



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Monday, April 24, 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
Monday, April 24, 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 - 2**
 - A. Presentation and Recognition of South Texas College's Office of Public Relations and Marketing as Recipients of Four Paragon Awards by the National Council for Marketing & Public Relations
 - B. Report on the Board of Trustees Institute in Santa Fe, New Mexico
 - C. Presentation on May 2017 Graduation Ceremonies
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 3 - 27
 - 1. March 28, 2017 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Award(s) 28 - 30
 - 1. The Skills Development Fund Grant from The Texas Workforce Commission in the amount of \$221,729.
 - 2. The Skills for Small Business Fund Grant from the Texas Workforce Commission in the amount of \$21,000.
 - 3. The Gene Haas Foundation Grant in the amount of \$15,000.
 - 4. The Jobs for Texans Grant, in partnership with P.S.J.A, from the Texas Workforce Commission in the amount of \$342,740.
 - 5. Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

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1. Review of Presentations to the Education and Workforce Development Committee: 31 - 32
 - 1) Proposed Personal Trainer Certification Program
 - 2) Intentional Advising for First Time in College Students
 - 3) Association of Community College Trustees Call for Presentations for the 2017 Leadership Congress

B. Facilities Committee

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 - 1) Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed
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 - B. Non – Instructional Items
 - 2) Furniture (Purchase)
 - 3) Rental of Storage Facilities (Renewal)
 - C. Technology
 - 4) Computers and Laptops (Purchase)
 - 5) Network Equipment (Purchase)
 - 6) Servers (Purchase)
 - 7) Servers, Storage, Installation, and Configuration Services (Purchase)
 - 8) Virtual Desktop Licenses (Purchase)
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 - A. Bond Funded
 - 1) Food Service Equipment (Award)
 - 2) Starr County Campus Library AV Installation (Award)
 - 3) Mid Valley Campus Workforce Training Center Expansion AV Installation (Reject)
 - 4) Starr County Campus Workforce Training Center Expansion AV Installation (Reject)
 - 5) Testing and Balancing Services for HVAC Systems – Bond (Renewal)
 - B. Bond and Non-Bond Funded
 - 6) Mid Valley Campus Library Expansion AV Installation (Award)
 - C. Non-Bond Funded – Departmental Budget
 - 7) Library Materials Moving Services (Renewal)
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A. Next Meetings:	
• <u>Tuesday, May 9, 2017</u>	
➤ 3:00 p.m. – Education and Workforce Development Committee	
➤ 4:00 p.m. – Facilities Committee	
➤ 5:30 p.m. – Finance, Audit, & HR Committee	
• <u>Tuesday, May 23, 2017</u>	
➤ 5:30 p.m. – Regular Meeting of the Board of Trustees	
B. Other Announcements:	
• Commencement Ceremonies will be held Friday, May 12th and Saturday, May 13 th , 2017 at the State Farm Arena, 2600 N. 10 th St., Hidalgo, TX.	

Presentations

A. Presentation and Recognition of South Texas College's Office of Public Relations and Marketing as Recipients of Four Paragon Awards by the National Council for Marketing & Public Relations

Mr. Daniel Ramirez, Director of Public Relations and Marketing, will present on his department's recognition by the National Council for Marketing & Public Relations (NCMPR).

The NCMPR Paragon Awards are national recognition of outstanding achievements in two year college marketing and public relations. There were nearly 1,750 entries from 247 participating colleges.

The South Texas College Office of Public Relations and Marketing was recognized with:

- GOLD PARAGON for Successful Recruitment or Marketing Program: "Driving Fall 2016 Semester Enrollment"
- GOLD PARAGON for Novelty Advertising: "Coffee Sleeves"
- SILVER PARAGON for Academic Catalog: "2016-2017 South Texas College Academic Catalog"
- BRONZE PARAGON for TV/Video Ad, Series: "Yale, Aerospace, Fireman in the making"

B. Report on the Board of Trustees Institute, Santa Fe, NM

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

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

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

C. Presentation on May 2017 Graduation Ceremonies

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present the plans for the May 2017 Graduation Ceremonies to the Board of Trustees.

The ceremonies will take place on Friday, May 11 and Saturday, May 13, 2017 at the State Farm Arena in Hidalgo, Texas as follows:

Friday, May 12, 2017

10:00 a.m. Liberal Arts (*Dual Credit Graduates*)
Social Science (*Dual Credit Graduates*)

3:00 p.m. Liberal Arts (*Traditional Graduates*)
Social Science (*Traditional Graduates*)

Saturday, May 13, 2017

9:00 a.m. Bachelor Programs (*All Graduates*)
Business and Technology (*All Graduates*)

1:00 p.m. Math and Science (*All Graduates*)
Nursing and Allied Health (*All Graduates*)

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. March 28, 2017 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the March 28, 2017 Regular Board Meeting as presented.

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

The Board of Trustees of South Texas College approves and adopts the March 28, 2017 Regular Board Meeting Minutes as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 28, 2017 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, March 28, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mr. Ricardo De La Garza, Mr. George McCaleb, Mrs. Brenda Balderaz, Ms. Myriam Lopez, Ms. Becky Cavazos, Mr. Cody Gregg, Mr. Eddie Diaz, Mr. Gilbert Gallegos, Mr. Brian Fruge, Ms. Tammy Tijerina, Mr. Tim Welden, Mr. Trey Murray, Mr. Bob Simpson, Mr. John Gates, Mr. Joey Yzaguirre, Mr. Oscar Lopez, Mr. Gustavo Martinez, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Public Comments

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

Presentations

- A. Presentation of the Delinquent Tax Collection Report for the period of September 1, 2016 through January 31, 2017

Mr. Gustavo Martinez, Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Delinquent Tax Collection Report for the period of September 1, 2016 through January 31, 2017.

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

The following agenda item was taken out of the posted agenda order:

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

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

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested the Board's consideration and action on the tax resale of forty-four (44) properties.

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

Background - On February 7, 2017, 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. Out of the forty-seven (47) properties, three (3) properties were denied by other taxing authorities. They requested Board approval on forty-four (44) properties as approved by other taxing authorities. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$27,090.26.

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

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

The Board returned to the posted agenda order as follows:

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. February 28, 2017 Regular Board Meeting

The Board received a letter from Mr. Bob Simpson, principal with Boultinghouse Simpson Gates Architects, regarding the following statement within those Minutes:

“Mr. Bill Wilson responded to questions about the delay at the Pecan Campus STEM and South Academic Building Projects. He updated the Committee on the delays, which involved discrepancies between construction drawings received from the architectural and engineering teams. The discrepancies required collaboration to re-engineer the support beams while utilizing the steel ordered for the project.”

Staff reviewed had reviewed the recording of the February 28, 2017 Regular Board Meeting and confirmed that statement presented in the proposed Minutes accurately reflected comments made at the meeting.

Dr. Alejo Salinas, Jr., Board Chair, acknowledged Mr. Simpson’s letter. He informed Mr. Simpson that the Minutes accurately described the conversation at the meeting and the Board would be asked to consider them as proposed.

Dr. Salinas informed Mr. Simpson that he would be afforded the opportunity to address the Board during the posted Update on the Status of the 2013 Bond Construction Program.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and adopted the February 28, 2017 Regular Board Meeting Minutes as written. The motion carried.

Review of Presentation to the Education and Workforce Development Committee

Mrs. Graciela Farias reviewed the following presentation, which was delivered to the Education and Workforce Development committee on Tuesday, March 7, 2017:

a. Presentation on South Texas College Baccalaureate Programs

Dr. Shirley Reed, College President, and Dr. Kevin Peek, Chair of the Bachelor of Applied Science – Organizational Leadership Program, provided an overview of the baccalaureate programs at South Texas College.

The College developed these programs after receiving legislative authority in 2004, to begin offering bachelor degrees in applied science and applied technology. At that time, South Texas College was one of three Texas community colleges, along with Brazosport College and Midland College, allowed to develop baccalaureate programs.

Of the five baccalaureate programs that Texas state law currently allows South Texas College to offer, four have been fully developed and are available to qualified students. Further, the College has identified additional programs for consideration, and each legislative session sought authorization to increase the limit so that valuable programs can be developed and offered to students in the Rio Grande Valley.

South Texas College currently offers the following four baccalaureate programs:

- Bachelor of Applied Technology (B.A.T.) in Technology Management
- Bachelor of Applied Technology (B.A.T.) in Computer & Information Technologies
- Bachelor of Applied Technology (B.A.T.) in Medical & Health Services Management
- Bachelor of Applied Science (B.A.S.) in Organizational Leadership

Dr. Peek provided an overview of the existing programs, including enrollment and graduation data.

Competency-Based Baccalaureate

South Texas College partnered with Texas A&M University – Commerce, with support from the College for All Texans Grant, to develop the B.A.S. in Organizational Leadership program. The purpose of the grant was to develop a competency-based degree program that measures student progress through the demonstration of program competencies, rather than the traditional accumulation of credit hours.

Program students at South Texas College pay a flat rate of \$750 per seven week academic term, and during that term they may complete as many program competencies as they are able. Credit was given for training and/or military experience as well, which allowed students with professional experience in related areas to quickly demonstrate their proficiency and progress through the program.

Dr. Peek presented on the structure of the Competency-Based B.A.S. in Organizational Leadership, including course structure, student support, enrollment and graduation results.

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

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;
- Chart of Project Progress; and
- Project Scorecards

Broaddus & Associates submitted updated versions of the following worksheets, which administration reviewed and found to contain significant errors:

- Program Budget Summary worksheet;
- Construction Budget worksheet;

Administration did not include the inaccurate worksheets in the Board packet, requesting that Broaddus & Associates correct the information prior to the March 28, 2017 Regular Board Meeting.

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 March 2, 2017, the total budget shortfall was estimated to be at \$3,948,964 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 will be covered by non-bond funds.

Recap of March 7, 2017 Facilities Committee Update

Mr. Brian Fruge, Broaddus & Associates, provided the following information to the Facilities Committee on March 7, 2017:

Accountability Overview Summary Sheet

Broaddus & Associates regularly provided a brief overall summary sheet of the current status for the 2013 Bond Construction Program at the Facilities Committee and Board Meetings on the projection screen as part of their update.

Staff requested that this document be provided as part of the packet for future meetings.

Broaddus & Associates submitted an accountability report with significant errors.

Administration did not include the inaccurate report in the Board packet, requesting that Broaddus & Associates correct the information prior to the March 28, 2017 Regular Board Meeting.

Contingency Fund Balances

Broaddus & Associates reported that there was approximately \$2.9M in unexpended contingency fund balances in the 2013 Bond Construction Program.

The Facilities Committee requested a report on all change orders issued for projects within the 2013 Bond Construction Program, and Mr. Fruge agreed to provide this to the Board on March 28, 2017.

Broaddus & Associates had not provided the requested report and had not responded to continued requests for the documentation.

A/V and IT Equipment Costs

Broaddus & Associates reported a nearly \$1M savings in A/V and IT equipment costs. Mr. Fruge agreed to provide a detailed breakdown of the budgets and expenditures of bond and non-bond funds for this equipment.

Staff requested an analysis of the AV and IT budgets for the 2013 Bond Construction Program and the actual expenditures proposed for Board action on March 28, 2017. Broaddus & Associates did not provide the requested documentation until after the deadline, and it was found to include significant errors.

Administration did not include the inaccurate documentation in the Board packet, requesting that Broaddus & Associates correct the information prior to the March 28, 2017 Regular Board Meeting.

Recap of March 28, 2017 Regular Board Meeting Update

At the March 28, 2017 Regular Board Meeting the following items were discussed:

Accountability Overview Summary Sheet

Mr. Brian Fruge provided a new Accountability Report Overview for the Board's review. This report included Construction Costs, Soft Costs, Owner In-Site update, Schedule Update, Incident Report, and a list of Project Issues,

Mr. Fruge reported that there would be an estimated \$3,088,925, which included \$2,460,039 in Buy-Out Savings from approved GMPs. He anticipated an additional \$500,000 to \$1,000,000 Buy-Out Savings.

Contingency Fund Balance

Broadus & Associates reported that approximately \$1,398,605 remained in the unexpended design contingency fund balance and approximately \$1,686,364 remained in the unexpended construction contingency fund balance.

He clarified that expenditures from the Design Contingency fund balance generally did not include change orders, because they were within the original design scope, but were required to complete work that occurred between the 60% construction documentation phase, when GMPs were submitted to the Board, and the complete construction documents.

Any design contingency expenditure requested by a construction manager-at-risk would be submitted to Broadus & Associates for oversight and cost controls, and Mr. Fruge stated that he would begin reporting on all expenses from each contingency balance, including project-by-project breakdown, to the Facilities Committee and Board each month.

The Construction Contingency fund balance represented funds that would be used at the owner's discretion, or as delegated to Broadus & Associates' authority, to change the scope of the design.

AV/IT Equipment and Installation Cost Savings

Broadus & Associates previously reported an estimated \$1.2M in savings for AV equipment, and proposed that this savings could help offset construction budget deficits.

At the meeting Mr. Fruge updated the estimate to \$490,000 in savings on the overall package of the submitted AV equipment. This included the AV purchases for most of the 2013 Bond Construction Program projects, as listed later.

Mr. Fruge expected the savings to remain intact after the procurement of the remaining projects.

Additional IT equipment would be presented to the Facilities Committee in May 2017, and those prices were expected to be within budget.

Construction Budget Deficit

Broaddus & Associates reported that there was a \$4,417,462 budget shortfall from construction, with Board approval of the AV purchases proposed later in the meeting.

Pecan Campus STEM Building

The Board asked about the progress of the Pecan Campus STEM Building, which was presented as 2 months behind schedule.

Mr. Fruge stated that Broaddus & Associates has approved overtime for D. Wilson Construction Company to catch up on the construction schedule.

The Board asked for clarification whether the overtime approved by Broaddus & Associates was being charged to the College. Mr. Fruge responded that it was not being charged to the College, but did not specify the source of the funds.

Concerns Presented by Bob Simpson, Boultinghouse Simpson Gates Architects

Mr. Bob Simpson, Boultinghouse Simpson Gates Architects, was asked to clarify his concerns with the Minutes from the February 28, 2017 Regular Board Meeting. Mr. Simpson provided the Board Members with a letter in which he took issue with the following statement from those Minutes:

"Mr. Bill Wilson responded to questions about the delay at the Pecan Campus STEM and South Academic Building Projects. He updated the Committee on the delays, which involved discrepancies between construction drawings received from the architectural and engineering teams. The discrepancies required collaboration to re-engineer the support beams while utilizing the steel ordered for the project."

Mr. Simpson took strong exception to the statement. Mr. Simpson announced that the design, construction, and project management team were working together to resolve the issues with the delayed projects. He requested an opportunity to meet with the Board privately to discuss his concerns with the statement and the issues at the Pecan Campus STEM and South Academic Building projects.

The Board acknowledged Mr. Simpson's concern. The Board noted that they had been informed by Broaddus & Associates that there was a problem with the steel for those projects that led to a two-month construction delay, and the College faced real damages in tuition and contact hour funding if the STEM and South Academic Buildings could not be completed in time. It was the Board's position that the College was not at fault for the steel / delay issues.

Mr. Brian Fruge agreed to give a firm commitment to the Facilities Committee on April 11, 2017 to let the Trustees and administration know whether scheduling of courses in those buildings could commence.

Dr. Alejo Salinas, Jr. acknowledged Mr. Simpson's letter and concerns, and instructed that they be recorded in these Minutes.

Starr County Campus

The Board asked for an update on the Starr County Campus. D. Wilson Construction Company noted that there was a delay at the Library project due to site plan revisions by the engineer.

According to Broadus & Associates, the engineer had submitted drawings in which their layout conflicted with existing easements. Upon working with the electrical company and reviewing easements, the engineers learned that they would need to redesign the layout.

D. Wilson Construction Company had noticed this discrepancy three-and-a-half weeks prior and delayed work to wait for the redesign. Upon redesign, the driveway, duct banks, and retention pond needed to be relocated by approximately 40 feet. The dirt pad for the library construction did not need to shift, and construction would resume shortly.

Broadus & Associates had learned of this issue a week before the March 28, 2017 Regular Board Meeting.

D. Wilson Construction planned to keep crews working while staff was off-campus for Semester Break, and needed to use this time to shut down the campus data network and switch it to the newly installed data infrastructure.

No action was requested.

Update on Status of Audio/Visual Equipment Budget for the 2013 Bond Construction Program and Proposed Expenditures

The 2013 Bond Construction Program included audio/visual (A/V) equipment for projects at the Pecan Campus, Nursing & Allied Health Campus, Technology Campus, Mid Valley Campus, and Starr County Campus.

Tim Weldon, Broadus & Associates' Construction Representative, was scheduled to present an update to the Board regarding the 2013 Bond Construction Program Budget for A/V equipment, and the impact of the recommended proposals on the program budget. On March 7, 2017, Broadus & Associates reported at the Facilities Committee meeting

a savings of approximately \$1.6 million in the purchase of partial A/V equipment, and included that reported savings as offsetting budget deficits in the construction hard costs.

The total bond and non-bond budgets earmarked for A/V purchases and installations were as follows:

Total A/V Purchases and Installations	
A/V Budget	Budget Amount
Bond Budget	\$4,737,111.00
Non-Bond (M&O Taxes) Budget	923,493.00
Total Budget	\$5,660,604.00

The Finance, Audit, and Human Resources Committee reviewed proposals for the purchase and installation of A/V equipment for selected projects in the amount of \$3,706,308.00, and recommended Board approval of the purchases. The total amount of \$3,706,308.00 is recommended to be covered by the bond budget and therefore, the bond budget savings will total \$490,881.00. The non-bond budget will not be utilized for the A/V purchases:

Partial* – A/V Purchases and Installations - Budget and Actual			
A/V Budget	Budget Amount	Actual Amount	Variance
Bond Budget	\$4,197,189.00	\$3,706,308.00	\$490,881.00
Non-Bond (M&O Taxes) Budget	703,509.00	-	703,509.00
Total	\$4,900,698.00	\$3,706,308.00	\$1,194,390.00

* projects listed in detailed report

Broaddus & Associates was asked to provide a detailed report of the A/V budget versus actual costs for each included project. The report was received late and was found to be inaccurate. Administration did not include the inaccurate report in the Board packet, requesting that Broaddus & Associates correct the information prior to the March 28, 2017 Regular Board Meeting.

Staff provided a detailed report of the partial A/V purchases and installation budget versus actual costs for each included project.

The Board would be asked to take action as necessary on the proposal as a separate agenda item. No action was requested at this time.

Review and Action as Necessary on Cost Proposal for 2013 Bond Construction Pecan Campus Thermal Plant

The cost proposal for installation of the metal wave design for the 2013 Bond Construction Pecan Campus Thermal Plant will be reviewed and the Board was asked to take action as necessary.

Purpose

The metal wave design was requested by the Facilities Committee to be included as part of the cooling tower enclosure.

Background

The schematic design of the 2013 Bond Construction Pecan Thermal Plant was approved at the July 28, 2015 Board meeting. Halff Associates provided exterior renderings showing the wave design on the cooling tower screen enclosure which was approved by the Board.

The Board approved the Final Guaranteed Maximum Price (GMP) at the November 24, 2015 Board meeting. As part of the GMP, the wave design on the screen enclosure was excluded from the GMP without clear notification to the Board. The Board has since asked that the wave design be included as part of the final construction. The project team was instructed to provide the metal wave motif at a cost not to exceed the original cost that was removed from the GMP which was \$87,964.

Broaddus & Associates worked with Halff Associates and D. Wilson Construction Company to receive pricing and a construction option to purchase and install a metal wave product to meet the College's requirements. Upon review with the Facilities Committee, it was clear that the College's concerns were not thoroughly explained to the design team, and the engineer was asked to develop a new design.

The Committee clarified that the requested design would need to both incorporate an attract wave motif, as originally designed, and to completely conceal the cooling towers from the ground-level view. Because this facility sits in the center of the campus expansion, the Board approved a schematic design that specifically showed the cooling towers fully covered from view for someone walking near the chiller yard.

Funding Source

Funds are budgeted in the 2013 Bond Construction Pecan Campus Thermal Plant budget contingencies for fiscal year 2016-2017.

Supporting Documents

On March 7, 2017, Broaddus & Associates informed the Facilities Committee that they would provide updated documentation for the Board's review.

Broaddus & Associates failed to provide the documentation for publication of the Board packet.

Presenters

Representatives from Broaddus & Associates, Halff Associates, and D. Wilson Construction were present at the Facilities Committee meeting to present the metal wave proposals.

Mr. Trey Murray, Halff Associates, presented four options that incorporated the wave design and would provide various levels of concealment of the existing cooling towers. The options included variation in the number of waves incorporated, and some included an extension above the existing framework to conceal the tops of the towers. All were designed to allow sufficient necessary airflow and comply with code requirements.

The options were estimated at anywhere from \$110,000 to \$260,000 in cost, and the Board noted that the original cost savings secured by Broadus & Associates by removing this wall from the GMP by D. Wilson Construction Company was \$87,964.

The Board considered the costs, and also noted that on a recent tour, it appeared that the cooling towers might be visible from the 2nd floor outdoor balcony of the Student Activities Building being constructed adjacent to the chiller yard. Halff Associates was asked to consider this, and to work with Broaddus & Associates to bring a final proposed design and pricing to the Facilities Committee meeting on April 11, 2017.

No action was taken.

Review and Action as Necessary Regarding Window Options for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building

At the February 28, 2017 Board meeting, Boultinghouse Simpson Gates Architects presented the color boards for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building. There were concerns regarding full height windows in the classroom and lab rooms. The sizes of windows and amount of glass could be a distraction to the classroom environment and interfere with the use of projection instructional technology. The architect was asked to propose options to address the concerns.

At the March 7, 2017 Facilities Committee meeting, the architect presented three options:

1. Vertical Blinds – not recommended due to maintenance concerns.
2. Opaque Spandrel Glass – would completely block lines of sight and sunlight
3. Frosted Glass – would block lines of sight, except some silhouettes, and most sunlight.

On March 7, 2017, the Facilities Committee asked the architect to develop pricing for the second and third recommendation, as well as to consider a solution that would break up the floor-to-ceiling windows into a finished wall at ground level and a standard classroom window.

Broaddus & Associates failed to provide the documentation for publication of the Board packet.

Presenters

Boultinghouse Simpson Gates Architects attended the Board Meeting to provide possible options to address the window concerns.

The architects estimated that the total cost to replace the first floor windows with either Spandrel or Frost Glass would be approximately \$8,170 for the STEM Building and \$13,710 for the South Academic Building.

Administration noted that in addition to the problem of potential distraction in first floor classrooms, floor-to-ceiling windows could also pose a problem with IT projector technology. They asked about the options to address these issues in the second floor as well as the first. The architect and Broaddus & Associates agreed to meet with staff to determine whether the solution would need to be extended to the second floor, and what the cost impact would be.

Broaddus & Associates was instructed to bring a proposal and cost estimate to the April 11, 2017 Facilities Committee meeting.

No action was taken.

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.

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 February 28, 2017, was presented. The Board was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented on the status of the College's Quarterly Investment Report for the Quarter Ended February 28, 2017 and provide a further update at the meeting. Ms. Anderson also presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended February 28, 2017 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) reviewed the information being presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 28, 2017 was included in the packet for the Board's information and review.

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

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 Quarterly Investment Report for the Quarter Ended February 28, 2017, as presented. The motion carried.

Review and Action as Necessary on Awards of Proposals and Purchases

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

A. Awards

B. Instructional Items

A. Award

- 1) Food and Related Non-Food Products (Award):** award the proposal for food and related non-food products for the period beginning April 27, 2017 through April 26, 2018 with two one-year options to renew, at an estimated amount of \$350,000.00 based on prior year history. The vendors are as follows:

- **Ben E. Keith, Co.** (La Feria, TX)
- **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)
- **Valley Grocers, LLC.** (Brownsville, TX)

- 2) Risk Management Consultant Services (Award):** award the proposal for risk management consultant services to **Cameron Investment Company dba/Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning for the period beginning May 1, 2017 through April 30, 2018 with four one-year options to renew, at an estimated amount of \$18,500.00;

- 3) Travel Services (Award):** award the proposal for travel services to **Shands Brooks Travel** (McAllen, TX), for the period beginning May 20, 2017 through May 19, 2018 with two one-year options to renew, at a service fee of \$25.00 per airline ticket;

B. Purchases - Instructional Item

- 4) Ultrasound Machines (Purchase):** purchase ultrasound machines from **Siemens Medical Solutions USA, Inc.** (Malvern, PA), a sole source vendor, at a total amount of \$80,578.00;

Recommend Action - The total for all award of proposals and purchases listed above was \$449,078.00.

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

Review and Action as Necessary on Awards of A/V Equipment and Installation Proposals for the 2013 Bond Construction Program

The following proposals for the award of A/V equipment purchases and installation were for 2013 Bond Construction Program projects district wide.

Broaddus & Associates, Constriction Program Manager, was asked to provide an update on the impact of these proposals on the overall program budget, and to clarify the recommended the use of bond and non-bond funds, if applicable.

The Finance, Audit, and Human Resources Committee recommended Board approval of the following proposals, and the Board was asked to take action as necessary based upon this recommendation and clarification from Broaddus & Associates:

Partial – A/V Purchases and Installations - Budget and Actual			
A/V Budget	Budget Amount	Actual Amount	Variance
Bond Budget	\$4,197,189.00	\$3,706,308.00	\$490,881.00
Non-Bond (M&O Taxes) Budget	703,509.00	-	703,509.00
Total	\$4,900,698.00	\$3,706,308.00	\$1,194,390.00

- 1) La Joya Jimmy Carter Teaching Center AV Equipment and Installation (Award):** award the proposal for the La Joya Jimmy Carter Teaching Center AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$121,716.00;
- 2) Mid Valley Campus Health Professions and Science Building AV Equipment and Installation (Award):** award the proposal for the Mid Valley Campus Health Professions and Science Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$581,980.00;
- 3) Mid Valley Campus Student Services Expansion AV Equipment and Installation (Award):** award the proposal for the Mid Valley Campus Student Services Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$163,476.00;

- 4) **Nursing and Allied Health Expansion AV Equipment and Installation (Award):** award the proposal for the Nursing and Allied Health Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$659,512.00;
- 5) **Pecan Campus Cafeteria and Student Activities AV Equipment and Installation (Award):** award the proposal for the Pecan Campus Cafeteria and Student Activities AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$188,436.50;
- 6) **Pecan Campus North Academic Building AV Equipment and Installation (Award):** award the proposal for the Pecan Campus North Academic Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$497,302.00;
- 7) **Pecan Campus South Academic Building AV Equipment and Installation (Award):** award the Pecan Campus South Academic Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$304,925.00;
- 8) **Pecan Campus STEM Building AV Equipment and Installation (Award):** award the proposal for the Pecan Campus STEM Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$380,548.00;
- 9) **Starr County Campus Health Professions and Science Building AV Equipment and Installation (Award):** award the proposal for the Starr County Campus Health Professions and Science Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$393,806.50;
- 10) **Starr County Campus Student Activities Building Expansion AV Equipment and Installation (Award):** award the proposal for the Starr County Campus Student Activities Building Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$77,264.00;
- 11) **Starr County Campus Student Services Building Expansion AV Equipment and Installation (Award):** award the proposal for the Starr County Campus Student Services Building Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$22,033.50;
- 12) **Technology Campus Southwest Building Expansion AV Equipment and Installation (Award):** award the proposal for the Technology Campus Southwest Building Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$315,308.50;

Recommend Action - The total for all award of proposals listed was \$3,706,308.00.

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 A/V Equipment and Installation Proposals for the 2013 Bond Construction Program as presented. The motion carried.

Review of Presentations to the Finance, Audit, and Human Resources Committee

Mr. Paul R. Rodriguez reviewed the following presentations, which were provided to the Finance, Audit, and Human Resources Committee on March 7, 2017.

1) Review and Discussion of State Appropriations for FY 2017 - 2018 and FY 2018 - 2019 Biennium

On January 18, 2017, the Texas Association of Community Colleges (TACC) provided to South Texas College the Senate (SB1) and the House (HB1) base budget bills for the FY 2017 - 2018 and FY 2018 - 2019 biennium.

Preliminary Funding – All Community Colleges – Biennium FY 2018 – FY 2019

The total funding level for all the Community Colleges per SB1 and HB1 is as follows:

- Each bill maintains the current \$1,000,000 core funding for each college and the remaining amount is divided as 90% for Contact Hours and 10% for Student Success Points funding.
- For the FY 2018 – FY 2019 biennium, the Contact Hour funding total for all community colleges is reduced by \$5,879,808 from the FY 2016 – FY 2017 biennium, or -0.4%, and the Success Points funding total is reduced by \$653,312 from the FY 2016 – FY 2017 biennium, or -0.4%. The Success Points were funded at \$185.12 per point for the FY 2014 – FY 2015 biennium and \$173.00 per point for the FY 2016 – FY 2017 biennium. The proposed Success Points funding for the FY 2018 – FY 2019 biennium is \$162.51 per point.
- The Senate deleted all Community College Special Items, but placed a contingency amount elsewhere in the budget.
- The House reduced the Community College Special Items by 9%.
- The Senate and House deleted the Hold Harmless funding, which prevents colleges from receiving less funds in the upcoming biennium than what was received by each college in the previous biennium.

All Community Colleges – Biennium Appropriations Comparison

State	Final	SB1/HB1		%
Appropriations	FY 2016 – FY 2017 Biennium	FY 2018 – FY 2019 Biennium	Increase (Decrease)	Increase (Decrease)
Core Operations	\$50,000,000	\$50,000,000	-	
Performance Funding/ Student Success Pts.	169,168,401	168,515,089	(\$653,312)	(0.4%)
Contact Hour/Instruction	1,522,515,612	1,516,635,804	(5,879,808)	(0.4%)
Total	1,741,684,013	1,735,150,893	(6,533,120)	(0.4%)
Hold Harmless	3,963,138	-	(3,963,138)	
Special Items-SB1	30,788,631	-	(30,788,631)	
Special Items-HB1	30,788,631	28,030,806	(2,757,825)	(9.0%)

In order to meet the higher education goals set forth by the Texas Strategic Plan for Higher Education, 60X30TX, the Community Colleges are requesting additional funding of \$93,597,321, per TACC and as reflected below.

All Community Colleges – Biennium Appropriations Comparison – TACC Request

State Appropriations	SB1/HB1	TACC Request	Increase (Decrease)	% Increase (Decrease)
Core Operations	\$50,000,000	\$75,000,000	\$25,000,000	50.0%
Performance Funding/ Student Success Pts.	168,515,089	186,881,648	18,366,559	10.9%
Contact Hour/Instruction	1,516,635,804	1,566,866,566	50,230,762	3.3%
Total	\$1,735,150,893	\$1,828,748,214	\$93,597,321	5.4%

South Texas College – Biennium Appropriations Preliminary Funding FY 2018 – FY 2019

The South Texas College FY 2018 – FY 2019 biennium SB1 and HB1 preliminary allocations compared to the FY 2016 – FY 2017 biennium allocations are as follows:

South Texas College – Total Biennium Appropriations Comparison

State Appropriations	FY 2016 – FY 2017 Biennium	FY 2018 – FY 2019 Biennium	Increase (Decrease)	% Increase (Decrease)
Core Operations	\$1,000,000	\$1,000,000	-	
Performance Funding/ Student Success Pts.	7,341,471	7,263,328	(\$78,143)	(1.1%)
Contact Hour/Instruction	66,029,732	69,770,691	3,740,959	5.7%
Total	74,371,203	78,034,019	3,662,816	4.9%
Bachelor Programs	1,610,214	1,835,810	225,596	14.0%
Total	\$75,981,417	\$79,869,829	\$3,888,412	5.1%

The preliminary allocations were determined using the period of Spring 2016, Summer 2016, and Fall 2016. The final allocations will be determined using the base period of Summer 2016, Fall 2016, and Spring 2017, once the Spring 2017 census student enrollment totals are certified. The FY 2016 – FY 2017 biennium appropriations include the Continuing Education contact hour adjustment, however the preliminary allocations from TACC do not reflect the contact hour adjustment.

2) Review and Discussion of the Texas Higher Education Coordinating Board Report on the Fiscal Year 2016 Financial Condition Analysis of Texas Public Community College Districts

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Texas Higher Education Coordinating Board Report on the Fiscal Year 2016 Financial Condition Analysis of Texas Public Community College Districts with the Finance, Audit, and Human Resources Committee on March 7, 2017.

Purpose – South Texas College’s financial information and ratios presented in the Financial Condition Analysis of Texas Public Community College Districts, will be reviewed with the Finance Committee.

Background - The Texas Higher Education Coordinating Board collects financial documents for Texas Public Institutions of higher education, including community colleges. The Texas Higher Education Coordinating Board’s annual report on the financial condition of the state’s community colleges is required as referenced in the General Appropriations Act, House Bill 1 (H.B. 1), 84th Texas Legislature, Section 13 (page III-211). The rider states the following:

“Each community college shall provide to the Texas Higher Education Coordinating Board financial data related to the operation of each community college using the specific content and format prescribed by the Coordinating Board. Each community college shall provide the report no later than January 1st of each year.

The Coordinating Board shall provide an annual report due on May 1 to the Legislative Budget Board and Governor's Office about the financial condition of the state's community college districts.”

Community college districts experienced a significant change in Accounting Principal in FY 2015 with the implementation of Governmental Accounting Standards Board (GASB) 68. According to the statement 68 summary,

“The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.”

To create additional transparency, the GASB 68 implementation transferred pension liability from the state-level financial statements of the Teachers Retirement System (TRS) to the individual financial statements of the institutions. This transfer increased the visibility of pension liability at the community college district level. The overall effect to statewide financial ratios and financial condition of community college districts was substantial.

Justification - The objective of this report is to provide an assessment of the overall financial health of public community colleges and to identify institutions in which the potential for financial stress exists.

Enclosed Documents - The PowerPoint presentation and a copy of the letter and the report from Texas Higher Education Coordinating Board follow in the packet for the Committee's review and discussion.

3) Discussion of Texas Comptroller of Public Account's Transparency Stars Program Awards

The College has earned three (3) Texas Comptroller of Public Accounts' Transparency Stars Program Awards. The Business Office staff completed the requirements to earn the following Transparency Star Program Awards.

1. Traditional Finance Transparency Star
2. Economic Development Transparency Star
3. Debt Obligation Transparency Star

As of February, South Texas College was the only college to be awarded any of the new Transparency Stars Awards.

Background – The Texas Comptroller of Public Accounts launched a revised and improved Transparency award program in March 2016 by announcing the new Transparency Stars Program. The purpose of the program is to recognize cities, counties, and school districts going above and beyond in their transparency efforts. The program recognizes entities that accomplish the following:

- Provide clear and meaningful financial information not only by posting financial documents, but also through summaries, visualizations, downloadable data and other relevant information.

Local government entities can apply for stars in the following areas:

- Traditional Finances
- Economic Development
- Debt Obligations
- Contracts and Procurement
- Public Pensions

After receiving an initial star for Traditional Finances, remaining stars may be awarded in any order.

The College is currently gathering information to apply for the Contracts and Procurement award. The College is ineligible for the Public Pension Transparency Star, due to the College participating in the Teacher Retirement System of Texas' defined benefit plan, and has limited independent decision-making.

Enclosed Documents – A Traditional Finance Transparency Star Certificate, an Economic Development Transparency Star Certificate, a Debt Obligation Transparency Star Certificate, and the South Texas College web page reflecting the information available for each of the Transparency Stars follow in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the March 7, 2017 Finance and Human Resources Committee meeting to address any questions by the committee.

4) Review and Discussion of Internal Audit Reports in the Areas of Mileage Reimbursement and Employment Eligibility Verification Form I-9

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 Mileage Reimbursement & Employment Eligibility Verification Form I-9.

Mr. Abdullah also introduced Mr. Jose Luis Silva, Audit Specialist, to the Finance, Audit, and Human Resources Committee.

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

5) Review and Discussion of Audit Plan Status and Other Office of Internal Audit Activities

Mr. Khalil Abdullah provided a status update on the Audit Plan completion as well as other activities and ongoing projects.

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

No action was required from the Board. These Committee presentations were provided for the Board's review and feedback to staff.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of February 2017. 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 **February 2017**.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of February 2017. The motion carried.

Review and Action as Necessary Authorizing the College President to Engage Legal Counsel Regarding Proposed International Training Partnership Program

The South Texas College Board of Trustees was asked to authorize the College President to engage legal counsel with special expertise in international business partnerships regarding a proposed international training partnership program.

The South Texas College Institute for Advanced Manufacturing (IAM) proposed an international training partnership program with Instituto Internacional de Estudios Superiores (IIES), to provide a workforce training program aimed for new and incumbent industry employees at maquiladoras in Reynosa, Tamaulipas, Mexico, and the IIES Language & Tutoring Center, LLC, in Mission, Texas.

Torres, Cantu & Associates is a US law firm with expertise in such matters and access to associates with relevant expertise in Mexican law.

The College's general counsel, Mr. Jesus Ramirez, recommended that the College consider engaging Torres, Cantu & Associates as an expert in this area of law. Torres, Cantu & Associates may subsequently engage with a Mexican attorney on this issue, and Torres, Cantu & Associates would review and provide an opinion to South Texas College on relevant issues.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the College President to enter into a legal consultant agreement engagement with Torres, Cantu & Associates regarding the proposed international workforce training program as presented. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:13 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Review and Action as Necessary Regarding the Employment Contract of the College President

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:25 p.m. No action was taken in Executive Session.

Review and Action as Necessary Regarding the Employment Contract of the College President

The Board undertook an assessment of the College President, and accepted the results of that assessment on January 31, 2017. Based upon the results of that assessment, the Board of Trustees for South Texas College was asked to take action as necessary regarding the employment contract of the College President, Dr. Shirley A. Reed.

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 employment contract of the College President as presented in executive session. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, April 11, 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, April 25, 2017
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- After 20 years in the Office of the President, Mrs. Yoli Orozco was retiring effective March 31, 2017. The College hosted a reception honoring Yoli on March 29, 2017 @ 3:00 p.m. in the Pecan Campus Board Room.
- The 12th Annual *Summit on College and Career Readiness* will be held Monday, April 3, 2017 from 7:45 a.m. through 4:30 p.m. at Region One ESC, 1900 W. Schunior, Edinburg, TX. Advanced registration is required.
- The Division of Business and Technology is hosting its annual *Women in Business and Technology* event on Thursday, April 6, 2017 from 5 pm – 8 pm at the Technology Campus, 3700 W. Military Hwy., McAllen, TX.
- Commencement Ceremonies will be held Friday, May 12th and Saturday, May 13th, 2017 at the State Farm Arena, 2600 N. 10th St., Hidalgo, TX.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:28 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 28, 2017 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 Skills Development Fund Grant from The Texas Workforce Commission in the amount of \$221,729.

Through this grant, The Texas Workforce Commission supports the manufacturing industry in the Lower Rio Grande Valley by providing technical skilled training for students in the Institute for Advanced Manufacturing. Funding will help businesses meet their training needs and build a skilled workforce. This award is for the period of April 1, 2017 through December 31, 2017.

This grant aligns to Strategic Direction #1, Clear Pathways, by offering technical skilled training toward high demand occupations in Advanced Manufacturing.

2. The Skills for Small Business Fund Grant from the Texas Workforce Commission in the amount of \$21,000.

Funding from the Skills for Small Business program is designed to provide training offered by the Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing. This program supports businesses with fewer than 100 employees and upgrades their skills through courses in accounting, computers, strategic management, HIPAA regulations, and customer service. This award is for the period of April 13, 2017 through, April 30 2018.

Strategic Direction #1, Clear Pathways, by providing training to develop skills among employees of local small businesses.

This grant also aligns to Strategic Direction # 3, High Success Rate, by providing training that will help employees increase their economic and social mobility.

3. The Gene Haas Foundation Grant in the amount of \$15,000.

Scholarship funds from the Gene Haas Foundation focus on manufacturing education and machinist training and help emphasize the importance of the US manufacturing industry for South Texas College's Advanced Manufacturing Technology Program. This award is for the period of April 13, 2017 through, April 30 2018.

This grant aligns to Strategic Direction #1, Clear Pathways by offering students a coherent experience of a post-secondary credential leading to relevant employment and further educational opportunities for South Texas College's Advanced Manufacturing Technology Program.

4. The Jobs for Texans Grant from the Texas Workforce Commission in the amount of \$342,740.

Funding from the JET program, in partnership with PSJA's CTE Department will provide funding to expand the existing Advanced Manufacturing Technician Program (AMT) program. This program will provide funding for training and equipment for 180 students in the P.S.J.A. area enrolled in the Dual-AMT program. The award is for the period of March 1, 2017 through February 28, 2018.

This grant aligns to Strategic Direction #1, Clear Pathways, by offering students a coherent experience of a post-secondary credential leading to relevant employment and further educational opportunities for students in the PSJA area and South Texas College's Advanced Manufacturing Technology Program.

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

The presented grants would provide up to \$600,469 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 Skills Development Fund Grant from The Texas Workforce Commission in the amount of \$221,729.
2. The Skills for Small Business Fund Grant from the Texas Workforce Commission in the amount of \$21,000.
3. The Gene Haas Foundation Grant in the amount of \$15,000.
4. The Jobs for Texans Grant from the Texas Workforce Commission in the amount of \$342,740.
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 Skills Development Fund Grant from The Texas Workforce Commission in the amount of \$221,729.
2. The Skills for Small Business Fund Grant from the Texas Workforce Commission in the amount of \$21,000.
3. The Gene Haas Foundation Grant in the amount of \$15,000.
4. The Jobs for Texans Grant from the Texas Workforce Commission in the amount of \$342,740.
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

1) Proposed Personal Trainer Certification Program

The Personal Trainer Certificate would allow students to gain the knowledge and skills necessary to seek certification in the personal trainer/fitness field. EMSI data indicates a strong demand for Fitness Trainers in the local region (27.4% projected growth over the next 10 years).

Dr. Kristina Wilson, Associate Dean of Curriculum and Student Learning, and Dr. Rebecca De Los Santos, Kinesiology Program Chair, and Mr. Brent Angangan, Kinesiology Instructor, reviewed the proposed new program and the development process with the Committee and responded to questions.

With Education and Workforce Development Committee approval of the development of the proposed Personal Trainer Certificate program, an advisory committee would be developed and the curriculum will be finalized. Any developed program would be presented for the Education and Workforce Development Committee's review and recommendation for Board approval prior to be marketed or offered to students. No Board action is required at this stage of program development.

2) Intentional Advising for First Time in College Students

Dr. Nancy Garcia, Director of Comprehensive Advising & Mentoring Services, presented *Getting There Must Begin with Intentional Advising*. Dr. Garcia's presentation was first delivered to school district partners and higher education peers at the 12th annual South Texas College Summit on College and Career Readiness on April 3, 2017.

