



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Tuesday, July 25, 2017
5:30 p.m.

Pecan Campus
Ann Richards Administration Building
Board Room
McAllen, Texas

Online Board Packet

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 25, 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. Consideration and Action on Consent Agenda

- A. Approval of Board Meeting Minutes 1 - 37
 - 1. June 27, 2017 Regular Board Meeting
- B. Approval and Authorization to Accept Grant Award(s) 38 - 39
 - 1. The RGV Focus – Gates Grant Program Sub-award from the Educate Texas Fund of Communities Foundation of Texas in the amount of \$10,000.
 - 2. Additional Funding for the Skills for Small Business Fund from the Texas Workforce Commission in the amount of \$23,000.
 - 3. State Farm Good Neighbor Citizen Grant from the State Farm Agency in the amount of \$2,500.
 - 4. Additional Grant(s) Received/Pending Official Award
- C. Review and Action as Necessary on Interlocal Agreement for Dual Credit Programs with McAllen ISD..... 40 - 51

VI. Consideration and Action on Committee Items

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- 1. Review of Presentation to the Education and Workforce Development Committee: 52 - 54
 - 1) Presentation on the South Texas College La Joya Teaching Center
 - 2) Presentation on the Findings from Surveys to La Joya Parents and Business Owners
- 2. Review and Approval of Academic Calendar for Academic Year 2018 – 2019..... 55 - 58

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 - 2) Collection Agency Services (Award)
 - 3) Grounds Maintenance (Award)
 - 4) Network Cabling and Equipment Installation Services (Award)
 - 5) Telephone Services (Award)
 - B. Instructional Items
 - 6) Welding Supplies (Renewal)
 - C. Non – Instructional Items
 - 7) Custodial Supplies (Renewal)
 - 8) In-Store Purchases of Materials and Supplies (Renewal)
 - 9) Maintenance and Repair Parts, Materials, and Supplies (Renewal)
 - D. Technology
 - 10) Computers and Laptops (Purchase)
 - 11) Network Switches (Purchase)
 - 12) Servers (Purchase)
 - 13) Course Management and Hosting Services (Renewal)
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 - 1) Furniture (Purchase)
 - B. Non-Bond Proceeds - Maintenance and Operation Taxes (M&O)
 - 2) Library Sound Masking System (Award)
 - 3) Instructional Equipment (Purchase)
 - 4) Science Equipment and Models (Purchase)
 - 5) Welding Equipment (Purchase)
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 - 1) Review and Discussion of Internal Control Review in the Area of Hidalgo and Starr County Tax Assessor-Collector Office
 - 2) Review and Discussion of Entity-Wide Risk Assessment

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 - i. Pecan Campus
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A. Next Meetings:

- Tuesday, August 8, 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, August 22, 2017
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- South Texas College will host a Breakfast Meeting with Superintendents for local school district superintendents on Wednesday, August 2, 2017.
- South Texas College will host a Dual Credit Principals' Summit on Wednesday, August 9, 2017.
- New Faculty start Wednesday, August 16, and begin orientation, tours, and professional development through the start of classes.
- Adjunct and Dual Credit Faculty Conference will be held Saturday, August 26, 2017.
- The Fall 2017 semester begins Monday, August 28, 2017.

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. June 27, 2017 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the June 27, 2017 Regular Board Meeting Minutes as presented.

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

The Board of Trustees of South Texas College approves and adopts the June 27, 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, June 27, 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, June 27, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:34 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. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Ricardo De La Garza, Mr. Miguel Carranza, Mr. George McCaleb, Ms. Myriam Lopez, Ms. Becky Cavazos, Ms. Brenda Balderaz, Mr. Cody Gregg, Dr. Ali Esmaeili, Dr. Ety Bischoff, Dr. Virginia Champion, Mr. Victor Valdez, Mr. David Valdez, Mr. Brian Fruge, Ms. Tammy Tijerina, Mr. Doug Howell, Mr. Juan Delgado, Mr. Nathaniel Olivarez, Ms. Sarah Bustamante, Ms. Susan Anderson, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mr. Cody Gregg, Dean of Library and Learning Support Services, said the invocation.

Public Comments

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

Presentations

A. Presentation on RGV Partnership Event in Washington D.C.

Ms. Rose Benavidez, Dr. Shirley A. Reed, Mrs. Wanda Garza, and Mr. Mario Reyna joined other elected officials and administrators from the Rio Grande Valley in Washington D.C. to meet with members of the US House and Senate as well as high ranking federal administrators to discuss the legislative priorities and federal needs of the region, and South Texas College's Regional Center for Public Safety Excellence.

Administration developed an informative booklet on the South Texas College Regional Center for Public Safety Excellence, and a copy is provided under separate cover.

Ms. Benavidez updated the Board on these meetings.

B. Report on Legislative Appreciation for Approval of SB 2118, Authorizing South Texas College to Seek Coordinating Board Approval to Develop the Bachelor of Science in Nursing (BSN) Program

The 85th Texas Legislature passed SB 2118, a bill that included authorization for South Texas College to seek Texas Higher Education Coordinating Board (THECB) approval to develop the Bachelor of Science in Nursing (BSN) Program. Governor Abbott signed SB 2118 into law on June 12, 2017.

This program is in great demand in the Rio Grande Valley, and nationally, as the need for baccalaureate-degreed nurses continues to rise. In recognition of their strong support of SB 2118 and the needs of the region, South Texas College coordinated a Legislative Appreciation Event on Monday, June 26, 2017.

Senator Juan “Chuy” Hinojosa, Senator Eddie A. Lucio, Jr., and Representative Sergio Munoz, Jr., were given special recognition for their stewardship of SB 2118 through the legislative process and the entire Rio Grande Valley legislative delegation were thanks for their support of this landmark legislation, which will pave the way for a new generation of nursing professionals in this community.

The College invited the legislative delegation, other local leaders, and area health care providers to recognize the passage of SB 2118.

Dr. Reed noted that the College had been seeking authorization to develop a Bachelor of Science in Nursing program since 2002, and this momentous step by the legislature showed their confidence in South Texas College.

The Board members spoke in turn, thanking Dr. Reed and Mrs. Wanda Garza, Executive Officer for External Affairs, for their tireless advocacy with the legislative delegation and their staff.

They shared that there was a great media presence at the recognition ceremony, and the College’s appreciation for the legislators’ efforts was clear.

The Board did note that more recognition should have been given to the City of McAllen, whose generous gift of over 6 acres was allowing the expansion of the Nursing & Allied Health Campus as part of the 2013 Bond Construction Program.

The Board also noted there disappointment that Rep. Sergio Munoz, Jr. was unable to attend, because his leadership in the Texas House of Representatives, including his role on the conference committee that resolved differences between House and Senate versions of the bill, was critical to the passage of SB 2118.

The Board also provided congratulations to Dr. Jayson Valerio, Interim Dean of Nursing & Allied Health, who did a great job at this recognition ceremony and at a previous ceremony announcing a JET grant award that will provide training equipment for the Colleges allied health programs.

Finally, the Board noted that this past legislative session demonstrated the need for a strong consultant in the next legislative session, to advocate for the needs of South Texas College.

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

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. May 23, 2017 Regular Board Meeting

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and adopted the May 23, 2017 Regular Board Meeting Minutes as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

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

- 1. The GRADTX Program funds from the Texas Higher Education Coordinating Board up to \$30,000.**

This grant would provide financial support for students who have a significant number of semester credit hours and have "stopped out" without earning a credential or degree. Funds would be used to pay the balance on the accounts for students who demonstrate financial need and whose inability to pay has prevented them from re-enrolling and completing their program of study. The GRADTX program also supported South Texas College's efforts that contributed toward meeting the objectives of the 60X30TX Higher Education Plan. This award was for the period of August 2017 through August 31, 2018.

This grant aligned to Strategic Direction # 2, Access and Success by providing students with financial support so that they may continue to enroll in coursework at South Texas College.

2. The Scholarships for Technical Students from the Kenedy Memorial Foundation in the amount up to \$15,000.

Funding from the Kenedy Memorial Foundation for Scholarships for Technical Students would allow South Texas College to award scholarships to financially needy students to support their completion of an Associate of Applied Science degree in a technical field. This award was for the period of June 2017 through May 2018.

This grant aligned to Strategic Direction #2, Access and Success by providing scholarships to students to pursue their Associate of Applied Science Degree.

The presented grants would provide up to \$45,000 in additional funding for the College to provide services and opportunities throughout the region.

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

1. GRADTX Program funds from the Texas Higher Education Coordinating Board up to \$30,000.
2. The Scholarships for Technical Students from the Kenedy Memorial Foundation in the amount up to \$15,000.

The motion carried.

Review of Presentation to the Education and Workforce Development Committee

Dr. Alejo Salinas, Jr. reviewed the following presentations, which were delivered to the Education and Workforce Development Committee on June 15, 2017:

1) Presentation on the South Texas College 2017 Robotics & Automation Summer Camp

Mr. Carlos Margo, Associate Dean for Industrial Training and Economic Development, presented on the 2017 Robotics & Automation Summer Camp. The program started with 62 students in 2015 and it has grown to serve over 400 students this year. This program helps young students develop an interest in pursuing high skilled training in related fields.

The South Texas College Institute for Advanced Manufacturing started the Robotics & Automation Summer Camp as a way to engage young students and develop an interest in robotics, computer science, engineering, math, automation, and advanced manufacturing.

Students ranging from elementary through high school are divided into camps based on age and activity. Each camp meets for four hours daily, for one week, and gives

participants a meaningful, hands-on exposure to the real world use of robotics and automation used in advanced manufacturing.

Mr. Margo provided additional information on the activities undertaken during the camps and responded to questions from the Committee.

2) Presentation on South Texas College's University Relations, Transfer and Articulation Center

Dr. Kelli Davis, University Relations, Transfer, & Articulation Center Officer, and Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs, presented on the great work of the South Texas College University Relations, Transfer, and Articulation Center.

The Center was opened on September 20, 2013 with the mission of providing information, guidance, and pathways to students desiring to continue their education at another institution of higher learning.

The Center promotes student awareness of opportunities for further educational pursuits by providing advising, supporting study abroad, hosting visitors from other institutions of higher education, and by developing strong partnerships and articulation agreements that provide our students with seamless transfer and clear pathways to achieve their goals.

This presentation highlighted the services offered by the Center, the visits to South Texas College campuses by institutions of higher education, and the partnership agreements signed with these institutions. The University Relations, Transfer, and Articulation Center provides a greatly needed service to students seeking academic and career training after achieving their goals at South Texas College.

In addition to the presentation provided, Dr. Davis spoke about training sessions provided to local school district counselors as well as coordination with appropriate faculty and staff to help students understand their options in transferring credits earned at South Texas College into degree plans at other institutions of higher education.

The Committee discussed the issues surrounding transfer and articulation agreements with Dr. Davis and Dr. Esmaeili, and stated that there is confusion in the community regarding the processes, particularly among dual credit students who plan to transfer credit to institutions without matriculating through South Texas College.

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

Review and Action as Necessary on the Quarterly Investment Report by Valley View Consulting, L.L.C.

The Board was asked to approve the College's Quarterly Investment Report for the Quarter Ended May 31, 2017 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 May 31, 2017 and provide a further update at the meeting. Ms. Anderson 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 May 31, 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*, required 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 presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 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, attended 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 the Quarterly Investment Report for the Quarter Ended May 31, 2017, as presented. The motion carried.

Review and Action as Necessary on Purchases, Renewals, and Interlocal Agreement (Not Bond Related)

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) as listed below:

A. Awards

B. Instructional Items

C. Non- Instructional Items

D. Technology Item

A. Awards

- 1) **Audio Visual Equipment and Parts – I (Award):** award the proposal for audio visual equipment and parts – I to **Level 3 Audio Visual** (Mesa, AZ), at a total amount of \$328,230.11;
- 2) **Books and Educational Materials (Award):** award the proposal for books and educational materials for a period beginning August 27, 2017 through August 26, 2018 with two one-year options to renew, at an estimated amount of \$350,000.00, which is based on prior year expenditures. The vendors are as follows:

Barnes & Nobel Booksellers, Inc. (New York, NY)	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
Complete Book & Media Supply, LLC. (Cedar Park, TX)	Kamico Instructional Media, Inc. (Salado, TX)
Kaplan Early Learning Company (Lewisville, NC)	Lakeshore Learning Materials (Carson, CA)

- 3) **District Wide Active Learning Classrooms AV Installation (Award):** award the proposal for district wide active learning classrooms AV installation to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$185,537.00;
- 4) **Hospital Beds (Award):** award the proposal for hospital beds to **Traco Medical** (Sioux Falls, SD), at a total amount of \$46,122.17;
- 5) **Pecan Campus Active Learning Classroom AV Installation (Award):** award the proposal for Pecan Campus active learning classroom AV installation to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$123,855.00;
- 6) **Pecan Campus Building G Analog to Digital Audio Visual Upgrade (Award):** award the proposal for Pecan Campus Building G analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$203,944.00;
- 7) **Network Cabling Services (Rejection):** rejection of the proposals for network cabling services, so that additional information and specifications can be included in a new solicitation;

B. Instructional Items

- 8) **Fire Science Training Vehicle (Purchase):** purchase a new fire science training vehicle from **Municipal Fire Apparatus Specialist, LLC. (McAllen, TX)**, a Houston Galveston Area (HGAC) approved vendor, at a total amount of \$270,000.00;
- 9) **Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$375,000.00, which is based on prior year expenditures. The vendors are as follows:

a. Carolina Biological Supply Company (Burlington, NC)	b. Chemglass Life Sciences (Vineland, NJ)
c. Flinn Scientific, Inc. (Batavia, IL)	d. Frey Scientific (Nashua, NH)

e.	Nasco (Fort Atkinson, WI)	f.	PASCO Scientific (Roseville, CA)
g.	Phenix Research Products (Candler, NC)	h.	Thomas Scientific (Swedesboro, NJ)
i.	VWR International, LLC. (Radner, PA)		

C. Non-Instructional Items

- 10)Air Conditioning Equipment and Supplies (Purchase):** purchase air conditioning equipment and supplies from **Carrier Corporation** (Richardson, TX/ Pharr, TX) and **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX), Texas Association of School Boards – Buyboard approved vendors, for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$50,000.00, which is based on prior year expenditures;
- 11)Air Conditioning Filters (Purchase):** purchase air conditioning filters from **J. F. Filtration, Inc./dba Joe W. Fly Company, Inc.** (Austin, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$125,000.00, which is based prior year expenditures;
- 12)Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$75,000.00, which is based on prior year expenditures;
- 13)Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$55,000.00, which is based on prior year expenditures;
- 14)Furniture (Purchase):** purchase furniture from National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), TIPS Purchasing Cooperative, and the State of Texas Multiple Award Schedule (TXMAS), at a total amount of \$377,739.50.

#	Vendor	Amount
A	Allsteel Inc. / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$42,806.61
B	Computer Comforts, Inc. (Kemah, TX)	\$18,193.87
C	Cramer / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$5,963.36
D	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$1,094.01
E	Erg International / Gateway Printing and Office Supply, Inc. (Oxnard, CA/Edinburg TX)	\$13,028.58
F	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$80,006.80

G	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$11,721.98
H	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$199,584.19
I	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$1,171.10
J	National Office Furniture / Workplace Resources, LLC. (Jasper, IN/McAllen, TX)	\$4,169.00
	Furniture Total	\$377,739.50

15)Parts and Supplies (Purchase): purchase parts and supplies from **Grainger, Inc.** (Austin, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$60,000.00, which is based on prior year expenditures;

16)3-D Printers (Purchase): purchase 3-D printers from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$55,222.00;

17)Equipment Rental Services (Renewal): renew the equipment rental services contracts for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$85,000.00, which is based on prior year expenditures. The vendor are as follows:

a.	Backstage Productions (McAllen, TX)	b.	JV Equipment, Inc. (Edinburg, TX)
c.	Rental World (McAllen, TX)	d.	Space Jump Rental (Pharr, TX)
e.	Tejas Equipment Rental (McAllen, TX)		

18)Elevator Maintenance Agreement (Renewal): renew the elevator maintenance agreement with **Otis Elevator Company** (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$60,000.00, which is based on prior year expenditures;

19)Library Materials (Renewal): renew the library materials contracts for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$225,555.00. The vendors are as follows:

a.	ABDO Publishing (Minneapolis, MN)	b.	Bearport Publishing (New York, NY)
c.	Bound to Stay Bound Books, Inc. (Jacksonville, IL)	d.	Cavendish Square Publishing (New York, NY)
e.	Cengage Learning, Inc. (Farmington Hills, MI)	f.	Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
g.	Complete Book and Media Supply, LLC. (Cedar Park, TX)	h.	Delaney Educational Enterprises (San Diego, CA)
i.	Enslow Publishing, LLC. (New York, NY)	j.	Follett School Solutions, Inc. (McHenry, IL)
k.	Gareth Stevens Publishing (New York, NY)	l.	Grey House Publishing (Amenia, NY)

m.	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)	n.	Ingram Library Services, Inc. (La Vergne, TN)
o.	JOVE (Cambridge, MA)	p.	Latin American Book Source, Inc. (Chula Vista, CA)
q.	Midwest Tape, LLC. (Holland, OH)	r.	Plunkett Research, Ltd. (Houston, TX)
s.	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	t.	Rosen Publishing Group (New York, NY)
u.	Scholastic Library Publishing, Inc. (Danbury, CT)	v.	World Book, Inc. (Chicago, IL)
w.	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)		

20)Library Serials (Renewal): renew the library serials contract with **EBSCO Information Services** (Birmingham, AL) for the period beginning September 1, 2017 through August 31, 2018, at a total amount of \$96,750.00, which is based on prior year expenditures;

21)Mail Services (Renewal): renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX), for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$74,000.00, which is based on prior year expenditures;

22)Merchant Services (Renewal): renew the merchant services contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$305,000.00, which is based on prior year expenditures;

23)Online Real Estate Courses (Renewal): renew the online real estate courses with **OnCourse Learning** (Atlanta, GA) for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry;

24)Truck Driver/Bus Driver Training (Renewal): renew the truck driver/bus driver training contract with **International Schools** (Dallas, TX), for the period beginning September 1, 2017 through August 31, 2018, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

25)Facility Usage Interlocal Agreements (Lease/Rental): lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 21, 2017 through August 25, 2018, at an estimated amount of \$21,690.40;

D. Technology Item

26)Computers and Laptops (Purchase): purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$97,040.66.

Recommend Action - The total for all award of proposals, rejection of proposal, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) was \$3,645,685.84.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved and authorized the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) as presented. The motion carried.

Review and Action as Necessary on Award of a Proposal and Purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds

The Finance, Audit, and Human Resources Committee and the Facilities Committee recommended Board approval of the award of proposals and purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds as listed below:

A. Bond Proceeds	B. Non-Bond Proceeds - Maintenance and Operation Property Taxes (M&O)
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A. Bond Proceeds

- 1) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), TIPS Purchasing Cooperative, and the State of Texas Multiple Award Schedule (TXMAS), at a total amount of \$1,147,670.37.

#	Vendor	Amount
A	Allsteel Inc. / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$26,276.96
B	American Seating Company / Gateway Printing and Office Supply, Inc. (Houston, TX/Edinburg, TX)	\$326,868.90
C	Bretford Manufacturing, Inc. / Gateway Printing and Office Supply, Inc. (Franklin Park, IL/Edinburg, TX)	\$2,696.00
D	Computer Comforts, Inc. (Kemah, TX)	\$2,719.00
E	Cramer / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$56,545.75
F	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$13,128.12
G	Erg International / Gateway Printing and Office Supply, Inc. (Oxnard, CA/Edinburg TX)	\$3,010.80
H	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$65,940.20

I	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$17,990.12
J	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$396,852.89
K	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$37,481.19
L	NOVA Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$198,160.44
	Furniture Total	\$1,147,670.37

B. Non-Bond Proceeds - Maintenance and Operation Taxes (M&O)

- 2) **Industrial Equipment (Award):** award the industrial equipment at a total amount of \$522,832.90 as follows:

#	Vendor	Amount
A	ADMET, Inc. (Norwood, MA)	\$28,786.50
B	Alamo Iron Works (Brownsville, TX)	\$7,222.20
C	Carl Zeiss Industrial Metrology, LLC. (Maple Grove, MN)	\$46,255.00
D	Champions Machine Tool Sales (Buda, TX)	\$353,820.00
E	MSC Industrial Supply Company (Harlingen, TX)	\$55,950.20
F	Rex Supply Company (Houston, TX)	\$30,799.00
	Total Amount	\$522,832.90

- 3) **Library Theft Detection Gates (Award):** award the proposal for library theft detection gates to **Sentry Custom Security, Inc.** (Ronkonkoma, NY), at a total amount of \$52,413.00;
- 4) **Instructional Equipment (Purchase):** purchase instructional equipment from **Lab Resources, Inc.** (Tomball, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$165,181.25;
- 5) **Welding Equipment (Purchase):** purchase welding equipment from **Airgas USA, LLC.** (McAllen, TX), an E&I Cooperative Services approved vendor, at a total amount of \$201,184.17.

The total for the award of proposals and purchases for the 2013 Bond Construction Program and Related Projects Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds was:

Bond Proceeds	\$1,147,670.37
Non-Bond M&O Taxes	941,611.32
Total	\$2,089,281.69

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved and authorized the award of proposals and purchases for the 2013 Bond Construction Program and Related Projects Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds as presented. The motion carried.

Review and Action as Necessary on Revision of Policies

- A. Revise Policy #3813: Academic Classification for Faculty**
- B. Revise Policy #4115: Personnel Appointments**

Approval to revise the following policies was requested.

- A. Revise Policy #3813: Academic Classification for Faculty
- B. Revise Policy #4115: Personnel Appointments

Purpose – To replace the “Full Time Temporary” title with “Lecturer” title.

Justification – The request for the revisions to the policies was necessary for the following reasons:

- Lecturers provide the College the opportunity to meet immediate needs created by unanticipated circumstances. Unanticipated circumstances may include the replacement of a Full Time faculty on short notice, anticipated increases in enrollment where adjunct resources are not readily available, and/or uncertainty in enrollment projections due to unforeseen circumstances.
- Lecturers were employed on as needed, non-contractual, at will basis with no expectation of continued employment or property rights beyond the assignment.

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

The revised policies were reviewed by the Full Time Temporary Taskforce Committee, President’s Cabinet, Academic Council, and/or by Legal Counsel.

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

After the Finance, Audit, and Human Resources Committee review and recommendation, administration recommended a further revision, which was to remove the term “Lecturer” from Policy 3813: *Academic Classification for Faculty*, because that policy only applied to Full-Time Regular Faculty.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revisions of Policy #3813: Academic Classification for Faculty and Policy #4115: Personnel Appointments as presented and which supersedes any previously adopted Board policy as presented. The motion carried.

Review and Action as Necessary on Participation in the Purchasing Cooperative with Region 3 – Purchasing Cooperative of America (PCA)

Approval to participate in the Region 3 – Purchasing Cooperative of America (PCA) was requested.

Purpose – The Purchasing Department requested approval to participate in a new purchasing cooperative, which will provide larger purchase discounts, reduces administrative cost in preparing request for proposal (RFP), and reduces the solicitation cost.

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

The following are some of the benefits:

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

Purchases through this cooperative would be conducted as options and would be completed only after it has been determined to be the best value for the College. Some of the local vendors participated in this cooperative.

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

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval to participate in the Region 3 – Purchasing Cooperative of America (PCA) as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized participation in the Region 3 – Purchasing Cooperative of America (PCA) as presented. The motion carried.

Review and Action as Necessary to Renew the Financial Advisor Services Agreement

Approval to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2017 through August 31, 2018, was requested.

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

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

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it may coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On July 26, 2016, a renewal of the agreement with First Southwest (FirstSouthwest) a Division of Hilltop Securities, Inc. for the period beginning September 1, 2016 and ending August 31, 2017 was approved by the Board of Trustees.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the

agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

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

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

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2017 through August 31, 2018, as presented.

Upon a motion by Mr. Paul R. Rodriguez, and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized renewal of the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2017 through August 31, 2018, as presented. The motion carried.

Review and Action as Necessary to Renew the Continuing Disclosure Services Agreement

Approval to renew the continuing disclosure services agreement with FSC Continuing Disclosure Services, A Division of Hilltop Securities, Inc., for the period beginning September 1, 2017 through August 31, 2022, was requested.

Purpose – The continuing disclosure services were to assist with the disclosure to the investing public, on periodic and continuing basis, including the preparation and submission of annual reports and the reporting of certain specified events as fully set forth in the undertakings and as contemplated by the provisions of Securities and Exchange Commission Rule 15c2-12 as amended ("the Rule"). To assist on the filing of reports with Municipal Securities Rulemaking Board's ("MSRB"), Electronic Municipal Market Access ("EMMA"), appropriate State Information Depository ("SID"), rating agencies, and other

entities, including preparation and distribution of each notice Material Event Notice filing concerning occurrence of an Event or noncompliance with the Rule.

Justification – Continuation of continuing disclosure services from FSC Continuing Disclosure Services, a Division of Hilltop Securities, Inc. to the College were proposed.

Background – On May 31, 2012, the Board of Trustees approved the renewal of the FSC Continuing Disclosure Services, A Division of Hilltop Securities, Inc., for the period beginning September 1, 2012 and ending August 31, 2017.

The College was notified that effective January 22, 2016, First Southwest Asset Management, LLC merged with Hilltop Securities, Inc. As the surviving entity, Hilltop Securities assumed all rights and obligations of First Southwest pursuant to the merger agreement. This includes assumption of the rights and obligations of the agreement First Southwest entered into with South Texas College.

Under the continuing disclosure services agreement, the College or FSC Continuing Disclosure Services shall notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date that this Agreement will not be renewed, this Agreement will be automatically renewed on the fifth anniversary of the date hereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The annual fee for assistance in preparation and distribution of each annual report and audited annual financial reports was \$3,500 per year and \$500 minimum fee for assistance in preparation and distribution of each notice Material Event Notice Filing concerning occurrence of an Event or noncompliance with the Rule; in addition, a fee of \$125 per hour for all time in excess of five (5) hours spent in assisting with preparation and distribution. Funds for this expenditure were budgeted in the Bond/Arbitrage/Disclosure account for FY2017-2018, pending board approval of the budget.

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

Enclosed Documents – A copy of the continuing disclosure services agreement was provided in the packet for the Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the continuing disclosure services agreement with FSC Continuing Disclosure Services, A Division of Hilltop Securities, Inc., for the period beginning September 1, 2017 through August 31, 2022, as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized renewal of the continuing disclosure services agreement with FSC Continuing Disclosure Services, A Division of Hilltop Securities, Inc., for the period beginning September 1, 2017 through August 31, 2022, as presented. The motion carried.

Review and Action as Necessary to Renew the Arbitrage Rebate Compliance Services Agreement

Approval to renew the arbitrage rebate compliance services agreement with First Southwest Asset Management, LLC A Hilltop Holding Company, for the period beginning September 1, 2017 through August 31, 2022, was requested.

Purpose – The arbitrage rebate compliance services were to provide professional services in determining the Arbitrage Amount, to cooperate fully with the College in reviewing the schedule of investments made with proceeds from the Obligations and other funds under Treasury Regulations Section 1.148, to perform calculations to determine the Arbitrage Amount under Section 148(f)(2) of the Code, and to provide a report specifying the Arbitrage Amount.

Justification – Continuation of arbitrage rebate compliance services from First Southwest Asset Management, LLC A Hilltop Holding Company to the College were proposed.

Background – On May 31, 2012, the Board of Trustees approved the renewal of the First Southwest Asset Management, LLC Agreement, for the period beginning September 1, 2012 and ending August 31, 2017.

The College was notified that effective January 22, 2016, First Southwest Asset Management, LLC merged with Hilltop Securities, Inc. As the surviving entity, Hilltop Securities assumed all rights and obligations of First Southwest pursuant to the merger agreement. This includes assumption of the rights and obligations of the agreement First Southwest entered into with South Texas College.

Under the arbitrage rebate compliance agreement, this agreement may terminate by either party with or without cause upon thirty (30) days prior written notice to the other party.

Funding Source – The base fee per calculation of \$1,200 per issue per calculation year and IRS Refund Request services of update calculation, prepare refunds request package, and assist in responding to subsequent IRS Information Requests of \$750. Funds for this expenditure were budgeted in the Bond/Arbitrage/Disclosure account for FY2017-2018, pending board approval of the budget.

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

Enclosed Documents – A copy of the arbitrage rebate compliance services agreement was included in the packet for the Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the arbitrage rebate compliance services agreement with First Southwest Asset Management, LLC A Hilltop Holding Company, for the period beginning September 1, 2017 through August 31, 2022, as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the renewal of the arbitrage rebate compliance services agreement with First Southwest Asset Management, LLC A Hilltop Holding Company, for the period beginning September 1, 2017 through August 31, 2022, as presented. The motion carried.

Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2017-2018 Budget with Comparison to FY 2016-2017 Approved Budget

The packet included the Preliminary Summary of Projected Revenues and Expenditures for FY 2017-2018 with comparison to the FY 2016-2017 approved budget for the Board's information and review.

This was a preliminary plan for the next fiscal year that included the following assumptions:

Revenues:

- State appropriation revenue was projected to increase \$1,642,997 from FY 2017. An increase was projected in other state revenues consisting of TRS and ORP for FY 2018, in the amount of \$199,481. The state appropriation amount was based

on the allocations in SB1 and the other state revenue was based on state allocation schedules.

- Tuition for FY 2018 was based on projected enrollment of 20,107 traditional students, a 1% increase from Fall 2016, and 14,369 dual credit tuition free students for Fall 2017. The projections indicated an increase in tuition of approximately \$1,210,415 in FY 2018 and included the Board approved increase to the Emergency Medical Technology differential tuition rate of \$5 per semester credit hour, from \$35 to \$40, and the implementation of flat tuition rates for In DwastRICT, Out of DwastRICT, and Out of State residency classifications of \$70, \$80, and \$200, respectively. The flat tuition rates were set at rates to generate the same amount of tuition revenue as the previous tiered tuition rates.
- Fees for FY 2018 were based on the same enrollment projections as tuition. The projections included the Board approved decrease of \$21 for the Developmental Studies Fee, from \$50 to \$29, the increase of \$5 per semester credit hour for the Hybrid Course Fee, from \$5 to \$10, the decrease in the Unrestricted Fund fee revenue due to the Board approved budget amendment transferring the Student Activity Fee to the Auxiliary Fund, and the elimination of the Collegiate Assessment Proficiency (CAAP) Exam Fee. The projections indicated a decrease in fees of approximately \$169,853 in FY 2018.
- Other revenue was expected to increase \$1,885,063 in FY 2018. The projected increase was mainly due to the increases in interest revenue, concurrent enrollment cost reimbursement, and dual credit academy participation fees.
- Tax revenue for FY 2018 was expected to increase \$2,178,540, due to an increase in tax appraised values and delinquent tax collections.
- Carryover Allocations was projected to increase \$1,517,442 in FY 2018. The increase mainly resulted from the decrease of \$1,965,706 in the Capital Carryover, the increase of \$3,869,088 funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue which would be used for furniture and equipment, and a decrease of \$385,940 in other carryover allocations.

Expenditures:

- The Salary expenditures budget was proposed to increase by \$5,379,786 in FY 2018 mainly due to the following:

New faculty positions approved by the Board of Trustees at the October 27, 2016 and April 21, 2017 Board Meetings	\$2,667,509
Proposed annual salary increases for faculty and staff	1,963,347
New proposed non faculty positions	1,168,980
New proposed non faculty positions-Bond	1,199,540
Salary Adjustments/Reclassifications non faculty	344,098
Full funding of previously partially funded bond positions	2,096,533

Salary Adjustments/Reclassifications and Pool Adjustments	(4,060,221)
Total	\$5,379,786

- The Benefits expenditures budget for FY 2018 was proposed to increase by \$1,932,206.
- The Operating expenditures budget for FY 2018 was proposed to increase by \$5,114,947.
 - ⇒ The operating budget was proposed to increase by \$1,517,117 based on the needs of the College's departments.
 - ⇒ In addition, the operating budget was proposed to increase by \$3,597,830 for furniture and equipment for the new bond buildings to be funded from bond M&O tax revenue.
- The Travel expenditures budget for FY 2018 was proposed to increase by \$99,767. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2018 was proposed to increase by \$92,391.
 - ⇒ The capital budget was proposed to decrease by \$41,303 based on the needs of the College's departments.
 - ⇒ In addition, the capital budget was proposed to increase by \$133,694 for equipment for the new bond buildings to be funded from bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2017 was proposed to decrease by \$4,154,992. The decrease was primarily due to the decrease of \$4,155,992 to the M&O Tax Bond Program Reserve. The reserve funds will be used in FY 2018 for operating, travel, and capital expenditures. The MTR Bond Series 2007 debt service was projected to decrease by \$1,000 in FY 2018. This debt service was paid from maintenance and operations taxes.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2017-2018 with Comparison to the FY 2016-2017 approved budget and the Proposed Budget PowerPoint presentation was provided in the packet for the Board's review and information.

Additional modifications may be required to the budget, prior to final presentation to the Board based on revised revenue projections.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Proposed Budget for FY 2017 - 2018.

No action was required from the Board. This item as presented for information and feedback to staff.

Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2017-2018

Approval of Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2017-2018 was requested.

a. Faculty Salary Increases

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

The approved Faculty Salary Plan for FY 2016-2017 was based on an average increase of 3%. The base for a master's degree was increased from \$41,175 to \$41,690 or by an additional \$515.00. The average 3% increase and step adjustments were approved by the Board for FY 2016-2017 at a total cost of approximately \$971,829.

In keeping with the College's commitment to retain and recruit qualified Faculty, the proposed preliminary faculty salary increase for FY 2017-2018 was approximately \$1,015,710, which was based on an average increase of 3%. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board based on revised revenue projections.

Faculty Salary Increases			
Category	Average Increase Percentage	FY 2016-2017 Increase Amount	FY 2017-2018 Proposed Increase Amount
Faculty	3%	\$971,829	\$1,015,710

b. Non-Faculty Personnel Salary Increases

In Fiscal Year 2016-2017, salary increases in the amount of approximately \$755,018 were awarded for existing non-faculty positions which were based on a 3% increase.

In keeping with the College's commitment to recruit and retain qualified non-faculty personnel, the following estimated salary increases for Fiscal Year 2017-2018 totaling \$947,637, based on 3% increase, were proposed. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board based on revised revenue projections.

Non-Faculty Personnel Salary Increases			
Category	Increase Percentage	FY 2016-2017 Increase Amount	FY 2017-2018 Proposed Increase Amount
Classified	3%	\$204,647	\$261,175
Professional/Technical	3%	408,531	537,322
Administrative	3%	122,731	127,934

Executive	3%	19,109	21,206
Total		\$755,018	\$947,637

The FY 2017-2018 proposed estimated Annual Salary Increases for Faculty were \$1,015,710 and for Non-Faculty Personnel were \$947,637, for a total of \$1,963,347.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2017-2018 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 Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2017-2018 as presented. The motion carried.

Discussion and Action as Necessary on New Staff Positions for FY 2017-2018

Approval of New Staff Positions for FY 2017-2018 was requested.

Administration reviewed the need for additional new non-faculty staffing positions for FY 2017-2018 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board based on revised revenue projections.

A total of thirty-two (32) new staff positions were requested for a total amount of \$1,168,980. Funding in the amount of \$283,980, for ten (10) of these new positions was identified from salary pools, resulting in a proposed net increase in salary budget of \$885,000, as follows:

Funding	Amount
Funding Requested for New Positions	\$1,168,980
Less -- Funding from Pool Positions	(283,980)
Net Salary Budget Increases for New Positions	\$885,000

A listing of the proposed new staff positions for FY 2017-2018 was included in the packet for the Board's information and review.

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

Committee Recommendation

On June 15, 2017, the Finance, Audit, and Human Resources Committee recommended Board approval of forty new staff positions for FY 2017-2018, at a net salary budget increase of \$1,117,710. Staff advised that this may be revised after continued review of the proposed revenue and expenditures for FY 2017-2018

Staff recommended the revised approval of thirty-two new staff positions for FY 2017-2018, at a net salary budget increase of \$885,000, as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the New Staff Positions for FY 2017-2018 as presented. The motion carried.

**Discussion and Action as Necessary on New Non-Faculty Staff
Positions for FY 2017-2018 as Necessary for the 2013 Bond
Construction Program Facilities Expansion**

Approval of New Non-Faculty Staff Positions for FY 2017-2018 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2017-2018 was requested.

An estimated 600,000 square feet of facilities would be added to the South Texas College campuses by the 2013 Bond Construction Program, a 40% increase over current facilities. As a result, it was anticipated that additional staff would be required to service, operate, and maintain the facilities.

Administration reviewed the need for additional new faculty and non-faculty staffing positions necessary for the expanded facility scope for FY 2017-2018 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board based on revised revenue projections.

A total of forty-one (41) new positions for occupying and support services for the new facilities were requested for a total amount of \$1,199,540. The new positions were proposed to be hired between the period of September 2017 through August 2018 in preparation of the completion and occupancy of the new facilities.

Funding Requested 2013 Bond Construction Program Facilities Expansion	Amount
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New Non-Faculty Staff Positions (41 Positions)	\$1,199,540
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A list of the preliminary proposed positions was provided in the packet for the Board's information and review.

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

a. New Non-Faculty Staff Positions

- ***Academic Affairs - 13 staff position titles***

⇒ 9 Classified

- 6 Faculty Secretary
- 2 Lab Assistant
- 1 Secretary

⇒ 4 Professional/Technical Non-Exempt

- 1 Simulation Network Specialist
- 2 Lab Specialist II
- 1 Registered Lab Assistant – Pharmacy

- ***Finance and Administrative Services – 26 staff position titles***

⇒ 14 Classified

- 4 Custodian
- 1 Lead Custodian
- 1 Floor Technician
- 1 HR Secretary
- 1 HR Technician
- 1 Accounts Assistant
- 3 Cashiers
- 1 Accounting Assistant
- 1 Administrative Assistant

⇒ 7 Professional/Technical Exempt

- 1 Coordinator of Staffing and Recruiting
- 1 Training and Development Manager
- 2 Custodial Manager
- 1 Events Manager
- 1 Environmental Health and Safety Manager
- 1 Safety and Security Manager

⇒ 5 Professional/Technical Non-Exempt

- 1 HR Systems Specialist
- 1 Custodial Supervisor

- 1 Dispatch Supervisor
- 2 Police Officer

- ***Information Services and Planning – 2 staff position titles***

- ⇒ 2 Professional/Technical Exempt
 - 1 Audio Visual Systems Designer
 - 1 Coordinator of Special Events

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

Committee Recommendation

On June 15, 2017, the Finance, Audit, and Human Resources Committee recommended Board approval of forty-four new staff positions for FY 2017-2018 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2017-2018, at a net salary budget increase of \$1,375,542. Staff advised that this may be revised after continued review of the proposed revenue and expenditures for FY 2017-2018

Staff recommended the revised approval of forty-one new staff positions for FY 2017-2018 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2017-2018, at a net salary budget increase of \$1,199,540, as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the New Non-Faculty Staff Positions for FY 2017-2018 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2017-2018, as presented. The motion carried.

Discussion and Action as Necessary on Non-Faculty Salary Adjustments/Reclassifications for FY 2017-2018

Approval of Non-Faculty Salary Adjustments/Reclassifications for FY 2017-2018 was requested.

Salary Adjustments/Reclassifications were recommended by the appropriate supervisor and reviewed with the Office of Human Resources. Administration reviewed the proposed non-faculty salary adjustments/ reclassifications for FY 2017-2018 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board based on revised revenue projections.

Requested for FY 2017-2018 were salary adjustments totaling \$344,098 for forty-four (44) positions, out of which thirty-nine (39) positions require changes in classification

and/or grade. Funding in the amount of \$273,256, for thirty-six (36) of these salary adjustments, was identified from staff and salary pools, resulting in a proposed net increase in salary budget of \$70,842, as follows:

Funding	Amount
Funding Requested for Non-Faculty Salary Adjustments/Reclassifications	\$344,098
Less -- Funding from Staff and Pool Positions	(273,256)
Net Salary Budget Increases for Salary Adjustments/Reclassifications	\$ 70,842

In addition, one (1) salary adjustment in the Auxiliary Fund was also requested. This change would not affect the Unrestricted Fund Budget. The adjustment being recommended was in the amount of \$9,000.

A listing of the non-faculty salary adjustments/reclassifications for FY 2017-2018 was included in the packet for the Board's information and review.

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

Committee Recommendation

On June 15, 2017, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Non-Faculty Salary Adjustments/Reclassifications for FY 2017-2018. At that time there were thirty-one proposed salary adjustments, totaling \$168,518, with a net salary budget increase of \$70,842. Staff advised that this may be revised after continued review of the proposed revenue and expenditures for FY 2017-2018.

Upon further review, staff recommended the revised approval of salary adjustments for FY 2017-2018 totaling \$344,098 for forty-four (44) positions, out of which thirty-nine (39) positions require changes in classification and/or grade. The net salary budget increase remained at \$70,842, through the proposed increased use of funding from staff and pool positions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the Non-Faculty Salary Adjustments/Reclassifications for FY 2017-2018 as presented. The motion carried.

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

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

- Executive Program Budget Overview Summary;
- Update on the status of the 2013 Bond Construction Program;
- Video Update on Construction Projects;
- Chart of Project Progress;
- Project Scorecards; and
- Completion and Occupancy Schedule Timeline

Broaddus & Associates provided the following accountability reports:

- Program Budget Summary worksheet;
- Construction Budget worksheet;

As of June 8, 2017, the total budget shortfall was estimated to be at \$4,501,351 with the use of buyout savings and design and construction contingency.

In addition, college staff included the following reports reflecting additional potential variances considering pending Board action:

- 2013 Bond Construction Program Tracking Contingency Log
- 2013 Bond Construction Program Non-Bond Proceeds – Transfer to Plant Fund Budget

Use of Buyout Savings to Offset Budget Shortfall

The Board noted that Broaddus & Associates included Buyout Savings within the funds available to offset program wide budget deficits.

The Board asked Mr. Brian Fruge if the approval of buyout savings reduced the overall GMP for that project, and Mr. Fruge agreed that this was the case. The Board also asked whether the reduction of the GMP for any project reduced the overall construction expenditures, and thereby reduced the budget deficit, and Mr. Fruge agreed that this was the case.

The Board noted that Buyout Savings were already calculated into the budget deficit, and advised Broaddus & Associates that these savings should not be offered as additional funds to further offset the deficit. Mr. Fruge agreed to correct his reporting.

No action was requested.

Review and Action as Necessary on Change Orders for Use of Project Contingencies for the 2013 Bond Construction Program

- A. Pecan Campus
- B. Mid Valley Campus
- C. Nursing Allied Health Campus

Approval of proposed change orders for use of project contingencies for the 2013 Bond Construction Projects was requested.

Broaddus & Associates failed to provide the Change Orders prior to the publication of the Board packet.

Broaddus & Associates was asked to provide the updated documentation to staff prior to the Regular Board Meeting.

At the Board Meeting, Broaddus & Associates recommended removal of this item from the Board agenda, and offered to bring the completed, detailed Change Order documentation to the Facilities Committee in July 2017.

No action was taken.

Review and Action as Necessary on Color Boards for the 2013 Bond Construction Regional Center for Public Safety Excellence Project

Approval of the colors and finishes for the 2013 Bond Construction Regional Center for Public Safety Excellence Project was requested.

Background

The PBK Architects prepared color boards and interior renderings containing interior paint colors, wall finishes, flooring materials, millwork finishes, and wall tile for review and approval by the Board.

Presenters

Representatives from the PBK Architects attended the June 15, 2017 Facilities Committee meeting to provide and present the recommended color boards.

The Facilities Committee provided feedback on:

- addition of an external spotlight to illuminate building signage;
- revise of exterior lighting levels;
- the proposed usage of a shade of yellow as proposed by PBK Architects; and
- the usage of color in breaking up the visual lines in the long hallway of the building.

The Facilities Committee took no formal action and requested that PBK Architects consider and implement the provided feedback and present revised color boards to the Board.

At the June 27, 2017 Regular Board Meeting, the architect presented new options, including a substitution of an orange shade in place of the yellow previously presented to the Committee.

The architect also presented several options for the unisex restroom, showing an incorporation of blue and orange, and several patterns of striping and banding of alternating colors.

Administration and the Board noted the importance of equal balance in the color usage in this facility, and recommended the use of broad banding shown in the packet, in place of the proposed narrow striping patterns that the architect shared at the meeting.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the selection of colors and finishes for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented. The motion carried.

Report on Savings of Owner Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program

At the June 15, 2017 Facilities Committee meeting, Broaddus & Associates and representatives from Carlisle Insurance Agency, Inc. reported the projected savings from Owner Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program.

Carlisle Insurance Agency estimated approximately \$187,374 in savings to date, through the implementation of OCIP. They estimated approximately \$300,000 in savings program-wide by the completion of the 2013 Bond Construction Program.

Background

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

Enclosed Documents

A Mid Term Update was included from Carlisle Insurance Agency, Inc. indicating the estimated savings.

This report was included for the Board's information and feedback. No action was taken.

Review and Action as Necessary on Revised Scope of the Partial Guaranteed Maximum Price for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

Approval of the revised scope of the Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements was requested.

Purpose

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

Justification

The approval of the revised scope of the Partial GMP would allow the CM@R to continue with the work to meet their overall construction schedule. Dannenbaum Engineering Company-McAllen, LLC submitted the drawings with enough information regarding the proposed construction work of the project.

Background

On February 28, 2017, the Board of Trustees approved a Partial GMP for the Vehicle Skills Pad work for \$1,140,000 with Noble Texas Builders Construction Company (CMR). Funds for the Vehicle Skills Pad are in the Non-Bond Construction budget from the Texas Department of Public Safety for fiscal year 2016-2017. The CMR has priced the original scope of the project and has informed Broaddus & Associates and Dannenbaum Engineering Company-McAllen, LLC that the actual costs for that work including the revised vehicle skills pad size of 240' by 360' is \$717,529. This indicates a savings of \$422,471.

On May 23, 2017, the Board approved to use the savings of \$422,471 for additional scope of work to include an Emergency Vehicle Operations Course (EVOC). The CM@R has since provided an additional savings of \$171,538.50.

At the Facilities Committee meeting on June 15, 2017, Broaddus & Associates presented these savings and proposed using the savings to build part of the Cityscape driving course as provided by Dannenbaum Engineering Company-McAllen, LLC and G2 Solutions Group, Inc. The proposed course has been reviewed by Broaddus & Associates and College staff. The proposed course as designed will be part of the overall Driving Track as proposed in the project's master plan and previously approved by the Board.

Noble Texas Builders (CM@R) reviewed the proposed Cityscape driving course layout and proposed to add it to the remaining budget of \$171,538.50.

The total cost of the Partial GMP would remain at \$1,140,000 and would be paid by funds provided by the Texas Department of Public Safety. Dannenbaum Engineering Company-McAllen, LLC would provide the additional construction documents needed for the CM@R to perform the work.

Approval of the revised scope of the partial GMP would allow for the construction to continue and was in an effort for the CM@R to meet their overall construction schedule.

Funding Source	Vehicle Skills Pad	EVOC Driving Track	Cityscape	Total
Non-Bond Proceeds (TxDPS)	\$717,529	\$250,932.50	\$171,538.50	\$1,140,000

Reviewers

The revised scope of the partial GMP was reviewed by Broaddus and Associates, and concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A preliminary layout of the cityscape was provided by Dannenbaum Engineering Company-McAllen, LLC and G2 Solutions Group, Inc.

Presenters

Representatives from Broaddus & Associates, Dannenbaum Engineering Company-McAllen, LLC and Noble Texas Builders Construction Company attended the meeting to present the cost estimates and the driving course layouts.

The Facilities Committee recommended the design team extend the scope of the project to include the Cityscape layout as presented not to exceed the Partial Guaranteed Maximum price of \$1,140,000 as previous approved.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the revised scope of the Partial Guaranteed Maximum Price (GMP) which included \$717,529 for the Vehicle Skills Pad, \$250,932.50 for the EVOC with traffic light equipment and \$171,538.50 for the additional cityscape driving course for a total amount of \$1,140,000 with Noble Texas Builders Construction Company for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented. The motion carried.

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

The Board was asked to take action as necessary to postpone the deliberation and further work related to the Pecan Campus Thermal Plant Expansion Cooling Tower Enclosure until a later date.

Background

The schematic design of the 2013 Bond Construction Pecan Thermal Plant Expansion 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 had 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, 2013 the Facilities Committee was shown a revised wave design but 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.

At the May 9, 2017 Facilities Committee meeting and at the May 23, 2017, the Board instructed Broaddus & Associates to provide design options for the screen enclosure with their associated construction costs for Board approval. As of June 12, 2017, Broaddus & Associates has not provided any additional design options or cost estimates for the cooling tower enclosure.

On June 15, 2017 the Facilities Committee took no formal action on this item, and proposed that the Board consider stopping any further deliberation of this item until the completion of the remaining 2013 Bond Construction Program projects at the Pecan Campus, at which time the project could be resumed.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the postponement of the deliberation and further work related to the Pecan Campus Thermal Plant Expansion Cooling Tower Enclosure until a later date. The motion carried.

Review and Action as Necessary on Rejection of Construction Services Proposal and Re-solicitation for the Technology Campus Building B Domestic/Fire Sprinkler Lines Project

Approval to recommend rejection of construction services proposal and re-solicitation for the Technology Campus Building B Domestic/Fire Sprinkler Lines project was requested.

Background

On September 27, 2016, the Board approved design services with Halff Associates to prepare plans and specifications for the Technology Campus Building B Domestic/Fire Sprinkler Lines project. Included in the FY 2016-2017 renewals and replacements budget are funds for the replacement of the domestic and fire sprinkler lines for Building B at the Technology Campus. The replacement of these domestic and fire sprinkler lines is included as part of the Facilities Deferred Maintenance Plan.

College staff has been working with Halff Associates to prepare and issue the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began March 6, 2017. Six (6) sets of construction documents were issued and a total of one (1) was received on April 7, 2017.

It was estimated during the design phase that the cost for construction of this project would be approximately \$700,000. Actual proposal received was over \$900,000 which was well over the available budget. Staff recommended Board approval to reject the current proposal and allow staff to work with Halff Associates to re-format the bid documents to separate the scope of the project between the replacement of the domestic lines and the fire sprinkler system and re-solicit as separate construction services proposals. This would allow for proposals to be submitted by contractors and/or subcontractors to bid on one or both Requests for Proposals and encourage more participation in the bid process.

The Facilities Committee recommended Board approval to reject construction services proposals, require that Halff Associates re-format the bid documents, and re-solicit as separate construction services proposals for the Technology Campus Building B Domestic/Fire Sprinkler Lines project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the rejection of construction services proposals, requiring that Halff Associates re-format the bid documents, and re-solicitation as separate construction services proposals for the Technology Campus Building B Domestic/Fire Sprinkler Lines project as presented. The motion carried.

Review and Action as Necessary on Final Completion for the Non-Bond Pecan Campus Building K Student Enrollment Center

Approval of final completion for the following non-bond construction project was requested.

Project	Final Completion	Documents Attached
Pecan Campus Student Services Building K Student Enrollment Center Architect: Boultinghouse Simpson Gates Architects Contractor: NM Contracting, LLC	Recommended	Final Completion Letter

Pecan Campus Student Services Building K Student Enrollment Center

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

Boultinghouse Simpson Gates Architects and the College's Planning & Construction Department 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 \$20,480.12 to NM Contracting, LLC be approved. The original cost approved for this project was in the amount of \$408,600.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$490,000	\$408,600	\$1,002.48	\$409,602.48	\$389,122.36	\$20,480.12

On May 8, 2017, Boultinghouse Simpson Gates Architects and the College's Planning & Construction Department staff inspected the site to confirm that all punch list items were completed. The packet included a final completion letter from Boultinghouse Simpson Gates Architects acknowledging all work was complete and recommending release of final payment to NM Contracting, LLC in the amount of \$20,480.12.

The Facilities Committee recommended Board approval of final completion for the Pecan Campus Building K Enrollment Center project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized final completion and release of final payment in the amount of \$20,480.12 for the Pecan Campus Building K Enrollment Center project as presented. The motion carried.

Update on Status of Non-Bond Construction Projects

The Facilities Planning and Construction staff provided a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the Board.

No action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of May 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 May 2017, and responded to questions posed by the Board.

The checks and the financial reports submitted for approval were included in the Board packet under separate cover.

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 May 2017. The motion carried.

Announcements

A. Next Meetings:

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

B. Other Announcements:

- The College will be closed on Tuesday, July 4, 2017 in observance of Independence Day

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:19 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 27, 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 RGV Focus – Gates Grant Program Sub-award from the Educate Texas Fund of Communities Foundation of Texas in the amount of \$10,000.

This subaward is provided to South Texas College to increase capacity of college guidance professionals to expand data sharing. South Texas College will collaborate with up to four school districts to participate in a study conducted by the Educational Results Partnership (ERP) that will investigate the effects of alternative assessment and placement strategies on students overall academic performance, persistence and progress towards college degrees. The study will result in the design of an evidence-based alternative placement method that will be used as a tool to help South Texas College refine a holistic process to assess and determine appropriate placement for students in college courses.

This grant aligns to Strategic Direction #5, Collaboration, by expanding data sharing among collaborative partners of higher education and advancing mutually beneficial educational partnerships to create an impact on student success.

2. Additional Funding for the Skills for Small Business Fund from the Texas Workforce Commission in the amount of \$23,000.

On April 24, 2017, the Board approved the acceptance of funding from the Skills for Small Business program, through the Texas Workforce Commission.

The Texas Workforce Commission has subsequently awarded an additional \$23,000 to supplement this program, for a total award of \$44,000.

This funding 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 an increase of \$23,000 for the period of April 13, 2017 through, April 30 2018 to provide additional training to local small businesses.

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. State Farm Good Neighbor Citizenship® Company Grant from the State Farm Agency in the amount of \$2,500.

Funding from State Farm Insurance is designed to provide Financial Literacy workshops for South Texas College students. The Student Activities and Wellness

Department will manage and implement these workshops to help students learn how to manage their finances. Approximately 10 financial literacy workshops and classroom presentations will be conducted. Funds will be used for facilitators and presenters, program supplies, and other event costs, such as snacks and refreshments for attendees. This award is for the period of August 1, 2017 through December 31, 2017.

This grant aligns to Strategic Direction #4, Collective Responsibility, by providing learning experiences that will help students to increase their knowledge about managing their finances and will expand students' capacity to be debt-free students and graduates.

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

The presented grants would provide up to \$35,500 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 award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The RGV Focus – Gates Grant Program Sub-award from the Educate Texas Fund of Communities Foundation of Texas in the amount of \$10,000.
2. Additional Funding for the Skills for Small Business Fund from the Texas Workforce Commission in the amount of \$23,000.
3. State Farm Good Neighbor Citizenship® Company Grant from the State Farm Agency in the amount of \$2,500.

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 RGV Focus – Gates Grant Program Sub-award from the Educate Texas Fund of Communities Foundation of Texas in the amount of \$10,000.
2. Additional Funding for the Skills for Small Business Fund from the Texas Workforce Commission in the amount of \$23,000.
3. State Farm Good Neighbor Citizenship® Company Grant from the State Farm Agency in the amount of \$2,500.

Approval Recommended:

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

Review and Action as Necessary on Interlocal Agreement for Dual Credit Programs with McAllen ISD

South Texas College presented a new Memorandum of Understanding (MOU) to local school districts with which the College has Dual Credit partnerships. The MOU outlines the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The MOU also reflects recent Board-approved changes to the tuition and fee structures, as discussed with the Education and Workforce Development Committee and the Board of Trustees.

McAllen ISD has requested that the MOU be redrafted as an Interlocal Agreement for their district, pursuant to guidance from their legal counsel. College administration has provided this Interlocal Agreement, which is substantially the same agreement as the MOU presented for the other partnering districts.

South Texas College legal counsel has previously advised that there is no conflict in having an Interlocal Agreement with one partnering District, and MOUs with the others.

Under state law, Interlocal Agreements must be approved by the appropriate governing boards of signatories. The Interlocal Agreement for the South Texas College Dual Credit Program partnership with McAllen Independent School District is provided for the Board's review and action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interlocal Agreement for the South Texas College Dual Credit Program partnership with McAllen Independent School District as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Interlocal Agreement for the South Texas College Dual Credit Program partnership with McAllen Independent School District as presented.

