



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, February 27, 2018
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, February 27, 2018 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 1 - 6**
 - 1. Report on the Association of Community College Trustees (ACCT) 2018 National Legislative Summit
 - 2. Presentation on South Texas College Performing and Fine Arts
 - 3. Presentation on Grant Development, Management, and Compliance at South Texas College
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A. Next Meetings:

- Tuesday, March 6, 2018
 - 3:30 p.m. – Education and Workforce Development Committee Meeting
 - 4:30 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting
- Tuesday, March 27, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, March 12, 2018 – Sunday, March 18, 2018, in observance of Spring Break.
- The College will be closed on Thursday, March 29, 2018 – Sunday, April 1, 2018, in observance of Semester Break.

Presentations

1. Report on the Association of Community College Trustees (ACCT) 2018 National Legislative Summit

Mrs. Graciela Farias and Ms. Rose Benavidez represented South Texas College at the Association of Community College Trustees (ACCT) 2018 National Legislative Summit in Washington D.C.

The summit provides community college leaders with timely information on federal legislation and other initiatives, as well as the opportunity to meet with peer leaders and advocates from around the nation.

2. Presentation on South Texas College Performing and Fine Arts

Mr. William Buhidar, Assistant Dean for Fine and Performing Arts, will share a video showcasing the South Texas College Music Department. Mr. Buhidar will also provide a highlight of upcoming events coordinated by South Texas College.

3. Presentation on Grant Development, Management, and Compliance at South Texas College

Dr. Virginia Champion, Director of Grant Development, Management, and Compliance, will present on the department and their efforts to help the college secure grant awards and monitor grant-funded programs.

Dr. Champion will identify the staffing structure within the office, and will provide a review of pre-award and post-award support offered to the institution and the College's partners in the community at large.

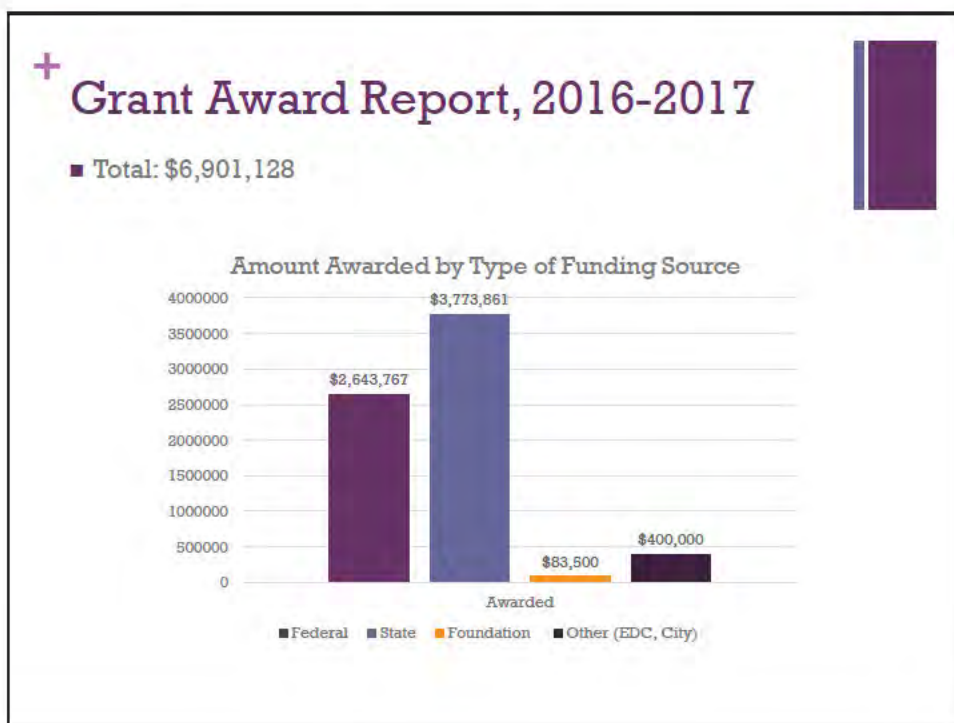
Finally, Dr. Champion will identify strategies to help the College become even more successful in winning grant awards to bring resources and opportunities to the students of Hidalgo and Starr counties.

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

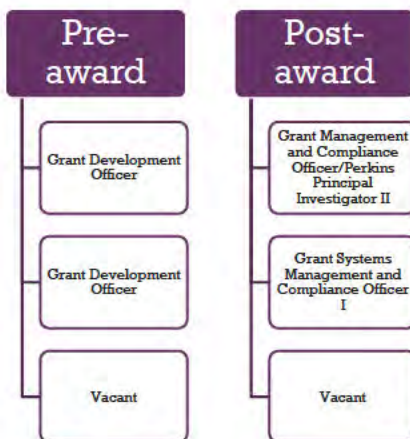


SOUTH TEXAS COLLEGE

Department of Grant Development, Management & Compliance
South Texas College



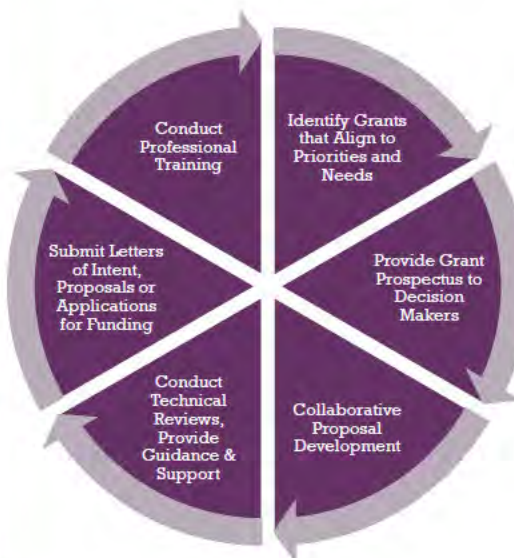
+ Staffing Structure



What We Do

We promote the long-term financial growth of the institution, by providing technical assistance with the development of fundable proposals that align to one or more of the Strategic Directions of South Texas College.

Pre-Award Support



+

Post-Award Support

What We Do

We promote effective management of grants and assist grant staff to maintain compliance with applicable regulations, policies and guidelines.

- Coordinate with other Departments for Grant Records Retention
- Review NOCA & Facilitate Negotiations, as needed
- Lead Grant Initiation Meetings with Grant Management Staff (PI/FM)
- Review Contracts, Statements of Work and MOUs, as needed
- Promote Compliance with Applicable Regulations, Policies and Guidelines
- Develop Tools that Promote Effective Grant Management

+

Internal & External Collaboration

LVN Program JET Grant in the amount of \$223,109 for simulation equipment

South Texas College/ School District Jobs and Education for Texans (JET) Networking Meeting

+ Communication Strategies

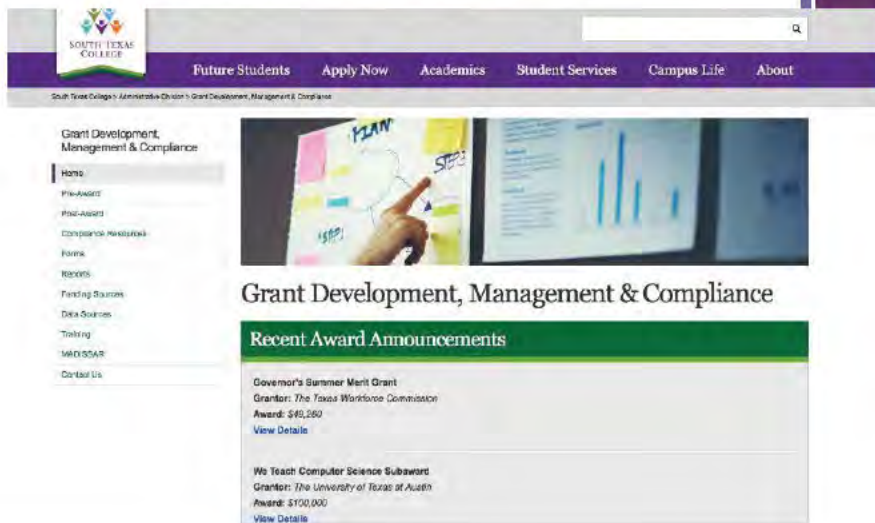
Quarterly Newsletter

Faculty/Staff Email



+ Department Webpage

<https://admin.southtexascollege.edu/grants/index.html>



+ Professional Development



Training Topics

- ✓ *Grant Proposal Development*
- ✓ *Grant Management & Compliance*
- ✓ *Making a Difference for Student Success and Retention (MADISSAR), STC Institutional Grant*

+ Forward Thinking Toward Growth & Success

- Expand Use of Internet Based Grant Management System
- Expand Partnerships and Offer Training/Networking Opportunities
- Utilize Technology Based Tools
- Maximize Funding Opportunities to Support the Mission of South Texas College
- Promote Accountable Use of External Grant Funding

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) January 30, 2018 Regular Board Meeting
- 2) February 6, 2018 Special Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the January 30, 2018 Regular Board Meeting Minutes and the February 6, 2018 Special 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 January 30, 2018 Regular Board Meeting Minutes and the February 6, 2018 Special 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, January 30, 2018 @ 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, January 30, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Mr. Paul Varville, Mr. Robert Cuellar, Ms. Becky Cavazos, Ms. Myriam Lopez, Dr. Ali Esmaeili, Dr. Ety Bischoff, Dr. Enriqueta Cortez, Mr. Paul Hernandez, Mr. Eli Nguma, Dr. Maria Cervantes, Dr. Virginia Champion, Dr. Jesus Campos, Dr. Rebecca De Leon, Mr. Nick Gonzalez, Mr. Lucio Gonzalez, Mr. Gilbert Gallegos, Mr. Daniel Montez, Ms. Tammy Tijerina, Mr. Tim Weldon, Mr. Doug Jowell, Mr. Hector Garcia, Mr. Keith Powell, Mr. Tony Salazar, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Dr. Jesus Campos, Associate Dean for Library Services, said the invocation.

Public Comments

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

Presentations

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

Dr. Reed presented an expression of appreciation to the Board of Trustees on the behalf of faculty, staff, students, and constituents for their continued contributions to making South Texas College a world-class, innovative, and responsive community college.

Presentation of the Preliminary Spring 2018 Enrollment Report

Mr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management, reviewed the preliminary Spring 2018 Enrollment Report to the Board.

The Spring 2018 Census, at which point final enrollment is determined, would not be complete until Wednesday, January 31, 2018. Because the census date had not yet arrived, the enrollment figures Mr. Hebbard reviewed were still preliminary.

Mr. Hebbard would provide an update at a later meeting, based upon the census date numbers.

Update on Planning at South Texas College

South Texas College engages in continuous planning emanating from the Texas Higher Education Coordination Board's 60x30 Strategic Plan for Texas.

South Texas College develops a five-year Comprehensive Operational Plan that is updated annually until the five-year planning cycle begins again.

Dr. Reed reviewed the planning process at South Texas College Comprehensive Operational Plan for FY 2017 - 2018 to FY 2020 - 2021.

The Comprehensive Operational Plan is part of a continual process in an effort to ensure the College's programs, strategies, and future planning are in line with the current and anticipated needs of the region.

The Comprehensive Operational Plan includes:

- Environmental Scan
- Academic Affairs
- Student Services and Enrollment Management
- Industry Training and Economic Development
- Continuing, Professional, and Workforce Education
- Public Relations and Marketing
- Grant Development, Management, and Compliance
- Information Services, Planning, Performance, and Strategic Initiatives
- Finance and Administrative Services
- Facilities Planning and Construction
- Facilities Operations and Maintenance
- Department of Public Safety

Companion documents to the Comprehensive Operations Plan include the Traditional Enrollment Planning Assumptions, and the Achievements, Awards, National Recognitions, and Accreditations. The South Texas College Comprehensive Operational Plan FY 2017-2018 to FY 2020-2021 and companion documents were included in the packet under separate cover.

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) December 12, 2017 Special Board Meeting

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and adopted the December 12, 2017 Special Board Meeting Minutes as written. The motion carried.

Approval and Authorization to Accept Grants

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

1. The Texas Workforce Commission, Governor's Summer Merit Grant in the amount of \$49,260

This grant would provide opportunities for underserved, low-income middle and high school students to engage in STEM related activities during a Robotics and Automation Summer Camp. Activities would include computer science and engineering interactive course material that would enhance their STEM learning experience. The funding period for this grant was from March 1, 2018 until September 30, 2018.

This grant was aligned to Strategic Direction #2, Access and Success by providing middle and high school students with the opportunity to participate in the Summer Camp and encouraging them to pursue higher education after graduation.

2. The University of Texas at Austin, We Teach Computer Science Subaward in the amount of \$100,000

This Subaward sought to expand the capacity among K-12 educators by providing collaborative, rigorous, high quality and sustained professional development in computer science that aligned with the Texas Essential Knowledge and Skills (TEKS). Code/Interactive (CI) and South Texas College faculty would deliver the

professional development workshops to twenty teachers. The funding period for this grant was from November 27, 2017 through August 5, 2018.

These funds aligned to Strategic Direction #5, Collaboration with the University of Texas at Austin, Code/Interactive and interdepartmental collaboration between the Department of High School Programs and the Institute of Advanced Manufacturing to advance mutually beneficial educational partnerships.

3. The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant Reallocation funds in the amount of \$205,545

The purpose of the Carl D. Perkins Basic Grant is to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs.

Each year, after initial allocations to selected programs, the grant administrators issue a reallocation of the available remaining funds. These Reallocation funds would be used for instructional resources and equipment for CTE programs. Access to books and state of the art equipment and materials would support CTE students in developing skills for emerging technologies in CTE programs. The funding period was from September 1, 2017 through August 31, 2018.

With this reallocation, the total Carl D. Perkins Basic Grant award to South Texas College for this funding period was \$1,852,530.

This award aligned to Strategic Direction #1, Clear Pathways by providing students with opportunities in career and technical education, including extensive support to complete programs successfully. This award also aligned to Strategic Direction #2, Access and Success by increasing community awareness and access to Career and Technical Education training and programs that align to the purpose and intent of the Carl D. Perkins Grant.

4. Knapp Medical Center, Knapp Community Care Foundation Grant in the amount of \$50,000

The purpose of this project was for students enrolled in South Texas College's Associate Degree in Nursing and Licensed Vocational Nursing programs to raise awareness about diabetes and obesity and to promote proper health management among high school students from participating school districts in the mid-valley, including Donna ISD, Weslaco ISD, La Villa ISD, Edcouch Elsa ISD, and Mercedes ISD. The funding period for this grant was from January 1, 2018 to December 31, 2019.

This award aligned to Strategic Direction #3, Collective Responsibility by providing a diabetes and obesity prevention program that would engage South Texas College students and high school students from areas served by the Knapp Community Care Foundation and South Texas College.

The following grant was included after the publication of the Board packet, and was submitted for Board review and approval:

5. The Gene Haas Foundation, Scholarship Funds in the amount of \$9,000

Scholarship funds from the Gene Haas Foundation focused on manufacturing education. Eligibility to apply for a scholarship was based on Grade Point Average (GPA 2.8 min.), the students' Statement of Need, and program participation. Applicants may be high school students enrolled in South Texas College's Certificate Program in Manufacturing with plans to pursue an Associate Degree in Precision Manufacturing Technology from South Texas College, or they may be college students enrolled in the Associate Degree in Precision Manufacturing Program. South Texas College would award nine \$1,000 scholarships through this grant. The funding period was from November 27, 2017 through November 26, 2019.

This grant aligned to Strategic Direction #1, Clear Pathways by providing students with financial support for post-secondary education in Precision Manufacturing.

The presented grants would provide up to \$413,805 in additional funding for the College to provide services and opportunities throughout the region.

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

1. The Texas Workforce Commission, Governor's Summer Merit Grant in the amount of \$49,260
2. The University of Texas at Austin, We Teach Computer Science Subaward in the amount of \$100,000
3. The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant Reallocation Funds in the amount of \$205,545
4. Knapp Medical Center, Knapp Community Care Foundation Grant in the amount of \$50,000
5. The Gene Haas Foundation, Scholarship Funds in the amount of \$9,000

The motion carried.

Review of Presentation to the Education and Workforce Development Committee on January 16, 2018

Presentation on Comprehensive Advising: *Getting and Keeping Students on the Pathway to Completion*

Dr. Nancy Garcia, Director of Comprehensive Advising & Mentoring Services, presented Comprehensive Advising: *Getting and Keeping Students on the Pathway to Completion*.

Dr. Garcia's presentation provided a review of the College's Comprehensive Advising program, which was designed to provide students with the resources to select degree plans and courses that would help them meet their educational goals in a timely fashion.

The presentation covered the following key elements of comprehensive advising:

- Comprehensive Academic Advising Model
- Mandatory Advisement for First Time in College (FTIC) Students
- FTIC Case Management
- Technology Mediated Advising
- Student Success Advising
- Faculty Advising

From initial mandatory advising, case management for First Time in College (FTIC) students includes at least four contacts per semester, faculty and staff collaborative advising, and real-time monitoring and mediation using Degree Works and the Starfish Early Alert System. South Texas College is dedicated to provide all students with meaningful and successful advising strategies to help provide students with the resources they need to complete their degree/certificate on time.

This presentation was provided for the Education and Workforce Development Committee's information and feedback to staff. No action was requested.

Review and Action as Necessary on Parking Services Report for FY 2017

The Parking Services Report for FY 2017 was presented to provide a brief review and update on the Parking Services provided by the College. The report also provided information on the transportation services, parking permits, and parking violation citations.

Purpose – The Board members had received numerous emails from students concerning parking on campus. In an effort to respond, the President asked the Vice President for Finance and Administrative Services and the Chief Administrator of the Department of Public Safety to conduct a review of the parking services.

The preliminary Parking Services Report for FY 2017 was presented at the Finance, Audit, and Human Resources Committee for feedback from the members.

Enclosed Documents – The Summary of Emails Regarding Parking and the Parking Services Report for FY 2017 was included in the packet for the Board's review and information.

An invitation was extended to the students who submitted concerns via email, inviting them to attend and informing them of the opportunity to provide public comments. A copy of the invitation was included in this packet, following the Parking Services Report for FY 2017 and a summary of the concerns received.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College accepted the Parking Services Report for FY 2017 as presented. The motion carried.

Review and Action as Necessary on Purchases and Renewals (Non-Bond Proceeds)

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

A. Technology Items

1) 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 \$152,415.27;

2) Network Equipment and Software (Purchase): purchase network equipment and software from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$52,553.00;

3) 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, 2018 through September 29, 2019 in the amount of \$586,743.73 and September 30, 2019 through September 29, 2020, in the amount of \$589,677.45, for a total of \$1,176,421.18;

4) Student Enrollment Management System Agreements (Renewal): renew the student enrollment management system agreements with **Admissions US, LLC.** (Boca Raton, FL) formally Hobsons, Inc., a sole source vendor, for the period beginning September 28, 2017 through September 27, 2018, at a total amount of \$117,891.60.

Recommend Action - The total for all purchases and renewals (Non-Bond Proceeds) was \$1,499,281.05.

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 proposal, purchases, and renewal (Non-Bond Proceeds) as presented. The motion carried.

Review and Action as Necessary on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo and Starr counties at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2018 through April 30, 2019 was requested.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP would expire on April 30, 2018. Approval to renew the contract for a one-year period was needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the January 31, 2017 Board meeting for the contract period beginning May 1, 2017 through April 30, 2018 with two (2) one-year renewal options. This was the first renewal of the two (2) one-year renewal options.

Funding Source – The delinquent tax collection services fee of 15 percent was paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy Uncollected was provided in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2018 to April 30, 2019 as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2018 to April 30, 2019 as presented. The motion carried.

**Review and Action as Necessary on Resolution to Impose a 15%
Penalty for Collection of Delinquent Taxes as Authorized Under
Section 33.07 of the Texas Property Tax Code for Delinquent Tax
Attorney Fees and Expenses**

Approval of the Resolution imposing a 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney fees and expenses was requested.

Purpose – A resolution authorizing the College to levy an additional penalty of 15 percent to the delinquent 2017 district taxes was needed in order to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2017 taxes which remain delinquent on July 1, 2018.

Justification – Board action as necessary on the Resolution previously prepared by legal counsel to approve the 15 percent additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15 percent penalty for the collection of tax year 2016 delinquent taxes, the College's prior levy tax year, was approved by the Board on January 31, 2017.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded was provided in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

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 Resolution imposing a

15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

Discussion and Action as Necessary on the Adoption of the Methodology of Accounting Reconciliation for 2013 Bond Construction Program Bond Proceeds Balance

Approval to adopt the methodology of accounting reconciliation for the Projected Bond Proceeds Balance for the 2013 Bond Construction Program was requested.

Purpose - The College was preparing the accounting reconciliation of the 2013 Bond Construction Program and finalizing the methodology to expend all of the bond proceeds based on developments concerning the proposed and realized bond projects.

Bond Proceeds Balance

The projected bond proceeds balance at the end of the construction program had not yet been determined. This was a result of taking into consideration the postponement of the Mid Valley Campus Workforce Training Center and the Starr County Campus Workforce Training Center, use of buyout savings, use of design contingencies, use of construction contingencies, and interest revenue.

Workforce Training Center

The amount of bond proceeds originally designated for the bond proceeds for the Mid Valley Campus Workforce Training Center and the Starr County Campus Workforce Training Center, net appropriate actual expenditures in the amount of \$4,196,809.11, would be earmarked in the Non-Bond Unexpended Plant Fund to be used at a future date.

Allocation of Bond Proceed Balance and Proposed Use

The projected bond proceeds balance of over \$2 million dollars could be used to fund projects that were budgeted and approved to be funded by the Non Bond Unexpended Plant Fund.

Administration proposed that the approved expenditures associated with the following projects, which were to be funded by the Non-Bond Unexpended Plant Fund, instead be funded by bond proceeds. This would allow for the entire amount of bond proceeds and interest revenue to be expended.

Alternates previously approved by the Board to be paid out of the non-bond funds.

- Starr County Thermal Plant
- Mid Valley Thermal Plant

Non-Bond Unexpended Plant Fund

- Nursing & Allied Health Campus Thermal Plant
- Nursing & Allied Health Campus Thermal Plant Parking & Site Improvements
- Regional Center for Public Safety Excellence Training Facility
- Regional Center for Public Safety Excellence Parking & Site Improvement
- Mid Valley Campus Library Renovation

Enclosed Documents – The Preliminary Projected Bond Proceeds Balance and Proposed Use worksheet was provided in the packet for the Board's review and information.

Presenters - Broaddus & Associates have reviewed the information presented. Mary Elizondo, Vice President for Finance and Administrative Services attended the meeting to address any questions.

The Finance, Audit, and Human Resources Committee recommended Board approval of the adoption of the methodology of accounting reconciliation of the 2013 Bond Construction Program projected bond proceeds as presented, and for a total to be determined later.

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 adopted the methodology of accounting reconciliation of the 2013 Bond Construction Program projected bond proceeds as presented, and for a total to be determined later. The motion carried.

Discussion and Action as Necessary to Authorize Solicitation of Requests for Proposals for Recruitment Services for Professional Positions

Recruitment of key highly qualified administrative personnel had become increasingly difficult for South Texas College. Despite national strategically placed advertising, the College was not attracting a pool of potential candidates for critical administrative positions.

For example:

- Two national level searches for Dean of Library and Learning Support Services yielded 2 candidates.
- Two national searches for Dean of Distance Learning yielded 3 candidates.

For South Texas College to stay on the cutting-edge as a national leader in serving Hispanic students, it was vital that the College successfully recruit and hire qualified new talent.

Use of recruitment firms is a common practice in higher education; however, it is an expensive undertaking and not recommended for every search. Fees may range from \$20,000 to \$40,000; however, firms do commit to recruiting a diverse and highly qualified pool of candidates.

Administration requested authorization and approval to solicit proposals for recruitment services for professional positions. A review of respondents would help administration develop a better understanding of services that are available and insight into the expected costs for such services.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed solicitation of requests for proposals for recruitment services for professional positions 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 solicitation of requests for proposals for recruitment services for professional positions as presented. The motion carried.

Presentation on Current Construction Status for 2013 Bond Construction Program

Broaddus & Associates provided an update on the current status of the 2013 Bond Construction Projects.

No action was requested.

Update and Discussion on Reconciliation of 2013 Bond Construction Program Budget and Projected Shortfall

As of January 25, 2018, the current total budget shortfall was estimated to be at \$4,360,304. This amount did not include the current remaining buyout savings, design and construction contingencies.

Broaddus & Associates provided an updated summary of the current 2013 Bond Construction Program shortfall including the *projected* remaining savings. The projected shortfall with project savings, including buyout savings and remaining contingency balances, was estimated to be \$2,763,321.

Broaddus & Associates continued to identify the unexpended balance at the Starr County Campus and Mid Valley Campus Workforce Training Center projects, though they did not apply the unexpended balances against the projected shortfall.

The Facilities Committee and Board were consistently clear that these unexpended funds for the Starr County Campus and Mid Valley Campus Workforce Training Center projects were not to be used to offset the construction program deficit.

No action was requested.

Review and Action as Necessary on 2013 Bond Construction Program Specific and Additional Outstanding Issues:

College staff from Finance and Administrative Services and Facilities Planning and Construction prepared a list outlining the 2013 Bond Construction Program Outstanding Issues Action Plan generated from the weekly meetings held with Broaddus & Associates. The meetings were conducted in an effort to communicate and coordinate the activities of the 2013 Bond Construction Program.

Broaddus & Associates worked with the design professionals and the Construction Managers at Risk and provided updates and costs associated with each outstanding issue.

The Board packet included the Outstanding Issues Action Plan as developed and maintained by administration.