The presentation covered the following key elements of intentional advising:

- Mandatory Advising for First Time in College (FTIC) Students
- Academic Advising Model
- Case Management Services for FTIC Students
- Technology Mediated Advising
- Advising Training Programs for K-12 teachers, counselors, & administrators

3) Association of Community College Trustees Call for Presentations for the 2017 Leadership Congress

The Association of Community College Trustees issued their call for presentations for the 2017 Leadership Congress. The deadline to submit a proposal was Friday, April 21, 2017.

The ACCT expressed particular interest in hearing from baccalaureate degree offering community colleges, and toward that end staff developed two proposals for review by and feedback from the Education and Workforce Development Committee.

The Committee selected the following proposal for submission to the ACCT:

Track 5: Expanding the Mission

Community College Applied Baccalaureate Degrees - A Powerful Strategy for Workforce Development

The Education and Workforce Development Committee provided feedback to staff, who incorporated the revisions into the final proposal(s), which was submitted to the ACCT for consideration. The College expects to hear if its presentation was selected by late May 2017.

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

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.

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

Broaddus & Associates has provided the following accountability reports:

- Program Budget Summary worksheet;
- Construction Budget worksheet;
- FF&E, Kitchen, and A/V Budget Update

No action is requested.

Broaddus & Associates failed to provide
an updated Accountability Report
Overview in time for Publication

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

April 11, 2017

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline – 04/11/17

January '17 February '17 March '17 April '17 May '17

Board Approval					
1	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
2	Accountability Status	Accountability Status	Accountability Status	Accountability Status	Accountability Status
3	Buyout Deductive Change Orders	Additional Service Thermal Energy Plant Landscape	Buyout Deductive Change Orders	Kitchen Equipment Procurement	Buyout Deductive Change Orders
4	Pharr RCPSE Update & Master Plan Revision	Pecan STEM & SA Color Board Approvals	Pharr RCPSE Civil Additional Service		Furniture Procurement
5		Pharr RCPSE Site	AV Procurement		IT Procurement
6		Library Furniture Approval (2/28)			
		Pharr RCPSE Building GMP Approval			
		Pharr RCPSE Skill Pad Partial GMP			
		La Joya CSP			

OPERATIONAL ITEMS

South Texas College 2013 Bond Construction Program Upcoming Timeline

January '17 February '17 March '17 April '17 May '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	Concrete Foundation Pours Ongoing	Buyout Savings Requests	Buyout Savings Requests	Buyout Savings Requests
4	Identify Non-Bond Additional Scope/Funds	Issue Resolution	Issue Resolution	Issue Resolution	Issue Resolution
5				Schedule Compression	Schedule Compression
6				B&A Auditing	B&A Auditing
7					
8					
9					
10					

INFORMATION & PRESENTATION ITEMS

South Texas College 2013 Bond Construction Program Upcoming Timeline

January '17 February '17 March '17 April '17 May '17

Informational/Presentations				
1	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
3		Drone Construction Video Update	Drone Construction Video Update	Drone Construction Video Update
4				OCIP Update
5				
6				
7				
8				
9				
10				

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - April 11, 2017																						
Project Number	PROJECT DESCRIPTION	Project Development				Design Phase				Price Proposals		Construction Phase						Architect/Engineer	Contractor			
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	Design Development	30%	60%	95%	100%	B&A Review	Board Approval	30%	50%	75%	95% Substantial Comp			Occupancy	100%	Final Completion
Pecan Campus																						
	North Academic Building																			PBK Architects	D. Wilson Construction	
	South Academic Building																			BSA Architects	D. Wilson Construction	
	STEM Building																			BSA Architects	D. Wilson Construction	
	Student Activities Building and Cafeteria																			Warren Group Architects	D. Wilson Construction	
	Thermal Plant Expansion																			Halff Associates	D. Wilson Construction	
	Parking and Site Improvements																			PCE	D. Wilson Construction	
Mid Valley Campus																						
	Health Professions and Science Building																			ROFA Architects	Skanska USA	
	Workforce Training Center Expansion																			EGV Architects	Skanska USA	
	Library Expansion																			Mata + Garcia Architects	Skanska USA	
	Student Services Building Expansion																			ROFA Architects	Skanska USA	
	Thermal Plant																			DBR Engineering	Skanska USA	
	Parking and Site Improvements																			Halff Associates	Skanska USA	
Technology Campus																						
	Southwest Building Renovation																			EGV Architects	ECON Construction	
	Parking and Site Improvements																			Hinojosa Engineering	ECON Construction	
Nursing and Allied Health Campus																						
	Campus Expansion																			ERO Architects	D. Wilson Construction	
	Parking and Site Improvements																			R. Gutierrez Engineers	D. Wilson Construction	
Starr County Campus																						
	Health Professions and Science Building																			Mata + Garcia Architects	D. Wilson Construction	
	Workforce Training Center Expansion																			EGV Architects	D. Wilson Construction	
	Library																			Mata + Garcia Architects	D. Wilson Construction	
	Student Services Building Expansion																			Mata + Garcia Architects	D. Wilson Construction	
	Student Activities Building Expansion																			Mata + Garcia Architects	D. Wilson Construction	
	Thermal Plant																			Sigma HN Engineers	D. Wilson Construction	
	Parking and Site Improvements																			Melden & Hunt Engineering	D. Wilson Construction	
Regional Center for Public Safety Excellence - Pharr																						
	Training Facility																			PBK Architects	Noble General Contract	
	Parking and Site Improvements																			Dannenbaum Engineering	Noble General Contract	
STC La Joya Teaching Site (Jimmy Carter ECHS)																						
	Training Labs Improvements																			EGV Architects	TBD	

STC 2013 Bond Program - Pecan Campus North Academic Building

Scorecard #25

Status: **Submitted**

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

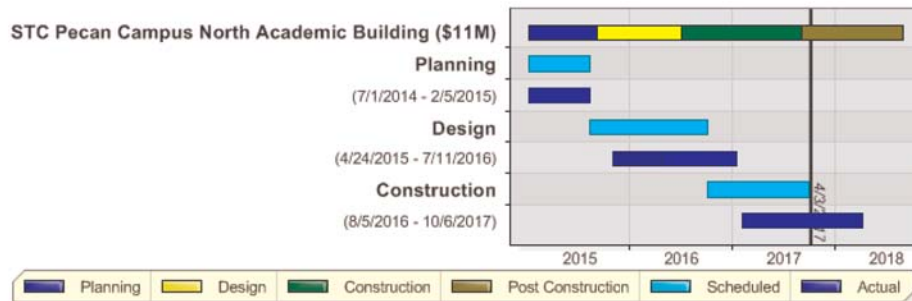
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

PECAN CAMPUS - North Academic Bldg. - A state of the Art multipurpose 3 story, 64,000 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a multi disciplinary teaching facility including Computer Sciences, Communication Arts, K - 12 Instruction, thru Psychology. The building includes 29 Classrooms, with faculty offices and common areas for Student interaction.

Budget

	Current Budget
--	----------------

Schedule



Activity

30 Day Look Ahead

- Exterior walls to complete, start window-wall
- Roofing finish 'cap' sheet (temp window covers have achieved early dry-in)
- MEP rough-in and drops continue
- Interior partitions closeup
- Permanent power, energize switchgear

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

- Permanent power, energize switchgear

Recent Photo



STC 2013 Bond Program - Pecan Campus South Academic Building

Scorecard #24

Status: **Submitted**

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

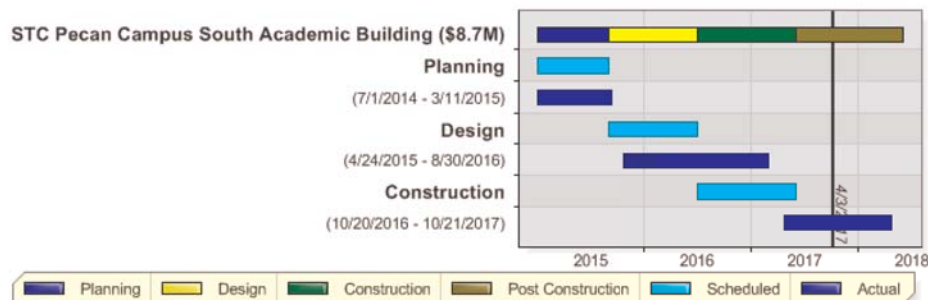
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PECAN CAMPUS - South Academic Bldg. - A state of the Art multipurpose 2 story, 41,500 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a general purpose, multi-disciplinary teaching facility for varied curriculums. The building includes nineteen Classrooms and specialty learning spaces administrative and faculty offices and common areas for Student interaction.

Budget

	Current Budget
Professional Services - Pecan Campus South Academic Building	\$704,794
Construction	\$6,668,472
Owner Procured	\$1,260,705
Miscellaneous Expenses	\$110,638
Additional Costs	\$0
Total	\$8,744,609

Schedule



Activity

30 Day Look Ahead

- Structural steel continues
- Concrete at Lvl 2
- Continue 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

- With Steel starting, look for opportunities to regain lost time

Recent Photo



STC 2013 Bond Program - Pecan Campus STEM Building

Scorecard #23

Status: **Submitted**

03/31/2017



**BROADDUS
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Scope

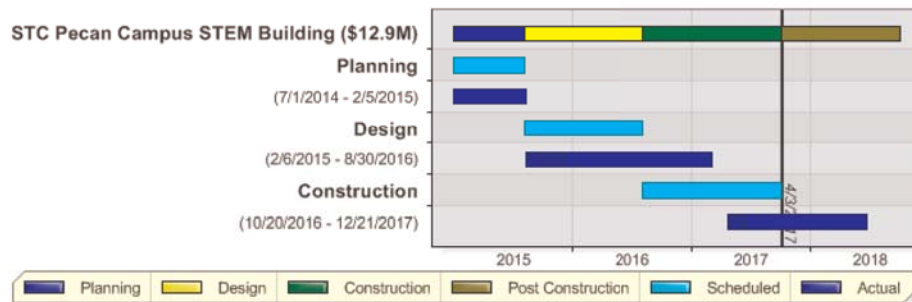
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PECAN CAMPUS - STEM Building - A state of the Art multipurpose 2 story, 50,600 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a teaching facility for Science, Technology, Engineering, and Math. The building includes nine instructional Classrooms, nine Laboratories, administrative and faculty, offices and common areas for Student interaction.

Budget

	Current Budget
Professional Services - Pecan Campus STEM Building	\$970,149
Construction	\$10,430,357
Owner Procured	\$1,329,518
Miscellaneous Expenses	\$145,548
Additional Costs	\$0
Total	\$12,875,572

Schedule



Activity

30 Day Look Ahead

- Structural Steel completion;
- Concrete at Lvl 2; roof decking
- Metal stud framing starts: exterior sheathing and partition walls
- MEP rough-in start

Key Consultants/Contractors

- Architect: Boultinghouse Simpson Gates
- MEP: Half Associates
- Structural: Lopez Engineering Group
- Civil: Perez Consulting Engineers
- AV/IT: WJHW Consultants
- D Wilson Construction

Key Owner Issues or Concerns

- Structural steel fabrication delay: continue to explore opportunities to regain time
- Dr. Reed's concern of too much transparency in large glass walls; options under development and review.
- Achieve early dry-in to expedite interior finish work

Recent Photo



STC 2013 Bond Program Pecan Campus Cafeteria & Activities Building

Scorecard #24

Status: Submitted

03/31/2017



BROADDUS
& ASSOCIATES

Scope

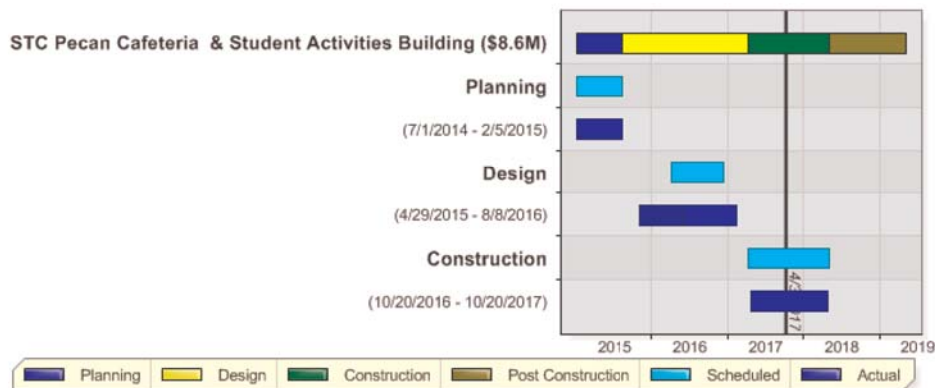
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PECAN CAMPUS - Student Activities & Cafeteria - A State of the Art multi-purpose 2 story, 31,000 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a multi-use student programs and activities center with cafeteria, dining and internet café. The building includes two large, dividable multi-purpose rooms, support spaces and conference rooms, offices and common areas for Student interaction.

Budget

	Current Budget
Professional Services - Pecan Campus Student Services and Activities Bldg	\$683,110
Construction	\$6,897,670
Owner Procured	\$884,017
Miscellaneous Expenses	\$94,548
Additional Costs	\$0
Total	\$8,559,345

Schedule



Activity

30 Day Look Ahead

- Structural steel and roof decking completion
- Concrete at elevated Terrace
- Roofing start
- Metal stud framing: exterior sheathing and interior partitions
- MEP rough-in; duct testing, AHU connections
- Cover-up inspections start

Key Consultants/Contractors

- Architect: TWG
- MEP: Half Associates
- Structural: Chanin Engineering
- Civil: Perez Consulting Engineers
- Kitchen: Cosper & Assoc.

Key Owner Issues or Concerns

- Site utility coordination with slab construction (deep SD between Cooling Towers and SACB)
- Verification of food service equipment coordination between Owner vs Contractor Furnished and connections

Recent Photo



STC 2013 Bond Program - Pecan Campus Thermal Plant

Scorecard #22

Status: **Submitted**

03/31/2017



**BROADDUS
& ASSOCIATES**

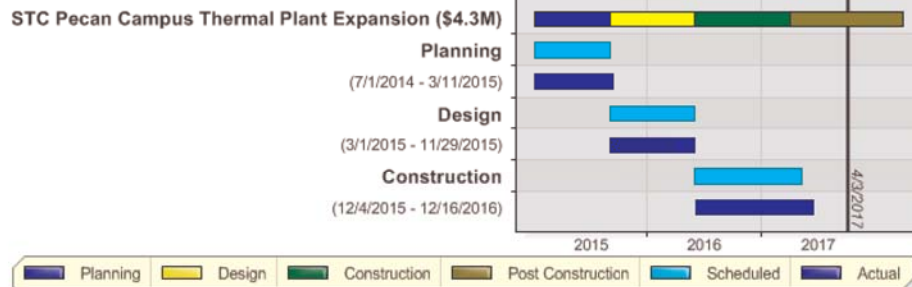
Scope

	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

- Punchlist complete
- Final Time and Cost change order pending resolution of 'Waves' debacle
- Complete closeout documentation: pending proper labeling of "Project Record Documents"
- Warranty period underway
- CMR request release of Retainage

Key Consultants/Contractors

- Architect: Half Associates
- Structural: Chanin Engineering
- MEP: Half Associates
- Civil: PCE Engineering
- AV/IT: WJHW Consultants

Key Owner Issues or Concerns

- Resolution on addition of 'Waves' motif to screen wall
- Chiller #4 fire damage addressed as Warranty item by manufacturer

Recent Photo



STC 2013 Bond Program Pecan Campus Parking & Site Improvements

Scorecard #18

Status: **Submitted**

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties

PECAN CAMPUS - Parking & Site - In concert with the construction of five major new facilities at north and west quadrants of the STC Pecan Campus, the Parking & Site Improvements provides a new environmentally sensitive parking area for ~ 300 spaces. Extensive landscaping, lawns, tree lined walkways and outdoor gathering areas are provided between and around the new buildings, promoting the 'urban garden' atmosphere for students, visitors, staff and faculty, and creating a unique pathway drawing the expanding Pecan Campus into a community of higher education.

Budget

	Current Budget
Professional Services - Pecan Campus Parking & Site Improvements	\$276,623
Construction	\$2,622,121
Owner Procured	\$24,374
Miscellaneous Expenses	\$30,366
Additional Costs	\$0
Total	\$2,953,484

Schedule



Activity

30 Day Look Ahead

- Parking lot base complete: start bio-swale drains
- Lighting foundation bases
- Storm drainage complete: connecting to building roof drain outlets
- Water and fire service lines complete
- Storm and sanitary lines between Café and Cooling Tower Enclosure

Key Consultants/Contractors

- Perez Consulting Engineers (PCE)
- Landscape Designer: SSP Landscape Design

Key Owner Issues or Concerns

- Deep excavation between Café and Cooling Towers

Recent Photo



STC 2013 Bond Program - Nursing and Allied Health Expansion Bldg

Scorecard #24

Status: Submitted

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

NURSING ALLIED HEALTH CENTER - Expansion Bldg.

4 story, 97000 sq ft bldg consisting of:

L1-Vestibule, Learning commons, quiet and high tech study rooms, Kitchen and dining area and exterior seating.

L2-Medium and small classrooms, testing areas and faculty offices.

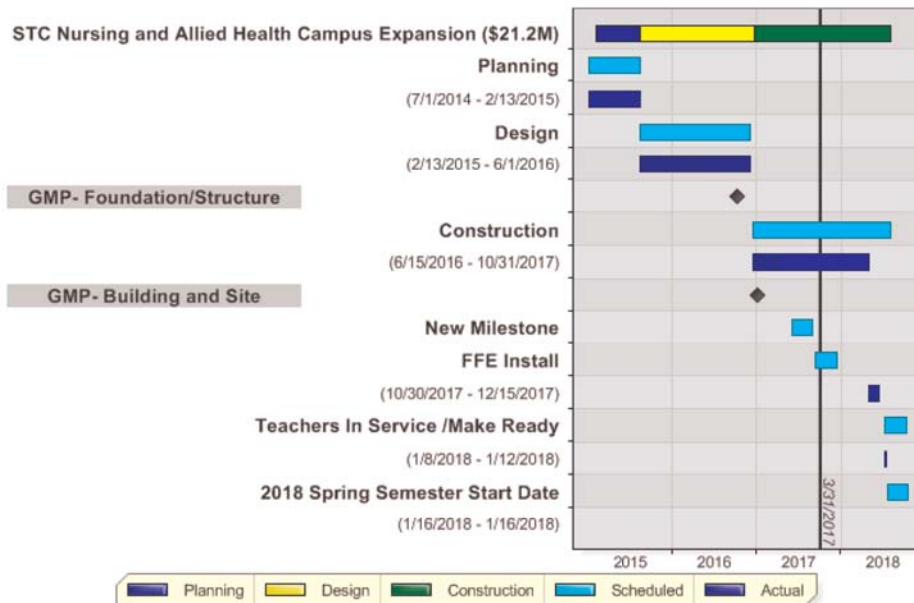
L3-Respiratory and ultrasonic training, Radiology labs, small and medium classrooms and faculty offices.

L4-Medical surgical simulation labs, emergency room simulation, pediatrics, triage and simulation labs. Nursing advanced training, O.B. simulation labs and phlebotomy labs. De-briefing rooms.

Budget

	Current Budget
Professional Services - Nursing & Allied Health Building	\$1,745,145
Construction	\$17,035,444
Owner Procured	\$2,207,887
Miscellaneous Expenses	\$250,875
Additional Costs	\$0
Total	\$21,239,351

Schedule



Activity

30 Day Look Ahead

- L3 complete duct installation and start L4 install
- Finish out the high roof
- Start receiving cmu veneer.

Key Consultants/Contractors

- ERO
- Half
- D. Wilson Construction

Key Owner Issues or Concerns

- No issues or concerns.
- ERO and Half has quick response for any issues.
- Potential Weather Days

Recent Photo



Nursing and Allied Health Thermal Plant

Scorecard #9

Status: **Submitted**

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

NURSING ALLIED HEALTH CENTER - Thermal Plant - This thermal plant will provide chilled water for the HVAC systems not only in the Nursing Allied Health building, it will also be used to provide chilled water to the existing STC buildings. It consists of 3 chillers, custodial collaboration room and a break room.

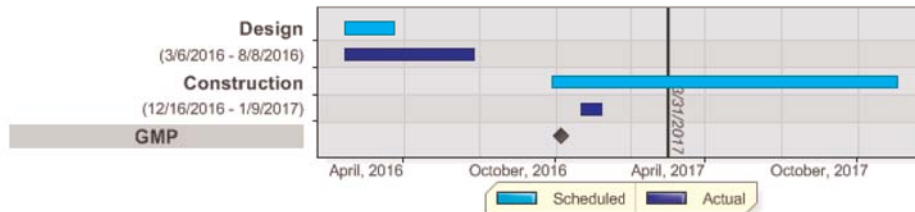
New Thermal Energy Plant for New Nursing Building and the Existing Nursing building

Approx. 3500 Sq ft

Budget

	Current Budget
Professional Services - NAH Thermal Plant	\$50,900
Construction	\$231,062
Owner Procured	\$380,224
Miscellaneous Expenses	\$2,722
Additional Costs	\$0
Total	\$664,908

Schedule



Activity

30 Day Look Ahead

- Assemble cmu block material
- Steel delivery
- 28 day concrete compressive strength break

Key Consultants/Contractors

- ERO
- Halff
- D. Wilson Construction

Key Owner Issues or Concerns

- Chiller delivery
- Weather delays

Recent Photo



Nursing and Allied Health Parking Lot and Site Improvement

Scorecard #17

Status: Submitted

03/31/2017



BROADDUS
& ASSOCIATES

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

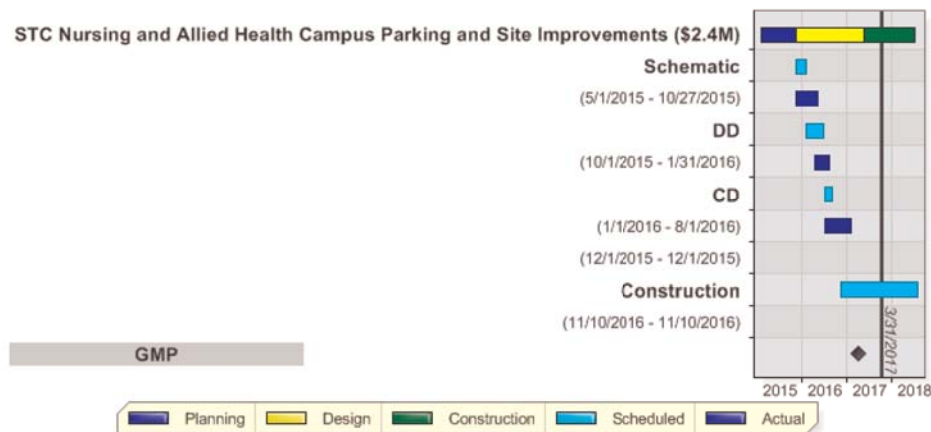
NAHC - Parking and Site Improvements - Parking area and site were designed to maintain vehicles safety, provide enough parking for future expansion. Improvements to make it easily accessible for all students.

Budget

	Current Budget
Professional Services - NAH Parking and Site Improvements	\$164,554
Construction	\$2,208,105
Owner Procured	\$16,279
Miscellaneous Expenses	\$12,616
Additional Costs	\$0
Total	\$2,401,554

Schedule

STC Nursing and Allied Health Campus Parking and Site Improvements (\$2.4M)



Activity

30 Day Look Ahead

- Activities not scheduled until thermal plant is complete
- Activities to the main parking area will happen when most equipment is delivered.
- Photo of detention pond

Key Consultants/Contractors

- R. Guitierrez
- D. Wilson Constructon

Key Owner Issues or Concerns

- Weather delays

Recent Photo



STC 2013 Bond Program - Mid Valley Campus Health Professions and Sciences

Scorecard #25

Status: Submitted

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

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MID VALLEY CAMPUS - Health Professions & Science Bldg. - A state of the Art multipurpose 2 story, 49,000 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a teaching facility for Chemistry, Physics, Biology and Engineering. The building includes 11 Classrooms, 18 Laboratories, offices and common areas for Student interaction. A new multilevel Health Professions and Science Building.

Budget

	Current Budget
Professional Services -Mid Valley Health Professions & Science Bldg	\$1,404,145
Construction	\$14,481,765
Owner Procured	\$2,047,347
Miscellaneous Expenses	\$217,513
Additional Costs	\$0
Total	\$18,150,770

Schedule

STC Mid Valley Campus Health Professional and Science Building (\$18.2M)



Activity

30 Day Look Ahead:

- Foundation placement is complete.
- Structural steel erection has begun at section A.
- Structural steel at remaining sections B, C & D to commence.
- Delivery of joist and steel decking scheduled for mid April.

Key Consultants/Contractors:

- ROFA Architects
- DBR- MEP
- HALFF -CIVIL
- Skanska USA

Key Owner Issues or Concerns:

- Potential delay due to delivery of structural steel has been reduced from 8 weeks to 1 week to-date. This may be even further reduced once actual delivery date of joist and deck is known.
- Priority project, classes begin Spring 2018.

Recent Photo



STC 2013 Bond Program Mid Valley Campus Student Services Addition

Scorecard #23

Status: **Submitted**

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

MID VALLEY - Student Services Addition - A state of the Art multipurpose 2 story, 14,262 sf. structure structural steel building with a combination of glass curtain wall and brick exterior and house some of the College's basic services and support spaces. This building the will be home to a new Cafeteria, Lounge Space, Offices, and Student Admissions.

Budget

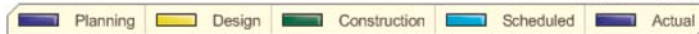
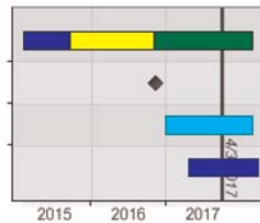
	Current Budget
Professional Services - Mid Valley Campus Student Services Building	\$871,257
Construction	\$3,856,862
Owner Procured	\$339,566
Miscellaneous Expenses	\$52,889
Additional Costs	\$0
Total	\$5,120,574

Schedule

STC Mid Valley Campus Student Services Building Expansion (\$5.1M)

GMP

Construction
(10/22/2016 - 9/28/2017)



Activity

30 Day Look Ahead:

- Structural Steel erection is complete.
- Steel joist and metal decking installation is complete.
- UG rough-ins at renovated area(s) are complete and backfilled.
- Begin installation of metal studs
- Continue with overhead MEP rough-ins.

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



STC Mid Valley Campus Library Addition and Renovation

Scorecard #18

Status: Submitted

03/31/2017



BROADDUS
& ASSOCIATES

Scope

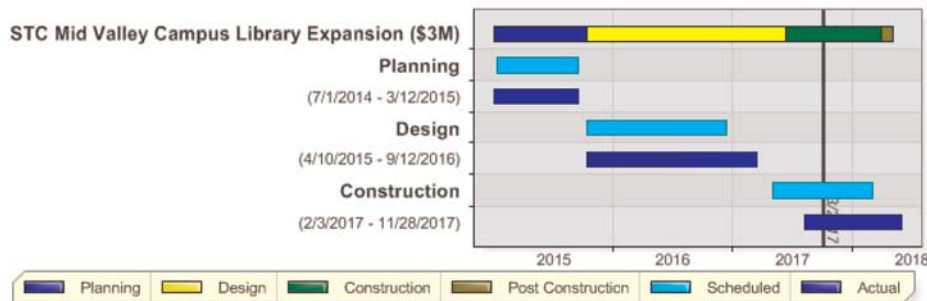
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MID VALLEY CAMPUS - Library Addition and Renovation - A 10,300 sf. addition to and renovation of the existing Library. The design integrates multifunctional seating areas that accommodate both individual and group settings. The new addition and renovations provide furniture with power and data built into the furniture so students have plenty of data & electrical outlets for the multitude of electronic devices. Furniture was hand-selected based of visits to other Colleges to research what type of furniture used most based on function, adaptability, and comfort.

Budget

	Current Budget
Professional Services - Mid Valley Campus - Library Expansion	\$226,620
Construction	\$2,466,455
Owner Procured	\$277,654
Miscellaneous Expenses	\$35,466
Additional Costs	\$0
Total	\$3,006,195

Schedule



Activity

30 Day Look Ahead

- CMR continues to buy project out.
- Relocation of electrical transformer by AEP scheduled for 4-1-17.
- Begin earthwork / installation of building pad once transformer has been relocated.

Key Consultants/Contractors

- AE: M+G
- Structural: CLH Engineering
- MEP: Sigma HN
- Civil: Melden & Hunt

Key Owner Issues or Concerns

- None at this time

Recent Photo



STC 2013 Bond Program Mid Valley Campus Thermal Plant Expansion

Scorecard #22

Status: Submitted

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

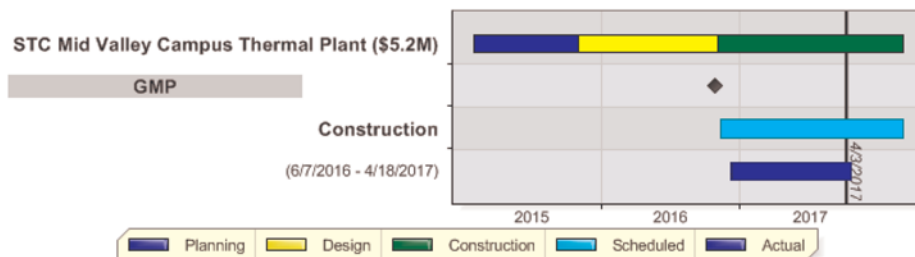
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MID VALLEY CAMPUS - New Thermal - Design for a New Thermal Energy Plant for the Mid Valley Campus to include all new STC Bond projects and Retrofit of all existing buildings.

Budget

	Current Budget
Professional Services - Mid Valley Campus Thermal Plant	\$415,224
Construction	\$3,904,752
Owner Procured	\$815,825
Miscellaneous Expenses	\$56,810
Additional Costs	\$0
Total	\$5,192,611

Schedule



Activity

30 Day Look Ahead

- Complete CHW line connections to Chillers.
- Complete control wiring installation.
- Complete CHW line connections to Cooling Towers.
- Complete setting of fixtures.
- Complete electrical terminations throughout.

Key Consultants/Contractors

- DBR Engineering
- Rofa Architects
- Mata Garcia Architects
- EGV Architects
- Half Civil
- Skanska USA

Key Owner Issues or Concerns

- CHW tie-in execution.

Recent Photo



STC 2013 Bond Program Mid Valley Campus Parking and Site Improvements

Scorecard #22

Status: Submitted

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

MID VALLEY CAMPUS - Parking and Site Improvements - This scope includes a new 48,000 sqft surface parking lot providing 159 new parking space. The scope of this project included infrastructure to support the new additions, including sidewalks and landscaping.

Budget

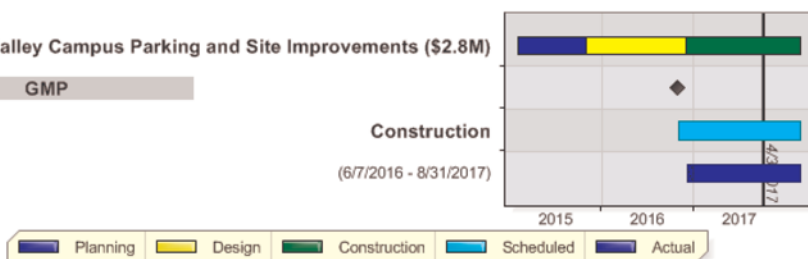
	Current Budget
Professional Services -Mid Valley Parking and Site Improvements	\$323,494
Construction	\$2,375,049
Owner Procured	\$33,638
Miscellaneous Expenses	\$29,806
Additional Costs	\$0
Total	\$2,761,987

Schedule

STC Mid Valley Campus Parking and Site Improvements (\$2.8M)

GMP

Construction
(6/7/2016 - 8/31/2017)



Activity

30 Day Look Ahead

- Complete telecommunications cutover; bldg. by bldg.
- Complete asphalt patch repairs throughout campus.
- All UG utility infrastructures are complete to-date.

Key Consultants/Contractors

- Halff Civil
- Rofa Architects
- Mata Garcia Architects
- EGV Architects
- DBR Engineering
- Skanska USA

Key Owner Issues or Concerns

- Completion of telecommunications cut-over. This could not be completed during Spring Break as anticipated due to materials not arriving in time.

Recent Photo



Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustee's mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

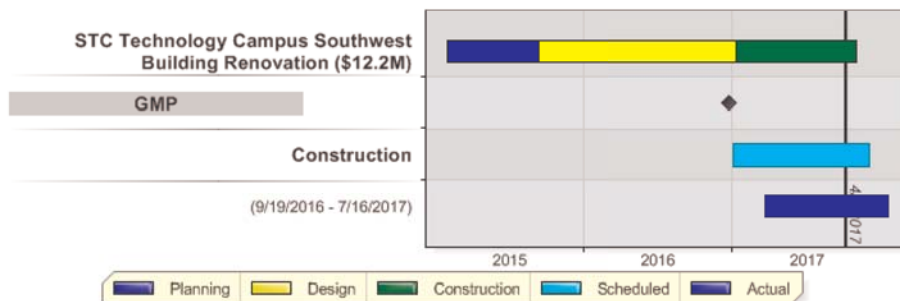
Technology Campus - S.W. Building Renovation -

To provide admissions offices, student enrollment center, financial aid office, computer stations. for a total fo ASF of 80,994.

Budget

	Current Budget
Professional Services - Technology Campus - Southwest Building Renovation	\$1,326,724
Construction	\$9,311,661
Owner Procured	\$1,406,084
Miscellaneous Expenses	\$156,193
Additional Costs	\$0
Total	\$12,200,662

Schedule



Activity

30 Day Look Ahead:

- Complete installation of drwyall in section A
- Begin painting in section A
- Begin installation of light fixtures in section A
- Begin installation of ceiling grid in section A
- Begin installation of wall tile in section B
- Begin painting in section B
- Begin installation of light fixtures in section B
- Complete installation of drwyall in section C
- Begin painting in section C
- Begin installation of light fixtures in section C
- Begin installation of ceiling grid in section C
- Begin installation of wall tile in section C
- Begin intslation of storefront glazing at section D
- Begin installation of wall tile at section C
- Begin installation of ceiling grid in section C
- Begin installation of light fixtures in section C.
- Complete re-roofing activities

Key Consultants/Contractors

- Architect: EGV Architects, Inc
- Structural: Chanin
- MEP: Trinity
- CMR: ECON Enterprises

Key Owner Issues or Concern

- Main entry's proximity to existing power lines; prohibitive of continued work in this area until power lines are relocated. AEP already engaged to perform relocation on 4-3-17.
- High Priority Project; schedule must be maintained.

Recent Photo



STC 2013 Bond Program Technology Campus Parking and Site Improvements

Scorecard #19

Status: Submitted

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

Technology Campus - Parking and Site Improvements -

Civil, Sitework, Landscaping and Surveying for the Renovations to the STC Technology Campus.

Budget

	Current Budget
Professional Services - Technology Campus - Parking & Site Improvements	\$101,814
Construction	\$1,564,459
Owner Procured	\$8,633
Miscellaneous Expenses	\$27,915
Additional Costs	\$0
Total	\$1,702,821

Schedule

STC Technology Campus Parking and Site Improvements (\$1.7M)



Activity

30 Day Look Ahead

- Complete installation of concrete drives and parking.
- Complete installation of concrete curb and gutter throughout.
- Begin setting sight lighting pole bases.

Key Consultants/Contractors

- Hinojosa Engineering
- EGV Architects
- ECON Construction

Key Owner Issues or Concerns

- No concerns at this time

Recent Photo



Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

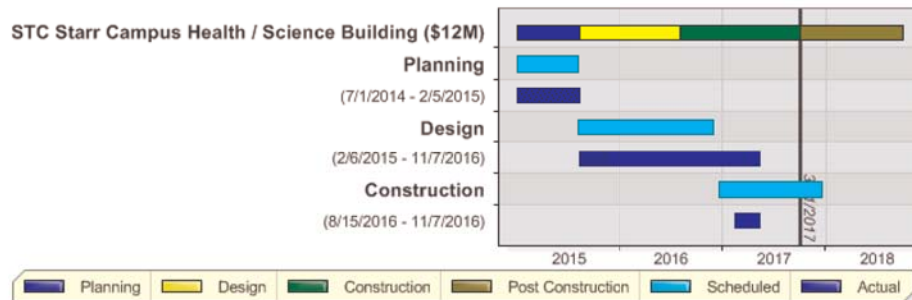
Starr County Campus - Health Professions & Science Bldg. -

This is a 2 story, 52000 sq ft bldg. L1 will provide O.B. Simulation labs, De-briefing rooms, Video room, Large study rooms, staff offices, Computer lab classrooms and skills labs. L2 consists of Chemistry, Biology, Microbiology, and Computer Lab classrooms. Also faculty staff and the Deans office is located on L2.

Budget

	Current Budget
Professional Services - Starr County Campus - Health Professions and Science Building	\$946,176
Construction	\$9,546,985
Owner Procured	\$1,361,907
Miscellaneous Expenses	\$135,615
Additional Costs	\$0
Total	\$11,990,683

Schedule



Activity

30 Day Look Ahead

- Exterior sheathing installation
- Interior stud walls are being installed
- HVAC duct installation continues

Key Consultants/Contractors

- Mata-Garcia
- Sigma
- D.Wilson Construction

Key Owner Issues or Concerns

- Elevator system
- Wall modifications at Steel x-bracing
- Weather delays

Recent Photo



Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

Starr County Campus - Student Services Bldg. -

To provide admissions offices, student enrollment center, financial aid office, compute stations.

Budget

	Current Budget
Professional Services - Starr County Campus - Student Services Building	\$114,727
Construction	\$1,322,598
Owner Procured	\$171,142
Miscellaneous Expenses	\$17,976
Additional Costs	\$0
Total	\$1,626,443

Schedule



Activity

30 Day Look Ahead

- Building Permit
- Relocation of Under Ground Utilities
- AEP Electrical Services

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
- Uniformty of Welcome Centers
- Weather Delays

Recent Photo



STC 2013 Bond Construction Program - Starr Student Activities Building

Scorecard #22

Status: Submitted

03/31/2017



**BROADDUS
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Scope

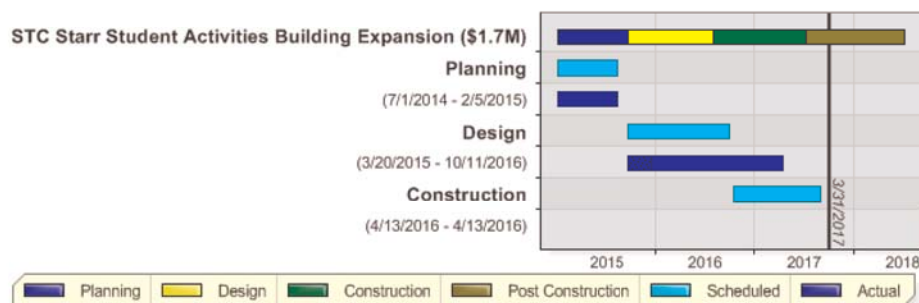
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

Starr County Campus - Student Activities Bldg - To provide more area for the Student events area and new AV room.

Budget

	Current Budget
Professional Services - Starr County Campus - Student Activities Building	\$114,995
Construction	\$1,367,598
Owner Procured	\$176,201
Miscellaneous Expenses	\$17,516
Additional Costs	\$0
Total	\$1,676,310

Schedule



Activity

30 Day Look Ahead

- Building permit
- Relocation of under ground utilities
- AEP Electrical Services

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



STC 2013 Bond Program - Starr County Campus Thermal Plant

Scorecard #20

Status: Submitted

03/31/2017



**BROADDUS
& ASSOCIATES**

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties.

Starr County Campus - Thermal Plant - To provide chilled water to the new Health Professions and Science bldg, the new Library, and to provide new service upgrades, to the remaining bldgs on campus.

Budget

	Current Budget
Professional Services - Starr County Campus - Thermal Plant	\$440,152
Construction	\$3,922,617
Owner Procured	\$651,886
Miscellaneous Expenses	\$58,665
Additional Costs	\$0
Total	\$5,073,320

Schedule



Activity

30 Day Look Ahead

- Complete power and hydronic piping to cooling tower
- Rough in Hydronic piping to the Health Professions
- Rough in Hydronic piping to the existing chiller plant.

Key Consultants/Contractors

- Sigma
- Mata-Garcia
- D. Wilson Construction

Key Owner Issues or Concerns

- Roof completion
- Chiller delivery
- Weather delays

Recent Photo



STC Starr CC Parking and Site Improvements

Scorecard #11

Status: **Submitted**

01/06/2017



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Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties

STARR County - Parking and Site Improvements - The scope of this project included infrastructure to support the new additions, including sidewalks and landscaping.

Budget

	Current Budget
Professional Services - Starr County Campus - Parking and Site Improvements	\$138,023
Construction	\$3,500,701
Owner Procured	\$14,059
Miscellaneous Expenses	\$18,558
Additional Costs	\$0
Total	\$3,671,341

Schedule



Activity

30 Day Look Ahead

- Layout and install of AEP Electrical Feed Conduit
- Relocation of underground Utilities
- Issuance of Revised Site Plan showing a shift in entrance/exit drive and detention pond

Key Consultants/Contractors

- Civil: Melden & Hunt
- MEP: Sigma HN
- Landscaping: SSP
- CMR: D Wilson Construction

Key Owner Issues or Concerns

- EAP Electrical Work

Recent Photo





La Joya Jimmy Carter Teaching Site

Scorecard #11

03/31/2017

[Edit Header](#)


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Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties

La Joya Jimmy Carter Teaching Site - This scope includes the construction of a new 2,542 sf metal building to house 42 new welding stations to accommodate the colleges increased demand in their vocational classes. Included in this project is the replacement of and upgrades to existing furniture, fixtures, and equipment for 2 computer and science labs, 2 science prep rooms, science storage room and 3 classrooms. This project has joint collaboration between STC and La Joya ISD.

[Edit Scope](#)

Budget

	Current Budget
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[Add/Remove Budget Items](#)

Schedule

STC La Joya Jimmy Carter Teaching Site Training Labs Improvements (\$1.6M)


[Modify Existing Schedule](#)
[Add New Milestone/Activity](#)

Activity

30 Day Look Ahead

- Pre Construction Meeting was held on Thursday, March 30, 2017
- NTP is pending to be submitted by STC to 5 Star Construction
- Permit Pending from the City of La Joya
- 5 Star to provide a site plan showing their lay down area and fencing
-

Key Consultants/Contractors

- EGV Architects

Key Owner Issues or Concerns

- MOU to be presented at the La Joya ISD Board meeting on April 5, 2017
- La Joya ISD to look into getting an asbestos report done for the classrooms that will be renovated
- No longer a roof warranty on the building

[Edit Site Activity](#)

Recent Photo


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[Edit](#)

Pharr Regional Center for Public Safety Excellence - Building

Scorecard #12

03/31/2017

[Edit Header](#)

BROADDUS & ASSOCIATES

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustee's mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties

Pharr Regional Center for Public Safety Excellence Building - This facility has been design for the Regional Center for Public Safety Excellence in Pharr, Texas with a total of 19,375 square feet. It will house classrooms, administration spaces and offices, computer lab, shower/locker rooms, support spaces, a workout room and simulation room. Three classrooms can be converted to a larger lecture hall by the use of folding partition walls. The interior of the facility will have plenty of natural lighting with the design of clerestory windows above and will be using a chilled water system to cool the facility.