Approval Recommended:

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



Interlocal Agreement

South Texas College Dual Credit Program

SOUTH TEXAS COLLEGE (herein called the “College”) and **MCALLEN SCHOOL DISTRICT** (herein called the “School District”) enter into the following Interlocal Agreement and for the terms of which WITNESS THE FOLLOWING:

TERM

This Agreement shall be in effect from August 28, 2017 to August 24, 2018.

OVERVIEW

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Program**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84 Section (a)) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

1) INTERLOCAL AGREEMENT PURPOSE

The purpose of this Agreement is to outline the roles and responsibilities of the College and the School Districts that participate in the Dual Credit Program. This Agreement is the agreement that encompasses all dual credit programs, including Early College High Schools (ECHS) and the Academies Program as required by the Texas Higher Education Coordinating Board (THECB). A separate Agreement is required by the Texas Education Agency for each Early College High School.

2) RECOGNITION OF HIGHER EDUCATION PARTNER

The School District, when reporting and publicizing high school students’ completion of dual credit **courses, degrees or certificates**, will recognize South Texas College as their Higher Education partner awarding college credit. In addition, the School District must adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College’s ***Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs*** at www.southtexascollege.edu/go/dual-credit-marketing (see Exhibit B for Sample Recognition Template). Failure to follow this provision will result in a non-compliance notification as stated in Section 9 of this document.

3) ACADEMIC POLICIES & PROCEDURES

Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses.

a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. The Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer remedial and developmental courses for dual credit.

b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called “Dual Credit Faculty”) to teach dual credit course(s). Each approved Dual Credit Faculty will be supervised by the College’s respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College’s policies and procedures, in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Program Instructional and Quality Standards Manual*** - Academic Affairs Division.

- i. The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Program meets the credential requirements as stated in the College’s ***Board Policy #4151, Academic and Professional Credentials for Faculty***, which includes the criteria used by the College to determine teaching eligibility.
- ii. The College will ensure that College faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks. School District faculty approved as Dual Credit Faculty have to be cleared by the College’s Office of Human Resources to teach any dual credit courses.
- iii. Dual Credit Faculty will submit all required reporting documents such as roster verification, learning outcome results, syllabi/section outlines, and submission of grades by the deadline set by the College.
- iv. College and Dual Credit Faculty teaching dual credit courses will verify the First Week Class Roster to validate all students who are enrolled in the dual credit class and refer students not on the roster to the appropriate School District counselor. Any student not listed on the Official 12th Day Verification Census Date Roster will not be enrolled in the dual credit course.
- v. New Dual Credit Faculty approved for Academic Year 2017-2018 must satisfactorily complete the online DELTA course offered through the College’s Office of Professional and Organizational Development during the Fall 2017 semester. This Academy focuses on relevant College policies and procedures, resources, faculty responsibilities, and maintaining a college environment in the classroom.
- vi. The School District will allow release time from School District duties for all Dual Credit Faculty to attend required College departmental meetings and the two Dual Credit professional development days organized by the College held on the Saturday before each full semester begins.

- vii. College faculty and Dual Credit Faculty teaching college-level courses are expected to reach out to students who need academic assistance and direct them to the appropriate College or School District support services.
- viii. The School District will forward any concerns regarding Dual Credit Faculty or College faculty teaching the college-level course to the College Department Chair for investigation. To resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the School District Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- ix. The faculty assigned to teach a course is charged with the duties and responsibilities of the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in ***Board Policy #3115 Distance Education***, the instructor of record, not an assistant, is the one responsible for delivery of instruction and evaluation of student progress. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.

c) Facilities, Teaching Environment, College Courses

i. Facilities

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:

- School District will ensure that College faculty and dual credit students have appropriate access to all available instructional resources and essential technology;
- School District shall permit access to the College's electronic learning resources when the course is taught at the School District; and
- School District offering science courses shall meet the laboratory safety standards and have material/equipment that comply with College science program requirements.

ii. Teaching Environment

The School District will ensure that the classroom environment is conducive to college-level learning by:

- Designating a classroom for the college dual credit classes;
- Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session"; and
- Assuring no interruptions take place in the college dual credit class while in session, such as removing students for high school activities or making announcements except for official business or emergencies.

iii. College Courses

- Dual credit courses must use the College's approved Learning Management System.

d) Course Curriculum, Instruction, and Grading

School Districts that participate in the Dual Credit Program at South Texas College will comply with procedures and guidelines as published in the ***Dual Credit Program Instructional and Quality Standards Manual***, including the following:

i. Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the School District.

ii. Monitoring Instruction

School Districts will work with the College so that College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the School District.

iii. Books and Supplemental Materials

The School District will provide all textbooks, equipment, and supplemental materials required for the cohort (S sections) classes. College-approved textbooks purchased by the School District are allowed to be used for three (3) years from the date of purchase, four (4) years if an approved ECHS with the College. Chairs may request a change of textbooks earlier than three (3) years, if the textbooks are for technology-based courses. Textbooks and materials shall be available to students on the first class day. Exceptions must be discussed with the High School Programs and Services Administrator and the Department Chair.

iv. Grading Procedures

All Dual Credit Faculty will follow the College Grading System as stated in the College's [Board Policy #3310, Grading System: Credit Programs](#), as well as the grading criteria in the department approved syllabus.

v. Grade Appeal

The School District will direct students to follow the College's Grade Appeal process. An electronic copy of these documents may be accessed on the Academic Affairs Department webpage at the following link:

https://academicaffairs.southtexascollege.edu/grade_appeals/.

e) Dual Credit Policies

i. Policy 3230 Dual Credit Programs with Partnering School Districts

- Lists general provisions that partnering school districts must comply with; and
- States that tuition and fees for dual credit students sponsored by partnering School Districts will be charged as approved by the Board of Trustees.

- ii. Policy 3232 Dual Credit Student Eligibility Requirements
 - Outlines the dual credit student eligibility requirements;
 - Stipulates limitations on what courses and how many hours may be taken; and
 - Mandates student compliance with Financial Aid Satisfactory Academic Progress (SAP).
- iii. Policy 3320 Academic Progress Standards
 - States expectation that students meet academic standards for coursework at STC;
 - Defines levels of academic status GPA criteria; and
 - Explains student academic progress standards including probation, suspension, and readmission.
- iv. Policy 3322 Student Financial Aid - Satisfactory Academic Progress (SAP)
 - Cites federal regulations that require the College to monitor Satisfactory Academic Progress (SAP) for all students, including dual credit students, in order to determine financial aid eligibility; and
 - Cites regulations that require the evaluation of both quantitative (67% course completion rate) and qualitative (maintaining at least a 2.0 cumulative GPA) standards, as well as completion of a degree or certificate within 150% of normal time frame.

4) STUDENT ENROLLMENT & SERVICES

a) Student Eligibility

The College requires School District partners to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College ***Dual Credit Program Enrollment and Support Services Manual***. An electronic copy of this document may be accessed on the Dual2Degree Department webpage at the following link: <http://studentservices.southtexascollege.edu/outreach/>.

All students must meet dual credit admissions and eligibility requirements as outlined by the Texas Higher Education Coordinating Board laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's ***Board Policy #3200, Student Admissions***. School District partners will work with the College to make certain that all dual credit students are enrolled by the first day of classes to help ensure student success and will comply with the College Admission and Registration Timeline. An electronic copy of this document may be accessed on the Dual2Degree Department webpage at the following link: <http://studentservices.southtexascollege.edu/outreach/>.

High school students are eligible to participate in the Dual Credit Program upon meeting the Texas Success Initiative (TSI) Assessment minimum passing scores established by the Texas Higher Education Coordinating Board and the South Texas College Dual Credit Course Pre-Requisites, as published in the College ***Dual Credit Program Enrollment and Support Services Manual*** for College and School District personnel.

Dual Credit students may not enroll in college-level courses until the spring semester of their 9th grade, and then are limited to no more than two (2) courses for that

semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per semester, and 11th and 12th grade students shall not exceed 16 credit hours per semester; as stated in the College's [Board Policy #3232, Dual Credit Student Eligibility Requirement](#). Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering. In addition, dual credit students must comply with the College's Academic Progress Standards as outlined in Board Policy #3320 and the Financial Aid Satisfactory Academic Progress (SAP) Policy #3322. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless if they are receiving aid or not and are applicable to dual credit students who are still in high school.

b) Composition of Class

The School District may not enroll both Dual Credit and Non-Dual Credit students in the same section unless one or more of the applicable exceptions for a mixed class comply with the conditions outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85 listed as below:

Mixed Class Exceptions

- 1) If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
- 2) If the high school credit-only students are College Board Advanced Placement students.
- 3) If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credits.

If the School District enrolls Non-Dual Credit high school students in a Dual Credit course, the School District must submit a Course Exception Report Memorandum to the College by Census Day. The report will include the names of the students, students' ID numbers (A#), the applicable exception and justification. The School District will send a notification to students that they have been enrolled in the class for high school credit only and will not receive college credit.

c) Advising

The College and the School District shall offer comprehensive college advising services for dual credit students consisting of a general advising module, group enrollment advising using Degree Works, face-to-face advising and a College Advising Training Program for High School District Counselors. The responsibilities of the College and School District are delineated below.

College Dual Credit staff will provide the following services:

- Provide an orientation and group enrollment advising session using Degree Works for new dual credit students;
- Meet with students for face-to-face advising; and
- Serve as the designated college support services staff for advising dual credit students

School District Counselors will provide the following services:

- Provide a computer lab and schedule the group enrollment advising sessions using Degree Works for all new dual credit students;
- Schedule students cleared for enrollment into appropriate coursework in compliance with the College Dual Credit Course Pre-Requisites;
- Complete the South Texas College Advising Certification Training; and

Detailed information is published in the College *Dual Credit Program Enrollment and Support Services Manual*.

d) Counseling & Student Accommodations

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The School Districts will provide classroom accommodations for dual credit students. If the class is taught by a College faculty at the high school, the College Counselor will coordinate class accommodations with the high school Special Education Counselor. All procedures and guidelines are outlined in the College *Dual Credit Program Enrollment and Support Services Manual*. An electronic copy of this document may be accessed on the Dual2Degree Department webpage at the following link:

<https://studentservices.southtexascollege.edu/dualcredit/>.

e) Student Complaints

Student Grievance or Complaint procedures for handling student complaints, regarding the college course, are applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the College's [*Board Policy #3313*](#), *Student Grievance or Complaint* as published in the College Student Handbook.

f) Transcription of Credit

The College and the School District will transcript dual credit courses for both college credit and high school credit immediately upon student completion of the performance required in each course.

5) FINANCE SUPPORT SERVICES

a) Faculty Stipend

School District instructors approved by the College to be Dual Credit Faculty and approved to teach college level courses will be paid a stipend by the College per class, per semester, as outlined in the College *Dual Credit Program Instructional and Quality Standards Manual*.

b) *Tuition & Fees*

A School District sponsoring students this Interlocal Agreement will be charged tuition and fees as outlined in *Exhibit A: Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2017 - 2018*.

c) *Invoicing*

The College will invoice the School District that sponsors the student for the applicable charges, in accordance with the *Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2017 – 2018* as approved by the College Board of Trustees (see Exhibit A for Tuition and Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2017-2018).

d) *Faculty Charges*

When the College provides the faculty, including via interactive distance learning, the School District is responsible for the mileage and faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). This agreement is outlined in the *Dual Credit Program Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the High School Programs and Services Department webpage at the following link: <https://academicaffairs.southtexascollege.edu/highschool/index.html>.

6) DATA SHARING AGREEMENT

The School District and the College shall create a Data Sharing Agreement that is signed and executed by both parties before any data exchange can occur. The Data Sharing Agreement will outline the privacy and security requirements for partner School Districts. The document will also define the process by which the School District may request, receive, and utilize data shared by South Texas College.

7) HUMAN RESOURCES DEPARTMENT & DATA PRIVACY & SHARING AGREEMENT

The School District will collaborate with the College to ensure that all School District faculty applying to teach in the Dual Credit Program meet the credential requirements as stated in the College's [Board Policy #4151](#), *Academic and Professional Credentials for Faculty*, and submit all required documents for the hiring process to the Human Resources Department, as well as agree to full information sharing in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

- a) Any non-academic complaints or concerns against Dual Credit Faculty teaching a College course are required to be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- b) The School District will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) regulations as stated in the College's [Board Policy #4216](#), *Discrimination, Harassment, Retaliation, and Sexual Misconduct* and the School District Title IX policy in resolving complaints. An electronic copy of the College's policy may be accessed on following link: <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

A list of all Title IX Coordinators is located at the following link:
<https://www.southtexascollege.edu/about/notices/title-ix.html>.

- c) The College and the School District will work collaboratively and timely share any and all information necessary in the event of an investigation of a personnel matter.

8) INTERLOCAL AGREEMENT

This Agreement may be amended by mutual written agreement of both parties.

The College and School District reserve the right to terminate this Agreement upon receipt of written notice to the other party ninety (90) days prior to the termination of this Agreement.

9) NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT

Failure to act in accordance with any provision in this Agreement will result in a Notification of Non-Compliance (Notice), which may be initiated by any party to this Agreement. The Notice shall be in writing and shall state in particular the alleged non-compliance. The Notice will be provided to the College President and the School District Superintendent for review and action. Failure to correct non-compliance may result in termination of this agreement.

EXECUTED IN TWO (2) Original counterparts on this _____ day of _____ 20____.

Dr. Alejo Salinas, Jr. Ph. D.
Chair, Board of Trustees
South Texas College

Tony Forina
President, Board of Trustees
McAllen ISD

Approved as to form:
Atlas, Hall, & Rodriguez, LLP

By: _____
Stephen L. Crain



EXHIBIT A

TUITION AND FEES FOR DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS FOR FY 2017-2018

(Fall 2017, Spring 2018, Summer 2018)

	FY 2017-2018
DUAL CREDIT TUITION:	
Per credit hour tuition for in-district dual credit students sponsored by a partnering school district	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACILITY:	
Associate Degree Nursing	50.00
Emergency Medical Technology	40.00
Occupational Therapy Assistant	40.00
Patient Care Assistant	20.00
Pharmacy Tech	40.00
Physical Therapist Assistant	40.00
Radiologic Technology/Sonography	40.00
Respiratory Therapy	40.00
Vocational Nursing	50.00
COURSE FEES:	
Electronic Distance Learning/VCT Course Fee per credit hour	15.00
Hybrid Course Fee per credit hour	10.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees
INCIDENTAL FEES:	
Fee per credit hour for dual credit students attempting a course three or more times	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00
DUAL CREDIT ACADEMIES PARTICIPATION FEES:	
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	600.00 Recovery of costs and processing fees
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)	50.00 Recovery of costs and processing fees
DUAL CREDIT REIMBURSEMENT OF COSTS:	
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses per course per semester	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees

Exhibit B
Sample Recognition Template

ISD/SCHOOL NAME
GRADUATING CLASS OF ____



SOUTH TEXAS COLLEGE
ASSOCIATE DEGREE GRADUATES

WE THANK OUR PARTNER IN EDUCATION



Review of Presentation to the Education and Workforce Development Committee

1) Presentation on the South Texas College La Joya Teaching Center

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, presented on the South Texas College La Joya Teaching Center, and announced the new name for the teaching center: South Texas College Higher Education Center at La Joya.

This presentation provided a brief background on the South Texas College La Joya Teaching Center (LJTC) to date, including enrollment trends, new initiatives such as the formation of an advisory committee and marketing, and ongoing facilities improvements.

Since 2010, STC has offered courses through the LJTC to provide higher education opportunities to the Western Hidalgo County communities.

In March 2016, an Advisory Committee was formed, incorporating leaders from the college and La Joya ISD, to develop new strategies and increase the traditional enrollment at the LJTC. Through a better understanding of the Western Hidalgo County communities, the LJTC will be able to offer the programs and services that best suit their needs. To attract traditional students, their focus is on recent high school graduates and, secondarily, on the community at large.

In Fall 2016, associate degrees in Education and Criminal Justice were offered, as well as one-year certificates and one-semester certificates supporting local employment needs.

Dr. Petrosian provided an overview of the marketing plan and other outreach activities to support the LJTC, before discussing the Program Offerings and promotional activities planned for the Fall 2017 semester.

Finally, Dr. Petrosian provided a brief overview of the ongoing improvements, including the prominent placement of a monument sign along Expressway 83 in La Joya bearing the new name of the South Texas College Higher Education Center at La Joya.

The Committee recommended the inclusion of students and other stakeholders in the advisory committee, noting that it consisted of College and La Joya ISD administration and staff. Dr. Petrosian and Dr. Reed acknowledged the recommendation and agreed that this would be appropriate moving forward. They clarified that the original scope of the advisory committee was to make initial programming and facilities planning decisions, and required input from key decision makers at the College and District to lay the groundwork for the development of the center. With the Center renovations

underway, it would be appropriate to bring in additional stakeholders, including students and faculty, to guide the continued development of the Center.

The Committee also discussed the need for continued evaluation of the Center, to ensure that it remained a viable investment of the College's resources on behalf of the communities of western Hidalgo County. The Committee requested data regarding whether the Center was serving students who would not otherwise attend higher education, as opposed to students who would attend another campus if the Center was not available. Administration agreed that this would be valuable data as it identified strategies to best serve the area.

Dr. Ali Esmaeili noted that the College had received feedback from potential students in western Hidalgo County that faced significant transportation hurdles. Particularly from individuals who participated in dual credit enrollment through La Joya ISD, but upon graduating from the school district, no longer had access to ISD-provided bussing, and did not have transportation to attend further classes. Dr. Esmaeili indicated

2) Presentation on the Findings from Surveys to La Joya Parents and Business Owners

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, and Mr. Serkan Celtek, Director of Research and Analytical Services, presented on the findings of surveys to La Joya parents and business owners, to provide appropriate information for the continued development of the South Texas College La Joya Teaching Center.

Survey to Parents

Dr. Plummer and Mr. Celtek reviewed the insights gained through this survey, including detailed data on educational attainment, income, employment status, and educational goals of the families surveyed.

The survey to parents was created and administered collaboratively by South Texas College and La Joya ISD, and was targeted toward the parents of students in 1st, 3rd, 5th, and 7th grades in Fall 2016. There were 3,021 responses received from this survey and incorporated into the data.

The Committee expressed concerns over the presentation of the data and its apparent disconnect from the demographic of high school students transitioning into traditional college students.

Staff responded that the purpose of the survey was to seek input from adults who had already graduated from high school, and not input from high school students. High school students are already involved in many outreach efforts to assist in their

transition to college; this survey was intended to identify strategies to serve young adults, previously graduated from high school and now supporting families, who could benefit from access to meaningful higher education opportunities.

Administration clarified that the purpose of the survey to parents, targeted to the parents of 1st, 3rd, 5th, and 7th grade students, was to determine the educational goals of young adults who have already matriculated out of the school district in previous years, and could be served by the South Texas College Higher Education Center at La Joya.

The intent of the survey was to identify new potential student enrollment markets, separate from and in addition to traditional enrollment of graduating high school seniors.

Mr. Celtek presented that the demographic data of respondents' households. He further presented that the responses regarding program length and field of study demonstrated that the surveyed parents did not have specific educational goals, but rather generally sought educational programs that could lead toward improved employment opportunities.

The Committee discussed the connection between increased education and the development of economic opportunities, agreeing that the Center should provide programs of study related to the opportunities available to students in western hidalgo county.

Survey to Business Owners

The College undertook another survey of business owners in La Joya, and received 57 responses.

Of the respondents, 90% owned or operated businesses with 1-10 employees. 18% of the respondents reported having positions that they were unable to fill, and the employers outlined the skills they believe are most lacking in employees.

The Committee questioned the sample size, noting that there were only 57 responses total. They noted that the communities in western Hidalgo County consisted primarily of small businesses, and agreed that programs at the Center should offer programs of value for employees seeking opportunities in that job market. The Committee suggested that the economic development corporation in La Joya might be a good partner for the College in assessing employers' needs in the region.

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

Review and Approval of Academic Calendar for Academic Year 2018 – 2019

Approval of the 2018-2019 Academic Calendar is requested.

The Academic Calendar Steering Committee, which included membership from each area of the College, developed the FY 2018 - 2019 Academic Calendar. The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to STC faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

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

The proposed calendar was provided in the packet for the Committee's review and consideration.

Dr. Kristina Wilson, Associate Dean for Curriculum and Student Learning, reviewed the proposed calendar with the Education and Workforce Development Committee on July 11, 2017.

The Education and Workforce Development Committee recommended Board approval of the 2018 - 2019 Academic Calendar as presented. .

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the 2018 - 2019 Academic Calendar as presented. .

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

The Board of Trustees approves and authorizes the 2018 - 2019 Academic Calendar as presented. .

Approval Recommended:

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

2018-2019 Calendar



Draft 6/19/2017

Fall Semester 2018 (August 27 - December 16)

August 15 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation
August 16 (Thursday)	New Faculty Orientation
August 17 (Friday)	New Faculty Service Area Tour
August 20 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 21 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 22 (Wednesday)	Faculty Preparation Day / FOCUS Academy Kick-Off / Departmental Meetings
August 23 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Enrollment Courses PD Day / Departmental Meetings
August 24 (Friday)	Faculty Preparation Day / Departmental Meetings
August 25 (Saturday)	Adjunct & Dual Enrollment Faculty Development Day
August 27 (Monday)	Classes Begin
September 3 (Monday)	College Closed – Labor Day
September 12 (Wednesday)	Census Day - Twelfth Class Day
September 21 (Friday)	College Closed – College-Wide Organizational Development Day
November 16 (Friday)	Last Day to Withdraw
November 22-25 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 10-16 (Monday – Sunday)	Finals
December 15 (Saturday)	Graduation
December 16 (Sunday)	End of Term
December 17 (Monday)	Grades Due Date
December 17-January 1 (Monday - Tuesday)	Winter Break (College Closed)

Spring Semester 2019 (January 22 – May 16)

January 2 (Wednesday)	College Opens – Staff return
January 14 (Monday)	Faculty Return – Division / Department Meetings
January 15 (Tuesday)	Faculty Preparation Day / New Faculty Benefits & Orientation – Human Resources Dept.
January 16-18 (Wednesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 19 (Saturday)	Adjunct / Dual Enrollment Faculty Professional Development Day
January 21 (Monday)	Martin Luther King, Jr. Day – College Closed
January 22 (Tuesday)	Classes Begin
February 6 (Wednesday)	Census Day - Twelfth Class Day
February 15 (Friday)	College Closed - College-Wide Organizational Development Day
March 11 – 17 (Monday - Sunday)	College Closed - Spring Break
April 18-21 (Thursday – Sunday)	College Closed - Semester Break
April 22 (Monday)	Last Day to Withdraw
May 10 - 16 (Friday – Thursday)	Finals
May 16 (Thursday)	End of Term
May 17-18 (Friday - Saturday)	Graduation
May 20 (Monday)	Grades Due Date

Summer Sessions 2019



Summer Session I (June 3 – July 3)

May 27 (Monday)	College Closed - Memorial Day
May 28-June 2 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 3 (Monday)	Classes Begin
June 6 (Thursday)	Census Day - Fourth Class Day
June 26 (Wednesday)	Last Day to Withdraw
July 2 (Tuesday)	End of Classes
July 3 (Wednesday)	Finals / End of Term
July 4 (Thursday)	College Closed-Independence Day
July 8 (Monday)	Grades Due Date

Summer Session II (July 10 – August 9)

July 8-9 (Monday & Tuesday)	Final registration dates for Summer II
July 10 (Wednesday)	Classes Begin
July 15 (Friday)	Census Day - Fourth Class Day
August 2 (Thursday)	Last Day to Withdraw
August 8 (Thursday)	End of Classes
August 9 (Friday)	Finals / End of Term
August 12 (Monday)	Grades Due Date

Summer Session III (June 3 – August 9)

May 27 (Monday)	College Closed - Memorial Day
May 28-June 2 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 3 (Monday)	Classes Begin
June 11 (Tuesday)	Census Day - Seventh Class Day
July 4 (Thursday)	College Closed-Independence Day
July 8-9 (Monday & Tuesday)	No classes
July 25 (Wednesday)	Last Day to Withdraw
August 8 (Thursday)	End of Classes
August 9 (Friday)	Finals / End of Term
August 12 (Monday)	Grades Due Date

Committee Membership and Timeline

Academic Calendar 2018-2019

Updated June 29, 2017

Committee Membership

Kristina Wilson, Curriculum & Student Learning	Darci Cather, Professional Dev. Liaison
Christina Cavazos, Curriculum & Student Learning	Nicolas Gonzalez, High School Programs
Miguel Carranza, Financial Aid	Bill Carter, Faculty Senate
Lelia Salinas, IS&P	Murad Odeh, Council of Chairs
Cynthia Blanco, Admissions	Mehrzad Mahmoudian Geller, M&S & BAT(faculty)
Jesus Ramirez, Admissions	Marcela Gonzalez, B&T (faculty)
Ray Pedraza, Public Relations	Sean Kennedy, LASS Division (faculty)
Carlos Hernandez, Human Resources	Irma Rodriguez, NAH Division (faculty)
Norma Jimenez, Business Office	

Timeline and process

February 23, 2017	Calendar Committee meets to propose a preliminary draft calendar.
March 6 – April 3, 2017	Time for review and feedback by faculty and staff. Committee members distribute the draft calendar to faculty and staff in their area for feedback.
April 11, 2017	Calendar Committee meets to review feedback from faculty/staff.
April 17 – June 30, 2017	Final Draft Calendar presented to Academic Council, Planning and Development Council, President's Administrative Staff, Council of Chairs, and Faculty Senate.
July 5, 2017	Final Calendar is submitted to the Vice President for Academic Affairs.
July 11, 2017	Final Calendar is presented to the Education and Workforce Development Committee.
July 25, 2017	Final Calendar is submitted to the Board of Trustees.

Discussion and Action as Necessary on Property / Flood, Cyber Liability, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance

The Board is asked to award the proposal for Property / Flood, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2017 through August 31, 2018 to be determined by the proposal(s) selected.

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

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

Background - The request for proposals for these insurances was advertised on May 22, 2017 and May 29, 2017 and issued to six (6) vendors. Three (3) responses were received on June 16, 2017.

Of the three (3) responses received on June 16, 2017, one respondent did not submit several forms needed to properly execute the proposal as required per the College's request for proposal document. The two (2) other respondents submitted complete proposals as requested.

Enclosed Documents – The spreadsheets provided by the College's contracted Risk Management Consultant, Mr. Raul Cabaza, III, follow in the packet for the Board's review and information.

Mr. Cabaza recommended the following insurance policy awards at the Finance, Audit, and Human Resources Committee meeting on Tuesday, July 11, 2017:

<u>Coverage</u>	<u>Awardee</u>	<u>Award Amount</u>
Property (including flood) / Inland Marine	Carlisle Insurance Agency, Inc.	\$392,204
TRIA Coverage	Carlisle Insurance Agency, Inc.	\$4,270
School Leaders E&O, including General Liability & Data Breach and Privacy Liability	Texas Association of School Boards (TASB)	\$68,699

Automobile	Texas Association of School Boards (TASB)	\$30,808
Cyber Liability	Montalvo Insurance Agency	\$18,513
Crime	Carlisle Insurance Agency, Inc.	\$5,172
Workers' Comp	Carlisle Insurance Agency, Inc.	\$227,153*
International Insurance Coverage	Montalvo Insurance Agency	\$8,201
	Total:	\$755,020

*The Workers' Comp coverage includes an additional \$54 charge for volunteer coverage, which was not included in the presentation to the Finance, Audit, and Human Resources Committee. However, this coverage and associated charge of \$54 was detailed in the provided supporting documentation.

Total Recommended Award by Firm:

Carlisle Insurance Agency, Inc.

Property (including flood) / Inland Marine	\$392,204
TRIA Coverage	\$4,270
Crime	\$5,172
Workers' Comp	\$227,153
Sub Total:	\$628,799

Texas Association of School Boards (TASB)

School Leaders E&O, including General Liability & Data Breach and Privacy Liability	\$68,699
Automobile	\$30,808
Sub Total:	\$99,507

Montalvo Insurance Agency

Cyber Liability	\$18,513
International Insurance Coverage	\$8,201
Sub Total:	\$26,714

Staff informed the Finance, Audit, and Human Resources Committee that one of the recommended awardees, Carlisle Insurance Agency, Inc., had failed to submit the required Conflict of Interest Questionnaire (Form CIQ) with their submitted proposal. This form serves to notify the College of any conflicts of interest between a bidding firm and the soliciting institution.

Mr. Jesus Ramirez, Legal Counsel, confirmed with College administration that Carlisle Insurance Agency, Inc., currently provides insurance products to the College as part of the 2013 Bond Construction Program – Owner Controlled Insurance Program (OCIP). Administration acknowledged that Carlisle Insurance Agency, Inc. does currently provide this coverage, and further acknowledged that the missing conflict disclosure form had been submitted during the OCIP solicitation, and that there were no conflicts to report at that time.

Mr. Ramirez stated that the function of the missing document was to allow the College to perform its due diligence in awarding public funds, and that the ongoing contractual relationship with Carlisle Insurance Agency, Inc. satisfied the due diligence requirements. Mr. Ramirez provided his opinion that the Board of Trustees would be legally permitted to waive the document requirement, due to this ongoing business relationship with Carlisle Insurance Agency, Inc., and the conflict disclosure form currently on file.

After the Finance, Audit, and Human Resources Committee, a vendor expressed concerns to the Risk Management Consultant about the request for proposals for these insurance policies. These concerns have been reviewed by Legal Counsel and the Risk Management Consultant, and they will be prepared to review and advise the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposals for Property / Flood, Cyber Liability, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning 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 proposals for Property / Flood, Cyber Liability, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning 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 proposals for Property / Flood, Cyber Liability, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2017 through August 31, 2018 as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
INSURANCE PREMIUM SUMMARY RFP 17-18-1001
Risk Management Consultant Evaluation
July 5, 2018

COVERAGE PREMIUMS	1 Bid Proposal Texas Association of School Boards	2 Bid Proposal Montalvo Insurance Agency	3 Bid Proposal Carlisle Insurance Agency, Inc.	(3-2) Difference
Address of Proposer:	P.O. Box 301	208 S. Texas Boulevard	500 North Water St., Ste. 900	
	Austin, Texas 78767	Weslaco, TX 78596	Corpus Christi, TX 78401	
	800-482-7276	956-968-5521	361-884-2775	
	Adrian Pena	Ramon Montalvo	Jerry Bravenec	
Property (including flood) /Inland Marine	No quote	\$ 488,302	\$ 392,204	
-Named Storm Sub-Limit		Full Policy Limit	\$ 100,000,000	
-Wind Hail Ded.		2% All Wind/Hail	2% Named Storm/1% Hail/\$100K All Other	
Boiler & Machinery	No quote	Included	Included	
Property Sub-Total	\$ -	\$ 488,302.00	\$ 392,204.00	\$ (96,098.00)
TRIA Coverage		Included	\$ 4,270.00	\$ 4,270.00
School Leaders E&O	\$ 68,699	Incomplete / Indication	No Quote	
General Liability	Included in School Board Legal	No Quote	No Quote	
Automobile	\$ 30,808	No Quote	No Quote	
Casualty Sub-Total	\$ 99,507.00	\$ -	\$ -	
Cyber Liability	Minimal coverage under Liability	\$ 18,513.00	\$ 32,025.00	
Crime	No Quote	\$ 8,562.00	\$ 5,172.00	\$ (3,390)
Workers Comp	No Quote	\$ 267,344.00	\$ 227,153.00	\$ (40,191)
International Insurance Coverage	No Quote	\$ 8,201.00	No Quote	
TOTAL BID BY VENDOR	\$ 99,507.00	\$ 790,922.00	\$ 660,824.00	\$ (135,409.00)
Property Total:				
Casualty Total:	\$ 99,507		\$ 396,474	
Cyber Liability:		\$ 18,513		
Crime Total:			\$ 5,172	
Workers Comp Total:			\$ 227,153	
International Insurance Coverage		\$ 8,201		
TOTAL AWARD AMOUNT BY VENDOR	\$ 99,507	\$ 26,714	\$ 628,799	

SHEPARD WALTON KING
INSURANCE GROUP

July 17, 2017

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78502-9500

Re: **Property/Inland Marine and Boiler & Machinery Insurance**
Effective September 1, 2017

Dear Ms. Elizondo:

Three proposals for the Property/Inland Marine/Boiler & Machinery Insurance were received, one from Montalvo Insurance through Hartford Fire Insurance Company and two from Carlisle Insurance Agency, one through American Home Assurance/RSUI Indemnity Insurance and the other through AmRisc. The AmRisc quote is not considered because it is non-admitted.

The most important difference in the quotes is the application of wind and hail deductibles so we draw your attention to the **words** any and **named storm** in the comments below.

Hartford Fire Insurance Company is an admitted insurance company in Texas and offers:

- Wind/Hail Deductible
- -2% **Any** Wind/Hail applied per location separately to each location and property type that sustains loss (building and/or business personal property)
- All Other Perils Deductible - \$100,000.
- Flood Limit: \$10M except \$5M for Zone B
- Flood Deductible: Zone C - \$50,000 or \$500,000 (see schedule); Zone B - \$500,000. Deductible applies per occurrence on aggregate of affected values, largest deductible applies.
- Earthquake – Limit \$1M, Deductible: \$50,000.
- Annual Premium: \$488,302.

American Home Assurance Company / RSUI Indemnity Ins. Co are admitted insurance companies in Texas and offer:

- Wind/Hail Sub-Limit: \$100,000,000. (Options to purchase excess \$50M or \$75M below)
- Wind/Hail Deductible
- -2% **Hurricane/Named Storm** applied per location (line item on SOV)
- -1% **Hail** Deductible
- All Other Perils Deductible - \$100,000.
- Flood Limit: \$25M

- Flood Deductible: \$50,000.
- Earthquake – Limit \$50M, Deductible: \$100,000.
- Annual Premium: \$392,204 + \$4,270 TRIA = \$396,474.

The outlined quotes reflect a business income limit of \$39,239,402 excluding ordinary payroll. If you elect to purchase a higher business income limit of \$44,019,521 to include 30 days ordinary payroll, an additional premium would apply.

We recommend purchase of the American Home quote with \$100 million Named storm limit through Carlisle Insurance at premium of \$396,474 (including TRIA) for the period of 09-01-17/18 because of the more favorable deductibles. Alternately, if you determine a \$100M limit for Named Storm is insufficient, we recommend purchase of the Hartford policy through Montalvo Insurance Agency providing full named storm limits at premium of \$488,302.

Submitted by:

A handwritten signature in black ink that reads "Raul Cabaza, III". The signature is written in a cursive, flowing style.

Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
Property (including Flood)/Inland Marine and Boiler & Machinery Insurance
RFP #17-18-1001

Proposer	<u>Current Program</u> Montalvo Ins. Agency	<u>Bid Proposal</u> Montalvo Ins. Agency	<u>Bid Proposal</u> Carlisle Insurance Agency, Inc.
PROPERTY			Option I - Admitted
Insurance Company	Hartford Fire Insurance Co.	Hartford Fire Insurance Co.	American Home Assurance Co. / RSUI Indemnity Insurance Company
A.M. Best Rating	A+ XV	A+ XV	A XV / A+ XIV
Admitted/Non-Admitted	Admitted	Admitted	Admitted
Blanket / Scheduled	Blanket	Blanket	Blanket
Total Insured Values			
Building Limit:	\$ 277,237,274	\$ 277,955,526	\$ 277,955,526
Business Personal Property	\$ 46,922,928	\$ 46,309,128	\$ 46,356,635
EDP	Included in BPP	Included in BPP	Included in BPP
Business Income	\$ 34,100,000	\$ 39,239,402	\$ 39,239,402
Contractors Equipment	\$ 397,522	\$ 397,521	\$ 397,521
Signs	\$ -	\$ 46,500	
Total Insured Values	\$ 358,657,724	\$ 363,948,077	\$ 363,949,084
Sub-Limits			
Named Storm	Full Policy Limit	Full Policy Limit	\$ 100,000,000
Wind Driven Precipitation Sublimit	Not covered	Not covered	Not covered
Earthquake - Annual Aggregate	\$ 1,000,000	\$ 1,000,000	\$ 50,000,000
Flood Annual Aggregate (Excl Zones A & V)			\$ 25,000,000
-Zone B	\$ 5,000,000	\$ 5,000,000	Subject to above
-Zone C	\$ 10,000,000	\$ 10,000,000	Subject to above
Fine Arts Extension	\$ 25,000	\$ 25,000	\$ 250,000
Ordinance or Law-Increased Cost Constr.			
-Undamaged Portion Structure	Included in Building Limit	Included in Building Limit	Included in Building Limit
-Demolition Costs	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
-Increased Cost of Construction	Included with Demolition Costs	Included with Demolition Costs	\$ 5,000,000

SOUTH TEXAS COLLEGE
Property (including Flood)/Inland Marine and Boiler & Machinery Insurance
RFP #17-18-1001

Proposer	Current Program Montalvo Ins. Agency	Bid Proposal Montalvo Ins. Agency	Bid Proposal Carlisle Insurance Agency, Inc.
Deductibles:			
All Other Perils, except	\$ 100,000	\$ 100,000	\$ 100,000
Earth Movement	\$ 50,000	\$ 50,000	\$ 100,000
Inland Marine	\$ 1,000	\$ 1,000	\$ 5,000
Wind/Hail Deductible			
-All Other Wind/Hail	2% applied separately to each location and property type that sustains loss (building and/or business personal property)	2% applied separately to each location and property type that sustains loss (building and/or business personal property)	\$ 100,000
-Named Storm (Hurricane / Tropical Storm)	Subject to All Other Wind/Hail Deductible	Subject to All Other Wind/Hail Deductible	2% per Location; min. \$100K occurrence; max \$7,282,842
-Hurricane Deductible	Subject to All Other Wind/Hail Deductible	Subject to All Other Wind/Hail Deductible	Subject to Named Storm Deductible above
-Wind Driven Precipitation	Not Covered	Not Covered	Not Covered
-Hail Deductible	Subject to All Other Wind/Hail Deductible	Subject to All Other Wind/Hail Deductible	1% per Location; min. \$100K occurrence; max \$3,641,421
Flood Deductibles	See Below	See Below	\$ 50,000
Exceptions:			
-Zone C	\$50,000 or \$500,000 varies by location / see proposal	\$50,000 or \$500,000 varies by location / see proposal	Same
-Zone B	\$500,000	\$500,000	Same
-Zone X500			
Co-Insurance	None	None	None
Annual Premium:	\$ 477,528.00	\$ 488,302.00	\$ 392,204.00
TRIA		Included	\$ 4,270.00
Total		\$ 488,302	\$ 396,474
EQUIPMENT BREAKDOWN			
Insurance Company	Hartford Fire Insurance Co.	Hartford Fire Insurance Co.	American Home Assurance Co.
A.M. Best Rating	A XV	A XV	A+ XV
Admitted/Non-Admitted	Admitted	Admitted	Admitted
Limit of Insurance	\$ 100,000,000	\$ 100,000,000	\$ 363,949,084
Deductible	\$ 100,000	\$ 100,000	\$ 100,000
Premium:	Included in Property	Included in Property	Included in Property
TOTAL:	\$ 477,528	\$ 488,302	\$ 396,474
For Ordinary Payroll		add \$8,301	add \$5,308

SHEPARD WALTON KING
INSURANCE GROUP

July 17, 2017

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Cyber Liability Effective September 1, 2017

Dear Ms. Elizondo:

Two proposals were received for the Cyber Coverage. The first proposal was received from Montalvo Insurance through Illinois National Insurance Company, an admitted company, at premium of \$18,513. The second proposal received has not been included because it was from a non-admitted market.

The College does not currently have a stand alone cyber policy but rather has limited coverage under the general liability. Given the frequency of cyber attacks, the large amount of personally identifiable information maintained by the college, and notification requirements, we recommend purchase of a stand alone cyber policy.

We recommend purchase of Cyber coverage through Montalvo Insurance with Illinois National Insurance Company for the policy period September 1, 2017 through August 31, 2018 at an annual premium of \$18,513.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
Cyber Liability
RFP #17-18-1001

Proposer	<u>No Current Coverage</u>	<u>Bid Proposal</u> Montalvo Insurance Agency
Insurance Company	Incl. in GL	Illinois National Ins. Company
A.M. Best Rating		A XV
Admitted/Non-Admitted		Admitted
Policy Aggregate Limit		\$ 1,000,000
Notification Expenses outside Policy Aggregate		No
Coverage		
Network and Information Security Liability		\$ 1,000,000
Communications and Media Liability		\$ 1,000,000
Regulatory Defense Expenses		\$ 1,000,000
Crisis Management Event Expenses		\$ 1,000,000
Security Breach Remediation and Notification Expenses		\$ 1,000,000
Computer Program and Electronic Data Restoration Expenses		\$ 1,000,000
E-Commerce Extortion		\$ 1,000,000
Business Interruption and Additional Expenses		\$ 1,000,000
Deductible:		\$ 10,000
Waiting Period (Network Interruption Ins.)		12 Hours
Retroactive Date		
-Media Content, Security & Privacy, Regulatory Action		Full Prior Acts
- Network Interruption, Event Management, Cyber Extortion, Reputation Guard		Not Applicable
Continuity Date		9/1/2017
Premium:		\$ 18,513

SHEPARD WALTON KING
INSURANCE GROUP

July 17, 2017

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Crime Insurance Effective September 1, 2017

Dear Ms. Elizondo:

Two proposals were received for the Crime Coverage. One proposal was received from Montalvo Insurance Agency through Hartford Fire Insurance Company at premium of \$8,562 and the other from Carlisle Insurance Agency through Great American Insurance Company at premium of \$5,172.

We recommend purchase of Great American Insurance Company proposal through Carlisle Insurance Agency for the period September 1, 2017 through August 31, 2018 at an annual premium of \$5,172.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
Crime Insurance
RFP #17-18-1001

Proposer	Current Program Montalvo Insurance Agency	Bid Proposal Montalvo Insurance Agency	Bid Proposal Carlisle Insurance Agency
Insurance Company	Hartford Fire Insurance Co.	Hartford Fire Insurance Co.	Great American Insurance
A.M. Best Rating	A+ XV	A+ XV	A+ XV
Admitted/Non-Admitted	Admitted	Admitted	Admitted
Employee Theft	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Forgery or Alteration	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Theft, Disappearance & Destruction (Inside & Outside Premises)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Money Order & Counterfeit Currency	Not Quoted	Not Quoted	\$ 1,000,000
Computer Fraud	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Funds Transfer Fraud		\$ 1,000,000	\$ 1,000,000
Deductible	\$ 50,000	\$ 50,000	\$ 50,000
Endorsements		Deception Fraud Endorsement	Fraudulently Induced Transfers - \$250,000
Premium:	\$ 8,562	\$ 8,562	\$ 5,172



July 17, 2017

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

**RE: School Leaders E&O, General Liability and Data Breach & Privacy Liability,
Automobile Insurance Effective September 1, 2017**

Dear Ms. Elizondo:

In response to the RFP, two proposals were received for these coverages.

Montalvo Insurance Agency provided an incomplete proposal for School Leaders Errors & Omissions through Stratford Insurance. The premium shown was an indication only subject to additional underwriting information and therefore is not being considered at this time. No quotes were provided for General Liability or Automobile Insurance.

Texas Association of School Boards offered renewal terms for School Leaders E&O including General Liability with Data Breach & Privacy Liability at premium of \$68,699 and Automobile at premium of \$30,808 for combined casualty premium of \$99,507.

We recommend purchase of School Leaders E&O, General Liability and Data Breach & Privacy Liability, and Automobile Coverage from TASB for the policy period September 1, 2017 through August 31, 2018 at an annual premium of \$99,507.

Submitted by:

A handwritten signature in black ink that reads "Raul Cabaza, III".

Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
School Leaders E&O, General Liability & Data Breach and Privacy Liability, Automobile Insurance
RFP #17-18-1001

Proposer	Current Program Texas Association of School Boards	Proposal Texas Association of School Boards	Proposal Montalvo Insurance Agency
SCHOOL LEADERS E&O			
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Stratford Insurance Co
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable	A XV
Admitted/Non-Admitted	Not Applicable	Not Applicable	Admitted
Limit (Annual Aggregate)	\$1,000,000	\$1,000,000	\$1,000,000
-Defense Outside Limit	Outside Limit	Outside Limit	
Retentions:	\$25,000	\$50,000	\$25,000
Prior Acts Coverage	Yes	Yes	Yes
Duty to Defend or Indemnity Form	Duty to Defend	Duty to Defend	Duty to Defend
Defense coverage Breach Employment Contract	Yes	Yes	Yes
Coverage Sexual Misconduct - Employment Practice Claims Only	Employment Claims -Defense & Damages included *	Employment Claims -Defense & Damages included	Employment Claims -Defense & Damages included
Coverage Sexual Misconduct - Other than Employment	Employment Claims -Defense & Damages included*	Employment Claims -Defense & Damages included	No Response
Personal Injury Coverage arising employment claims	Refer to General Liability	Refer to General Liability	Yes, Defense & Damages
Defense for Individuals w/Disabilities suits	Yes	Yes	Yes
Back-Wages covered	No	No	Yes
Coverage Discrimination of race or national origin	Yes	Yes	Yes
Adm. Hearings - ADR, Spec. Ed., EEOC	Not Covered. Coverage may be provided when a claim proceeds to court level.	Not Covered. Coverage may be provided when a claim proceeds to court level.	Yes
Extended Discovery Period	1 Way	1 Way	
	Cost Determined at time request	Cost Determined at time request	
PREMIUM:	\$66,057	\$68,699	Incomplete
Notes:		*See proposal clarificaiton re: coverage for sexual misconduct claims	Indication \$50,000 subject to further underwriting information

SOUTH TEXAS COLLEGE
School Leaders E&O, General Liability & Data Breach and Privacy Liability, Automobile Insurance
RFP #17-18-1001

Proposer	Current Program Texas Association of School Boards	Proposal Texas Association of School Boards	Proposal Montalvo Insurance Agency
GENERAL LIABILITY			
Insurance Company	Texas Association of School Boards	Texas Association of School Boards	No Quote
A.M. Best Rating	N/A	N/A	
Limits:			
- General Aggregate	Not Applicable	Not Applicable	
- Products/Completed Ops Agg			
- Personal & Advertising Injury	Included	Included	
- Each Occurrence	\$1,000,000	\$1,000,000	
- Damage to Premises Rented to You		Not Covered	
- Medical Expense Limit	Excluded	Excluded	
- Employee Benefits	\$100,000	\$100,000	
Deductible	\$0	\$0	
Data Breach & Privacy Liability			
Privacy Liability	\$100,000	\$100,000	
Claim/Event Response Services	\$100,000	\$100,000	
Notification Costs up to	10,000 individuals	10,000 individuals	
Deductible	\$0	\$0	
Premium	Included School Leaders E&O	Included School Leaders E&O	
AUTOMOBILE			No Quote
# Units	51	61	
Liability Limits:	\$100,000/\$300,000/\$100,000	\$100,000/\$300,000/\$100,000	
Medical Payments	None	None	
Liability Deductible	\$1,000	\$1,000	
Physical Damage:	ACV	ACV	
- Comprehensive Deductible	\$1,000	\$1,000	
- Collision Deductible	\$1,000	\$1,000	
-Exception			
- Hired Car Physical Damage Limit	For vehicles leased less than 30 days covered under Auto Liability (excess coverage); for vehicles leased longer covered under auto physical damage. (1)	For vehicles leased less than 30 days covered under Auto Liability (excess coverage); for vehicles leased longer covered under auto physical damage. (1)	
Premium	\$14,074	\$30,808	
TOTAL PREMIUMS:	\$80,131	\$99,507	Incomplete Proposal

1) If TASB option purchased, employees should purchase physical damage coverage when leasing a vehicle.

SHEPARD WALTON KING
INSURANCE GROUP

July 17, 2017

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Workers Compensation Effective September 1, 2017

Dear Ms. Elizondo:

Two proposals were received, one from Montalvo Insurance Agency through Texas Political Subdivisions at premium of \$267,344 and the other from Carlisle Insurance Agency through Texas Mutual Insurance at premium of \$227,099. The Texas Political Subdivisions quote is out-of-network whereas the Texas Mutual quote is an in-network quote requiring notification of employees of your participation in the network and requiring they use in-network physicians.

We recommend purchase of the Workers' Compensation Coverage from Texas Mutual through Carlisle Insurance Agency for the period September 1, 2017 to August 31, 2018 for an annual deposit premium of \$227,153 (including \$54 charge for volunteer coverage).

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
Workers Compensation Insurance
RFP #17-18-1001

Proposer:	Current Program Montalvo Insurance Agency	Proposal Montalvo Insurance Agency	Proposal Carlisle Insurance Agency
Insurance Company	Texas Political Subdivisions	Texas Political Subdivisions	Texas Mutual
A.M.Best Rating	N/A	N/A	A XV
Admitted/Non-Admitted	N/A	N/A	Admitted
Employers Liability	\$1M/\$1M/\$1M	\$1M/\$1M/\$1M	\$1M/\$1M/\$1M
Payroll Classifications			
- 8810 Clerical	\$ 11,509,112	\$ 11,462,086	\$ 11,462,086
- 8868 Professionals	\$ 73,351,438	\$ 77,643,817	\$ 77,643,817
- 9101 All Other	\$ 6,366,284	\$ 6,801,401	\$ 6,801,401
- 8868 Volunteer Instructors ⁽¹⁾	\$ 234,000	\$ 234,000	
Total Gross Payroll:	\$ 91,460,834	\$ 96,141,304	\$ 95,907,304
Total Estimated Contribution	\$ 176,080	\$ 267,344	\$ 227,153
with Volunteer Coverage	Included	Included	Included

⁽¹⁾ Note: Accurate records of Volunteers' hours and days worked should be kept in order to verify a claim when it occurs.



July 17, 2017

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: International Insurance Coverage Effective September 1, 2017

Dear Ms. Elizondo:

Due to the coverage limitations for employees traveling outside of the United States under the automobile and workers compensation, we recommend the purchase of an International Insurance Policy. One proposal was received through Ace American Insurance Company presented by Montalvo Insurance Agency.

We recommend purchase of the International Insurance Coverage from Ace American Insurance through Montalvo Insurance Agency for the period from September 1, 2017 to August 31, 2018 for an annual premium of \$8,201.

Submitted by:

A handwritten signature in black ink that reads "Raul Cabaza, III".

Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
International Insurance Coverage
RFP #17-18-1001

	<u>Current Program</u>	<u>Proposal</u>
Proposer:	Montalvo Insurance Agency	Montalvo Insurance Agency
Insurance Company	Ace American Ins. Co.	Ace American Ins. Co.
A.M. Best	A++ XV	A++ XV
Admitted/Non-Admitted	Admitted	Admitted
General Liability		
Each Occurrence	\$ 1,000,000	\$ 1,000,000
General Aggregate	\$ 2,000,000	\$ 2,000,000
Products/Co. Ops Aggregate	\$ 2,000,000	\$ 2,000,000
Damage to Premises Rented to You Limit (any one premises)	\$ 1,000,000	\$ 1,000,000
Personal & Advertising Injury	\$ 1,000,000	\$ 1,000,000
Medical Expense Limit	\$ 25,000	\$ 25,000
Employee Benefits Liability (\$1,000 Ded.)	\$ 1,000,000	\$ 1,000,000
Automobile Liability - Contingent	\$ 1,000,000	\$ 1,000,000
Hired Auto Physical Damage (Policy Period)	\$ 50,000	\$ 50,000
Medical Payments (Each Accident)	\$ 50,000	\$ 50,000
Employers Responsibility		
Voluntary Compensation Benefits		
-North Americans	State of Hire	State of Hire
-Third Country Nationals	Not Covered	Not Covered
-Local Nationals	Not Covered	Not Covered
Executive Assistance Services	\$ 1,000,000	\$ 1,000,000
Accidental Death & Dismemberment		
AD&D (non-Occupational)	\$ 50,000	\$ 50,000
Medical Expense	Not Covered	Not Covered
Aggregate Limit	\$ 1,500,000	\$ 1,500,000
Property Insurance		
Limit of Liability - Per Occurrence	\$ 25,000	\$ 25,000
Miscellaneous Personal Property	\$ 25,000	\$ 25,000
Miscellaneous Unnamed Insured Locations	\$ 25,000	\$ 25,000
Money & Securities	\$ 5,000	\$ 5,000
Earth Movement, Flood, Named Windstorm	Not Applicable	Not Applicable
Deductible	\$ 2,500	\$ 2,500
Total Premium	\$ 8,201	\$ 8,201

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

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

A. Awards

B. Instructional Items

C. Non- Instructional Items

D. Technology Item

A. Awards

1) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$105,000.00 with the following eighty-one (81) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)
Building Blocks Academy (Donna, TX)	Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Learning to Grow #2 (Donna, TX)	Little Braves Child Care (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)
Al's Toy Barn Learning Center (Edinburg, TX)	Amando, Inc./dba Genesis Learning Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)
Gaby's Day Care Center, Inc. (Edinburg, TX)	Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)
Easter Seals RGV (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)
Kids Being Kids Academy (McAllen, TX)	Learning Box Academy (McAllen, TX)	Little Diamonds Kingdom (McAllen, TX)
Little Dreamers Learning Academy (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
Magic Child Development Day Care (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)	Royal Education Center (McAllen, TX)
Tony's Playhouse (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Busy Bee Workshop Child Care Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)

Little Einstein's Academy, LLC. (Mission, TX)	Sunrise Learning Academy (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)
Fisher Kids Academy (Palmview, TX)	Palmview Academy (Palmview, TX)	Aly & Aby's Treehouse Learning Center (Penitas, TX)
Belia Ochoa Registered Home (Penitas, TX)	Little Minions Learning Academy (Penitas, TX)	We Love R Kids Child Care (Penitas, TX)
Campanitas Day Care (Pharr, TX)	Children's Education Center (Pharr, TX)	Futuros Lideres Learning Center (Pharr, TX)
Kids Academy Daycare (Pharr, TX)	Kids First Learning Academy (Pharr, TX)	Kids on Duty II (Pharr, TX)
Little Bear Academy Day Care Center (Pharr, TX)	Little One's Discovery Center, Inc. (Pharr, TX)	Looney Tunes Day Care, Inc. (Pharr, TX)
Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)	My First Step Child Care (Pharr, TX)
Skyline Academy of Early Language Development (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)	Building Blocks Learning Center (Rio Grande City, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)
Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)	Children's Bilingual Learning Academy (San Juan, TX)
Childtime Academy (San Juan, TX)	Looney Tunes Day Care, Inc. II (San Juan, TX)	My Little House (San Juan, TX)
Ositos Group Day Care Home (San Juan, TX)	We Are The Future Child Development Center (San Juan, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Hill Living Well, Inc./dba Christian Day Care (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	Little Lions Learning Center (Weslaco, TX)
Stepping Stones Day Care (Weslaco, TX)	The Growing Patch Early Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)

Purpose – The Providing Academic Support to Students (PASS) Program is requesting a list of childcare centers for students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

Background – Proposal documents were advertised on April 27, 2017 and May 4, 2017 and issued to four hundred sixty-five (465) vendors. Eighty-one (81) responses were received on June 9, 2017 and reviewed by the PASS Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2017 - 2018 pending Board approval of the grant.

2) Collection Agency Services (Award)

Award the proposal for collection agency services for the period beginning September 1, 2017 through August 31, 2018 with two one-year options to renew, at no charge to the College. The collection fee shall be charged directly to the student, faculty, or staff. The vendors are as follows:

Primary: **S & S Recovery, Inc.** (Memphis, TN)
Secondary: **Continental Service Group, Inc./dba ConServe** (Fairport, NY) and
Immediate Credit Recovery (Poughkeepsie, NY)

Purpose – The Business Office and Cashiers Office are requesting collection agency services needed for the collection of delinquent accounts due to the College from students, faculty, and staff.

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

The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability.

The award to the collection agencies would provide the College the best service for collection and reporting techniques.

S & S Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement ⇒ 23% for the second placement ⇒ 23% for all subsequent referrals, and ⇒ 30% for litigation and judgment placements
Continental Service Group, Inc./dba ConServe	Will charge the student a rate of ⇒ 20% for first placement ⇒ 20% for the second placement ⇒ 20% for all subsequent referrals, and ⇒ 24% for litigation and judgment placements
Immediate Credit Recovery	Will charge the student a rate of ⇒ 21% for first placement ⇒ 21% for the second placement ⇒ 21% for all subsequent referrals, and ⇒ 28.571% for litigation and ⇒ 21% for judgment placements

Proposal documents were advertised on May 22, 2017 and May 29, 2017 and issued to nine (9) vendors. Six (6) responses were received on June 6, 2017 and reviewed by the Business Office, Cashiers Office, and Purchasing Department.

