine the associated contingency savings which would be presented at a later date.

Background

As part of the buyout process, D. Wilson Construction Company and E-CON Group, LLC provided cost information to allow the acceptance of actual buyout savings for the project. They were as follows:

2013 Bond Construction Buyout Savings

Construction Projects	Buyout Savings
Pecan Campus North Academic	\$720,878
Tech Campus Parking & Site Improvements	400,000
Total Buyout Savings	\$1,120,878

Pecan Campus North Academic Building	Board Approved Date	Approved GMP Amount
Original Total GMP Approved	6/28/16	\$10,951,000
Proposed Deductive Change Order	pending	(720,878)
Revised GMP		\$10,230,122

Tech Campus Parking & Site Improvements	Board Approved Date	Approved GMP Amount
Original Total GMP Approved	6/28/16	\$1,985,820
Previously Approved Deductive Change Order	9/27/16	(22,246)
Revised GMP	9/27/16	\$1,963,574
Current Proposed Deductive Change Order	Pending	(400,000)
Current Revised GMP		\$1,563,574

Broaddus & Associates recommended accepting the buyout savings for a total of \$1,120,878 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 are reallocated to the 2013 Bond Construction Program Contingency fund, and to assist the College track its overall program budget.

Presenters

Representatives from Broaddus & Associates and D. Wilson Construction Company and E-CON Group, LLC attended the Board meeting.

The Facilities Committee recommended Board approval of the proposed Change Orders designating buyout savings of \$720,878 for the Pecan Campus North Academic Building and \$400,000 for the Technology Campus Parking and Site Improvements for a total of \$1,120,878, and to reduce the GMP amounts for the 2013 Bond Construction projects as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed Change Orders designating buyout savings of \$720,878 for the Pecan Campus North Academic Building

and \$400,000 for the Technology Campus Parking and Site Improvements for a total of \$1,120,878, and to reduce the GMP amounts for the 2013 Bond Construction projects as presented. The motion carried.

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 was requested.

Background

The architect provided color boards and interior renderings containing interior paint colors, wall finishes, flooring materials, millwork finishes, and wall tile for review by the Facilities Committee.

The preliminary color boards were originally presented for review and comment only at the November 22, 2016 Facilities Committee meeting.

Presenters

Representatives from the Mata + Garcia Architects, LLP presented the recommended Color Boards at the December 6, 2016 Facilities Committee meeting.

The Facilities Committee recommended Board approval of the selection of colors and finishes for the 2013 Bond Construction Starr County Campus projects as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the selection of colors and finishes for the 2013 Bond Construction Starr County Campus projects as presented. The motion carried.

Review and Action as Necessary on Furniture Selections for the 2013 Bond Construction Program

Approval of furniture selections for the 2013 Bond Construction Program is requested.

Purpose

The College had already established furniture standards for the buildings throughout the college district. The College needed to update furniture standards for the new 2013 Bond Construction projects and for use in any existing college facilities. The approval of the

furniture selections was necessary to establish the standards and to allow for the buildings to be furnished in time for occupancy.

Justification

The standardization of furniture products allowed for equity and consistency throughout the district and for optimization of cost efficiencies.

Background

On December 15, 2015, the Board of Trustees approved contracting HPG Design Group, LLC for furniture consulting services for the 2013 Bond Construction Program. HPG Design Group, LLC began working with Broaddus & Associates, Facilities Planning & Construction, and College staff to review, develop, and update the furniture standards. HPG Design Group, LLC was working with the design teams to provide furniture layouts, cost estimates, furniture selections including fabrics, colors, and material finishes. The types of furniture included tables, chairs, soft seating, and desks for various spaces such as classrooms, multi-purpose rooms, dining areas, and student collaboration areas to be used district wide. The proposed selections were provided in a mock up setting at the Pecan Campus Building A Atrium on December 6, 2016.

Funding Source

Furniture funds were budgeted in the Bond Construction budget for fiscal year 2016-2017.

Reviewers

The proposed furniture selections were reviewed by Broaddus & Associates and College staff.

Presenters

Representatives from HPG Design Group, LLC and Broaddus & Associates were present at the Facilities Committee meeting to present furniture selections.

The Committee members took a recess from the scheduled meeting to view the furniture set up on display in the Pecan Campus Building A Atrium. Pictures of the furniture display were provided on the following page.

During the review of the furniture presentation, the committee had positive responses on the furniture being proposed. The Committee commented that the furniture seating was very comfortable and the colors, finishes, and fabrics for the furniture were acceptable.

The Committee noted that the following items needed to be changed:

- Starr County Campus Student Activities Expansion: recommend using the same chairs being recommended for the Pecan Campus Student Activities and Cafeteria Building second floor event center (Black / Chrome torsion seating with padded seat)
- Classroom tables to be provided with modesty panels for tables on the front row of all classrooms
- The single soft seating options may not be the best option to use in some collaborative areas

- Recommended to specify tall booth seating option in more spaces district wide than already specified
- The rectangular nesting/flip top conference tables were acceptable
- The use of the starlight silver frames on the dining chairs and bar stools were also acceptable

The Committee did not provide a recommendation to accept the furniture selections to the Board of Trustees but appeared to be in agreement that the furniture selections were acceptable, and to incorporate the comments noted.

The Board was asked to take action on the furniture selections without a formal recommendation from the Facilities Committee.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed furniture selections by HPG Design Group, LLC for the 2013 Bond Construction Program as presented. The motion carried.

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

Approval to contract construction services for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project.

Background

On October 27, 2016, the Board of Trustees approved design services with R. Gutierrez Engineering Corporation to prepare plans and specifications for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project. The design team at R. Gutierrez Engineering Corporation 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 31, 2016. A total of ten (10) sets of construction documents were issued to general contractors and sub-contractors, and a total of six (6) proposals were received on November 16, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
October 31, 2016	Solicitation of competitive sealed proposals began.
November 16, 2016	Six (6) proposals were received.

Justification

The current South Texas College Department of Public Safety (DPS) vehicles were located in the parking lot in front of the College's Department of Public Safety (DPS). The parking area was unsecured and the vehicles were exposed to the open environment. It was necessary to provide an enclosed parking area adjacent to the DPS facility in the available property owned by the College. The project would include concrete paving, exterior lighting, storm drainage, fencing, and landscaping. This project was submitted as part of the College's Capital Improvement Process and funding was available.

The submitted proposal, however, did not include a paint finish or a precast cap on the concrete block fence walls. The finish work on the walls would be addressed by College staff and a recommendation would be presented to the Facilities Committee at a later date.

The Board approved the hiring of the engineer to perform design services necessary to receive construction proposals. The Board advised that upon receiving the bids, the Board may recommend not proceeding with the construction of the project if the proposals were cost prohibitive.

College staff reviewed and evaluated the competitive sealed proposals and recommend NM Contracting, LLC as the highest ranked in the amount of \$200,000.

Funding Source

Funds for this project were budgeted in the FY 2016 - 2017 Non-Bond Construction budget in the amount of \$250,000.

Source of Funding	Amount Budgeted	Funds Available	Highest Ranked Proposal NM Contracting, LLC
Non-Bond Construction	\$250,000	\$250,000	\$200,000

Reviewers

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

Enclosed Documents

Staff evaluated these proposals and provided a proposal summary. Photographs of the existing site and a plan of the proposed parking lot were also provided. It was 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 \$200,000 for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized contracting construction

services with NM Contracting, LLC in the amount of \$200,000 for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented. The motion carried.

Update on Status of Non-Bond Program 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 Board.

No action was taken.

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 November 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, provided a review of the Financial Report for the month of **November 2016**, and was available to respond to questions posed by the Board.

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:19 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- Section 551.074, Personnel Matters
 1. Update and Action as Necessary Regarding Cause No. CL-14-3342-A; Thelma Saldana vs. South Texas College
 2. Discussion and Action as Necessary to Conduct the Assessment of the College President and the Self-Assessment of the Board of Trustees

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:35 p.m. No action was taken in Executive Session.

Update and Action as Necessary Regarding Cause No. CL-14-3342-A; Thelma Saldana vs. South Texas College

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

Mr. Garza provided an update in executive session.

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 acceptance of the attorney's recommendation regarding settlement of Cause CL-14-3342-A; Thelma Saldana vs. South Texas College. The motion carried.

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

Approval to conduct the assessment of the College President and the self-assessment of the Board of Trustees by the Trustees was granted by the Board on November 22, 2016.

The evaluations were distributed with addressed, postage-paid envelopes to the Board Members and were returned to Dr. Alejo Salinas, Jr., Board Chair.

Dr. Salinas reviewed and discussed the results of the assessments with the Board of Trustees.

No action was taken.

Announcements

A. Next Meetings:

- Tuesday, January 17, 2017
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, & HR Committee

- Tuesday, January 31, 2017
 - 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 Board Holiday Dinner will be held Tuesday, December 13, 2016 @ 7:30 p.m. at *Zucca 83*, 4901 W Expy 83, Ste 220, McAllen, TX 78503
- 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 December 19, 2016 – January 3, 2017 in observance of Winter Break.
- The College will host local school district partners for a Board Appreciation Breakfast on Friday, January 20, 2017, at the South Texas College Cooper Center for Communication Arts.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:37 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, December 13, 2016 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Jesse Villarreal
Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for training in the amount of \$61,160.

Texas Workforce Development provides funding for child care development training for the South Texas Childcare Center. This grant will help fund training for least 40 participants, (20 participants for the spring 2017 semester and 20 participants for the fall 2017 semester). Training includes tuition and fees, CDA application fee and coursework textbooks. This award is for the period of January 1, 2017 through December 31, 2017.

This grant aligns to Strategic Direction #2, Access and Success by coordinated efforts with Workforce Solutions to outreach targeted prospective students and by expanding community awareness, community engagement, and community support for The South Texas College Child care Center.

2. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for conference attendance in the amount of \$20,000.

This grant provides funding for training and education at a CDA conference for 400 participants. Four conferences will be provided with 100 participants each on the following dates: April 29, June 17, July 22, and October 28, 2017. Conference topics include Autism, Leadership, and Infant Toddler Development. This award is for the period of January 29, 2017 through December 31, 2017.

This grant aligns to Strategic Direction #2, Access and Success by promoting a college-going culture through proactive outreach targeting prospective students and providing training that expands the capacity of The South Texas College Child Center staff.

3. The Texas Affordable Baccalaureate (TAB) Expansion Grant Program as a partner with Austin Community College, in the amount of \$167,848.

This grant will fund the development of competency-based coursework, support services, and will help establish an articulation agreement for an online competency-based Bachelor of Applied Technology (BAT) degree in Computer Information Technology (CIT). All of the existing competency-based courses in ACC's Associate of Applied Science (AAS) will seamlessly transfer into the college's newly developed competency-based BAT in CIT. This award is for the period of January 2017 through December 31, 2018.

This grant aligns to Strategic Direction #2, Access and Success by delivering distance education through a comprehensive and full-service virtual campus and by offering a new online competency-based program.

4. The Licensed Vocational Nursing (LVN) Program from The Texas Workforce Commission, Jobs for Texans Grant (JET) in the amount of \$238,370.

This grant provides funding for equipment to improve existing nursing laboratories at the Mid-Valley and Starr Campuses. These laboratories will simulate real-world hospital scenarios that are needed to meet the demands of the current complex healthcare environment.

This grant aligns to Strategic Direction #1, Clear Pathways by providing students with clear pathways to facilitate coherent educational experiences and timely completion of a postsecondary credential leading to relevant employment and further educational experiences. This grant also aligns to Strategic Direction #2, Access and Success by offering support to students in Nursing and Allied Health LVN program to state of the art equipment and support high demand workforce needs.

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

The presented grants would provide up to \$487,378 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for training in the amount of \$61,160.
2. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for conference attendance in the amount of \$20,000.
3. The Texas Affordable Baccalaureate (TAB) Expansion Grant Program as a partner with Austin Community College, in the amount of \$167,848.
4. The Licensed Vocational Nursing (LVN) Program from The Texas Workforce Commission, Jobs for Texans Grant (JET) in the amount of \$238,370.
5. Additional Grant(s) Received/Pending Official Award

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

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

1. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for training in the amount of \$61,160.
2. The Child Development Associates Program (CDA) from The Lower Rio Grande Valley Workforce Development Board for conference attendance in the amount of \$20,000.
3. The Texas Affordable Baccalaureate (TAB) Expansion Grant Program as a partner with Austin Community College, in the amount of \$167,848.
4. The Licensed Vocational Nursing (LVN) Program from The Texas Workforce Commission, Jobs for Texans Grant (JET) in the amount of \$238,370.
5. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Review of Presentation to the Education and Workforce Development Committee

Presentation on Proposed International Workforce Training Opportunities for Industry Partners in Reynosa

Mr. Carlos Margo, Associate Dean for Industry Training and Economic Development, presented on workforce training opportunities for industry partners in Reynosa, through a proposed partnership with Instituto Internacional de Estudios Superiores (IIES).

The Federal Reserve Bank of Dallas estimated that a 10 percent increase in maquiladora output leads to a 6.6 percent increase in total employment in McAllen. Reports published by the Federal Reserve Bank of Dallas were supported by data gathered by the South Texas College Institute for Advanced Manufacturing (IAM), the McAllen Economic Development Corporation, as well as INDEX Reynosa.

The South Texas College Institute for Advanced Manufacturing (IAM) researched the feasibility and propriety of providing workforce training to industrial partners across the border, specifically the employees at maquiladoras in Reynosa, Mexico, as an opportunity to improve regional prosperity in the South Texas College service area in Hidalgo and Starr counties. Through offering workforce development training to industrial partners across the border, the local economy would see a corresponding boost of increased activity.

Successful collaboration with IIES in Reynosa and development of improved workforce training in industrial partners across the border would also contribute to a greater profile for the Rio Grande Valley in attracting global businesses to invest in the area, increasing the demand for high skilled workers and providing a boon to the local economy.

Administration received a favorable opinion from legal counsel, supporting the establishment of such a program provided that the College does not report international contact hours through this partnership for formula funding.

South Texas College, through the IAM, continued to meet with IIES to negotiation pricing and costs, and administration recommended raising a minimum of \$50,000 in contributions to serve as seed money to launch this program.

The short-term strategy would be to pilot the initial training to 2 or 3 committed maquiladoras. With demonstrated success and upon becoming self-funding, the program could potentially be expanded to additional industry partners.

Legal counsel and administration were in the process of drafting a Memorandum of Understanding for this STC/IIES partnership. It was anticipated that training could begin as soon as April 2017 with appropriate support and approvals from the Board of Trustees.

A brief Power Point presentation was included in the packet for the Committee's review, along with a copy of the attorney's opinion on the proposed partnership and a set of questions to and responses from the attorney seeking clarification on the opinion and the scope of the proposed partnership and training program.

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 Request for Sabbatical Leave

Approval is requested to authorize sabbatical leave for Mr. Pedro Perez, Instructor of Art.

As per the Professional Development Plan, sabbatical leave may be granted to administrators, full-time faculty members, and professional-technical staff by the South Texas College Board of Trustees upon the recommendation of the President. Sabbatical leave may be granted for the purpose of self-improvement through study, through acquisition of new skills to stay abreast with new technologies and through research or community service.

Eligibility is based on service to the institution for six consecutive full-time years and an agreement in writing to serve South Texas College for a period of two times the length of the leave following the completion of the sabbatical.

The number of sabbatical leaves granted to full-time faculty is restricted to no more than two full-time faculty members for each year.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, has recommended that Mr. Pedro Perez be approved for sabbatical leave. Dr. Reed has reviewed the sabbatical leave requests and recommends Board approval as follows:

Mr. Pedro Perez for the Fall 2017 Semester.

- Mr. Perez has been an Art Instructor at South Texas College for 8 years and is eligible for sabbatical leave under the Professional Development Plan guidelines.
- Mr. Perez will conduct research in cultural centers in Italy, Spain, and France, where he will study works of art in person, including uncatalogued piece, and plans to produce visual support materials that will benefit his Art Appreciation, Digital Art, and Design courses.

The Education and Workforce Development Committee recommended Board approval of the sabbatical leave request for Mr. Pedro Perez for the Fall 2017 Semester as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the sabbatical leave request for Mr. Pedro Perez for the Fall 2017 Semester as presented.

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

The Board of Trustees approves and authorizes the sabbatical leave request for Mr. Pedro Perez for the Fall 2017 Semester as presented.

Approval Recommended:

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



**SOUTH TEXAS
COLLEGE**

Dr. Margaretha E. Bischoff
Dean
Division of Liberal Arts and Social Sciences
Office: (956) 872-8310 ♦ Cell: (956) 212-8530
Fax (956) 872-8329

3201 W. Pecan Blvd
McAllen, Texas 78501

MEMORANDUM

DATE: November 29, 2016
TO: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs
FROM: **Dr. Margaretha E. Bischoff, Dean for Liberal Arts & Social Sciences**
SUBJECT: **Sabbatical for Pedro Perez**

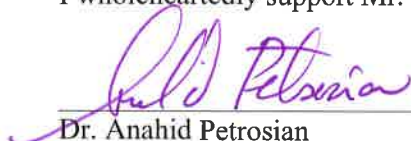
I respectfully support the Sabbatical request by Mr. Pedro Perez, Art Instructor. I know Mr. Perez to be an accomplished artist and an engaging Art instructor. His request is for one semester during which he intends to visit cultural centers in Italy, Spain, and France. There he hopes to further develop his skills with regards to ancient European painting technique, historical European Art movements, and architecture of different time periods. He intends to produce visual support materials for his Art Appreciation, Digital Art, and Design classes, therewith helping his students understand the materials for these classes better and exposing them to artworks that are not presently available in publications.

In reading the purposes for which sabbatical leave may be granted in the Sabbatical Leave Guidelines, I believe all three apply to Mr. Perez' intentions:


- take on a relevant activity which relates to his professional growth;
- research objects in his field/discipline and;
- increase his proficiency in his area of responsibility.

The wealth of experiences he will share with his colleagues and students upon return will enhance their lives, emphasize the importance of global explorations, and support the South Texas College mission of being a world-class, premier learning institution.

I wholeheartedly support Mr. Perez' request and look forward to your approval in this matter.



Dr. Anahid Petrosian
Interim VP for Academic Affairs



Approved

Not Approved



**SOUTH TEXAS
COLLEGE**

Charles Neumann, Art Department
Interim Department Chair & Accounting Manager
Division of Liberal Arts and Social Sciences
Office: (956) 872-2188 ♦ Cell: (806) 441-0244 ♦ Fax (956) 872-2505

3201 W. Pecan Blvd
McAllen, Texas 78501

MEMORANDUM

DATE: 11/18/16

TO: Dr. Margaretha E. Bischoff, Dean
For the Division of Liberal Arts and Social Sciences
Dr. Anahid Petrosian
Vice President Academic Affairs

FROM: Charles Neumann, Interim Department Chair & Account Manager
For the Art Department

SUBJECT: Sabbatical Leave Request for Pedro Perez

Pedro Perez has requested a sabbatical leave for the semester of fall 2017. His proposal to travel to Italy, France, and Spain in order to gain in depth knowledge of art history and culture will directly increase Mr. Perez's ability to teach ARTS 1301, ARTS 1311, and ARTS 1316. This would then in turn, help students in their understanding of the course content. In addition to the research, Mr. Perez intends to video and document artworks that are not in current textbooks, or other printed media. The addition of these artworks, and videos will allow for students to virtually experience some of the architecture that can't be represented in its full glory in a flat printed or displayed image, and also exposed the students to even more artworks that are integral in the evolution of historical art movements.

Mr. Perez has also presented this proposal to the Art Department. Faculty had a chance to ask questions about the proposal, and were also in agreement that the sabbatical activities would benefit the whole department through the shared use of the video footage.

I have reviewed the past 7 years of faculty evaluations for Mr. Perez's, and all have been rated as acceptable.

In the absence of Mr. Perez, all course sections can still be staffed effectively for the fall of 2017.

10-18-2016**SABBATICAL LEAVE APPLICATION-South Texas College****RECEIVED**
OCT 18 2016Date Application Received
(For Human Resources use only)Sabbatical Leave application must be completed and submitted to the Director of Human Resources for verification on or before the Sabbatical Leave deadline.***Please review and provide appropriate documentation as listed on Sabbatical Leave guidelines.***Contact the Office of Human Resources (872-5057) regarding questions about this application or the sabbatical procedures. **NOTE: Only complete applications will be considered.**Name: Pedro Perez Date: 10-18-2016
Employee A#: 00303083 Title: Instructor
Phone: 956-607-9858 Email: pjperez@southtexascollege.eduDivision/Program/Department: LASSHire Date of Staffing Plan Employment: Fall 2008Length of requested Sabbatical Leave: (Check one) F-2017
 One Semester
 One academic yearRequested Period of Leave: From: August 2017 To: December 2017**ABSTRACT**Please give a summary description of the project and its significance in language that can be readily understood by persons in areas of expertise other than your own. **PLEASE DO NOT EXCEED SPACE PROVIDED BELOW.**



Art Department
3201 W. Pecan Blvd. ♦ McAllen, TX 78501

RECEIVED
OCT 14 2016

BY: _____

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

(956) 872-2536
Fax (956) 872-2535

Wednesday, October 12, 2016

Karina Garza

Dear Karina:

The purpose of this letter is to formally request the opportunity to take a one semester sabbatical leave. The proposed leave period is the fall semester of 2017.

I have been an art instructor at South Texas College for 8 years. In that time, I have strived to provide my students with the best education possible. In order to continue being the best instructor I can be, I am requesting this sabbatical to conduct research which will broaden my knowledge of specific artist techniques and themes found in Renaissance art which I can then impart to my students. The research will enable me to teach about this period with a deeper understanding of the evolution of Italian, French and Spanish art. This will be particularly beneficial to my ARTS 1301, Art Appreciation which covers this important art period. Moreover, my ARTS 1316 and 1317, Drawing I and II courses will profit because I will better be able to teach my students the techniques of the Renaissance masters including Di Vinci and Michelangelo. Finally, I can add value to my ARTS 1311, Design class by incorporating what I learn about the innovations in composition of that period.

Additionally, I plan to learn more about the evolution of the Italian Renaissance, Baroque and Mannerism art, and its influence on Spanish art. Being Hispanic myself and educating students within a predominantly Hispanic community this has particular interest for our local culture.

My preliminary research on this topic began in the early 2000's; however, to fully connect the content, iconology, and history to my courses I need to explore the representative cultural artifacts in-person. There are several reasons for this. First, photographic replications of works of art (especially of paintings) are unable to reveal idiosyncratic elements of an artist's technique like brush stroke, application density, etc. Second, photographic replications are unable to provide a proper sense of a work's true scale. Third, often individual pieces of art are intended as part of a larger work of art for example a church or public square. As such they comprise just a single piece of a larger aesthetic context and cannot be fully appreciated outside of their entire context. Lastly, many of the works I plan to study are not catalogued in the extent literature.

Because many of these works are not catalogued, I intend to create a photographic and video catalogue of exemplary pieces for use in my classes. The idea behind the video catalogue is to overcome some of the aforementioned limitations that photographic replications have in terms of accurately portraying context and scale. I will also make my catalogues available for use by my colleagues so that additional students and other faculty can benefit from my endeavors in this project.

My last objective for this sabbatical is to use it as a professional development opportunity. Specifically, in addition to that which is stated above, I plan to document relevant stylistic elements from this period to later incorporate

into my own digital art, and create mixed media pieces which reinterpret the forms of this period. I would then hold an exhibition of this art on the STC campus for the entire community.

In order to meet these objectives, I will travel to Italy, France and Spain. The places I intend to visit include: the Casa Buonarroti and Ospedale degli innocenti, in Florence; Castello Sforzesco, in Milan; the Louvre and Medici Gardens in France and El Palacio Real and el Prado in Madrid.

Thank you for taking the time to consider this proposal. It is my firm belief that my plan will allow me to grow professionally and this, in turn, will benefit the entire STC community, particularly our students. If more details are needed I would be happy to provide them.

Sincerely,


A handwritten signature in black ink, appearing to read "Pedro Pérez". The signature is written in a cursive, flowing style.

Pedro Pérez

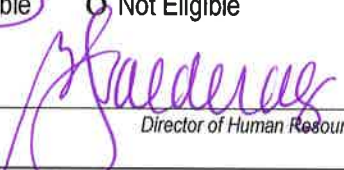
Department of Art
South Texas College

If sabbatical leave request is approved, I agree to abide by the Sabbatical Leave Policies and Guidelines and the Faculty/Staff Handbook and further agree to the following:


- 1) I agree to serve South Texas College for a period of two academic years after sabbatical leave is taken. This obligation shall be cancelled if death, serious accident, permanent disability, or other extenuating circumstances prevent me from fulfilling the terms of the written leave contract upon the recommendation of the respective Vice-President and approval of the College President.
- 2) I agree to submit a written Sabbatical Leave report of my experience to my supervisor, respective Vice-President and to the Office of Human Resources within 30 days of returning to work and understand this report is subject to posting/publication on STC newsletter and/or STC websites.
- 3) If this agreement is not fulfilled, I agree to abide by the attached signed promissory note agreeing to repayment of salary received during leave period including 3% interest compounded annually.

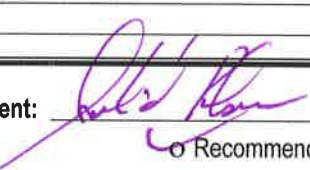
Signature of Applicant 

Date 10-18-2016

Office of Human Resources		PEDRO J. PEREZ SUAREZ	A00303083
Service Date: <u>08/14/2008</u>	Classification: <u>FACULTY</u>	FLSA Status: <u>EXEMPT</u>	
Current Job Title: <u>ART INSTRUCTOR</u>			
Date of Last Sabbatical: <u>NIA</u>			
<input checked="" type="radio"/> Eligible <input type="radio"/> Not Eligible		Applicable attachments: <input type="radio"/> Fellowship/Grant <input checked="" type="radio"/> Promissory Note	
Signature: <u></u>		Date: <u>10/28/2016</u>	
<small>Director of Human Resources</small>			

Signature and justification of the designated divisions/offices indicates that this proposal is endorsed by the signer and recommended for a sabbatical leave for the applicant.

Recommendation Signatures		<u></u>	Date: <u>11/1/16</u>
Dean/Director/Supervisor:		<input checked="" type="radio"/> Recommended <input type="radio"/> NOT Recommended	
Justification: _____			

Vice President: <u></u>		Dr. Anahid Petrosian, Interim VPAA	Date: DEC 02 2016
		<input type="radio"/> Recommended <input type="radio"/> NOT Recommended	
Justification: _____			

Approval Signatures		Board of Trustees: _____		Board Meeting Date: _____
		<input type="radio"/> Approved <input type="radio"/> NOT Approved		
Comments: _____				

*If approved, respective Vice-President will notify applicant and forward approval notice to Office of Human Resources and to Office of the President

South Texas College
Promissory Note-SABBATICAL LEAVE

RECEIVED
OCT 18 2016
BY: _____

As a condition of receipt of sabbatical leave benefits for approved employees,

I, Pedro Perez from the department of _____
(Name of Employee requesting leave)

Fine Arts (LASS) agree to the following conditions on repayment.
(Department/Division)

- 1.) I, Pedro Perez, as maker of this note, agree to pay to the SOUTH TEXAS COLLEGE the sum of total salary provided for me while on sabbatical leave plus 3% interest compounded annually, if sabbatical leave agreement is not fulfilled;
and
- 2.) Should I remain continuously employed at South Texas College for two academic years after return from sabbatical leave, this note shall be considered paid in full and any obligations arising from this note shall be voided after said date.

Patricia H. Ballinger

WITNESS SIGNATURE

Pedro B'

EMPLOYEE SIGNATURE

PATRICIA H. BALLINGER

PRINTED NAME of WITNESS

00303083 / 8930

EMPLOYEE A# and last 4 digits of SSN

10/18/2016

DATE

10-18-2016

DATE

Original must be attached to Sabbatical Leave application prior to submission to the Office of Human Resources.

PROMISSORY NOTE FOR:

Semester

or

Academic Year

Review and Action as Necessary on Proposed Deletion of Policy #3321: *Good Standing and Acceptable Academic Progress*

Approval of the proposed deletion of existing Policy #3321: *Good Standing and Acceptable Academic Progress* is requested.

This policy is no longer needed because the College's previous standards regarding "good standing and acceptable academic progress" are now superseded by Policy #3320: *Academic Progress Standards*.

On December 13, 2016, the Board of Trustees revised Policy #3320: *Academic Progress Standards*, which establishes the criteria for calculating semester and cumulative GPA, and for using these as a standards for Academic Status.

The Policy outlines this academic status as the basis for academic standing, including guidelines for Academic Probation, Continued Academic Probation, Academic Suspension, and Readmission after a Period of Suspension.

With the adopted revisions to Policy #3320, current Policy #3321: *Good Standing and Acceptable Academic Progress* is no longer necessary and should be deleted from the Board Policy Manual.

Policy #3321: *Good Standing and Acceptable Academic Progress* is included in the packet for the Committee's information.

The President's cabinet and administrative staff recommend approval to delete this policy as presented.

The Education and Workforce Committee recommended Board approval to delete existing Policy #3321: *Good Standing and Acceptable Academic Progress*.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the deletion of existing Policy #3321: *Good Standing and Acceptable Academic Progress*.

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

The Board of Trustees approves and authorizes the deletion of existing Policy #3321: *Good Standing and Acceptable Academic Progress*.

Approval Recommended:

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

MANUAL OF POLICY

Title	Good Standing and Acceptable Academic Progress	3321
Legal Authority	By Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 16, 2003	

Good Standing

A student is in good standing if the student maintains both a semester and cumulative grade point average (GPA) on all coursework attempted at South Texas College of 2.00 or better on the 4.0 scale used at South Texas College. A 2.00 GPA is the same as "C" average.

Acceptable Academic Progress

A student maintains minimum acceptable academic progress if both the student's semester and cumulative GPA on all coursework attempted at South Texas College is equal to or greater than a 2.00.

Deleted

Review and Action as Necessary on Proposed New Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)*

Approval of the proposed adoption of new Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)* is requested.

This policy is necessary due to the federal regulations that require the College to monitor satisfactory academic progress of all students in higher education, including dual credit students. All students receiving federal assistance under Title IV programs must maintain satisfactory academic progress in their course of study, regardless of whether or not financial aid is awarded each semester.

An individual student's academic performance, as provided for under Policy #3320: *Academic Progress Standards*, directly impacts their eligibility for federal assistance, including Pell grants, even if they have not received any financial aid for the current or previous semesters. This includes dual credit students.

Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)* incorporates the federal requirements that students:

- Maintain a 67% course completion rate;
- Maintain at least a 2.0 cumulative GPA; and
- Complete a degree or certificate within 150% of normal time frame.

The Policy clarifies that the SAP includes all periods of enrollment, whether or not the student received aid.

Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)* is included in the packet for the Committee's information.

The proposed new policy also provides a web address link to the College's Satisfactory Academic Progress document, which is included in this packet following the proposed new policy.

The President's cabinet and administrative staff recommend approval to adopt this proposed new policy as presented.

The Education and Workforce Committee recommended Board approval to adopt new Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)* as proposed and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the adoption of new Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)* as proposed 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 adoption of new Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)* as proposed and which supersedes any previously adopted Board policy.

Approval Recommended:

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

President

MANUAL OF POLICY

Title	Student Financial Aid - Satisfactory Academic Progress (SAP)	3322
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	<i>Board Minute Order Dated January 31, 2017</i>	

Federal regulations require the College monitor Satisfactory Academic Progress (SAP) of all students in order to determine financial aid eligibility. These regulations require the evaluation of both quantitative (67% course completion rate) and qualitative (maintaining at least a 2.0 cumulative GPA), as well as completion of a degree or certificate within 150% of normal time frame. SAP standards are the same for all students, including dual credit students. All periods of enrollment, whether the student did or did not receive aid will be included in the measurement of SAP

In order to be eligible for either Federal or State financial aid, all students, including dual credit students, are required to maintain Satisfactory Academic Progress (SAP).

The full Financial Aid - Satisfactory Academic Policy and Procedures can be found at this link: http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory_academic_progress.pdf

Federal regulations mandate that a student receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. South Texas College's Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients. **Students pursuing a Certificate, Associate, or Bachelor degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.**

Mandated by Federal and State Regulations, Financial Aid (FA) Satisfactory Academic Progress is measured with the following standards:

- Qualitative Standard (Cumulative Grade Point Average),
- Quantitative Standard (Pace of Progress)
 - Cumulative Pace of Progression
 - Maximum Time Frame

QUALITATIVE STANDARD

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the South Texas College (STC) Catalog. STC uses a 4-point scale for grade point average (GPA), and requires students to have a 2.0 average after each semester.

QUANTITATIVE STANDARD (Cumulative Pace of Progress)

The quantitative standard is used to accurately measure a student's progress in a program. There are two components of the quantitative standard:

1. **Cumulative Pace of Progression:** Students must complete 67% of the total Attempted hours at the end of each semester to meet the required pace of progress at STC. You calculate the pace at which a student is progressing by dividing the total number of hours successfully completed or earned at the end of each semester by the total number of hours attempted at the end of each semester; if the result is greater than or equal to 67%, the student is meeting the requirement of pace of progression by semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67% calculation after each semester.

67% Cumulative Progression	
Samples of Attempted credit hours and the Earned/Completed credit hours required to meet 67% progression by semester	Total Earned/Completed Semester Hours
60 Credit Hours	40 credit hours
36 Credit Hours	24 credit hours
24 Credit Hours	16 credit hours
12 Credit Hours	8 credit hours

2. **Quantitative: Maximum Time Frame (MTF):** is the pace at which students must progress through their program of study to ensure that they will graduate within a maximum timeframe; students must complete their program of study within a period no longer than 150% of the published length of the program. This is measured by dividing the number of credit hours that the student has attempted by the number of credit hours that are required to complete the student's program of study. If the student reaches 150 percent or if the result of the division is ≥ 1.50 , then the student has reached Maximum Time Frame. The following table contains three examples:

Maximum Time Frame Rule = Total Attempted Hours / Program of Study Required Hours Completion			
Total Attempted Hours	Completion Requirement Hours	Maximum Time Frame Percentage	Has student reached Maximum Time Frame?
182 Credit Hours	120 Credit Hours	1.52	Yes
179 Credit Hours	120 Credit Hours	1.49	No
62 Credit Hours	42 Credit Hours	1.48	No

In the first example, the program of study requires 120 credit hours to graduate. The student has attempted 182 credit hours ($182 / 120 = 1.52$) and in this case the student is going over 1.50 percent, so student has reached the Maximum Time Frame. In the second example, the program of study requires 120 credit hours to graduate too but the student has attempted 179 credit hours ($179 / 120 = 1.49$); in this case student has not yet reached Maximum Time Frame. In the third example, the program of study requires 42 credit hours to graduate and the student has attempted 62 credit hours, ($62 / 42 = 1.48$); in this case, student has not reached Maximum Time Frame.

How are my grades evaluated under the FA Standards of Academic Progress?

- The student's cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the FA Satisfactory Progress Policy.
- Grades of "A", "B", "C", "D" and "P" will be considered credit hours attempted and earned.
- Grades of "F", "W", "WP", "WF", "DF", "DP", "IP", or "I" will be considered as credit hours attempted for the semester for the 67% Pace of Progress Rule and for the Maximum Time Frame (MTF) Rule.
- Students who withdraw from the college must still maintain FA Satisfactory Academic Progress to meet the 67% Pace of Progress and MTF Rules.

What happens if I fail to meet FA Standards of Academic Progress?

- Following the first semester in which the student does not meet the FA Standards of Satisfactory Academic Progress Policy (except in cases where the student exceeds the MTF limit for the declared program of study), the student will be placed on FA warning for the next semester of enrollment. The student may be allowed to receive financial aid funds while on FA warning as long as they are otherwise eligible.
- Students who are on FA warning and who improve their academic performance as defined by the qualitative and quantitative standards will be placed back in good standing and may be eligible to continue to receive financial aid for following semesters.
- Students who are on FA warning who fail to meet the FA Satisfactory Academic Progress Policy will be placed on FA Suspension and denied further funding until they meet the qualitative and/or quantitative standards again.
- Students who exhaust the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.
- A student who successfully appeals a GPA suspension status is placed on FA probation and eligible to receive Title IV aid as long as the student continues to complete 100% of the courses enrolled each semester and earns a term-GPA of 2.0 or higher.
 - The student's record is reviewed after the first semester of FA probation. If the student has brought his cumulative GPA back up to a 2.0 and has also successfully completed 67% of the total number of cumulative credits attempted for the FA probation semester, he will be placed on FA warning.
 - If, after the probation period/semester:
 - the student fails to complete 100% of the total number of credits, he will be placed on FA suspension;
 - the student completes 100% of the courses attempted and his cumulative GPA is less than a 2.0 but the term GPA is a 2.0 or better, the student will be eligible for one additional semester of FA probation.
 - This review of FA probation to students is done manually by a FA Representative. Students who are on FA probation are notified by email and regular mail of their status. Students are also required to provide a complete Financial Aid Academic Plan outlining the expectations after a FA appeal has been approved.
 - A student who successfully appeals a 67% suspension status, is placed on FA probation and eligible to receive Title IV aid for as long as the student continues to complete 100% of the courses enrolled each semester and earns a 2.0 GPA or higher.
 - The student's record is reviewed after the first semester of FA probation. If the student has successfully completed 67% of the total number of credits attempted (cumulatively) and his cumulative GPA is a 2.0 or higher, he will be placed on FA warning.
 - If, after the probation period/semester:
 - the student fails to maintain a cumulative GPA of 2.0 or higher, he will be placed on FA suspension;
 - the student successfully completes 100% of the total number of credits attempted for the semester but his cumulative GPA is less than a 2.0, the student will be placed on FA suspension;
 - the student's cumulative GPA is a 2.0 or higher but he does not complete 100% of the total number of credits attempted for the semester; he will be placed on FA suspension;
 - the student successfully completes 100% of the total number of credits attempted for the semester and his cumulative GPA is a 2.0 or higher, he will be eligible for one additional semester on FA probation.
 - This review of FA probation to students is done manually by a FA Representative. Students who are on FA probation are notified by email and regular mail of their status. Students are also required to provide a complete Financial Aid Academic Plan outlining the expectations after a FA appeal has been approved.

ADDITIONAL INFORMATION

The effect of Incomplete grades

Courses where the student receives an incomplete (I) at the end of the semester or term, will count as attempted credit hours and as a non-passing grade when assessing if the student will meet 67% Pace of Progress Rule and/or if the student will be within the Maximum Time Frame Rule limit.

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

Students who withdraw from the college must still maintain FA Satisfactory Academic Progress. A complete withdrawal will always have a negative effect on a student's standing under this policy. If a student withdraws from school during the semester, his grades for the semester will be all "W"s. These grades are not passing; therefore the student will not meet the 67% Pace of Progress Rule and will be placed either on FA Warning or FA Suspension depending on what the student's status was before the semester began.

The effect of repeating courses

There is no specific limitation on the number of times a student may attempt a course under the FA Satisfactory Academic Progress Policy. All course attempts, even repeated courses, will count when assessing if student will meet the 67% Pace of Progress Rule and/or the Maximum Time Frame limit. Please see the Maximum Time Frame section on this document. In addition please see section Repeated Coursework within Financial Aid section of the catalog or the Financial Aid Website, for more information.

Transfer hours and the 67% Pace of Progress Rule

Transfer hours which have an STC equivalent are counted in the assessment of the 67% Pace of Progress Rule.

Transfer hours and Maximum Time Frame

Transfer hours which have an STC equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review of transferred courses if these courses count toward graduation at STC in their chosen major by providing a degree plan from the Office of Counseling and Advising. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which transferred credit hours apply to a student's current program of study. Transferred hours that appear on a student's record but do not count toward graduation from the student's current program of study will be eliminated from the total.

Summer Sessions Attempted hours

Hours attempted in any Summer Session will be included in the assessment of the 67% Pace of Progress Rule and the Maximum Time Frame limit. STC offers three summer sessions. All three summer sessions are considered one entire semester when calculating the 67% Pace of Progress Rule and the Maximum Time Frame Rule.

Academic Probation and Suspension

Successfully approved Academic appeals for Academic Probation or Academic Suspension (G.P.A. less than a 2.0), have no effect on students' standing with the FA Satisfactory Academic Progress Policy; those students will still be on FA Suspension and would have to appeal their FA Suspension to our STC Student Financial Services Department. Please reference the Financial Aid Appeals Process section on this document for more information.

Notification of FA Satisfactory Academic Progress status

Students placed on FA Warning or FA Suspension will be notified via email and regular mail, of their status after grades post on STC's computer system.

The effect of Developmental coursework on the 67% Rule

Developmental (or remedial) coursework will be included when calculating the 67% Pace of Progress Rule.

The effect of Developmental coursework on the MTF calculation

30 credit hours of developmental coursework can be eliminated from the Maximum Time Frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the Maximum Time Frame calculation.

The effect of dropping a course

Students, who reduce their course load by dropping a course after the semester has begun, risk non-compliance with 67% Pace of Progress Rule.

The effect of FA Suspension on Financial Aid Awards

Title IV aid consists of grants and work-study; therefore, all grants and work-study awards will be cancelled (or discontinued in the case of work study) if a student is on FA Suspension.

Consortium agreements and the FA Satisfactory Academic Progress Policy

When South Texas College has a consortium agreement with a participating institution, the student must meet the FA Satisfactory Academic Progress Policy of the institution that is awarding aid.

Maximum Time Frame Adjustment for Change of Major

Students who change their major may have credits attempted and grades earned excluded from the Maximum Time Frame calculation if those credit hours do not count toward the new major. Exclusion of credit hours from the Maximum Time Frame Calculation will be allowed once, for change of major. All developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation when those courses are between the first major and the second major change; these grades cannot be excluded after the second major. Note that Undeclared Degree seeking major is not a valid major but credit hours taken while under this major, will be counted as attempted and earned (or not earned, depending on the grade).

Students who graduate and return to STC for a Second degree

If a student graduates from STC and re-enrolls at STC to pursue another educational program, all developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation. Students may request a review by providing a degree plan furnished by the Office of Counseling and Advising and submitting it to the Student Financial Services Office for review. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which credit hours from the graduated program apply to the student's new program of study. Classes from the program the student graduated from, which do not count toward graduation for the new program, will be eliminated from the total. The review for a new degree after graduation is limited to one degree plan review per graduation.

Exceeding Maximum Time Frame – Appeal Process

Students who are placed on Financial Aid Suspension because they reached their maximum time frame have the option to appeal, as long as they meet the following requirements:

- Be meeting the cumulative 2.0 GPA;
- Be meeting the 67% cumulative completion rate;
- Graduate within the semester where Maximum Time Frame Appeal was submitted;
- Provide degree plan signed by South Texas College Student Success Specialist;
- Submit a FA Appeal, including the FA Academic Plan to the South Texas College Student Financial Services Office.

Appeals will be approved/disapproved by the Student Financial Services Director. If an FA Appeal is approved, the student will be placed on financial aid probation and will be expected to follow the FA Academic Plan. Students can check the status or decision of their financial aid appeal two weeks after submitting it, by login in to their JagNet account and checking the financial aid active messages section of it.

67% and/or GPA - Appeal Process

Students who fail to meet the STC FA Satisfactory Academic Progress Policy because of unusual circumstances, such as (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a FA suspension.

- A Financial Aid Appeal, including the FA Academic Plan, must be obtained from and submitted to the STC Student Financial Services Office.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved /disapproved by the Financial Aid Committee. If a FA Appeal is approved, the student will be placed on FA probation and expected to follow the FA Academic Plan.
- All decisions made by the Financial Aid Committee are final.
- Student can check the status or decision of his financial aid completed appeal two weeks after submitting the appeal, by login in to his JagNet account and checking the financial aid active messages section of it.

For the most updated Financial Aid Information, please refer to our Financial Aid Website at <http://studentservices.southtexascollege.edu/financialaid/>

Revised 4-08-2015 FAS

Review and Action as Necessary to Offer an Associate of Science Degree in Interdisciplinary Studies

Board approval to offer an Associate of Science Degree in Interdisciplinary Studies is requested.

The Associate of Science Degree in Interdisciplinary Studies will allow students who are interested in pursuing math or science based fields to enroll in coursework that is aligned to the requirements of four-year institutions.

The program developers have identified several recommended tracks for students interested in the following careers:

- Environmental Science,
- Biomedical Science,
- Dietetics,
- Science Education, and
- Public Health.

The Math & Science division has indicated interest in providing on-going advising support to these students so that they select the appropriate track within this degree. Additionally, research was conducted on similar degrees at other institutions, and the proposed Associate of Science in General Science degree is very similar to a degree currently offered at Austin Community College.

Finally, this degree has been developed in cooperation with the leadership of the Liberal Arts & Social Sciences division to ensure that it meets the needs of Interdisciplinary Studies students who are interested in science or math fields.

The following pages contain the Program Development Summary, which includes:

1. Program Development Checklist;
2. Program Summary and Demand;
3. Enrollment Management Plan, including Marketing and Retention Strategies;
4. Enrollment and Graduation Projections;
5. Proposed Curriculum;
6. Instructional and Operating Cost Projections; and
7. South Texas College Program Evaluation Plan.

The program operating and instructional costs have been estimated, and are provided after the Program Development Brief.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Dr. Kristina Wilson, Associate Dean of Curriculum and Student Learning, will review the proposed new program and the development process and will respond to questions.

The Education and Workforce Committee recommended Board approval to offer an Associate of Science Degree in Interdisciplinary Studies as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize offering an Associate of Science Degree in Interdisciplinary Studies as presented.

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

The Board of Trustees approves and authorizes offering an Associate of Science Degree in Interdisciplinary Studies as presented.

Approval Recommended:

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

President



SOUTH TEXAS
COLLEGE

**Program Development Checklist
Academic Programs**

Program Demand and Projected Outcomes must be documented prior to the development of any new workforce or academic program. The following questions and checklist serve as an initial guide for program developers that must be completed at the start of the development process.

Submit completed checklist and related documentation to the Office of Curriculum & Student Learning.

General Questions about Proposed Award:

Program Title: Associate of Science – Interdisciplinary Studies

Program Location: Pecan, MidValley, Starr County Campuses

Academic Year to be implemented: 2017-2018

Please list any related programs currently offered by South Texas College, if applicable:

AA-Interdisciplinary Studies, AS – Biology, AS-Chemistry, AS – Math, AS-Pre-Pharmacy, AS-Engineering, AS-Physics

Documentation of Academic Demand:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Academic Need	The Institution has identified at least 2 specific baccalaureate degree programs that the degree would lead into	X		<p>The flexibility of the Interdisciplinary Science degree allows for curriculum paths to be developed that align with a variety Bachelor’s degrees. A partial list is given below.</p> <p><u>UTRGV</u> -Environmental Science -Biomedical Science -Dietetics</p> <p><u>TAMUK</u> -Science Education -Biomedical Science</p> <p><u>TAMU-HSC</u> -BA Public Health</p>
	Data exists from four-year schools showing demand for the program and/or information exists demonstrating the emergence of a new discipline to support	X		<p>TAMU-Kingsville factbook lists Interdisciplinary Studies and Biomedical Sciences as two of their top 10 majors.</p> <p>The table below lists the declared</p>

	the transfer of programs		<p>Interdisciplinary Studies and Biomedical Science majors for the last 4 years at TAMUK. The Interdisciplinary Studies number includes those seeking Teaching and Bilingual Educational degrees in all disciplines.</p> <p><u>Table: Texas A&M Kingsville Declared Majors</u></p> <table border="1"> <thead> <tr> <th>Fall</th> <th>Interdisciplinary Studies</th> <th>Biomedical Sciences</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>357</td> <td>354</td> </tr> <tr> <td>2013</td> <td>340</td> <td>337</td> </tr> <tr> <td>2014</td> <td>322</td> <td>327</td> </tr> <tr> <td>2015</td> <td>359</td> <td>340</td> </tr> </tbody> </table> <p><u>Table: UTRGV Declared Majors</u></p> <table border="1"> <thead> <tr> <th></th> <th>Clinical Laboratory Studies</th> <th>Dietetics</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>95</td> <td>149</td> </tr> <tr> <td>2011</td> <td>117</td> <td>176</td> </tr> <tr> <td>2012</td> <td>123</td> <td>187</td> </tr> <tr> <td>2013</td> <td>134</td> <td>212</td> </tr> <tr> <td>2014</td> <td>147</td> <td>199</td> </tr> </tbody> </table> <p>TAMU-Health Science Center (Mcallen) BA-Public health is new this year and currently only has 1 student in the program.</p> <p>This AS degree would help prepare students transferring into their program.</p>	Fall	Interdisciplinary Studies	Biomedical Sciences	2012	357	354	2013	340	337	2014	322	327	2015	359	340		Clinical Laboratory Studies	Dietetics	2010	95	149	2011	117	176	2012	123	187	2013	134	212	2014	147	199
Fall	Interdisciplinary Studies	Biomedical Sciences																																		
2012	357	354																																		
2013	340	337																																		
2014	322	327																																		
2015	359	340																																		
	Clinical Laboratory Studies	Dietetics																																		
2010	95	149																																		
2011	117	176																																		
2012	123	187																																		
2013	134	212																																		
2014	147	199																																		
	EMSI data (provided by the Office of Curriculum & Student Learning) projects a positive occupational growth rate in South Texas, the state, and/or nationally.	X	<p><u>Clinical Laboratory Science</u> South Texas – 22.5% growth Texas – 22.2% growth Nationally – 14.5% growth</p> <p><u>Dietitians and Nutritionists</u> South Texas – 25.5% Texas – 22.9% Nationally – 16.1%</p> <p><u>Environmental Science</u> South Texas – 24.4% growth Texas – 18.9% growth Nationally – 14.4% growth</p> <p><u>Science Teachers, Secondary Level</u> South Texas – 23.5% growth Texas – 24.6% growth Nationally – 9.4% growth</p>																																	
	EMSI data (provided by the Office of Curriculum & Student Learning) indicates a positive growth rate in the average monthly hires for the region or state within the last 3-5 years.	X	Data not available on EMSI																																	

2. Student Demand	Related programs at South Texas College have increased enrollments in recent semesters/years	X	<p>During the fall 2015 semester, there were 6,430 students with declared majors in AA – Interdisciplinary Studies, which is a 70% increase from the previous fall semester.</p> <p>There were 1,984 students with declared majors in AS – Biology, which is a 25% increase from the previous fall semester.</p> <p>There were 158 students with declared majors in AS – Chemistry, which is a 1% increase from the previous fall semester.</p> <p>There were 259 students with declared majors in AS – Math, which is a 25% increase from the previous fall semester.</p>															
	Related programs at South Texas College have an increased number of graduates in recent semesters/years	X	<p>During academic year 2014-2015, there were 779 graduates in the AA – Interdisciplinary Studies Program, which is a 29% increase from the previous year.</p> <p>There were 174 graduates in the AS – Biology Program, which is consistent with the number of graduates from previous years.</p> <p>There were 20 graduates in the AS – Chemistry Program, which is a 33% increase from the previous year.</p> <p>There were 30 graduates in the AS – Math Program, which is a 43% increase from the previous year.</p>															
	High enrollment exists in similar programs at other institutions	X	<p>Austin Community College states that in Fall 2014 the AA General Studies in Liberal Arts had 3200 declared majors while the AS General Studies in Science had 3500 declared majors. http://www.austincc.edu/genstudy/</p> <p>The table below shows the number of graduates for each Associates degree as listed on the ACC factbook.</p> <table border="1"> <thead> <tr> <th>Grads</th> <th>AS General Studies— Science</th> <th>AA General Studies</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>16</td> <td>72</td> </tr> <tr> <td>2013</td> <td>16</td> <td>67</td> </tr> <tr> <td>2014</td> <td>53</td> <td>147</td> </tr> <tr> <td>2015</td> <td>65</td> <td>138</td> </tr> </tbody> </table>	Grads	AS General Studies— Science	AA General Studies	2012	16	72	2013	16	67	2014	53	147	2015	65	138
	Grads	AS General Studies— Science	AA General Studies															
	2012	16	72															
2013	16	67																
2014	53	147																
2015	65	138																
High student demand is documented through the use of student surveys	X	<p>An analysis of coursework generated by the RAS department using 630 graduates from the AA-INDS program in May 2015 indicated a high volume of MATH, BIOL and COSC courses in the field of study. Total hours was 12, 877 with the average being 20.4 hours per graduate.</p>																
An enrollment management plan exists for the program	X	(see attached)																

	Enrollment projections reflect adequate student demand to ensure the financial self-sufficiency of the program	X		
3. Curriculum Quality & Articulations	The institution has or will initiate a process to establish transfer of credit articulation agreements for the program with senior-level institutions (Please include list of institutions)	X		Articulation agreements already exist with TAMU-HSC and will continue once the new degree is implemented. 2+2 roadmaps are attached to demonstrate transferability and articulation agreement development will begin once the degree is implemented.
4. Existing Programs	Similar programs do not exist within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs)		X	Currently South Texas College offers the AA in Interdisciplinary Studies; however, an AS in General Sciences will guide the student to explore pathways in the math and science areas towards 4-year degrees in areas such as Pre-Med, Pre-Dental, Clinical Sciences, etc.
5. Program Linkage	Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program. (Please provide a list of schools and/or districts)	X		Most of the courses are currently offered through dual enrollment as most of the classes are part of the core curriculum.

Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	X		The program projects a total of 150 declared majors in the Fall 2017 semester, with a steady increase each year leading to a total of 325 declared majors in Fall 2021.
2. Number of Graduates	Program Review Standard: The program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5 year period.	X		The program projects that 90% of students enrolled in year two of the curriculum will graduate. During the 2018-2019 academic year, this equates to 150 students.
3. Transfers	Program Review Standard: The program will experience an increased transfer rate for its majors.	X		It is expected that the transfer rate will increase at 2% per academic year. Articulation agreements with local and regional institutions will be pursued to minimize loss of hours upon transfer. Students will be encouraged to transfer into institutions for which articulation agreements have been established.

4. Graduate Earnings	EMSI data (provided by the Office of Curriculum & Student Learning) projects that program graduates will earn a median hourly earnings wage that is above the “living wage” for South Texas, the state, and/or nationally.	X	<p><u>Clinical Laboratory Science</u> South Texas – \$25.17 per hour Texas – \$27.25 per hour Nationally – \$29.11 per hour</p> <p><u>Dietitians and Nutritionists</u> South Texas – \$26.49 per hour Texas – \$27.57 per hour Nationally – \$27.29 per hour</p> <p><u>Environmental Science</u> South Texas – \$22.78 per hour Texas – \$29.87 per hour Nationally – \$29.70 per hour</p> <p><u>Science Teachers, Secondary Level</u> South Texas – \$24.03 per hour Texas – \$24.79 per hour Nationally – \$27.68 per hour</p> <p>Living wage calculation for Texas - \$10.15 per hour Source: http://livingwage.mit.edu/states/48</p>
-----------------------------	---	---	--

To be completed by the Office of Curriculum & Student Learning:

PROGRAM RATING:

- Proceed with Program Development
 Proceed with Program Development WITH REVISIONS (comments included below)
 DO NOT pursue Program Development at this time (comments included below)

Comments/Recommendations:

The Office of Curriculum & Student Learning recommends that South Texas College proceed with the development of this program. The Associate of Science – Interdisciplinary Studies degree will allow students who are interested in pursuing math or science based fields to enroll in coursework that is aligned to the requirements of four-year institutions. The program developers have identified several recommended tracks for students interested in the following careers: Environmental Science, Biomedical Science, Dietetics, Science Education, and Public Health. The Math & Science division has indicated interest in providing on-going advising support to these students so that they select the appropriate track within this degree. Additionally, research was conducted on similar degrees at other institutions, and the proposed Associate of Science – Interdisciplinary Studies degree is very similar to a degree currently offered at Austin Community College. Finally, this degree has been developed in cooperation with the leadership of the Liberal Arts & Social Sciences division to ensure that it meets the needs of Interdisciplinary Studies students who are interested in science or math fields.

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Associate of Science in Interdisciplinary Studies

CURRICULUM QUALITY

Program Objective: In an effort to facilitate student and advisor communication and to provide more guided pathways for students, the Math, Science, & Bachelors Program Division in collaboration with the Liberal Arts & Social Science Division, are requesting South Texas College offer an Associate of Science in Interdisciplinary Studies in addition to the Associates of Arts in Interdisciplinary Studies. Students interested in careers that concentrate in Liberal Arts and Social Sciences will be encouraged to pursue an Associates of Arts in Interdisciplinary Studies while students interested in science, computer science, and mathematics will be encouraged to declare Interdisciplinary Studies as a major. The decision to offer both of these associate degrees is based on the idea that a student's general interest Interdisciplinary Studies will be more clearly identified at an earlier stage of their college experience enabling general advisors to better advise these students in the first semester. The students may also be directed to student success specialists and program chairs who can better guide them in designing a curriculum to meet their needs. It is expected that students will be afforded the opportunity to explore field of study coursework within the declared general interest before needing to focus on a career path. The early connection between student and advisor, student success specialist, and/or program chair and the guided exploration should minimize loss of credit hours and increase the probability of students graduating with an associates and a bachelor's degree in a timely manner.

Curriculum: The Associate of Science in Interdisciplinary Studies would require students to complete 60 semester credit hours (SCH) of course work (please see attached curriculum) from the Academic Course Guide Manual.

Admissions Requirements: The admissions requirements for this program would follow the general admissions policies set forth in the South Texas College catalog.

ACADEMIC NEED & PROGRAM DEMAND

Academic Need:

Potential Articulation Agreements: The flexibility of the Associate of Science in Interdisciplinary Studies degree allows for curriculum paths to be developed that align with a variety of Bachelor's degrees to transfer schools which include the following:

- University of Texas Rio Grande Valley
 - Environmental Science
 - Biomedical Science
 - Dietetics
- Texas A&M University - Kingsville
 - Science Education
 - Biomedical Science
- Texas A&M University – Health Science Center
 - Public Health

Occupational Need:

Clinical Laboratory Science

According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, occupations in Clinical Laboratory Science should experience a 22.5% growth between 2016 and 2026 in the South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties). A total of 101 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., occupations in Clinical Laboratory Science should experience a 22.2% growth between 2016 and 2026 in the State of Texas. A total of 2,913 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., occupations in Clinical Laboratory Science should experience a 14.5% growth between 2016 and 2026 nationally. A total of 27,745 additional job openings are expected during this time period.

Dietitians and Nutritionists

According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, Dietitians and Nutritionist occupations should experience a 25.5% growth between 2016 and 2026 in the South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties). A total of 69 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., Dietitians and Nutritionist occupations should experience a 22.9% growth between 2016 and 2026 in the State of Texas. A total of 1,497 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., Dietitians and Nutritionist occupations should experience a 16.1% growth between 2016 and 2026 nationally. A total of 15,073 additional job openings are expected during this time period.

Environmental Science

According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, occupations in Environmental Science should experience a 24.4% growth between 2016 and 2026 in the South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties). A total of 17 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., occupations in Environmental Science should experience an 18.9% growth between 2016 and 2026 in the State of Texas. A total of 816 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., occupations in Environmental Science should experience a 14.4% growth between 2016 and 2026 nationally. A total of 6,795 additional job openings are expected during this time period.

Science Teachers, Secondary Level

According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, Science Teachers (Secondary Level) should experience a 23.5% growth between 2016 and 2026 in the South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties). A total of 1,572 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., Science Teachers (Secondary Level) should experience a 24.6% growth between 2016 and 2026 in the State of Texas. A total of 26,363 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., Science Teachers (Secondary Level) should experience a 9.4% growth between 2016 and 2026 nationally. A total of 89,174 additional job openings are expected during this time period.

Student Demand: During the fall 2015 semester, there were 6,430 students with declared majors in Associate of Arts – Interdisciplinary Studies, which is a 70% increase from the previous fall semester. An analysis of coursework generated by South Texas College’s Research and Analytical Services department using 630 graduates from the Associate of Arts – Interdisciplinary Studies program in May 2015 indicated a high volume of Math, Biology and Computer Science courses in the field of study. The total hours was 12,877 with the average being 20.4 hours per graduate.

Existing Programs: Currently South Texas College offers the Associate of Arts in Interdisciplinary Studies; however, an Associate of Science in Interdisciplinary Studies will guide the student to explore pathways in the math and science areas towards 4-year degrees in areas such as Pre-Med, Pre-Dental, Clinical Sciences, Dietetics, etc.

Program Linkage and Opportunities for Further Education: The 60 hours of coursework from the Academic Course Guide Manual are transferable to other Texas public institutions. Most of the courses are currently offered through dual enrollment as most of the classes are part of the Core Curriculum.

Expected Enrollment: This field of study is likely to be of interest to STC students, regardless of what major they choose because it can help meet the requirements for many programs. The projected enrollment for the first year is based on current student demand with subsequent years calculated at a 5% increase. The projected enrollment also takes into consideration the additional number of students that may currently be in the Associate of Arts in Interdisciplinary Studies degree due to the appeal of an Associate of Science (instead of an Associate of Arts) and thus would allow the student to continue with their studies in the Associate of Science in Interdisciplinary Studies, with the potential to transfer to a Bachelor of Science degree.

Enrollment by majors indicates the following potential enrollment numbers:

Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Freshman	150	158	166	174	183
Sophomore	0	167	159	151	142
Total	150	325	325	325	325

PROGRAM SUPPORT

Faculty: STC already offers all of the courses required for the Associate of Science in Interdisciplinary Studies. The Division of Math and Science plans to create a single separate section of each science course for this cohort. Current faculty would be able to cover the extra sections for the freshman class during the first year, but an additional full-time faculty member equivalent, based on discipline need, would likely be required beginning the second year to cover the additional sections of freshman and

sophomore science courses. An advisor/retention specialist is needed in the second year to assist students in registration, University application, selection of non-curriculum prerequisites, and other issues which will aid student retention in a very academically intense curriculum. These costs will likely be absorbed by the respective department with the need.

Facilities and Equipment: Current classroom and lab facilities will be used for all courses required by this program. A faculty office may be required the second year of the program for the additional full-time faculty member. These costs will be absorbed by the respective department with the need. Additional classroom and lab supplies will be needed for the additional course sections. When the full-time faculty member is added in the second year, computer equipment and furniture will be required. Office necessities such as filing cabinets and supplies are needed for the program to keep student files on all cohort members.

New Costs: Total costs for this program are projected to be \$93,873.80. The funding to defray the costs of this program will come from state appropriations: \$66,393.60 and tuition: \$179,828.00. The total projected 5 year revenue is \$246,221.60. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The Associate of Science in Interdisciplinary Studies is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges and Schools (SACSCOC).

ENROLLMENT MANAGEMENT PLAN

POTENTIAL SOURCES OF STUDENTS

A variety of student populations have been identified as potential sources of students for the Associate of Science in Interdisciplinary Studies. Students participating in this program will be similar to the general current STC student body. Students are expected to be from varied backgrounds including special populations. The applicant pool will include, but not be limited to: dual enrollment students, young adults graduating from high schools, adults completing GED education programs and returning adults seeking career changes.

MARKETING

Prospective students will be recruited from the population of students who have undeclared and Interdisciplinary majors as well as students who have demonstrated an interest in science. Likewise, recruitment will include a marketing campaign not only through on-campus advertising, but also will utilize advertising through the mass media to attract students. The mass media campaign will consist of one or more guest newspaper columns/stories, local radio guest spots, and a direct mail campaign to all students enrolled in the Math and Science division courses during the first semester of the program. The college should also reach out to prospective students while those individuals are still in high school. An active recruitment in favor of the Associate of Science in Interdisciplinary Studies should be promoted while the student is participating in a dual-enrollment program. Additionally, the majority of the degree may be completed online to reach student populations who may not be able to attend 100% face to face classes.

RETENTION

Several strategies will be implemented to retain students in the program. Program instructors will be encouraged to establish a peer mentor system and make students aware of available student services such as tutoring and counseling. Program instructors will be encouraged to establish and actively promote a Science college clubs (Biology, Chemistry, Engineering and Pre-Pharmacy clubs) to allow an opportunity for student expression and practical application of skills developed in the program. A Faculty Advisor will provide transfer requirements and opportunities to students. Speakers will be invited to increase interest in and awareness of program's objectives. One of the program objectives for this degree is to instill a sense of purpose and importance in students through volunteerism and civic responsibility to their community.

Liaisons will be created between the program manager and key college institutions, including financial aid, admissions, and counseling to ensure adequate advising with regards to course sequence, career opportunities, and barriers to academic performance. The program chair and Success Specialist will advise on course sequence and degree requirements to meet the Bachelor of Science prerequisites and will be adjusted to meet the students' needs depending on what Bachelor of Science program they plan to attend. Finally, the degree may be obtained in two years.

ENROLLMENT PROJECTIONS

The projected enrollment for the first year is based on current student demand with subsequent years calculated at a 5% increase. The projected enrollment also takes into consideration the additional number of students that may currently be in the Associate of Arts in Interdisciplinary Studies degree due to the appeal of an Associate of Science (instead of an Associate of Arts) and thus would allow the student to continue with their studies in the Associate of Science in Interdisciplinary Studies, with the potential to transfer to a Bachelor of Science degree.

Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Freshman	150	158	166	174	183
Sophomore	0	167	159	151	142
Total	150	325	325	325	325

PROJECTED NUMBER OF GRADUATES

The goal is to have at least 90% of students enrolled in the program to complete the Associate of Science in Interdisciplinary Studies (at the end of the second year). During the Fall 2015 semester, there were 6,430 students with declared majors in the Associate of Arts in Interdisciplinary Studies degree.

2017 – 2022 Associate of Science -Interdisciplinary Studies Student Enrollment and Graduate Forecast

Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Freshman	150	158	166	174	183
Sophomore	0	167	159	151	142
Graduates (90% of 2 nd Year Enrollment)	0	150	143	135	127

ASSOCIATE OF SCIENCE-INTERDISCIPLINARY STUDIES RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH1442 or MATH 2412 or MATH 2413	4
		Life & Physical Sciences Elective	4
		Social & Behavioral Science Elective – Core Curriculum	3
SECOND SEMESTER			
		Life & Physical Sciences Elective	4
ENGL	1302	Composition II – Rhetoric	3
		Creative Arts – Core Curriculum	3
		Elective—Field of Study (Math, Science or Computer Course)	4
SUMMER – 1st Year			
		*Core Component Area Option	1-4
		Elective—Field of Study (Math, Science or Computer Course)	4
THIRD SEMESTER			
HIST	1301	United States History I or HIST 2327	3
		Elective—Field of Study (Math, Science or Computer Course)	4
GOVT	2305	Federal Government	3
		Elective—Field of Study (Math, Science or Computer Course)	4
FOURTH SEMESTER			
HIST	1302	United States History II or HIST 2328	3
		Elective—Field of Study (Math, Science or Computer Course)	4
GOVT	2306	Texas Government	3
		Language, Philosophy & Culture Elective – Core Curriculum	3

*1 hour recommend if one of the FS courses is in the Core Comp area.

**Instructional Costs and Projected Revenue
for
Associate of Science - Interdisciplinary Studies**

Faculty Salary & Benefits	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Totals
LHE Rate	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	
# of LHE's per Course	3	3	3	3	3	
Subtotal	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	
# of Sections Taught by Adjunct	4	6	7	8	8	
# of Sections Taught by F/T	0	0	0	0	0	
Adjunct Salary	\$ 7,800.00	\$ 11,700.00	\$ 13,650.00	\$ 15,600.00	\$ 15,600.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ 8,954.40	\$ 13,431.60	\$ 15,670.20	\$ 17,908.80	\$ 17,908.80	
F/T Faculty @ \$44,000	\$0	\$0	\$0	\$0	\$0	
Benefit Rate (F/T Salary X 31%=\$13,640)	\$0	\$0	\$0	\$0	\$0	
Cost for Faculty Salary/Benefits	\$ 8,954.40	\$ 13,431.60	\$ 15,670.20	\$ 17,908.80	\$ 17,908.80	\$ 73,873.80

Projected Revenue	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Totals
State Appropriations *						
# of Sections	4	6	7	8	8	
# of Students per Section	15	17	19	22	25	
Total # of Students per Year	60	102	133	176	200	
# of Contact Hours per Student	48	48	48	48	48	
Total Contact Hours	2880	4896	6384	8448	9600	
Multiplied by State Funding Rate (2.74)	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	
State Appropriations Generated	\$ 7,891.20	\$ 13,415.04	\$ 17,492.16	\$ 23,147.52	\$ 26,304.00	
State Appropriations Received	\$ 8,524.80	\$ 7,891.20	\$ 13,415.04	\$ 13,415.04	\$ 23,147.52	\$ 66,393.60

* State Appropriations funding is based upon enrollment from previous biennium

Tuition	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Totals
Enrollment # Projected	60	102	133	176	200	
Tuition Rate per Credit Hour	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	
Subtotal	\$ 4,020.00	\$ 6,834.00	\$ 8,911.00	\$ 11,792.00	\$ 13,400.00	\$ 44,957.00
# of Credit Hours per Course	4	4	4	4	4	
Total Tuition	\$ 16,080.00	\$ 27,336.00	\$ 35,644.00	\$ 47,168.00	\$ 53,600.00	\$ 179,828.00

**Operating Costs and Revenue Projections
Associate of Science - Interdisciplinary Studies**

ESTIMATED COSTS BY YEAR FOR NEW ASSOCIATE OF SCIENCE - INTERDISCIPLINARY STUDIES PROGRAM						
CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2017-2022
Faculty Salaries and Benefits	\$8,954.40	\$13,431.60	\$15,670.20	\$17,908.80	\$17,908.80	\$73,873.80
Supplies and Materials (Operating)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,500.00
Library Resources	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,500.00
Equipment and Software (Capital)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Facilities (Furniture) (Operating)	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Faculty Professional Development/(Travel)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Subtotal - Instructional & Operating Budget	\$17,954.40	\$15,931.60	\$18,670.20	\$20,408.80	\$20,908.80	\$93,873.80
Total Budget Per Year	\$17,954.40	\$15,931.60	\$18,670.20	\$20,408.80	\$20,908.80	\$93,873.80

REVENUE PROJECTIONS BY YEAR FOR ASSOCIATE OF SCIENCE - INTERDISCIPLINARY STUDIES DEGREE						
CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2017-2022
State Appropriations	\$ 8,524.80	\$ 7,891.20	\$ 13,415.04	\$ 13,415.04	\$ 23,147.52	\$ 66,393.60
Tuition	\$ 16,080.00	\$ 27,336.00	\$ 35,644.00	\$ 47,168.00	\$ 53,600.00	\$179,828.00
TOTAL REVENUE	\$ 24,604.80	\$ 35,227.20	\$ 49,059.04	\$ 60,583.04	\$ 76,747.52	\$246,221.60

South Texas College Program Evaluation Plan

South Texas Colleges monitors and evaluates the quality of instructional degree and certificate programs through the Institutional Effectiveness & Program Review Process, the assessment of Program Learning Outcomes for each degree, and assessment of *Core Objectives* for the General Education Core Curriculum.

Institutional Effectiveness & Program Review

South Texas College identifies expected outcomes for every instructional program and administrative and educational support service, assesses whether or not these outcomes are achieved, and makes continuous improvements based on assessment data. The College commits to continuous improvement in achieving expected outcomes through its strategic planning process, including *2-year Institutional Effectiveness (IE) Plans* for every instructional, administrative or educational support unit in the College. An *Institutional Effectiveness (IE) Plan* serves as a means to establish and assess expected outcomes for each program.

Instructional programs are also subject to a program review process which is embedded within the 2-year IE assessment cycle. Program Review assessment evaluates program viability, effectiveness, and student achievement through a variety of outcomes including the *number of graduates, transfer rates, licensure/certification pass rates, graduate placement, and program specific accreditations*. Program leaders and faculty review the assessment data and develop action plans for outcomes that did not meet the desired targets.

Program Learning Outcomes Assessment

A separate set of competency-based program learning outcomes had been developed for each instructional program at STC, in addition to the traditional historical student success measures in the IE Plans, such as course completion, graduation rate, and student retention. The program learning outcomes are assessed and data are collected and reported on a yearly basis. The Associate Dean of Curriculum and Student Learning along with the Academic Council lead the systematic process across all programs allowing for significant critical amounts of dialogue among faculty members in order to develop a consistent structure for collecting and assessing data while allowing for the academic freedom of faculty members. Instructional programs utilize a variety of assessment methods, including embedded assessment, exit exams, exit interviews and portfolios to assess the program learning outcomes.

General Education Outcomes Assessment

South Texas College also assesses general education competencies in the General Education program known as the STC Core Curriculum. The general education competencies for the Core Curriculum are called the *Core Objectives* and were defined by the Texas Higher Education Coordinating Board. Measures to determine the extent to which *Core Objectives* are being achieved are assessed every semester. Data are collected and compiled by each department to evaluate the extent to which the *Core Objectives* are being met. Results from the assessments and changes recommended based upon the results by the department are submitted to the Associate Dean of Curriculum and Student Learning.

Review and Action as Necessary to Offer an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts

Board approval to offer an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts is requested.

The AAS in Culinary Arts with Specialization in Baking & Pastry Arts degree would build on existing certificates and will allow graduates to be eligible for a wider range of career opportunities and higher wages.

The curriculum of the AAS degree builds on the curriculum of the Commercial Baking Certificate by adding four additional technical courses and 15 hours of general education requirements. Additionally, EMSI data indicates a strong demand for bakers in the local region.

The following pages contain the Program Development Summary, which includes:

1. Program Development Checklist;
2. Program Summary and Demand;
3. Enrollment Management Plan, including Marketing and Retention Strategies;
4. Enrollment and Graduation Projections;
5. Proposed Curriculum;
8. Instructional and Operating Cost Projections; and
9. South Texas College Program Evaluation Plan.

The program operating and instructional costs have been estimated, and are provided after the Program Development Brief.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Dr. Kristina Wilson, Associate Dean of Curriculum and Student Learning, will review the proposed new program and the development process and will respond to questions.

The Education and Workforce Committee recommended Board approval to offer an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize offering an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts as presented.

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

The Board of Trustees approves and authorizes offering an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts as presented.

Approval Recommended:

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



**Program Development Checklist
Career & Technical Education/Workforce Programs**

Program Demand and Projected Outcomes must be documented prior to the development of any new workforce or academic program. The following questions and checklist serve as an initial guide for program developers that must be completed at the start of the development process. **Submit completed checklist and related documentation to the Office of Curriculum & Student Learning.**

General Questions about Proposed Award:

Program Title: AAS in Culinary Arts with Specialization in Baking & Pastry Arts

Program Location: Pecan Campus

Academic Year to be Implemented: Fall 2017

Please list any similar programs currently offered by STC in this subject area, if applicable (stackable certificates or degrees, AAS Specializations, etc.)

CT1-Commercial Baking (2 semesters), CT1 – Commercial Cooking (2 semesters),
AAS – Culinary Arts (4 semesters)

Documentation of Program Demand:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need <i>(Must meet at least 3 out of the 7 Standards listed within this section)</i>	EMSI data (provided by the Office of Curriculum & Student Learning) projects at least a 15% occupational growth rate in South Texas, the state, and/or nationally.	X		South Texas – 32.3% growth Texas – 26.1% growth Nationally – 16.4% growth
	EMSI data (provided by the Office of Curriculum & Student Learning) indicates an increase of 15% or more in the average monthly hires for the region or state within the last 3-5 years.	X		South Texas – 11% increase Texas – 35% increase
	Occupational Outlook Handbook indicates graduates will have an average or above average job	X		Employment of Bakers is projected to grow 7 percent from 2014 to 2024, about as fast as the average for all occupations.

	outlook for the next 5 to 10 years (national data).			
	Program is on Targeted and In-Demand Occupations lists produced by the Texas Workforce Commission .		X	Baking was not listed on the Targeted and In-Demand Occupations List.
	Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission's Labor Market and Career Information .		X	Baking was not listed on the New & Emerging List. Baking was not listed on 2016 Target Industry List for Lower Rio.
	High employer demand exists and is documented through the use of employer surveys or letters of commitment . Educational and/or employer publications or news articles document a growth in the industry or demand for employees.			Article links: http://www.foodprocessingbazaar.com/articles/99-bakery-industry-present-and-future-prospects.html http://www.americanbakers.org/industry-data/
2. Student Demand	High student demand exists and is documented through the use of student surveys.			75 student surveys were distributed and 62 were received. 90% of respondents indicated that they would be interested in pursuing the AAS – Culinary Arts with a Specialization in Baking and Pastry Arts. 82% of interested students indicated that they would like to enroll in the program during the 2016-2017 academic year, and the remaining students would like to enroll in the following year or later.
	High enrollment exists in related programs (Stackable certificates or degrees).	X		<u>During the fall 2015</u> semester, there were 51 enrolled students with declared majors in CT1-Commercial Baking and 40 enrolled students with declared majors in CT1-Commercial Cooking and 230 enrolled students with declared majors in AAS-Culinary Arts. Enrollment in the CT1-Commercial Baking Program has increased by 76% since Fall 2014.
	High number of graduates are produced in related programs (Stackable certificates or degrees).		X	During academic year 2014-2015: There were 17 graduates in the Commercial Baking Certificate program. There were 19 graduates in the Commercial Cooking Certificate program. There were 23 graduates in the AAS Culinary Arts Program.
3. Existing Programs	Similar programs do not exist	X		Del Mar College (which is

	within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).			<p>approximately 155 miles from McAllen) offers an Associate of Applied Science Degree – Culinary arts with Baking and Pastry Specialization.</p> <p>The Culinary Institute of America (which is approximately 240 miles from McAllen) offers an Associate of Baking and Pastry Arts.</p> <p>St Philips College (which is approximately 237 miles from McAllen) offers an Associate in Applied Science Degree – Baking and Pastry Arts.</p>
4. Program Linkage & Opportunities for Further Education	Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program. (Please provide a list of schools and/or districts)	X		Courses within the proposed degree are currently offered at Donna High School and Donna North High School.
	Program-specific articulation agreements with other institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)	X		Potential alignment with STC's Bachelor of Applied Technology & Bachelor of Applied Science Programs. Coursework from the AAS-Culinary Arts Program is currently accepted by STC's BAT in Technology Management as part of the 33 required semester credit hours in technical specialty coursework.

Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	X		The Program projects that there will be 52 declared majors during the program's first year (2017-2018), and 131 declared majors during the programs 5 th year (2021-2022).
2. Number of Graduates	Program Review Standard: The Program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5 year period.	X		The Program projects that there will be 15 graduates during the program's first year (2017-2018) and 46 graduates during the program's 5th year (2021-2022).
3. Graduate Earnings	EMSI data (provided by the Office of Curriculum & Student Learning) projects that program graduates will earn a median hourly earnings wage that is above the "living wage" for South Texas, the state, and/or nationally.			<p>South Texas –\$8.86 per hour Texas –\$10.37 per hour Nationally –\$11.34 per hour</p> <p>Living wage calculation for Texas - \$10.03 per hour Source: http://livingwage.mit.edu/states/48</p>

To be completed by the Office of Curriculum & Student Learning:

PROGRAM RATING:

- Proceed with Program Development
 Proceed with Program Development WITH REVISIONS (comments included below)
 DO NOT pursue Program Development at this time (comments included below)

Comments/Recommendations:

The Office of Curriculum & Student Learning recommends that South Texas College proceed with the development of this program. The AAS in Culinary Arts with Specialization in Baking & Pastry Arts degree would build on existing certificates and will allow graduates to be eligible for a wider range of career opportunities and higher wages. The curriculum of the AAS degree builds on the curriculum of the Commercial Baking Certificate by adding four additional technical courses and 15 hours of general education requirements. Additionally, EMSI data indicates a strong demand for bakers in the local region. I recommend that we proceed with program review and approval process.

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Associate of Applied Science - Culinary Arts with Specialization in Baking and Pastry Arts

CURRICULUM QUALITY

Program Objective: The objective of the Associate of Applied Science - Culinary Arts with Specialization in Baking and Pastry Arts is to prepare students with the knowledge and skill set needed for careers in the baking and pastry segment of the food service/hospitality industry. Graduates of the Culinary Arts AAS degree with Specialization in Baking and Pastry Arts can anticipate career opportunities in restaurants, catering, hotels/resorts, bakeries, pastry shops, cake shops, and other commercial food services. Graduates can begin work as a baker assistant, assistant pastry chef, cake decorating assistant, or bakery supervisor.

Curriculum: The Associate of Applied Science – Culinary Arts with Specialization in Baking and Pastry Arts would require students to complete 60 semester credit hours (SCH) of course work (please see attached curriculum) from the Texas Workforce Education Course Manual (WECM) and the Academic Course Guide Manual (ACGM). The technical courses include Advanced Pastry Shop, Plated Desserts, Cake Decorating I & II, and Chocolates & Confectioners. A capstone course (PSTR 2264 Capstone: Practicum) will be used to satisfy the Capstone requirement. South Texas College currently offers a Commercial Baking Certificate, a Commercial Cooking Certificate, and an AAS degree in Culinary Arts. The coursework within the existing Commercial Baking Certificate is included within the proposed curriculum for the Associate of Applied Science – Culinary Arts with Specialization in Baking and Pastry Arts. The curriculum also includes 15 hours of general education courses, as required by SACSCOC.

PROGRAM DEMAND

Occupational Need:

According to the *Economic Modeling Specialists, Inc.*, which utilizes data from the Texas Workforce Commission, Baking Occupations should experience a 32.3% growth rate in the South Texas Region between 2016 and 2026. A total additional 314 job openings are expected during this time period.

According to the *Economic Modeling Specialists, Inc.*, which utilizes data from the Texas Workforce Commission, Baking Occupations should experience a 26.1% growth rate in the State of Texas between 2016 and 2026. A total additional 4,371 job openings are expected during this time period.

According to the *Economic Modeling Specialists, Inc.*, Baking Occupations should experience an 16.4% growth rate nationally between 2016 and 2026. A total additional 35,327 job openings are expected during this time period.

According to the *Economic Modeling Specialist Occupation, Inc.* Indicates that the most recent median hourly earnings for Baking Occupations is \$ 8.86 in the South Texas Region.

According to the *Economic Modeling Specialist Occupation, Inc.* Indicates that the most recent median hourly earnings for Baking Occupations is \$ 10.37 in the State.

According to the *Economic Modeling Specialist Occupation, Inc.* Indicates that the most recent median hourly earnings for Baking Occupations is \$ 11.34 in the Nation.

EMSI Data Summary:

Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings	Avg. Monthly Hires
Regional	32.3%	314	\$8.86	31
State	26.1%	4,371	\$10.37	968
National	16.4%	35,327	\$11.34	N/A

Student Demand: Based upon current student demand, Culinary Arts anticipates an average of 90 students enrolled per year during the first five years of program existence. Admissions requirements for the Associate of Applied Science in Culinary Arts with a Specialization in Baking and Pastry Arts will follow the general admissions requirements of the college. Taking into consideration the fact that there is no other institution that offers this program within 150 miles, demand is expected to be moderate to high.

Other identified sources of potential students for the AAS with a Specialization in Baking and Pastry Arts will be the students currently enrolled in the Commercial Baking Certificate who wish to pursue further education. During the Fall 2015 semester there were 51 enrolled students with declared majors in the Commercial Baking Certificate. A survey was conducted with students currently enrolled in Culinary Arts programs at South Texas College during the Fall 2016 semester. 75 student surveys were distributed and 62 were received. 90% of respondents indicated that they would be interested in pursuing the AAS – Culinary Arts with a Specialization in Baking and Pastry Arts. 82% of interested students indicated that they would like to enroll in the program during the 2016-2017 academic year, and the remaining students would like to enroll in the following year or later.

Students are expected to be from varied backgrounds including special populations. The applicant pool may include: young adults graduating from high school, dual enrollment students, GED completers, and those individuals already employed seeking to upgrade their knowledge and skills to improve career opportunities.

Existing Programs: Del Mar College (which is approximately 155 miles from McAllen) offers an Associate of Applied Science Degree – Culinary Arts with a Baking and Pastry Specialization. The Culinary Institute of America (which is approximately 240 miles from McAllen) offers an Associate of Baking and Pastry Arts. St. Philips College (which is approximately 237 miles from McAllen) offers an Associate in Applied Science Degree – Baking and Pastry Arts.

Program Linkage and Opportunities for Further Education: The 45 hours of technical coursework from the Workforce Education Course manual should transfer to other community or

technical colleges offering the same courses within a Culinary Arts program. Donna ISD is currently partnered with STC to offer Culinary Arts coursework via dual enrollment. Graduates of the AAS in Culinary Arts with a Specialization in Baking and Pastry Arts will have the opportunity to continue their education by pursuing a Bachelors of Applied Technology in Technology Management or a Bachelors of Applied Science in Organizational Leadership at South Texas College. The technical specialty coursework for the Associate of Applied Science in Culinary Arts is currently accepted as technical support coursework for South Texas College’s Bachelor of Applied Technology in Technology Management.

Expected Enrollment: A moderate estimate of initial enrollment for the AAS in Culinary Arts with a Specialization in Baking and Pastry Arts is 35 additional students enrolled in first year coursework, with an additional 17 students enrolling in second year coursework, for a total of 52 students enrolled during the 2017 – 2018 academic year. Graduates of STC’s existing Commercial Baking Certificate will be able to begin the program by enrolling in the second year of the AAS in Culinary Arts with a Specialization in Baking and Pastry Arts coursework, as they would have completed the first year coursework as part of the certificate program. An approximate average of 107-131 students will be enrolled during the program’s fourth and fifth year. Continual growth in enrollment is expected as this degree is advertised to prospective students and currently enrolled Baking Certificate students.

Years	2017 -2018	2018 - 2019	2019 - 2020	2020 – 2021	2021 - 2022
1 st Year curriculum Enrollment	35	45	52	65	80
2 nd Year curriculum Enrollment	17	30	38	42	51
Total	52	75	90	107	131

PROGRAM SUPPORT

Faculty: An additional full-time faculty member will be needed during the first year of the program implementation. Qualified adjunct faculty members would need to be hired for the second year of the program implementation.

Facilities and Equipment: The addition of a Culinary Café would be needed to enhance the student experience. The Culinary Café would be a lunch option for faculty and staff at the Pecan Campus two to three times per week. STC employees will have the opportunity to purchase food products made by Culinary Arts students. The Culinary Café will allow the department to have students complete their Capstone coursework at South Texas College, under the direction of the Culinary Arts Department faculty. The department will be able to sell some of the products made by the students, which will help supplement costs. The Culinary Café would be run by the students under the supervision of the Culinary Arts faculty.

The Culinary Café has been implemented on a very small scale with current capstone students. There are several students that have taken part in limited trial runs of the Culinary Café. Students have the ability to go through the entire foodservice process, starting with

planning the menu options and choosing recipes. Once the recipes have been chosen and approved by the faculty, students begin to test the recipe and figure out the cost per serving. The next step is to create a printed menu with prices and a shopping list. Students check in the food order and store the items. Lastly, students prepare for lunch service and execute the products to order.

The Culinary Café is currently being held about once a month in Building H, Room 101 at the Pecan Campus. Alterations to facilities will be needed in H101 in order to host the Culinary Café two to three times a week. The room will require plumbing installation for a hand washing sink and a three-compartment dish washing sink. Also needed would be an outlet for 220 volts and larger circuit breakers for the 110 outlets.

New Costs: Total new costs for the first five years of the program are projected to be \$409,106.00. Sources of funds to cover for the first five years of the program are projected to be \$229,140.00 from tuition, and \$205,788.80 from state appropriations for a total revenue of \$434,928.80. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The program is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges (SACSCOC).

ENROLLMENT MANAGEMENT PLAN

POTENTIAL SOURCES OF STUDENTS

A variety of student populations have been identified as potential sources of students for the Associate of Applied Science – Culinary Arts with Specialization in Baking and Pastry Arts. Students participating in this program will be similar to the general current STC student body. Student are expected to be from varied backgrounds including special populations. The applicant pool may include: young adults graduating from high school, dual enrollment students, GED completers, returning adults seeking career changes, graduates of STC’s Commercial Baking and Commercial Cooking Certificate Programs, and those individual already employed in the culinary arts and baking field who wish to formalize or update their knowledge and skills to improve career opportunities.

MARKETING

The AAS – Culinary Arts with Specialization in Baking and Pastry Arts will be marketed towards current and new Commercial Baking Certificate students. It will also target past Commercial Baking graduates who will now have the opportunity to receive an Associate degree in their field. Target areas of marketing will be in the high schools and the general public. Food fairs, food festivals, career fairs, and college fairs are just a few activities that will be used to increase exposure to the degrees offered and to recruit new students.

RETENTION

Several strategies will be implemented to retain students in the program. Faculty advising is one approach for the identification and clarification of student’s goals and directions. Academic assistance is another support strategy for academic performance and retention. Student participation/interaction with a wide variety of programs and services on the campus is another technique we can implement for retention purposes. Additionally, tutoring support service will be available at the Center for Learning Excellence (CLE) for students talking general education coursework.

ENROLLMENT PROJECTIONS

A moderate estimate of initial enrollment for the AAS - Culinary Arts Specialization in Baking and Pastry Arts is 35 additional students enrolled in first year coursework, with an additional 17 students enrolling in second year coursework, for a total of 52 students enrolled during the 2017 – 2018 academic year. Graduates of STC’s existing Commercial Baking Certificate will be able to begin the program by enrolling in the second year of the AAS with Specialization in Baking and Pastry Arts coursework, as they would have completed the first year coursework as part of the certificate program. An approximate average of 107-130 students will be enrolled during the

program's fourth and fifth years. Continual growth in enrollment is expected as this degree is advertised to prospective students and currently Commercial Baking Certificate students.

Years	2017 -2018	2018 - 2019	2019 - 2020	2020 – 2021	2021 - 2022
1 st Year Curriculum Enrollment	35	45	52	65	80
2 nd Year Curriculum Enrollment	17	30	38	42	51
TOTAL	52	75	90	107	131

PROJECTED NUMBER OF GRADUATES

The goal is to have at least 90% of students enrolled in the program to complete the AAS - Culinary Arts Specialization in Baking and Pastry Arts degree on time (at the end of the second year). During academic year 2014-2015, there were 17 graduates in the Commercial Baking Certificate program.

Class size will be evaluated each year and increased according to the availability of faculty, and the graduate placement rate. New student will be advised by culinary faculty to prepare their degree plans and to ensure a successful graduation rate.

Years	2017 -2018	2018 - 2019	2019 - 2020	2020 – 2021	2021 - 2022
1 st Year Curriculum Enrollment	35	45	52	65	80
2 nd Year Curriculum Enrollment	17	30	38	42	51
Graduates (90% of 2 nd Year Curriculum Enrollment)	15	27	34	38	46

2017-2018

Culinary Arts Specialization in Baking and Pastry Arts			
Associate of Applied Science			
			SCH
First Year - Fall Semester			
CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
PSTR	1301	Fundamentals of Baking	3
ENGL	1301	Composition I	3
TECM	1303	Technical Calculations or MATH 1332	3
First Year - Spring Semester			
PSTR	1310	Pies, Tarts, Teacakes & Cookies	3
PSTR	1306	Cake Decorating I	3
RSTO	2301	Principles of Food & Beverage Cost Controls	3
PSTR	1305	Breads & Rolls	3
SPCH	1311	Intro. To Speech Communication or SPCH 1321	3
Second Year - Fall Semester			
PSTR	2331	Advanced Pastry Shop	3
PSTR	2301	Chocolate & Confections	3
BIOL	1322	Nutrition and Diet Therapy	3
SOCI	1301	Introduction to Sociology	3
ACNT	1303	Introduction to Accounting I or MRKG 1311	3
Second Year - Spring Semester			
PSTR	2407	Cake Decorating II	4
PSTR	1340	Plated Desserts	3
BUSG	2309	Small Business Management / Entrepreneurship	3
		Humanities Elective	3
PSTR	2264	CAPSTONE: Practicum	2

Total Credit Hours	60
--------------------	----

Instructional Costs and Projected Revenue for

Associate of Applied Science - Culinary Arts with Specialization in Baking and Pastry Arts

Faculty Salary & Benefits	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Totals
LHE Rate	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	
# of LHE's per Course	3	3	3	3	3	
Subtotal	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	
# of Sections Taught by Adjunct	0	4	4	6	6	
# of Sections Taught by F/T	8	8	8	8	8	
Adjunct Salary	\$ -	\$ 6,900.00	\$ 6,900.00	\$ 10,350.00	\$ 10,350.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ -	\$ 7,921.20	\$ 7,921.20	\$ 11,881.80	\$ 11,881.80	
F/T Faculty @ \$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
Benefit Rate (F/T Salary X 31%=\$12,400.00)	\$12,400	\$12,400	\$12,400	\$12,400	\$12,400	
Cost for Faculty Salary/Benefits	\$ 52,400.00	\$ 60,321.20	\$ 60,321.20	\$ 64,281.80	\$ 64,281.80	\$ 301,606.00

Projected Revenue	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Totals
State Appropriations *						
# of Sections	8	12	12	14	14	
# of Students per Section	19	19	19	19	19	
Total # of Students per Year	152	228	228	266	266	
# of Contact Hours per Student	80	80	80	80	80	
Total Contact Hours	12160	18240	18240	21280	21280	
Multiplied by State Funding Rate (2.74)	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	
State Appropriations Generated	\$ 33,318.40	\$ 49,977.60	\$ 49,977.60	\$ 58,307.20	\$ 58,307.20	
State Appropriations Received	\$ 14,208.00	\$ 33,318.40	\$ 49,977.60	\$ 49,977.60	\$ 58,307.20	\$ 205,788.80

* State Appropriations funding is based upon enrollment from previous biennium

Tuition	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Totals
Enrollment # Projected	152	228	228	266	266	
Tuition Rate per Credit Hour	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	
Subtotal	\$ 10,184.00	\$ 15,276.00	\$ 15,276.00	\$ 17,822.00	\$ 17,822.00	\$ 76,380.00
# of Credit Hours per Course	3	3	3	3	3	
Total Tuition	\$ 30,552.00	\$ 45,828.00	\$ 45,828.00	\$ 53,466.00	\$ 53,466.00	\$ 229,140.00

Operating Costs and Revenue Projections

Associate of Applied Science - Culinary Arts with Specialization in Baking and Pastry Arts

ESTIMATED COSTS BY YEAR						
CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2017-2022
Faculty Salaries and Benefits	\$52,400.00	\$60,321.20	\$60,321.20	\$64,281.80	\$64,281.80	\$301,606.00
Supplies and Materials (Operating)	\$5,000.00	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$49,000.00
Library Resources	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,500.00
Equipment and Software (Capital)	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Facilities (Furniture) (Operating)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Faculty Professional Development/(Travel)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Subtotal - Instructional & Operating Budget	\$110,900.00	\$71,321.20	\$71,821.20	\$77,281.80	\$77,781.80	\$409,106.00
Total Budget Per Year	\$110,900.00	\$71,321.20	\$71,821.20	\$77,281.80	\$77,781.80	\$409,106.00

REVENUE PROJECTIONS BY YEAR						
CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2017-2022
State Appropriations	\$ 14,208.00	\$ 33,318.40	\$ 49,977.60	\$ 49,977.60	\$ 58,307.20	\$205,788.80
Tuition	\$ 30,552.00	\$ 45,828.00	\$ 45,828.00	\$ 53,466.00	\$ 53,466.00	\$229,140.00
TOTAL REVENUE	\$ 44,760.00	\$ 79,146.40	\$ 95,805.60	\$103,443.60	\$111,773.20	\$434,928.80

South Texas College Program Evaluation Plan

South Texas Colleges monitors and evaluates the quality of instructional degree and certificate programs through the Institutional Effectiveness & Program Review Process, the assessment of Program Learning Outcomes for each degree, and assessment of *Core Objectives* for the General Education Core Curriculum.

Institutional Effectiveness & Program Review

South Texas College identifies expected outcomes for every instructional program and administrative and educational support service, assesses whether or not these outcomes are achieved, and makes continuous improvements based on assessment data. The College commits to continuous improvement in achieving expected outcomes through its strategic planning process, including *2-year Institutional Effectiveness (IE) Plans* for every instructional, administrative or educational support unit in the College. An *Institutional Effectiveness (IE) Plan* serves as a means to establish and assess expected outcomes for each program.

Instructional programs are also subject to a program review process which is embedded within the 2-year IE assessment cycle. Program Review assessment evaluates program viability, effectiveness, and student achievement through a variety of outcomes including the *number of graduates, transfer rates, licensure/certification pass rates, graduate placement, and program specific accreditations*. Program leaders and faculty review the assessment data and develop action plans for outcomes that did not meet the desired targets.

Program Learning Outcomes Assessment

A separate set of competency-based program learning outcomes had been developed for each instructional program at STC, in addition to the traditional historical student success measures in the IE Plans, such as course completion, graduation rate, and student retention. The program learning outcomes are assessed and data are collected and reported on a yearly basis. The Associate Dean of Curriculum and Student Learning along with the Academic Council lead the systematic process across all programs allowing for significant critical amounts of dialogue among faculty members in order to develop a consistent structure for collecting and assessing data while allowing for the academic freedom of faculty members. Instructional programs utilize a variety of assessment methods, including embedded assessment, exit exams, exit interviews and portfolios to assess the program learning outcomes.

General Education Outcomes Assessment

South Texas College also assesses general education competencies in the General Education program known as the STC Core Curriculum. The general education competencies for the Core Curriculum are called the *Core Objectives* and were defined by the Texas Higher Education Coordinating Board. Measures to determine the extent to which *Core Objectives* are being achieved are assessed every semester. Data are collected and compiled by each department to evaluate the extent to which the *Core Objectives* are being met. Results from the assessments and changes recommended based upon the results by the department are submitted to the Associate Dean of Curriculum and Student Learning.

Review and Action as Necessary on Award of Proposals, Purchases, and Renewal

Approval of the following award of proposals, purchases, and renewal is requested as follows:

A. Awards

B. Instructional Items

C. Non- Instructional Items

D. Technology Items

A. Awards

1) Cargo Van (Award)

Award the proposal for a cargo van to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$30,665.05.

Purpose – Mail Services has requested the purchase of a new cargo van for the delivery of mail and products throughout the College district.

Justification and Benefit – The new cargo van will replace an existing unit with high mileage and reduced reliability. This vehicle conducts daily deliveries to the Starr County and Mid Valley campuses. The existing vehicle will be used as backup for the mailroom and daily receiving deliveries.

Background – Proposal documents were advertised on November 17, 2016 and November 24, 2016 and issued to eleven (11) vendors, including six (6) local vendors. Two (2) responses were received on December 5, 2016 and reviewed by Central Receiving/Mail Services and the Purchasing Department.

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

2) Driving Simulator (Award)

Award the proposal for a driving simulator to **FAAC Incorporated** (Ann Arbor, MI), at a total amount of \$114,500.00.

Purpose – The Public Safety programs are requesting the purchase of a driving simulator for student instruction in the Policy Academy and Fire Science Program.

Justification and Benefit – The simulator will allow students to be trained in the operation of law enforcement vehicles and fire trucks through the simulation of realistic driving conditions and emergency situations. Training for situations that are inherently high risk will be conducted without risk to students by eliminating the need to actually be in a high risk environment. Use of the simulator also reduces the cost of training by limiting the use of actual vehicles and the associated costs in maintenance and other operational costs.

Background – Proposal documents were advertised on November 7, 2016 and November 14, 2016 and issued to three (3) vendors. Three (3) responses were received on

November 22, 2016 and reviewed by the Public Safety Programs and Purchasing Department.

Funds for this expenditure are budgeted in the Texas Department of Public Safety grant budget for FY 2016 – 2017.

3) Food Service – Mid Valley Campus (Award)

Award the proposal for food service – Mid Valley Campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew with a 4% commission on total monthly sales and a fee of \$1 per student for the Mid-Valley Childcare Center meal preparation.

Purpose – The food service must be available for the South Texas College faculty, staff, and students at the Mid Valley Campus. It will also include preparing lunch for the students enrolled at the Child Care Center.