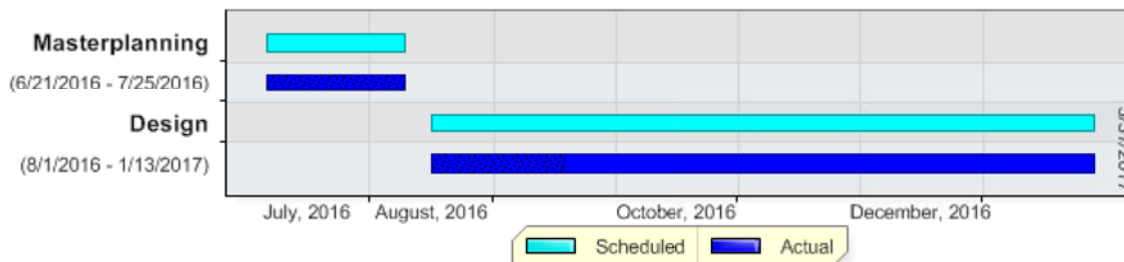
[Edit Scope](#)

Budget

	Initial Budget
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[Add/Remove Budget Items](#)

Schedule

[Modify Existing Schedule](#)[Add New Milestone/Activity](#)

Activity

30 Day Look Ahead

- GMP Approved on Feb. 28, 2017
- 100% Drawings due - April 14, 2017
- Architects drawings will be due 2 weeks after the Civil engineer turns in their 60% site drawings
- Revise drawings to reflect the 2009 IECC code in lieu of 2015 IECC

Key Consultants/Contractors

- PBK Architects
- G2 Solutions
- Noble Texas Builders, Inc

Key Owner Issues or Concerns

•

[Edit Site Activity](#)

Recent Photo





Pharr Regional Center for Public Safety Excellence - Site and Parking Improvements

Scorecard #11

03/31/2017

[Edit Header](#)


BROADDUS & ASSOCIATES

Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program includes New Construction, Renovation, Utility Plants and Infrastructure to support both new and existing facilities at the 5 major STC campus in Hidalgo and Starr Counties

Pharr Regional Center for Public Safety Excellence Site and Parking Improvements - Apart from the building, a total of 138 parking spaces is to be included along with a skills pad to be used for vehicular training by law enforcements and fire emergency students. This design package will include landscape and irrigation.

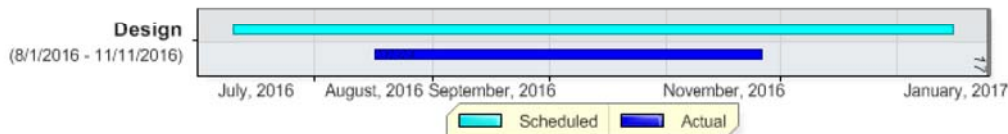
[Edit Scope](#)

Budget

	Current Budget
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[Add/Remove Budget Items](#)

Schedule


[Modify Existing Schedule](#)
[Add New Milestone/Activity](#)

Activity

30 Day Look Ahead

- Partial GMP approval of Skills Pad on Feb. 28, 2017
- Detention Pond location approved on Feb. 28
- Skills Pad 100% drawings due Friday, March 31, 2017
- 60% Site Package due Friday, March 31, 2017

Key Consultants/Contractors

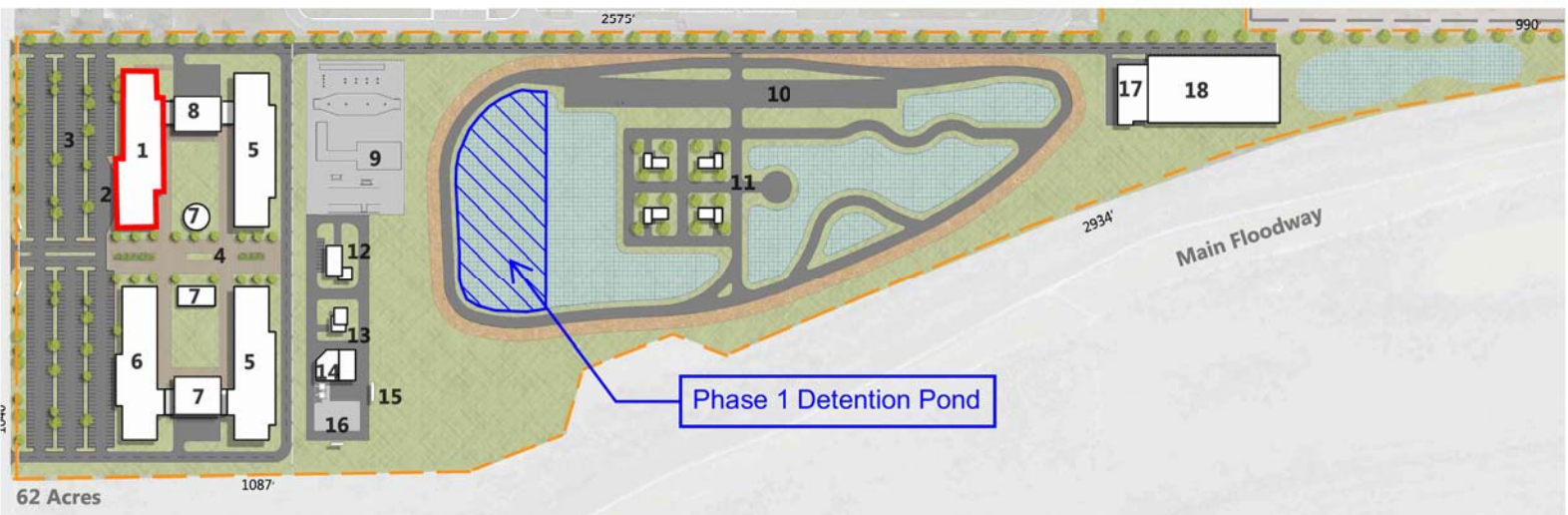
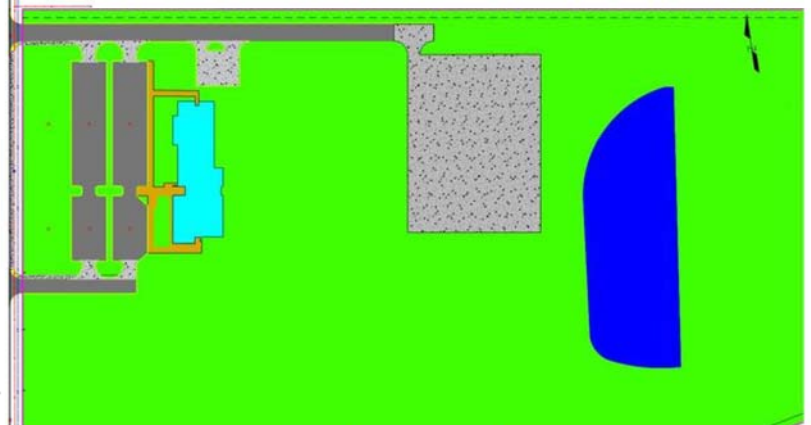
- Dannenbaum Engineering, LLC McAllen
- Noble Texas Builders, Inc

Key Owner Issues or Concerns

- Skills pad to be bid on fast track - the owner needs to spend the state money so they can qualify for more funds

[Edit Site Activity](#)

Recent Photo



Board Meeting of April 25, 2017	Square Feet Cost								Construction Cost			
	Org. Square Feet	Proposed Sq. Feet	Variance in Sq. Ft.	Construction Based on Org. Sq. Ft.	Construction Based on Proposed Sq. Ft.	Variance in Construction due to change in Sq. Ft.	CCL/\$SF	GMP/SF	Org. CCL	GMP Total	GMP Variance	Org. Construction Contingency
Pecan Campus												
North Academic Building	61,267	64,299	3,032	\$ 13,893,664	\$ 11,019,627	\$ 2,874,037	171	159	\$ 10,500,000	\$ 10,230,122	\$ (269,878)	\$ 150,000
South Academic Building	40,000	41,694	1,694	\$ 9,196,633	\$ 7,087,980	\$ 2,108,653	170	160	\$ 6,800,000	\$ 6,657,834	\$ (142,166)	\$ 100,000
STEM Building	48,879	50,614	1,735	\$ 11,536,375	\$ 8,801,714	\$ 2,734,661	174	206	\$ 8,500,000	\$ 10,417,059	\$ 1,917,059	\$ 125,000
Multi-purpose space for student support srvs. & activities	33,042	31,219	(1,823)	\$ 8,112,884	\$ 5,385,518	\$ 2,727,366	173	221	\$ 5,700,000	\$ 6,888,179	\$ 1,188,179	\$ 85,000
Thermal Plant Expansion	1,440	3,105	1,665	\$ -	\$ 4,194,000	\$ (4,194,000)	N/A	N/A	\$ 4,300,000	\$ 4,194,000	\$ (106,000)	\$ 50,000
Parking & Site Improvements (GMP Included Atl. #1 & #2)	-	-	-	\$ -	\$ 2,024,416	\$ (2,024,416)	N/A	N/A	\$ 2,000,000	\$ 2,618,800	\$ 618,800	\$ 30,000
Subtotal	184,628	190,931	6,303	\$ 42,739,556	\$ 38,513,256	\$ 4,226,300	172	186	\$ 37,800,000	\$ 41,005,994	\$ 3,205,994	\$ 540,000
Nursing & Allied Health Campus												
Expansion for Nursing & Allied Health	87,222	93,296	6,074	\$ 17,310,640	\$ 17,755,997	\$ (445,357)	190	182	\$ 16,600,000	\$ 17,009,860	\$ 409,860	\$ 250,000
Thermal Plant Expansion				\$ -	\$ 559,640	\$ (559,640)	N/A	N/A	\$ -	\$ 230,788	\$ 230,788	\$ -
Parking & Site Improvements				\$ -	\$ -	\$ -	N/A	N/A	\$ 1,100,000	\$ 2,205,963	\$ 1,105,963	\$ 16,000
Subtotal	87,222	93,296	6,074	\$ 17,310,640	\$ 18,315,637	\$ (1,004,997)	190	182	\$ 17,700,000	\$ 19,446,611	\$ 1,746,611	\$ 266,000
Technology Campus												
Expansion for Technical & Workforce training programs	72,000	72,000	-	\$ 12,190,819	\$ 10,412,857	\$ 1,777,962	167	129	\$ 12,000,000	\$ 9,297,546	\$ (2,702,454)	\$ 175,000
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	-	-	-	\$ -	\$ 1,860,999	\$ (1,860,999)	N/A	N/A	\$ 650,000	\$ 1,563,574	\$ 913,574	\$ 10,000
Subtotal	72,000	72,000	-	\$ 12,190,819	\$ 12,273,856	\$ (83,037)	167	129	\$ 12,650,000	\$ 10,861,120	\$ (1,788,880)	\$ 185,000
Mid Valley Campus												
Professional & Science Bldg.	76,069	78,649	2,580	\$ 18,827,059	\$ 13,957,874	\$ 4,869,185	177	184	\$ 13,500,000	\$ 14,453,388	\$ 953,388	\$ 200,000
Expansion for Technical & Workforce training programs	10,000	11,810	1,810	\$ 2,308,064	\$ 2,066,750	\$ 241,314	175	148	\$ 1,750,000	\$ 1,750,000	\$ -	\$ (1,750,000)
Library Expansion	10,369	10,814	445	\$ 2,393,231	\$ 1,825,104	\$ 568,127	169	228	\$ 1,750,000	\$ 2,462,776	\$ 712,776	\$ 25,000
Library Renovation (Non-Bond Project AV \$85,899)	nic	nic	nic	nic	nic	nic	nic	nic	nic	nic	nic	nic
Student Services Bldg. Expansion	14,269	17,929	3,660	\$ 3,293,376	\$ 3,141,250	\$ 152,126	175	215	\$ 2,500,000	\$ 3,850,923	\$ 1,350,923	\$ 37,000
Thermal Plant Expansion	4,000	3,088	(912)	\$ -	\$ 3,787,322	\$ (3,787,322)	N/A	N/A	\$ 3,800,000	\$ 3,896,698	\$ 96,698	\$ 52,602
Parking & Site Improvements	-	-	-	\$ -	\$ 1,987,090	\$ (1,987,090)	N/A	N/A	\$ 2,000,000	\$ 2,369,777	\$ 369,777	\$ 29,032
Subtotal	114,707	122,290	7,583	\$ 26,821,730	\$ 26,765,390	\$ 56,340	174	194	\$ 25,300,000	\$ 28,783,562	\$ 3,483,562	\$ (1,406,366)
Starr County Campus												
Health Professionals & Science Ctr. And STEM programs	48,690	51,789	3,099	\$ 12,397,425	\$ 9,041,004	\$ 3,356,421	175	184	\$ 8,500,000	\$ 9,521,000	\$ 1,021,000	\$ 125,000
Expand technical workforce training facilities	9,302	16,869	7,567	\$ 2,156,521	\$ 2,901,570	\$ (745,049)	172	95	\$ 1,600,000	\$ 1,600,000	\$ -	\$ 25,000
Library and renovate existing space for Cultural Arts Center	16,516	18,381	1,865	\$ 3,373,085	\$ 3,116,178	\$ 256,907	170	201	\$ 2,800,000	\$ 3,700,000	\$ 900,000	\$ 42,000
Expansion of student services, advising, admissions, and financial services bldg.	5,000	5,310	310	\$ 1,292,198	\$ 902,700	\$ 389,498	170	249	\$ 850,000	\$ 1,320,000	\$ 470,000	\$ 13,000
Expansion of student activities building	4,923	4,670	(253)	\$ 1,272,299	\$ 806,317	\$ 465,982	173	292	\$ 850,000	\$ 1,365,000	\$ 515,000	\$ 13,000
Thermal Plant Expansion	4,000	4,267	267	\$ -	\$ 3,911,000	\$ (3,911,000)	N/A	N/A	\$ 3,800,000	\$ 3,911,000	\$ 111,000	\$ 55,000
Parking & Site Improvements (GMP 1 - 119,800)	-	-	-	\$ -	\$ 1,237,180	\$ (1,237,180)	N/A	N/A	\$ 1,226,820	\$ 3,496,950	\$ 2,270,130	\$ 15,000
Subtotal	88,431	101,286	12,855	\$ 20,491,528	\$ 21,915,949	\$ (1,424,421)	172	204	\$ 19,626,820	\$ 24,913,950	\$ 5,287,130	\$ 288,000
Regional Center for Public Safety Excellence - Pharr												
New Regional Center for Publish Safety	16,000	19,375	3,375	\$ 3,169,435	\$ 3,390,625	\$ (221,190)	175	172	\$ 2,800,000	\$ 3,326,426	\$ 526,426	\$ 57,000
Parking & Site Improvements	-	-	-	\$ -	\$ -	\$ -	N/A	N/A	\$ 200,000	\$ 700,000	\$ 500,000	\$ 18,000
Subtotal	16,000	19,375	3,375	\$ 3,169,435	\$ 3,390,625	\$ (221,190)	175	172	\$ 3,000,000	\$ 4,026,426	\$ 1,026,426	\$ 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	\$ 1,100,000	\$ -	100	106	\$ 1,100,000	\$ 1,163,000	\$ 63,000	\$ 16,000
Subtotal	11,000	11,000	-	\$ 1,100,000	\$ 1,100,000	\$ -	100	106	\$ 1,100,000	\$ 1,163,000	\$ 63,000	\$ 16,000
Total	573,988	610,178	36,190	\$ 123,823,708	\$ 122,274,714	\$ 1,548,994	175	178	\$ 117,176,820	\$ 130,200,663	\$ 13,023,843	\$ (36,366)

<i>Board Meeting of April 25, 2017</i>			Part II - Construction Phase Srvs. - GMP Inclusions					Part I Construction Services	Owner Procured		GMP + Fees + Chillers + OCIP
	Current Construction Contingency	Variance in Construction Contingency	OFOI Kitchen Equipment	IT Duct bank	GMP Target	Current Est. or GMP (red)	Variance or Delta	Fees	Chillers	OCIP	SUBTOTAL
Pecan Campus											
North Academic Building	\$ 162,000	\$ 12,000			\$ 10,500,000	\$ 10,230,122	\$ 269,878	\$ 16,427		\$ 120,570	\$ 10,367,119
South Academic Building	\$ 98,355	\$ (1,645)			\$ 6,800,000	\$ 6,657,834	\$ 142,166	\$ 10,638		\$ 78,116	\$ 6,746,588
STEM Building	\$ 153,990	\$ 28,990			\$ 8,500,000	\$ 10,417,059	\$ (1,917,059)	\$ 13,298		\$ 97,645	\$ 10,528,002
Multi-purpose space for student support srvs. & activities	\$ 100,000	\$ 15,000	\$ 648,338		\$ 6,348,338	\$ 6,888,179	\$ (539,841)	\$ 9,491		\$ 72,116	\$ 6,969,786
Thermal Plant Expansion	\$ 50,000	\$ -			\$ 4,300,000	\$ 4,194,000	\$ 106,000	\$ 6,825	\$ 553,440	\$ 47,480	\$ 4,801,745
Parking & Site Improvements (GMP Included Atl. #1 & #2)	\$ 37,500	\$ 7,500		\$ 122,925	\$ 2,122,925	\$ 2,618,800	\$ (495,875)	\$ 3,321		\$ 24,374	\$ 2,646,495
Subtotal	\$ 601,845	\$ 61,845	\$ 648,338	\$ 122,925	\$ 38,571,263	\$ 41,005,994	\$ (2,434,731)	\$ 60,000	\$ 553,440	\$ 440,301	\$ 42,059,735
Nursing & Allied Health Campus											
Expansion for Nursing & Allied Health	\$ 178,900	\$ (71,100)	\$ 348,963		\$ 16,948,963	\$ 17,009,860	\$ (60,897)	\$ 25,584		\$ 195,006	\$ 17,230,450
Thermal Plant Expansion	\$ 3,386	\$ 3,386			\$ 181,470	\$ 230,788	\$ (49,318)	\$ 274	\$ 378,170	\$ 2,054	\$ 611,286
Parking & Site Improvements	\$ 34,207	\$ 18,207		\$ 321,915	\$ 1,421,915	\$ 2,205,963	\$ (784,048)	\$ 2,142		\$ 16,279	\$ 2,224,384
Subtotal	\$ 216,493	\$ (49,507)	\$ 348,963	\$ 321,915	\$ 18,552,348	\$ 19,446,611	\$ (894,263)	\$ 28,000	\$ 378,170	\$ 213,339	\$ 20,066,120
Technology Campus											
Expansion for Technical & Workforce training programs	\$ 147,215	\$ (27,785)			\$ 12,000,000	\$ 9,297,546	\$ 2,702,454	\$ 14,115		\$ 137,835	\$ 9,449,496
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	\$ 10,356	\$ 356		\$ 102,575	\$ 752,575	\$ 1,563,574	\$ (810,999)	\$ 885		\$ 8,633	\$ 1,573,092
Subtotal	\$ 157,571	\$ (27,429)	\$ -	\$ 102,575	\$ 12,752,575	\$ 10,861,120	\$ 1,891,455	\$ 15,000	\$ -	\$ 146,468	\$ 11,022,588
Mid Valley Campus											
Professional & Science Bldg.	\$ 193,887	\$ (6,113)			\$ 13,500,000	\$ 14,453,388	\$ (953,388)	\$ 28,377		\$ 155,099	\$ 14,636,864
Expansion for Technical & Workforce training programs	\$ -	\$ 1,750,000			\$ 1,750,000	\$ 1,750,000	\$ -	\$ 3,679		\$ 20,095	\$ 1,773,774
Library Expansion	\$ 34,723	\$ 9,723		\$ -	\$ 1,750,000	\$ 2,462,776	\$ (712,776)	\$ 3,679		\$ 20,095	\$ 2,486,550
Library Renovation (Non-Bond Project AV \$85,899)	nic	nic	nic	nic	nic	nic	nic	nic	nic	nic	nic
Student Services Bldg. Expansion	\$ 51,093	\$ 14,093	\$ 470,581		\$ 2,970,581	\$ 3,850,923	\$ (880,342)	\$ 5,939		\$ 32,401	\$ 3,889,263
Thermal Plant Expansion	\$ 61,547	\$ 8,945			\$ 3,800,000	\$ 3,896,698	\$ (96,698)	\$ 8,054	\$ 714,200	\$ 42,877	\$ 4,661,829
Parking & Site Improvements	\$ 31,731	\$ 2,699		\$ 492,063	\$ 2,492,063	\$ 2,369,777	\$ 122,286	\$ 5,272		\$ 33,638	\$ 2,408,687
Subtotal	\$ 372,981	\$ 1,779,347	\$ 470,581	\$ 492,063	\$ 26,262,644	\$ 28,783,562	\$ (2,520,918)	\$ 55,000	\$ 714,200	\$ 304,205	\$ 29,856,967
Starr County Campus											
Health Professionals & Science Ctr. And STEM programs	\$ 143,000	\$ 18,000			\$ 8,500,000	\$ 9,521,000	\$ (1,021,000)	\$ 25,985		\$ 94,645	\$ 9,641,630
Expand technical workforce training facilities	\$ -	\$ (25,000)			\$ 1,600,000	\$ 1,600,000	\$ -	\$ 4,891		\$ 18,397	\$ 1,623,288
Library and renovate existing space for Cultural Arts Center	\$ 55,500	\$ 13,500			\$ 2,800,000	\$ 3,700,000	\$ (900,000)	\$ 8,560		\$ 32,175	\$ 3,740,735
Expansion of student services, advising, admissions, and financial services bldg.	\$ 19,500	\$ 6,500			\$ 850,000	\$ 1,320,000	\$ (470,000)	\$ 2,598		\$ 9,770	\$ 1,332,368
Expansion of student activities building	\$ 21,000	\$ 8,000			\$ 850,000	\$ 1,365,000	\$ (515,000)	\$ 2,598		\$ 9,770	\$ 1,377,368
Thermal Plant Expansion	\$ 58,000	\$ 3,000			\$ 3,800,000	\$ 3,911,000	\$ (111,000)	\$ 11,617	\$ 563,901	\$ 43,643	\$ 4,530,161
Parking & Site Improvements (GMP 1 - 119,800)	\$ 54,254	\$ 39,254		\$ 226,820	\$ 1,226,820	\$ 3,496,950	\$ (2,270,130)	\$ 3,751		\$ 14,059	\$ 3,514,760
Subtotal	\$ 351,254	\$ 63,254	\$ -	\$ 226,820	\$ 19,626,820	\$ 24,913,950	\$ (5,287,130)	\$ 60,000	\$ 563,901	\$ 222,459	\$ 25,760,310
Regional Center for Public Safety Excellence - Pharr											
New Regional Center for Publish Safety	\$ 89,538	\$ 32,538			\$ 2,800,000	\$ 3,326,426	\$ (526,426)	\$ -		\$ 32,344	\$ 3,358,770
Parking & Site Improvements	\$ -	\$ (18,000)			\$ 200,000	\$ 700,000	\$ (500,000)	\$ -		\$ 2,185	\$ 702,185
Subtotal	\$ 89,538	\$ 14,538	\$ -	\$ -	\$ 3,000,000	\$ 4,026,426	\$ (1,026,426)	\$ -	\$ -	\$ 34,529	\$ 4,060,955
STC La Joja Teaching Site (Jimmy Carter ECHS)											
Develop STEM labs and entry level workforce training programs	\$ -	\$ (16,000)			\$ 1,100,000	\$ 1,163,000	\$ (63,000)	\$ -		\$ 10,370	\$ 1,173,370
Subtotal	\$ -	\$ (16,000)	\$ -	\$ -	\$ 1,100,000	\$ 1,163,000	\$ (63,000)	\$ -	\$ -	\$ 10,370	\$ 1,173,370
Total	\$ 1,789,682	\$ 1,826,048	\$ 1,467,882	\$ 1,266,298	\$ 119,865,650	\$ 130,200,663	\$ (10,335,013)	\$ 218,000	\$ 2,209,711	\$ 1,371,671	\$ 134,000,045

<i>Board Meeting of April 25, 2017</i>	Professional Services				Furniture	Technology	Audio/Visual	I.T.	Surveillance/ Access Control	Misc. Cost (1.5 % of CCL)	SUBTOTAL
	Design	Furniture Consultant	CPM	Additional Serv.							
Pecan Campus											
North Academic Building	\$ 600,000	\$ 21,274	\$ 371,010	\$ 86,698	\$ 675,000	\$ 1,024,009	\$ 497,302	\$ 136,674	\$ 224,183	\$ 164,265	\$ 13,143,525
South Academic Building	\$ 400,000	\$ 13,890	\$ 236,318	\$ 54,586	\$ 450,000	\$ 732,589	\$ 304,925	\$ 93,772	\$ 106,941	\$ 110,638	\$ 8,517,658
STEM Building	\$ 550,000	\$ 16,973	\$ 327,523	\$ 75,653	\$ 550,000	\$ 681,873	\$ 380,548	\$ 81,292	\$ 76,963	\$ 145,548	\$ 12,732,502
Multi-purpose space for student support srvs. & activities	\$ 400,000	\$ 11,473	\$ 220,666	\$ 50,971	\$ 500,000	\$ 311,901	\$ 188,437	\$ 31,396	\$ 125,601	\$ 94,548	\$ 9,241,216
Thermal Plant Expansion	\$ 350,000	\$ 500	\$ 138,526	\$ 30,998	\$ -	\$ 55,282		\$ 8,189	\$ 39,428	\$ 62,910	\$ 5,432,296
Parking & Site Improvements (GMP Included Atl. #1 & #2)	\$ 200,000	\$ -	\$ 62,245	\$ 14,378	\$ -	\$ -				\$ 30,366	\$ 2,953,484
Subtotal	\$ 2,500,000	\$ 64,110	\$ 1,356,288	\$ 313,284	\$ 2,175,000	\$ 2,805,654	\$ 1,371,212	\$ 351,323	\$ 573,116	\$ 608,275	\$ 52,020,681
Nursing & Allied Health Campus											
Expansion for Nursing & Allied Health	\$ 1,000,000	\$ 48,380	\$ 566,022	\$ 130,743	\$ 820,000	\$ 1,192,881	\$ 659,512	\$ 218,039	\$ 347,905	\$ 250,875	\$ 21,620,889
Thermal Plant Expansion	\$ 50,000	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ -			\$ 2,722	\$ 664,908
Parking & Site Improvements	\$ 120,000	\$ -	\$ 36,194	\$ 8,360	\$ -	\$ -	\$ -			\$ 12,616	\$ 2,401,554
Subtotal	\$ 1,170,000	\$ 48,380	\$ 603,116	\$ 139,103	\$ 820,000	\$ 1,192,881	\$ 659,512	\$ 218,039	\$ 347,905	\$ 266,213	\$ 24,687,351
Technology Campus											
Expansion for Technical & Workforce training programs	\$ 850,000	\$ 18,300	\$ 374,227	\$ 84,197	\$ 600,000	\$ 668,249	\$ 315,309	\$ 95,317	\$ 148,941	\$ 156,193	\$ 12,091,980
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	\$ 75,000	\$ -	\$ 19,959	\$ 6,855	\$ -	\$ -	\$ -			\$ 27,915	\$ 1,702,821
Subtotal	\$ 925,000	\$ 18,300	\$ 394,186	\$ 91,052	\$ 600,000	\$ 668,249	\$ 315,309	\$ 95,317	\$ 148,941	\$ 184,108	\$ 13,794,801
Mid Valley Campus											
Professional & Science Bldg.	\$ 800,000	\$ 26,858	\$ 449,002	\$ 128,285	\$ 900,000	\$ 992,248	\$ 581,980	\$ 147,950	\$ 164,951	\$ 217,513	\$ 18,053,403
Expansion for Technical & Workforce training programs	\$ 125,000	\$ 3,531	\$ 61,324	\$ 11,096	\$ 100,000	\$ 149,818	\$ 68,890	\$ 28,223		\$ 44,956	\$ 2,216,794
Library Expansion	\$ 150,000	\$ 3,661	\$ 62,092	\$ 10,867	\$ 150,000	\$ 107,559	\$ -	\$ 57,234	\$ 25,913	\$ 35,466	\$ 2,981,783
Library Renovation (Non-Bond Project AV \$85,899)	nic	nic	nic	nic	nic	nic	nic	nic	nic	nic	nic
Student Services Bldg. Expansion	\$ 750,000	\$ 5,038	\$ 99,843	\$ 16,376	\$ 150,000	\$ 157,165	\$ 163,476	\$ 20,589	\$ 76,688	\$ 52,889	\$ 5,694,743
Thermal Plant Expansion	\$ 275,000	\$ 1,412	\$ 110,605	\$ 28,207	\$ -	\$ 58,748	\$ -	\$ 6,927	\$ 36,453	\$ 56,810	\$ 5,177,243
Parking & Site Improvements	\$ 247,915	\$ -	\$ 61,397	\$ 14,182	\$ -	\$ -	\$ -			\$ 29,806	\$ 2,761,987
Subtotal	\$ 2,347,915	\$ 40,500	\$ 844,263	\$ 209,013	\$ 1,300,000	\$ 1,465,538	\$ 814,346	\$ 260,923	\$ 304,005	\$ 437,440	\$ 36,885,953
Starr County Campus											
Health Professionals & Science Ctr. And STEM programs	\$ 550,000	\$ 31,935	\$ 294,243	\$ 69,998	\$ 600,000	\$ 667,262	\$ 393,807	\$ 93,907	\$ 106,380	\$ 135,615	\$ 11,917,515
Expand technical workforce training facilities	\$ 110,000	\$ 6,101	\$ 53,961	\$ 11,841	\$ 100,000	\$ 78,051	\$ 22,034	\$ 39,060	\$ 25,000	\$ 46,410	\$ 2,037,695
Library and renovate existing space for Cultural Arts Center	\$ 200,000	\$ 10,832	\$ 92,988	\$ 19,493	\$ 250,000	\$ 269,378	\$ 84,301	\$ 56,313	\$ 54,528	\$ 51,105	\$ 4,560,295
Expansion of student services, advising, admissions, and financial services bldg.	\$ 75,000	\$ 3,279	\$ 30,473	\$ 5,975	\$ 60,000	\$ 101,372	\$ 77,264	\$ 21,225	\$ 46,358	\$ 17,976	\$ 1,669,918
Expansion of student activities building	\$ 75,000	\$ 3,229	\$ 30,935	\$ 5,831	\$ 60,000	\$ 106,431	\$ 22,023	\$ 17,821	\$ 22,770	\$ 17,516	\$ 1,632,493
Thermal Plant Expansion	\$ 300,000	\$ 2,624	\$ 109,321	\$ 28,207	\$ -	\$ 44,342	\$ -	\$ 7,657	\$ 27,359	\$ 58,665	\$ 5,063,994
Parking & Site Improvements (GMP 1 - 119,800)	\$ 100,000	\$ -	\$ 30,888	\$ 7,135	\$ -	\$ -	\$ -			\$ 18,558	\$ 3,671,341
Subtotal	\$ 1,410,000	\$ 58,000	\$ 642,809	\$ 148,480	\$ 1,070,000	\$ 1,266,836	\$ 599,429	\$ 235,983	\$ 282,395	\$ 345,845	\$ 30,553,251
Regional Center for Public Safety Excellence - Pharr											
New Regional Center for Publish Safety	\$ 200,000	\$ 4,800	\$ 99,344	\$ 22,947	\$ 150,000	\$ 371,977	\$ 375,000	\$ 10,212	\$ 57,678	\$ 42,000	\$ 4,320,751
Parking & Site Improvements	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 3,000	\$ 755,185
Subtotal	\$ 250,000	\$ 4,800	\$ 99,344	\$ 22,947	\$ 150,000	\$ 371,977	\$ 375,000	\$ 10,212	\$ 57,678	\$ 45,000	\$ 5,075,936
STC La Joja Teaching Site (Jimmy Carter ECHS)											
Develop STEM labs and entry level workforce training programs	\$ 100,000	\$ 3,000	\$ 35,894	\$ 8,292	\$ 50,000	\$ 249,100	\$ 121,716	\$ 51,558	\$ 57,000	\$ 16,500	\$ 1,617,330
Subtotal	\$ 100,000	\$ 3,000	\$ 35,894	\$ 8,292	\$ 50,000	\$ 249,100	\$ 121,716	\$ 51,558	\$ 57,000	\$ 16,500	\$ 1,617,330
Total	\$ 8,702,915	\$ 237,090	\$ 3,975,900	\$ 932,171	\$ 6,165,000	\$ 8,020,235	\$ 4,256,524	\$ 1,223,355	\$ 1,771,040	\$ 1,903,381	\$ 164,635,303

Board Meeting of April 25, 2017	Explanation for Additional Costs	Total Project Cost Summary			
		TOTAL Projected Costs to date	Bond Total Cost	Variance [Total Projected Costs to Bond Total Cost]	Explanation for project over/under budget
Pecan Campus					
North Academic Building		\$ 13,143,525	\$ 14,843,110	\$ 1,699,585	
South Academic Building		\$ 8,517,658	\$ 9,454,426	\$ 936,768	
STEM Building		\$ 12,732,502	\$ 13,103,319	\$ 370,817	
Multi-purpose space for student support srvs. & activities		\$ 9,241,216	\$ 8,828,254	\$ (412,962)	
Thermal Plant Expansion		\$ 5,432,296	\$ 5,542,049	\$ 109,753	
Parking & Site Improvements (GMP Included Atl. #1 & #2)		\$ 2,953,484	\$ 2,490,261	\$ (463,223)	
Subtotal		\$ 52,020,681	\$ 54,261,419	\$ 2,240,738	
Nursing & Allied Health Campus					
Expansion for Nursing & Allied Health		\$ 21,620,889	\$ 21,773,439	\$ 152,550	
Thermal Plant Expansion		\$ 664,908	\$ 601,877	\$ (63,031)	
Parking & Site Improvements		\$ 2,401,554	\$ 1,717,717	\$ (683,837)	
Subtotal		\$ 24,687,351	\$ 24,093,033	\$ (594,318)	
Technology Campus					
Expansion for Technical & Workforce training programs		\$ 12,091,980	\$ 14,864,990	\$ 2,773,010	
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)		\$ 1,702,821	\$ 905,324	\$ (797,497)	Includes a partial buy-out savings on Parking & Site
Subtotal		\$ 13,794,801	\$ 15,770,314	\$ 1,975,513	
Mid Valley Campus					
Professional & Science Bldg.		\$ 18,053,403	\$ 17,277,682	\$ (775,721)	
Expansion for Technical & Workforce training programs		\$ 2,216,794	\$ 2,257,363	\$ 40,569	Approved by Board- Project on Hold 11.22.16
Library Expansion		\$ 2,981,783	\$ 2,288,968	\$ (692,815)	
Library Renovation (Non-Bond Project AV \$85,899)	nic	nic	nic	nic	nic
Student Services Bldg. Expansion	\$347,758 Admissions	\$ 5,694,743	\$ 4,114,228	\$ (1,580,515)	Recommended 7/6/16 Facilities Committee
Thermal Plant Expansion		\$ 5,177,243	\$ 5,042,398	\$ (134,845)	
Parking & Site Improvements		\$ 2,761,987	\$ 2,796,035	\$ 34,048	
Subtotal		\$ 36,885,953	\$ 33,776,674	\$ (3,109,279)	
Starr County Campus					
Health Professionals & Science Ctr. And STEM programs		\$ 11,917,515	\$ 11,267,182	\$ (650,333)	
Expand technical workforce training facilities	\$750,000 Workforce	\$ 2,037,695	\$ 2,051,983	\$ 14,288	Approved by Board- Project on Hold 11.22.16
Library and renovate existing space for Cultural Arts Center	\$ 215,050	\$ 4,560,295	\$ 3,732,378	\$ (827,917)	
Expansion of student services, advising, admissions, and financial services bldg.		\$ 1,669,918	\$ 1,162,522	\$ (507,396)	
Expansion of student activities building		\$ 1,632,493	\$ 1,166,402	\$ (466,091)	
Thermal Plant Expansion		\$ 5,063,994	\$ 4,938,772	\$ (125,222)	
Parking & Site Improvements (GMP 1 - 119,800)		\$ 3,671,341	\$ 1,397,789	\$ (2,273,552)	Total Includes Alternates 1-3 Only
Subtotal		\$ 30,553,251	\$ 25,717,028	\$ (4,836,223)	
Regional Center for Public Safety Excellence - Pharr					
New Regional Center for Publish Safety		\$ 4,320,751	\$ 3,655,134	\$ (665,617)	
Parking & Site Improvements		\$ 755,185	\$ 319,337	\$ (435,848)	
Subtotal		\$ 5,075,936	\$ 3,974,471	\$ (1,101,465)	
STC La Joja Teaching Site (Jimmy Carter ECHS)					
Develop STEM labs and entry level workforce training programs		\$ 1,617,330	\$ 1,436,000	\$ (181,330)	
Subtotal		\$ 1,617,330	\$ 1,436,000	\$ (181,330)	
Total		\$ 164,635,303	\$ 159,028,939	\$ (5,606,364)	Added \$384,219 to Misc. Expense (7/1/16)



**SOUTH TEXAS
COLLEGE**

**BROADBUSH
& ASSOCIATES**
INNOVATIVE PROJECT MANAGEMENT AND CONSULTING

\$ 116,950,000

2013 Bond Construction Program
Non-Bond M&O Taxes - Budget vs. Actual Expenditures
As of April 11, 2017

Project Name - Item Description	Budget and Projected			Board Approved Actual Expenditures				Instructional Special Equipment (FFE)	Budget Balance
	Non-Bond Budget FY2017 A/V, IT, KE, FFE	Projected Budget FY2018 Non-Bond FFE	Total Budget A/V, IT, KE, FFE	A/V Equipment	IT Equipment	Kitchen Equipment			
Pecan Campus									
1 North Academic Building	\$ 623,367	\$ -	\$ 623,367	\$0					\$ 623,367
2 South Academic Building	265,056	-	265,056	\$0					265,056
3 STEM Building	236,833	1,684,712	1,921,545	\$0					1,921,545
4 Student Activities & Cafeteria Building	756,369	-	756,369	\$0		387,975			368,394
5 Thermal Plant	21,569	-	21,569	\$0					21,569
Pecan Campus Subtotal	\$ 1,903,194	\$ 1,684,712	\$ 3,587,906	\$ -	\$ -	\$ 387,975	\$ -	\$ -	\$ 3,199,931
Nursing & Allied Health Campus									
6 Campus Expansion	\$ 1,106,390	\$ 1,880,898	\$ 2,987,288	\$0		194,006			\$ 2,793,282
7 Thermal Plant	-	982	982	\$0					\$ 982
NAH Campus Subtotal	\$ 1,106,390	\$ 1,881,880	\$ 2,988,270	\$ -	\$ -	\$ 194,006	\$ -	\$ -	\$ 2,794,264
Technology Campus									
8 Southwest Renovation Building	\$ 2,732,732	\$ -	\$ 2,732,732	-					\$ 2,732,732
Tech Campus Subtotal	\$ 2,732,732	\$ -	\$ 2,732,732	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,732,731.72
Mid Valley Campus									
9 Health Professions Building	\$ 2,006,605		\$ 2,006,605	\$0					\$ 2,006,605
10 Library Expansion	910,450		910,450	\$0					910,450
11 Workforce Center	560,738		560,738	\$0					560,738
12 Student Service Expansion	598,497		598,497	\$0		\$ 279,825			318,672
13 Thermal Plant	5,465	898	6,363	\$0					6,363
Mid Valley Campus Subtotal	\$ 4,081,755	\$ 898	\$ 4,082,653	\$ -	\$ -	\$ 279,825	\$ -	\$ -	\$ 3,802,828
Starr County Campus									
14 Health Professions Building	\$ 238,269.00	\$ 806,598.94	\$ 1,044,868	\$0					\$ 1,044,868
15 New Library	446,314	-	446,314.00	\$0					446,314
16 Workforce Center	1,365,449	-	1,365,449.00	\$0					1,365,449
17 Student Service Expansion	47,964	-	47,964.00	\$0					47,964
18 Student Activities Expansion	24,814	-	24,814.00	\$0					24,814
19 Thermal Plant	4,700	-	4,700.00	\$0					4,700
Starr County Campus Subtotal	\$ 2,127,510	\$ 806,599	\$ 2,934,109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,934,109
Regional Center for Public Safety Excellence									
20 Training Facility	\$ 31,400	\$ 341,973	\$ 373,373	\$0					\$ 373,373
Regional Center for Public Safety Excellence	\$ 31,400	\$ 341,973	\$ 373,373	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 373,373
La Joya Teaching Site									
21 Training Lab Improvement	\$ 540,596	\$ -	\$ 540,596	\$0					\$ 540,596
La Joya Subtotal	\$ 540,596	\$ -	\$ 540,596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 540,596
Total AV Expenditures	\$ 12,523,576	\$ 4,716,063	\$ 17,239,639	\$0	\$ -	\$ 861,806	\$ -	\$ -	\$ 16,377,833

Review and Action as Necessary on Updated Timeline for the Completion Dates and Occupancy Dates for the 2013 Bond Construction Program

The updated timeline for the completion dates and occupancy dates for the 2013 Bond Construction program will be reviewed and discussed at the April 25, 2017 Board meeting. The Board is asked to adopt the new timeline.

Purpose

The Board will be asked to review and recommend action as necessary on the updated scheduled timeline of the completion dates and occupancy dates for the 2013 Bond Construction program projects.

This will give administration and staff a schedule to prepare for the occupancy of the buildings.

Justification

The scheduled timeline will establish dates that the Program Manager consultant will provide the substantial completion and occupancy of the 2013 Bond Construction Program facilities.

Background

Broaddus & Associates has been asked on several occasions to provide a timeline to include Guaranteed Maximum Prices, construction completion, and occupancy dates.

- On April 26, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only.
- On May 24, 2016, the Board adopted an updated timeline which included completion dates and occupancy dates.
- On October 27, 2016 the Board adopted another updated timeline as submitted by Broaddus & Associates.
- On March 7, 2017, the Facilities Committee requested an updated timeline to include months in lieu of semesters to clarify when the buildings will be ready for use.
- On April 17, 2017, the Board authorized D. Wilson Construction Company to take necessary measures to complete the Pecan Campus STEM Building and instructed Broaddus & Associates to present a final timeline for Board approval on April 25, 2017.