A brief summary of each item follows:

Pecan Campus

- 1. STEM Building - Pending Written Analysis Report for steel delay that led to overtime costs**
 - Broaddus & Associates provided an update at the Board Meeting.

- 2. STEM Building - Floor Trenches Concern**
 - Broaddus & Associates advised the Board that the work would be completed by February 2, 2018.

- 3. STEM Building - Pending Change Order for the Autoclave Exhaust System**
 - Broaddus & Associates advised the contractor was awaiting the delivery of materials, which were expected in mid-February, 2018.

4. "STEM Building - Ventilation in 1st floor Biology storage rooms (6 cabinets)"

- Broaddus & Associates advised the contractor was awaiting the delivery of materials, which were expected in mid-February, 2018.

5. Thermal Plant - Chiller Fire Issue

- Broaddus & Associates advised the issue was under review by legal counsel.

Technology Campus

6. Parking & Site Improvement - Board's Request for Additional Landscape Along Military Hwy

- Broaddus & Associates advised that a proposal was included on the agenda for discussion later during this same meeting.

Mid Valley Campus

7. Health Professions Bldg. - Pending Change Order - Insufficient Amperage for the Installed Circuits - 2 Chemistry Labs Only

- Broaddus & Associates advised that a Change Order was included on the agenda for discussion later during this same meeting.

8. Library Renovation - Sink Issue

- Broaddus & Associates advised that Mata-Garcia Architects was developing a plan and pricing.

Starr County Campus

9. Health Professions Bldg. - Pending Change Order - Insufficient Amperage for the Installed Circuits - 2 Chemistry Labs Only

- Broaddus & Associates advised that a Change Order was included on the agenda for discussion later during this same meeting.

10. Health Profession & Science Bldg-20 in. deep sinks (12 sinks) - Pending Change Order

- Broaddus & Associates advised that Mata-Garcia Architects was developing a plan and pricing for the February 6, 2018 Facilities Committee.

11. Health Profession & Science Bldg- 2 columns of shelving to be relocated to the adjacent autoclave room

- Broaddus & Associates advised that they were waiting for pricing on this issue.

12. Health Profession & Science Bldg- Autoclave Exhaust System & Explosion Proof Lighting

- Broaddus & Associates advised that a Change Order was included on the agenda for discussion later during this same meeting.

13. Parking & Site Improvement -Cleaning of Chilled Water Lines - 4 Incident Reports

- Broaddus & Associates advised the issue was under review by legal counsel.

14. Parking & Site Improvement - Detention Pond Landscape & Irrigation Design

- Broaddus & Associates advised that a proposal was included on the agenda for discussion later during this same meeting.

15. Parking & Site Improvement - Detention Pond Water Drainage Concern

- Broaddus & Associates advised that a proposal was included on the agenda for discussion later during this same meeting.

16. Student Services Bldg. - Landscaping Screen around Transformer

- Broaddus & Associates advised that they were working with the design team on proposals to address this issue.

17. Student Activities Bldg. - Blinds Safety Concern

- Broaddus & Associates advised that the design team was expecting delivery of samples that could be used to address the concerns.

Regional Center for Public Safety Excellence

18. RCPSE Training Facility - Pending Landscape Drawings from the Board

- Broaddus & Associates advised that they had a meeting scheduled for January 31, 2018 with the City of Pharr to request a waiver of certain landscaping requirements.
- Broaddus & Associates would provide an update at the February 6, 2018 Facilities Committee.

District Wide -All Bond Projects

19. Workforce Training Centers - Amend Contract to Remove Scope from B&A, Design Consultants, and CMR

- Broaddus & Associates advised the issue was under review by legal counsel.

20. Architect/Engineer Fee Adjustments due to increases from CCL to GMP

- Broaddus & Associates advised that one fee adjustment was included on the agenda for discussion later during this same meeting.
- Broaddus & Associates further advised that most of the adjustments were anticipated for the March 2018 Facilities Committee meeting.

21. Errors & Omissions Documentation from B&A for all projects - Cost of Reimbursement to STC

- Broaddus & Associates advised that they were working with College staff to review their proposed Errors & Omissions report, identifying potential errors and omissions within the 2013 Bond Construction Program.

22. Furniture Delay Cost

- Broaddus & Associates credited the “enormous effort” of College staff to assist with delivery and installation of equipment and furniture to date.
- Broaddus & Associates confirmed that there were still some ongoing delays, which project teams were working to resolve.

23. Substantial Completions and Punch-lists

- Broaddus & Associates stated that this would be an ongoing issue while they worked to bring each project to completion.

24. Responsibilities at Close-out of each project

- Broaddus & Associates stated that this would be an ongoing issue while they worked to bring each project to completion.

No action was taken.

Review and Action as Necessary on Authorizing Use of Wage Scale Determination Survey for the 2013 Bond Construction Program

Approval to authorize use of the Wage Scale Determination Study for the 2013 Bond Construction Program was requested.

Purpose

The purpose was to allow other local entities to use the wage scale determination survey conducted by Broaddus and Associates for the 2013 Bond Construction Program.

Justification

The Wage Scale Determination Study that was conducted and approved by the Board of Trustees was currently being used by the South Texas College 2013 Bond Construction Program. Representatives from Hidalgo County requested the use of the study for their future construction project.

The wage rates collected in the wage scale determination survey were applicable for other local entities to use in the Rio Grande Valley area.

Background

At the November 24, 2015 Board meeting, the Board of Trustees approved additional services with Broaddus & Associates for a Wage Scale Determination Survey for the 2013 Bond Construction program. Broaddus and Associates completed the study and it was approved on April 26, 2016.

The requirement to enforce Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates (referenced in Article III of the College's Uniform General Conditions specified in the construction contract). In summary, the Code mandates that localities pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the United States conduct Prevailing Wage Determining Surveys annually, however, Texas does not.

The consequences of relying on Davis-Bacon wage determinations (common practice in the Valley) are severe, but most notably to owners is the cost impact. Locally applied Davis-Bacon wage rates are, on average, 36% higher than the mean wage data for identical trades, as collected by the Texas Workforce Commission for the Rio Grande Valley. The range of disparity when using Davis-Bacon is significant and just a few key examples of the higher rates are; Masons 32% higher, Carpenters 29% higher, Electricians 18% higher, and Plumbers 179% higher.

The County of Hidalgo was in the process of developing the new courthouse construction project and requested the use of the Wage Scale Determination Survey in an effort to take advantage of a wage scale that is accurate to the local construction community.

Legal Counsel recommended determining a licensing fee structure to local units that may be interested in using the study. If a fee was imposed, then a methodology to calculate the fee would need to be determined.

Enclosed Documents

The packet included the letter from the County of Hidalgo requesting use of the wage scale determination survey for the Board's review and information.

Committee Discussion

Legal Counsel and representatives from Broaddus & Associates attended the January 16, 2018 Facilities Committee meeting to address any questions related to the use of the wage scale determination survey.

Mr. Gilbert Gallegos noted that the survey was valid for three years from its completion in 2016, which meant the current study was depreciated by two years, and had a single year remaining.

Mr. Gallegos offered that the survey could be extended for additional time, if it were updated based on current wage scale data. Mr. Gallegos could not provide a cost to

update the survey at the January 16, 2018 Facilities Committee meeting, but has since provided a letter outlining a proposal to complete this work at a not-to-exceed fee of \$15,260. This letter was received on January 26, 2018, and is included in the packet.

The Committee discussed this, and agreed that if the County would agree to pay the cost to update the survey and reset its useful life, the College would be willing to license the County to use the data.

Broaddus & Associates provided a letter offering to update the Wage Scale Determination Study at a cost not to exceed \$15,260, to be paid monthly for the duration of the engagement. This update would provide the College with a total of three years from the completion of the update to use the data.

Legal Counsel discussed Broaddus & Associates' proposal on January 30, 2018, and distributed a draft Interlocal Agreement for Cost Sharing of Wage Rate Study for review and action by the Board.

Mr. Paul R. Rodriguez noted that the draft agreement, in section 3.1, misidentified the original cost of the study as \$15,260; the actual original cost was approximately \$84,000, as provided by Broaddus & Associates. Legal Counsel noted the error and agreed to correct the interlocal agreement.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved that upon agreement by the County of Hidalgo to pay the cost to update the survey to extend its useful life, the College would authorize the county to use the Wage Scale Determination Survey as presented. The motion carried.

Mr. Gilbert Gallegos clarified that Broaddus & Associates would not undertake the update process unless and until the County of Hidalgo accepted the terms of the agreement.

Review and Action as Necessary on Change Orders for Use of Design Contingencies, Owner Contingencies, and Acceptance of Buyout Savings for the 2013 Bond Construction Program

- 1. Pecan Campus Projects**
- 2. Mid Valley Campus Projects**
- 3. Technology Campus Projects**
- 4. Starr County Campus Projects**

Approval of proposed change orders for use of design and construction contingencies and acceptance of buyout savings for the 2013 Bond Construction Projects was requested.

Purpose

Projects for the 2013 Bond Construction program were in the construction stage and

change orders were needed to allow the use of design and construction contingencies within the Guaranteed Maximum Prices (GMPs) submitted by the Construction Managers-at-Risk (CM@Rs).

The CM@R's received buyout savings through their bidding process and some change orders were proposed to remove the savings from the overall GMPs for the associated 2013 Bond Construction projects.

Justification

Change orders were needed for approval to provide for items needed to complete the construction of the projects and to remove the buyout savings from the CM@R's contracted GMPs.

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 were two project contingencies, and each was based on percentages of the construction costs. Design Contingencies were included in the GMPs to allow for costs arising out of the final development and completion of the construction drawings and specifications. Design Contingencies were used at the CM@R's discretion with Owner oversight. Construction Contingencies were controlled solely at the discretion of the Owner.

Expenditures from either contingency would not increase the amount of the GMPs.

On March 29, 2016, the Board of Trustees delegated 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 was expected to provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update

Level	Approved By	Change Amounts		Aggregate for Month
		From	To	
Level One	Broaddus & Associates	\$.01	\$5,000.00	\$25,000
Level Two	Board of Trustees	Above \$5,000.01		N/A

As part of the buyout process, the Construction Managers at Risk brought forward cost information to allow the acceptance of actual buyout savings and adjustments to the contingencies within the projects.

Funding Source

Funds were available in the 2013 Bond Construction Program Budget and the Non-Bond Unexpended Budget for FY2017-2018.

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

Enclosed Documents

On January 25, 2018, Broaddus & Associates provided updates to the following documents:

- Current Change Order Log
- Change Orders – B&A forms for Bond
- Change Order Master Summary
- Change Order Log

Change Order presented without Committee Recommendation

Starr County Campus Health Professions & Science Building Change Order #18 was not included in the recommendation from the Facilities Committee, and was included without a Committee recommendation. The documentation for this Change Order was included in the packet for Board consideration.

Presenters

Representatives from Broaddus & Associates and representatives from the Construction Managers at Risk attended the Facilities Committee meeting to discuss the buyout savings and use of design and construction contingencies.

The Facilities Committee recommended Board approval of the Change Orders, including the “would not exceed” amounts at Mid Valley Campus and Starr County Campus as provided by Broaddus & Associates.

Since the Facilities Committee meeting, Broaddus & Associates provided additional Change Orders. One was introduced at the Facilities Committee meeting, at the cost of \$130,000 from the Design Contingency at the Starr County Campus Health Professions and Science Building project, for work related to lab and storage room upgrades. The Committee did not discuss this item, as it had not been included in the original proposal.

Broaddus & Associates also retracted a proposal to void a prior Change Order (Starr Health Professions & Sciences Building Change Order #17) and proposed adding a new Change Order, Starr County Campus Parking and Site Improvements project Change Order #10, to address the need for a water pump at the detention pond.

These proposed changes were reflected in the documentation provided by Broaddus & Associates for publication in the Board packet.

A summary of the Committee recommendation compared to the Change Orders proposed by Broaddus & Associates for Board approval follows:

Change Order Category	Facilities Committee (January 16, 2018)	Presented for Board (January 30, 2018)	Difference
Design Contingency	\$727,136	\$846,945	\$119,809
Construction Contingency	\$310,698	\$536,885	\$226,187
GMP Adjustment	\$233,533	\$233,533	\$0

At the January 30, 2018 Regular Board Meeting, the Board discussed each of the following Change Orders with Broaddus & Associates:

Pecan Campus Projects

1. South Academic Building

Change Order #9. Void Prior Change Order in the amount of \$65,880 from the Construction Contingency

Change Order #10. Void Prior Change Order in the amount of \$10,290 from the Construction Contingency

Change Order #11. -\$10,298 Construction Contingency

Change Order #12. -\$39,083 Construction Contingency

2. STEM Building

Change Order #13. Void Prior Change Order in the amount of \$251,452 from the Design Contingency

Change Order #14. Void Prior Change Order in the amount of \$50,293 from the Construction Contingency

Change Order #15. Void Prior Change Order in the amount of \$177,180 from the Construction Contingency

Change Order #16. Void Prior Change Order in the amount of \$150,000 from the Construction Contingency

Change Order #17. -\$10,084 Construction Contingency

Change Order #18. -\$2,404 Design Contingency

Change Order #19. -\$199,398 Design Contingency

Change Order #20. -\$20,312 Construction Contingency

Change Order #21. -\$175,535 Construction Contingency

3. Student Union

Change Order #8. \$2,597 Construction Contingency

4. Parking & Site

Change Order #6. \$3,295 Construction Contingency

Technology Campus Projects

1. Parking & Site

Change Order #6. Void prior Change Order in the amount of \$16,520 from Cost of Work

Change Order #7. -\$16,487 Construction Contingency

- Change Order #7 was not included in the Facilities Committee recommendation.

Mid Valley Campus Projects

1. Health Professions and Science Building

Change Order #12. -\$296,996 Design Contingency

- Change Order #12 was initially presented to the Facilities Committee at \$282,853, and was adjusted to the current total at that meeting.

Starr County Campus Projects

1. Health Professions and Science Building

Change Order #5. Void prior Change Order in unspecified amount from Construction Contingency

Change Order #6. Void prior Change Order No. 6 in unspecified amount from Design Contingency and resubmit as Change Order 15 below.

Change Order #15. -\$97,300 Design Contingency, originally approved on December 12, 2017.

Change Order #16. -\$215,000 Design Contingency

Change Order #17. Void Design Contingency

- Change Order #17 was recommended for Board approval by the Facilities Committee at \$10,191, but has been withdrawn as per Broaddus & Associates.

Change Order #18. -\$130,000 Design Contingency

- Change Order #18 was briefly introduced at the Facilities Committee meeting, and Broaddus & Associates was instructed to deliver it to the Board without a recommendation from the Committee.

2. Library

Change Order #1. -\$3,147 Design Contingency

3. Parking & Site Improvements

Change Order #6. Void prior Deductive Change Order for \$201,701 for previous GMP Adjustment

Change Order #7. \$233,533 GMP Adjustment

Change Order #8. -\$49,494 Construction Contingency

Change Order #9. -\$124,200 Construction Contingency

- Change Order #9 would provide the landscaping around the detention pond as recommended by the Facilities Committee.

Change Order #10. -\$85,500 Construction Contingency

- Change Order #10 would provide the drainage pump for the detention pond as recommended by the Facilities Committee.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposed Bond change orders for use of design contingencies not to exceed \$846,945, construction contingencies not to exceed \$536,885, and acceptance of GMP adjustments in the amount of \$233,533 for the 2013 Bond Construction projects as presented. The motion carried.

After the Board took action to approve the Change Orders as presented, Broaddus & Associates clarified that there were insufficient contingency funds available in the Mid Valley Campus Health Professions and Science Building project for the proposed Change Order #12. The Board instructed Broaddus & Associates to take the correct steps necessary and to present any necessary item for Board review and action in February 2018.

Review and Action as Necessary on Amendment for Architect Agreement for the 2013 Bond Construction for Pecan Campus Student Activities and Cafeteria Building

Approval to amend the existing engineering agreement with The Warren Group Architects, Inc. to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with The Warren Group Architects, Inc. to include the design of the additional scope at the 2013 Bond Construction Pecan Campus Student Activities and Cafeteria Building project.

Justification

The architect needed to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs are finalized. This increase in compensation was the result of additional construction costs to complete the Pecan Campus Student Activities and Cafeteria Building project as approved.

Background

The current architect agreement with The Warren Group Architects, Inc. for the Pecan Campus Student Activities and Cafeteria Building project provided for an additional fee if the final construction cost exceeded the Construction Cost Limitation (CCL) by more than 5%.

- The CCL for the project was \$5,700,000, and the fee was negotiated at 6.26%, for a total of \$356,535.00.

- The total project cost was \$6,760,171.00. No additional costs were anticipated for the project, which exceeded the CCL by 18.6%.
- The architect accepted the cost for CR31- error in the amount of \$6,232.00 which was deducted from the fee adjustment.
- The Warren Group Architects, Inc. requested an additional fee of \$60,081.70, which would result in a total fee of \$416,616.70, or 6.16% of the adjusted total project cost.

Original Fee:	\$356,535.00
Additional Fee:	\$60,081.70
Revised Fee	\$416,616.70

Funding Source

Bond funds were budgeted in the Bond Construction budget for FY 2017-2018.

Presenters

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

The Facilities Committee recommended Board approval to amend the current AE contract with The Warren Group Architects, Inc. to a revised fixed fee of \$416,616.70 based on 6.16% of \$6,760,171.00.

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 amending the current AE contract with The Warren Group Architects, Inc. to a revised fixed fee of \$416,616.70 based on 6.16% of \$6,760,171.00. The motion carried.

Review and Action as Necessary on Schematic Landscape Design for the 2013 Bond Construction Projects

- 1. Technology Campus Parking and Site Improvements – Additional Scope along Military Highway**
- 2. Starr County Campus Parking and Site Improvements – Detention Pond Area**

Approval of the schematic landscape designs for the 2013 Bond Construction projects was requested.

Purpose

Landscaping and irrigation is required as part of the project scope to meet South Texas College's design standards as well as all applicable municipal codes and ordinances.

Background

Additional services for landscape and irrigation design were awarded to the civil engineering firms. The various civil engineering firms have worked with Broaddus & Associates and the project team to develop the landscape designs based on the local municipalities' requirements and to meet College standards.

Technology Campus

The schematic landscape and irrigation drawings for the Technology Campus Parking and Site Improvements were presented at the October 24, 2017 Board meeting. The Board requested additional landscaping to be provided along Military Highway and presented to the Board for review and approval on January 30, 2018.

Starr County Campus

The schematic landscape and irrigation drawings for the Starr County Campus were previously presented at the September 12, 2017 Facilities Committee meeting and at the October 24, 2017 Board meeting. The Board approved the revised proposal for landscaping and irrigation for the campus not including the detention pond area. The Board reviewed options for addressing the landscaping and fencing related to the new detention pond on November 28, 2017 and asked SSP to provide cost estimates for the December 5, 2017 Facilities Committee meeting.

Enclosed Documents

Technology Campus

Aquatech Irrigation and Broaddus & Associates have provide landscape designs and photos of the existing views from Military Highway for the Committee's review and information.

Starr County Campus

Melden & Hunt, Inc. and SSP have provided presentations of the landscape designs for the detention pond and the area at the Student Services Building Expansion. The associated estimated costs are also provided for the Committee's review and information. The proposal included landscaping, a wall, and signage as recommended by SSP.

Presenters

Representatives from Aquatech Irrigation, Melden & Hunt, Inc., Scott Pajeski with SSP, and Broaddus & Associates attended the Facilities Committee meeting to present the landscape designs.

The Facilities Committee recommended Board approval of the proposed schematic landscape designs for the 2013 Bond Construction projects as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed schematic landscape designs for the 2013 Bond Construction Technology Campus Parking and Site Improvements project in the amount of \$16,487, as previously approved in a Change Order for the same amount, as presented. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed schematic landscape designs for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project in the amount of \$124,200, as previously approved in a Change Order for the same amount, as presented. The motion carried.

Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Pecan Campus STEM Building

Approval of substantial completion for the following 2013 Bond Construction Pecan Campus STEM Building project was requested.

	Project	Completion Recommended	Date Received
1.	2013 Bond Construction Pecan Campus STEM Building Architect: Boultinghouse Simpson Gates Architects, Inc. Contractor: D. Wilson Construction	Substantial Completion Recommended	December 18, 2017

Broadus & Associates, Boultinghouse Simpson Gates Architects, Inc., and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on December 18, 2017. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

As part of the Substantial Completion, the architect noted that it included:

Entire Building: Interiors, Exteriors to 5' outside building, and Roof.

Exclusions: Laboratory and support space modifications described in ASI No's 8 and 9.

The College received control of the building and has insured the building. Once substantial completion is approved, the College would be able to complete the following:

- a) Furniture installation
- b) Audio Visual equipment installation
- c) Computer and IT equipment installation
- d) Surveillance equipment installation
- e) Occupancy and use of the facility not excluded as noted above.

Broaddus & Associates would issue an amendment of the Substantial Completion Certificate when the additional work is complete and will present a recommendation to the Board for approval.

Enclosed Documents

A copy of the Certificate of Substantial Completion was enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion, except for the noted exclusions, of the 2013 Bond Construction Pecan Campus STEM Building project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the substantial completion, except for the noted exclusions, of the 2013 Bond Construction Pecan Campus STEM Building project as presented. The motion carried.

Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Starr County Campus Health Professions and Science Building

Approval of substantial completion for the following 2013 Bond Construction Starr County Campus Student Health Professions and Science Building project was requested.

	Project	Completion Recommended	Date Received
1.	2013 Bond Construction Starr County Campus Health Professions and Science Building Architect: Mata-Garcia Architects Contractor: D. Wilson Construction	Substantial Completion Recommended	December 7, 2017

Broaddus & Associates, Mata-Garcia Architects, and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on December 7, 2017. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

As part of the Substantial Completion, the architect issued a letter noting that additional work was pending to be completed as part of the science laboratory modifications per a proposed change order.

The Substantial Completion for this project would include:

- Entire Building: Interiors, Exteriors to 5’ outside building, and Roof.

The Substantial Completion for this project would exclude:

- 1) Changes to exterior elevations, west façade – arched metal tubing, faux windows at storage room exterior walls and stone tablets with building identification and date.
- 2) Changes to Biology and Chemistry Labs – mechanical and electrical work to provide power for hot plate usage at student and professor stations as well as fume hood stations.
- 3) Explosion-proof electrical fixtures and outlets at Biology & Chemistry Storage Rooms
- 4) Delivery of autoclave, ice machines
- 5) Fume Hood for Autoclave Room
- 6) Proposed Sink Basin Revision
- 7) Countertops for Control Room at Health Professions

These excluded items were either pending delivery to the project site (D. Wilson Construction) or approval by South Texas College to proceed with the work.

The College received control of the building and has insured the building. Once substantial completion was approved, the College would be able to complete the following:

- a) Occupancy and use of the facility not excluded as noted above
- b) Furniture installation
- c) Audio Visual equipment installation
- d) Computer and IT equipment installation
- e) Surveillance equipment installation

Broaddus & Associates would issue an amendment of the Substantial Completion Certificate when the additional work is complete and will present a recommendation to the Board for approval.

Enclosed Documents

A copy of the Certificate of Substantial Completion and letter from Architect were enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of substantial completion, except for the noted exclusions, of the 2013 Bond Construction Starr County Campus Health Professions and Science Building 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 substantial completion, except for the noted exclusions, of the 2013 Bond Construction Starr County Campus Health Professions and Science Building project as presented. The motion carried.

**Review and Action as Necessary on Substantial Completion for the
 2013 Bond Construction Starr County Campus Student Services
 Building Expansion**

Approval of substantial completion for the following 2013 Bond Construction Starr County Campus Student Services Building Expansion project was requested.

	Project	Completion Recommended	Date Received
1.	2013 Bond Construction Starr County Campus Student Services Building Expansion Architect: Mata-Garcia Architects Contractor: D. Wilson Construction	Substantial Completion Recommended	December 22, 2017

Broaddus & Associates, Mata-Garcia Architects, and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on December 22, 2017. A Certificate of Substantial Completion as issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion was enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Starr County Campus Student Services Building Expansion 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 substantial completion of the 2013 Bond Construction Starr County Campus Student Services Building Expansion project as presented. The motion carried.

**Review and Action as Necessary on Substantial Completion for the
 2013 Bond Construction Starr County Campus Student Activities
 Building Expansion**

Approval of substantial completion for the following 2013 Bond Construction Starr County Campus Student Activities Building Expansion project was requested.

Project		Completion Recommended	Date Received
1.	2013 Bond Construction Starr County Campus Student Activities Building Expansion Architect: Mata-Garcia Architects Contractor: D. Wilson Construction	Substantial Completion Recommended	December 22, 2017

Broaddus & Associates, Mata-Garcia Architects, and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on December 22, 2017. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion was enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion 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 substantial completion of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion project as presented. The motion carried.

Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Nursing & Allied Health Campus Building Expansion

Approval of substantial completion for the following 2013 Bond Construction Nursing & Allied Health Campus Building Expansion project was requested.

Project		Completion Recommended	Date Received
1.	2013 Bond Construction Nursing & Allied Health Campus Building Expansion Architect: ERO Architects Contractor: D. Wilson Construction	Substantial Completion Recommended	December 15, 2017

Broaddus & Associates, ERO Architects, and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed

work, the project was certified by the architect on December 15, 2017. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion was not available at the time of publication of the Board Meeting packet. The Substantial Completion Certificate was expected to be issued to the Facilities Committee at the Facilities Committee Meeting; however, it was not provided to STC by the publication of the January 30, 2018 Regular Board Meeting packet on Friday, January 26, 2018.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Nursing & Allied Health Campus Building Expansion 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 substantial completion of the 2013 Bond Construction Nursing & Allied Health Campus Building Expansion project as presented. The motion carried.