3) Grounds Maintenance (Award)

Award the proposal for grounds maintenance to **TLC Total Lawn Care, LLC.** (Weslaco, TX) for the period of July 26, 2017 through July 25, 2018 with two one-year options to renew, at an estimated amount of \$256,475.00 for mowing, tree trimming, and shredding services, an estimated amount of \$75,000.00 for various plant, replacement plants and landscaping, and an estimated amount of \$25,000.00 for sprinkler system repair, a total estimated annual amount of \$356,475.00.

Purpose – Facilities Operations and Maintenance is requesting ground maintenance service for all South Texas College campuses.

Justification and Benefit - The grounds maintenance contract will include the following services: mowing, shredding of grass, tree trimming, flower beds, plants & replacement of plants, and landscaping areas with crushed granite for the Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses.

Background - Proposal documents were advertised on May 15, 2017 and May 22, 2017 and issued to seven (7) vendors. Five (5) responses were received on May 30, 2017 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Grounds Maintenance budget for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

4) Network Cabling and Equipment Installation Services (Award)

Award the proposal for network cabling and equipment installation services to **BridgeNet Communications, LLC.** (Donna, TX) and **Telepro Communications** (Mission, TX), for the period of July 26, 2017 through July 25, 2018 with two one-year options to renew, at an estimated amount of \$150,000.00 based on prior year expenditures.

Purpose – Information Technology and the Office of Public Safety are requesting network cabling and equipment installation services for internet connections and for installation of surveillance cameras district wide.

Justification and Benefit - The network cabling and equipment installation services will be used across South Texas College's various campuses on an as needed basis. These services are needed to install data cabling in new facilities and renovated areas or to install additional lines in existing classrooms or offices. It will also include the installation and connection of new or replacement surveillance cameras throughout the College district. Proposal documents were advertised on June 5, 2017 and June 12, 2017 and issued to six (6) vendors. Two (2) responses were received on June 20, 2017 and reviewed by Information Technology and Purchasing Department.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

5) Telephone Services (Award)

Award the proposal for telephone services to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning August 1, 2017 through June 20, 2020 with two one-year options

to renew, at an estimated monthly amount of \$5,700.00 and an estimated annual amount of \$68,400.00.

Purpose – Information Technology (IT) is requesting the purchase of telephone services for all South Texas College campuses for a three year period. All campuses require telephone services including local and long distance, 1-800, and POTS lines for fire and elevator alarms and faxes. With the addition of the building funded by the bond the need for quality service is more important than before. The new service will allow the College to move forward to up-to-date telephone technology to better serve students, faculty, and staff communication needs.

Justification and Benefit – Information Technology (IT) reviewed the cost of services, time spent troubleshooting and dealing with two companies, and additionally with the addition of new buildings concluding there was an opportunity to improve services and financial requirements. The selected vendor's service supports the needs of the College by offering one vendor for all campus rather than two. Service, maintenance, and billing will be streamlined allowing the IT team to be more efficient when dealing with any issues and/or maintenance that should need to take place. The savings compared to the cost of service from the two current companies is substantial with a savings of approximately \$100,000 per year.

Background - Proposal documents were advertised on February 27, 2017 and March 6, 2017 and issued to six (6) vendors. Three (3) responses were received on March 23, 2017 and reviewed by Information Technology and the Purchasing Department.

Funds for this expenditure are budgeted in the Telecom budget for FY 2016 – 2017, and FY 2017 – 2018, FY 2018 – 2019, and FY 2019 – 2020, pending board approval of the budgets.

B. Instructional Items

6) Welding Supplies (Renewal)

Renew the welding supplies contracts for the period beginning October 1, 2017 through September 30, 2018, at an estimated amount of \$100,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Alamo Iron Works (Brownsville, TX)	b.	Matheson Trigas (San Benito, TX)
c.	Praxair Distribution Incorporated (Pharr, TX)		

Purpose – The Welding Program in the Division of Technology and Continuing Professional and Workforce Education is requesting renewal of the contracts for welding supplies.

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing Professional and Workforce Education. It will include gases and classroom/lab supplies used by students for hands on instruction in welding classes throughout the district.

Background – The Board awarded the contracts for welding supplies at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 1, 2017 and ends September 30, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	10/1/16 – 9/30/17	2 – one year options
1 st Renewal	7/25/17		10/1/17 – 9/30/18

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 Welding Program and Continuing Professional and Workforce Education budgets for FY 2017-2018 pending Board approval of the budget.

C. Non – Instructional Items

7) Custodial Supplies (Renewal)

Renew the custodial supplies contracts for the period beginning August 18, 2017 through August 17, 2018, at an estimated amount of \$235,000.00 which is based on prior year expenditures. The vendors are as follows:

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

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

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

Background – The Board awarded the contract for custodial supplies at the July 28, 2015 Board of Trustees meeting for one year with two one-year options annual renewals. The last renewal period begins August 18, 2017 and ends August 17, 2018.

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

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 Custodial budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

8) In-Store Purchases of Materials and Supplies (Renewal)

Renew the in-store purchases of materials and supplies contracts for the period beginning October 17, 2017 through October 16, 2018, at an estimated amount of \$140,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	HEB Grocery, Co. (McAllen, TX)	b.	Hobby Lobby Stores, Inc. (McAllen, TX)
c.	Sam's Club (McAllen, TX)	d.	Wal-Mart (Mission, TX)

Purpose – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the district for Culinary Arts Programs, Food Services, Science Programs for instructional labs, student activities events, professional development, South Texas College sponsored events and division meetings.

Justification and Benefit – These items are needed for hosted events and meetings held at all South Texas College's campuses for faculty, staff, students, and the community.

Background – The Board awarded the contracts for in-store purchases of materials and supplies at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 17, 2017 and ends October 16, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	10/17/16 – 10/16/17	2 – one year options
1 st Renewal	7/25/17		10/17/17 – 10/16/18

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

Funds for this expenditure are budgeted in various requesting departments' budgets for FY 2017 - 2018 pending Board approval of the budget.

9) Maintenance and Repair Parts, Materials, and Supplies (Renewal)

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2017 through August 29, 2018, at an estimated amount of \$200,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Burton Companies (Weslaco, TX)	b.	Carrier Enterprise, LLC. (Pharr, TX)
c.	Crawford Electric (Mission, TX)	d.	Dealers Electrical Supply (McAllen, TX)
e.	Ewing Irrigation (McAllen, TX)	f.	Fairway Supply, Inc. (Austin, TX)
g.	Ferguson Enterprises (Pharr, TX)	h.	Johnson Supply (Pharr, TX)
i.	Johnstone Supply (Pharr, TX)	j.	Lopez Brothers Distribution, LLC./dba Interstate Batteries (McAllen, TX)

k.	Morrison Supply Company (McAllen, TX)	l.	MSC Industrial Supply Company (Harlingen, TX)
m.	PPG Architectural Finishes, Inc. (McAllen, TX)	n.	R. E. Friedrichs Company (Pharr, TX)
o.	Sherwin Williams Paint Company (McAllen, TX)	p.	Trane US, Inc. (Weslaco, TX)

Purpose – Facilities Maintenance and Operations is requesting to renew the contracts for maintenance and repair parts, materials, and supplies for district wide daily work order requests.

Justification and Benefit – The maintenance and repair parts, materials, and supplies are needed for the day to day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicles & equipment batteries, and air conditioning.

Background – The Board awarded the contract for maintenance and repair parts, materials, and supplies at the August 25, 2015 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins August 30, 2017 and ends August 29, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/15	8/30/15 – 8/29/16	2 – one year options
1 st Renewal	7/26/16		8/30/16 – 8/29/17
2 nd Renewal	7/25/17		8/30/17 – 8/29/18

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

D. Technology Items

10)Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$54,298.49.

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

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

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

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

The purchases can be summarized as follows:

- Faculty Computers
 - ⇒ 1 Computer for Information Technology
 - ⇒ 2 Computers for Medical Health Services Management
 - ⇒ 2 Computers for Psychological Science Department
- Staff Computers
 - ⇒ 1 Computer for Enrollment Services
 - ⇒ 1 Computer for Vice President for Academic Affairs
- Student-Lab Computers
 - ⇒ 2 Computers for Library and Learning Support
- Faculty Laptops
 - ⇒ 2 Laptops for Medical Health Services Management
- Staff Laptops
 - ⇒ 1 Laptop for Academic Excellence
 - ⇒ 1 Laptop for Business Office
 - ⇒ 24 Laptops for Educational Technologies
 - ⇒ 1 Laptop for Nursing and Allied Health

Funds for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Academic Excellence Department, Business Office Department, Educational Technologies, Enrollment Services, Information Technology, Library and Learning Support, Medical Health Services Management, Nursing and Allied Health, Psychological Science Department, and Vice President for Academic Affairs.

11)Network Switches (Purchase)

Purchase network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$175,345.81.

Purpose – Information Technology is requesting the purchase of three (3) network switches to replace end of life and out of support switches that currently supports the data center. The current switches are end of life and do not support the new internet speeds that information needs to travel. Information Technology needs to replace these switches

to support initiatives like, Self Service Registration, Jagnet student portal, and online testing.

Justification and Benefit – These switches will replace end of life and out of support hardware and will provide more resources with the latest hardware technology increasing throughput and reducing internet bottlenecks for students. They will be located at the Pecan Campus Building M Information Technology Data Center. The switches will support students, faculty and staff district wide and will eliminate network issues when accessing Self Service Registration, Jagnet student portal, and online testing.

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

12) 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 \$131,248.80.

Purpose – Information Technology is requesting the purchase of four (4) servers to replace old hardware that currently supports our virtual server infrastructure. The current servers do not have the resources that are needed to support new software and technologies. As our servers age reliability declines, maintenance cost increase, and time to administer and service outages and repairs increases.

Justification and Benefit – These servers will replace end of life and out of support hardware and will provide more resources with the latest hardware technology. The servers will be located at the Pecan Campus Building M Information Technology data center. The servers will support services such as Jagnet student portal, self-service registration, TimeClock plus, and others.

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

13) Course Management and Hosting Services (Renewal)

Renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2017 through September 29, 2018, at a total amount of \$583,824.60.

Purpose – Distance Education is requesting to renew the course management and hosting and collaborative services for faculty and students district wide.

Justification and Benefit – The course management will provide South Texas College with the virtual environment through which online courses are taught and service provided for the virtual campus (eSTC). The hosting services agreement will provide South Texas College with the technical services needed to keep up with the growth and success of the virtual campus (eSTC).

The collaborative services will provide the instructors with the ability to engage students through online classrooms in several ways which includes: meet, share, and learn in real time.

Funds for this expenditure are budgeted in the Distance Education budget for FY 2017 - 2018 pending Board approval of the budget.

Recommendation:

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

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

A. Awards

- 1) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$105,000.00 with the following eighty-one (81) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)
Building Blocks Academy (Donna, TX)	Early Start Child Care Development Center Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Learning to Grow #2 (Donna, TX)	Little Braves Child Care (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)
Al's Toy Barn Learning Center (Edinburg, TX)	Amando, Inc./dba Genesis Learning Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)
Gaby's Day Care Center, Inc. (Edinburg, TX)	Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)
Easter Seals RGV (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)
Kids Being Kids Academy (McAllen, TX)	Learning Box Academy (McAllen, TX)	Little Diamonds Kingdom (McAllen, TX)
Little Dreamers Learning Academy (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
Magic Child Development Day Care (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)	Royal Education Center (McAllen, TX)
Tony's Playhouse (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Busy Bee Workshop Child Care Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)

Little Einstein's Academy, LLC. (Mission, TX)	Sunrise Learning Academy (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)
Fisher Kids Academy (Palmview, TX)	Palmview Academy (Palmview, TX)	Aly & Aby's Treehouse Learning Center (Penitas, TX)
Belia Ochoa Registered Home (Penitas, TX)	Little Minions Learning Academy (Penitas, TX)	We Love R Kids Child Care (Penitas, TX)
Campanitas Day Care (Pharr, TX)	Children's Education Center (Pharr, TX)	Futuros Lideres Learning Center (Pharr, TX)
Kids Academy Daycare (Pharr, TX)	Kids First Learning Academy (Pharr, TX)	Kids on Duty II (Pharr, TX)
Little Bear Academy Day Care Center (Pharr, TX)	Little One's Discovery Center, Inc. (Pharr, TX)	Looney Tunes Day Care, Inc. (Pharr, TX)
Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)	My First Step Child Care (Pharr, TX)
Skyline Academy of Early Language Development (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)	Building Blocks Learning Center (Rio Grande City, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)
Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)	Children's Bilingual Learning Academy (San Juan, TX)
Childtime Academy (San Juan, TX)	Looney Tunes Day Care, Inc. II (San Juan, TX)	My Little House (San Juan, TX)
Ositos Group Day Care Home (San Juan, TX)	We Are The Future Child Development Center (San Juan, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Hill Living Well, Inc./dba Christian Day Care (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	Little Lions Learning Center (Weslaco, TX)
Stepping Stones Day Care (Weslaco, TX)	The Growing Patch Early Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)

- 2) **Collection Agency Services (Award):** award the proposal for collection agency services for the period beginning September 1, 2017 through August 31, 2018 with two one-year options to renew, at no charge to the College. The collection fee shall be charged directly to the student, faculty, or staff. The vendors are as follows:

Primary: S & S Recovery, Inc. (Memphis, TN)

Secondary: Continental Service Group, Inc./dba ConServe (Fairport, NY) and **Immediate Credit Recovery** (Poughkeepsie, NY)

- 3) **Grounds Maintenance (Award):** award the proposal for grounds maintenance to **TLC Total Lawn Care, LLC.** (Weslaco, TX) for the period of July 26, 2017 through July 25, 2018 with two one-year options to renew, at an estimated amount of \$256,475.00 for mowing, tree trimming, and shredding services, an estimated amount of \$75,000.00 for various plant, replacement plants and landscaping, and an estimated amount of \$25,000.00 for sprinkler system repair, a total estimated annual amount of \$356,475.00;

- 4) **Network Cabling and Equipment Installation Services (Award):** award the proposal for network cabling and equipment installation to **BridgeNet Communications, LLC.** (Donna, TX) and **Telepro Communications** (Mission, TX), for the period beginning July 26, 2017 through July 25, 2018 with two one-year option renew, at an estimated amount of \$150,000.00 based on prior year expenditures;
- 5) **Telephone Services (Award):** award the proposal for telephone services to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning August 1, 2017 through June 20, 2020 with two one-year options to renew, at an estimated monthly amount of \$5,700.00 and an estimated annual amount of \$68,400.00;

B. Instructional Items

- 6) **Welding Supplies (Renewal):** renew the welding supplies contracts for the period October 1, 2017 through September 30, 2018, at an estimated amount of \$100,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Alamo Iron Works (Brownsville, TX)	b.	Matheson Trigas (San Benito, TX)
c.	Praxair Distribution Incorporated (Pharr, TX)		

C. Non – Instructional Items

- 7) **Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2017 through August 17, 2018, at an estimated amount of \$235,000.00 based on prior year expenditures. The vendors are as follows:
- **Primary: Gulf Coast Paper, Co.** (Brownsville, TX)
 - **Secondary: Rio Paper and Supply, LLC.** (Pharr, TX)
- 8) **In-Store Purchases of Materials and Supplies (Renewal):** renew the in-store purchases of materials and supplies for the period beginning October 17, 2017 through October 16, 2018, at an estimated amount of \$140,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	HEB Grocery, Co. (McAllen, TX)	b.	Hobby Lobby Stores, Inc. (McAllen, TX)
c.	Sam's Club (McAllen, TX)	d.	Wal-Mart (Mission, TX)

- 9) **Maintenance and Repair Parts, Materials, and Supplies (Renewal):** renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2017 through August 29, 2018, at an estimated amount of \$200,000.00 which is based on prior year expenditures. The vendor are as follows:

a.	Burton Companies (Weslaco, TX)	b.	Carrier Enterprise, LLC. (Pharr, TX)
c.	Crawford Electric (Mission, TX)	d.	Dealers Electrical Supply (McAllen, TX)
e.	Ewing Irrigation (McAllen, TX)	f.	Fairway Supply, Inc. (Austin, TX)

g.	Ferguson Enterprises (Pharr, TX)	h.	Johnson Supply (Pharr, TX)
i.	Johnstone Supply (Pharr, TX)	j.	Lopez Brothers Distribution, LLC./dba Interstate Batteries (McAllen, TX)
k.	Morrison Supply Company (McAllen, TX)	l.	MSC Industrial Supply Company (Harlingen, TX)
m.	PPG Architectural Finishes, Inc. (McAllen, TX)	n.	R. E. Friedrichs Company (Pharr, TX)
o.	Sherwin Williams Paint Company (McAllen, TX)	p.	Trane US, Inc. (Weslaco, TX)

D. Technology

- 10) **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), in the total amount of \$54,298.49;
- 11) **Network Switches (Purchase):** purchase network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$175,345.81;
- 12) **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 \$131,248.80;
- 13) **Course Management and Hosting Services (Renewal):** renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2017 through September 29, 2018, at a total amount of \$583,824.60.

Recommend Action - The total for all award of proposals, purchases, and renewals, (Non-Bond Proceeds) is \$ 2,299,592.70.

Recommendation:

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

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

The Board of Trustees approves and authorizes all awards, purchases, and renewals, (Non-Bond Proceeds) as presented.

Approval Recommended:

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

Review and Action as Necessary on Award of a Proposal and Purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds

Approval of the following award of proposals and purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds is requested as follows:

A. Bond Proceeds and Non-Bond Proceeds - Transfer to Plant Fund	B. Non-Bond Proceeds - Maintenance and Operation Property Taxes (M&O)
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A. Bond Proceeds and Non-Bond Proceeds - Transfer to Plant Fund

1) Furniture (Purchase)

Purchase furniture from E & I Cooperative Services, National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Texas Association of School Boards - Buy Board, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities Government Purchasing Alliance, a total amount of \$2,400,081.65.

#	Vendor	Amount
A	Agati Furniture / Gateway Printing and Office Supply, Inc. (Chicago, IL/Edinburg, TX)	\$79,494.49
B	Allsteel, Inc. / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$59,836.64
C	American Seating Company / Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$324,292.87
D	Arcadia Chair Company / Gateway Printing and Office Supply, Inc. (La Palma, CA/Edinburg, TX)	\$4,859.74
E	Bretford Manufacturing, Inc. / Gateway Printing and Office Supply, Inc. (Franklin Park, IL/Edinburg, TX)	\$2,097.00
F	Computer Comforts, Inc. (Kemah, TX)	\$68,377.59
G	Cramer / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$127,168.46
H	Cultural Surroundings (Dallas, TX)	\$234,506.39
I	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$25,891.57
J	Eko Contract / Gateway Printing and Office Supply, Inc. (Cleveland, TN/Edinburg, TX)	\$114,217.40
K	Erg International / Gateway Printing and Office Supply, Inc. (Oxnard, CA/Edinburg, TX)	\$1,505.40
L	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$85,111.05

M	Herman Miller, Inc. / Workplace Resources (Zeeland, MI/McAllen, TX)	\$71,533.86
N	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$28,787.68
O	JSJ Furniture Corporation/dba Izzy+ / Gateway Printing and Office Supplies, Inc. (Middlebury, IN/Edinburg, TX)	\$100,339.57
P	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$346,871.94
Q	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$128,560.61
R	NOVA Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$138,858.28
S	R.T. London Company / Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$1,134.76
T	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$8,730.40
U	Watson / Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	\$447,905.95
Furniture Total		\$2,400,081.65

The campus and furniture type is as follows:

Mid Valley Campus Library

3	Single Workstations for Students	13	Storage Shelving Units
191	Library Chairs for Students	32	Library Student Seats with Privacy Panel
62	Library Stools for Students	20	Faculty/Staff Office Chairs
3	Bench Seating for Students	11	Library Open Area Seating
7	Collaboration Tables	8	Library Tables for Students
5	Double Sided Glass Boards	7	Storage Cabinets
2	Library Circulation Desks	5	Tables with Power for the Library
2	Library Help Desks	29	Pull Up Tables
2	Library Student Collaboration Credenzas	9	Round Tables
10	Library Shelving Units	6	Soft/Lounge 2 Seats and 3 Seats
12	Study Cubicles	9	Workstations

Nursing and Allied Health Campus Library

6	Single Workstations for Students	1	Library Circulation Desk
147	Library Chairs for Students	1	Library Help Desk
25	Library Stools for Students	4	Library Shelving Units
7	Collaboration Tables	1	Library Display Mobile

10	Double Sided Glass Boards	16	Library Student Seats with Privacy Panel
11	Storage Shelving Units	13	Faculty/Staff Office Chairs
5	Storage Cabinets	4	Library Open Area Seating
3	Tables with Power for the Library	8	Library Tables for Students
6	Soft/Lounge Seating 2 Seats and 3 Seats	10	Pull Up Tables
8	Study Cubicles	1	Faculty/Staff Desk
5	Workstations		

Nursing and Allied Health Campus

94	Conference Room Chairs	49	Faculty/Staff Office Chairs
145	Computer Lab Chairs	6	Library Open Area Seating
414	Lecture Classroom Student Chairs	1	Full Bed for the Simulation Lab
208	Lecture Classroom Student Desks	1	Full Mattress for the Simulation Lab Bed
4	Printer Stands	52	Double User Workstations for Students
21	Instructional Lab Stools	40	Faculty/Staff Bookcases
10	Storage Shelving Units	19	Faculty/Staff File Cabinets
21	Open Area Tables	26	Open Area Seats
19	Student Stools	61	Waiting Area Chairs
27	Collaboration Tables	54	Stackable Chairs
19	Instructor Chairs	35	Faculty/Staff Desks

Pecan Campus Science Technology Engineering and Mathematics (STEM) Building

24	Conference Room Chairs	32	Double User Workstations for Students
64	Computer Lab Chairs	27	Faculty/Staff Bookcases
224	Lecture Classroom Student Chairs	1	Storage Cabinet
112	Lecture Classroom Student Desks	6	Faculty/Staff Vertical Files
3	Printer Stands	8	Pull Up Tables for the Learning Commons
300	Instructional Lab Stools	1	Collaboration Table
10	Instructional Lab Stool for Faculty	4	Open Area Tables
20	Storage Shelving Units	15	Instructor Chairs
2	Open Area Tables	32	Waiting Area Chairs
30	Faculty/Staff Office Chairs	17	Small Conference Tables
14	Open Area Chairs	62	Small Conference Chairs
6	Computer Tables	26	Faculty/Staff Office Desks
10	Instructor Tables	8	Collaboration Tables

8	Stackable Chairs		
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Starr County Campus Library

6	Single Workstations For Students	8	Library Student Seats with Privacy Panel
110	Library Chairs for Students	4	Library Tables for Students
28	Library Stools for Students	6	Storage Cabinets
7	Collaboration Tables	3	Tables with Power for the Library
10	Double Sided Glass Boards	14	Pull Up Tables
1	Library Circulation Desk	6	Soft/Lounge Seating with 2 Seats
1	Library Circulation Credenza	1	Round Table
1	Library Help Desk	7	Study Cubicles
1	Library Student Collaboration Credenza	1	Faculty/Staff Desk
5	Library Shelving Units	3	Workstations
1	Library Display Mobile	17	Storage Shelving Units

Funds for these expenditures are budgeted in the 2013 Bond Construction Program FFE Budget – Mid Valley Library, Nursing and Allied Health Library, Nursing and Allied Health Campus, Pecan STEM Building, Starr County Library, and Mid-Valley Library Renovation - FFE.

B. Non-Bond Proceeds - Maintenance and Operation Taxes (M&O)

2) Library Sound Masking System (Award)

Award the proposal for the library sound masking system to **Workspace Solutions, Inc.** (San Antonio, TX), at an estimated amount of \$58,035.00.

Purpose – Facilities Planning and Construction and Library Services are requesting the purchase of a library sound masking system for the Mid Valley Campus, Nursing and Allied Health Campus, and Starr County Campus libraries to reduce distractions or provide confidentiality where needed.

Justification and Benefit – This system helps mask noise emanating from conversations in the library. Priorities differ between library users who want to work quietly and those who study in groups or who need to work collaboratively on group projects. Results of the LibQUAL+ library service quality survey administered over several years has revealed that noise in the library is an important issue for South Texas College library users. Assigning levels of activity to different spaces within the library such as “group collaboration” and “quiet study” helps, but sound carries from one area to another, especially in single level facilities. The sound masking system generates an unobtrusive sound that helps to cancel out the ambient noise of conversations. This system, which has already been piloted at the Pecan Campus Library, will help the Library minimize distractions for students, faculty members, and others who use the Mid-Valley Campus, Nursing and Allied Health Campus, and Starr County Campus libraries.

Background - Proposal documents were advertised on May 15, 2017 and May 22, 2017 and issued to seven (7) vendors. Two (2) responses were received on June 6, 2017 and reviewed by Facilities Planning and Construction, Library Services, and the Purchasing Department.

Funds for this expenditure are budgeted in the Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

3) Instructional Equipment (Purchase)

Purchase instructional equipment from **Alamo Iron Works** (Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$61,148.68.

Purpose – Facilities Planning and Construction and Welding Program are requesting to purchase instructional equipment for student instruction at the La Joya Teaching Center.

Justification and Benefit – The instructional equipment will include portable cutting machines, air compressor, tensile testers, pipe cutting machine, work bench, and accessories. It will provide the students with the equipment needed to complete the hands on training required by the welding courses and to meet the welding program certificate and associate degree requirements.

Funds for this expenditure are budgeted in the Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

4) Science Equipment and Models (Purchase)

Purchase science equipment and models for the period beginning July 1, 2017 through December 31, 2018, at an estimated amount of \$474,442.12 as follows:

#	Vendor	Contract	Quantity	Amount
1	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	243 models	\$130,588.72
2	Carolina Biological Supply, Co. (Burlington, NC)	TASB Buyboard	12 models	\$150,042.90
3	VWR International, LLC. (Radnor, PA)	Board Approved	244 models	\$117,106.50
4	VWR International, LLC. (Radnor, PA)	E&I Cooperative	24 models	\$76,704.00

Purpose – Facilities Planning and Construction and Biology Program are requesting to purchase science equipment and models for student instruction at the Mid Valley Campus Health Professions and Science Building. These items will be for the four (4) instructional labs, one (1) prep-lab, and one (1) storage area located in the building. The program courses and labs requiring these items are Biology, Anatomy and Physiology, Micro Biology, and Genetic.

Justification and Benefit – The equipment and models will include portable fume hood, balance, heart models, kidney models, human nervous system models, lung models, human anatomy figure, liver and gallbladder models, digestive track models, stomach models, ovary models, animal cell model, and science storage cabinets. These items are required for student to complete the require courses and labs in the various Biology programs.

Funds for this expenditure are budgeted in the Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

5) Welding Equipment (Purchase)

Purchase welding equipment from **Airgas USA, LLC.** (McAllen, TX), an E&I Cooperative Services approved vendor, at a total amount of \$161,811.13.

Purpose – Facilities Planning and Construction and Welding Program are requesting to purchase welding equipment for student instruction at the La Joya Teaching Center.

Justification and Benefit – The welding equipment will includes twenty-seven (27) multi-process welders and twenty (20) tig welders. This equipment will provide the students the hands on training required to complete the Welding Program courses.

Funds for this expenditure are budgeted in the Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

Recommendation:

The Facilities Committee and the Finance, Audit, and Human Resources Committee have both recommended Board approval of the award of proposals and purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds as listed below:

A. Bond Proceeds and Non-Bond Proceeds - Transfer to Plant Fund	B. Non-Bond Proceeds - Maintenance and Operation Property Taxes (M&O)
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A. Bond Proceeds and Non-Bond Proceeds - Transfer to Plant Fund

- 1) Furniture (Purchase):** purchase furniture from E & I Cooperative Services, National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Texas Association of School Boards - Buy Board, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities Government Purchasing Alliance, a total amount of \$2,400,081.65.

#	Vendor	Amount
A	Agati Furniture / Gateway Printing and Office Supply, Inc. (Chicago, IL/Edinburg, TX)	\$79,494.49

B	Allsteel, Inc. / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$59,836.64
C	American Seating Company / Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$324,292.87
D	Arcadia Chair Company / Gateway Printing and Office Supply, Inc. (La Palma, CA/Edinburg, TX)	\$4,859.74
E	Bretford Manufacturing, Inc. / Gateway Printing and Office Supply, Inc. (Franklin Park, IL/Edinburg, TX)	\$2,097.00
F	Computer Comforts, Inc. (Kemah, TX)	\$68,377.59
G	Cramer / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$127,168.46
H	Cultural Surroundings (Dallas, TX)	\$234,506.39
I	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$25,891.57
J	Eko Contract / Gateway Printing and Office Supply, Inc. (Cleveland, TN/Edinburg, TX)	\$114,217.40
K	Erg International / Gateway Printing and Office Supply, Inc. (Oxnard, CA/Edinburg, TX)	\$1,505.40
L	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$85,111.05
M	Herman Miller, Inc. / Workplace Resources (Zeeland, MI/McAllen, TX)	\$71,533.86
N	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$28,787.68
O	JSJ Furniture Corporation/dba Izzy+ / Gateway Printing and Office Supplies, Inc. (Middlebury, IN/Edinburg, TX)	\$100,339.57
P	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$346,871.94
Q	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$128,560.61
R	NOVA Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$138,858.28
S	R.T. London Company / Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$1,134.76
T	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$8,730.40
U	Watson / Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	\$447,905.95
Furniture Total		\$2,400,081.65

B. Non-Bond Proceeds - Maintenance and Operation Taxes (M&O)

- 2) Library Sound Masking System (Award):** award the library sound masking system to **Workplace Solutions, Inc.** (San Antonio, TX), at an estimated amount of \$58,035.00;
- 3) Instructional Equipment (Purchase):** purchase instructional equipment from **Alamo Iron Works** (Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$61,148.68;
- 4) Science Equipment and Models (Purchase):** purchase science equipment and models for the period beginning July 1, 2017 through December 31, 2017, at an estimated amount of \$474,442.12 as follows:

#	Vendor	Contract	Quantity	Amount
1	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	243 models	\$130,588.72
2	Carolina Biological Supply, Co. (Burlington, NC)	TASB Buyboard	12 models	\$150,042.90
3	VWR International, LLC. (Radnor, PA)	Board Approved	244 models	\$117,106.50
4	VWR International, LLC. (Radnor, PA)	E&I Cooperative Services	24 models	\$76,704.00

- 5) Welding Equipment (Purchase):** purchase welding equipment from **Airgas USA, LLC.** (McAllen, TX), an E&I Cooperative Services approved vendor, at a total amount of \$161,811.13.

The funding source distribution for the award of proposals and purchases for the 2013 Bond Construction Program and Related Projects Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds was:

Bond Proceeds – Furniture	\$2,073,893.84
MV Library Renovation FFE – Furniture	\$326,187.81
Non-Bond M&O Taxes – Equipment	\$755,436.93
Total	\$3,155,518.58

The recommended purchases by category were:

Furniture	\$2,400,081.65
Equipment	\$755,436.93
Total	\$3,155,518.58

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals and purchases for the 2013 Bond Construction Program and Related Projects Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds as presented.

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

The Board of Trustees approves and authorizes the award of proposals and purchases for the 2013 Bond Construction Program and Related Projects Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds as presented.

Approval Recommended:

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

Review and Action as Necessary on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over

Approval is requested for the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items.

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

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

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

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

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

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Vice President for Information Services, Planning, Performance & Strategic Initiatives, and Becky Cavazos, Director of Purchasing, will be present at the July 25, 2017 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

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

The Board of Trustees approves and authorizes the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED AT \$5,000 AND OVER
JULY 25, 2017

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Ptag	Amount	Net Book Value	Condition
19	1 ea	Catalyst 4000 Switch	01XBB	000003012		4/29/1999	000003748	\$ 16,697.72	\$0.00	Obsolete
19	1 ea	Sun Fire V880 Server	203V00A4	0000007849		8/23/2002	000008339	\$ 18,793.61	\$0.00	Obsolete
19	1 ea	Premier Document Sealer	K50081C	0000008704		12/19/2003	000009431	\$ 9,442.12	\$0.00	Obsolete
19	1 ea	Cisco System Catalyst 2600	JMX0821L3TM	0000010104		6/8/2004	000012739	\$ 7,587.39	\$0.00	Obsolete
27	1 ea	HP Proliant DL380	EA1CKJN23M	0000011715		10/8/2004	000011907	\$ 6,123.26	\$0.00	Obsolete
26	1 ea	Extron Switcher	816766014	0000010942		12/15/2004	000012296	\$ 5,207.55	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601535	0000011042		12/15/2004	000012208	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601613	0000010983		12/15/2004	000012179	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601644	0000009875		12/15/2004	000012121	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601586	0000011160		12/15/2004	000012190	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601646	0000009845		12/15/2004	000012155	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G46015423	0000009873		12/15/2004	000012119	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601625	0000009889		12/15/2004	000012138	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601624	0000010929		12/15/2004	000012170	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601522	0000010948		12/15/2004	000012151	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601579	0000011166		12/15/2004	000012192	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601584	0000011154		12/15/2004	000012189	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601636	0000010982		12/15/2004	000012130	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601556	0000011171		12/15/2004	000012193	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601634	0000011172		12/15/2004	000012194	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601652	0000011290		12/15/2004	000012188	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601651	0000009869		12/15/2004	000012154	\$ 5,234.39	\$0.00	Obsolete
26	1 ea	Sanyo Projector	G4601655	0000009847		12/15/2004	000012171	\$ 5,234.39	\$0.00	Obsolete
27	1 ea	Sanyo Projectors PLCXU558	G4601646	0000010966		12/15/2004	000012173	\$ 5,234.39	\$0.00	Obsolete
27	1 ea	Sanyo Projectors PLCXU558	G4601547	0000009859		12/15/2004	000012145	\$ 5,234.39	\$0.00	Obsolete
25	1 ea	HP Switch 2/16v	CNB0449C15	9891		3/21/2005	000011073	\$ 11,622.60	\$0.00	Obsolete
24	1 ea	Symposium	5DFP00243	12081		8/30/2005	000012339	\$ 5,056.01	\$0.00	Obsolete
22	1 ea	Laerdal Computer System Dell OptiPlex GX620	GJGPL91	15361	5000010158	4/7/2006	N00012774	\$ 10,378.29	\$0.00	Obsolete
23	1 ea	Dell Precision Workstation 670	7MC9Z91	15634		5/22/2006	N00012796	\$ 6,013.01	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117510022	15240		8/25/2006	N00014731	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117500003	15237		8/25/2006	N00014728	\$ 5,865.40	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117490037	15238		8/25/2006	N00014729	\$ 5,865.40	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117490036	15242		8/25/2006	N00014733	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1126500014	15252		8/25/2006	N00014743	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117500021	15243		8/25/2006	N00014734	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117510009	15251		8/25/2006	N00014742	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117490048	15239		8/25/2006	N00014730	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117500002	15249		8/25/2006	N00014740	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117500013	15245		8/25/2006	N00014736	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1126500036	15236		8/25/2006	N00014727	\$ 5,865.40	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1126500033	15248		8/25/2006	N00014739	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117490043	15247		8/25/2006	N00014738	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1117490038	15246		8/25/2006	N00014737	\$ 5,865.41	\$0.00	Obsolete

Grant Funded Asset

SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED AT \$5,000 AND OVER
JULY 25, 2017

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Ptag	Amount	Net Book Value	Condition
22	1 ea	Blue Fire VC300 NEC Switch	KO-111750009	15235		8/25/2006	N00014726	\$ 5,865.41	\$0.00	Obsolete
22	1 ea	Blue Fire VC300 NEC Switch	KO-1126500023	15244		8/25/2006	N00014735	\$ 5,865.41	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	138496	0000010972		8/31/2006	000012729	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	146475	0000010963		8/31/2006	000012728	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	138740	0000009878		8/31/2006	000012721	\$ 5,207.15	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	139115	0000010195		8/31/2006	000012722	\$ 5,207.15	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	138750	0000011003		8/31/2006	000012731	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	138852	0000011011		8/31/2006	000012732	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	139044	0000011109		8/31/2006	000012717	\$ 5,207.15	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	139119	0000011119		8/31/2006	000012718	\$ 5,207.15	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	146619	0000010921		8/31/2006	000012724	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	139148	0000010925		8/31/2006	000012725	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	138748	0000009883		8/31/2006	000012723	\$ 5,207.15	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	139243	0000010965		8/31/2006	000012727	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	74073	0000011017		8/31/2006	000012734	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	138859	11023		8/31/2006	000012733	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	138742	11033		8/31/2006	000012735	\$ 5,207.14	\$0.00	Obsolete
28	1 ea	Classroom Smart Boards	139265	11133		8/31/2006	000012720	\$ 5,207.15	\$0.00	Obsolete
25	1 ea	Dell Power Edge 2950 Server	8NRGZC1	16096		5/24/2007	N00015572	\$ 5,126.00	\$0.00	Obsolete
25	1 ea	Dell Power Edge 2950 Server	BNRGZC1	16093		5/24/2007	N00015569	\$ 5,126.00	\$0.00	Obsolete
25	1 ea	Dell Power Edge 2950 Server	9QPHZC1	13572		5/24/2007	N00015573	\$ 5,126.00	\$0.00	Obsolete
25	1 ea	Dell Power Edge 2950 Server	G4DK3D1	13594		6/19/2007	N00015789	\$ 6,414.00	\$0.00	Obsolete
26	1 ea	Sun Microsystems SunFire T2000 Server	0722NNN0KG	13585		6/19/2007	N00015785	\$ 14,496.02	\$0.00	Obsolete
15	1 ea	HP Laserjet T1100ps	MY8124C01H0508	14355	5000010255	3/31/2008	N00016476	\$ 6,585.00	\$0.00	Obsolete
26	1 ea	Cisco SwitchMCS 7800 Series	JAB12240237	11967		6/20/2008	N00016818	\$ 14,877.50	\$0.00	Obsolete
25	1 ea	Dell Power Edge 1950 Server	2143SH1	14353		2/3/2009	N00017411	\$ 13,953.09	\$0.00	Obsolete
22	1 ea	Power Vault Bay External	5GZFRL1	16541		5/13/2010	N00018022	\$ 9,952.71	\$0.00	Obsolete
22	1 ea	Dell Avigilon 24C-10.0TB-HD-NVR Server	1XNZDN1	14801		8/5/2010	N00018431	\$ 12,812.50	\$0.00	Obsolete
22	1 ea	Power Vault Bay External	C19WKN1	19093		10/12/2010	N00018603	\$ 8,622.54	\$0.00	Obsolete

List #15

Review and Action as Necessary on Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 – 2018

Approval to revise the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 is requested.

Purpose – To add a Parking Permit Fee and a Parking Permit Replacement Fee to the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 – 2018 for Texas A&M students who are included in the Texas A&M and South Texas College Interagency Cooperation Contract.

Justification – The Parking Permit Fee and the Parking Permit Replacement Fee is necessary for Texas A&M students who are included in the Texas A&M and South Texas College Interagency Cooperation Contract. The Parking Permit Fee and the Parking Permit Replacement Fee is at the same rate as charged to South Texas College students and employees.

On December 13, 2017, the Board of Trustees approved the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 – 2018. The recommended changes for FY 2017 - 2018 are as follows:

- Add a Parking Permit Fee of \$25.00 for Texas A&M Students
- Add a Parking Permit Replacement Fee of \$25.00 for Texas A&M Students

Reviewers - The revised Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 – 2018 has been reviewed by staff and President's Cabinet.

The proposed Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 follows in the packet for the Board's information and review. The revisions are highlighted in yellow.

The Finance, Audit, and Human Resources Committee recommended Board approval to revise the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revisions to the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 as presented.

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

The Board of Trustees approves and authorizes the revisions to the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 as presented.

Approval Recommended:

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



PROPOSED OTHER (NON-STUDENT/NON-EMPLOYEE) FEES FOR FY 2017-2018

	Board Approved for FY 2017-2018	Proposed Revisions for FY 2017-2018
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00
Overdue Library Book/Media Fee per day	0.00	0.00
Parking Permit Fee (Texas A&M Students)*		\$25.00
Parking Permit Replacement Fee (Texas A&M Students)*		\$25.00
Parking violations:		
First	30.00	30.00
Second	50.00	50.00
Third	80.00	80.00
Fourth	100.00	100.00
Fifth	120.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Child Development Center:		
Tuition fee per week	120.00	120.00
Registration Fee:		
• Fall and Spring Semesters	40.00	40.00
• Summer Session	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee:		
• Fall and Spring Semesters	30.00	30.00
• Summer Session	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00
• Summer	20.00	20.00

*Texas A&M Students included in the Texas A&M and STC Interagency Cooperation Contract

Review and Action as Necessary on Proposed Employee Salary Pay Plans for FY 2017 – 2018

Approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017 is requested.

Purpose - The Proposed Employee Salary Pay Plans for FY 2017 - 2018 for all employee groups is presented for the Committee's review and consideration. The Employee Salary Pay Plans include the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2017-2018.

Background – The Proposed Employee Salary Pay Plans for FY 2017 – 2018 is approved on an annual basis and includes the following information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- Pay Grades for Classified, Professional/Technical, Administrative, Executive, and Grant Funded employees
- Direct Wage Salary Plan
- Centers for Learning Excellence (CLE) Salary Plan
- Faculty Roles, Rates, and Salary Plan

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in June 2017.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan is included under separate cover. Staff is still in the process of proofing the document. There may be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

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

The Finance and Human Resources Committee recommended Board approval of the Proposed Employee Salary Pay Plans for FY 2017 - 2018, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Employee Salary Pay Plans for FY 2017 - 2018, as presented.

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

The Board of Trustees approves and authorizes the Proposed Employee Salary Pay Plans for FY 2017 - 2018, as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed Staffing Plan for FY 2017 – 2018

Approval of the Proposed Staffing Plan for FY 2017 - 2018 is requested.

Purpose - The Proposed Staffing Plan for FY 2017 – 2018 for all employee groups is presented for the Committee's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also includes title changes for selected positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in June 2017.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2017 - 2018.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Staffing Plan and is subject to Board approval of the FY 2017 - 2018 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions, New Non-Faculty Staff Positions as Necessary for the 2013 Bond Construction Program Facilities Expansion, and Non-Faculty Salary Adjustments/Reclassifications are included within the Plan and were reviewed and approved by the Board of Trustees in June 2017.

Enclosed Documents - A copy of the FY 2017 - 2018 Staffing Plan is included under separate cover. There may be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2017 - 2018, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Staffing Plan for FY 2017 - 2018, as presented.

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

The Board of Trustees approves and authorizes the Proposed Staffing Plan for FY 2017 - 2018, as presented.

Approval Recommended:

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

Review of Internal Audit Reports

The Finance, Audit, and Human Resources Committee received the following reports from Mr. Khalil Abdullah, Internal Auditor:

1) Review and Discussion of Internal Control Review in the Area of Hidalgo and Starr County Tax Assessor-Collector Office

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the procedures, and recommendations of the report in the area of Hidalgo and Starr County Tax Assessor-Collector Office.

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

The Committee discussed the report with Mr. Abdullah, and recommended that he inform the county auditors of his report, and that it is available for public review on the College's website.

2) Review and Discussion of Entity-Wide Risk Assessment

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the entity-wide risk assessment.

IIA Standard 2010 – Planning - states that “The CAE must establish a risk based plan to determine the priorities of the internal audit activity, consistent with the organization's goals.” Therefore, an Entity-wide Risk Assessment was prepared for the purposes of establishing the audit plan.

A risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Management feedback is essential to accurately assess the organization's risks. Input to the risk assessment was requested from the President, Vice Presidents, and other senior managers. Additionally, management was asked to provide feedback on any areas they felt could benefit from an audit. Based on management's input and the results of the risk assessment, a list of proposed audit projects for FY 2018 has been developed.

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

The Committee questioned the format of the report, and Mr. Abdullah stated that there was no accepted standard format, and that the format he used was similar to how risk assessment reports were conducted during his employment at UTRGV.

Mr. Abdullah stated his position that the entity-wide risk assessment conducted for the purposes of identifying potential projects for an internal auditor had a specific scope and purpose. He advised that management may wish to conduct a more in-depth risk assessment process and could build upon his own assessment for that purpose, but

that such action by management would be beyond the scope of the Internal Auditor function.

Mr. Abdullah clarified that some items reported in the risk assessment were categorized as high- medium- or low-risk based upon incomplete information, and provided the example that in some cases, the probability or frequency of exposure to risk was not readily discernable during the interviews. He suggested that an audit of those areas would generally result in a more accurate classification of the associated risk.

No action is required. This item as presented for the Board's information and feedback.



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

June 20, 2017

Dr. Shirley Reed, President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dear Dr. Reed,

As part of our fiscal year 2017 Audit Plan, the Office of Internal Audits completed an internal control review of Hidalgo and Starr County Tax Assessor-Collector's Offices. The results of the internal control review are contained in this report.

The objective of the internal control review was to evaluate the adequacy and effectiveness of internal controls over Hidalgo and Starr County's property tax assessment, collection, and reporting procedures. The scope for the review included activity from September 1, 2013 through March 31, 2017.

The report identifies areas where Hidalgo and Starr County Tax Assessor-Collector's Offices could improve internal controls. Additionally, I included a short list of items (see Appendix A) that should be considered prior to the renewal of the Inter-local Agreements between South Texas College and the County Tax Assessor-Collector's Offices.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

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EXECUTIVE SUMMARY

The Internal Control Review of Hidalgo and Starr County Tax Assessor-Collector's Offices was included on the Finance, Audit, and Human Resources Committee's approved FY 2017 Audit Plan. The objective of the internal control review was to evaluate the adequacy and effectiveness of internal controls over Hidalgo and Starr County's property tax assessment, collection, and reporting procedures.

The scope of the review was limited to internal controls and activity from September 1, 2013 – March 31, 2017. An internal control review is not designed or intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

County management is responsible for establishing and maintaining an internal control structure designed to protect the assets of the county, and prevent loss from theft or misuse. The objective of a sound internal control system is to provide management with reasonable assurance that assets are appropriately safeguarded. The following were identified as opportunities to further improve internal controls.

Hidalgo County

- Ensure that security measures over the safeguarding of funds are consistently applied at all tax collection sites;
- Require that taxpayers make checks payable to the Hidalgo County Tax Assessor-Collector's Office rather than to the person currently serving as the Tax Assessor-Collector;
- Establish a written procedures manual to document internal controls over the assessment, collection, and reporting of property taxes;

Starr County

- Ensure that security measures over the safeguarding of funds are consistently applied at all tax collection sites;
- Establish a check disbursement log or distribute funds via automated clearing house (ACH);
- Establish a written procedures manual to document internal controls over the assessment, collection, and reporting of property taxes;
- Limiting employee's system access based on their job responsibilities.

BACKGROUND

The South Texas College District has levied property taxes since 1997. Inter-Local Cooperation Agreements with the offices of both Hidalgo and Starr County Tax Assessor-Collector’s Offices were approved by South Texas College’s Board of Trustees in 1996 and 2001 respectively. The Inter-Local Cooperation Agreements are renewed each year by giving written notice to Hidalgo and Starr County of the District’s intent to renew on or before June 1st. The Inter-Local Cooperation Agreements allow Hidalgo and Starr County Tax Assessor-Collector’s Offices to act as the collecting agencies for property taxes on behalf of the District. Each year property taxes are assessed by Hidalgo and Starr County Tax Assessor-Collector’s Offices and collections are remitted to South Texas College, net of a collection fee. The average collection rate over the past 10 years, including collection of delinquent taxes, has been 97.85%. Information related to the prior 3 fiscal year’s property tax roll and collections is provided in the table below:

FY	Tax Roll	YTD Collections	Percentage Collected	Delinquent Collections	Percentage Delinquent
2016	\$60,279,269	\$57,139,510	94.79%	\$2,586,659	4.29%
2015	\$56,134,038	\$53,735,185	95.73%	\$2,612,116	4.65%
2014	\$45,078,972	\$42,542,880	94.37%	\$2,566,025	5.69%

OBJECTIVE

The objective of the internal control review was to evaluate the adequacy and effectiveness of internal controls over Hidalgo and Starr County’s property tax assessment, collection, and reporting procedures.

SCOPE & METHODOLOGY

The scope of the internal control review included activity from September 1, 2013 through March 31, 2017. To accomplish the objectives of the review, the Internal Auditor performed the following procedures:

Hidalgo County:

- Interviewed the County’s Property Tax Manager on internal controls and procedures;
- Reviewed the County’s cash handling guidelines and procedures;
- Reviewed audit reports issued by the County Auditor’s Office over the activities of the Tax Assessor-Collector’s Office;

- Verified that funds handling guidelines and procedures were adhered with;
- Verify whether internal controls were consistently applied across all collections sites;
- Observed security methods over the safeguarding of funds prior to deposit;
- Interviewed delinquent tax attorney's staff and reviewed delinquent taxes due summary reports.

Starr County:

- Interviewed County's Tax Assessor-Collector and Chief Deputy on internal controls and procedures;
- Reviewed the County's receipting policy;
- Verified that funds handling guidelines and procedures were in place;
- Verify whether internal controls were consistently applied across all collections sites;
- Observed end of day close out and balancing procedures;
- Observed security methods over the safeguarding of funds prior to deposit;
- Reviewed official bond and oath documentation;
- Interviewed delinquent tax attorney's staff and reviewed delinquent taxes due summary reports.

RESULTS
[HIDALGO COUNTY]

Tax Assessment:

The Hidalgo County Appraisal District is responsible for calculating the taxable value of property according to the Texas Property Tax Code and the Uniform Standards of Professional Appraisal Practices. The chief appraiser provides the County Tax Assessment-Collection's Office with the certified appraisal roll¹. Each year tax rates are set by South Texas College's Board of Trustees. The approved tax rates are provided to the County Tax Assessor-Collector's Office, who use the information to generate the tax roll². The Tax Assessor-Collector's Office provides the tax roll data file to Information Management Solutions (IMS), a third party company based in San Antonio Texas, that provides printing and mailing services to utilities, municipalities, city, state, and county

¹ Appraisal Roll – A listing of taxable properties and values within the unit's boundaries.

² Tax Roll – A breakdown of all property within a given jurisdiction that can be taxed. Property values multiplied by the approved tax rate.

governmental agencies. IMS prepares sample tax statements that are reviewed by County employees to ensure that they are free from error. Once IMS receives confirmation from the County that sample tax statements are accurate, they complete a print run and mail out the property tax statements. In mid-January, IMS mails out additional tax statements as a courtesy.

Tax Collection:

Several internal controls were observed at the Hidalgo County Tax Assessor-Collector's main Office and tax collection substations. All reviewed checks were restrictively endorsed, two employees are required to conduct daily cash balancing, and deposits are made frequently. South Texas College receives funds from the County via automated clearing house (ACH) on a daily basis. Security cameras were utilized and have been strategically placed within each of the tax offices. Signs are posted throughout the office notifying taxpayers "to be sure you receive an official county receipt when paying at this office." Images of an official county receipt are also posted. Additional signs were posted notifying taxpayers that Hidalgo County policy prohibits county employees from accepting gifts or gratuities. Frequent notifications are sent out by the Tax Assessor-Collector's Office employees to taxpayers with delinquent tax balances through the end of June. In July all unpaid property tax accounts are turned over to the delinquent tax attorney (DTA) who continue to pursue the collection of the tax debt.

The following opportunities to improve internal controls were identified. Security controls were not consistently applied across all tax collection sites. Security glass and panic buttons were observed at some tax collection sites, but were not installed at others. Signs are posted instructing taxpayers to make checks payable to the acting Tax Assessor-Collector rather than to The Hidalgo County Tax Assessor-Collector's Office. With the exception of the cash handling guidelines, none of the procedures or internal control processes currently in place have been documented. Written procedures should be developed to document internal controls related the following:

- Identification of the individuals with authority to prepare write-offs and tax supplements;
- Procedures when a tax supplement results in a refund;
- Compensating controls in the event that the department is unable to maintain complete segregation of duties;
- Specifics on the duration of time to wait prior to contacting the bank to obtain confirmation of deposited funds;
- Document retention schedule;

Reporting

Tax collection activity reports are provided to South Texas College's Business Office on a monthly basis. The reports include details on property taxes collected to date; modifications³; property tax write-offs; taxes outstanding; and a percentage of taxes collected to date. The report also includes a breakdown of the tax collections and fees for the month. The report is notarized and signed off by The Hidalgo County Tax Assessor-Collector. The employee responsible for preparing the report also initials the document. In addition to the monthly reports, Hidalgo County Tax Assessor-Collector's Office also prepares an annual report of the total current, delinquent, and rollback collections. The annual report also shows details on the total amount of disbursements, such as attorney fees, commissions & costs, and current & prior year refunds. The annual report is also notarized and signed off by The Hidalgo County Tax Assessor-Collector.

RESULTS [STARR COUNTY]

Discrepancies within The Tax Assessor-Collector's Office discovered by the County's auditor resulted in several changes. The entire Tax Assessor-Collector's Office staff were removed. New staff was hired and an interim Tax Assessor-Collector was assigned by the county commissioner's court. In November 2016, a newly elected Tax Assessor-Collector was sworn in and assumed the responsibilities of managing the office. New procedures were implemented to help ensure the safeguarding of assets. Cash was no longer accepted as a form of payment and arrangements were made for a representative from the delinquent tax attorney's office to work on-site in Rio Grande City. These changes allowed the Tax Assessor-Collector's Office to decrease the risk of future improprieties related to cash handling and allowed taxpayers with delinquent property tax balances to settle their tax debt without traveling to the delinquent tax attorney's offices in Edinburg.

Tax Assessment:

The Starr County Appraisal District is responsible for calculating the taxable value of property according to the Texas Property Tax Code and the Uniform Standards of Professional Appraisal Practices. The County's Appraisal District provides the property tax appraisal roll directly to Hamer Enterprises, a third party company that assists Starr County with property tax collections. The Tax Assessor-Collector's Office employees also provide Hamer with the approved tax rates set by South Texas College's Board of Trustees. Hamer Enterprises compiles the property tax

³ Modifications include changes in property valuations, protested property values, court orders, supplements, etc.

appraised property values along with the year's approved tax rates to generate property tax statements. The property tax statements are then mailed out directly by Hamer Enterprises.

Tax Collection:

Several security measures designed to ensure the safeguarding of the County's assets were observed. Taxpayers are able to make payments online, through the mail, or in person at one of three locations. As previously stated, cash is no longer allowed as an acceptable method of payment. Signage was observed posted at each of the locations reviewed that read "NO CASH PAYMENTS" or "NO CASH PAYMENTS ACCEPTED." Checks were restrictively endorsed. Daily cash balancing is conducted by the Chief Deputy (e.g. cashier supervisor) to ensure that the day's financial activity reported by the system agrees to the amount of funds prepared for deposit. Checks are deposited remotely to the County's Depository (e.g. main back account) and confirmed by logging into the bank's website. Checks pending deposit are kept in a vault located inside a locked room. In July all unpaid property tax accounts are turned over to the delinquent tax attorney (DTA) who continue to pursue the collection of the tax debt.

Opportunities to improve internal controls were identified. Security controls were not consistently applied across all tax collection sites. Security cameras were observed at one of the tax collection substations, but were not observed at all tax collection sites. Currently the County Tax Assessor-Collector's Office does not maintain a log to document check disbursements. Internal controls should be established to log the disbursement of all checks. The log should include the amount of each check disbursed along with a corresponding check number. Any individuals picking up a check should be required to sign and date the check disbursement log. Arrangements could also be made to set up future disbursements via automated clearing house (ACH) transactions.

In our review of the current practices in place for processing property tax adjustments, we found that the adjustment report indicated that a cashier completed the changes. Upon further inquiry it was discovered that the individual that completed the tax adjustment was actually the Chief Deputy (e.g. Cashier Supervisor). Internal controls could be improved if access to the system for processing property tax adjustments is restricted to only those individuals that are responsible for preparing those changes. Moreover, cashiers should be logged out of the system prior to the Chief Deputy preparing tax adjustments.

Lastly, with the exception of the cash handling guidelines, none of the procedures or internal control processes currently in place have been documented. Written procedures should be developed to document internal controls related the following:



- Preparing property tax adjustments and identifying which employees are authorized to do so;
- The process for preparing property tax write-offs, including which employees are required to approve a write off, ensuring that there are no pending law suits against the property owner prior to writing off the property;
- Document retention schedule.

Reporting

The Starr County Tax Assessor-Collector provides a Monthly Collection & Disposition Report to South Texas College's Business Office. The report contains a detailed breakdown of current and delinquent collections as well as disposition costs and advances (e.g. commissions, redemptions, and attorney fees). The Monthly Collection & Disposition Report is accompanied by a certification letter from Starr County's Tax Assessor-Collector stating that the collections and dispositions made during the month are accurate. The report and certification letter are signed off by the County's acting Tax Assessor-Collector and also indicates who prepared the reports. Starr County's Tax Assessor-Collector does not provide an annual report.