Broaddus and Associates has prepared an updated timeline to reflect their commitment to the construction schedules after consulting with the Construction Managers at Risk, as identified in the following timeline.

Enclosed Documents

Enclosed is an updated timeline for the scheduled completion dates and occupancy dates as provided by Broaddus & Associates.

Administration has also provided a worksheet listing each project and the substantial completion dates approved by the Board in May 2016, revised by the Board on October 2016, and proposed for Board approval on April 24, 2017.

D. Wilson Construction Company provided commitments to meet the proposed substantial completion timeline for the Pecan Campus projects, the Nursing & Allied Health Campus Expansion project, and the Starr County Campus projects, excluding the new Library project, at an April 17, 2017 Special Board Meeting.

Administration asked Broaddus & Associates to provide commitments by each Construction Manager-at-Risk to meet the proposed project timeline for the remaining projects, and no further commitments were provided. Administration has asked Broaddus & Associates to request that the Construction Managers-at-Risk attend the April 28, 2017 Regular Board Meeting to confirm their commitments to meet the proposed timeline.

Presenters

Representatives from Broaddus & Associates and the Construction Managers-at-Risk will be present at the meeting to present the updated timeline for the completion dates and occupancy dates.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the updated timeline for the completion dates and occupancy dates for the 2013 Bond Construction program as presented.

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

The Board of Trustees approves and adopts the updated timeline for the completion dates and occupancy dates for the 2013 Bond Construction program as presented.

Approval Recommended:

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

Completion and Occupancy Schedule of 2013 Bond Construction Buildings - April 17, 2017 update						
#	Projects	(Building)/Substantial Completion (Owner Insurance in Place)	Begin Installation of Furniture and Equipment (FF&E)	Final Completion of FFE	Begin Moving Faculty and Staff into Building	Building Opening Date or Classes Begin Date
	Buildings , Expansions and Renovations					
	Pecan Campus					
1	North Academic Building	11/15/2017	11/17/2017	12/22/2017	1/8/2018	1/16/2018
2	South Academic Building	11/06/2017	11/09/2017	12/24/2017	1/8/2018	1/16/2018
3	STEM Building	12/18/2017	12/20/2017	1/06/2018	1/8/2018	1/16/2018
4	Student Activities Building and Cafeteria	11/19/2017	11/23/2017	12/24/2017	1/2/2018	1/8/2018
5	Parking & Site Improvements	11/15/2017	n/a	n/a	n/a	1/2/2018
6	Thermal Plant	12/16/2017	n/a	n/a	n/a	12/16/2017
	Mid-Valley Campus					
7	Health Professions and Science Building	10/13/2017	10/16/2017	12/06/2017	01/08/2018	1/16/2018
8	Library Renovation	11/28/2017	12/01/2017	12/17/2017	12/20/2017	1/16/2018
8.1	Library Expansion	11/28/2017	12/01/2017	12/17/2017	12/20/2017	1/16/2018
9	Student Services Building Expansion	9/21/2017	11/03/2017	12/15/2017	12/18/2017	1/8/2018
9	Workforce Training Center Expansion -	ON HOLD		ON HOLD		ON HOLD PENDING PROG. VERIFICATION
10	Parking & Site Improvements	9/21/2017	n/a	n/a	n/a	9/25/2017
11	Thermal Plant	6/01/2017	n/a	n/a	n/a	6/7/2017
	Starr County Campus					
12	Health Professions and Science Building	10/30/2017	11/06/2017	12/15/2017	01/08/2018	1/16/2018
13	Library	11/17/2017	11/20/2017	12/15/2017	12/18/2017	1/16/2018
14	Student Activities Building Expansion	11/30/2017	12/01/2017	12/22/2017	12/27/2017	1/8/2018
15	Student Services Building Expansion	11/30/2017	12/01/2017	12/22/2017	12/27/2017	1/8/2018
16	Workforce Training Center Expansion	ON HOLD		ON HOLD		ON HOLD PENDING PROG. VERIFICATION
17	Parking & Site Improvements	10/01/2017	n/a	n/a	n/a	10/7/2017
18	Thermal Plant	7/01/2017	n/a	n/a	n/a	7/7/2017
	Nursing & Allied Campus					
19	Campus Expansion Package 2	12/08/2017	12/11/2017	12/29/2017	01/08/2018	1/16/2018
20	Parking & Site Improvements	10/30/2017	n/a	n/a	n/a	11/7/2017
21	Thermal Plant	6/15/2017	n/a	n/a	n/a	6/21/2017
	Technology Campus					
22	Southwest Building Renovation Building Package	07/01/2017	07/3/2017	8/15/2017	8/16/2017	8/21/2017
23	Parking & Site Improvements	6/1/2017	n/a	n/a	n/a	6/7/2017
	Regional Center for Public Safety Excellence					
24	Training Facility	2/1/2018	2/1/2018	4/1/2018	4/1/2018	SUMMER 2018
	La Joya Center					
25	Training Labs Improvements	8/01/2017	8/02/2017	8/15/2017	8/15/2017	8/21/2017

Note: 5

Note: 5

Note: 1 & 5

Note: 5

Note: 5

Note: 4 & 5

Note: 4 & 5

Note: 5

Note: 5

Note: 4 & 5

Note: 5

Note: 5

Note: 2, 5 & 6

What does Note 6 reference?

Note: 3

Should Note 3 be for RCPSE or La Joya Teaching Site?

GMP's not approved - dates are tentative until final approval

Revised date based on COC meeting on 11-1-2016

Workforce Training on Hold

Notes:

- 1) **Priory 1 is 2nd Floor Labs and Lecture Rooms**
- 2) Some classrooms need to be furnished by Spring 2018 semester start-Staff to verify
~~(This item is no longer applicable with Substantial Completion Special Board Meeting 4.17.17)~~
- 3) Welding Labs need to be ready by Fall 2017 semester start
- 4) **Library GMP Schedules included in this April 4.17.17 Update**
- 5) **AV Infrastructure will be install during the construction phase, prior to ceiling tile installation as discussed in timeline meeting held on 4.17.17**

If Note 2 is N/A, why keep it on the timeline?

Completion and Occupancy Schedule of 2013 Bond Construction Buildings - April 24, 2017 update

Projects	Substantial Completion approved by Board in May 2016	Substantial Completion approved by Board in October 2016	Substantial Completion Provided by Brian Fruge April 18, 2017	Verification with Broadus & Associates	Verification with Construction Manager@Risk / Contractor
Pecan Campus					
North Academic Building	7/2017	9/20/2017	11/15/2017		<i>D Wilson Construction Co.</i>
South Academic Building	9/1/2017	9/15/2017	11/6/2017		
STEM Building	11/1/2017	11/15/2017	12/18/2017		
Student Activities Building and Cafeteria	4/2017	12/20/2017	11/19/2017		
Nursing & Allied Campus					
Campus Expansion	2/2018	12/1/2017	12/08/2017		<i>D Wilson Construction Co.</i>
Starr County Campus					
Health Professions and Science Building	6/30/2017	10/15/2017	10/30/2017		
Library	6/30/2017	9/1/2017	11/17/2017		
Student Activities Building Expansion	6/30/2017	9/1/2017	11/30/2017		
Student Services Building Expansion	6/30/2017	9/1/2017	11/30/2017		
Technology Campus					
Southwest Building Renovation Building	7/2017	8/15/2017	07/01/2017		<i>Enriquez Construction</i>
Mid-Valley Campus					
Health Professions and Science Building	9/2017 (not listed)	8/22/2017	10/13/2017		<i>Skanska USA</i>
Library Renovation		(not listed)	11/28/2017		
Library Expansion	7/2017	8/28/2017	11/28/2017		
Student Services Building Expansion	7/2017	8/28/2017	9/21/2017		
Regional Center for Public Safety Excellence					
Training Facility	TBD	2/1/2018	2/1/2018		<i>Noble General Contractors</i>
La Joya Center					
Training Lab Improvements	TBD	8/15/2017	8/01/2017		<i>5 Star Construction</i>

Brian Fruge, with Broaddus & Associates, agreed to provide confirmation from the Construction Managers-at-Risk that they agreed with the timelines presented for their construction projects.

No confirmation as been provided to staff for the Board packet.

Review and Action as Necessary on Use of Contingency Funds for the 2013 Bond Construction Program

Under the Construction Manager-at-Risk (CM@R) agreements for the 2013 Bond Construction Program, Guaranteed Maximum Prices (GMPs) include two contingency funds:

Design Contingency

Design Contingencies are included within the GMPs to cover items that are within the original scope of the project, but are not present in the partial construction documents used by the Construction Manager-at-Risk to develop the project GMP.

CM@R firms base their GMPs upon partial construction documents. The Design Contingency is intended to cover unexpected costs that fall within the initial scope of the project but were not accounted for in the partial construction documents. This contingency fund is managed by the CM@R, and costs over reviewed by the Construction Program Manager in conjunction with the design team (architects and engineers).

Construction Contingency

Construction Contingencies are included within the GMPs to cover items that are not included in the original scope of the project.

These may be items added by the owner, or items required by external regulations or unforeseen site conditions. Construction Contingency costs are processed through Change Orders. This is typically done at the owner's discretion. The Board has delegated authority to Broaddus & Associates to approve Change Orders up to \$5,000 per occurrence and up to \$25,000 per calendar month.

On March 28, 2017, Mr. Brian Fruge with Broaddus & Associates agreed to provide monthly reports on the use of Design Contingency and Construction Contingency funds as part of the 2013 Bond Construction Program.

This report was not provided to the Facilities Committee on April 11, 2017, and no report has been provided for the April 24, 2017 Regular Board Meeting.

At the April 11, 2017 Facilities Committee meeting, the Committee recommended Board action as necessary to limit the authority to Broaddus & Associates to approve Construction Managers-at-Risk for the use of Design Contingency funds not to exceed \$5,000 per occurrence and not to exceed \$25,000 per calendar month, and to require any expenditures of Design Contingency funds beyond these thresholds to be presented for Board approval in a timely fashion.

Staff and legal counsel are reviewing the proposed action and the Construction Manager-at-Risk agreements. Legal counsel will be asked to update the Board at the April 24, 2017 Regular Board Meeting.

Recommendation:

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

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

The Board of Trustees approves and authorizes action as necessary regarding the use of contingency funds for the 2013 Bond Construction Program.

Approval Recommended:

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

At the March 28, 2017 Regular Board Meeting, Mr. Brian Fruge agreed to report on all expenses from each contingency balance, including project-by-project breakdown, to the Facilities Committee and Board each month.

Broaddus & Associates failed to report on the use of Design Contingency and/or Construction Contingency funds as part of the 2013 Bond Construction Program at the April 11, 2017 Facilities Committee Meeting and did not provide a report for the April 24, 2017 Board Meeting.

Review and Action as Necessary on Change Order for the 2013 Bond Construction Program Technology Campus Parking & Site Improvements Project

Approval on proposed change orders for the 2013 Bond Construction Program is requested.

Purpose

Broaddus & Associates has submitted for consideration and approvals, the following list of bond construction program change orders:

Construction Projects	Change Order Item Description	Funding Source		
		Design Contingency	Construction Contingency	Pending Buyout Savings
Technology Campus Parking & Site Improvements	Site Modifications per ASI #1 – Permit Additions required by the City	\$0	\$0	\$41,102*

*Broaddus & Associates has received a written confirmation from E-CON Group, LLC indicating that additional buyout savings is expected in May 2017 which will be used to fund this change order.

Broaddus & Associates is requesting approval of this change order prior to the Board approving pending buyout savings associated with this project in order to allow E-CON Group, LLC to commence work as indicated below. This amount will increase the budget deficit until which time the buyout savings are formally received and approved.

Site Modifications per ASI #1 are as follows:

- Re-routing of 2" water service and subsequent relocation of existing water meter and valves.
- Adjusted flow lines of the storm sewer lines and re-sizing of the lines themselves, including additional detention pond square footage and relative storm piping.
- Additional islands at parking area(s) with additional landscaping there-in and subsequent relocation of adjacent light poles.
- Re-routing of sanitary sewer line to avoid conflict with existing AEP underground lines.

Staff has recommended that Broaddus & Associates provide a regular report on change orders for the use of contingencies and buyout savings of the 2013 Bond Construction Program as instructed by the Board of Trustees.

Reviewers

The change order was reviewed by Broaddus & Associates and Hinojosa Engineering.

Presenters

Representatives from Broaddus & Associates and E-CON Group, LLC. will be present at the Board Meeting to discuss the change order.

Enclosed Documents

Enclosed is the CMR Proposal from E-CON Group, LLC.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the change order in the amount of \$41,102 and the funding source for the 2013 Bond Construction Technology Campus Parking and Site Improvements project

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

The Board of Trustees approves and authorizes action as necessary on the change order in the amount of \$41,102 and the funding source for the 2013 Bond Construction Technology Campus Parking and Site Improvements project

Approval Recommended:

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

Tax rate: _____ %



PROPOSAL REQUEST

Gonzalez Enterprises, LLC

13717 E. Monte Cristo Rd. Edinburg, TX 78542

M (956) 587-2972

F (956) 765-2600

gonzalezenterprisesrgv@gmail.com

REFERENCE: ASI No. 1 (11/11/2016)

DATE: 11/15/2016

BILL TO: Gilbert Enriquez

ECon Group, LLC

3025 Sugar Rd.

Edinburg, TX 78542

(956) 259-8005

PROJECT: South Texas College Technology SW Campus Site and Parking Improvements

COMMENTS:

As per the revision to Site work, Sanitary, and Storm received on 11/14/2016, a proposal request has been created to match changes requested by WR Hinojosa, Project Engineer.

Please make all checks payable to Gonzalez Enterprises, LLC



PROPOSAL REQUEST

PROPOSAL REQUEST

FIELD:	SITE WORK			
QUANTITY	UNIT	DESCRIPTION	COST	TOTAL
1400	CY	Cut and Fill of large detention pond	\$ 6.00	\$ 8,400.00
4	EA	cut and grade of small detention ponds	\$ 400.00	\$ 1,600.00
300	LF	Concrete Curb	\$ 12.00	\$ 3,600.00
			TOTAL	\$ 13,600.00
FIELD:	STORM			
QUANTITY	UNIT	DESCRIPTION	COST	TOTAL
1	EA	Type CC Inlet (CC)	\$ 3,500.00	\$ 3,500.00
4	EA	Type C Inlet	\$ 3,000.00	\$ 12,000.00
1	EA	Junction Box	\$ 3,500.00	\$ 3,500.00
310	LF	12" RCP	\$ 45.00	\$ 13,950.00
			TOTAL	\$ 32,950.00
FIELD:	SANITARY			
QUANTITY	UNIT	DESCRIPTION	COST	TOTAL
60	LF	4" Service Line	\$ 12.00	\$ 720.00
1	EA	8" to 4" Wye	\$ 250.00	\$ 250.00
2	EA	4"- 45 degree bends	\$ 125.00	\$ 250.00
			TOTAL	\$ 1,220.00
CREDITS				
FIELD:	STORM			
QUANTITY	UNIT	DESCRIPTION	COST	TOTAL
225	LF	Reduction from 18" to 12" RCP	\$ 6.00	\$ 1,350.00
25	LF	18" RCP	\$ 51.00	\$ 1,275.00
1	EA	Type C Inlet	\$ 3,000.00	\$ 3,000.00
1043	LF	Raise Elevation of Storm line; average 1'	\$ 1.00	\$ 1,043.00
			TOTAL	\$ 6,668.00

TOTAL:	\$ 47,770.00
CREDIT:	\$ 6,668.00
ADJUSTED TOTAL:	\$ 41,102.00

Please make all checks payable to Gonzalez Enterprises, LLC

Review and Action as Necessary on Revised Cooling Tower Enclosure Designs and Cost Proposals for 2013 Bond Construction Pecan Campus Thermal Plant

The Board is asked to take action as necessary regarding the revised cooling tower enclosure design and cost proposal for the 2013 Bond Construction Pecan Campus Thermal Plant.

Background

The schematic design of the 2013 Bond Construction Pecan Thermal Plant was approved at the July 28, 2015 Board meeting. Halff Associates provided exterior renderings showing the wave design on the cooling tower screen enclosure which was approved by the Board.

The Board approved the Final Guaranteed Maximum Price (GMP) at the November 24, 2015 Board meeting. As part of the GMP, the wave design on the screen enclosure was excluded from the GMP without clear notification to the Board. The Board has since asked that the wave design be included as part of the final construction. The project team was instructed to provide the metal wave motif at a cost not to exceed the original cost that was removed from the GMP which was \$87,964.

On March 7, 2017 the Facilities Committee was shown a revised wave design which did not meet the college's request to conceal the top portions of the cooling towers. Halff Associates was instructed to provide a design that would conceal the cooling towers and included the wave motif which was the intent based on the original approved schematic design.

On April 11, 2017, the Facilities Committee was presented with additional options, but Broaddus & Associates did not provide a recommendation or any pricing. The Committee instructed Broaddus & Associates to provide its recommendation and cost estimates to the Board in April 2017.

Broaddus & Associates failed to provide the requested Pecan Campus Thermal Plant Cooling Tower Enclosure Designs and Cost Proposals

Enclosed Documents

Broaddus & Associates has not provided any recommendation, design proposals, or cost estimates for the Board to consider.

Presenters

Representatives from Broaddus & Associates, Halff Associates, and D. Wilson Construction Company will be present at the meeting to respond to questions from the Board.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the revised design of the cooling tower enclosure for the 2013 Bond Construction Pecan Campus Thermal Plant project.

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

The Board of Trustees approves and authorizes action as necessary regarding the revised design of the cooling tower enclosure for the 2013 Bond Construction Pecan Campus Thermal Plant project..

Approval Recommended:

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

Broaddus & Associates failed to provide
the requested Pecan Campus Thermal
Plant Cooling Tower Enclosure Designs
and Cost Proposals

Review and Action as Necessary on Window Options for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building

Approval of a window option for the 2013 Bond Construction Pecan Campus South Academic Building and Stem Building is requested.

Background

At the February 28, 2017 Board meeting, Boultinghouse Simpson Gates Architects (BSGA) presented the color boards for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building. There were concerns regarding full height windows in the classroom and lab rooms. The sizes of windows and amount of glass could be a distraction to the classroom environment and could affect the use of the audio visual instructional equipment. The architect was asked to propose options to address the concerns.

At the March 28, 2017 Board meeting, BSGA presented options with proposed costs for the use of spandrel panels and frosted glazing. The Board requested that Broaddus & Associates, BSGA, and College staff to review the options and provide a revised recommendation to the Board. This recommendation would address each window that College staff has concerns with.

Broaddus & Associates has worked with BSGA, College Staff, and D. Wilson Construction Company to provide options and associated costs for the options.

At the April 11, 2017 Facilities Committee Meeting, Broaddus & Associates and the architect recommended the installation of regular glass and retractable window shades, at an estimated cost of approximately \$30,000. No samples or justification of the cost estimate were provided.

The Board asked Broaddus & Associates to provide samples and a cost estimate at the April 25, 2017 Regular Board Meeting.

On April 17, 2017, D. Wilson Construction Company expressed concern that the delays on the selection of an appropriate window treatment might delay the already strained construction timeline of the Pecan Campus STEM and South Academic Buildings.

Funding Source

Cost proposals were not provided for the options listed. Funds are available in the 2013 Bond Construction Program Contingency.

Reviewers

Broaddus & Associates, Boultinghouse Simpson Gates Architects, College staff, and D. Wilson Construction Company.

Enclosed Documents

Enclosed are the schematic drawings of the floor plans and exterior views, an interior rendering showing the full height windows, and updated drawings showing the possible options, and price estimates.

Broaddus & Associates has provide a price estimate for the following window treatment options:

- Option 1: Roller Shades (\$45,432)
- Option 2: Frosted Glass (\$17,110)
- Option 3: Spandrel Glass (\$17,110)

Presenters

Representatives from Broaddus & Associates, Boultinghouse Simpson Gates Architects, and D. Wilson Construction Company will be present at the meeting to address any questions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize a window option for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building as presented.

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

The Board of Trustees approves and authorizes a window option for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building as presented.

Approval Recommended:

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

South Academic Building and STEM Building

Roller Shades vs. Frosted Glass

	Roller Shades	Frosted/Spandrel Glass
South Academic Building	\$23,542.00	\$8,940.00
STEM Building	\$21,800.00	\$8,170.00
Specs / Details	Motorized Shades 3% open with fascia	
	Radio Controlled Shades with Decora style switch	
	Shade to cover each opening between metal panels	

STC 2013 Bond Program
PECAN CAMPUS
South Academic Building and STEM Building
Roller Shades vs. Frosted Glass

Roller Shade Examples



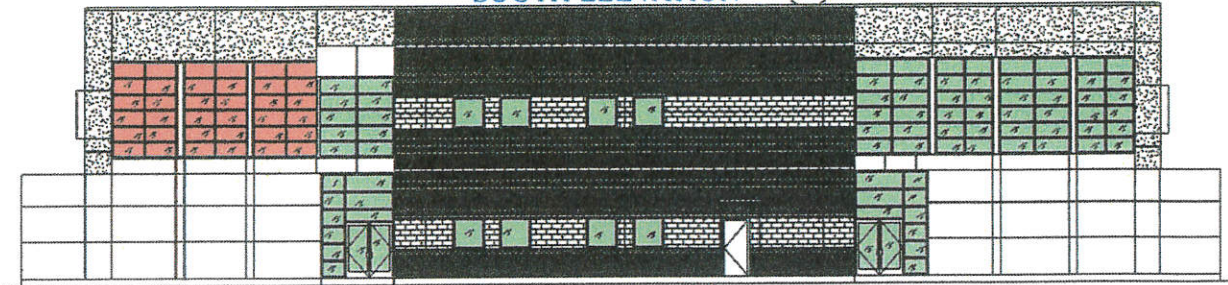
STC 2013 Bond Program
PECAN CAMPUS
South Academic Building and STEM Building
Roller Shades vs. Frosted Glass

Frosted Glass Examples



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SOUTH ELEVATION



SOUTH ACADEMIC BUILDING

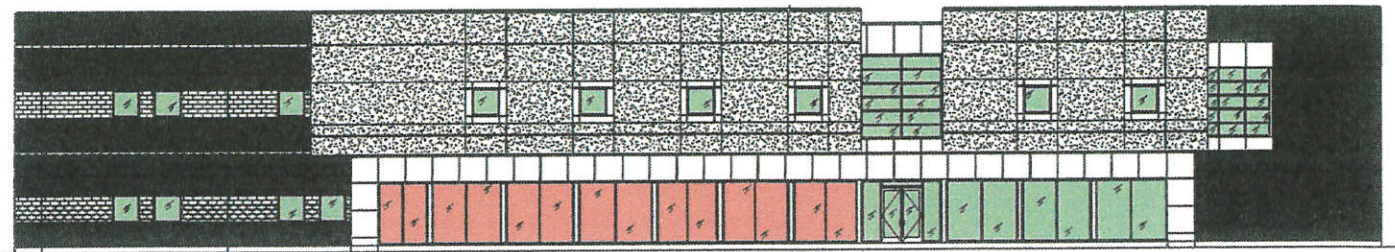


Boultinghouse
Simpson
Gates
ARCHITECTS

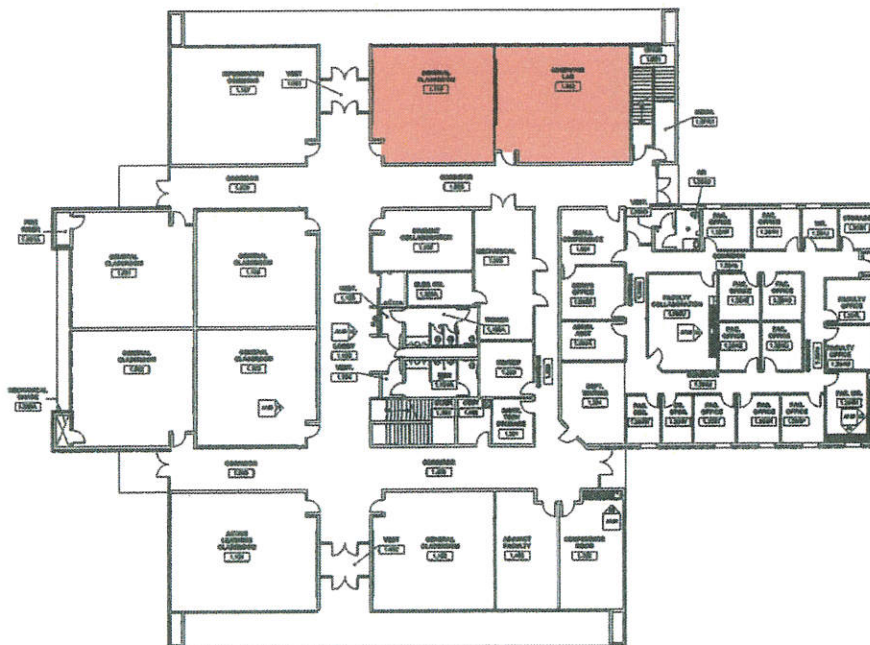

SOUTH TEXAS
COLLEGE



EAST ELEVATION



SOUTH ACADEMIC BUILDING



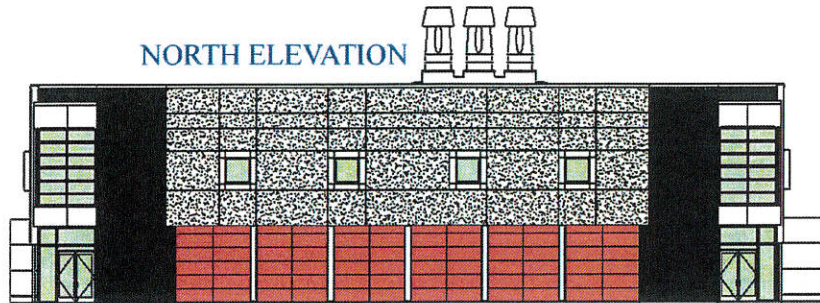
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SOUTH TEXAS
COLLEGE

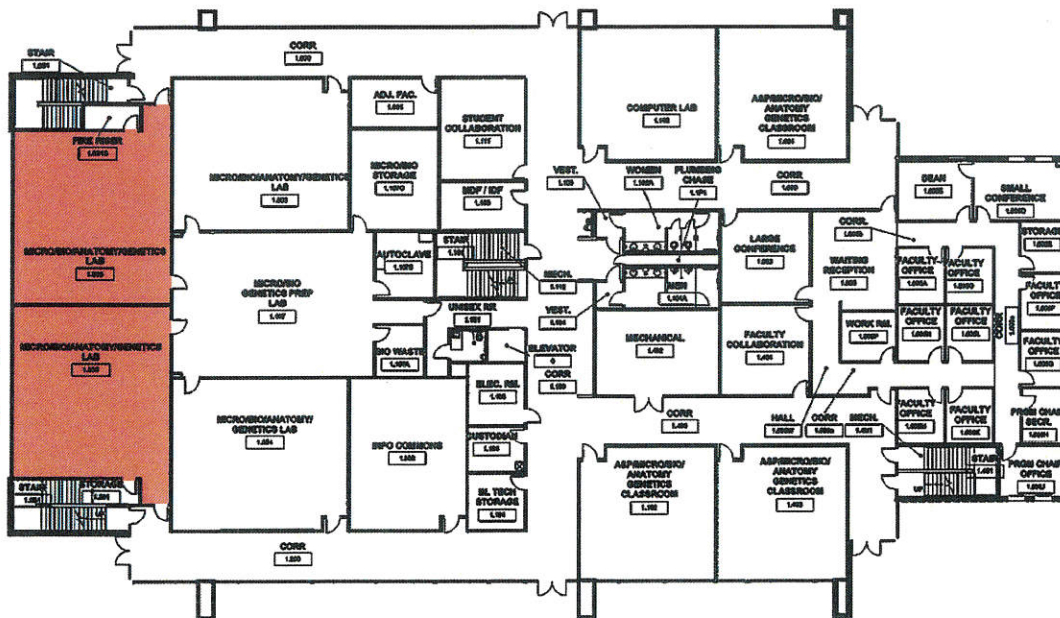
The floor plan of the 1st floor of the FBI Laboratory building is a complex layout. It features a central corridor system connecting various rooms. On the left side, there are four General Classrooms (1.001-1.004) and a Special Classroom (1.005). The top section includes a Seminar Room (1.010), a Reception Area (1.011), and a Lobby (1.012). The right side is dominated by a large Conference Room (1.009) and a Seminar Room (1.010). The bottom section contains a large open area (1.015) and a large conference room (1.016). The plan is color-coded with red and blue areas, likely indicating different functional zones or ownership. The plan also shows a large staircase (1.013) and a Restroom (1.014).



NORTH ELEVATION

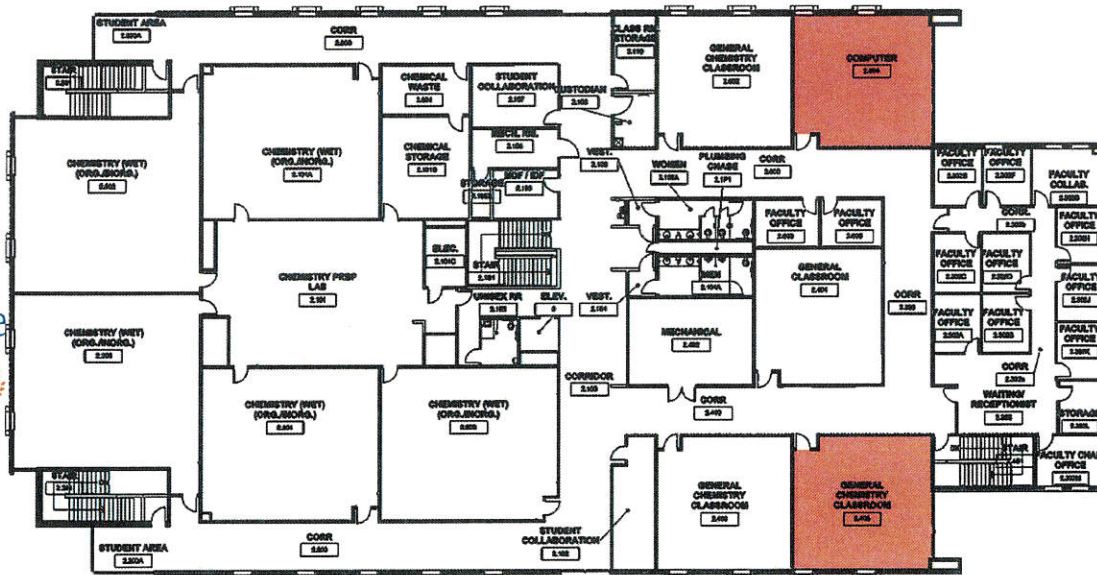
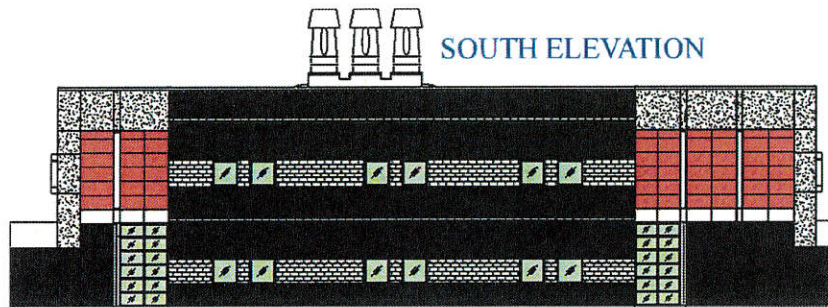


STEM BUILDING



Boultinghouse
Simpson
Gates
ARCHITECTS

SOUTH TEXAS
COLLEGE



STEM
BUILDING

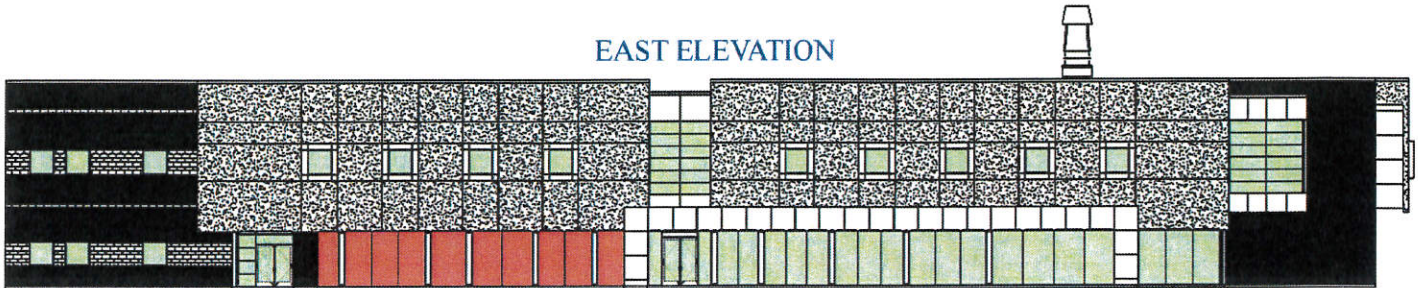
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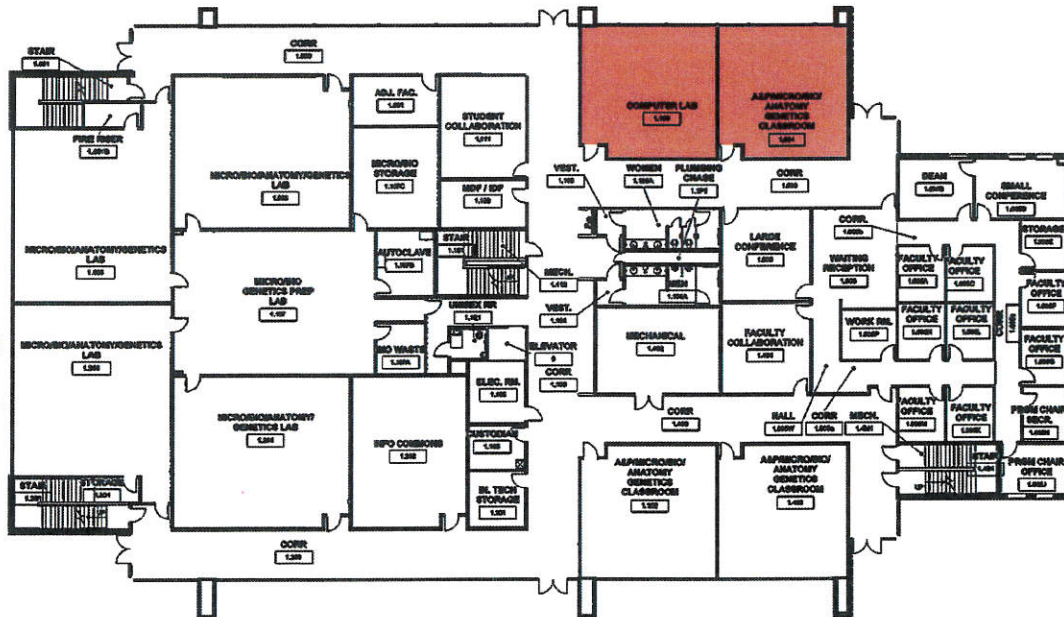
SOUTH TEXAS
COLLEGE



EAST ELEVATION



STEM BUILDING



Boultinghouse
Simpson
Gates
ARCHITECTS

SOUTH TEXAS
COLLEGE

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**Review and Action as Necessary on Additional Landscape and
Irrigation Design Services with Dannenbaum Engineering
Company-McAllen, LLC for the 2013 Bond Construction Regional
Center for Public Safety Excellence Parking and Site Improvements**

Approval of additional services with Dannenbaum Engineering Company-McAllen, LLC for Landscape and Irrigation design for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements is requested.

Purpose

Authorization is requested to approve additional services with Dannenbaum Engineering Company-McAllen, LLC for landscape and irrigation design services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements based on permit requirements for the City of Pharr. These additional services would be subcontracted by Dannenbaum Engineering Company-McAllen, LLC to Heffner Design Team.

Justification

Landscaping and irrigation systems are required by local city codes for new construction projects built in the City of Pharr. Dannenbaum Engineering Company-McAllen, LLC is the current engineer hired by the College to perform civil engineering design services for the project. The College's agreement with the engineer has provisions for additional services that allow for these services to be added to their scope with the College's approval.

Background

On January 26, 2016, the Board previously approved services with Dannenbaum Engineering Company-McAllen, LLC to provide civil engineering services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements.

Funding Source

Funds are available in the FY 2016 – 2017 Bond Construction budget.

Enclosed Documents

A proposal dated March 9, 2017 from Dannenbaum Engineering Company-McAllen, LLC in the amount of \$10,941.41 is enclosed.

Presenters

Representatives from Broaddus & Associates and Dannenbaum Engineering Company-McAllen, LLC will be present at the Facilities Committee meeting to address any questions related to the proposed consultant services.

The Facilities Committee recommended Board approval of additional services with Dannenbaum Engineering Company-McAllen, LLC in the amount not to exceed \$10,941.41 for landscape and irrigation services, including reimbursable expenses, for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize additional services with Dannenbaum Engineering Company-McAllen, LLC in the amount not to exceed \$10,941.41 for landscape and irrigation services, including reimbursable expenses, for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes additional services with Dannenbaum Engineering Company-McAllen, LLC in the amount not to exceed \$10,941.41 for landscape and irrigation services, including reimbursable expenses, for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

Approval Recommended:

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

DANNENBAUM ENGINEERING COMPANY - McALLEN LLC

1109 NOLANA LOOP, SUITE 208 McALLEN, TEXAS 78504 (956) 682-3677

ADDITIONAL SERVICES PROPOSAL FORM

March 22, 2017

Mr. Ricardo De La Garza
Director of Facilities, Planning, and Construction
South Texas College
3200 W. Pecan Blvd, Bldg N-179
McAllen, Texas 78501

**RE: 2013 Bond Program Regional Center for Public Safety Excellence Parking & Site
Supplemental No. 2**


Gentlemen:

Please refer to the Agreement dated July 15, 2016 ("Agreement") between South Texas College ("Owner") and the undersigned ("Engineer") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Project Engineer is to perform certain services. The terms which are defined in the Agreement shall have the same meanings when used in this letter.

1. Owner has requested the performance of the services described below which Project Engineer deems to be Additional Services.
 - Provide a Landscape and irrigation construction drawings according to the City of Pharr ordinance.
 - Dannenbaum management and administration fees
2. Engineer agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which will be determined in accordance with the Agreement but which will not exceed ten thousand nine hundred forty-one Dollars and forty one cents (\$10,941.41) and for reimbursement of expenses in accordance with the Agreement incurred solely in connection with the performance of such Additional Services, but which reimbursement for expenses will not exceed ten thousand nine hundred forty-one Dollars and forty one cents (\$10,941.41).
3. Engineer will perform the service in accordance with any schedule attached hereto (attached schedule if applicable), but in any event not later than ninety (90) days after Engineer is authorized to proceed.

If the foregoing is acceptable to you, please so execute by signing below.

Sincerely yours,
Louis H. Jones, Jr., P.E.

By: 
Name: Louis H. Jones
Title: President

Approved By:

Dr. Shirley A. Reed
President

EXHIBIT A-2
ENGINEER'S SUMMARY OF FEES
2013 BOND PROGRAM REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE PARKING & SITE
SUPPLEMENTAL AGREEMENT NO. 2
DEC JOB NO. 4945-01
March 22, 2017

DESCRIPTION OF WORK	MANAGEMENT/ADMINISTRATION										ENGINEERING			TOTAL LABOR HOURS	COST PER TASK
	PRINCIPAL	QUALITY ASSURANCE OFFICER	PROJECT MANAGER	DOCUMENT CONTROL MANAGER	SCHEDULER	CLERK	CLERICAL/ SECRETARY	PROJECT ENGINEER	DESIGN ENGINEER		DESIGN TECHNICIAN	CAD DRAFTSMAN			
									CIVIL	CIVIL					
IV. A DESIGN PHASE - SPECIAL SERVICES															
MANAGEMENT AND ADMINISTRATION FEES			1			3.5		4					8.5	\$ 981.41	
													0	\$ -	
													0	\$ -	
														\$ -	
TOTAL HOURS - DESIGN PHASE -BASIC SERVICES	0	0	1	0	0	3.5	0	4	0				8.5	\$ 981.41	
HOURLY RATE	\$ 346.14	\$ 246.14	\$ 184.61	\$ 64.50	\$ 110.78	\$ 57.60	\$ 44.80	\$ 148.80	\$ 104.64	\$ 70.40	\$ 65.20	CHECK			
DIRECT LABOR COSTS	\$ -	\$ -	\$ 184.61	\$ -	\$ -	\$ 201.60	\$ -	\$ 595.20	\$ -	\$ -	\$ -		\$ 981.41		
DANNENBAUM (TOTAL ENGINEERING FEE)															
													\$	\$ 981.41	

EXHIBIT A-1
Engineer's Summary of Fees
For
2013 Bond Program Regional Center for Public Safety Excellence Parking & Site
SUPPLEMENTAL NO. 2
DEC Job No. 4945-01
March 22, 2017

I. Estimated Total Basic Services Fee

A. Estimated Construction Cost	\$ 1,350,000.00
B. Fee Percent	8.60%
<u>Estimated Total Basic Services Fee</u>	<u>\$ 116,100.00</u>

II. Preliminary Phase – Basic Services Fee

A. Dannenbaum - Schematic Design / layout 15.00% of Estimated Basic Fee	\$ 17,415.00
<u>Subtotal: Preliminary Phase – Basic Services Fee</u>	<u>\$ 17,415.00</u>

III. Preliminary Phase – Special Services Fee

A. Surveying Services (By Others)	\$ -
B. Geotechnical Services (By Others)	\$ -
C. Traffic Engineering Services (By Others)	\$ -
<u>Subtotal: Preliminary Phase – Special Services Fee</u>	<u>\$ -</u>

IV. Design Phase – Basic Services Fee

A. Dannenbaum - Final Bid Ready Plans, Specifications, & Costruction Estimate 20.00% of Estimated Basic Fee	\$ 23,220.00
B. Supplemental #1 - Sanitary Sewer Calculations	\$ 1,178.88
C. Supplemental #2 - Landscape Management	\$ 981.41
<u>Subtotal: Design Phase – Basic Services Fee</u>	<u>\$ 25,380.29</u>

V. Design Phase – Special Services Fee

A. Project Management and Administration	\$ -
B. Landscape and Irrigation	\$ 9,960.00
C. Lighting	\$ -
<u>Subtotal: Design Phase – Special Services Fee</u>	<u>\$ 9,960.00</u>

VI. Contract Phase – Basic Services Fee

A. Dannenbaum - Construction Documents Phase 35.00% of Estimated Basic Fee	\$ 40,635.00
<u>Subtotal: Contract Phase – Basic Services Fee</u>	<u>\$ 40,635.00</u>

EXHIBIT A-1
Engineer's Summary of Fees
For
2013 Bond Program Regional Center for Public Safety Excellence Parking & Site
SUPPLEMENTAL NO. 2
DEC Job No. 4945-01
March 22, 2017

VII. Contract Phase – Basic Services Fee

A. Dannenbaum - Bidding or Negotiation Phase		
<u>5.00%</u> of Estimated Basic Fee	\$	5,805.00
<hr/>		
<i>Subtotal: Contract Phase – Basic Services Fee</i>	<i>\$</i>	<i>5,805.00</i>

VIII. Construction Phase – Basic Services Fee

A. Dannenbaum - Construction Phase Services		
<u>25.00%</u> of Estimated Basic Fee	\$	29,025.00
<hr/>		
<i>Subtotal: Contract Phase – Basic Services Fee</i>	<i>\$</i>	<i>29,025.00</i>

Total Fee for Basic Services	\$	118,260.29
Total Fee for Special Services	\$	9,960.00
GRAND TOTAL	\$	128,220.29

Note: The proposed fee does not include reproduction costs.