Review and Action as Necessary on Substantial Completion for the Non-Bond Nursing & Allied Health Campus Thermal Plant

Approval of substantial completion for the following Non-Bond Nursing & Allied Health Campus Thermal Plant project was requested.

	Project	Completion Recommended	Date Received
1.	Non-Bond Nursing & Allied Health Campus Thermal Plant Engineer: Half Associates, Inc. Contractor: D. Wilson Construction	Substantial Completion Recommended	December 18, 2017

Broaddus & Associates, Half Associates, Inc., and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on December 18, 2017. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion was enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the Non-Bond Nursing & Allied Health Campus Thermal Plant 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 substantial completion of the Non-Bond Nursing & Allied Health Campus Thermal Plant project as presented. The motion carried.

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

Broaddus & Associates has provided the following accountability reports and the enclosed documents on the current status of the 2013 Bond Construction program for the Committee's review and information:

- Executive Summary (updated January 25, 2018);
- Update on the status of the 2013 Bond Construction Program not provided;
- Chart of Project Progress not provided;
- Project Scorecards

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

No action was taken.

Review and Action as Necessary on Approval of Assessment Report Findings for the Current Pecan Campus Library and Recommend Feasibility Study of Options to Expand Current Facility

An assessment conducted on the adequacy of current Pecan Campus library facilities was presented to the Board at the January 30, 2018 Board Meeting. The Board was asked to accept the findings in the Assessment Report and approve engaging a consultant to assess the feasibility of expanding the existing Pecan Campus Library facility.

Purpose

The Board was updated and informed of the process administration recommends to continue assessing the adequacy of the existing Pecan Campus library facility to meet needs of Pecan Campus students and current and projected needs in support of the accreditation requirements by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Background

The Pecan Campus Library dates back to the inception of the college and was one of the original buildings inherited from TSTC. Since 1993, the building has undergone two construction additions in an effort to accommodate the growth of the College, the last of which was completed in 2004.

The current library is a two-story building with 67,266 square feet, and programming which consists of the following spaces:

Functional Areas	Approximate Square Footage
Service Desks	1,907
Collection	3,305
Staff Work Areas-	8,473
Student Study Areas	9,385
Open Computer Lab	4,188
Library Instruction Room	1,131
Other Student Computer Areas	4,511
Multi-Purpose Room	3,758
Library Art Gallery	1,238
Conference Rooms	1,590
Educational Technologies Staff Work Areas	2,356
Total	41,840

In the 13 years since the last addition, enrollment, library uses, operations, and services have evolved and expanded. Changing technologies and pedagogies have prompted increasing needs to provide collaborative learning spaces and to support student technology and integrated learning support while maintaining traditional, quiet study spaces and library collections. The College's current Master Plan, developed by Freese & Nichols in 2010, suggested that the Pecan Campus should have a library facility of at least 100,000 square feet. The current facility is 67,266 gross square feet (GSF) consisting of approximately 41,840 assignable square feet (ASF).

College staff engaged a consultant to conduct a facilities assessment to review and assess the adequacy of the space in the current library facility that serves the current enrollment at the Pecan Campus.

The consultant reviewed building drawings, library statistics, strategic and operational plans, and other documents including the Freese & Nichols Master Plan. The consultant visited the Pecan Campus library and met with students, faculty, and staff members. The consultant also examined peer institution data. The consultant found that the existing building is severely overcrowded. The consultant also found that the two previous additions to the building have resulted in inherent inefficiencies in academic library

design, such as duplication of bathrooms, a compressed and disorienting entrance, and no visible connection between the two floors.

The consultant determined that a new or renovated building should contain approximately 102,375 assignable square feet (ASF) to meet both current and future library needs in support of continuing compliance with SACSCOC accreditation principles. The consultant also made ancillary recommendations for possible short-term improvements in the existing library and listed some programming considerations for new spaces. The development of a comprehensive library construction program, however, was outside the scope of this consultant's engagement.

College staff recommended engaging a consultant to assess whether it is feasible to expand the existing library facility to accommodate the required additional space.

Presenters

Dr. Shirley A. Reed, President, Dr. Jesus Campos, Associate Dean of Library & Learning Support Services, and Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, were present at the meeting to discuss the assessment of the Pecan Campus Library.

The Facilities Committee recommended Board acceptance of the recommendations in the Assessment Report and approval of engaging a consultant to assess the feasibility of expanding the existing Pecan Campus Library facility.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College accepted the recommendations in the Assessment Report and approved the engagement of a consultant to assess the feasibility of expanding the existing Pecan Campus Library facility. The motion carried.

Review and Action as Necessary on Installation of a Perimeter Fence at Pecan Campus Athletic Fields

The approval of installation of a perimeter fence at the Pecan Campus Athletic Fields was requested.

Purpose

The installation of a fence along the perimeter of the Pecan Campus athletic fields was recommended to secure and enclose the fields for proper maintenance and safety.

Background

The fields were currently accessible to all at any time including members of the public. The fields are used for softball, basketball, soccer, football, etc. On some evenings, there

are organized/coaching practices of kids team going on. This caused undue and extra wear to South Texas College's facilities. Liability issues were also a concern about any incidents that may occur. Additional areas of concern included the security of athletic equipment and the accumulation of trash. The excessive or unmonitored use of the fields caused issues for proper maintenance of the fields such as watering, fertilizing, and allowing the grass to recover after heavy use.

College staff recommended the installation of a perimeter fence to eliminate the issues mentioned. This is common practice among other public schools, college, and universities to ensure safety, and for proper and efficient maintenance of the facilities for the quality use of students. While the fields will be used for intramurals, kinesiology, PE (Achieve ECHS), other days would be scheduled for open use for College students/faculty/staff.

The proposed fencing would be metal and have an aesthetic appeal. The fencing would be similar to what has been used at other local athletic facilities in McAllen such as the sports fields located adjacent to De Leon Middle School owned by the City of McAllen. The estimated preliminary costs for the fencing, including masonry columns, is \$106,500. College staff would review the need for fencing at the other South Texas College athletic facilities to verify any possible or similar concerns that would require fence enclosures.

Enclosed Documents

The packet included a plan indicating the location of the proposed perimeter fence and photos of similar fencing for the Board's review and information.

Presenters

College staff from Student Activities and Facilities Planning and Construction were present at the meeting.

The Facilities Committee recommended Board approval of the installation of the perimeter fence at the Pecan Campus Athletic Fields as presented.

Mr. Gary Gurwitz moved, and Mr. Roy de León seconded, Board approval of the installation of the perimeter fence, as proposed. Administration clarified that they were requesting authorization to solicit bids for this project. Mr. de León withdrew his second, and Mr. Gurwitz withdrew his motion.

Upon a new 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 publication of a Request for Proposals for the installation of the perimeter fence at the Pecan Campus Athletic Fields as presented. The motion carried.

Review and Action as Necessary on Proposed New Policy #6422: *Unmanned Aerial Vehicles*

Approval of proposed new Policy #6422: Unmanned Aerial Vehicles, was requested.

Purpose

The College had received requests from faculty and staff for authorization to operate Unmanned Aerial Vehicles (UAVs) on College property. The proposed policy would establish a process for requests to be submitted, evaluated, and approved or disapproved.

In addition, the policy would provide roles, responsibilities, and procedures for the use of UAVs.

Justification

The proposed new policy was necessary because the College had no existing policy for the operations of UAVs and need to establish a process to receive and evaluating those requests, and to establish roles, responsibilities, and procedures for the use of UAVs.

Background

Faculty and staff have requested information for the use of UAVs on college property for instructional and administrative purposes.

Reviewers

The proposed new policy was reviewed by staff, the President's Cabinet, Presidents Administrative Staff, Coordinated Operations Council, and by South Texas College legal counsel.

Enclosed Documents

The proposed new policy was provided in the packet for the Board's review and information.

The Facilities Committee recommended Board approval of proposed new Policy #6422: *Unmanned Aerial Vehicles*, as presented and which supersedes any previously adopted Board policy.

Upon a new motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized proposed new Policy #6422: *Unmanned Aerial Vehicles*, as presented and which supersedes any previously adopted Board policy. 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 summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were available to respond to questions and address concerns of the Board.

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 December 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, was available to provide a review of the Financial Report for the month of **December 2017**, and respond 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. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of December 2017. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, February 6, 2018
 - 3:30 p.m. – Education and Workforce Development Committee Meeting
 - 4:30 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Special Board Meeting
 - 5:45 p.m. – Finance, Audit, and Human Resources Committee Meeting

- Tuesday, February 27, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Spring 2018 Census Day (Twelfth Class Day) is Wednesday, January 31, 2018
- The City of McAllen's *State of the City Address* will be held on Tuesday, February 6, 2018 at the McAllen Convention Center.
- The College will be closed on Friday, February 9, 2018 for College-Wide Organizational Development Day.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:44 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 30, 2018 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr. Jesse Villarreal
Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, February 6, 2018 @ 6:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 6, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:54 p.m. with Mrs. Graciela Farias, Vice Chair, 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, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Ms. Becky Cavazos, Ms. Myriam Lopez, Mr. Gilbert Gallegos, Ms. Tammy Tijerina, Mr. Tim Weldon, Mr. Jimmy Barroco, Ms. Susan Anderson, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Presentation of the Final Spring 2018 Enrollment Report

Mr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management, provided a review of the preliminary Spring 2018 Enrollment Report to the Board on January 30, 2018.

The Spring 2018 Census, at which point final enrollment is determined, had not yet been completed at the time of that report, as the Spring 2018 Census Date was Wednesday, January 31, 2018.

At the time of the preliminary report, administration anticipating that there would be approximately 600 drops due to non-payment, and that the enrollment totals would not change significantly otherwise.

Mr. Hebbard returned to provide the Final Spring 2018 Enrollment Report at the February 6, 2018 Special Board Meeting. This final report reflected the Spring 2018 Census numbers.

The following provides a quick comparison of the preliminary report against the official report:

	Preliminary (January 30, 2018)	Census - Final (January 31, 2018)	Difference
Traditional Enrollment	17,881	17,342	-539
Dual Credit Enrollment	14,195	14,182	-13
Total Enrollment	32,076	31,524	-552
Full Time Equivalency	22,572	22,130	-442

Mr. Hebbard provided a direct comparison of the Spring 2017 Enrollment with the Final Spring 2018 Enrollment, and responded to questions from the Board.

No action was requested.

Dr. Alejo Salinas, Jr. arrived during the presentation of the Final Spring 2018 Enrollment Report, and presided over the duration of the meeting.

Approval of Order Calling for May 5, 2018 Election of STC Trustees for Single-Member Trustee District #1, Single-Member District #2, and Single-Member Trustee District #6

Approval of the Order Calling for the May 5, 2018 Election of an STC Trustee for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 was requested.

South Texas College legal counsel, Mr. Jesus Ramirez, prepared the Order Calling for the General Election of Board members for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 and advised administration that the election must be called by February 16, 2018 in order to proceed with the Saturday, May 5, 2018 election.

The proposed order authorized Dr. Shirley Reed as College President to take action as necessary to contract with Hidalgo County and Starr County Elections Administrators and to establish polling locations, dates, and times as appropriate. This would allow the College to coordinate with the Hidalgo County Elections Department and the Starr County Elections Department, who have the final authority to approve polling places and precinct consolidation within their counties.

Other entities would have until February 16, 2018 to call any elections for May 5, 2018. Should this occur, the authorization of the College President to adjust polling locations, dates, and times will help the College coordinate as needed with these entities. Once this election was Ordered, the Board would have further opportunity to amend the Order should the need arise.

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 Order Calling for the May 5, 2018 Election of an STC Trustee for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 as presented, and including authorization for the College President to adjust polling locations, dates, and times as needed. The motion carried.

The Board considered the following items out of the posted agenda order:

Review and Action as Necessary on Change Orders for Use of Design Contingencies, Owner Contingencies, and Acceptance of Buyout Savings for the 2013 Bond Construction Program

Approval of proposed change orders for use of design and construction contingencies and acceptance of buyout savings for the 2013 Bond Construction Projects was requested.

Purpose

Projects for the 2013 Bond Construction program were in the construction stage and change orders were needed to allow the use of design and construction contingencies within the Guaranteed Maximum Prices (GMPs) submitted by the Construction Managers-at-Risk (CM@Rs).

The CM@R's received buyout savings through their bidding process and change orders were proposed to removing the savings from the overall GMPs for the associated 2013 Bond Construction projects.

Justification

Change orders were needed for approval to provide for items needed to complete the construction of the projects and for removing the buyout savings from the CM@R's contracted GMPs.

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

Level	Approved By	Change Amounts		Aggregate for Month
		From	To	
Level One	Broaddus & Associates	\$.01	\$5,000.00	\$25,000
Level Two	Board of Trustees	Above \$5,000.01		N/A

As part of the buyout process, the Construction Managers at Risk brought forward cost information to allow the acceptance of actual buyout savings and adjustments to the contingencies within the projects.

The change orders presented for Board's consideration on February 6, 2018 are summarized below:

Bond Projects	
Total Design Contingency Deducts for February 2018	(\$51,383)
Total Construction Contingency Deducts for February 2018	(\$14,729)
Total Buyout Savings	\$0
Other GMP Adjustments	(\$296,996)

Non-Bond Projects	
Total Design Contingency Deducts for February 2018	(\$3,278)
Total Construction Contingency Deducts for February 2018	(\$910)

Broaddus & Associates provided detailed change order logs with balances for each project as part of their enclosed documents. Broaddus & Associates provided detailed descriptions of the Cost of Work, GMP Adjustments, and Buyout Savings categories reflected on their logs.

Funding Source

Funds were available in the 2013 Bond Construction Program Budget and the Non-Bond Unexpended Budget for FY2017-2018.

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

Enclosed Documents

The packet included the following documents for the Board's review and information:

- Current Change Order Log
- Change Orders – B&A forms for Bond
- Change Order Master Summary
- Change Order Log

Presenters

Representatives from Broaddus & Associates and representatives from the Construction Managers at Risk attended the meeting to discuss the buyout savings and use of design and construction contingencies.

On February 6, 2018 the Facilities Committee recommended Board approval of the following Change Orders for the 2013 Bond Construction Program and related projects:

Technology Campus Projects

1. Parking & Site

- | | | |
|------------------|-----------|--------------------------|
| Change Order #8. | -\$14,951 | Design Contingency |
| Change Order #9. | -\$1,534 | Construction Contingency |

Mid Valley Campus Projects

1. Health Professions and Science Building

- | | | |
|------------------|---------------|--------------------------------|
| Change Order #9. | -\$24,334 | Voided from Design Contingency |
| Change Order #9. | (R) -\$22,806 | Design Contingency |

Change Order #12. Voided \$296,996 from Design Contingency

Change Order #12. (R) -\$296,996 GMP Adjustment

2. Library Expansion

- | | | |
|------------------|---------|------------------------------------|
| Change Order #5. | \$7,189 | Credit to Construction Contingency |
|------------------|---------|------------------------------------|

3. Library Renovation

- | | | |
|------------------|----------|--------------------------|
| Change Order #2. | -\$910 | Construction Contingency |
| Change Order #3. | -\$1,390 | Design Contingency |
| Change Order #4. | -\$1,888 | Design Contingency |

Starr County Campus Projects

1. Health Professions and Science Building

- | | | |
|-------------------|-----------|--------------------------|
| Change Order #19. | -\$18,210 | Construction Contingency |
| Change Order #20. | -\$1,694 | Construction Contingency |
| Change Order #21. | -\$5,228 | Design Contingency |

2. Library

- | | | |
|------------------|----------|--------------------|
| Change Order #2. | -\$2,793 | Design Contingency |
|------------------|----------|--------------------|

3. Thermal Plant

Change Order #4.	-\$6,409	Voided from Design Contingency
Change Order #4.	(R) -\$5,605	Design Contingency

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed Bond change orders for use of design contingencies totaling \$51,383, construction contingencies totaling \$14,249, other GMP adjustments totaling \$296,996, and the proposed Non-Bond change orders for use of design contingencies totaling \$3,278 and construction contingencies \$910 for the 2013 Bond Construction projects as presented. The motion carried.

Consideration and Action as Necessary on Issues Related to the 2013 Bond Construction Program and Project Completion

The Board was provided the opportunity to discuss and take action as necessary on issues related to the 2013 Bond Construction Program and project completion.

At the February 6, 2018 Facilities Committee meeting, the Committee discussed the 2013 Bond Construction Program and project completion obligations of Broaddus & Associates with Mr. Gilbert Gallegos.

That discussion included the following items:

February 6, 2018 Facilities Committee Meeting

1. **Project Delivery and Commitments** - Deliver a good faith effort to sustain the level of commitment necessary to properly complete all the projects.

Mr. Gilbert Gallegos agreed that Broaddus & Associates was committed to properly complete all the projects.

2. **Construction Program Managers** - Maintain adequate staff to continue to manage all the projects including executive, administrative, and project managers.

Mr. Gilbert Gallegos agreed that Broaddus & Associates was committed to maintain adequate staff for management of all the projects through completion.

3. **STEM Buildings (Pecan, MV, Starr)** - change orders will not be completed until, perhaps April or May, or later. We expect B&A to continue coordination until final completion of these buildings.

Mr. Gilbert Gallegos agreed that Broaddus & Associates was committed to continue to coordinate projects through final completion.

4. **Errors and Omissions** – Prepare a final determination of responsible party(ies) and amounts for the errors and omissions (for all professionals and CM@Rs). Written reports are pending. Broaddus & Associates should determine the E&O items, the associated costs, and the responsible party.

Mr. Gilbert Gallegos agreed that Broaddus & Associates was committed to prepare the final determinations of responsible parties and final costs for errors and omissions, and would make recommendations to the Board for action as appropriate.

5. **Furniture coordination** – Coordinate final furniture delivery and installation. The final completion of these deliveries and installations are unknown at this time. We expect Broaddus & Associates to continue this coordination until its completion.

Mr. Gilbert Gallegos agreed that Broaddus & Associates was committed to continue to coordinate all of the furniture issues until everything was completed and installed.

6. **Final Accounting Reconciliation** - Complete the final accounting, including E&Os amounts, for each A/E. We expect Broaddus & Associates to complete this final accounting of payments due to A/Es.

Mr. Gilbert Gallegos agreed that Broaddus & Associates would complete a final accounting, including all payments due to the architect and engineering firms, and reimbursements due to the College. Mr. Gallegos clarified that this would be a team effort with College staff, who would provide information essential to this process.

7. **Outstanding Change Orders for all projects** – Monitor completion of all outstanding change orders program wide. We expect Broaddus & Associates to continue coordination until final completion of these buildings.

Mr. Gilbert Gallegos agreed that Broaddus & Associates would monitor the completion of all outstanding change orders program-wide, and would continue through the final completion of all the buildings.

8. **Source of Funds for Change Orders** – Prepare proper accounting for the design construction contingencies, owner construction contingencies, cost of work adjustments, and GMP adjustments.

Mr. Gilbert Gallegos agreed that Broaddus & Associates would complete proper accounting for all expenses from Design Contingencies, Construction Contingencies, and GMP Adjustments through the program.

9. **Regional Center for Public Safety Excellence** – Provide construction management services for this project, which is scheduled to be completed until late summer or early Fall 2018. Broaddus & Associates' initial fee included the budget for this building and parking and site improvements. We expect Broaddus & Associates to continue coordination until final completion of this building.

Mr. Gilbert Gallegos agreed that Broaddus & Associates would continue to provide construction management services through the completion of the Regional Center for Public Safety Excellence project, and stated that Mr. Tim Weldon would remain as the primary point of contact for the project through its completion.

10. **Closeouts of Projects** – Prepare and coordinate final closeout documents for each project within a timely manner.

Mr. Gilbert Gallegos agreed that Broaddus & Associates would coordinate the closeout of projects, and was already working with project teams to ensure the continuity of the projects through completion.

11. **B&A Contract Amendment Additional Scope of Work** – Provide a cost proposal of additional scope of work due to Broaddus & Associates for Board approval and proper execution of contract and accounting.

Mr. Gilbert Gallegos agreed that Broaddus & Associates would work with the College and legal counsel to develop a contract to outline the extension of responsibilities and expectations toward the completion of the construction program, as necessary.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board ordered that the aforementioned discussion at that Facilities Committee meeting be adopted into the Board record, in the form of these Minutes, and the Board further authorized legal counsel to develop an amendment to the Construction Program Manager contract as necessary. The motion carried.

The Board considered the following two items under a single motion:

1. **Discussion and Action as Necessary on 2013 Bond Construction Starr County Campus Thermal Plant Chiller System Incidents**

The Board was asked to take action as necessary on matters regarding the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System incidents.

2. Discussion and Action as Necessary Regarding the Pecan Campus 2013 Bond Construction Program Thermal Plant Project Incident

The Board was asked to take action as necessary on matters regarding the Pecan Campus 2013 Bond Construction Program Thermal Plant Project Incident.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized legal counsel to begin litigation as appropriate regarding the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System incidents; and, separately, the Pecan Campus 2013 Bond Construction Program Thermal Plant Project Incident. The motion carried.

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

A report on the College's Quarterly Investment Report for the Quarter Ended November 30, 2017, was included in the packet. The Board was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented on the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2017 and provide a further update at the meeting. Ms. Anderson provided 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 November 30, 2017 to the College's Board of Trustees.

Background – The Texas Public Funds Information Act (PFIA) and the College's Policy #5120: *Investment Policy and Investment Strategy Statement*, requires an Investment Report to be prepared and submitted to the Board of Trustees and the President quarterly.

Reviewers - The Vice President for Finance and Administrative Services, Business Office staff, and Valley View Consulting, L.L.C. (Investment Advisor) previously reviewed the information being presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2017 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.

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 accepted the Quarterly Investment Report for the Quarter Ended November 30, 2017, as presented. The motion carried.

Review and Action as Necessary on Purchases and Renewals (Non-Bond Proceeds)

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

A. Instructional Item

- 1) **Network Equipment (Purchase):** purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$62,680.80.

B. Non – Instructional Items

- 2) **Building Moving Services (Renewal):** renew the contract for building moving services with **Zuniga's House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2018 through April 30, 2019, at an estimated amount of \$50,000.00;
- 3) **Food and Related Non-Food Products (Renewal):** renew the food and related non-food contracts for the period beginning April 27, 2018 through April 26, 2019, at an estimated amount of \$350,000.00 based on prior year expenditures. The vendors are as follows:
 - a. **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
 - b. **Labatt Food Service** (Harlingen, TX)
 - c. **Sysco Central Texas, Inc.** (New Braunfels, TX)
 - d. **Valley Grocers, LLC.** (Brownsville, TX)
- 4) **Investment Advisory Services (Renewal):** renew the contract for investment advisory services with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2018 through March 31, 2019, at an estimated amount of \$90,000.00;
- 5) **Risk Management Consultant Services (Renewal):** renew the risk management consultant services contract with **Cameron Investment Company dba/Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2018 through April 30, 2019, at an estimated amount of \$18,500.00;

C. Technology

- 6) **Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$53,756.54.

Recommend Action - The total for all purchases and renewals (Non-Bond Proceeds) is \$624,937.34.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved and authorized the purchases and renewals (Non-Bond Proceeds) in the amount of \$624,937.34 as presented. The motion carried.

Review and Action as Necessary on Purchases for the 2013 Bond Construction Program Funded by Bond Proceeds

The Finance, Audit, and Human Resources Committee recommended Board approval of the purchases for the 2013 Bond Construction Program Funded by Bond Proceeds as listed below:

A. Bond Proceeds

A. Bond Proceeds

- 1) Furniture (Purchase):** purchase furniture from E & I Cooperative, National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Purchasing Cooperative of America (PCA) Texas Association of School Boards - Buy Board, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and U.S. Communities, a total amount of \$137,619.40.

#	Vendor	Amount
A	Agati Furniture/Gateway Printing and Office Supply, Inc. (Chicago, IL/Edinburg, TX)	\$43,018.56
B	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$4,147.84
C	American Seating Company/Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$56,214.06
D	Computer Comforts, Inc. (Kemah, TX)	\$10,548.64
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$944.36
F	Herman Miller, Inc./Workplace Resources (Zeeland, MI/McAllen, TX)	\$3,539.70
G	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,710.00
H	JSJ Furniture Corporation/dba Izzy+/Gateway Printing and Office Supply, Inc. (Middlebury, IN/Edinburg, TX)	\$6,774.88
I	Keilhauer/Gateway Printing and Office Supply, Inc. (Toronto, ON/Edinburg, TX)	\$2,172.96

#	Vendor	Amount
J	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$13,427.44
K	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$1,272.31
L	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$1,940.20
M	Watson/Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	\$7,687.43
Furniture Total		\$153,398.38

Recommend Action - The total for the purchases of the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds (Transfer to Plant) is:

Bond Proceeds	\$113,783.64
Non-Bond (Transfer to Plant)	<u>\$ 39,614.74</u>
Total	\$153,398.38

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved and authorized the purchases of the 2013 Bond Construction Program Funded by Bond Proceeds in the amount of \$137,619.40 as presented. The motion carried.

Review and Action as Necessary on 2017 Tax Roll/Tax Levy for Starr County

Approval of the 2017 Tax Roll/Tax Levy for Starr County was requested.

Purpose – The Starr County Tax Assessor-Collector provided the 2017 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2017 Tax Roll/Tax Levy for Starr County required approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

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

Background - Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County entered the amount of tax determined as provided by Section 26.09 Item (e) of the

Property Tax Code and submitted to South Texas College the tax roll/tax levy totaling \$3,933,751.72.