CONCLUSION

Internal controls over property tax assessment, collection, and reporting were observed within Hidalgo and Starr County Tax Assessor-Collector's Offices. Opportunities to improve internal controls were also identified. The Hidalgo County Tax Assessor-Collector's Office can improve internal controls by ensuring that checks are made payable to the Tax Assessor-Collector's Office rather than directly to the acting Tax Assessor-Collector. The Starr County Tax Assessor-Collector's Office could improve controls by making disbursements via ACH or develop a check disbursement log; and ensuring that employee system access is limited based their job responsibilities.

Both Hidalgo and Starr County Tax Assessor-Collector's Offices could improve internal controls by developing written procedures over property tax assessment/collection/& reporting and by ensuring that security measures are consistently applied at each of the tax collection sites.

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

June 20, 2017
Date

APPENDIX A

**Items to consider for inclusion into the Inter-Local Cooperation Agreements with
Hidalgo and Starr County Tax Assessor-Collector's Offices**

1. South Texas College should be included on the distribution list for any completed audit reports from the County's Auditor related to the Tax Assessor-Collector's Office;
2. Efforts should be made to implement all audit recommendations identified by the County Auditors;
3. Disbursement of funds should be made via automated clearing house (ACH);
4. Completion of an annual report that includes:
 - a. Original tax levy;
 - b. Year-to-date collections;
 - c. Year-to-date delinquent collections;
 - d. Adjustments, Supplements, & any Modifications;
 - e. Amount of delinquent tax accounts provided to the delinquent tax attorneys.

South Texas College
Office of Internal Audit
FY 2017 Risk Assessment

			RISKS						
#	ACTIVITIES		1		2		3		4
1	Finance & Administrative Services (a)	HM	Failing to hire enough staff to ensure that proper separation of duties are in place.	HH	HR - Inability to shorten the hiring process resulting in the missed opportunities to hire the best candidate for open positions.	HM	Failing to establish a comprehensive entity-wide disaster recovery plan	HM	FPC - Failing to adequately scrutinize invoices related to construction projects prior to releasing payment
2	Academic Affairs	HH	Misc. Nursing and Allied Health [Pending input from Dr. Reed]	HM	Failing to adhere with environment health & safety regulations related with the disposal of science lab chemicals.	HM	Failing to ensure that faculty credential and qualification reviews take place	HM	Failing to establish criteria for evaluating classroom instruction standards
10	Misc.	HH	Failing to establish an adequate environmental health and safety program [EH&S]	HH	Failing to establish an adequate succession plan for executive management positions	HH	Failing to establish and test an Emergency Management Plan / Disaster Recovery Plan	HH	Failing to implement all components that make up effective internal controls [Control Environment, Risk Management, Monitoring, Control Activities, and Information & Communication]
3	Student Affairs & Enrollment Mgmt.	HM	Failing to establish adequate student travel procedures	HM	Failing to meet student enrollment projections	HM	Inability to rely on THECB to provide clarifications on ambiguous regulations	HM	Misinterpreting regulations resulting in inaccurate reporting of contact hours
4	Information Services, Planning, & Strategic Initiatives	HM	Failing to adequately review third party media sanitization methods to ensure that all hard drive data is written over to adequately safeguard against loss of sensitive or confidential information.	HL	Failing to ensure that a secure process is in place for transferring CBM reports and other confidential data electronically	HL	Inability to identify users that download malicious software	HL	Reputational damage suffered as a result of a data breach [FERPA, HIPPA Data loss]
7	Public Relations and Marketing	HM	Failing to establish a policy requiring all official comments made to media outlets involving STC first be reviewed and approved by Public Relations and Marketing	MH	Failing to establish a clear set of objective marketing metrics supported by executive management	-		-	
11	Finance & Administrative Services (b)	HL	Failing to adhere with GASB / GAAP standards	HL	HR - Failing to conduct criminal background checks	HL	Negative impact to STC's credit rating as a result of an identified material misstatement within the CAFR.	MH	HR - Failing to establish a procedure for conducting annual employee performance evaluations
6	Grant Development, Mgmt., and Compliance	HL	Failing to establish and monitor adequate procedures related to PI effort reporting resulting in a requirement to reimburse the funding agency.	HL	Inadequate controls to ensure that all expenditures are allowable and appropriate	MM	Failing to ensure grant compliance	-	
8	Industry Training and Economic Development	HL	Failing to ensure that all grant compliance requirement are met	ML	Failing to establish adequate procedures for monitoring assets purchased through a grant	-		-	
5	Continuing Professional & Workforce Education	MM	Inability to adequately promote newly developed programs in Continuing Education	ML	Failing to adequately document productivity and efficiency measures used to determine whether or not objectives are at satisfactory levels	-		-	

Note: The first letter represents IMPACT to the College, while the second letter represents PROBABILITY or occurrence.

H High
M Medium
L Low

HH, HM High Risk - The effect will cause the institution not to achieve its goals and objectives, The risk will become a reality frequently

HL, MH Medium Risk - The effect will cause the institution to operate inefficiently and/or expend unplanned resources to meet goals and objectives. The risk will become a reality infrequently

MM, ML, LH Low Risk - There will be no measurable effect upon the achievement of institutional goals and objectives. The risk will rarely become a reality.

South Texas College
Office of Internal Audit
FY 2017 Risk Assessment

#	ACTIVITIES		5		6		7		8		9
1	Finance & Administrative Services (a)	HM	FPC - Failing to adequately monitor construction projects to ensure that quality materials are being used [Value Engineering Prevention Program]	HM	FPC - Failing to complete all construction projects on time and within budget	HM	Inability to adequately monitor fixed assets	HM	Title IX - Failing to appropriately respond to a reported incident	HL	Being included on the Office of Civil Rights (OCR) blacklist
2	Academic Affairs	HM	Inability to get 100% of faculty / staff to complete Title IX training	HL	Failing to adequately secure HIPAA data	HL	Failing to continue to meet accreditation standards and the resulting reputational damage	HL	Failing to develop procedures to adequately monitor inventory of science Lab chemicals	HL	Failing to establish adequate monitoring programs to ensure that employees working in child development have completed all specialized trainings.
10	Misc.	HL	Failing to secure adequate insurance to bring high risk areas to be within the institution's risk appetite / tolerance levels	MH	Failing to create a records retention / destruction plan	MH	Failing to develop criteria of identifying internal and external risks	MH	Failing to develop risk assessment criteria	MH	Failing to establish and adopt a 'Proactive' rather than a 'Reactive' culture
3	Student Affairs & Enrollment Mgmt.	HL	Failing to comply with Family Educational Rights and Privacy Act (FERPA)	HL	Failing to establish adequate internal controls over CBM reporting	HL	Failing to maintain adequate safeguards to ensure the safety of minors while on STC's campuses	HL	Significant percentage decrease in student enrollment	HL	Unexpected or unplanned cuts to Pell Grant and other financial aid programs
4	Information Services, Planning, & Strategic Initiatives	MH	Failing to establish adequate controls to ensure that an employees system access is removed or changed when an employee changes position titles within the college	MM	Failing to establish change management procedures	MM	Inability to adhere with security frameworks	-		-	
7	Public Relations and Marketing	-		-		-		-		-	
11	Finance & Administrative Services (b)	MM	HR - Failing to establish document retention schedules	-		-		-		-	
6	Grant Development, Mgmt., and Compliance	-		-		-		-		-	
8	Industry Training and Economic Development	-		-		-		-		-	
5	Continuing Professional & Workforce Education	-		-		-		-		-	

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South Texas College
Office of Internal Audit
FY 2017 Risk Assessment

#	ACTIVITIES		10		11		12		13
1	Finance & Administrative Services (a)	HL	FPC - Destruction or critical damage to buildings as a result of a natural man-made disaster [Hurricane, Tornado, Hail Damage, Chemical	HL	HR - Inability to adequately ensure that all compliance requirements are followed	HL	Public Safety - Failure to establish an adequate monitoring program to ensure that the police department adheres with all compliance requirements.	HL	Purchasing - Failing to identify employees who have a conflict of interest
2	Academic Affairs	HL	Failing to establish procedures to ensure the safe storage, and disposal of dangerous chemicals	HL	Failing to maintain accreditation standards or being placed on probation	HL	Inability to adequately monitor faculty overloads	HL	Inability to get 100% of faculty trained in the utilization of technology resources (e.g. Blackboard)
10	Misc.	MH	Failing to recognize that Risk Management is the responsibility of the Board and Management	MH	Inability of Vice Presidents to adequately oversee all of their responsibilities given existing resources [Something falling through the cracks]	MM	Failing to establish adequate cross-training programs	-	
3	Student Affairs & Enrollment Mgmt.	-		-		-		-	
4	Information Services, Planning, & Strategic Initiatives	-		-		-		-	
7	Public Relations and Marketing	-		-		-		-	
11	Finance & Administrative Services (b)	-		-		-		-	
6	Grant Development, Mgmt., and Compliance	-		-		-		-	
8	Industry Training and Economic Development	-		-		-		-	
5	Continuing Professional & Workforce Education	-		-		-		-	

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South Texas College
Office of Internal Audit
FY 2017 Risk Assessment

#	ACTIVITIES		14		15		16		17
1	Finance & Administrative Services (a)	HL	Purchasing - Key employees within the purchasing function setting up a fictitious company to commit fraud	HL	Purchasing - two or more employees working together to commit fraud against the institution	HL	Title IX - Failing to adequately document an incident	HL	Title IX - Failing to complete required reports and investigations within the timeframe stipulated by federal regulations.
2	Academic Affairs	MH	Failing to establish criteria requiring every department establish a formal written procedures manual	MM	Failing to establish adequate controls over safeguarding of inventory within the Culinary Arts program.	MM	Not meeting or maintaining quality classroom instruction standards	LH	Failing to establish criteria requiring every department to conduct an annual risk assessment
10	Misc.	-		-		-		-	
3	Student Affairs & Enrollment Mgmt.	-		-		-		-	
4	Information Services, Planning, & Strategic Initiatives	-		-		-		-	
7	Public Relations and Marketing	-		-		-		-	
11	Finance & Administrative Services (b)	-		-		-		-	
6	Grant Development, Mgmt., and Compliance	-		-		-		-	
8	Industry Training and Economic Development	-		-		-		-	
5	Continuing Professional & Workforce Education	-		-		-		-	

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South Texas College
Office of Internal Audit
FY 2017 Risk Assessment

#	ACTIVITIES		18		19		20
1	Finance & Administrative Services (a)	HL	Title IX - Reputational damage resulting from any mishandling of a reported incident	MH	Failing to establish a policy or other criteria that would require all Financial Managers to prepare monthly account reconciliations	MH	Purchasing - Failing to establish a delegation of purchasing authority resulting in delays.
2	Academic Affairs	-		-		-	
10	Misc.	-		-		-	
3	Student Affairs & Enrollment Mgmt.	-		-		-	
4	Information Services, Planning, & Strategic Initiatives	-		-		-	
7	Public Relations and Marketing	-		-		-	
11	Finance & Administrative Services (b)	-		-		-	
6	Grant Development, Mgmt., and Compliance	-		-		-	
8	Industry Training and Economic Development	-		-		-	
5	Continuing Professional & Workforce Education	-		-		-	

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Review and Action as Necessary on Proposed Projects for Internal Auditor for FY 2017 – 2018

Approval of the Proposed Projects for the Internal Auditor for FY 2017 - 2018 is requested.

The Internal Auditor is providing a list below of the proposed projects for the committee's consideration. The projects listed are proposed as the assignments for the Office of Internal Audit for Fiscal Year 2017 - 2018.

- FY 2017-2018 (Scheduled)
 1. Fraud Survey
 2. Financial Aid – Third Party Programs
 3. Clery Act, Title IX, and VAWA
 4. Time Keeping System Compliance
 5. Banner Computer System Security and Access
 6. 2013 Bond Construction Program – Payment Applications
 7. 2013 Bond Construction Program – Change Orders
 8. 2013 Bond Construction Program – Broadus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017
 9. 2013 Bond Construction Program – Billings of Selected 2013 Bond Program Related Additional Services Consultants
 10. Enrollment Audit (Traditional and Continuing Education)
 11. Accounts Payable Commercial Card Use
 12. Fleet Fuel Card Use

Enclosed Documents - The Internal Audits conducted for FY 2003 - 2004 through FY 2016 - 2017 follows in the packet for the Board's information and review.

The Committee noted that many departments had not been audited for years, and asked Mr. Abdullah whether they should be prioritized. Mr. Abdullah acknowledged that the Audit Committee could add items to the list as they saw fit.

Mrs. Mary Elizondo added that many of the areas listed as not having been audited by internal auditors in recent years, especially within the Business Office, are extensively audited by the external auditors on a very regular basis, and those audits are reported directly to the Board.

The Committee asked administration whether there were any other areas that they would recommend for inclusion in the Internal Auditor project list. Dr. Reed recommended a thorough audit of construction billing, including payables and change orders.

Dr. Reed also noted that an audit of Title IX procedures, already included in the project list, were a very important priority for the College, noting that the College's response to Title IX issues were critical, and any errors could be costly to the College.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects as presented, along with any other areas as suggested by administration. Suggestions by administration have been included in the project list proposed above.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed projects as presented.

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

The Board of Trustees approves and authorizes the proposed projects as presented.

Approval Recommended:

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

**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2017**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
1	Accounts Payable -Operations				07/24/07											
2	Accounts Payable -Purchasing & A/P -Commercial Card Use								06/30/11							Proposed
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation					02/06/08										
4	Cash -Bank Reconciliation								06/15/11							
5	Contracts -Solicitation/Renewal Process -Record keeping					06/25/08				06/28/12						
6	Student Receivables/ Third Party -Billing -Collections -Reconciliation							05/25/10								
7	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships							05/25/10			08/22/13					
8	Property Taxes -Rec. & Rollback Taxes								10/14/10			Requested- Not Performed	Requested- Not Performed			
9	Grants- Title V				01/08/07											
10	Grants- Wired						05/19/09 06/19/09									
11	Financial Aid -Accounting -Awards -Reporting -Third Party Programs				03/01/07		01/19/09				05/07/13					Proposed
12	Fraud Survey		10/27/04	09/22/05	02/19/07	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13	Complete	12/07/16	Proposed	Proposed
13	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities			08/28/06				02/19/10								
14	Travel			06/27/06												
15	Purchasing <input type="checkbox"/>		06/30/05					02/19/10								
16	Grants - Federal Workstudy, Federal Pell Grant, Carl Perkins, and Workforce Investment Act	06/30/04		10/27/05			01/19/09									

**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2017**

Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
17 Human Resources and Payroll -Compliance & Controls			01/31/06						10/21/11						
18 Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection		06/30/05						10/20/10 06/16/11			Requested- Not Performed	Requested - Not Performed	Requested- Not Performed	11/04/16	
19 Fixed Assets		09/28/04													
20 Fixed Assets -Capital Assets							02/19/10	07/01/11			Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	Proposed Continuation
21 Construction Contracts	02/11/04							10/14/10							
22 Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions			03/01/06					10/14/10							
23 Copiers						10/17/08									
24 Cell Phones						10/01/08									
25 Fuel Cards & Related Expenditures					08/15/08										Proposed
26 TimeForce Time Keeping System Compliance -Internal Control Procedures								5/5/2011 In Progress- Not completed							
27 Time Keeping System Compliance -Departmental Timeforce Procedures											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Proposed
28 Red Flag Rules									01/06/12						
29 Continuing Professional and Workforce Education Department									01/05/12						
30 Fraud Hotline Calls/Investigations											10/29/13				
31 Facilities, Operation & Maintenance- Workorders and Purchase Orders										07/18/13					
32 IT Security and Procedures											09/05/13				
33 Custodial Services- Work Orders, Purchase Orders and Inventory											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	
34 Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	02/17/17	

**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2017**

Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
35 Instructional Technologies Inventory											Requested - Not Performed	11/06/14			
36 Student Activities & Wellness												Requested - Not Performed	Requested - Not Performed	Requested - In Progress	Proposed Continuation
37 Mileage Reimbursement Procedures												Requested - Not Performed	Requested - Not Performed	02/17/17	
38 Banner Computer System Security and Access												Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Proposed
39 Food Services Department Cash Handling Procedures												Requested - Not Performed	Requested - Not Performed	11/04/16	
40 Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor-Collector's Offices													Requested - Not Performed	06/20/17	
41 Clergy Act, Title IX, and VAWA															Proposed
42 Enrollment Audit (Traditional and Continuing Education)															Proposed
43 2013 Bond Construction Program - Payment Applications															Proposed
44 2013 Bond Construction Program - Change Orders															Proposed
45 2013 Bond Construction Program - Broadband & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017															Proposed
46 2013 Bond Construction Program - Billings of Selected 2013 Bond Program Related Additional Services Consultants															Proposed
Total Number of Audits Completed	2	4	6	4	4	7	6	9	5	4	3	1	0	6	

Other Activities

- Annual Financial Report [CAFR]
- Risk Assessment
- Risk-Based Audit Plan
- Annual Report

Review and Action as Necessary on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2017 through August 31, 2018 is requested.

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

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

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

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

Enclosed Documents - A copy of the Internal Audit Charter follows in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of 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 Internal Audit Charter for the period of 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 Internal Audit Charter for the period of September 1, 2017 through August 31, 2018 as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
INTERNAL AUDIT CHARTER
EFFECTIVE JULY 25, 2017**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board of Trustees' Finance, Audit, and Human Resources Committee.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

SCOPE OF ACTIVITIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;

SCOPE OF ACTIVITIES (Cont.)

- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;
- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives.

ORGANIZATION

The Internal Auditor will report functionally to the President and the Board of Trustees' Finance, Audit, and Human Resources Committee and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services. Examples of functional reporting involves:

- Approving the internal audit charter;
- Approving the risk based annual audit plan;
- Approving the internal audit budget and resource plan;
- Receiving communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Making appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

STANDARDS OF AUDIT PRACTICE

The Institute of Internal Auditors (IIA's) International Standards for the Professional Practice of Internal Auditing, the IIA's Code of Ethics, and Generally Accepted Government Auditing Standards (GAGAS) shall serve as guidelines for internal auditing activities. The International Standards for the Professional Practice of Internal Auditing are principles-focused, mandatory requirements consisting of Attribute and Performance Standards. Attribute Standards address the attributes of organizations and individuals performing internal auditing. The Performance Standards describe the nature of internal auditing and provide quality criteria against which the performance of these services can be measured.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to

RESPONSIBILITIES (Cont.)

the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;

- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;
- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Finance, Audit, and Human Resources Committee on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

Date

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Services

Date

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

Date

Paul R. Rodriguez
Chairman, Finance, Audit, and Human Resources Committee

Date

Dr. Alejo Salinas, Jr.
Chair, Board of Trustees

Date

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:

- Executive Program Budget Overview Summary;
- Update on the status of the 2013 Bond Construction Program;
- Video Update on Construction Projects;
- Chart of Project Progress;
- Project Scorecards; and
- Completion and Occupancy Schedule Timeline
- Buy Out Savings Log
- Design Contingency Log
- Construction Contingency Log

Broaddus & Associates has provided the following accountability reports:

- Program Budget Summary worksheet;
- Construction Budget worksheet;

As of July 6, 2017, the total budget shortfall is estimated to be at \$5,043,394 with the use of buyout savings and design and construction contingency.

In addition, college staff has prepared the following reports reflecting additional potential variances considering pending Board action:

- 2013 Bond Construction Program Tracking Contingency Log
- 2013 Bond Construction Program Non-Bond Proceeds – Transfer to Plant Fund Budget
- Technology and FFE Purchases Summary
- Technology and FFE Purchases for the Month

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

Remaining Buyout Savings

Mr. Brian Fruge reported an estimated \$700,000 - \$800,000 in buyout savings yet to be realized, and subsequently estimated up to \$1,000,000 in forthcoming buyout savings.

Construction Timeline

Mr. Fruge informed the Committee that there were no expected delays in the 2013 Bond Construction Program project substantial completion timeline.

Ms. Tammy Tijerina advised that there was an expected delay at the La Joya Teaching Center project, where millwork would not be ready in time to install necessary laboratory

tables. The team expected a delay of no longer than one month, and was looking at options to install temporary table or schedule lectures with no lab components for the affected time frame, which included approximately two weeks of class time.

Review of Design and Construction Contingency Reports

The Facilities Committee reviewed the design and construction contingencies as reported by Broaddus & Associates.

The Committee expressed the concern that costs incurred due to errors by project teams be correctly recorded to allow for a proper audit and response by the College. Mr. Brian Fruge informed the Committee that the design contingency was provided to allow the Construction Manager @ Risk to develop a guaranteed maximum price on incomplete construction documentation. He assured the Committee that Broaddus & Associates was tracking all expenditures of contingency funds and was keeping records on the cause of any expenditure, such as for errors and omissions.

No action is requested.

Accountability Report Executive Overview Summary

Board Meeting July 25, 2017

Bond Funded Projects

2013 Bond Program Bond Projects	Bond Program Total Project Budget	GMP Amount	Design Contingency Remaining in GMP	Construction Contingency Remaining in GMP	Return of Buy- Out Savings to date	Total of Contingency & Buy-Out Saving
PECAN CAMPUS - Wilson Const			\$ 479,500	\$ 601,845		\$ 1,081,345
North Academic Building	\$ 14,843,110	\$ 10,230,122	\$ 72,826	\$ 97,055	\$ 720,878	\$ 890,759
South Academic Building	\$ 9,454,426	\$ 6,657,834	\$ 53,422	\$ 63,418		\$ 116,840
STEM Building	\$ 13,103,319	\$ 10,417,059	\$ 3,917	\$ 79,107		\$ 83,024
Student Activities & Cafeteria	\$ 8,828,254	\$ 6,888,179	\$ 59,421	\$ 92,439		\$ 151,860
Thermal Plant Expansion	\$ 5,542,049	\$ 4,194,000	\$ -		\$ 61,591	\$ 61,591
Parking and Site Improvement	\$ 2,490,261	\$ 2,618,800	\$ 53,676	\$ 21,377		\$ 75,053
Subtotal	\$ 54,261,419	\$ 41,005,994	\$ 243,262	\$ 353,396	\$ 782,469	\$ 1,379,127
			Current Balance of Available Funds			\$ 1,379,127
NURSING & ALLIED HEALTH - Wilson Const			\$ 197,800	\$ 254,089		\$ 451,889.00
Nursing Allied Health - New Building	\$ 21,773,439	\$ 17,009,860	\$ 231,608	\$ 33,199	\$ -	\$ 264,807.00
Thermal Plant Exp.(incl.'s Bond Funds)	\$ 601,877	\$ 230,788	\$ 2,200	\$ 3,386	\$ -	\$ 5,586.00
Parking & Site Improvements	\$ 1,717,717	\$ 2,205,963	\$ 23,000	\$ 34,207	\$ -	\$ 57,207.00
Subtotal	\$ 24,093,033	\$ 19,446,611	\$ 256,808	\$ 70,792	\$ -	\$ 327,600.00
			Current Balance of Available Funds			\$ 327,600.00
TECHNOLOGY CAMPUS - Econ			\$ 110,188	\$ 166,676		\$ 276,864.00
Building Renovation	\$ 14,864,990	\$ 9,297,546	\$ 83,701	\$ 137,586	\$ 1,236,041	\$ 1,457,328.00
Parking & Site Improvements	\$ 905,324	\$ 1,563,574	\$ 10,331	\$ 15,497	\$ 431,324	\$ 457,152.00
Subtotal	\$ 15,770,314	\$ 10,861,120	\$ 94,032	\$ 153,083	\$ 1,667,365	\$ 1,914,480.00
			Current Balance of Available Funds			\$ 1,914,480.00
MID VALLEY CAMPUS - Skanska			\$ 372,937	\$ 372,981		\$ 745,918.00
Health Professions and Science Bldg.	\$ 17,277,682	\$ 14,453,388	\$ 193,219	\$ 193,219		\$ 386,438.00
Workforce Training	\$ 2,257,363	on hold				
Library Expansion	\$ 2,288,968	\$ 2,462,776	\$ 34,723	\$ 34,723		\$ 69,446.00
Library Renovation (Reference Non-Bond Proj's below)	non-bond	\$ -	\$ -	\$ -		\$ -
Student Services Building	\$ 4,114,228	\$ 3,850,923	\$ 51,049	\$ 30,535		\$ 81,584.00
Thermal Plant Expansion	\$ 5,042,398	\$ 3,896,698	\$ 61,547	\$ 61,547	\$ -	\$ 123,094.00
Parking & Site Improvements	\$ 2,796,035	\$ 2,369,777	\$ 16,509	\$ 22,927	\$ -	\$ 39,436.00
Subtotal	\$ 33,776,674	\$ 27,033,562	\$ 357,047	\$ 342,951	\$ -	\$ 699,998.00
			Current Balance of Available Funds			\$ 699,998.00
STARR COUNTY CAMPUS - Wilson Const.			\$ 212,731	\$ 302,731		\$ 515,462.00
Health Professions & Science Bldg.	\$ 11,267,182	\$ 9,521,000	\$ 66,243	\$ 143,000		\$ 209,243.00
Workforce Expansion	\$ 2,051,983	on hold	\$ -	on hold		on hold
New Library	\$ 3,732,378	\$ 3,700,000	\$ 37,000	\$ 55,500		\$ 92,500.00
Student Services Building	\$ 1,162,522	\$ 1,320,000	\$ 13,000	\$ 19,500		\$ 32,500.00
Student Activates Building	\$ 1,166,402	\$ 1,365,000	\$ 14,000	\$ 21,000		\$ 35,000.00
Thermal Plant Expansion	\$ 4,938,772	\$ 3,911,000	\$ 39,000	\$ 58,000		\$ 97,000.00
Parking & Site Improvements	\$ 1,397,789	\$ 3,496,950	\$ 3,668	\$ 7,180		\$ 10,848.00
Subtotal	\$ 25,717,028	\$ 23,313,950	\$ 172,911	\$ 304,180	\$ -	\$ 477,091.00
			Current Balance of Available Funds			\$ 477,091.00
REGIONAL CENTER FOR PUBLIC EXCELLANCE			\$ 96,745	\$ 127,295		\$ 224,040.00
Training Facility	\$ 3,655,134	\$ 3,326,426	\$ 68,049	\$ 89,538		\$ 157,587.00
Parking and Site Improvements	\$ 319,337	\$ 1,393,398	\$ 28,696	\$ 37,757		\$ 66,453.00
Subtotal	\$ 3,974,471	\$ 4,719,824	\$ 96,745	\$ 127,295	\$ -	\$ 224,040.00
			Current Balance of Available Funds			\$ 224,040.00

Accountability Report Executive Overview Summary

Board Meeting July 25, 2017

Bond Funded Projects

2013 Bond Program Bond Projects	Bond Program Total Project Budget	GMP Amount	Design Contingency Remaining in GMP	Construction Contingency Remaining in GMP	Return of Buy- Out Savings to date	Total of Contingency & Buy-Out Saving
LA JOYA TEACHING SITE						
Lab Improvements	\$ 1,436,000	\$ 1,163,000	n/a	n/a		
Subtotal	\$ 1,436,000	\$ 1,163,000	n/a	\$ -	\$ -	\$ -
			Current Balance of Available Funds			n/a
Total Remain Contingency Balances	\$ 159,028,939	\$ 127,544,061	\$ 1,220,805	\$ 1,351,697		\$ 2,572,502
Total Remaining Contingency Balance incl. Buy-Out Saving						\$ 5,022,336
	Design Contingency Balance to date					\$1,220,805
	Construction "Owner" Contingency Balance to date					\$1,351,697
	Balance of Contingency Funds this reporting period					\$2,572,502
	Current Program Shortfall as 7.25.17					\$5,043,394
	Beginning Design Contingency Balance					\$ 1,469,901
	Beginning Const. "Owner" Cont. Balance					\$ 1,825,617
	Note- Areas Highlighted in "Green" area denote the projects the					
	contingency allowance were utilized to cover cost for the current					

Accountability Report Executive Overview Summary

Board Meeting July 25, 2017

Non-Bond Funded Projects Managed Concurrent with Bond Funded Projects

2013 Non- Bond Funded Bond Program Projects	Non Bond Program Total Project Budget	GMP Amount	Design Contingency Remaining in GMP	Construction Contingency Remaining in GMP	Return of Buy-Out Savings	Total of Contingency & Buy-Out Saving
NURSING & ALLIED HEALTH - Wilson Const						
Thermal Plant Exp.(Non-Bond)	\$ 3,273,826	\$ 2,867,847	\$ 30,500	\$ 45,450		\$ 75,950
Thermal Plant Parking and Site Improvements	incl. above	\$ 229,010	\$ 2,200	\$ 3,386		\$ 5,586
			\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 3,273,826	\$ 3,096,857	\$ 32,700	\$ 48,836	\$ -	\$ 81,536
			Current Balance of Available Funds			\$81,536

MID VALLEY CAMPUS - Skanska						
Library Renovation	\$ 1,373,273	\$ 1,123,682	\$ 13,294	\$ 13,294		\$ 26,588
Thermal Plant - Piping	\$ 718,947	\$ 769,608	\$ -	\$ -		
Subtotal	\$ 2,092,220	\$ 1,893,290	\$ 13,294	\$ 13,294	\$ -	\$ 26,588
			Current Balance of Available Funds			\$26,588

STARR COUNTY CAMPUS - Wilson Const.						
Thermal Plant Expansion - Hydro. Piping	\$ 788,305	\$ 788,305	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 788,305	\$ 788,305	\$ -	\$ -	\$ -	\$0
			Current Balance of Available Funds			\$0

REGIONAL CENTER FOR PUBLIC SAFETY						
Parking & Site Improvements - Skills Pad		\$ 1,140,000	\$ 17,328	\$ 22,800	\$ -	\$ 40,128
Approved Expenditures - co.1				\$ (22,800)	\$ -	\$ (22,800)
Approved Expenditures - co.2			\$ (16,818)		\$ -	\$ (16,818)
Subtotal	\$ -	\$ 1,140,000	\$ 510	\$ -	\$ -	\$510
			Current Balance of Available Funds			\$510

Non-Bond Funded Construction Projects Total	\$6,154,351	\$6,918,452	\$46,504	\$62,130		108,124
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STC Procurement Non-Bond Funded	Non Bond Budget Amount	Non Bond Actual RFP Amounts	Total Amount	Variance		
FFE Procurement						
1. KITCHEN EQUIPMENT						
1a. Pecan Campus Student Activities Bldg. & Cafeteria	\$ 366,568	\$ 319,575	\$ 319,575	\$ 46,993		
1b. NAH Campus Expansion	\$ 193,836	\$ 191,808	\$ 191,808	\$ 2,028		
1c. Mid Valley Student Services Bldg. Expansion	\$ 339,396	\$ 267,288	\$ 267,288	\$ 72,108		
Total	\$ 899,800	\$ 778,671	\$ 778,671	\$ 121,129		
Non Bond Kitchen Equipment Savings = \$121,129						

2. FURNITURE - Non Bond Transfer to Plant Fund						
Budget = \$400,000						
2a. Pecan Campus	\$ -	\$ -	\$ -	\$ -	No Projects	
2b. Nursing Allied Health - Thermal Plant	\$ 35,000	\$ 3,943	\$ 3,943	\$ 31,057		
2c. Technology Campus	\$ -	\$ -	\$ -	\$ -	No Projects	
2d. Mid Valley Campus - Library Renovation	\$ 425,000	\$ 82,785	\$ 82,785	\$ 342,215		
2e. Starr County Campus	\$ -	\$ -	\$ -	\$ -	No Projects	
2f. Regional Center for Public Safety Excellence	\$ -	\$ -	\$ -	\$ -		
2g. La Joya	\$ -	\$ -	\$ -	\$ -	No Projects	
Total	\$460,000	\$86,728	\$86,728	\$373,272		
Non Bond Furniture Savings = \$373,272						

Accountability Report Executive Overview Summary

Board Meeting July 25, 2017

Non-Bond Funded Projects Managed Concurrent with Bond Funded Projects

2013 Non- Bond Funded Bond Program Projects	Non Bond Program Total Project Budget	GMP Amount	Design Contingency Remaining in GMP	Construction Contingency Remaining in GMP	Return of Buy-Out Savings	Total of Contingency & Buy-Out Saving
STC Procurement Non-Bond Funded	Non Bond Budget Amount	Non Bond Actual RFP Amounts	Total Amount	Variance		
TECHNOLOGY						
A. Audio Visual (AV)						
a.1 Pecan Campus						
a.2 Nursing Allied Health						
a.3 Technology Campus						
a.4 Mid Valley Campus						
a.5 Starr County Campus						
a.6 Regional Center for Public Safety						
a.7 La Joya Teaching Site						
Total	\$0	\$0	\$0	\$0	\$0	\$0
STC Procurement Non-Bond Funded	Non Bond Budget Amount	Non Bond Actual RFP Amounts	Total Amount	Variance		
B. Information Technology (IT)						
b.1 Pecan Campus	\$876,445				Non-Bond Items Computers Printers Surge Protectors UPS	
b.2 Nursing Allied Health	\$806,730					
b.3 Technology Campus	\$122,595					
b.4 Mid Valley Campus	\$647,035					
b.5 Starr County Campus	\$318,310					
b.6 Regional Center for Public Safety	nic					
b.7 La Joya Teaching Site	\$102,700					
Excludes Workforce Training						
Mid Valley Campus	\$218,350					
Starr Campus	\$31,300					
Subtotal	\$3,333,815	\$0	\$0	\$0	\$0	
Workforce Training - Mid Valley & Starr Subtotal	\$249,650					
TOTAL	\$3,123,465					
C. Surveillance - Includes cameras, servers & License						
c.1 Pecan Campus	n/a	n/a	n/a	n/a		
c.2 Nursing Allied Health (Thermal Plant)	\$7,174	\$28,234	\$ 28,234	-\$21,060		
c.3 Technology Campus	n/a	n/a	n/a	n/a		
c.4 Mid Valley Campus	n/a	n/a	n/a	n/a		
c.5 Starr County Campus	n/a	n/a	n/a	n/a		
c.6 Regional Center for Public Safety	n/a	n/a	n/a	n/a		
c.7 La Joya Teaching Site	n/a	n/a	n/a	n/a		
Subtotal	\$9,837,569	\$28,234	\$28,234	-\$21,060	\$0	\$0
D. Access Controls						
d.1 Pecan Campus						
d.2 Nursing Allied Health						
d.3 Technology Campus						
d.4 Mid Valley Campus						
d.5 Starr County Campus						
d.6 Regional Center for Public Safety						
d.7 La Joya Teaching Site						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

July 11, 2017

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

**South Texas College
2013 Bond Construction Program
Upcoming Timeline – 07/11/17**

March '17 April '17 May '17 June '17 July '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	Kitchen Equipment Procurement	Buyout Deductive Change Orders	Buyout Deductive Change Orders	Buyout Deductive Change Orders
4	Pharr RCPSE Civil Additional Service		Furniture Procurement	Furniture Procurement	Furniture Procurement
5	AV Procurement		IT Procurement		
6					

OPERATIONAL ITEMS

South Texas College 2013 Bond Construction Program Upcoming Timeline

March '17 April '17 May '17 June '17 July '17

Operational					
1	NTP's	NTP's	NTP's	NTP's	NTP's
2	Ongoing Construction Activity	Ongoing Construction Activity	Ongoing Construction Activity	Ongoing Construction Activity	Ongoing Construction Activity
3	Buyout Savings Requests	Buyout Savings Requests	Buyout Savings Requests	Buyout Savings Requests	Buyout Savings Requests
4	Issue Resolution	Issue Resolution	Issue Resolution	Issue Resolution	Issue Resolution
5		Schedule Compression	Schedule Compression	Schedule Compression	Schedule Compression
6		B&A Auditing			
7					
8					
9					
10					

INFORMATION & PRESENTATION ITEMS

**South Texas College
2013 Bond Construction Program
Upcoming Timeline**

March '17 April '17 May '17 June '17 July '17

Informational/Presentations					
1	Bond Program Budget Update	Bond Program Budget Update	Bond Program Budget Update	Bond Program Budget Update	Bond Program Budget Update
2	Contingency & Buyout tracking	Contingency & Buyout tracking	Contingency & Buyout tracking	Contingency & Buyout tracking	Contingency & Buyout tracking
3	Drone Construction Video Update	Drone Construction Video Update	Drone Construction Video Update	Drone Construction Video Update	Drone Construction Video Update
4			Contingency Reporting	OCIP Update	
5					
6					
7					
8					
9					
10					

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - July 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
	Pecan Campus																			
	North Academic Building																		PBK Architects	D. Wilson Construction
	South Academic Building																		BSA Architects	D. Wilson Construction
	STEM Building																		BSA Architects	D. Wilson Construction
	Student Activities Building and Cafeteria																		Warren Group Architects	D. Wilson Construction
	Thermal Plant Expansion																		Half Associates	D. Wilson Construction
	Parking and Site Improvements																		PCE	D. Wilson Construction
	Mid Valley Campus																			
	Health Professions and Science Building																		ROFA Architects	Skanska USA
	Workforce Training Center Expansion																		EGV Architects	Skanska USA
	Library Expansion																		Mata + Garcia Architects	Skanska USA
	Student Services Building Expansion																		ROFA Architects	Skanska USA
	Thermal Plant																		DBR Engineering	Skanska USA
	Parking and Site Improvements																		Half Associates	Skanska USA
	Technology Campus																			
	Southwest Building Renovation																		EGV Architects	ECON Construction
	Parking and Site Improvements																		Hinojosa Engineering	ECON Construction
	Nursing and Allied Health Campus																			
	Campus Expansion																		ERO Architects	D. Wilson Construction
	Parking and Site Improvements																		R. Gutierrez Engineers	D. Wilson Construction
	Starr County Campus																			
	Health Professions and Science Building																		Mata + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																		EGV Architects	D. Wilson Construction
	Library																		Mata + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																		Mata + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																		Mata + Garcia Architects	D. Wilson Construction
	Thermal Plant																		Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																		Melden & Hunt Engineering	D. Wilson Construction
	Regional Center for Public Safety Excellence - Pharr																			
	Training Facility																		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	Five Star

Scope

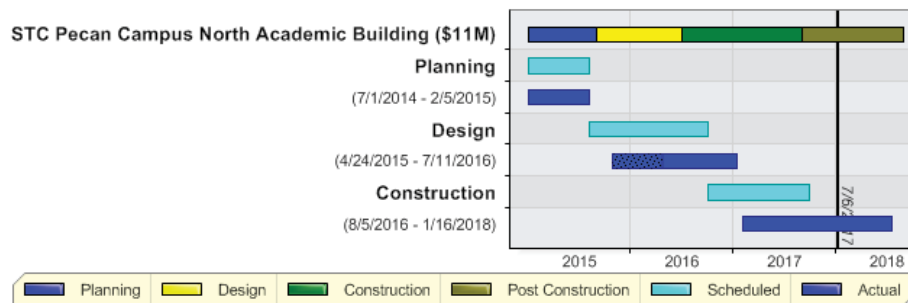
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustee's mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program 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.

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: Face brick complete, window-wall continues
- Roofing finish 'cap' sheet in progress
- MEP rough-in: drops to fixtures, wiring, etc; Overhead inspections by end of month
- Interior partitions: painting started
- Permanent power: Xfmr and switch gear energized
-

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: AEP acquiring XFMR, need to energize Sw gear
- Roof parapet: Garland late spec change
- Late Active Lmg Classroom changes requested by User

Recent Photo



Scope

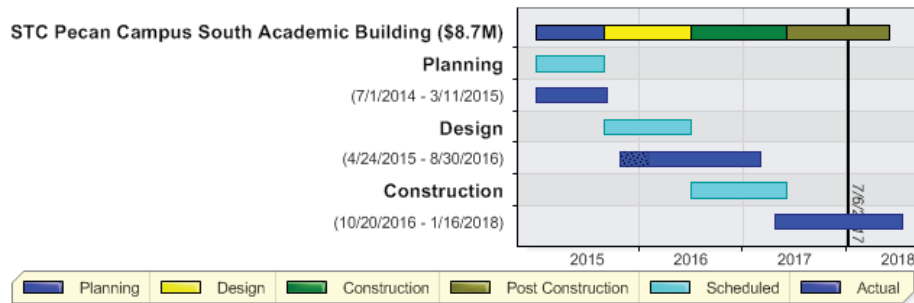
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PECAN CAMPUS - South Academic Bldg. - A state of the Art multipurpose 2 story, 41,500 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a general purpose, multi-disciplinary teaching facility for varied 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

- Exterior walls: sheathing, vapor barrier 98%
- Face brick started
- MEP rough-in, drops, etc. AHU's set, In-wall inspections progressing
- Roof membrane: cap sheet in progress
- Interior partitions: drywall continues

Key Consultants/Contractors

- Architect: BSG Architects
- MEP: Half Associates
- Structural: Lopez Engineering
- Civil: PCE
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Plastic sheeting to install over windows to achieve early dry-in
- AVIT early install by STC vendor

Recent Photo



Scope

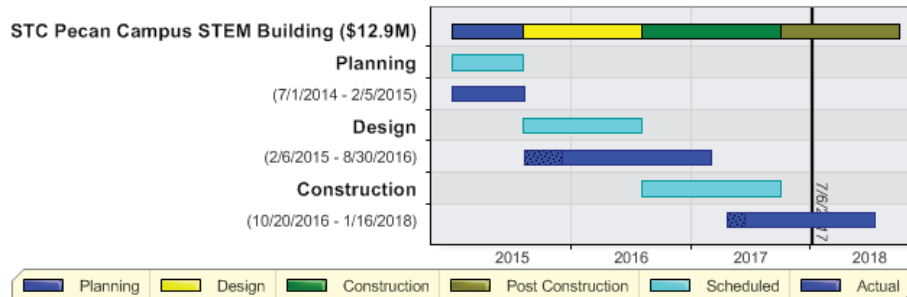
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PECAN CAMPUS - STEM Building - A state of the Art multipurpose 2 story, 50,600 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a teaching facility for Science, Technology, Engineering, and Math. The 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

- Exterior walls: sheathing 95%, air barrier in progress, Face brick mock-up area started
- MEP rough-in, AHUs and roof units set, drops to fixtures and wiring started, etc
- Roof membrane: Cap sheet by mid month
- Plastic sheeting started over large window wall openings to achieve early dry-in
- Interior partitions: gyp board and in-wall inspection started

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- Commitment by DWilson, BSG and B&A to achieve Subl Comp mid Dec 2017
- Achieve early dry-in to expedite interior finish work: Roofer performance issues being addressed and monitored by Garland

Recent Photo



Scope

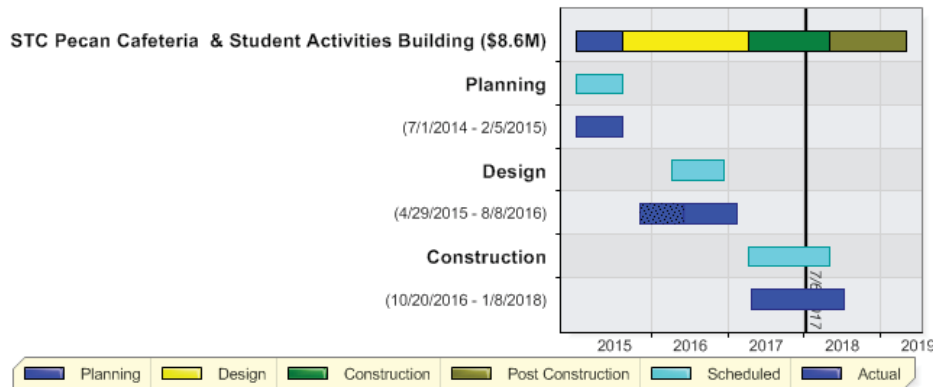
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PECAN CAMPUS - Student Activities & Cafeteria - A State of the Art multi-purpose 2 story, 31,000 sf structural steel building with a combination of glass curtain wall and brick exterior, and is a multi-use student programs and activities center with 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

- Roofing continues: bur on flat, Teal standing seam on hi roof
- Exterior walls: face brick 80%
- MEP rough-in, AHU connections, insulation, wiring, etc
- Interior partitions: gyp bd in progress, in-wall inspections continue
- Plastic sheeting to cover openings for early dry-in

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- Verification of food service equipment coordination between Owner vs Contrator Furnished and connections

Recent Photo



Scope

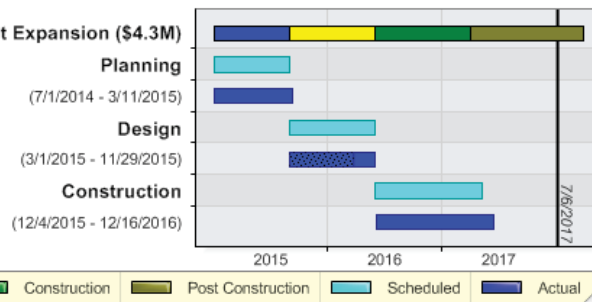
	Initial Program	Current Program
Building SF	1,440	3,182
Budget	\$4,300,000	\$4,300,000
GMP		\$4,194,000

Budget

Actual
Budget

Schedule

STC Pecan Campus Thermal Plant Expansion (\$4.3M)



Value

30 Lakewood

- Punchlists, OM's, Proj Record Docs complete
- Warranty period underway ... few reports to date
- Final Change Order, Final Payment and Release of Retainage accepted by 'Board'

Consultants

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

Owner Issues or Concerns

- Options review of 'Waves' motif at screen wall ... continues
- Chiller #4 fire damage: Mfr report forwarded as emailed summary - not formally issued thru channels. Controversy amongst insurers imminent

Recent Photos



Scope

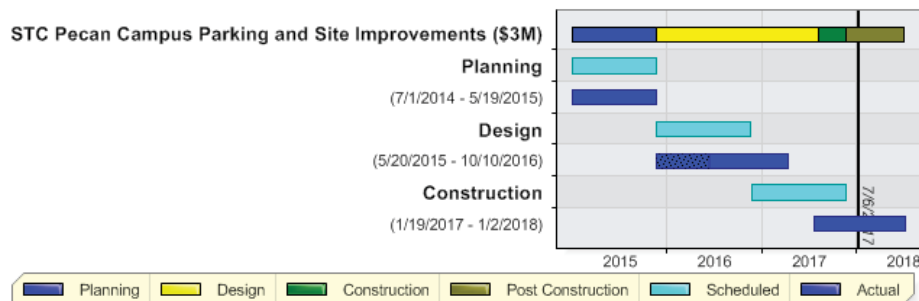
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PECAN CAMPUS - Parking & Site - In concert with the construction of five major new facilities at north and west quadrants of the STC Pecan Campus, the Parking & Site Improvements provides a new environmentally sensitive parking area for ~ 300 spaces. 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: final dressing prep for asphalt
- Curbs in progress
- Lighting: pole lights set
- Storm drainage and bio-swales complete:
- Water and fire service lines extensions with final connections to City mains complete
- Final grading and landscape/irrigation starts

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- Parking areas complete to coincide with SC or CoMcA's requirements for issuance of Cert of Occupancy

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.

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.

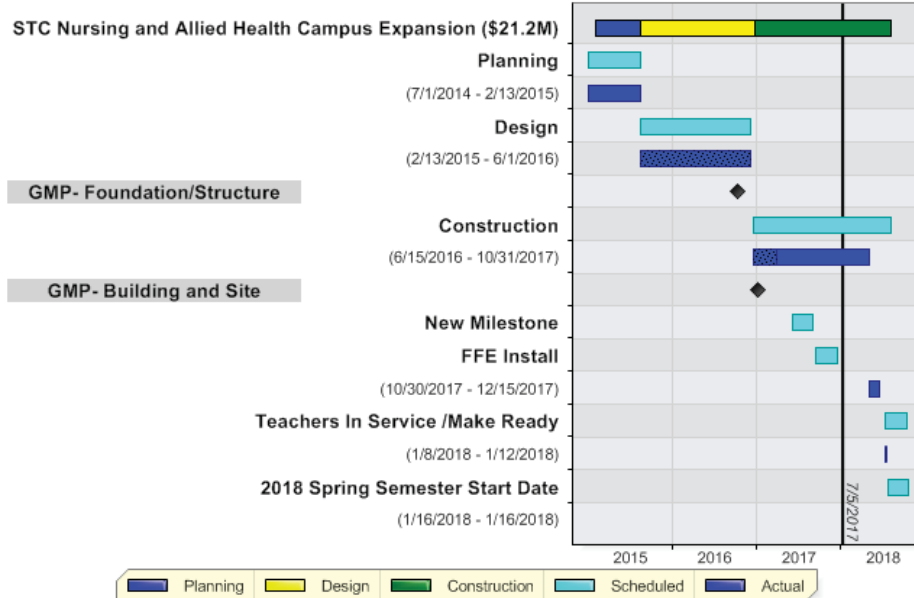
L3-Respiratory and ultrasonic training, Radiology labs, small and medium classrooms and faculty offices.

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



Scope

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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.

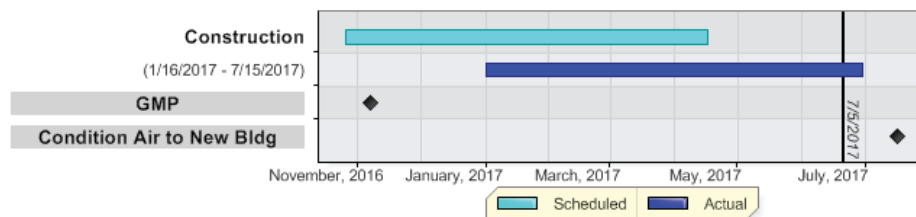
New Thermal Energy Plant for New Nursing Building and the Existing Nursing building

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

- Completion of roofing
- Install hydronic piping for new and existing bldgs.
- Chiller piping and pump installation

Key Consultants/Contractors

- ERO
- Halff
- D. Wilson Construction

Key Owner Issues or Concerns

- Schedule
- Weather delays

Recent Photo



Activity

30 Day Look Ahead

- Complete overhead and install grid
- Finish out the low roof
- Continue brick work

Key Consultants/Contractors

- ERO
- Halff
- D. Wilson Construction

Key Owner Issues or Concerns

- WJHW changes
- ERO and Halff has quick response for any issues.
- Potential Weather Days

Recent Photo



Scope

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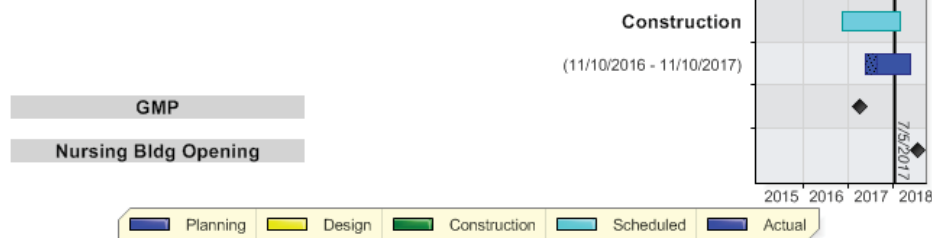
NAHC - Parking and Site Improvements - Parking area and site were designed to maintain vehicles safety, provide enough parking for future expansion. Improvements to make it easily accessible for all students.

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

- Underground utilities installation, sanitary, storm and electrical systems
- Activities to the main parking area will happen when most equipment is delivered.

Key Consultants/Contractors

- R. Guiterrez
- D. Wilson Constructon

Key Owner Issues or Concerns

- AT&T easement
- Electrical easement

Recent Photo



Scope

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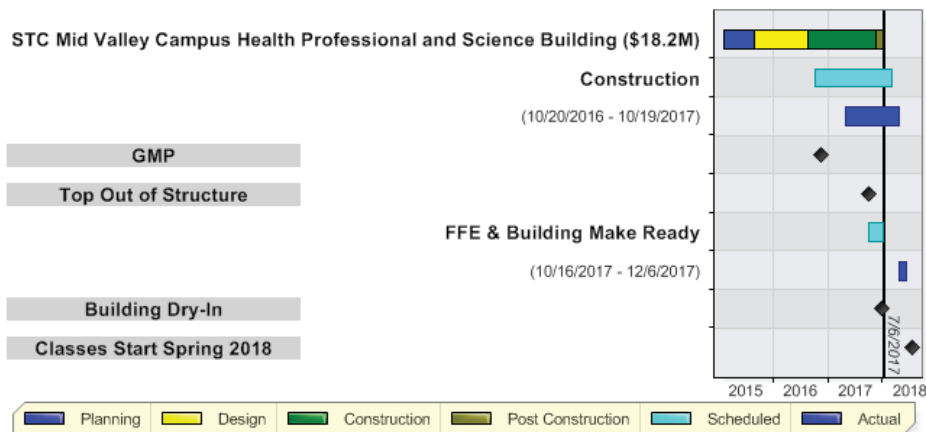
MID VALLEY CAMPUS - Health Professions & Science Bldg.

- 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



Activity

30 Day Look Ahead:

- Complete parapet framing.
- Complete 2nd floor int. metal stud installation.
- Continue MEP in-wall and OH rough-ins on both 1st and 2nd floors.
- Complete installation of ext. sheathing at 1st and 2nd floors.
- Complete dampproofing at ext. sheathing.
- Begin roofing activities.

Key Consultants/Contractors:

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

Key Owner Issues or Concerns:

- Potential delay resulting from structural steel and or joist delivery date discussions to ensue with the delivery of said material.
- Priority project, classes begin Spring 2018.

Recent Photo



Scope

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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	\$871,257
Student Services Building	
Construction	\$3,856,862
Owner Procured	\$339,566
Miscellaneous Expenses	\$52,889
Additional Costs	\$0
Total	\$5,120,574

Schedule



Activity

30 Day Look Ahead:

- Complete installation of ext. galzing
- Complete installation of roof.
- Complete installation of drywall throughout.
- Complete installation of int. primer.
- Continue with installation of MEP OH rough-ins throughout.

Key Consultants/Contractors

- Architect: ROFA Architects
- Structural: Hinojosa Engineering
- MEP: DBR Engineering
- Civil: Half Associates
- CMR: Skanska USA

Key Owner Issues or Concerns

- None at this time

Recent Photo



Scope

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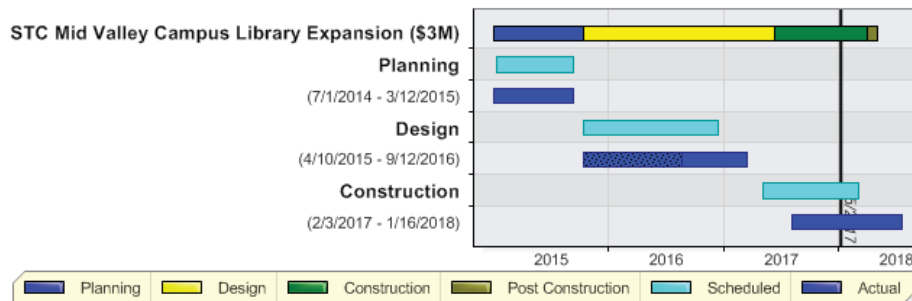
MID VALLEY CAMPUS - Library Addition and Renovation -

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

- Place concrete foundation.
- Begin structural steel erection.

Key Consultants/Contractors

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

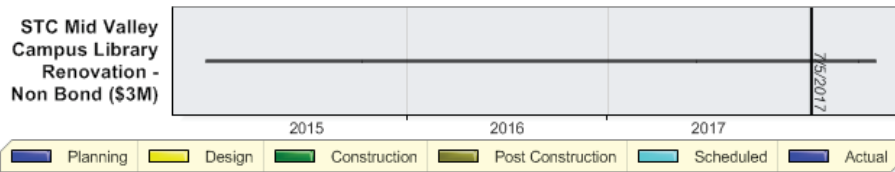
Key Owner Issues or Concerns

- Time & Money

Recent Photo



Schedule



Activity

30 Day Look Ahead:

- Complete demolition.
- Begin int. wall layouts and installation of int. metal studs.
- Begin in-wall and OH MEP rough-ins throughout.