Justification and Benefit – The Mid Valley Campus must have service Monday through Friday for breakfast and lunch. It will include some of the following items: breakfast tacos, oatmeal, salads, sandwiches, nachos, frito pies, chips, candy, etc.

Background – Proposal documents were advertised on December 1, 2016 and December 8, 2016 and issued to twenty nine (29) vendors. Two (2) responses were received on December 16, 2016 and reviewed by Vice President for Finance and Administrative Service, Mid-Valley Campus Coordinator, Operation and Maintenance, and the Purchasing Department.

4) Food Service – Starr County Campus (Award)

Award the proposal for food service – Starr County Campus to **Cactus Restaurant** (Rio Grande City, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, with a 4% commission on total monthly sales.

Purpose – The food service must be available for the South Texas College faculty, staff, and students at the Starr County Campus.

Justification and Benefit – The Starr County Campus must have food service Monday through Friday for breakfast and lunch. It will include some of the following items: breakfast tacos, chicken strips, crispy tacos, enchiladas, fajitas, hamburgers, etc.

Background – Proposal documents were advertised on December 1, 2016 and December 8, 2016 and issued to eighteen (18) vendors. One (1) response was received on December 16, 2016 and reviewed by the Vice-President for Finance and Administrative Services, Starr County Campus Coordinator, Operation and Maintenance, and Purchasing Department.

5) Medium Duty Truck (Award)

Award the proposal for a medium duty truck to **Bert Ogden Motors, Inc.** (Edinburg, TX), at a total amount of \$42,993.00.

Purpose – Central Receiving is requesting to purchase a new medium duty truck for the delivery of equipment and supplies throughout the College district.

Justification and Benefit – The new truck will replace an existing unit with high mileage and reduced reliability. This vehicle will be used to conduct daily deliveries to all campuses and teaching sites. The existing vehicle will serve as a backup for Central Receiving and will be used in the McAllen area only.

Background – Proposal documents were advertised on November 17, 2016 and November 24, 2016 and issued to nine (9) vendors, including seven (7) local vendors. Three (3) responses were received on December 5, 2016 and reviewed by Central Receiving and the Purchasing Department.

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

6) Signs, Banners, and Related Products (Award)

Award the proposal for signs, banners, and related products for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, at an estimated cost of \$50,000.00. The vendors are as follows:

- **Copy Zone, Ltd.** (McAllen, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- **The Sign Depot** (McAllen, TX)

Purpose – The Office of Public Relations, Planning and Construction, Student Services, and Continuing Education are requesting the purchase of signs, banners, and related products for identification purposes and event awareness.

Justification and Benefit – The signs, banners, and related products will be used by various departments' college wide to promote and market instructional programs, departments, events, and South Texas College in the community and the public schools.

The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline). It will include hanging banners, yard signs, table covers, metal signs, name plates, and office entrance signs.

Background – Proposal documents were advertised on November 21, 2016 and November 28, 2016 and issued to fourteen (14) vendors. Seven (7) responses were received on December 8, 2016 and reviewed by the Office of Public Relations and Marketing, Planning and Construction, and Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing, Student Services, Continuing Education, and Planning and Construction budgets for FY 2016 - 2017.

B. Instructional Items

7) Nursing and Allied Health Equipment and Supplies (Renewal)

Renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2017 through April 20, 2018, at an estimated amount of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Meadows Medical (Quogue, NY)
c. Med One Equipment Services (Sandy, UT)	d. Moore Medical, LLC. (Farmington, CT)
e. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)	f. Southeastern Emergency Equipment (Youngsville, NC)

Purpose – The Division of Nursing and Allied Health instructional programs are requesting to renew the contracts for nursing and allied health equipment and supplies which will be used for student instruction in various programs.

Justification and Benefit – The nursing and allied health equipment and supplies assists the student in labs in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician programs. The equipment and supplies will include gloves, masks, needles, lancets, sponges, gauze, tape, thermometers, alcohol, gowns, lab coats, dressing, infusion and syringe pumps, blood pressure cuffs, bed pads, patient bracelets, arm slings, bandage strips, pillow cases, oxygen, IV poles, etc.

Background – The Board awarded contracts for the nursing and allied health equipment and supplies at the January 27, 2015 Board of Trustees meeting for one-year with two one-year annual renewals. The final renewal period begins on April 21, 2017 and ends April 20, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/27/15	4/21/15 – 4/20/16	2 – one year options
1 st Renewal	2/23/16		4/21/16 – 4/20/17
2 nd Renewal	1/31/17		4/21/17 – 4/20/18

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 the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician budgets for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

8) Online Continuing Education Services (Renewal)

Renew the contracts for online continuing education services for the period beginning March 30, 2017 through March 29, 2018, at an estimated cost of \$36.00 to \$7,495.00 per

class. There are no deposits required, no minimum order or any initial inventory to purchase. The vendors are as follows:

- **Education To Go/A Division of Cengage Learning** (Mason, OH)
- **World Education, LLC.** (Arlington, TX)

Purpose – Continuing Professional and Workforce Education is requesting to renew the online continuing education services which will include some of the following courses: accounting, computer applications, writing, fitness, law, business management, technology, energy, software development, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment

Background – The Board awarded contracts for online continuing education services at the March 29, 2016 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on March 30, 2017 and ends March 29, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/29/16	3/30/16 – 3/29/17	2 – one year options
1 st Renewal	1/31/17		3/30/17 – 3/29/18

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 Continuing Education – State and Continuing Education – Non State budgets for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

C. Non – Instructional Items

9) Furniture - Bond (Purchase)

Purchase furniture - bond from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), E & I Purchasing Cooperative, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$619,610.05.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$21,253.51
B	American Seating Company/Gateway Printing and Office Supply, Inc. (Houston, TX/Edinburg, TX)	\$124,615.52

C	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$34,178.62
D	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$8,125.62
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$37,025.18
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$20,871.15
G	Krueger International/Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$172,346.22
H	MSC Industrial Supply Company (Melville, NY/Harlingen, TX)	\$10,670.92
I	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$4,252.83
J	NOVA Solutions, Inc./Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$186,270.48
	Total	\$619,610.05

The purchases can be summarized as follows:

La Joya Teaching Center

64 – Classroom Computer Chairs	72 – Classroom Chairs
38 – Classroom Tables	75 – Instructional Lab Stools
18 – Lab Shelving Units	32 – Student Computer Desks
6 – Instructor Chairs	6 – Instructor Tables

Technology Campus

168 – Classroom Computers Chairs	192 – Classroom Chairs
96 – Classroom Tables	18 – Instructional Lab Stools
4 – Lab Shelving Units	61 – Staff Chairs
46 – Conference Room Chairs	18 – Open Area Seats
9 – Open Area Tables	44 – Faculty/Staff Bookcases and File Cabinets
19 – Instructor Chairs	68 – Office Guest Chairs
14 – Small Conference Room Chairs	93 – Industrial Lab Stools
6 – Small Conference Room Tables	19 – Instructor Tables
17 – Conference Room Tables	9 – Industrial Lab Tables
45 – Office Desks	84 – Student Computer Desks
9 – Lab Work Benches	8 – Safety Storage Cabinets

Mid Valley Campus – Thermal Plant

5 – Staff Chairs	1 – Staff Bookcase and File Cabinet
1 – Office Guest Chair	5 – Office Desks

Fund for these expenditures are budgeted in the Bond Construction - La Joya Teaching Center, Technology Campus, and Mid-Valley Campus Thermal Plant budgets for FY 2016 – 2017.

10) Civil Engineering Services - On-Call Services – Non-Bond (Renewal)

Renew the contracts for civil engineering services – on-call services – non-bond for the period beginning March 31, 2017 through March 30, 2018, with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Melden & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

Purpose – The Office of Planning and Construction is requesting to renew the contracts for civil engineering services – on-call – non-bond for district wide construction projects with cost of less than \$500,000.00.

Justification and Benefit – The civil engineering services – on-call for non-bond projects district wide will include some of the following services:

Preparation of subdivision plats	Preparation of property surveys
Preparation of topographic surveys	Preparation of meets and bounds surveys
Design of parking lots	Design of sidewalks and ADA accessible routes
Design of site drainage systems	Design of underground infrastructure
Design of landscape improvements	Design of irrigation systems
Design of roadways and drives	Resurfacing of existing parking lots and drives

Fees for these services could range from \$1,000.00 to \$48,000.00 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm will be asked to submit a proposal after they have been assigned to a project. Each fee proposal will be reviewed by staff and negotiated to reach a fair and reasonable amount.

Background – The Board awarded the contracts for the Civil Engineering Services – On-Call – Non Bond at the March 31, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The final renewal period begins on March 31, 2017 and ends March 30, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/15	3/31/15 – 3/30/16	2 – one year options
1 st Renewal	2/23/16		3/31/16 – 3/30/17
2 nd Renewal	1/31/17		3/31/17 – 3/30/18

The firms 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 – Non-Bond budgets for FY 2016 - 2017 and FY 2017 – 2018 pending Board approval of the budget.

11) Investment Advisory Services (Renewal)

Renew the investment advisory services contract with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2017 through March 31, 2018, at an estimated amount of \$75,000.00.

Purpose – The Vice President for Finance and Administrative Services and Business Office are requesting to renew the investment advisory services which provides the College with professional advice related to types of investments, yield rate, risks, accuracy, and completeness of the College’s investment policy and other important information on an as needed basis.

Justification and Benefits – In order to properly and safely expand into new types of investments and maximize the yield rate on the College’s investments, administration recommends the services of an investment advisor to provide professional guidance regarding the College’s investment portfolio.

The investment advisor augments the College’s effort to be fiscally responsible and minimize risk in its investment activities. The investment advisor stays abreast of investment markets and provides the investment options to the College for review by the Finance, Audit, and Human Resource Committee and approval by the Board of Trustees, as applicable.

Background – The Board awarded the contract investment advisory services at the March 31, 2015 Board of Trustees meeting for an initial period of two years with two one-year annual renewals. The first renewal period begins April 1, 2017 through March 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/15	4/1/15 – 3/31/17	2 – one year options
1 st Renewal	1/31/17		4/1/17 – 3/31/18

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 Investment Advisor budget for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

D. Technology Items

12) Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$97,351.59.

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

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

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

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

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 4 Computers for Pecan Plaza Office of Human Resources
- Faculty Computer
 - ⇒ 1 Computer for Psychological Science Program
 - ⇒ 2 Computers for Biology Program
 - ⇒ 1 Computer for Chemistry Program
- Student - Lab Computers
 - ⇒ 108 Computers for Computer Science Program
- Conference Room Computer
 - ⇒ 1 Computer for Division of Business and Technology
- Staff Computer
 - ⇒ 1 Computer for Grant Development, Management, and Compliance
- Class-instruction Laptops
 - ⇒ 12 Laptops for Engineering Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Construction - Pecan Plaza HR Conversion, Psychological Science, Biology, Chemistry, Computer Science, Division of Business and Technology, Grant Development, Management, and Compliance, and Engineering.

Recommendation:

The Finance, Audit, and Human Resources Committee recommended Board approval of the awards for proposals, purchases, and renewal as listed below:

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

A. Awards

- 1) **Cargo Van (Award):** award the proposal for a cargo van to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$30,665.05;
- 2) **Driving Simulator (Award):** award the proposal for a driving simulator to **FAAC Incorporated** (Ann Arbor, MI), at total amount of \$114,500.00;
- 3) **Food Service – Mid Valley Campus (Award):** award the proposal for food service – Mid Valley Campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew with a 4% commission on total monthly sales and a fee of \$1 per student for the Mid-Valley Childcare Center meal preparation;
- 4) **Food Service – Starr County Campus (Award):** award the proposal for food service – Starr County Campus to **Cactus Restaurant** (Rio Grande City, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, with a 4% commission on total monthly sales;
- 5) **Medium Duty Truck (Award):** award the proposal for a medium duty truck to **Bert Odgen Motors, Inc.** (Edinburg, TX), at a total amount of \$42,993.00;
- 6) **Signs, Banners, and Related Products (Award):** award the proposal for signs, banners, and related products for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, at an estimated amount of \$50,000.00. The vendors are as follows:
 - a. **Copy Zone, Ltd.** (McAllen, TX)
 - b. **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - c. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
 - d. **The Sign Depot** (McAllen, TX)

B. Instructional Items

- 7) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2017 through April 20, 2018, at an estimated amount of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Meadows Medical (Quogue, NY)
c. Med One Equipment Services (Sandy, UT)	d. Moore Medical, LLC. (Farmington, CT)

e. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)	f. Southeastern Emergency Equipment (Youngsville, NC)
--	--

8) **Online Continuing Education Services (Renewal):** renew the contracts for online continuing education services for the period beginning March 30, 2017 through March 29, 2018, at an estimated cost of \$36.00 to \$7,495.00 per class. There are no deposits required, no minimum order or any initial inventory to purchase. The vendors are as follows:

- a. **Education To Go/A Division of Cengage Learning** (Mason, OH)
- b. **World Education, LLC.** (Arlington, TX)

C. Non – Instructional Items

9) **Furniture (Purchase):** purchase furniture - bond from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), E & I Purchasing Cooperative, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$619,610.05.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$21,253.51
B	American Seating Company/Gateway Printing and Office Supply, Inc. (Houston, TX/Edinburg, TX)	\$124,615.52
C	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$34,178.62
D	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$8,125.62
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$37,025.18
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$20,871.15
G	Krueger International/Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$172,346.22
H	MSC Industrial Supply Company (Melville, NY/Harlingen, TX)	\$10,670.92
I	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$4,252.83
J	NOVA Solutions, Inc./Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$186,270.48
	Total	\$619,610.05

10) **Civil Engineering Services – On-Call Services – Non-Bond (Renewal):** renew the contracts for civil engineering services – on-call services – non-bond for the period beginning March 31, 2017 through March 30, 2018, with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Meldon & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)

d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

11) Investment Advisory Services (Renewal): renew the investment advisory services contract with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2017 through March 31, 2018, at an estimated amount of \$75,000.00;

D. Technology

12) Computers and Laptops (Purchase): purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$97,351.59.

Recommend Action - The total for all award of proposals, purchases, and renewal is \$1,195,119.69.

Recommendation:

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

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

The Board of Trustees approves and authorizes the award of proposals, purchases, and renewals as presented.

Approval Recommended:

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

Review and Action as Necessary on Revision and Deletion of Personnel Policies and Proposed New Policy

Approval of revision and deletion of personnel policies and proposed new policy is requested.

Revision

1) Revise Policy #4115: *Personnel Appointments*

- The revised policy clarifies the appointments that are classified as at-will.

2) Revise Policy #4118: *Provision of Faculty Letter of Appointment and Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee*

- The revised policy clarifies the timeframe within hearing procedures as business days.
- Includes provisions of former Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment.

3) Revise Policy #4911: *Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees and Name Change to Disciplinary Action Procedures*

- The revised policy addresses disciplinary action procedures for all employees.

Deletion

1) Delete Policy #4002: *Standards of Conduct*

- Provisions of proposed deleted policy have been incorporated into new Policy #4901: Standards of Conduct, to clarify requisite standards of conduct at South Texas College.

2) Delete Policy #4920: *Discipline and Dismissal*

- Provisions of proposed deleted policy have combined Policy #4911: Disciplinary Action Procedures and New Policy #4901: Standards of Conduct, so that documentation and disciplinary procedures are set out with greater specificity and clarity.

3) Delete Policy #4921: *Termination of Annual Employees During The Term of Their Letter of Appointment*

- Provisions of proposed deleted policy have been combined into Policy #4118: Provision of Faculty Letter of Appointment, with Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee.

New

1) New Policy #4901: *Standards of Conduct*

- New policy is necessary to replace the former Standards of Conduct Policy 4002 which required substantial revisions.
- The proposed policy includes the revisions as discussed at the Finance, Audit, and Human Resources Committee on January 17, 2017.

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

Revised Policy			
	No.	CURRENT	REVISED
1	4115	Personnel Appointments	No change to title
2	4118	Provision of Faculty Letter of Appointment	Name Change to 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
3	4911	Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	4911: Disciplinary Action Procedures
Deleted Policy into New Policy			
	No.	DELETE	NEW
1	4002	Standards of Conduct	4901: Standards of Conduct
2	4920	Discipline and Dismissal	4911: Disciplinary Action Procedures and 4901: Standards of Conduct
3	4921	Termination of Annual Employees During The Term of Their Letter of Appointment	4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions and deletions of personnel policies and adoption of the proposed new policy as presented and which supersedes any previously adopted Board policy.

Recommendation:

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

Approval Recommended:

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

MANUAL OF POLICY

Title	Personnel Appointments	4115
Legal Authority	Approval of Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Minute Order dated April 8, 1998 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated May 15, 2003 As Amended by Board Minute Order dated June 26, 2014 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

The President of the College or the President's designee(s) is (are) authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board approved Staffing Plan and temporary positions. No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the Executive, Administrative, or *full-time regular* Faculty job classifications, with the exception of the College President, are employed on a one (1) year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment. The letter of appointment must be electronically or manually signed by the President and by the respective employee and returned to the Office of Human Resources by stated deadline.

Adjunct, ~~faculty are employed on an as needed basis for a semester with no expectation of continued employment or property rights beyond the semester assignment.~~ Temporary full-time *temporary*, and dual *credit enrollment* faculty are employed on an as needed, *non-contractual, at-will*, basis ~~for a semester or one (1) year~~ with no expectation of continued employment or property rights beyond the assignment.

Grant funded employees, *not employed under a letter of appointment*, are employed on an as needed, *non-contractual, at-will* basis ~~for a one (1) year or less~~ with no expectation of continued employment or property rights beyond the assignment, ~~letter of appointment~~ or timeline of the grant.

All employees whose positions fall within the *Full Time Temporary category, including Professional/Technical Support, Classified, Direct Wage, or Student Workstudy* job classifications are employed on a non-contractual, at-will basis *with no expectation of continued employment or property rights beyond the assignment term.*

~~Any of the above referenced employees may be regular or temporary employees.~~ A *full-time* regular employee is an employee whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget. A *full-time* temporary employee is an employee whose position is not included in the Staffing Plan but is otherwise provided for in the budget or with grant provisions.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the Office of Human Resources, provide the necessary documents required by the Immigration Naturalization Service, present his/her social security document for the College payroll system and complete all other new hire paperwork. When the orientation process is concluded, an Authorization to Work form will be given to the new employee authorizing him/her to report to their respective Department and Supervisor.

MANUAL OF POLICY

Title	Personnel Appointments	4115
Legal Authority	Approval of Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Minute Order dated April 8, 1998 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated May 15, 2003 As Amended by Board Minute Order dated June 26, 2014 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Personnel appointments are graded and compensated per the Board approved Employee Pay Plan and Staffing Plan. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college and included in the position's job description.

REVISED

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: <i>Faculty, Administrative, or Executive Employee</i>	4118
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated February 21, 2002 As Amended by Board Minute Order dated April 28, 2015 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Notice of Letter of Appointment Renewal or Non-renewal: *Faculty*

The College shall notify each faculty member whose Letter of Appointment is about to expire whether the College proposes to renew or not renew the Letter of Appointment for the next academic year as follows: Faculty members who have already completed a year of employment as full time regular faculty members with the College shall be given notice not later than February 15. Faculty members who are in their first year of employment with the College shall be given notice not later than April 15.

The College shall be deemed to have given the faculty member timely notice if it provides notice electronically or hand delivers the notice to the faculty member or deposits the notice to the custody of the U.S. Postal Service by the deadline date in a sealed envelope addressed to the faculty member to the address specified by the faculty member.

The College's failure to provide this notice by the specified date shall be deemed an election by the College to employ the faculty member in the same professional capacity for the following academic year.

Acceptance of Offer of Appointment: *Faculty, Administrative, or Executive Employee*

The College shall provide notice to each faculty member, *administrative, or executive employee* who is proposed to be renewed for the next academic *or fiscal year, as applicable*, an offer of appointment for the upcoming academic year *or fiscal year, as applicable*. The letter of appointment, if accepted, must be electronically or manually signed by the respective employee and returned to the Office of Human Resources by the stated deadline. Failure to respond by the deadline date indicated on the letter of appointment will constitute a rejection of the offer.

Notice Under Letter of Appointment: *Faculty, Administrative, or Executive Employee*

Before a ~~F~~faculty ~~M~~member, *administrative, or executive employee* employed under a Letter of Appointment may be terminated, suspended without pay, or released because of a necessary reduction of personnel, the President must notify the ~~F~~faculty ~~M~~member, *administrative, or executive employee* in writing of the proposed action and the grounds for the action.

Hearing Under Letter of Appointment: *Faculty, Administrative, or Executive Employee*

If a ~~F~~faculty ~~M~~member, *administrative, or executive employee* employed under a Letter of Appointment desires a hearing after receiving notice of the proposed termination, proposed non-renewal, or proposed suspension without pay, the ~~F~~faculty ~~M~~member, *administrative, or executive employee* shall notify the President in writing not later than the 10th *business* day after the date the ~~F~~faculty ~~M~~member, *administrative, or executive employee* receives the notice of the proposed action. The President shall schedule a hearing to be held not later than the ~~3~~20th *business* day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: <i>Faculty, Administrative, or Executive Employee</i>	4118
Legal Authority	Approval of the Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated February 21, 2002 As Amended by Board Minute Order dated April 28, 2015 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

At the hearing, the Faculty Member, *administrative, or executive employee* may:

- (1) be represented by *legal counsel or* a representative of the Faculty Member *administrative, or executive employee's* choice;
- (1) hear the evidence supporting the reason for the proposed action;
- (2) call witnesses;
- (3) cross-examine witnesses; and
- (4) present evidence.

Decision of President

If the Faculty Member, *administrative, or executive employee* does not request a hearing, the President shall:

- (1) proceed to take the appropriate action to terminate the or suspend the faculty member, *administrative, or executive employee* without pay without further notice to the Faculty Member, *administrative, or executive employee* before taking such action; and
- (2) notify the Faculty Member, *administrative, or executive employee* in writing of that action not later than the 30th business day after the date the notice of proposed action was sent to the Faculty Member, *administrative, or executive employee*.

If the Faculty Member, *administrative, or executive employee* requests a hearing, following the hearing the President shall notify the Faculty Member, *administrative, or executive employee* in writing of that action not later than the 15th business day after the date on which the hearing is concluded.

Resignation Under Letter of Appointment: *Faculty*

To resign in good standing, a Faculty Member employed under a Letter of Appointment *whose term has not yet commenced*, shall be required to file a written *resignation request to be released from the Letter of Appointment* with the Office of Human Resources or the President's designee not later than the 45th calendar day before the *first effective day date* of *instruction* letter of appointment of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President's designee at the post office address of the College is considered filed at the time of mailing.

A Faculty Member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the *consent approval* of the President or the President's designee *by submitting a written request to be released from the Letter of Appointment not less than 45 calendar days prior to the effective date of the resignation*.

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: <i>Faculty, Administrative, or Executive Employee</i>	4118
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated February 21, 2002 As Amended by Board Minute Order dated April 28, 2015 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Resignation Under Letter of Appointment: Administrative, or Executive Employee

Executive and Administrative staff employed under a Letter of Appointment may request a release from the Letter of Appointment *not less than 45 calendar days prior to the effective date of the resignation. Approval of release of appointment must be obtained from the President.*

A ~~F~~faculty ~~M~~member, *administrative, or executive employee* who does not resign in good standing shall not be eligible for re-employment.

Termination or Suspension Under Letter of Appointment: Faculty, Administrative, or Executive Employee

The President may terminate a Letter of Appointment and discharge a ~~F~~faculty ~~M~~member *administrative, or executive employee* at any time for good cause or a financial exigency or program change that requires a reduction in personnel as determined by Board Policy.

A faculty member, administrative, or executive employee terminated for cause will not be eligible for re-employment with the College.

In this policy, business days is defined as Monday through Friday, not including days the College is officially closed.

MANUAL OF POLICY

Title	Disciplinary Action Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees*	4911
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Purpose

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

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

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

Disciplinary Action Concerning Employees:

Disciplinary action ~~concerning~~ against an employee shall be initiated by the immediate supervisor or ~~by the department head~~ *other supervisor within the chain of command*. ~~Provided, all Any disciplinary actions above other than verbal reprimands shall be approved by the department head.~~ The severity of the disciplinary action should match the corresponding conduct of the employee taking ~~Supervisory personnel should take~~ into consideration the following:

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

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

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

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

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

Legal Authority Approval of the Board of Trustees Page 2 of 4

Date Approved by Board Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated January 31, 2017

Disciplinary Action: Verbal Warning

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

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

Disciplinary Action: Written Reprimand

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

An immediate supervisor and/or department head may issue a written reprimand to an employee whose conduct fails to conform to the College's standard of conduct for employees. A written reprimand need not be preceded by a verbal warning. But, a written reprimand shall be issued if the employee fails to correct his or her conduct after having received a verbal warning. A written reprimand shall identify the employee's non-conforming conduct and admonishes the employee about the possible adverse consequences for engaging in the same or other non-conforming conduct. Written reprimands shall be discussed with the employee and be placed in the employee's personnel file at the Office of Human Resources. An employee may file a written response to the disciplinary action within 3 business days after receipt which response will be filed with the Office of Human Resources to be placed in the employee's file. Procedures and guidance for the written reprimand may be obtained from the Office of Human Resources.

Disciplinary Action: Conduct and Performance Improvement Plan

Where an employee's conduct fails to conform to the College's standard of conduct after having received a verbal warning and/or a written reprimand, the immediate supervisor and/or department head may, in lieu of recommending termination, place the employee on a written Conduct and Performance Improvement Plan. This plan should be developed with the assistance of the Director of Human Resources or the Employee Relations Officer. The Conduct and Performance Improvement Plan may be for no more than three (3) months, and should follow the procedures established and maintained at the Office of Human Resources. A Conduct and Performance Improvement Plan may be modified, as needed, to assist the employee in conduct improvement.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Disciplinary Action Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees*	4911
Legal Authority	Approval of the Board of Trustees	Page 3 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 As Amended by Board Minute Order dated January 31, 2017	

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

Disciplinary Action: Suspension Without Pay

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

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

Disciplinary Action: Termination

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

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

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

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

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

Date Approved by Board **Board Minute Order dated November 9, 1995**
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated January 31, 2017

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

Administrative/Executive and Faculty Employed under a Letter of Appointment

Termination of an employee employed under a letter of appointment shall conform to Policy 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees.

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

Suspension With Pay

An employee may be suspended with pay pending investigation of allegations of the employee engaging in conduct that fails to conform to the College's standards of conduct for employees. Suspension pending investigation is considered when:

- a. an employee's continued attendance in the workplace may hinder the investigation;*
- b. the employee's continued attendance presents a risk to the employee or others; or*
- c. when the alleged actions interfere with the mandate of the College, either by damage to reputation or otherwise.*

The supervisor will consult the department head and the Director of Human Resources before administering this action. The department head may suspend the employee with pay for up to 30 calendar days. The department head may extend the suspension for an additional 30 calendar days if further investigation is necessary. The total period of suspension with pay pending investigation may not exceed 60 calendar days.

An employee on suspension pending investigation must be available for in-person interviews throughout the entire suspension period. The employee is responsible for providing current contact information to the Office of Human Resources.

This policy does not preclude an employee from filing a grievance, under Policy 4904 Employee Complaint Procedure, after a disciplinary action, other than termination, becomes final, or from placing a written response in his/her personnel file to any disciplinary action.

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

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

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4002
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Deleted by Board Minute Order Dated January 31, 2017	

Employees of South Texas College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all college policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities.

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

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

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

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

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated January 31, 2017	

Requisite Standards of Conduct

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

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

Conduct which is Subject to Disciplinary Action

Poor Work Performance

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

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

Misconduct

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

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated January 31, 2017	

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

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

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated January 31, 2017	

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

Investigation of Unsatisfactory Behavior

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

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

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

Pre-Disciplinary Meetings

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

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

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title Termination of Annual Employees 4921
During The Term of Their Letter of Appointment

Legal Authority Approval of Board of Trustees Page 1 of 2

Date Approved by Board Board Minute Order dated November 9, 1995
As Amended by Board Minute Order Dated December 16, 1999
As Amended by Board Minute Order Dated May 1, 2000
As Deleted by Board Minute Order Dated January 31, 2017

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

General Grounds for Dismissal:

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

More Specific Grounds for Dismissal:

1. Falsification of time sheets, personnel records or other records of the College;
2. Violations of safety rules or accepted safety practices;
3. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations;
4. Neglect of duties, loafing, loitering or wasting time during working hours;
5. Smoking anywhere except in designated smoking area;
6. Gambling, or participation in other games of chance on the premises at any time;
7. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
8. Possessing intoxicants or drugs at the work place or the use of intoxicants or drugs during working hours;

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

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

Legal Authority **Approval of Board of Trustees** **Page 2 of 2**

Date Approved by Board **Board Minute Order dated November 9, 1995**
As Amended by Board Minute Order Dated December 16, 1999
As Amended by Board Minute Order Dated May 1, 2000
As Deleted by Board Minute Order Dated January 31, 2017

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

Notice of the reasons for the proposed action and an opportunity to be heard, including the right to present, in person, a grievance to the President, shall be given to each annual employee whose termination during the term of their letter of appointment is under consideration. The hearing shall be before the President of the College under procedures to be established by the President. In those instances of termination as a consequence of financial exigency or the phasing out of institutional programs, efforts at transfer/reassignment, where applicable, will be made.

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

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 1 of 3
Date Approved by Board	Board Minute Order dated December 13, 2016 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Employees of South Texas College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all College policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities. Employees of South Texas College are expected to conduct themselves in a professional, courteous, respectful, and ethical manner in the performance of their duties and responsibilities, and in their interaction with colleagues, students, and the general public.

An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action and/or other adverse personnel action, including termination. The decision to discipline an employee should be made in accordance with Policy #4911 Disciplinary Action Procedures.

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

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

1. Providing false or altering to falsify information on a time sheet, an employment application, a transcript, a resume, a travel voucher, a purchase order, a student grade record, any report, a payroll record or of any other official record of the College;
2. Violating workplace health or safety rules or accepted safety practices; and creating or contributing to unhealthy or unsanitary conditions in the workplace;
3. Soliciting or accepting any prohibited gift, favor, service, or benefit from any vendor to the College, or soliciting or accepting a bribe;
4. Conducting private business during working hours, regardless of whether it is for profit or not, and regardless of whether or not it interferes with assigned duties and responsibilities;
5. Using or misappropriating work time or College property or resources for personal gain or benefit;
6. Smoking anywhere except in a designated smoking area;
7. Gambling or participating in any games of chance on the College premises at any time;
8. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
9. Unlawful possession, selling, distributing, or offering and/or consuming alcoholic beverages, illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances on College premises at anytime or while on duty at any location;

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 2 of 3
Date Approved by Board	Board Minute Order dated December 13, 2016 As Amended by Board Minute Order dated January 31, 2017	

10. Unlawful possessing, selling, distributing, or offering illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances at anytime.
11. Failure or refusal to follow work-related directives from supervisors; or to perform designated work that is part of an employee's job duties and responsibilities;
12. Sabotaging, impeding, impairing, and/or disrupting the function of the workplace;
13. Neglect of duty, cyberloafing, loitering or wasting time during working hours; or failure to meet a reasonable and objective measure of efficiency and productivity;
14. ~~Engaging in any conduct during the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense;~~
15. Engaging in any conduct *within or* outside the course and scope of employment with the College which tends to impugn the employee's moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College's image in the community;
16. Intentional, reckless, or negligent conduct that results in personal injury to a student, College employee, or other person while on work duty with the College;
17. Actual or constructive possession on College premise of materials, photographs, video-recordings, drawings or other similar visual illustrations of a pornographic nature that are not a bona-fide part of an approved College course being taught by the employee;
18. Engaging in any conduct with any student, any employee of the College, or any other person if the conduct is offensive, inappropriate, indecent, insulting, physically threatening, and/or humiliating;
19. Making statements or remarks that are derogatory, demeaning, or denigrating of another person on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, or any other protected class;
20. Engaging in dishonest or unethical acts;
21. Inducing, encouraging, soliciting, or compelling any person to engage in any conduct that is criminal in nature, dishonest, insubordinate, offensive, vulgar, or which violates any board policy;
22. Fighting, instigating a fight, threatening or attempting bodily harm or injury to another;
23. *Negligent or intentional unauthorized* disclosure ~~ing to the public~~ *of* information maintained by the College if the information is exempt from disclosure under any law; *including, but not limited to,*

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 3 of 3
Date Approved by Board	Board Minute Order dated December 13, 2016 As Amended by Board Minute Order dated January 31, 2017	

the Texas Public Information Act; Family Educational Rights and Privacy Act; or Freedom of Information Act;

24. Creating a condition or engaging in conduct that creates an unreasonable risk of injury to the individual, students, fellow employees, or members of public;
25. Participating in any purchase or acquisition of goods or services in which the employee has a conflict of interest;
26. Unauthorized or repeated tardiness or absence, or excessive use or abuse of sick or other leave privileges;
27. Unlawful possession or storage of a prohibited firearm or other prohibited weapon on College premises;
28. Failure to comply with the College's ~~gun-free zone policy~~ *policy on prohibition of weapons*;
29. Making misrepresentations or providing misleading work-related information to supervisors, co-workers, regulatory bodies, or funding agencies.
30. Engaging in conduct that is prohibited by other College policies;
31. Violating departmental *procedures*, rules or regulations, or College policies;
32. Failing to comply with purchasing or hiring policies, rules, or regulations of the College; ~~or~~
33. Bringing children on College premises during employee's working hours in lieu of childcare arrangements; or
34. Other acts of misconduct as determined by Administration to be prohibited.

The decision to discipline an employee should be made in accordance with Policy #4911: Disciplinary Action Procedures.

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

Review and Action as Necessary on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to award a contract for delinquent tax collection services for Hidalgo and Starr Counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2017 through April 30, 2018, with two (2) one-year renewal options to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) is requested.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2017. Approval to approve a firm for the contract for delinquent tax collection services is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the period ending April 30, 2015 with two (2) one year renewal options. At the February 24, 2015 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2015 through April 30, 2016. The last of the two (2) one-year renewal options for the period of May 1, 2016 through April 30, 2017 was reviewed and approved by the Board at the February 23, 2016 meeting.

A request for proposals for delinquent tax collection services was advertised November 23, 2016 and November 30, 2016, and three (3) requests for proposals were emailed to delinquent tax collection firms.

One (1) response was received from **Linebarger Goggan Blair & Sampson, LLP**.

Funding Source – The delinquent tax collection services fee of 15 percent is paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents - A Proposal Summary and Evaluation prepared by staff, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, and a Summary Total Tax Levy Uncollected follows in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the selection of the firm to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax,

penalty, and interest collected. The contract period will be May 1, 2017 through April 30, 2018 with two (2) one-year options to renew.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the selection of the firm to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected. The contract period will be May 1, 2017 through April 30, 2018 with two (2) one-year options to renew.

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

The Board of Trustees approves and authorizes the selection of the firm to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected. The contract period will be May 1, 2017 through April 30, 2018 with two (2) one-year options to renew.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 16-17-1025**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.
ADDRESS	205 S Pin Oak Ave
CITY/STATE/ZIP	Edinburg, TX 78539
PHONE	956-383-4500
FAX	956-316-4935
CONTACT	Lucy G. Canales
1. Years In Business	41 years Established: 1976
2. Type of Operation	Limited Liability Partnership
3. Staff	Listed the following as those who would comprise the project team: 8 Attorneys (5 local; 3 out of the area) 1 Operations Manager 1 Collections Manager 1 Auditor/Litigation/Bankruptcy Coordinator 1 Local Network Administrator 20 Area managers 2 Document production 1 Post Judgment Manager 1 Data Manager 1 Data Specialist 1 Tax Warrant Manager 3 Client Services Managers 1 Purchasing Manager 1 Public Affairs Coordinator 1 Assistant Office Manager 2 District Court Managers 1 Tax Resale Manager 1 Tax Sale Manager 1 Title Manager 1 Administrative Secretary 1 Courier 1 Receptionist 1 File Clerk 2 Payment Clerks
4. Team Members	Listed the following as key team members: Lucy G. Canales, Capital Partner and Management Committee Member Lori Gruver, Capital Partner and Chief Compliance Officer (out of area) Anthony W. Nims, Capital Partner (out of area) Diane W. Sanders, Partner (out of area) Gustavo Martinez, Partner Michael G. Cano, Attorney Kelly Rivera Salazar, Attorney Tito Salinas, Director of Operations John D. Franz, Local Counsel Martha Lopez, Auditor/Bankruptcy Manager Gonzalo Villagomez, Local Network Administrator
5. Contracts with Taxing Jurisdictions in Texas	Indicated that they represent over 1,700 delinquent tax clients, including 443 school districts in Texas.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 16-17-1025**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	
6. Tax Collection Efforts	Listed the following clients and the tax collection rates for each based on a 5-year average: El Paso Community College: 24.6% South Texas ISD: 31.3% Pharr-San Juan-Alamo ISD: 31.5% Del Mar College: 34.3% Mission CISD: 32.6%	
7. Reports	Indicated they can provide the following reports: -Annual performance report -Annual report summarizing and documenting the July turnover and mailing -Periodic report detailing tax sale collection activities and results -Bankruptcy activity reports -Special reports upon request -Quarterly and yearly reports	
8. References	Rio Grande City CISD Ms. Laura Garcia RGCISD Tax Assessor-Collector (956) 457-3297 Contract Start: June 1980	South Texas ISD Dr. Marla Guerra Superintendent (956) 565-2454 / 800-217-8839 Contract Start: January 1990
	Pharr-San Juan-Alamo ISD Ms. Janet Robles Assistant Superintendent of Finance (956) 354-2108 Contract Start: 1987	Mission CISD Mr. Ricardo Lopez Superintendent (956) 323-5515 Contract Start: January 2009
	Hidalgo County Mr. Pablo "Paul" Villarreal, PCC County Tax Assessor-Collector (956) 318-2157 Contract Start: January 2015	
9. Bilingual Collection Services	Provide bilingual collection notices and have bilingual customer services personnel. Edinburg office has 52 staff who can assist Spanish-speaking citizens. Toll free number is provided.	
10. Fees	15% of the total tax, penalty, and interest collected by firm. Comprehensive delinquent tax bankruptcy litigation services are included.	
11. Tax Suit Procedures	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	
12. Tax Collection Procedures	Provided detailed tax collection procedures, which include the following: - Send a tax collection letter to every eligible account. - Follow with second letter 60 days later if no payment is made. - Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility. - Meet with taxpayers - All Edinburg office personnel are available to meet with taxpayers in person and to respond to all phone inquiries and letters from taxpayers. - Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently.	
TOTAL EVALUATION POINTS	94.75	
RANKING	1	

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 16-17-1025
EVALUATION FORM**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.	
STREET		205 S Pin Oak Ave	
CITY/STATE/ZIP		Edinburg, TX 78539	
PHONE		956-289-7922	
FAX		956-316-4935	
CONTACT		Lucy G. Canales	
1	The purchase price. (up to 35 points)	35	35
		35	
		35	
		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	16	16
		16	
		16	
		16	
3	The quality of the vendor's goods and/or services. (up to 18 points)	16	16.5
		16	
		17	
		17	
4	The extent to which the goods and/or services meet the District's needs. (up to 15 points)	15	14.25
		14	
		14	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
		5	
8	The experience of the firm in the area of tax collection. (up to 5 points)	5	5
		5	
		5	
		5	
TOTAL EVALUATION POINTS		94.75	
RANKING		1	

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections¹
Hidalgo County and Starr County (As of Each Fiscal Year End)

Hidalgo County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	2,716,708.96	839,606.38	30.91%	1,877,102.58	69.09%
8/31/2002	3,244,428.26	1,006,249.37	31.01%	2,238,178.89	68.99%
8/31/2003	3,615,648.58	1,166,448.10	32.26%	2,449,200.48	67.74%
8/31/2004	5,091,331.97	1,751,912.15	34.41%	3,339,419.82	65.59%
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
12/31/2016	8,798,918.76	909,329.75	10.33%	7,889,589.01	89.67%

Starr County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	479,905.69	74,547.85	15.53%	405,357.84	84.47%
8/31/2002	578,910.06	80,941.58	13.98%	497,968.48	86.02%
8/31/2003	667,348.56	83,672.46	12.54%	583,676.10	87.46%
8/31/2004	957,436.55	128,665.07	13.44%	828,771.48	86.56%
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
12/31/2016	3,552,749.67	78,770.03	2.22%	3,473,979.64	97.78%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections ¹
As of Each Fiscal Year End

Hidalgo and Starr County - Combined

Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	3,196,614.65	914,154.23	28.60%	2,282,460.42	71.40%
8/31/2002	3,823,338.32	1,087,190.95	28.44%	2,736,147.37	71.56%
8/31/2003	4,282,997.14	1,250,120.56	29.19%	3,032,876.58	70.81%
8/31/2004	6,048,768.52	1,880,577.22	31.09%	4,168,191.30	68.91%
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
12/31/2016	12,351,668.43	988,099.78	8.00%	11,363,568.65	92.00%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Total Tax Levy Uncollected
Including Penalty, Interest, and Other Collections By Tax Year for Hidalgo County and Starr County

As of December 31, 2016

Tax Year	Adjusted Tax Levy	Tax Levy Collections Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Tax Levy Collected Including Penalty, Interest, and Other Collections	% Collected Including Penalty, Interest, and Other Collections
1996	10,215,317.14	10,150,573.58	(64,743.56)	-0.63%	669,423.04	10,819,996.62	105.92%
1997	10,590,226.76	10,522,889.79	(67,336.97)	-0.64%	656,911.60	11,179,801.39	105.57%
1998	10,951,767.82	10,874,308.57	(77,459.25)	-0.71%	692,130.04	11,566,438.61	105.61%
1999	11,624,167.12	11,535,753.54	(88,413.58)	-0.76%	269,422.38	11,805,175.92	101.56%
2000	12,510,866.24	12,408,465.49	(102,400.75)	-0.82%	951,429.60	13,359,895.09	106.79%
2001	13,862,552.99	13,757,437.77	(105,115.22)	-0.76%	825,108.90	14,582,546.67	105.19%
2002	29,278,743.31	29,035,412.50	(243,330.81)	-0.83%	1,539,598.63	30,575,011.13	104.43%
2003	30,537,676.66	30,269,813.37	(267,863.29)	-0.88%	1,485,600.93	31,755,414.30	103.99%
2004	32,868,478.93	32,581,454.08	(287,024.85)	-0.87%	1,535,261.02	34,116,715.10	103.80%
2005	34,373,178.22	34,037,464.61	(335,713.61)	-0.98%	1,432,803.86	35,470,268.47	103.19%
2006	36,838,682.87	36,474,095.36	(364,587.51)	-0.99%	1,636,727.35	38,110,822.71	103.45%
2007	41,534,432.16	41,113,696.92	(420,735.24)	-1.01%	1,778,768.98	42,892,465.90	103.27%
2008	44,640,433.20	44,160,280.12	(480,153.08)	-1.08%	1,340,472.31	45,500,752.43	101.93%
2009	45,108,697.70	44,548,133.72	(560,563.98)	-1.24%	1,595,767.23	46,143,900.95	102.29%
2010	44,759,883.90	44,155,275.69	(604,608.21)	-1.35%	1,302,250.11	45,457,525.80	101.56%
2011	44,114,119.89	43,347,515.71	(766,604.18)	-1.74%	1,148,253.27	44,495,768.98	100.87%
2012	44,297,674.91	43,437,324.78	(860,350.13)	-1.94%	1,063,961.59	44,501,286.37	100.46%
2013	45,219,233.41	44,077,723.70	(1,141,509.71)	-2.52%	1,747,095.59	45,824,819.29	101.34%
2014	56,885,038.82	55,144,764.10	(1,740,274.72)	-3.06%	1,859,341.27	57,004,105.37	100.21%
2015	60,467,679.06	57,682,899.06	(2,784,780.00)	-4.61%	1,570,711.39	59,253,610.45	97.99%
Delinquent Subtotal	660,678,851.11	649,315,282.46	(11,363,568.65)	-1.72%	25,101,039.09	674,416,321.56	102.08%
2016*	63,195,312.69	19,756,582.42	(43,438,730.27)	-68.74%	(823,870.10)	18,932,712.32	29.96%
Total	\$ 723,874,163.80	\$ 669,071,864.88	\$ (54,802,298.92)	-7.57%	\$ 24,277,168.99	\$ 693,349,033.88	95.78%

* The Tax Levy Uncollected for Levy 2016 will become delinquent 7/1/2017-unaudited

Review and Action as Necessary on Resolution to Impose a 15% Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Delinquent Tax Attorney Fees and Expenses

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for delinquent tax attorney fees and expenses is requested.

Purpose – A resolution authorizing the College to levy an additional penalty of 15% to the delinquent 2016 district taxes is needed in order to recover the cost of delinquent tax attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2016 taxes which will remain delinquent on July 1, 2017.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15% penalty for the collection of tax year 2015 delinquent taxes, the College's prior levy tax year, was approved by the Board on February 23, 2016.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Tax Year 2016 Delinquent Taxes follows in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

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

The Board of Trustees approves and authorizes the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

Approval Recommended:

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

President

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2016 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §

COUNTY OF STARR §

AND HIDALGO §

SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2016; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2016 taxes which remain delinquent on July 1, 2017; and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2016 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2017, and thereafter for taxes levied for the tax year 2016. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collector for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2016 at least thirty (30) and not more than sixty (60) days before July 1, 2017.
3. A tax lien shall be attached to the property on which the 2016 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2017 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Dr. Alejo Salinas, Jr.
Chairman

ATTEST:

BY: _____
Jesse Villarreal
Secretary

Review and Action as Necessary on the Quarterly Investment Report by Valley View Consulting, L.L.C.

A report on the College's Quarterly Investment Report for the Quarter Ended November 30, 2016, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2016 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended November 30, 2016 to the College's Board of Trustees.

Background – The Texas Public Funds Information Act (PFIA) and the College's Policy #5120: *Investment Policy and Investment Strategy Statement*, requires an Investment Report to be prepared and submitted to the Board of Trustees and the President quarterly.

Reviewers - The Vice President for Finance and Administrative Services, Business Office staff, and Valley View Consulting, L.L.C. (Investment Advisor) have reviewed the information being presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2016 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended November 30, 2016, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended November 30, 2016, as presented.

Approval Recommended:

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



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

November 30, 2016

Prepared by

Valley View Consulting, L.L.C.