The comparison from the 2016 to 2017 tax roll for Starr County is as follows:

	<u>Starr County</u>
2016	\$ 3,494,095.10
2017	<u>3,933,751.72</u>
Increase/(Decrease)	<u>\$ 439,656.62</u>

Enclosed Documents - The 2017 Tax Roll Total documents from Starr County were provided in the packet for the Board's information and review.

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 2017 Tax Roll/Tax Levy for Starr County as presented. The motion carried.

Review and Recommend Action to Revise Policy #5210: *Purchasing*

Approval to revise Policy #5210: *Purchasing*, was requested.

Purpose – The proposed policy revisions updated the current policy, which was last revised by the Board in 2016.

Justification – The College President requested the revision to the policy to authorize the president to engage professional services when there is an immediate need. In addition, the policy is updated to include the Texas Government Code related to professional services.

Background – Policy #5210: *Purchasing*, was approved by the Board of Trustees on November 9, 1995, and was amended in 1998, 1999, and 2016.

Reviewers – The revised policy was reviewed by staff, and by South Texas College legal counsel.

Enclosed Documents - The revised policy was provided in the packet for the Board's review and information.

The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revision to Policy #5210: *Purchasing* as presented and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revision to Policy #5210: *Purchasing* as presented and which supersedes any previously adopted Board policy. The motion carried.

Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017 was requested.

Purpose – The [Code of Criminal Procedure Article 2.131–2.138 requires](#) Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to TCOLE.

Justification – During calendar year 2017, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background – Pursuant to Texas Occupations Code 1701.164, the Texas Commission on Law Enforcement (TCOLE) is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131–2.138](#).

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
- (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Specific Report Statistics – Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted

One of the traffic stops resulted in a search when the driver stated that there was a handgun in the glove box of the vehicle. The driver gave the police officer consent to search the glove box and examine the handgun. A weapon record check disclosed that the handgun was stolen and it was confiscated by the police officer. The driver was not arrested because he showed valid documentation of ownership. Subsequent to investigation, it was determined that the law enforcement agency recording the serial number of the stolen weapon had entered an incorrect digit and the handgun was not the firearm that was stolen. The handgun was returned to the owner who showed the documentation of ownership.

- Street address or approximate location of the stop

Texas state law requires police officers to take action when they observe a danger to the public. The 24 traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and running red lights. The location of traffic stops are as follows:

- ⇒ 131 stops were adjacent to campuses – On streets paralleling campus to address safety threats to students.
- ⇒ 41 stops were on entering/leaving campuses - Driving infractions on college property.
- ⇒ 24 stops were on city streets not adjacent to campus – Threats to the safety of the public, including driving to endanger and driving through red lights.

Reviewers – The Vice President for Finance and Administrative Services and the Chief Administrator of the Department of Public Safety have reviewed the information being presented.

Enclosed Documents – The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2017 was provided in the packet for the Board's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no such complaints.

South Texas Chief Administrator for Department of Public Safety, Paul Varville, was present at the Board Meeting to respond to 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 accepted the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017 as presented. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, February 27, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Friday, February 9, 2018 for College-Wide Organizational Development Day.

Adjournment:

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 7:24 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 6, 2018 Special Board Meeting of the South Texas College Board of Trustees.

X

Mr. Jesse Villarreal
Board Secretary

Approval and Authorization to Accept Grants

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

1. Texas Workforce Commission, Skills Development Fund Grant in the amount of \$895,650.

This grant will provide training in Nursing and Allied Health in collaboration with Laredo Community College and Southwest Texas Junior College. Through this grant, a total of 28,537 training hours will be delivered in eighteen months. The funds from this grant will be used to provide Universal Health Services (UHS) with training for employees that meets the employers' needs and helps to build a skilled workforce. This award is for the period of March 19, 2018 through September 30, 2019.

This grant aligns to Strategic Direction #5, Collaboration, by offering training in Nursing and Allied Health for UHS in partnership with Laredo Community College and Southwest Texas Junior College.

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

The presented grant would provide up to \$895,650 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.

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 award(s) and using related funds as authorized by each grant, contingent upon official award as appropriate:

Approval Recommended:

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

Presentation and Action as Necessary Regarding the Upcoming US Census and 2020 Redistricting of the South Texas College Single Member Districts

Approval of the appointment of a consultant for the Redistricting of STC Trustee Districts is requested.

The 2020 Federal Census requires all political subdivisions that elect its members from single member districts to review the population demographics of each district. Under the “one-man, one-vote” principle required by the constitution, a standard deviation allowed by law is that the most populous district should not be greater than 10% over the least populous district.

The firm of Rolando L. Rios and Associates, PLLC did the redistricting for STC during the last census. Their services met state and federal law requirements. In preparation for the 2020 Redistricting of STC Trustee Districts, the firm of Rolando L. Rios and Associates is offering the following services:

1. Provide shape files of blocks to US Census 2018-2019
2. Provide you with pre-census analysis of estimated growth 2018-2019 using existing VTD data
3. Analysis of existing districts using 2020 Census – when data is released
4. Confer with you as a group and as individuals to proposed possible changes to your single-member districts 2020-2021
5. It is a three year contract paid \$25,000 each year for three years with costs (maps, data, etc) not to exceed \$8,000.

Enclosed is the proposal to provide redistricting services to STC received from the Law Offices of Rolando L. Rios at a total cost of \$75,000, plus costs not to exceed \$8,000, to be paid in three (3) yearly payments of \$25,000 each.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve the appointment of the Law Offices of Rolando L. Rios and Associates, PLLC as a consultant for the Redistricting of STC Trustee Districts at a cost of \$75,000 over three years plus costs not to exceed \$8,000, as presented.

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










The Board of Trustees approves the appointment of the Law Offices of Rolando L. Rios and Associates, PLLC as a consultant for the Redistricting of STC Trustee Districts at a cost of \$75,000 over three years plus costs not to exceed \$8,000, as presented.

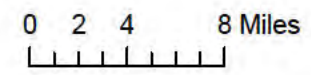
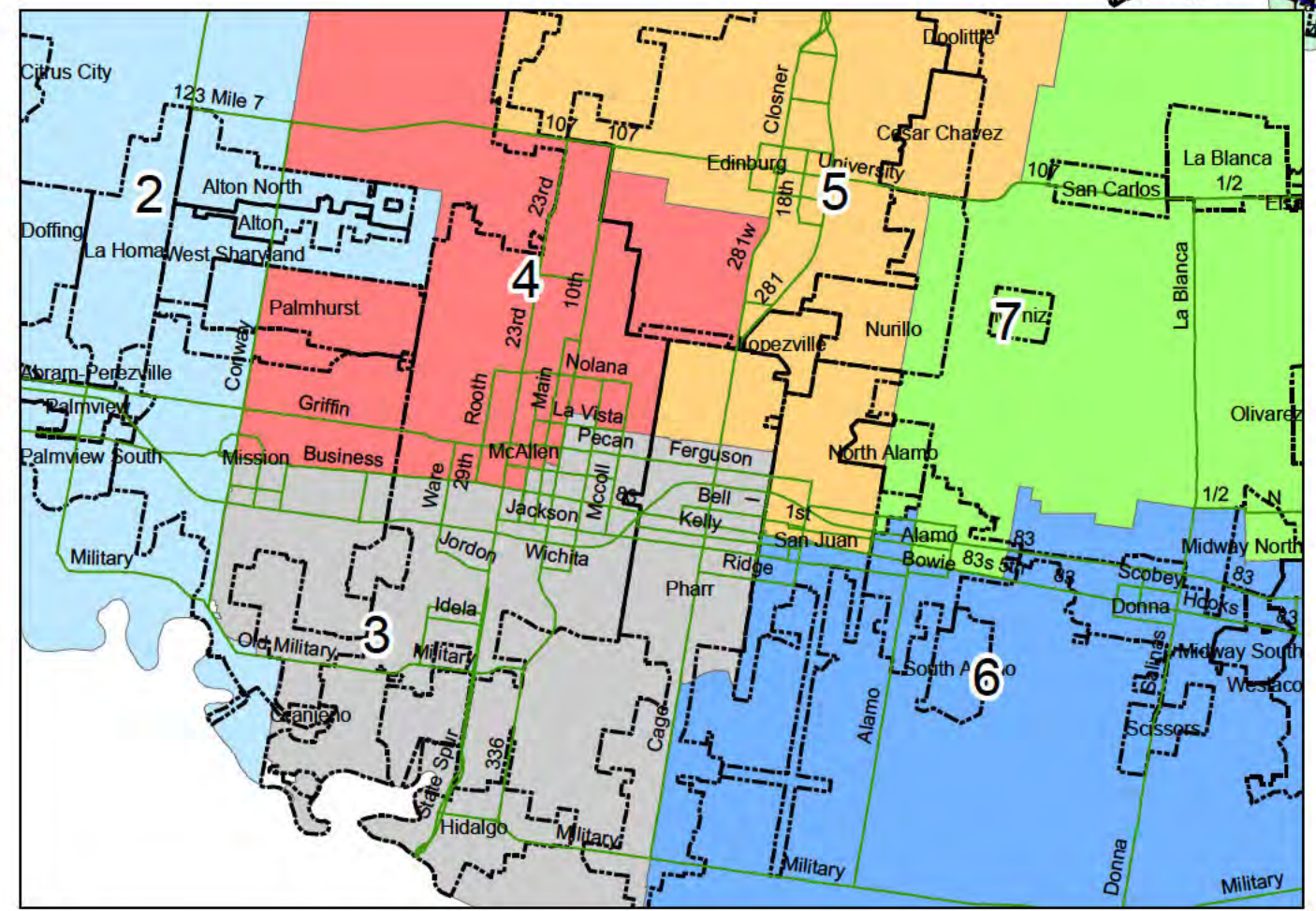
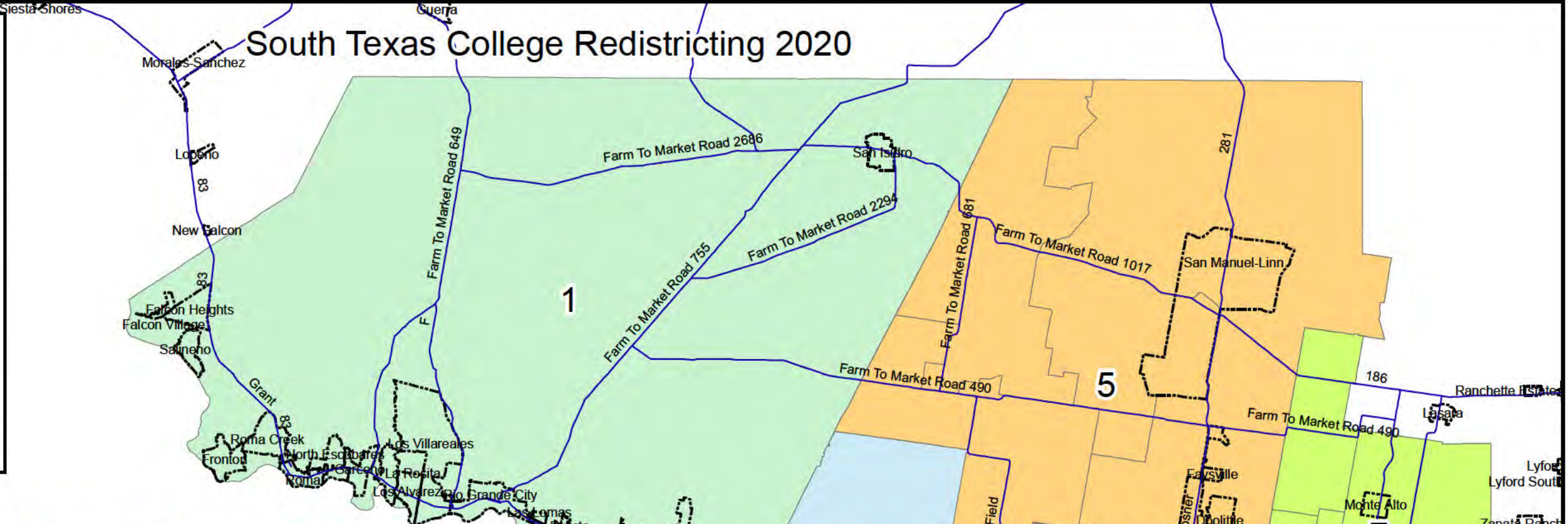
Approval Recommended:

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

South Texas College Redistricting 2020

STC

-  highways
-  placeply
-  STC Dist 7 04vtd
-  STC Dist 6
-  STC Dist 5
-  STC Dist 4
-  STC Dist 3
-  STC Dist 2
-  STC Dist 1



Rolando L. Rios and Associates
 rrios@rolandorioslaw.com
 Redistrictin. © torney
 210-222-2102
 WWW.ROLANDORIOSLAW.COM

- Redistricting is done once every 10 years
- The Rios Firm has redistricted the South Texas College District in 2000 and 2010 and over 100 other jurisdictions.
- Why Redistrict:
 - **Because it is the law – one person one vote rule**
 - Census count determines **political power and allocation of money**
 - Texas gained 4 congressional districts in 2010
 - Other states could lose congressional districts
 - Allocation of municipal resources
 - Federal funding is based on population
 - grants for various social programs are largely allocated based on census data

What's Wrong With the Census - UNDERCOUNT

■ Does not do what it is suppose to:

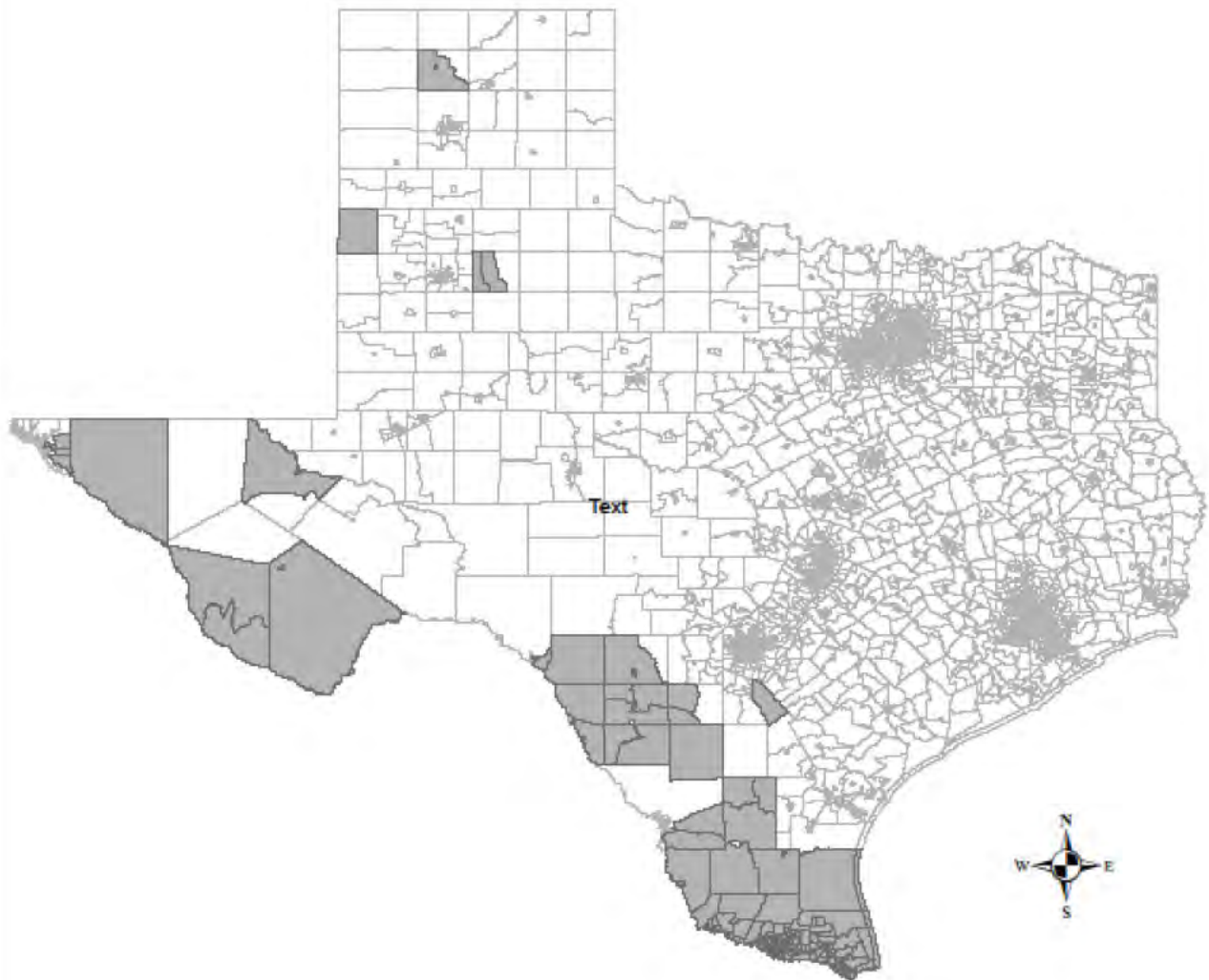
- It misses millions of people
- It misses them disproportionately
 - Undercounts racial and ethnic minorities 1 to 3 %
- Over counts non-minorities by 1%
- Impacts funding levels for federal programs
- Inflates rates of mortality, morbidity, injuries, accidents, crime and other statistics used to gauge the problems and challenges facing communities
- The overall effect is to exaggerate the risks associated with living in minority communities, making them less attractive relative to other communities for private enterprise and investors.

How do we know this – because the federal government told us so:



HARD-TO-COUNT CENSUS TRACTS

State of Texas

HARD-TO-COUNT CENSUS TRACTS



Legend

-  Texas Census Tracts selection 2
-  Texas Census Tracts

Undercount Economic Considerations

Every one person missed = Loss of
\$2500; Texas lost \$910,080,000 est

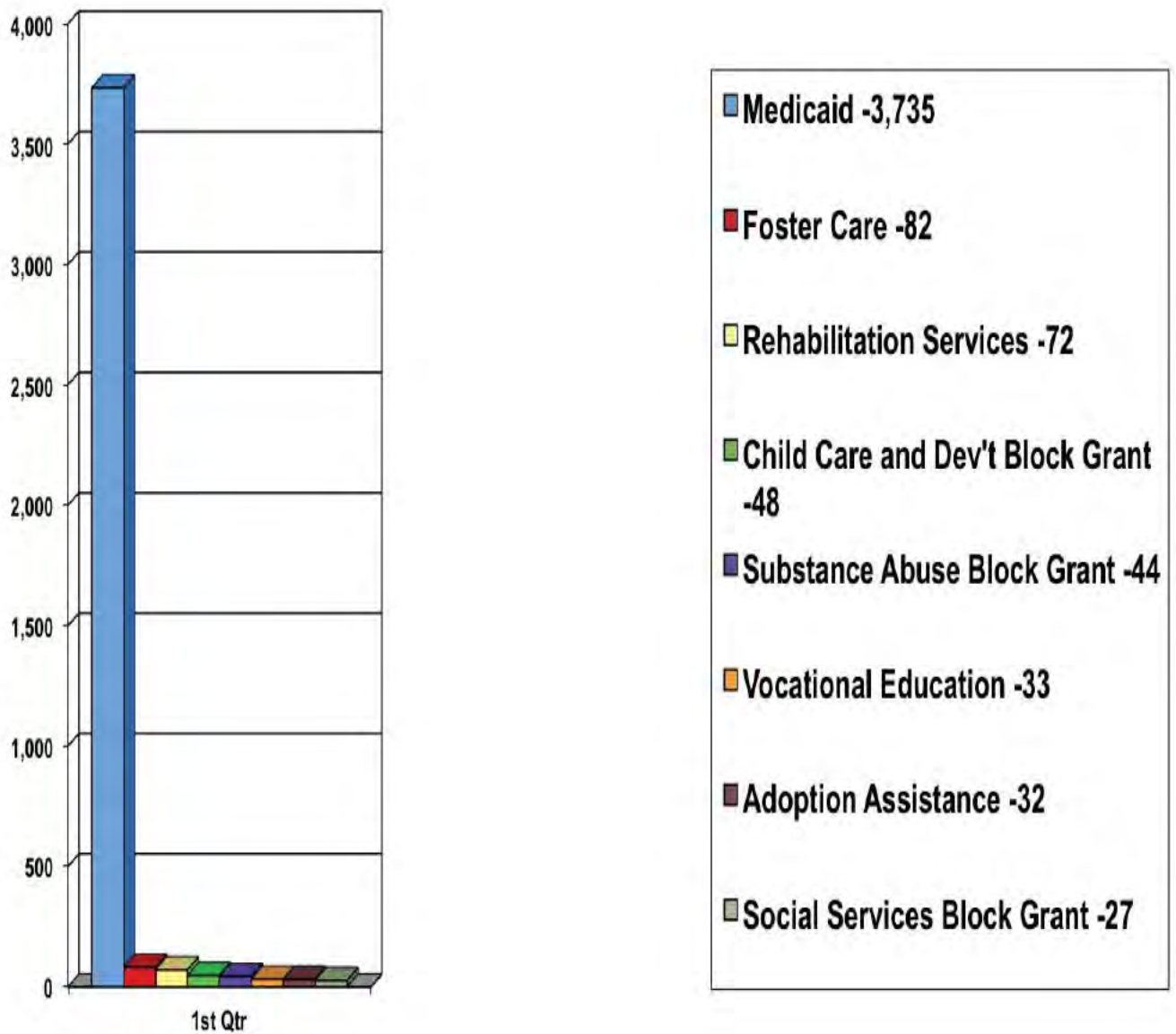
TOTAL LOSS OF DOLLARS TO SOUTH TEXAS

ATASCOSA	\$ 2,245,000.00
KLEBERG	\$ 2,051,904.00
STARR	\$ 3,459,934.00
VAL VERDE	\$ 3,115,000.00
MAVERICK	\$ 3,526,770.00
BEXAR	\$61,632,500.00
CAMERON	\$22,890,000.00
HIDALGO	\$30,620,000.00
WEBB	\$20,950,444.00
LA SALLE	<u>\$ 377,009.00</u>
TOTAL	\$150,868,561.00 est

Source: PricewaterhouseCoopers calculations 2000 US Census
undercount

Estimated Effects of Census 2000 Undercount on Eight (8) Federal Grant Programs: 31 States with Funding Losses and the District of Columbia, Fiscal Years 2002-2012 [Millions of Dollars]

Source: PricewaterhouseCoopers calculations



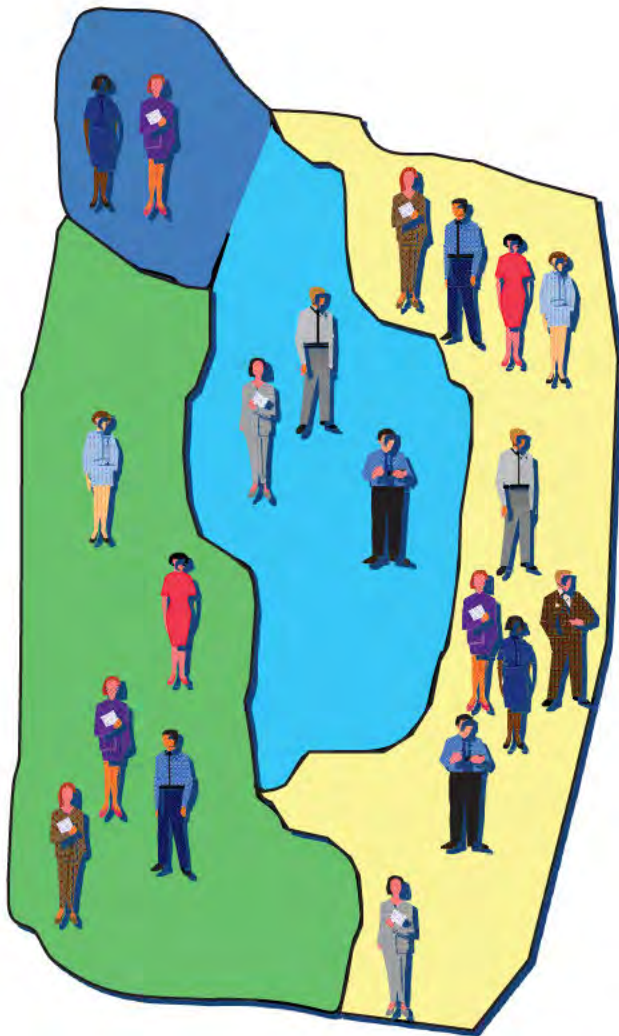
2020 United States Census starts now!

- Once every 10 years
- Counting starts 2018 with shape files and address lists being updated by the US Census Bureau

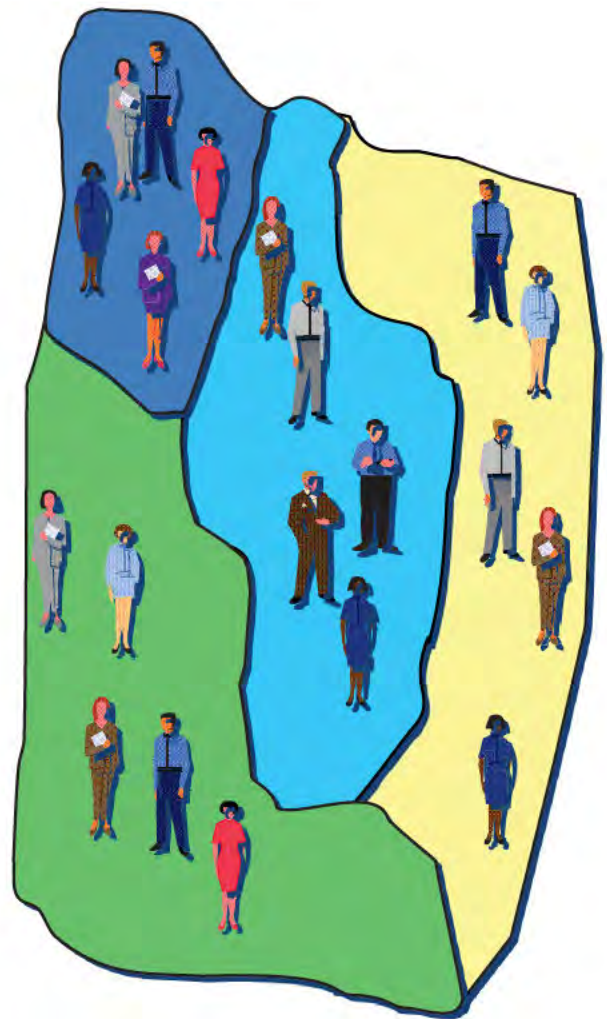
**REDISTRICTING:
This is not the way to do it**



wrong



correct



It is a three year contract 2018-2020:

1. Provide shape files of blocks to US Census 2018-2019
2. Provide you with pre-census analysis of estimated growth 2018-2019 using existing VTD data
3. Analysis of existing districts using 2020 Census – when data is released
4. Confer with you as a group and as individuals to proposed possible changes to your commissioner precincts 2020-2021
5. It is a three year contract paid \$25,000 each year for three years with costs (maps, data, etc) not to exceed \$8,000.