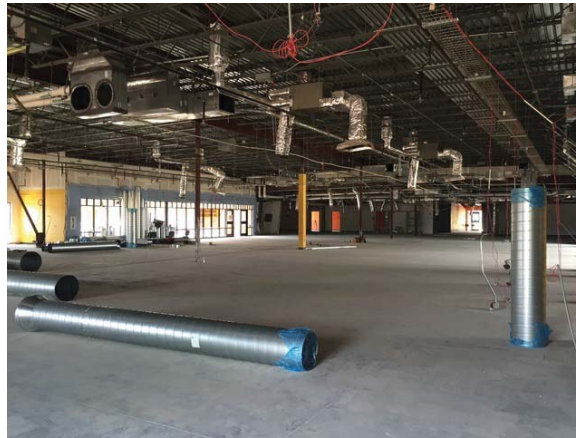
Key Consultants/Contractors

- Mata+Garcia Architects LLP
- Sigma HN Engineers, PLLC
- Hinojosa Engineering Inc.
- Wrightson/Johnson/ Haddon/Williams

Key Owner Issues or Concerns

- None at this time

Recent Photo



Scope

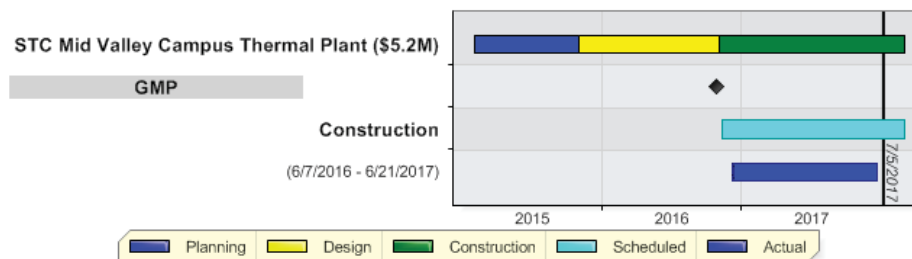
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MID VALLEY CAMPUS - New Thermal - Design for a New Thermal Energy Plant for the Mid Valley Campus to include all new STC Bond projects and Retrofit of all existing buildings.

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 controls integration.
- Complete start-up and commissioning of plant.
- Existing building RTU switchouts to be performed during July; weekend work to minimize disruption.
- Begin project close-out procedures.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- None at this time.

Recent Photo



Scope

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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



Activity

30 Day Look Ahead

- Telecommunications cutover is complete.
- Utilities infrastructure installation is complete.
- Large parking area will continue to be utilized as a staging area for the HP&S project for the next four months or so.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- None at this time.

Recent Photo



Scope

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Budget

Initial Budget

MID VALLEY CAMPUS - Workforce Training Center Expansion . -

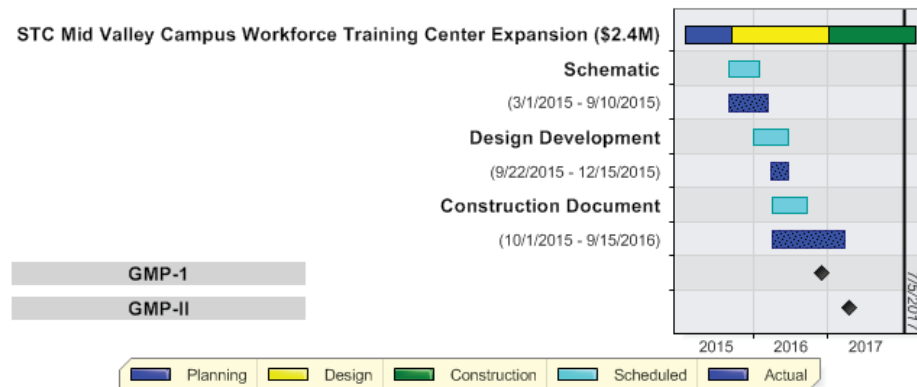
Workforce Training Building will include:

- Continuing Education, Non Credit/Credit Shared Spaces, and Educational Spaces
- Departmental Office Suites
- Shared Building Spaces

Current Design 11,967 Sq. Ft.

Schedule

STC Mid Valley Campus Workforce Training Center Expansion (\$2.4M)



Activity

30 Day Look Ahead

- Project remains on hold
- STC staff to reevaluate the program
- May use CSP delivery method

Key Consultants/Contractors

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

Key Owner Issues or Concern

- 1st-GMP \$3,345,528 budget \$1,700,000 second bidding GMP currently at \$3,013,371 project \$1,263,371 over budget
- Project on Hold to allow the market to settle and College to re-evaluate program needs.

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.

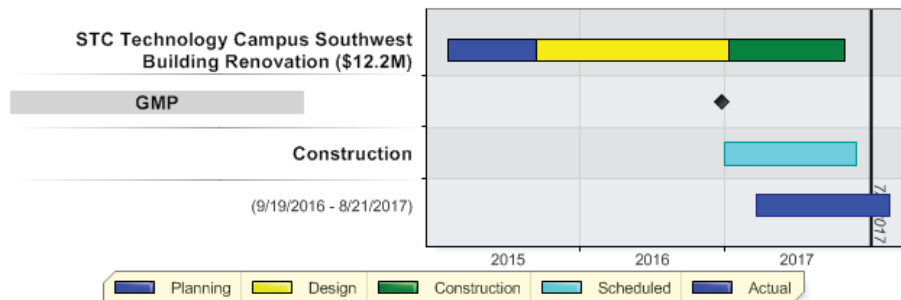
Technology Campus - S.W. Building Renovation -

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	\$1,326,724
Campus - Southwest Building Renovation	
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 City / Final inspections.
- Obtain CoFO
- Begin FFE move-in.
- Begin project closeout procedures.

Key Consultants/Contractors

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

Key Owner Issues or Concern

- High Priority Project; schedule must be maintained.

Recent Photo



Scope

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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



Activity

30 Day Look Ahead

- Complete installation of site lighting.
- Complete installation of landscape irrigation.
- Complete City / Final inspections.
- Obtain CofO.
- Begin project closeout procedures.

Key Consultants/Contractors

- Hinojosa Engineering
- EGV Architects
- ECON Construction

Key Owner Issues or Concerns

- No concerns at this time

Recent Photo



Scope

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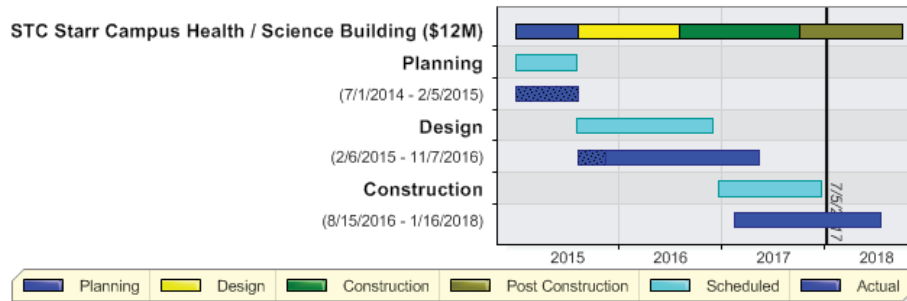
Starr County Campus - Health Professions & Science Bldg. -

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 Brick Installation
- 1st fl one side sheetrock being installed
- Electric room Transformers and Panelboard

Key Consultants/Contractors

- Mata-Garcia
- Sigma
- D. Wilson Construction

Key Owner Issues or Concerns

- Finalize data/power locations
- Main Switchgear delivery
- 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 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.

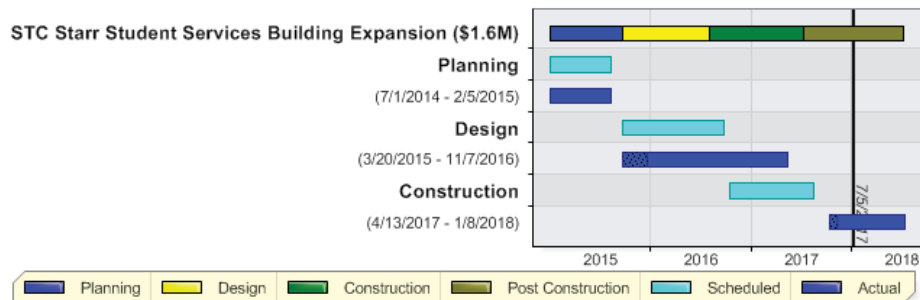
Starr County Campus - Student Services Bldg. -

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

Budget

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

Schedule



Activity

30 Day Look Ahead

- Complete columns and beams
- Roof truss installation
- Decking

Key Consultants/Contractors

- Architect: Mata + Garcia Architects
- MEP: Sigma Engineering
- Structural: CLH Engineering
- Civil: Melden & Hunt
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Appearance of one building not two
- Improved Veteran's areas
- Uniformity of Welcome Centers
- Weather Delays

Recent Photo



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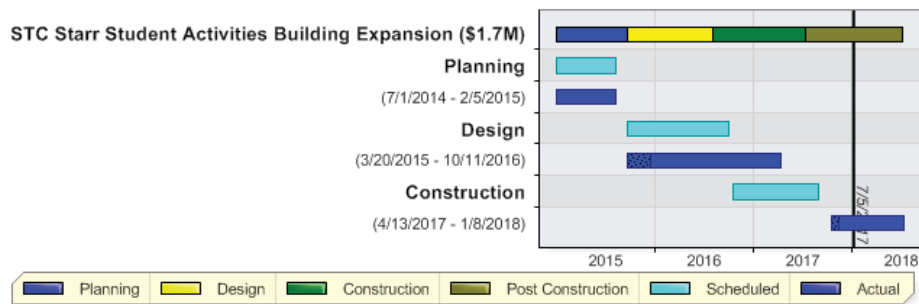
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Starr County Campus - Student Activities Bldg - To provide more area for the Student events area and new AV room.

Badct r

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

Smvt dait



h nr-Ary

30 Dpy Look hvt pd

- Complete truss work
- Install decking

Kty ConPairpnr/ConrgpnogP

- Architect Mata + Garcia Architects
- MEP Sigma Engineering
- Structural: CLH Engineering
- Civil: Melden & Hunt Engineering
- AV/IT: WJHW Consultants

Kty Ownt g IPPat Pog ConntgnP

- Multipurpose use for building
- Student gatherings, Community gatherings
- Weather delays

Rt nt nr e voro



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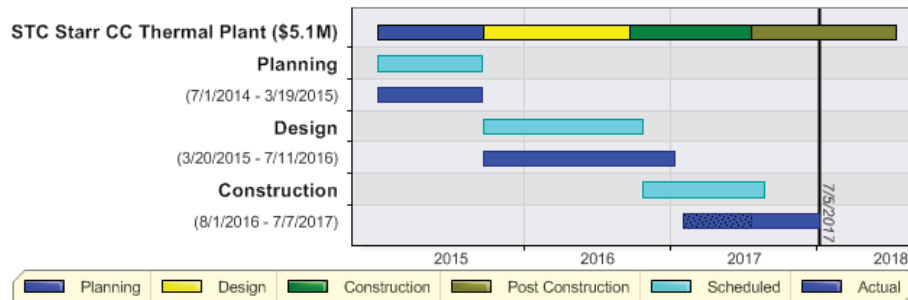
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Starr County Campus - Thermal Plant - To provide chilled water to the new Health Professions and Science bldg, the new Library, and to provide new service. upgrades, to the remaining bldgs on campus.

Bcdghe

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

Sbt hde A



v belylep

30 Dap Look v t had

- Complete roofing
- Rough in piping to chillers
- Rough in Hydronic piping to the cooling tower

Khp Cons cAanes/Concrabcors

- Sigma
- Mata-Garcia
- D. Wilson Construction

Khp Ownhr Isschs or Conblhrns

- Weather delays
- Schedule
- Utilities

Rhbhne Pt oeo



Scope

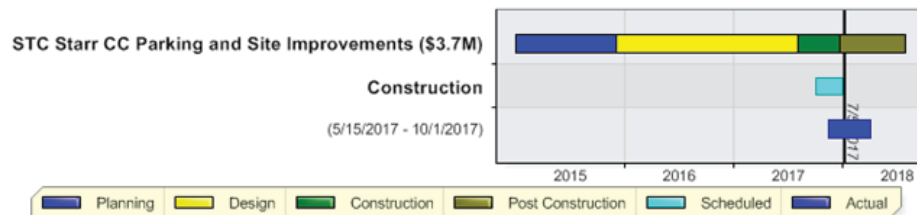
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STARR County - Parking and Site Improvements - The scope of this project included infrastructure to support the new additions, including sidewalks and landscaping.

Budget

	Current Budget
Professional Services - Starr County	\$138,023
Campus - Parking and Site Improvements	
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

- AEP Electrical Feed Transformers
- Storm and Sanitary Piping Installation
- Entry drive and Parking Lot grading

Key Consultants/Contractors

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

Key Owner Issues or Concerns

Weather delays

Gas line installation

Recent Photo



Scope

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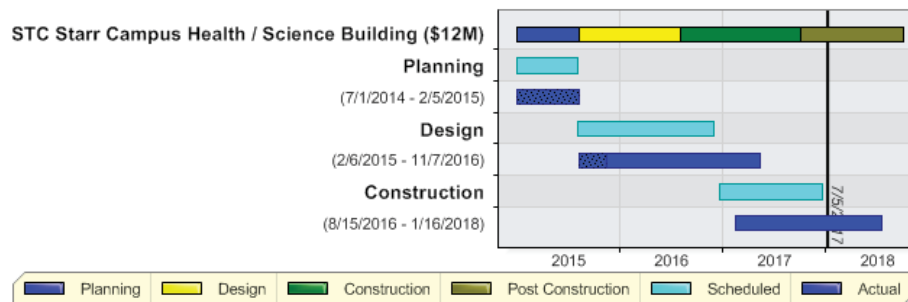
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Budget

	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 Brick Installation
- 1st fl one side sheetrock being installed
- Electric room Transformers and Panelboard

Key Consultants/Contractors

- Mata-Garcia
- Sigma
- D.Wilson Construction

Key Owner Issues or Concerns

- Finalize data/power locations
- Main Switchgear delivery
- Weather delays

Recent Photo



Scope

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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.

Budget

**Current
Budget**

Schedule

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



Activity

Last 2 weeks

- Installed door frames
- Core drilling on all electrical
- All conduits in place
- Finished installing fence @ Welding Lab

30 Day Look Ahead

- Waiting for Submittal Returns
- Install Roof Curbs
- Finish Welding metal soffit (downspouts & gutters)
- Fire Sprinkler Piping
- Trench for sewer line for the eyewash
- Tape and Float
- VCT curbs

Key Consultants/Contractors

- CSP project
- EGV Architects
- 5 Star Construction - General Contractor

Key Owner Issues or Concerns

- AEP Easement to be preformed by La Joya ISD On
Call Civil Engineer
- Above Ceiling items

Recent Photo



Scope

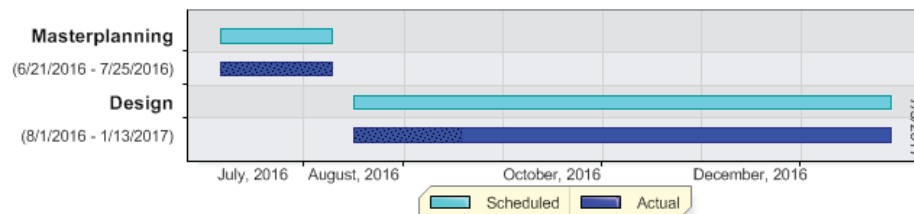
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustee's mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program 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

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.

Budget

Initial Budget

Schedule



Activity

30 Day Look Ahead

- GMP Approved on Feb. 28, 2017
- 100% Drawings June 1
- Bid on June 28, 2017
- Pending NTP after recommendation has been given from Noble

Key Consultants/Contractors

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

Key Owner Issues or Concerns

-

Recent Photo



Scope

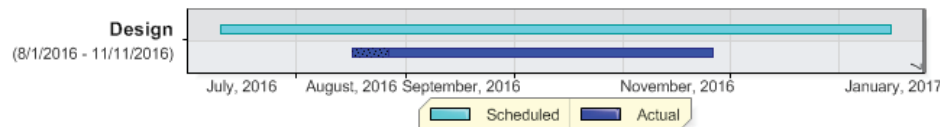
Budget

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

Current Budget

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.

Schedule



Activity

Recent Photo

Key Objectives

- Complete placement of concrete skills pad.
- Complete placement of concrete EVOC (Emergency Vehicle Operations Course).
- Complete placement of City Scape.

Key Consultant/Contractor

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

Key Owner Review or Concern

- Phase one must be completed by 8-1-17.

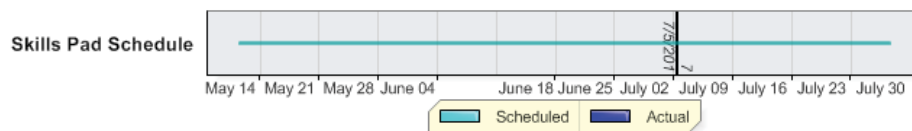


Scope

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 Skills Pad - Apart from the building and Site work, TxDPS provided a budget of \$1,140,000 for training facilities. Out of the budget, Noble Texas Builders will be building a 240' x 360' Skills Pad, a 721' x 45' Emergency Vehicle Operation Course and an asphalt grid like cityscape layout.

Schedule



Activity

30 Day Look Ahead

- Complete placement of concrete Skills Pad.
- Complete placement of concrete EVOC (Emergency Vehicle Operations Course).
- Complete placement of asphalt City Scape.

Key Consultants/Contractors

- Noble Texas Builders (CM@R)
- Dannenbaum Engineering

Key Owner Issues or Concerns

- Phase one is to be complete by 8-1-17.

Recent Photo



Completion and Occupancy Schedule of 2013 Bond Construction Buildings - April 17, 2017

Board Approval of April 24, 2017

(May 23, 2017 Update)

#	Construction Projects - Bond & Non-Bond	(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	General Notes
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	Note: 5
2	South Academic Building	11/06/2017	11/09/2017	12/24/2017	1/8/2018	1/16/2018	Note: 5
3	STEM Building	12/18/2017	12/20/2017	1/06/2018	1/8/2018	1/16/2018	Note: 1 & 5
4	Student Activities Building and Cafeteria	11/19/2017	11/23/2017	12/24/2017	1/2/2018	1/8/2018	Note: 5
5	Parking & Site Improvements	11/15/2017	n/a	n/a	n/a	1/2/2018	
6	Thermal Plant	12/16/2016	n/a	n/a	n/a	12/16/2016	
Mid-Valley Campus							
7	Health Professions and Science Building	11/13/2017	11/15/2017	12/22/2017	01/08/2018	1/16/2018	Note: 5 & 8
8	Library Renovation	11/28/2017	12/01/2017	12/17/2017	12/20/2017	1/16/2018	Note: 4 & 5
8.1	Library Expansion	11/28/2017	12/01/2017	12/17/2017	12/20/2017	1/16/2018	Note: 4 & 5
9	Student Services Building Expansion	9/21/2017	09/25/2017	10/25/2017	11/6/2017	1/8/2018	Note: 5
10	Workforce Training Center Expansion -	ON HOLD		ON HOLD		ON HOLD PENDING PROG. VERIFICATION	
11	Parking & Site Improvements	9/21/2017	n/a	n/a	n/a	9/25/2017	
12	Thermal Plant	6/15/2017	6/16/2017	6/21/2017	6/21/2017	6/21/2017	
Starr County Campus							
13	Health Professions and Science Building	10/30/2017	11/06/2017	12/15/2017	01/08/2018	1/16/2018	Note: 5
14	Library	12/17/2017	12/20/2017	1/15/2018	1/18/2018	1/20/2018	Note: 4 & 5
15	Student Activities Building Expansion	11/30/2017	12/01/2017	12/22/2017	12/27/2017	1/8/2018	Note: 5
16	Student Services Building Expansion	11/30/2017	12/01/2017	12/22/2017	12/27/2017	1/8/2018	Note: 5
17	Workforce Training Center Expansion	ON HOLD		ON HOLD		ON HOLD PENDING PROG. VERIFICATION	
18	Parking & Site Improvements	10/01/2017	n/a	n/a	n/a	10/7/2017	
19	Thermal Plant	7/01/2017	7/03/2017	7/06/2017	7/06/2017	7/7/2017	

#	Construction Projects - Bond & Non-Bond	(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	General Notes
Nursing & Allied Campus							
20	Campus Expansion Package 2	12/08/2017	12/11/2017	12/29/2017	01/08/2018	1/16/2018	Note: 5 & 6
21	Parking & Site Improvements	10/30/2017	n/a	n/a	n/a	11/7/2017	
22	Thermal Plant	7/15/2017	7/17/2017	7/28/2017	7/30/2017	7/30/2017	
Technology Campus							
23	Southwest Building Renovation Building Package	07/17/2017	07/18/2017	8/15/2017	8/16/2017	8/21/2017	
24	Parking & Site Improvements	6/1/2017	n/a	n/a	n/a	6/7/2017	
Regional Center for Public Safety Excellence							
25	Training Facility	5/3/2018	5/5/2018	5/31/2018	6/2/2018	SUMMER 2018	Note 7
La Joya Center							
26	Training Labs Improvements	8/01/2017	8/02/2017	8/15/2017	8/21/2017	8/28/2017	Note: 3

Color Coded Legend

GMP's not approved - dates are tentative until final approval
Dates not confirmed in 4.17.17 BM but verified
Workforce Training on Hold
Timeline Update Changes - Board Meeting 5.23.17

Board Approved Timeline Schedule - April 24, 2017

Board Approved Timeline Schedule - May 23, 2017

Date change not yet approved by Board of Trustees

Notes: Revised in pursuant with the Special Board Meeting held on Monday April 17, 2017

- 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 17, 2017 Update
- 5) AV Infrastructure will be install during the construction phase. Installation to begin after cable tray is installed and all above ceiling work completed prior to the above ceiling inspections. Construction Schedules for each project have been provided to STC for use in scheduling their direct purchase vendors where applicable.
- 6) Complete floors starting at the top (level 4) working down. Critical Floors are 2 - 4. Dr. Reed stated 1st floor FFE work would not be complete until after the opening of the 2018 Spring Semester. Simulation Equipment will be installed once to wall have 1st coat of paint and dust generated from the construction is down to a minimum. Shop Drawing must be provide ASAP from receipt of equipment order for verification of rough-in information .
7. Substantial Completion date is preliminary pending final GMP Propoosal due at the end of April 2017
8. Substantial Completion date updated and approved in the May 23, 2017 Board Meeting

BUY-OUT SAVINGS SUMMARY

JULY 25, 2017 BOARD MEETING

A	Previously Reported Buy-Out Savings	\$	2,379,165
a.1	Pecan Campus North Academic Bldg.	\$	720,878
a.2	Technology Campus - SW Building Renovation GMP 1 Demo	\$	1,236,041
a.2.1	Technology Campus - SW Building Renovation GMP 2 Partial		
a.3	Technology Campus - Parking & Site Improvements - GMP 1 Demo	\$	22,246
a.3.1	Technology Campus - Parking & Site Improvements - GMP 2 Partial	\$	400,000
a.4	Mid Valley Thermal Plant	\$	109,376
a.5	Mid Valley Parking & Site Improvements	\$	(109,376)
	Facilities Committee of 5.9.17		
b.1	Pecan Campus Thermal Plant (Facilities Committee 5.9.17)	\$	61,591
b.2	Technology Campus - Parking & Site Improvements (Facilities Committee 5.9.17)	\$	8,898
	Board Meeting of 5.23.17		
c.1	Pharr Center for Excellence - Site & Parking Skills Pad	\$	(422,471)
c.2	Pharr Cntr.for Excell. - Site/Parking - New Scope - Driving Track	\$	422,471
D	Buy-Out Savings for Reporting Period 7.25.17 Board Meeting		
	No Buy-Out Savings to report this period		
	TOTAL BUY OUT SAVINGS RETUENED TO DATE	\$	2,449,654

BUY-OUT SAVINGS PROJECTIONS @3% = \$3,888,925

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DESIGN CONTINGENCY SUMMARY

BOARD MEETING OF JULY 25, 2017

Total Program Design Contingency Allocation from the GMP's	\$1,493,202
Total Design Contingency Expenditures from previous reporting periods	(\$127,256)
Design Contingency Subtotal	\$1,365,946
Total Design Contingency Expenditures for July 25, 2017 reporting period	(\$147,175)
TOTAL REMAINING DESIGN CONTINGENCY	\$1,218,771

A.1 Pecan Campus	\$479,500
1.a North Academic Building	\$104,000
Previously Approved Expenditures	\$0
co.4 CR-28 - Revise Interior Roof side of Parapet wall sheathing from Dens-Glass gyp bd to Dens-Deck per Garland Roofing Req	(\$14,812)
co.5 CR 02 - ASI-02 Structural steel modifications at entry canopies	\$2,887
co.5 CR 03R- ASI-01 - Additional steel framing at building expansion joint	(\$3,100)
co.5 CR 05 - Exterior parapet angle addition	(\$6,831)
co.5 CR 07R - ASI-06 - Interior and Finishes: Light fixture revisions	\$275
co.5 CR 18 - ASI-02 Structural steel modifications at entry canopies	(\$1,091)
co.5 CR 21 - ASI-05: Mock-Up wall - added length and details	(\$1,775)
co.5 CR 22 - Additional structural pilasters at elevator shaft walls	(\$6,606)
co.6 CR 08R - AVIT Supplemental Information SI-01 dated October 13,2016 - Infrastructure modifications to teacher's podium floor boxes, data for offices, etc.	\$3,242
co.6 CR 11 - ASI-07: Electrical infrastructure supporting AVIT SI-01 - conduit, wall boxes, floor blockouts, etc.	(\$3,363)
Total Expenditures this Reporting Period	(\$31,174)
Balance of Design Contingency Remaining	\$72,826
1.b South Academic Building	\$66,500
Previously Approved Expenditures	\$0
co.3 CR 02R - AVIT Supplemental Info SI-01 dated October 13, 2016: Revise floor boxes types and locations (EFSB8 to RFB4, etc)	(\$2,034)
co.3 CR 4 - Revise classroom lockset function to 'Secure-in-Place'	\$750
co.3 CR 11 - ASI 01: Add door for AHU coil draw-out space	(\$2,315)
co.3 CR 14 - Rfi 40_ Structural Steel 'X' brace conflict with Window Wall at Computer 2.401	(\$6,438)
co.3 CR 23 - Rfi 40a-40b, 52, 59a & 60: Dry wall revisions to conceal storm drains, structural bracing, etc.	(\$3,041)
Total Expenditures this Reporting Period	(\$13,078)
Balance of Design Contingency Remaining	\$53,422
1.C STEM Building	\$104,000
Previously Approved Expenditures	\$0
co.3 CR-01 1st Floor Under slab Utility Trench	(\$50,300)
co.3 CR-06R - RFI 08 - AVIT SI-01 - Revise Floor Box Type @ 22 Locations	(\$3,155)
co.3 CR-08R - Revise 7 Door to 45 min fire rated doors	(\$2,700)
co.3 CR-13 - RFI-34 Exhaust Fan Equipment support and duct flashing	(\$3,482)
co.3 CR-14R - RFI-24 Duct/Ceiling conflicts at Corridor 1.100	(\$4,505)

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co.3	CR-15 - Revise Interior Roof side of Parapet wall sheathing from Dens-Glass gyp bd to Dens-Deck per Garland Roofing Req	(\$4,974)
co.3	CR-16R2 - RFI-14, 36 & 41 add drywall chase to encase structural steel braces and storm drain headers	(\$6,768)
co.3	CR-18 - RFI 18 - AVIT-SI-01 Revise floor box location at Level 1 labs	(\$3,843)
co.5	CR 22 - Dual duct 'Y' connection to 96" Fume Hoods	(\$20,356)
	Total Expenditures this Reporting Period	(\$100,083)
	Balance of Design Contingency Remaining	\$3,917
	1.d Student Activities & Cafeteria	\$70,000
	<i>Previously Approved Expenditures</i>	\$0
co.1	CR-01 Remove 3 Existing Palm Trees	(\$750)
co.1	CR-02 Remove Existing Drain Box at North Side of Pad	(\$600)
co.1	CR-03 Remove Existing Drain Box at South Side of Pad	(\$600)
co.1	CR-06 Add Door in Hoist way to service elevator equipment	(\$2,245)
co.1	CR-07 RFI-06 Power to UV Light and Receipt in AHU's	(\$1,560)
co.1	CR-08 RFI-33 Add Fire Damper for AHU PU005	(\$786)
co.1	CR-09 RFI-36 Add Exhaust and R/A Fire Dampers	(\$958)
co.1	CR-10 Revise Sheathing from Treated Plywood to Dens- Glass	\$7,738
co.1	CR-12 Add 2 Layers of wood nailer at edge of high roof for insulation	(\$2,707)
co.1	CR-13R - Revise Interior Roof side of Parapet wall sheathing from Dens-Glass gyp bd to Dens-Deck per Garland Roofing Req	(\$5,316)
co.1	CR-14 ASI -08 Add 2 Floor Drains at Terrace Deck to maintain minimum concrete Depth for Structural Capacity	(\$3,600)
co.1	CR-15 ASI -11 Furniture- Electrical Infrastructure Revisions	\$805
	Total Expenditures this Reporting Period	(\$10,579)
	Balance of Design Contingency Remaining	\$59,421
	1.e Thermal Plant	\$110,000
	<i>Previously Approved Expenditures</i>	(\$110,000)
	Total Expenditures this Reporting Period	\$0
	Balance of Design Contingency Remaining	\$0
	1.f Parking and Site Improvements	\$25,000
	<i>Previously Approved Expenditures</i>	\$0
co.2	CR 02 - Delete Lime Stabilization at Parking Lot per Terracon CMT analysis of sub soil	\$21,689
co.2	CR 03 - RFI-10 - Delete back flow preventer at water service to Student Union (SACB)	\$8,658
co.2	CR 05 - RFI-14 - Reduce original sizes of fire service lines: 8" to 6", and 6" to 4"	\$8,550
co.2	CR 08R - Delete Fire Hydrant and associated service line	\$4,300
co.2	CR 13R - Rfi 22: Utility conflicts at Storm drain lines between Bldg E and Cooling Towers	(\$6,584)
co.2	CR 14 - AVIT Supplemental Info SI-02 dated May 4, 2017: IT Duct Bank - clarifications on routing around new buildings.	(\$7,937)
	Total Expenditures the Reporting Period	\$28,676
	Balance of Design Contingency Remaining	\$53,676
	B2 Nursing Allied Health Campus	\$197,800
	2a. New NAH Building	\$172,600
	<i>Previously Approved Expenditures</i>	
co.2	CR-01 Vapor Barrier Product Substitution	\$6,750
co.2	CR-03 Reduce Generator Size/Capacity	\$78,010
co.2	CR-04 Finish Hardware Changes	\$260
co.2	CR-06 Provide Floor Box in Rm 3.515	(\$1,506)

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co.2	CR-08 Relocate VAV Boxes and modify existing ductwork	(\$24,506)
	<i>Total Expenditures the Reporting Period</i>	\$59,008
	Balance of Design Contingency Remaining	\$231,608
	2b. Thermal Plant	\$2,200
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Design Contingency Remaining	\$2,200
	2C. Parking & Site Improvements	\$23,000
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Design Contingency Remaining	\$23,000

B3	Technology Campus	\$110,188
	3a. SW Building Renovation	\$99,857
	<i>Previously Approved Expenditures</i>	
co.1	Hose Reels	(\$16,156)
	<i>Total Expenditures the Reporting Period</i>	(\$16,156)
	Balance of Design Contingency Remaining	\$83,701
	3b. Parking & Site Improvements	\$10,331
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Design Contingency Remaining	\$10,331

B4	Mid Valley Campus	\$372,937
	4a. Health Professions & Science Bldg.	\$193,219
	<i>Previously Approved Expenditures</i>	
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Design Contingency Remaining	\$193,219
	4c. Library Expansion	\$34,723
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0

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<i>Balance of Design Contingency Remaining</i>		\$34,723
4d. Student Services Bldg.		\$51,049
	<i>Previously Approved Expenditures</i>	\$0
<i>Total Expenditures the Reporting Period</i>		\$0
<i>Balance of Design Contingency Remaining</i>		\$51,049
4e. Thermal Plant		\$61,547
	<i>Previously Approved Expenditures</i>	\$0
<i>Total Expenditures the Reporting Period</i>		\$0
<i>Balance of Design Contingency Remaining</i>		\$61,547
4f. Parking & Site Improvements		\$31,731
	<i>Previously Approved Expenditures</i>	(\$15,222)
<i>Total Expenditures the Reporting Period</i>		\$0
<i>Balance of Design Contingency Remaining</i>		\$16,509

B5 Starr County		\$212,731
5a. Health Professions & Science Bldg.		\$96,000
	<i>Previously Approved Expenditures</i>	
co.1	CR 001 AVIT Underground Conduits	(\$5,500)
co.1	CR 002 Electrical Feeder Conduit Changes	(\$4,980)
co.1	CR 003 MDF Conduit	(\$5,565)
co.1	CR 004 Floor Boxes	(\$8,590)
co.1	CR 005 K-Bracing Correction	(\$1,892)
co.1	CR 006 Roof Drain Locations	(\$1,800)
co.1	CR 007 Door Frame Changes	(\$1,430)
<i>Total Expenditures the Reporting Period</i>		(\$29,757)
<i>Balance of Design Contingency Remaining</i>		\$66,243
5b. Workforce Training		on Hold
	<i>Previously Approved Expenditures</i>	\$0
<i>Total Expenditures the Reporting Period</i>		on Hold
<i>Balance of Design Contingency Remaining</i>		on Hold
5c. Library Renovation		\$37,000
	<i>Previously Approved Expenditures</i>	\$0

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	<i>Total Expenditures the Reporting Period</i>	\$0
	<i>Balance of Design Contingency Remaining</i>	\$37,000
	5d. Student Services Addition.	\$13,000
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	<i>Balance of Design Contingency Remaining</i>	\$13,000
	5e. Student Activities Addition	\$14,000
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	<i>Balance of Design Contingency Remaining</i>	\$14,000
	5f. Thermal Plant	\$39,000
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	<i>Balance of Design Contingency Remaining</i>	\$39,000
	5g. Parking & Site Improvements	\$37,700
	<i>Previously Approved Expenditures</i>	\$0
co.1	CR 001 - Underground Data Re-location	(\$32,042)
co.1	CR 003 - Primary Electric Duct Bank Changes	(\$1,990)
	<i>Total Expenditures the Reporting Period</i>	(\$34,032)
	<i>Balance of Design Contingency Remaining</i>	\$3,668

B6 Regional Center for Public Safety Excellence		\$96,745
6a. Training Facility		\$68,049
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	<i>Balance of Design Contingency Remaining</i>	\$68,049
6b. Parking and Site Improvements		\$28,696
	<i>Previously Approved Expenditures</i>	\$0

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	<i>Total Expenditures the Reporting Period</i>	\$0
	<i>Balance of Design Contingency Remaining</i>	\$28,696

B7	<i>La Joya Teaching Site</i>	\$0
	<i>No Design Contingency</i>	<i>No Dollars</i>

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OWNER CONSTRUCTION CONTINGENCY SUMMARY	
BOARD MEETING OF JULY 25, 2017	
Program Construction Contingency Allocation from the GMP's	1,835,928
Construction Contingency Expeditors from previous reviews	-123,185
Owner Construction Contingency Subtotal	1,712,743
Total Construction Contingency Expenditures for July 25, 2017 reporting	-361,046
Total Owner Construction Contingency Remaining	1,351,697

B.1 Pecan Campus		601,845
1.a North Academic Building		\$162,000
	Previously Approved Expenditures	(\$720)
co.3	CR-29 - Add a 2nd set of Building ID Letters to Canopy Façade	(\$6,405)
co.7	CR-30R3 AVIT SI-02 Audio Visual Modifications for monitors, computer and Classroom ect.	(\$16,052)
co.7	CR-35R3 AVIT SI-03 Audio Visual modifications for Active Learning Classrooms	(\$28,052)
co.7	CR-37 ASI-13 Electrical infrastructure for AVIT SI-02 Conduit and Boxes	(\$8,969)
co.7	CR-38 ASI-14 Electrical infrastructure for AVIT SI-03 Conduit and Boxes	(\$3,493)
co.7	Modify Construction Fence and Construction Trailer plumbing to accommodate Mc Allen ISD	(\$1,254)
	Total Expenditures this Reporting Period	(64,225)
	Balance of Const. Contingency Remaining	97,055
1.b South Academic Building		98,355
	Previously Approved Expenditures	0
co.3	CR-03R - Structural Stl Fabrication delay from RFI and Sub. Process 46 days	0
co.3	CR-12 Weather and Subsequent muddy conditions - 7 day	0
co.3	CR-13R - Electrical Infrastructure to Final Furniture e Plan	(4,556)
co.3	CR-21 - CHW Extension: Offset around existing tree and manhole	(9,356)
co.4	CR-22R AVIT Supplemental Info. SI-02 dated May 18.2017. Misc. revisions for Fixed Panel Monitors, Classrooms to Computer Lab upgrades, ect	(21,025)
	Total Expenditures this Reporting Period	(34,937)
	Balance of Const. Contingency Remaining	63,418
1.c STEM Building		153,990
	Previously Approved Expenditures	(36,507)
co.4	CR-20R Revised Lab service fixtures per Submittal 27a - combine gas turrets to double outlet , add DI water to service sinks, ect.	(6,817)
co.4	CR-21R AVIT Supplemental Info. SI-02 dated May 18, 2017; Misc. revisions Flat Panel Monitors	(31,559)
	Total Expenditures this Reporting Period	(38,376)
	Balance of Const. Contingency Remaining	79,107
1.d Student Activities & Cafeteria		100,000
	Previously Approved Expenditures	(7,561)

	Total Expenditures this Reporting Period	\$0
	Balance of Const. Contingency Remaining	\$92,439
	1.e Thermal Plant	\$50,000
	Previously Approved Expenditures	\$50,000
	Project Closed Out	
	Total Expenditures this Reporting Period	\$0
	Balance of Const. Contingency Remaining	\$0
	1.f Parking and Site Improvements	\$38,900
	Previously Approved Expenditures	\$0
co.1	CR-01 Storm Drain conflict with existing SS for Temporary Bldg.	(\$4,577)
co.1	CR-09 Valve to Isolate Bldg. M for water main shut down at NAB storm drain inlet	(\$3,849)
co.1	CR-10 Remove existing water main valves at NAB storm drain inlet per City of Mc Allen	n/c
co.1	CR-12 Utility Conflicts at NAB Storm drain inlet	(\$9,097)
	Total Expenditures the Reporting Period	(\$17,523)
	Balance of Const. Contingency Remaining	\$21,377

B2	Nursing Allied Health Campus	\$254,086
	2a. New NAH Building	\$178,900
	Previously Approved Expenditures	\$0
co.1	CP-02 Lavatories and Toilet Partition Revisions	(\$16,776)
co.1	CP-07 Add 13 Junction Boxes and Conduit	(\$3,106)
co.3	CPR-05 Additional Power Outlets	(\$2,450)
co.3	CPR-09 WHJW S#2R2	(\$123,369)
	Total Expenditures the Reporting Period	(\$145,701)
	Balance of Const. Contingency Remaining	\$33,199
	2b. Thermal Plant	\$3,386
	Previously Approved Expenditures	\$0
		\$0
	Total Expenditures the Reporting Period	\$0
	Balance of Const. Contingency Remaining	\$3,386
	2c. Parking & Site Improvements	\$34,207
	Previously Approved Expenditures	\$0
		\$0
	Total Expenditures the Reporting Period	\$0
	Balance of Const. Contingency Remaining	\$34,207

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B3 Technology Campus		\$166,676
3a. SW Building Renovation		\$151,179
	<i>Previously Approved Expenditures</i>	(\$13,593)
	<i>Total Expenditures the Reporting Period</i>	\$0
Balance of Const. Contingency Remaining		\$137,586
3b. Parking & Site Improvements		\$15,497
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
Balance of Const. Contingency Remaining		\$15,497

B4 Mid Valley Campus		\$372,937
4a. Health Professions & Science Bldg.		\$193,219
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
Balance of Const. Contingency Remaining		\$193,219
4c. Library Renovation		\$34,723
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
Balance of Const. Contingency Remaining		\$34,723
4d. Student Services Bldg.		\$51,049
co.1	<i>Previously Approved Expenditures</i>	(\$6,000)
co.2	CR-1R Stone Veneer Clarifications	(\$5,000)
co.2	CR-02 Hardware Changes	(\$1,210)
co.2	CR-05 Kitchen Equipment Clarifications	(\$364)
co.2	CR-07 Water Cooler Model Change	(\$1,000)
co.2	CR-08 Water Heater Changes	(\$500)
co.2	CR-10 Rotation of Existing AHU-RTU-1	(\$6,440)
	<i>Total Expenditures the Reporting Period</i>	(\$14,514)
Balance of Const. Contingency Remaining		\$30,535
4e. Thermal Plant		\$61,547
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
Balance of Const. Contingency Remaining		\$61,547
4f. Parking & Site Improvements		\$31,731
co.1	<i>Previously Approved Expenditures</i>	(8,804)

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	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Const. Contingency Remaining	\$22,927

B5 Starr County		\$302,731
5a Health Professions & Science Bldg.		\$143,000
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Const. Contingency Remaining	\$143,000
5b. Workforce Training Expansion		On Hold
	<i>Total Expenditures the Reporting Period</i>	On Hold
	Balance of Const. Contingency Remaining	On Hold
5c. New Library		\$55,500
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Const. Contingency Remaining	\$55,500
5d. Student Services Bldg.		\$19,500
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Const. Contingency Remaining	\$19,500
5e. Student Activities Bldg.		\$21,000
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Const. Contingency Remaining	\$21,000
5f. Thermal Plant Expansion		\$58,000
	<i>Previously Approved Expenditures</i>	\$0

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	Total Expenditures the Reporting Period	\$0
	Balance of Const. Contingency Remaining	\$58,000
5g. Parking & Site Improvements		\$52,950
	Previously Approved Expenditures	\$0
co.1	CR-06 Revised Entry Plan	(\$17,425)
co.1	CR-07 - Added Parking Spaces per Revised Entry Plan	(\$28,345)
	Total Expenditures the Reporting Period	(\$45,770)
	Balance of Const. Contingency Remaining	\$7,180

B6 Center for Public Safety Excellence		\$127,295
6a. Training Facility		\$89,538
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Const. Contingency Remaining	\$89,538
6b Parking and Site Improvements		\$37,757
	<i>Previously Approved Expenditures</i>	\$0
	<i>Total Expenditures the Reporting Period</i>	\$0
	Balance of Const. Contingency Remaining	\$37,757

B7 La Joya Teaching Site		
7a Building Renovation and Welding Shop		No Const. Cont.
	<i>Total Expenditures the Reporting Period</i>	
	Balance of Const. Contingency Remaining	

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BOARD MEETING OF JULY 25, 2017	SQUARE FOOT 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	Current 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	\$ 162,000
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	\$ 98,355
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	\$ 153,990
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	\$ 100,000
Thermal Plant Expansion	1,440	3,105	1,665	\$ -	\$ 4,194,000	\$ (4,194,000)	N/A	N/A	\$ 4,300,000	\$ 4,132,409	\$ (167,591)	\$ 50,000	\$ 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	\$ 38,900
Subtotal	184,628	190,931	6,303	\$ 42,739,556	\$ 38,513,256	\$ 4,226,300	172	186	\$ 37,800,000	\$ 40,944,403	\$ 3,144,403	\$ 540,000	\$ 603,245
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	\$ 178,900
Thermal Plant Expansion - Non Bond				\$ -	\$ 559,640	\$ (559,640)	N/A	N/A	\$ -	\$ 230,788	\$ 230,788	\$ -	\$ 3,386
Parking & Site Improvements				\$ -	\$ -	\$ -	N/A	N/A	\$ 1,100,000	\$ 2,205,963	\$ 1,105,963	\$ 16,000	\$ 34,207
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	\$ 216,493
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	\$ 151,179
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	-	-	-	\$ -	\$ 1,860,999	\$ (1,860,999)	N/A	N/A	\$ 650,000	\$ 1,554,676	\$ 904,676	\$ 10,000	\$ 15,497
Subtotal	72,000	72,000	-	\$ 12,190,819	\$ 12,273,856	\$ (83,037)	167	129	\$ 12,650,000	\$ 10,852,222	\$ (1,797,778)	\$ 185,000	\$ 166,676
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	\$ 193,219
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	\$ 34,723
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	\$ 51,049
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	\$ 61,547
Parking & Site Improvements	-	-	-	\$ -	\$ 1,987,090	\$ (1,987,090)	N/A	N/A	\$ 2,000,000	\$ 2,369,777	\$ 369,777	\$ 29,032	\$ 31,731
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)	\$ 372,269
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	\$ 143,000
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	15,103	18,381	3,278	\$ 3,373,085	\$ 3,407,720	\$ (34,635)	185	201	\$ 2,800,000	\$ 3,700,000	\$ 900,000	\$ 42,000	\$ 55,500
Expansion of student services, advising, admissions, and financial services	5,000	5,310	310	\$ 1,292,198	\$ 902,700	\$ 389,498	170	249	\$ 850,000	\$ 1,320,000	\$ 470,000	\$ 13,000	\$ 19,500
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	\$ 21,000
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	\$ 58,000
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	\$ 52,950
Subtotal	87,018	101,286	14,268	\$ 20,491,528	\$ 22,207,491	\$ (1,715,963)	175	204	\$ 19,626,820	\$ 24,913,950	\$ 5,287,130	\$ 288,000	\$ 349,950
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	\$ 89,538
Parking & Site Improvements	-	-	-	\$ -	\$ -	\$ -	N/A	N/A	\$ 200,000	\$ 1,887,866	\$ 1,687,866	\$ 18,000	\$ 37,757
Subtotal	16,000	19,375	3,375	\$ 3,169,435	\$ 3,390,625	\$ (221,190)	175	172	\$ 3,000,000	\$ 5,214,292	\$ 2,214,292	\$ 75,000	\$ 127,295
STC La Joya 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	572,575	610,178	37,603	\$ 123,823,708	\$ 122,566,256	\$ 1,257,452	175	178	\$ 117,176,820	\$ 131,318,040	\$ 14,141,220	\$ (36,366)	\$ 1,835,928

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BOARD MEETING OF JULY 25, 2017		Part II - Construction Phase Svcs. - GMP Inclusions				Part I Construction Services	Owner Procured		GMP + Fees + Chillers + OCIP	Professional Service		
	Variance in Construction Contingency	IT Duct bank	GMP Target	Current Est. or GMP (red)	Variance or Delta	Fees	Chillers	OCIP	SUBTOTAL	Design	Furniture Consultant	CPM
Pecan Campus												
North Academic Building	\$ 12,000		\$ 10,500,000	\$ 10,230,122	\$ 269,878	\$ 16,427		\$ 120,570	\$ 10,367,119	\$ 600,000	\$ 21,274	\$ 371,010
South Academic Building	\$ (1,645)		\$ 6,800,000	\$ 6,657,834	\$ 142,166	\$ 10,638		\$ 78,116	\$ 6,746,588	\$ 400,000	\$ 13,890	\$ 236,318
STEM Building	\$ 28,990		\$ 8,500,000	\$ 10,417,059	\$ (1,917,059)	\$ 13,298		\$ 97,645	\$ 10,528,002	\$ 550,000	\$ 16,973	\$ 327,523
Multi-purpose space for student support svcs. & activities	\$ 15,000		\$ 5,965,593	\$ 6,888,179	\$ (922,586)	\$ 9,491		\$ 72,116	\$ 6,969,786	\$ 400,000	\$ 11,473	\$ 220,666
Thermal Plant Expansion	\$ -		\$ 4,300,000	\$ 4,132,409	\$ 167,591	\$ 6,825	\$ 553,440	\$ 47,480	\$ 4,740,154	\$ 350,000	\$ 500	\$ 138,526
Parking & Site Improvements (GMP Included Atl. #1 & #2)	\$ 8,900	\$ 122,925	\$ 2,122,925	\$ 2,618,800	\$ (495,875)	\$ 3,321		\$ 24,374	\$ 2,646,495	\$ 200,000	\$ -	\$ 62,245
Subtotal	\$ 63,245	\$ 122,925	\$ 38,188,518	\$ 40,944,403	\$ (2,755,885)	\$ 60,000	\$ 553,440	\$ 440,301	\$ 41,998,144	\$ 2,500,000	\$ 64,110	\$ 1,356,288
Nursing & Allied Health Campus												
Expansion for Nursing & Allied Health	\$ (71,100)		\$ 16,740,155	\$ 17,009,860	\$ (269,705)	\$ 25,584		\$ 195,006	\$ 17,230,450	\$ 1,000,000	\$ 48,380	\$ 566,022
Thermal Plant Expansion - Non Bond	\$ 3,386		\$ 181,470	\$ 230,788	\$ (49,318)	\$ 274	\$ 378,170	\$ 2,054	\$ 611,286	\$ 50,000	\$ -	\$ 900
Parking & Site Improvements	\$ 18,207	\$ 321,915	\$ 1,421,915	\$ 2,205,963	\$ (784,048)	\$ 2,142		\$ 16,279	\$ 2,224,384	\$ 120,000	\$ -	\$ 36,194
Subtotal	\$ (49,507)	\$ 321,915	\$ 18,343,540	\$ 19,446,611	\$ (1,103,071)	\$ 28,000	\$ 378,170	\$ 213,339	\$ 20,066,120	\$ 1,170,000	\$ 48,380	\$ 603,116
Technology Campus												
Expansion for Technical & Workforce training programs	\$ (23,821)		\$ 12,000,000	\$ 9,297,546	\$ 2,702,454	\$ 14,115		\$ 137,835	\$ 9,449,496	\$ 850,000	\$ 18,300	\$ 374,227
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	\$ 5,497	\$ 102,575	\$ 752,575	\$ 1,554,676	\$ (802,101)	\$ 885		\$ 8,633	\$ 1,564,194	\$ 75,000	\$ -	\$ 19,959
Subtotal	\$ (18,324)	\$ 102,575	\$ 12,752,575	\$ 10,852,222	\$ 1,900,353	\$ 15,000	\$ -	\$ 146,468	\$ 11,013,690	\$ 925,000	\$ 18,300	\$ 394,186
Mid Valley Campus												
Professional & Science Bldg.	\$ (6,781)		\$ 13,500,000	\$ 14,453,388	\$ (953,388)	\$ 28,377		\$ 155,099	\$ 14,636,864	\$ 800,000	\$ 26,858	\$ 449,002
Expansion for Technical & Workforce training programs	\$ 1,750,000		\$ 1,750,000	\$ 1,750,000	\$ -	\$ 3,679		\$ 20,095	\$ 1,773,774	\$ 125,000	\$ 3,531	\$ 61,324
Library Expansion	\$ 9,723	\$ -	\$ 1,750,000	\$ 2,462,776	\$ (712,776)	\$ 3,679		\$ 20,095	\$ 2,486,550	\$ 150,000	\$ 3,661	\$ 62,092
Student Services Bldg. Expansion	\$ 14,049		\$ 2,685,293	\$ 3,850,923	\$ (1,165,630)	\$ 5,939		\$ 32,401	\$ 3,889,263	\$ 750,000	\$ 5,038	\$ 99,843
Thermal Plant Expansion	\$ 8,945		\$ 3,800,000	\$ 3,896,698	\$ (96,698)	\$ 8,054	\$ 714,200	\$ 42,877	\$ 4,661,829	\$ 275,000	\$ 1,412	\$ 110,605
Parking & Site Improvements	\$ 2,699	\$ 492,063	\$ 2,492,063	\$ 2,369,777	\$ 122,286	\$ 5,272		\$ 33,638	\$ 2,408,687	\$ 247,915	\$ -	\$ 61,397
Subtotal	\$ 1,778,635	\$ 492,063	\$ 25,977,356	\$ 28,783,562	\$ (2,806,206)	\$ 55,000	\$ 714,200	\$ 304,205	\$ 29,856,967	\$ 2,347,915	\$ 40,500	\$ 844,263
Starr County Campus												
Health Professionals & Science Ctr. And STEM programs	\$ 18,000		\$ 8,500,000	\$ 9,521,000	\$ (1,021,000)	\$ 25,985		\$ 94,645	\$ 9,641,630	\$ 550,000	\$ 31,935	\$ 294,243
Expand technical workforce training facilities	\$ (25,000)		\$ 1,600,000	\$ 1,600,000	\$ -	\$ 4,891		\$ 18,397	\$ 1,623,288	\$ 110,000	\$ 6,101	\$ 53,961
Library and renovate existing space for Cultural Arts Center	\$ 13,500		\$ 2,800,000	\$ 3,700,000	\$ (900,000)	\$ 8,560		\$ 32,175	\$ 3,740,735	\$ 200,000	\$ 10,832	\$ 92,988
Expansion of student services, advising, admissions, and financial services	\$ 6,500		\$ 850,000	\$ 1,320,000	\$ (470,000)	\$ 2,598		\$ 9,770	\$ 1,332,368	\$ 75,000	\$ 3,279	\$ 30,473
Expansion of student activities building	\$ 8,000		\$ 850,000	\$ 1,365,000	\$ (515,000)	\$ 2,598		\$ 9,770	\$ 1,377,368	\$ 75,000	\$ 3,229	\$ 30,935
Thermal Plant Expansion	\$ 3,000		\$ 3,800,000	\$ 3,911,000	\$ (111,000)	\$ 11,617	\$ 563,901	\$ 43,643	\$ 4,530,161	\$ 300,000	\$ 2,624	\$ 109,321
Parking & Site Improvements (GMP 1 - 119,800)	\$ 37,950	\$ 226,820	\$ 1,226,820	\$ 3,496,950	\$ (2,270,130)	\$ 3,751		\$ 14,059	\$ 3,514,760	\$ 100,000	\$ -	\$ 30,888
Subtotal	\$ 61,950	\$ 226,820	\$ 19,626,820	\$ 24,913,950	\$ (5,287,130)	\$ 60,000	\$ 563,901	\$ 222,459	\$ 25,760,310	\$ 1,410,000	\$ 58,000	\$ 642,809
Regional Center for Public Safety Excellence - Pharr												
New Regional Center for Publish Safety	\$ 32,538		\$ 2,800,000	\$ 3,326,426	\$ (526,426)	\$ -		\$ 32,344	\$ 3,358,770	\$ 200,000	\$ 4,800	\$ 99,344
Parking & Site Improvements	\$ 19,757		\$ 200,000	\$ 1,887,866	\$ (1,687,866)	\$ -		\$ 2,185	\$ 1,890,051	\$ 50,000	\$ -	\$ -
Subtotal	\$ 52,295	\$ -	\$ 3,000,000	\$ 5,214,292	\$ (2,214,292)	\$ -	\$ -	\$ 34,529	\$ 5,248,821	\$ 250,000	\$ 4,800	\$ 99,344
STC La Joya 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	\$ 100,000	\$ 3,000	\$ 35,894
Subtotal	\$ (16,000)	\$ -	\$ 1,100,000	\$ 1,163,000	\$ (63,000)	\$ -	\$ -	\$ 10,370	\$ 1,173,370	\$ 100,000	\$ 3,000	\$ 35,894
Total	\$ 1,872,294	\$ 1,266,298	\$ 118,988,809	\$ 131,318,040	\$ (12,329,231)	\$ 218,000	\$ 2,209,711	\$ 1,371,671	\$ 135,117,422	\$ 8,702,915	\$ 237,090	\$ 3,975,900