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

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

Date

Myriam Lopez, Comptroller

Date

Paul R. Rodriguez, Board of Trustees, Designated Investment Officer

Date

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

Summary

Quarter End Results by Investment Category:

Asset Type	August 31, 2016		November 30, 2016	
	Book Value	Market Value	Book Value	Market Value
DDA/MMA/NOW Pools	\$ 109,950,805	\$ 109,950,805	\$ 100,141,856	\$ 100,141,856
CD/Security	82,867,613	82,867,613	57,429,198	57,429,198
	181,667,790	181,667,790	203,921,193	203,921,193
Totals	\$ 374,486,208	\$ 374,486,208	\$ 361,492,247	\$ 361,492,247

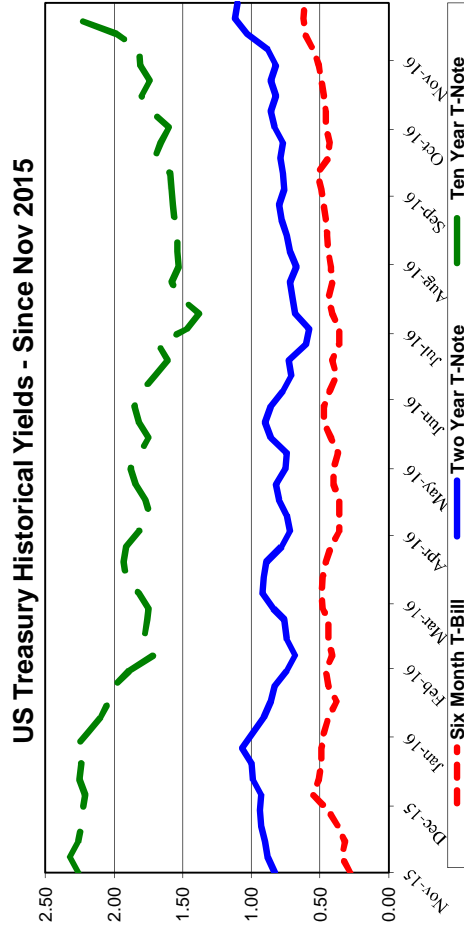
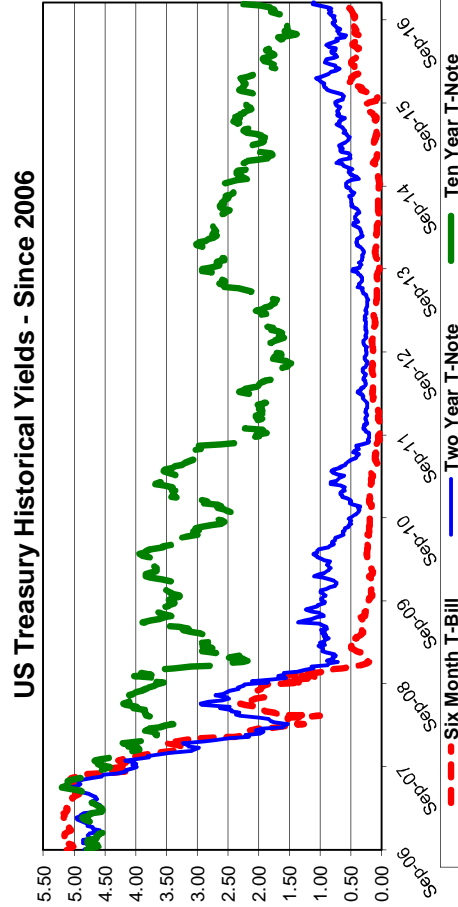
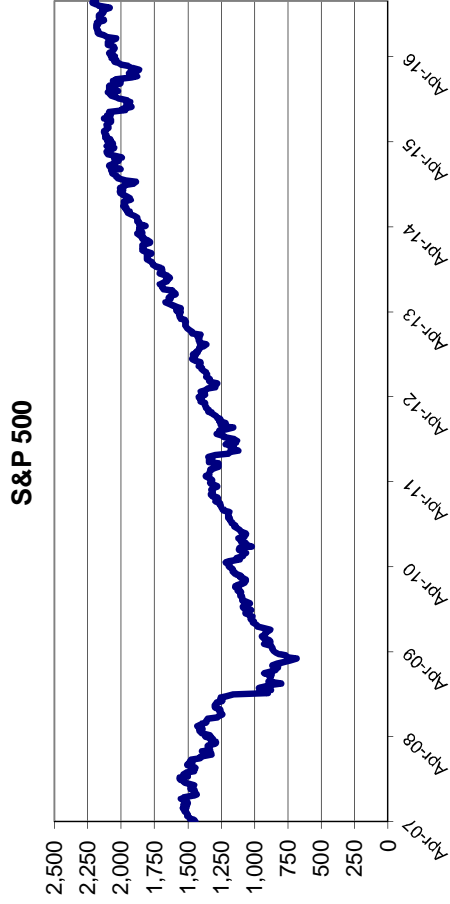
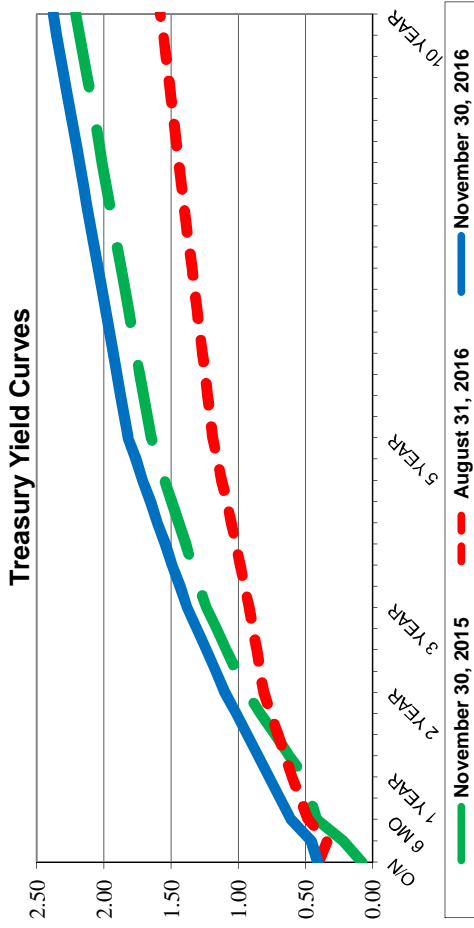
140

Quarterly Portfolio Performance

	Ave. Yield	Year-to-Date Portfolio Performance
Average Quarterly Yield	0.57%	Average Quarter End Yield 0.57%
Rolling Three Mo. Treas. Yield	0.36%	Rolling Three Mo. Treas. Yield 0.36%
Rolling Six Mo. Treas. Yield	0.47%	Rolling Six Mo. Treas. Yield 0.00%
		Average Quarter End TexPool Yield 0.40%
Quarterly Interest Received	\$476,700	Fiscal YTD Interest Received \$476,700
Accrued Interest-End of Quarter	\$150,970	(Unaudited) (Unaudited)

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

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 0.25% - 0.50% (actual Fed Funds traded +/-40 bps). The current probability of a December FOMC meeting vote to raise the Fed Funds target is almost 100%. Third Quarter US GDP initial estimate = 3.2%. Other economic data reflected modest to moderate growth. Employment continues to provide steady gains (November New Non Farm Payroll = 179k). The US Stock markets recorded record highs. Treasury yields jumped higher on relief from the Presidential election uncertainty and anticipated FOMC tightening. Security and CD yields are very comparable. The banks' reactions to higher yields will determine if CDs continue to be attractive.



**Investment Holdings
November 30, 2016**

Description	Coupon/		Maturity Date	Settlement Date	Original Face		Book		Market		Life (Days)	Yield
	Rating	Discount			Par Value	Value	Price	Value				
BBVA - Operating		0.25%	12/01/16	11/30/16	\$ 11,522,606	\$ 11,522,606	\$ 11,522,606	1.00	\$	11,522,606	1	0.25%
BBVA - Payroll		0.25%	12/01/16	11/30/16	683,759	683,759	683,759	1.00		683,759	1	0.25%
BBVA - Student		0.25%	12/01/16	11/30/16	333,465	333,465	333,465	1.00		333,465	1	0.25%
BBVA - Operating Reserve		0.00%	12/01/16	11/30/16	25,000,000	25,000,000	25,000,000	1.00		25,000,000	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15		0.25%	12/01/16	11/30/16	4,193,745	4,193,745	4,193,745	1.00		4,193,745	1	0.25%
BBVA - I&S Bond 99 & 07		0.25%	12/01/16	11/30/16	493	493	493	1.00		493	1	0.25%
BBVA - Construction E&G Transfer		0.25%	12/01/16	11/30/16	12,146,904	12,146,904	12,146,904	1.00		12,146,904	1	0.25%
BBVA - Construction LT Bonds Series 2014		0.25%	12/01/16	11/30/16	18,604,166	18,604,166	18,604,166	1.00		18,604,166	1	0.25%
BBVA - Construction LT Bonds Series 2015		0.25%	12/01/16	11/30/16	94,316	94,316	94,316	1.00		94,316	1	0.25%
Green Bank MMA		0.55%	12/01/16	11/30/16	20,050,683	20,050,683	20,050,683	1.00		20,050,683	1	0.55%
Southside Bank MMA		0.50%	12/01/16	11/30/16	7,511,719	7,511,719	7,511,719	1.00		7,511,719	1	0.50%
TexPool LGIP	AAA	0.40%	12/01/16	11/30/16	57,429,198	57,429,198	57,429,198	1.00		57,429,198	1	0.40%
Inter National Bank CD		0.45%	12/01/16	12/01/15	1,506,780	1,506,780	1,506,780	1.00		1,506,780	1	0.45%
LegacyTexas CD		0.68%	12/01/16	08/05/16	10,017,150	10,017,150	10,017,150	1.00		10,017,150	1	0.68%
Southside Bank CD		0.57%	12/14/16	12/14/15	10,043,007	10,043,007	10,043,007	1.00		10,043,007	14	0.57%
LegacyTexas CD		0.54%	01/03/17	04/12/16	9,530,118	9,530,118	9,530,118	1.00		9,530,118	34	0.54%
LegacyTexas CD		0.56%	02/01/17	04/12/16	9,531,235	9,531,235	9,531,235	1.00		9,531,235	63	0.56%
BBVA Compass Bank CD		0.55%	02/28/17	02/29/16	15,162	15,162	15,162	1.00		15,162	90	0.55%
BBVA Compass Bank CD		0.55%	02/28/17	02/29/16	200,923	200,923	200,923	1.00		200,923	90	0.55%
BBVA Compass Bank CD		0.55%	02/28/17	02/29/16	117,180	117,180	117,180	1.00		117,180	90	0.55%
Inter National Bank CD		0.45%	03/01/17	12/01/15	2,009,040	2,009,040	2,009,040	1.00		2,009,040	91	0.45%
LegacyTexas CD		0.72%	03/01/17	08/08/16	10,018,159	10,018,159	10,018,159	1.00		10,018,159	91	0.72%
Southside Bank CD		0.68%	03/14/17	12/14/15	5,025,660	5,025,660	5,025,660	1.00		5,025,660	104	0.68%
LegacyTexas CD		0.74%	04/03/17	08/08/16	10,018,663	10,018,663	10,018,663	1.00		10,018,663	124	0.74%
BBVA Compass Bank CD		0.60%	04/06/17	04/06/16	5,017,620	5,017,620	5,017,620	1.00		5,017,620	127	0.60%
LegacyTexas CD		0.73%	05/01/17	09/15/16	8,009,763	8,009,763	8,009,763	1.00		8,009,763	152	0.73%
BBVA Compass Bank CD		0.65%	05/06/17	04/06/16	5,019,091	5,019,091	5,019,091	1.00		5,019,091	157	0.65%
Inter National Bank CD		0.50%	06/01/17	12/01/15	3,015,069	3,015,069	3,015,069	1.00		3,015,069	183	0.50%
LegacyTexas CD		0.75%	06/01/17	09/15/16	7,008,777	7,008,777	7,008,777	1.00		7,008,777	183	0.75%
Southside Bank CD		0.79%	06/12/17	12/14/15	5,029,819	5,029,819	5,029,819	1.00		5,029,819	194	0.79%
LegacyTexas CD		0.85%	07/05/17	07/12/16	5,014,337	5,014,337	5,014,337	1.00		5,014,337	217	0.85%
LegacyTexas CD		0.78%	07/05/17	09/15/16	6,007,824	6,007,824	6,007,824	1.00		6,007,824	217	0.78%
LegacyTexas CD		0.80%	08/01/17	09/15/16	6,008,025	6,008,025	6,008,025	1.00		6,008,025	244	0.80%
LegacyTexas CD		0.80%	08/01/17	09/15/16	5,006,687	5,006,687	5,006,687	1.00		5,006,687	244	0.80%
Inter National Bank CD		0.55%	09/01/17	12/01/15	1,508,290	1,508,290	1,508,290	1.00		1,508,290	275	0.55%

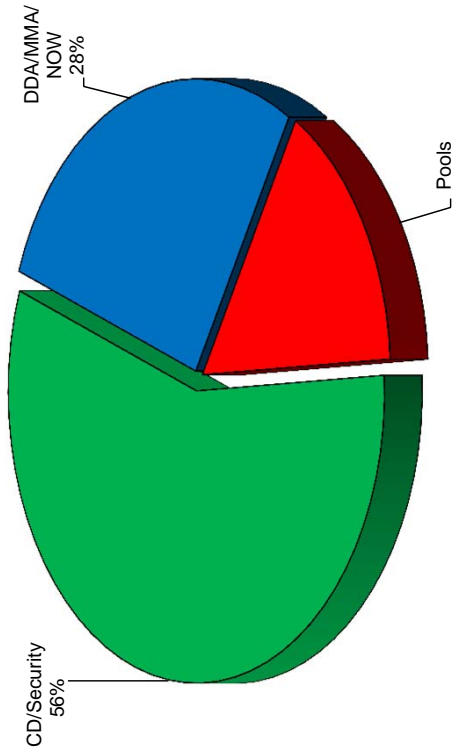
**Investment Holdings
November 30, 2016**

Description	Coupon/ Discount	Rating	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA Compass Bank CD	0.80%		09/01/17	11/01/16	6,000,000	6,000,000	1.00	6,000,000	275	0.80%
Southside Bank CD	0.89%		09/14/17	12/14/15	5,033,602	5,033,602	1.00	5,033,602	288	0.89%
BBVA Compass Bank CD	0.83%		10/02/17	11/01/16	5,000,000	5,000,000	1.00	5,000,000	306	0.83%
LegacyTexas CD	0.83%		10/02/17	09/15/16	5,006,938	5,006,938	1.00	5,006,938	306	0.83%
BBVA Compass Bank CD	0.87%		11/01/17	11/01/16	5,000,000	5,000,000	1.00	5,000,000	336	0.87%
BBVA Compass Bank CD	0.75%		11/06/17	04/06/16	5,022,035	5,022,035	1.00	5,022,035	341	0.75%
Inter National Bank CD	0.85%		12/01/17	12/01/15	3,025,652	3,025,652	1.00	3,025,652	366	0.85%
Southside Bank CD	1.01%		12/14/17	12/14/15	5,038,144	5,038,144	1.00	5,038,144	379	1.01%
Southside Bank CD	0.86%		03/01/18	04/07/16	5,021,582	5,021,582	1.00	5,021,582	456	0.86%
Texas Regional Bank CD	1.01%		04/02/18	04/07/16	5,025,351	5,025,351	1.00	5,025,351	488	1.01%
LegacyTexas CD	1.00%		05/01/18	07/12/16	5,016,871	5,016,871	1.00	5,016,871	517	1.00%
LegacyTexas CD	1.03%		06/01/18	07/12/16	7,526,066	7,526,066	1.00	7,526,066	548	1.03%
LegacyTexas CD	1.05%		07/02/18	07/12/16	7,526,573	7,526,573	1.00	7,526,573	579	1.05%
Southside Bank CD	1.00%		08/01/18	09/15/16	5,000,000	5,000,000	1.00	5,000,000	609	1.00%
BTH Bank CD	1.10%		09/04/18	11/03/16	5,000,000	5,000,000	1.00	5,000,000	643	1.10%
					\$ 361,492,247	\$ 361,492,247			138	0.57%
									(1)	(2)

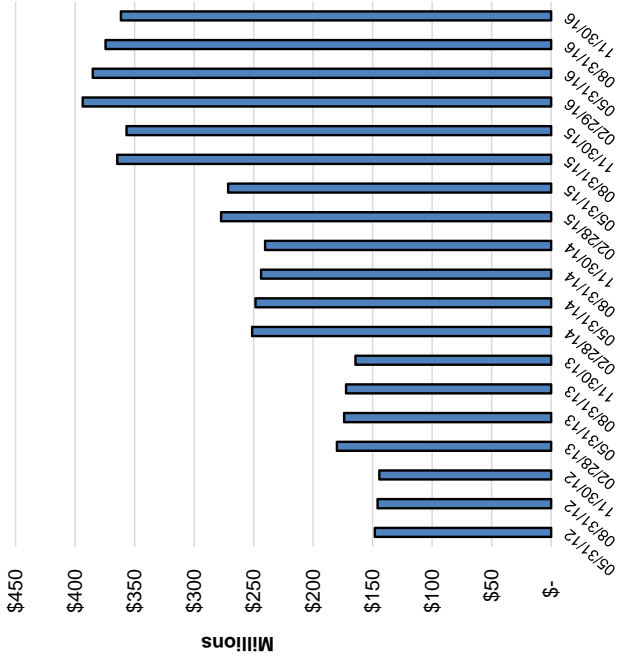
(1) Weighted average life - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

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

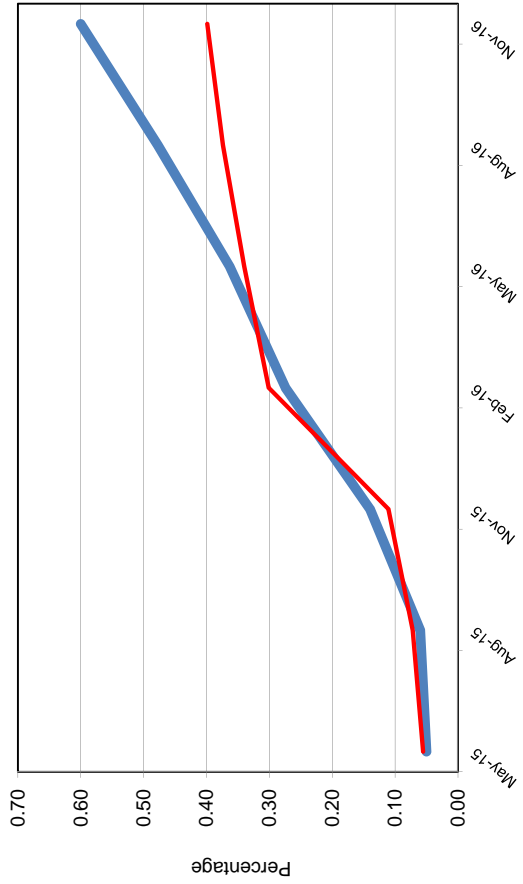
Portfolio Composition



Quarter End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	August 31, 2016				November 30, 2016			
	Coupon/	Maturity	Original Face\		Purchases/	Sales/Adjust/	Original Face\	
	Discount	Date	Par Value	Book Value	Adjustments	Maturities	Par Value	Book Value
BBVA - Operating	0.25%	12/01/16	\$ 21,975,112	\$ 21,975,112	\$ -	\$ (10,452,506)	\$ 11,522,606	\$ 11,522,606
BBVA - Payroll	0.25%	12/01/16	463,010	463,010	220,749		683,759	683,759
BBVA - Student	0.25%	12/01/16	1,037,048	1,037,048		(703,583)	333,465	333,465
BBVA - Operating Reserve	0.00%	12/01/16	25,000,000	25,000,000			25,000,000	25,000,000
BBVA - I&S Bond 96,02,03,04,07,10,14,15	0.25%	12/01/16	2,959,438	2,959,438	1,234,307		4,193,745	4,193,745
BBVA - I&S Bond 99 & 07	0.25%	12/01/16	488	488	5		493	493
BBVA - Construction E&G Transfer	0.25%	12/01/16	12,852,778	12,852,778		(705,874)	12,146,904	12,146,904
BBVA - Construction LT Bonds Series 2014	0.25%	12/01/16	16,615,597	16,615,597	1,988,569		18,604,166	18,604,166
BBVA - Construction LT Bonds Series 2015	0.25%	12/01/16	1,521,495	1,521,495		(1,427,179)	94,316	94,316
Green Bank MMA	0.55%	12/01/16	20,023,214	20,023,214	27,469		20,050,683	20,050,683
Southside Bank MMA	0.50%	12/01/16	7,502,625	7,502,625	9,094		7,511,719	7,511,719
TexPool LGIP	0.40%	12/01/16	82,867,613	82,867,613		(25,438,415)	57,429,198	57,429,198
Texas Regional Bank CD	0.35%	09/01/16	1,503,959	1,503,959	1,689	(1,503,959)	-	-
Southside Bank CD	0.40%	09/14/16	15,030,097	15,030,097	17,150	(15,030,097)	-	-
LegacyTexas CD	0.48%	10/03/16	7,512,040	7,512,040	14,408	(7,512,040)	-	-
LegacyTexas CD	0.50%	11/01/16	8,514,214	8,514,214	12,960	(8,514,214)	-	-
LegacyTexas CD	0.55%	11/01/16	8,500,000	8,500,000	13,441	(8,500,000)	-	-
Inter National Bank CD	0.45%	12/01/16	1,505,091	1,505,091	21		15,162	15,162
LegacyTexas CD	0.68%	12/01/16	10,000,000	10,000,000	277		200,923	200,923
Southside Bank CD	0.57%	12/14/16	10,028,599	10,028,599	161		117,180	117,180
LegacyTexas CD	0.54%	01/03/17	9,517,158	9,517,158	2,252		2,009,040	2,009,040
LegacyTexas CD	0.56%	02/01/17	9,517,794	9,517,794	18,159		10,018,159	10,018,159
BBVA Compass Bank CD	0.55%	02/28/17	15,141	15,141	8,599		5,025,660	5,025,660
BBVA Compass Bank CD	0.55%	02/28/17	200,646	200,646	18,663		10,018,663	10,018,663
BBVA Compass Bank CD	0.55%	02/28/17	117,019	117,019	7,583		5,017,620	5,017,620
Inter National Bank CD	0.45%	03/01/17	2,006,788	2,006,788	8,009,763		8,009,763	8,009,763
LegacyTexas CD	0.72%	03/01/17	10,000,000	10,000,000	8,216		5,019,091	5,019,091
Southside Bank CD	0.68%	03/14/17	5,017,061	5,017,061	3,753		3,015,069	3,015,069
LegacyTexas CD	0.74%	04/03/17	10,000,000	10,000,000	7,008,777		7,008,777	7,008,777
BBVA Compass Bank CD	0.60%	04/06/17	5,010,037	5,010,037	9,995		5,029,819	5,029,819
LegacyTexas CD	0.73%	05/01/17	-	-	10,727		5,014,337	5,014,337
BBVA Compass Bank CD	0.65%	05/06/17	5,010,875	5,010,875				
Inter National Bank CD	0.50%	06/01/17	3,011,316	3,011,316				
LegacyTexas CD	0.75%	06/01/17	-	-				
Southside Bank CD	0.79%	06/12/17	5,019,824	5,019,824				
LegacyTexas CD	0.85%	07/05/17	5,003,610	5,003,610				

Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	August 31, 2016			November 30, 2016		
			Original Face\		Book Value	Original Face\		Book Value
			Par Value			Par Value		
LegacyTexas CD	0.78%	07/05/17	-	-	-	6,007,824	6,007,824	6,007,824
LegacyTexas CD	0.80%	08/01/17	-	-	-	6,008,025	6,008,025	6,008,025
LegacyTexas CD	0.80%	08/01/17	-	-	-	5,006,687	5,006,687	5,006,687
Inter National Bank CD	0.55%	09/01/17	1,506,224	1,506,224	1,506,224	1,508,290	1,508,290	1,508,290
BBVA Compass Bank CD	0.80%	09/01/17	-	-	-	6,000,000	6,000,000	6,000,000
Southside Bank CD	0.89%	09/14/17	5,022,336	5,022,336	5,022,336	5,033,602	5,033,602	5,033,602
BBVA Compass Bank CD	0.83%	10/02/17	-	-	-	5,000,000	5,000,000	5,000,000
LegacyTexas CD	0.83%	10/02/17	-	-	-	5,006,938	5,006,938	5,006,938
BBVA Compass Bank CD	0.87%	11/01/17	-	-	-	5,000,000	5,000,000	5,000,000
BBVA Compass Bank CD	0.75%	11/06/17	5,012,550	5,012,550	5,012,550	9,485	5,022,035	5,022,035
Inter National Bank CD	0.85%	12/01/17	3,019,253	3,019,253	3,019,253	6,399	3,025,652	3,025,652
Southside Bank CD	1.01%	12/14/17	5,025,351	5,025,351	5,025,351	12,793	5,038,144	5,038,144
Southside Bank CD	0.86%	03/01/18	5,010,721	5,010,721	5,010,721	10,861	5,021,582	5,021,582
Texas Regional Bank CD	1.01%	04/02/18	5,012,590	5,012,590	5,012,590	12,761	5,025,351	5,025,351
LegacyTexas CD	1.00%	05/01/18	5,004,247	5,004,247	5,004,247	12,624	5,016,871	5,016,871
LegacyTexas CD	1.03%	06/01/18	7,506,561	7,506,561	7,506,561	19,505	7,526,066	7,526,066
LegacyTexas CD	1.05%	07/02/18	7,506,688	7,506,688	7,506,688	19,885	7,526,573	7,526,573
Southside Bank CD	1.00%	08/01/18	-	-	-	5,000,000	5,000,000	5,000,000
BTH Bank CD	1.10%	09/04/18	-	-	-	5,000,000	5,000,000	5,000,000
TOTAL			\$ 374,486,208	\$ 374,486,208	\$ 66,793,906	\$ (79,787,867)	\$ 361,492,247	\$ 361,492,247

**Allocation
November 30, 2016
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
BBVA - Operating	\$ 11,522,606	\$ 11,522,606	\$ -	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	683,759	683,759					
BBVA - Student	333,465	333,465					
BBVA - Operating Reserve	25,000,000	25,000,000					
BBVA - I&S Bond 96,02,03,04,07,10,14,15	4,193,745				4,193,745		
BBVA - I&S Bond 99 & 07	493				493		
BBVA - Construction E&G Transfer	12,146,904		12,146,904				
BBVA - Construction LT Bonds Series 2014	18,604,166					18,604,166	
BBVA - Construction LT Bonds Series 2015	94,316						94,316
Green Bank MMA	20,050,683	20,050,683					
Southside Bank MMA	7,511,719					7,511,719	
TexPool LGIP	57,429,198	17,635,872	17,536,342		10,037,694	5,025,884	7,193,406
12/01/16-Inter National Bank CD	1,506,780	1,506,780					
12/01/16-LegacyTexas CD	10,017,150					10,017,150	
12/14/16-Southside Bank CD	10,043,007						10,043,007
01/03/17-LegacyTexas CD	9,530,118						9,530,118
02/01/17-LegacyTexas CD	9,531,235						9,531,235
02/28/17-BBVA Compass Bank CD	15,162			15,162			
02/28/17-BBVA Compass Bank CD	200,923			200,923			
02/28/17-BBVA Compass Bank CD	117,180			117,180			
03/01/17-Inter National Bank CD	2,009,040	2,009,040					
03/01/17-LegacyTexas CD	10,018,159						10,018,159
03/14/17-Southside Bank CD	5,025,660	5,025,660					
04/03/17-LegacyTexas CD	10,018,663						10,018,663
04/06/17-BBVA Compass Bank CD	5,017,620	5,017,620					
05/01/17-LegacyTexas CD	8,009,763						8,009,763
05/06/17-BBVA Compass Bank CD	5,019,091	5,019,091					
06/01/17-Inter National Bank CD	3,015,069	3,015,069					
06/01/17-LegacyTexas CD	7,008,777						7,008,777
06/12/17-Southside Bank CD	5,029,819	5,029,819					
07/05/17-LegacyTexas CD	5,014,337	5,014,337					
07/05/17-LegacyTexas CD	6,007,824						6,007,824
08/01/17-LegacyTexas CD	6,008,025						6,008,025
08/01/17-LegacyTexas CD	5,006,687	5,006,687					
09/01/17-Inter National Bank CD	1,508,290	1,508,290					
09/01/17-BBVA Compass Bank CD	6,000,000						6,000,000
09/14/17-Southside Bank CD	5,033,602	5,033,602					
10/02/17-BBVA Compass Bank CD	5,000,000						5,000,000

**Allocation
November 30, 2016
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
10/02/17–LegacyTexas CD	5,006,938	5,006,938					
11/01/17–BBVA Compass Bank CD	5,000,000						5,000,000
11/06/17–BBVA Compass Bank CD	5,022,035	5,022,035					
12/01/17–Inter National Bank CD	3,025,652	3,025,652					
12/14/17–Southside Bank CD	5,038,144	5,038,144					
03/01/18–Southside Bank CD	5,021,582	5,021,582					
04/02/18–Texas Regional Bank CD	5,025,351	5,025,351					
05/01/18–LegacyTexas CD	5,016,871	5,016,871					
06/01/18–LegacyTexas CD	7,526,066	7,526,066					
07/02/18–LegacyTexas CD	7,526,573	7,526,573					
08/01/18–Southside Bank CD	5,000,000	5,000,000					
09/04/18–BTH Bank CD	5,000,000	5,000,000					
Totals	\$ 361,492,247	\$ 176,621,592	\$ 29,683,246	\$ 333,265	\$ 14,231,932	\$ 41,158,919	\$ 99,463,293

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

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
BBVA - Operating	\$ 21,975,112	\$ 21,975,112	\$ -	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	463,010	463,010					
BBVA - Student	1,037,048	1,037,048					
BBVA - Operating Reserve	25,000,000	25,000,000					
BBVA - I&S Bond 96,02,03,04,07,10,14,15	2,959,438				2,959,438		
BBVA - I&S Bond 99 & 07	488				488		
BBVA - Construction E&G Transfer	12,852,778		12,852,778				
BBVA - Construction LT Bonds Series 2014	16,615,597				16,615,597		
BBVA - Construction LT Bonds Series 2015	1,521,495					1,521,495	
Green Bank MMA	20,023,214	20,023,214					
Southside Bank MMA	7,502,625				7,502,625		
TexPool LGIP	82,867,613	27,614,904	17,519,430		10,028,014	5,021,037	22,684,228
09/01/16-Texas Regional Bank CD	1,503,959	1,503,959					
09/14/16-Southside Bank CD	15,030,097	5,010,032					10,020,065
10/03/16-LegacyTexas CD	7,512,040						7,512,040
11/01/16-LegacyTexas CD	8,514,214						8,514,214
11/01/16-LegacyTexas CD	8,500,000					8,500,000	
12/01/16-Inter National Bank CD	1,505,091	1,505,091					
12/01/16-LegacyTexas CD	10,000,000					10,000,000	
12/14/16-Southside Bank CD	10,028,599						
01/03/17-LegacyTexas CD	9,517,158						
02/01/17-LegacyTexas CD	9,517,794						
02/28/17-BBVA Compass Bank CD	15,141			15,141			
02/28/17-BBVA Compass Bank CD	200,646			200,646			
02/28/17-BBVA Compass Bank CD	117,019			117,019			
03/01/17-Inter National Bank CD	2,006,788	2,006,788					
03/01/17-LegacyTexas CD	10,000,000						
03/14/17-Southside Bank CD	5,017,061						
04/03/17-LegacyTexas CD	10,000,000						
04/06/17-BBVA Compass Bank CD	5,010,037	5,010,037					
05/06/17-BBVA Compass Bank CD	5,010,875	5,010,875					
06/01/17-Inter National Bank CD	3,011,316	3,011,316					
06/12/17-Southside Bank CD	5,019,824	5,019,824					
07/05/17-LegacyTexas CD	5,003,610	5,003,610					
09/01/17-Inter National Bank CD	1,506,224	1,506,224					
09/14/17-Southside Bank CD	5,022,336	5,022,336					
11/06/17-BBVA Compass Bank CD	5,012,550	5,012,550					
12/01/17-Inter National Bank CD	3,019,253	3,019,253					

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

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
12/14/17–Southside Bank CD	5,025,351	5,025,351					
03/01/18–Southside Bank CD	5,010,721	5,010,721					
04/02/18–Texas Regional Bank CD	5,012,590	5,012,590					
05/01/18–LegacyTexas CD	5,004,247	5,004,247					
06/01/18–LegacyTexas CD	7,506,561	7,506,561					
07/02/18–LegacyTexas CD	7,506,688	7,506,688					
Totals	\$ 374,486,208	\$ 183,838,402	\$ 30,372,208	\$ 332,806	\$ 12,987,940	\$ 47,639,259	\$ 99,315,593

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

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

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

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on April 26, 2016, as amended. A revised list of brokers, dealers, banks, and investment pools, which includes one additional bank, NexBank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA are included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on April 26, 2016, as amended. This limitation has prevented the use of money market accounts in banks that were not included on the list. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified several money market account offerings that would be advantageous to the College, yet because the offering banks were not on the approved list, they could not be utilized.

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

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

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the January 17, 2017 Finance and Human Resources Committee meeting to address any questions by the committee.

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

Recommendation:

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

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

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

Approval Recommended:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND APPROVED this ____ day of _____, 2017.

SOUTH TEXAS COLLEGE

Dr. Alejo Salinas, Jr., Board Chair

ATTEST:

Jesse Villarreal, Board Secretary

(COLLEGE SEAL)

Exhibit "A"

List of Authorized Broker/Dealers:

Coastal Securities
Duncan Williams
Raymond James
Rice Financial
Wells Fargo Securities

List of Authorized Banks:

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

List of Authorized Investment Pools:

TexPool
TexStar

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

Broaddus & Associates has provided the enclosed documents on the current status of the 2013 Bond Construction program.

- Update on the status of the 2013 Bond Construction Program;
- Video Update on Construction Projects;
- Chart of Project Progress; and
- Project Scorecards
- Master Program Schedule as of October 27, 2017 Board Meeting

Broaddus & Associates has provided the following accountability reports:

- Program Budget Summary worksheet;
- Construction Budget worksheet;

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

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

As of January 17, 2017, the total budget shortfall is estimated to be at \$4,668,372 with the use of buyout savings and design and construction contingency. There were no changes to bond budget this month and the estimated total budget shortfall remains the same as reported at the December 13, 2016 Board meeting.

Funding for any shortfall net of buyout savings and use of design and construction contingency will be covered by non-bond funds.

Topics covered at the January 17, 2017 Facilities Committee meeting included:

Owner Insite

Brian Fruge with Broaddus & Associates reported that 2013 Bond Construction Program project budgets had been entered into Owner Insite, a package of construction management software tools included in their contract as managers of the program. As actual costs are entered into the system moving forward, this software will give Broaddus & Associates and College administration powerful tools to monitor and report on the budgets and to keep the Board informed of progress.

Incident Reporting

Mr. Fruge also reported that there were several incidences during the College's closure for winter break 2016, in which construction teams caused accidental damage to existing infrastructure. There were no injuries, and no costs incurred by the College. The incidences, separately at Pecan, Mid Valley, and Starr County campuses, highlighted the

need for all teams to have a consistent and clear procedure for reporting, responding to, and documenting issues that arise during the program. Mr. Fruge announced that he has developed a Call List and an Incident Report procedure for use by all contractors working on the program that properly outlines necessary communication and documentation of future incidents.

The Committee clarified that no contingency funds would be used for reparations for these damages, and Mr. Fruge agreed that there was no cost to the College, including through the use of Design Contingency or Construction Contingency funds.

AV/IT Purchasing

Mr. Fruge reported that the team was reviewing responses to an RFP for AV/IT technology purchases for the 2013 Bond Construction Program, and the pricing was looking very favorable. Mr. Fruge was hopeful that the College could save nearly \$1M of its planned budget, which savings would help offset over budget expenditures incurred by construction hard costs.

The Committee asked Mr. Fruge if any compromises had been made in the quality of technology purchased, and Mr. Fruge replied that absolutely no compromises in quality were made.

Mr. Fruge agreed to provide a revised schedule of 2013 Bond Construction Program project completion in February 2017.

No action is requested.

OPERATIONAL ITEMS

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

November '16 December '16 January '17 February '17 March '17

		November '16	December '16	January '17	February '17	March '17
Operational						
1		NTP's	NTP's	NTP's	NTP's	NTP's
2		Ongoing Construction Activity	Ongoing Construction Activity	Ongoing Construction Activity	Ongoing Construction Activity	Ongoing Construction Activity
3		Buyout Savings Requests	Buyout Savings Requests	Concrete Foundation Pours Ongoing	Buyout Savings Requests	Buyout Savings Requests
4		B&A Staff Alignment	Identify Non-Bond Additional Scope/Funds			
5						
6						
7						
8						
9						
10						

INFORMATION & PRESENTATION ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline

November '16 December '16 January '17 February '17 March '17

	November '16	December '16	January '17	February '17	March '17
1	Bond Program Budget Update	Bond Program Budget Update	Bond Program Budget Update	Bond Program Budget Update	Bond Program Budget Update
2	Contingency & Buyout tracking	Contingency & Buyout tracking	Contingency & Buyout tracking	Contingency & Buyout tracking	Contingency & Buyout tracking
3				Drone Construction Video Update	Drone Construction Video Update
4					OCIP Update
5					
6					
7					
8					
9					
10					

STC 2013 Bond Program - Pecan Campus North Academic Building

Scorecard #21

Status: Submitted

01/05/2017



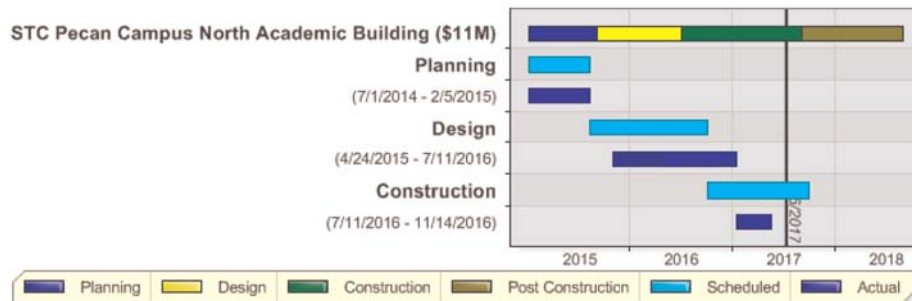
Scope

	Initial Program	Current Program
Building SF	61,267	61,267
Budget	\$10,500,000	\$10,500,000
SD Estimate		\$11,015,000
DD Estimate		\$11,400,000
CD 30%		\$11,462,000
CD 60% GMP		\$10,951,000

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Structural steel thru Lvl 3
- Concrete floor at Lvl 2
- Metal Studs and sheathing exterior and interior
- Masonry continues at elevator and stairwells

Key Consultants/Contractors

- Architect: PBK Architects
- MEP: DBR Engineering
- Structural: Chanin Engineering
- Civil: Perez Consulting Engineers
- AV/IT WJHW Consultants
- D. Wilson Construction Co.

Key Owner Issues or Concerns

- Primary power to 'Temporaries' to complete transfer prior to start of Spring Semester

Recent Photo



**STC 2013 Bond Program - Pecan Campus
South Academic Building**

Scorecard #21

Status: **Submitted**

01/05/2017



Scope

	Initial Program	Current Program
Building SF	40,000	41,694
Budget	\$6,800,000	\$6,800,000
SD Estimate		\$7,605,000
DD Estimate		\$7,375,866
60% CD GMP		\$6,657,834

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Fabricate structural steel, start delivery
- Site utilities adjacent building

Key Consultants/Contractors

- Architect: BSG Architects
- MEP: Half Associates
- Structural: Lopez Engineering
- Civil: PCE
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Struct Steel shop drawing complications set back fabrication and delivery

Recent Photo



STC 2013 Bond Program - Pecan Campus STEM Building

Scorecard #20

Status: Submitted

01/05/2017



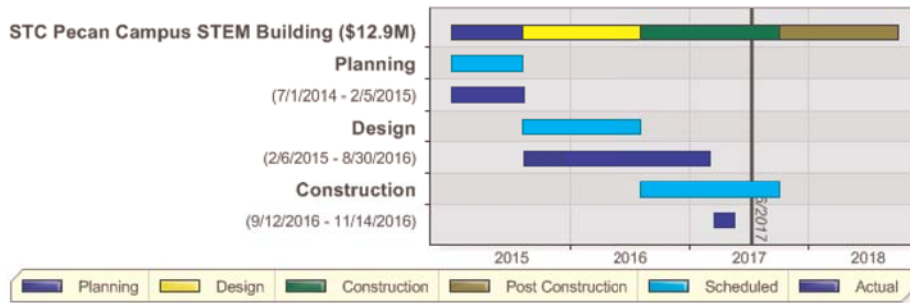
Scope

	Initial Program	Current Program
Building SF	48,879	51,276
Budget	\$8,500,000	\$8,500,000
SD Estimate		\$9,397,167
DD Estimate		\$9,703,192
CD 30% Est		\$0
CD 60% GMP		\$10,417,059

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Fabricate structural steel, start delivery
- Site utilities adjacent building

Key Consultants/Contractors

- Architect: Boultinghouse Simpson Gates
- MEP: Half Associates
- Structural: Lopez Engineering Group
- Civil: Perez Consulting Engineers
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Complications of Struct Steel shop drawing process sets back steel fabrication and delivery

Recent Photo



STC 2013 Bond Program Pecan Campus Cafeteria & Activities Building

Scorecard #21

Status: Submitted

01/05/2017



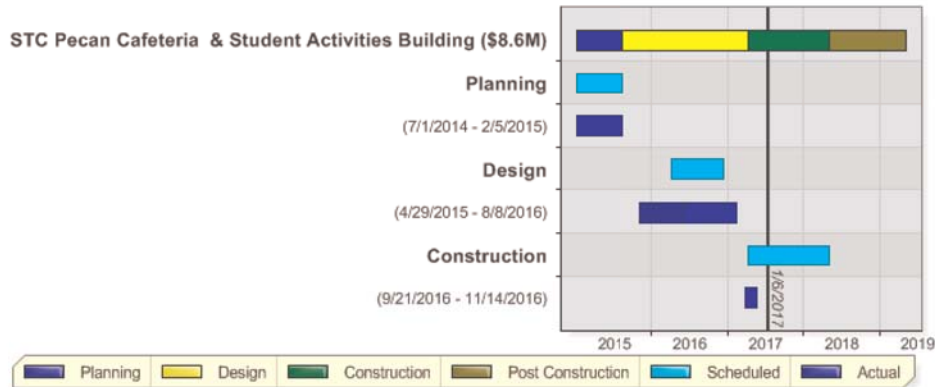
Scope

	Initial Program	Current Program
Building SF	33,042	33,042
Budget	\$5,700,000	\$6,200,000
SD Estimate		\$6,166,259
DD Estimate		\$6,602,118
30% CD	\$6,350,000	\$6,719,006
60% CD GMP		\$6,888,179

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Structural steel delivery and start erection
- Masonry at elevator and stairs
- Storm and Sanitary reroute

Key Consultants/Contractors

- Architect: TWG
- MEP: Half Associates
- Structural: Chanin Engineering
- Civil: Perez Consulting Engineers
- Kitchen: Cospers & Assoc.

Key Owner Issues or Concerns

- Site utility coordination with slab construction (deep SD between Cooling Towers and SACB)

Recent Photo



STC 2013 Bond Program - Pecan Campus Thermal Plant

Scorecard #20

Status: **Submitted**

01/05/2017



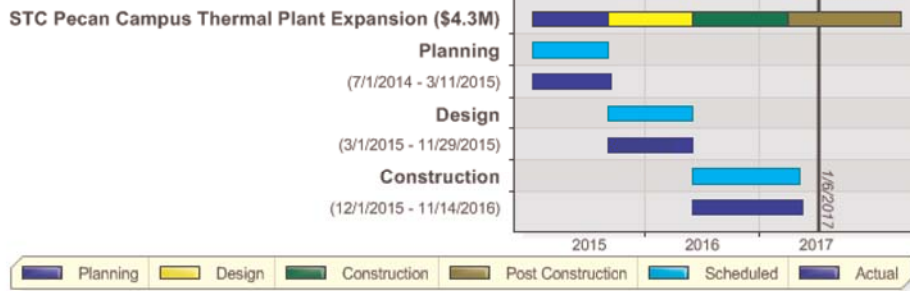
Scope

	Initial Program	Current Program
Building SF	1,440	3,182
Budget	\$4,300,000	\$4,300,000
GMP		\$4,194,000

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- T&B of chillers and towers
- Prepare Final Time and Cost change order
- Complete closeout and Project Record Documents, Owner Training, etc.

Key Consultants/Contractors

- Architect: Half Associates
- Structural: Chanin Engineering
- MEP: Half Associates
- Civil: PCE Engineering
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Reintroduce decorative 'Waves' motif to screen wall

Recent Photo



STC 2013 Bond Program Pecan Campus Parking & Site Improvements

Scorecard #15

Status: Submitted

01/05/2017



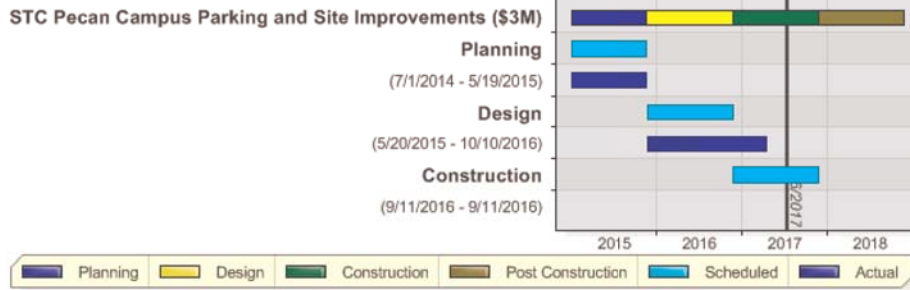
Scope

	Initial Program	Current Program
Budget	\$2,000,000	\$2,000,000
60% CD GMP		\$2,618,800

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Bids evaluation underway; CMR is reconciling their GMP.
- Curb cuts and drive aprons at South part of campus
- Deep utilities around Cafe, STEM and South

Key Consultants/Contractors

- Perez Consulting Engineers (PCE)
- Landscape Designer: SSP Landscape Design

Key Owner Issues or Concerns

- Actual start of deep utilities requires careful coordination with imminent start of adjacent building pads / foundation work.

Recent Photo



STC 2013 Bond Program - Nursing and Allied Health Expansion Bldg

Scorecard #22

Status: **Submitted**

01/06/2017



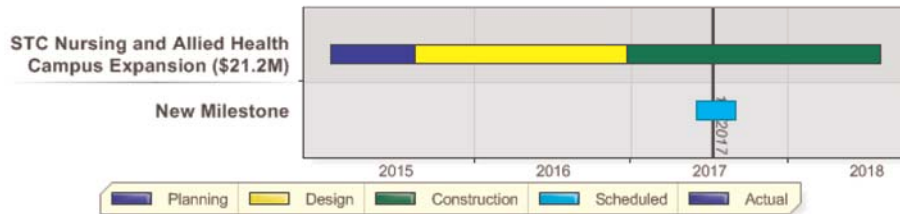
Scope

- Hospital Simulation Center
- Library
- Cafeteria
- Classrooms
- Offices

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Complete cmu block at kitchen area
- Concrete Pour on L3
- Install 1st floor ext. curtainwall framing
- Complete main structural steel

Key Consultants/Contractors

- ERO Architects
- 720 Design of Library
- Gutierrez Engineering
- D. Wilson Construction Co.

Key Owner Issues or Concerns

Weather delays

Recent Photo



NAH Thermal Energy Plant & Site

Scorecard #8
Status: **Submitted**
12/21/2016



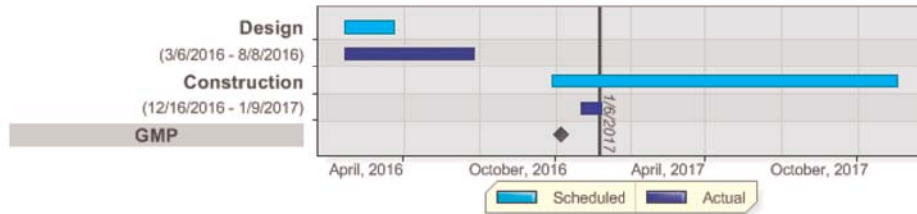
Scope

New Thermal Energy Plant for New Nursing Building and the Existing Nursing building
Approx 3500 Sq ft

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- GMP Approved Nov 22
- NTP issued December 16
- Submittals to begin

Key Consultants/Contractors

- Halff & Associates- MEP
- RGutierrez Engineering - Civil
- DWilson Construction - Contractor

Key Owner Issues or Concerns

- Permit Pending

Recent Photo



Nursing and Allied Health Parking Lot and Site Improvement

Scorecard #16
 Status: Submitted
 01/06/2017



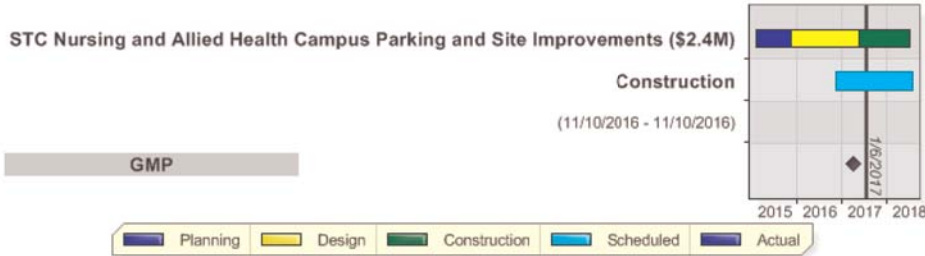
Scope

Sitework and Parking Lot for the New Nursing and Allied Health Building

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- NTP issued for Construction November 11

Key Consultants/Contractors

- Gutierrez Engineering
- ERO Architects
- D Wilson Construction

Key Owner Issues or Concerns

- GMP is \$784,048 over budget

Recent Photo



Scope

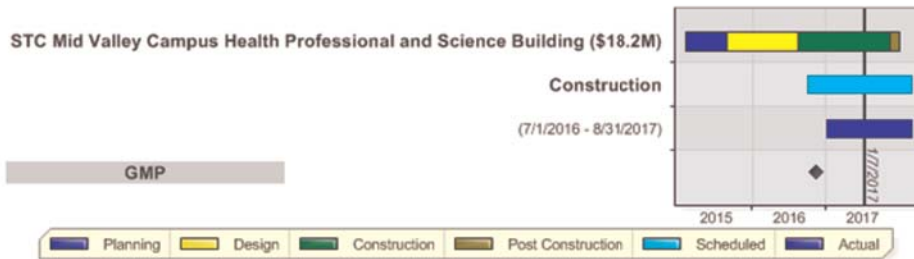
A new multilevel Health Professions and Science Building to house the following spaces:

- Science Classrooms
 1. Chemistry
 2. Physics
 3. Biology
 4. Engineering
- Laboratory Classrooms
- Departmental Offices
- Classrooms
- Computer labs

Budget

	Initial Budget
--	----------------

Schedule



Activity

- 30 Day Look Ahead:**
- Complete installation of drilled piers.
 - Begin UG utility rough-ins.
- Key Consultants/Contractors:**
- ROFA Architects
 - DBR- MEP
 - HALFF -CIVIL
 - Skanska USA
- Key Owner Issues or Concerns:**
- Schedule completion Priority Project

Recent Photo



STC 2013 Bond Program Mid Valley Campus Student Services Addition

Scorecard #20

Status: **Submitted**

01/07/2017



Scope

Student Services Building will include but not limited to:

- Cafeteria
- Lounge Space
- Building Support
- Offices
- Student Admissions

14,262 sq. ft

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead:

- Continue interior space demolition.
- Complete building pad installation.
- Begin UG utility rough-ins.
- Continue tie-in of utility mains.

Key Consultants/Contractors

- Architect: ROFA Architects
- Structural: Hinojosa Engineering
- MEP: DBR Engineering
- Civil: Half Associates
- CMR: Skanska USA

Key Owner Issues or Concerns

- Schedule & Cost

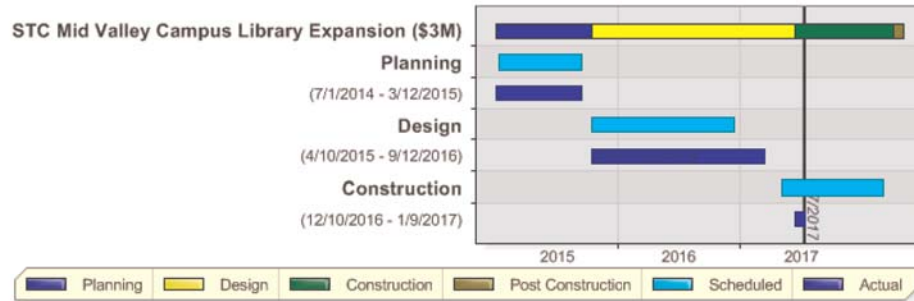
Recent Photo



Scope

10,300 sq ft addition to the Existing Mid Valley Library and a Remodeling of the Existing Library

Schedule



Activity

30 Day Look Ahead

- CMR is in the process of buying project out.
- Earthwork to commence prior to permit issuance as allowed by Authority Having Jurisdiction.