HEFFNER DESIGN TEAM, PLLC

DESIGN SERVICES PROPOSAL

Date: March 9, 2017

Attention: Nathaniel Olivarez, P.E.
Dannenbaum Engineering
1109 Nolana Loop
McAllen, Texas 78504

Regarding: Revised Proposal for Design Services
STC – Regional Center for Public Safety Excellence Project

Mr. Olivarez,

Per your request I am sending you this proposal for landscape architecture and irrigation design services for the above referenced project in Pharr, Texas:

Provide a review of the City of Pharr landscape ordinance and develop landscape and irrigation construction drawings that adhere to the minimum requirements set forth therein. All drawings will be based on the ACAD drawing files you provide. You will receive a complete package of PDFs via email which will include plans, details and specifications. The design will include landscape beds along the building footprint and lawn areas for all other pervious areas, shade trees, ornamental trees, and any other type of landscaping the client would like.

Fee for the above scope of work - \$ 9,960.00

To supply our clients with peace of mind we carry full general and professional liability insurance. I am licensed as a landscape architect by the States of Texas and Michigan. A copy of our insurance and licenses are available upon request. Thank you for the opportunity to work on this project.

Sincerely,



Andrew T. Heffner, RLA, ASLA

X _____
Client Signature Date

www.heffnerdesignnteam.com



HEFFNER DESIGN TEAM, PLLC

EXHIBIT A – FEE BREAKDOWN AND PROJECT COST BREAKDOWN

STC PHARR PHASE ONE FEE BREAKDOWN

<u>Site Analysis (10%) -</u>	<u>\$ 996.00</u>
<u>Schematic Design (10%)-</u>	<u>\$ 996.00</u>
<u>Design Development (20%) -</u>	<u>\$ 1992.00</u>
<u>Construction Documents (35%)-</u>	<u>\$ 3,486.00</u>
<u>Bidding Phase (10%) –</u>	<u>\$ 996.00</u>
<u>Contract Negotiation Phase (5%)</u>	<u>\$ 498.00</u>
<u>Construction Contract Administration Phase (10%)-</u>	<u>\$ 996.00</u>
Total Phase One Design Fee -	\$ 9,960.00

HOURLY COMPENSATION RATES

<u>Landscape Architect - \$150/hour x 29.4 hours =</u>	<u>\$4,410.00</u>
<u>Irrigation Designer - \$1000/hour X 20 hours =</u>	<u>\$2,000.00</u>
<u>Computer Aided Drafting Technician - \$65/hour X 50 hours =</u>	<u>\$3,250.00</u>
<u>Clerical - \$30/hour x 10 hours =</u>	<u>\$ 300.00</u>



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

Approval of final completion for the following non-bond construction projects is requested.

	Projects	Final Completion	Documents Attached
1.	Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room Architect: ROFA Architects Contractor: NM Contracting, LLC	Recommended	Final Completion Letter
2.	Technology Campus General Motors (GM) Car Storage Engineer: R. Gutierrez Engineering Contractor: Roth Excavating, Inc.	Recommended	Final Completion Letter

Purpose

The purpose is to request approval of final completion for the projects.

1. Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room

It is recommended that final completion for this project with NM Contracting, LLC be approved.

ROFA Architects and college staff visited the site and have concluded that the contractor has completed all items on the punchlist. The architect recommends final completion and release of final payment in the amount of \$5,745 to NM Contracting, LLC be approved. The original cost approved for this project was in the amount of \$114,900.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$110,000	\$114,900	\$0	\$114,900	\$109,155	\$5,745

2. Technology Campus General Motors (GM) Car Storage

It is recommended that final completion for this project with Roth Excavating, Inc. be approved.

R. Gutierrez Engineering and college staff visited the site and have concluded that the contractor has completed all items on the punch list. The architect recommends final completion and release of final payment in the amount of \$13,125 to Roth Excavating,

Inc. be approved. The original cost approved for this project was in the amount of \$262,500.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$275,000	\$262,500	\$0	\$262,500	\$249,375	\$13,125

The Facilities Committee recommended Board approval of final completion and release of final payment for the Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room project and the Technology Campus General Motors (GM) Car Storage project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment for the Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room project and the Technology Campus General Motors (GM) Car Storage project as presented.

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

The Board of Trustees approves and authorizes final completion and release of final payment for the Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room project and the Technology Campus General Motors (GM) Car Storage project as presented.

Approval Recommended:

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

April 7, 2017

Mr. David Valdez, Project Manager
South Texas College
3200 West Pecan Boulevard
Building N, Suite 179
McAllen, Texas 78501

RE: Recommendation for Payment - FINAL
STC Technology Campus GM Car Storage Area Upgrade

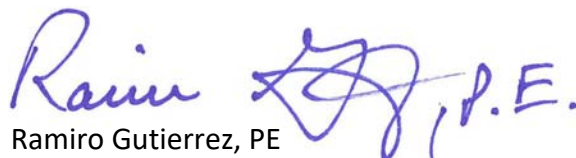
Dear Mr. Valdez:

This letter serves as recommendation for Final Payment to Roth Excavating, Inc. in the amount of \$13,125.00 for work completed through April 5, 2017 on the Technology Campus GM Car Storage Area Upgrade project. I have observed the work completed and find it to be in accordance with Contract Documents. The conditions precedent to Contractor being entitled to such payment appears to have been fulfilled in so far as it is the Engineer's responsibility to observe the work.

Attached is a signed and notarized Application for Payment along with the "close-out" documents submitted by Roth Excavating, Inc. and completed by R. Gutierrez Engineering. The payment application indicates the original amount of the contract, \$262,500.00, the amount completed and stored to date, \$262,500.00, 5% retainage amount to date, \$13,125.00, amount paid by previous payment applications, \$249,375.00 and amount of payment requested, \$13,125.00.

If you require our assistance please do not hesitate to call me at 956-782-2557 or on my cell phone at 956-227-2154. R. Gutierrez Engineering Corporation is ready to assist you in making this project a success.

Sincerely,

A handwritten signature in blue ink that reads "Ramiro" followed by a stylized monogram and "P.E.".

Ramiro Gutierrez, PE
President

Attachments

cc: RGEC Files
Tyler Wulf, Roth Excavating, Inc.

April 6, 2017

Mr. Robert Cuellar
South Texas College
3201 W. Pecan
McAllen TX 78501

**RE: Owner's RFP No. 16-17-1007
Architect's Project Number 2015.10
South Texas College Technology Campus
Building C New Conference and Building B Door & Frame Replacement**

Notice of Final Completion

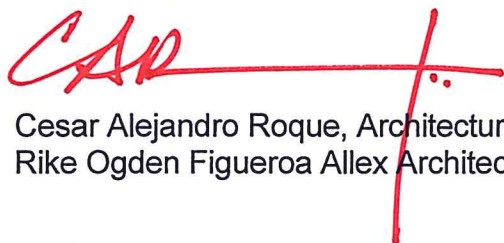
Mr. Cuellar,

This letter is to serve as the Notice of Final Completion for the construction on the project referenced above.

We have completed the final observation and find the project to be in conformance with plans and specifications. We believe the Contractor has completed the Work and the Owner can utilize the building for its intended use.

If you have any questions or require additional information, please contact me at (956) 686-7771.

Respectfully,



Cesar Alejandro Roque, Architectural Assoc.
Rike Ogden Figueroa Allex Architects, Inc.

Update on Status of Non-Bond Construction Projects

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

CONSTRUCTION PROJECTS PROGRESS REPORT - April 4, 2017																				
Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Solicitation of Proposals			Construction Phase				Project Manager	Architect/Engineer	Contractor	
		Project Development	Board approval of A/E	Contract Negotiations	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals		Approve Contractor	Construction Start	50%	75%	95% Substantial Comp				Final Completion
Pecan Campus and Pecan Plaza																				
15-1-006	Pecan - Library Study Rooms Additions																	Robert	N/A	TBD
	Pecan - Infrastructure for Portable Buildings - Phase II																	Robert	Sigma HN Engineering	Zito Electric
15-1-017	Pecan - Building K Enrollment Center																	David	Boulinghouse Simpson Gates Architects	NM Contracting
15-1-003	Pecan - Arbor Brick Columns Repair & Replacement (RR)	N/A	N/A	N/A	N/A													David	N/A	
16-1-004	Pecan - Library Compact Shelving & Furniture	N/A	N/A	N/A	N/A													Robert	Library Staff	
16-1-001	Pecan - Building A Sign Replacement (RR)	N/A	N/A	N/A	N/A													Robert	Public Relations	
	Pecan - Building A Production Studio Office Expansion	N/A	N/A	N/A	N/A													Robert	M&O	
15-1-001	Pecan Plaza - GED Entrance and Office Area Improvements	N/A	N/A	N/A	N/A													Robert	M&O	
15-1-003	Pecan Plaza - Emergency Generator and Wiring																	Sam	DBR Engineering	TBD
16-1-016	Pecan Plaza - Parking Area for Police Vehicles																	David	R. Gutierrez Engineering	TBD
	Pecan - G Fume Hoods - Phase II																	Robert	Sigma HN Engineering	NM Contracting
	Pecan Plaza - Human Resources Office Conversion	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						Robert	M&O	
Mid Valley Campus																				
16-2-008	MV - Childcare Canopy Replacement (RR)																			
16-2-007	MV - Covered Walkway for Building G																	Sam	on hold	TBD
	MV - Level II Gallery Improvement in Building G	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						Rick	M&O	
Technology Campus																				
15-3-004	TC - Building B Doors and Frame Replacement																	Robert	ROFA	NM Contracting
15-3-005	TC - GM Car Storage Area Upgrade																	David	R. Gutierrez Engineers	Roth Excavating, Inc.
15-3-014	TC - Workforce Building Conference Room																	Robert	ROFA	NM Contracting
15-3-002	TC - Building D Exterior Metal Siding Repairs (RR)	N/A	N/A															Sam	N/A	TBD
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)	N/A	N/A															David	CLH Engineering	TBD
15-3-003	TC - Building B Concrete Floor Repairs (RR)	N/A	N/A															David	CLH Engineering	TBD
16-2-013	TC - Building B Domestic Fire Sprinkler Lines (RR)																	Sam	Half Associates	TBD
Nursing and Allied Health Campus																				
16-4-016	NAH - Resurface Parking Lot #2 (RR)																	Robert	PCE	Mid Valley Paving
Starr County Campus																				
15-5-045	Starr - Building E & J Crisis Mgt Center Generator																	Sam	DBR Engineering	TBD
16-4-018	Starr - Building F Site Grading & Sidewalk Replacement(RR)																	Sam	Melden and Hunt	TBD
District Wide Improvements																				
13-6-003	DW - Automatic Doors Phase III	N/A	N/A															Robert	TBD	TBD
	DW - Building to Building ADA Compliance Ph II	N/A	N/A															Robert	Dannenbaum Engineering	TBD
14-6-013	DW - La Joya Monument Sign	N/A	N/A															David	N/A	TBD
14-6-0014	DW - Marker Boards Replacement (RR)	N/A	N/A															Sam	N/A	TBD
14-6-0015	DW - Irrigation System Controls Upgrade (RR)	N/A	N/A															Sam	M&O	TBD
15-6-001	DW - Fire Alarm Panel Replacement/Upgrades (RR)	N/A	N/A															Sam	M&O	TBD
	DW - Interior LED Lighting Ph I (RR)	N/A	N/A															Rick	M&O	TBD
15-6-001	DW - Outdoor Furniture	N/A	N/A															Rick	N/A	
15-6-002	DW - Directional Signage	N/A	N/A															David	N/A	TBD
16-6-017	DW - Surveillance Cameras & Poles Campus Entrances	N/A	N/A															David	DPS	TBD
16-6-019	DW - Walkway LED Lighting Upgrade Ph I (RR)	N/A	N/A															Rick	M&O	TBD
	DW - Removal of Existing Trees	N/A	N/A															Rick		
	DW - Interior Controls Upgrade (RR)	N/A	N/A															Rick	M&O	TBD
	DW - Flooring Replacement Phase I (RR)	N/A	N/A															Rick	M&O	TBD
	DW - Restroom Fixtures Replacement & Upgrade (RR)	N/A	N/A															Rick	M&O	TBD
	DW - Water Heater Replacement & Upgrade (RR)	N/A	N/A															Rick	M&O	TBD
	DW - Door Access Controls Replacement (RR)	N/A	N/A															Rick	M&O	TBD
	DW - HVAC Upgrades (RR)	N/A	N/A															Rick	M&O	TBD
	DW - Water Pump Stations (RR)	N/A	N/A															Rick	M&O	TBD
	DW - Exterior Lighting Upgrade (RR)	N/A	N/A															Rick	M&O	TBD
For FY 2016-2017, 45 non-bond projects are currently in progress, 7 have been completed and 19 pending start up - 71 Total																				

For FY 2016-2017, 45 non-bond projects are currently in progress, 7 have been completed and 19 pending start up - 71 Total

Status of Non-Bond Construction Projects in Progress March 2017

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Pecan Campus								
Library Additional Study Rooms	75%	April 2017	1. Construction Phase 2. Bidding in Progress	\$ 125,000.00	\$ 124,744.79	\$ 255.21	\$ -	\$ 124,744.79
Infrastructure for Relocation of Portable Buildings-Phase II	100%	August 2016	1. Construction Phase 2. Construction Complete	\$ 350,000.00	\$ 372,337.93	\$ (22,337.93)	\$ 372,337.93	\$ -
Student Services Building K Enrollment Center	95%	January 2017	1. Construction Phase 2. Construction in Progress	\$ 490,000.00	\$ 413,431	\$ 76,568.52	\$ 355,666.41	\$ 57,765.07
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	\$ 5,347.92	\$ 394,652.08	\$ -
Sand Volleyball Courts	10%	May 2017	1. Project Development 2. Design in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Building A Sign Replacement	95%	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	\$ 60,375.38	\$ 9,624.62	\$ -
Pecan Plaza Police Department Emergency Generator	75%	April 2017	1. Design Phase 2. Design in Progress	\$ 40,000.00	\$ 36,000.00	\$ 4,000.00	\$ 2,700.00	\$ 33,300.00
Pecan Plaza Parking Area for Police Vehicles	30%	July 2017	1. Construction Phase 2. Construction in Progress	\$ 250,000.00	\$ 200,000.00	\$ 50,000.00	\$ -	\$ 200,000.00
Pecan Campus Total				\$ 1,830,000.00	\$ 1,550,790.90	\$ 174,209.10	\$ 1,134,981.04	\$ 415,809.86

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	95%	April 2017	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 37,133.00	\$ 12,867.00	\$ 18,237.31	\$ 18,895.69
GM Car Storage Area Upgrade	95%	February 2017	1. Construction Phase 2. Construction in Progress	\$ 275,000.00	\$ 262,500.00	\$ 12,500.00	\$ 249,375.00	\$ 13,125.00
Building C Conference Room Addition	95%	April 2017	1. Construction Phase 2. Construction in Progress	\$ 60,000.00	\$ 77,767.00	\$ (17,767.00)	\$ 39,856.95	\$ 37,910.05
Ford Lab Exhaust System	5%	September 2017	1. Project Development 2. Design in Progress	\$ 100,000.00	TBD	TBD	\$ -	TBD
Building D Exterior Metal Siding Repairs	75%	May 2017	1. Project Development 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Repair Concrete Floor Mechanical Room	30%	May 2017	1. Design Phase 2. Design in Progress	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Building B Concrete Floor Repairs	0%	May 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	40%	April 2017	1. Construction Phase 2. Bidding in Progress	\$ 700,000.00	TBD	TBD	\$ -	TBD
Technology Campus Total				\$ 1,221,000.00	\$ 383,150.00	\$ 12,850.00	\$ 307,469.26	\$ 75,680.74
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	75%	April 2017	1. Design Phase 2. Design in Progress	\$ 40,000.00	\$ 36,000.00	\$ 4,000.00	\$ 2,700.00	\$ 33,300.00
Bldg F Site Grading and Sidewalk Replacement	60%	April 2017	1. Design Phase 2. Design in Progress	\$ 1,500.00	\$ 7,755.00	\$ (6,255.00)	\$ 1,200.00	\$ 6,555.00
Starr County Campus Total				\$ 41,500.00	\$ 43,755.00	\$ (2,255.00)	\$ 3,900.00	\$ 39,855.00
District Wide								
Automatic Doors Phase III	5%	May 2017	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 2017	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
Marker Boards Replacement	50%	May 2017	1. Construction Phase 2. Bidding in Progress	\$ 200,000.00	TBD	TBD	TBD	TBD
Outdoor Furniture	0%	August 2017	1. Design Phase 2. Design in Progress	\$ 25,000.00	TBD	TBD	TBD	TBD
Directional Signage Updates	50%	August 2017	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	TBD	TBD	TBD	TBD
Surveillance Cameras and Poles Campus Entrances	90%	April 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)	\$ 485,900.14	\$ 158,020.00
Non-Bond Construction Project Total				\$ 4,322,500.00	\$ 2,719,983.34	\$ 320,516.66	\$ 2,030,617.74	\$ 689,365.60
For FY 2016 - 2017, 31 non-bond projects are currently in progress, 5 have been completed and 34 pending start up - 70 Total								

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

1) Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed

Mr. Keith Moore from Edward Jones presented on the status of the MEDA Scholarship Fund Trust and provide a further update at the meeting. The presentation included an overview of the agreement, the annual obligated amount of distribution, the annual net income and the anticipated annual earnings.

The Committee received the MEDA Scholarship Fund Endowment Agreement and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee for their information and review.

2) State Appropriations for FY 2017 - 2018 and FY 2018 - 2019 Biennium

The Finance, Audit, and Human Resources Committee reviewed the Texas Association of Community Colleges (TACC) report on the funding information per Senate (SB1) and the House (HB1) base budget bills and the impact to South Texas College for the FY 2017 - 2018 and FY 2018 - 2019 biennium, as of March 30, 2017.

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

Review and Action as Necessary on Awards of Proposals, Purchases, and Renewals (Non-Bond Related)

Approval of the following awards of proposals, purchases, and renewals (Non-Bond Related) is requested as follows:

A. Awards

B. Non- Instructional Items

C. Technology Items

A. Awards

1) Law Enforcement Vehicles - II (Award)

Award the proposal for law enforcement vehicles - II to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$63,440.00.

Purpose – The South Texas College Department of Public Safety is requesting to purchase two (2) specialized law enforcement vehicles which will serve all the college campuses.

Justification and Benefit – The vehicles are necessary for patrolling, responding to 911 emergency calls, and other incidents at all college campuses.

Background – Proposal documents were advertised on February 21, 2017 and February 28, 2017 and issued to five (5) vendors, including four (4) local vendors. One (1) response was received on March 8, 2017 and reviewed by the South Texas College Department of Public Safety and Purchasing Department.

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

B. Non – Instructional Items

2) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), and National Joint Powers Alliance (NJPA) approved vendors, at a total amount of \$111,466.92.

#	Vendor	Amount
A	Allsteel Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$22,614.44
B	Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$20,555.81
C	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$461.54

D	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,196.05
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$64,639.08
	Furniture Total	\$111,466.92

The purchases can be summarized as follows:

- Allsteel Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 12 Tables for the Active Learning Classroom
 - ⇒ Starr Campus
 - 19 Tables for the Active Learning Classroom
 - ⇒ Technology Campus
 - 20 Chairs for the Workforce Conference Room
- Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc. (McAllen, TX)
 - ⇒ Mid Valley Campus
 - 6 Glassboard for the Active Learning Classroom
 - ⇒ Starr Campus
 - 6 Glassboard for the Active Learning Classroom
 - ⇒ Technology Campus
 - 1 Glassboard for the Active Learning Classroom
- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Chairs for the Educational Technologies Department
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing Allied Health Campus
 - 1 Desk Return for the Respiratory Therapy Program
 - 1 Desk Return for the Nursing Allied Health
 - ⇒ Pecan Campus
 - 1 Desk for the Educational Technologies Department
 - 1 Storage Cabinet and 1 Bookcase for Accountability Department
 - 1 Storage Cabinet for the Risk Management Department
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (McAllen, TX)
 - ⇒ Mid Valley Campus
 - 37 Chairs for the Active Learning Classroom
 - ⇒ Starr Campus
 - 37 Chairs for the Active Learning Classroom
 - 40 Chairs and 20 Tables for a Computer Lab
 - ⇒ Technology Campus
 - 19 Chairs for the Active Learning Classroom

- 2 Chairs for Educational Technologies Department
- 2 Chairs for Compliance Management Department
- 20 Chairs for the Workforce Conference Room

Fund for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Accountability, Risk and Compliance, Compliance Management, Division of Nursing & Allied Health, Educational Technologies, Respiratory Therapy, Risk Management, Starr County Campus, STC in Focus, and Construction - Technology Workforce Bldg. Conference Room FF&E.

3) Rental of Storage Facilities (Renewal)

Renew the rental of storage facilities contracts for the period beginning August 1, 2017 through July 31, 2018, at an estimated cost of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

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

Background – The Board awarded the contract for rental of storage facilities at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The final renewal period begins August 1, 2017 and ends July 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	8/1/15 – 7/31/16	2 – one year options
1 st Renewal	6/28/16		8/1/16 – 7/31/17
2 nd Renewal	4/25/17		8/1/17 – 7/31/18

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 various Departments' budgets for FY2016-FY2017 and FY2017-FY2018 pending Board approval of the Budget.

C. Technology Items

4) Computers and Laptops (Purchase)

Purchase of computers 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 \$90,051.71.

All purchase requests for computers and laptops have been evaluated by Information Technology 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
 - ⇒ 1 Computer for High School Programs and Services
 - ⇒ 3 Computers for Liberal Arts and Social Sciences Dean's Office
- Faculty Computers
 - ⇒ 2 Computers for Diesel Program
 - ⇒ 1 Computer for Paralegal Program
- Staff Laptops
 - ⇒ 2 Laptops for Public Safety Program
 - ⇒ 1 Laptop for High School Programs and Services
 - ⇒ 2 Laptops for Institutional Effectiveness and Assessment Department
- Faculty Laptops
 - ⇒ 3 Laptops for Academic Math Program
- Classroom – Instruction Desktops
 - ⇒ 20 Desktops for Computer and Advanced Technologies Program
- Classroom - Instruction Laptops
 - ⇒ 12 Laptops for Engineering Program
 - ⇒ 24 Laptops for Chemistry Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Academic Math, Chemistry, Computer and Advanced Technologies, Dean of Liberal Arts and Social Sciences, Diesel, Engineering, High School Programs and Services, Institutional Effectiveness and Assessment, Paralegal, and Public Safety.

5) Network Equipment (Purchase)

Purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$236,331.37.

Purpose – Information Technology is requesting the purchase of networking equipment which include wireless access points and small form-factor pluggable (SFP) fiber optic cables that will replace end of life / end of support equipment district wide.

Justification and Benefit - The network devices provide connectivity to Internet and Intranet services such as e-mail, Jagnet, wireless access, and Banner to all students, faculty, and staff. This purchase is part of the Information Technology annual equipment renewal plan for end of life / end of support equipment.

Funds for this expenditure are budgeted in the Telecom and Infrastructure budgets FY 2016 – 2017.

6) Servers (Purchase)

Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$133,627.95.

Purpose – Information Technology is requesting the purchase of five (5) servers for the Pecan Campus to replace old hardware that currently supports our virtual server infrastructure and test database environment.

Justification and Benefit – These servers will replace end of life / end of support hardware which provide additional resources and latest hardware technology that is used for the virtual server environment. The current virtual server environment has over three hundred (300) servers. These servers support many of the applications our institution use for student and staff support.

Funds for this expenditure are budgeted in the Infrastructure and Telecom budgets for FY 2016 - 2017.

7) Servers, Storage, Installation, and Configuration Services (Purchase)

Purchase servers, storage, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$198,684.01.

Purpose – Information Technology is requesting the purchase of servers, storage, installation, and configuration services to create a virtual computing solution in the different classrooms and labs district wide for computers will be used by faculty, staff and students. The servers and storage will be installed at the Pecan Campus main data center to provide computing resources to computers district wide.

Justification and Benefit – Virtual technology has been proven to streamline computer systems. The current virtual environment includes the Student Welcome Center and instructional classroom podium computers. By Fall 2017 four hundred (400) classroom computers will be added to the virtual environment.

Information Technology needs to acquire these technologies in order to provide a uniform system throughout the district and maximize the technical resources by using the virtual technology listed below:

- Technology is scalable
- Data resides on server(s) and will follow users
- Simplified upgrades and security
- Upgrade multiple systems at once
- Easier troubleshooting

Funds for this expenditure are budgeted in the Infrastructure and Telecom budgets for FY 2016 – 2017.

8) Virtual Desktop Licenses (Purchase)

Purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,558.44.

Purpose – The Information Technology Department is requesting the purchase of four hundred (400) virtual desktop licenses which will be installed in servers located at the Pecan Campus main data center for future software installations to computer workstations district wide.

Justification– These licenses will allow various software to be installed or upgraded from the server to the computer workstations without interruption. This will streamline all the software used at student computer labs and will allow for multiple software upgrades at once.

Funds for this expenditure are budgeted in the Technology Support, PM Risk & Security, and Application Development Services budgets for FY 2016 - 2017.

Recommendation:

The Finance, Audit, and Human Resources Committee recommended Board approval of the awards of proposals, purchases, and renewals (Non-Bond Related) as listed below:

A. Awards

B. Non- Instructional Items

C. Technology Items

A. Awards

- 1) **Law Enforcement Vehicles - II (Award):** award the proposal for law enforcement vehicles – II to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$63,440.00;

B. Non – Instructional Items

- 2) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), and National Joint Powers Alliance (NJPA) approved vendors, at a total amount of \$111,466.92;

#	Vendor	Amount
A	Allsteel Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$22,614.44
B	Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$20,555.81
C	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$461.54
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,196.05
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$64,639.08
	Furniture Total	\$111,466.92

- 3) **Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2017 through July 31, 2018, at an estimated amount of \$50,000.00. The vendors are as follows:
 - a. **A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
 - b. **McAllen Foreign Trade Zone** (McAllen, TX)
 - c. **The Attic Corporation, General Partner** (McAllen, TX)

C. Technology

- 4) **Computers and Laptops (Purchase):** purchase 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 \$90,051.71;
- 5) **Network Equipment (Purchase):** purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$236,331.37;

- 6) **Servers (Purchase):** Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$133,627.95;
- 7) **Servers, Storage, Installation, and Configuration Services (Purchase):** purchase servers, storage, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$198,684.01;
- 8) **Virtual Desktop Licenses (Purchase):** purchase virtual desktop license from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,558.44.

Recommend Action - The total for all awards of proposals, purchases, and renewals (Non-Bond Related) is \$945,160.40.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the awards of proposals, purchases, and renewals (Non-Bond Related) as presented.

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

The Board of Trustees approves and authorizes the awards of proposals, purchases, and renewals (Non-Bond Related) as presented.

Approval Recommended:

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

Review and Action as Necessary on Awards of Proposals, Rejections of Proposals, Purchases, and Renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program

Approval of the following awards of proposals, reject of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program will be requested at the April 25, 2017 Board meeting as follows:

A. Bond Funded

C. Non-Bond Funded – Departmental Budget

B. Bond and Non-Bond Funded

A. Bond Funded

1) Food Service Equipment (Award)

Award the proposal for food service equipment (updated) to **Edward Don & Company** (San Angelo, TX), at an estimated amount of \$1,467,881.99.

Purpose – Broaddus and Associates, Facilities Planning and Construction, Facilities Maintenance and Operations, and Food Services are requesting the purchase of food service equipment for the Bond Construction Cafeterias at the Pecan, Mid Valley, and Nursing and Allied Health campuses.

Justification and Benefit – The food service equipment will include fixed and moveable items, including ranges, refrigerators, ovens, work tables, freezers, ice machines, dispensers, carts, pots, pans, utensils, etc. These items are needed to open each cafeteria and for the day to day operation. The cafeterias serve the faculty, staff, students, and the public.

Background – Proposal documents were advertised on January 23, 2017 and January 30, 2017 and issued to nine (9) vendors. Three (3) responses were received on February 14, 2017 and reviewed by Broaddus and Associates, Facilities Planning and Construction, Facilities Maintenance and Operations, and the Purchasing Department.

The food service equipment budget and proposed expenditures have been reviewed with the Facilities Committee and Broaddus and Associates has confirmed the proposed expenditures are within the established budget and the impact on the bond budget. Funds for this expenditure are budgeted in the Bond and Non-Bond M&O Taxes budget for FY 2016 – 2017.

2) Starr County Campus Library AV Installation (Award)

Award the proposal for Starr County Campus Library AV Installation to **SIT, LLC.** (Edinburg, TX), at an estimated amount of \$84,301.00.

Purpose – Broaddus and Associates, Facilities Planning and Construction, and Educational Technologies are requesting the purchase and installation of audio visual

equipment at the Starr County Campus Library for faculty, staff, students, and the community.

Justification and Benefit – The audio visual equipment is needed to support one (1) bibliographic learning lab, one (1) small conference room, one (1) student collaboration table, and a college digital signage information system.

Background – Proposal documents were advertised on February 21, 2017 and February 28, 2017 and issued to fourteen (14) vendors. Seven (7) responses were received on March 8, 2017 and reviewed by Broaddus and Associates, Facilities Planning and Construction, Educational Technologies, and the Purchasing Department.

The AV budget and proposed expenditures have been reviewed with the Facilities Committee and Broaddus and Associates has confirmed the proposed expenditures are within the established budget.

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

3) Mid Valley Campus Workforce Training Center Expansion AV Installation (Reject)

Reject the proposals for the Mid Valley Campus Workforce Training Center Expansion AV Installation for Education Technology due to possible design changes to the facilities.

4) Starr County Campus Workforce Training Center Expansion AV Installation (Reject)

Reject the proposals for the Starr County Campus Workforce Training Center Expansion AV Installation for Education Technology due to possible design changes to the facilities.

5) Testing and Balancing Services for HVAC Systems - Bond (Renewal)

Renew the testing and balancing services for HVAC systems contracts for the 2013 Bond Construction program, for the period beginning May 25, 2017 through May 24, 2018, with the following vendors:

- a. **Engineered Air Balance Co. Inc.** (San Antonio, TX)
- b. **National Precisionaire, LLC.** (Houston, TX)

Purpose – Facilities Planning and Construction is requesting to renew the testing and balancing services for HVAC systems contracts which will serve the 2013 Bond Construction program at Pecan, Nursing and Allied Health, La Joya Teaching Center, Mid-Valley, Starr County, Technology, and Regional Center for Public Safety Excellence campuses.

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

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

Background – The Board awarded contracts for testing and balancing services for HVAC systems for the 2013 Bond Construction program at the May 24, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on May 25, 2017 through May 24, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/24/16	5/25/16 – 5/24/17	2 – one year options
1 st Renewal	4/25/17		5/25/17 – 5/24/18

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 2013 Bond Construction Program budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

B. Bond and Non-Bond Funded

6) Mid Valley Campus Library Expansion AV Installation (Award)

Award the proposal for Mid Valley Campus Library Expansion AV Installation to **Level 3 Audio Visual** (Mesa, AZ), at an estimated amount of \$85,898.64.

Purpose – Broaddus and Associates, Facilities Planning and Construction, and Educational Technologies are requesting the purchase and installation of audio visual equipment at the Mid Valley Campus Library for faculty, staff, students, and the community. The Mid Valley Campus Library Expansion includes the new expansion and the existing renovation.

The purchase will consist of AV Installation for both the bond-funded expansion project and the non-bond renovation project in the amounts of \$5,587.03 (bond funds) and \$80,311.61 (non-bond funds), respectively.

Justification and Benefit – The audio visual equipment is needed to support one (1) bibliographic learning lab, one (1) small conference room, one (1) student collaboration table, and a college digital signage information system.

Background – Proposal documents were advertised on February 21, 2017 and February 28, 2017 and issued to fourteen (14) vendors. Six (6) responses were received on March 8, 2017 and reviewed by Broaddus and Associates, Facilities Planning and Construction Educational Technologies, and the Purchasing Department.

The AV budget and proposed expenditures have been reviewed with the Facilities Committee and Broadus and Associates has confirmed the proposed expenditures are within the established budget.

Funds for this expenditure are budgeted in the Bond and Non-Bond Construction budget for FY 2016 – 2017.

C. Non-Bond Funded – Departmental Budget

7) Library Materials Moving Services (Renewal)

Renew the library materials moving services contract with **Library Design Systems, Inc.** (Houston, TX) for the period beginning June 29, 2017 through June 28, 2017, at an estimated cost of \$60,000.00.

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

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

Purpose – Library Services is requesting to renew the contract for library materials moving services to provide pending moving services for the Mid Valley, Starr County, and Nursing and Allied Health libraries. It will include materials moving services will be required for the movement of library collections in relation to the library bond construction and renovation projects described below:

- a. Mid-Valley Campus Library Renovation. Once the Mid-Valley Campus Library renovation is completed and available for occupancy, the portion of the library collection of approximately 29,500 books and audiovisual materials currently in storage elsewhere at the Mid-Valley Campus will be returned to the renovated library building (Building E) and shelved into compact shelving units in Library of Congress Classification order.

The portion of the collection of approximately 2,500 items currently in use at the temporary library location (Building A) will also be moved to the renovated library building and shelved in Library of Congress Classification order in the compact shelving units at that location. The four reference shelves at the temporary library location will be disassembled and transported to location designated and paid for by South Texas College.

- b. Starr County Campus Construction. Once Starr County Campus library building is available for occupancy, the collection of approximately 26,500 books and audiovisual materials will be transported from the existing library at the same campus to the new library and shelved into compact shelving units in Library of

Congress Classification order. The existing shelving at the vacated library will be disassembled and transported to a location designated and paid for by South Texas College.

- c. Nursing and Allied Health (NAH) Campus Construction. Once the library at the NAH building is completed and available for occupancy, the collection of approximately 5,000 books and audiovisual materials will be transported from the existing library at the same campus to the new library and shelved into compact shelving units in Library of Congress Classification order. This move will be coordinated another crew, representing the existing compact shelving manufacturer, who will be responsible for disassembling and transferring the compact shelving to the new NAH library location.

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

Background – The Board awarded contracts for library materials moving services at the June 28, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on June 29, 2017 through June 28, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/16	6/29/16 – 6/28/17	2 – one year options
1 st Renewal	4/25/17		6/29/17 – 6/28/18

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 Non-Bond M&O Taxes budget for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

The Finance, Audit, and Human Resources Committee recommended Board approval of the awards of proposals, rejections of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program as listed below:

A. Bond Funded	C. Non-Bond Funded – Departmental Budget
B. Bond and Non-Bond Funded	

A. Bond Funded

- 1) Food Service Equipment (Award):** award the proposal for food service equipment (updated) to **Edward Don & Company** (San Angelo, TX), at an estimated amount of \$1,467,881.99;
- 2) Starr County Campus Library AV Installation (Award):** award the Starr County Campus library AV installation to **SIT, LLC.** (Edinburg, TX), at an estimated amount of \$84,301.00;
- 3) Mid Valley Campus Workforce Training Center Expansion AV Installation (Reject):** reject the proposals for the Mid Valley Campus workforce training center expansion AV installation for Educational Technology due to possible design changes to the facilities;
- 4) Starr County Campus Workforce Training Center Expansion AV Installation (Reject):** reject the proposals for the Starr County Campus workforce training center expansion AV installation for Educational Technology due to possible design changes to the facilities;
- 5) Testing and Balancing Services for HVAC Systems – Bond (Renewal):** renew the testing and balancing services for HVAC systems contracts for the 2013 Bond Construction program, for the period beginning May 25, 2017 through May 24, 2018, with the following vendors:
 - a. **Engineered Air Balance Co., Inc.** (San Antonio, TX)
 - b. **National Precisionaire, LLC.** (Houston, TX)

B. Bond and Non-Bond Funded

- 6) Mid Valley Campus Library Expansion AV Installation (Award):** award the Mid Valley Campus library expansion AV installation to **Level 3 Audio Visual** (Mesa, AZ), at an estimated amount of \$85,898.64;

C. Non-Bond Funded – Departmental Budget

- 7) Library Materials Moving Services (Renewal):** renew the library materials moving services contract with **Library Design Systems, Inc.** (Houston, TX), for the period beginning June 29, 2017 through June 28, 2018, at an estimated amount of \$60,000.00;

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the awards of proposals, rejections of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) as presented.

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

The Board of Trustees approves and authorizes the awards of proposals, rejections of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) as presented.

Approval Recommended:

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

Review and Action as Necessary on Deletion of Existing Policy and Adoption of Proposed New Policy

Approval to delete an existing policy and adopt a proposed new policy is requested.

A Committee chaired by Paul Varville, Chief Administrator for Department of Public Safety, was created and includes staff from different departments of the College. The Committee reviewed the 84th Legislative Session, Senate Bill 11 (Campus Carry) and amendments to the Texas Penal Code and Government Code, along with Texas Attorney General Opinions, to ensure the college would be in compliance with the law. Twenty forums were held for students and employees at the five campuses to provide information on the law and encourage recommendations for gun free zones to be submitted on the college survey website. Subsequent to receiving one hundred and forty two recommendations, the committee consolidated them by locations and reviewed the recommendations with President's administrative staff, coordinated operations council, professional development counsel, and the faculty senate. The areas that have been recommended as gun free zones are as follows:

Temporary Exclusion:

- a. Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".

Permanent Exclusions:

- a. Achieve Early College High School - The concealed carry of handguns is prohibited on the premises of the Pecan Campus Achieve Early College High School to ensure safety to minors.
- b. Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.
- c. Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.
- d. Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.
- e. Other areas where contractual obligations prohibit concealed carry of handguns.
- f. Other areas prohibited by state or federal law.

The Finance, Audit, and Human Resources Committee recommended the deletion of existing Policy #6325: *Prohibition of Weapons* as follows:

A. Deletion

1. Delete Policy #6325: Prohibition of Weapons

- The proposed new Policy #6326: *Concealed Carry and Weapons on Campus* updates the requirements of deleted policy 6326, to be consistent with the new Campus Carry law.
- The Policy #6325: *Prohibition of Weapons*, would be deleted as of July 31, 2017.

The recommended gun free zones have been incorporated into the proposed new policy and are presented for approval as follows:

B. New

1. New Policy #6326: *Concealed Carry and Weapons on Campus*

- New policy is necessary to incorporate the 84th Texas Legislative Session Senate Bill 11 (Campus Carry) into South Texas College operating procedures effective August 1, 2017.
- The new policy will be effective on August 1, 2017.

The proposed new policy and the deleted policy follow in the packet for the Board's information and review.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the April 25, 2017 Board meeting, the proposed new Policy #6326: *Concealed Carry And Weapons on Campus*, and the deletion of Policy #6325: *Prohibition of Weapons*, as presented and which supersedes any previously adopted Board policy.

The Finance, Audit, and Human Resources Committee recommended Board approval to delete Policy #6325: *Prohibition of Weapons* effective July 31, 2017 and to adopt proposed new Policy #6326: *Concealed Carry and Weapons on Campus* effective August 1, 2017 as presented and which supersede any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the deletion of Policy #6325: *Prohibition of Weapons* effective July 31, 2017 and adoption of proposed new Policy #6326: *Concealed Carry and Weapons on Campus* effective August 1, 2017 as presented and which supersede 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 deletion of Policy #6325: *Prohibition of Weapons* effective July 31, 2017 and adoption of proposed new Policy #6326: *Concealed Carry and Weapons on Campus* effective August 1, 2017 as presented and which supersede any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Prohibition of Weapons	6325
Legal Authority	Texas Penal Code §46.03 Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 31, 2012 As Deleted by Board Minute Order Dated April 25, 2017	

Texas Penal Code §46.03(a) states, “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 pursuant to written regulations or written authorization of the institution;”. Texas Penal Code §46.03 (f) states, “It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a concealed handgun under Subchapter H, Chapter 411, Government Code.”

Pursuant to Texas Penal Code §46.03(a), South Texas College permits the following two exceptions to the prohibitions of Texas Penal Code §46.03:

Firearms which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs at shooting practice facilities that are not located on college property;
- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College; and
- of the caliber commonly used in the educational or training activity.

Batons and Tazers which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs; and
- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College.

Faculty, staff, and students participating in law enforcement training programs must obtain, and carry in their possession, advance written authorization from the Director of Security and the College President.

South Texas College prohibits a person from intentionally, knowingly, or recklessly possessing a firearm, illegal knife, club, firearm ammunition, or prohibited weapon listed in Section 46.05(a) of the Texas Penal Code, on the premises (as defined by law) or physical grounds of any campus or other property owned, leased, or controlled by the College, unless otherwise permitted by law.

The Director of Security is hereby authorized and directed to post appropriate notices on all College premises to notify all persons of this policy. The President of South Texas College is authorized to adopt guidelines reasonably necessary for the implementation of this policy.

~~Strikethrough denotes deletion~~
Italics denote addition

Manual of Policy

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order Dated April 25, 2017	

South Texas College is committed to providing a safe environment for students, employees, college affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas.

Subject to applicable Texas or federal laws, effective August 1, 2017, South Texas College shall allow individuals who hold a valid license to carry a concealed handgun (Concealed Handgun License or License to Carry) on land and in buildings owned or leased by South Texas College subject to the reasonable rules, regulations, and other provisions regarding the carrying of concealed handguns by license holders as established by the President of South Texas College and approved by South Texas College Board of Trustees.

The College President established these rules, regulations, and other provisions after consulting with South Texas College students, staff, and faculty regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The provisions do not generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns. The President may amend the provisions as necessary for campus safety. Any changes to this policy, shall be submitted to the Board of Trustees for approval.