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BOARD MEETING OF JULY 25, 2017		es	Furniture	OFOI Kitchen Equipment	Technology	Audio/Visual	I.T.	Surveillance	Access Control	Technology Total (AG,AH,AI,AJ)	Misc. Cost (1.5 % of CCL)	SUBTOTAL	Explanation for Additional Costs
		Additional Serv.											
Pecan Campus													
North Academic Building		\$ 86,698	\$ 743,520		\$ 1,024,009	\$ 497,302	\$ 130,348	\$ 128,080	\$ 23,829	\$ 779,559	\$ 164,265	\$ 13,133,445	
South Academic Building		\$ 54,586	\$ 423,553		\$ 732,589	\$ 304,925	\$ 89,858	\$ 59,859	\$ 11,886	\$ 466,528	\$ 110,638	\$ 8,452,101	
STEM Building		\$ 75,653	\$ 406,651		\$ 681,873	\$ 380,548	\$ 91,814	\$ 67,144	\$ 14,336	\$ 553,842	\$ 145,548	\$ 12,604,192	
Multi-purpose space for student support srvs. & activities		\$ 50,971	\$ 299,478	\$ 265,593	\$ 311,901	\$ 188,437	\$ 27,037	\$ 79,334	\$ 15,386	\$ 310,194	\$ 94,548	\$ 8,622,709	
Thermal Plant Expansion		\$ 30,998	\$ -		\$ 55,282		\$ 12,479	\$ 26,233	\$ 7,693	\$ 46,405	\$ 62,910	\$ 5,369,493	
Parking & Site Improvements (GMP Included Atl. #1 & #2)		\$ 14,378	\$ -		\$ -					\$ -	\$ 30,366	\$ 2,953,484	
Subtotal		\$ 313,284	\$ 1,873,202	\$ 265,593	\$ 2,805,654	\$ 1,371,212	\$ 351,536	\$ 360,650	\$ 73,130	\$ 2,156,528	\$ 608,275	\$ 51,135,424	
Nursing & Allied Health Campus													
Expansion for Nursing & Allied Health		\$ 130,743	\$ 1,014,528	\$ 140,155	\$ 1,192,881	\$ 659,512	\$ 199,681	\$ 118,025	\$ 26,522	\$ 1,003,740	\$ 250,875	\$ 21,384,893	
Thermal Plant Expansion - Non Bond		\$ -	\$ -		\$ -	\$ 5,596	\$ -	\$ -		\$ 5,596	\$ 2,722	\$ 670,504	
Parking & Site Improvements		\$ 8,360	\$ -		\$ -	\$ -				\$ -	\$ 12,616	\$ 2,401,554	
Subtotal		\$ 139,103	\$ 1,014,528	\$ 140,155	\$ 1,192,881	\$ 665,108	\$ 199,681	\$ 118,025	\$ 26,522	\$ 1,009,336	\$ 266,213	\$ 24,456,951	
Technology Campus													
Expansion for Technical & Workforce training programs		\$ 84,197	\$ 463,738		\$ 668,249	\$ 315,309	\$ 92,001	\$ 103,925	\$ 17,086	\$ 528,321	\$ 156,193	\$ 11,924,472	
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)		\$ 6,855	\$ -		\$ -	\$ -				\$ -	\$ 27,915	\$ 1,693,923	
Subtotal		\$ 91,052	\$ 463,738		\$ 668,249	\$ 315,309	\$ 92,001	\$ 103,925	\$ 17,086	\$ 528,321	\$ 184,108	\$ 13,618,395	
Mid Valley Campus													
Professional & Science Bldg.		\$ 128,285	\$ 617,445		\$ 992,248	\$ 581,980	\$ 141,468	\$ 93,162	\$ 23,022	\$ 839,632	\$ 217,513	\$ 17,715,599	
Expansion for Technical & Workforce training programs		\$ 11,096	\$ 100,000		\$ 149,818	\$ 68,890	\$ 44,498	\$ 36,430		\$ 149,818	\$ 44,956	\$ 2,269,499	
Library Expansion		\$ 10,867	\$ 307,756		\$ 107,559	\$ -	\$ 43,464	\$ 19,506	\$ 6,193	\$ 69,163	\$ 35,466	\$ 3,125,555	
Student Services Bldg. Expansion		\$ 16,376	\$ 195,129	\$ 185,293	\$ 157,165	\$ 163,476	\$ 27,568	\$ 54,603	\$ 6,943	\$ 252,590	\$ 52,889	\$ 5,446,421	
Thermal Plant Expansion		\$ 28,207	\$ 7,288		\$ 58,748	\$ -	\$ 11,946	\$ 25,689	\$ 7,693	\$ 45,328	\$ 56,810	\$ 5,186,479	
Parking & Site Improvements		\$ 14,182	\$ -		\$ -	\$ -				\$ -	\$ 29,806	\$ 2,761,987	
Subtotal		\$ 209,013	\$ 1,227,618	\$ 185,293	\$ 1,465,538	\$ 814,346	\$ 268,944	\$ 229,390	\$ 43,851	\$ 1,356,531	\$ 437,440	\$ 36,320,247	
Starr County Campus													
Health Professionals & Science Ctr. And STEM programs		\$ 69,998	\$ 370,038		\$ 667,262	\$ 393,807	\$ 90,082	\$ 21,369	\$ 30,715	\$ 535,973	\$ 135,615	\$ 11,629,432	
Expand technical workforce training facilities		\$ 11,841	\$ 100,000		\$ 78,051	\$ 21,882	\$ 27,941	\$ 21,285	\$ 6,943	\$ 78,051	\$ 46,410	\$ 2,029,652	
Library and renovate existing space for Cultural Arts Center		\$ 19,493	\$ 495,001		\$ 269,378	\$ 84,301	\$ 52,612	\$ 23,053	\$ 7,693	\$ 167,659	\$ 51,105	\$ 4,777,813	
Expansion of student services, advising, admissions, and financial services		\$ 5,975	\$ 47,063		\$ 101,372	\$ 77,264	\$ 23,346	\$ 30,426	\$ -	\$ 131,036	\$ 17,976	\$ 1,643,170	
Expansion of student activities building		\$ 5,831	\$ 59,209		\$ 106,431	\$ 22,023	\$ 22,696	\$ 10,546	\$ 3,050	\$ 58,315	\$ 17,516	\$ 1,627,403	
Thermal Plant Expansion		\$ 28,207	\$ 3,943		\$ 44,342	\$ -	\$ 11,946	\$ 11,074	\$ 13,229	\$ 36,249	\$ 58,665	\$ 5,069,170	
Parking & Site Improvements (GMP 1 - 119,800)		\$ 7,135	\$ -		\$ -	\$ -				\$ -	\$ 18,558	\$ 3,671,341	
Subtotal		\$ 148,480	\$ 1,075,254		\$ 1,266,836	\$ 599,277	\$ 228,623	\$ 117,753	\$ 61,630	\$ 1,007,283	\$ 345,845	\$ 30,447,981	
Regional Center for Public Safety Excellence - Pharr													
New Regional Center for Publish Safety		\$ 22,947	\$ 180,104		\$ 371,977	\$ 297,567	\$ 27,410	\$ 72,781	\$ 7,000	\$ 404,758	\$ 42,000	\$ 4,312,723	
Parking & Site Improvements		\$ -	\$ -		\$ -	\$ -				\$ -	\$ 3,000	\$ 1,943,051	
Subtotal		\$ 22,947	\$ 180,104		\$ 371,977	\$ 297,567	\$ 27,410	\$ 72,781	\$ 7,000	\$ 404,758	\$ 45,000	\$ 6,255,774	
STC La Joya Teaching Site (Jimmy Carter ECHS)													
Develop STEM labs and entry level workforce training programs		\$ 8,292	\$ 128,954		\$ 249,100	\$ 121,716	\$ 47,612	\$ 9,930	\$ 7,000	\$ 186,258	\$ 16,500	\$ 1,652,268	
Subtotal		\$ 8,292	\$ 128,954		\$ 249,100	\$ 121,716	\$ 47,612	\$ 9,930	\$ 7,000	\$ 186,258	\$ 16,500	\$ 1,652,268	
Total		\$ 932,171	\$ 5,963,398		\$ 8,020,235	\$ 4,184,535	\$ 1,215,807	\$ 1,012,454	\$ 236,219	\$ 6,649,015	\$ 1,903,381	\$ 163,481,292	
			\$ 6,165,000		\$ 8,020,235	\$ 3,796,196	\$ 1,115,958	\$ 954,736	\$ 236,219	\$ 6,649,015	\$ 1,903,381	\$ 163,773,936	

This documentation was received after the deadline and is presented without staff review

BOARD MEETING OF JULY 25, 2017	TOTAL PROJECT COST			
	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	\$ 13,133,445	\$ 14,843,110	\$ 1,709,665	
South Academic Building	\$ 8,452,101	\$ 9,454,426	\$ 1,002,325	
STEM Building	\$ 12,604,192	\$ 13,103,319	\$ 499,127	
Multi-purpose space for student support srvs. & activities	\$ 8,622,709	\$ 8,828,254	\$ 205,545	
Thermal Plant Expansion	\$ 5,369,493	\$ 5,542,049	\$ 172,556	
Parking & Site Improvements (GMP Included Atl. #1 & #2)	\$ 2,953,484	\$ 2,490,261	\$ (463,223)	
Subtotal	\$ 51,135,424	\$ 54,261,419	\$ 3,125,995	
Nursing & Allied Health Campus				
Expansion for Nursing & Allied Health	\$ 21,384,893	\$ 21,773,439	\$ 388,546	
Thermal Plant Expansion - Non Bond	\$ 670,504	\$ 601,877	\$ (68,627)	
Parking & Site Improvements	\$ 2,401,554	\$ 1,717,717	\$ (683,837)	
Subtotal	\$ 24,456,951	\$ 24,093,033	\$ (363,918)	
Technology Campus				
Expansion for Technical & Workforce training programs	\$ 11,924,472	\$ 14,864,990	\$ 2,940,518	
Parking & Site Improvements (1,793,216 +192,604 = 1,985,820)	\$ 1,693,923	\$ 905,324	\$ (788,599)	Includes a partial buy-out savings on Parking & Site
Subtotal	\$ 13,618,395	\$ 15,770,314	\$ 2,151,919	
Mid Valley Campus				
Professional & Science Bldg.	\$ 17,715,599	\$ 17,277,682	\$ (437,917)	
Expansion for Technical & Workforce training programs	\$ 2,269,499	\$ 2,257,363	\$ (12,136)	Approved by Board- Project on Hold 11.22.16
Library Expansion	\$ 3,125,555	\$ 2,288,968	\$ (836,587)	
Student Services Bldg. Expansion	\$ 5,446,421	\$ 4,114,228	\$ (1,332,193)	Recommended 7/6/16 Facilities Committee
Thermal Plant Expansion	\$ 5,186,479	\$ 5,042,398	\$ (144,081)	
Parking & Site Improvements	\$ 2,761,987	\$ 2,796,035	\$ 34,048	
Subtotal	\$ 36,505,540	\$ 33,776,674	\$ (2,728,866)	
Starr County Campus				
Health Professionals & Science Ctr. And STEM programs	\$ 11,629,432	\$ 11,267,182	\$ (362,250)	
Expand technical workforce training facilities	\$ 2,029,652	\$ 2,051,983	\$ 22,331	Approved by Board- Project on Hold 11.22.16
Library and renovate existing space for Cultural Arts Center	\$ 4,777,813	\$ 3,732,378	\$ (1,045,435)	
Expansion of student services, advising, admissions, and financial services	\$ 1,643,170	\$ 1,162,522	\$ (480,648)	
Expansion of student activities building	\$ 1,627,403	\$ 1,166,402	\$ (461,001)	
Thermal Plant Expansion	\$ 5,069,170	\$ 4,938,772	\$ (130,398)	
Parking & Site Improvements (GMP 1 - 119,800)	\$ 3,671,341	\$ 1,397,789	\$ (2,273,552)	Total Includes Alternates 1-3 Only
Subtotal	\$ 30,447,981	\$ 25,717,028	\$ (4,730,953)	
Regional Center for Public Safety Excellence - Pharr				
New Regional Center for Publish Safety	\$ 4,312,723	\$ 3,655,134	\$ (657,589)	
Parking & Site Improvements	\$ 1,943,051	\$ 319,337	\$ (1,623,714)	
Subtotal	\$ 6,255,774	\$ 3,974,471	\$ (2,281,303)	
STC La Joya Teaching Site (Jimmy Carter ECHS)				
Develop STEM labs and entry level workforce training programs	\$ 1,652,268	\$ 1,436,000	\$ (216,268)	
Subtotal	\$ 1,652,268	\$ 1,436,000	\$ (216,268)	
Total	\$ 164,072,333	\$ 159,028,939	\$ (5,043,394)	Added \$384,219 to Misc. Expense (7/1/16)

This documentation was received after the deadline and is presented without staff review

COLOR CODES LEGEND
Priority Projects - Fall 2017 & Spring 2018
Non-Bond Projects
Projects with Board Approved Partial GMP's
Bond Program Accountability



South Texas College
2013 Bond Construction Program
Construction Budget Summary Spreadsheet
Board Meeting of July 25, 2017



2013 BOND PROJECTS MANAGED BY BROADDUS																	Original CCLs	Fixed Assets	IT Duct banks	Revised CCLs GMP Target	Approved GMPs	Board Approved Changes Orders	Adjusted GMP Amount by Approved Change	Projected GMPs	Projected Variance	Current Est. & Approved GMPs	Total Variance CCLs / GMPs	Projected Design Contingency	GMP Design Contingency	GMP Design Contingency Expenditures or Savings	GMP Design Contingency Remaining Balance	Change orders	Projected Construction (Owner) Contingency	GMP Construction (Owner) Contingency	Construction (Owner) Contingency Expenditures or Savings	GMP Contingency Remaining Balance	Expenditures Authorized by Broadus & Associates	Change orders	Projected Buy-Out Savings @5%	Actual Buy-Out Savings To Date	Actual Buy-Out Savings % Based on GMP Buy-Out	Board Approved Expenditures from Savings	Total Balance of Actual Design & Construction Contingency and Buy-Out Savings																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
Program Construction Budget Summary Spreadsheet																	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
Pecan Campus (PBK/Wilson)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
1	North Academic																\$	10,500,000			\$	10,500,000	\$	10,951,000	\$	(720,878)	\$	10,230,122	\$	269,878	\$	102,301	\$	104,000	\$	(31,174)	\$	72,826		\$	150,000	\$	162,000	\$	(64,945)	\$	97,055	\$	-	\$	306,904	\$	720,878	7%	\$	-	\$	890,759																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
2	South Academic																\$	6,800,000			\$	6,800,000	\$	6,657,834	\$	-	\$	6,657,834	\$	142,166	\$	66,578	\$	66,500	\$	(13,078)	\$	53,422		\$	100,000	\$	98,355	\$	(34,937)	\$	63,418	\$	-	\$	199,735	\$	-	0%	\$	-	\$	116,840																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
3	STEM Building																\$	8,500,000			\$	8,500,000	\$	10,417,059	\$	-	\$	10,417,059	\$	104,171	\$	104,000	\$	(100,083)	\$	3,917		\$	125,000	\$	153,990	\$	(74,883)	\$	79,107	\$	-	\$	312,512	\$	-	0%	\$	-	\$	83,024																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
4	Student Activities & Cafeteria																\$	5,700,000	\$	585,000	\$	6,285,000	\$	6,888,179	\$	-	\$	6,888,179	\$	68,882	\$	70,000	\$	53	\$	70,053		\$	85,000	\$	100,000	\$	(7,561)	\$	92,439	\$	-	\$	206,645	\$	-	0%	\$	-	\$	162,492																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
5	Thermal Plant Expansion																\$	4,300,000			\$	4,300,000	\$	4,194,000	\$	(61,591)	\$	4,255,591	\$	44,409	\$	42,556	\$	110,000	\$	(110,000)	\$	-		\$	50,000	\$	50,000	\$	(50,000)	\$	-	\$	(367)	co 1	\$	127,668	\$	61,591	0%	\$	-	\$	61,591																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
6	Parking and Site Improvements																\$	2,000,000		\$	122,925	\$	2,122,925	\$	2,618,800	\$	-	\$	2,618,800	\$	-	\$	-	\$	2,618,800	\$	(495,875)	\$	21,473	\$	25,000	\$	28,676	\$	53,676		\$	30,000	\$	38,900	\$	(17,523)	\$	21,377	\$	-	\$	64,420	\$	-	0%	\$	-	\$	75,053																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Pecan Campus Subtotal																	\$	37,800,000	\$	585,000	\$	122,925	\$	38,507,925	\$	41,726,872	\$	(782,469)	\$	41,067,585	\$	-	\$	-	\$	41,067,585	\$	(2,559,660)	\$	405,961	\$	479,500	\$	(225,606)	\$	253,894		\$	540,000	\$	603,245	\$	(249,849)	\$	353,396	\$	(367)		\$	1,217,884	\$	782,469		\$	-	\$	1,389,759																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										

2013 Bond Construction Program
Summary of Technology and Furniture Purchases
Board and No Board Approved Required

FY 2016 - 2017

Year-to-Date, As of July 11, 2017

	Funding Source				Total Bond & Non-Bond Proceeds
	Bond Proceeds	Non-Bond Proceeds M&O Taxes Fund	Non-Bond Proceeds Transfers to Plant Fund		
Bond Purchases					
AV Equipment	\$ 3,796,196	\$ -	\$ -	80,312	\$ 3,876,508
IT Equipment ⁽¹⁾	1,115,958	1,994,388		50,613	3,160,959
Surveillance Cameras	709,855	-		5,972	715,827
Servers	244,881	-		22,262	267,143
Access Control	-	-		-	-
Technology Total	\$ 5,866,890	\$ 1,994,388	\$ -	159,159	\$ 8,020,437
Furniture					
Kitchen Equipment	\$ 591,041	\$ 778,671		-	\$ 1,369,712
Furniture	5,852,010	-		86,728	5,938,738
Special Instructional Equipment	-	1,901,106		-	1,901,106
Furniture Fixture Equipment (FFE) Total	\$ 6,443,051	\$ 2,679,777	\$ -	86,728	\$ 9,209,557
Grand Total	\$ 12,309,941	\$ 4,674,165	\$ -	245,887	\$ 17,229,994

Note:

(1) IT Equipment - Includes Computers, Printers, Wireless Access Points, Phones, etc



South Texas College

Non-Bond Proceeds - Transfer to Plant Fund Budget

Commitments and Expenditures

As of July 11, 2017

I. Non Bond Commitments						
Project Name - Item Description		Board Approved Expenditures	Not Board Approved Projected Expenditures	Total Expenditures (Actual and Projected)	Approved Board Dates	
Nursing & Allied Health Campus						
Nursing & Allied Health Campus Thermal Plant						
1	Thermal Plant- Design	\$ 112,200	\$ -	\$ 112,200		10/27/2015
2	Thermal Plant- Construction	2,867,847	-	2,867,847		11/22/2016
3	Thermal Plant- Miscellaneous	26,000		26,000		10/27/2015
5	Thermal Plant- Furniture	3,943		3,943		5/23/2017
6	Thermal Plant- Technology	46,060		46,060		5/23/2017
Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements						
7	Thermal Plant Parking and Site Improvement - Design	12,000	-	12,000		10/27/2015
8	Thermal Plant Parking and Site Improvement - Construction	229,010	-	229,010		11/22/2016
9	Thermal Plant Parking and Site Improvement - Miscellaneous	5,000	-	5,000		10/27/2015
NAH Campus Subtotal		\$ 3,302,060	\$ -	\$ 3,302,060		
Mid Valley Campus						
Mid Valley Campus Library Retrofit						
10	Library Retrofit - Design	\$ 138,213		\$ 138,213		10/27/2015
11	Library Retrofit - Construction	1,123,682		1,123,682		11/22/2016
12	Library Retrofit - Miscellaneous	6,000		6,000		10/27/2015
13	Library Retrofit - Furniture	82,785		82,785		5/23/2017
14	Library Retrofit - Technology	113,099		113,099		5/23/2017
Mid Valley Campus Workforce Restroom Retrofit						
15	Workforce Restroom Retrofit-Construction		\$ 90,000	\$ 90,000		
16	Workforce Restroom Retrofit-Miscellaneous		10,000	10,000		
Mid Valley Campus Subtotal		\$ 1,463,779	\$ 100,000	\$ 1,563,779		
Starr County Campus						
17	Workforce Restroom Retrofit-Design		\$ 18,000	\$ 18,000		
18	Workforce Restroom Retrofit-Construction		160,000	160,000		
19	Workforce Restroom Retrofit-Miscellaneous		2,000	2,000		
Starr County Campus Subtotal		\$ -	\$ 180,000	\$ 180,000		
Regional Center for Public Safety Excellence						
20	Regional Center Training Facility - Construction	\$ 343,000		\$ 343,000		2/28/2017
21	Parking and Site Improvements - Construction	-		-		5/23/2017
22	Parking and Site Improvements - Design	85,000		85,000		1/26/2016
23	Parking and Site Improvements - Miscellaneous	30,000		30,000		1/26/2016
24	Parking and Site Improvements - Technology	-	-	-		
Regional Center for Public Safety Excellence Subtotal		\$ 458,000	\$ -	\$ 458,000		
Total Non-Bond Expenditures		\$ 5,223,839	\$ 280,000	\$ 5,503,839		

II. Bond Program Budget Deficits - Board Approved - as of May 23, 2017

(Includes deficits realized after use of Program Contingency Amount)

Project Name - Item Description		Bond Program Deficits (Savings)			Total Bond & Non Bond Proceeds Budget	
		Approved Board Dates	Proposed Bond Budget Proceeds Deficits (Savings)	Non-Bond Expenditures		
1	Mid Valley Campus Thermal Plant Alternate 1 & 2	4/26/2016	\$ -	\$ 718,947	\$ 718,947	
2	Starr County Campus Thermal Plant Alternate	6/28/2016	-	788,305	788,305	
3	Pecan Parking and Site Improvements Contingency Variance	9/27/2016	171,819	-	171,819	
4	INAH Campus Parking and Site Improvements GMP Variance	10/27/2016	784,048	-	784,048	
5	Starr County Campus Library Expansion GMP Variance	10/27/2016	900,000	-	900,000	
6	INAH Campus Thermal Plant GMP Variance	11/22/2016	230,788	-	230,788	
7	Starr County Campus Student Services GMP Variance	11/22/2016	470,000	-	470,000	
8	Starr County Campus Student Activities GMP Variance	11/22/2016	515,000	-	515,000	
9	Mid Valley Campus Library Expansion GMP Variance	11/22/2016	712,776	-	712,776	
10	Tech Campus Southwest Renovation Building Deductive Change Order	11/22/2016	(1,115,311)	-	(1,115,311)	
11	Starr County Campus Parking and Site Improvement GMP Variance w/ Alternates	11/22/2016	2,270,130	-	2,270,130	
12	Pecan Campus North Academic Building Buyout Savings	12/13/2016	(720,878)	-	(720,878)	
13	Tech Campus Parking & Site Improvements Buyout	12/13/2016	(400,000)	-	(400,000)	
14	Regional Center for Public Safety Excellence Training Facility GMP Variance	2/28/2017	526,426	-	526,426	
15	La Joya Center Teaching Site GMP Variance	2/28/2017	63,000	-	63,000	
16	Movable Kitchen Equipment Deficit	4/24/2017	591,041	-	591,041	
17	Partial Technology Budget Savings	5/23/2017	(1,371,219)	-	(1,371,219)	
18	Regional Center Parking & Site GMP Variance	5/23/2017	1,187,866	-	1,187,866	
19	Regional Center Parking & Site GMP Variance	5/23/2017	500,000		500,000	
20	Tech Campus Parking & Site Buyout Savings	5/23/2017	(8,898)		(8,898)	
21	Pecan Campus Thermal Plant Final Buyout Savings	5/23/2017	(61,591)		(61,591)	
Total Non Bond Funds Required to Cover Bond Budget Deficits			\$ 5,244,997	\$ 1,507,252	\$ 6,752,249	

III. Bond Program Budget Deficits - Not Board Approved - as of July 11, 2017					Total Proposed Bond & Non Bond Proceeds Budget Deficits	
Project Name - Item Description		Proposed Board Dates	Proposed Bond Budget Proceeds Deficits (Savings)	Proposed Non-Bond Expenditures		
1	Partial Furniture Savings	7/25/2017	(304,708)	-	(304,708)	
Total Non Bond Funds Required to Cover Bond Budget Deficits			\$ (304,708)	\$ -	\$ (304,708)	

Grand Total Non Bond Expenditures (I, II, and III)		\$ 4,940,289	\$ 7,011,091	\$ 11,951,380
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South Texas College
2013 Bond Construction Program
Tracking Contingency Log
As of June 15, 2017

#	Item Description	Budget Variance	Contingency Balance
1	Original Contingency Balance	\$ -	\$ 9,978,348
Approved GMPs			
2	Pecan Campus North Academic GMP Variance	\$ (451,000)	\$ 9,527,348
3	Pecan South Academic GMP Variance	\$ 142,166	\$ 9,669,514
4	Pecan STEM Bldg. GMP Variance	\$ (1,917,059)	\$ 7,752,455
5	Pecan Campus Student Services GMP Variance	\$ (603,179)	\$ 7,149,276
6	Pecan Thermal Energy Plant GMP Variance	\$ 106,000	\$ 7,255,276
7	Pecan Parking and Site Improvements GMP Variance	\$ (495,875)	\$ 6,759,401
8	NAH Campus Expansion GMP Variance	\$ (34,860)	\$ 6,724,541
9	NAH Campus Parking and Site Improvements GMP Variance	\$ (784,048)	\$ 5,940,493
10	Technology Campus Renovation GMP Variance	\$ 1,466,413	\$ 7,406,906
11	Technology Campus Site & Parking GMP Variance	\$ (1,335,820)	\$ 6,071,086
12	Technology Campus Site & Parking IT Duct Bank	\$ 102,575	\$ 6,173,661
13	Mid Valley Health Professions GMP Variance	\$ (953,388)	\$ 5,220,273
14	Mid Valley Student Services Building Expansion GMP Variance	\$ (1,025,923)	\$ 4,194,350
15	Mid Valley Thermal Energy Plant GMP Variance	\$ (96,698)	\$ 4,097,652
16	Mid Valley Parking & Site Improvements GMP Variance	\$ 122,286	\$ 4,219,938
17	Starr County Campus Health Professions GMP Variance	\$ (1,021,000)	\$ 3,198,938
18	Starr County Campus Library Expansion GMP Variance	\$ (900,000)	\$ 2,298,938
19	Starr County Thermal Energy Plant GMP Variance	\$ (111,000)	\$ 2,187,938
20	Starr County Campus Student Services GMP Variance	\$ (470,000)	\$ 1,717,938
21	Starr County Campus Student Activities GMP Variance	\$ (515,000)	\$ 1,202,938
22	NAH Campus Thermal Plant (Bond Funded) GMP Variance	\$ (230,788)	\$ 972,150
23	Mid Valley Campus Library Expansion GMP Variance	\$ (712,776)	\$ 259,374
24	Starr County Campus Parking and Site Improvements GMP Variance w/ Alternates	\$ (2,270,130)	\$ (2,010,756)
25	Regional Center for Public Safety Excellence Training Facility GMP Variance	\$ (526,426)	\$ (2,537,182)
26	La Joya Center Teaching Site GMP Variance	\$ (63,000)	\$ (2,600,182)
27	Regional Center for Public Safety Excellence Parking & Site GMP Variance	\$ (1,187,866)	\$ (3,788,048)
28	Regional Center for Public Safety Excellence Parking & Site GMP Variance	\$ (500,000)	\$ (4,288,048)
Subtotal		\$ (13,766,396)	\$ (4,288,048)
Deductive Change Orders - Buyout Savings			
29	Deductive Change Orders-Tech Campus Renovation	\$ 120,730	\$ (4,167,318)
30	Deductive Change Orders- Tech Campus Parking & Site	\$ 22,246	\$ (4,145,072)
31	Deductive Change Orders-Tech Campus Renovation	\$ 1,115,311	\$ (3,029,761)
32	Change Order - Mid Valley Thermal Plant	\$ 109,376	\$ (2,920,385)
33	Change Order - Mid Valley Parking and Site Improvements	\$ (109,376)	\$ (3,029,761)
34	Deductive Change Orders-North Academic	\$ 720,878	\$ (2,308,883)
35	Deductive Change Orders-Tech Parking & Site Improvements	\$ 400,000	\$ (1,908,883)
36	Deductive Change Order - Tech Campus Parking & Site Buyout Savings	\$ 8,898	\$ (1,899,985)
37	Deductive Change Order - Pecan Campus Thermal Plant Final Buyout Savings	\$ 61,591	\$ (1,838,394)
Subtotal		\$ 2,449,654	\$ (1,838,394)
Other Expenditures			
38	A/E Fees	\$ 2,992,085	\$ 1,153,691
39	Chillers Procurement	\$ (2,209,711)	\$ (1,056,020)
40	CMR Preconstruction Services for all projects	\$ (218,000)	\$ (1,274,020)
41	B&A Reimbursable Expense for Travel	\$ (900)	\$ (1,274,920)
42	B&A Additional Services - Includes AV/IT, Wage Scale Survey, BIM FM, Traffic Study	\$ (932,171)	\$ (2,207,091)
43	FF&E- Portion used for Consultant Fees	\$ 66,186	\$ (2,140,905)
44	FF&E Consultant-Not in Original Amount	\$ (237,090)	\$ (2,377,995)
45	Technology	\$ 703,422	\$ (1,674,573)
46	IT Duct bank-Not in Original Scope	\$ (1,266,298)	\$ (2,940,871)
47	Fixed Kitchen Equipment-Not in Original Scope	\$ (1,285,000)	\$ (4,225,871)
48	OCIP Insurance	\$ (1,371,671)	\$ (5,597,542)
49	Miscellaneous Expense Increase	\$ (427,633)	\$ (6,025,175)
50	Movable Kitchen Equipment	\$ (591,041)	\$ (6,616,216)
51	Partial Technology Budget Savings	\$ 1,371,219	\$ (5,244,997)
Subtotal		\$ (3,406,603)	\$ (5,244,997)
Additional Pending Variance			
52	Partial Furniture Savings	\$ 304,708	\$ (4,940,289)

**2013 Bond Construction Program
Technology and Furniture Purchases
Board Approval Required
FY 2016 - 2017
For the Month of July 2017**

	Funding Source					
	Bond Purchases	Bond Proceeds Pending Board Approval	Non-Bond Proceeds M&O Taxes Pending Board Approval	Non-Bond Proceeds Transfers to Plant Fund Pending Board Approval	Total Bond & Non-Bond Proceeds	No Board Approval Required (1)
AV Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
IT Equipment - Computers		-	-	-	-	-
IT Equipment - Printers		-	-	-	-	-
Surveillance Cameras & Licenses		-	-	-	-	-
Servers		-	-	-	-	-
Technology Total		\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ 2,073,894	\$ -	\$ 326,187.81	\$ 2,400,082	\$ 68,210
Special Instructional Equipment		-	58,035	-	58,035	-
Library Sound Masking System		-	61,149	-	61,149	-
Alamo Iron Works		-	474,442	-	474,442	-
Science Equipment and Models		-	161,811	-	161,811	-
Welding Equipment - Airgas USA, LLC		-	755,437	326,188	3,155,519	68,210
Furniture Fixture Equipment (FFE) Total		\$ 2,073,894	\$ 755,437	\$ 326,188	\$ 3,155,519	\$ 68,210
Grand Total		\$ 2,073,894	\$ 755,437	\$ 326,188	\$ 3,155,519	\$ 68,210

Note (1) Furniture amount of \$68,210 does not require board approval

	\$52,676	\$15,534	\$68,210
Furniture Grand Total	\$ 2,126,570	\$ 341,722	\$ 2,468,292

Review and Action as Necessary on Change Orders for Use of Project Contingencies for the 2013 Bond Construction Program

1. Pecan Campus
2. Mid Valley Campus
3. Nursing Allied Health Campus
4. Starr County Campus
5. Regional Center for Public Safety Excellence

Approval of proposed change orders for use of project contingencies for the 2013 Bond Construction Projects is requested.

Purpose

Projects for the 2013 Bond Construction program are in the construction stage and change orders are needed to allow the use of project contingencies within the Guaranteed Maximum Prices (GMPs) submitted by the Construction Managers-at-Risk (CM@Rs).

Justification

Change orders are needed for approval to provide for items needed to complete the construction of the projects.

Background

Project contingencies are provided as part of Guaranteed Maximum Price proposals submitted by the CM@Rs. GMPs are submitted by the CM@Rs at 60% construction drawings. There are two project contingencies and are based on percentages of the construction costs. Design Contingencies are included in the GMPs to allow for costs arising out of the final development and completion of the construction drawings and specifications. Design Contingencies are used at the CM@R's discretion with Owner oversight. Construction Contingencies are controlled solely at the discretion of the Owner. Both contingencies do not increase the amount of the GMPs.

On March 29, 2016, the Board of Trustees approved the delegation of authority to Broaddus & Associates to approve change orders from the use of Construction Contingencies for the 2013 Bond Construction Program. The approval amount per change order is \$5,000, with a monthly limit of \$25,000. Broaddus & Associates will also be expected to provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update.

Funding Source

Funds are budgeted in the design and construction contingencies within the Guaranteed Maximum Prices for each of the 2013 Bond Construction project budgets. Funds are also budgeted in the FY2017-2018 Non-Bond Proceeds Transfers to Plant Fund (TxDPS) for the Regional Center for Public Safety Excellence Parking and Site Improvements project.

Reviewers

Broaddus and Associates and the design consultants for the associated projects concur with the pricing as presented in the Construction Manager's-at-Risk proposals.

Enclosed Documents

Change proposals from the Construction Manager-at-Risk for each change order request.

Presenters

Representatives from Broaddus and Associates will be present at the meeting to present the proposed change orders.

The Facilities Committee reviewed the listed Change Orders and associated reports on the use of contingency funds. The Committee noted several sizeable uses of design and construction contingency funds and asked for clarification from Broaddus & Associates on each.

Pecan Campus STEM Building

The Committee also noted the proposed use of over \$100,000 in design contingency funds for the Pecan Campus STEM Building, which would nearly exhaust the available funds.

Nursing & Allied Health Campus Expansion

The Committee noted the proposed Change Order to use \$123,369 in construction contingency funds at the Nursing & Allied Health Campus Expansion Building project, under Change Order 3, identified as "CPR-09 WHJW SI#2R2." The Committee requested clarification of this Change Order.

Mr. Fruge informed the Committee that the initial design called for simulation equipment, including hospital beds, mannequins, and other equipment, to be placed adjacent to walls, which was the standard in the existing NAH facilities. After the initial design, upon which the GMP was established, College faculty and staff requested that the simulation equipment be pulled from the walls to provide additional space around the equipment for faculty and students to observe the equipment.

Due to the need for electrical and other connections for this equipment, this required the placement of utility junction boxes within the floor beneath each simulation bed; the alternative would be to stretch lines across the floor, which could become a hazard. Broaddus & Associates had already authorized the design change to the concrete floor slabs to accommodate the junction boxes during the early construction phase, and that had been completed.

The currently proposed Change Order would allow for the purchase and installation of necessary equipment for the placement of the simulation equipment away from existing walls.

The Facilities Committee noted that this information had not been presented to the Committee or Board for approval, and pointed out that Broaddus & Associates had been aware of the change since at least prior to authorizing the change to the floor slab.

Mr. Brian Fruge acknowledged that he had authorized the change to the floor in an effort to expedite construction. He was presenting the current change order for Board authorization to complete the necessary equipment

The Committee asked whether Broaddus & Associates had approved any other work without Board approval, and Mr. Fruge asserted that the firm had not approved any other work without Board approval.

The Committee asked what would happen if the Board did not approve the Change Order as presented. Mr. Fruge announced that the fixtures were in place in the wall, as originally designed, and the simulation equipment could be installed according to that design, if the Change Order was not approved.

Regional Center for Public Safety Excellence

Broaddus & Associates presented the Facilities Committee with an option to use additional buyout savings at the RCPSE to include a prefabricated canopy near the driving course, to provide a sun shade to faculty, staff, and students during outdoor exercises.

The committee instructed Broaddus & Associates to determine how much funding would be available and to present a change order for Board approval of any changes to the scope as appropriate.

The Facilities Committee recommended Board approval of the proposed change orders for the 2013 Bond Construction projects and funding sources as presented, with one member voting against the recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed change orders for the 2013 Bond Construction projects and funding sources as presented.

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

The Board of Trustees approves and authorizes the proposed change orders for the 2013 Bond Construction projects and funding sources as presented.

Approval Recommended:

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

CHANGE ORDER SUMMARY

BOARD MEETING OF JULY 25, 2017

	Design	Construction
TOTAL DESIGN CONTINGENCY CHANGE ORDERS TO DATE	(\$131,019.00)	
TOTAL CONSTRUCTION CONTINGENCY CHANGE ORDERS TO DATE		(\$364,503.00)

PECAN CAMPUS

North Academic Building

PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
CO 1	Buy-Out Savings		pending
CO 2	CR14, CR24 & CR26 (CONSTRUCTION 'OWNER' CONTINGENCY)		(\$720.00)
CO 3	CR 29 - BUILDING LETTERS (CONSTRUCTION "OWNER" CONTINGENCY)		(\$6,405.00)
	Change Order Subtotal from Previously Approved Change Orders	\$0.00	(\$7,125.00)

CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD

CO 4	CR28 - REVISED PARAPET SHEATHING (DESIGN CONTINGENCY)	(\$14,812.00)	
CO 5	CR02, CR03R, CR05, CR07R, CR18, CR21 & CR2 (DESIGN CONTINGENCY)	(\$16,241.00)	
CO 6	CR08R & CR11 (DESIGN CONTINGENCY)	(\$121.00)	
CO 7	CR30-R3, CR35-R3, CR37, CR38 & CR39 (OWNER CONTINGENCY)		(\$57,820.00)
	Change Order Subtotal for Current Review Period Only	(\$31,174.00)	(\$57,820.00)

South Academic Building

PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	None		
	Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00

CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD

CO 1	Adjustment for days & approved timeline (Construction "owner" Contingency)		n/c
CO 2	CR13R & CR21 (OWNER CONTINGENCY)		(\$13,912.00)
CO 3	CR2R, CR04, CR11, CR14 & CR23 (DESIGN CONTINGENCY)	(\$13,078.00)	
CO 4	CR22R - AVIT SI-02 ('OWNER' CONTINGENCY)		(\$21,025.00)
	Change Order Subtotal for Current Review Period Only	(\$13,078.00)	(\$34,937.00)

STEM Building

PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	None		

	Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
CO 1	CR2R, CR3R & CR11 (CONSTRUCTION 'OWNER' CONTINGENCY)		(\$36,507.00)
CO 2	Adjustment for days & approved timeline (Construction "Owner" Contingency)		n/s
CO 3	CR01, CR06R, CR08R, CR13, CR14R, CR15, CR16R2 & CR18 (DESIGN CONTINGENCY)	(\$79,727.00)	
CO4	CR20R - LAB GAS TURRETS, CR21R - AVIT SI-02 ('OWNER' CONTINGENCY)		(\$38,376.00)
CO5	CR22 - FUME HOOD DUCT 'Y' CONNECTION (DESIGN CONTINGENCY)	(\$20,356.00)	
	Change Order Subtotal for Current Review Period Only	(\$100,083.00)	(\$74,883.00)
Student Activities & Cafeteria			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	None		
	Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
CO 1	CR01, CR2, CR3, CR6, CR7, CR8, CR9, CR19=0, CR12, CR13R, CR14, CR152 & CR07 (DESIGN CONTINGENCY)	(\$10,579.00)	
	Change Order Subtotal for Current Review Period Only	(\$10,579.00)	\$0.00
Thermal Plant			
		Design	Construction
	Project is closed out		
Parking and Site Improvements			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	None		
	Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
CO 1	CR01, CR09, CR10, & CR12 (CONSTRUCTION 'OWNER' CONTINGENCY)		(\$17,523.00)
CO 2	CR02, CR03, CR05, CR8R, CR13R & CR14 (DESIGN CONTINGENCY)	\$28,676.00	
	Change Order Subtotal for Current Review Period Only	\$28,676.00	(\$17,523.00)
NURSING ALLIED HEALTH CAMPUS			
NAHC New Building			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	None		
	Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
CO 1	CR2, CR7 (CONSTRUCTION "OWNER" CONTINGENCY)		(\$19,882.00)
CO 2	CP1, CP3, CP4, CP6, CP8 (DESIGN CONTINGENCY)	\$59,008.00	
CO 3	CR5, CP9 (CONSTRUCTION "OWNER" CONTINGENCY)		(\$125,819.00)
	Change Order Subtotal for Current Review Period Only	\$59,008.00	(\$145,701.00)
NAHC Thermal Plant			
		Design	Construction

NAHC Parking & Site			
		Design	Construction
TECHNOLGY CAMPUS			
Southwest Building Renovation			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	Hose Reels	(\$16,159.00)	
	Change Order Subtotal from Previously Approved Change Orders	(\$16,159.00)	
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
	Change Order Subtotal for Current Review Period Only	\$0.00	\$0.00
Health Professions & Science Bldg.			
		Design	Construction
MID VALLEY CAMPUS			
Health Professions & Science Bldg.			
		Design	Construction
MVC Library Renovation			
		Design	Construction
MVC Student Services Bldg.			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
CO 1	Increase roof insulation thickness by 1" (CONSTRUCTION "OWNER" CONTINGECY)		(\$6,000.00)
	Change Order Subtotal from Previously Approved Change Orders	\$0.00	(\$6,000.00)
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
CO 2	CR1R,CR2,CR5,CR7,CR8,CR16 (CONSTRUCTION "OWNER" CONTINGENCY)		(\$14,514.00)
	Change Order Subtotal for Current Review Period Only	\$0.00	(\$20,514.00)
MVC Student Activities Building			
		Design	Construction

MVC Thermal Plant			
		Design	Construction
MVC Parking and Site			
		Design	Construction
STARR COUNTY CAMPUS			
Health Professions & Science Bldg.			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	None		
	<i>Change Order Subtotal from Previously Approved Change Orders</i>	\$0.00	\$0.00
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
CO 1	CP1, CP2, CP3, CP4, CP5, CP6, CP7 (Design Contingency)	(\$29,757.00)	
	<i>Change Order Subtotal for Current Review Period Only</i>	(\$29,757.00)	\$0.00
Starr Workforce			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction
	<i>Change Order Subtotal from Previously Approved Change Orders</i>	\$0.00	\$0.00
	<i>Change Order Subtotal for Current Review Period Only</i>		
Starr Library Renovations			
		Design	Construction
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER			
Starr Student Services Building			
		Design	Construction
Starr Student Activities Building			
		Design	Construction
Starr Parking and Site			
PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER		Design	Construction

	None		
	Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00
CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD			
CO 1	CP1, CP3, (Design Contingency)	(\$34,032.00)	
	Change Order Subtotal for Current Review Period Only	(\$34,032.00)	\$0.00
REGIONAL CENTER FOR PUBLIC SAFETY & EXCELLENCE			
Training Facility			
		Design	Construction
RCPSE Parking and Site			
		Design	Construction
RCPSE Skills Pad & EVOC			
		Design	Construction
LA JOYA TEACHING SITE			
Jimmy Carter Renovation			
		Design	Construction

This documentation was received after the deadline
and is presented without staff review

CHANGE ORDER SUMMARY

Non-Bond Funded Projects

BOARD MEETING OF JULY 25, 2017

	Design	Construction
TOTAL DESIGN CONTINGENCY CHANGE ORDERS TO DATE	(\$16,818.00)	
TOTAL CONTRUCTION COTINGENCY CHANGE ORDERS TO DATE		(\$22,800.00)

REGIONAL CENTER FOR PUBLIC SAFETY

BUILDING PACKAGE

PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER	Design	Construction
Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00

CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD

Change Order Subtotal for Current Review Period Only	\$0.00	\$0.00

PARKING AND SITE IMPROVEMENTS

PREVIOUSLY REVIEWED AND APPROVED CHANGE ORDER	Design	Construction
None		
Change Order Subtotal from Previously Approved Change Orders	\$0.00	\$0.00

CURRENT MONTHLY CHANGE ORDER REVIEW PERIOD

CO 1	Skills Pad - City Scape and Drainage (Construction "Owner" Contingency)		(\$22,800.00)
CO 2	Provide 2 Metal Canopies (Design Contingency)	(\$16,818.00)	
	Change Order Subtotal for Current Review Period Only	(\$16,818.00)	(\$22,800.00)



CHANGE ORDER

NUMBER: 4

PROJECT NAME: STC Pecan Campus
North Academic Building

DATE: July 11, 2017

PROJECT NO.: 916-102

To: D. Wilson Construction Co.
1207 East Pecan
McAllen, TX 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency: Change Proposal Request No: CR 28
CR 28 Revise interior (roof) side of parapet sheathing from Dens-Glas Gypsum Board to
Dens-Deck Fiber Reinforced Roofing Board per Garland requirements **\$ (14,812)**

ATTACHMENTS: Subcontractor's quote and pricing breakdown. **Sub Total \$ (14,812)**

ORIGINAL DESIGN CONTINGENCY	\$ 104,000
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 104,000
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (14,812)
REMAINING DESIGN CONTINGENCY	\$ 89,188

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 5

PROJECT NAME: STC Pecan Campus
North Academic Building

DATE: July 11, 2017

PROJECT NO.: 916-102

To: D. Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency: Change Proposal Request No.: CR 02, CR 03R, CR 05, CR 07R, CR 18, CR 21, and CR 22

CR 02	ASI-02 Structural steel modifications at entry canopies	\$ 2,887
CR 03R	ASI-01 - Additional steel framing at building expansion joint	\$ (3,100)
CR 05	Exterior parapet angle addition	\$ (6,831)
CR 07R	ASI-06 - Interior and Finishes: Light fixture revisions	\$ 275
CR 18	ASI-02 Structural steel modifications at entry canopies	\$ (1,091)
CR 21	ASI-05: Mock-Up wall - added length and details	\$ (1,775)
CR 22	Additional structural pilasters at elevator shaft walls	\$ (6,606)

Sub Total **\$ (16,241)**

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY AMOUNT	\$ 104,000
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$ (14,812)
DESIGN CONTINGENCY AMOUNT BALANCE PRIOR TO THIS AUTHORIZATION	\$ 89,188
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (16,241)
REMAINING COST OF WORK BALANCE	\$ 72,947

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 6

PROJECT NAME: STC Pecan Campus
North Academic Building

DATE: July 11, 2017

PROJECT NO.: 916-102

To: D. Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency: Change Proposal Request No.: CR 08R and CR 11.</u>			
CR 08R	AVIT Supplemental Information SI-01 dated October 13,2016 - Infrastructure modifications to teacher's podium floor boxes, data for offices, etc.	\$	3,242	
CR 11	ASI-07: Electrical infrastructure supporting AVIT SI-01 - conduit, wall boxes, floor blockouts, etc.	\$	(3,363)	
			Sub Total	\$ (121)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY AMOUNT	\$	104,000
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$	(31,053)
DESIGN CONTINGENCY AMOUNT BALANCE PRIOR TO THIS AUTHORIZATION	\$	72,947
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(121)
REMAINING COST OF WORK BALANCE	\$	72,826

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 3

PROJECT NAME: STC Pecan Campus
South Academic Building - 'Y'

DATE: July 11, 2017

PROJECT NO.: 916-114

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency: Change Proposal Request No.: CR 02R, CR 04, CR 11, CR 14 and CR 23.</u>		
	CR 02R AVIT Supplemental Info SI-01 dated October 13, 2016: Revise floor boxes types and locations (EFSB8 to RFB4, etc)	\$	(2,034)
	CR 4 Revise classroom lockset function to 'Secure-in-Place'	\$	750
	CR 11 ASI 01: Add door for AHU coil draw-out space	\$	(2,315)
	CR 14 Rfi 40_Structural Steel 'X' brace conflict with Window Wall at Computer 2.401	\$	(6,438)
	CR 23 Rfi 40a-40b, 52, 59a & 60: Dry wall revisions to conceal storm drains, structural bracing, etc.	\$	(3,041)
	Sub Total	\$	(13,078)

ATTACHMENTS: Subcontractor's quotes, pricing, evaluation and recommendations

ORIGINAL DESIGN CONTINGENCY AMOUNT	\$	66,500
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	-
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	66,500
DESIGN CONTINGENCY SUM WILL BE DECREASE BY THIS AUTHORIZATION	\$	(13,078)
REMAINING DESIGN CONTINGENCY BALANCE	\$	53,422

ODR RECOMMENDATION:

By: _____ Date: _____

ARCHITECT APPROVED:

By: _____ Date: _____

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 3

PROJECT NAME: STC Pecan Campus
STEM BLDG

DATE: July 11, 2017

PROJECT NO.: 916-126

To: D. Wilson Construction Co.
1207 E. Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	Design Contingency: Change Proposal Request No.: CR 01, CR 06R, CR 8R, CR 13, CR 14R, CR 15, CR 16R2 and CR 18.	
	CR 01: Underslab Utility Trench	\$ (50,300)
	CR 6R: Revise Floor Box types - 22 locations	\$ (3,155)
	CR 08R: Revised 7 Doors to 45 min fire rated doors	\$ (2,700)
	CR 13: Exhaust Fan equipment support and duct flashing	\$ (3,482)
	CR 14R: Duct/Ceiling conflicts at Corr 1.100	\$ (4,505)
	CR 15: Revise interior (roof) side of parapet sheathing from Dens-Glas Gypsum Board to Dens-Deck Fiber Reinforced Roofing Board per Garland requirements	\$ (4,974)
	CR 16R2: Add'l drywall chase to encase structural steel braces and storm drain leaders	\$ (6,768)
	CR 18: Revise floor box location at Lv1 labs	\$ (3,843)
	Sub Total	\$ (79,727)
ATTACHMENTS:	Subcontractor's quote and pricing breakdown.	

ORIGINAL DESIGN CONTINGENCY	\$ 104,000
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$ -
DESIGN CONTINGENCY AMOUNT BALANCE PRIOR TO THIS AUTHORIZATION	\$ 104,000
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (79,727)
REMAINING DESIGN CONTINGENCY	\$ 24,273

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Boultinghouse Simpson Gates, Architects Date: _____

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: Board of Trustees for South Texas College Date: _____



CHANGE ORDER

NUMBER: 5

PROJECT NAME: STC Pecan Campus
STEM BLDG

DATE: July 11, 2017

PROJECT NO.: 916-126

To: D. Wilson Construction Co.
1207 E. Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency: Change Proposal Request No.: CR 22

CR 22 Dual duct 'Y' connection to 96" Fume Hoods \$ (20,356)

Sub Total \$ (20,356)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY AMOUNT	\$	104,000
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$	(79,727)
DESIGN CONTINGENCY AMOUNT BALANCE PRIOR TO THIS AUTHORIZATION	\$	24,273
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(20,356)
REMAINING COST OF WORK BALANCE	\$	3,917

ODR RECOMMENDATION:

By: _____ Date: _____
Broadus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Boultinghouse Simpson Gates, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 1

PROJECT NAME: STC Pecan Campus
Student Activities & Cafeteria

DATE: June 8, 2017

PROJECT NO.: 916-138

To: D. Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	Design Contingency: Change Proposal Request No.: CR 01, CR 02, CR 03, CR 06, CR 07, CR 08, CR 09, CR 10, CR 12, CR 13R, CR 14 and CR 15		
	CR 01	Remove 3 existing palm trees	\$ (750)
	CR 02	Remove existing drain box at North side of pad	\$ (600)
	CR 03	Remove existing drain box at Southwest corner of pad	\$ (600)
	CR 06	Add door in hoist way to service elevator equipment	\$ (2,245)
	CR 07	Power to UV light and recepts in AHU's	\$ (1,560)
	CR 08	Add fire damper for AHU PU005	\$ (786)
	CR 09	Add Exhaust and R/A fire dampers	\$ (958)
	CR 10	Revise wall sheathing from treated plywood to Dens-Glas gypsum board	\$ 7,738
	CR 12	Add 2 layers wood nailer at edge of high roof for insulation depth	\$ (2,707)
	CR 13R	Revise interior (roof) side of parapet sheathing from Dens-Glas to Dens- Deck per Garland req.	\$ 5,316
	CR 14	Add 2 floor drains at Terrace Deck to maintain min. concrete depth for structural capacity	\$ (3,600)
	CR 15	Furniture-Electrical infrastructure revisions	805
		Sub Total	\$ 53

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY AMOUNT	\$ 70,000
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$ -
DESIGN CONTINGENCY AMOUNT BALANCE PRIOR TO THIS AUTHORIZATION	\$ 70,000
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ 53
REMAINING COST OF WORK BALANCE	\$ 70,053

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
The Warren Group, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
D. Wilson Construction Company, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 2

PROJECT NAME: STC Pecan Campus
Parking & Site Improvements

DATE: July 11, 2017

PROJECT NO.: 916-162

To: D. Wilson Construction Co.
1209 East Pecan
McAllen TX, 78502

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	Design Contingency: Change Proposal Request No.: CR 02, CR 03, CR 05, CR 08R, CR 13R and CR 14		
CR 02	Delete Lime Stabilization at Parking Lot per Terracon CMT analysis of sub soil	\$	21,689
CR 03	Rfi 10 - Delete back flow preventer at water service to Student Union (SACB)	\$	8,658
CR 05	Rfi 14 - Reduce original sizes of fire service lines: 8" to 6", and 6" to 4"	\$	8,550
CR 08R	Delete Fire Hydrant and associated service line	\$	4,300
CR 13R	Rfi 22: Utility conflicts at Storm drain lines between Bldg E and Cooling Towers	\$	(6,584)
CR 14	AVIT Supplemental Info SI-02 dated May 4, 2017: IT Duct Bank - clarifications on routing around new buildings.	\$	(7,937)
		Sub Total	\$ 28,676

ATTACHMENTS: Subcontractor's quotes, pricing, evaluation and recommendations

ORIGINAL DESIGN CONTINGENCY AMOUNT	\$ 25,000
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ -
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 25,000
DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	\$ 28,676
REMAINING DESIGN CONTINGENCY BALANCE	\$ 53,676

ODR RECOMMENDATION:

By: _____ Date: _____

ARCHITECT APPROVED:

By: _____ Date: _____
Perez Consulting Engineers

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 2

PROJECT NAME: STC Nursing Campus
NAH Expansion

DATE: July 11, 2017

PROJECT NO.: 916-202

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	Design Contingency: Change Proposal Request No.: CR 001, CR 003, CR 004, CR 006 and CR 008		
	CR:001 Vapor Barrier Product Substitution	\$	6,750
	CR:003 Update Generator	\$	78,010
	CR:004 Hardware Revisions	\$	260
	CR:006 Floor Box Rm 3.515	\$	(1,506)
	CR:008 Relocate HVAC duct, grilles, equipment	\$	(24,506)
	Sub Total	\$	59,008

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$	172,600
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	-
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	172,600
DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	\$	59,008
REMAINING DESIGN CONTINGENCY	\$	231,608

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ERO, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 1

PROJECT NAME: **STC STARR COUNTY CAMPUS**
Health Professions

DATE: July 11, 2017

PROJECT NO.: 15-709

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency: Change Proposal Request No.: CR 001, CR 002, CR 003, CR 004, CR 005, CR 006 and CR 007</u>	
	CR 001 AVIT Underground Conduits	\$ (5,500)
	CR 002 Electrical Feeder Conduit Changes	\$ (4,980)
	CR 003 MDF Conduit	\$ (5,565)
	CR 004 Floor Boxes	\$ (8,590)
	CR 005 K-Bracing Correction	\$ (1,892)
	CR 006 Roof Drain Locations	\$ (1,800)
	CR 007 Door Frame Changes	\$ (1,430)
	Sub Total	\$ (29,757)

ATTACHMENTS:

ORIGINAL DESIGN CONTINGENCY	\$ 96,000
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$ -
DESIGN CONTINGENCY AMOUNT BALANCE PRIOR TO THIS AUTHORIZATION	\$ 96,000
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (29,757)
REMAINING DESIGN CONTINGENCY	\$ 66,243

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Mata + Garcia Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 1

PROJECT NAME: **STC STARR COUNTY CAMPUS**
Parking and Site

DATE: July 11, 2017

PROJECT NO.: 15-715

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency: Change Proposal Request No.: CR 001, and CR 003.

CR 001	Underground Data Re-location	\$	(32,042)
CR 003	Primary ElectricDuct Bank Changes	\$	(1,990)

ATTACHMENTS: Sub Total \$ (34,032)

ORIGINAL DESIGN CONTINGENCY	\$	37,700
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$	-
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	37,700
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(34,032)
REMAINING DESIGN CONTINGENCY	\$	3,668

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Melden & Hunt, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 1

PROJECT NAME: **STC STARR COUNTY CAMPUS**
Parking and Site

DATE: July 11, 2017

PROJECT NO.: 15-715

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency: Change Proposal Request No.: CR 001, and CR 003.

CR 001	Underground Data Re-location	\$	(32,042)
CR 003	Primary ElectricDuct Bank Changes	\$	(1,990)

ATTACHMENTS: Sub Total \$ (34,032)

ORIGINAL DESIGN CONTINGENCY	\$	37,700
DESIGN CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$	-
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	37,700
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(34,032)
REMAINING DESIGN CONTINGENCY	\$	3,668

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Melden & Hunt, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
D. Wilson Construction Company, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 3

PROJECT NAME: STC Pecan Campus
North Academic Building

DATE: July 11, 2017

PROJECT NO.: 916-102

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Change Proposal Request No.: CR 29

CR 29 Building Letters - Add Second Set on Canopy Fascia \$ (6,405)

Sub Total \$ (6,405)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 162,000
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (720)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 161,280
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (6,405)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ 154,875

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 7

PROJECT NAME: STC Pecan Campus
North Academic Building

DATE: July 11, 2017

PROJECT NO.: 916-102

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Change Proposal Request No.: CR 30R3, CR 35R3, CR 37, CR 38 and CR 39.