Key Consultants/Contractors

- AE: M+G
- Structural: CLH Engineering
- MEP: Sigma HN
- Civil: Melden & Hunt

Key Owner Issues or Concerns

- Permit issuance

Recent Photo



STC 2013 Bond Program Mid Valley Campus Thermal Plant Expansion

Scorecard #19

Status: **Submitted**

01/07/2017



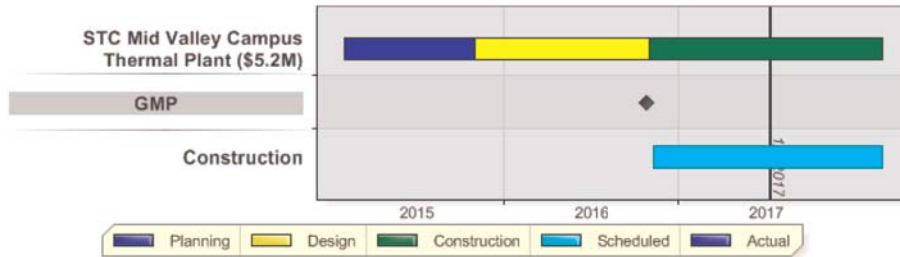
Scope

Design for a New Thermal Energy Plant for the Mid Valley Campus to include all new STC Bond projects and Retrofit of all existing buildings

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Conduct wall-up inspections.
- Continue with overhead MEP rough-ins.
- Begin installation of brick veneer.
- Continue with installation of UG CHW lines throughout the Campus.
- Complete installation of roof.
- Complete poured in-place mechanical house keeping pads.
- Install Cooling Tower drilled piers.
- Delivery and setting of Chillers on 2-3-17.

Key Consultants/Contractors

- DBR Engineering
- Rofa Architects
- Mata Garcia Architects
- EGV Architects
- Halff Civil
- Skanska USA

Key Owner Issues or Concerns

- Unforeseen underground concrete slabs

Recent Photo



STC 2013 Bond Program Mid Valley Campus Parking and Site Improvements

Scorecard #19
 Status: **Submitted**
 01/07/2017



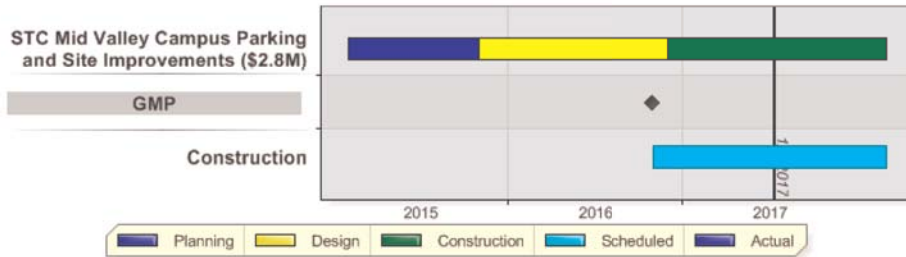
Scope

Design of all Civil Engineering , Landscaping and Surveying for All the Mid Valley Campus Bond Projects which includes a new parking lot

Budget

	Initial Budget
--	-----------------------

Schedule



Activity

30 Day Look Ahead

- Complete installation and compaction of flex base material at parking lot.
- Complete instalation of duct bank portion running North/South perpendicular to proposed parking lot once CHW line installation is complete within same corridor.

Key Consultants/Contractors

- Halff Civil
- Rofa Architects
- Mata Garcia Architects
- EGV Architects
- DBR Engineering
- Skanska USA

Key Owner Issues or Concerns

- Unforseen underground concrete slabs

Recent Photo



Scope

Technology Building will include but not limited to:

- Office/Administration Spaces
- Classroom/Computer Labs
- Open Labs
- Shared Spaces
- Shipping & Receiving
- Audio Visual
- IT

for a total ASF of 80,994.

Budget

	Initial Budget
--	----------------

Schedule



Activity

30 Day Look Ahead:

- Begin setting of HVAC units at mechanical mezzanine(s).
- Continue installation of metal stud walls at areas A & C.
- Continue in-wall rough-ins within areas A & C.
- Continue over head rough-ins within areas A, B, C & D.
- Continue re-roofing activities over section A.
- Continue with pressure testing of metal duct followed by insulation installation at areas A & C.
- Continue structural steel erection at East and South building entries.
- Continue installation of UG utilities from 5' outside the building footprint.

Key Consultants/Contractors

- Architect: EGV Architects, Inc
- Structural: Chanin
- MEP: Trinity
- CMR: ECON Enterprises

Key Owner Issues or Concern

- NO current concerns

Recent Photo



STC 2013 Bond Program Technology Campus Civil and Sitework

Scorecard #16

Status: **Submitted**

01/07/2017



Scope

Civil, Sitework, Landscaping and Surveying for the Renovations to the STC Technology Campus

Budget

	Initial Budget
--	-----------------------

Schedule



Activity

30 Day Look Ahead

- Complete lime admixture operations and subgrade testing.
- Complete installation of flex base material.

Key Consultants/Contractors

- Hinojosa Engineering
- EGV Architects
- ECON Construction

Key Owner Issues or Concerns

- No concerns at this time

Recent Photo



**STC 2013 Bond Program - Starr County
Campus Health / Science Building**

Scorecard #20

Status: **Submitted**

01/06/2017



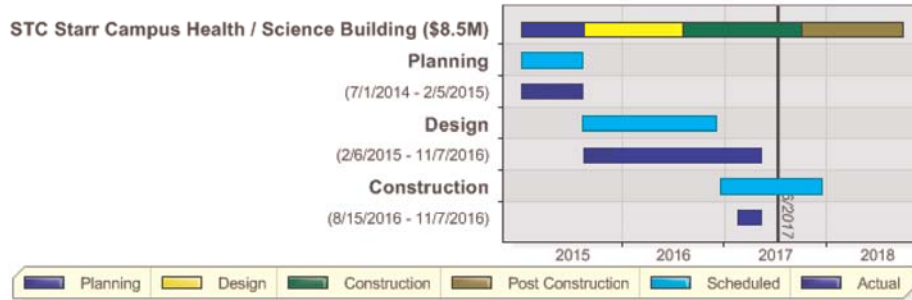
Scope

Health bldg, 2 story, consisting of computer labs, skills labs, OB simulation, chemistry labs, information labs, biology and micro biology labs.

Budget

	Initial Budget
--	-----------------------

Schedule



Activity

30 Day Look Ahead

- Complete 2nd floor decking
- Complete top level steel
- 1st fl. curtainwall panels and shoring

Key Consultants/Contractors

- Architect: Mata+Garcia
- MEP: Sigma Engineering
- Structural: CLH Engineering
- Civil: Melden & Hunt Engineering
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Weather delays

Recent Photo



Scope

	Initial Program	Current Program
Building SF	5,000	5,000
Budget	\$850,000	\$850,000
SD Estimate		\$1,148,151
60% CD GMP		\$1,320,000

Schedule



Activity

30 Day Look Ahead

- NTP
- Mobilization
- Building Permit

Key Consultants/Contractors

- Architect: Mata + Garcia Architects
- MEP: Sigma Engineering
- Structural: CLH Engineering
- Civil: Melden & Hunt
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Appearance of one building not two
- Improved Veteran's areas
- Uniformity of Welcome Centers
- Weather Delays

Recent Photo



STC 2013 Bond Construction Program - Starr Student Activities Building

Scorecard #20

Status: Submitted

01/06/2017



Scope

	Initial Program	Current Program
Building SF	4,923	4,150
Budget	\$850,000	\$850,000
60% CD GMP	Rejected	\$1,615,000
60% GMP Revised		\$1,365,000

Schedule



Activity

30 Day Look Ahead

- NTP
- Mobilization of CM/R
- Building permit

Key Consultants/Contractors

- Architect Mata + Garcia Architects
- MEP Sigma Engineering
- Structural: CLH Engineering
- Civil: Melden & Hunt Engineering
- AV/IT: WJHW Consultants

Key Owner Issues or Concerns

- Multipurpose use for building
- Student gatherings, Community gatherings
- Weather delays

Recent Photo



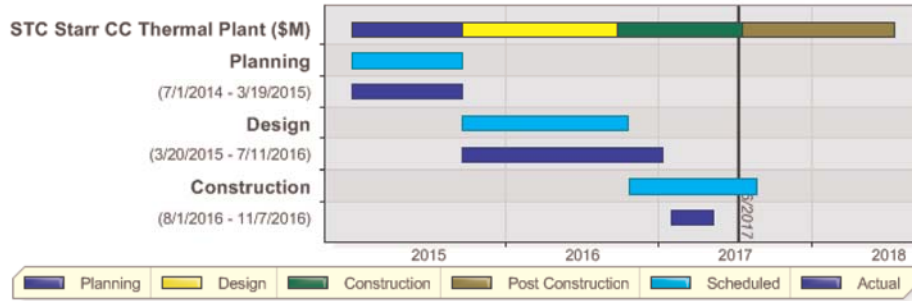
Scope

To provide Hydronic piping, (chilled water piping) to the new additional buildings, renovations (expansions) of buildings, and to replace piping to existing roof top units

Budget

	Initial Budget
--	-----------------------

Schedule



Activity

30 Day Look Ahead

- Excavation and installation Hydronic piping
- Install poly, rebar, in-beds
- Pour slab
- Start CMU perimeter walls

Key Consultants/Contractors

- Prime Consultant: Sigma HN
- Architect Consultant: M+G
- Structural: CLH Engineering
- MEP: Sigma HN Engineering
- Civil: Melden & Hunt

Key Owner Issues or Concerns

- Completion of Hydronic piping installation, (public areas), during winter break
- Dry in for delivery of Chillers.

Recent Photo



STC Starr CC Parking and Site Improvements

Scorecard #11

Status: Submitted

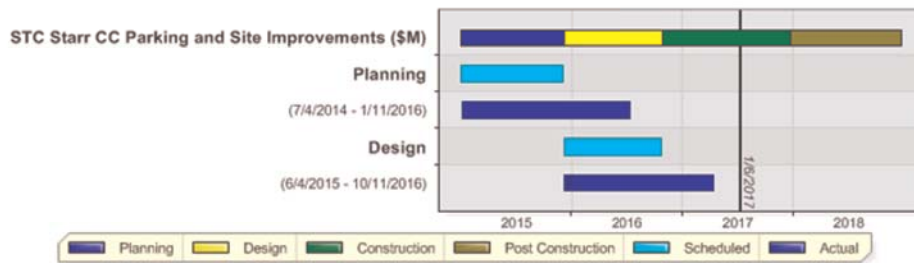
01/06/2017



Scope

	Initial Program	Current Program
Site Area		
Budget	\$1,000,000	\$1,464,000
SD Estimate		Pending
DD Estimate		In Progress
30% Est	Base Est.	\$2,777,000
Partial GMP		\$119,800
60% GMP		In Progress

Schedule



Activity

30 Day Look Ahead

- M&H Engineering working on 100% CDs
- D. Wilson Construction working on pricing
- Building permit

Key Consultants/Contractors

- Civil: Melden & Hunt
- MEP: Sigma HN
- Landscaping: SSP

Key Owner Issues or Concerns

- Weather delays

SOUTH TEXAS COLLEGE
2013 Bond Construction Program
Program Budget Summary Spreadsheet
1/11/2017 12:57 PM

2013 Bond Program Budget Summary <i>Facilities Committee Meeting of January 17, 2017</i>	Square Feet Cost				CCL/SF	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
Pecan Campus												
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
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)
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
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
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	\$ -
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
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
Nursing & Allied Health Campus												
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)
Thermal Plant Expansion	-	-	-	\$ -	N/A	N/A	\$ -	\$ 230,788	\$ 230,788	\$ -	\$ 3,386	\$ 3,386
Parking & Site Improvements	-	-	-	\$ -	N/A	N/A	\$ 1,100,000	\$ 2,205,963	\$ 1,105,963	\$ 16,000	\$ 34,207	\$ 18,207
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)
Technology Campus												
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)
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	-	-	-	\$ -	N/A	N/A	\$ 650,000	\$ 1,563,574	\$ 913,574	\$ 10,000	\$ 10,356	\$ 356
Subtotal	72,000	72,000	-	\$ 12,190,819	167	129	\$ 12,650,000	\$ 10,861,120	\$ (1,788,880)	\$ 185,000	\$ 157,571	\$ (27,429)
Mid Valley Campus												
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)
Expansion for Technical & Workforce training programs	10,000	11,810	1,810	\$ 2,308,064	175	148	\$ 1,750,000	\$ 1,750,000	\$ -	\$ (1,750,000)	\$ -	\$ 1,750,000
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
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
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
Parking & Site Improvements	-	-	-	\$ -	N/A	N/A	\$ 2,000,000	\$ 2,369,777	\$ 369,777	\$ 29,032	\$ 31,731	\$ 2,699
Subtotal	114,707	122,290	7,583	\$ 26,821,730	174	194	\$ 25,300,000	\$ 28,783,562	\$ 3,483,562	\$ (1,406,366)	\$ 372,981	\$ 1,779,347
Starr County Campus												
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
Expand technical workforce training facilities	9,302	16,869	7,567	\$ 2,156,521	172	95	\$ 1,600,000	\$ 1,600,000	\$ -	\$ 25,000	\$ -	\$ (25,000)
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
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
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
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
Parking & Site Improvements (GMP 1 - 119,800)	-	-	-	\$ -	N/A	N/A	\$ 1,226,820	\$ 3,496,950	\$ 2,270,130	\$ 15,000	\$ 54,254	\$ 39,254
Subtotal	88,431	101,286	12,855	\$ 20,491,528	172	204	\$ 19,626,820	\$ 24,913,950	\$ 5,287,130	\$ 288,000	\$ 351,254	\$ 63,254
Regional Center for Public Safety Excellence - Pharr												
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)
Parking & Site Improvements	-	-	-	\$ -	N/A	N/A	\$ 200,000	\$ 200,000	\$ -	\$ 18,000	\$ -	\$ (18,000)
Subtotal	16,000	21,120	5,120	\$ 3,169,435	175	133	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 75,000	\$ -	\$ (75,000)
STC La Joja Teaching Site (Jimmy Carter ECHS)												
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)
Subtotal	11,000	11,000	-	\$ 1,100,000	100	100	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 16,000	\$ -	\$ (16,000)
Total	573,988	611,923	37,935	\$ 123,823,708	175	171	\$ 117,176,820	\$ 129,111,237	\$ 11,934,417	\$ (36,366)	\$ 1,700,144	\$ 1,736,510

SOUTH TEXAS COLLEGE
2013 Bond Construction Program
Program Budget Summary Spreadsheet
1/11/2017 12:57 PM

2013 Bond Program Budget Summary <i>Facilities Committee Meeting of January 17, 2017</i>	Part II - Construction Phase Srvs. - GMP Inclusions					Part I Construction Services	Owner Procured		GMP + Fees + Chillers + OCIP	Professional Services		
	Fixed Equipment	IT Ductbank	GMP Target	Current Est. or GMP (red)	Variance or Delta	Fees	Chillers	OCIP	SUBTOTAL	Design	Furniture Consultant	CPM
Pecan Campus												
North Academic Building			\$ 10,500,000	\$ 10,230,122	\$ 269,878	\$ 16,427		\$ 120,570	\$ 10,367,119	\$ 600,000	\$ 21,274	\$ 371,010
South Academic Building			\$ 6,800,000	\$ 6,657,834	\$ 142,166	\$ 10,638		\$ 78,116	\$ 6,746,588	\$ 400,000	\$ 13,890	\$ 236,318
STEM Building			\$ 8,500,000	\$ 10,417,059	\$ (1,917,059)	\$ 13,298		\$ 97,645	\$ 10,528,002	\$ 550,000	\$ 16,973	\$ 327,523
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	\$ 220,666
Thermal Plant Expansion			\$ 4,300,000	\$ 4,194,000	\$ 106,000	\$ 6,825	\$ 553,440	\$ 47,480	\$ 4,801,745	\$ 350,000	\$ 500	\$ 138,526
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	\$ -	\$ 62,245
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	\$ 1,356,288
Nursing & Allied Health Campus												
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	\$ 566,022
Thermal Plant Expansion			\$ 181,470	\$ 230,788	\$ (49,318)	\$ 274	\$ 378,170	\$ 2,054	\$ 611,286	\$ 50,000	\$ -	\$ 900
Parking & Site Improvements		\$ 321,915	\$ 1,421,915	\$ 2,205,963	\$ (784,048)	\$ 2,142		\$ 16,279	\$ 2,224,384	\$ 120,000	\$ -	\$ 36,194
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	\$ 603,116
Technology Campus												
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	\$ 374,227
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)		\$ 102,575	\$ 752,575	\$ 1,563,574	\$ (810,999)	\$ 885		\$ 8,633	\$ 1,573,092	\$ 75,000	\$ -	\$ 19,959
Subtotal	\$ -	\$ 102,575	\$ 12,752,575	\$ 10,861,120	\$ 1,891,455	\$ 15,000	\$ -	\$ 146,468	\$ 11,022,588	\$ 925,000	\$ 18,300	\$ 394,186
Mid Valley Campus												
Professional & Science Bldg.			\$ 13,500,000	\$ 14,453,388	\$ (953,388)	\$ 28,377		\$ 155,099	\$ 14,636,864	\$ 800,000	\$ 26,858	\$ 449,002
Expansion for Technical & Workforce training programs			\$ 1,750,000	\$ 1,750,000	\$ -	\$ 3,679		\$ 20,095	\$ 1,773,774	\$ 125,000	\$ 3,531	\$ 61,324
Library Expansion		\$ -	\$ 1,750,000	\$ 2,462,776	\$ (712,776)	\$ 3,679		\$ 20,095	\$ 2,486,550	\$ 150,000	\$ 3,661	\$ 62,092
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	\$ 99,843
Thermal Plant Expansion			\$ 3,800,000	\$ 3,896,698	\$ (96,698)	\$ 8,054	\$ 714,200	\$ 42,877	\$ 4,661,829	\$ 275,000	\$ 1,412	\$ 110,605
Parking & Site Improvements		\$ 492,063	\$ 2,492,063	\$ 2,369,777	\$ 122,286	\$ 5,272		\$ 33,638	\$ 2,408,687	\$ 247,915	\$ -	\$ 61,397
Subtotal	\$ 325,000	\$ 492,063	\$ 26,117,063	\$ 28,783,562	\$ (2,666,499)	\$ 55,000	\$ 714,200	\$ 304,205	\$ 29,856,967	\$ 2,347,915	\$ 40,500	\$ 844,263
Starr County Campus												
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	\$ 294,243
Expand technical workforce training facilities			\$ 1,600,000	\$ 1,600,000	\$ -	\$ 4,891		\$ 18,397	\$ 1,623,288	\$ 110,000	\$ 6,101	\$ 53,961
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	\$ 92,988
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	\$ 30,473
Expansion of student activities building			\$ 850,000	\$ 1,365,000	\$ (515,000)	\$ 2,598		\$ 9,770	\$ 1,377,368	\$ 75,000	\$ 3,229	\$ 30,935
Thermal Plant Expansion			\$ 3,800,000	\$ 3,911,000	\$ (111,000)	\$ 11,617	\$ 563,901	\$ 43,643	\$ 4,530,161	\$ 300,000	\$ 2,624	\$ 109,321
Parking & Site Improvements (GMP 1 - 119,800)		\$ 226,820	\$ 1,226,820	\$ 3,496,950	\$ (2,270,130)	\$ 3,751		\$ 14,059	\$ 3,514,760	\$ 100,000	\$ -	\$ 30,888
Subtotal	\$ -	\$ 226,820	\$ 19,626,820	\$ 24,913,950	\$ (5,287,130)	\$ 60,000	\$ 563,901	\$ 222,459	\$ 25,760,310	\$ 1,410,000	\$ 58,000	\$ 642,809
Regional Center for Public Safety Excellence - Pharr												
New Regional Center for Publish Safety			\$ 2,800,000	\$ 3,150,000	\$ (350,000)	\$ -		\$ 32,344	\$ 3,182,344	\$ 200,000	\$ 4,800	\$ 99,344
Parking & Site Improvements			\$ 200,000	\$ 700,000	\$ (500,000)	\$ -		\$ 2,185	\$ 702,185	\$ 50,000	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ 3,000,000	\$ 3,850,000	\$ (850,000)	\$ -	\$ -	\$ 34,529	\$ 3,884,529	\$ 250,000	\$ 4,800	\$ 99,344
STC La Joja Teaching Site (Jimmy Carter ECHS)												
Develop STEM labs and entry level workforce training programs			\$ 1,100,000	\$ 1,100,000	\$ -	\$ -		\$ 10,370	\$ 1,110,370	\$ 100,000	\$ 3,000	\$ 35,894
Subtotal	\$ -	\$ -	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 10,370	\$ 1,110,370	\$ 100,000	\$ 3,000	\$ 35,894
Total	\$ 1,285,000	\$ 1,266,298	\$ 119,682,768	\$ 129,961,237	\$ (10,278,469)	\$ 218,000	\$ 2,209,711	\$ 1,371,671	\$ 133,760,619	\$ 8,702,915	\$ 237,090	\$ 3,975,900

SOUTH TEXAS COLLEGE
2013 Bond Construction Program
Program Budget Summary Spreadsheet
1/11/2017 12:57 PM

2013 Bond Program Budget Summary <i>Facilities Committee Meeting of January 17, 2017</i>		Furniture	Technology	Misc. Cost (1.5 % of CCL)	SUBTOTAL	Explanation for Additional Costs	Total Project Cost Summary			
							Additional Serv.	TOTAL Projected Costs to date	Bond Total Cost	Variance [Total Projected Costs to Bond Total Cost]
Pecan Campus										
North Academic Building	\$ 86,698	\$ 675,000	\$ 1,024,009	\$ 164,265	\$ 13,309,375		\$ 13,309,375	\$ 14,843,110	\$ 1,533,735	
South Academic Building	\$ 54,586	\$ 450,000	\$ 732,589	\$ 110,638	\$ 8,744,609		\$ 8,744,609	\$ 9,454,426	\$ 709,817	
STEM Building	\$ 75,653	\$ 550,000	\$ 681,873	\$ 145,548	\$ 12,875,572		\$ 12,875,572	\$ 13,103,319	\$ 227,747	
Multi-purpose space for student support srvs. & activities	\$ 50,971	\$ 500,000	\$ 311,901	\$ 94,548	\$ 8,559,345		\$ 8,559,345	\$ 8,828,254	\$ 268,909	
Thermal Plant Expansion	\$ 30,998	\$ -	\$ 55,282	\$ 62,910	\$ 5,439,961		\$ 5,439,961	\$ 5,542,049	\$ 102,088	
Parking & Site Improvements (GMP Included Atl. #1 & #2)	\$ 14,378	\$ -	\$ -	\$ 30,366	\$ 2,953,484		\$ 2,953,484	\$ 2,490,261	\$ (463,223)	
Subtotal	\$ 313,284	\$ 2,175,000	\$ 2,805,654	\$ 608,275	\$ 51,882,346		\$ 51,882,346	\$ 54,261,419	\$ 2,379,073	
Nursing & Allied Health Campus										
Expansion for Nursing & Allied Health	\$ 130,743	\$ 820,000	\$ 1,192,881	\$ 250,875	\$ 21,239,351		\$ 21,239,351	\$ 21,773,439	\$ 534,088	
Thermal Plant Expansion	\$ -	\$ -	\$ -	\$ 2,722	\$ 664,908		\$ 664,908	\$ 601,877	\$ (63,031)	
Parking & Site Improvements	\$ 8,360	\$ -	\$ -	\$ 12,616	\$ 2,401,554		\$ 2,401,554	\$ 1,717,717	\$ (683,837)	
Subtotal	\$ 139,103	\$ 820,000	\$ 1,192,881	\$ 266,213	\$ 24,305,813		\$ 24,305,813	\$ 24,093,033	\$ (212,780)	
Technology Campus										
Expansion for Technical & Workforce training programs	\$ 84,197	\$ 600,000	\$ 668,249	\$ 156,193	\$ 12,200,662		\$ 12,200,662	\$ 14,864,990	\$ 2,664,328	
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	\$ 6,855	\$ -	\$ -	\$ 27,915	\$ 1,702,821		\$ 1,702,821	\$ 905,324	\$ (797,497)	Includes a grant buy-out savings on Parking & Site
Subtotal	\$ 91,052	\$ 600,000	\$ 668,249	\$ 184,108	\$ 13,903,483		\$ 13,903,483	\$ 15,770,314	\$ 1,866,831	
Mid Valley Campus										
Professional & Science Bldg.	\$ 128,285	\$ 900,000	\$ 992,248	\$ 217,513	\$ 18,150,770		\$ 18,150,770	\$ 17,277,682	\$ (873,088)	
Expansion for Technical & Workforce training programs	\$ 11,096	\$ 100,000	\$ 149,818	\$ 44,956	\$ 2,269,499		\$ 2,269,499	\$ 2,257,363	\$ (12,136)	Approved by Board- Project on Hold 11/22/16
Library Expansion	\$ 10,867	\$ 150,000	\$ 107,559	\$ 35,466	\$ 3,006,195		\$ 3,006,195	\$ 2,288,968	\$ (717,227)	
Student Services Bldg. Expansion	\$ 16,376	\$ 150,000	\$ 157,165	\$ 52,889	\$ 5,120,574	\$347,758 Admiss	\$ 5,120,574	\$ 4,114,228	\$ (1,006,346)	Recommended 7/6/16 Facilities Committee
Thermal Plant Expansion	\$ 28,207	\$ -	\$ 58,748	\$ 56,810	\$ 5,192,611		\$ 5,192,611	\$ 5,042,398	\$ (150,213)	
Parking & Site Improvements	\$ 14,182	\$ -	\$ -	\$ 29,806	\$ 2,761,987		\$ 2,761,987	\$ 2,796,035	\$ 34,048	
Subtotal	\$ 209,013	\$ 1,300,000	\$ 1,465,538	\$ 437,440	\$ 36,501,636		\$ 36,501,636	\$ 33,776,674	\$ (2,724,962)	
Starr County Campus										
Health Professionals & Science Ctr. And STEM programs	\$ 69,998	\$ 600,000	\$ 667,262	\$ 135,615	\$ 11,990,683		\$ 11,990,683	\$ 11,267,182	\$ (723,501)	
Expand technical workforce training facilities	\$ 11,841	\$ 100,000	\$ 78,051	\$ 46,410	\$ 2,029,652	\$750,000 Workfo	\$ 2,029,652	\$ 2,051,983	\$ 22,331	Approved by Board- Project on Hold 11/22/16
Library and renovate existing space for Culteral Arts Center	\$ 19,493	\$ 250,000	\$ 269,378	\$ 51,105	\$ 4,634,531		\$ 4,634,531	\$ 3,732,378	\$ (902,153)	
Expansion of student services, advising, admissions, and financial services bldg.	\$ 5,975	\$ 60,000	\$ 101,372	\$ 17,976	\$ 1,626,443		\$ 1,626,443	\$ 1,162,522	\$ (463,921)	
Expansion of student activities building	\$ 5,831	\$ 60,000	\$ 106,431	\$ 17,516	\$ 1,676,310		\$ 1,676,310	\$ 1,166,402	\$ (509,908)	
Thermal Plant Expansion	\$ 28,207	\$ -	\$ 44,342	\$ 58,665	\$ 5,073,320		\$ 5,073,320	\$ 4,938,772	\$ (134,548)	
Parking & Site Improvements (GMP 1 - 119,800)	\$ 7,135	\$ -	\$ -	\$ 18,558	\$ 3,671,341		\$ 3,671,341	\$ 1,397,789	\$ (2,273,552)	Total includes Alternates 1-3 Only
Subtotal	\$ 148,480	\$ 1,070,000	\$ 1,266,836	\$ 345,845	\$ 30,702,280		\$ 30,702,280	\$ 25,717,028	\$ (4,985,252)	
Regional Center for Public Safety Excellence - Pharr										
New Regional Center for Publish Safety	\$ 22,947	\$ 150,000	\$ 371,977	\$ 42,000	\$ 4,073,412		\$ 4,073,412	\$ 3,655,134	\$ (418,278)	
Parking & Site Improvements	\$ -	\$ -	\$ -	\$ 3,000	\$ 755,185		\$ 755,185	\$ 319,337	\$ (435,848)	
Subtotal	\$ 22,947	\$ 150,000	\$ 371,977	\$ 45,000	\$ 4,828,597		\$ 4,828,597	\$ 3,974,471	\$ (854,126)	
STC La Joja Teaching Site (Jimmy Carter ECHS)										
Develop STEM labs and entry level workforce training programs	\$ 8,292	\$ 50,000	\$ 249,100	\$ 16,500	\$ 1,573,156		\$ 1,573,156	\$ 1,436,000	\$ (137,156)	
Subtotal	\$ 8,292	\$ 50,000	\$ 249,100	\$ 16,500	\$ 1,573,156		\$ 1,573,156	\$ 1,436,000	\$ (137,156)	
Total	\$ 932,171	\$ 6,165,000	\$ 8,020,235	\$ 1,903,381	\$ 163,697,311		\$ 163,697,311	\$ 159,028,939	\$ (4,668,372)	Added \$384,219 to Misc. Expense (7/1/16)

COLOR CODES LEGEND	
Priority Projects - Fall 2017 & Spring 2018	
Non-Bond Projects	
Projects with Board Approved Partial GMP's	
Bond Program Accountability	



**South Texas College
2013 Bond Construction Program
Construction Budget Summary Spreadsheet
Facilities Committee Meeting of January 17, 2017**



2013 BOND PROJECTS MANAGED BY BROADDUS	Original CCLs	Fixed Assets	IT Duct banks	Revised CCLs GMP Target	Approved GMPs	Board Approved Changes Orders	Adjusted GMP Amount by Approved Change	Projected GMPs	Projected Variance	Current Est. & Approved GMPs	Total Variance CCLs / GMPs	Projected Design Contingency	GMP Design Contingency	GMP Design Contingency Expenditures or Savings	GMP Design Contingency Remaining Balance	Change orders	Projected Construction Contingency	GMP Construction Contingency	Construction Contingency Expenditures or Savings	GMP Contingency Remaining Balance	Expenditures Authorized by Broaddus & Associates	Change orders	Projected Buy-Out Savings @3%	Actual Buy-Out Savings To Date	Actual Buy-Out Savings % Based on GMP Buy-Out process	Board Approved Expenditures from Savings	Total Balance of Actual Design & Construction Contingency Buy-Out Savings	Change orders	
Program Construction Budget Summary Spreadsheet	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB	
Pecan Campus (PBK/Wilson)																													
1 North Academic	\$ 10,500,000			\$ 10,500,000	\$ 10,951,000	\$ (720,878)	\$ 10,230,122	\$ -	\$ -	\$ 10,230,122	\$ 269,878	\$ 102,301	\$ 104,000	\$ -	\$ 104,000		\$ 150,000	\$ 162,000	\$ -	\$ 162,000	\$ -		\$ 306,904	\$ (720,878)	7%	\$ -	\$ 986,878	C.O. #1	
2 South Academic	\$ 6,800,000			\$ 6,800,000	\$ 6,657,834	\$ -	\$ 6,657,834	\$ -	\$ -	\$ 6,657,834	\$ 142,166	\$ 66,578	\$ 66,500	\$ -	\$ 66,500		\$ 100,000	\$ 98,355	\$ -	\$ 98,355	\$ -		\$ 199,735	\$ -	0%	\$ -	\$ 164,855		
3 STEM Building	\$ 8,500,000			\$ 8,500,000	\$ 10,417,059	\$ -	\$ 10,417,059	\$ -	\$ -	\$ 10,417,059	\$ (1,917,059)	\$ 104,171	\$ 104,000	\$ -	\$ 104,000		\$ 125,000	\$ 153,990	\$ -	\$ 153,990	\$ -		\$ 312,512	\$ -	0%	\$ -	\$ 257,990		
4 Student Activities & Cafeteria	\$ 5,700,000	\$ 585,000		\$ 6,285,000	\$ 6,888,179	\$ -	\$ 6,888,179	\$ -	\$ -	\$ 6,888,179	\$ (603,179)	\$ 68,882	\$ 70,000	\$ -	\$ 70,000		\$ 85,000	\$ 100,000	\$ -	\$ 100,000	\$ -		\$ 206,645	\$ -	0%	\$ -	\$ 170,000		
5 Thermal Plant Expansion	\$ 4,300,000			\$ 4,300,000	\$ 4,194,000	\$ -	\$ 4,194,000	\$ -	\$ -	\$ 4,194,000	\$ 106,000	\$ 41,940	\$ 110,000	\$ (66,695)	\$ 43,305	co 4	\$ 50,000	\$ 50,000	\$ (42,081)	\$ 7,919	\$ 367	co 2	\$ 125,820	\$ -	0%	\$ -	\$ 51,224		
6 Parking and Site Improvements	\$ 2,000,000		\$ 122,925	\$ 2,122,925	\$ 2,618,800	\$ -	\$ 2,618,800	\$ -	\$ -	\$ 2,618,800	\$ (495,875)	\$ 21,473	\$ 25,000	\$ -	\$ 25,000		\$ 30,000	\$ 37,500	\$ -	\$ 37,500	\$ -		\$ 64,420	\$ -	0%	\$ -	\$ 62,500		
Pecan Campus Subtotal	\$ 37,800,000	\$ 585,000	\$ 122,925	\$ 38,507,925	\$ 41,726,872	\$ (720,878)	\$ 41,005,994	\$ -	\$ -	\$ 41,005,994	\$ (2,498,069)	\$ 405,345	\$ 479,500	\$ (66,695)	\$ 412,805		\$ 540,000	\$ 601,845	\$ (42,081)	\$ 559,764	\$ 367		\$ 1,216,036	\$ (720,878)		\$ -	\$ 1,693,447		
Nursing/Allied Health Campus																													
7 Campus Expansion (\$12,867,860)	\$ 16,600,000	\$ 375,000		\$ 16,975,000	\$ 17,009,860	\$ -	\$ 17,009,860	\$ -	\$ -	\$ 17,009,860	\$ (34,860)	\$ 170,099	\$ 130,000	\$ -	\$ 130,000		\$ 250,000	\$ 115,000	\$ -	\$ 115,000	\$ -		\$ 510,296	\$ -	0%	\$ -	\$ 245,000		
8 Structural Pkg. (\$4,142,000)																													
9 Thermal Plant Expansion - Bond	\$ -			\$ -	\$ 230,788	\$ -	\$ 230,788	\$ -	\$ -	\$ 230,788	\$ (230,788)	\$ 2,308	\$ 2,200	\$ -	\$ 2,200		\$ -	\$ 3,386	\$ -	\$ 3,386	\$ -		\$ 6,924	\$ -	0%	\$ -	\$ 5,586		
9a T.P. Expansion - NB (\$3,200,000)																													
10 Parking and Site Improvements	\$ 1,100,000		\$ 321,915	\$ 1,421,915	\$ 2,205,963	\$ -	\$ 2,205,963	\$ -	\$ -	\$ 2,205,963	\$ (784,048)	\$ 22,060	\$ 23,000	\$ -	\$ 23,000		\$ 16,000	\$ 34,207	\$ -	\$ 34,207	\$ -		\$ 66,179	\$ -	0%	\$ -	\$ 57,207		
Nursing & Allied Health Subtotal	\$ 17,700,000	\$ 375,000	\$ 321,915	\$ 18,396,915	\$ 19,446,611	\$ -	\$ 19,446,611	\$ -	\$ -	\$ 19,446,611	\$ (1,049,696)	\$ 194,466	\$ 197,800	\$ -	\$ 197,800		\$ 266,000	\$ 216,493	\$ -	\$ 216,493	\$ -		\$ 583,398	\$ -		\$ -	\$ 414,293		
Technology Campus																													
11 Southwest Bldg. Reno Pkg	\$ 12,000,000			\$ 12,000,000	\$ 10,533,587	\$ (1,236,041)	\$ 9,297,546	\$ -	\$ -	\$ 9,297,546	\$ 2,702,454	\$ 92,975	\$ 94,716	\$ (9,106)	\$ 85,610	co 1	\$ 175,000	\$ 142,074	\$ (5,141)	\$ 136,933	\$ -	co 1	\$ 278,926	\$ (1,221,794)	13%	\$ -	\$ 1,444,337	co 2	
12 Demo. Pkg GMP (\$358,106)																													
13 Pkg. & Site Improve. (Incl alt 1,2)	\$ 650,000		\$ 102,575	\$ 752,575	\$ 1,985,820	\$ (422,246)	\$ 1,563,574	\$ -	\$ -	\$ 1,563,574	\$ (810,999)	\$ 15,636	\$ 10,331	\$ (9,105)	\$ 1,226	co 1	\$ 10,000	\$ 15,497	\$ (5,141)	\$ 10,356	\$ -	co 1	\$ 46,907	\$ (408,000)	22%	\$ -	\$ 419,582	co 1	
14 Demolition Pkg. GMP (\$192,604)	\$ -																												
Technology Campus Subtotal	\$ 12,650,000	\$ -	\$ 102,575	\$ 12,752,575	\$ 12,519,407	\$ (1,658,287)	\$ 10,861,120	\$ -	\$ -	\$ 10,861,120	\$ 1,891,455	\$ 108,611	\$ 112,758	\$ (18,211)	\$ 94,547		\$ 185,000	\$ 167,853	\$ (10,282)	\$ 157,571	\$ -		\$ 325,834	\$ (1,629,794)		\$ -	\$ 1,881,912		
Mid Valley Campus (Skanska/ROFA)																													
15 Health Professions & Science	\$ 13,500,000			\$ 13,500,000	\$ 14,453,388	\$ -	\$ 14,453,388	\$ -	\$ -	\$ 14,453,388	\$ (953,388)	\$ 216,801	\$ 193,887	\$ -	\$ 193,887		\$ 201,033	\$ 193,887	\$ -	\$ 193,887	\$ -		\$ 433,602	\$ -	0%	\$ -	\$ 387,774		
16 Workforce Expansion (EGV /Skanska)	\$ 1,750,000			\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000	\$ -	\$ 26,250	\$ -	\$ -	\$ -		\$ 25,000	\$ -	\$ -	\$ -	\$ -		\$ 52,500	\$ -	0%	\$ -	\$ -		
17 Library - Bond Project	\$ 1,750,000			\$ 1,750,000	\$ 2,462,776	\$ -	\$ 2,462,776	\$ -	\$ -	\$ 2,462,776	\$ (712,776)	\$ -	\$ 34,723	\$ -	\$ 34,723		\$ -	\$ 34,723	\$ -	\$ 34,723	\$ -		\$ 70,932	\$ -	0%	\$ -	\$ 69,446		
18 Student Services Bldg.	\$ 2,500,000	\$ 325,000		\$ 2,825,000	\$ 3,850,923	\$ -	\$ 3,850,923	\$ -	\$ -	\$ 3,850,923	\$ (1,025,923)	\$ 57,764	\$ 51,049	\$ -	\$ 51,049		\$ 37,000	\$ 51,093	\$ -	\$ 51,093	\$ -		\$ 115,528	\$ -	0%	\$ -	\$ 102,142		
19 Thermal Plant Expansion +NB Fund	\$ 3,800,000			\$ 3,800,000	\$ 3,787,322	\$ 109,376	\$ 3,896,698	\$ -	\$ -	\$ 3,896,698	\$ (96,698)	\$ 58,450	\$ 61,547	\$ -	\$ 61,547		\$ 61,547	\$ 61,547	\$ -	\$ 61,547	\$ -		\$ 116,901	\$ -	0%	\$ 109,367	\$ 123,094	co 1	
20 Parking and Site Improvements	\$ 2,000,000		\$ 492,063	\$ 2,492,063	\$ 2,479,153	\$ (109,376)	\$ 2,369,777	\$ -	\$ -	\$ 2,369,777	\$ 122,286	\$ 35,547	\$ 31,731	\$ -	\$ 31,731		\$ 31,731	\$ 31,731	\$ -	\$ 31,731	\$ -		\$ 71,093	\$ (109,367)	4%	\$ -	\$ 172,829	co 1	
Mid Valley Campus Subtotal	\$ 25,300,000	\$ 325,000	\$ 492,063	\$ 26,117,063	\$ 27,033,562	\$ -	\$ 27,033,562	\$ 1,750,000	\$ -	\$ 28,783,562	\$ (2,666,499)	\$ 394,812	\$ 372,937	\$ -	\$ 372,937		\$ 356,311	\$ 372,981	\$ -	\$ 372,981	\$ -		\$ 860,556	\$ (109,367)		\$ 109,367	\$ 855,285		
Starr County Campus																													
21 Health Professions & Science (7,785,000)	\$ 8,500,000			\$ 8,500,000	\$ 9,521,000	\$ -	\$ 9,521,000			\$ 9,521,000	\$ (1,021,000)	\$ 95,210	\$ 78,000	\$ -	\$ 78,000		\$ 125,000	\$ 117,000	\$ -	\$ 117,000	\$ -		\$ 285,630	\$ -	0%	\$ -	\$ 195,000		
22 Structural Pkg. GMP 1 (\$1,736,000)	\$ -																												
23 Workforce Expansion (30% CD Estimate)	\$ 1,600,000			\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000	\$ -	\$ 16,000	\$ -	\$ -	\$ -		\$ 25,000	\$ -	\$ -	\$ -	\$ -		\$ 48,000	\$ -	0%	\$ -	\$ -		
24 Library Expansion	\$ 2,800,000			\$ 2,800,000	\$ 3,700,000	\$ -	\$ 3,700,000	\$ -	\$ -	\$ 3,700,000	\$ (900,000)	\$ 37,000	\$ 37,000	\$ -	\$ 37,000		\$ 42,000	\$ 55,500	\$ -	\$ 55,500	\$ -		\$ 111,000	\$ -	0%	\$ -	\$ 92,500		
25 Student Services Building	\$ 850,000			\$ 850,000	\$ 1,320,000	\$ -	\$ 1,320,000	\$ -	\$ -	\$ 1,320,000	\$ (470,000)	\$ 13,200	\$ 13,000	\$ -	\$ 13,000		\$ 13,000	\$ 19,500	\$ -	\$ 19,500	\$ -		\$ 39,600	\$ -	0%	\$ -	\$ 32,500		
26 Student Activities Building	\$ 850,000			\$ 850,000	\$ 1,365,000	\$ -	\$ 1,365,000	\$ -	\$ -	\$ 1,365,000	\$ (515,000)	\$ 13,650	\$ 14,000	\$ -	\$ 14,000		\$ 13,000	\$ 21,000	\$ -	\$ 21,000	\$ -		\$ 40,950	\$ -	0%	\$ -	\$ 35,000		
27 Thermal Plant Expansion + NB Funds	\$ 3,800,000			\$ 3,800,000	\$ 3,911,000	\$ -	\$ 3,911,000	\$ -	\$ -	\$ 3,911,000	\$ (111,000)	\$ 39,110	\$ 39,000	\$ -	\$ 39,000		\$ 55,000	\$ 58,000	\$ -	\$ 58,000	\$ -		\$ 117,330	\$ -	0%	\$ -	\$ 97,000		
28 Parking and Site Improvements	\$ 1,000,000		\$ 226,820	\$ 1,226,820	\$ 3,496,950	\$ -	\$ 3,496,950	\$ -	\$ -	\$ 3,496,950	\$ (2,270,130)	\$ 34,970	\$ 52,454	\$ -	\$ 52,454		\$ 15,000	\$ 52,454	\$ -	\$ 52,454	\$ -		\$ 104,909	\$ -	0%	\$ -	\$ 104,909		
29 Partial GMP - Board Approved 6.28.16	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600		\$ -	\$ 1,800	\$ -	\$ 1,800	\$ -		\$ -	\$ -	0%	\$ -	\$ 5,400		
Starr County Campus Subtotal	\$ 19,400,000	\$ -	\$ 226,820	\$ 19,626,820	\$ 23,313,950	\$ -	\$ 23,313,950	\$ 1,600,000	\$ -	\$ 24,913,950	\$ (5,287,130)	\$ 249,140	\$ 255,054	\$ -															

**South Texas College
Non-Bond Commitments and Expenditures
As of January 17, 2016**

I. Non Bond Commitments				
Project Name - Item Description	Approved Board Dates	Board Approved Expenditures	Not Board Approved Projected Expenditures	Actual GMP/Projected Expenditures
Nursing & Allied Health Campus				
Nursing & Allied Health Campus Thermal Plant				
1 Thermal Plant - Design	10/27/2015	\$ 112,200	\$ -	\$ 112,200
2 Thermal Plant - Construction	11/22/2016	2,867,847	-	2,867,847
3 Thermal Plant - Miscellaneous	10/27/2015	26,000		26,000
4 Thermal Plant - FFE and Technology			60,000	60,000
Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements				
5 Thermal Plant Parking and Site Improvement - Design	10/27/2015	12,000	-	12,000
6 Thermal Plant Parking and Site Improvement - Construction	11/22/2016	229,010	-	229,010
7 Thermal Plant Parking and Site Improvement - Miscellaneous	10/27/2015	5,000	-	5,000
NAH Campus Subtotal		\$ 3,252,057	\$ 60,000	\$ 3,312,057
Mid Valley Campus				
Mid Valley Campus Library Retrofit				
8 Library Retrofit - Design	10/27/2015	\$ 138,213		\$ 138,213
9 Library Retrofit - Construction	11/22/2016	1,123,682		1,123,682
10 Library Retrofit - Miscellaneous	10/27/2015	6,000		6,000
11 Library Retrofit - FFE and Technology			520,000	520,000
Mid Valley Campus Workforce Restroom Retrofit				
12 Workforce Restroom Retrofit		-	100,000	100,000
Mid Valley Campus Subtotal		\$ 1,267,895	\$ 620,000	\$ 1,887,895
Starr County Campus				
13 Workforce Restroom Retrofit		\$ -	\$ 180,000	\$ 180,000
Starr County Campus Subtotal		\$ -	\$ 180,000	\$ 180,000
Regional Center for Public Safety Excellence				
14 Parking and Site Improvements - Design	1/26/2016	\$ 85,000		\$ 85,000
15 Parking and Site Improvements - Construction and Miscellaneous			\$ 915,000	\$ 915,000
Regional Center for Public Safety Excellence Subtotal		\$ 85,000	\$ 915,000	\$ 1,000,000
Total Non-Bond Expenditures		\$ 4,604,952	\$ 1,775,000	\$ 6,379,952

II. Bond Program Budget Deficits - Board Approved - as of December 6, 2016				
<small>(Includes deficits realized after use of Program Contingency Amount)</small>				
Project Name - Item Description	Approved Board Dates	Bond Program Deficits (Savings)		Total Bond & Non Bond
		Bond Budget	Non-Bond Budget	
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
4 NAH Campus Parking and Site Improvements GMP Variance	10/27/2016	784,048	-	784,048
5 Starr County Campus Library Expansion GMP Variance	10/27/2016	900,000	-	900,000
6 NAH Campus Thermal Plant GMP Variance	11/22/2016	230,788	-	230,788
7 Starr County Campus Student Services GMP Variance	11/22/2016	470,000	-	470,000
8 Starr County Campus Student Activities GMP Variance	11/22/2016	515,000	-	515,000
9 Mid Valley Campus Library Expansion GMP Variance	11/22/2016	712,776	-	712,776
10 Tech Campus Southwest Renovation Building Deductive Change Order	11/22/2016	(1,115,311)	-	(1,115,311)
11 Starr County Campus Parking and Site Improvement GMP Variance w/ Alternates	11/22/2016	2,270,130	-	2,270,130
12 Pecan Campus North Academic Building Buyout Savings	12/13/2016	(720,878)	-	(720,878)
13 Tech Campus Parking & Site Improvements Buyout Savings	12/13/2016	(400,000)	-	(400,000)
Total Non Bond Funds Required to Cover Bond Budget Deficits		\$ 3,818,372	\$ 1,507,252	\$ 5,325,624

III. Bond Program Budget Deficits - Not Board Approved - as of January 17, 2017				
Project Name - Item Description	Proposed Board Dates	Proposed Bond Budget Deficits (Savings)	Proposed Non-Bond Budget Deficits (Savings)	Total Proposed Bond & Non Bond Deficits
Total Non Bond Funds Required to Cover Bond Budget Deficits		\$ -	\$ -	\$ -

Total Non Bond Expenditures (I, II, and III)	\$ 3,818,372	\$ 7,887,204	\$ 11,705,576
---	---------------------	---------------------	----------------------

IV. Additional Projected Deficits CCL/GMP			
Item Description	Proposed Bond Budget Deficits	Non-Bond Budget Deficits	Total Deficits
Additional Projected Deficits CCL/GMP - per Broaddus and Associates	\$ 850,000	\$ -	\$ 850,000

Grand Total Non Bond Expenditures (I, II, III, and IV)	\$ 4,668,372	\$ 7,887,204	\$ 12,555,576
---	---------------------	---------------------	----------------------

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

#	Item Description	Budget Variance	Contingency Balance
1	Original Contingency Balance	\$ -	\$ 9,978,348
Approved GMPs			
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
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	\$ (2,270,130)	\$ (2,010,756)
Deductive Change Orders - Buyout Savings			
27	Deductive Change Orders-Tech Campus Renovation	\$ 120,730	\$ (1,890,026)
28	Deductive Change Orders-Tech Campus Parking & Site	\$ 22,246	\$ (1,867,780)
29	Deductive Change Orders-Tech Campus Renovation	\$ 1,115,311	\$ (752,469)
30	Deductive Change Orders-North Academic	\$ 720,878	\$ (31,591)
31	Deductive Change Orders-Tech Parking & Site Improvements	\$ 400,000	\$ 368,409
Other Expenditures			
27	A/E Fees	\$ 2,992,085	\$ 3,360,494
28	Chillers Procurement	\$ (2,209,711)	\$ 1,150,783
29	CMR Preconstruction Services for all projects	\$ (218,000)	\$ 932,783
30	B&A Reimbursable Expense for Travel	\$ (900)	\$ 931,883
31	B&A Additional Services - Includes AV/IT, Wage Scale Survey, BIM FM, Traffic Study	\$ (932,171)	\$ (288)
32	FF&E- Portion used for Consultant Fees	\$ 66,186	\$ 65,898
33	FF&E Consultant-Not in Original Amount	\$ (237,090)	\$ (171,192)
34	Technology	\$ 703,422	\$ 532,230
35	IT Duct bank-Not in Original Scope	\$ (1,266,298)	\$ (734,068)
36	Fixed Kitchen Equipment-Not in Original Scope	\$ (1,285,000)	\$ (2,019,068)
37	OCIP	\$ (1,371,671)	\$ (3,390,739)
37	Miscellaneous Expense Increase	\$ (427,633)	\$ (3,818,372)
Current and Additional Projected Liability Exposure			
40	Current Program Contingency Balance	\$ -	\$ (3,818,372)
41	Mid Valley Workforce Training Center Expansion GMP Variance	\$ -	\$ (3,818,372)
42	Starr County Campus Workforce Training Center Expansion GMP Variance	\$ -	\$ (3,818,372)
44	Regional Center for Public Safety Excellence GMP Variance	\$ (350,000)	\$ (4,168,372)
45	Regional Center for Public Safety Excellence Parking and Site GMP Variance	\$ (500,000)	\$ (4,668,372)
46	La Joya Center Teaching Site GMP Variance	\$ -	\$ (4,668,372)
47	Projected Program Contingency Balance		\$ (4,668,372)

2013 Bond Construction Program Schedule

#	Projects	Board Approval GMP Schedule	Revised Dates as of 10/21/16		Target Dates as of 10/21/16	Construction Period	Revised Dates as of 10/21/16	Semester	STC Academic Timeline	
		Revised Schedule As of 8/3/16	Construction Start Date	Substantial Completion Date	Temp Cert. of Occupancy (TCO) Target Date		FFF Completion of FFE & Make Ready		Faculty Start Date	Classes Begin
Buildings , Expansions and Renovations										
<i>Pecan Campus</i>										
1	North Academic Building	06/28/16	8/3/2016	9/20/17	8/14/2017*	11 months	12/14/17	Spring 2018	1/15/2018*	1/22/2018*
2	South Academic Building	08/23/16	8/24/2016	9/15/2017	9/15/2017*	11 months	12/24/17	Spring 2018	1/3/2018*	1/22/2018*
3	STEM Building	08/23/16	8/24/2016	11/15/2017	11/15/2017*	15months	12/24/17	Spring 2018	1/3/2018*	1/22/2018*
4	Student Activities Building and Cafeteria	09/14/16	9/19/2016	12/20/2017	12/5/2017*	12 months	12/24/17	Spring 2018	1/3/2018*	1/22/2018*
<i>Mid-Valley Campus</i>										
5	Health Professions and Science Building	07/26/16	8/15/2016	8/22/2017	7/10/17*	12 months	8/15/2017	Fall 2017	8/21/2017*	8/28/2017*
6	Library Expansion	10/27/16	11/28/2016*	8/28/2017	7/3/17*	9 months	8/15/2017	Fall 2017	8/21/2017*	8/28/2017*
7	Student Services Building Expansion	07/26/16	8/01/2016	8/28/2017	7/3/17*	12 months	8/15/2017	Fall 2017	8/21/2017*	8/28/2017*
8	Workforce Training Center Expansion	10/27/16	10/22/2016*	8/28/2017	7/3/17*	10 months	8/15/2017	Fall 2017	8/21/2017*	8/28/2017*
<i>Starr County Campus</i>										
9	Health Professions and Science Building Partial GMP	07/26/16	8/15/2016	10/15/2017	7/02/2017*	12 months	8/15/2017	Fall 2017	8/21/2017*	8/28/2017*
	Health Professions and Science Building Package 2	09/27/16	10/3/2016							
10	Library	10/27/16	11/1/2016*	9/1/2017	7/17/2017*	10 months	8/15/2017	Early Fall 2017	8/21/2017*	8/28/2017*
11	Student Activities Building Expansion	11/21/16	11/22/2016*	9/1/2017	7/25/2017*	9 months	8/15/2017	Early Fall 2017	8/21/2017*	8/28/2017*
12	Student Services Building Expansion	11/04/16	11/7/2016*	9/1/2017	7/25/2017*	10 months	8/15/2017	Early Fall 2017	8/21/2017*	8/28/2017*
13	Workforce Training Center Expansion	10/27/16	11/1/2016	9/1/2017	7/25/2017*	10 months	8/15/2017	Early Fall 2017	8/21/2017*	8/28/2017*
<i>Nursing & Allied Campus</i>										
14	Campus Expansion Package 1	05/24/16	6/15/2016	12/1/2017	12/01/2017*	18 months	12/24/17	Spring 2018	1/3/2018*	1/22/2018*
	Campus Expansion Package 2	07/26/16	9/1/2016			15 months			1/3/2018*	1/22/2018*
<i>Technology Campus</i>										
15	Southwest Building Renovation Demolition Package	03/29/16	5/2016	8/15/2017	07/1/2017*	3 months	8/15/2017	Fall 2017	8/21/2017*	8/28/2017*
	Southwest Building Renovation Building Package	06/28/16	8/15/2016			12 months			8/21/2017*	8/28/2017*
<i>Regional Center for Public Safety Excellence</i>										
16	Training Facility	2/28/2017	4/3/2017*	2/1/2018		10 months		Summer 2018		
<i>La Joya Center</i>										
17	Training Labs Improvements	12/13/2016	2/17/2017*	8/15/2017		6 months		Fall 2017		
Thermal Plants										
18	Pecan Campus Thermal Plant Expansion	11/24/15	12/01/2015	10/30/2016		10 months		Fall 2016		
19	Mid Valley Thermal Plant	04/26/16	6/1/2016	3/27/2017		9 months		Spring 2017		
20	Starr County Thermal Plant	06/28/16	9/1/2016	7/3/2017		10 months		Fall 2017		
21	Nursing and Allied Health Campus Thermal Plant*	10/27/16	11/2016	9/2017		10 months		Fall 2017	1/3/2018	1/16/2018
Parking & Site Improvements										
22	Pecan Campus Parking and Site Improvements	09/23/16	11/1/2016*	9/1/2017		9 months		Fall 2017		
23	Mid Valley Campus Parking and Site Improvements	04/26/16	5/1/2016	8/8/2017		10 months		Fall 2017		
24	Starr County Campus Parking and Site Improvements Partial		11/1/2016*	9/1/2017		10 months		Fall 2017		
	Starr County Campus Parking and Site Improvements Package 2	10/27/16	11/1/2016*	9/1/2017		10 months				
25	Nursing and Allied Health Campus Parking and Site Improvements	10/27/16	11/2/2016*	11/1/2017		12 months		Spring 2018		
26	Technology Campus Parking and Site Improvements	06/28/16	7/15/2016	8/1/2017	7/1/17*	11 months	8/15/2017	Fall 2017	8/21/2017*	8/28/2017*
27	Regional Center for Public Safety Parking and Site Improvements									

Indicates date shown on B&A schedule but moved to November FCM

Document prepared by College staff and based on master schedule timeline prepared by Broaddus & Associates

Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Pecan Campus Thermal Plant

Approval of substantial completion for the following 2013 Bond Construction Pecan Campus Thermal Plant is requested.