This policy applies to all students, employees, college affiliates, and visitors of the college while on land or in buildings owned or leased by South Texas College. This policy does not apply to those individuals exempted by law.

License holders carrying a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. No handgun storage shall be provided for license holders.

At all times, the responsibility of maintaining ownership and control of a concealed handgun rests with the holder. A license holder is responsible for complying with the applicable state and federal laws.

State law strictly prohibits open carry of a handgun or other prohibited weapons on the campuses of an institution of higher education. Open carry of a handgun or unlicensed individuals carrying a handgun are not permitted on South Texas College campuses.

Policy Exclusion Zones

A license holder is prohibited from carrying a concealed handgun on the following premises.

Manual of Policy

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 2 of 4
Date Approved by Board	Board Minute Order Dated April 25, 2017	

Temporary Exclusion:

- a) *Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".*

Permanent Exclusions:

- a) *Achieve Early College High School - The concealed carry of handguns is prohibited on the premises of the Pecan Campus Achieve Early College High School to ensure safety to minors.*
- b) *Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.*
- c) *Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.*
- d) *Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.*
- e) *Other areas where contractual obligations prohibit concealed carry of handguns.*
- f) *Other areas prohibited by state or federal law.*

Effective notice under Section 30.06, Penal Code shall be provided for each of these premises.

Distribution of Rules, Regulations, or other Provisions

1. *South Texas College shall widely distribute the rules, regulations, or other provisions as required by law to the college students, faculty, and any college visitors including the publishing of the provisions on the College website and on student and employee handbooks.*

Manual of Policy

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 3 of 4
Date Approved by Board	Board Minute Order Dated April 25, 2017	

2. *South Texas College shall display, in conformance with state law, a notice both in English and Spanish, to the buildings/premises where a concealed handgun is prohibited.*
3. *All notices/signage and other documentation used to indicate Policy Exclusion Zones shall be approved by the College President.*
4. *Any individual who, without authorization, modifies or removes, tampers with, defaces any notice/signage provided under this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment or termination of a business relationship, and may be subject to criminal prosecution.*

Reporting Requirements

The President of South Texas College all submit a report by September 1st of each even numbered year to the legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of the campus carry policy, which explains the reasons the College has established the provisions. Any changes to this policy, shall be submitted by the College President to the Board of Trustees for approval in accordance with the timelines provided by state law.

Policy Violations

Any violations to South Texas College policy regarding the carrying or storage of firearms is considered an offense and may be subject to criminal prosecution under state law. Any individual who violates this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment, or termination of a business relationship.

Definitions

- a) *License Holder – “License Holder” means a person licensed to carry a handgun under Subchapter H, Chapter 411, Government Code.*
- b) *Handgun – “Handgun” means any firearm that is designed, made, or adapted to be fired with one hand.*
- c) *Concealed Handgun Carry – “Concealed Handgun Carry” means a handgun not openly discernable to the ordinary observation of a reasonable person.*

Manual of Policy

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 4 of 4
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- d) *Exclusion Zone – “Exclusion Zone” means any premise in which the carry of a concealed handgun is prohibited by virtue of Texas statute or these rules.*
- e) *Entry – “Entry” means the intrusion of the entire body.*
- f) *Notice – “Notice” means a sign or signs posted on the property or at the entrance to the building, reasonably likely to come to the attention of intruders, indicating that entry is forbidden.*
- g) *Minor – “Minor” means a person younger than 17 years of age.*
- h) *Campus – “Campus” means all land and buildings owned or leased by an institution of higher education. Gov’t Code 411.2031(a) (1), .2032.*
- i) *Premises – “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. Penal Code 46.03(c)(1), .035(f)(3); Gov’t Code 411.2031(a)(3).*
- j) *Firearm – A “firearm” is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. Penal Code 46.01(3).*
- k) *College Affiliates – “College Affiliates” includes, but not limited to, volunteers, contractors, contractor employees, governmental agency employees, vendors, independent contractors, independent contractor employees, service providers and all College visitors.*

The College will maintain guidelines and information including frequently asked questions, for reference which will be posted on the College website and may be obtained from the Department of Public Safety.

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

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2017 through August 31, 2018 is requested.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2017. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection indicates that, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (c) Tax Assessment and Collection indicates that, the tax assessor and tax collector shall receive compensation in an amount agreed on between the appropriate parties, but not to exceed two percent of the ad valorem taxes assessed. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 26, 2016, and the annual fee approved was \$98,304.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2017 will increase by 5% or by \$4,908.00 to \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fee increases charged by Hidalgo County during the period of FY 2009 – FY 2010 and FY 2017 – FY 2018. Also included is the percentage of the fee to the assessed levy.

Nine Year History of Fees for Hidalgo County Tax Assessment and Collection				
Year	Fee	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2017 - 2018	\$103,212.00	5%	Pending	Pending
2016 - 2017	\$98,304.00	0%	\$59,701,217.59	0.16%

2015 - 2016	\$98,304.00	0%	\$56,408,070.41	0.17%
2014 - 2015	\$98,304.00	5%	\$52,781,657.49	0.19%
2013 - 2014	\$93,626.00	0%	\$42,343,115.93	0.23%
2012 - 2013	\$93,626.00	0%	\$41,616,411.41	0.22%
2011 - 2012	\$93,626.00	0%	\$41,248,920.80	0.23%
2010 - 2011	\$93,626.00	5%	\$41,499,214.55	0.23%
2009 - 2010	\$89,167.20	0%	\$41,613,876.97	0.21%

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

Enclosed Documents – The Hidalgo County Collection of Taxes Contract follows in the packet for the Committee's information and review. The Inter-Local Cooperation Agreement for Tax Assessment and Collections follows in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2017 through August 31, 2018 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2017 through August 31, 2018 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 Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2017 through August 31, 2018 as presented.

Approval Recommended:

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

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



March 23, 2017

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

Ms. Shirley A Reed, M.B.A., Ed. D, President
South Texas College
P.O. Box 9701
McAllen, Tx. 78502

Dear Ms. Reed,

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised the fee for the taxable year 2017 will be \$103,212.00, effective September 1, 2017.

Increase in fee is due to the increase of accounts in your district for this year.

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

Sincerely,

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

XC: Hon. Ramon Garcia
Hidalgo County Judge

Hon. Ray Eufracio
Hidalgo County Auditor

ACCEPTED & AGREED:



Printed name and Title

2804 S. Bus. Hwy 281 • Edinburg, Texas 78539

STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**AMENDMENT TO
INTERLOCAL COOPERATION AGREEMENT
FOR TAX ASSESSMENT AND COLLECTION**

This **AMENDMENT** to the **INTERLOCAL COOPERATION AGREEMENT FOR TAX ASSESSMENT AND COLLECTION**, hereinafter referred to as “**AGREEMENT**” is made on this the _____ day of _____ by and between South Texas College, formally the South Texas Community College District, hereinafter referred to as “**STC**,” and the County of Hidalgo, hereinafter referred to as “**COUNTY**”, pursuant to the provisions of the Texas Interlocal Cooperation Act, hereinafter referred to as “**ACT**”, as follows:

WHEREAS, on or about March 11, 1996, **COUNTY** entered into an **AGREEMENT** **STC** for the consolidation of the assessment and collection of property taxes; and

WHEREAS, **COUNTY** and **STC**, now desire to amend the **AGREEMENT** hereinafter provided.

NOW THEREFORE, for and in consideration of the terms and provisions set forth herein, for good valuable consideration, the receipt and sufficiency of which are hereby acknowledged he purpose stated herein, **COUNTY** and **STC** hereby agree to the following amendments to the **AGREEMENT**:

1. Section III. DESCRIPTION OF SERVICES, 1.F is hereby amended and modified as follows:

“1. Disburse tax monies received at County Tax Office during the months of October through January no later than the 5th business day, and during other months of the year, on a weekly basis or sooner in the event tax revenues equal or exceed \$100,000.00, pursuant to the Lockbox Processing Agreement attached hereto as Exhibit A and incorporated herein for all purposes.”

2. Section V DELINQUENT TAXES, subsection 2. is hereby amended and modified as follows:

“ 2. Pursuant to Tax Code Subsection (c), Section 6.30, the District has entered into a contract with a law firm to represent STC in the enforcing and collecting of delinquent taxes. The attorney’s compensation is set forth in the contract. Upon formal written request from STC, the COUNTY may withhold attorney compensation fees from daily collections and disburse directly to the law firm on a monthly basis.”

3. Section VI CONSIDERATION, subsection 1. is hereby amended and modified as follows:

“ 1. STC hereby agrees to pay and the COUNTY agrees to accept a fee of \$103,212.00 of all current and delinquent base taxes collected from September 1st through August 31st. For subsequent years after reviewing actual collection costs, COUNTY will submit to STC, prior to May 1st, the fee for the following year. In no event will the cost increase by more than five percent (5%) per year. STC will have until June 1st to accept the recommended fee.”

4. Section VI CONSIDERATION, subsection 2. is hereby amended and modified as follows:

2. COUNTY will be paid by deducting the fee at the rate of \$8,601.00 from monthly collections and will submit Monthly Collections Reports. For following years, if the fee changes, the COUNTY will be paid by deducting the fee at the rate of 1/12th collection fee from monthly collections and will submit Monthly Collections Reports.

Except as amended and modified herein, all terms and conditions of the AGREEMENT, as amended remain in full force and effect and the COUNTY and STC ratify and confirm the terms and provisions of the AGREEMENT as amended.

WITNESS THE HANDS OF THE PARTIES effective as of the date and year first written above.

Approved by Commissioners Court on the _____ day of _____, 2017.

SOUTH TEXAS COLLEGE

BY: _____
Dr. Alejo Salinas, Jr.
Chair, Board of Trustees

ATTEST:

Jesse Villarreal
Secretary, Board of Trustees

HIDALGO COUNTY

By: _____
Ramon Garcia
Hidalgo County Judge

ATTEST:

Arturo Guajardo Jr.
Hidalgo County Clerk

Review and Action as Necessary on External Auditor Services

Approval to award a contract for external auditor services for the fiscal year ending August 31, 2017, with four (4) one-year renewal options to Carr, Riggs & Ingram, LLC (McAllen, TX) is requested.

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

Justification – The external auditors start the interim audit work related to the financial audit prior to fiscal year end, therefore the College is proposing the selection of an external auditor at this time.

Background – On January 26, 2017, South Texas College was notified by Long Chilton, LP. that they would be operating under a new name due to a merger. The current contract was no longer subject for renewal because Long Chilton, LP. was no longer operating under its originally awarded name therefore a new solicitation for qualification was required.

Requests for qualifications for external auditor was advertised in the local newspaper on February 27, 2017 and March 6, 2017, and four (4) requests for qualifications were mailed to the following firms:

- Burton McCumber & Cortez, LLP. (McAllen, TX)
- Hart, Silva & Co. (McAllen, TX)
- Carr, Riggs & Ingram, LLC. (McAllen, TX)
- Pattillo, Brown & Hill, LLP. (Brownsville, TX)

Three (3) responses were received on March 23, 2017 from the following firms:

- Burton McCumber & Cortez, LLP (McAllen, TX)
- Carr, Riggs & Ingram LLC. (McAllen, TX)
- Pattillo Brown and Hill, LLP (Brownsville TX)

Carr, Riggs & Ingram, LLC (former Long Chilton, LLP) listed David Segovia, CPA, CVA as the audit engagement partner and Ruben Moreno, CPA as the Audit Partner. Mr. Moreno has served as the engagement partner for twelve years prior to Mr. Segovia. Carr, Riggs & Ingram, LLC (former Long Chilton, LLP) has performed the College's annual financial audit since FY 1994-1995.

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2016-2017 budget and in the FY 2017-2018 budget, pending Board approval of the budget.

Reviewers - Responses were reviewed by the Vice President for Finance and Administrative Services, Business Office and Purchasing Department.

Enclosed Documents - Included in this packet for consideration and review are the following materials:

1. External Auditor Qualification Summary
2. Evaluation Summary
3. Sample Request for Qualifications
4. Blank Evaluation Form

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

After further review and discussion of the information provided at this meeting, it is requested that the Finance, Audit, and Human Resources Committee make a recommendation on the selection of external auditor services for Board approval at the April 25, 2017, Board Meeting for the first contract period.

The Finance, Audit, and Human Resources Committee recommended Board approval to contract external auditor services with Carr, Riggs & Ingram, LLC for the first contract period.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting external auditor services with Carr, Riggs & Ingram, LLC for the first contract period.

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

The Board of Trustees approves and authorizes contracting external auditor services with Carr, Riggs & Ingram, LLC for the first contract period.

Approval Recommended:

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



SOUTH TEXAS COLLEGE

South Texas College
PURCHASING DEPARTMENT
P. O. BOX 9701
MCALLEN, TX 78502-9701

REQUEST FOR QUALIFICATIONS

RFQ NUMBER
16-17-1053

RESPONSES MUST BE RECEIVED BEFORE:
3:00 PM, March 23, 2017

If by US Postal Service, Mail to: South Texas College Purchasing Department P.O. Box 9500 McAllen, TX 78502-9500	Hand Deliver or Express Mail (Overnight, 2nd day, etc) to: South Texas College Purchasing Department 3200 W. Pecan Blvd., Bldg. N, Ste 145 McAllen, TX 78501
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Show RFQ Number on Return Envelope

NOTE: Responses must be time stamped at **South Texas College Purchasing Department** before the hour and date specified.

The statement of qualifications shall be submitted in a sealed envelope plainly marked with the name and address of the entity submitting a response. It shall include the following information: **EXTERNAL AUDITOR** plus the RFQ number and the due date and time given above.

SECTION 1 INTRODUCTION

1.1 **Background on South Texas College**

South Texas College ("STC") is a comprehensive community college serving the counties of Hidalgo and Starr in South Texas. It has five campuses, including three which are in McAllen: the Pecan Campus, the STC Technology Campus, the Nursing and Allied Health Campus; the Mid-Valley Campus in Weslaco; and the Starr County Campus in Rio Grande City. Established in 1993, STC serves an area with an estimated population of 842,621 and has an enrollment of approximately 40,000. It offers more than 100 degree and certificate programs. STC is accredited by the Southern Association of Colleges and Schools as well as by numerous program agencies and organizations.

For fiscal year ending August 31, 2016, unrestricted and restricted current fund expenditures and transfers are budgeted at \$254,305,386. South Texas College employs approximately 1,435 full-time and part-time faculty and staff. Plant fund indebtedness includes bonds payable of \$16,905,000 as of August 31, 2016.

Eligible students receive financial aid, including Pell, Supplemental Educational Opportunity, Texas Public Educational, and State Student Incentive Grants; Scholarships and College Work/Study. Total operating revenues for fiscal year 2016 were \$38,783,714. In addition, state allocations and maintenance tax revenues amounted to \$46,077,235 and \$46,781,602, respectively. There were 40,649 students in the College during the Fall 2015 semester.

1.2 **Purpose and Objectives**

STC is soliciting a statement of qualifications from interested firms for the Financial and Compliance Audit. The selected firm will provide services as an independent contractor to audit procedures requested and outlined by the STC Board of Trustees. All responses must address the requirements, terms, and conditions as set forth in this Request for Qualifications.

The purpose of these services shall be to provide the STC Board of Trustees with reasonable assurance that the assets of South Texas College are safeguarded against loss from unauthorized use or disposition; that all transactions are executed in accordance with the General Accepted Accounting Principals; that all federal and state funds, grant funds, and all other restricted funds are managed in accordance with applicable statutes and constraints; and that all transactions are done in compliance with STC Policies and Procedures as adopted by the Board of Trustees.

A contract awarded as a result of this solicitation shall be for a period of one year, with an option to renew for four additional one-year periods.

SECTION 2 SCOPE OF SERVICES

2.1 Services

The successful respondent to this solicitation shall be required to provide the annual Financial and Compliance Audit for South Texas College. The scope of services is as follows:

- A. Audit financial statements and schedules, including the Schedule of Expenditures of Federal Awards, prepared in conformity with generally accepted accounting principles for Colleges and Universities as prescribed by the American Institute of Certified Public Accountants (AICPA), the National Association of College and University Business Officers (NACUBO), and the Texas Higher Education Coordinating Board (THECB). The audit report will express an audit opinion as to the fairness of the presentation of the College District's overall financial statements for all funds including, but not limited to Unrestricted and Restricted Current Funds, Loan Funds, Endowment Funds, Plant Funds and Agency Funds.
- B. Test compliance with applicable laws and regulations of major federal financial assistance programs and report thereon, including disclosure of instances of noncompliance. The audit will include examination of a representative sample of charges made to federal grants and programs in order to ascertain whether the programs are being properly administered and whether such charges fall within the grant and programs guidelines. Such audit will include all federal direct and passthrough grants and contracts.
- C. The audit will comply with the standards for financial audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions issued by the U.S. General Accounting Office; the Single Audit Act of 1984; Office of Management and Budget Circular *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F-Audit Requirements (formerly A-133); Audits of State and Local Governments; the U.S. Department of Education, Office of Inspector General, Student Financial Assistance AUDIT GUIDE; the U.S. Department of Education The Blue Book, the DHHS Manual for Recipients Financed under the Payment Management System (PMS); and any other pertinent federal grantor publications. Special attention should be given to state rules and regulations in the Texas School Law Bulletin and rules and regulations prescribed by the Texas Higher Education Coordinating Board. Test compliance of management controls on investments and adherence to established investment policies as required under the Public Funds Investment Act of 1987, as amended (Government Code Chapter 2256, as amended).
- D. Be available as a resource to the college staff while preparing the financial statements and any supplemental schedules for the fiscal years ending August 31, 2017; August 31, 2018; August 31, 2019; August 31, 2020; August 31, 2021.
- E. Perform a study and evaluation of the College District's internal accounting and administrative controls, including additional tests as required by the Single Audit Act for major federal financial assistance programs, and prepare a management report which shall include findings, observations, opinions, comments or recommendations with regard to internal control, accounting systems, compliance with laws, and rules and regulations that come to the attention of the auditors during their examination. The auditors shall evaluate and report their assessment of the condition of the College District's accounting records and system.
- F. Present the audit report and management report to the Board of Trustees during the regularly scheduled November or December board meeting each year. At a minimum, the audit report shall contain all of the financial statements, notes, schedules and all reports required by OMB

Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133) and the Texas Higher Educative Coordinating Board.

- G. The College District will require any reports and letters from the auditor in electronic format suitable for duplication.
- H. The audit firm will retain working papers, audit programs, and other documents prepared or obtained during the course of the, audit for a minimum of seven years, or for a longer period where conditions of exceptions exist. The audit firm selected shall meet with federal, state, or other auditors as requested and make available all the aforementioned documents to said auditors for examination upon request.

2.2 Audit Report

A draft of the audit report and report to management shall be ready for preliminary review by the Vice President for Finance and Administrative Services by November 1st of each year. An exit conference will be held between the audit firm and the STC administration after the financials have been approved by the Board each year.

Copies of the completed audit and management reports will be delivered by the Vice President for Finance and Administrative Services for distribution to the Board of Trustees by seven working days prior to the Board Meeting of each year.

Reports to be issued:

- Financial Statements – fair presentation in accordance with Generally Accepted Accounting Principles (GAAP)
- Internal Control Structures in Accordance with Government Auditing Standards (GAS)
- Compliance with Applicable Laws
- Internal Control Structure & Financial Aid for Federal {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} & State (Single Audit)
- Compliance with Applicable Laws and Regulations for Financial Aid, Federal {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} & State (Single Audit)
- Any other reports required by law.

SECTION 3

INSTRUCTIONS AND RESPONSE REQUIREMENTS

3.1 Acceptance of Submittals

- A. STC reserves the right to accept or reject any or all responses, to waive informalities and minor technicalities, or to cancel this RFQ in part or in its entirety, according to what is in the best interest of STC.
- B. All responses must comply with the following criteria:
 - 1. Shall be timely delivered only to the address and office indicated by this RFQ. Responses delivered to any other office within STC will not be considered as having been submitted until the same is routed to the proper address and office, and STC shall have no obligation or duty to timely route such mis-delivered response;
 - 2. Shall be delivered in plain-colored, sealed, envelope that is properly addressed and labeled; and
 - 3. Shall be signed in blue or black ink by the person with authority to bind the respondent to a contract with STC.
- C. Respondents submitting responses through the U.S. Mail or private courier services do so at their own risk that the submittal document may be delivered to the incorrect address and/or office or after the deadline for submittal.
- D. Responses submitted after the deadline shall not be accepted, and any response received after the deadline shall be returned unopened to the respondent.
- E. All submittals will become the property of STC, whether or not a contract is awarded.

3.2 Preparation Instructions

- A. Responses shall be prepared simply and economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on completeness, clarity of content and responsiveness to the requirements.
- B. Qualification Statements must be typed or printed on letter size (8-1/2 x 11) white paper suitable for copies.
- C. Respondents must submit one original and two (2) copies, of the complete response.

3.3 Submittal Documents

The following documents, at a minimum, must be included as part of your proposal:

- A. Statement of Qualifications that addresses items in Section 4
- B. Execution of Offer (Section 5)
- C. Notification of Criminal History (Section 6)
- D. Conflict of Interest Questionnaire (Section 7)

3.4 Validity Period

Responses are to be valid for a minimum of sixty (60) days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

3.5 Submittal Deadline and Location

- A. All responses must be received by STC no later than **3:00 PM, March 23, 2017.**
- B. Submit responses to:

If by US Postal Service, Mail to: South Texas College Purchasing Department P.O. Box 9500 McAllen, TX 78502-9500	Hand Deliver or Express Mail (Overnight, 2nd day, etc) to: South Texas College Purchasing Department 3200 W. Pecan Blvd., Bldg. N, Ste 145 McAllen, TX 78501
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3.6 STC Contacts

Any questions or concerns regarding this Request for Qualifications shall be directed to:

Becky Cavazos
Director of Purchasing
3200 W. Pecan Blvd., Bldg N, Ste 145
McAllen, Texas 78501
956-872-4681
Email: beckyc@southtexascollege.edu

Fernando Lamas
Associate Director of Purchasing
3200 W. Pecan Blvd, Bldg N, Ste 145
McAllen, Texas 78501
956-872-4683
Email: flamas@southtexascollege.edu

STC specifically requests that Respondents restrict all contact and questions regarding this RFQ to the above named individual(s).

3.7 Open Records

Information, documentation and other materials submitted in response to this solicitation shall be subject to public disclosure under the Texas Public Information Act (Texas Government code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

3.8 Award of Contract

STC is requesting responses to this RFQ with the intent to award a contract for the requirements contained herein. However, STC is not obligated to award a contract under this solicitation and reserves the right to reject any and all response. STC shall reserve the right to award a contract for all or any of the requirements in this RFQ, to award multiple contracts, or to not award any contract, according to what is in the best interest of STC.

SECTION 4 STATEMENT OF QUALIFICATIONS

Respondents must submit a Statement of Qualifications that addresses the following minimum requirements.

4.1 Company Information

- A. Include the full, legal name of the company; the number of years in business; type of organization (Individual, Partnership, Corporation, Etc.); number of employees.
- B. Describe your organization, including lines of authority and communications.
- C. Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis), which indicates the financial stability of your company.

4.2 Narrative

Include a brief narrative of your experience and expertise relating to the scope of services as requested in Section 2 of this RFQ.

Address any experience your firm has in the following areas:

- Single audit {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} requirements (both financial and compliance) and associated preparation
- Governmental Accounting Standards Board (GASB) Statements
- Government Auditing Standards
- Auditing Institutions of Higher Education

4.3 Respondent Qualifications

Respondent must meet the following minimum qualifications:

- Must have conducted auditing services for at least five years
- Must be a properly licensed certified public accountant
- Must be in good standing and will not have any disciplinary actions with the Texas Board of Public Accountancy or the American Institute of Certified Public Accountants
- Meets the independence requirements promulgated by the U.S. Government Accountability Office and the American Institute of Certified Public Accountants

4.4 References

Provide a customer reference list of no less than five (5) organizations with whom you currently have a contract to provide services of equal type and scope as requested herein. The reference list is to include company name, contact person, telephone number, email address and length of business relationship. References involved in higher education are preferred.

4.5 Questionnaire

- A. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with STC.
- B. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- C. Does any relationship exist whether by relative, business associate, capital funding agreement or any other type of relationship between your company and any STC employee or member of the STC Board of Trustees?

- D. Include resumes indicating the qualifications of the staff that would be assigned to perform the work for STC. State the names of the person(s) authorized to make firm representations and bind the firm.
- E. Provide a statement concerning the independence of the firm, including direct and indirect financial interest and the relationship of the proposed audit team to employees of STC and any members of the STC Board of Trustees.
- F. Provide documentation on the continuing education acquired, in the past three years, by all staff who will be involved in the audit.
- G. Provide the names and qualifications of outside specialists and consultants, if any, who will assist the firm in providing services.
- H. Describe and provide documentation on the firm's internal quality control system.
- I. Describe and provide documents on the firm's participation in, and results, of its external quality control review program. State whether the firm has received an unqualified report. Include the name of the external quality control review organization of which the firm is a member and the length of the membership.

SECTION 5
EXECUTION OF OFFER

In compliance with this solicitation, and subject to all the conditions herein, the undersigned offers to provide the requested services. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contract, and the Respondent may be removed from STC vendor lists.

By signature hereon, Respondent acknowledges and agrees that 1) this RFQ is a solicitation for Qualification Statements and is not a contract or an offer to contract; 2) the submission of a Statement of Qualifications by Respondent in response to this RFQ will not create a contract between STC and Respondent; 3) STC has made no representation or warranty, written or oral, that one or more contracts with STC will be awarded under the RFQ; and 4) Respondent shall bear, at its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

By signature hereon, a corporate Respondent hereby certifies that it is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

By signature hereon, the Respondent hereby certifies that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

By executing this offer, Respondent affirms that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

By the signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

1. Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the term, conditions and requirements of the RFQ;
2. Respondent has the necessary experience, knowledge, abilities, skills and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
3. Respondent is aware of, if fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances affecting the services required in this RFQ;
4. Respondent understands 1) the requirements and specifications set forth in this RFQ and 2) the terms and conditions under which Respondent will be required to operate;
5. Respondent, if selected by STC, will maintain insurance as required by the contract;
6. All statements, information and representations prepared and submitted in response to the RFQ are current, complete, true and accurate. Respondent acknowledges that STC will rely on such statements, information and representations in selecting the successful Respondent. If selected by STC as the successful Respondent, Respondent will notify STC immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of this solicitation is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

By signature hereon, Respondent affirms that he has not prepared, or assisted in the preparation of, the specifications or other requirements for this solicitation.

Proposal must include Taxpayer Identification Number, full firm name and address of Respondent. Failure to manually sign proposal will disqualify it. The person signing the proposal should show title or authority to bind his/her firm in contract.

Taxpayer Identification Number: _____

Respondent/Company: _____

Signature: _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

SECTION 6
NOTIFICATION OF CRIMINAL HISTORY

**THIS FORM MUST BE COMPLETED,
SIGNED, AND RETURNED WITH
STATEMENT OF QUALIFICATIONS**

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states
“ a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “ a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

☐ A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

SIGNATURE OF COMPANY OFFICIAL _____

☐ B. My firm is not owned nor operated by anyone who has been convicted of a felony.

SIGNATURE OF COMPANY OFFICIAL _____

☐ C. My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:
Name of Felon(s) _____

Details of Conviction(s) _____

SIGNATURE OF COMPANY OFFICIAL _____

SECTION 7 CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	
<div style="border: 1px solid black; padding: 2px;"> 1 Name of person who has a business relationship with local governmental entity. </div>		
<div style="border: 1px solid black; padding: 2px;"> 2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.) </div>		
<div style="border: 1px solid black; padding: 2px;"> 3 Name of local government officer with whom filer has employment or business relationship. </div> <div style="text-align: center; margin-top: 10px;"> _____ Name of Officer </div> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<div style="border: 1px solid black; padding: 2px;"> 4 </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> _____ Signature of person doing business with the governmental entity </div> <div style="width: 45%;"> _____ Date </div> </div>		

Adopted 06/29/2007

SECTION 8

EVALUATION CRITERIA FOR AWARD

8.1 Evaluation Criteria

STC will utilize an evaluation team for the evaluation of responses. The evaluation team will evaluate responses based on the criteria set forth below:

- A. The Respondent's demonstrated ability to perform the services requested.
- B. The qualifications and experience of the Respondent's staff.
- C. The quality of references from past customers of Respondent.
- D. The Respondent's experience as an auditor, particularly for institutions of higher education.

8.2 Contract Award Process

STC will evaluate responses and rank respondents based on the total points received for the above listed criteria. STC will attempt to negotiate a contract with the top-rated respondent. If STC is unable to negotiate a contract with the top-rated respondent, STC will terminate negotiations and begin to negotiate a contract with the next highest rated respondent. This process will continue until a contract is awarded.

SECTION 9

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions shall be made a part of and govern any contract resulting from this Request for Qualifications.

9.1 Time of Performance

Time is of the essence in the rendering of services hereunder. Contractor agrees to perform all obligations and render services set forth in the requirements in this Contract.

9.2 Acceptance of Products and Services

All products furnished and all services performed under this Contract shall be to the satisfaction of STC and in accordance with the scope of work, specifications, terms, and conditions of the Contract. STC reserves the right to inspect the products furnished or the services performed, and to determine the quality, acceptability of such products and services.

9.3 Default and Termination

- a. In the event of substantial failure by a party to perform in accordance with the terms hereof, the other party may terminate this Contract upon ten (10) days' written notice of termination stating the nature of the failure (the termination shall not be effective if the failure is fully cured prior to the end of the ten-day period), provided that said failure is through no fault of the terminating party.
- b. STC may terminate this Contract for convenience by giving thirty (30) days' written notice to Contractor. In no event shall termination under this section give rise to any liability on the part of STC. STC's sole obligation hereunder is to pay Contractor for services/products provided under this Contract prior to the date of termination.
- c. Termination under section a. and b. above shall not relieve the Contractor or any of its employees of liability for violations of this Contract or any act or omission of the Contractor.

9.4 Indemnification

To the fullest extent permitted by applicable law, the Contractor agrees to indemnify, protect and hold harmless STC from and against all claims, damages, losses, causes of action, suits or judgments arising out of, caused by, or resulting from the Contractor's violation of the Rules of Professional Conduct of the Texas State Board of Public Accountancy or by any negligent act or omission of the Contractor.

9.5 Compliance with Law

Contractor is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, and all other applicable laws and regulations.

9.6 Payments

Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with the State of Texas Prompt Payment Act, Chapter 2251, Government Code VTCA.

9.7 Contract Amendments

The Contract may be amended within the Contract period by mutual consent of the parties. No modifications or amendments to the Contract shall become valid unless in writing and signed by both parties.

9.8 Independent Contractor Status

Contractor recognizes that it is engaged as an independent contractor and acknowledges that STC will have no responsibility to provide transportation, insurance or other fringe benefits normally associated with employee status. Contractor, in accordance with its status, agrees that it shall conduct itself consistent with such status, that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of STC, and that it will not by reason make any claim, demand or application to or for any right or privilege applicable to an officer, partner, employee or agent of STC.

9.9 Non-Disclosure

Contractor and STC acknowledge that they or their employees may, in the performance under this Contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organization except as necessary to perform under the terms of the Contract or as required by law.

9.10 Publicity

Contractor agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of STC's name in connection with any sales promotion or publicity event without the prior express written approval of STC.

9.11 Non-Waiver of Defaults

Any failure of STC at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of STC at any time to avail itself of same.

9.12 Force Majeure

If either STC or Contractor is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder, or give rise to any claim for damages.

9.13 Severability

If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

9.14 Governing Law

This contract and all of the rights and obligations of the parties and all of the terms and conditions shall be construed, interpreted and applied in accordance with and governed by the laws of the State of Texas.

9.15 Assignment

The contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of STC.

9.16 Insurance

Contractor shall carry insurance coverage in the below listed types and amounts for the term of the contract.

- | | | |
|----|------------------------------------|------------------------------------------------------|
| A. | Worker's Compensation | Statutory |
| B. | Comprehensive General Liability | \$1,000,000 each occurrence
\$1,000,000 aggregate |
| C. | Comprehensive Automobile Liability | |
| | 1) Bodily Injury | \$500,000 each person
\$500,000 each occurrence |
| | 2) Property Damage | \$300,000 each occurrence |
| D. | Professional Liability | \$1,000,000 |

SECTION 10
LISTING OF INFORMATION AVAILABLE BY WEBLINK

10.1 Comprehensive Annual Financial Reports

<http://finance.southtexascollege.edu/businessoffice/cafr.html>

10.2 South Texas College Policies

<http://admin.southtexascollege.edu/president/policies/index.html>

10.3 Annual Budget

http://finance.southtexascollege.edu/businessoffice/budget_download.html

PROPOSAL EVALUATION FORM

PROJECT OR RFP NAME & NUMBER: EXTERNAL AUDITOR RFQ# 16-17-1053

VENDOR NAME: _____

EVALUATOR NAME: _____
Printed name Signature

No STC employee may perform an evaluation on a proposal if a relationship exists whether by relative, business associate or capital funding agreement between him/her and the entity/individual being evaluated. By signature hereon, the evaluator acknowledges that no such relationship exists.

FACTORS	Weight Points	Score
1. The respondent's demonstrated ability to perform the services requested	25	_____
2. The qualifications and experience of the Respondent's staff	25	_____
3. The quality of references from past customers of Respondent.	25	_____
4. The Respondent's experience as an auditor, particularly for institutions of higher education.	25	_____
TOTAL POINTS		_____

**SOUTH TEXAS COLLEGE
EXTERNAL AUDITOR
PROJECT NO. 16-17-1053 -- SUMMARY**

VENDOR	Burton McCumber & Cortez, LLP.	Cart, Riggs & Ingram, LLC.	Pattillo Brown and Hill, LLP.
ADDRESS	205 Pecan Blvd	4100 N 23rd St	765 East 7th St
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	Brownsville, TX 78520
PHONE	956-681-2300	956-686-3701	956-544-7778
FAX	956-618-2333	956-686-6830	956-544-8465
CONTACT	Ricky Longoria	David Segovia	Carlos H. Cascos
Firm Information	<ul style="list-style-type: none"> Indicated 35 years of experience Office in McAllen and Brownsville Employ approximately 45 staff Six partners Listed membership in several professional associations including AICPA, AICPA GAQC, TSCPA, and Association of Certified Fraud Examiners Last peer review was in June 2014 (pass) 	<ul style="list-style-type: none"> Firm established in 1951 Offices in McAllen, Harlingen and Brownsville Employ approximately 94 staff Ten partners: 4-McAllen; 2-Harlingen; 4-Brownsville Listed membership in several professional associations including AICPA, TSCPA, TASBO, GFOA and Association of Certified Fraud Examiners Last peer review was in June 2013 (pass) 	<ul style="list-style-type: none"> Regional Firm established in 1923 Office in Brownsville, Waco Employ approximately 120 staff (nation wide) Eight partners Listed membership in several professional associations including AICPA, TSCPA, GFOSRV and Institute of Internal Auditors Last peer review was in May 2016 (pass)
Governmental Experience	<ul style="list-style-type: none"> Did not specifically list out their clients, however did list South Texas College and ten governmental entities in the area, embedded within their resumes. 	<ul style="list-style-type: none"> Listed South Texas College and five other higher education entities and two education related entities. Provided list of additional clients that includes nine school districts and 25 governmental entities that includes cities, counties and other special districts in the area. 	<ul style="list-style-type: none"> Provided list of clients that includes three colleges, 27 school districts and 103 governmental entities that includes cities, counties and other special districts around Texas.
Audit Approach	<ul style="list-style-type: none"> Provided detailed plan on approach to audit for general audit, internal controls and compliance that includes the following: <ol style="list-style-type: none"> Planning Phase Interim Fieldwork/Samples Report Issuance and Closure Timeline of Services Assist in preparing Data Collection Form (Federal Audit Clearinghouse) Report on Internal Controls and Compliance Will perform audit in accordance with Government Auditing Standards of Comptroller General, the Single Audit Act, and the provisions of Uniform Guidance. Audit will be conducted out of the McAllen office. 	<ul style="list-style-type: none"> Provided detailed plan on approach to audit that includes the following: <ol style="list-style-type: none"> Planning Phase Interim Fieldwork/Samples Year-End Audit Report of Issuance and Closure Timeline of Services Report on Internal Controls Will perform audit in accordance with Government Auditing Standards of Comptroller General, the Single Audit Act, OMB Circular Requirements, State of Texas Single Audit Circular, Us Department of Education Blue Book, DHHS Manual, Student Financial Assistance Audit Guide, NACUBO and Texas Higher Education Coordinating Board guidelines Will test compliance under the Public Funds Investment Act Besides audit work, they indicated that they are available for year-round questions and consultation Audit will be conducted out of the McAllen office. 	<ul style="list-style-type: none"> Provided detailed plan on approach to audit that includes the following: <ol style="list-style-type: none"> Preliminary Audit Planning Interim Fieldwork Audit Fieldwork Final Review and Audit Conclusion Will perform audit in accordance with Generally Accepted Auditing Standards by the AICPA, US General Accounting Office's Government Auditing Standards and OMB Uniformed Guidance + others. Audit will be conducted out of the Brownsville office, and Waco office will manage the engagement.

**SOUTH TEXAS COLLEGE
EXTERNAL AUDITOR
PROJECT NO. 16-17-1053 -- SUMMARY**

VENDOR	Burton McCumber & Cortez, LLP.	Carr, Riggs & Ingram, LLC.	Patillo Brown and Hill, LLP.
References	<ul style="list-style-type: none"> • City of Mission • County of Hidalgo • Hidalgo County Drainage District #1 • Hidalgo County Regional Mobility Authority • Hidalgo County HeadStart Program 	<ul style="list-style-type: none"> • South Texas College • Rio Grande Valley - Linking Economic and Academic Development • Valley Initiative for Development and Advancement • Listed 30+ additional reference, which include higher education, school districts, cities and other special districts. 	<ul style="list-style-type: none"> • Texas Southmost College • Victoria College • Brownsville ISD • United ISD • Edinburg CISD • Raymondville ISD • Los Fresnos ISD • Raymondville ISD
Staff Assigned to Perform Work	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> • Ricky Longoria, CPA, CFE – Engagement Partner (30+ years) • Ben Pena, CPA, CFE – Quality Assurance Partner (20+ years) • Adel Felix, CPA, CFE, – Manager (13 + years) • Grace De Leon, CPA, CFE – Manager • Luis Lopez, CPA, CFE – Senior In-charge (7+ years) • Joshua Longwell, CPA – Staff (6+ years) • Esteban Acevedo – Staff 	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> • David Segovia, CPA, CVA – Engagement Partner (15+ years) • Ruben Moreno, CPA – Audit Partner (30+ years) • Rance G. Sweeten, CPA, CFE, CVA, CFF – Audit Partner (30 + years) • Charles Fankhauser, CPA, CGMA – Principal (28+ years) • Aaron Rios, CPA – Manager 	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> • Carlos H. Cascos, CP, – Engagement Partner (31+ years) • Paula Lowe, CPA – Concurring Partner (17+ years) • Nicole Bradshaw, CPA – Manager (8+ years) • Don Abel, CISSP, CISA, CRISC, MCP – IT Specialist (16+ years) • Antonio Juarez, Ed.D, CIA, CPA– Audit Manager (20+ years) • Victor Barron, – Senior Auditor (15+ years) • Staff auditors with experience working on governmental audits
Resumes	Provided brief profiles on staff named above (except for Grace De Leon and Esteban Acevedo), which included their education, years of audit experience and continuing education classes.	Provided brief profiles on all staff named above in addition to additional staff member, which included their education and years of audit experience.	Provided brief profiles on all staff named above, which included their education, years of audit experience and continuing education classes.
Independence Statement	Submitted statement of independence requirements of the Government Auditing Standards.	Submitted statement of independence requirements of the Government Auditing Standards. Indicated that they take steps to ensure that staff meet independence standards.	Submitted statement of independence to South Texas College.
Continuing Education	<ul style="list-style-type: none"> • Follow the continuing education requirements of the “Yellow Book” and Government Auditing Standards for all partners and professional staff. • Provided list of specific continuing education classes taken by all member of audit team listed above, except for Grace De Leon and Esteban Acevedo. 	<ul style="list-style-type: none"> • Firm requires that all professional staff receive minimum of 48 hours of continuing education annually. • Follow the continuing education requirements of the “Yellow Book” and Government Auditing Standards for all partners and professional staff 	<ul style="list-style-type: none"> • Firm requires that all professional staff receive minimum of 40 hours of continuing education annually. • Provided list of specific continuing education classes taken by all member of audit team listed above
Quality Control and Peer Review	<ul style="list-style-type: none"> • Received an unqualified opinion on the most recent peer review in 2014. Copy of report was attached. 	<ul style="list-style-type: none"> • Has a “Quality Control Document” to assure compliance with auditing standards. • Received an unqualified opinion on the most recent peer review in 2013. Copy of report was attached. 	<ul style="list-style-type: none"> • Received an unqualified opinion on the most recent peer review in 2016. Copy of report was attached.
Total Evaluation Points	75.75	93.25	83.5
Ranking	3	1	2

**SOUTH TEXAS COLLEGE
EXTERNAL AUDITOR
PROJECT NO. 16-17-1053
EVALUATION SUMMARY**

VENDOR	Burton McCumber & Cortez, LLP.	Carr, Riggs & Ingram, LLC.	Pattillo Brown and Hill, LLP.
ADDRESS	205 Pecan Blvd	4100 N 23rd St	765 East 7th St
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	Brownsville, TX 78520
PHONE	956-681-2300	956-686-3701	956-544-7778
FAX	956-618-2333	956-686-6830	956-544-8465
CONTACT	Ricky Longoria	David Segovia	Carlos H. Cascos
1	<div>The respondent's demonstrated ability to perform the services requested. (up to 25 points)</div> <div>20</div> <div>20</div> <div>21</div> <div>21</div>	<div>24</div> <div>24</div> <div>25</div> <div>23</div>	<div>20</div> <div>19</div> <div>19</div> <div>21</div>
2	<div>The qualifications and experience of the Respondent's staff. (up to 25 points)</div> <div>21</div> <div>23</div> <div>18</div> <div>21</div>	<div>22</div> <div>21</div> <div>25</div> <div>22</div>	<div>22</div> <div>21</div> <div>20</div> <div>23</div>
3	<div>The quality of references from past customer of Respondent. (up to 25 points)</div> <div>17</div> <div>18</div> <div>18</div> <div>18</div>	<div>24</div> <div>24</div> <div>25</div> <div>24</div>	<div>22</div> <div>22</div> <div>23</div> <div>24</div>
4	<div>The respondent's experience as an auditor, particularly for institutions of higher education. (up to 25 points)</div> <div>15</div> <div>18</div> <div>15</div> <div>19</div>	<div>22</div> <div>22</div> <div>23</div> <div>23</div>	<div>18</div> <div>18</div> <div>20</div> <div>22</div>
TOTAL EVALUATION POINTS	75.75	93.25	83.5
RANKING	3	1	2

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2016 – 2017

Approval of a proposed budget amendment for FY 2016 – 2017 is requested.