THANK YOU FOR YOUR TIME AND ATTENTION!

Rolando L. Rios & Associates
2020 Redistricting
rrios@rolandorioslaw.com
210-222-2102

[HTTPS://WWW.FACEBOOK.COM//ROLANDORIOSLAW](https://www.facebook.com/rolandorioslaw)

Partial List of Rios Firm Clients

	CITIES	COUNTIES	School / College	School / College
1	San Antonio	Dallas	Abernathy ISD	Regan ISD
2	Big Springs	Travis	Alamo Comm. College Dist.	Riviera ISD
3	Boerne	Cameron	Amarillo Comm. College Dist.	Roscoe ISD
4	Brownsville	Crockett	Amherst ISD	Rotan ISD
5	Crosbyton	Duval	Anson ISD	San Angelo ISD
6	Dallas	Ector	Ballinger ISD	Regan ISD
7	Devine	Fannin	Big Springs ISD	Riviera ISD
8	Jourdanton	Gregg	Comal ISD	San Antonio ISD
9	Karnes	Hays	D' Hanis ISD	San Marcos ISD
10	Kenedy	Hidalgo	Dallas ISD	Seminole ISD
11	Lamesa	Irion	Dawson ISD	Somerset ISD
12	Lubbock	Kimble	Dumas ISD	Sonora ISD
13	Lytle	Kleberg	East Central ISD	South San ISD
14	Marque	LaSalle	Eden ISD	South Texas Comm. College
15	McAllen	Maverick	Fort Davis ISD	Stamford ISD
16	Midland	Newton	Sterling ISD	Stockdale ISD
17	Muleshoe	Real	Elgin ISD	San Antonio ISD
18	Natalia	Red River	George West ISD	Victoria College District
19	New Braunfels	Reeves	Goliad ISD	Victoria ISD
20	Pleasanton	Refugio	Harlandale ISD	Ysleta ISD
21	Rosenburg	Starr	Haskell Consolidation ISD	Kerrville ISD
22	San Angelo	Uvalde	Hereford ISD	United ISD
23	San Antonio	Ward	Houston Comm. College Dist.	Seguín ISD
24	San Marcos	Webb	Houston ISD	Regan ISD
25	Sterling	Willacy	Jourdanton ISD	Riviera ISD
26	Victoria	Zapata	Kenedy ISD	Roscoe ISD
27	Winters	Zavala	Lamesa ISD	Rotan ISD
28	Baytown	Terry	Lulling ISD	San Angelo ISD
29	Water Districts	Milam	Lytle ISD	Regan ISD
30	Edwards AA	Dimmitt	Mason ISD	Riviera ISD
31	Bexar Met	Frio	Nueces ISD	San Antonio ISD
32	County Line SUD	Pecos	Pettus ISD	San Marcos ISD
33	Uvalde Water Dist	Val Verde	Lulling ISD	Seminole ISD
34		Sutton	Lytle ISD	Somerset ISD
35		Edwards		Sonora ISD
36		Jim Wells		South San ISD
37				South Texas Comm. College
38				Stamford ISD
39				
40				

ROLANDO L. RIOS & ASSOCIATES, PLLC

REDISTRICTING LEGAL SERVICES RETAINER AGREEMENT

This agreement is to confirm the terms of the negotiations between **Rolando L. Rios & Associates, PLLC** (the Firm) and the **South Texas College** (the Jurisdiction) for the purpose of providing redistricting services.

1. SERVICES

1. *Minimize the Undercount*: Coordinate with the Census Bureau to minimize the undercount. Every person in the county needs to be counted so that we minimize potential loss of federal and state funds. This process will start in **2018-19**.
2. *Early Estimate of Population Disparity*: Analysis of the existing single member districts to determine potential changes using census and voter registration updates. This process will take place in **2019-20**
3. *Redistricting Plans*: Prepare plans using the latest census data for the South Texas College Board of Trustees' consideration and selection. This process will occur when the census data is released. This process will take place **2020-21**
4. *Federal and State Process*; Plan to comply with Sec. 2 of the Federal Rights Act and submit plan to State of Texas, Secretary of State. This process will take place **in 2020-21**.

The Firm agrees to provide redistricting plans for the approval of the Jurisdiction using the 2020 United States Census Data. Upon approval of a redistricting plan by the Jurisdiction, the Firm agrees to review the plan for compliance with Sec. 2 of the Federal Voting Rights Act and submit plan to State of Texas, Secretary of State.

2. FEE STRUCTURE

With a population of approximately **1,336,100** (latest estimate) the Jurisdiction agrees to pay **\$ 75,000.00** as total fee for redistricting services plus costs not to exceed **\$8,000.00**. Said project is to use the latest census data available. The fee will be paid as follows:

- a.) **\$ 25,000.00** retainer within 30 days of execution of this agreement;
- b.) **\$ 25,000.00** upon preparation of analysis indicating which commissioner precincts will be affected by the redistricting;
- c.) **\$ 25,000.00** upon approval of the redistricting plan by the South Texas College Board of Trustees and review for compliance with state and federal law.
- d.) Should the jurisdiction decide to have more than one public hearing, the fee will be **\$2,000** per hearing plus costs.
- e.) Cost and expenses will be billed as incurred.

3. SCOPE OF ATTORNEY-CLIENT RELATIONSHIP: This Retainer Agreement establishes a limited attorney-client relationship only between the Firm and the Jurisdiction. The relationship exists only as to the services described above. The Retainer Agreement does not impose any

duty upon the Firm to provide advice or work to the Jurisdiction regarding legal matters absent a request for such advice or work from the Jurisdiction regarding legal matters. If a lawsuit or other adversarial matter is brought against the Jurisdiction and/or any elected official or employee of the Jurisdiction, the Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter. Fees for any engagement for services described in paragraph 3 will be also fixed at \$195 per hour for attorney time and \$75 per hour for paralegal fees.

Executed this _____ day of February, 2018.

ROLANDO L. RIOS & Associates, PLLC

South Texas College

by: _____
Rolando L. Rios
Title: Owner

by: _____
Dr. Shirley A. Reed, President

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

The Board is asked to conduct an assessment of the College President and the Self-Assessment of the Board of Trustees.

The assessment of the College President and the self-assessment of the Board of Trustees have historically been performed every few years. These assessments are a valuable process to help the Board in their stewardship and to provide the College President with feedback as necessary. Additionally, best practices call for regular Board assessment of both the College President and the Board itself.

The previous evaluation of the Board of Trustees and the College President was conducted in 2017. The updated evaluation forms for the Board of Trustees and the College President follow in the packet for the Board's information and review.

Dr. Alejo Salinas, Jr., Board Chair, has asked that the Trustees complete the evaluation forms that are provided under separate cover and submit them for his review by Tuesday, March 6, 2018. The Board may opt to review the evaluation results at a subsequent Board meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the assessment of the College President and the Self-Assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

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

The Board of Trustees of South Texas College approves and authorizes the assessment of the College President and the Self-Assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

Approval Recommended:

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

Review of Presentation to the Education and Workforce Development Committee on January 16, 2018

1) Presentation on Degree Works™

Ms. Cynthia Blanco, Director of Student Records and Registrar, provided a guided tour of the Degree Works™ program.

Degree Works™ was developed to provide students with direct access to up-to-date information about their selected degree plan, their progress toward completion, and the ability to see the impact of changes to their degree plan, such as selection of a new major. Degree Works™ provides a graphical “progress bar” that shows a student how their completed and current courses affect their progress toward completing their program.

Degree Works™ is also available to faculty and advisors, who can work with a student to assess the best strategies to help them reach their goals at South Texas College.

In addition to providing a comparison of current and completed coursework against their degree plan, Degree Works™ gives students access to their financial aid status and academic status, to let them track these issues that may impact their registration and completion.

Ms. Blanco provided the Committee members with a live demonstration of system, and how it is used by students, faculty, and advisors to guide the students toward successful completion.

2) Presentation on Starfish Early Alert System

Dr. Christopher Nelson, Assistant Dean of Humanities and Professor of Philosophy, presented on Starfish Early Alert System.

The Starfish Early Alert System, implemented at South Texas College in 2016, increases engagement of students by faculty and support services, and helps focus that engagement on students who are at risk.

Through tracking of attendance and other triggers, the Starfish system helps faculty and support staff monitor patterns that indicate a student may be at risk of poor performance. The system allows early intervention, to assist students in finding resources to help keep them on the pathway toward successful completion.

The Starfish system also provides positive reinforcement to students, through Kudos submitted by their faculty, which further helps them maintain their focus and drive to successfully complete their goals at South Texas College.

As of Fall 2017, over 9,500 South Texas College students had created and/or updated their profiles in Starfish. During this same semester:

- 15,000 kudos were submitted by Faculty;
- 2,130 attendance concerns were flagged; and
- 5,183 “Danger of Failing” flags were submitted.

South Texas College is dedicated to provide all students with meaningful and successful advising strategies to help provide students with the resources they need to complete their degree/certificate on time. The Starfish Early Alert System provides faculty and staff with a tool for timely and effective intervention for students who can most benefit from it.

These presentations were provided for the Education and Workforce Development Committee’s information and feedback to staff. No action was requested.

Review and Action as Necessary to Offer a Public Services Assistant Certificate Program

The Board is asked for approval to offer a Public Services Assistant Certificate program.

The Public Services Assistant Certificate would allow students to gain the knowledge and skills necessary to seek certification for work in non-profit and public government roles. EMSI data indicates a strong demand for public administrators in the local region (with at least 15% projected occupational growth over the next 10 years). Local employers could include Appraiser and Assessors offices, courts, municipal and license clerks, and offices administering government programs.

Graduates from this program could continue their education at South Texas College through the AAS in Public Administration, and then into the College's baccalaureate programs, including the Bachelor of Applied Technology in Organizational Leadership. Enrollment projections are included within the Program Development Packet.

The program developers have conducted student and employer surveys to document local demand for individuals with this certificate.

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

- Proposed Award
- Program Development Checklist
- Curriculum & Student Learning Department Recommendation
- Program Summary
- Proposed Curriculum
- Instructional Costs and Projected Revenues
- Employer Survey Review of Findings
- Supporting Documents:
 - Advisory Committee Members List
 - Letters of Support
- South Texas College Program Evaluation Plan.

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Murad Odeh Interim Administrator for Curriculum & Student Learning, will review the proposed new program and the development process with the Committee and will respond to questions.

The Education and Workforce Development Committee reviewed the Public Services Assistant Certificate on February 6, 2018. At that meeting, Trustees asked about the skill set developed by students participating in this program, specifically concerned about the lack of course material directly related to the use of computer software and related technology commonly used in office environments.

Administration advised that the courses may not be focused specifically on those issues, due to the technical workforce nature of the program, as opposed to an academic

program; however, students would be expected to use similar software and other technologies while completing the requisite courses.

Administration has included descriptions and learning outcomes for each course listed in the proposed curriculum, and this information can be found in the enclosed packet. Furthermore, a matrix was developed that identifies the courses with the specific skills and competencies identified at the committee meeting.

The Education and Workforce Development Committee recommended Board approval of the Public Services Assistant Certificate program, but requested that the course descriptions and learning outcomes be provided for the Board's review.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Public Services Assistant Certificate program as presented.

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

The Board of Trustees approves and authorizes the Public Services Assistant Certificate program as presented.

Approval Recommended:

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

Program Development Approval Process

PUBLIC SERVICES ASSISTANT

APPROVAL FOR IMPLEMENTATION		
<input checked="" type="checkbox"/>	Advisory Committee	2/28/2017
<input checked="" type="checkbox"/>	Division Committee	10/9/2017
<input checked="" type="checkbox"/>	College-Wide Curriculum Committee	10/7/2017
<input checked="" type="checkbox"/>	Academic Council	10/30/2017
<input checked="" type="checkbox"/>	Planning and Development Council (PDC)	12/8/2017
<input checked="" type="checkbox"/>	Education and Workforce Development Committee (EWDC)	2/6/2018
<input type="checkbox"/>	STC Board of Trustees	
<input type="checkbox"/>	Higher Education Regional Council	
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	
<input type="checkbox"/>	Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC)	
<input type="checkbox"/>	Department of Education	



Program Development Packet

Public Services Assistant Certificate

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Employer Survey.....	20
Supporting Documentation	23
• Advisory Committee Members List	
• Letters of Support	



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

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

Proposed Award:

Program Title: CT1 – Public Service Assistant

Program Location: Pecan Campus

Academic Year to be Implemented: 2018-2019

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

AAS – Public Administration.

For Curriculum Office Use Only

Program Developer Info:
 Name: Diana Lucio
 Phone: 872-3422
 Proposed CIP Code: 44.0401

1. Documentation of Program Checklist:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) EMSI data (provided by the Office of Curriculum & Student Learning) projects at least a 15% occupational growth rate in South Texas, the state, and/or nationally.	X		<u>Appraisers and Assessors</u> South Texas – 13.1% growth (+123 jobs) Texas – 10.8% growth (+3,801 jobs) National – 6.6% growth (+29,770 jobs) <u>Court, Municipal and License Clerks</u> South Texas – 26.9% growth (+67 jobs) Texas – 11.8% growth (+1,280 jobs) National – 5.5% growth (+7,538 jobs) <u>Eligibility Interviewers, Government Programs</u> South Texas –12.9% growth (+102 jobs) Texas –6.9% growth (+870 jobs) National –4.3% growth (+6,114 jobs) <u>Office Clerks</u>

			<p>South Texas –10% growth (+1,390 jobs) Texas –11.3% growth (+45,367 jobs) National –7.1% growth (+247,797 jobs)</p> <p><u>Secretaries and Administrative Assistants</u> South Texas –12.9% growth (+1,162 jobs) Texas –15.4% growth (+35,523 jobs) National –7.2% growth (+213,652 jobs)</p>
	Wage Data		<p><u>Appraisers and Assessors:</u> South Texas – \$19.68 per hour Texas – \$20.91 per hour National – \$19.94 per hour</p> <p><u>Court, Municipal and License Clerks:</u> South Texas – \$14.78 per hour Texas – \$16.65 per hour National – \$18.03 per hour</p> <p><u>Eligibility Interviewers, Government Programs:</u> South Texas – \$16.37 per hour Texas – \$15.98 per hour National – \$20.84 per hour</p> <p><u>Office Clerks:</u> South Texas – \$12.35 per hour Texas – \$15.37 per hour National – \$14.98 per hour</p> <p><u>Secretaries and Administrative Assistants:</u> South Texas – \$12.11 per hour Texas – \$15.98 per hour National – \$16.50 per hour</p>
	B) Occupational Outlook Handbook indicates graduates will have an average or above average job outlook for the next 5 to 10 years (national data).	X	<p><u>Appraisers and Assessors</u> 8% (As fast as average)</p> <p><u>Court, Municipal and License Clerks</u> N/A</p> <p><u>Eligibility Interviewers, Government Programs</u> N/A</p> <p><u>Office Clerks</u> 3% (slower than average)</p> <p><u>Secretaries and Administrative Assistants</u> 3% (Slower than average)</p>
	C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is	X	<u>Secretaries and Administrative Assistants</u> , Except Legal, Medical and Executive are on the 2016 Target Occupation List for the Lower Rio Grande Valley area.

	<p>an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission’s Labor Market and Career Information.</p> <p>(If standard C is “not met”, items D & E are required)</p>			
	<p>D) Job demand and wage data is documented through the survey of 8-12 top local employers.</p>	X		(See attached Employer Survey Summary)
	<p>E) High employer demand exists and is documented through letters of support.</p>	X		
	<p>F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.</p>	X		1 article from the Rio Grande Guardian publication
	<p>G) High student demand exists and is documented through the use of student surveys.</p>	X		<p>A survey of 119 individuals, which included workers from municipal government, non-profit organizations and STC students the following results:</p> <ul style="list-style-type: none"> -70% indicated they would be interested in a Public Service Assistant certificate. -58% indicated they would enroll within a year or less. -49% indicated upon completion of the certificate, they would be interested in pursuing the AAS in Public Administration.
2. Student Demand	<p>High enrollment exists in related programs (Stackable certificates or degrees).</p>		X	<p><u>During the Fall 2016 semester</u>, there were: 16 enrolled students with a declared major in the AAS – Public Administration.</p>
	<p>High number of graduates are produced in related programs (Stackable certificates or degrees).</p>		X	<p><u>During 2015-2016 academic year</u>, there were: 0 graduates in the AAS – Public Administration.</p>
3. Existing Programs	<p>Similar programs do not exist within STC’s service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).</p>	X		<p>Alamo Community College – San Antonio College (which is approximately 240 miles from McAllen) offers a certificate and associate’s degree in Public Administration. Tyler Junior College (which is approximately 541 miles from McAllen) offers a certificate and associate’s degree in Public Administration.</p>
	<p>Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program. (Please provide a list of schools and/or districts)</p>	X		<p>Courses within the proposed degree are currently not offered as dual credit; however, there is plans to pursue this endeavor in the future.</p>

4. Program Linkage & Opportunities for Further Education	Program-specific articulation agreements with other institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)	X		Potential alignment with STC's Bachelor of Applied Technology & Bachelor of Applied Science Programs. Coursework from the AAS-Public Administration Program is currently accepted by STC's BAT in Technology Management and BAS in Organizational Leadership as part of their lower-division electives
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2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	X		
2. Number of Graduates	Program Review Standard: The Program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5 year period.	X		
3. Graduate Earnings	EMSI data (provided by the Office of Curriculum & Student Learning) projects that program graduates will earn a median hourly earnings wage that is above the “living wage” for South Texas, the state, and/or nationally.	X		<p><u>Appraisers and Assessors:</u> South Texas – \$19.68 per hour Texas – \$20.91 per hour National – \$19.94 per hour</p> <p>According to the Bureau of Labor Statistics, <u>Appraisers and Assessors</u> earned a median salary of \$51,850 in 2016.</p> <p><u>Court, Municipal and License Clerks:</u> South Texas – \$14.78 per hour Texas – \$16.65 per hour National – \$18.03 per hour</p> <p>According to the Bureau of Labor Statistics, <u>Court, Municipal and License Clerks</u> earned a median salary of \$39,160 in 2016.</p> <p><u>Eligibility Interviewers, Government Programs:</u> South Texas – \$16.37 per hour Texas – \$15.98 per hour National – \$20.84 per hour</p> <p>According to the Bureau of Labor Statistics, <u>Eligibility Interviewers, Government Programs</u> earned a median salary of \$43,550 in 2016.</p> <p><u>Office Clerks:</u> South Texas – \$12.35 per hour Texas – \$15.37 per hour National – \$14.98 per hour</p> <p>According to the Bureau of Labor</p>

			<p>Statistics, <u>Office Clerks</u> earned a median salary of \$30,580 in 2016.</p> <p><u>Secretaries and Administrative Assistants:</u> South Texas – \$12.11 per hour Texas – \$15.98 per hour National – \$16.50 per hour</p> <p>According to the Bureau of Labor Statistics, <u>Secretaries and Administrative Assistants</u> earned a median salary of \$37,230 in 2016.</p> <p>Living wage calculation for Texas - \$10.67 per hour Source: http://livingwage.mit.edu/states/48</p>
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Curriculum & Student Learning Department Recommendation

The Office of Curriculum & Student Learning recommends that South Texas College proceed with the development of this certificate. The Public Service Assistant Certificate curriculum is composed of coursework that is currently required as part of the Associate of Applied Science degree in Public Administration, allowing a smooth transition into the associate's degree if the student should decide to continue. The proposed certificate would allow graduates to gain the skills and competencies required for entry-level jobs in the non-profit and government sector. Furthermore, current employees of local agencies desire an option that would allow them to continue in their current employment but gain the credential for opportunities in advancement with their respective employers.

The program demand data reflects a demand for occupations in which graduates of the certificate program may be eligible, including: Appraiser and Assessors, Court, Municipal and License Clerks as well as Eligibility Interviewers in government programs. Letters of support from Casa de Hidalgo and the cities of McAllen, Pharr and Weslaco indicate a strong demand to address the public service needs for the growing population of the Rio Grande Valley.

Furthermore, the student demand as evidenced by a survey of 119 participants indicated seventy (70) percent of individuals surveyed indicated they would be interested in pursuing a Public Service Assistant certificate.

Because the proposed certificate would encompass coursework already offered through the Associate of Applied Science degree, the cost to implement this credential would be substantially low as current faculty and facilities would be utilized for this additional credential.

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Public Service Assistant Certificate

CURRICULUM QUALITY

Program Objective: The objective of the Public Service Assistant Certificate program is to provide students with the knowledge and skills necessary for employment in public sector positions such as working in local, state and federal agencies; and community agencies and non-profit organizations. The program will allow students to seek gainful employment in the region's highest share of the workforce. The program will enable students to develop proficiencies in understanding and applying appropriate methodologies in problem-solving scenarios for a public service environment. Students will be able to apply their skills in the programming of community and social service based programs, city planning initiatives, and to help solve local issues affecting the citizens of the Rio Grande Valley.

Curriculum: The Public Service Assistant Certificate would require students to complete 20 semester credit hours (SCH) of course work (see attached curriculum) from the Workforce Education Course Manual (WECM).

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

PROGRAM DEMAND

Occupational Need:

Appraisers and Assessors

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Appraiser and Assessor occupations are expected to experience a 13.1% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 123 additional job openings expected during this time period; a 10.8% growth between 2017 and 2027 in State of Texas with 3,801 additional job openings expected during this time period; and a 6.6% growth between 2017 and 2027 nationally with a total of 29,770 job openings expected during this time period. Sample reported job titles include Tax Assessor, County Assessor, City Assessor and Appraiser.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Appraiser and Assessor occupations is \$19.68/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$20.91/hr. for the State of Texas; and \$19.94/hr. as a national average.

Court, Municipal and License Clerks

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Court, Municipal and License Clerk occupations are expected to experience a 26.9% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 67 additional job openings expected during this time period; a 11.8% growth between 2017 and 2027 in State of Texas with 1,280 additional job openings expected during this time period; and a 5.5% growth between 2017 and 2027 nationally with a total of 7,538 job openings expected

during this time period. Sample reported job titles include Town Clerk, Recorder, Circuit Court Clerk and Judicial Assistant.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Court, Municipal and License Clerk occupations is \$14.78/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$16.65/hr. for the State of Texas; and \$18.03/hr. as a national average.

Eligibility Interviewers, Government Programs

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Eligibility Interviewers for Government Program occupations are expected to experience a 12.9% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 102 additional job openings expected during this time period; a 6.9% growth between 2017 and 2027 in State of Texas with 870 additional job openings expected during this time period; and a 4.3% growth between 2017 and 2027 nationally with a total of 6,114 job openings expected during this time period. Sample reported job titles include Program Eligibility Specialist, Workforce Development Specialist, Eligibility Technician and Workforce Advisor.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Eligibility Interviewers for Government Program occupations is \$16.37/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$15.98/hr. for the State of Texas; and \$20.84/hr. as a national average.

Office Clerks

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Office Clerk occupations are expected to experience a 10% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 1,390 additional job openings expected during this time period; a 11.3% growth between 2017 and 2027 in State of Texas with 45,367 additional job openings expected during this time period; and a 7.1% growth between 2017 and 2027 nationally with a total of 247,797 job openings expected during this time period. Sample reported job titles include Clerical Aide, Police Clerk, Staff Assistant and Office Clerk.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Office Clerk occupations is \$12.35/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$15.37/hr. for the State of Texas; and \$14.98/hr. as a national average.

Secretaries and Administrative Assistants

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Secretaries and Administrative Assistant occupations are expected to experience a 12.9% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 1,162 additional job openings expected during this time period; a 15.4% growth between 2017 and 2027 in State of Texas with 35,523 additional job openings expected during this time period; and a 7.2% growth between 2017 and 2027 nationally with a total of 213,652 job openings expected during this time period. Sample reported job titles include Secretary, Office Assistant, Department Secretary and Administrative Associate.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Secretaries and Administrative Assistant occupations is \$12.11/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$15.98/hr. for the State of Texas; and \$16.50/hr. as a national average.