	Project	Substantial Completion	Documents Attached
1.	2013 Bond Construction Pecan Campus Thermal Plant Engineer: Halff Associates Construction Manager at Risk: D. Wilson Construction Company	Recommended	Certificate of Substantial Completion

Broaddus & Associates, Halff Associates, and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on December 16, 2016. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is enclosed.

Broaddus & Associates is working with Halff Associates and D. Wilson Construction Company to provide a quote for the installation of the wave material design that was removed during the GMP process. The cost and the proposed use of buyout savings needed for this item will be presented to the Board for approval. This work will be proposed to be done prior to Final Completion.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

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

The Board of Trustees approves and authorizes substantial completion of the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

Approval Recommended:

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

Substantial Completion Acceptance

JAN 10 2017 AM 8:35

Project Name: STC Pecan Campus Thermal Plant Expansion
Project No.: _____ Date of Issuance: _____
Owner: South Texas College
Contractor: D. Wilson Construction Company
A/E Firm: Half Associates

Scope of Work Covered by This Acceptance:

STC Pecan Campus Thermal Plant Expansion
STC Pecan Campus Building E Expansion

Effective Date & Time of Acceptance: December 16, 2016

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No
OCIP Worker's Compensation will terminate within sixty (60) calendar days: Yes No Not OCIP

In accordance with the Uniform General and Supplementary General Conditions (UGC) of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued by the Architect under separate cover. It is expressly understood that the failure to include any items on such list(s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the UGC, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, Owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list(s). During the guarantee and warranty period, the Owner will directly notify the Contractor of other defects that may appear.

The **Contractor** shall complete/correct the items identified on the punch list(s) within 30 Calendar days from the Effective Date of this Acceptance.

Bill Wilson, President


Signature

1/9/17
Date

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

Menton J. "Trey" Murray, III, PE, LEED AP
Vice- President


Signature

1/9/17
Date

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Dr Shirley A Reed,
President

Signature

Date

**BROADDUS
& ASSOCIATES**

Review and Action as Necessary on Substantial Completion for the Pecan Campus Building K Student Enrollment Center

Approval of substantial completion for the following non-bond Pecan Campus Building K Student Enrollment Center is requested.

Project		Substantial Completion	Documents Attached
1.	Pecan Campus Building K Student Enrollment Center Engineer: Boultinghouse Simpson Gates Architects Contractor: NM Contracting. LLC	Recommended	Certificate of Substantial Completion

Boultinghouse Simpson Gates Architects and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on January 10, 2017, and a Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is enclosed.

The Facilities Committee recommended Board approval of substantial completion of the Non-Bond Pecan Campus Building K Student Enrollment Center as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Non-Bond Pecan Campus Building K Student Enrollment Center as presented.

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

The Board of Trustees approves and authorizes substantial completion of the Non-Bond Pecan Campus Building K Student Enrollment Center as presented.

Approval Recommended:

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

AIA[®] Document G704[™] – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address):
STC Pecan Campus Bldg. K
Enrollment Center
McAllen, Texas

PROJECT NUMBER: 1458
STC#15-16-1089/
CONTRACT FOR: General Construction
CONTRACT DATE: August 5, 2016

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO OWNER:
(Name and address):
South Texas College
3201 Pecan Blvd.
McAllen, Texas 78501

TO CONTRACTOR:
(Name and address):
NM Contracting, LLC
2022 Orchid Avenue
McAllen, Texas 78504

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

Entire project. See attached punch list for the remaining items to be repaired or remedied.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement
January 12, 2017

BOULTINGHOUSE SIMPSON
GATES ARCHITECTS
ARCHITECT


BY

1-13-17
DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$15,000

The Contractor will complete or correct the Work on the list of items attached hereto within **Thirty (30)** days from the above date of Substantial Completion.

NM CONTRACTING, LLC

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at **5:00 pm** (time) on **January 12, 2017** (date).

SOUTH TEXAS COLLEGE

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

Maintenance: *As of 5:00 p.m. on January 12, 2017 the responsibility for Maintenance of the Building shall be as follows: For completed work and areas of the building which will be occupied by the Owner, the Owner will assume full responsibility. For incomplete work such as those items remaining on the Certificate of Substantial Completion, the Contractor will retain responsibility, but must obtain permission from the Owner for access to the building.*

Damages to the Work: *As of 5:00 p.m. on January 12, 2017 the responsibility for damages to the Work shall be as follows: The Owner will assume the responsibility for any damages which occur. If the Contractor damages any of the Work during the completion of the punch-list items, he shall be responsible for correcting them.*

Insurance: *The Contractor's insurance coverage will continue in effect until the Date of Final Completion.*

Review and Action as Necessary on Lease Agreement with La Joya Independent School District for the 2013 Bond Construction La Joya Jimmy Carter High School Teaching Center

Approval of the facility lease agreement with La Joya Independent School District for use by South Texas College for instructional use is requested.

Purpose

Authorization is being requested to approve the new facility lease agreement with the La Joya Independent School District to continue providing instructional facilities.

Justification

The lease is needed to accommodate programs with specific needs for the general classrooms, science labs, computer labs, welding lab, continuing education courses and Early College High School courses being offered at the La Joya Jimmy Carter High School facility.

Background

The Board of Trustees previously approved the current facility lease agreement on August 25, 2015 as part of the La Joya Jimmy Carter Early College High School program. Existing furniture and equipment has been used since 2010.

The new lease agreement incorporates the new renovation areas for classrooms, science labs, science prep rooms, science storage rooms, computer labs and a new outdoor welding lab. The renovations of the interior spaces and the new welding lab are part of the 2013 Bond Construction La Joya Jimmy Carter Teaching Center project. In addition, new furniture and equipment will be provided for these spaces.

The College’s legal counsel has worked with College staff, and Broaddus & Associates to prepare the lease agreement which is pending final review by La Joya ISD staff.

Staff recommends approval to the lease agreement as noted below.

Facility	Lease Term	Term Requested	Lease Cost
La Joya ISD – Jimmy Carter High School – Classrooms, Science Labs, Science Prep Rooms, Science Storage Rooms, Computer Labs, Welding Lab, Library and Parking Lot	5 years	August 15, 2017 to August 14, 2022	\$1 annually

Funding Source

Funds for these expenditures are budgeted in the facility lease budget for FY 2016-2017.

The Facilities Committee recommended Board approval of the new facility lease agreement with La Joya Independent School District for use of instructional facilities for the 2013 Bond Construction La Joya Jimmy Carter High School Teaching Center facility for the period, subject to final review by La Joya ISD, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the new facility lease agreement with La Joya Independent School District for use of instructional facilities for the 2013 Bond Construction La Joya Jimmy Carter High School Teaching Center facility for the period, subject to final review by La Joya ISD, as presented.

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

The Board of Trustees approves and authorizes the new facility lease agreement with La Joya Independent School District for use of instructional facilities for the 2013 Bond Construction La Joya Jimmy Carter High School Teaching Center facility for the period, subject to final review by La Joya ISD, as presented.

Approval Recommended:

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

Review and Action as Necessary on Renewal of Facility Lease Agreements

Approval of the facility lease agreements for use by South Texas College for instructional use is requested.

Purpose

Authorization is requested to renew the current facility lease agreements with the Pharr-San Juan-Alamo Independent School District to continue providing instructional facilities and with the El Milagro Clinic and City of McAllen to continue providing parking at the Nursing and Allied Health Campus adjacent to the El Milagro Clinic.

Justification

The continuation of these leases are needed to accommodate programs with specific needs for the construction science, law enforcement, and fire science courses being offered and for providing eighty (80) parking spaces at the Nursing and Allied Health Campus.

Background

The Board of Trustees previously approved these facility leases.

At the August 25, 2015 Board meeting, the Board approved the renewal of the lease agreement with the PSJA ISD for use of the CCTA and Ballew High School for instructional use. The South Texas College staff would like to continue to use this facility.

At the September 23, 2014 Board meeting, the Board approved the lease agreement with the El Milagro Clinic and the City of McAllen to use the parking facility adjacent to the El Milagro Clinic. The South Texas College Nursing and Allied Health staff would like to continue to use this parking facility.

Staff recommends approval to renew these lease agreements as noted below.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
PSJA ISD – CCTA and Ballew High School – Classrooms, Science Labs, Electronic Lab, Welding Lab and Staff Offices	4 – one year renewals	2nd August 15, 2016 to August 14, 2017	\$1 annually plus prorated cost of security, custodial, and utilities
El Milagro Clinic and City of McAllen	1 - two year renewals	1st October 20, 2016 to October 19, 2018	\$1,250 per year

Funding Source

Funds for these expenditures are budgeted in the facility lease budget for FY 2016-2017.

The Facilities Committee recommended Board approval of the renewal of the current facility lease agreements with Pharr-San Juan-Alamo Independent School District for use of instructional facilities and the El Milagro Clinic and the City of McAllen for the parking facility for the periods as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the current facility lease agreements with Pharr-San Juan-Alamo Independent School District for use of instructional facilities and the El Milagro Clinic and the City of McAllen for the parking facility for the periods as presented..

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

The Board of Trustees approves and authorizes the renewal of the current facility lease agreements with Pharr-San Juan-Alamo Independent School District for use of instructional facilities and the El Milagro Clinic and the City of McAllen for the parking facility for the periods as presented.

Approval Recommended:

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

Review and Discussion of Proposed Gun Free Zones

During the 84th session of the Texas Legislature, Senate Bill 11 provided for the concealed carrying of handguns, by license holders, on college and university campuses, including South Texas College. The bill was passed into law, and while it took effect for universities on August 1, 2016, SB 11 specifically postponed the effective date for public junior colleges until August 1, 2017.

General Requirements of SB 11:

Concealed Carrying of Handguns on College Campuses

SB 11 explicitly stated that colleges may not prohibit license holders from carrying handguns on campus generally, although specific provisions may be made to prohibit the carrying of handguns by license holders at specific locations, as necessary for campus safety.

Reasonable Rules, Regulations, or Other Provisions Enacted by an Institution

SB 11 established a procedure by which the College was required to consult with students, staff, and faculty regarding the specific safety considerations, at which time the College President is authorized to establish “reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders....” Under SB 11, the Board has the authority, by 2/3 vote, to amend any rules established by the President.

Publication and Reporting of any Rules, Regulations, or Other Provisions Established

SB 11 further established that any such rules must be distributed to the institutions’ students, faculty, and staff, including publication on the website.

Furthermore, the College is required to regularly report any rules, regulations, or other provisions that it adopts, as well as explanation of the adoption of such rules, to a committee of the Texas Legislature.

South Texas College Campus Carry Action Plan:

Mr. Paul Varville, Chief Administrator for the Department of Public Safety, has led the task force that developed and is carrying out the *South Texas College Campus Carry Action Plan*, which was developed to comply with the requirements of SB11.

The Campus Carry Task Force membership roster their timeline to develop and implement the action plan, and the Campus Carry Task Force Final Report (January 2017) are included in the following pages.

The Task Force identified the following activities toward the implementation of Campus Carry at South Texas College:

Completed Steps

- Development of a campus website to provide information on Campus Carry
- Communication with the college about the website and other resources
- Ongoing Web Survey requesting stakeholder recommendations for gun free zones
- Campus Forums with students, faculty, and staff
 - Forums were advertised to all students, faculty, and staff.
 - Forums were open to all, and held at each campus
 - 163 students and 134 employees participated, district wide:

Campus	Student	Faculty/Staff	Total
Pecan	37	60	97
Nursing & Allied Health	12	26	38
Technology	48	47	95
Mid Valley	32	35	67
Starr County	78	21	99
Total:	207	189	396

- Review of Campus Forum and Survey responses with administrative staff
- Task force review of recommendations gathered at forums
- Presentation of preliminary recommendations at additional campus forums
- Further review of recommended gun free zones with administrative staff
- President’s review of Task Force Recommendations

Next Steps in the Campus Carry Action Plan

- Board review of President’s Recommendations
- Board Action as necessary on Gun Free Zones
- Identify Campus Specific Locations (e.g. labs and other spaces)
- Develop Compliant Signage
- Conduct Professional Development on Campus Carry
- Continued communication with campus stakeholders
- Finalize Web Site with all related Information

As the Task Force moves forward, the website will continue to be updated to give all stakeholders a place for accurate information related to this important process.

Texas Attorney General Opinion Regarding Gun Free Zones:

Texas Attorney General Ken Paxton issued an opinion, KP-0120, regarding the authority of a community college to prohibit the carrying of concealed handguns in classrooms or other areas where minors attend class or are routinely present.

Excerpts of KP-0120 include:

- “A junior or community college may not categorically prohibit concealed handguns from the junior or community college campus.”
- “A junior or community college may not adopt a blanket prohibition against concealed handguns in all of its classrooms merely because minors may attend or be present in any or all classrooms.”
- “Nothing in S.B. 11 expressly excepts from the concealed carry authorization areas of a campus of an institution of higher education in which minors may congregate.”
- “We cannot conclude the Legislature intended section 46.03 to impose a general prohibition against firearms and other weapons from a location, particularly college campuses, due to the mere presence of minors.”
- “This is especially true given that the Legislature has not prohibited in that section firearms in a number of locations where minors may congregate, such as shopping malls, movie theaters, museums, and music venues.”

“Gun Free Zone” Recommendations as of January 2017:

Currently, the Task Force has recommended the following “Gun Free Zones” at South Texas College, pending further discussion and review with the President and the Board. Each recommended zone is supported by the cited statutes as a place at which the concealed carrying of handguns by license holders may be prohibited.

Restricted Gun Free Zone

Legal Basis

- | | |
|---|---|
| 1. Early College High School - Pecan Campus | Texas Penal Code Section 46.03 (1) |
| 2. Sporting Events on Premises – MVC Wellness CTR | Texas Penal Code Section 46.035 (b) (2) |
| 3. Counseling Offices | Texas Govt. Code Section 411.2031 (d-1) |
| 4. Child Development Center | Texas Govt. Code Section 411.2031 (d-1) |
| 5. Areas with chemicals or pressurized gas | Texas Govt. Code Section 411.2031 (d-1) |
| 6. Testing Center - Pecan Plaza | Texas Govt. Code Section 411.2031 (d-1) |
| 7. Temporary Events | Texas Penal Code Section 46.035 (a-3) |
| A. Hearings, Mediations, Disciplinary Sessions | Texas Penal Code Section 46.035 (a-3) |
| B. Board/Committee Meetings | Texas Penal Code Section 46.035 (c) |
| C. Intramural Fields | Texas Govt. Code Section 411.2031 (d-1) |
| D. Graduation Ceremonies | Texas Govt. Code Section 411.2031 (d-1) |
| E. Polling Locations | Texas Penal Code Section 46.03 (2) |

The legal basis provided for each Gun Free Zone listed is included in the following pages for the Board's information and review.

Administration is also reviewing existing policies and will propose revisions and/or new policies as necessary to comply with state law and to establish gun free zones.

No action is requested at this time.

Campus Carry Task Force Membership



Finance and Administrative Services

- Paul Varville, Chief Administrator, Department of Public Safety
- Ruben Suarez, Police Lieutenant
- George McCaleb, Director of Facilities Operation and Maintenance
- Leslie Castaneda, Police Compliance Coordinator

Student Affairs and Enrollment Management

- Paul Hernandez, Dean of Student Affairs
- Eli Nguma, Director of Student Activities and Wellness
- Santa Pena, Director of Counseling
- Student Government Association President and Student Representative from Each Campus

Academic Affairs

- Margarita Vanguelova, CADD Faculty – BT Division
- Veronica Rodriguez, Child Development Chair – LASS Division
- Oscar Rodriguez, Chemistry Faculty – MSB Division
- Dr. Robert Gonzalez, EMT Program Chair – NAH Division
- William Greene, Political Science Faculty - Faculty Senate
- Amanda Barron, Student Success Specialist – Mid-Valley Campus
- Oscar Garza, Criminal Justice Faculty - Starr County Campus
- Sofia Pena, Director of Early College High Schools

Information Services Planning and Strategic Initiatives

- Minerva Alvarez, Librarian
- Belinda Torres, Coordinator of Learning Support
- Monica Alaniz, Qualitative Researcher

Continuing Education

- Lorena Trevino, Continuing Education Operations Officer

Public Relations and Marketing

- Daniel Ramirez, Director of Public Relations and Marketing

Grant Development, Management and Compliance

- Samantha Uriegas, Grants/Contr Compliance Officer



SOUTH TEXAS COLLEGE CAMPUS CARRY TIMELINE FOR 2016 -2017





Campus Carry Task Force

Final Report
January 2017

Table of Contents

I. INTRODUCTION	Page 1
II. THE LAW	
1. Summary of Senate Bill 11	Page 1
2. Summary of House Bill 910	Page 2
III. TASK FORCE TIMELINE	Page 2
IV. TASK FORCE ACTION PLAN	Page 3
V. DELIBERATIVE PROCESS	Page 3
VI. ATTENDANCE AT CAMPUS FORUMS	Page 4
VII. FEEDBACK AT CAMPUS FORUMS	Page 4
VIII. RECOMMENDATIONS	Page 5
IX. CONCLUSIONS	Page 7
APPENDIX A - TASK FORCE MEMBERSHIP	
APPENDIX B – TEXT OF RELEVANT STATUTES	

Introduction

The 84th Texas Legislative Session, Senate Bill 11 (known as the “campus carry” law) was signed into law by Governor Abbott in 2015. It authorizes a person who holds a state issued license to carry, to bring a concealed handgun on Community College property beginning August 1, 2017.

House Bill 910, passed during the same Legislative Session (known as the “open carry” law) expressly exempts institutions of higher education. Thus, the open carry of handguns on campus is illegal.

S.B. 11 authorizes the president of a public educational institution to enact reasonable rules and regulations regarding the concealed carry of handguns on campus. These rules and regulations may neither generally prohibit nor have the effect of generally prohibiting license holders from carrying concealed handguns on campus.

South Texas College President Dr. Shirley Reed established the Campus Carry Task Force to recommend implementation policies for S.B. 11. The task force was comprised of representatives from the Finance & Administrative Services, Student Affairs & Enrollment Management, Academic Affairs, Information Planning & Strategic Initiatives, Public Relations & Marketing and Grant Development, Management & Compliance divisions.

The Law

A. Summary of Senate Bill 11

Senate Bill 11 added section 411.2031(b) to the Texas Government Code and amended Texas Penal Code section 46.03, authorizing a license holder to carry a concealed handgun on or about the license holder’s person while the license holder is on the campus of an institution of higher education. These changes take effect on August 1, 2017.

Texas Government Code section 411.2031(d-1) states that the president shall establish reasonable rules and regulations regarding the carrying of concealed handguns by license holders on the campus... or on premises located on the campus. Before establishing these rules and regulations, the president must consult with students, staff, and faculty concerning the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The president can’t enact rules and regulations that generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on the campus.

Texas Government Code section 411.2031(d-2) requires the Board of Trustees to review any rules or regulations that the college president adopts and may, by a two-thirds vote, amend those rules or regulations. Section (d-3) specifies the need to widely distribute the rules to students, faculty, and staff, while section (d-4) requires the college to submit to the legislature and relevant committees by September 1st of each even numbered year, a report that describes the rules and regulations that were adopted and explains the reasons why.

The college must give effective notice under Penal Code Section 30.06, identifying any portion of a premises on which license holders may not carry. The notice may be given by oral or written communication. Written communication may be given individually on a card or document or through posted signage.

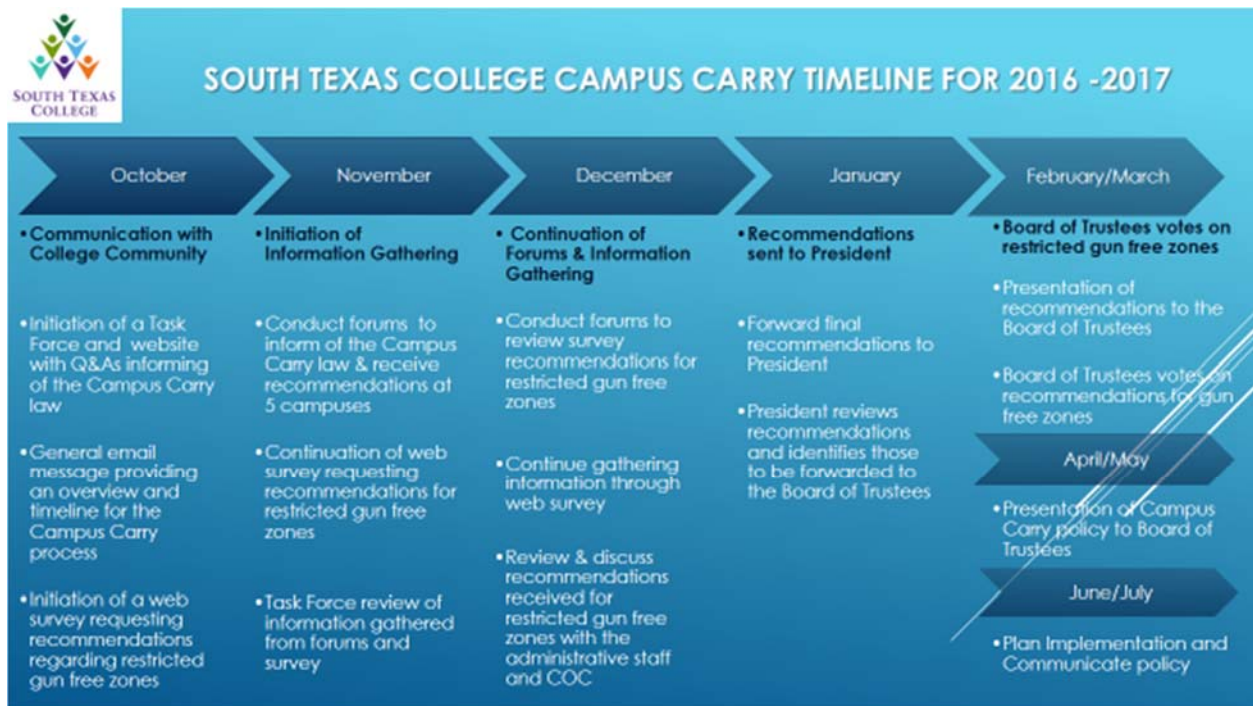
B. Summary of House Bill 910

House Bill 910 added section 46.035 (a-1) to the Penal Code stating that a license holder commits an offense if the license holder carries a partially or wholly visible handgun, regardless of whether the handgun is holstered, on or about the license holder's person under the authority of Subchapter H, Chapter 411, Government Code, and intentionally displays the handgun in plain view of another person:

- (1) on the premises of an institution of higher education or private or independent institution of higher education; or
- (2) on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of an institution of higher education or private or independent institution of higher education.

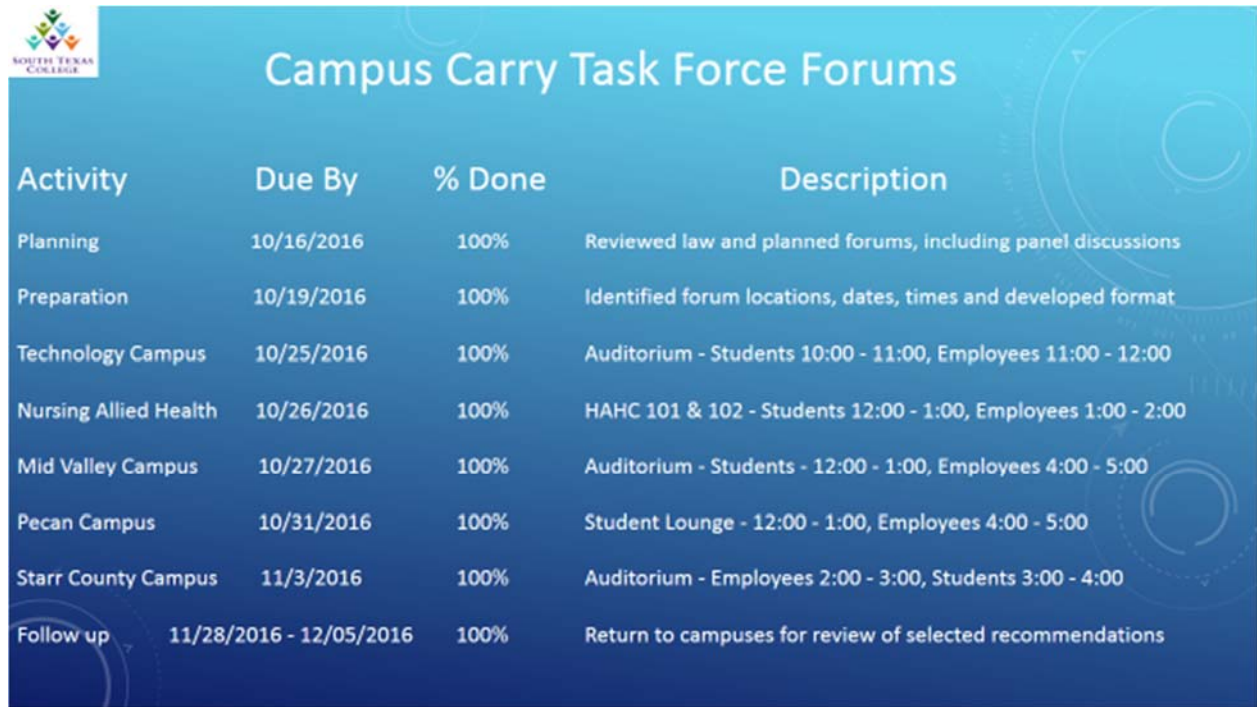
Task Force Timeline

To ensure that the process for implementation of the new law was completed in a timely manner, the following timeline was established and adhered to.



Task Force Action Plan

The following action plan was developed to identify the dates for the forums that were conducted at each campus to inform students, faculty, and staff of the law, identify the college website to obtain additional information, and encourage recommendations for restricted gun free zones to be submitted on the college survey website and other information shown in the deliberative process below.



The image shows a presentation slide titled "Campus Carry Task Force Forums" with the South Texas College logo in the top left corner. The slide contains a table with the following data:

Activity	Due By	% Done	Description
Planning	10/16/2016	100%	Reviewed law and planned forums, including panel discussions
Preparation	10/19/2016	100%	Identified forum locations, dates, times and developed format
Technology Campus	10/25/2016	100%	Auditorium - Students 10:00 - 11:00, Employees 11:00 - 12:00
Nursing Allied Health	10/26/2016	100%	HAHC 101 & 102 - Students 12:00 - 1:00, Employees 1:00 - 2:00
Mid Valley Campus	10/27/2016	100%	Auditorium - Students - 12:00 - 1:00, Employees 4:00 - 5:00
Pecan Campus	10/31/2016	100%	Student Lounge - 12:00 - 1:00, Employees 4:00 - 5:00
Starr County Campus	11/3/2016	100%	Auditorium - Employees 2:00 - 3:00, Students 3:00 - 4:00
Follow up	11/28/2016 - 12/05/2016	100%	Return to campuses for review of selected recommendations

Task Force Deliberative Process

General email messages were sent to all employees, outlining the process and dates of the forums. The Public Relations & Marketing Department used social media to communicate the same information to college students.


The Task Force consulted extensively with the South Texas College community, holding 20 forums with students, faculty, and staff at the college's five campuses. A number of the forums were live streamed. These forums presented the requirements of the campus carry law, legal opinions of the Texas Attorney General, the timeline and process for implementation, and identification of the restricted gun free zone website survey and webpage for additional information on the law.

The online survey generated 142 recommendations that were reviewed and considered by task force members.

Discussions with the Faculty Senate, President's Administrative Staff, Coordinated Operations Counsel, and Planning and Development Counsel were held to further review the implementation process and identify restricted gun free zones.

Attendance at Campus Forums


Attendance at the 20 campus forums that were conducted is displayed below. The total compares favorably with the Campus Carry forum attendance for the University of Texas at Austin.



SOUTH TEXAS COLLEGE CAMPUS CARRY FORUM ATTENDANCE 10/25/16 – 12/02/16

Technology	Nursing Allied Health	Mid Valley	Pecan	Starr County
• Students – 48	• Students – 12	• Students – 32	• Students - 37	• Students - 78
• Faculty/Staff – 47	• Faculty/Staff - 26	• Faculty/Staff - 35	• Faculty/Staff - 60	• Faculty/Staff – 21
				• Total : 396
				• UT Austin Total 250

Feedback at Campus Forums



SOUTH TEXAS COLLEGE CAMPUS CARRY FORUM COMMENTS 10/25/16 – 11/04/16

Technology	Nursing Allied Health	Mid Valley	Pecan	Starr County
<ul style="list-style-type: none"> • Welding areas • Automotive repair • Dual Enrollment Class • Temporary signs • Training for license holders • Imprint of handgun on clothing • List of license holders • Need for more police and security guards 	<ul style="list-style-type: none"> • Advising sessions open to public • Handguns in buildings & vehicles • Simulation lab guns in backpack • Counseling areas should be gun free • During examinations, guns should be banned • More police and security coverage 	<ul style="list-style-type: none"> • Dual enrollment students in classroom • Shooting range for training • License holder identification • Legal requirement to report display of gun • Informing the ISD's of our policy • Need additional police and security 	<ul style="list-style-type: none"> • Lockers for guns • Commuting to ISD with handguns • Cooper Center and Bldg. M gun free • Additional cameras needed • License holder entering bldg. by mistake • More security 	<ul style="list-style-type: none"> • Handguns on shuttle buses • LTC registration at the college • Instructors asking students if they are armed • Security guard carrying a handgun in a gun free zone • UTRGV issues with the new law • More police officers needed at Starr campus

Some faculty members conveyed their concern that campus carry will have a significant, adverse effect on classroom discussions and academic freedom. Groups of students expressed similar concerns. Conversely, a number of the comments received favored campus carry. Those with licenses to carry or who planned on obtaining them believed that they should be able to carry a concealed handgun for personal protection. Texas Department of Public Safety data shows that license holders comprise 4.5% of the Texas population aged 21 and older and are law-abiding.

A review gun violence at campuses in states that already have campus carry revealed little evidence directly linked to campus carry and none that involves any intentional shooting. Four accidental discharge incidents had occurred. Two involved a license holder who was openly displaying a handgun to another person; the other two involved license holders who were carrying their handguns un-holstered in their pant pocket.

Recommendations

The Task Force recommendations for restricted gun free zones are a result of the college survey website submissions, research, deliberation, and debate.

The final recommendations are as follows:



RESTRICTED GUN FREE ZONES	
Restricted Gun Free Zone	Legal Basis
1. Early College High School - Pecan Campus	Texas Penal Code Section 46.03 (1)
2. Sporting Events on Premises – MVC Wellness CTR	Texas Penal Code Section 46.035 (b) (2)
3. Counseling Offices	Texas Govt. Code Section 411.2031 (d-1)
4. Child Development Center	Texas Govt. Code Section 411.2031 (d-1)
5. Areas with chemicals or pressurized gas	Texas Govt. Code Section 411.2031 (d-1)
6. Testing Center - Pecan Plaza	Texas Govt. Code Section 411.2031 (d-1)
7. Temporary Events	Texas Penal Code Section 46.035 (a-3)
A. Hearings, Mediation & Disciplinary Sessions	Texas Penal Code Section 46.035 (a-3)
B. Board/Committee Meetings	Texas Penal Code Section 46.035 (c)
C. Intramural Fields	Texas Govt. Code Section 411.2031 (d-1)
D. Graduation Ceremonies	Texas Govt. Code Section 411.2031 (d-1)
E. Polling Locations	Texas Penal Code Section 46.03 (2)
(Revised 01/18/17)	

Early College High School - Pecan Campus

The Early College High School at the Pecan Campus is operated by the McAllen ISD and includes high school students in the 9th through 12th grade. Firearms and other weapons are prohibited by Texas Penal Code Section 46.03 (1).

Sporting Events on Campus – MVC Wellness Center

The Wellness Center located at the Mid Valley Campus in Weslaco hosts sporting events and firearms and other weapons are prohibited at this type of campus facility by Penal Code Section 46.035 (b) (2).

Counseling Offices

Throughout the operating hours of counseling offices, meetings are held with students in need of assistance and often in distress. The emotional state of these students is not conducive to the possession of a firearm and is prohibited pursuant to Texas Government Code 411.2031 (d-1).

Child Development Center

The Child Development Center is populated by young children and occasional disputes by parents have occurred during pickup or drop off at that location. The possession of a firearm is prohibited in accordance with Texas Government Code 411.2031 (d-1).

Areas with Chemicals or Pressurized Gas

Certain campus laboratories and other settings contain chemicals or pressurized gas. Since it is possible that the discharge of a firearm may cause these substances to explode, firearms are prohibited as authorized by Texas Government Code 411.2031 (d-1).

Testing Center – Pecan Plaza

The Testing Center at Pecan Plaza has entered into vendor contract in which firearms are prohibited at that location. Firearms are therefore prohibited in accordance with Texas Government Code 411.2031 (d-1).

Temporary Events

Hearings and Disciplinary Sessions

The Office of Human Relations, Office of Student Rights and Responsibilities, and supervisory personnel periodically conduct hearings and disciplinary sessions. These sessions are adversarial and firearms are prohibited pursuant to Texas Penal Code Section 46.035 (a-3).

Board/Committee Meetings

Firearms are prohibited at governing body meetings, including college district Board of Trustee and Board Committee meetings by Texas Penal Code Section 46.035 (c).

Intramural Fields

Due to emotions during athletic competition and past disruptions at intramural fields, firearms are prohibited pursuant to Texas Government Code Section 411.2031 (d-1).

Graduation Ceremonies

Graduation ceremonies are attended by thousands of participants and observers, making a prime target for those predisposed to cause harm and firearms are prohibited by Texas Government Code Section 411.2031 (d-1).

Polling Locations

South Texas College hosts county voting officials during election seasons and firearms are prohibited at these locations by Texas Penal Code Section 46.03 (2).

Conclusion

The Campus Carry Task Force conducted extensive outreach to college students, faculty, and staff. The establishment of Campus Carry and survey webpages to provide information and permit online submission of restricted gun free zone recommendations, granted ample opportunity for the college community to voice its opinion. Review of Texas State Statutes ensured that the designated restricted gun free zones are reasonable rules and regulations and do not amount to a general prohibition on the carrying of concealed handguns by license holders on the college campuses.

APPENDIX A

TASK FORCE MEMBERSHIP

Chair

Paul Varville, Chief Administrator, South Texas College Department of Public Safety

Finance and Administrative Services

George McCaleb, Director of Facilities Operations and Maintenance

Ruben Suarez, Police Lieutenant

Johnny Barbosa, Police Sergeant

Leslie Castaneda, Police Compliance Coordinator

Student Affairs and Enrollment Management

Paul Hernandez, Dean of Student Life

Student Government Representative

Santa Pena, Director of Counseling

Eli Nguma, Director of Student Activities and Wellness

Academic Affairs

Margarita Vanguelova, CADD Faculty - BT Division

Veronica Rodriguez, Child Development Chair – LASS Division

Oscar Rodriguez, Chemistry Faculty – MSB Division

Dr. Robert Gonzalez, EMT Program Chair – NAH Division

William Greene, Political Science Faculty – Faculty Senate

Amanda Barron, Student Success Specialist – Mid Valley Campus

Oscar Garza, Criminal Justice Faculty – Starr County Campus

Sofia Pena, Director of Early College High School

Information Services Planning and Strategic Initiatives

Minerva Alvarez, Librarian

Belinda Torres, Coordinator of Learning Support

Ismael Marquez, Survey Research Facilitator

Continuing Education

Lorena Trevino, Continuing Education Operations Officer

Public Relations and Marketing

Daniel Ramirez, Director of Public Relations and Marketing

Grant Development, Management, and Compliance

Samantha Uriegas, Grants Compliance Officer

APPENDIX B

TEXT OF RELEVANT STATUTES

SENATE BILL 11

SECTION 1. Subchapter H, Chapter 411, Government Code, is amended by adding Section 411.2031 to read as follows:

Sec. 411.2031. CARRYING OF HANDGUNS BY LICENSE

HOLDERS ON CERTAIN CAMPUSES. (a) For purposes of this section:

- (1) "Campus" means all land and buildings owned or leased by an institution of higher education or private or independent institution of higher education.
- (2) "Institution of higher education" and "private or independent institution of higher education" have the meanings assigned by Section 61.003, Education Code.
- (3) "Premises" has the meaning assigned by Section 46.035, Penal Code.

(b) A license holder may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of an institution of higher education or private or independent institution of higher education in this state.

(c) Except as provided by Subsection (d), (d-1), or (e), an institution of higher education or private or independent institution of higher education in this state may not adopt any rule, regulation, or other provision prohibiting license holders from carrying handguns on the campus of the institution.

(d) An institution of higher education or private or independent institution of higher education in this state may establish rules, regulations, or other provisions concerning the storage of handguns in dormitories or other residential facilities that are owned or leased and operated by the institution and located on the campus of the institution.

(d-1) After consulting with students, staff, and faculty of the institution regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment, the president or other chief executive officer of an institution of higher education in this state shall establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus of the institution or on premises located on the campus of the institution. The president or officer may not establish provisions that generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on the campus of the institution. The president or officer may amend the provisions as necessary for campus safety. The provisions take effect as determined by the president or officer unless subsequently amended by the board of regents or other governing board under Subsection (d-2). The institution must give effective notice under Section 30.06, Penal Code, with respect to any portion of a premises on which license holders may not carry.

(d-2) Not later than the 90th day after the date that the rules, regulations, or other provisions are established as described by Subsection (d-1), the board of regents or other governing board of the institution of higher education shall review the provisions. The board of regents or other governing board may, by a vote of not less than two-thirds of the board, amend wholly or partly the provisions established under Subsection (d-1). If amended under this subsection, the provisions are considered to be those of the institution as established under Subsection (d-1).

(d-3) An institution of higher education shall widely distribute the rules, regulations, or other provisions described by Subsection (d-1) to the institution's students, staff, and faculty, including by prominently publishing the provisions on the institution's Internet website.

(d-4) Not later than September 1 of each even numbered year, each institution of higher education in this state shall submit a report to the legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of this section that:

- (1) describes its rules, regulations, or other provisions regarding the carrying of concealed handguns on the campus of the institution; and
- (2) explains the reasons the institution has established those provisions.

(e) A private or independent institution of higher education in this state, after consulting with students, staff, and faculty of the institution, may establish rules, regulations, or other provisions prohibiting license holders from carrying handguns on the campus of the institution, any grounds or building on which an activity sponsored by the institution is being conducted, or a passenger transportation vehicle owned by the institution.

SECTION 2. Section 411.208, Government Code, is amended by amending Subsections (a), (b), and (d) and adding Subsection (f) to read as follows:

(a) A court may not hold the state, an agency or subdivision of the state, an officer or employee of the state, an institution of higher education, an officer or employee of an institution of higher education, a private or independent institution of higher education that has not adopted rules under Section 411.2031(e), an officer or employee of a private or independent institution of higher education that has not adopted rules under Section 411.2031(e), a peace officer, or a qualified handgun instructor liable for damages caused by:

- (1) an action authorized under this subchapter or a failure to perform a duty imposed by this subchapter; or
- (2) the actions of an applicant or license holder that occur after the applicant has received a license or been denied a license under this subchapter.

(b) A cause of action in damages may not be brought against the state, an agency or subdivision of the state, an officer or employee of the state, an institution of higher education, an officer or employee of an institution of higher education, a private or independent institution of higher education that has not adopted rules under Section 411.2031(e), an officer or employee of a private or independent institution of higher education that has not adopted rules under Section 411.2031(e), a peace officer, or a qualified handgun instructor for any damage caused by the actions of an applicant or license holder under this subchapter.

(d) The immunities granted under Subsections(a), (b), and (c) do not apply to:

- (1) an act or a failure to act by the state, an agency or subdivision of the state, an officer of the state, an institution of higher education, an officer or employee of an institution of higher education, a private or independent institution of higher education that has not adopted rules under Section 411.2031(e), an officer or employee of a private or independent institution of higher education that has not adopted rules under Section 411.2031(e), or a peace officer if the act or failure to act was capricious or arbitrary; or
- (2) any officer or employee of an institution of higher education or private or independent institution of higher education described by Subdivision (1) who possesses a handgun on the campus of that institution and whose conduct with regard to the handgun is made the basis of a claim for personal injury or property damage.

(f) For purposes of this section:

- (1) "Campus" has the meaning assigned by Section 411.2031.

-
- (2) “Institution of higher education” and “private or independent institution of higher education” have the meanings assigned by Section 61.003, Education Code.

SECTION 3. Sections 46.03(a) and (c), Penal Code, are amended to read as follows:

(a) A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a):

(1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, on a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless:

- (A) pursuant to written regulations or written authorization of the institution; or
- (B) the person possesses or goes with a concealed handgun that the person is licensed to carry under Subchapter H, Chapter 411, Government Code, and no other weapon to which this section applies, on the premises of an institution of higher education or private or independent institution of higher education, on any grounds or building on which an activity sponsored by the institution is being conducted, or in a passenger transportation vehicle of the institution;

- (2) on the premises of a polling place on the day of an election or while early voting is in progress;
- (3) on the premises of any government court or offices utilized by the court, unless pursuant to written regulations or written authorization of the court;
- (4) on the premises of a racetrack;
- (5) in or into a secured area of an airport; or
- (6) within 1,000 feet of premises the location of which is designated by the Texas Department of Criminal Justice as a place of execution under Article 43.19, Code of Criminal Procedure, on a day that a sentence of death is set to be imposed on the designated premises and the person received notice that:

- (A) going within 1,000 feet of the premises with a weapon listed under this subsection was prohibited; or
- (B) possessing a weapon listed under this subsection within 1,000 feet of the premises was prohibited.

(c) In this section:

- (1) “Institution of higher education” and “private or independent institution of higher education” have the meanings assigned by Section 61.003, Education Code.
- (2) “Premises” has the meaning assigned by Section 46.035.
- (3) “Secured area” means an area of an airport terminal building to which access is controlled by the inspection of persons and property under federal law.

SECTION 4. Section 46.035, Penal Code, is amended by adding Subsections (a-1), (a-2), (a-3), and (l) and amending Subsections (g), (h), and (j) to read as follows:

(a-1) Notwithstanding Subsection (a), a license holder commits an offense if the license holder carries

a partially or wholly visible handgun, regardless of whether the handgun is holstered, on or about the license holder’s person under the authority of Subchapter H, Chapter 411, Government Code, and intentionally or knowingly displays the handgun in plain view of another person:

- (1) on the premises of an institution of higher education or private or independent institution of higher education; or
- (2) on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of an institution of higher education or private or independent institution of higher education.

(a-2) Notwithstanding Subsection (a) or Section 46.03(a), a license holder commits an offense if the license holder carries a handgun on the campus of a private or independent institution of higher education in this state that has established rules, regulations, or other provisions prohibiting license holders from carrying handguns pursuant to Section 411.2031(e), Government Code, or on the grounds or building on which an activity sponsored by such an institution is being conducted, or in a passenger transportation vehicle of such an institution, regardless of whether the handgun is concealed, provided the institution gives effective notice under Section 30.06.

(a-3) Notwithstanding Subsection (a) or Section 46.03(a), a license holder commits an offense if the license holder intentionally carries a concealed handgun on a portion of a premises located on the campus of an institution of higher education in this state on which the carrying of a concealed handgun is prohibited by rules, regulations, or other provisions established under Section 411.2031(d-1), Government Code, provided the institution gives effective notice under Section 30.06 with respect to that portion.