CR 30R3 AVIT SI-02: Audio Visual modifications for monitors, Computer Classroom, etc	\$	(16,052)
CR 35R3 AVIT SI-03: Audio Visual modifications for Active Learning Classroom, etc	\$	(28,052)
CR 37 ASI-13: Electrical infrastructure for AVIT SI-02: Conduit and boxes, etc.	\$	(8,969)
CR 38 ASI-14: Electrical infrastructure for AVIT SI-03: Conduit and boxes, etc.	\$	(3,493)
CR 39 Modify construction fencing to accommodate McAISD portable classroom move	\$	(1,254)
Sub Total	\$	(57,820)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	162,000
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	(7,125)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	154,875
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(57,820)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	97,055

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 2

PROJECT NAME: STC Pecan Campus
South Academic Building

DATE: June 8, 2017

PROJECT NO.: 916-114

To: D Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Change Proposal Request No.: CR13R and CR 21

CR 13R: Electrical Infrastructure to Final Furniture Plan	\$	(4,556)
CR 21: CHW Extension: Offset around existing tree and manhole	\$	(9,356)
Sub Total	\$	(13,912)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL Owner's Construction Contingency	\$	98,355
Owner's Construction Contingency PRIOR TO THIS AUTHORIZATION	\$	-
Owner's Construction Contingency BALANCE PRIOR TO THIS AUTHORIZATION	\$	98,355
Owner's Construction Contingency SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(13,912)
REMAINING Owner's Construction Contingency	\$	84,443

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Boultinghouse Simpson Gates, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 4

PROJECT NAME: STC Pecan Campus
South Academic Building - "Y"

DATE: July 11, 2017

PROJECT NO.: 916-114

To: D. Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Change Proposal Request No.: CR 22R
CR 22R AVIT Supplemental Info SI-02, dated May 18, 2017: Misc revisions
for Fixed Panel Monitors, Classroom to Computer Lab upgrade, etc. \$ (21,025)

Sub Total \$ (21,025)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY AMOUNT	\$ 98,355
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (13,912)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 84,443
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASE BY THIS AUTHORIZATION	\$ (21,025)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY BALANCE	\$ 63,418

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Boultinghouse Simpson Gates, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 1

PROJECT NAME: STC Pecan Campus
South Academic Building

DATE: June 8, 2017

PROJECT NO.: 916-114

To: D Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Time Extension Change Requests CR 03R & CR 12

Original Contract Substantial Completion Date	October 21, 2017
Time Extension in accordance with Contract	53 Calendar Days
Revised Substantial Completion Date	December 13, 2017
Per Mutual Agreement and Board Approved Completion and Occupancy Schedule dated, April 24, 2017, the Current Substantial Completion Date is:	November 06, 2017

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY AMOUNT	\$	98,355
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	-
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	98,355
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASE BY THIS AUTHORIZATION	\$	-
REMAINING OWNER'S CONSTRUCTION CONTINGENCY BALANCE	\$	98,355

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Boultinghouse Simpson Gates, Architects Date: _____

CMR ACCEPTANCE:

By: DWilson Construction Company, Inc. Date: _____

OWNER ACCEPTANCE:

By: Board of Trustees for South Texas College Date: _____



CHANGE ORDER

NUMBER: 4

PROJECT NAME: STC Pecan Campus
STEM Building - 'V'

DATE: July 11, 2017

PROJECT NO.: 916-126

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency: Change Proposal Request No.: CR 20R and CR 21R</u>		
	CR 20R Revise Lab Service fixtures per Submittal 27a: combine gas turrets to double outlet, add DI water to service sinks, etc.	\$	(6,817)
	CR 21R AVIT Supplemental Info SI-02 date May 18, 2017: Misc revisions Flat Panel Monitors, Data outlets at Labs and Offices, etc.	\$	(31,559)
		Sub Total	\$ (38,376)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY AMOUNT	\$	153,990
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	(36,507)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	117,483
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(38,376)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY BALANCE	\$	79,107

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Boultinghouse Simpson Gates, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 2 PROJECT NAME: STC Pecan Campus STEM Building
DATE: June 8, 2017 PROJECT NO.: 916-126

To: D Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Time Extension Change Requests CR 04 & CR 09

Original Contract Substantial Completion Date	December 21, 2017
Time Extension in accordance with Contract	54 Calendar Days
Revised Substantial Completion Date	February 13, 2018
Per Mutual Agreement and Board Approved Completion and Occupancy Schedule dated, April 24, 2017, the Current Substantial Completion Date is:	December 16, 2017

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY AMOUNT	\$ 153,990
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ 36,507
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 117,483
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASE BY THIS AUTHORIZATION	\$ -
REMAINING OWNER'S CONSTRUCTION CONTINGENCY BALANCE	\$ 117,483

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Boultinghouse Simpson Gates, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
D. Wilson Construction Company, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 1

PROJECT NAME: STC Pecan Campus
Parking and Site Improvements

DATE: July 11, 2017

PROJECT NO.: 916-162

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency: Change Proposal Request No.: CR 01, CR 09, CR 10 and CR 12.</u>		
CR 01	Storm drain conflict with existing SS from Temporary Bldgs	\$	(4,577)
CR 09	Valve to isolate Bldg M for water main shut down at NAB storm drain inlet	\$	(3,849)
CR 10	Remove existing water main valves at NAB storm drain inlet per City of McAllen Utilities Director - No Dollar Change	\$	Zero
CR 12	Utility conflicts at NAB storm drain inlet	\$	(9,097)
		Sub Total	\$ (17,523)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY AMOUNT	\$	38,900
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE AMOUNT PRIOR TO THIS AUTHORIZATION	\$	-
OWNER'S CONSTRUCTION CONTINGENCY AMOUNT BALANCE PRIOR TO THIS AUTHORIZATION	\$	38,900
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(17,523)
REMAINING OWNER'S CONSTRUCTION BALANCE	\$	21,377

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Perez Consulting Engineers

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 1

PROJECT NAME: STC Nursing Campus
NAH Expansion

DATE: July 11, 2017

PROJECT NO.: 916-202

To: D. Wilson Construction Co.
1207 East Pecan
McAllen, TX 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency: Change Proposal Request No.: CR 002 and CR 007</u>		
	CR 002 Lavatories and Toilet Partition Revision	\$	(16,776)
	CR 007 Add 13 Junction Boxes and Conduit	\$	(3,106)
	Sub Total	\$	(19,882)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	178,900
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	-
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	178,900
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(19,882)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	159,018

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ERO, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 3

PROJECT NAME: STC Nursing Campus
NAH Expansion

DATE: July 11 2017

PROJECT NO.: 916-202

To: D Wilson Construction Co.
1207 East Pecan
McAllen, Texas 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency: Change Proposal Request No.: CR 005 and CR 009</u>	
	CR:005 Additional Power Outlets	\$ (2,450)
	CR:009 WJHW SI #2 R2	\$ (123,369)
	Sub Total	\$ (125,819)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 178,900
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (19,882)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 159,018
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (125,819)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ 33,199

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ERO, Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 2

PROJECT NAME: Mid Valley Campus
Student Services Expansion

DATE: July 11, 2017

PROJECT NO.: N.A.

To: Skanska USA Building Inc.
3909 Post Oak Blvd. Suite 910
Houston, TX 77056

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency: Change Request No.: CR 1R; CR 2; CR 5; CR 7; CR 8 and CR 16</u>		
DESCRIPTION OF WORK:	CR 1R - Stone Veneer Clarifications	\$	(5,000)
	CR 2 - Hardware Changes	\$	(1,210)
	CR 5 - Kitchen Equipment Clarifications	\$	(364)
	CR 7 - Water Cooler Clarifications	\$	(1,000)
	CR 8 - Water Heater Clarifications	\$	(500)
	CR 16 - Rotation of Existing AHU-RTU-1	\$	(6,440)
	Sub Total	\$	(14,514)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	51,049
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	(6,000)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	45,049
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(14,514)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	30,535

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



CHANGE ORDER

NUMBER: 2

PROJECT NAME: **STC STARR COUNTY CAMPUS**
Parking and Site

DATE: July 11, 2017

PROJECT NO.: 15-715

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Change Proposal Request No.: CR 006 and CR 007

CR 006	Revised Entry Plan	\$	(17,425)
CR 007	Added Parking Spaces per Revised Entry Plan	\$	(28,345)
Sub Total			\$ (45,770)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 52,950
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ -
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 52,950
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (45,770)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ 7,180

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Melden and Hunt, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
D. Wilson Construction Company, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College

CHANGE ORDER

NUMBER: 2

PROJECT NAME: STC RCPSE
Parking and Site - Skills Pad & EVOC

DATE: July 19, 2017

PROJECT NO.: N/A

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

This documentation was received after the deadline
and is presented without staff review

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: NON BOND FUNDED CONSTRUCTION PROJECT (Design Contingency Funding Source)

Furnish and Install Two (2) Car Port A Frame Style Metal Structures including
concrete grade beams or footings to support the Canopy Structure

\$ (16,818)

Sub Total \$ (16,818)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 17,328
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ -
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 17,328
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (16,818)
REMAINING DESIGN CONTINGENCY	\$ 510

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Dannenbaum Engineering, Civil Engineer

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
Board of Trustees for South Texas College



Ms. Tammy Tijerina
Project Manager
Broaddus & Associates
1100 E Jasmine Ave # 102
McAllen, TX 78501

RE: STC RCPSE Skills Pad Car-Port Proposal

Tammy,

Noble Texas Builders is pleased to provide you Proposal for two (2) 20' x 40' Car-Ports for STC RCPSE Skills Pad Project. The proposal includes a 12"W x 18"D x 100' L Perimeter beam for anchoring. Since this cost fall within the allocated GMP, no markup cost is incurred. Attached is cost backup for your reference.

Total Cost..... \$16,818.00

A handwritten signature in blue ink, appearing to read "Juan Delgado", with a stylized flourish at the end.

Juan Delgado, LEED AP.
Noble Texas Builders

This documentation was received after the deadline
and is presented without staff review

LA FERIA EXCAVATION, INC.
29130 ADAMS DRIVE
LA FERIA, TEXAS 78559
956-797-1390

DATE: 7/19/2017

CHANGE ORDER CONCRETE BEAM CARPORT

JOB: STC CIVIL PKG

PROPOSAL

TO: JUAN DELGADO

ITEM	DESCRIPTION	UNIT	COST	QUANTITY	TOTAL
	CONCRETE				
1	1' X 1.5 X 200 CONCRETE CARPORT BEAM	LF	\$32.12	200	\$6,424.00
				TOTAL:	\$6,424.00

Note: No Meters or Impact Fees Included
Note: No Concrete for Maintance,Dumpster,Cooling, or
Generator

involving extra costs will be executed only upon
written order and will become an extra charge over
and above this estimate.

DRAWS WILL BE SUBMITTED ON THE 25TH
OF EACH MONTH AND PAYMENT NEEDS TO BE
IN OUR OFFICE ON OR BEFORE THE 10TH
OF THE FOLLOWING MONTH.

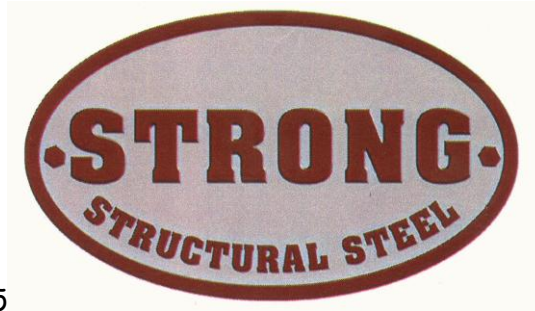
TOTAL:	\$6,424.00
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GRAND TOTAL:	\$6,424.00
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ACCEPTANCE OF PROPOSAL & CONTRACT

AUTHORIZED SIGNATURE

DATE



Phone 956-992-9725

Fax956-992-9025

Proposal

To: Noble Texas Builders
Attention: Juan

Project STC RCPSC Car Ports

Date: 7-17-17

Total :(Tax Not Included)

\$10,394

Scope:

We propose to furnish and erect the steel noted below;

Two Car Ports A Frame Style w/ 8'-0 eave includes 1'-6 skirt on two side walls .

We specifically exclude the following:

- Drawings •
- Engineering •

Notes:

- All prices are f.o.b. McAllen, Texas with freight allowed to your job site.
- This quotation is valid for a period of 30 days.
- Payment to Strong structural Steel is the responsibility of the customer and is not contingent on payment by the owner. Payment is due for all material within 30 days of delivery.
- No retainage on fabricated material is allowed.

Accepted:

Dated:

Respectfully submitted,

Jimmy Ring

Strong Structural Steel

PLEASE SIGN AND RETURN ONE COPY FOR OUR RECORDS

**Review and Action as Necessary of Revisions to Board Policy #1900:
*Delineation of Information to be Included on Dedication Building
Plaques for New and Renovated Buildings***

The Facilities Committee is asked to review Board Policy #1900: *Delineation of Information to be Included on Dedication Building Plaques for New and Renovated Buildings* and recommend Board action as necessary regarding policy revisions for the dedication plaques.

Board Policy #1900 proscribes the information to be included on dedication plaques for new or renovated buildings, as follows:

- 1) Name of Building or Campus or Center;
- 2) Names of Board members involved in approval of construction or renovation of building;
- 3) Names to be listed alphabetically;
- 4) No titles to be included on plaque;
- 5) Names of Trustees not involved in approval of construction or renovation of building shall be acknowledged under legend: Trustees Elect
- 6) President's Name is listed after Trustees;
- 7) Architectural firm is listed after President's name;
- 8) Contractor is listed after Architectural firm's name;
- 9) Year of Completion

This policy is included in the packet for the committee's review.

Administration has proposed changes to this policy to provide clear guidelines regarding the use of building plaques. The Board is asked to recommend any further changes to the policy as appropriate.

Purpose

As the 2013 Bond Construction Program projects near completion, administration and the project teams need to finalize the wording on the dedication plaques and recommend the wording be in compliance with Policy 1900.

Presenters

Dr. Shirley A. Reed, President, will be present at the meeting to discuss the existing policy and the sample plaque template.

Staff has discovered that some buildings have wooden plaques in place of bronze plaques. Administration will coordinate a replacement program for those plaques, compliant with policy as appropriate.

Due to time constraints, the Facilities Committee did not deliberate this item and asked that it be presented to the Board without a recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any revisions as may be necessary to Policy #1900: *Delineation of Information to be Included on ~~Dedication~~ Building Plaques for New and Renovated Buildings as presented* and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes any revisions as may be necessary to Policy #1900: *Delineation of Information to be Included on ~~Dedication~~ Building Plaques for New and Renovated Buildings as presented* and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Delineation of Information To Be Included in Dedication <i>Building</i> Plaques for New, <i>Expanded</i> , and Renovated Buildings	1900
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated October 26, 2000 <i>As Amended by Minute Order dated July 25, 2017</i>	

Building plaques shall be installed in a prominent location near a primary point of entry for all new, expanded, or renovated buildings.

The Board members serving at the time of the project's inception will be included on the building plaque, at the time the building *construction, expansion, or major renovation project* is ~~dedicated~~ *completed*. Any Board members elected, or appointed, following the beginning of *a new* construction, *expansion*, or *major* renovation *project but prior to completion*, will be recognized as Trustee-Elect.

A major renovation or expansion shall be any construction project that adds substantial square footage to the functional space of an existing facility or provides for the significant functional change of an existing facility.

The delineation of information ~~with regard to~~ *be included on building* plaques ~~for dedication of new or renovated buildings~~ is listed below:

- 1) Name of Building ~~or~~ *and* Campus or Center
- 2) Names of Board members involved in approval of construction or renovation of building;
- 3) Names to be listed alphabetically;
- 4) No titles to be included on plaque;
- 5) Names of Trustees not involved in approval of construction or renovation of building shall be acknowledged under legend: Trustees Elect
- 6) President's Name is listed after Trustees;
- 7) Architectural firm is listed after President's name;
- 8) Contractor is listed after Architectural firm's name;
- 9) Year of ~~Dedication~~ *Completion*

The building plaques shall be cast in bronze and shall measure 14 inches in width by 20 inches in height.

**Review and Action as Necessary on Interagency Cooperation
Contract between Texas A & M University and South Texas College
Review and Action as Necessary on Renewal of Lease Agreement
with Pharr-San Juan-Alamo Independent School District**

Approval of the Interagency Cooperation Contract between Texas A & M University and South Texas College for instructional use of specific space and services is requested.

Purpose

Authorization is being requested to approve the new Interagency Cooperation Contract for Texas A & M University to use facilities and services at South Texas College Pecan and Technology Campuses.

Justification

The agreement permits Texas A & M University to use general classrooms and science labs and receive selected services during FY2017-2018 while the new Texas A&M University Campus is being constructed.

Background

The Interagency Cooperation Contract with Texas A&M University for use of facility space and selected services for Fall 2017, Spring 2018, and Summer 2018. The new master-planned community Tres Lagos, in northern McAllen, will be the site of the new Texas A&M University campus and it will be ready for the start of Fall Semester of 2018. A total of three (25 seat) classrooms, one faculty workroom, and two laboratories is being requested to accommodate students enrolled from Texas A&M University.

The College's legal counsel reviewed the Interagency Cooperation Contract.

Enclosed Documents

A draft agreement prepared by administration from South Texas College and Texas A & M University is enclosed.

Due to time constraints, the Facilities Committee did not deliberate this item and asked that it be presented to the Board without a recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the new Interagency Cooperation Contract with Texas A & M University for use of instructional facilities and selected services at the Pecan and Technology Campuses for Fall 2017, Spring 2018, and Summer 2018, and further authorize the College President to make subsequent changes as necessary.

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

The Board of Trustees approves and authorizes the new Interagency Cooperation Contract with Texas A & M University for use of instructional facilities and selected services at the Pecan and Technology Campuses for Fall 2017, Spring 2018, and Summer 2018, and further authorize the College President to make subsequent changes as necessary.

Approval Recommended:

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

THE TEXAS A&M UNIVERSITY SYSTEM INTERAGENCY COOPERATION CONTRACT

THIS CONTRACT is entered into by and between the agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of "The Interagency Cooperation Act," *Texas Government Code*, Chapter 771.

I. CONTRACTING PARTIES:

Receiving Party: Texas A&M University (TAMU)

Performing Party: South Texas College (STC)

II. STATEMENT OF SERVICES TO BE PERFORMED BY PERFORMING PARTY FOR TAMU STUDENTS AND EMPLOYEES:

Provision of facilities and services for use by TAMU for the purpose of providing undergraduate education to students enrolled during the Contract term in programs of study offered by TAMU in McAllen, Texas and generally including:

- a. Shared use of classrooms and undergraduate teaching laboratories for the purposes of providing undergraduate education to students enrolled in programs of study offered by TAMU in McAllen, Texas. The number, requirements, and periods of utilization of the classrooms and laboratories will be mutually agreed upon each semester and summer session by the Parties. Laboratories are not available on Fridays during the summer sessions or during special events sponsored by STC.
- b. TAMU will follow STC's board approved academic calendar including the beginning and ending of semesters and holidays.
- c. Laboratory and instructional equipment and consumables required for undergraduate teaching classrooms and laboratories will be provided by STC to students enrolled in programs of study offered by TAMU at STC. Laboratory, instructional consumables, and Lab Assistant salary per course section per semester are included as Appendix A and will be billed by STC on a monthly basis.
- d. Utilities (electricity, heating/air conditioning, phone, Ethernet) will be provided by STC for facilities used by TAMU at STC. Utilities are included as part of space usage fees.
- e. Utilities and custodial services at the facilities used by Receiving Party shall be provided by Performing Party at the same level as for all other Performing Party facilities. Performing Party makes no guarantee that utilities or custodial services will be without interruption at any time during the term of this Agreement.

- f. TAMU will share student data for students enrolled in programs of study offered by TAMU in McAllen, Texas, with STC necessary to support delivery of services covered in this Contract and other services to be mutually agreed upon each semester by the Parties. Services provided by STC as part of this Contract are institutional activities that TAMU would otherwise use employees to perform. Accordingly, for the exclusive purpose of providing these services identified in this Contract, TAMU will provide STC with the necessary student data and educational records. Should any shared student data and educational records provided be protected under the Family Education Rights and Privacy Act (FERPA), STC and TAMU will not re-disclose any personally identifiable information except as provided for under FERPA. Prior to a student enrolling at TAMU, TAMU will obtain a signed acknowledgement of provisions of FERPA relating to access to their educational records by officials of TAMU and STC.

Data sharing will be limited only to accessing those requests with legitimate interests; STC performs an institutional service or function for which the agency or institution would otherwise use employees and STC will maintain and destroy Personally Identifiable Information upon completion and specify the time period in which the information must be destroyed

- g. **STUDENT AND EMPLOYEE IDS:** TAMU student and employee IDs will be issued by TAMU and honored by STC for participation and access to agreed-upon services and activities. STC IDs will be issued to students enrolled in STC classes.
- h. **TSI ASSESSMENT EXAM ADMINISTERED BY STC:** TAMU students wishing to take the TSI Assessment Exam can sign up for testing and pay the appropriate fees. TAMU students will need to sign up in MarketPlace to arrange payment and schedule a time for testing.
- i. **CO-ENROLLMENT IN STC COURSES, INCLUDING DEVELOPMENTAL EDUCATION:** TAMU students wishing to register for courses at STC will be responsible for payment of all tuition and fees for STC courses before the census deadline of each semester. TAMU students enrolling in courses at STC will need to submit an Apply Texas Application for the term of attendance.
- j. **FINANCIAL AID COORDINATION:** TAMU and STC Financial Aid officers will develop a financial aid consortium agreement for TAMU students wishing to use financial aid to pay tuition and fees for STC courses. Financial aid will be awarded by TAMU (Home School) who will be granting the degree. Students will not be entitled to any financial aid through STC. TAMU will not make payment directly to STC (Host School) and it will be the student's responsibility to pay all fees at STC if they are co-enrolled at both STC and TAMU. Only TAMU will award and disburse financial aid to the student. TAMU students wishing to register for courses at STC will be responsible for payment of all tuition and fees before the census deadline of each semester.

- k. ACCESS TO STC LIBRARY RESOURCES:**^[AK1] Students and employees with TAMU ID, will have access to a STC community user card for specific library services that includes use of STC library facilities, check out of library materials, use of designated computers, and limited access to library electronic data bases.
- l. ACCESS TO STC INFORMATION TECHNOLOGY RESOURCES:** TAMU students and employees may access and use STC Information Technology resources including Wi-Fi and onsite computer labs. TAMU students and employees will connect to STC Wi-Fi through Eduroam using their TAMU credentials.
- Open Computer Labs: STC will assign a TAMU username for each student which will permit access to open computer labs.
 - Classroom podiums: TAMU faculty will be required to use local credentials to access designated classroom podiums. STC will provide these local credentials.
- m. EMERGENCY MENTAL HEALTH COUNSELING SERVICES AND REFERRALS:** TAMU students will have limited access to crisis intervention and short-term personal mental-health counseling. STC will provide assistance with referrals to local practitioners for psychiatric care and long-term personal counseling. STC will provide a list of local mental health care providers. STC will not serve as the counselor of record and will not be responsible for long-term mental health counseling.
- n. ACCESS TO JAG EXPRESS AND INTER-CAMPUS SHUTTLE SERVICES:** TAMU students and employees will have access to the JagExpress and inter-campus shuttle service at no charge.
- o. ACCESS TO CAMPUS PARKING:** TAMU students and employees will have access to campus parking at STC campuses with an appropriate STC parking permit. Parking permits will be sold and issued to TAMU students and employees. Parking fines will be assessed if the student does not purchase and display the appropriate STC parking permit and fines may be issued for parking and moving traffic violations.
- p. FOOD SERVICES:** TAMU students and employees will be able to purchase food and drinks at STC on-campus dining facilities.
- q. EMERGENCY NOTIFICATION SYSTEM:** TAMU students and employees will be included in the STC RAVE Alert Emergency Notification System upon TAMU providing the STC Information Technology Department with the student/employee's TAMU email address, preferred email address, and cell phone number.
- r. PUBLIC SAFETY LAW ENFORCEMENT AND SECURITY SERVICES:** TAMU students and employees will be provided access to STC Department of Public Safety law enforcement and security services and provided the same level of service that is currently provided throughout STC campuses.
Specifically STC Public Safety Law Enforcement and Security Services will:

- Assist in contacting the appropriate jurisdiction to obtain a protective order. Provide assistance with issuance of criminal protective orders as appropriate.
 - Enforce any issued protective orders on STC Campuses.
 - Provide assistance in issuing no contact restrictions, if requested through a complaint alleging sexual assault, dating violence, domestic violence, and/or stalking.
 - Provide the STC All Hazards Emergency Plan online for use by TAMU students and employees. TAMU students and employees will be integrated into the plan.
 - Provide reports of alleged crimes and law violations that occur in STC buildings or property.
 - Provide crime-log information related to the above reports including the nature, date, time, general location, and disposition of the report before the mandatory two business day requirement expires, when requested.
- s. CONDUCT CASES AND COMPLAINTS, INCLUDING TITLE IX:** Cooperation and collaboration in addressing conduct cases and complaints, including Title IX, involving TAMU students , anonymous reports, and employees conduct cases including intake, investigation, and resolution for cases involving employee and/or students enrolled in at least one TAMU course and STC students, faculty, staff, and/or property.
- t. BEHAVIORAL INTERVENTION TEAM (BIT):** TAMU students, faculty, and staff will be included in the South Texas College Behavioral Intervention Team (BIT) response to campus incidents and will be able to provide information regarding behaviors of concern on campus and will also be subject to a threat assessment through the National Association of Behavioral Intervention Team Association (NABITA) Threat Assessment Tool. The Parties will coordinate for cases involving concerning or threatening behavior involving TAMU students and employees.
- u. SACSCOC ACCREDITATION RESPONSIBILITY:** The Parties agree that each Party shall be responsible for compliance with all requirements for its own accreditation; STC shall not be responsible for TAMU's compliance with Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) requirements and TAMU shall not be responsible for STC's compliance with SACSCOC requirements.
- v. To the extent authorized by the laws and Constitution of the State of Texas, each Party to this Contract shall be responsible for damages to persons or property resulting from the negligence on the part of its employees, students, agents, or officers. Neither Party assumes any responsibility to the other Party for the consequences of any act or commission of any person, firm, or other entity not a Party to this Contract.**

III. PERFORMING PARTY IS NOT RESPONSIBLE FOR THE FOLLOWING SERVICES, WHICH WILL BE PROVIDED TO TAMU STUDENTS AND EMPLOYEES, AS APPLICABLE, BY RECEIVING PARTY:

- a. TAMU STUDENT AND EMPLOYEE ID: TAMU student and employee IDs will be issued by TAMU.
- b. ACADEMIC ADVISING: TAMU will provide academic advising to all TAMU students.
- c. STUDENT RECORDS: TAMU will provide student records management including registration in TAMU courses for all TAMU students.
- d. DISABILITY ACCOMMODATION: TAMU will provide disability services coordination, testing referrals, and accommodation support including proctoring services through TAMU Disability Services.
- e. SCHOLARSHIP AND FINANCIAL AID COUNSELING: TAMU will provide scholarship and financial aid management and counseling for TAMU students.
- f. CAREER COUNSELING: TAMU will provide career counseling and related programming through the TAMU Career Center.
- g. LONG-TERM MENTAL HEALTH COUNSELING: TAMU will refer students requiring long-term mental health counseling to local providers who will serve as counselors of record for long-term mental health counseling.
- h. ACCESS TO TAMU LIBRARY RESOURCES: TAMU will provide access to TAMU Library services including but not limited to electronic data bases, library instruction, interlibrary loan, and document request/delivery.
- i. ACADEMIC SUPPORT SERVICES: TAMU will provide academic support services including programs and consultations through the Academic Success Center and the University Writing Center.
- j. TUTORING: TAMU will provide tutoring and course-related study sessions.
- k. ACADEMIC ENRICHMENT PROGRAMS: TAMU will provide access to academic enrichment programs including study abroad, the Public Policy Internship Program, and undergraduate research

- l. **STUDENT ACTIVITIES:** TAMU will provide support for student activities including establishment, recognition, and advisement of student groups and coordination of co-curricular activities. TAMU faculty and staff located at McAllen can consult and coordinate with TAMU Student Activities.
- m. **PERSONAL SUPPORT SERVICES:** TAMU will provide personal support services for students including, but not limited to, student welfare case management and secondary crisis response, student development programming, and initiatives for special populations. TAMU staff located at McAllen can consult and coordinate with a variety of units on the College Station campus including the department of Multicultural Services, the Veterans Resource and Support Center, the GLBT Resources Center, the Women's Resource Center, etc.
- n. **FINANCIAL COUNSELING:** TAMU will provide financial counseling and online education resources through the TAMU Money Education Center.
- o. **ANONYMOUS REPORTING:** TAMU will facilitate anonymous reporting through the Tell Somebody website (tellsomebody.tamu.edu).
- p. **SCHOLASTIC DISHONESTY:** TAMU will provide adjudication of scholastic dishonesty cases through the Aggie Honor System Office.
- q. **ACADEMIC GRIEVANCES:** TAMU will provide adjudication of academic grievances related to TAMU programs and courses (final grades, dismissal, and suspension) through the Undergraduate Academic Appeals Panel or the Graduate Appeals Panel.
- r. **STUDENT CONDUCT CASES:** TAMU will provide adjudication of student conduct cases, including Title IX and other complaints, involving those students enrolled in one or more Texas A&M University course. The TAMU Student Conduct Code and associated grievance processes (TAMU Student Rules 47, 51, 58, and 62), associated processes, process rules and guidelines, and appeals are in effect for students enrolled in at least one TAMU class. The Parties will cooperate and collaborate in addressing complaints, including Title IX reported cases, anonymous reports, and conduct cases including intake, investigation, and resolution for cases involving employee and/or students enrolled in at least one TAMU course and STC students, faculty, staff, and/or property.
- s. **LABORATORY SAFETY:** TAMU faculty and students using STC lab facilities are required to follow TAMU lab safety regulations. The TAMU Laboratory Safety Agreement for FY 2017 – 2018 is included as Appendix B. TAMU is responsible for ensuring lab experiments are performed in safe manner. Lab incidents resulting in student

injuries require an incident report by TAMU instructor or supervisor. A copy of the incident report will be shared with STC program chair. The lab instructor will be responsible for contacting emergency personnel if needed.

- t. **EQUIPMENT AND FURNITURE:** TAMU will abide with STC's inventory control procedures by providing notification to STC's Fixed Assets Department of any location transfers of equipment or furniture.

IV. BASIS FOR CALCULATING REIMBURSABLE COSTS:

- a. The basis for calculating cost of facilities use, including use of laboratory and instructional equipment and utilities, will be as follows:
 - i. Cost Formula: $\text{\$XX/sq.ft.} * \text{total sq.ft.} * \% \text{ utilization}$
 - ii. Per Square Foot Per Month Cost:
 - i. Classrooms: **\\$3.00**
 - ii. Laboratories: **\\$3.50**
 - iii. % Utilization determined by the following formula:

$$\frac{\text{Total \# of sections used by TAMU}}{\text{Total \# of sections available}}$$

Estimated maximum facility use charges are included as Appendix C. Actual charges will be dependent upon the actual utilization.

- b. Laboratory, Instructional Consumables, and Lab Assistant Salary charges are included as Appendix A.
- c. An I.T. fee of \$16.00 per student semester credit hour for I.T. related support services will be charged before the beginning of the semester upon receipt of the number of students enrolled from TAMU and fee is included as Appendix D.
- d. **LAB ASSISTANTS:** STC will bill TAMU on a monthly basis for the costs associated with providing Lab Assistants and costs are included in Appendix A for Lab Specialist II salaries.

V. CONTRACT AMOUNT:

The total amount of this Contract shall not exceed \$275,000.

VI. PAYMENT FOR SERVICES:

Receiving Party shall pay Performing Party for services received with a voucher or electronic transfer as prescribed by the uniform statewide accounting system drawn on appropriation items or accounts of Receiving Party from which Receiving Party would ordinarily make expenditures for similar services or resources.

Payment for facilities, services, instructional and laboratory equipment, and utilities use shall be billed and paid monthly.

Payment for laboratory, instructional consumables, and Lab Assistant salaries will be billed and paid monthly.

Payments for services performed shall be billed and paid monthly.

Payments received by Performing Party shall be credited to its current appropriation item(s) or account(s) from which the expenditures were originally made.

VII. TERM OF CONTRACT:

This Contract is to begin 1 August 2017 and shall terminate 31 August 2018.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that: (1) the services specified above are necessary and authorized for activities that are properly within the statutory functions and programs of the affected agencies of State Government, and (2) the services, materials, or equipment Contracted for are not required by Section 21 of Article XVI of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.

Receiving Party further certifies that it has the authority to Contract for the above services by authority granted in *Texas Education Code* Chapter 86.

Performing Party further certifies that it has authority to perform the services Contracted for by authority granted in *Texas Government Code* Chapter 791 and *Texas Education Code* Chapter 130.

The undersigned Parties bind themselves to the faithful performance of this Contract.

RECEIVING PARTY:
Texas A&M University

PERFORMING PARTY:
South Texas College

Michael K. Young
President

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

Date

Date

Points of Contact

TAMU – For Contracts:
Dr. Ann Kenimer
Associate Provost for Undergraduate Studies

STC:
Ms. Mary G. Elizondo
Vice President for Finance and
Administrative Services

TAMU – For Daily Operations
Mr. Rick Margo
Interim Director, McAllen Higher Education
Center

Appendices

- A. Laboratory, Instructional Consumables, and Lab Assistant Salary for Chemistry and Physics Courses
- B. TAMU Laboratory Safety Agreement for FY 2017 - 2018
- C. STC Facility Use Costs
- D. STC I.T. Fee Schedule Per Credit Hour

APPENDIX A

Laboratory, Instructional Consumables, and Lab Assistant Salary Costs for Chemistry and Physics Courses

(based on semester cost per section for a maximum of 24 students)

CHEMISTRY

Chemicals	\$	222.22
Consumables	\$	133.33
Glassware	\$	338.89
Waste Management	\$	166.67
Miscellaneous	\$	193.00
Equipment maintenance and repair, and replacement of component parts	\$	239.89
TOTAL	\$	1,294.00

PHYSICS

Consumables	\$	100.00
Miscellaneous	\$	152.37
Equipment maintenance and repair, and replacement of component parts	\$	800.00
TOTAL	\$	1,052.37

LAB SPECIALIST II (Lab Assistant will be required per course section)

Salary Costs: \$26 per hour x 4 hours plus \$7.80 (30%) for fringe benefits per Chemistry or Physics Section

Appendix B

Texas A&M University Higher Education Center at McAllen

Laboratory Safety Agreement for FY 2017 - 2018

By electronically signing this form, I verify that I will read and agree to follow the safety practices required for my laboratory courses as established by my professor(s), by the College, and by Texas A&M University. I will locate all emergency equipment and personal protective equipment (PPE), I will learn how to use the PPE, and I will always use the appropriate PPE for the work that I am doing. If I do not understand the instructions or how to operate the emergency equipment or PPE, I will ask the instructor for clarification. I will wear proper attire which includes clothing that covers legs and torso and shoes that fully cover my feet. I will not eat, drink, or smoke in the laboratory. I will dispose of chemicals as directed by my professor.

I fully commit to conducting my studies in a safe, healthful and secure manner, in compliance with the established safety rules, to reduce risk to myself and others, and to facilitate the safe and successful completion of this laboratory course.

I acknowledge that while in a laboratory, improper conduct and horseplay of any kind that may endanger others or myself will not be tolerated and appropriate disciplinary action will be taken. I understand that I am not allowed to work in a laboratory alone, and I will never leave an active experiment running unattended. I accept that I may be dismissed from a laboratory course for failure to comply with the established safety procedures for laboratories and with all university safety rules.

STC Facility Use Charges Schedule

Appendix C

2017 Fall Semester

Space	Size (sf)	Number of Classrooms/Labs	Weekly		Average Weekly Utilization Factor (%)	Monthly Rental Rate (\$/sq)	Monthly Rental Cost (\$)	Semester Rental Cost (\$)
			Sections	Utilization %				
50-Seat Classroom *(Note 3)	1,200	1	40	40	100%	\$ 3.00	\$ 3,600.00	\$ 16,200.00
Computer Lab Classroom *(Note 3)	720	1	40	20	50%	\$ 3.00	\$ 1,080.00	\$ 4,860.00
Faculty Workrooms *(Note 3)	720	2	0	0	100%	\$ 3.00	\$ 4,320.00	\$ 19,440.00
General Chemistry Laboratory *(Note 1)	1,120	1	20	6	30%	\$ 3.50	\$ 1,176.00	\$ 5,292.00
Physics Laboratory *(Note 2)	1,120	1	20	6	30%	\$ 3.50	\$ 1,176.00	\$ 5,292.00
Total Utilized Space	4,880	6					\$ 11,352.00	\$ 51,084.00

2018 Spring Semester

Space	Size (sf)	Number of Classrooms/Labs	Weekly		Average Weekly Utilization Factor (%)	Monthly Rental Rate (\$/sq)	Monthly Rental Cost (\$)	Semester Rental Cost (\$)
			Sections	Utilization %				
50-Seat Classroom *(Note 3)	1,200	1	40	40	100%	\$ 3.00	\$ 3,600.00	\$ 16,200.00
Computer Lab Classroom *(Note 3)	720	1	40	20	50%	\$ 3.00	\$ 1,080.00	\$ 4,860.00
Faculty Workrooms *(Note 3)	720	2	0	0	100%	\$ 3.00	\$ 4,320.00	\$ 19,440.00
General Chemistry Laboratory *(Note 1)	1,120	1	20	6	30%	\$ 3.50	\$ 1,176.00	\$ 5,292.00
Physics Laboratory *(Note 2)	1,120	1	20	6	30%	\$ 3.50	\$ 1,176.00	\$ 5,292.00
Total Utilized Space	4,880	6					\$ 11,352.00	\$ 51,084.00
							\$ 22,704.00	\$ 102,168.00

Summer Session charges will be based on facility usage.

*Notes:

(1) The Chemistry Lab availability at Pecan Campus (1,120 sq. ft.) :-

Friday G111

Saturday G111, and G116

Sunday G119, G111, and G116

Labs are not available on Fridays during the summer and are not available during special events sponsored by STC.

(2) The Physics Lab availability at Pecan Campus (1,120 sq. ft.) :-

Friday G118 (not really physics but can be used for that course if needed)

Saturday G110 (current physics room) and G118

Sunday G110 and G118

Labs are not available on Fridays during the summer and are not available during special events sponsored by STC.

(3) The Classrooms availability at Technology Campus:

C108/110 (1,200 sq.ft.) and C107 (720 sq.ft.)

C109 and C111 (720 sq.ft.) may serve as a Faculty Workroom

All space availability is contingent on STC's classroom use schedule .

Subject to change based on space availability and actual utilization

I.T. Fee		
Fee	Description	Fee Per Semester Credit Hour
I.T. Fee	I.T. Security, Internet, RAVE Alert System, Educational Technology, Open Computer Labs	\$ 16.00

The Student Fee will be charged per student, per semester credit hour, and per semester/summer session.

Draft

Review and Action as Necessary on Renewal of Lease Agreement with Pharr-San Juan-Alamo Independent School District

Approval of the renewal of the facility lease agreement with Pharr-San Juan-Alamo Independent School District (PSJA ISD) for use of space in the College, Career & Technology Academy (CCTA) building in Pharr and within the Ballew High School in San Juan by South Texas College is requested.

Purpose

Authorization is requested to renew the current facility lease agreement for use by South Texas College as classroom facilities.

Justification

The renewal of the lease of this facility is needed to continue to accommodate classes being offered by South Texas College.

Background

At the August 26, 2014 Board meeting, the Board approved the initial facility lease agreement with PSJA ISD for the period of September 1, 2014 to August 31, 2015 with the option to renew for four (4) successive terms. The Board approved the first renewal from August 15, 2015 to August 14, 2016 on August 25, 2015. Since then, at the February 28, 2017 Board meeting, the Board approved to renew the lease until August 14, 2017. Staff recommends approval of the renewal of the facility lease agreement for use starting August 15, 2017 to August 14, 2018.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
PSJA ISD – CCTA and Ballew High School – Classrooms, Science Labs, Electronic Lab, Welding Lab and Staff Offices	8/15/14 – 8/14/15	8/15/15-8/14/16 8/15/16-8/14/17 8/15/17-8/14/18 8/15/18-8/14/19	\$1 annually plus prorated cost of security, custodial, and utilities

Funding Source

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2017-2018.

Due to time constraints, the Facilities Committee did not deliberate this item and asked that it be presented to the Board without a recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed classroom lease agreement with PSJA ISD for use of the CCTA and Ballew High School buildings by South Texas College for the period of August 15, 2017 to August 14, 2018 as presented.

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

The Board of Trustees approves and authorizes the proposed classroom lease agreement with PSJA ISD for use of the CCTA and Ballew High School buildings by South Texas College for the period of August 15, 2017 to August 14, 2018 as presented.

Approval Recommended:

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

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.

CONSTRUCTION PROJECTS PROGRESS REPORT - July 05, 2017																	
		PROJECT DESCRIPTION										Project Manager	Architect/Engineer	Contractor			
Project number		Project Development				Design Phase			Solicitation of Proposals		Construction Phase						
		Project Development	Board approval of A/E	Contract Negotiations	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	50%				75%
Pecan Campus and Pecan Plaza																	
151-006	Pecan - Library Study Rooms Additions															Robert	N/A
151-017	Pecan - Building K Enrollment Center															David	Boullinghouse Simpson Gales Architects
151-103	Pecan - Arbor Brick Columns Repair & Replacement (RR)					N/A	N/A									David	N/A
161-004	Pecan - Library Compact Shelving & Furniture					N/A	N/A									Robert	Library Staff
161-103	Pecan - Building A Sign Replacement (RR)					N/A	N/A	N/A	N/A							Robert	Public Relations
161-103	Pecan - Building A Production Studio Office Expansion					N/A	N/A	N/A	N/A	N/A						M&O	M&O
151-001	Pecan Plaza - GED Entrance and Office Area Improvements					N/A	N/A									Robert	M&O
151-003	Pecan Plaza - Emergency Generator and Wiring					N/A	N/A									Sam	DBR Engineering
161-016	Pecan Plaza - Parking Area for Police Vehicles					N/A	N/A									David	R. Gutierrez Engineering
	Pecan - G Fume Hoods - Phase II															Robert	Sigma HN Engineering
	Pecan Plaza - Human Resources Office Conversion					N/A	N/A	N/A	N/A	N/A						Robert	NM Contracting
Mid Valley Campus																	
161-208	MV - Childcare Canopy Replacement (RR)																
161-007	MV - Covered Walkway for Building G															Sam	on hold
Technology Campus																	
151-004	TC - Building B Doors and Frame Replacement					N/A	N/A									Robert	ROFA
151-005	TC - GM Car Storage Area Upgrade					N/A	N/A									David	R. Gutierrez Engineers
151-014	TC - Workforce Building Conference Room					N/A	N/A									Robert	ROFA
151-002	TC - Building D Exterior Metal Siding Repairs (RR)					N/A	N/A									Sam	N/A
151-003	TC - Repair Concrete Floor Mechanical Room (RR)					N/A	N/A									David	CLH Engineering
151-003	TC - Building B Concrete Floor Repairs (RR)					N/A	N/A									David	CLH Engineering
161-213	TC - Building B Domestic/Fire Sprinkler Lines (RR)					N/A	N/A									Sam	Half Associates
Nursing and Allied Health Campus																	
161-016	NAH - Resurface Parking Lot #2 (RR)					N/A	N/A									Robert	PCE
Starr County Campus																	
151-005	Starr - Building E & J Crisis Mgt Center Generator					N/A	N/A									Sam	DBR Engineering
161-018	Starr - Building F Site Grading & Sidewalk Replacement(RR)					N/A	N/A									Sam	Melden and Hunt
District Wide Improvements																	
114-003	DW - Automatic Doors Phase III					N/A	N/A									Robert	TBD
144-010	DW - Building to Building ADA Compliance Ph II															Robert	Dannenbaum Engineering
144-013	DW - La Joya Monument Sign					N/A	N/A									David	N/A
141-0014	DW - Marker Boards Replacement (RR)					N/A	N/A	N/A	N/A	N/A						Sam	N/A
141-0015	DW - Irrigation System Controls Upgrade (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Sam	M&O
151-001	DW - Fire Alarm Panel Replacement/Upgrades (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Sam	M&O
	DW - Interior LED Lighting Ph I (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
151-001	DW - Outdoor Furniture					N/A	N/A									Rick	N/A
151-002	DW - Directional Signage					N/A	N/A	N/A	N/A	N/A	N/A					David	N/A
161-017	DW - Surveillance Cameras & Poles Campus Entrances					N/A	N/A	N/A	N/A	N/A	N/A					David	DPS
161-019	DW - Walkway LED Lighting Upgrade Ph I (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
	DW - Removal of Existing Trees					N/A	N/A	N/A	N/A	N/A	N/A					Rick	
	DW - Interior Controls Upgrade (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
	DW - Flooding Replacement Phase I (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	
	DW - Restroom Fixtures Replacement & Upgrade (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
	DW - Water Heater Replacement & Upgrade (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
	DW - Door Access Controls Replacement (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
	DW - HVAC Upgrades (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
	DW - Water Pump Stations (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
	DW - Exterior Lighting Upgrade (RR)					N/A	N/A	N/A	N/A	N/A	N/A					Rick	M&O
For FY 2016-2017, 40 non-bond projects are currently in progress, 12 have been completed and 19 pending start up - 71 Total																	

For FY 2016-2017, 40 non-bond projects are currently in progress, 12 have been completed and 19 pending start up - 71 Total

Status of Non-Bond Construction Projects in Progress June 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	90%	August 2017	1. Construction Phase 2. Construction in Progress	\$ 125,000.00	\$ 124,744.79	\$ 255.21	\$ 24,564.25	\$ 100,180.54
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	100%	January 2017	1. Construction Phase 2. Construction Complete	\$ 490,000.00	\$389,122	\$ 100,877.64	\$ 389,122.36	\$ -
Arbor Brick Columns Repair and Replacement	5%	November 2017	1. Construction Phase 2. Bidding in Progress	\$ 20,000.00	TBD	TBD	\$ -	TBD
Library Compact Shelving and Furniture	90%	August 2017	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ 394,652.08	\$ 5,347.92	\$ 394,652.08	\$ -
Sand Volleyball Courts	10%	December 2017	1. Project Development 2. Design in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Building A Sign Replacement	95%	August 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	95%	July 2017	1. Design Phase 2. Design in Progress	\$ 40,000.00	\$ 36,000.00	\$ 4,000.00	\$ 18,900.00	\$ 17,100.00
Pecan Plaza Parking Area for Police Vehicles	85%	July 2017	1. Construction Phase 2. Construction in Progress	\$ 250,000.00	\$ 200,000.00	\$ 50,000.00	\$ 68,474.01	\$ 131,525.99
Pecan Campus Total				\$ 1,830,000.00	\$ 1,526,481.78	\$ 198,518.22	\$ 1,277,675.25	\$ 248,806.53

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%	December 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	100%	April 2017	1. Construction Phase 2. Construction Complete	\$ 50,000.00	\$ 37,133.00	\$ 12,867.00	\$ 37,133.00	\$ -
GM Car Storage Area Upgrade	100%	February 2017	1. Construction Phase 2. Construction Complete	\$ 275,000.00	\$ 262,500.00	\$ 12,500.00	\$ 262,500.00	\$ -
Building C Conference Room Addition	100%	April 2017	1. Construction Phase 2. Construction Complete	\$ 60,000.00	\$ 77,767.00	\$ (17,767.00)	\$ 77,767.00	\$ -
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%	August 2017	1. Project Development 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Repair Concrete Floor Mechanical Room	30%	August 2017	1. Design Phase 2. Design in Progress	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Building B Concrete Floor Repairs	0%	August 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	0%	September 2017	1. Construction Phase 2. Re-Bidding in Progress	\$ 700,000.00	TBD	TBD	\$ -	TBD
Technology Campus Total				\$ 1,221,000.00	\$ 383,150.00	\$ 12,850.00	\$ 377,400.00	\$ 5,750.00
Nursing and Allied Health Campus								
Resurface Parking Lot 2	100%	July 2016	1. Construction Phase 2. Construction Complete	\$ 250,000.00	\$ 98,367.30	\$ 151,632.70	\$ 98,367.30	\$ -
Nursing and Allied Health Campus Total				\$ 250,000.00	\$ 98,367.30	\$ 151,632.70	\$ 98,367.30	\$ -

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	95%	July 2017	1. Design Phase 2. Design in Progress	\$ 40,000.00	\$ 36,000.00	\$ 4,000.00	\$ 18,900.00	\$ 17,100.00
Bldg F Site Grading and Sidewalk Replacement	20%	August 2017	1. Construction Phase 2. Bidding 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)	\$ 20,100.00	\$ 23,655.00
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	20%	August 2017	1. Construction Phase 2. Construction in Progress	\$ 200,000.00	\$ 86,140.05	TBD	\$ 1,790.05	\$ 84,350.00
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	\$ 6,196.36	TBD	\$ 6,196.32	TBD
Surveillance Cameras and Poles Campus Entrances	0%	April 2017	1. Construction Phase 2. Construction in Progress	\$ 203,000.00	\$ 269,270.28	\$ (66,270.28)	\$ 19,591.28	\$ 249,679.00
Walkway LED Lighting Upgrade	50%	August 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	\$ 847,506.83	\$ (127,170.42)	\$ 513,477.79	\$ 334,029.00
Non-Bond Construction Project Total				\$ 4,322,500.00	\$ 2,899,260.91	\$ 233,575.50	\$ 2,287,020.34	\$ 612,240.53
For FY 2016 - 2017, 40 non-bond projects are currently in progress, 12 have been completed and 19 pending start up - 71 Total								

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of June 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 **June 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 June 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 June 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 June 2017
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for June 2017
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for June 2017
- D. Release of Construction Fund Checks for June 2017
- E. Quarterly Investment Report for June 2017
- F. Summary of Revenue for June 2017
- G. Summary of State Appropriations Income for June 2017
- H. Summary of Property Tax Income for June 2017
- I. Summary of Expenditures by Classification for June 2017
- J. Summary of Expenditures by Function for June 2017
- K. Summary of Auxiliary Fund Revenues and Expenditures for June 2017
- L. Summary of Grant Revenues and Expenditures, June 2017
- M. Summary of Bid Solicitations
- N. Check Register for June 2017

FINANCIAL REPORTS

The Financial Reports are included in your Board packet under separate cover.

President's Report



South Texas College held a ceremony honoring Sergio Munoz Jr. from the TX State House of Reps District 36 for his dedication to making the Bachelor of Science in Nursing a possibility for STC students. The STC BSN is proposed to be available fall 2018. The event was held Wednesday, July 5th at the Nursing and Allied Health Campus.

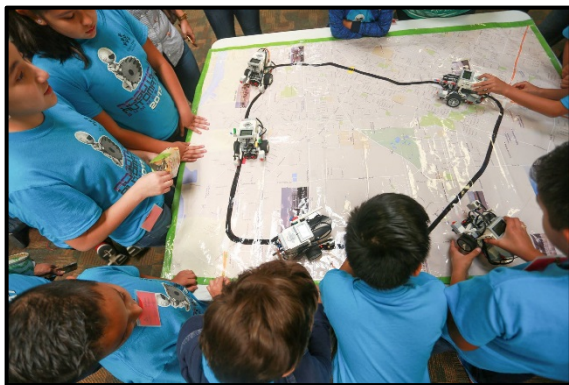


South Texas College campuses were closed on Tuesday, July 4th in observance of Independence Day.

On Monday, July 10th, South Texas College and Texas Southmost College celebrated a new articulation agreement that will allow Texas Southmost College students with an A.A.S. degree to matriculate into South Texas College Bachelor Degree programs.

It will now be easier than ever to transfer from TSC to STC to pursue one of our four year degrees. Since all four baccalaureate programs are fully on-line, this is an affordable and convenient option for TSC students. The signing ceremony was held at 10:00 AM at the TSC Arts Center in Brownsville.





The Institute for Advanced Manufacturing hosted Robotics and Automation Summer Camps from June 5th to July 28th. Students who were interested in robotics, computer science, engineering, math, automation technology, or advanced manufacturing were invited to attend. This summer learning opportunity allowed students to engage in many aspects of automation technologies and real-life robotics technology. Certificates of Recognition were provided upon completion of training during the summer camp week.

The Continuing Education and Workforce Development Department held three summer camps for kids in July. The Kids Sewing Camp enabled students to learn the fundamentals of sewing. The department also offered Violin and Guitar camps which taught students the essentials of playing the violin and guitar



The South Texas College Counseling & Student Disability Services Department offered a series of workshops at the Pecan Campus and Nursing and Allied Health Campuses throughout the month of July.

The workshops included: Memory Skills, Improving Self-Esteem, Tips for a Successful Transfer, and Time Management. Three ASL Workshops were also held on July 11th, 14th and 18th. The workshops were open to all students, faculty and staff and covered: Basic conflict management in ASL, ASL Safety and Security, Emotions, feelings and expressing oneself.

The Department also hosted Whole Person Wellness Workshops at the Nursing and Allied Health Campus on July 5th, 13th and 17th. The workshops covered Sun Safety, Walking Does Wonders, and Packing Delicious and Nutritious Snacks.





FACULTY/STAFF HOUR

The Kinesiology Department invited South Texas College Faculty and Staff to their Employee Wellness Hour at the Pecan Plaza Health and Wellness Center. Starting July 11, Faculty and Staff can visit the Wellness Center on Tuesday and Thursday from noon to 1pm for an hour of fitness.

The Human Resources Department hosted a Career Fair on July 12th and 15th which featured open positions in the Facilities Operations and Maintenance Department. Applicants were asked to bring their resume and meet with department representatives to discuss available positions. Staff were also on hand to assist with application and necessary documents.


The Career and Employer Services Office will hold summer workshops and information booths throughout June, July and August. The workshops include:

- Resume and Interviewing Workshops which is a two part workshop that covers resume writing skills and principles of interviewing.
- Information booths to welcome students and provide employment resources the college offers.



- Participated in the Texas Association of Community Colleges Annual Summer Conference which was held July 12th through July 15th. The purpose was to review legislative strategy for the 85th Legislative Session and begin the legislative planning process for the 86th Legislative Session. Dual credit funding and regulations are expected to be priority issues for the next Legislative Session.
- Participated in the RGV FOCUS Leadership Team Retreat on July 20th and 21st. The retreat provided an opportunity to reflect on past successes and plan collaborative work for the next couple of years. I had the opportunity to provide a historical review of collective impact as a strategy for to reducing the inequalities among the four counties: Hidalgo, Star, Willacy and Cameron.
- Met with Summer Leadership Institute Interns on July 24th. The Summer Leadership Institute (SLI) is a three-week internship provided by South Texas College (STC) in which educators from around the local community and school districts were invited to attend and learn all about the services and opportunities STC has available to students. Interns participated in a pre and post survey to learn how their perception of STC changes during the internship experience.



- Participated in a Conference Call with Consuelo Grier, Director of Constituency Engagement and Deborah Santiago, VP for Policy at Excelencia in Education on July 24th. The purpose of the call was to learn about our vision for linking data and practice for accelerating Latino college completion at South Texas College along with other border higher education institutions. 
- Meet with Estella Sosa from Valley Interfaith on July 26th in the Pecan Campus Board Room to discuss the many federal and state concerns regarding federal immigration policy, SB4, and now federal status of DACA (Deferred Action for Childhood Arrivals) students.
- Coordinated with Public Relations and Marketing and the Office of Enrollment Services new strategies and messages designed to improve Fall 2017 student enrollment.
- 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 July 25th, 2017 Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents.
- Continue to meet with South Texas College's President's Administrative Staff 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. Topics covered from July 1-31, 2017 included:
 - Update on Student Enrollment for Summer and Fall 2017
 - Enrollment
 - Marketing
 - Update on Implementation of Marketing Plan
 - Update on Legislative Action
 - Governor's Veto of Higher Education Coordinating Board Collaborative Dual Credit Program Evaluation
 - Passage of HB 728: Relating to Establishment by State Board of Education an Advanced Computer Science Program for High School Students
 - Discussion of TAMU Agreement

- Discussion of TAMU New Student Conference Information Sheet Report
- Discussion of Comprehensive Operational Plan
 - Status Report for FY 2016-2017 – Due August 11, 2017
 - Expansion of Plan – Due September 15, 2017
- Review of Revisions to Policy 4001: Code of Professional Ethics for the Administration, Faculty and Staff
- Discussion of Establishment of an On-Campus Food Pantry
- Discussion of Purchasing Deadline for FY 2016-2017
- Discussion of Pecan Campus Library Facilities Assessment
- Review and Discussion of Proposed Internal Audit Agenda for FY 2017-2018
- Discussion of State-Wide Dual Enrollment Concerns
- Discussion of Preparation for BSN Application To SACS and Coordinating Board
- Discussion of Need of Additional Data for La Joya Needs Assessment
- Discussion of Dual Credit MOU

*Education and Workforce
Development Committee
Minutes
July 11, 2017*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, July 11, 2017 @ 3:00 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, July 11, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:05 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias, Dr. Alejo Salinas, Jr., Mr. Jesse Villarreal, and Mr. Gary Gurwitz

Other Trustees present: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Ali Esmaeili, Dr. Kristina Wilson, Mr. Serkan Celtek, and Mr. Andrew Fish

Approval of Minutes for Thursday, June 15, 2017 Committee Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meeting of Thursday, June 15, 2017 were approved as written. The motion carried.