EMSI Data Summary:

Occupation	Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings
Appraisers and Assessors	Regional	13.1%	123	\$19.68
	State	10.8%	3,801	\$20.91
	National	6.6%	29,770	\$19.94
Court, Municipal and License Clerks	Regional	26.9%	67	\$14.78
	State	11.8%	1,280	\$16.65
	National	5.5%	7,538	\$18.03
Eligibility Interviewers, Gov't Programs	Regional	12.9%	102	\$16.37
	State	6.9%	870	\$15.98
	National	4.3%	6,114	\$20.84
Office Clerks	Regional	10%	1,390	\$12.35
	State	11.3%	45,367	\$15.37
	National	7.1%	247,797	\$14.98
Secretaries and Administrative Assistants	Regional	12.9%	1,162	\$12.11
	State	15.4%	35,523	\$15.98
	National	7.2%	213,652	\$16.50

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, employment of Appraisers and Assessors are expected to grow by 8% over the 2014-2024 decade; Office Clerks are expected to grow by 3% (slower than average) and Secretaries and Administrative Assistants are expected to grow by 3% (slower than average).

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, in 2016 the Median annual earnings for Appraisers and Assessors was \$51,850 nationally; for Court, Municipal and License Clerks it was \$39,160; for Eligibility Interviewers for Government Programs it was \$43,550 nationally; for Office Clerks it was \$30,580; and for Secretaries and Administrative Assistants it was \$37,230.

According to the Rio Grande Guardian, "TWC projections for 2014-2024 show the significant driver of employment growth in the region will continue to be the Healthcare & Social Assistance Sector, at 29 percent of employment growth." The social assistance sector falls under the umbrella of public administration. The article also states that the government sector falls squarely at 23 percent employment, only behind the combined percentage of 26 percent for both Health and Education in 2016.

Student Demand:

A survey of 119 individuals from three populations groups (STC students, municipal government and non-profit organizations) yielded the following results:

- 70% indicated they would be interested in a Public Service Assistant certificate;
- 58% indicated they would enroll within a year or less; and
- 49% indicated upon completion of the certificate, they would be interested in pursuing the AAS in Public Administration

Existing Programs:

Alamo Community College District (approximately 240 miles from McAllen) offers a certificate and associate's degree in Public Administration.

Tyler Junior College (approximately 541 miles from McAllen) offers a certificate and associate's degree in Public Administration.

Program Linkage and Opportunities for Further Education: Coursework from the Workforce Education Course manual (WECM) should transfer to other community or technical colleges offering the same courses within a Public Administration program. In addition, currently coursework from the Associate's degree in Public Administration is accepted by South Texas College's Bachelor of Applied Technology in Technology Management and Bachelor of Applied Science in Organizational Leadership as part of their lower-division elective requirements.

Expected Enrollment: An estimate of initial enrollment for the Public Service Assistant Certificate program is about 12 students in the first year and 24 students in the second year. This increases to 32 students in the third year. Growth in enrollment is expected as the program is advertised to high school graduates, adults currently working in local city, state, and county organizations, adults completing their GED education programs, and returning adults seeking a career change.

Current enrollment trends indicate the following projected enrollment numbers:

Years	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1 st Year	12	24	32	44	55

PROGRAM SUPPORT

Faculty: Current faculty members within the Public Administration program will teach the sections created for the program. Adjunct instructors will be utilized as needed based upon enrollment.

Facilities and Equipment: South Texas College is currently offering the Associate of Applied Science in Public Administration. For this reason, costs associated with facilities, equipment, operating supplies & materials as well as professional development are already embedded within this program. Additional supplies, materials and furniture may be needed to accommodate additional adjunct faculty utilized as needed.

New Costs: Total costs for this program are projected to be \$80,349.90. The funding to defray the costs of this program will come from state appropriations: \$76,051.20 and tuition: \$83,160.00. The total projected 5 year revenue is \$159,211.20. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications,

licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

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

ENROLLMENT MANAGEMENT PLAN

POTENTIAL SOURCE OF STUDENTS

The number of students identified as potential sources of program participants for the Certificate in Public Service Assistant include various sources. Students in the program will primarily be drawn from the general current STC student body, and adult learners employed at local public sector organizations. The student applicant pool will include, but not be limited to: current students majoring in public administration associates degree program, high school graduates, adults currently working in local city, state, and county organizations, adults completing their GED education programs, and returning adults seeking a career change.

MARKETING

The Public Service Assistant Certificate Program will be marketed to various potential groups for continued increased growth. Targeted populations include traditional high schools students, local, state, federal governmental agencies and nonprofit organizations, as well as dual enrollment students. Continued success of the program will also involve coordination with student recruitment, campus outreach and information centers and enrollment management. Promotion of the program through posters, brochures, and informational sessions in coordination with human resources departments from the local municipalities will also be utilized.

RETENTION

Faculty advising will be a main source of direct contact of students to ensure retentions and graduation from the program. Students will be encouraged to take advantage of the the various student services available to them from the Center for Learning Excellence (CLE) for academic support and tutoring. Student will also be encouraged to participate in the wide variety of programs and services available to them through student services. They include student activities, welcome centers and supplemental instruction.

ENROLLMENT PROJECTIONS

The projected enrollment is based on current student demand and planned recruitment efforts.

Years	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Student Enrollment	12	24	32	44	55

PROJECTED NUMBER OF GRADUATES

The department projects that 90% of students enrolled in the program will complete the certificate.

Years	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Student Enrollment	12	24	32	44	55
Graduates (90% enrollment)	11	22	29	40	50

Program: Public Administration
Specialization: N/A
Award Title: Public Service Assistant Certificate

FICE CODE: 031034
 CIP CODE: 44.0401
Program Code: Pending

TSI Exempt

Semester One			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
PBAD	1321	Public Administration	3	0	0	48	3
PBAD	1341	Governmental Agencies	3	0	0	48	3
PBAD	2305	Public Sector Management	3	0	0	48	3
PBAD	2301	Public Relations for the Public Sector	3	0	0	48	3
Total Semester Hours:			12	0	0	192	12

Semester Two			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
PBAD	2335	Ethics in the Public Sector	3	0	0	48	3
PBAD	2339	Human Resource Management in the Public Sector	3	0	0	48	3
PBAD	2331	Budgeting in the Public Sector	3	0	0	48	3
PBAD	1381	Capstone: Cooperative Ed. Public Administration	1	0	14	240	3
Total Semester Hours:			10	0	14	384	12

Total Contact Hours:	576
Total Credit Hours:	24

COURSE DESCRIPTIONS, FOUNDATION SKILLS & WORKFORCE CPMPTENCIES

PBAD 1321 – PUBLIC ADMINISTRATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies. Prerequisite: None.

Course Learning Outcomes:

- Describe the structure of the administrative branch of federal, state, and local governments, as well as non-profit agencies
- Explain the role and function of intergovernmental relations in public administration
- Identify the stages of public policy and tools of implementation

PBAD 1341 – GOVERNMENTAL AGENCIES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

Prerequisite: None.

Course Learning Outcomes:

- Explain the structure, mission, goals, and objectives of selected local, state, federal, and special district agencies and non-profit organizations
- Interpret intergovernmental contracts and agreements
- Identify and use information technology created by governmental agencies

PBAD 2305 – PUBLIC SECTOR MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers general principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

Prerequisite: None.

Course Learning Outcomes:

- Identify and explain the use of analytical tools in public management
- Describe managerial decision-making and leadership models
- Explain the effective and efficient use of resources in the public sector

PBAD 2301 – PUBLIC RELATIONS FOR THE PUBLIC SECTOR

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

Prerequisite: None.

Course Learning Outcomes:

- Describe the media techniques used to develop and maintain a positive public image
- Design a public relations campaign
- Demonstrate the ability to conduct an effective media conference

PBAD 2335 – ETHICS IN THE PUBLIC SECTOR

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

Prerequisite: None.

Course Learning Outcomes:

- Explain responsibility and accountability of public sector participants
- Describe general provisions of local, state, and federal ethics guidelines
- Identify the ethical dilemmas in assigned case studies

PBAD 2339 – HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers an examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

Prerequisite: None.

Course Learning Outcomes:

- Explain the staffing process in the public sector
- Identify the labor laws and regulations that impact human resource management
- Demonstrate the ability to conduct effective interview, evaluation, and other employee sessions

PBAD 2331 – BUDGETING IN THE PUBLIC SECTOR

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

Prerequisite: None.

Course Learning Outcomes:

- Explain the fundamental principles of public finance
- Describe budget structures, the budget cycle, and budget methods and practices
- Explain the relationship among budgeting, strategic planning, and performance audits

PBAD 1381 – CAPSTONE: COOPERATIVE EDUCATION PUBLIC ADMINISTRATION

CRT HRS:03 LEC HRS:00 OTHER HRS:15

This course offers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Program Chair approval.

Prerequisite: None.

Course Learning Outcomes:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

Each Course in the degree plan requires specific assignments to be completed by students where they would have the opportunity to enhance their foundation skills and gain workforce competencies. Students submitting course assignments will be using various electronic means to communicate with faculty and other students in class. Word, PowerPoint and/or Excel software will be used to complete coursework, such as reports and class specific projects. Skills for developing effective communication will be achieved through active learning strategies and the practical application of the foundational skills.

Foundation skills

- Basic skills (Reading, Writing, Mathematics, Speaking and Listening)
- Thinking Skills (Learning and Reasoning)
- Technology (Computer and Scientific apparatus)
- Personal qualities (Responsibilities, Self-Esteem, Sociability, Self-Management, Integrity, and Honesty)

Workforce Competencies

- Resources (Time, Money, Material and Facilities)
- Interpersonal (Participates as a Team Member, Teaches others New Skills, Serves Clients/Customers, Exercises Leadership, Negotiates and Works with Diversity).
- Information (Acquires and Evaluates Information, Organizes and Maintains Information, Interprets and Communicates Information, and Uses Computers to Process Information).
- Systems (Understands Social, Organizational, and Technological Systems, Monitors and Corrects Performance, Distinguishes Trends, Diagnoses Deviations in Systems' Performance, and Corrects Malfunctions).
- Technology (Selects Technology, Applies Technology to Task, Maintains and Troubleshoots Equipment).

The following matrix model links the courses proposed in the curriculum with identified skills and competences.

Course Number	Course Title	Foundation Skills	Workforce Competencies
PBAD 1321	Public Administration	X	X
PBAD 1341	Governmental Agencies	X	X
PBAD 2305	Public Sector Management	X	X
PBAD 2301	Public Relations for the Public Sector	X	X
PBAD 2335	Ethics in the Public Sector	X	X
PBAD 2339	Human Resource Management in the Public Sector	X	X
PBAD 2331	Budgeting in the Public Sector	X	X
PBAD 1381	Capstone: Cooperative Ed. Public Administration	X	X

Instructional Costs and Projected Revenue for Public Service Assistant Certificate

Faculty Salary & Benefits	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Totals
LHE Rate	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	
# of LHE's per Course	3	3	3	3	3	
Subtotal	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	
# of Sections Taught by Adjunct	4	6	7	8	8	
# of Sections Taught by F/T	0	0	0	0	0	
Adjunct Salary	\$ 6,900.00	\$ 10,350.00	\$ 12,075.00	\$ 13,800.00	\$ 13,800.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ 7,921.20	\$ 11,881.80	\$ 13,862.10	\$ 15,842.40	\$ 15,842.40	
F/T Faculty @ \$42,000 Benefit Rate (F/T Salary X 30%=\$12,600.00)	\$0	\$0	\$0	\$0	\$0	
Cost for Faculty Salary/Benefits	\$ 7,921.20	\$ 11,881.80	\$ 13,862.10	\$ 15,842.40	\$ 15,842.40	\$ 65,349.90

Projected Revenue	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Totals
State Appropriations *						
# of Sections	4	6	7	8	8	
# of Students per Section	12	12	12	12	12	
Total # of Students per Year	48	72	84	96	96	
# of Contact Hours per Student	80	80	80	80	80	
Total Contact Hours	3840	5760	6720	7680	7680	
Multiplied by State Funding Rate (2.73)	\$ 2.73	\$ 2.73	\$ 2.73	\$ 2.73	\$ 2.73	
State Appropriations Generated	\$ 10,483.20	\$ 15,724.80	\$ 18,345.60	\$ 20,966.40	\$ 20,966.40	
State Appropriations Received	\$ 13,152.00	\$ 10,483.20	\$ 15,724.80	\$ 15,724.80	\$ 20,966.40	\$ 76,051.20

* State Appropriations funding is based upon enrollment from previous biennium

Tuition	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Totals
Enrollment # Projected	48	72	84	96	96	
Tuition Rate per Credit Hour	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	
Subtotal	\$ 3,360.00	\$ 5,040.00	\$ 5,880.00	\$ 6,720.00	\$ 6,720.00	\$ 27,720.00
# of Credit Hours per Course	3	3	3	3	3	
Total Tuition	\$ 10,080.00	\$ 15,120.00	\$ 17,640.00	\$ 20,160.00	\$ 20,160.00	\$ 83,160.00

Operating Costs and Revenue Projections Public Service Assistant Certificate

ESTIMATED COSTS						
CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2023
Faculty Salaries and Benefits	\$7,921.20	\$11,881.80	\$13,862.10	\$15,842.40	\$15,842.40	\$65,349.90
Supplies and Materials (Operating)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,500.00
Library Resources	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,500.00
Equipment and Software (Capital)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities (Furniture) (Operating)	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Faculty Professional Development/(Travel)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Subtotal - Instructional & Operating Budget	\$11,921.20	\$14,381.80	\$16,862.10	\$18,342.40	\$18,842.40	\$80,349.90
Total Budget Per Year	\$11,921.20	\$14,381.80	\$16,862.10	\$18,342.40	\$18,842.40	\$80,349.90

REVENUE PROJECTIONS						
CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2023
State Appropriations	\$ 13,152.00	\$ 10,483.20	\$ 15,724.80	\$ 15,724.80	\$ 20,966.40	\$ 76,051.20
Tuition	\$ 10,080.00	\$ 15,120.00	\$ 17,640.00	\$ 20,160.00	\$ 20,160.00	\$ 83,160.00
TOTAL REVENUE	\$ 23,232.00	\$ 25,603.20	\$ 33,364.80	\$ 35,884.80	\$ 41,126.40	\$ 159,211.20

Employer Survey Review of Findings

Introduction

In December 2017, the Public Administration department in collaboration with the Research and Analytical Services department conducted a survey to collect real-time data to support the development of the Public Services Assistant certificate. The objective of the survey was to inquire on the current job vacancies and wage information in the local region. The results of the survey would provide insight on the benefit of a certificate credential in the Public Services sector with regards to employment prospects.

Methodology

The anonymous survey was conducted using third-party software provided by STC's Research and Analytical Services department and consisted of a link provided to the survey population, which they would be able to complete online. The survey consisted of six questions and was sent to the following members of the community*:

- Noemi Munguia Human Resource Director, City of Mission
- Veronica Ramirez, Human Resources Director, City of Weslaco
- Christine Flores, Human Resources Director, City of McAllen
- Anali Alanis, Human Resources Director, City of Pharr
- Juan Guerra, City Manager, City of Pharr
- Roel Rodriguez, City Manager, City of McAllen
- Mike Perez, City Manager, City of Weslaco
- Martin Garza, City Manager, City of Mission
- Hilda Pedraza, City of Pharr, City Secretary
- Chris Lash, Director Keep McAllen Beautiful
- Gary Rodriguez, Communications Director, City of Pharr
- George Martinez, City of Pharr, Supervisor Code Enforcement
- Mayra Guillen, City of McAllen, Municipal Court Supervisor
- Santiago Salinas, City of Pharr, Manager CDBG
- Leonel Vela, State of Texas Health and Human Services Commission
- Diana Almaguer, Lower Rio Grande Valley Development Council
- Nadia Ochoa, Executive Director PDAP
- Andrew Lombardo, Executive Director RGV- HIE

A total of 14 respondents completed the survey and the results are summarized below.

Survey Results

Demand

The survey data revealed the following information in reference to current employee/prospective employee counts:

- 10 out of the 14 respondents indicated they currently employ anywhere from 1 – 20 employees in the Public Services sector, with an overall average of approximately 7 employees.
- 7 out of the 14 respondents indicated they anticipate hiring anywhere from 1 – 7 Public Service Assistants in 2018, with an overall average of 3 vacancies.

Overall, 71% of survey respondents employ on average approximately 7 employees with 50% indicating they plan to hiring in the coming year.

Wage Data

The survey data revealed the following information in reference to current /prospective wages:

- 9 out of the 14 respondents revealed the STARTING employee's average hourly wage ranged from \$9.50 to \$17.00, with an overall average of \$13.43.
- 9 out of 14 respondents revealed their CURRENT employee's average hourly wage ranged from \$10.50 to \$19.00, with an overall average of \$14.94.

Overall, 64% of survey respondents pay their current employees on average \$14.94 per hour with 64% indicating the starting pay for new employees averaged \$13.43 per hour. Both wages exceed the federal minimum wage rate and the Texas living wage rate.

*A copy of the data set is attached to this review.

Employer Survey Data
Responses of 14 Employees to 6 Survey Questions

Employee #	Survey Question #1	Survey Question #2	Survey Question #3	Survey Question #4	Survey Question #5	Survey Question #6
	Are you having difficulty hiring Public Service Assistants or related positions?	If YES, what are the reasons for hiring difficulties? (Check all that apply)	How many public service assistants or related positions do you currently employ? (Please enter a number)	What is their average HOURLY wage?	How many Public Service Assistants do you anticipate hiring in 2018? (Please enter a number)	What is the STARTING hourly wage?
1	No					
2	No					
3	Yes	Applicants lacked necessary education level, certification, or training., Applicants lacked soft skills such as communication, teamwork, or critical thinking., Applicants lacked relevant work experience.	1	10.5		9.5
4	No		6	17	1	16
5	No		6			
6	Yes	Applicants lacked necessary education level, certification, or training., Applicants lacked soft skills such as communication, teamwork, or critical thinking.	1	16	1	16
7	Yes	Applicants lacked soft skills such as communication, teamwork, or critical thinking.		15		
8	No		9	15	5	12
9	No		17	17	7	17
10	Yes	Applicants lacked necessary education level, certification, or training.	5		1	
11	No		4	11		9
12	No					
13	No		2	19	4	14
14	Yes	Applicants lacked necessary education level, certification, or training.	20	14	5	14

Supporting Documents

- Advisory Committee Members List
- Letters of Support

AAS Public Administration Advisory Committee 2017-2018

Juan Guerra	City Manager City of Pharr	City of Pharr 118 S. Cage Blvd., Pharr, TX 78577 (956) 402-4000 juan.guerra@pharr-tx.gov
Martin Garza Jr.	City Manager City of Mission	City Manager Martin Garza, Jr. (956) 580-8662 mgarza@missiontexas.us
Mike Perez	City Manager City of Weslaco	City of Weslaco 255 S. Kansas Avenue Weslaco, TX 78596 956-968-3181 956-968-6672 fax mrperez@weslacotx.gov
Roy Rodriguez	City Manager City of McAllen	City of McAllen 1300 Houston Avenue McAllen, TX 78501 Phone : [956] 681-1001 roel_rodriguez@mcallen.net
Diana Almaguer	Manager	Diana Almaguer Case Manager I/Criminal Justice Department Public Safety Lower Rio Grande Valley Development Council 301 W. Railroad St. Weslaco, TX 78596 Office: 956-682-3481 Ext. 186 Fax: 956-682-3295 dalmaguer@lrgvdc.org
Dr. Terence M. Garrett	Department Chair, Public Affairs and Security Studies Department - UTRGV	Dr. Terence M. Garrett Department Chair, Public Affairs and Security Studies University of Texas Rio Grande Valley -UTRGV Office: M0 Bldg. Room: M1.126 Phone: (956) 882-8825 Fax: (956) 882-8893 terence.garrett@utrgv.edu
Nadia Ochoa	Executive Director	Palmer Drug Abuse Program 115 N. 9th Street McAllen, TX 78501 Office: (956) 687-7714 (c) 956-460-2234 nadia.pdap@gmail.com

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Gerardo "Jerry" Tafolla, Mayor Pro-Tem, District 4
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Olga M. Noriega, Commissioner, District 3
Letty Lopez, Commissioner, District 5
Josh Pedraza, Commissioner, District 6

Mike R. Perez, City Manager

September 14, 2017

South Texas College
3201 Pecan Blvd.
McAllen, Texas 78501

To Whom It May Concern:

This letter is in support of the establishment of a certificate program in Public Administration and the department's pursuit of expanding access to public administration educational opportunities in Hidalgo County and the region. Based on the need we as a local government experience daily through public service in the local delivery of governmental services, implementing programs throughout our communities, and coordinating efforts with other local government entities in the areas of housing, public transit, community and economic development, the certificate in public administration will help to address the public service needs for the growing population of the Rio Grande Valley. The certificate in public administration will prepare students for a career in public service, and offer them an opportunity to serve their communities.

As a local government agency that is charged with the responsibility of providing quality public services in the City of Weslaco, and that serves on the advisory board for STC's Public Administration Program, I wholeheartedly support the establishment of a Certificate in Public Administration. The best interests of the citizens of Hidalgo County and the region will be served by promoting educational opportunities in public administration.

Should you have any questions, I can be reached at 956-968-3181 or by email at mrperez@weslacotx.gov.

Sincerely,

A handwritten signature in blue ink that reads "Mike R. Perez".

Mike R. Perez
City Manager



MAYOR Ambrosio "Amos" Hernández | CITY MANAGER Juan G. Guerra, CPA

COMMISSIONERS Eleazar Guajardo | Roberto "Bobby" Carrillo | Ramiro Caballero | Daniel Chavez | Ricardo Medina | Mario Bracamontes

September 13, 2017

South Texas College
McAllen, TX

To Whom It May Concern:

This letter is in support of the establishment of a certificate program in Public Administration and the department's pursuit of expanding access to public administration educational opportunities in Hidalgo County and the region. Based on the need, we as a local government experience daily through public service in the local delivery of governmental services, implementing programs throughout our communities, and coordinating efforts with other local government entities in the areas of housing, public transit, community and economic development. The certificate in public administration will help to address the public service needs for the growing population of the Río Grande Valley. Furthermore, the certificate in public administration will prepare students for a career in public service and offer them an opportunity to serve their communities.

As a local government agency that is charged with the responsibility of providing quality public services in the City of Pharr, and that serves on the advisory board for STC's Public Administration Program, I wholeheartedly support the establishment of a Certificate in Public Administration. The best interests of the citizens of Hidalgo County and the region will be served by promoting educational opportunities in public administration.

Should you have any questions, I can be reached at 956-402-4100 or by email at juan.guerra@pharr-tx.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Juan G. Guerra".

Juan G. Guerra
City Manager



CITY OF MISSION
"Home of the Grapefruit"

October 10, 2017
South Texas College
McAllen, TX

To Whom it may concern:

This letter is in support of the establishment of a certificate program in Public Administration and the department's pursuit of expanding access to public administration educational opportunities in Hidalgo County and the region. Based on the need we as a local government experience daily through public service in the local delivery of governmental services, implementing programs throughout our communities, and coordinating efforts with other local government entities in the areas of housing, public transit, community and economic development, the certificate in public administration will help to address the public service needs for the growing population of the Rio Grande Valley. The certificate in public administration will prepare students for a career in public service, and offer them an opportunity to serve their communities.

This program will improve the performance of public service, since it will provide the opportunity for participants to acquire and apply best practices. In addition, students will be able to learn about maximizing collaborations while developing leadership skills. In order to sustain a positive working environment, it is imperative to focus on key areas of your workforce that will promote teamwork, job satisfaction, and overall employee development. I am certain that this program will develop highly educated professional people which will work well together and respond timely, with interests, and enthusiasm, and have established credibility.

As a local government agency that is charged with the responsibility of providing quality public services in the City of Mission, and that serves on the advisory board for STC's Public Administration Program, I wholeheartedly support the establishment of a Certificate in Public Administration. The best interests of the citizens of Hidalgo County and the region will be served by promoting educational opportunities in public administration.

Should you have any questions, I can be reached at (956) 580-8723 or by email at mgarza@missiontexas.us.

Sincerely,

A handwritten signature in blue ink that reads "Martin Garza, Jr.".

Martin Garza, Jr.

City Manager



JAMES E. DARLING, Mayor
AIDA RAMIREZ, Mayor Pro-Tem and Commissioner District 4
RICHARD CORTEZ, Commissioner District 1
JOAQUIN J. ZAMORA, Commissioner District 2
JULIAN OMAR QUINTANILLA, Commissioner District 3
JOHN INGRAM, Commissioner District 5
VERONICA WHITACRE, Commissioner District 6

ROEL RODRIGUEZ, P.E., City Manager

September 13, 2017

South Texas College
McAllen, TX

To whom it may concern:

This letter is in support of the establishment of a certificate program in Public Administration and the department's pursuit of expanding access to public administration educational opportunities in Hidalgo County and the region. Based on the need we as a local government experience daily through public service in the local delivery of governmental services, implementing programs throughout our communities, and coordinating efforts with other local government entities in the areas of housing, public transit, community and economic development, the certificate in public administration will help to address the public service needs for the growing population of the Rio Grande Valley. The certificate in public administration will prepare students for a career in public service, and offer them an opportunity to serve their communities.

There must be a concerted effort to provide academic training for future administrators of the Rio Grande Valley.

As a local government agency that is charged with the responsibility of providing quality public services in the City of McAllen, and that serves on the advisory board for STC's Public Administration Program, I wholeheartedly support the establishment of a Certificate in Public Administration. The best interests of the citizens of Hidalgo County and the region will be served by promoting educational opportunities in public administration.

Should you have any questions, I can be reached at 956-681-1001 or by email at roel_rodriguez@mcallen.net.

Sincerely,

A handwritten signature in black ink that reads "Roel Rodriguez". The signature is stylized and written in a cursive-like font.

Roel Roy Rodriguez, P.E.
City Manager



CASA of Hidalgo County, Inc.