(g) An offense under Subsection (a), (a-1), (a-2), (a-3), (b), (c), (d), or (e) is a Class A misdemeanor, unless the offense is committed under Subsection (b) (1) or (b) (3), in which event the offense is a felony of the third degree.

(h) It is a defense to prosecution under Subsection (a), (a-1), (a-2), or (a-3) that the actor, at the time of the commission of the offense, displayed the handgun under circumstances in which the actor would have been justified in the use of force or deadly force under Chapter 9.

(j) Subsections (a), (a-1), (a-2), (a-3), and (b) (1) do not apply to a historical reenactment performed in compliance with the rules of the Texas Alcoholic Beverage Commission.

(l) Subsection (b) (2) does not apply on the premises where a collegiate sporting event is taking place if the actor was not given effective notice under Section 30.06.

SECTION 5. Section 46.035(f), Penal Code, is amended by adding Subdivision (1-a) to read as follows:

(1-a) "Institution of higher education" and "private or independent institution of higher education" have the meanings assigned by Section 61.003, Education Code.

SECTION 6. Section 411.208, Government Code, as amended by this Act, applies only to a cause of action that accrues on or after the effective date of this Act. A cause of action that accrues before the effective date of this Act is governed by the law in effect immediately before that date, and that law is continued in effect for that purpose.

SECTION 7. The change in law made by this Act applies only to an offense committed on or after the effective date of this Act. An offense committed before the effective date of this Act is governed by the law in effect on the date the offense was committed, and the former law is continued in effect for that purpose. For purposes of this section, an offense was committed before the effective date of this Act if any element of the offense occurred before that date.

SECTION 8. (a) Except as otherwise provided by this section, this Act takes effect August 1, 2016.

(b) Before August 1, 2016, the president or other chief executive officer of an institution of higher education, as defined by Section 61.003, Education Code, other than a public junior college as defined by that section, shall take any action necessary to adopt rules, regulations, or other provisions as required by Section 411.2031, Government Code, as added by this Act. Notwithstanding any other law, the president or other chief executive officer shall establish rules, regulations, or other provisions under Section 411.2031(d-1), Government Code, as added by this Act, that take effect August 1, 2016.

(c) Before August 1, 2016, a private or independent institution of higher education, as defined by Section 61.003, Education Code, may take any action necessary to adopt rules, regulations, or other provisions as authorized under Section 411.2031, Government Code, as added by this Act.

(d) This Act does not apply to a public junior college, as defined by Section 61.003, Education Code, before August 1, 2017. Not later than August 1, 2017, the president or other chief executive officer of a public junior college shall take any action necessary to adopt rules, regulations, or other provisions as required by Section 411.2031, Government Code, as added by this Act. Notwithstanding any other law, the President or other chief executive officer shall establish rules, regulations, or other provisions under Section 411.2031(d-1), Government Code, as added by this Act, that take effect August 1, 2017.

TEXAS PENAL CODE § 46.03

(as of August 1, 2017 for community colleges)

Sec. 46.03. Places weapons prohibited.

(a) A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a):

(1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless:

(A) pursuant to written regulations or written authorization of the institution; or

(B) the person possesses or goes with a concealed handgun that the person is licensed to carry under Subchapter H, Chapter 411, Government Code, and no other weapon to which this section applies, on the premises of an institution of higher education or private or independent institution of higher education, on any grounds or building on which an activity sponsored by the institution is being conducted, or in a passenger transportation vehicle of the institution;

(2) on the premises of a polling place on the day of an election or while early voting is in progress;

(3) on the premises of any government court or offices utilized by the court, unless pursuant to written regulations or written authorization of the court;

(4) on the premises of a racetrack;

(5) in or into a secured area of an airport; or

(6) within 1,000 feet of premises the location of which is designated by the Texas Department of Criminal Justice as a place of execution under Article 43.19, Code of Criminal Procedure, on a day that a sentence of death is set to be imposed on the designated premises and the person received notice that:

(A) going within 1,000 feet of the premises with a weapon listed under this subsection was prohibited; or

(B) possessing a weapon listed under this subsection within 1,000 feet of the premises was prohibited.

(b) It is a defense to prosecution under Subsections (a) (1)-(4) that the actor possessed a firearm while in the actual discharge of his official duties as a member of the armed forces or National Guard or a guard employed by a penal institution, or an officer of the court.

(c) In this section:

- (1) "Institution of higher education" and "private or independent institution of higher education" have the meanings assigned by Section 61.003, Education Code.
- (2) "Premises" has the meaning assigned by Section 46.035.
- (3) "Secured area" means an area of an airport terminal building to which access is controlled by the inspection of persons and property under federal law

(d) It is a defense to prosecution under Subsection (a)(5) that the actor possessed a firearm or club while traveling to or from the actor's place of assignment or in the actual discharge of duties as:

- (1) a member of the armed forces or national guard;
- (2) a guard employed by a penal institution; or
- (3) a security officer commissioned by the Texas Private Security Board if:

(A) the actor is wearing a distinctive uniform; and

(B) the firearm or club is in plain view; or

(4) a security officer who holds a personal protection authorization under Chapter 1702, Occupations Code, provided that the officer is either:

(A) wearing the uniform of a security officer, including any uniform or apparel described by Section 1702.323(d), Occupations Code, and carrying the officer's firearm in plain view; or

(B) not wearing the uniform of a security officer and carrying the officer's firearm in a concealed manner.

(e) It is a defense to prosecution under Subsection (a) (5) that the actor checked all firearms as baggage in accordance with federal or state law or regulations before entering a secured area.

(f) It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a handgun under Subchapter H, Chapter 411, Government Code.

(g) An offense under this section is a third degree felony.

(h) It is a defense to prosecution under Subsection (a)(4) that the actor possessed a firearm or club while traveling to or from the actor's place of assignment or in the actual discharge of duties as a security officer commissioned by the Texas Board of Private Investigators and Private Security Agencies, if:

- (1) the actor is wearing a distinctive uniform; and
- (2) the firearm or club is in plain view.

(i) It is an exception to the application of Subsection (a) (6) that the actor possessed a firearm or club:

- (1) while in a vehicle being driven on a public road; or
- (2) at the actor's residence or place of employment.

TEXAS PENAL CODE § 46.035

(as of August 1, 2017 for community colleges)

Sec. 46.035. Unlawful Carrying of Handgun by License Holder

(a) A license holder commits an offense if the license holder carries a handgun on or about the license holder's person under the authority of Subchapter H, Chapter 411, Government Code, and intentionally displays the handgun in plain view of another person in a public place. It is an exception to the application of this subsection that the handgun was partially or wholly visible but was carried in a shoulder or belt holster by the license holder.

(a-1) Notwithstanding Subsection (a), a license holder commits an offense if the license holder carries

a partially or wholly visible handgun, regardless of whether the handgun is holstered, on or about the license holder's person under the authority of Subchapter H, Chapter 411, Government Code, and intentionally or knowingly displays the handgun in plain view of another person:

- (1) on the premises of an institution of higher education or private or independent institution of higher education; or
- (2) on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of an institution of higher education or private or independent institution of higher education.

(a-2) Notwithstanding Subsection (a) or Section 46.03(a), a license holder commits an offense if the license holder carries a handgun on the campus of a private or independent institution of higher education in this state that has established rules, regulations, or other provisions prohibiting license holders from carrying handguns pursuant to Section 411.2031(e), Government Code, or on the grounds or building on which an activity sponsored by such an institution is being conducted, or in a passenger transportation vehicle of such an institution, regardless of whether the handgun is concealed, provided the institution gives effective notice under Section 30.06.

(a-3) Notwithstanding Subsection (a) or Section 46.03(a), a license holder commits an offense if the license holder intentionally carries a concealed handgun on a portion of a premises located on the campus of an institution of higher education in this state on which the carrying of a concealed handgun is prohibited by rules, regulations, or other provisions established under Section 411.2031(d-1), Government Code, provided the institution gives effective notice under Section 30.06 with respect to that portion.

(b) A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, on or about the license holder's person:

- (1) on the premises of a business that has a permit or license issued under Chapter 25, 28, 32, 69, or 74, Alcoholic Beverage Code, if the business derives 51 percent or more of its income from the sale or service of alcoholic beverages for on-premises consumption, as determined by the Texas Alcoholic Beverage Commission under Section 104.06, Alcoholic Beverage Code;
- (2) on the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event;
- (3) on the premises of a correctional facility;
- (4) on the premises of a hospital licensed under Chapter 241, Health and Safety Code, or on the premises of a nursing facility licensed under Chapter 242, Health and Safety Code, unless the license holder has written authorization of the hospital or nursing facility administration, as appropriate;
- (5) in an amusement park; or
- (6) on the premises of a church, synagogue, or other established place of religious worship.

-
- (c) A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held and if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.
- (d) A license holder commits an offense if, while intoxicated, the license holder carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster.
- (e) A license holder who is licensed as a security officer under Chapter 1702, Occupations Code, and employed as a security officer commits an offense if, while in the course and scope of the security officer's employment, the security officer violates a provision of Subchapter H, Chapter 411, Government Code.
- (f) In this section:
- (1) "Amusement park" means a permanent indoor or outdoor facility or park where amusement rides are available for use by the public that is located in a county with a population of more than one million, encompasses at least 75 acres in surface area, is enclosed with access only through controlled entries, is open for operation more than 120 days in each calendar year, and has security guards on the premises at all times. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
- (1-a) "Institution of higher education" and "private or independent institution of higher education" have the meanings assigned by Section 61.003, Education Code.
- (2) "License holder" means a person licensed to carry a handgun under Subchapter H, Chapter 411, Government Code.
- (3) "Premises" means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
- (g) An offense under this section 2 is a Class A misdemeanor, unless the offense is committed under Subsection (b)(1) or (b)(3), in which event the offense is a felony of the third degree.
- (h) It is a defense to prosecution under Subsection (a), (a-1), (a-2), or (a-3) that the actor, at the time of the commission of the offense, displayed the handgun under circumstances in which the actor would have been justified in the use of force or deadly force under Chapter 9.
- It is a defense to prosecution under Subsections (b) and (c) that the actor, at the time of the commission of the offense, was:
- (1) an active judicial officer, as defined by Section 411.201, Government Code; or
- (2) a bailiff designated by the active judicial officer and engaged in escorting the officer.
- (h-1) It is a defense to prosecution under Subsections (b) (1), (2), and (4)-(6), and (c) that at the time of the commission of the offense, the actor was:
- (1) a judge or justice of a federal court;
- (2) an active judicial officer, as defined by Section 411.201, Government Code; or
- (3) a district attorney, assistant district attorney, criminal district attorney, assistant criminal district attorney, county attorney, or assistant county attorney.
- (i) Subsections (b) (4), (b) (5), (b) (6), and (c) do not apply if the actor was not given effective notice under Section 30.06 or 30.07.
- (j) Subsections (a), (a-1), (a-2), (a-3), and (b) (1) do not apply to a historical reenactment performed in compliance with the rules of the Texas Alcoholic Beverage Commission.

(k) It is a defense to prosecution under Subsection (b) (1) that the actor was not given effective notice under Section 411.204, GovernmentCode.

(l) Subsection (b) (2) does not apply on the premises where a collegiate sporting event is taking place if the actor was not given effective notice under Section 30.06.

References to Texas Government Code and Texas Penal Code

Texas Penal Code Section 46.03 (1) - Early College High School - Pecan Campus

Sec. 46.03. PLACES WEAPONS PROHIBITED. (a) A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section [46.05](#)(a):

(1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless:

(A) pursuant to written regulations or written authorization of the institution; or

(B) the person possesses or goes with a concealed handgun that the person is licensed to carry under Subchapter H, Chapter [411](#), Government Code, and no other weapon to which this section applies, on the premises of an institution of higher education or private or independent institution of higher education, on any grounds or building on which an activity sponsored by the institution is being conducted, or in a passenger transportation vehicle of the institution;

Texas Penal Code Section 46.035 (b) (2) - Polling Locations

Sec. 46.03. PLACES WEAPONS PROHIBITED. (a) A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section [46.05](#)(a):

(2) on the premises of a polling place on the day of an election or while early voting is in progress;

References to Texas Government Code and Texas Penal Code

Texas Govt. Code Section 411.2031 (d-1) - Counseling Offices; Child Development Center; Areas with chemicals or pressurized gas; Testing Center - Pecan Plaza; Intramural Fields; and Graduation Ceremonies

Sec. 411.2031. CARRYING OF HANDGUNS BY LICENSE HOLDERS ON CERTAIN CAMPUSES.

(d-1) After consulting with students, staff, and faculty of the institution regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment, the president or other chief executive officer of an institution of higher education in this state shall establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus of the institution or on premises located on the campus of the institution. The president or officer may not establish provisions that generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on the campus of the institution. The president or officer may amend the provisions as necessary for campus safety. The provisions take effect as determined by the president or officer unless subsequently amended by the board of regents or other governing board under Subsection (d-2). The institution must give effective notice under Section 30.06, Penal Code, with respect to any portion of a premises on which license holders may not carry.

Texas Penal Code Section 46.035 (a-3) - Hearings and Disciplinary Sessions

Sec. 46.035. UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER.

(a-3) Notwithstanding Subsection (a) or Section [46.03](#)(a), a license holder commits an offense if the license holder intentionally carries a concealed handgun on a portion of a premises located on the campus of an institution of higher education in this state on which the carrying of a concealed handgun is prohibited by rules, regulations, or other provisions established under Section [411.2031](#)(d-1), Government Code, provided the institution gives effective notice under Section [30.06](#) with respect to that portion.

References to Texas Government Code and Texas Penal Code

Texas Penal Code Section 46.035 (c) – Board Meetings

Sec. 46.035. UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER.

(c) A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held and if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.

Texas Penal Code Section 46.03 (2) - Sporting Events on Premises – MVC Wellness CTR

Sec. 46.035. UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER.

(b) A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter [411](#), Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, on or about the license holder's person:

(2) on the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event;

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 - January 10, 2017

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					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%			95% Substantial Comp
Pecan Campus and Pecan Plaza																		
15-1-006	Pecan - Library Study Rooms Additions																Robert	TBD
15-1-007	Pecan - Infrastructure for Portable Buildings - Phase II																Robert	Z/Pro Electric
15-1-007	Pecan - Building K Enrollment Center																David	Boultinghouse Simpson Gates Architects
15-1-008	Pecan - Arbor Brick Columns Repair & Replacement (RR)																David	N/A
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	DBR Engineering
16-1-016	Pecan Plaza - Parking Area for Police Vehicles																David	R. Gutierrez Engineering
	Pecan Plaza - Renovation - Music Practice Rooms																Robert	FPC
	Pecan - G Fume Hoods - Phase II																Robert	Sigma HV Engineering
Mid Valley Campus																		
16-2-007	MV - Covered Walkway for Building G																Sam	Jon hold
Technology Campus																		
15-3-004	TC - Building B Doors and Frame Replacement																Robert	ROFA
15-3-006	TC - GM Car Storage Area Upgrade																David	R. Gutierrez Engineers
15-3-014	TC - Workforce Building Conference Room																Robert	ROFA
16-2-011	TC - Ford Lab Exhaust System																Sam	TBD
15-3-002	TC - Building D Exterior Metal Siding Repairs (RR)																Sam	TBD
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)																David	CLH Engineering
15-3-003	TC - Building B Concrete Floor Repairs (RR)																David	CLH Engineering
16-2-013	TC - Building B Domestic Fire Sprinkler Lines (RR)																Sam	Half Associates
Nursing and Allied Health Campus																		
16-4-016	NAH - Resurface Parking Lot #2 (RR)																Robert	PCE
Starr County Campus																		
15-5-005	Starr - Building E & J Crisis Mgt Center Generator																Sam	DBR Engineering
16-4-018	Starr - Building F Site Grading & Sidewalk Replacement (RR)																Sam	Meiden and Hunt
District Wide Improvements																		
15-6-003	DW - Automatic Doors Phase III																Robert	TBD
14-6-010	DW - Building to Building ADA Compliance Ph II																Robert	Damenbaum Engineering
14-6-013	DW - La Joya Monument Sign																David	N/A
14-6-014	DW - Marker Boards Replacement (RR)																Sam	N/A
15-6-001	DW - Outdoor Furniture																Rick	N/A
15-6-002	DW - Directional Signage																David	N/A
16-6-017	DW - Surveillance Cameras & Poles Campus Entrances																David	DPS
16-6-019	DW - Walkway LED Lighting Upgrade Ph I (RR)																Rick	M&O

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 December 2016

Project	% Complete	Date to Complete	Current Activity	Pecan Campus		Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
				Original Budget					
Library Additional Study Rooms	15%	April 2017	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	50%	January 2017	1. Construction Phase 2. Construction in Progress	\$ 490,000.00	\$ 413,431	\$ 266,498.66	\$	\$ 146,932.82	\$
Arbor Brick Columns Repair and Replacement	5%	July 2017	1. Construction Phase 2. Construction in Progress	\$ 20,000.00	TBD	\$	TBD	\$	TBD
Library Compact Shelving and Furniture	85%	April 2017	1. Construction Phase 2. Bidding in Progress	\$ 400,000.00	\$ 394,652.08	\$ 394,652.08	\$ 5,347.92	\$	\$
Sand Volleyball Courts	10%	May 2017	1. Project Development 2. Design in Progress	\$ 50,000.00	TBD	\$	TBD	\$	TBD
Building A Sign Replacement	75%	July 2017	1. Design Phase 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	\$ 9,624.62	\$ 9,624.62	\$ 60,375.38	\$ 9,624.62	\$
Pecan Plaza Police Department Emergency Generator	5%	October 2016	1. Design Phase 2. Design in Progress	\$ 40,000.00	\$ 36,000.00	\$	\$ 4,000.00	\$	\$ 36,000.00
Pecan Plaza Parking Area for Police Vehicles	5%	July 2017	1. Construction Phase 2. Construction in Progress	\$ 250,000.00	TBD	\$	TBD	\$	TBD
Pecan Campus Total				\$ 1,759,000.00	\$ 1,226,046.11	\$ 1,043,113.29	\$ 123,953.89	\$ 182,932.82	\$

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Mid Valley Campus								
Covered Walkway for Building G	10%	August 2017	1. Project Development 2. Design in Progress	\$ 12,000.00	TBD	TBD	\$ -	TBD
Mid Valley Campus Total				\$ 12,000.00	\$ -	\$ -	\$ -	\$ -
Technology Campus								
Building B Main Door and Frame Replacement	90%	January 2017	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 37,133.00	\$ 12,867.00	\$ -	\$ 37,133.00
GM Car Storage Area Upgrade	80%	February 2017	1. Construction Phase 2. Construction in Progress	\$ 275,000.00	\$ 262,500.00	\$ 12,500.00	\$ -	\$ 262,500.00
Building C Conference Room Addition	90%	January 2017	1. Construction Phase 2. Construction in Progress	\$ 60,000.00	\$ 77,767.00	\$ (17,767.00)	\$ -	\$ 77,767.00
Ford Lab Exhaust System	5%	January 2017	1. Project Development 2. Design in Progress	\$ 100,000.00	TBD	TBD	\$ -	TBD
Building D Exterior Metal Siding Repairs	75%	January 2017	1. Project Development 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Repair Concrete Floor Mechanical Room	30%	January 2017	1. Design Phase 2. Design in Progress	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Building B Concrete Floor Repairs	0%	February 2017	1. Construction Phase 2. Bidding in Progress	\$ 10,000.00	\$ 4,750.00	\$ 5,250.00	\$ -	\$ 4,750.00
Building B Domestic/Fire Sprinkler Lines	90%	January 2017	1. Design Phase 2. Design in Progress	\$ 700,000.00	TBD	TBD	\$ -	TBD
Technology Campus Total				\$ 1,221,000.00	\$ 383,150.00	\$ 12,850.00	\$ -	\$ 383,150.00
Nursing and Allied Health Campus								
Resurface Parking Lot 2	100%	July 2016	1. Construction Phase 2. Construction Complete	\$ 250,000.00	\$ 98,367.30	\$ 151,632.70	\$ 98,367.30	\$ -
Nursing and Allied Health Campus Total				\$ 250,000.00	\$ 98,367.30	\$ 151,632.70	\$ 98,367.30	\$ -

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	30%	February 2017	1. Design Phase 2. Design in Progress	\$ 40,000.00	\$ 36,000.00	\$ 4,000.00	\$ -	\$ 36,000.00
Bldg F Site Grading and Sidewalk Replacement	5%	February 2017	1. Design Phase 2. Design in Progress	\$ 1,500.00	\$ 7,755.00	\$ (6,255.00)	\$ -	\$ 7,755.00
Starr County Campus Total				\$ 41,500.00	\$ 43,755.00	\$ (2,255.00)	\$ -	\$ 43,755.00
District Wide								
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	\$ 468,170.04	\$ (68,170.04)	\$ 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%	February 2017	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	50%	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	\$ 203,000.00	\$ 158,020.00	\$ 44,980.00	\$ -	\$ 158,020.00
Walkway LED Lighting Upgrade	50%	July 2017	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	\$ 17,730.10	\$ 7,269.90	\$ -	\$ 17,730.10
District Wide Total				\$ 968,000.00	\$ 643,920.14	\$ (15,920.14)	\$ 468,170.04	\$ 175,750.10
Non-Bond Construction Project Total				\$ 4,251,500.00	\$ 2,395,238.55	\$ 270,261.45	\$ 1,609,650.63	\$ 785,587.92
For FY 2016 - 2017, 31 non-bond projects are currently in progress, 5 have been completed and 34 pending start up - 70 Total								

Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report

Pursuant to Texas Occupations Code 1701.164, the Texas Commission on Law Enforcement (TCOLE) is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131–2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body, in addition to TCOLE.

During calendar year 2016, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Racial Profiling Report for 2016 follows in the packet for the Board's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no such complaints.

South Texas Chief Administrator for Department of Public Safety, Paul Varville, will be present at the Board Meeting to respond to questions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the South Texas College Law Enforcement Racial Profiling Report as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of South Texas College accepts the South Texas College Law Enforcement Racial Profiling Report as presented.

Approval Recommended:

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

South Texas College

Racial Profile Report

As of January 11, 2017-Report Ended on 12/31/2016

Gender:

1. Female-109
2. Male -133
3. 242 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

Race or Ethnicity:

4. 3 African
5. 0 Asian
6. 25 Caucasian
7. 214 Hispanic
8. 0 Middle Eastern
9. 0 Native American
10. 242 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

Race or Ethnicity known prior to stop?

11. 0 Yes
12. 242 No
13. 242 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

Reason for stop?

14. 7 Violation of law other than traffic
15. 0 Pre Existing Knowledge
16. 195 Moving Traffic Violations
17. 40 Vehicle Traffic Violations
18. 242 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

Search Conducted?

19. 0 Yes
20. 242 No
21. 242 Total

Reason for search?

22. 0 Consent
23. 0 Contraband/evidence in plain sight
24. 0 Probable cause or reasonable suspicion
25. 0 Inventory search preformed as a result of towing
26. 0 Incident to arrest/warrant
27. 0 Total (must equal line 19)

Contraband discovered?

28.0 Yes

29.0 No

30.0 Total (must equal line 19)

Description of contraband

31.0 Illegal drugs/ drug paraphernalia

32.0 currency

33.0 Weapons

34.0 Alcohol

35.0 Stolen Property

36.0 Other

37.0 Total (Must equal line 28)

Arrest result of stop or search:

38.0 Yes

39.242 No

40.242 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

Arrest based on:

41.0 Violation of the Penal Code

42.0 Violation of Traffic Law

43.0 Violation of City Ordinance

44.0 Outstanding Warrant

Street address or approximate location of the stop:

45.127 City Street

46.0 US Highway

47.0 County Road

48.115 Private Property or other.

Written warning or a citation as a result of the stop:

49.191 Yes

50.51 No

51.242 Total

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of December 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 **December 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 December 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 December 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 December 2016
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for December 2016
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for December 2016
- D. Release of Construction Fund Checks for December 2016
- E. Quarterly Investment Report for December 2016
- F. Summary of Revenue for December 2016
- G. Summary of State Appropriations Income for December 2016
- H. Summary of Property Tax Income for December 2016
- I. Summary of Expenditures by Classification for December 2016
- J. Summary of Expenditures by Function for December 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for December 2016
- L. Summary of Grant Revenues and Expenditures, December 2016
- M. Summary of Bid Solicitations
- N. Check Register for December 2016

FINANCIAL REPORTS

The Financial Reports are included in your Board packet under separate cover.

**Discussion and Action as Necessary to Conduct the Assessment of
the College President and the Self-Assessment of the Board of
Trustees**

Approval to conduct the assessment of the College President and the self-assessment of the Board of Trustees by the Trustees was granted by the Board on November 22, 2016.

The evaluations were distributed with addressed, postage-paid envelopes to the Board Members and were returned to Dr. Alejo Salinas, Jr., Board Chair.

Dr. Salinas is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments as necessary.

Recommendation:

It is recommended that the Board of Trustees accept the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

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

The Board of Trustees of South Texas College accepts the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

Approval Recommended:

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

President's Report



Faculty and staff have returned following the winter break and are ready to face the challenges and opportunities before us in 2017. The Spring 2017 semester is off and running.



Students were encouraged to attend **Last Chance Saturday** on Jan. 14 from 10 a.m. to 2 p.m. at the Pecan, Mid-Valley and Starr campuses for a one-stop registration.

Financial aid is still available! Advisors were on hand to help arrange schedules that work around students' life, and help them find the budget-friendly payment plan that works for them. Registration was also available 24/7 via JagNet and at SouthTexasCollege.edu.

Mini-mesters are also available for students. These six to 14-week classes are great for students who were unable to begin the semester in the typical fashion. The classes are shorter in length and offer flexibility for a busy schedule. Mini-mester classes offer the same quality instruction and credit but in a shorter time span. Several core classes are being offered in traditional and online settings.

Students who haven't registered for Spring semester classes or students who would like to add a course have plenty of mini-mester course options to choose from.

Mini-mester courses began on January 23 and January 30, and then continue in February, March and April.



Students interested in getting involved with student government or considering joining a club, were encouraged to stop by the Pecan Campus Courtyard (Building H) between 11am - 1pm for the **Club Recruitment Fair** taking place January 25-31, 2017 to learn about great opportunities for getting involved.



Office of Student Rights & Responsibilities

STUDENT AND ORGANIZATIONS

Need Help Organizing Your Club Calendar?
Need Help Planning Your Club Meetings?
Need Help With A Group Conflict?
A Facilitated Group Discussion May Be For You!

Time is one of our most valuable resources. How we chose to use it can mean the difference between a successful semester or one where we just get by. It is important for organizations and clubs to be organized and to manage internal conflict effectively.

If your organization or club needs help resolving a conflict, developing successful partnerships, or you are interested in getting a head start on organization for the Spring Semester, call or come by the Office of Student Rights and Responsibilities for a consultation.

<p>Collaborative Problem-Solving Process:</p> <ul style="list-style-type: none"> • Discuss any issues, feelings and concerns. • Examine concerns underlying each person's position. • Generating options to meet everyone's interests. • Discuss how each options meets everyone's interest. • Review steps to implement options, evaluation of options, how changes will be made. 	<p>Contact Information:</p> <p>Office: Pecan Campus Building K2.1100 Phone: 956-872-2180 Email: crc@southtexascollege.edu Fax: 956-872-2500</p>
--	---

It is important for organizations and clubs to be organized and to manage internal conflict effectively.

If an organization or club needs help resolving a conflict, developing successful partnerships, or interested in getting a head start with organizations for the Spring Semester, interested parties are encouraged to call or come by the Office of Student Rights and Responsibilities for a consultation.

Representatives from the following higher education institutions were on hand to meet with students interested in transfer opportunities:

- Texas A&M University School of Public Health
- Texas A&M University – Corpus Christi
- Texas A&M University – Kingsville
 - UTRGV



Conflict Management Coaching is available for students. Conflict Management Coaching is a specialized one-on-one process that helps individuals optimize the way they engage in their interpersonal disputes. Conflict Management Coaching integrates executive coaching, conflict management and neuroscience principles. It is a seven stage process that is specifically designed to help individuals improve their conflict management skills and abilities according to each person's individual and specific goals.




The City of McAllen's Development Corporation Fund presented a check to support customized training dedicated to local industry. Joining me at the event were McAllen Mayor Jim Darling, McAllen EDC CEO and President Keith Patridge, Regal Beloit Engineer Manager Kenneth Shaffer, and Alps Logistics Operations Manager Vincent Maclean.

The City and the Institute for Advanced Manufacturing (IAM) at South Texas College have announced the investment to help McAllen become increasingly competitive on a global scale.

Customized training involves over 300 courses at STC that have been tailored for the needs of local industry. The strength of the college lies in modifying and customizing these courses, or developing new courses that companies need in order to thrive in the region.

Funds will be used to develop cutting-programs, purchase curriculum, licenses, software and high-tech equipment that will keep enable the college to stay on top of the needs of local industry.

Office of Student Rights and Responsibilities




The Coaching Model

Our coaching model facilitates a synergistic effect between a specially trained coach and the individual whose objectives are about developing and enhancing their conflict competence. The synergy that results due to the impact of the clients' increased learning and awareness extends also, to those around them.

In workplaces, Conflict Management Coaching helps to reduce the high cost of conflict. It is a process that supports an organizational culture that values effective conflict management as a core proficiency, by assisting leaders and other members of the workforce to:

- resolve their interpersonal disputes independently
- prepare for challenging conversations
- prevent unnecessary conflict from escalating
- shift unproductive conflict reactions, to constructive responses
- manage their adverse reactions to conflict

Conflict Management Coaching may be used in other contexts, such as to assist individuals with interpersonal conflict in their personal lives. Whether for personal or professional reasons, this form of coaching also assists people to participate in mediation, negotiations and other Alternative Dispute Resolution processes.



**SOUTH TEXAS
COLLEGE**

**Conflict
Management
Coaching for
Students**

Conflict Management Coaching is a specialized one-on-one process that helps individuals optimize the way they engage in their interpersonal disputes.

The Conflict Management Coaching integrates executive coaching, conflict management and neuroscience principles.

It is a dynamic seven stage process that is specifically designed to help individuals improve their conflict management skills and abilities according to each person's individual and specific goals.

Interpersonal conflict is an inevitable and normal part of our personal and professional lives.

South Texas College

Pecan Campus Building K2.1100

Phone: 956-872-2180

Fax: 956-872-2500




The South Texas College Chapter of the *American Association for Women in Community Colleges* announced two scholarship opportunities for students. Students are encouraged to apply.



**American Association for
Women in Community Colleges**

The American Association for Women in Community Colleges
is proud to present its **2017**
\$500 National Scholarship!



**American Association for
Women in Community Colleges**

The American Association for Women in Community Colleges
is proud to present its 2016-2017 **\$1,500 Doctoral Program Scholarship!**

The STEP2 program has announced Biology Research Opportunities for South Texas College Science majors. The STEP2 program is a multi-institution grant involving UTRGV, TAMU-Kingsville, STC, and TSTC (Harlingen). The program will expose students to research with local scientists with the intention of increasing their opportunities for careers within USDA and graduate school at UTRGV, TAMUK or other universities.

**Biology Research Opportunities for
South Texas College Science Majors**



**Gain research experience and
funding for your education at STEP2
Research Program!**

Apply for the STEP2 Research Program at
www.southtexascollege.edu/grants/step2

Application Deadline: February 10, 2017
Up to \$4200 paid for summer session 2017!

Contact: Dan Murray 956-447-6634
kdmurray@southtexascollege.edu





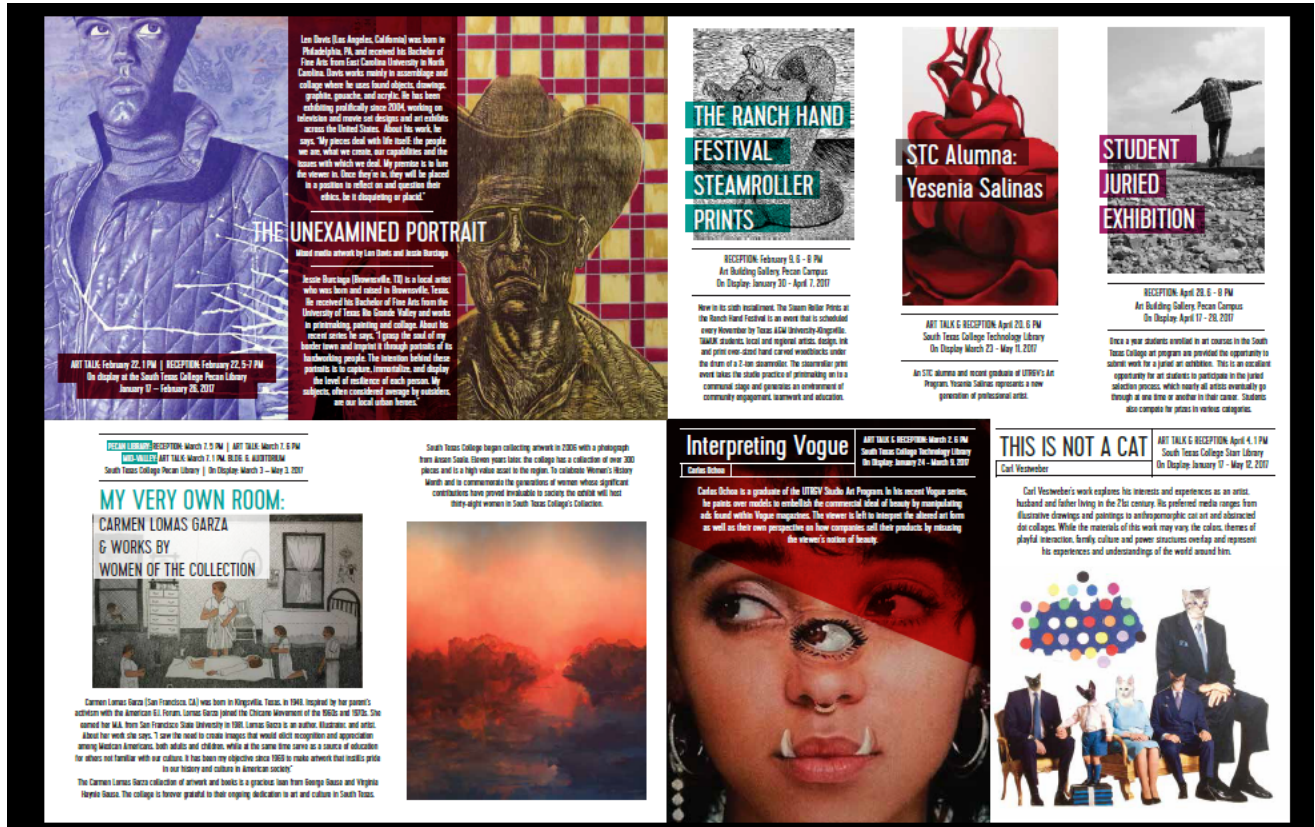
Goals

- Prepare students to transition to four-year B.S. degree institution (UTRGV and TAMUK) through ‘summer camp’ training short-courses in soil and plant science, animal and meat science, entomology and biotechnology, or tour visits to USDA agencies.
- Develop “hands-on” research training opportunities through internships with UTRGV, TAMUK, USDA and opportunities for research experience under a faculty mentor
- Learn more about agriculturally-based science professional societies through presentations at regional and national meetings

Student participation

Interested students will participate in spring semester engagement activities. These may include hands-on biotechnology workshops at STC, invited speakers, and other events. Near the end of the spring semester, about four student participants will be chosen to take part in a 10-week paid summer laboratory research program, either at UTRGV, or other local research institutions.

The South Texas College Library announced their upcoming art exhibits:



THE UNEXAMINED PORTRAIT
Mixed media artwork by Leo Davis and Justin Bertrags

THE RANCH HAND FESTIVAL STEAMROLLER PRINTS
RECEPTION: February 9, 6 - 8 PM
Art Building Gallery, Pecan Campus
On Display: January 30 - April 7, 2017

STC Alumna: Yesenia Salinas
RECEPTION: February 9, 6 - 8 PM
Art Building Gallery, Pecan Campus
On Display: January 30 - April 7, 2017

STUDENT JURIED EXHIBITION
RECEPTION: April 29, 6 - 8 PM
Art Building Gallery, Pecan Campus
On Display: April 17 - 29, 2017

MY VERY OWN ROOM: CARMEN TOMAS GARZA & WORKS BY WOMEN OF THE COLLECTION
RECEPTION: March 7, 5 PM | ART TALK: March 7, 6 PM
ART TALK: March 7, 1 PM, 4:30 PM, 6:30 PM
South Texas College Pecan Library | On Display: March 7 - May 2, 2017

Interpreting Vogue
RECEPTION: March 2, 6 PM
South Texas College Technology Library
On Display: January 24 - March 9, 2017

THIS IS NOT A CAT
RECEPTION: April 4, 1 PM
South Texas College Star Library
On Display: January 17 - May 12, 2017

The South Texas College Art Department presented “The Ranch Hand Festival Steamroller Prints,” an art exhibition organized by Texas A&M University-Kingsville Department of Art, Communications and Theatre, in partnership with the College of Engineering and the City of Kingsville.

The exhibit opened Monday, January 30, and will be available to view Monday through Friday from 9:00 a.m. to 5:00 p.m. until April 7, 2017 at the Art Building Gallery located in B-103 on the Pecan Campus.

Students will also hold a print event at the exhibit as part of The Ranch Hand Festival, which honors the City of Kingsville’s rich cultural heritage as one of the mainstays of the Texas ranching industry.



The Ranch Hand Festival Steamroller Prints

Exhibition Dates:
January 30 - April 7, 2017

Art Talk and Reception:
February 9, 6-8PM

Art Building Gallery (B-103), Pecan Campus
3201 WC Pecan Blvd.
McAllen, TX

For more information, please contact:
Fidelma Gonzalez at art (936) 832-0501 or
Agustin@stc.edu

The College's Center for Mexican Studies presented its 5th annual *Tradiciones* ballet folklorico performance at McAllen's Performing Arts Center on Jan. 28 at 7 p.m. More than 40 performers were slated to participate in *Tradiciones 2017*. Performers included students from STC, UTRGV, dual enrollment students, community members, and dance instructors from various high schools and middle schools. The performance was organized by the Center for Mexican Studies at STC. The mission of the center is to help students engage in cultural activities on campus, which in turn may improve their studies at the college.

The performance included dances from various regions of Mexico including Veracruz, Puebla, San Luis Potosi, and Nuevo Leon. For the first time ever STC featured a theatrical dance entitled *La Obra de Yanga: Fases de la Esclavitud a Liberación*, which centered on the African slave trade present in Mexico during the early period of the Spanish colonial regime. Norteño legend, Lalo Mora, original singer of Los Invasores de Nuevo Leon also performed at the event.



The Office of Human Resources is taking donations to benefit the Edinburg Rainbow Room, a non-profit emergency center for use by the Child Protective Services Agency.

A piano recital was held on Friday, January 27th at the Cooper Center Auditorium. The event was free and open to the public. Kudos to the College's Music Department for coordinating this event. Dr. Kinsella, a faculty member from UTRGV, is one of the College's visiting artists this semester and has included two of our music graduates in his piano recital.

THIS SPRING, WE INVITE YOU TO JOIN US IN
DONATING TO
THE EDINBURG RAINBOW ROOM


Donations may be dropped off at the
Office of Human Resources from
JANUARY 17, 2017 – APRIL 21, 2017
8:00 AM TO 5:00 PM
2501 WEST PECAN BLVD., MCALLEN, TX 78501

Donations may include, but are not limited to:

- Junior to teen male and female gently used clothing
- Baby formula
- Diapers and Diaper Rash Medicine
- School Supplies
- Socks and underwear for all age groups – especially for boys size 4 and 6
- Toilet and hygiene products – especially Lice Shampoo
- Feminine Products and Undergarments
- Cleaning Supplies
- Travel Size Kits
- Lotion
- Shoes
- Also accepting canned food items

The Edinburg Rainbow Room is a non-profit emergency center where Child Protective Services (CPS) Caseworkers are able to obtain items for children who have been rescued or removed from their homes due to neglect or abuse. The location also serves as a temporary shelter for children who are unable to be relocated for the night.

CONTACT CLARISSA CASTILLO AT SOUTH TEXAS COLLEGE
CASTILLO_3486@SOUTHTEXASCOLLEGE.EDU OR CALL (956) 872-5096
OR
ALICIA DE LEON AT THE EDINBURG RAINBOW ROOM
ALICIA.DELEON@CPS.STATE.TX.US
OR CALL (956) 336-8704
LOCATED AT 300 EAST CANTON ROAD, EDINBURG, TX 78539
[HTTPS://WWW.DPPS.STATE.TX.US/CHILD_PROTECTION/RAINBOW_ROOMS/DEFAULT.ASP](https://www.dpps.state.tx.us/CHILD_PROTECTION/RAINBOW_ROOMS/DEFAULT.ASP)
*For a Tax Deductible Donation Letter, please inquire with Alicia De Leon



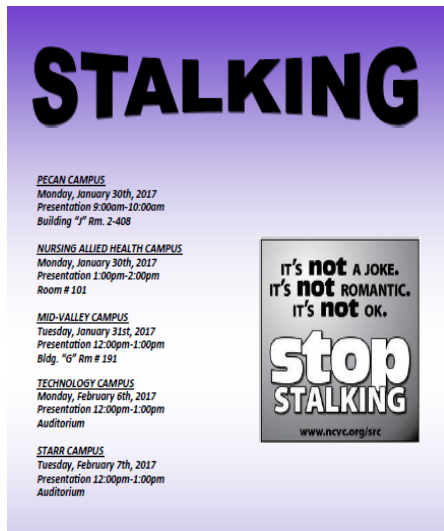

FREE AND OPEN TO THE PUBLIC

**Dr. Kinsella,
piano**

**7:30PM
FRI. JAN 27**

COOPER CENTER AUDITORIUM
3200 W. PECAN BLVD
MCALLEN, TX 78501
956-872-3424
WWW.MUSIC-STC.COM

The Wellness Center has announced the Spring 2017 schedule of fitness classes and encourages all to join.



STALKING

PECAN CAMPUS
Monday, January 30th, 2017
Presentation 9:00am-10:00am
Building "J" Rm. 2-408

NURSING ALLIED HEALTH CAMPUS
Monday, January 30th, 2017
Presentation 1:00pm-2:00pm
Room # 101

MID-VALLEY CAMPUS
Tuesday, January 31st, 2017
Presentation 12:00pm-1:00pm
Bldg. "G" Rm # 191

TECHNOLOGY CAMPUS
Monday, February 6th, 2017
Presentation 12:00pm-1:00pm
Auditorium

STARR CAMPUS
Tuesday, February 7th, 2017
Presentation 12:00pm-1:00pm
Auditorium

It's **not** A JOKE.
It's **not** ROMANTIC.
It's **not** OK.

**stop
STALKING**

www.ncvc.org/isc



KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER
(956) 872-3838

SOUTH TEXAS
COLLEGE

GROUP FITNESS CLASS AT PECAN PLAZA*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
4:30 p.m. Circuit Training	4:30 p.m. Jag Camp	4:30 p.m. Circuit Training	4:30 p.m. Jag Camp
5:30 p.m. Spinning	5:30 p.m. Dance Fitness	5:30 p.m. Yoga	5:30 p.m. Kickboxing
6:30 p.m. Abs	6:30 p.m. Abs	6:30 p.m. Abs	6:30 p.m. Abs

Class Description *Classes are subject to change.

Abs – Work your way up to 1,000 abdominal exercises by May! Every 2 weeks we increase repetitions by 250!

Circuit Training – A selection of 10 machines will put you through a great overall body workout.

Dance Fitness – Join this fast paced Latin dance party! Burn calories, sweat and have fun!

Jag Camp – 1-mile run, 100 push-ups, 250 core exercises, 100 pull-ups. YOU CAN DO IT!!!

Kickboxing – Learn how to punch and kick while increasing your level of cardiovascular endurance.

Spinning – Classes are held on stationary bikes. You can burn up to 500 calories in 30 minutes!

Yoga – Build your strength, balance and flexibility through different poses and postures. Be prepared to decompress and relax.

You may find our schedules and more information online at
www.southtexascollege.edu/health-wellness

The College's Office of Student Rights and Responsibilities held "Stalking" awareness sessions at all College campuses.

Students in need of help with accommodations due to pregnancy are encouraged to contact the College's Counseling Center. Those students who wish to learn about their rights under Title IX are encouraged to call the College's Office of Student Rights and Responsibilities.



**Know Your IX
Pregnant or Parenting**

Need Help with Accommodations Due to Pregnancy?

Counseling Center
Call For Appointment:
Phone: 956-872-2140

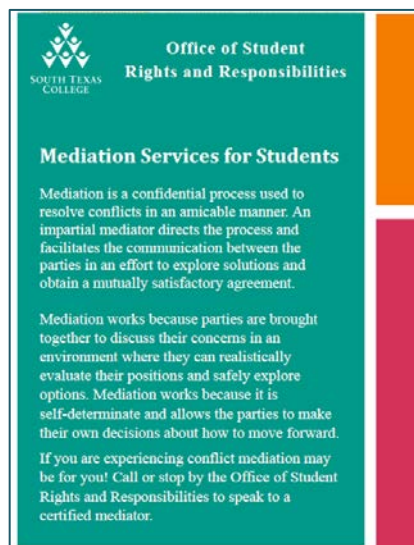
Would Like to Know Your Rights Under Title IX?

Office of Student Rights and Responsibilities
Call For Appointment:
Phone: 956-872-2180
Email: crc@southtexascollege.edu

South Texas College Title IX Webpage




Mediation services are being offered to students via the Office of Student Rights and Responsibilities. Mediation is a confidential process used to resolve conflicts in an amicable manner. An impartial mediator directs the process and facilitates the communication between the parties in an effort to explore solutions and obtain a mutually satisfactory agreement.



**Office of Student
Rights and Responsibilities**

Mediation Services for Students

Mediation is a confidential process used to resolve conflicts in an amicable manner. An impartial mediator directs the process and facilitates the communication between the parties in an effort to explore solutions and obtain a mutually satisfactory agreement.

Mediation works because parties are brought together to discuss their concerns in an environment where they can realistically evaluate their positions and safely explore options. Mediation works because it is self-determinate and allows the parties to make their own decisions about how to move forward.

If you are experiencing conflict mediation may be for you! Call or stop by the Office of Student Rights and Responsibilities to speak to a certified mediator.

The Office of Career and Employer Services held On Campus Recruitment events on January 18th and January 23rd for the **U.S. Customs & Border Patrol**. Interested students are encouraged to visit with the representatives available to learn about the careers available upon graduation.

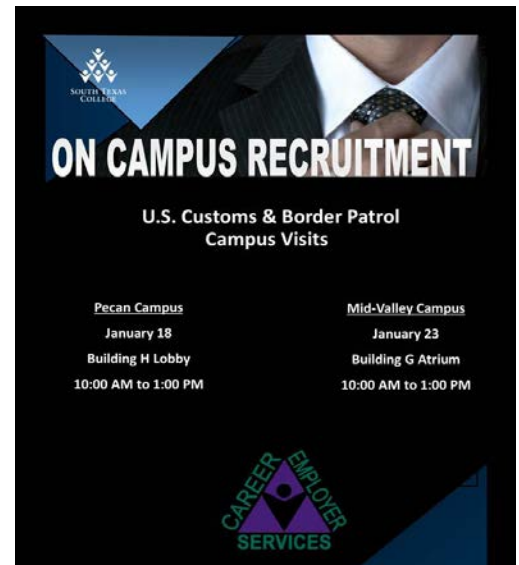
The Starr County Psych Club has announced its Spring 2017 meetings schedule:



Meetings:
Every other
Wednesday @ 4pm
in Room E1.210
COME JOIN US!

For more info, contact
Starr Psych Club Faculty Advisors:
Alex Sarabia
at asarabia1@southtexascollege.edu
956-716-4735
or **Eli Sarabia**
at wesarabi@southtexascollege.edu
956-488-5898

STARR COUNTY CAMPUS
Psychology Club
At South Texas College



ON CAMPUS RECRUITMENT

U.S. Customs & Border Patrol
Campus Visits

Pecan Campus January 18 Building H Lobby 10:00 AM to 1:00 PM	Mid-Valley Campus January 23 Building G Atrium 10:00 AM to 1:00 PM
---	---

CAREER EMPLOYER
SERVICES



The South Texas College family lost three members over the winter break.

- Mr. Robert Gonzalez, joined the TSTC Automotive and Diesel Department in August of 1985, and went on to serve as Program Chair for many years. Robert passed away suddenly while on travel.
- Kelly Peterson, Professor of Criminal Justice. Kelly Peterson passed away comfortably and peacefully on Monday, Jan. 2, 2017, at MD Anderson in Houston.
- Maria Aida Lozano, Center Manager at the Mid Valley Campus Child Development Center. Aida passed away peacefully surrounded by her loving family on December 28, 2016 at Doctor's Hospital at Renaissance.

Memorials were held for all at the Technology and Mid Valley Campuses, correspondingly.



Participated in Leadership McAllen's Education Program held at Alvarez Elementary in McAllen, on Tuesday, January 10, 2017. I served on the Hybrid Presentation/Panel "How are higher education options evolving to meet the community's needs?" Topics included dual enrollment, workforce readiness, 21st Century education, access and choices. Also serving on the panel were: Dr. Guy Bailey, President, University of Texas- Rio Grande Valley; - Dr. Chad Wooten, Associate VP for External Affairs, Texas A&M University; and Keith Patridge, President and CEO, McAllen EDC.