Presentation on the South Texas College La Joya Teaching Center

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, presented on the South Texas College La Joya Teaching Center, and announced the new name for the teaching center: South Texas College Higher Education Center at La Joya.

This presentation provided a brief background on the South Texas College La Joya Teaching Center (LJTC) to date, including enrollment trends, new initiatives such as the formation of an advisory committee and marketing, and ongoing facilities improvements.

Since 2010, STC has offered courses through the LJTC to provide higher education opportunities to the Western Hidalgo County communities.

In March 2016, an Advisory Committee was formed, incorporating leaders from the college and La Joya ISD, to develop new strategies and increase the traditional enrollment at the LJTC.

Through a better understanding of the Western Hidalgo County communities, the LJTC will be able to offer the programs and services that best suit their needs. To attract traditional students, their focus is on recent high school graduates and, secondarily, on the community at large.

In Fall 2016, associate degrees in Education and Criminal Justice were offered, as well as one-year certificates and one-semester certificates supporting local employment needs.

Dr. Petrosian provided an overview of the marketing plan and other outreach activities to support the LJTC, before discussing the Program Offerings and promotional activities planned for the Fall 2017 semester.

Finally, Dr. Petrosian provided a brief overview of the ongoing improvements, including the prominent placement of a monument sign along Expressway 83 in La Joya bearing the new name of the South Texas College Higher Education Center at La Joya.

The Committee recommended the inclusion of students and other stakeholders in the advisory committee, noting that it consisted of College and La Joya ISD administration and staff. Dr. Petrosian and Dr. Reed acknowledged the recommendation and agreed that this would be appropriate moving forward. They clarified that the original scope of the advisory committee was to make initial programming and facilities planning decisions, and required input from key decision makers at the College and District to lay the groundwork for the development of the center. With the Center renovations underway, it would be appropriate to bring in additional stakeholders, including students and faculty, to guide the continued development of the Center.

The Committee also discussed the need for continued evaluation of the Center, to ensure that it remained a viable investment of the College's resources on behalf of the communities of western Hidalgo County. The Committee requested data regarding whether the Center was serving students who would not otherwise attend higher education, as opposed to students who would attend another campus if the Center was not available. Administration agreed that this would be valuable data as it identified strategies to best serve the area.

Dr. Ali Esmaeili noted that the College had received feedback from potential students in western Hidalgo County that faced significant transportation hurdles. Particularly from individuals who participated in dual credit enrollment through La Joya ISD, but upon graduating from the school district, no longer had access to ISD-provided bussing, and did not have transportation to attend further classes. Dr. Esmaeili indicated

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

Presentation on the Findings from Surveys to La Joya Parents and Business Owners

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, and Mr. Serkan Celtek, Director of Research and Analytical Services, presented on the findings of surveys to La Joya parents and business owners, to provide appropriate information for the continued development of the South Texas College La Joya Teaching Center.

Survey to Parents

The survey to parents was created and administered collaboratively by South Texas College and La Joya ISD, and was targeted toward the parents of students in 1st, 3rd, 5th, and 7th grades in Fall 2016. There were 3,021 responses received from this survey and incorporated into the data.

Dr. Plummer and Mr. Celtek reviewed the insights gained through this survey, including detailed data on educational attainment, income, employment status, and educational goals of the families surveyed.

The Committee expressed concerns over the presentation of the data and its apparent disconnect from the demographic of high school students transitioning into traditional college students.

Administration clarified that the purpose of the survey to parents, targeted to the parents of 1st, 3rd, 5th, and 7th grade students, was to determine the educational goals of young adults who have already matriculated out of the school district in previous years, and could be served by the South Texas College Higher Education Center at La Joya.

Mr. Celtek presented that the demographic data of respondents' households. He further presented that the responses regarding program length and field of study demonstrated that the surveyed parents did not have specific educational goals, but rather generally sought educational programs that could lead toward improved employment opportunities.

The Committee discussed the connection between increased education and the development of economic opportunities, agreeing that the Center should provide programs of study related to the opportunities available to students in western Hidalgo county.

Survey to Business Owners

The College undertook another survey of business owners in La Joya, and received 57 responses.

Of the respondents, 90% owned or operated businesses with 1-10 employees. 18% of the respondents reported having positions that they were unable to fill, and the employers outlined the skills they believe are most lacking in employees.

The Committee questioned the sample size, noting that there were only 57 responses total. They noted that the communities in western Hidalgo County consisted primarily of small businesses, and agreed that programs at the Center should offer programs of value for employees seeking opportunities in that job market. The Committee suggested that the economic development corporation in La Joya might be a good partner for the College in assessing employers' needs in the region.

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

Review and Recommend Approval of Academic Calendar for Academic Year 2018 – 2019

Approval of the 2018-2019 Academic Calendar will be requested at the July 25, 2017 Board meeting.

The Academic Calendar Steering Committee, which included membership from each area of the College, developed the FY 2018 - 2019 Academic Calendar. The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to STC faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

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

The proposed calendar was provided in the packet for the Committee's review and consideration.

Dr. Kristina Wilson, Associate Dean for Curriculum and Student Learning, reviewed the propose calendar with the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Committee recommended Board approval of the 2018 - 2019 Academic Calendar as presented. The motion carried.

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:15 p.m.

I certify that the foregoing are the true and correct Minutes of the July 11, 2017 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
July 11, 2017*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, July 11, 2017 @ 4:00 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, July 11, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:25 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mr. Ricardo de la Garza, Dr. Ali Esmaeili, Mr. George McCaleb, Mr. Roberto Cuellar, Mr. David Valdez, Mr. Victor Valdez, Mr. Brian Fruge, Ms. Tammy Tijerina, Mr. Gilbert Gallegos, Mr. Doug Howell, Mr. Rene Gonzalez, Mr. Jorge Perez, Mr. Nathaniel Olivarez, Mr. Bob Simpson, Ms. Maritza Cadenas, Mr. Robert De Jesus, Mr. Juan Delgado, Mr. Chad Wootton, and Mr. Andrew Fish.

Approval of Facilities Committee Meetings Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the June 15, 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 provided the following documents on the current status of the 2013 Bond Construction program:

- Executive Program Budget Overview Summary;
- Update on the status of the 2013 Bond Construction Program;
- Video Update on Construction Projects;
- Chart of Project Progress;
- Project Scorecards; and
- Completion and Occupancy Schedule Timeline
- Buy Out Savings Log
- Design Contingency Log

- Construction Contingency Log

Broaddus & Associates provided the following accountability reports:

- Program Budget Summary worksheet;
- Construction Budget worksheet;

As of July 6, 2017, the total budget shortfall was estimated to be at \$5,043,394 with the use of buyout savings and design and construction contingency.

In addition, college staff prepared the following reports reflecting additional potential variances considering pending Board action:

- 2013 Bond Construction Program Tracking Contingency Log
- 2013 Bond Construction Program Non-Bond Proceeds – Transfer to Plant Fund Budget
- Technology and FFE Purchases Summary
- Technology and FFE Purchases for the Month

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

Broaddus & Associates provided this information after the extended deadline. Staff did not have adequate time to review them for accuracy.

Remaining Buyout Savings

Mr. Brian Fruge reported an estimated \$700,000 - \$800,000 in buyout savings yet to be realized, and subsequently estimated up to \$1,000,000 in forthcoming buyout savings.

Construction Timeline

Mr. Fruge informed the Committee that there were no expected delays in the 2013 Bond Construction Program project substantial completion timeline.

Ms. Tammy Tijerina advised that there was an expected delay at the La Joya Teaching Center project, where millwork would not be ready in time to install necessary laboratory tables. The team expected a delay of no longer than one month, and was looking at options to install temporary tables or schedule lectures with no lab components for the affected time frame, which included approximately two weeks of class time.

Review of Design and Construction Contingency Reports

The Facilities Committee reviewed the design and construction contingencies as reported by Broaddus & Associates.

The Committee expressed the concern that costs incurred due to errors by project teams be correctly recorded to allow for a proper audit and response by the College. Mr. Brian Fruge informed the Committee that the design contingency was provided to allow the Construction Manager @ Risk to develop a guaranteed maximum price on incomplete

construction documentation. He assured the Committee that Broaddus & Associates was tracking all expenditures of contingency funds and was keeping records on the cause of any expenditure, such as for errors and omissions.

No action was requested.

Review and Recommend Action on Change Orders for Use of Project Contingencies for the 2013 Bond Construction Program

- 1. Pecan Campus**
- 2. Mid Valley Campus**
- 3. Nursing Allied Health Campus**
- 4. Starr County Campus**
- 5. Regional Center for Public Safety Excellence**

Approval of proposed change orders for use of project contingencies for the 2013 Bond Construction Projects will be requested at the July 25, 2017 Board meeting.

Purpose

Projects for the 2013 Bond Construction program were in the construction stage and change orders were needed to allow the use of project contingencies within the Guaranteed Maximum Prices (GMPs) submitted by the Construction Managers-at-Risk (CM@Rs).

Justification

Change orders were needed for approval to provide for items needed to complete the construction of the projects.

Background

Project contingencies were provided as part of Guaranteed Maximum Price proposals submitted by the CM@Rs. GMPs are submitted by the CM@Rs at 60% construction drawings. There are two project contingencies and are based on percentages of the construction costs. Design Contingencies are included in the GMPs to allow for costs arising out of the final development and completion of the construction drawings and specifications. Design Contingencies are used at the CM@R's discretion with Owner oversight. Construction Contingencies are controlled solely at the discretion of the Owner. Both contingencies do not increase the amount of the GMPs.

On March 29, 2016, the Board of Trustees approved the delegation of authority to Broaddus & Associates to approve change orders from the use of Construction Contingencies for the 2013 Bond Construction Program. The approval amount per change order was \$5,000, with a monthly limit of \$25,000. Broaddus & Associates would also be expected to provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update.

Funding Source

Funds were budgeted in the design and construction contingencies within the Guaranteed Maximum Prices for each of the 2013 Bond Construction project budgets. Funds were

also budgeted in the FY2017-2018 Non-Bond Proceeds Transfers to Plant Fund (TxDPS) for the Regional Center for Public Safety Excellence Parking and Site Improvements project.

Reviewers

Broaddus and Associates and the design consultants for the associated projects concurred with the pricing as presented in the Construction Manager's-at-Risk proposals.

Enclosed Documents

Change proposals from the Construction Manager-at-Risk for each change order request were included in the packet.

Presenters

Representatives from Broaddus and Associates were present at the Facilities Committee meeting to present the proposed change orders.

The Facilities Committee reviewed the listed Change Orders and associated reports on the use of contingency funds. The Committee noted several sizeable uses of design and construction contingency funds and asked for clarification from Broaddus & Associates on each.

The Committee also noted the proposed use of over \$100,000 in design contingency funds for the Pecan Campus STEM Building, which would nearly exhaust the available funds.

The Committee noted the proposed Change Order to use \$123,369 in construction contingency funds at the Nursing & Allied Health Campus Expansion Building project, under Change Order 3, identified as "CPR-09 WHJW SI#2R2." The Committee requested clarification of this Change Order.

Mr. Fruge informed the Committee that the initial design called for simulation equipment, including hospital beds, mannequins, and other equipment, to be placed adjacent to walls, which was the standard in the existing NAH facilities. After the initial design, upon which the GMP was established, College faculty and staff requested that the simulation equipment be pulled from the walls to provide additional space around the equipment for faculty and students to observe the equipment.

Due to the need for electrical and other connections for this equipment, this required the placement of utility junction boxes within the floor beneath each simulation bed; the alternative would be to stretch lines across the floor, which could become a hazard. Broaddus & Associates had already authorized the design change to the concrete floor slabs to accommodate the junction boxes during the early construction phase, and that had been completed.

The currently proposed Change Order would allow for the purchase and installation of necessary equipment for the placement of the simulation equipment away from existing walls.

The Facilities Committee noted that this information had not been presented to the Committee or Board for approval, and pointed out that Broaddus & Associates had been aware of the change since at least prior to authorizing the change to the floor slab. Mr. Brian Fruge acknowledged that he had authorized the change to the floor in an effort to expedite construction. He was presenting the current change order for Board authorization to complete the necessary equipment

The Committee asked whether Broaddus & Associates had approved any other work without Board approval, and Mr. Fruge asserted that the firm had not approved any other work without Board approval.

The Committee asked what would happen if the Board did not approve the Change Order as presented. Mr. Fruge announced that the fixtures were in place in the wall, as originally designed, and the simulation equipment could be installed according to that design, if the Change Order was not approved.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the proposed change orders for the 2013 Bond Construction projects and funding sources as presented. With a vote of five in favor and one against, the motion carried.

Executive Session:

The South Texas College Board Facilities Committee convened into Executive Session at 5:31 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Review and Recommend Action as Necessary on the 2013 Bond Construction Program Furniture Proposed Budget and Expenditures

Open Session:

The South Texas College Board Finance and Human Resources Committee returned to Open Session at 5:45 p.m. No action was taken in Executive Session.

Review and Recommend Action as Necessary on the 2013 Bond Construction Program Furniture Proposed Budget and Expenditures

Approval to recommend action as necessary for the 2013 Bond Construction Program furniture proposed budget and expenditures will be requested at the July 25, 2017 Board meeting.

Purpose

Furniture was required for all projects in the 2013 Bond Construction Program at all the South Texas College Campuses. Below is a list of examples of furniture:

- Classrooms
 - Desks, chairs, instructor desks
- Computer labs
 - Desks, chairs
- Offices
 - U-shape and L-shape desks
 - Chairs
 - File cabinets
 - Bookshelves
- Cafeterias
 - Tables
 - Seating
- Libraries
 - Tables and chairs
 - Soft seating
 - Study pods
- Storage
 - Shelves

Background

On January 31, 2017, the Board of Trustees approved the partial purchase of furniture and installations for the 2013 Bond Construction Program for the following projects:

- Mid Valley Campus Thermal Plant
- La Joya Teaching Center
- Technology Campus Southwest Renovation

On May 23, 2017, the Board of Trustees approved the partial purchase of furniture and installations for the 2013 Bond Construction Program for the following projects:

- Pecan Campus North Academic Building
- Technology Campus Southwest Renovation
- Mid Valley Campus Health Professions and Science Building
- Mid Valley Campus Student Services Expansion
- Mid Valley Library Renovation
- Starr County Campus New Library
- Starr County Thermal Plant
- La Joya Teaching Center

On June 27, 2017, the Board of Trustees approved the partial purchase of furniture and installations for the 2013 Bond Construction Program for the following projects:

- Pecan Campus South Academic Building
- Pecan Campus Student Activities & Cafeteria Building
- Starr County Campus Health Professions and Science Building

- Starr County Campus Student Services Building Expansion
- Starr County Campus Student Activities Building Expansion

The following projects below were included in the Finance, Audit & Human Resources Committee Meeting on July 11, 2017 for recommendation of furniture purchase:

- Pecan Campus STEM Building
- Mid Valley Campus Library Expansion
- Mid Valley Campus Library Renovation
- Nursing and Allied Health Campus Expansion
- Starr County Campus Library

The projects listed below were pending furniture approvals and would be presented at a later date:

- Regional Center for Public Safety Excellence
- Information Desk furniture at the Mid Valley Campus, Starr County Campus, and Nursing Allied Health Campus
- Outdoor Terrace furniture for the Pecan Student Activities and Cafeteria Building
- Workforce Training Expansion projects at the Starr County Campus and Mid Valley Campus

The total budget for furniture purchases and installations was as follows:

Furniture Budget	Budget Amount
Bond Budget	\$ 6,165,000
Non-Bond Budget (MV Library Reno. & NAH Thermal Plant)	460,000
Total Budget	\$ 6,625,000

Presenters

Tammy Tijerina from Broaddus & Associates provided an update regarding the 2013 Bond Construction Program Budget for furniture, and the impact of the recommended proposals on the bond budget.

Enclosed Documents

The packet included a furniture budget report prepared by Broaddus & Associates. The budget report included the following information:

Project	Budget	Actual	Difference
Pecan Campus STEM Building	\$550,000.00	\$406,650.66	\$143,349.34
MV Library Expansion	\$150,000.00	\$307,756.15	\$157,756.15
MV Library Renovation (non bond)	\$425,000.00	\$424,507.10	\$492.90
NAH Campus Expansion	\$820,000.00	\$1,014,528.04	\$194,528.04
Starry County Campus Library	\$250,000.00	\$495,001.20	\$245,001.20
Total:	\$2,195,000.00	\$2,648,443.15	\$597,778.29

The Committee noted that several projects were significantly over budget, and asked for an explanation. Mr. Fruge responded that the budgets were developed prior to Broaddus & Associates' participation in the program.

Mr. Rick De La Garza confirmed that the budgets presented by Broaddus & Associates were developed based upon a percentage of the estimated construction cost, which in turn was based on an estimated square footage, prior to the start of the actual program. With shifting design and furniture needs, some deviation from the budgets was expected.

The Committee asked whether projects that were considerably under the proposed furniture budget, such as the Health Professions and Science Buildings at Mid Valley and Starr County Campuses, were a cause for concern. Mr. De La Garza responded that the much of the furniture in those buildings, notably laboratory tables, would be built in as millwork, which is included in the construction hard costs and not in the furniture expenditures. The underutilization of budget does not indicate that the buildings would be inadequately furnished.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Roy de León, the Facilities Committee recommended Board approval of the 2013 Bond Construction furniture proposed budget and expenditures as presented. The motion carried.

**Review and Recommend Approval of Revisions to Board Policy #1900:
*Delineation of Information to be Included on Dedication Plaques for New and
Renovated Buildings***

The Facilities Committee was asked to review Board Policy #1900: *Delineation of Information to be Included on Dedication Plaques for New and Renovated Buildings* and recommend Board action as necessary regarding policy revisions for the dedication plaques.

Board Policy #1900 proscribes the information to be included on dedication plaques for new or renovated buildings, as follows:

- 1) Name of Building or Campus or Center;
- 2) Names of Board members involved in approval of construction or renovation of building;
- 3) Names to be listed alphabetically;
- 4) No titles to be included on plaque;
- 5) Names of Trustees not involved in approval of construction or renovation of building shall be acknowledged under legend: Trustees Elect
- 6) President's Name is listed after Trustees;
- 7) Architectural firm is listed after President's name;
- 8) Contractor is listed after Architectural firm's name;
- 9) Year of Dedication

This policy was included in the packet for the Committee's review.

Administration proposed minor grammatical changes to the title of the Policy. The Facilities Committee was asked to recommend any further changes to the policy as appropriate.

Purpose

As the 2013 Bond Construction Program projects neared completion, administration and the project teams needed to finalize the wording on the dedication plaques and recommended that the wording be in compliance with Policy 1900.

Due to time constraints, the Committee took no action on this item. Dr. Alejo Salinas, Jr. did request that the item be given time and consideration at the July 25, 2017 Regular Board Meeting, as he had revisions to recommend for the Board's consideration.

Review and Recommend Action on Interagency Cooperation Contract between Texas A & M University and South Texas College

Approval of the Interagency Cooperation Contract between Texas A & M University and South Texas College for instructional use of specific space and services will be requested at the July 25, 2017 Board meeting.

Purpose

Authorization was requested to approve the new Interagency Cooperation Contract for Texas A & M University to use facilities and services at South Texas College Pecan and Technology Campuses.

Justification

The agreement would permit Texas A & M University to use general classrooms and science labs and receive selected services during FY2017-2018 while the new Texas A&M University Campus was being constructed.

Background

The Interagency Cooperation Contract with Texas A&M University for use of facility space and selected services for Fall 2017, Spring 2018, and Summer 2018. The new master-planned community Tres Lagos, in northern McAllen, would be the site of the new Texas A&M University campus and it will be ready for the start of Fall Semester of 2018. Three (25 seat) classrooms, one faculty workroom, and two laboratories were requested to accommodate students enrolled from Texas A&M University.

The College's legal counsel reviewed the Interagency Cooperation Contract.

Enclosed Documents

A draft agreement prepared by administration from South Texas College and Texas A & M University was enclosed.

Mr. Chad Wootton, Associate Vice President for External Affairs at TAMU, attended the meeting and briefly addressed the Committee, thanking them for their consideration and expressing his hope for continued coordination between South Texas College and TAMU.

Due to time constraints, the Facilities Committee did not review the agreement in detail. The Committee deferred deliberation and action until the July 25, 2017 Regular Board Meeting.

Review and Recommend Action on Renewal of Lease Agreement with Pharr-San Juan-Alamo Independent School District

Approval of the renewal of the facility lease agreement with Pharr-San Juan-Alamo Independent School District (PSJA ISD) for use of space in the College, Career & Technology Academy (CCTA) building in Pharr and within the Ballew High School in San Juan by South Texas College will be requested at the July 25, 2017 Board meeting.

Purpose

Authorization was requested to renew the current facility lease agreement for use by South Texas College as classroom facilities.

Justification

The renewal of the lease of this facility was needed to continue to accommodate classes being offered by South Texas College.

Background

At the August 26, 2014 Board meeting, the Board approved the initial facility lease agreement with PSJA ISD for the period of September 1, 2014 to August 31, 2015 with the option to renew for four (4) successive terms. The Board approved the first renewal from August 15, 2015 to August 14, 2016 on August 25, 2015. Since then, at the February 28, 2017 Board meeting, the Board approved to renew the lease until August 14, 2017. Staff recommends approval of the renewal of the facility lease agreement for use starting August 15, 2017 to August 14, 2018.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
PSJA ISD – CCTA and Ballew High School – Classrooms, Science Labs, Electronic Lab, Welding Lab and Staff Offices	8/15/14 – 8/14/15	8/15/15-8/14/16 8/15/16-8/14/17 8/15/17-8/14/18 8/15/18-8/14/19	\$1 annually plus prorated cost of security, custodial, and utilities

Funding Source

Funds for these expenditures were budgeted in the Facilities Lease budget for FY 2017-2018.

Due to time constraints, the Facilities Committee did not review the proposed renewal agreement. The Committee deferred deliberation and action until the July 25, 2017 Regular Board Meeting.

Update on Status of Non-Bond Construction Projects

The Facilities Planning and Construction staff delivered a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the committee.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 6:09 p.m.

I certify that the foregoing are the true and correct minutes of the July 11, 2017 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance, Audit, &
Human Resources
Committee Minutes
July 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, July 11, 2017 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Thursday, June 15, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:10 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, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. David Plummer, Mrs. Becky Cavazos, Mr. George McCaleb, Mr. Rick De La Garza, Mrs. Myriam Lopez, Mrs. Brenda Balderaz, Ms. Alicia Gomez, Dr. Jesus Campos, Mr. Khalil Abdullah, Mr. Jose Luis Silva, Mr. Jason Gutierrez, Mr. Ken Lyons, Mr. Raul Cabaza, III, and Mr. Andrew Fish

**Approval of June 15, 2017 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 15, 2017 were approved as written. The motion carried.

Executive Session:

The South Texas College Board Finance and Human Resources Committee convened into Executive Session at 6:11 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

1. Discussion and Action as Necessary on Property / Flood, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance

Open Session:

The South Texas College Board Finance and Human Resources Committee returned to Open Session at 6:53 p.m. No action was taken in Executive Session.

Discussion and Action as Necessary on Property / Flood, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance

Action will be requested at the July 25, 2017 Board meeting to award the proposal for Property / Flood, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2017 through August 31, 2018 to be determined by the proposal(s) selected.

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

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

Background - The request for proposals for these insurances was advertised on May 22, 2017 and May 29, 2017 and issued to six (6) vendors. Three (3) responses were received on June 16, 2017.

Enclosed Documents – The spreadsheets provided by the College's contracted Risk Management Consultant, Mr. Raul Cabaza, III, were provided in the packet for the Committee's review and information.

Mr. Raul Cabaza, III attended the July 11, 2017 Finance, Audit, and Human Resources Committee meeting to present his recommendation and address questions from the Committee.

Mr. Cabaza recommended the following insurance policy awards:

<u>Coverage</u>	<u>Awardee</u>	<u>Award Amount</u>
Property (including flood) / Inland Marine	Carlisle Insurance Agency, Inc.	\$392,204
TRIA Coverage	Carlisle Insurance Agency, Inc.	\$4,270
School Leaders E&O, including General Liability	Texas Association of School Boards (TASB)	\$68,699
Automobile	Texas Association of School Boards (TASB)	\$30,808
Cyber Liability	Montalvo Insurance Agency	\$18,513
Crime	Carlisle Insurance Agency, Inc.	\$5,172
Workers' Comp	Carlisle Insurance Agency, Inc.	\$227,099
International Insurance Coverage	Montalvo Insurance Agency	\$8,201
Total:		\$754,966

Total Recommended Award by Firm:

Carlisle Insurance Agency, Inc.

Property (including flood) / Inland Marine	\$392,204
TRIA Coverage	\$4,270
Crime	\$5,172
Workers' Comp	\$227,099
Sub Total:	\$628,745

Texas Association of School Boards (TASB)

School Leaders E&O, including General Liability	\$68,699
Automobile	\$30,808
Sub Total:	\$99,507

Montalvo Insurance Agency

Cyber Liability	\$18,513
International Insurance Coverage	\$8,201
Sub Total:	\$26,714

Staff informed the Finance, Audit, and Human Resources Committee that one of the recommended awardees, Carlisle Insurance Agency, Inc., had failed to submit the required Conflict of Interest Questionnaire (Form CIQ) with their submitted proposal. This form serves to notify the College of any conflicts of interest between a bidding firm and the soliciting institution.

The Committee confirmed with College administration that Carlisle Insurance Agency, Inc., currently provides insurance products to the College as part of the 2013 Bond Construction Program – Owner Controlled Insurance Program (OCIP). Administration acknowledged that Carlisle Insurance Agency, Inc. does currently provide this coverage, and further acknowledged that the missing conflict disclosure form had been submitted during the OCIP solicitation, and that there were no conflicts to report at that time.

Mr. Jesus Ramirez, Legal Counsel, informed the Committee that the function of the missing document was to allow the College to perform its due diligence in awarding public funds, and

that the ongoing contractual relationship with Carlisle Insurance Agency, Inc. satisfied the due diligence requirements. Mr. Ramirez provided his opinion that the Board of Trustees would be legally permitted to waive the document requirement, due to this ongoing business relationship with Carlisle Insurance Agency, Inc., and the conflict disclosure form currently on file.

In light of Legal Counsel's formal opinion and the presentation by the Risk Management Consultant, and upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval and authorization as necessary to award the proposals for Property / Flood, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2017 through August 31, 2018, to the awardees as recommended by Mr. Raul Cabaza, III, Risk Management Consultant. The motion carried.

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

It was requested that the Finance, Audit, and Human Resources Committee recommend Board approval of the award of proposals, purchases, and renewals (Non-Bond Proceeds) as listed below:

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

A. Awards

- 1) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2017 through August 31, 2018, at an estimated amount of \$105,000.00 with the following eighty-one (81) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)
Building Blocks Academy (Donna, TX)	Early Start Child Care Development Center Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Learning to Grow #2 (Donna, TX)	Little Braves Child Care (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)
Al's Toy Barn Learning Center (Edinburg, TX)	Amando, Inc./dba Genesis Learning Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)
Gaby's Day Care Center, Inc. (Edinburg, TX)	Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)

Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)
Easter Seals RGV (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)
Kids Being Kids Academy (McAllen, TX)	Learning Box Academy (McAllen, TX)	Little Diamonds Kingdom (McAllen, TX)
Little Dreamers Learning Academy (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
Magic Child Development Day Care (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)	Royal Education Center (McAllen, TX)
Tony's Playhouse (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Busy Bee Workshop Child Care Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)
Little Einstein's Academy, LLC. (Mission, TX)	Sunrise Learning Academy (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)
Fisher Kids Academy (Palmview, TX)	Palmview Academy (Palmview, TX)	Aly & Aby's Treehouse Learning Center (Penitas, TX)
Belia Ochoa Registered Home (Penitas, TX)	Little Minions Learning Academy (Penitas, TX)	We Love R Kids Child Care (Penitas, TX)
Campanitas Day Care (Pharr, TX)	Children's Education Center (Pharr, TX)	Futuros Lideres Learning Center (Pharr, TX)
Kids Academy Daycare (Pharr, TX)	Kids First Learning Academy (Pharr, TX)	Kids on Duty II (Pharr, TX)
Little Bear Academy Day Care Center (Pharr, TX)	Little One's Discovery Center, Inc. (Pharr, TX)	Looney Tunes Day Care, Inc. (Pharr, TX)
Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)	My First Step Child Care (Pharr, TX)
Skyline Academy of Early Language Development (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)	Building Blocks Learning Center (Rio Grande City, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)
Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)	Children's Bilingual Learning Academy (San Juan, TX)
Childtime Academy (San Juan, TX)	Looney Tunes Day Care, Inc. II (San Juan, TX)	My Little House (San Juan, TX)
Ositos Group Day Care Home (San Juan, TX)	We Are The Future Child Development Center (San Juan, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Hill Living Well, Inc./dba Christian Day Care (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	Little Lions Learning Center (Weslaco, TX)

Stepping Stones Day Care (Weslaco, TX)	The Growing Patch Early Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)
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- 2) **Collection Agency Services (Award):** award the proposal for collection agency services for the period beginning September 1, 2017 through August 31, 2018 with two one-year options to renew, at no charge to the College. The collection fee shall be charged directly to the student, faculty, or staff. The vendors are as follows:
Primary: S & S Recovery, Inc. (Memphis, TN)
Secondary: Continental Service Group, Inc./dba ConServe (Fairport, NY) and **Immediate Credit Recovery** (Poughkeepsie, NY)
- 3) **Grounds Maintenance (Award):** award the proposal for grounds maintenance to **TLC Total Lawn Care, LLC.** (Weslaco, TX) for the period of July 26, 2017 through July 25, 2018 with two one-year options to renew, at an estimated amount of \$256,475.00 for mowing, tree trimming, and shredding services, an estimated amount of \$75,000.00 for various plant, replacement plants and landscaping, and an estimated amount of \$25,000.00 for sprinkler system repair, a total estimated annual amount of \$356,475.00;
- 4) **Network Cabling and Equipment Installation Services (Award):** award the proposal for network cabling and equipment installation to **BridgeNet Communications, LLC.** (Donna, TX) and **Telepro Communications** (Mission, TX), for the period beginning July 26, 2017 through July 25, 2018 with two one-year option renew, at an estimated amount of \$150,000.00 based on prior year expenditures;
- 5) **Telephone Services (Award):** award the proposal for telephone services to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning August 1, 2017 through June 20, 2020 with two one-year options to renew, at an estimated monthly amount of \$5,700.00 and an estimated annual amount of \$68,400.00;

B. Instructional Items

- 6) **Welding Supplies (Renewal):** renew the welding supplies contracts for the period October 1, 2017 through September 30, 2018, at an estimated amount of \$100,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Alamo Iron Works (Brownsville, TX)	b.	Matheson Trigas (San Benito, TX)
c.	Praxair Distribution Incorporated (Pharr, TX)		

C. Non – Instructional Items

- 7) **Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2017 through August 17, 2018, at an estimated amount of \$235,000.00 based on prior year expenditures. The vendors are as follows:
- **Primary: Gulf Coast Paper, Co.** (Brownsville, TX)
 - **Secondary: Rio Paper and Supply, LLC.** (Pharr, TX)
- 8) **In-Store Purchases of Materials and Supplies (Renewal):** renew the in-store purchases of materials and supplies for the period beginning October 17, 2017 through October 16, 2018, at an estimated amount of \$140,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	HEB Grocery, Co. (McAllen, TX)	b.	Hobby Lobby Stores, Inc. (McAllen, TX)
c.	Sam's Club (McAllen, TX)	d.	Wal-Mart (Mission, TX)

- 9) **Maintenance and Repair Parts, Materials, and Supplies (Renewal):** renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2017 through August 29, 2018, at an estimated amount of \$200,000.00 which is based on prior year expenditures. The vendor are as follows:

a.	Burton Companies (Weslaco, TX)	b.	Carrier Enterprise, LLC. (Pharr, TX)
c.	Crawford Electric (Mission, TX)	d.	Dealers Electrical Supply (McAllen, TX)
e.	Ewing Irrigation (McAllen, TX)	f.	Fairway Supply, Inc. (Austin, TX)
g.	Ferguson Enterprises (Pharr, TX)	h.	Johnson Supply (Pharr, TX)
i.	Johnstone Supply (Pharr, TX)	j.	Lopez Brothers Distribution, LLC./dba Interstate Batteries (McAllen, TX)
k.	Morrison Supply Company (McAllen, TX)	l.	MSC Industrial Supply Company (Harlingen, TX)
m.	PPG Architectural Finishes, Inc. (McAllen, TX)	n.	R. E. Friedrichs Company (Pharr, TX)
o.	Sherwin Williams Paint Company (McAllen, TX)	p.	Trane US, Inc. (Weslaco, TX)

D. Technology

- 10) **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), in the total amount of \$54,298.49;
- 11) **Network Switches (Purchase):** purchase network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$175,345.81;
- 12) **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 \$131,248.80;
- 13) **Course Management and Hosting Services (Renewal):** renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2017 through September 29, 2018, at a total amount of \$583,824.60.

Recommend Action - The total for all award of proposals, purchases, and renewals, (Non-Bond Proceeds) was \$ 2,299,592.70.

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 all award of proposals, purchases, and renewals, (Non-Bond Proceeds) as presented. The motion carried.

**Review and Action as Necessary on Award of a Proposal and Purchases for
the 2013 Bond Construction Program Funded by Bond Proceeds and
Bond Related Projects Funded by Non-Bond Proceeds**

It was requested that the Finance, Audit, and Human Resources Committee recommend Board approval at the July 25, 2017 Board meeting of the award of proposals and purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds as listed below:

A. Bond Proceeds and Non-Bond Proceeds - Transfer to Plant Fund	B. Non-Bond Proceeds - Maintenance and Operation Property Taxes (M&O)
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A. Bond Proceeds and Non-Bond Proceeds - Transfer to Plant Fund

- 1. Furniture (Purchase):** purchase furniture from E & I Cooperative Services, National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Texas Association of School Boards - Buy Board, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities Government Purchasing Alliance, a total amount of \$2,400,081.65.

#	Vendor	Amount
A	Agati Furniture / Gateway Printing and Office Supply, Inc. (Chicago, IL/Edinburg, TX)	\$79,494.49
B	Allsteel, Inc. / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$59,836.64
C	American Seating Company / Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$324,292.87
D	Arcadia Chair Company / Gateway Printing and Office Supply, Inc. (La Palma, CA/Edinburg, TX)	\$4,859.74
E	Bretford Manufacturing, Inc. / Gateway Printing and Office Supply, Inc. (Franklin Park, IL/Edinburg, TX)	\$2,097.00
F	Computer Comforts, Inc. (Kemah, TX)	\$68,377.59
G	Cramer / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$127,168.46
H	Cultural Surroundings (Dallas, TX)	\$234,506.39
I	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$25,891.57
J	Eko Contract / Gateway Printing and Office Supply, Inc. (Cleveland, TN/Edinburg, TX)	\$114,217.40

K	Erg International / Gateway Printing and Office Supply, Inc. (Oxnard, CA/Edinburg, TX)	\$1,505.40
L	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$85,111.05
M	Herman Miller, Inc. / Workplace Resources (Zeeland, MI/McAllen, TX)	\$71,533.86
N	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$28,787.68
O	JSJ Furniture Corporation/dba Izzy+ / Gateway Printing and Office Supplies, Inc. (Middlebury, IN/Edinburg, TX)	\$100,339.57
P	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$346,871.94
Q	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$128,560.61
R	NOVA Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$138,858.28
S	R.T. London Company / Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$1,134.76
T	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$8,730.40
U	Watson / Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	\$447,905.95
Furniture Total		\$2,400,081.65

B. Non-Bond Proceeds - Maintenance and Operation Taxes (M&O)

- Library Sound Masking System (Award):** award the library sound masking system to **Workplace Solutions, Inc.** (San Antonio, TX), at an estimated amount of \$58,035.00;
- Instructional Equipment (Purchase):** purchase instructional equipment from **Alamo Iron Works** (Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$61,148.68;
- Science Equipment and Models (Purchase):** purchase science equipment and models for the period beginning July 1, 2017 through December 31, 2017, at an estimated amount of \$474,442.12 as follows:

#	Vendor	Contract	Quantity	Amount
1	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	243 models	\$130,588.72
2	Carolina Biological Supply, Co. (Burlington, NC)	TASB Buyboard	12 models	\$150,042.90
3	VWR International, LLC. (Radnor, PA)	Board Approved	244 models	\$117,106.50
4	VWR International, LLC. (Radnor, PA)	E&I Cooperative Services	24 models	\$76,704.00

- 5. Welding Equipment (Purchase):** purchase welding equipment from **Airgas USA, LLC.** (McAllen, TX), an E&I Cooperative Services approved vendor, at a total amount of \$161,811.13.

Recommend Action - The funding source distribution for the award of proposals and purchases for the 2013 Bond Construction Program and Related Projects Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds was:

Bond Proceeds – Furniture	\$2,073,893.84
MV Library Renovation FFE – Furniture	\$326,187.81
Non-Bond M&O Taxes – Equipment	\$755,436.93
Total	\$3,155,518.58

The recommended purchases by category were:

Furniture	\$2,400,081.65
Equipment	\$755,436.93
Total	\$3,155,518.58

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals and purchases for the 2013 Bond Construction Program and Related Projects Funded by Bond Proceeds and Bond Related Projects Funded by Non-Bond Proceeds as presented. The motion carried.

Review and Recommend Action on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over

Approval will be requested at the July 25, 2017 Board of Trustees meeting for dispose/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items is requested.

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

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

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

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

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

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Vice President for Information Services, Planning, Performance & Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the July 25, 2017 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. The motion carried.

Review and Recommend Action on Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018

Approval to revise the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 will be requested at the July 25, 2017 Board meeting.

Purpose – To add a Parking Permit Fee and a Parking Permit Replacement Fee to the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 – 2018 for Texas A&M students who would be included in the Texas A&M and South Texas College Interagency Cooperation Contract.

Justification – The Parking Permit Fee and the Parking Permit Replacement Fee was necessary for Texas A&M students who would be included in the Texas A&M and South Texas College Interagency Cooperation Contract. The Parking Permit Fee and the Parking Permit Replacement Fee was set at the same rate as charged to South Texas College students and employees.

On December 13, 2017, the Board of Trustees approved the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 – 2018. The recommended changes for FY 2017 - 2018 were as follows:

- Add a Parking Permit Fee of \$25.00 for Texas A&M Students
- Add a Parking Permit Replacement Fee of \$25.00 for Texas A&M Students

Reviewers - The revised Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 – 2018 were reviewed by staff and President's Cabinet.

The proposed Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 were provided in the packet for the Committee's information and review. The revisions were highlighted in yellow.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval to revise the Tuition and Fees Schedule for Other (Non-Student/Non-Employee) Fees for FY 2017 - 2018 as presented. The motion carried.

Review and Recommend Action on Proposed Employee Salary Pay Plans for FY 2017 - 2018

Approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017 will be requested at the July 25, 2017 Board meeting.

Purpose - The Proposed Employee Salary Pay Plans for FY 2017 - 2018 for all employee groups were presented for the Committee's review and consideration. The Employee Salary Pay Plans included the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2017-2018.

Background – The Proposed Employee Salary Pay Plans are approved on an annual basis and include the following information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- Pay Grades for Classified, Professional/Technical, Administrative, Executive, and Grant Funded employees
- Direct Wage Salary Plan
- Centers for Learning Excellence (CLE) Salary Plan
- Faculty Roles, Rates, and Salary Plan

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in June 2017.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan was included under separate cover. Staff was still in the process of proofing the document. There may be

minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 11, 2017 Finance 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 and Human Resources Committee recommended Board approval of the Proposed Employee Salary Pay Plans for FY 2017 - 2018, as presented. The motion carried.

Review and Recommend Action on Proposed Staffing Plan For FY 2017 - 2018

Approval of the Proposed Staffing Plan for FY 2017 - 2018 will be requested at the July 25, 2017 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2017 – 2018 for all employee groups was presented for the Committee's review and consideration. The Staffing Plan included all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also includes title changes for selected positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in June 2017.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2017 - 2018.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Funding Source – The budget to fund each position was reflected in the appropriate department and listed on the Staffing Plan and was subject to Board approval of the FY 2017 - 2018 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions, New Non-Faculty Staff Positions as Necessary for the 2013 Bond Construction Program Facilities Expansion, and Non-Faculty Salary Adjustments/Reclassifications were included within the Plan and were reviewed and approved by the Board of Trustees in June 2017.

Enclosed Documents - A copy of the FY 2017 - 2018 Staffing Plan was included under separate cover. There may be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 11, 2017 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2017 - 2018, as presented. The motion carried.

Review and Discussion of Proposed Budget for FY 2017 - 2018

The Proposed Budget for FY 2017 - 2018 was provided for the Committee's information and review.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, were available to discuss the proposed budget for FY 2017 - 2018 with the Committee.

The revenues and expenditures for FY 2017 - 2018 were based on the following:

Revenues:

- State appropriation revenue was projected to increase \$1,642,997 from FY 2017. An increase was projected in other state revenues consisting of TRS, ORP, and Higher Education Group Insurance (HEGI) for FY 2018, in the amount of \$1,039,882. The state appropriation amount was based on the allocations in SB1 and the other state revenue is based on state allocation schedules.
- Tuition for FY 2018 was based on projected enrollment of 20,107 traditional students, a 1% increase from Fall 2016, and 14,369 dual credit tuition free students for Fall 2017. The projections indicated an increase in tuition of approximately \$1,210,415 in FY 2018 and included the Board approved increase to the Emergency Medical Technology differential tuition rate of \$5 per semester credit hour, from \$35 to \$40, and the implementation of flat tuition rates for In District, Out of District, and Out of State residency classifications of \$70, \$80, and \$200, respectively. The flat tuition rates were set at rates to generate the same amount of tuition revenue as the previous tiered tuition rates.
- Fees for FY 2018 were based on the same enrollment projections as tuition. The projections included the Board approved decrease of \$21 for the Developmental Studies Fee, from \$50 to \$29, the increase of \$5 per semester credit hour for the Hybrid Course Fee, from \$5 to \$10, the decrease in the Unrestricted Fund fee revenue due to the Board approved budget amendment transferring the Student Activity Fee to the Auxiliary Fund, and the elimination of the Collegiate Assessment Proficiency

(CAAP) Exam Fee. The projections indicated a decrease in fees of approximately \$169,853 in FY 2018.

- Other revenue was expected to increase \$1,875,563 in FY 2018. The projected increase was mainly due to the increases in interest revenue, concurrent enrollment cost reimbursement, and dual credit academy participation fees.
- Tax revenue for FY 2018 was expected to increase \$2,178,580, due to an increase in tax appraised values and delinquent tax collections.
- Carryover Allocations was projected to increase \$1,539,196 in FY 2018. The increase mainly resulted from the decrease of \$2,886,634 in the Capital Carryover, the increase of \$5,311,770 funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue which would be used for furniture and equipment, and a decrease of \$885,940 in other carryover allocations.

Expenditures:

- The Salary expenditures budget was proposed to increase by \$4,834,766 in FY 2018 mainly due to the following:

New faculty positions approved by the Board of Trustees at the October 27, 2016 and April 21, 2017 Board Meetings	\$2,667,509
Proposed annual salary increases for faculty and staff	1,963,347
New proposed non faculty positions	1,168,980
New proposed non faculty positions-Bond	1,199,540
Salary Adjustments/Reclassifications non faculty	344,098
Full funding of previously partially funded bond positions	2,096,533
Salary Adjustments/Reclassifications and Pool Adjustments	(4,605,241)
Total	\$4,834,766

- The Benefits expenditures budget for FY 2018 was proposed to increase by \$1,829,468.
- The Operating expenditures budget for FY 2018 was proposed to increase by \$6,075,144.
 - ⇒ The operating budget was proposed to increase by \$2,127,848 based on the needs of the College's departments.
 - ⇒ In addition, the operating budget was proposed to increase by \$3,947,296 for furniture and equipment for the new bond buildings to be funded from bond M&O tax revenue.

- The Travel expenditures budget for FY 2018 was proposed to increase by \$124,767. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2018 was proposed to increase by \$607,607.
 - ⇒ The capital budget was proposed to decrease by \$619,303 based on the needs of the College's departments.
 - ⇒ In addition, the capital budget was proposed to increase by \$1,226,910 for equipment for the new bond buildings to be funded from bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2017 was proposed to decrease by \$4,154,992. The decrease was primarily due to the decrease of \$4,155,992 to the M&O Tax Bond Program Reserve. The reserve funds would be used in FY 2018 for operating, travel, and capital expenditures. The MTR Bond Series 2007 debt service was projected to decrease by \$1,000 in FY 2018. This debt service was paid from maintenance and operations taxes.

Financial managers submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures were included in the Proposed Budget for FY 2017 - 2018.

The Summary of Projected Revenues and Expenditures and the Proposed Budget PowerPoint presentation was provided in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2017 - 2018 are included under separate cover. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to present the Preliminary Summary of Proposed Budget for FY 2017 - 2018. Due to time constraints, the Committee did not hear the presentation, and requested that it be delivered at the Public Hearing scheduled for Tuesday, July 25, 2017, prior to the Regular Board Meeting.

The Proposed Budget for Fiscal Year 2017 - 2018 was presented for information and review by the Committee. No action was required from the Committee.

Review and Discussion of Internal Control Review in the Area of Hidalgo and Starr County Tax Assessor-Collector Office

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the procedures, and recommendations of the report in the area of Hidalgo and Starr County Tax Assessor-Collector Office.

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

The Committee discussed the report with Mr. Abdullah, and recommended that he inform the county auditors of his report, available for public review on the College's website.

No action was required from the Committee. This item as presented for information and feedback.

Review and Discussion of Entity-Wide Risk Assessment

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the entity-wide risk assessment.

IIA Standard 2010 – Planning - states that "The CAE must establish a risk based plan to determine the priorities of the internal audit activity, consistent with the organization's goals." Therefore, an Entity-wide Risk Assessment was prepared for the purposes of establishing the audit plan.

A risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Management feedback is essential to accurately assess the organization's risks. Input to the risk assessment was requested from the President, Vice Presidents, and other senior managers. Additionally, management was asked to provide feedback on any areas they felt could benefit from an audit. Based on management's input and the results of the risk assessment, a list of proposed audit projects for FY 2018 has been developed.

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

The Committee questioned the format of the report, and Mr. Abdullah stated that there was no accepted standard format, and that the format he used was similar to how risk assessment reports were conducted during his employment at UTRGV.

Mr. Abdullah stated his position that the entity-wide risk assessment conducted for the purposes of identifying potential projects for an internal auditor had a specific scope and purpose. He advised that management may wish to conduct a more in-depth risk assessment process and could build upon his own assessment for that purpose, but that such action by management would be beyond the scope of the Internal Auditor function.

Mr. Abdullah clarified that some items reported in the risk assessment were categorized as high- medium- or low-risk based upon incomplete information, and provided the example that in some cases, the probability or frequency of exposure to risk was not readily discernable during the interviews. He suggested that an audit of those areas would generally result in a more accurate classification of the associated risk.

No action was required from the Committee. This item was presented for information and feedback.

Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2017 - 2018

Approval of the Proposed Projects for the Internal Auditor for FY 2017 - 2018 will be requested at the July 25, 2017 Board meeting.

The Internal Auditor provided the list below of the proposed projects for the committee's consideration. The projects listed were proposed as the assignments for the Office of Internal Audit for Fiscal Year 2017 - 2018.

- FY 2017-2018 (Scheduled)
 1. Fraud Survey
 2. Financial Aid
 3. Purchasing
 4. Clery Act
 5. Title IX
 6. Construction Project Billing
 7. Time Keeping System Compliance
 8. Custodial Services - Work Orders, Purchase Orders, and Inventory
 9. Banner Computer System Security and Access
 10. Risk Assessment
 11. Risk-Based Audit Plan
 12. Annual Audit Report

Enclosed Documents - The Internal Audits conducted for FY 2003 - 2004 through FY 2016 - 2017 was provided in the packet for the Committee's information and review.

The Committee noted that many departments had not been audited for years, and asked Mr. Abdullah whether they should be prioritized. Mr. Abdullah acknowledged that the Audit Committee could add items to the list as they saw fit.

Mrs. Mary Elizondo added that many of the areas listed as not having been audited by internal auditors in recent years, especially within the Business Office, are extensively audited by the external auditors on a very regular basis, and those audits are reported directly to the Board.

The Committee asked administration whether there were any other areas that they would recommend for inclusion in the Internal Auditor project list. Dr. Reed recommended a thorough audit of construction billing, including payables and change orders.

Dr. Reed also noted that an audit of Title IX procedures, already included in the project list, were a very important priority for the College, noting that the College's response to Title IX issues were critical, and any errors could be costly to the College.

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 proposed projects along with any other areas as suggested by administration. The motion carried.

Review and Recommend Action on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2017 through August 31, 2018 will be requested at the July 25, 2017 Board meeting.

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

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

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

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

Enclosed Documents - A copy of the Internal Audit Charter was provided in the packet for the Committee's information and review.

Mr. Abdullah confirmed that the Internal Audit Charter was presented without revision from the version approved in July 2016 and currently in effect. Annual review of the Charter will provide the Board the opportunity to update it if and when revisions may be appropriate.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 25, 2017 Board meeting, the Internal Audit Charter for the period of September 1, 2017 through August 31, 2018 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 July 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 has 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)

- One hundred and forty-three (143) vacant positions were carried over from FY 2015 – 2016.
- One hundred and sixty-four (164) new positions were Board approved for FY 2016 – 2017.
- As a result, a total of three hundred and seven (307) Full Time Regular positions were vacant on September 1, 2016.

2) Positions Filled during Fiscal Year 2016 - 2017

- One hundred and twenty-nine (129) of the positions carried over from FY 2015 – 2016 have been filled.
- Thirty (30) of the new positions have been filled as of July 6, 2017.
- Twelve (12) Full Time, Regular positions have been filled since the last vacancy report provided as of June 9, 2017.

3) Position Turnover during Fiscal Year 2016 - 2017

- There have been fifty-four (54) vacancies due to resignations, terminations, or retirements submitted for Full Time, Regular positions as of July 6, 2017.
- There has been eight (8) vacancies due to resignations, terminations, or retirements submitted since the last vacancy report provided as of June 9, 2017.

Further details were provided in the Position Vacancy Report.

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 8:05 p.m.

I certify that the foregoing are the true and correct Minutes of the July 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:

B. Next Meetings:

- Tuesday, August 8, 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, August 22, 2017
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

C. Other Announcements:

- New Faculty start Wednesday, August 16, and begin orientation, tours, and professional development through the start of classes.
- Adjunct and Dual Credit Faculty Conference will be held Saturday, August 26, 2017.
- The Fall 2017 semester begins Monday, August 28, 2017.

*The following documents
were provided as
handouts at the meeting.*

Regional Center for Public Safety Excellence Parking and Site Improvements – Skills Pad

Item	Cost	Notes
TxDPS Funds	\$1,140,000.00	
GMP	\$1,140,000.00	
Skills Pad	\$717,529.00	Includes: (from GMP Proposal) 1. Construction Contingency 2. Design Contingency 3. General Conditions 4. Construction Managers Fee 5. General Conditions/Req. 6. Building Permit
EVOC	\$268,632.50	
Cityscape	\$153,838.50	
Construction "Owner's" Contingency	\$22,800.00	Original amount from GMP
Chang Order No. 1	\$22,799.65	Cityscape Drainage
Remaining	\$ 0.35	
Design Contingency	\$17,328.00	Original amount from GMP
Chang Order No. 2	\$16,818.00	2 Carports (20x40) & Footings
Remaining	\$510.00	
Striping Paint Cost		
Striping New Cost	\$3,519.00	Oil Base
Striping Labor Layout	\$632.85	
Total	\$4,151.85	
(Minus) Striping Original Cost	\$2,300.00	Water Base
Difference	\$1,851.85	
Difference Breakdown		
Left over Construction Continency	\$ 0.35	
Left over Design Contingency	\$510.00	
Left Over Building Permit	\$1,341.50	
Total	\$1,851.85	



Ms. Tammy Tijerina
Project Manager
Broaddus & Associates
1100 E Jasmine Ave # 102
McAllen, TX 78501

July 24. 2017

RE: STC RCPSE Oil Based Striping

Tammy,

Noble Texas Builders is pleased to provide you Proposal Oil based striping for Skills Pad and EVOC. Since this cost fall within the allocated GMP, no markup cost is incurred. Attached is cost backup for your reference.

Total Cost..... \$1,851.85

A handwritten signature in blue ink, appearing to read "Juan Delgado", with a horizontal line extending to the right.

Juan Delgado, LEED AP.
Noble Texas Builders

LA FERIA EXCAVATION, INC.
 29130 ADAMS DRIVE
 LA FERIA, TEXAS 78559
 956-797-1390

DATE: 6/12/2017

JOB: SKILL & EVOC STRIPING

**PAINTED STRIPING
PROPOSAL**

TO: NOBLE BUILDERS (JUAN D.)

ITEM	DESCRIPTION	UNIT	COST	QUANTITY	TOTAL
SKILL PAD PAINTED STRIPING					
1	6" DOT STRIPING	EA	\$2.25	805	\$1,811.25
2	DOT & DASH MANEUVER LINES	LS	\$1,219.00	1	\$1,219.00
				TOTAL:	\$3,030.25
EVOC PAINTED STRIPING					
1	STRIPING	LF	\$0.85	575	\$488.75
				TOTAL:	\$488.75

NOTE: NOT THREMO STRIPING

Note: No Meters or Impact Fees Included
 Note: No Concrete for Maintance,Dumpster,Cooling, or
 Generator

involving extra costs will be executed only upon
 written order and will become an extra charge over
 and above this estimate.

DRAWS WILL BE SUBMITTED ON THE 25TH
 OF EACH MONTH AND PAYMENT NEEDS TO BE
 IN OUR OFFICE ON OR BEFORE THE 10TH
 OF THE FOLLOWING MONTH.

TOTAL:	\$3,519.00
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GRAND TOTAL:	\$3,519.00
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ACCEPTANCE OF PROPOSAL & CONTRACT

 AUTHORIZED SIGNATURE

 DATE



Noble Texas Builders

*** POTENTIAL CHAGE ITEM ***

RE: Layout for new Oil Base Striping

PCI-01

Noble Texas Builders Job # 17315.02

Date: 7/24/17

Contract Date: 11/9/2016

THE CONTRACT AMOUNT IS CHANGED AS FOLLOWS:

PC No.	Description of Work	Cost
	Layout for new oil based Striping	\$632.85
Total for PCI No. 01		\$632.85

Proposed Change (PC)

Owner
South Texas College
3201 Pecan Blvd
McAllen, TX 78596

General Contractor:
Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

By: _____
Date: _____

By: Juan Delgado
Date:

LA FERIA EXCAVATION, INC.
29130 ADAMS DRIVE
LA FERIA, TEXAS 78559
956-797-1390

DATE: 6/12/2017

JOB: SKILL & EVOC STRIPING

PAINTED STRIPING
PROPOSAL

TO: NOBLE BUILDERS (JUAN D.)

ITEM	DESCRIPTION	UNIT	COST	QUANTITY	TOTAL
SKILL PAD PAINTED STRIPING					
1	6" STRIPING	EA	\$2.25	805	\$1,811.25
				TOTAL:	\$1,811.25
EVOC PAINTED STRIPING					
1	STRIPING	LF	\$0.85	575	\$488.75
				TOTAL:	\$488.75

NOTE: NOT THREMO STRIPING

Note: No Meters or Impact Fees Included

Note: No Concrete for Maintance,Dumpster,Cooling, or
Generator

Involving extra costs will be executed only upon
written order and will become an extra charge over
and above this estimate.

DRAWS WILL BE SUBMITTED ON THE 25TH
OF EACH MONTH AND PAYMENT NEEDS TO BE
IN OUR OFFICE ON OR BEFORE THE 10TH
OF THE FOLLOWING MONTH.

ACCEPTANCE OF PROPOSAL & CONTRACT

AUTHORIZED SIGNATURE

DATE

TOTAL: \$2,300.00

GRAND TOTAL: \$2,300.00