1001 South 10th Ave
Edinburg, TX 78539
TEL: (956) 381-0346

September 13, 2017:

South Texas College
McAllen, Texas

To Whom it may concern:

This letter is in support of the establishment of a certificate program in Public Administration and the department's pursuit of expanding access to public administration educational opportunities in Hidalgo County and the region. Based on the need we as a local nonprofit organization experience daily through the local delivery of community based services, implementing programs throughout our communities, and coordinating efforts with other local government, the certificate in public administration will help to address the public service needs for the growing population of the Rio Grande Valley. The certificate in public administration will prepare students for a career in a nonprofit organization or public service, as well as offer them an opportunity to serve their communities.

As a local nonprofit organization that is charged with the responsibility of providing quality services to families in Hidalgo County, and that serves on the advisory board for STC's Public Administration Program, I wholeheartedly support the establishment of a Certificate in Public Administration. The best interests of the citizens of Hidalgo County and the region will be served by promoting educational opportunities in public administration.

Should you have any questions, I can be reached at 956-381-0346 or by email at dalmaguer@casaofhidalgo.com.

Sincerely,



Diana Almaguer
Executive Director

Executive Committee

John Escamilla
Board Chair

Dave Huffman
Vice-Chair

Janette Gonzalez
Treasurer

Secretary
Dr. Mona Porras

Board Members
Dr. Richard Gillette
Emilio Santos Jr.
Sandra Stark
Marissa Rodriguez

Advisory Board Members

Alonzo Cantu
Letty Garza
Albert Lopez

Executive Director

Diana Almaguer

City Positions

Laura Luera <lluera@weslacotx.gov>

Thu 11/9/2017 11:58 AM

To: Diana Lucio <dlucio@southtexascollege.edu>;

Cc: Human Resource Office <hro@weslacotx.gov>; Veronica S. Ramirez <vsramirez@weslacotx.gov>;

13 attachments (619 KB)

Cataloger.doc; Senior Cataloger.doc; Reference Specialist rvs 150915.doc; Secretary II-PCE rev 11-25-13.doc; Planner I.doc; Executive Assistant CMO 15 0213.doc; Purchasing Agent rev15 0520.docx; General Services Coordinator.doc; Administrative Services Coordinator.doc; Deputy Registrar.doc; Records Mgmt Coordinator.doc; Communication Supervisor.doc; Support Services Aide 16 0810.doc;

Good Afternoon Ms. Lucio,

Below are some of the positons, and job descriptions attached, students could apply for with a certificate in Public Administration:

Secretary
 Executive Assistant
 Purchasing Agent
 Administrative Services Coordinator
 General Service Coordinator
 Communications Supervisor
 Senior Cataloger
 Cataloger
 Planner
 Deputy Registrar
 Support Service Aide
 Records Management Coordinator
 Reference Specialist

Thank you,

Laura Luera

HR Generalist II

City of Weslaco

956.969.1550

Rendering service with a good will as to the Lord and not to man, knowing that whatever good anyone does, this he will receive back from the Lord, whether he is a bondservant or is free.. (Ephesians 6:7-8)

P please consider the environment before printing my e-mail.

Favor de considerar el medio ambiente antes de imprimir este correo electrónico.

CONFIDENTIALITY NOTICE: This e-mail transmission, and any documents which may accompany it, contains information from the City of Weslaco, which is intended only for the use of the individual or entity to which it is addressed, and which may contain information that is privileged, confidential and/or otherwise exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, any disclosure, dissemination, distribution, copying or other use of this communication or its substances is prohibited.

Review and Action as Necessary to Offer a Personal Trainer Certificate Program

The Board is asked for approval to offer a Personal Trainer Certificate program.

On April 11, 2017, the Education and Workforce Development Committee authorized staff to develop a Personal Trainer Certificate, which would allow students to gain the knowledge and skills necessary to seek certification in the personal trainer/fitness field. EMSI data indicates a strong demand for Fitness Trainers in the local region.

The Personal Trainer Certificate Program would not be available to dual credit students, because the course curriculum is not paired in secondary school course offerings.

The Personal Trainer Certificate Program would incorporate Practicum coursework with local fitness centers. A high school diploma or GED would be included as a requirement for admission to the Personal Trainer Certificate Program, to meet the requirements imposed by partnering fitness centers.

Upon completion, students with the Personal Trainer Certificate would be eligible and prepared to take the National Certification exam; while the national certificate would not be required for employability, it is an industry-recognized certification that would provide them with a competitive advantage.

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

- Proposed Award
- Program Development Checklist
- Curriculum & Student Learning Department Recommendation
- Program Summary
- Proposed Curriculum
- Instructional Costs and Projected Revenues
- Employer Survey and Review of Findings
- Supporting Documents:
 - Advisory Committee Members List
 - Letters of Support
- South Texas College Program Evaluation Plan.

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Murad Odeh Interim Administrator for Curriculum & Student Learning, reviewed the proposed new program and the development process with the Education and Workforce Development Committee on February 6, 2018.

The Education and Workforce Development Committee recommended Board approval to offer a Personal Trainer Certificate as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Personal Trainer Certificate Program as presented.

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

The Board of Trustees approves and authorizes the Personal Trainer Certificate Program as presented.

Approval Recommended:

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

Program Development Approval Process

PERSONAL TRAINER CERTIFICATE

PHASE 1 – APPROVAL FOR DEVELOPMENT

<input checked="" type="checkbox"/>	Academic Council	1/30/2017
<input checked="" type="checkbox"/>	Planning and Development Council (PDC)	2/24/2017
<input checked="" type="checkbox"/>	Education and Workforce Development Committee (EWDC)	4/11/2017

PHASE 2 – APPROVAL FOR IMPLEMENTATION

<input checked="" type="checkbox"/>	Advisory Committee	10/30/2017
<input checked="" type="checkbox"/>	Division Committee	11/14/2017
<input checked="" type="checkbox"/>	College-Wide Curriculum Committee	11/16/2017
<input checked="" type="checkbox"/>	Academic Council	12/7/2017
<input checked="" type="checkbox"/>	Planning and Development Council (PDC)	1/26/2018
<input checked="" type="checkbox"/>	Education and Workforce Development Committee (EWDC)	2/6/2018
<input type="checkbox"/>	STC Board of Trustees	
<input type="checkbox"/>	Higher Education Regional Council	
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	
<input type="checkbox"/>	Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC)	
<input type="checkbox"/>	Department of Education	



Program Development Packet Personal Trainer Certificate

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

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

Proposed Award:

Program Title: CT1- Personal Trainer

Program Location: Pecan Campus

Academic Year to be Implemented: 2018-2019

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

AA - Kinesiology

For Curriculum Office Use Only

Program Developer Info:

Name: Dr. Rebecca de los Santos

Title: Department Chair - Kinesiology

Division: LASS

Phone: 956-872-3725

Proposed CIP Code: 31.0507

Substantive Change: Yes No

1. Documentation of Program Checklist:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) EMSI data (provided by the Office of Curriculum & Student Learning) projects at least a 15% occupational growth rate in South Texas, the state, and/or nationally.	X		<u>Fitness Trainers & Aerobics Instructors</u> South Texas – 28.6% growth (+133 jobs) Texas – 22.2% growth (+4,508 jobs) National – 14.2% growth (+45,758 jobs) <u>Athletic Trainers</u> South Texas – 17.1% growth (+20 jobs) Texas – 22.8% growth (+652 jobs) National – 21.1% growth (+5,502 jobs) <u>Recreation Workers</u> South Texas – 29.8% growth (+225 jobs)

			<p>Texas – 22.5% growth (+4,812 jobs) National –13.2% growth (+48,853 jobs)</p> <p><u>Amusement & Recreation Attendants</u> South Texas – 19.7% growth (+113 jobs) Texas – 20.3% growth (+4,044 jobs) National – 12.4% growth (+37,945 jobs)</p> <p><u>General and Operations Managers</u> South Texas – 19.4% growth (+738 jobs) Texas – 19.4% growth (+32,837 jobs) National – 11% growth (+246,901 jobs)</p>
	<p><i>Wage Data</i></p>		<p><u>Fitness Trainers & Aerobics Instructors</u> South Texas – \$19.87 per hour Texas – \$20.00 per hour Nationally – \$18.44 per hour</p> <p><u>Athletic Trainers</u> South Texas – \$26.45 per hour Texas – \$25.32 per hour Nationally – \$22.49 per hour</p> <p><u>Recreation Workers</u> South Texas – \$9.36 per hour Texas – \$10.65 per hour Nationally – \$11.51 per hour</p> <p><u>Amusement & Recreation Attendants</u> South Texas – \$8.66 per hour Texas – \$9.05 per hour Nationally – \$9.72 per hour</p> <p><u>General & Operations Managers</u> South Texas – \$38.62 per hour Texas – \$51.32 per hour Nationally – \$47.43 per hour</p> <p>Living wage calculation for Texas - \$10.67 per hour Source:http://livingwage.mit.edu/states/48</p> <p>*Date based on time from from June 2017 – Dec. 2017</p>
	<p>B) Occupational Outlook Handbook indicates graduates will have an average or above average job outlook for the next 5 to 10 years (national data).</p>	<p>X</p>	<p>According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of Fitness Trainers and Instructors are expected to grow by 10% over the 2016-2026 decade; Athletic Trainers are expected to grow by 22% (much faster than average) and Recreation Workers are expected to grow by 9% (as fast as average).</p>

	<p>C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission's Labor Market and Career Information. (If standard C is "not met", items D & E are required)</p>		X	
	<p>D) Job demand and wage data is documented through the survey of 8-12 top local employers.</p>	X		<p>A survey of local employers was conducted in February 2016. 7 out of the 7 employers surveyed indicated that they would prefer to hire an employee with a college-affiliated personal trainer certificate. All 7 agreed that personal trainers would earn between \$17-19 per hour or more. All 7 agreed that the fitness industry is growing and all 7 indicated that they believe that there is a need for personal trainers/fitness instructors in our community.</p>
	<p>E) High employer demand exists and is documented through letters of support.</p>	X		<p>2 letters of support received</p>
	<p>F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.</p>		X	
2. Student Demand	<p>High student demand exists and is documented through the use of student surveys.</p>	X		<p>A survey of 128 students from two populations groups (classroom students and Wellness Center guests) yielded 128 complete surveys with the following results: -89% of students surveyed indicated they would be interested, or would likely be interested, in a Personal Trainer Certificate -Of the students surveyed, 83% indicated they currently are working/volunteering at a fitness facility or are considering a career in Commercial Fitness.</p>
	<p>High enrollment exists in related programs (Stackable certificates or degrees).</p>	X		<p><u>During the Fall 2017</u> semester, there were 669 enrolled students with a declared major of AA-Kinesiology. This reflects a 37.6% increase in the number of declared majors as compared to Fall 2013.</p>
	<p>High number of graduates are produced in related programs (Stackable certificates or degrees).</p>	X		<p>During the 2016-2017 academic year, there were 50 graduates in the AA-Kinesiology program. The number of graduates has remained consistent the past few years.</p>

3. Existing Programs	Similar programs do not exist within STC’s service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).		X	Alamo Community College District (which is approximately 252 miles from McAllen) offers a Personal Fitness Trainer Certificate. Austin Community College (which is approximately 312 miles from McAllen) offers a Personal Fitness Trainer Certificate. UTRGV offers an 8-week Personal Trainer Certification Program through its Continuing Education services in partnership with World Instructor Training Schools.
4. Program Linkage & Opportunities for Further Education	Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program. (Please provide a list of schools and/or districts)		X	The proposed certificate will not be offered as a dual credit program because there are no corresponding courses offered at the high school level; the admissions requirements will be HS diploma/GED; minimum age to complete practicum at local fitness centers.
	Program-specific articulation agreements with other institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)		X	Coursework from the Workforce Education Course manual (WECM) will transfer to other community or technical colleges offering the same courses within a Personal Trainer program.

2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	X		The program projects a total of 12 declared majors in the Fall 2017 semester, with a slight increase to 15 declared majors in subsequent years.
2. Number of Graduates	Program Review Standard: The Program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5-year period.	X		The program projects that 70% of students enrolled will graduate. During the 2017-2018 academic year, this equates to 8 students. This number will increase to 10 students a year by 2021-2022.
3. Graduate Earnings	EMSI data (provided by the Office of Curriculum & Student Learning) projects that program graduates will earn a median hourly earnings wage that is above the “living wage” for South Texas, the state, and/or nationally.	X		<u>Fitness Trainers & Aerobics Instructors</u> South Texas – \$19.87 per hour Texas – \$20.00 per hour Nationally – \$18.44 per hour <u>Athletic Trainers</u> South Texas – \$26.45 per hour Texas – \$25.32 per hour Nationally – \$22.49 per hour <u>Recreation Workers</u> South Texas – \$9.36 per hour Texas – \$10.65 per hour Nationally – \$11.51 per hour

				<p><u>Amusement & Recreation Attendants</u> South Texas – \$8.66 per hour Texas – \$9.05 per hour Nationally – \$9.72 per hour</p> <p><u>General & Operations Managers</u> South Texas – \$38.62 per hour Texas – \$51.32 per hour Nationally – \$47.43 per hour</p> <p>Living wage calculation for Texas - \$10.67 per hour Source: http://livingwage.mit.edu/states/48</p>
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Curriculum & Student Learning Department Recommendation

The Office of Curriculum & Student Learning recommends that South Texas College proceed with seeking approval to implement this program. As this program is a new workforce education program within a new CIP code area, the program is required to undergo the extended, two-phase program approval process. The first phase of the process was to seek approval to develop the new program. Approval to develop was granted by the Education and Workforce Development Committee on April 11, 2017.

The Personal Trainer Certificate would allow students to gain the knowledge and skills necessary to seek certification in the personal trainer/fitness field. The program demand data reflects a demand for the occupation of Fitness Trainers with a 28.6% projected growth rate in the community, which equates to a projected growth of 133 job openings expected in the next 10 years for the Lower Rio Grande regional area. For the state of Texas, projections indicate a 22.2% growth, which equates to 4,508 job openings. The median hourly wage for Fitness Trainers is \$19.87/hr. for the region and \$20.00/hr. for the state; both of which are above the national minimum wage rate of \$7.25 as well as above the \$10.67 living wage rate of Texas.

The program developers have also conducted student and employer surveys to document local demand for individuals with this certificate. The student demand as evidenced by a survey of 128 participants indicated eighty-nine (89) percent of individuals surveyed indicated they would be interested in learning more about the proposed Personal Trainer certificate with eighty-three (83) percent indicating they are currently working/volunteering at a fitness facility or are considering a career in Commercial Fitness.

It is important to note, though, that UTRGV currently offers an 8-week Personal Trainer Certification Program through its Continuing Education services in partnership with World Instructor Training Schools. This may create competition for this proposed program.

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Personal Trainer Certificate

CURRICULUM QUALITY

Program Objective: The objective of the Personal Trainer Certificate program is to provide students with the knowledge and skills necessary for employment in the public sector and not-for-profit programs such as youth programs or community sponsored sports programs. The program will enable students to seek gainful employment in an area that is becoming increasingly popular and much needed considering the increase in chronic and often debilitating health conditions. The students will be able to provide community members fitness information and strategies for healthier living. This information is important in light of the high incidence of negative health related conditions prevalent in our society. Students will understand methodologies of exercise, healthy best practices, and be able to apply appropriate strategies to meet the needs of various members of the community. Students will also be able to assist community members meet their individual fitness and health goals.

Curriculum: The Personal Trainer Certificate would require students to complete 19 semester credit hours (SCH) of course work (see attached curriculum) from the Workforce Education Course Manual (WEC).

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

PROGRAM DEMAND

Occupational Need:

Fitness Trainers and Aerobics Instructor

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Fitness Trainers and Aerobics Instructor occupations are expected to experience a 28.6% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 133 additional job openings expected during this time period; a 22.2% growth between 2017 and 2027 in State of Texas with 4,508 additional job openings expected during this time period; and a 14.2% growth between 2017 and 2027 nationally with a total of 45,7582 job openings expected during this time period. Sample reported job titles include Personal Trainer, Yoga Instructor, Fitness Consultant and Fitness Technician.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Fitness Trainers and Aerobics Instructor occupations is \$19.87/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$20.00/hr. for the State of Texas; and \$18.44/hr. as a national average.

Athletic Trainers

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Athletic Trainer occupations are expected to experience a 17.1% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 20 additional job openings expected during this time period; a 22.8% growth between 2017

and 2027 in State of Texas with 652 additional job openings expected during this time period; and a 21.1% growth between 2017 and 2027 nationally with a total of 5,502 job openings expected during this time period. Sample reported job titles include Athletic Trainer, Resident Athletic Trainer, Certified Athletic Trainer and Assistant Athletic Trainer.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Athletic Trainer occupations is \$26.45/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$25.32/hr. for the State of Texas; and \$22.49/hr. as a national average.

Recreation Workers

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Recreation Workers occupations are expected to experience a 29.8% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 225 additional job openings expected during this time period; a 22.5% growth between 2017 and 2027 in State of Texas with 4,812 additional job openings expected during this time period; and a 13.2% growth between 2017 and 2027 nationally with a total of 48,853 job openings expected during this time period. Sample reported job titles include Activity Assistant, Recreation Assistant, Recreational Aide, Activities Coordinator and Recreation Coordinator.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Recreation Workers occupations is \$9.36/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$10.65/hr. for the State of Texas; and \$11.51/hr. as a national average.

Amusement and Recreation Attendants

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Amusement and Recreation Attendants occupations are expected to experience a 19.7% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 113 additional job openings expected during this time period; a 20.3% growth between 2017 and 2027 in State of Texas with 4,044 additional job openings expected during this time period; and a 12.4% growth between 2017 and 2027 nationally with a total of 37,945 job openings expected during this time period. Sample reported job titles include Recreation Aide, Recreation Attendant, Sports Complex Attendant, and Recreation Leader.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Amusement and Recreation Attendants occupations is \$8.66/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$9.05/hr. for the State of Texas; and \$9.72/hr. as a national average.

General and Operations Managers

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, General and Operations Manager occupations are expected to experience a 19.4% growth from 2017 to 2027 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) with 738 additional job openings expected during this time period; a 19.4% growth between 2017 and 2027 in State of Texas with 32,837 additional job openings expected during this time period; and a 11% growth between 2017 and 2027 nationally with a total of 246,901 job openings expected during this time period. Sample reported job titles include Facilities Manager, Operations Director and Facility Manager.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for General and Operations Manager occupations is \$38.62/hr. for Cameron, Hidalgo, Jim Hogg, Starr, Willacy and Zapata Counties; \$51.32/hr. for the State of Texas; and \$47.43/hr. as a national average.

EMSI Data Summary:

Occupation	Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings
Fitness Trainers & Aerobics Instructors	Regional	28.6%	133	\$19.87
	State	22.2%	4,508	\$20.00
	National	14.2%	47,758	\$18.44
Athletic Trainers	Regional	17.1%	20	\$26.45
	State	22.8%	652	\$25.32
	National	21.1%	4,5,502	\$22.49
Recreation Workers	Regional	29.8%	225	\$9.36
	State	22.5%	4,812	\$10.65
	National	13.2%	48,853	\$11.51
Amusement & Recreation Attendants	Regional	19.7%	113	\$8.66
	State	20.3%	4,044	\$9.05
	National	12.4%	37,945	\$9.72
General & Operations Managers	Regional	19.4%	738	\$38.62
	State	19.4%	32,837	\$51.32
	National	11%	246,901	\$47.43

According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of Fitness Trainers and Instructors are expected to grow by 10% over the 2016-2026 decade; Athletic Trainers are expected to grow by 22% (much faster than average) and Recreation Workers are expected to grow by 9% (faster than average).

According to the U. S. Department of Labor, Occupational Outlook Handbook, in 2016 the Median annual earnings for Fitness Trainers and Instructors was \$38,160 nationally; for Athletic Trainers it was \$45,630; for Recreation Workers it was \$23,870; for Amusement & Recreation Attendants it was \$22,000 and for General & Operations Managers it was \$122,090.

Student Demand:

A survey of 128 students from two populations groups (classroom students and wellness center) yielded 128 complete surveys with the following results:

- 89% of students surveyed indicated they would be interested, or would likely be interested, in a Personal Trainer Certificate.
- Of the students surveyed, 83% indicated they currently are working/volunteering at a fitness facility or are considering it as a career option.

A survey of local employers was conducted in February 2016. 7 out of the 7 employers surveyed indicated that they would prefer to hire an employee with a college-affiliated personal trainer certificate. All 7 agreed that personal trainers would earn between \$17-19 per hour or more. All 7 agreed that the fitness industry is growing and all 7 indicated that they believe that there is a need for personal trainers/fitness instructors in our community.

Existing Programs:

Alamo Community College District (approximately 252 miles from McAllen) offers a Personal Fitness Trainer Certificate and an AAS in Personal Fitness Trainer degree.

Austin Community College (approximately 312 miles from McAllen) offers a Personal Fitness Trainer Certificate, a Fitness Specialist Certificate and an AAS in Physical Fitness Trainer.

Houston Community College offers a Health and Fitness Instructor Certificate. San Jacinto College in Houston, Texas offers a Personal Trainer Certificate. (Both campuses are approximately 346 miles from McAllen)

Tyler Junior College (approximately 540 miles from McAllen) offers a Wellness and Exercise Specialist Certificate and an AAS in Wellness and Exercise Specialist

The University of Texas Rio Grande Valley (approximately 13 miles from McAllen) offers an 8-week Personal Trainer Certification Program through its Continuing Education services in partnership with World Instructor Training Schools.

Program Linkage and Opportunities for Further Education: Coursework from the Workforce Education Course manual (WECM) should transfer to other community or technical colleges offering the same courses within a Personal Trainer program. In addition, some coursework from the Personal Trainer certificate can transfer to the Associate of Arts in Kinesiology. The proposed certificate will not be offered as a dual credit program as there are no corresponding courses offered at the high school level. Therefore, the admission requirements for this proposed certificate would require students to have a High School diploma or GED. Furthermore, students must be 18 years old to complete the final course of the program, which is a practical experience (Practicum course FITT 1164) at local fitness centers. Graduates of the program will have the knowledge and skills to provide them with competitive advantage at employment at area fitness center. In addition, graduates will be prepared to take the National Certification exam.

Expected Enrollment: An estimate of initial enrollment for the Personal Trainer Certificate program is about 12 students in the first year and 12 students in the second year. This increases to 15 students in the third year. Growth in enrollment is expected as the program is advertised to prospective students, currently enrolled students and interested community members as well as various organizations within the fitness industry.

Current enrollment trends indicate the following projected enrollment numbers:

Years	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1 st Year	12	12	15	15	15

PROGRAM SUPPORT

Faculty: Current faculty members within the Kinesiology Department will teach the sections created for the program. Adjunct instructors will be utilized as needed based upon enrollment.

Facilities and Equipment: STC classrooms and fitness facilities at the Pecan Campus and the Mid-Valley Campus will be utilized. If program continues to grow it would become necessary to rent or lease a facility. This necessity stems from a lack of college facilities to accommodate a growing population and program. The approximate cost would be \$3,000-\$4,000 for facility fees contingent upon interest and growth. Equipment needs include computer hardware, data projector, smart boards, printers as well as fitness equipment, body fat analyzers, dynamometers, skin fold calipers, heart rate monitors and flexometers. Costs for equipment will be \$50,000 for the first year and \$20,000 every other year for maintenance and repair of machines and other equipment.

New Costs: Total costs for this program are projected to be \$232,337.70. The funding to defray the costs of this program will come from state appropriations: \$133,492.80 and tuition: \$184,590. The total projected 5-year revenue is \$318,082.80. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

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

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

ENROLLMENT MANAGEMENT PLAN

POTENTIAL SOURCES OF STUDENTS

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

MARKETING

This program is being developed for those entering, currently working, or interested in the Fitness Trainers and Aerobics Instructors industry. The marketing strategy for this program will be to target students and community members with an interest in commercial fitness, in addition to those who currently work in any of the following:

- a. Commercial Fitness facilities
- b. Paraprofessionals in public schools
- c. Individuals wishing to start their own fitness business
- d. Community service organizations such as the Boys/Girls Clubs
- e. City parks and recreation personnel
- f. Individuals working in adult care facilities

RETENTION

Participation in the program for most students will be tied to employment at the aforementioned organizations or businesses. STC will work closely with the Program Advisory Committee to develop retention strategies that align with the needs of these institutions. An advising strategy will be employed to ensure completion of program. Faculty will mentor and advise students throughout their progress.

ENROLLMENT PROJECTIONS

Current enrollment trends indicate the following projected enrollment numbers:

Years	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1 st Year	12	12	15	15	15

PROJECTED NUMBER OF GRADUATES

The goal is to award at least 35-40 certificates to individuals in the program over a five year period. Class size will be evaluated each year and increased according to availability of faculty, and appropriate facility space.

Years	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1st Year	12	12	15	15	15
Graduates (70% of 1 st Year Enrollment)	8	8	10	10	10



Program: Personal Trainer
Specialization: N/A
Award Title: Personal Trainer Certificate

FICE CODE: 031034
 31.0501
Program Code: TBD

TSI Exempt

Semester One				Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
FITT	1401	Fitness and Exercise Testing		2	3	0	80	4
FITT	1237	Personal Training		2	0	0	32	2
KINE	1306	First Aid		3	0	0	48	3
FITT	2309	Theory of Exercise Program Design and Instruction		2	3	0	80	3
Total Semester Hours:				9	6	0	240	12

Semester Two				Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
FITT	2305	Sports Facility Management		3	0	0	48	3
FITT	2313	Exercise Science		3	0	0	48	3
FITT	1164	Practicum - Health and Physical Education		0	0	7	112	1
Total Semester Hours:				6	0	7	208	7

Total Contact Hours:	448
Total Credit Hours:	19
Total External Hours:	7

COURSE DESCRIPTIONS

KINE 1306 - FIRST AID

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides basic knowledge for safe and effective living. The essential aspects of home, work, motor vehicle and public safety will be covered. Both theoretical and practical aspects of emergency care will be included. Standard First Aid, Personal Safety and Cardio-Pulmonary Resuscitation (CPR) are covered. Certification upon completion of the course is based upon American Red Cross standards.