- Toured a property adjacent to the College's "Park & Ride" lot on Pecan Boulevard, for purchase consideration.
- Participated in a conference call with the Community College Bachelor Degree Coalition. The purpose for the call was to develop legislative strategy in support of community colleges being authorized to offer bachelor degrees, especially in nursing.
- Participated in a meeting with Mary Elizondo, Vice President for Finance and Administrative Services and Paul B. Varville, Chief Administrator for Dept. of Public Safety, to discuss police department concerns raised by certain members of the Faculty Senate.
- Attended the City of Pharr "State of the City Address"
- Met with Mary Elizondo, Vice President for Finance and Administrative Services and Brenda Balderaz, Director of Human Resources to finalize the HR Policies that will be presented for approval to the Board of Trustees at the January 31st meeting.
- Attended the Border Texan of the Year Committee meeting. Senator Eddie Lucio, Jr. has been selected as this year's **Border Texan of the Year**. As in previous years, the College will purchase a table.
- Participated in the Healthcare Industry Sector Partnership breakfast meeting on Tuesday, January 24, as part of the Texas Regional STEM Degree Accelerator grant. The meeting was a two hour commitment and brought together healthcare industry business owners and leaders to discuss opportunities for expanding access to healthcare, as well as the talent needed to provide job opportunities in the healthcare industry.
- Attended the McAllen State of the City Address held January 24th at the McAllen Convention Center.
- Participated in the RGV Data Sharing and Access Working Group Kickoff Meeting. The Bill and Melinda Gates Foundation awarded a small grant to RGV Focus. Their decision was made after the site visit to the RGV in the late Fall. During a two-day site visit, the Foundation representative was overwhelmed with the amount of authentic collaboration and the commitment of the RGV leaders to working together. The visit had a great impact on the Gates team and they are looking forward to learning from our great work. The award is unique in that this is the first

time that the K-12 and Postsecondary divisions of the Gates Foundation work together on an award. One of the major deliverables for the award includes documenting the Data Sharing and Access Model that exists among STC, PSJA and UTRGV. The goal is to document what is currently in place, lessons learned, and the opportunities to strengthen the model. To move this initiative forward, it was important to bring together a working group comprised of team members from each of the institutions to begin documenting the model and opportunities to establish a best practices model.

- Travelled to Austin to attend the TACC Quarterly meetings and a special workshop for community college presidents on campus carry.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the January 31, 2017 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from January 4-31, 2017 included:
 - Update on Spring 2017 Enrollment
 - Traditional vs. Dual
 - Paid vs. Non-Paid
 - Campus Counts
 - Discussion of UTRGV Enrollment Trends
 - Discussion of Preparation for Board Appreciation Breakfast, January 27, 2017 @ 8AM, Cooper Center
 - Discussion of Mission Goal Statements for Dual Credit Program
 - Discussion of New Policy #4901: Standards of Conduct
 - Discussion of Revising the Following Policies:
 - Policy #4115: Personnel Appointments
 - Policy #4118: Provision of Faculty Letter of Appointment Change Name to Provision of Letter of Appointment: Faculty and Executive or Administrative Employees
 - Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees Change Name to Disciplinary Action Procedures

- Discussion of Deleting the Following Policies:
 - Policy #4002: Standards of Conduct
 - Policy #4920: Discipline and Dismissal
 - Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment
- Review and Discussion of Proposed New Program
 - Deaf Support Specialist Certificate
- Continued Discussion of Release of Appointment/Resignation for Administrators
- Discussion of Relocation and Scaling up of SAEM Internal Call Center
- Discussion of the Summit on College and Career Readiness, Monday, April 3, 2017
- Review and Discussion of Strategic Focus on Student Enrollment Marketing
- Review and Discussion of Dual Credit Program
 - Mission
 - Goals
 - Success Metrics
- Distribution of Comprehensive Operational Plan – FY 2016-2017 to FY 2019-2020
- Update on Reynosa Maquiladora Workforce Training Initiative
- Final Review and Discussion of Edits to Personnel Policies:
 - Revised Policy 4115: Personnel Appointments
 - Revised Policy 4118: Provision of Faculty Letter of Appointment
 - New Policy 4901: Standards of Conduct

*Education and Workforce
Development Committee
Minutes
January 17, 2017*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, January 17, 2017 @ 2:30 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, January 17, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:35 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias, 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. Anahid Petrosian, Mr. Matthew Hebbard, Mr. Carlos Margo, Mr. Mike Carranza, Dr. Ety Bischoff, Dr. Ali Esmaeili, Dr. Kristina Wilson, Dr. Murad Odeh, Chef Ruben Lemus, Jr., Dr. Enriqueta Cortez, and Mr. Andrew Fish

Approval of Minutes for Tuesday, December 6, 2016 Committee Meetings

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meetings of Tuesday, December 6, 2016 were approved as written. The motion carried.

Review and Recommend Action on Request for Sabbatical Leave

Approval was requested to authorize sabbatical leave for Mr. Pedro Perez, Instructor of Art.

As per the Professional Development Plan, sabbatical leave may be granted to administrators, full-time faculty members, and professional-technical staff by the South Texas College Board of Trustees upon the recommendation of the President. Sabbatical leave may be granted for the purpose of self-improvement through study, through acquisition of new skills to stay abreast with new technologies and through research or community service.

Eligibility is based on service to the institution for six consecutive full-time years and an agreement in writing to serve South Texas College for a period of two times the length of the leave following the completion of the sabbatical.

The number of sabbatical leaves granted to full-time faculty is restricted to no more than two full-time faculty members for each year.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, recommended that Mr. Pedro Perez be approved for sabbatical leave. Dr. Reed reviewed the sabbatical leave requests and recommended Board approval as follows:

Mr. Pedro Perez for the Fall 2017 Semester.

- Mr. Perez had been an Art Instructor at South Texas College for 8 years and was eligible for sabbatical leave under the Professional Development Plan guidelines.
- Mr. Perez would conduct research in cultural centers in Italy, Spain, and France, where he would study works of art in person, including uncatalogued piece, and plans to produce visual support materials that would benefit his Art Appreciation, Digital Art, and Design courses.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval of the sabbatical leave request for Mr. Pedro Perez for the Fall 2017 Semester as presented. The motion carried.

Review and Recommend Action on Proposed Deletion of Policy #3321: *Good Standing and Acceptable Academic Progress*

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, proposed the deletion of existing Policy #3321: *Good Standing and Acceptable Academic Progress*.

This policy was no longer needed because the College's previous standards regarding "good standing and acceptable academic progress" were superseded by Policy #3320: *Academic Progress Standards*.

On December 13, 2016, the Board of Trustees revised Policy #3320: *Academic Progress Standards*, which established the criteria for calculating semester and cumulative GPA, and for using these as a standards for Academic Status.

The Policy outlined this academic status as the basis for academic standing, including guidelines for Academic Probation, Continued Academic Probation, Academic Suspension, and Readmission after a Period of Suspension.

With the adopted revisions to Policy #3320, existing Policy #3321: *Good Standing and Acceptable Academic Progress* was no longer necessary and should be deleted from the Board Policy Manual.

Policy #3321: *Good Standing and Acceptable Academic Progress* was included in the packet for the Committee's information.

The President's cabinet and administrative staff recommended approval to delete this policy as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Education and Workforce Committee recommended Board approval to delete existing Policy #3321: *Good Standing and Acceptable Academic Progress*. The motion carried.

Review and Recommend Action on Proposed New Policy #3322: *Student Financial Aid Satisfactory Academic Progress (SAP)*

Mr. Mike Carranza, Interim Dean of Enrollment Services, reviewed the proposed adoption of new Policy #3322: *Student Financial Aid Satisfactory Academic Progress (SAP)*.

This policy was necessary due to the federal regulations that required the College to monitor satisfactory academic progress of all students in higher education, including dual credit students. All students receiving federal assistance under Title IV programs were required to maintain satisfactory academic progress in their course of study, regardless of whether or not financial aid is awarded each semester.

An individual student's academic performance, as provided for under Policy #3320: *Academic Progress Standards*, directly impacted their eligibility for federal assistance, including Pell grants, even if they had not received any financial aid for the current or previous semesters. This included dual credit students.

Policy #3322: Student Financial Aid Satisfactory Academic Progress (SAP) incorporated the federal requirements that students:

- Maintain a 67% course completion rate;
- Maintain at least a 2.0 cumulative GPA; and
- Complete a degree or certificate within 150% of normal time frame.

The Policy clarified that the SAP included all periods of enrollment, whether or not the student received aid.

Policy #3322: *Student Financial Aid Satisfactory Academic Progress (SAP)* was included in the packet for the Committee's information.

The proposed new policy also provided a web address link to the College's Satisfactory Academic Progress document, which was included in this packet following the proposed new policy.

The President's cabinet and administrative staff recommended approval to adopt this proposed new policy as presented.

Dr. Alejo Salinas, Jr. recommended that the policy be renamed "Student Financial Aid – Satisfactory Academic Progress (SAP)" - the included hyphen clarified the title.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Education and Workforce Committee recommended Board approval to adopt new Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)* with the recommended name change, and which supersedes any previously adopted Board policy. The motion carried.

Review and Action as Necessary to Offer an Associate of Science Degree in Interdisciplinary Studies

The Education and Workforce Development Committee was asked to recommend Board approval to offer an Associate of Science Degree in Interdisciplinary Studies.

The Associate of Science Degree in Interdisciplinary Studies would allow students who were interested in pursuing math or science based fields to enroll in coursework that was aligned to the requirements of four-year institutions.

The program developers identified several recommended tracks for students interested in the following careers:

- Environmental Science,
- Biomedical Science,
- Dietetics,
- Science Education, and
- Public Health.

The Math & Science division indicated interest in providing on-going advising support to these students so that they could select the appropriate track within this degree. Additionally, research was conducted on similar degrees at other institutions, and the proposed Associate of Science in General Science degree was very similar to a degree currently offered at Austin Community College.

Finally, this degree was developed in cooperation with the leadership of the Liberal Arts & Social Sciences division to ensure that it met the needs of Interdisciplinary Studies students who were interested in science or math fields.

The packet contained the Program Development Summary, which included:

1. Program Development Checklist;
2. Program Summary and Demand;
3. Enrollment Management Plan, including Marketing and Retention Strategies;
4. Enrollment and Graduation Projections;
5. Proposed Curriculum;
6. Instructional and Operating Cost Projections; and
7. South Texas College Program Evaluation Plan.

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

Dr. Kristina Wilson, Associate Dean of Curriculum and Student Learning, and Dr. Murad Odeh, Biology Department Chair, will reviewed the proposed new program and the development process with the Committee and responded to questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, The Education and Workforce Development Committee recommended Board approval to offer an Associate of Science Degree in Interdisciplinary Studies as presented. The motion carried.

Review and Action as Necessary to Offer an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts

The Education and Workforce Development Committee was asked to recommend Board approval to offer an Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts.

The AAS in Culinary Arts with Specialization in Baking & Pastry Arts degree would build on existing certificates and would allow graduates to be eligible for a wider range of career opportunities and higher wages.

The curriculum of the AAS degree built on the curriculum of the Commercial Baking Certificate by adding four additional technical courses and 15 hours of general education requirements. Additionally, EMSI data indicated a strong demand for bakers in the local region.

The packet contained the Program Development Summary, which included:

1. Program Development Checklist;
2. Program Summary and Demand;
3. Enrollment Management Plan, including Marketing and Retention Strategies;
4. Enrollment and Graduation Projections;
5. Proposed Curriculum;
8. Instructional and Operating Cost Projections; and
9. South Texas College Program Evaluation Plan.

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

Dr. Kristina Wilson, Associate Dean of Curriculum and Student Learning, and Chef Ruben Lemus, Jr., Culinary Arts Department Chair, reviewed the proposed new program and the development process with the Committee and responded to questions.

The Committee asked why an AAS in Culinary Arts – Specialization in Baking and Pastry Arts was needed in addition to the existing AAS in Culinary Arts. Chef Ruben responded that among culinary arts students individuals were split, almost down the middle, between a preference for cooking versus a preference for baking. To a chef, the distinction is very meaningful, and the practices and knowledge required for each are different.

The Committee then noted that the EMSI data showed a low income for starting bakers. Dr. Wilson replied that the data provided by EMSI was not specific to bakers holding an AAS, but was to starting bakers in general. She, and Chef Ruben, explained that the numbers were more representative of an un-credentialed baker, or a newly graduated baker, but that it was common practice in culinary arts professions to start at a lower wage and to earn increases through demonstrating their value or leveraging their experience to earn new opportunities.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Education and Workforce Development Committee recommended Board approval to offer an

Associate of Applied Science Degree in Culinary Arts - Specialization in Baking and Pastry Arts as presented. The motion carried.

Presentation on Proposed International Workforce Training Opportunities for Industry Partners in Reynosa

Mr. Carlos Margo, Associate Dean for Industry Training and Economic Development, presented on workforce training opportunities for industry partners in Reynosa, through a proposed partnership with Instituto Internacional de Estudios Superiores (IIES).

The Federal Reserve Bank of Dallas estimated that a 10 percent increase in maquiladora output leads to a 6.6 percent increase in total employment in McAllen. Reports published by the Federal Reserve Bank of Dallas were supported by data gathered by the South Texas College Institute for Advanced Manufacturing (IAM), the McAllen Economic Development Corporation, as well as INDEX Reynosa.

The South Texas College Institute for Advanced Manufacturing (IAM) researched the feasibility and propriety of providing workforce training to industrial partners across the border, specifically the employees at maquiladoras in Reynosa, Mexico, as an opportunity to improve regional prosperity in the South Texas College service area in Hidalgo and Starr counties. Through offering workforce development training to industrial partners across the border, the local economy would see a corresponding boost of increased activity.

Successful collaboration with IIES in Reynosa and development of improved workforce training in industrial partners across the border would also contribute to a greater profile for the Rio Grande Valley in attracting global businesses to invest in the area, increasing the demand for high skilled workers and providing a boon to the local economy.

Administration received a favorable opinion from legal counsel, supporting the establishment of such a program provided that the College does not report international contact hours through this partnership for formula funding.

South Texas College, through the IAM, continued to meet with IIES to negotiation pricing and costs, and administration recommended raising a minimum of \$50,000 in contributions to serve as seed money to launch this program.

The short-term strategy would be to pilot the initial training to 2 or 3 committed maquiladoras. With demonstrated success and upon becoming self-funding, the program could potentially be expanded to additional industry partners.

Legal counsel and administration were in the process of drafting a Memorandum of Understanding for this STC/IIES partnership. It was anticipated that training could begin as soon as April 2017 with appropriate support and approvals from the Board of Trustees.

A brief Power Point presentation was included in the packet for the Committee's review, along with a copy of the attorney's opinion on the proposed partnership and a set of

questions to and responses from the attorney seeking clarification on the opinion and the scope of the proposed partnership and training program.

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

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 3:55 p.m.

I certify that the foregoing are the true and correct Minutes of the January 17, 2017 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
January 17, 2017*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, January 17, 2017 @ 4:00 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, January 17, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:00 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, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Paul Varville, Mr. Sam Saldana, Mr. Brian Fruge, Mr. Gilbert Gallegos, Ms. Tammy Tijerina, Mr. Robert Seitz, and Mr. Andrew Fish.

Approval of Facilities Committee Meetings Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the following Minutes for the Facilities Committee meeting were approved as written:

1. December 6, 2016 Facilities Committee Meeting

The motion carried.

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

Broaddus & Associates provided the enclosed documents on the current status of the 2013 Bond Construction program.

- Update on the status of the 2013 Bond Construction Program;
- Video Update on Construction Projects;
- Chart of Project Progress; and
- Project Scorecards
- Master Program Schedule as of October 27, 2017 Board Meeting

Broaddus & Associates provided the following accountability reports:

- Program Budget Summary worksheet;
- Construction Budget worksheet;

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

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

As of January 17, 2017, the total budget shortfall was estimated to be at \$4,668,372 with the use of buyout savings and design and construction contingency. There were no changes to bond budget this month and the estimated total budget shortfall remains the same as reported at the December 13, 2016 Board meeting.

Funding for any shortfall net of buyout savings and use of design and construction contingency will be covered by non-bond funds.

Owner Insite

Brian Fruge with Broaddus & Associates reported that 2013 Bond Construction Program project budgets had been entered into Owner Insite, a package of construction management software tools included in their contract as managers of the program. As actual costs are entered into the system moving forward, this software will give Broaddus & Associates and College administration powerful tools to monitor and report on the budgets and to keep the Board informed of progress.

Incident Reporting

Mr. Fruge also reported that there were several incidences during the College's closure for winter break 2016, in which construction teams caused accidental damage to existing infrastructure. There were no injuries, and no costs incurred by the College. The incidences, separately at Pecan, Mid Valley, and Starr County campuses, highlighted the need for all teams to have a consistent and clear procedure for reporting, responding to, and documenting issues that arise during the program. Mr. Fruge announced that he has developed a Call List and an Incident Report procedure for use by all contractors working on the program that properly outlines necessary communication and documentation of future incidents.

The Committee clarified that no contingency funds would be used for reparations for these damages, and Mr. Fruge agreed that there was no cost to the College, including through the use of Design Contingency or Construction Contingency funds.

AV/IT Purchasing

Mr. Fruge reported that the team was reviewing responses to an RFP for AV/IT technology purchases for the 2013 Bond Construction Program, and the pricing was looking very favorable. Mr. Fruge was hopeful that the College could save nearly \$1M of its planned budget, which savings would help offset over budget expenditures incurred by construction hard costs.

The Committee asked Mr. Fruge if any compromises had been made in the quality of technology purchased, and Mr. Fruge replied that absolutely no compromises in quality were made.

No action was requested.

Update on Status of the 2013 Bond Construction Pecan Campus Thermal Plant

Broaddus & Associates provided an update on the current status of the 2013 Bond Construction Pecan Campus Thermal Plant.

- Pecan Campus Thermal Plant Expansion Project was reported at substantial completion by Broaddus and Associates, having achieved Certificate of Substantial Completion, with punch list of minor completion items remaining.
- Of 270 noted punch items, only 50 remained open, in various stages of correction, completion, or pending re-inspection. The Date of Substantial Completion, as approved and certified by Halff Associates, was determined to be December 16, 2016.
- The chillers and cooling towers were operational, and under control of Facilities personnel, however, the Testing and Balance agent was scheduled for week of January 16, 2017.
- Project Records and Closeout documents, including Operation and Maintenance Manuals, were submitted and under review by Engineer for completeness.
- Broaddus & Associates was working with Halff Associates and D. Wilson Construction Company to prepare a proposal for installation of the designed waves motif removed in the GMP negotiations process. The estimated cost was expected to be at or under \$85,000, which was the approximate value engineered savings for removing this item during the GMP negotiation process.
- When final, the proposal would be presented to the Board for approval, funded from buy out savings. This item of work was proposed to be accomplished prior to Final Completion.

Wavy Design Motif

Mr. Fruge reported that he had continued to review the documentation to determine why the wavy design motif was removed from the design, though it had been explicitly added by the Board during the schematic design phase.

Mr. Fruge could not determine by whose authority the wavy motif was negotiated out of the design, but did track down the modification to the GMP. He noted that when the GMP was presented to the Board for action, it was not clearly documented or explained to the Board that the proposed GMP did not include the expected design.

Mr. Fruge also mentioned that value engineering negotiations reduced the GMP price by approximately \$82,000 - \$85,000, though he didn't have the exact figures available at the meeting. He was confident that the design could be reincorporated for less than the savings, and confirmed that he understood the Committee's instruction that the College would not be responsible for any costs above and beyond the savings that had been negotiated against the Board's expectation.

Delays in Structural Steel Procurement

Mr. Fruge also touched on an issue from the general 2013 Bond Status Update previously covered, regarding construction delays at the Pecan and Mid Valley Campus. For the Pecan Campus STEM Building and South Academic Building projects and, separately, at the Mid Valley Campus Health Professions Building, there were design and fabrication delays for the structural steel, which set the projects back by approximately four weeks.

Mr. Fruge had called in the separate design and construction teams and was developing a project recovery schedule for each delayed project.

The Committee asked whether there would be any additional cost to the College related to the procurement problems, or the delayed project completion. Mr. Fruge responded that he had been explicit in his communications with design and construction teams that no additional costs could be permitted and that it was necessary to make up the lost time. The Committee asked for documentation of this, to be presented to the Board of Trustees at the January 31, 2017 Regular Board Meeting, as part of the official record. Mr. Fruge agreed to review his meeting Minutes and other correspondence, and to provide sufficient documentation to the College.

Representatives from Broaddus & Associates were present to answer questions.

No action was requested.

Update on Status of the 2013 Bond Construction Regional Center for Public Safety Excellence Projects

Broaddus & Associates presented an update on the current status of the 2013 Bond Construction Regional Center for Public Safety Excellence Projects

Background

On November 22, 2016, the Board of Trustees approved the 2013 Bond Construction Regional Center for Public Safety Excellence projects which included the new building and the parking and site improvements. The Board requested that Broaddus & Associates work with the City of Pharr and the Pharr-San Juan- Alamo Independent School District to find opportunities to reduce costs of the projects. Broaddus & Associates along with the project design teams met with the representatives with the City of Pharr and PSJA ISD. Broaddus & Associates provided the following updates:

Infrastructure and Site Improvements:

- Connecting the new sanitary sewer line to the existing PSJA ISD High School located north of the property
- Connecting the new fire line to the existing PSJA ISD fire loop
- Connecting the new water service to the existing 18" water service line along Cage Boulevard (HWY 281)
- City of Pharr will provide fill for the site grading

Broaddus & Associates confirmed that discussions were underway with PSJA ISD regarding the connection to existing sanitary sewer lines north of the property, pending confirmation that the capacity would be sufficient to accommodate Phase I and subsequent development at the Regional Center for Public Safety Excellence. PSJA ISD confirmed that the sanitary sewer line was installed with the expectation to serve future developments.

Broaddus & Associate also confirmed that the City of Pharr could provide access to the existing 18" water service line along Cage Boulevard.

Administration requested clarification of the second bullet list item above, regarding connecting the new fire line, to serve the RCPSE, to the existing PSJA ISD fire loop. Broaddus & Associates clarified that the College would need to build its own fire loop for the RCPSE, but that it would be able to tie this loop to the school district's infrastructure.

The City of Pharr along with the project team recommended relocating the proposed detention ponds indicated in the Master Plan and Schematic Design to be relocated to the east of the proposed building. This change would allow for the natural drainage to flow east and decrease the depth of the ponds. This would also allow for less fill required

under the new proposed building and parking since the existing natural grade was higher closer to Cage Blvd. This option should also result in reduced site improvement costs.

Presenters

Representatives from Broaddus & Associates and Dannebaun Engineering Company-McAllen, LLC, were present to answer questions.

No action was requested.

Review and Recommend Action on Revised Schematic Design for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

Approval of the revised schematic design by Dannebaum Engineering Company-McAllen, LLC. for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project was scheduled for the January 31, 2017 Board meeting.

Purpose

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

Background

The schematic design was previously approved by the Board of Trustees on November 22, 2106. The current design included detention ponds located at the west side of the property adjacent to Cage Boulevard (HWY 281). The project team met with the City of Pharr and concluded that the location of the detention ponds would function more efficiently and effectively on the east side of the proposed building and future buildings. The relocation of the ponds would allow the building and parking lot to be closer to Cage Blvd. which has advantages:

- Higher natural grade elevations
- Allowing for the drainage to flow towards the east which follows the natural grading
- Less fill required for the proposed building, future buildings, and proposed parking lots
- Allow for shallower detention pond depths

Broaddus & Associates clarified an additional benefit of installing wider, shallower detention ponds based on the City of Pharr's requirement that a fence be installed around any drop greater than three feet. If the detention pond could be built shallower than this

limit, that would reduce some difficulty in landscaping and maintaining the pond and its surroundings.

Richard Seitz, Project Manager for Dannenbaum Engineering, added that the detention ponds could be consolidated at a point east of the proposed buildings, with an underground connection back to a storm sewer drain already installed along Cage Boulevard, adjacent to the western boundary of the RCPSE property.

Administration asked about the feasibility of locating the detention pond along the southern edge of the property, perhaps even shifting the proposed access road and future building sites north as needed. This would allow the detention pond to sit further from the high-traffic areas of the center.

Reviewers

The proposed revised schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction

Enclosed Documents

Revised Schematic Design Layout for the Parking and Site Improvements

Presenters

Representatives from Dannebaum Engineering Company-McAllen, LLC. and Broaddus & Associates attended the Facilities Committee meeting to present the schematic design.

Recommended Action

It was requested that the Facilities Committee recommend for Board approval at the January 31, 2017 Board meeting, the proposed revised schematic design by Dannebaum Engineering Company-McAllen, LLC. for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

Due to the deliberations regarding the location of the detention pond, the Committee refrained from taking any action. The Committee asked Dannenbaum and Broaddus & Associates to review options for the location of the detention pond(s) and to make a recommendation to the Board of Trustees on January 31, 2017.

The Facilities Committee deliberated on the following agenda item out of the posted agenda order:

Review and Recommend Action on Substantial Completion for the Non-Bond Pecan Campus Building K Student Enrollment Center

Approval of substantial completion for the following non-bond Pecan Campus Building K Student Enrollment Center was scheduled for the January 31, 2017 Board Meeting:

Project		Substantial Completion	Documents Attached
1.	Pecan Campus Building K Student Enrollment Center Engineer: Boultinghouse Simpson Gates Architects Contractor: NM Contracting. LLC	Recommended	Certificate of Substantial Completion

Boultinghouse Simpson Gates Architects and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on January 10, 2017, and a Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was provided in the packet.

Recommended Action

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the substantial completion of the Non-Bond Pecan Campus Building K Student Enrollment Center as presented. The motion carried.

The Facilities Committee returned to the posted agenda order:

Review and Recommend Action on Substantial Completion for the 2013 Bond Construction Pecan Campus Thermal Plant

Approval of substantial completion for the following 2013 Bond Construction Pecan Campus Thermal Plant was scheduled for the January 31, 2017 Board Meeting:

Project		Substantial Completion	Documents Attached
1.	2013 Bond Construction Pecan Campus Thermal Plant Engineer: Halff Associates Construction Manager at Risk: D. Wilson Construction Company	Recommended	Certificate of Substantial Completion

Broaddus & Associates, Halff Associates, and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on December 16, 2016. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the

time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was provided in the packet.

Broaddus & Associates was working with Halff Associates and D. Wilson Construction Company to provide a quote for the installation of the wave material design that was removed during the GMP process. The cost and the proposed use of buy out savings needed for this item would be presented to the Board for approval. This work would be proposed to be done prior to Final Completion.

Recommended Action

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the substantial completion of the 2013 Bond Construction Pecan Campus Thermal Plant as presented. The motion carried.

Review and Recommend Action on Lease Agreement with La Joya Independent School District for the 2013 Bond Construction La Joya Jimmy Carter High School Teaching Center

Approval of the facility lease agreement with La Joya Independent School District for use by South Texas College for instructional was scheduled for the January 31, 2017 Board meeting.

Purpose

Authorization was requested to approve the new facility lease agreement with the La Joya Independent School District to continue providing instructional facilities.

Justification

The lease was needed to accommodate programs with specific needs for the general classrooms, science labs, computer labs, welding lab, continuing education courses and Early College High School courses being offered at the La Joya Jimmy Carter High School facility.

Background

The Board of Trustees previously approved the current facility lease agreement on August 25, 2015 as part of the La Joya Jimmy Carter Early College High School program. Existing furniture and equipment was used since 2010.

The new lease agreement incorporated the new renovation areas for classrooms, science labs, science prep rooms, science storage rooms, computer labs and a new outdoor welding lab. The renovations of the interior spaces and the new welding lab were part of the 2013 Bond Construction La Joya Jimmy Carter Teaching Center project. In addition, new furniture and equipment would be provided for these spaces.

The College’s legal counsel worked with College staff and Broaddus & Associates to prepare the lease agreement which was pending final review by La Joya ISD staff.

Staff recommended approval to the lease agreement as noted below.

Facility	Lease Term	Term Requested	Lease Cost
La Joya ISD – Jimmy Carter High School – Classrooms, Science Labs, Science Prep Rooms, Science Storage Rooms, Computer Labs, Welding Lab, Library and Parking Lot	5 years	August 15, 2017 to August 14, 2022	\$1 annually

Funding Source

Funds for these expenditures were budgeted in the facility lease budget for FY 2016-2017.

Recommended Action

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the new facility lease agreement with La Joya Independent School District for use of instructional facilities for the 2013 Bond Construction La Joya Jimmy Carter High School Teaching Center facility for the period, subject to final review by La Joya ISD, as presented. The motion carried.

Review and Recommend Action on Renewal of Facility Lease Agreements

Approval of the facility lease agreements for use by South Texas College for instructional use was scheduled for the January 31, 2017 Board meeting.

Purpose

Authorization was requested to renew the current facility lease agreements with the Pharr-San Juan-Alamo Independent School District to continue providing instructional facilities and with the El Milagro Clinic and City of McAllen to continue providing parking at the Nursing and Allied Health Campus adjacent to the El Milagro Clinic.

Justification

The continuation of these leases was needed to accommodate programs with specific needs for the construction science, law enforcement, and fire science courses being offered and for providing eighty (80) parking spaces at the Nursing and Allied Health Campus.

Background

The Board of Trustees previously approved these facility leases.

At the August 25, 2015 Board meeting, the Board approved the renewal of the lease agreement with the PSJA ISD for use of the CCTA and Ballew High School for instructional use. The South Texas College staff recommended to continue to use this facility.

At the September 23, 2014 Board meeting, the Board approved the lease agreement with the El Milagro Clinic and the City of McAllen to use the parking facility adjacent to the El Milagro Clinic. The South Texas College Nursing and Allied Health staff recommended to continue to use this parking facility.

Staff recommended approval to renew these lease agreements as noted below.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
PSJA ISD – CCTA and Ballew High School – Classrooms, Science Labs, Electronic Lab, Welding Lab and Staff Offices	4 – one year renewals	2nd August 15, 2016 to August 14, 2017	\$1 annually plus prorated cost of security, custodial, and utilities
El Milagro Clinic and City of McAllen	1 - two year renewals	1st October 20, 2016 to October 19, 2018	\$1,250 per year

Funding Source

Funds for these expenditures were budgeted in the facility lease budget for FY 2016-2017.

Recommended Action

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the renewal of the current facility lease agreements with Pharr-San Juan-Alamo Independent School District for use of instructional facilities and the El Milagro Clinic and the City of McAllen for the parking facility for the periods as presented. The motion carried.

Review and Discussion of Proposed Gun Free Zones

During the 84th session of the Texas Legislature, Senate Bill 11 provided for the concealed carrying of handguns, by license holders, on college and university campuses, including

South Texas College. The bill was passed into law, and while it took effect for universities on August 1, 2016, SB 11 specifically postponed the effective date for public junior colleges until August 1, 2017.

General Requirements of SB 11:

Concealed Carrying of Handguns on College Campuses

SB 11 explicitly stated that colleges may not prohibit license holders from carrying handguns on campus generally, although specific provisions may be made to prohibit the carrying of handguns by license holders at specific locations, as necessary for campus safety.

Reasonable Rules, Regulations, or Other Provisions Enacted by an Institution

SB 11 established a procedure by which the College was required to consult with students, staff, and faculty regarding the specific safety considerations, at which time the College President is authorized to establish “reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders...” Under SB 11, the Board has the authority, by 2/3 vote, to amend any rules established by the President.

Publication and Reporting of any Rules, Regulations, or Other Provisions Established

SB 11 further established that any such rules must be distributed to the institutions’ students, faculty, and staff, including publication on the website.

Furthermore, the College is required to regularly report any rules, regulations, or other provisions that it adopts, as well as explanation of the adoption of such rules, to a committee of the Texas Legislature.

South Texas College Campus Carry Action Plan:

Mr. Paul Varville, Chief Administrator for the Department of Public Safety, led the task force that developed and implemented the *South Texas College Campus Carry Action Plan*, to comply with the requirements of SB11.

The Campus Carry Task Force membership roster and their timeline to develop and implement the action plan were included in the packet.

The Task Force identified the following activities toward the implementation of Campus Carry at South Texas College:

Completed Steps

- Development of a campus website to provide information on Campus Carry
- Communication with the college about the website and other resources
- Ongoing Web Survey requesting stakeholder recommendations for gun free zones
- Campus Forums with students, faculty, and staff
 - Forums were advertised to all students, faculty, and staff.
 - Forums were open to all, and held at each campus
 - 163 students and 134 employees participated, district wide:

<u>Campus</u>	<u>Student</u>	<u>Faculty/Staff</u>	<u>Total</u>
Pecan	37	60	97
Nursing & Allied Health	12	26	38
Technology	48	47	95
Mid Valley	32	35	67
Starr County	78	21	99
Total:	207	189	396

- Review of Campus Forum and Survey responses with administrative staff
- Task force review of recommendations gathered at forums
- Presentation of preliminary recommendations at additional campus forums
- Further review of recommended gun free zones with administrative staff
- President’s review of Task Force Recommendations

Next Steps

- Board review of President’s Recommendations
- Board Action as necessary on Gun Free Zones
- Continued communication with campus stakeholders

As the Task Force moves forward, the website would continue to be updated to give all stakeholders a place for accurate information related to this important process.

Texas Attorney General Opinion Regarding Gun Free Zones:

Texas Attorney General Ken Paxton issued an opinion, KP-0120, regarding the authority of a community college to prohibit the carrying of concealed handguns in classrooms or other areas where minors attend class or are routinely present.

Excerpts of KP-0120 include:

- “A junior or community college may not categorically prohibit concealed handguns from the junior or community college campus.”
- “A junior or community college may not adopt a blanket prohibition against concealed handguns in all of its classrooms merely because minors may attend or be present in any or all classrooms.”

- “Nothing in S.B. 11 expressly excepts from the concealed carry authorization areas of a campus of an institution of higher education in which minors may congregate.”
- “We cannot conclude the Legislature intended section 46.03 to impose a general prohibition against firearms and other weapons from a location, particularly college campuses, due to the mere presence of minors.”
- “This is especially true given that the Legislature has not prohibited in that section firearms in a number of locations where minors may congregate, such as shopping malls, movie theaters, museums, and music venues.”

“Gun Free Zone” Recommendations as of January 2017:

Currently, the Task Force recommended the following “Gun Free Zones” at South Texas College, pending further discussion and review with the President and the Board. Each recommended zone was supported by the cited statutes as a place at which the concealed carrying of handguns by license holders may be prohibited.

Restricted Gun Free Zone

Legal Basis

- | | |
|---|---|
| 1. Early College High School - Pecan Campus | Texas Penal Code Section 46.03 (1) |
| 2. Sporting Events on Premises – MVC Wellness CTR | Texas Penal Code Section 46.035 (b) (2) |
| 3. Counseling Offices | Texas Govt. Code Section 411.2031 (d-1) |
| 4. Child Development Center | Texas Govt. Code Section 411.2031 (d-1) |
| 5. Areas with chemicals or pressurized gas | Texas Govt. Code Section 411.2031 (d-1) |
| 6. Testing Center - Pecan Plaza | Texas Govt. Code Section 411.2031 (d-1) |
| 7. Temporary Events | Texas Penal Code Section 46.035 (a-3) |
| A. Hearings, Mediations, Disciplinary Sessions | Texas Penal Code Section 46.035 (a-3) |
| B. Board Meetings | Texas Penal Code Section 46.035 (c) |
| C. Intramural Fields | Texas Govt. Code Section 411.2031 (d-1) |
| D. Graduation Ceremonies | Texas Govt. Code Section 411.2031 (d-1) |
| E. Polling Locations | Texas Penal Code Section 46.03 (2) |

The legal basis provided for each Gun Free Zone listed was included in the packet for the Committee’s information and review.

Administration was also reviewing existing policies and would propose revisions and/or new policies as necessary to comply with state law and to establish gun free zones.

The Committee discussed the action plan with Mr. Varville, Dr. Shirley A. Reed, President, and legal counsel. They clarified the point that the law authorized the President to adopt and publish any imposed rules. The role of the Board would only be in the case that the Board disagreed with the President's rules, in which case the Board could act within 90 days, and by 2/3rds vote, to revise the published rules.

Dr. Reed agreed with that understanding, and while there was no request for a recommendation at this time, she expressed her intention to work closely with the Trustees to ensure that there was a consensus of support for any published rules prior to their implementation.

The Committee noted that while Board Meetings were included as a temporary event where concealed handguns would be restricted, Board Committee Meetings were not included. Dr. Reed and Mr. Varville agreed to update the list to include Board Committee Meetings.

Legal Counsel suggested that there was still time to wait prior to publishing any new rules, to see what might change during the 85th Texas Legislature and/or any precedent that might be set by other institutions. Dr. Reed agreed, although she advised that the College needed to stay on schedule to be ready for the August 1, 2017 implementation.

The Committee expressed their support and confidence in the Task Force's process and the presentation of information to the Trustees.

No action was requested at this time.

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 5:26 p.m.

I certify that the foregoing are the true and correct minutes of the January 17, 2017 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance, Audit &
Human Resources
Committee Minutes
January 17, 2017*

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, January 17, 2017 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 17, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

Members present: Mr. Paul R. Rodriguez, Dr. Alejo Salinas, Jr., Ms. Rose Benavidez, Mr. Roy de León

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jose Guerrero, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Paul Varville, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mrs. Brenda Jo Balderaz, Mr. Mike Carranza, Mr. Khalil Abdullah, Mr. Keith Moore, Ms. Kelly Salazar, and Mr. Andrew Fish

**Approval of December 6, 2016 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of December 6, 2016 were approved as written. The motion carried.

The Finance, Audit, and Human Resources Committee took the following item out of the posted agenda order while awaiting the arrival of a presenter:

Review and Recommend Action on Award of Proposals, Purchases, Renewal

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the awards for proposals, purchases, and renewal as listed below:

C. Non – Instructional Items

9) **Furniture (Purchase):** purchase furniture - bond from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), E & I Purchasing Cooperative, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$619,610.05.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$21,253.51
B	American Seating Company/Gateway Printing and Office Supply, Inc. (Houston, TX/Edinburg, TX)	\$124,615.52
C	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$34,178.62
D	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$8,125.62
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$37,025.18
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$20,871.15
G	Krueger International/Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$172,346.22
H	MSC Industrial Supply Company (Melville, NY/Harlingen, TX)	\$10,670.92
I	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$4,252.83
J	NOVA Solutions, Inc./Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$186,270.48
	Total	\$619,610.05

10) **Civil Engineering Services – On-Call Services – Non-Bond (Renewal):** renew the contracts for civil engineering services – on-call services – non-bond for the period beginning March 31, 2017 through March 30, 2018, with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Meldon & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

11) **Investment Advisory Services (Renewal):** renew the investment advisory services contract with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2017 through March 31, 2018, at an estimated amount of \$75,000.00;

D. Technology

- 12) **Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$97,351.59.

Recommend Action - The total for all award of proposals, purchases, and renewal was \$1,195,119.69.

The motion carried.

The Finance, Audit, and Human Resources Committee returned to the posted agenda order:

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 presented.

Purpose – Mr. Keith Moore from Edward Jones presented on the status of the MEDA Scholarship Trust Fund and provided a further update at the meeting. Mr. Moore presented the annual obligated amount of distribution.

Justification – The report provided a brief review and update of the MEDA Scholarship Fund to the College's Board of Trustees.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

In addition to the establishment of a scholarship fund, a provision was included to allow for the use of the trust funds for the restricted purpose of constructing and/or operating an educational facility within the City of Mission or its urban extra-territorial jurisdiction, if on or before January 1, 2018, the College and the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee.

Reviewers – The Vice President for Finance and Administrative Services, Business Office staff, and Student Financial Services staff reviewed the information presented.

Enclosed Documents – A copy of the MEDA Scholarship Fund Endowment Agreement and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee were provided in the packet for the Committee's information and review.

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through December 31, 2016.

Market Value-October 1, 2012	\$ 3,189,982.10
Additions:	
Income	311,646.44
Additions ⁽¹⁾	205,293.10
Security transfers	9,963.22
Other receipts	1,149.92
Change in market value	764,480.23
Reductions:	
Disbursements to STC	(708,559.60)
Other Disbursements ⁽²⁾	(163,721.72)
Market Value-December 31, 2016	\$ 3,610,233.69

(1) Other additions include insurance proceeds and capital gain distributions.

(2) Other disbursements include tax return preparation fees, fiduciary taxes, published fees, and legal fees.

Based on the trust agreement, which provides for a 5% annual payout, the distributions paid to the College have been as follows:

Distributions Received by South Texas College	
June 2013	\$ 160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
Total Distributions Received	\$ 708,559.60

The Committee asked Mr. Moore to review the distribution levels and the trust agreement to determine whether additional funds could be contributed toward scholarships for eligible students while still protecting the fund balance to allow the scholarship to extend into perpetuity.

No action was required from the Committee. This item was presented for information and feedback to staff.

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.

The history of awards showed that since its inception the MEDA Scholarship benefited 243 individual students enrolled at South Texas College. These awards were made for each term from Fall 2013 through Fall 2016, resulting in a total of 577 scholarship awards to those 243 students, totaling **\$385,200.00**.

An attached presentation provided a breakdown of graduation/enrollment status, showing that of these 243 students, 88% (214 students) have either graduated or were still enrolled, while the remaining 29 students were not enrolled in Fall 2016 and had not yet graduated. This was a greater retention rate than the general population, which may indicate the pivotal role these funds played in helping these students stay in their program of study through completion.

Mike Carranza, Interim Dean of Enrollment Services, presented a PowerPoint to provide demographic breakdown of recipient by major program of study, degrees earned, age group, GPA earned, and marital status. These breakdowns were provided to demonstrate the impact that the availability of these funds had in helping provide access to higher education for students who had a greater need for financial support, and were highly motivated and successful when that support was available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 was provided for the Committee's review. These distributions were drawn from the interest on the invested principal, as managed by Edward Jones. There was a balance of \$71,759.60 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Spring and Summer 2017.

The Committee asked about the funding levels for students, and were informed that eligible students enrolled in at least 12 hours would be awarded \$800 per semester. Students enrolled in at least 9 hours but fewer than 12 would be awarded \$600 per semester, and students enrolled in at least 6 hours but fewer than 9 hours would be awarded \$400 per semester.

The Committee asked administration to review the award levels, to determine whether funds were available from the MEDA Scholarship to give greater support to all eligible students. Administration agreed to revisit the established funding levels and to report back on any recommended adjustments.

Enclosed Documents – A PowerPoint presentation, a letter from a student, and two Summary of Activity Reports were provided in the packet for the Committee's information and review.

The two Summary of Activity Reports were reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Interim Dean of Enrollment Services.

This information was provided to the Finance, Audit, and Human Resources Committee for review and discussion, and feedback to staff, and no action was requested at this time.

Review and Recommend Action on Revision and Deletion of Personnel Policies and Proposed New Policy

Approval of revision and deletion of personnel policies and proposed new policy would be requested at the January 31, 2017 Board meeting.

A. Revision

1. **Revise Policy #4115: Personnel Appointments**
 - The revised policy clarifies the appointments that are classified as at-will.
2. **Revise Policy #4118: Provision of Faculty Letter of Appointment and Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee**
 - The revised policy clarifies the timeframe within hearing procedures as working days.
 - Includes provisions of former Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment.

The Committee clarified with administration that this simply provided a single, consistent policy that covered faculty as well as executive, and administrative staff. Administration confirmed this, and shared that there were expressions of support from affected employee groups.

3. **Revise Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees and Name Change to Disciplinary Action Procedures**
 - The revised policy addresses disciplinary action procedures for all employees.

B. New

1. New Policy #4901: Standards of Conduct

- New policy is necessary to replace the former Standards of Conduct Policy 4002 which required substantial revisions.

Administration shared that there were some concerns voiced by the Faculty Senate regarding the prohibition listed as item #14:

“Engaging in any conduct during the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense;”

and item #15:

“Engaging in any conduct outside the course and scope of employment with the College which tends to impugn the employee’s moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College’s image in the community;”

Administration relayed the Faculty Senate members’ concerns that being charged with a criminal offense, but without a conviction, could be problematic. Furthermore, “impugn the employee’s moral character or professional reputation” is ambiguous and could be interpreted inconsistently.

The Committee recognized the concerns. The Committee noted that item #14 was worded to strictly cover conduct during the course and scope of employment, and item #15 was worded to strictly cover conduct outside the course and scope of employment.

It was suggested that these items could be combined to cover conduct both during and outside the course and scope of employment.

It was further suggested that the College’s concern about actions that give rise to an employee being charged with a criminal offense would be based upon those actions impugning the employee’s moral character or professional reputation, and/or tending to tarnish or bring into disrepute the College’s image in the community.

Finally, it was noted that the language used within item 15 was fairly standard in law and policy for public institutions, and legal counsel stated that it would fall upon the College administration to fairly and consistently make any necessary judgment about whether specific conduct was prohibited. Employees dissatisfied with administration’s judgment retained appellate rights under Board policy and, if dissatisfied with the appeals process, could resort to civil litigation.

Legal counsel recommended the deletion of item #14, and the revision of item #15 to remove the limitation of that clause based upon course and scope of employment, so that it would refer to all conduct, regardless of course and scope of employment, as follows:

“Engaging in any conduct ~~outside the course and scope of employment with the College~~ which tends to impugn the employee’s moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College’s image in the community;”

The Committee asked that this change be made before the policy is presented to the Board.

C. Deletion

1. Delete Policy #4002: Standards of Conduct

- Provisions of proposed deleted policy have been incorporated into new Policy #4901: Standards of Conduct, to clarify requisite standards of conduct at South Texas College.

2. Delete Policy #4920: Discipline and Dismissal

- Provisions of proposed deleted policy have combined Policy #4911: Disciplinary Action Procedures and New Policy #4901: Standards of Conduct, so that documentation and disciplinary procedures are set out with greater specificity and clarity.

3. Delete Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment

- Provisions of proposed deleted policy have been combined into Policy #4118: Provision of Faculty Letter of Appointment, with Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee.

In summary, the policy revisions, deletions, and new policy were as follows:

Revised Policy			
	No.	CURRENT	REVISED
1	4115	Personnel Appointments	No change to title
2	4118	Provision of Faculty Letter of Appointment	Name Change to 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
3	4911	Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	4911: Disciplinary Action Procedures
Deleted Policy into New Policy			
	No.	DELETE	NEW
1	4002	Standards of Conduct	4901: Standards of Conduct
2	4920	Discipline and Dismissal	4911: Disciplinary Action Procedures and 4901: Standards of Conduct
3	4921	Termination of Annual Employees During The Term of Their Letter of Appointment	4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees

The revised, deleted, and new personnel policies were included in the packet for the Committee's information and review. The additions to the policies were highlighted in yellow and the deletions were designated with a red strikeout.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revision and deletion of personnel policies and a proposed new policy as presented, contingent upon the aforementioned changes, and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to award a contract for delinquent tax collection services for Hidalgo and Starr Counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2017 through April 30, 2018, with two (2) one-year renewal options to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) would be requested at the January 31, 2017 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2017. Approval to approve a firm for the contract for delinquent tax collection services was needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the period ending April 30, 2015 with two (2) one year renewal options. At the February 24, 2015 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2015 through April 30, 2016. The last of the two (2) one-year renewal options for the period of May 1, 2016 through April 30, 2017 was reviewed and approved by the Board at the February 23, 2016 meeting.

A request for proposals for delinquent tax collection services was advertised November 23, 2016 and November 30, 2016, and three (3) requests for proposals were emailed to delinquent tax collection firms.

One (1) response was received from Linebarger Goggan Blair & Sampson, LLP.

Funding Source – The delinquent tax collection services fee of 15 percent was paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents - A Proposal Summary and Evaluation prepared by staff, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, and a Summary Total Tax Levy Uncollected were provided in the packet for the Committee's information and review.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the selection of the firm to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected. The contract period would be May 1, 2017 through April 30, 2018 with two (2) one-year options to renew. The motion carried.

**Review and Recommend Action on Resolution to Impose a 15%
Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07
of the Texas Property Tax Code for Delinquent Tax Attorney Fees and Expenses**

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for delinquent tax attorney fees and expenses will be requested at the January 31, 2017 Board meeting.

Purpose – A resolution authorizing the College to levy an additional penalty of 15% to the delinquent 2016 district taxes was needed in order to recover the cost of delinquent tax attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2016 taxes which remain delinquent on July 1, 2017.

Justification – Board action would be necessary on the Resolution as prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15% penalty for the collection of tax year 2015 delinquent taxes, the College's prior levy tax year, was approved by the Board on February 23, 2016.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Tax Year 2016 Delinquent Taxes was included in the packet for the Committee's review and information.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the

Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

Review and Recommend Action to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools would be requested at the January 31, 2017 Board meeting.

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

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on April 26, 2016, as amended. A revised list of brokers, dealers, banks, and investment pools, which included one additional bank, NexBank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA were included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on April 26, 2016, as amended. This limitation prevented the use of money market accounts in banks that were not included on the list. Valley View Consulting, LLC, the investment advisor under contract with the College, identified several money market account offerings that would be advantageous to the College, yet because the offering banks were not on the approved list, they could not be utilized.

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

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools were 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 January 17, 2017 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Resolution

Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

Review and 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 January 12, 2017.

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 detailed the status of each position.

1) Vacancies at Beginning of Fiscal Year 2016 - 2017

(EXHIBIT A - VACANT POSITIONS - NEW)

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.

1) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- Seventy-Eight (78) Full Time, Regular positions were filled as of January 12, 2017.
- Nineteen (19) Full Time, Regular positions were filled since the last vacancy report provided as of December 15, 2016.

2) Position Turnover during Fiscal Year 2016 - 2017

(EXHIBIT D - RESIGNATIONS)

- There were twenty-six (26) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of January 12, 2017.
- There were twelve (12) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of December 15, 2016.

Vacancies, Filled Positions, and Resignations FY 2016 - 2017					
	FY15-16 Vacant Positions	New Positions for FY 2016-2017			Total
		Non- Bond	Bond	Total	
September 1, 2016	143	13	152	165	308
Filled as of January 12, 2017	68	5	5	10	78
Total	75	8	147	155	230
Resignations as of 01/12/2017	26	0	0	0	26
Vacancies Balance as of January 12, 2017	101	8	147	155	256

Further details were provided in the Position Vacancy Report included in the packet.

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 6:36 p.m.

I certify that the foregoing are the true and correct Minutes of the January 17, 2017 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, February 14, 2017
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, & HR Committee
- Tuesday, February 28, 2017
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed February 10, 2017 for College Wide Professional Development