The budget amendment is needed for the following three reasons:

1. Unrestricted Revenue Adjustments to State Appropriations, Student Tuition and Fee, and Local Taxes

	<u>Increase/(Decrease)</u>
Revenues	
State Appropriations	(\$1,049,044)
Tuition	400,000
Fees	100,000
Local Taxes	549,044
Total Revenue Reduction	<u>(\$0)</u>

A. State Appropriations Revenue

The state appropriations revenue budget will be reduced a total of \$1,049,044 according to the following:

- The state appropriations revenue budget will be reduced by \$1,042,025. The reduction of state appropriations is necessary due to the payments withheld to South Texas College from the Texas Higher Education Coordinating Board (THECB) regarding the Audit on Continuing Education Formula Funding approved and authorized by the Board of Trustees on October 27, 2016.
- The state appropriations revenue budget will further be reduced by \$19,830. The reduction of state appropriations is necessary due to the adjustment to the appropriation allocation based on updated contact hour data for the Spring 2015 semester from the THECB.
- The state appropriations revenue budget will be increased by \$12,811. The increase of state appropriations is necessary due to the reallocation of recouped funds from the THECB.

After the amendment, the state appropriations revenue budget will be as follows:

Fiscal Year 2016 – 2017 Budgeted Unrestricted Revenues	
State Appropriations	Amount
Original Budget	\$ 45,830,736
Adjustments:	
Continuing Education Formula Funding	(1,042,025)
Updated Contact Hour Data	(19,830)
Reallocation of Recouped Funds	12,811
Total Adjustments	(1,049,044)
Amended Budget	\$ 44,781,692

B. Student Tuition and Fee Revenue

- The student tuition revenue budget will be increased by \$400,000, from \$32,442,757 to \$32,842,757. The student fees revenue budget will be increased by \$100,000, from \$27,838,868 to \$27,938,868. This is a total increase of \$500,000 in student tuition and fees revenue. The increase in tuition and fee revenue is necessary because the average traditional student semester credit hours in the Fall of 2016 and Spring of 2017 semesters was higher than the average traditional student semester credit hours used for budgeting purposes. The average semester credit hours average used for budgeting purposes, based on historical trends, was 9.68, however the FY 2016 – 2017 average semester credit hours per student increased to 9.91. As a result, revenue per student increased.

C. Local Taxes

- The local tax revenue budget will be increased by \$549,044, from \$37,249,523 to \$37,798,567. The tax revenue collected is higher than the tax revenue budgeted.

2. Transfer of Student Activities Revenues and Expenditures from the Unrestricted Fund to the Auxiliary Fund

A budget amendment is proposed to transfer the Student Activity Fee revenue and the Student Activities and Wellness expenses from the unrestricted fund to the Auxiliary Fund in order clearly segregate these activities.

Texas Education Code Chapter 54 Section 54.503 (d) Student Services Fees indicates that: "All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services. All the money shall be placed in a depository bank or banks designated by the governing board and shall be secured as required by law. Each year the governing board shall approve for the institution a separate budget for student activities and services financed by fees authorized in this section. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library."

In compliance with Texas Education Code Chapter 54 Section 54.503 (d), the following changes will be made:

Unrestricted Fund and Auxiliary Fund Budget Adjustments

Classification	Unrestricted Fund Increase/(Decrease)	Auxiliary Fund Increase/(Decrease)
Revenue	(\$ 853,873)	\$ 853,873
Expenditures		
Salary	(513,027)	513,027
Benefits	(153,908)	153,908
Operating	(159,171)	159,171
Travel	(27,767)	27,767
Total	(\$ 853,873)	\$ 853,873

3. Transfer of Unrestricted Fund Balance to Plant Funds

A budget amendment is proposed to transfer funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals and Replacements Plant Fund, as follows:

- The Unrestricted Fund Balance Allocations will be increased by \$5,000,000 to fund transfers to the Plant Funds.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$3,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$2,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Summary of Amended Budget Revenue and Expenditures/Transfers/Reserves and Fund Balances

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2016 - 2017 will increase as follows:

Fiscal Year 2016 - 2017 Budgeted Revenues and Expenditures/Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$179,711,050	\$4,146,127	\$183,857,177
Auxiliary Fund	B	\$2,087,848	\$853,873	\$2,941,721
Unexpended Construction Plant Fund	C	\$136,276,514	\$3,000,000	\$139,276,514
Renewals and Replacements Plant Fund	D	\$4,802,050	\$2,000,000	\$6,802,050

After the transfer of \$5,000,000, the Unrestricted Undesignated Fund Balance at September 1, 2016 in the amount of \$85,533,204 will be reduced to \$80,533,204. This amount is sufficient to fund approximately five (5.38) months of operating expenditures.

The fund balance at September 1, 2016 for these three funds, and after the proposed amendments, are as follows:

Fund Balances at September 1, 2016			
Fund	Fund Balance at September 1, 2016	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	\$85,533,204	(\$5,000,000)	\$80,533,204
Unexpended Construction Plant Fund-Non-Bond	\$28,636,837	\$3,000,000	\$31,636,837
Renewals and Replacements Plant Fund	\$22,451,658	\$2,000,000	\$24,451,658

The fund balance for these funds will be adjusted by FY 2016 - 2017 activity.

The budget amendment details follow in the packet for your information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2016 - 2017, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed budget amendment for FY 2016 - 2017, as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed budget amendment for FY 2016 - 2017, as presented.

Approval Recommended:

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

South Texas College

Unrestricted Fund

Fiscal Year 2017
AMENDED

Unrestricted Fund Balance Allocations

	Fund Balance at September 1, 2016	Transfer to Plant Fund Amendment	Adjusted Fund Balance After Allocation ⁽¹⁾
Unrestricted Undesignated	\$ 85,533,204		\$ 85,533,204
Transfer to - Unexpended Construction Plant Fund		(3,000,000)	(3,000,000)
Transfer to - Renewals and Replacements Plant Fund		(2,000,000)	(2,000,000)
Total	\$ 85,533,204	\$ (5,000,000)	\$ 80,533,204

(1) Balance does not include FY 2016-2017 increase or decrease in fund balance or proposed designations for FY 2016-2017.

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2017
AMENDED

Revenue Summary

Revenue Source	Original Budget	State Appropriations Revenue Amendment	Student Activities Transfer Amendment	Transfer to Plant Fund Amendment	Amended Budget
State Revenue	\$ 45,830,736	\$ (1,049,044)	\$ -	\$ -	\$ 44,781,692
Tuition	32,442,757	400,000	-	-	32,842,757
Fees	27,838,868	100,000	(853,873)	-	27,084,995
Other Revenues	4,836,681	-	-	-	4,836,681
Local Taxes	37,249,523	549,044	-	-	37,798,567
Local Taxes - Bond 2013	9,263,214	-	-	-	9,263,214
Special and Fund Balance Allocations (Carryover)	22,249,271	-	-	5,000,000	27,249,271
Total Revenues	\$ 179,711,050	\$ -	\$ (853,873)	\$ 5,000,000	\$ 183,857,177

Expenditures Summary

Expenditures/Transfers/Reserves	Original Budget	State Appropriations Revenue Amendment	Student Activities Transfer Amendment	Transfer to Plant Fund Amendment	Amended Budget
Salaries	\$ 93,009,192	\$ -	\$ (513,027)	\$ -	\$ 92,496,165
Benefits	26,165,328	-	(153,908)	-	26,011,420
Operating	40,015,693	-	(159,171)	-	39,856,522
Travel	2,096,123	-	(27,767)	-	2,068,356
Capital	8,310,922	-	-	-	8,310,922
Transfers and Reserves	10,113,792	-	-	5,000,000	15,113,792
Total Expenditures/Transfers/Reserves	\$ 179,711,050	\$ -	\$ (853,873)	\$ 5,000,000	\$ 183,857,177

South Texas College Auxiliary Fund

Fiscal Year Ending August 31, 2017
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Bookstore	\$ 475,000	\$ -	\$ 475,000
Interest Income	3,803	-	3,803
Food Service	800,000	-	800,000
Vending Machines	143,000	-	143,000
Professional Development Conferences	80,000	-	80,000
General Conferences	135,000	-	135,000
MV-Child Care & Development	290,000	-	290,000
MV-Child Care & Development Reserve	74,475	-	74,475
Student Copier	9,000	-	9,000
NAH Catering Services	5,400	-	5,400
Self Supporting Conferences	72,170	-	72,170
Student Activity Fee	-	853,873	853,873
Total Revenues	\$ 2,087,848	\$ 853,873	\$ 2,941,721

Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Salaries	\$ 581,598	\$ 513,027	\$ 1,094,625
Benefits	140,803	153,908	294,711
Operating	1,347,755	159,171	1,506,926
Travel	9,192	27,767	36,959
Capital	-	-	-
Scholarship	8,500	-	8,500
Total Expenditures/Reserve	\$ 2,087,848	\$ 853,873	\$ 2,941,721

South Texas College Unexpended Plant Fund

Fiscal Year Ending August 31, 2017
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Interest	\$ 87,261	\$ -	\$ 87,261
Interest Limited Tax Bonds, Series 2014	6,265	-	6,265
Interest Limited Tax Bonds, Series 2015	134,192		134,192
Transfer In - Unrestricted Fund	3,000,000	3,000,000	6,000,000
Fund Balance Deduction	15,060,871	-	15,060,871
Fund Balance Deduction Bond Series 2014 and 2015	117,987,925	-	117,987,925
Total Revenues	\$ 136,276,514	\$ 3,000,000	\$ 139,276,514

Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	\$ 18,148,132	\$ -	\$ 18,148,132
Projected Draws for Approved Projects Bond Series 2014 and 2015	118,128,382	-	118,128,382
Fund Balance Addition	-	3,000,000	3,000,000
Total Expenditures/Reserve	\$ 136,276,514	\$ 3,000,000	\$ 139,276,514

South Texas College

Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2017
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 4,802,050	\$ -	\$ 4,802,050
Transfers In - Unrestricted Fund Balance Designation	-	2,000,000	2,000,000
Total Revenues	\$ 4,802,050	\$ 2,000,000	\$ 6,802,050

Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 4,802,050	\$ -	\$ 4,802,050
Fund Balance Addition	-	2,000,000	2,000,000
Total Expenditures/Reserve	\$ 4,802,050	\$ 2,000,000	\$ 6,802,050

Review and Action as Necessary on Unrestricted Fund Balance Designations as of August 31, 2017

Approval of the Unrestricted Fund Balance Designations as of August 31, 2017 is requested.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2016, the Board has designated a total of \$30,500,000, as reflected in the table below. The total designation of \$30,500,000 includes:

- 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding,
- 2) a \$13,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system,
- 3) a \$4,000,000 designation for the deferred maintenance of facilities,
- 4) a \$3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and
- 5) \$2,000,000 for furniture replacements.

Management is proposing an additional Unrestricted Fund Balance designation in the total amount of \$4,000,000 in Fiscal Year 2016 - 2017 for the following:

- 1) a \$1,500,000 designation for ERP infrastructure maintenance and renewal, and
- 2) a \$2,500,000 designation for business continuity and disaster plan.

Including the proposed additional fund balance designations for fiscal year 2016 - 2017, the total designation as of August 31, 2017 would be \$34,500,000, as follows.

Summary of Fund Balance Designations			
Fund Balance Designations Per Category	FY 2016	FY 2017	Increase
Health Insurance Premiums	\$7,500,000	\$7,500,000	--
ERP Infrastructure Maintenance & Renewal	13,500,000	15,000,000	1,500,000
Facilities Deferred Maintenance	4,000,000	4,000,000	--
Business Continuity and Disaster Plan	3,500,000	6,000,000	2,500,000
Furniture Replacement	2,000,000	2,000,000	--
Total Fund Balance Designation as of Aug. 31	\$30,500,000	\$34,500,000	\$4,000,000

Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2016	\$85,533,204	\$30,500,000	\$116,033,204
Less: Proposed Plant Funds Transfer	(5,000,000)	--	(5,000,000)
Fund Balance – After Proposed Amendment	\$80,533,204	\$30,500,000	\$111,033,204
FY 2016 – 2017 Additional Designations	(4,000,000)	4,000,000	--
Fund Balance - Adjusted	\$76,533,204	\$34,500,000	\$111,033,204

Unrestricted Months Expense in Reserve	
	Undesignated Fund Balance
Adjusted Fund Balance	\$76,533,204
# Months Expenses in Reserve	5.11 Months

The total Unrestricted Undesignated Fund Balance of \$76,533,204 represents approximately five (5.11) months of budgeted expenditures. Per Policy #5350: *Unrestricted Fund Balance*, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances do not include the increase or decrease in fund balance due to FY 2016 - 2017 activity.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2017 in the amount of \$4,000,000 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Unrestricted Fund Balance Designation as of August 31, 2017 in the amount of \$4,000,000 as presented.

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

The Board of Trustees approves and authorizes the Unrestricted Fund Balance Designation as of August 31, 2017 in the amount of \$4,000,000 as presented.

Approval Recommended:

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

Discussion and Action as Necessary on Additional Proposed New Faculty Positions for Spring 2018 Semester

Approval of the additional proposed new faculty positions for Spring 2018 is requested.

Administration recommends the addition of thirty-five (35) new faculty positions for Spring 2018. These new faculty positions are requested to meet the needs of expanded facilities for Science Programs and Nursing & Allied Health (NAH) Programs. At the October 2016 Board meeting, the Board approved 40 new faculty positions for FY 2017 – 2018. These thirty-five (35) new positions are in addition to the forty (40) that were Board approved by the Board in October 2016. These positions are being requested for the NAH and Science Programs, which will be held at the new NAH and STEM buildings that are anticipated to be completed by Spring 2018.

A listing of the proposed new faculty positions follows in the packet for Board's information and review. This request is being made so that the College may begin recruiting prospective faculty for these positions during the Summer 2017.

The decision to move forward with the hiring process for new faculty is based on assurance from Broaddus & Associates that facilities will be available for Spring 2018 occupancy. At a Special Board Meeting on April 17, 2017, Broaddus & Associates confirmed that the required facilities would be available.

Administration has extensively reviewed with staff the need for additional faculty positions for Spring 2018 semester and recommends approval of the new positions subject to the availability of funding and Board approval of the final budget.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new faculty positions for FY 2017 - 2018 as recommended and subject to the availability of funding and final budget approval as presented.

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

The Board of Trustees approves and authorizes the proposed new faculty positions for FY 2017 - 2018 as recommended and subject to the availability of funding and final budget approval as presented.

Approval Recommended:

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

Spring 2018
New Faculty Position Request
Pending Budget and Board Approval
Updated: March 30, 2017

Division and Department	Spring 2018
Math & Science	
Biology	3
Nursing & Allied Health	
Associate Degree Nursing	10
College Success for Healthcare	2
Diagnostic Medical Sonography	1
Emergency Medical Technology	10
Occupational Therapy Assistant	1
Physical Therapist Assistant	2
Vocational Nursing	6

Overall Total	35
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Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of March 2017. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **March 2017**, and will respond to questions posed by the Board.

The checks and the financial reports submitted for approval are included in the Board packet under separate cover.

Recommendation:

It is recommended that the Board of Trustees approve the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of March 2017.

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

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610 and the financial reports submitted for the month of March 2017.

Approval Recommended:

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

Consideration and Approval of Checks and Financial Reports

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- A. Release of Checks for \$25,000.00 to less than \$125,000.00
Released Prior to Board Approval for March 2017
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for March 2017
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for March 2017
- D. Release of Construction Fund Checks for March 2017
- E. Quarterly Investment Report for March 2017
- F. Summary of Revenue for March 2017
- G. Summary of State Appropriations Income for March 2017
- H. Summary of Property Tax Income for March 2017
- I. Summary of Expenditures by Classification for March 2017
- J. Summary of Expenditures by Function for March 2017
- K. Summary of Auxiliary Fund Revenues and Expenditures for March 2017
- L. Summary of Grant Revenues and Expenditures, March 2017
- M. Summary of Bid Solicitations
- N. Check Register for March 2017

FINANCIAL REPORTS

The Financial Reports are included in your Board packet under separate cover.

President's Report

South Texas College, hosted the 12th Annual Summit on College and Career Readiness on Monday, April 3rd at Region One Educational Services Center. The theme for the Summit was ***Pathways must be Intentional for Student Success***. We share the commitment to creating a college-going culture for the Rio Grande Valley that is college and career ready. We had over 300 public school and higher education participants.

The presentations included:

- Texas Pathways Project: A Focus on Student Success
- Getting There Must Begin with Intentional Advising
- Through the Looking Glass: An In-depth View of Dual Credit Student Success
- Mathways: Choosing the Right Math is Critical and Why
- Deciphering Texas Success Initiative (TSI) Diagnostics
- Innovative Practices to Provide Intentional Pathways to Student Success
- Student Voices: Students Share Their Experiences with Career Pathways



SOUTH TEXAS COLLEGE

SUMMIT

• COLLEGE AND CAREER READINESS •


PATHWAYS MUST BE INTENTIONAL FOR STUDENT SUCCESS



MONDAY, APRIL 3, 2017

7:45 am - 4:30 pm

Region One ESC, 1900 W. Schunior St., Edinburg, TX



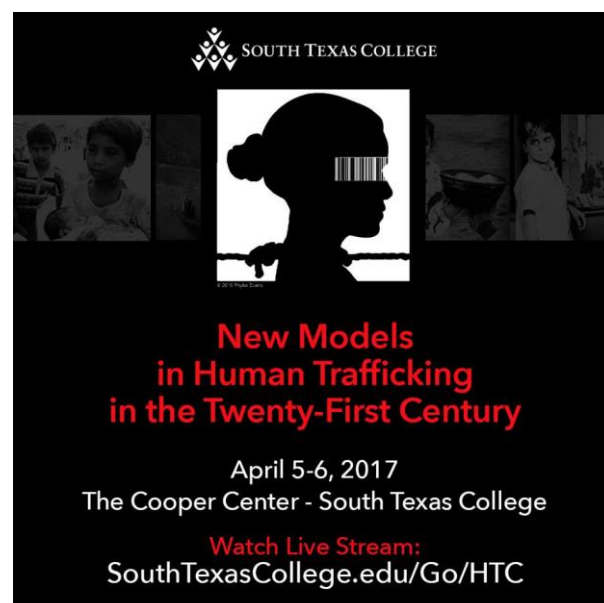
**SOUTH TEXAS
COLLEGE**



With Support from
EDUCATE TEXAS
a public-private initiative of Communities Foundation of Texas

South Texas College held the New Models in Human Trafficking in the Twenty-First Century Conference at the Cooper Center Auditorium on April 5th and 6th. The conference was also available for viewing through a live stream.

The Twelfth Annual Symposium on Human Trafficking—co-organized this year by the Women's Studies Committee of South Texas College, the Universidad Instituto de Investigaciones Sociales Universidad Autónoma de Nuevo León, the University of Texas-Rio Grande Valley, and Fuerza del Valle—explored the new ways human trafficking is being conducted and combated in the twenty first century. Topics of interest include technological developments, grassroots/community organization, intergovernmental initiatives and social, regional, economic and political trends that represent obstacles to and possibilities for combating human trafficking.



The goal for the conference was to raise community awareness about the pervasiveness of the labor and sex trafficking trades, both around the world and in our own neighborhoods, to provide a forum for networking and training opportunities for professionals and practitioners within related fields, and ultimately to take part in the larger international conversation about how to stop this insidious crime. The conference addressed these questions and considered forms of resistance to this deplorable exploitation of millions, which undermines basic respect for human rights and dignity.



April is National Poetry Month. The Page Turners English Club hosted Poetry Week activities which included a Poetry & Politics discussion Panel on Tuesday, April 4th. Guests learned how poetry shapes and moves ideas in the political and social arenas. The panel of faculty included Rogerio Jesse Zapata, Nick Braune, Laura Gomez, William Greene, and Jonathan Jones. Additionally, the club hosted a local poet reading in the Mid Valley Campus on Tuesday, April 4th. The local poets who participated consisted of: Priscilla Suarez, Rodney Gomez, Celina Gómez, Edward Vidaurre, and César L. de León.

WILD (Writers in Literary Discussion) presented the film *Kansas City Confidential* on Tuesday, April 4th at 6PM in the Building D Auditorium on the Pecan Campus.



The Starr County Campus Library held an Art Talk & Reception on April 4th at 1:00 pm which included artwork from Carl Vestweber.

Carl Vestweber's work explores his interests and experiences as an artist, husband and father living in the 21st century. His preferred media ranges from illustrative drawings and paintings to anthropomorphic cat art and abstracted dot collages. While the materials of this work may vary, the colors, themes of playful interaction, family, culture and power structures overlap and represent his experiences and understandings of the world around him.

The Music Department held a Flute Night at the South Texas College Cooper Center Auditorium on April 7th at 7:30 pm. Featured participants were students of Dr. Brielle Frost from the University of Texas Rio Grande Valley and Michael Gersten from South Texas College.

Another event held by the Music Department was the Classical Chamber Music for Winds on April 19th. The concert featured members of the McAllen Town Band.



STC hosted a Women in Technology event on April 6th at the Technology Campus. The event is free and open to the public.

South Texas College is one of many educational institutions around the country that wants to challenge women to pursue careers in technology by exposing current and potential female students to a vast array of technology fields of study.

Despite the smaller amount of women in technology fields compared to men, measures are being taken across the nation to encourage more females to enter male-dominated industries in technology. The Women in Technology event is an initiative to build the education and motivation of women to explore opportunities for careers in various technology fields offered at the STC Technology Campus.



The South Texas College Library joins libraries nationwide in celebrating National Library Week, a time to highlight the value of libraries, librarians and library workers. Libraries today are more than repositories for books and other resources. Often the heart of their communities, libraries are deeply committed to the places where their patrons live, work and study. Libraries are trusted places where everyone in the community can gather to reconnect and reengage with each other to enrich and shape the community and address local issues.

“Service to the South Texas College community has always been the focus of the library,” said Cody Gregg, Dean of Library and Learning Support Services. “While this aspect has never changed, libraries have grown and evolved in how they provide for the needs of every member of their community.” The South Texas College Library is celebrating National Library Week by hosting Open House events at each campus library from April 10th through April 12th. The events are free and open to the public.



**MARK YOUR CALENDAR!
APRIL IS WORKPLACE
CONFLICT AWARENESS
MONTH!
CONFLICT
MANAGEMENT
COACHING DAYS**

Conflict can come at a high emotional and financial cost to the individuals and organizations they are a part of. The Office of Student Rights and Responsibilities hosted one on one initial consultations and informational sessions about the Conflict Management Coaching process. The services is available to currently enrolled students at South Texas College. Sessions were held from April 10th through April 25th at each campus.

**COLLEGE
CLOSED**
Semester Break
APRIL 13-16
Summer/Fall Registration Available via Jsignet

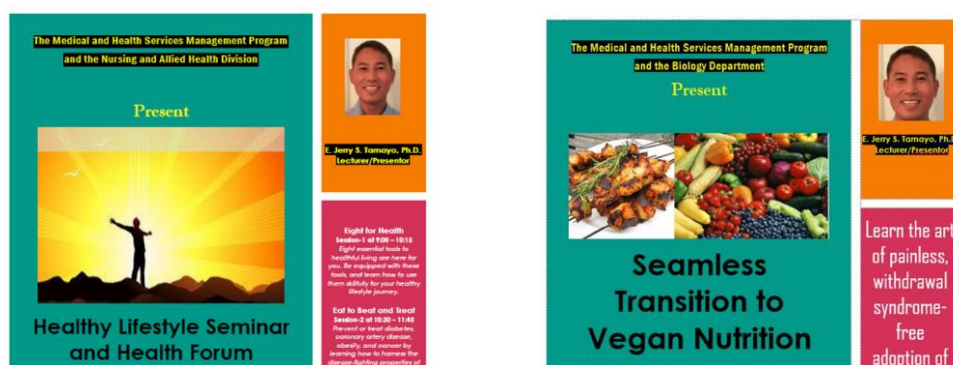
The college was closed from Thursday, April 13th through Sunday, April 16th for Semester Break.

The Biology Club held an Earth Day Celebration at the Pecan Campus Courtyard on Thursday, April 20th. Among the activities were Poster Presentations and special guest speaker: Sea Turtle Inc. Attendees learned what they can do to protect endangered sea turtle species, saw what CO2 pollution does to our oceans and made recycled paper for crafts projects.



The Career and Employer Services Department at South Texas College presented college-wide “Backpack to Briefcase” workshops and information booths, including Resume and Interviewing Workshops. Workshops will continue thru May 2, 2017.

The Division of Math, Science & Bachelor Programs invited everyone to lectures that focused on health; “Healthy Lifestyle Seminar and Health Forum” and “Seamless Transition to Vegan Nutrition” Those in attendance learned how to transition into a healthy vegan diet and lifestyle.





Additional Events:



NATIONAL GRILLED CHEESE SANDWICH Day

... nothing like a grilled CHEESE SANDWICH

APRIL 12TH

PECAN CAMPUS

Student Activities Center
Bldg H - Student Lounge
11:30 a.m. - 12:30 p.m.

Come and join us and sample a delicious grilled cheese sandwich compliments of the Culinary Arts students at the Pecan Campus of South Texas College.

CELEBRATE NATIONAL GRILLED CHEESE SANDWICH DAY AT SOUTH TEXAS COLLEGE

APRIL 12, 2017

For more information contact (956) 872-3528

STC Student Activities and Wellness

STATEMENT OF EQUAL OPPORTUNITY
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.
Individuals with disabilities requesting assistance or access to receive services should contact DISABILITY Support Services at 956-872-2015.

SOUTH TEXAS COLLEGE

2017 SPRING CAREER EXPO

EXPLORE OPPORTUNITIES & MEET EMPLOYERS!

Wednesday, April 26, 2017



10:00 am - 2:00 pm

Pecan Campus • Cooper Center
3200 W. Pecan Blvd. • McAllen, Texas

Bring copies of your resume • Business attire recommended
#JaguarsGetHired • Free giveaways and more*
LinkedIn Professional Photo Session - 1:00 pm
Open to ALL students, faculty and staff

For more information, call (956) 872-6318 or email careerservices@southtexascollege.edu

*while supplies last

- Hosted the Summit on College and Career Readiness held on April 3rd, 2017 with over 300 participants.
- Participated in the Project HIRE End of Grant Celebration at Region One on April 7th. The Department of Assistive and Rehabilitation Services (DARS) Project HIRE agreement with South Texas College was established to provide staff and interpreter services for comprehensive disability-related services for individuals with developmental disabilities enrolled in South Texas College for post-secondary training.
 
- Participated in the RGV Focus Leadership Team Meeting hosted by South Texas ISD at their High School for Health Professions' Hippocrates on April 11th.
- Participated in a conference call with the Texas Community College Bachelor Degree Coalition to continue the Coalition's work on a bill requesting legislative approval for community colleges to offer the Bachelor of Science in Nursing (BSN).
- Participated in the Texas Association of Community Colleges Quarterly Meeting.
- Attended the Texas Senate Higher Education Committee in Austin, Texas where the proposed legislation SB 2118 was discussed by the Committee. This legislation would allow South Texas College to offer the Bachelor of Science in Nursing Degree.
 
- Monitored and responded to all proposed bills related to STC or community colleges.
- Attended the NEFA Certificate Ceremony hosted by Faculty Advising Program, The Office of Comprehensive Advising, and the HSI Focus on Advising Subcommittee on Thursday, April 20, 2017. This ceremony honored the 160 full-time, South Texas College faculty who successfully completed the New and Enhance Faculty Advising (NEFA) Training Program this academic year. These faculty were presented with their official NEFA certificates. Program chairs and deans were invited to attend to honor these dedicated faculty as well.
- Attended the Retirement Ceremony for the Division of Business and Technology on April 20th and the 2nd Annual Recognition Ceremony for Retiring Faculty on April 27th.
- Participated in a meeting with key internal administrators to discuss logistics for the 2017 Festival Internacional de Poesía Latinoamericano (FEIPOL) event at the Cooper Center.
- Met with The Grant Development, Management, and Compliance Department regarding a Perkins Planning Meeting. The purpose of the meeting was to start the development of identifying specific Activities/Strategies that will be the focus during the 2017-2018 fiscal year to positively impact the CTE Perkins Core indicators.

- Met with Festival Internacional de Poesía Latinoamericano (FEIPOL) who is coordinating the festival this year.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committee meetings, as well as the April 24th, 2017 Board meeting.
- Drafted proposal for Presentation of STC Trustees at ACCT National Legislative Summit on *Community College Applied Baccalaureate Degrees - A Powerful Strategy for Workforce Development*
- 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 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 April 1-30, 2017 included:
 - Enrollment Update - Summer and Fall 2017
 - Debriefing on Summit on College and Career Readiness
 - Discussion of STC Time Schedule for Planning Occupancy of Bond Construction Projects
 - Update on Legislative Activities
 - Discussion of Clarifying Commencement Eligibility to Board Policy 3342 - Graduation Requirements
 - Review and Discussion of Insights into Persistence: Opportunities for Impact for Fall 2017
 - Update on Dual Credit Enrollment
 - Discussion of Substantial Completion and Occupancy Schedule for Bond Construction Projects
 - Discussion of Consideration to Establish an On-Campus Food Pantry
 - Review and Discussion of Policy 6326: Concealed Carry and Weapons on Campus
 - Review and Discussion on Draft Policy 4714: Acceptable Use of Information Resources
 - Review and Discussion of Construction Improvement Projects for FY 2017-2018
 - Discussion of Process for Coordinating Approval to Begin Purchasing of Bond Related IT, Kitchen and Furniture Items
 - Review and Discussion of Furniture, Fixture and Equipment Budget for Bond Projects

*Education and Workforce
Development Committee
Minutes
April 11, 2017*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, April 11, 2017 @ 2:30 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, April 11, 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, Dr. Ali Esmaeili, Dr. Kristina Wilson, Dr. Rebecca De Los Santos, Mr. Brent Angangan, Dr. Nancy Garcia, Dr. Kevin Peek, Ms. April Castaneda, Ms. Yvette Gonzalez, and Mr. Andrew Fish

Approval of Minutes for Tuesday, March 7, 2017 Committee Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Minutes for the Education and Workforce Development Committee meeting of Tuesday, March 7, 2017 were approved as written. The motion carried.

**Review and Action as Necessary on Proposed Personal Trainer
Certificate Program**

The Education and Workforce Development Committee was asked to approve the development of the proposed Personal Trainer Certificate program.

The Personal Trainer Certificate would allow students to gain the knowledge and skills necessary to seek certification in the personal trainer/fitness field. EMSI data indicates a strong demand for Fitness Trainers in the local region (27.4% projected growth over the next 10 years).

The program developers conducted student and employer surveys to document local demand for individuals with this certificate.

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, Enrollment Projections, and Graduation Projections;
4. Sample Courses
5. Instructional and Operating Cost Projections; and
6. Supplemental Materials – Surveys of potential students and of potential employers
7. South Texas College Program Evaluation Plan.

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

Dr. Kristina Wilson, Associate Dean of Curriculum and Student Learning, and Dr. Rebecca De Los Santos, Kinesiology Program Chair, and Mr. Brent Angangan, Kinesiology Instructor, reviewed the proposed new program and the development process with the Committee and responded to questions.

With Education and Workforce Development Committee approval of the development of the proposed Personal Trainer Certificate program, an advisory committee would be developed and the curriculum will be finalized. Any developed program would be presented for the Education and Workforce Development Committee's review and recommendation for Board approval prior to be marketed or offered to students. No Board action was required at this stage of program development.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Education and Workforce Development Committee approved and authorized the development of the proposed Personal Trainer Certificate program as presented. The motion carried.

Presentation on Intentional Advising for First Time in College Students

Dr. Nancy Garcia, Director of Comprehensive Advising & Mentoring Services, presented *Getting There Must Begin with Intentional Advising*. Dr. Garcia's presentation was first delivered to school district partners and higher education peers at the 12th annual South Texas College Summit on College and Career Readiness on April 3, 2017.

The College focused on providing clear and successful pathways for students, and intentional advising supports students in identifying and pursuing their academic and workforce objectives on the pathway to successful completion.

The presentation covered the following key elements of intentional advising:

- Mandatory Advising for First Time in College (FTIC) Students
- Academic Advising Model
- Case Management Services for FTIC Students
- Technology Mediated Advising
- Advising Training Programs for K-12 teachers, counselors, & administrators

The presentation was included in the packet, and Dr. Garcia reviewed the impact of intentional advising on student retention and performance and described the initiatives at South Texas College that support this student service.

Dr. Garcia also reviewed the Summer Leadership Institute and the College Advising Training Program, both of which enlist and engage school district partners to help begin the advising process with k-12 students just beginning to consider their college opportunities.

This presentation was provided for the Education and Workforce Development Committee's information and feedback to staff. No action was requested.

The following item was discussed out of the posted agenda order:

**Review and Discussion of Association of Community College
Trustees Call for Presentations for the 2017 Leadership Congress in
Las Vegas, Nevada**

The Association of Community College Trustees issued their call for presentations for the 2017 Leadership Congress, to be held in late September 2017 in Las Vegas, Nevada. The deadline to submit a proposal was Friday, April 21, 2017.

The ACCT expressed particular interest in hearing from baccalaureate degree offering community colleges, and toward that end staff developed two proposals for review by and feedback from the Education and Workforce Development Committee.

The following proposals were attached for the Committee's review:

Track 2: New Pathways to Student Success

Competency-Based Baccalaureate – New Instructional Model for Student Success

Track 5: Expanding the Mission

Developing Your Workforce – Community Colleges and Applied Baccalaureate Degrees

The Education and Workforce Development Committee was asked to provide feedback to staff. Staff would incorporate any revisions into the final proposal(s), which would be submitted to the ACCT for consideration.

The Committee members preferred to only submit a single presentation, and chose the Track 5 proposal. They would work on revisions as necessary prior to the submission deadline.

This review as provided for the Education and Workforce Development Committee's information and feedback to staff. No action was requested.

Presentation on Competency-Based Approach to Bachelor of Applied Science in Organizational Leadership

This presentation was postponed due to time constraints. The presenters were asked to consider the previous discussion regarding the ACCT proposal, and to return to a subsequent Education and Workforce Development Committee to present on baccalaureate programs at South Texas College.

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 3:38 p.m.

I certify that the foregoing are the true and correct Minutes of the April 11, 2017 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
April 11, 2017*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, April 11, 2017 @ 3:30 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, April 11, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:41 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Jesse Villarreal and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Mario Reyna, Dr. Ali Esmaeili, Mr. Cody Gregg, Dr. Kristina Wilson, Dr. Brett Millan, Ms. Monica Perez, Mr. Carlos Margo, Mr. Brian Fruge, Ms. Tammy Tijerina, Mr. John Gates, Mr. Bob Simpson, Mr. Bill Wilson, Mr. Gilbert Enriquez, Mr. Trey Murray, Mr. Oscar Lopez, and Mr. Andrew Fish.

Approval of Facilities Committee Meetings Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the March 07, 2017 Facilities Committee Meeting were approved as written. The motion carried.

**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.

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

Broaddus & Associates has provided the following accountability reports:

- Program Budget Summary worksheet;
- Construction Budget worksheet;
- FF&E, Kitchen, and A/V Budget Update

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

Mr. Brian Fruge, Broaddus & Associates, provided the following information:

Buyout Savings

As of April 6, 2017, the total budget shortfall was estimated to be at \$3,940,724 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 will be covered by non-bond funds.

Contingency Fund Balances

Mr. Fruge agreed to provide monthly updates on the use of design and construction contingency funds.

The Facilities Committee asked for clarification of the Board's oversight of the use of design contingency, and Mr. Fruge advised them that the Construction Manager-at-Risk's use of these funds was provided for within the GMP, with oversight by Broaddus & Associates, and the project design team. These funds were used to cover unforeseen costs that results from developing the GMP prior to completion of all construction documents.

The Facilities Committee expressed that they had understood that any contingency expenditures over \$5,000, or a monthly aggregate over \$25,000, required Board approval, and Mr. Fruge informed them that this only applied to the owner-controlled Construction Contingency funds. The Board had previously delegated authority to Broaddus & Associates to approve change orders up to \$5,000 per instance and not to exceed \$25,000 per month, to be funded through the project Construction Contingencies.

Mr. Paul R. Rodriguez moved that the Facilities Committee recommended Board action as necessary to require the same approval process for the use of design contingency funds as had been established for the construction contingency funds.

Dr. Salinas noted that the agenda item did not call for action as described. Legal Counsel indicated that the posted agenda did provide a subsequent item for action as necessary related to Change Orders, and that the proposed motion would be within the scope of that agenda item.

Mrs. Graciela Farias seconded the motion.

The Facilities Committee asked whether the proposed action would cause construction delays. Mr. Fruge responded that this should not cause delays if the use of contingency funds could be approved at each meeting, every two weeks.

The Facilities Committee clarified to Mr. Fruge that the Facilities Committee did not have the authority to approve any action, and could only recommend formal Board action as appropriate. Mr. Fruge suggested that the Committee could indicate the Board's intention to approve an expenditure, and release a Construction Manager-at-Risk to expend funds, pending formal Board approval.

The Committee did not agree to release contractors to complete work that has not yet been approved by the Board, but offered to call Special Board Meetings if-and-when needed to approve these items, and could all them as allowed under the Texas Open Meetings Act, which requires a 72-hour advanced posting of agendas for called meetings.

Mr. Fruge stated that Design Contingency funds were not used in the instance of any changes in project scope, and that those all required a change order and would be funded through the Construction Contingency funds.

The motion carried.

Technology Campus Retention Pond

Mr. Fruge informed the Facilities Committee of pending work at the Technology Campus, due to the need for Board approval of a Change Order in the amount of \$41,000. Mr. Fruge stated that there were large buy-out savings at that project that would offset the proposed use of the Construction Contingency funds.

Mr. Fruge announced that the changes were due to city code revisions, and were therefore a change in the project scope, which meant they would require Construction Contingency funds. This included the installation of sanitary sewage lines, a retention pond, and other site improvements that needed to be done as per the city.

The Facilities Committee asked for details on the proposed Change Order, as none had been provided in the packet. Mr. Brian Fruge stated that he was instructed by College staff not to provide Change Order documentation to the Facilities Committee for review prior to recommendations for Board action.

The Facilities Committee instructed Mr. Fruge that they expected all materials related to formal action be presented for their review.

The Committee asked Mr. Gilbert Enriquez, the Construction Manager-at-Risk, whether this approval process was slowing him down. He stated that the approval had been pending, and had delayed project completion, for approximately 4 ½ months. This had not been presented to the Facilities Committee or Board.

Mr. Enriquez stated that he had submitted the documentation to Broaddus & Associates and Hinojosa Engineering, who had discussed the request and reviewed the city's requirement, when they learned of the issue in September or October of 2016. Mr. Fruge stated that he had only personally received it the week prior.

Mr. Enriquez announced that they had already been waiting for months, and could wait two additional weeks for Board approval to begin construction.

Mr. Fruge agreed to provide the Change Order to the Board for their review and action.

Increase Scope of Kitchen Equipment Purchases

Mr. Fruge announced that there had been increases in the scope of kitchens built within the bond projects, including at the Pecan Campus Student Activities Building project, Nursing & Allied Health Campus Expansion project, and Mid Valley Campus Student Activities Building Expansion project. These included the increase of scope and the conversion of a catered kitchen to a full-service kitchen.

Mr. Fruge stated that the budget included fixed equipment, which was included within the GMP, and moveable equipment, which were soft costs and not included within the GMP. Mr. Fruge stated that a portion of the moveable equipment costs were budgeted within the bond program.

Use of Bond and Non-Bond Funds

The Facilities Committee noted that the Board provided a budget to Broaddus & Associates and the kitchen design consultant, and that they intended all equipment, including moveable equipment, to be included within the bond budget.

Mr. Fruge stated that the allocated non-bond funds were intended to cover budget increases due to the scope of the kitchen spaces.

The Facilities Committee noted that Broaddus & Associates could not assign any portion of the bond project to non-bond funding, and then claim these transferred expenditures as savings against the overall 2013 Bond Construction Program shortfall.

Mr. Fruge clarified that all expenditures would first and foremost be covered by available bond funds. Any portion that exceeded the bond budget would be covered by the use of allocated non-bond funds.

Mrs. Elizondo reviewed the write-up in the Facilities Packet which showed the allocation of the expenditures by fixed-equipment and moveable-equipment, and then further allocated moveable-equipment between bond and non-bond revenue services.

All fixed-equipment costs were included in the GMP, and covered by bond funds.

Among the moveable equipment, Broaddus & Associates, the kitchen design consultant, and staff identified items that were needed to complete the kitchen and established a supplemental non-bond budget to help cover the necessary costs during construction, rather than attributing those costs to the Food Services Department's operating costs.

The Facilities Committee acknowledged that non-bond funds may need to be used to cover the construction costs, but clarified that such expenditures need to be properly accounted for in the bond budget. The Committee stated that it is inappropriate for Broaddus & Associates to claim any portion of the scope of the 2013 Bond Construction Program as a "non bond" expense, and needed to properly reflect expenditures so that the Board would be able to track the accurate 2013 Bond Construction Program costs.

No action was taken.

Review and Discussion of South Texas College Administrative Timeline for Completion of Occupancy for the 2013 Bond Construction Program

The administrative timeline for the completion of occupancy dates for the 2013 Bond Construction Program would be reviewed and discussed at the April 25, 2017 Board meeting.

Purpose

The Facilities Committee was asked to review and discuss the administrative timeline of the completion of occupancy dates for the 2013 Bond Construction Program projects.

Justification

The administrative timeline provided a schedule for all necessary activities that the College will need to perform in order to use the 2013 Bond Construction projects. This timeline was based on the Program Manager's schedule for completion dates and occupancy dates.

Background

Broaddus & Associates provided a Completion and Occupancy Schedule for the 2013 Bond Construction projects. The College used the schedule to plan and outline the

various activities that need to be performed prior to and up to the final opening of the facilities for their intended uses. The College provided an administrative timeline outlining these activities with their associated dates.

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

- Course Schedule Development
- Faculty Hiring Process
- IT Equipment Procurement and Installation
- A/V Equipment Procurement and Installation
- Furniture Procurement and Installation
- Broaddus & Associates Timeline as of April 11, 2017

Enclosed Documents

The packet included the administrative timeline for the completion of occupancy dates prepared by College staff based on Broaddus & Associates' Completion and Occupancy schedule.

Recommended Action

No action was requested.

Review and Recommend Action as Necessary on Updated Timeline for the Completion Dates and Occupancy Dates for the 2013 Bond Construction Program

The updated timeline for the completion dates and occupancy dates for the 2013 Bond Construction program were reviewed and discussed.

Purpose

The Board would be asked to review and recommend action as necessary on the updated scheduled timeline of the completion dates and occupancy dates for the 2013 Bond Construction program projects.

Justification

The Program Manager consultant was asked to provide the completion dates and occupancy dates per the Board approved timeline.

Background

Broaddus & Associates as asked on several occasions to provide a timeline to include Guaranteed Maximum Prices, construction completion, and occupancy dates.

- On April 26, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only.
- On the May 24, 2016 Board meeting, an updated timeline which included completion dates and occupancy dates was approved and adopted.
- On March 7, 2017, the Facilities Committee requested an updated timeline to include months in lieu of semesters to clarify when the buildings will be ready for use.

Broaddus and Associates prepared an updated timeline to reflect the current construction schedules after consulting with the Construction Managers at Risk.

College staff had serious concerns regarding the occupancy dates as provided by Broaddus & Associates.

Presenters

Representatives from Broaddus & Associates and D Wilson Construction Company attended the Facilities Committee meeting to present the updated timeline for the completion dates and occupancy dates.

Mr. Bill Wilson, D Wilson Construction Company, did not agree with Broaddus & Associates' estimate that they could complete the Pecan Campus STEM Building in time for the start of the Spring 2018 semester. Broaddus & Associates announced that they had a meeting scheduled for the following day, and would be able to coordinate a solution with D Wilson Construction Company to complete the building on time.

Administration stated that if the College did not have access to the facilities by Spring 2018, the institution would suffer damages in terms of lost tuition and fees and contact hour revenue.

Additionally, there were concerns about the completion of the Nursing & Allied Health Campus on time. With the expected enrollment of over 400 additional NAH students and the needed hiring of additional faculty, administration needed firm commitments to complete the project on time.

Recognizing administration's need to schedule courses as soon as possible, the Facilities Committee instructed Broaddus & Associates to provide a firm timeline for Board approval at a Special Board Meeting to be scheduled on Monday, April 17, 2017 at 5:00 p.m.

No action was taken.

Review and Discussion on Use of Contingency Funds for the 2013 Bond Construction Program

This item was discussed earlier, and no action was taken.

Review and Recommend Action on Change Orders for the 2013 Bond Construction Program

- 1. Pecan Campus**
- 2. Technology Campus**

No information or backup was provided by Broaddus & Associates.

Action was taken earlier, recommending Board oversight of the use of Design Contingency funds similar to the Board oversight of the use of Change Orders.

Review and Recommend Action as Necessary on the 2013 Bond Construction Program Kitchen Equipment Proposed Budget and Expenditures

This item was discussed earlier, and no action was taken.

The following item was discussed out of the posted agenda order:

Review and Recommend Action on Window Options for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building

Approval of a window option for the 2013 Bond Construction Pecan Campus South Academic Building and Stem Building would be requested at the March 25, 2017 Board meeting.

Purpose

Authorization was requested to approve a window option for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building to address the College staff's concerns regarding the amount of light entering the classroom environment.

Justification

The buildings were designed with full height windows in various classrooms in the buildings. The amount of light entering the classroom environment, as designed, raised concerns regarding teaching distractions and lighting affecting the audio visual instructional equipment.

Background

At the February 28, 2017 Board meeting, Boultinghouse Simpson Gates Architects (BSGA) presented the color boards for the 2013 Bond Construction Pecan Campus South Academic Building and STEM Building. There were concerns regarding full height windows in the classroom and lab rooms. The sizes of windows and amount of glass could be a distraction to the classroom environment and could affect the use of the audio

visual instructional equipment. The architect was asked to propose options to address the concerns.

At the March 28, 2017 Board meeting, BSGA presented options with proposed costs for the use of spandrel panels and frosted glazing. The Board requested that Broaddus & Associates, BSGA, and College staff to review the options and provide a revised recommendation to the Board. This recommendation would address each window that College staff has concerns with.

Broaddus & Associates worked with BSGA, College Staff, and D. Wilson Construction Company to provide options and associated costs for the options.

Options:

- Window Shades - no cost proposals were provided by Broaddus & Associates
- Spandrel Panels - no cost proposals were provided by Broaddus & Associates
- Frosted Glazing - no cost proposals were provided by Broaddus & Associates

Funding Source

Cost proposals were not provided for the options listed.

Enclosed Documents

The packet included the schematic drawings of the floor plans and exterior views, an interior rendering showing the full height windows, and updated drawings showing the possible options.

Presenters

Representatives from Broaddus & Associates, Boultinghouse Simpson Gates Architects, and D. Wilson Construction Company will be present at the Facilities Committee meeting to address any questions.

Mr. Fruge recommended the use of window shades, and estimated that it would cost approximately \$30,000 to provide window treatments for all necessary windows.

The Facilities Committee requested samples at the April 25, 2017 Regular Board Meeting for their review and consideration.

Staff indicated that there may be maintenance costs associated with shades, based on the need for the ongoing replacement of mini-blinds in classrooms.

No action was taken.

Review and Recommend Action on Revised Cooling Tower Enclosure Design and Cost Proposal for the 2013 Bond Construction Pecan Campus Thermal Plant

Approval of the revised cooling tower enclosure design and cost proposal for the 2013 Bond Construction Pecan Campus Thermal Plant would be requested at the April 25, 2017 Board meeting.

Enclosed Documents

The packet included the original approved cooling tower schematic rendering, current photo of the cooling tower enclosure and rendering of the proposed option. It did not include a recommendation from Broaddus & Associates or an estimated cost.

Presenters

Representatives from Broaddus & Associates, Halff Associates, and D. Wilson Construction Company were present at the Facilities Committee meeting to present the revised design options of the cooling tower enclosure.

Administration raised a previously stated concern, that the chilling towers may be an eyesore from the second floor balcony of the adjacent Pecan Campus Student Activities Building. Administration reviewed the site plan, and noted that the chiller yard would not be easily visible from the balcony, obstructed by the building itself.

Mr. Brian Fruge stated that he did not have an opportunity to discuss the project with Halff Associates or to assess the pricing on the proposal.

Mr. Fruge suggested replacing the proposed metal panels with artificial topiary panels that might soften the look, and would cost significantly less than the metal wave panels.

Mr. Trey Murray, Halff Associates, expressed concerns about the use of topiary or decorative panels, due to the engineering requirements, including wind rating and structural soundness of the facility.

The Facilities Committee noted that nothing was provided within the Committee packet for their review and consideration.

No action was taken.

Review and Recommend Action as Necessary on the 2013 Bond Construction Program Audio/Visual (A/V) Equipment Proposed Budget and Expenditures

Approval to recommend action as necessary for the 2013 Bond Construction Program audio visual equipment proposed budget and expenditures would be requested at the April 25, 2017 board meeting.

Purpose

The 2013 Bond Construction Program included audio visual equipment for projects at all the South Texas College Campuses. The audio visual equipment budget and expenditures were monitored by the Program Manager to support the overall program budget.

Background

On March 28, 2017 the Board of Trustees approved the partial purchase of audio visual equipment and installations for the 2013 Bond Construction Program. On March 8, 2017, additional proposals were received and evaluated for the Starr County Campus New Library and Mid Valley Campus Library Expansion. Recommendation to purchase audio visual equipment for these two projects would be presented to the Finance, Audit, and Human Resources Committee on April 11, 2017.

Proposals were also received for the Workforce Training Center for Starr County and Mid Valley Campus, but bids would be rejected due to project being delayed until further review. Recommendation to reject audio visual equipment for these two projects would be presented to the Finance, Audit, and Human Resources Committee on April 11, 2017. The Regional Center for Public Safety Excellence audio visual proposals were scheduled for board approval at later time.

The total bond budget earmarked for audio visual equipment purchases and installations was as follows:

Total A/V Purchases and Installations	
A/V Budget	Budget Amount
Bond Budget	\$4,737,111
Non-Bond (M&O Taxes) Budget	923,493.
Total Budget	\$5,660,604

Partial – A/V Purchases and Installations - Budget and Actual			
Not including projects- MV Workforce, Starr Workforce, and RCPSE			
<i>As of April 11, 2017</i>			
A/V Budget	Budget Amount	Actual Amount	Variance
Bond Budget	4,348,772	3,876,508	472,264
Non-Bond Budget	883,575	-	883,575
Total	\$5,232,347	\$3,876,508	\$1,355,839

Source of Funds	Budget Amount	Actual Amounts (RFP)		Total	Cumulative Variance
		Previously Approved Partial A/V 3/28/17	Pending Approval on 4/25/17		
Bond Budget	\$4,197,189	\$3,706,308		\$3,706,308	\$490,881
Mid Valley Campus Library Expansion	-		85,898.64	85,899	(85,899)
Starr County Campus Library Expansion	151,583		84,301.00	84,301	67,282
Total	\$4,348,772	\$3,706,308	\$170,200	\$3,876,508	\$472,264

Presenters

Brian Fruge, Broaddus & Associates' Associate Vice President, provided an update to the Board regarding the 2013 Bond Construction Program Budget for audio visual equipment, and the impact of the recommended proposals on the bond budget.

Enclosed Documents

The packet included a detailed report of the audio visual equipment purchases and installation budget versus actual costs for each project.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the 2013 Bond Construction Program audio visual equipment proposed budget and expenditures as presented.

Review and Recommend Action on Additional Landscape and Irrigation Design Services with Dannenbaum Engineering Company-McAllen, LLC for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

Approval of additional services with Dannenbaum Engineering Company-McAllen, LLC for Landscape and Irrigation design for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements would be requested at the April 26, 2017 Board meeting.

Purpose

Authorization was requested to approve additional services with Dannenbaum Engineering Company-McAllen, LLC for landscape and irrigation design services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements based on permit requirements for the City of Pharr.

Justification

Landscaping and irrigation systems were required by local city codes for new construction projects built in the City of Pharr. Dannenbaum Engineering Company-McAllen, LLC was the current engineer hired by the College to perform civil engineering design services for the project. The College's agreement with the engineer had provisions for additional services that allow for these services to be added to their scope with the College's approval.

Background

On January 26, 2016, the Board previously approved services with Dannenbaum Engineering Company-McAllen, LLC to provide civil engineering services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements.

Funding Source

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

Enclosed Documents

A proposal dated March 9, 2017 from Dannenbaum Engineering Company-McAllen, LLC in the amount of \$10,941.41 was enclosed.

Presenters

Representatives from Broaddus & Associates were present at the Facilities Committee meeting to address any questions related to the proposed consultant services.

Administration noted that the work would be subcontracted to Heffner Design Team, PLLC.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of additional services with Dannenbaum Engineering Company-McAllen, LLC in the amount not to exceed \$10,941.41 for landscape and irrigation services, including reimbursable expenses, for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

Review and Discussion on the Interagency Agreement between Texas A&M University and South Texas College for Use of Facility Space

Approval of Interagency Agreement with Texas A&M University for use of facility space was requested by Dr. James Nelson, Director of Special Academic Initiatives for the Fall 2017 and Spring 2018 semester. The new master-planned community Tres Lagos, in northern McAllen, would be the site of the new Texas A&M University campus and it won't be ready by the start of fall semester of 2018.

Texas A&M University requested the following facility space:

- 7 Faculty Offices
- 1 Coordinator Office
- 2 Staff Support Offices
- 1 (50) – Seat Classroom
- 2 (25) – Seat Classroom
- 2 Laboratories

A total of ten (10) faculty/staff offices, 2-(20) seat classrooms, 1-(50) seat classroom, and 2 laboratories were requested to accommodate students enrolled from Texas A&M University.

South Texas College staff was working on identifying the proposed facility space available for their use on Friday afternoons and the weekends. A plan would be developed to include the conditions of the lease, services, and monthly rental charges for consideration by the Board of Trustees.

This item was included for the Committee's information, and no action was requested.

Review and Recommend Action on Final Completion of the Following Non-Bond Construction Projects

- 1. Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room**
- 2. Technology Campus General Motors (GM) Car Storage**

Approval of final completion for the following non-bond construction projects would be requested at the April 25, 2017 Board Meeting:

Projects		Final Completion	Documents Attached
1.	Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room Architect: ROFA Architects Contractor: NM Contracting, LLC	Recommended	Final Completion Letter
2.	Technology Campus General Motors (GM) Car Storage Engineer: R. Gutierrez Engineering Contractor: Roth Excavating, Inc.	Recommended	Final Completion Letter

Purpose

The purpose was to request approval of final completion for the projects.

1. Technology Campus Building B Door and Frame Replacement and Workforce Building Conference Room

It was recommended that final completion for this project with NM Contracting, LLC be approved.

ROFA Architects and college staff visited the site and have concluded that the contractor completed all items on the punchlist. The architect recommended final completion and release of final payment in the amount of \$5,745 to NM Contracting, LLC be approved. The original cost approved for this project was in the amount of \$114,900.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$110,000	\$114,900	\$0	\$114,900	\$109,155	\$5,745

2. Technology Campus General Motors (GM) Car Storage

It was recommended that final completion for this project with Roth Excavating, Inc. be approved.

R. Gutierrez Engineering and college staff visited the site and have concluded that the contractor completed all items on the punch list. The architect recommended final completion and release of final payment in the amount of \$13,125 to Roth Excavating, Inc. be approved. The original cost approved for this project was in the amount of \$262,500.

The following chart summarized the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$275,000	\$262,500	\$0	\$262,500	\$249,375	\$13,125

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of final completion and release of final payment for the projects as presented.

Update on Status of Non-Bond 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 committee.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:21 p.m.

I certify that the foregoing are the true and correct minutes of the April 11, 2017 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance, Audit, &
Human Resources
Committee Minutes
April 11, 2017*

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, April 11, 2017 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, April 11, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, Dr. Alejo Salinas, Jr., Ms. Rose Benavidez, and Mr. Roy de León.

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: None

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Ms. Myriam Lopez, Mrs. Becky Cavazos, Mrs. Brenda Jo Balderaz, Mr. Paul Varville, Mr. Miguel Carranza, Mr. Cody Gregg, Mr. Jesus Campos, Mr. Lucio Gonzalez, Mr. Keith Moore, Mr. Brian Fruge, Mr. Gilbert Gallegos, Ms. Tammy Tijerina, and Mr. Andrew Fish

**Approval of March 7, 2017 Finance, Audit, and Human Resources
Committee Minutes**

Dr. Alejo Salinas, Jr. noted that the March 7, 2017 Finance, Audit, and Human Resources Committee Minutes presented in the packet showed that Mr. Roy de León presided over the meeting. This was incorrect, as Committee Chair Mr. Paul R. Rodriguez had presided.

The Committee noted the error and instructed that it be corrected. No other revisions were indicated.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of March 7, 2017 were approved contingent upon the correction described. The motion carried.

Review and Discussion of the Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed

A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust, which provides scholarships to students living in the City of Mission, and funds distributed was presented.

Purpose – Mr. Keith Moore from Edward Jones was available to present on the status of the MEDA Scholarship Fund Trust and provide a further update at the meeting. The presentation included an overview of the agreement, the annual obligated amount of distribution, the annual net income and the anticipated annual earnings.

Justification – The report provided a brief review and update of the MEDA Scholarship Fund to the College's Board of Trustees. The update also provided clarification on the provision stipulated in the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee on the required distribution to South Texas College.

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.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. The agreement stipulates "the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year."

According to Ms. Mary Lodewyck, Edward Jones representative, the amount distributed in each fiscal year of the Trust does not include both the net income of the Trust and Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust. The Edward Jones representative also clarified that the Trustee would distribute the greater of the net income of the Trust or Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust.

Reviewers – The Vice President for Finance and Administrative Services, Business Office staff, and Student Financial Services staff reviewed the information being presented. The information on the provision stipulating the distribution amount to South Texas College was reviewed.

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 February 28, 2017.

Market Value-October 1, 2012	\$3,189,982.10
Additions:	
Income	319,247.79
Additions ⁽¹⁾	205,293.10
Security transfers	9,963.22
Other receipts	1,200.27
Change in market value	886,892.57
Reductions:	
Disbursements to STC	(708,559.60)
Other Disbursements ⁽²⁾	(169,160.21)
Market Value-February 28, 2017	\$ 3,734,859.24

(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 were as follows:

Distributions Received by South Texas College	
Month/Year	Amount
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 net income of the Trust for the years of 2012 to 2016 was as follows:

Net Income					
	2012	2013	2014	2015	2016
Additions:					
Interest/Dividends	\$ 13,376.82	\$ 71,158.57	\$ 78,739.19	\$ 74,656.43	\$ 72,162.17
Reductions:					
Published					
Fee Collected ⁽¹⁾	(5,014.57)	(15,908.84)	(16,582.31)	(16,416.96)	(15,956.01)
Trust Tax Return					
Preparation Fee	-	(300.00)	(300.00)	(300.00)	(300.00)
Total Net Income	\$ 8,362.25	\$ 54,949.73	\$ 61,856.88	\$ 57,939.47	\$ 55,906.16

(1) Published Fee for Serving as Trustee – The Trustee, Edward Jones Trust Company, manages and administers the Trust according to the terms set out in the Trust.

No action was required from the Committee. This item was presented for information and feedback to staff.

Discussion and Recommend Action as Necessary Regarding the Mission Economic Development Authority (MEDA) Scholarship Fund Awards

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 245 individual students enrolled at South Texas College. These awards were made for each term from Fall 2013 through Spring 2017, resulting in a total of 654 scholarship awards to those 245 students, totaling **\$439,400.00**.

The included PowerPoint provided a breakdown of graduation/enrollment status, showing that of these 245 students, 88% (204 students) had either graduated or were still enrolled, while the remaining 41 students were not enrolled in Spring 2017 and had not yet graduated. This was a greater retention rate then 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, provided an update on the revenue and distribution of the scholarship funds. This data was provided in the packet, and included the demographic profile of the MEDA Scholarship participants. These demographic profiles 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 \$76,759.60 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Spring and Summer 2017.

Enclosed Documents – The PowerPoint presentation and additional student demographic information were provided in the packet for the Committee's information and review.

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 Action as Necessary on Awards of Proposals, Purchases, and Renewals (Non-Bond Related)

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 awards of proposals, purchases, and renewals (Non-Bond Related) as listed below:

A. Awards

C. Technology Items

B. Non- Instructional Items

A. Awards

- 1) **Law Enforcement Vehicles - II (Award):** award the proposal for law enforcement vehicles – II to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$63,440.00;

B. Non – Instructional Items

- 2) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), and National Joint Powers Alliance (NJPA) approved vendors, at a total amount of \$111,466.92;

#	Vendor	Amount
A	Allsteel Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$22,614.44
B	Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$20,555.81
C	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$461.54
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,196.05
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$64,639.08
	Furniture Total	\$111,466.92

- 3) **Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2017 through July 31, 2018, at an estimated amount of \$50,000.00. The vendors are as follows:

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

C. Technology

- 4) **Computers and Laptops (Purchase):** purchase 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 \$90,051.71;
- 5) **Network Equipment (Purchase):** purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$236,331.37;
- 6) **Servers (Purchase):** Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$133,627.95;
- 7) **Servers, Storage, Installation, and Configuration Services (Purchase):** purchase servers, storage, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$198,684.01;
- 8) **Virtual Desktop Licenses (Purchase):** purchase virtual desktop license from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,558.44.

Recommend Action - The total for all awards of proposals, purchases, and renewals (Non-Bond Related) was \$945,160.40.

The motion carried.

Review and Action as Necessary on Awards of Proposals, Reject of Proposals, Purchases, and Renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program

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 awards of proposals, rejection of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program as listed below:

A. Bond Funded	C. Non-Bond Funded – Departmental Budget
B. Bond and Non-Bond Funded	

A. Bond Funded

- 1) **Mid Valley Campus Library Expansion AV Installation (Award):** award the Mid Valley Campus library expansion AV installation to **Level 3 Audio Visual** (Mesa, AZ), at an estimated amount of \$85,898.64;

- 2) **Starr County Campus Library AV Installation (Award):** award the Starr County Campus library AV installation to **SIT, LLC.** (Edinburg, TX), at an estimated amount of \$84,301.00;
- 3) **Mid Valley Campus Workforce Training Center Expansion AV Installation (Reject):** reject the proposals for the Mid Valley Campus workforce training center expansion AV installation for Educational Technology due to possible design changes to the facilities;
- 4) **Starr County Campus Workforce Training Center Expansion AV Installation (Reject):** reject the proposals for the Starr County Campus workforce training center expansion AV installation for Educational Technology due to possible design changes to the facilities;
- 5) **Testing and Balancing Services for HVAC Systems – Bond (Renewal):** renew the testing and balancing services for HVAC systems contracts for the 2013 Bond Construction program, for the period beginning May 25, 2017 through May 24, 2018, with the following vendors:
 - a. **Engineered Air Balance Co., Inc.** (San Antonio, TX)
 - b. **National Precisionaire, LLC.** (Houston, TX)

B. Bond and Non-Bond Funded

- 6) **Food Service Equipment (Updated) (Award):** award the proposal for food service equipment (updated) to **Edward Don & Company** (San Angelo, TX), at an estimated amount of \$1,467,881.99;

C. Non-Bond Funded – Departmental Budget

- 7) **Library Materials Moving Services (Renewal):** renew the library materials moving services contract with **Library Design Systems, Inc.** (Houston, TX), for the period beginning June 29, 2017 through June 28, 2018, at an estimated amount of \$60,000.00;

The total for all awards of proposals, rejection of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program was \$1,698,081.63.

The Committee noted that items #3 and #4 were rejections of proposals, as described.

The motion carried.

Review and Recommend Action on Proposed New Policy and Deletion of Policy

Approval of a proposed new policy and deletion of a policy would be requested at the April 25, 2017 Board meeting.

A Committee chaired by Paul Varville, Chief Administrator for Department of Public Safety, was created and includes staff from different departments of the College. The Committee reviewed the 84th Legislative Session, Senate Bill 11 (Campus Carry) and amendments to the Texas Penal Code and Government Code, along with Texas Attorney General Opinions, to ensure the college would be in compliance with the law. Twenty forums were held for students and employees at the five campuses to provide information

on the law and encourage recommendations for gun free zones to be submitted on the college survey website. Subsequent to receiving one hundred and forty two recommendations, the committee consolidated them by locations and reviewed the recommendations with President's administrative staff, coordinated operations council, professional development counsel, and the faculty senate. The areas that have been recommended as gun free zones are as follows:

Temporary Exclusion:

- a. Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".

Permanent Exclusions:

- a. Achieve Early College High School - The concealed carry of handguns is prohibited on the premises of the Pecan Campus Achieve Early College High School to ensure safety to minors.
- b. Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.
- c. Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.
- d. Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.
- e. Other areas where contractual obligations prohibit concealed carry of handguns.
- f. Other areas prohibited by state or federal law.

The recommended areas were incorporated into the new policy and were presented for approval.

A. New

1. New Policy #6326: Concealed Carry And Weapons on Campus

- New policy was necessary to incorporate the 84th Texas Legislative Session Senate Bill 11 (Campus Carry) into South Texas College operating procedures effective August 1, 2017.
- The new policy would be effective on August 1, 2017.

B. Deletion

1. Delete Policy #6325: Prohibition of Weapons

- The new Policy #6326: Concealed Carry And Weapons on Campus updated the requirements of deleted policy 6326, to be consistent with the new Campus Carry law.
- The Policy #6325: Prohibition of Weapons, would be deleted as of July 31, 2017.

The proposed new policy and the deleted policy were included in the packet for the Committee's information and review.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to delete Policy #6325: *Prohibition of Weapons*, as presented and which supersedes any previously adopted Board policy, effective July 31, 2017. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to adopt the proposed new Policy #6326: *Concealed Carry And Weapons on Campus*, as presented and which supersedes any previously adopted Board policy, effective August 1, 2017. The motion carried.

Review and Discussion of State Appropriations for FY 2017 - 2018 and FY 2018 - 2019 Biennium

The Texas Association of Community Colleges (TACC) provided the funding information per Senate (SB1) and the House (HB1) base budget bills to South Texas College for the FY 2017 - 2018 and FY 2018 - 2019 biennium, as of March 30, 2017.

Preliminary Funding –South Texas College – Biennium FY 2018 – FY 2019

The total funding level for South Texas College per SB1 and HB1 is as follows:

- Each bill maintains the current \$1,000,000 Core Operations funding for the college.
- Funding for Performance Funding/Student Success Points differs between SB1 and HB1. SB1 allocates \$9,632,829 and HB1 allocates \$7,613,424, a difference of \$2,019,405. The proposed Success Points funding for the FY 2018 – FY 2019 biennium is \$211.20 per point under SB1 and \$166.93 per point under HB1.
- The Success Points were funded at \$185.12 per point for the FY 2014 – FY 2015 biennium and \$173.00 per point for the FY 2016 – FY 2017 biennium.
- For the FY 2018 – FY 2019 biennium, the Contact Hour/Instruction funding for the college is \$69,770,691 under each bill. The Contact Hour/Instruction funding for the FY 2018 – FY 2019 biennium is \$2.69 under each bill.
- The Senate and House each fund \$1,835,810 for Bachelor Programs for the FY 2018 – FY 2019 biennium.

The Senate (SB1) and House (HB1) base budget bills reflect the following 2018 – 2019 Biennium Appropriations:

**South Texas College – Total Biennium Appropriations Senate (SB1)
and House (HB1) Comparison**

	Senate	House	
State Appropriations	FY 2018 - FY 2019 Biennium	FY 2018 – FY 2019 Biennium	Variance
Core Operations	\$1,000,000	\$1,000,000	\$0
Performance Funding/ Student Success Pts.	9,632,829	7,613,424	2,019,405
Contact Hour/Instruction	69,770,691	69,770,691	0
Total	80,403,520	78,384,115	2,019,405
Bachelor Programs	1,835,810	1,835,810	0
Total – Biennium	\$82,239,330	\$80,219,925	\$2,019,405
Total – Per Fiscal Year	\$41,119,665	\$40,109,963	\$1,009,702

The FY 2018 – FY 2019 biennium Senate (SB1) state appropriation allocations for South Texas College compared to the actual FY 2016 – FY 2017 biennium allocations are as follows:

Senate (SB1) - South Texas College – Total Biennium Appropriations Comparison

State Appropriations	Actual FY 2016 – FY 2017 Biennium	Proposed FY 2018 - FY 2019 Biennium	Increase (Decrease)	% Increase (Decrease)
Core Operations	\$1,000,000	\$1,000,000	\$0	0%
Performance Funding/ Student Success Pts.	7,341,471	9,632,829	2,291,358	31%
Contact Hour/Instruction	66,029,732	69,770,691	3,740,959	6%
Total	74,371,203	80,403,520	6,032,317	8%
Bachelor Programs	1,610,214	1,835,810	225,596	14%
Total – Biennium	\$75,981,417	\$82,239,330	\$6,257,913	8%
Total – Per Fiscal Year	\$37,990,709	\$41,119,665	\$3,128,957	8%

The FY 2018 – FY 2019 biennium House (HB1) state appropriation allocations for South Texas College compared to the actual FY 2016 – FY 2017 biennium allocations were as follows:

House (HB1) - South Texas College – Total Biennium Appropriations Comparison

State Appropriations	Actual FY 2016 – FY 2017 Biennium	Proposed FY 2018 - FY 2019 Biennium	Increase (Decrease)	% Increase (Decrease)
Core Operations	\$1,000,000	\$1,000,000	\$0	0%
Performance Funding/ Student Success Pts.	7,341,471	7,613,424	271,953	4%
Contact Hour/Instruction	66,029,732	69,770,691	3,740,959	6%
Total	74,371,203	78,384,115	4,012,912	5%
Bachelor Programs	1,610,214	1,835,810	225,596	14%
Total – Biennium	\$75,981,417	\$80,219,925	\$4,238,508	6%
Total – Per Fiscal Year	\$37,990,709	\$40,109,652	\$2,119,254	6%

No action was required from the Committee. This item was presented for information and feedback to staff.

**Review and Recommend Action to Renew the Hidalgo County Agreement
for Tax Assessment and Collection**

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2017 through August 31, 2018 would be requested at the April 25, 2017 Board meeting.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2017. Approval of the tax assessment and collection fee was needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection indicates that, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (c) Tax Assessment and Collection indicates that, the tax assessor and tax collector shall receive compensation in an amount agreed on between the appropriate parties, but not to exceed two percent of the ad valorem taxes assessed. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 26, 2016, and the annual fee approved was \$98,304.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2017 will increase by 5% or by \$4,908.00 to \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fee increases charged by Hidalgo County during the period of FY 2009 – FY 2010 and FY 2017 – FY 2018. Also included is the percentage of the fee to the assessed levy.

Nine Year History of Fees for Hidalgo County Tax Assessment and Collection				
Year	Fee	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2017 - 2018	\$103,212.00	5%	Pending	Pending
2016 - 2017	\$98,304.00	0%	\$59,701,217.59	0.16%
2015 - 2016	\$98,304.00	0%	\$56,408,070.41	0.17%
2014 - 2015	\$98,304.00	5%	\$52,781,657.49	0.19%
2013 - 2014	\$93,626.00	0%	\$42,343,115.93	0.23%
2012 - 2013	\$93,626.00	0%	\$41,616,411.41	0.22%
2011 - 2012	\$93,626.00	0%	\$41,248,920.80	0.23%
2010 - 2011	\$93,626.00	5%	\$41,499,214.55	0.23%
2009 - 2010	\$89,167.20	0%	\$41,613,876.97	0.21%

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

Enclosed Documents – The Hidalgo County Collection of Taxes Contract was provided in the packet for the Committee's information and review. The Inter-Local Cooperation Agreement for Tax Assessment and Collections was also 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 and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2017 through August 31, 2018 as presented. The motion carried.

Review and Recommend Action on External Auditor Services

Approval to award a contract for external auditor services for the fiscal year ending August 31, 2017, with four (4) one-year renewal options to Long Chilton, LLP. (McAllen, TX) would be requested at the April 25, 2017 Board meeting.

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

Justification – The external auditors start the interim audit work related to the financial audit prior to fiscal year end, therefore the College is proposing the selection of an external auditor at this time.

Background – On January 26, 2017, South Texas College was notified by Long Chilton, LP. that they would be operating under a new name due to a merger. The current contract was no longer subject for renewal because Long Chilton, LP. was no longer operating under its originally awarded name therefore a new solicitation for qualification was required.

Requests for qualifications for external auditor was advertised in the local newspaper on February 27, 2017 and March 6, 2017, and four (4) requests for qualifications were mailed to the following firms:

- Burton McCumber & Cortez, LLP. (McAllen, TX)
- Hart, Silva & Co. (McAllen, TX)
- Carr, Riggs & Ingram, LLC. (McAllen, TX)
- Pattillo, Brown & Hill, LLP. (Brownsville, TX)

Three (3) responses were received on March 23, 2017 from the following firms:

- Burton McCumber & Cortez, LLP (McAllen, TX)
- Carr, Riggs & Ingram LLC. (McAllen, TX)
- Pattillo Brown and Hill, LLP (Brownsville TX)

Carr, Riggs & Ingram, LLC (former Long Chilton, LLP) listed David Segovia, CPA, CVA as the audit engagement partner and Ruben Moreno, CPA as the Audit Partner. Mr. Moreno has served as the engagement partner for twelve years prior to Mr. Segovia. Carr, Riggs & Ingram, LLC (former Long Chilton, LLP) has performed the College's annual financial audit since FY 1994-1995.

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2016-2017 budget and in the FY 2017-2018 budget, pending Board approval of the budget.

Reviewers - Responses were reviewed by the Vice President for Finance and Administrative Services, Business Office and Purchasing Department.

Enclosed Documents - the following materials were included in the packet for the Committee's review:

1. External Auditor Qualification Summary
2. Evaluation Summary
3. Sample Request for Qualifications
4. Blank Evaluation Form

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were present at the April 11, 2017 Finance, Audit and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended the selection of Carr, Riggs & Ingram, LLC for Board approval at the April 25, 2017, Board Meeting for the first contract period. The motion carried.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2016 – 2017

Approval of a proposed budget amendment for FY 2016 – 2017 would be requested at the April 25, 2017 Board Meeting.

The budget amendment was needed for the following three reasons:

1. Unrestricted Revenue Adjustments to State Appropriations, Student Tuition and Fee, and Local Taxes

	<u>Increase/(Decrease)</u>
Revenues	
State Appropriations	(\$1,049,044)
Tuition	400,000
Fees	100,000
Local Taxes	549,044
Total Revenue Reduction	<u>(\$0)</u>

A. State Appropriations Revenue

The state appropriations revenue budget would be reduced a total of \$1,049,044 according to the following:

- The state appropriations revenue budget would be reduced by \$1,042,025. The reduction of state appropriations was necessary due to the payments withheld to South Texas College from the Texas Higher Education Coordinating Board (THECB) regarding the Audit on Continuing Education Formula Funding approved and authorized by the Board of Trustees on October 27, 2016.
- The state appropriations revenue budget would further be reduced by \$19,830. The reduction of state appropriations was necessary due to the adjustment to

the appropriation allocation based on updated contact hour data for the Spring 2015 semester from the THECB.

- The state appropriations revenue budget would be increased by \$12,811. The increase of state appropriations was necessary due to the reallocation of recouped funds from the THECB.

After the amendment, the state appropriations revenue budget would be as follows:

Fiscal Year 2016 – 2017 Budgeted Unrestricted Revenues	
State Appropriations	Amount
Original Budget	\$ 45,830,736
Adjustments:	
Continuing Education Formula Funding	(1,042,025)
Updated Contact Hour Data	(19,830)
Reallocation of Recouped Funds	12,811
Total Adjustments	(1,049,044)
Amended Budget	\$ 44,781,692

B. Student Tuition and Fee Revenue

- The student tuition revenue budget would be increased by \$400,000, from \$32,442,757 to \$32,842,757. The student fees revenue budget would be increased by \$100,000, from \$27,838,868 to \$27,938,868. This was a total increase of \$500,000 in student tuition and fees revenue. The increase in tuition and fee revenue was necessary because the average traditional student semester credit hours in the Fall of 2016 and Spring of 2017 semesters was higher than the average traditional student semester credit hours used for budgeting purposes. The average semester credit hours average used for budgeting purposes, based on historical trends, was 9.68, however the FY 2016 – 2017 average semester credit hours per student increased to 9.91. As a result, revenue per student increased.

C. Local Taxes

- The local tax revenue budget would be increased by \$549,044, from \$37,249,523 to \$37,798,567. The tax revenue collected was higher than the tax revenue budgeted.

2. Transfer of Student Activities Revenues and Expenditures from the Unrestricted Fund to the Auxiliary Fund

A budget amendment was proposed to transfer the Student Activity Fee revenue and the Student Activities and Wellness expenses from the unrestricted fund to the Auxiliary Fund in order to clearly segregate these activities.

Texas Education Code Chapter 54 Section 54.503 (d) Student Services Fees indicates that: "All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services. All the money

shall be placed in a depository bank or banks designated by the governing board and shall be secured as required by law. Each year the governing board shall approve for the institution a separate budget for student activities and services financed by fees authorized in this section. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library.”

In compliance with Texas Education Code Chapter 54 Section 54.503 (d), the following changes would be made:

Unrestricted Fund and Auxiliary Fund Budget Adjustments

Classification	Unrestricted Fund Increase/(Decrease)	Auxiliary Fund Increase/(Decrease)
Revenue	(\$ 853,873)	\$ 853,873
Expenditures		
Salary	(513,027)	513,027
Benefits	(153,908)	153,908
Operating	(159,171)	159,171
Travel	(27,767)	27,767
Total	(\$ 853,873)	\$ 853,873

3. Transfer of Unrestricted Fund Balance to Plant Funds

A budget amendment was proposed to transfer funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals and Replacements Plant Fund, as follows:

- The Unrestricted Fund Balance Allocations would be increased by \$5,000,000 to fund transfers to the Plant Funds.
- Funds would be transferred from the Unrestricted Fund Balance in the amount of \$3,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds would be transferred from the Unrestricted Fund Balance in the amount of \$2,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Summary of Amended Budget Revenue and Expenditures/Transfers/Reserves and Fund Balances

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2016 - 2017 would increase as follows:

Fiscal Year 2016 - 2017 Budgeted Revenues and Expenditures/Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$179,711,050	\$4,146,127	\$183,857,177
Auxiliary Fund	B	\$2,087,848	\$853,873	\$2,941,721
Unexpended Construction Plant Fund	C	\$136,276,514	\$3,000,000	\$139,276,514
Renewals and Replacements Plant Fund	D	\$4,802,050	\$2,000,000	\$6,802,050

After the transfer of \$5,000,000, the Unrestricted Undesignated Fund Balance at September 1, 2016 in the amount of \$85,533,204 would be reduced to \$80,533,204. This amount was sufficient to fund approximately five (5.38) months of operating expenditures.

The fund balance at September 1, 2016 for these three funds, and after the proposed amendments, were as follows:

Fund Balances at September 1, 2016

Fund	Fund Balance at September 1, 2016	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	\$85,533,204	(\$5,000,000)	\$80,533,204
Unexpended Construction Plant Fund-Non-Bond	\$28,636,837	\$3,000,000	\$31,636,837
Renewals and Replacements Plant Fund	\$22,451,658	\$2,000,000	\$24,451,658

The fund balance for these funds would be adjusted by FY 2016 - 2017 activity.

The budget amendment details followed in the packet for the Committee's information and review.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2016 - 2017, as presented. The motion carried.

Review and Recommend Action on Unrestricted Fund Balance Designations as of August 31, 2017

Approval of the Unrestricted Fund Balance Designations as of August 31, 2017 would be requested at the April 25, 2017 Board Meeting.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2016, the Board had designated a total of \$30,500,000, as reflected in the table below. The total designation of \$30,500,000 included:

- 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding,
- 2) a \$13,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system,
- 3) a \$4,000,000 designation for the deferred maintenance of facilities,
- 4) a \$3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and
- 5) \$2,000,000 for furniture replacements.

Management proposed an additional Unrestricted Fund Balance designation in the total amount of \$4,000,000 in Fiscal Year 2016 - 2017 for the following:

- 1) a \$1,500,000 designation for ERP infrastructure maintenance and renewal, and
- 2) a \$2,500,000 designation for business continuity and disaster plan.

Including the proposed additional fund balance designations for fiscal year 2016 - 2017, the total designation as of August 31, 2017 would be \$34,500,000, as follows.

Summary of Fund Balance Designations			
Fund Balance Designations Per Category	FY 2016	FY 2017	Increase
Health Insurance Premiums	\$7,500,000	\$7,500,000	--
ERP Infrastructure Maintenance & Renewal	13,500,000	15,000,000	1,500,000
Facilities Deferred Maintenance	4,000,000	4,000,000	--
Business Continuity and Disaster Plan	3,500,000	6,000,000	2,500,000
Furniture Replacement	2,000,000	2,000,000	--
Total Fund Balance Designation as of Aug. 31	\$30,500,000	\$34,500,000	\$4,000,000

Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2016	\$85,533,204	\$30,500,000	\$116,033,204
Less: Proposed Plant Funds Transfer	(5,000,000)	--	(5,000,000)
Fund Balance – After Proposed Amendment	\$80,533,204	\$30,500,000	\$111,033,204
FY 2016 – 2017 Additional Designations	(4,000,000)	4,000,000	--
Fund Balance - Adjusted	\$76,533,204	\$34,500,000	\$111,033,204

Unrestricted Months Expense in Reserve	
	Undesignated Fund Balance
Adjusted Fund Balance	\$76,533,204
# Months Expenses in Reserve	5.11 Months

The total Unrestricted Undesignated Fund Balance of \$76,533,204 represented approximately five (5.11) months of budgeted expenditures. Per Policy #5350: *Unrestricted Fund Balance*, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances did include the increase or decrease in fund balance due to FY 2016 - 2017 activity.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2017 in the amount of \$4,000,000 as presented. The motion carried.

Discussion and Action as Necessary on Additional Proposed New Faculty Positions for Spring 2018 Semester

Approval of the additional proposed new faculty positions for Spring 2018 would be requested at the April 25, 2017 Board of Trustees meeting.

Administration recommended the addition of thirty-five (35) new faculty positions for Spring 2018. These new faculty positions were requested to meet the needs of expanded facilities for Science Programs and Nursing & Allied Health (NAH) Programs. At the October 2016 Board meeting, the Board approved 40 new faculty positions for FY 2017 – 2018. These thirty-five (35) new positions were in addition to the forty (40) that were Board approved by the Board in October 2016. This positions were being requested for the NAH and Science Programs, which would be held at the new NAH and STEM buildings that were anticipated to be completed by Spring 2018.

A listing of the proposed new faculty positions was included in the packet for Committee's information and review. This request was made so that the College could begin recruiting prospective faculty for these position during the Summer 2017.

The decision to move forward with the hiring process for new faculty was based on assurance from Broaddus & Associates that facilities would be available for Spring 2018 occupancy. This would be confirmed prior to the April 25, 2017 Regular Board Meeting.

Administration and staff extensively reviewed the need for additional faculty positions for Spring 2018 semester and recommended approval of the new positions subject to the availability of funding and Board approval of the final budget.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed new

faculty positions for FY 2017 - 2018 as recommended and subject to the availability of funding and final budget approval as presented. 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 April 6, 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 was been modified to detail 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 will be filled as needed in alignment with the building construction timeline.

2) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- One-hundred and eleven (111) Full Time, Regular positions have been filled as of April 6, 2017.
- Fourteen (14) Full Time, Regular positions have been filled since the last vacancy report provided as of March 2, 2017.

3) Position Turnover during Fiscal Year 2016 - 2017

(EXHIBIT D - RESIGNATIONS)

- There have been thirty five (35) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of April 6, 2017.
- There has been one (1) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of March 2, 2017.

Vacancies, Filled Positions, and Resignations FY 2016 - 2017					
	FY15 - 16 Vacant Positions	New Positions for FY 2016 - 2017			Total
		Non- Bond	Bond	Total	
Vacancies as of September 1, 2016	143	13	152	165	308
Filled as of Apr. 6, 2017	93	5	13	18	111
Total	50	8	139	147	197
Resignations as of Apr. 6, 2017	35	0	0	0	35
Vacancies Balance as of Apr. 6, 2017	85	8	139	147	232

Further details can be found in the Position Vacancy Report on the following pages.

The Position Vacancy Report for Fiscal Year 2016 - 2017 and Positions Filled and Vacated Report were presented for information and review by the Committee. No action was required from the Committee.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 5:56 p.m.

I certify that the foregoing are the true and correct Minutes of the April 11, 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, May 9, 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, May 23, 2017
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- Commencement Ceremonies will be held Friday, May 12th and Saturday, May 13th, 2017 at the State Farm Arena, 2600 N. 10th St., Hidalgo, TX.