Prerequisite: None.

FITT 1401 – FITNESS AND EXERCISE TESTING

CRT HRS:04 LEC HRS:02 LAB HRS:03

This course covers techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Includes fitness equipment use and maintenance. Emphasis on safety guidelines and precautions.

Prerequisite: None.

FITT 1237 – PERSONAL TRAINING

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a study of the aspects of one-on-one training including marketing, program development, legal aspects, documentation, training methodologies, and business considerations. Emphasis on the development of safe and enjoyable individualized training sessions.

Prerequisite: None.

FITT 2309 – THEORY OF EXERCISE PROGRAM DESIGN AND INSTRUCTION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers the study of health related components of physical fitness including cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition. Topics include the theoretical basis underlying physical fitness; instructional techniques for fitness development; and methods for leading an exercise session, including design, instruction, and evaluation.

Prerequisite: None.

FITT 2305 – SPORTS FACILITY MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the study of the process of managing sport facilities. Includes planning, directing, and coordinating programs, and supervising employees and participants.

Prerequisite: None.

FITT 2313 – EXERCISE SCIENCE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics include basic elements of kinesiology, biomechanics, motor learning, and the physical fitness industry.

Prerequisite: None.

FITT 1164 – PRACTICUM – HEALTH AND PHYSICAL EDUCATION

CRT HRS:01 LEC HRS:00 OTHER HRS:07

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: None.

Instructional Costs and Projected Revenue for Personal Trainer Certificate

Faculty Salary & Benefits	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Totals
LHE Rate	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	
# of LHE's per Course	3	3	3	3	3	
Subtotal	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	
# of Sections Taught by Adjunct	7	10	14	14	14	
# of Sections Taught by F/T	0	0	0	0	0	
Adjunct Salary	\$ 12,075.00	\$ 17,250.00	\$ 24,150.00	\$ 24,150.00	\$ 24,150.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ 13,862.10	\$ 19,803.00	\$ 27,724.20	\$ 27,724.20	\$ 27,724.20	
F/T Faculty @ \$42,000	\$0	\$0	\$0	\$0	\$0	
Benefit Rate (F/T Salary X 30%=\$12,600.00)	\$0	\$0	\$0	\$0	\$0	
Cost for Faculty Salary/Benefits	\$ 13,862.10	\$ 19,803.00	\$ 27,724.20	\$ 27,724.20	\$ 27,724.20	\$ 116,837.70

Projected Revenue	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Totals
State Appropriations *						
# of Sections	7	10	14	15	16	
# of Students per Section	12	12	15	15	15	
Total # of Students per Year	84	120	210	225	240	
# of Contact Hours per Student	80	80	80	80	80	
Total Contact Hours	6720	9600	16800	18000	19200	
Multiplied by State Funding Rate (2.74)	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	
State Appropriations Generated	\$ 18,412.80	\$ 26,304.00	\$ 46,032.00	\$ 49,320.00	\$ 52,608.00	
State Appropriations Received	\$ 13,152.00	\$ 18,412.80	\$ 26,304.00	\$ 26,304.00	\$ 49,320.00	\$ 133,492.80

* State Appropriations funding is based upon enrollment from previous biennium

Tuition	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Totals
Enrollment # Projected	84	120	210	225	240	
Tuition Rate per Credit Hour	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	
Subtotal	\$ 5,880.00	\$ 8,400.00	\$ 14,700.00	\$ 15,750.00	\$ 16,800.00	\$ 61,530.00
# of Credit Hours per Course	3	3	3	3	3	
Total Tuition	\$ 17,640.00	\$ 25,200.00	\$ 44,100.00	\$ 47,250.00	\$ 50,400.00	\$ 184,590.00

**Operating Costs and Revenue Projections
Personal Trainer Certificate**

ESTIMATED COSTS BY YEAR FOR PERSONAL TRAINER CERTIFICATE						
CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2023
Faculty Salaries and Benefits	\$13,862.10	\$19,803.00	\$27,724.20	\$27,724.20	\$27,724.20	\$116,837.70
Supplies and Materials (Operating)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,500.00
Library Resources	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,500.00
Equipment and Software (Capital)	\$50,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$90,000.00
Facilities (Furniture) (Operating)	\$1,000.00	\$0.00	\$3,000.00	\$3,500.00	\$4,000.00	\$11,500.00
Faculty Professional Development/(Travel)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Subtotal - Instructional & Operating Budget	\$67,862.10	\$22,303.00	\$53,724.20	\$33,724.20	\$54,724.20	\$232,337.70
Total Budget Per Year	\$67,862.10	\$22,303.00	\$53,724.20	\$33,724.20	\$54,724.20	\$232,337.70

REVENUE PROJECTIONS BY YEAR FOR PERSONAL TRAINER CERTIFICATE						
CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2023
State Appropriations	\$ 13,152.00	\$ 18,412.80	\$ 26,304.00	\$ 26,304.00	\$ 49,320.00	\$ 133,492.80
Tuition	\$ 17,640.00	\$ 25,200.00	\$ 44,100.00	\$ 47,250.00	\$ 50,400.00	\$ 184,590.00
TOTAL REVENUE	\$ 30,792.00	\$ 43,612.80	\$ 70,404.00	\$ 73,554.00	\$ 99,720.00	\$ 318,082.80

Employer Survey: Review of Findings

A survey was designed to provide data about the current need for personal trainers and wage information in the local area. The results of the survey would provide insight or the benefit of college-affiliated personal trainer certificate in health and wellness area with regards to employment prospects.

The survey consisted of seven questions and was sent to the following,

- Thomas Gomez, Owner; Dynamic Fitness, City of McAllen.
- Alex Dominguez, CEO; Fit Body Boot Camp, City of McAllen.
- Martha Alanis, Owner; Iron Beauty, City of McAllen.
- Josh Stapleton, Program Director; Gracie Barra Academy, City of Corpus Christi
- Mark Harris, Owner; Strong Point Fitness, City of McAllen.
- Tatyana Asia, Owner; NuRhythmz, City of McAllen.
- Abel Salinas, Manager and Fitness Director; Gold's Gym, City of McAllen.

All of the above respondents completed the survey and the results are summarized below.

Survey Results:

The survey data revealed the following information in reference to wages and local demand.

- **Demand**

All seven respondents indicated that there is a need for personal trainer/fitness instructors in our community. On average, respondents have indicated 4-7 more job openings for personal trainers are expected in 2018.

- **Wage Data**

The survey data indicated that the following information in reference to prospective wages. All survey respondents are willing to pay on average \$17-\$19/hr. for new employees who have a personal trainer college certificate.



South Texas College

Department of Kinesiology, Health & Wellness

Personal Trainer Certificate Program

What is your title?	Which national certification would you consider for employment? * NASM * ACE * NSC * ACSM * IFA * OTHER	Would you prefer to hire an employee with a college-affiliated personal trainer certificate?	State indicators list a personal trainer who has a college certificate may earn between \$17.00 and \$19.00 an hour. Would you agree with this standard?	Which skills sets do you consider important when selecting an individual for employment who has a college certificate as a personal trainer? *Program Design & Safety *Ethics & Professional Practices *Client Evaluation *Marketing & Network *Passion	Do you believe the fitness industry is growing?	How so?	Do you believe there is a need for personal trainers/fitness instructors in our community?
Owner, Thomas Gomez Dynamic Fitness	Other - Bachelors	Yes	Yes	Program Design and safety	Yes	Obesity epidemic in our area	Yes
CEO, Alex Domingues Fit Body Bootcamp	NCC, SIMA, NASM, ACE	Yes	Yes	Ethics and professional practices, Marketing and Networking	Yes	More common to see people working out. Its becoming a trend.	Yes
Owner, Martha Alanis, Iron Beauty	NASM, ISSA	Yes	Yes	Passion	Yes	Area is growing and expanding	Yes
Program Director, Josh Stapleton Gracie Barra Academy	Other	Yes	Yes	All of the above	Yes	Programs are expanding in area	Yes
Owner, Mark Harris, Strong Point	NASM, Other	Yes	No - Actually more around \$40 to \$50 an hour	Ethics and professional practices, Passion	Yes	Market is moving towards group personal training	Yes
Owner, Tatyanna Asia, Nurthymz	AFFA	Yes	Yes	Passion	Yes	More older individuals are wanting a career in fitness	Yes
Fitness Director, PT manager, PT Abel Salinas Gold's Gym	NASM, ACE, Other: NCCPT, AFFA	Yes	Yes NASM package-\$27	All of the above	Yes	It's more socially acceptable, more than a selfish act, it's not cosmetic. In our area, being 1st or 2nd highest obesity. There is money here. \$40-\$50 client pays. \$75-\$80 or \$150 a session.	Yes

Supporting Documents

- Advisory Committee Members List
- Letters of Support

Personal Trainer Advisory Committee

	Name	Title	Phone	Email
1	John Quezada, Chair	Army Master Fitness Trainer	956-742-9419	
2	Humberto Cerda	Golds Gym- Manager	956-432-7166	
3	Jaime Cavazos	Cavazos Sport Institute	956-451-2017	jc@csitrain.com
4	Antonio Diaz	Golds Gym - Manager Personal Trainer	956-219-4635	antonio@goldsgymtx.com
5	Yvette Garcia	The Shack - Trainer	956-588-9562	
6	Mike Johnson,	VPR Fitness - Owner	956-342-4692	vprrtrainingj@gmail.com
7	Dr. Belinda Jordan	Obesity Physician	956-362-5673	
8	Joel Matos	Freedom Fitness VP	787-605-2794	joel.matos@ubfpt.com
9	Leroy Moreno, P.A.	First Family Medicine	956-648-5011	ffmcleroy@yahoo.com
10	Louie Palacios	The Shack - Owner	956-522-5415	louiepalacios@aol.com
11	Joe Pitones	9R Fitness - Owner	956-862-8089	jose.pitones@9round.com
12	Peggy Ramon Rosales	Registered Dietician	956-458-5122	peggyramon4@gmail.com
13	Cristopher Garcia Sancho	Freedom Fitness - Personal Trainer	956-961-3536	
14	Joe Valtierra	Trainer VPR Fitness	956-641-5490	iron_kingdom76@hotmail.com
15	Dr. Robert Zuniga	Chiropractor	956-630-6216	occufit@hotmail.com



January 19, 2018

To Whom it May Concern,

I am writing this letter in support of the Personal Trainer Certificate Program currently being established and developed at South Texas College. I strongly believe this certificate program will offer the students of South Texas College and anyone else interested in the commercial fitness industry an opportunity for employment in our area and beyond. This area is quickly growing and employers both in large facilities or small privately owned gyms will greatly benefit from the knowledge and skills these students will possess when they finish their program.

The Personal Trainer Certificate will provide future employers a greater and more qualified pool of potential employees. The commercial fitness industry is growing and qualified, knowledgeable and energetic individuals with a sincere interest in helping community members achieve their personal fitness goals are needed in our area. I hope that South Texas College continues in their efforts to be at the forefront of this exciting field. It is without hesitation that I support the development of the Personal Trainers Certificate program.

Sincerely,

Mike Johnson

Owner/Manager
VPR Training gym
813 E. Whitewing
McAllen Tx. 78504



January 19, 2018

Dear Sir/Madam,

I am writing this letter in support of the Personal Trainer Certificate Program being developed at South Texas College. I strongly believe this certificate program will offer our community the opportunity to access a much needed resource. The Rio Grande Valley is in need of qualified individuals who can provide information, instruction and guidance to individuals who have realized they may have fitness and health issues. Often people can be overwhelmed with the process of developing goals and objects to achieve a healthier lifestyle. Although, it may seem easy to some, this area of expertise is necessary to provide accurate and appropriate information and guidance to those individuals seeking to change their lives.

The Valley is growing so quickly that large gyms and other fitness facilities are growing as well. High school sports, college sports and professional sports in our area have contributed to the interest many people currently have to become more active. The need for qualified individuals as personal trainers is very real. It is my hope that the Personal Trainer Certification Program will only be the beginning for a more productive and knowledgeable workforce in the area of fitness and wellness. Our entire community will greatly benefit from the knowledge and skills these students will have upon completion of their program.

Best Regards,



Antonio Díaz

PT Director

Gold's Gym McAllen

antonio@goldsgymtx.com

(956)219-4635

January 19, 2018

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I am writing this letter in support of the Personal Trainer Certificate Program currently being established and developed at South Texas College. I strongly believe this certificate program will offer the students of South Texas College and anyone else interested in the commercial fitness industry an opportunity for employment in our area and beyond. This area is quickly growing and employers both in large facilities or small privately owned gyms will greatly benefit from the knowledge and skills these students will possess when they finish their program.

The Personal Trainer Certificate will provide future employers a greater and more qualified pool of potential employees. The commercial fitness industry is growing and qualified, knowledgeable and energetic individuals with a sincere interest in helping community members achieve their personal fitness goals are needed in our area. I hope that South Texas College continues in their efforts to be at the forefront of this exciting field. It is without hesitation that I support the development of the Personal Trainers Certificate program.

Sincerely,

Jose Pitones

Owner of 9Round Mission, Tx

South Texas College Program Evaluation Plan

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

Institutional Effectiveness & Program Review

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

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

Program Learning Outcomes Assessment

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

General Education Outcomes Assessment

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

Review and Action as Necessary on Tuition and Fees Schedules for FY 2018 - 2019

- a) Student Tuition and Fees**
- b) Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts**
- c) Employee Fees**
- d) Other (Non-Student/Non-Employee) Fees**

Approval of revised Tuition and Fees Schedules for FY 2018 - 2019 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) is requested.

The College's student Tuition and Fees rates are undergoing a review in order to increase transparency to students, streamline the rate structure, and better align revenues to cost. As part of this initiative, the College implemented flat tuition rates for Fiscal Year 2017 - 2018.

For Fiscal Year 2018 - 2019, differential tuition and fee revenues were analyzed as part of a cost defrayment study. Differential tuition revenues were evaluated against program expenditures to determine and reduce cost over revenue gaps. Fee revenues were reviewed and compared to applicable department expenditures in order to properly align revenues to costs. As a result of this analysis, increases in differential tuition and increases or decreases in fees are recommended below.

The recommended changes for FY 2018 – 2019, which are based on the cost defrayment study and proper allocation of costs to the appropriate students, are as follows:

a. Student Tuition and Fees

- Tuition Rates – No increases to tuition are recommended, therefore the College recommends to maintain the FY 2017 - FY 2018 tuition rates for In-District, Out-of-District, and Out-of-State tuition as follows:

Tuition Type	Current Rate per Credit Hour
In-District	\$70.00
Out-of-District	\$80.00
Out-of-State	\$200.00

- Differential Tuition – Increase or add new differential tuition per credit hour as follows:

Differential Tuition	Current Rate	Increase	Proposed Rate	Projected Revenue Increase
Increases:				
Associate Degree Nursing	\$50.00	\$5.00	\$55.00	\$41,828
Emergency Medical Technology	\$40.00	\$5.00	\$45.00	\$7,990
Occupational Therapy Assistant	\$40.00	\$5.00	\$45.00	\$4,089
Patient Care Assistant	\$20.00	\$5.00	\$25.00	\$7,333
Pharmacy Tech	\$40.00	\$5.00	\$45.00	\$4,113
Physical Therapist Assistant	\$40.00	\$5.00	\$45.00	\$3,666
Radiologic Technology/ Sonography	\$40.00	\$5.00	\$45.00	\$5,171
Respiratory Therapy	\$40.00	\$5.00	\$45.00	\$4,699
Vocational Nursing	\$50.00	\$5.00	\$55.00	\$23,971
New:				
Physical Science	-	-	\$15.00	\$69,259
Geology	-	-	\$15.00	\$35,137
Engineering	-	-	\$10.00	\$15,017
Architectural and Engineering Design Technology	-	-	\$20.00	\$52,226
Automotive and Diesel Technology	-	-	\$10.00	\$59,333
Culinary Arts	-	-	\$15.00	\$45,360
Electronic Equipment and Computer	-	-	\$15.00	\$71,431
Electrician Assistant	-	-	\$10.00	\$21,573
Fire Science	-	-	\$ 5.00	\$5,997
Heating, Ventilation and Air Conditioning	-	-	\$10.00	\$31,396
Total Differential Tuition Revenue Increase				\$509,589

Examples of impact that the proposed differential tuition rates will have on total student tuition and fee charges follows in Exhibit 1. The differential tuition rate for the Emergency Medical Technology programs was increased by \$5.00 in FY 2018. The remaining differential tuition rates listed with a recommended increase have not changed since FY 2013.

- Mandatory Fees - Revise mandatory fees per credit hour as follows:

Mandatory Fees	Current Rate	Increase/ (Decrease)	Proposed Rate	Projected Revenue Increase/ (Decrease)
Information Technology Fee	\$24.00	\$6.00	\$30.00	\$2,508,210
Learning Support Fee	\$16.00	\$(4.00)	\$12.00	\$(1,672,140)
Total Mandatory Fees Revenue Increase				\$836,070

The proposed rate adjustments for the mandatory fees are recommended based on a cost defrayment study undertaken by the Business Office, whereby the potential fee revenue amount was aligned and compared to the specific expenses identified as being defrayed by each fee. Examples of impact that the proposed fee rates will have on total student tuition and fee charges follows in Exhibit 1. The above mandatory fees have not changed since FY 2017.

- Course Fees - Decrease course fees per credit hour as follows:

Course Fees	Current Rate	Increase/ (Decrease)	Proposed Rate	Projected Revenue Increase/ (Decrease)
Electronic Distance Learning/ VCT Course Fee	\$15.00	\$(5.00)	\$10.00	\$(476,775)
Hybrid Course Fee	\$10.00	\$(10.00)	\$0.00	\$(127,057)
Total Course Fees Revenue Decrease				\$(603,832)

The proposed rate adjustments for course fees are recommended based on a cost defrayment study undertaken by the Business Office, whereby the potential fee revenue amount was aligned and compared to the specific expenses identified as being defrayed by each fee and allocated to students utilizing the distance learning system infrastructure.

- Testing Fee – Eliminate pass-through testing fee as follows:

Testing Fee	Current Rate	Increase/ (Decrease)	Proposed Rate	Projected Revenue Increase/ (Decrease)
Sign Language Certification Exam Fee	\$95.00	\$(95.00)	\$0.00	Testing Center pass-through

The proposed elimination of the testing fee for the Sign Language Certification Exam is recommended because the fee is paid by the student directly to an external agency and therefore, the College does not recognize revenue.

b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts

- Tuition Rates – Dual Credit – No increases to tuition are recommended.
- Differential Tuition- Dual Credit – Increase differential tuition per credit hour as follows:

Differential Tuition per Credit Hour for Courses Offered on a South Texas College Campus or Facility	Current Rate	Increase	Proposed Rate	Projected Revenue Increase
Increases:				
Associate Degree Nursing	\$50.00	\$5.00	\$55.00	\$0
Emergency Medical Technology	\$40.00	\$5.00	\$45.00	\$0
Occupational Therapy Assistant	\$40.00	\$5.00	\$45.00	\$0
Patient Care Assistant	\$20.00	\$5.00	\$25.00	\$1,128
Pharmacy Tech	\$40.00	\$5.00	\$45.00	\$0
Physical Therapist Assistant	\$40.00	\$5.00	\$45.00	\$0
Radiologic Technology/Sonography	\$40.00	\$5.00	\$45.00	\$0
Respiratory Therapy	\$40.00	\$5.00	\$45.00	\$0
Vocational Nursing	\$50.00	\$5.00	\$55.00	\$0
Total Differential Tuition- Dual Credit Revenue Increase				\$1,128

Differential tuition revenue is not being projected for some of these courses for FY 2018 – 2019, however, the School Districts may be interested in these programs in the future.

c. Employee Fees

- No changes recommended to current schedule.

d. Other (Non-Student/Non-Employee) Fees

- No changes recommended to current schedule.

As a result of the proposed changes, the Summary of Projected Revenue Increases is as follows:

Summary of Projected Revenue Increases	
Tuition and Fees	Projected Revenue Increase
Differential Tuition - Traditional	\$509,589
Mandatory Fees	\$836,070
Course Fees	\$(603,832)

Summary of Projected Revenue Increases	
Tuition and Fees	Projected Revenue Increase
Differential Tuition – Dual Credit	\$1,128
Total	\$742,955

Following in the packet are the Comparison of Revenue – Based on Current Tuition and Fee Rates (Exhibit 2) and Comparison of Revenue – Based on Proposed Tuition and Fee Rates (Exhibit 3).

Reviewers - The revised Tuition and Fees Schedules for FY 2018 - 2019 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) have been reviewed by staff, the President’s Cabinet, and President’s Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2018 - 2019 follow in the packet for the Committee’s information and review. The proposed revisions for FY 2018 - 2019 are highlighted in yellow.

The Finance, Audit, and Human Resources Committee recommended for staff to add additional information and present to Board of Trustees for approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised Tuition and Fees Schedules for FY 2018 - 2019 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented.

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

The Board of Trustees approves and authorizes the revised Tuition and Fees Schedules for FY 2018 - 2019 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented.

Approval Recommended:

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

PROPOSED

STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
FLAT RESIDENT TUITION –IN-DISTRICT HIDALGO & STARR COUNTIES PER CREDIT HOUR:			
• In-District 1 credit hour	100.00	} \$70.00	} \$70.00
• In-District 2 credit hours	100.00		
• In-District 3 credit hours	88.00		
• In-District 4-5 credit hours	78.00		
• In-District 6-8 credit hours	73.00		
• In-District 9-11 credit hours	68.00		
• In-District 12-21 credit hours	67.00		
FLAT RESIDENT TUITION –OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:			
• Out-of-District 1 credit hour	125.00	} \$80.00	} \$80.00
• Out-of-District 2 credit hours	125.00		
• Out-of-District 3 credit hours	103.40		
• Out-of-District 4-5 credit hours	90.40		
• Out-of-District 6-8 credit hours	83.90		
• Out-of-District 9-11 credit hours	77.40		
• Out-of-District 12-21 credit hours	76.10		
FLAT NON-RESIDENT TUITION – OUT OF STATE/INTERNATIONAL PER CREDIT HOUR:			
• Out-of-State/International 1 credit hour	225.00	} \$200.00	} \$200.00
• Out-of-State /International 2 credit hours	225.00		
• Out-of-State /International 3 credit hours	213.00		
• Out-of-State /International 4-5 credit hours	203.00		
• Out-of-State /International 6-8 credit hours	198.00		
• Out-of-State /International 9-11 credit hours	193.00		
• Out-of-State /International 12-21 credit hours	192.00		
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	15.00	15.00	15.00
Chemistry	15.00	15.00	15.00
Physics	10.00	10.00	10.00
Astronomy	10.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	50.00	50.00	55.00
Emergency Medical Technology	35.00	40.00	45.00
Occupational Therapy Assistant	40.00	40.00	45.00
Patient Care Assistant	20.00	20.00	25.00
Pharmacy Tech	40.00	40.00	45.00
Physical Therapist Assistant	40.00	40.00	45.00
Radiologic Technology/Sonography	40.00	40.00	45.00
Respiratory Therapy	40.00	40.00	45.00
Vocational Nursing	50.00	50.00	55.00
Physical Science			15.00
Geology			15.00
Engineering			10.00
Architectural & Engineering Design Technology			20.00
Automotive & Diesel Technology			10.00
Culinary Arts			15.00
Electronic Equipment & Computer			15.00

PROPOSED

STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
Electrician Assistant			10.00
Fire Science			5.00
Heating, Ventilation & Air Conditioning			10.00
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:			
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	750.00	750.00
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition	6.00 or variable tuition including zero tuition	6.00 or variable tuition including zero tuition	6.00 or variable tuition including zero tuition
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both.	Negotiated recovery of costs and processing fees including exemption of both.	Negotiated recovery of costs and processing fees including exemption of both.
INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:			
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition
INDEPENDENT DUAL CREDIT FEES:			
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		All fees are applicable and will not be waived.	All fees, including incidental fees, are applicable and will not be waived.
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		All fees are applicable and will not be waived.	All fees, including incidental fees, are applicable and will not be waived.
DUAL CREDIT ACADEMIES PARTICIPATION FEES:			

PROPOSED

STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)		\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)		\$50 for recovery of costs and processing fees	\$50 for 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	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
MANDATORY FEES:			
Registration Fee: • If registered and paid or registered and financial aid processed <u>BEFORE</u> August 1 st , January 1 st , May 15 th and June 15 th	100.00	100.00	0.00
Registration Fee: • If registered and paid or registered and financial aid processed <u>BEFORE</u> July 1 st , December 1 st , May 15 th and June 15 th	0.00	0.00	100.00
Registration Fee After Deadline: ▪ If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> August 1 st , January 1 st , May 15 th and June 15 th	160.00	160.00	0.00
Registration Fee: ▪ If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> July 1 st , December 1 st , May 15 th and June 15 th	0.00	0.00	160.00
Information Technology Fee per credit hour	24.00	24.00	30.00
Learning Support Fee per credit hour	16.00	16.00	12.00
Student Activity Fee per credit hour	2.00	4.00	4.00
COURSE FEES:			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Course Repeat Fee per credit hour			
• Third or more repeats (Includes Developmental) Fall 2016	125.00	0.00	0.00
• Third or more attempts (Excludes Developmental) Effective Spring 2017	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>27 credit hours) Effective Spring 2017	125.00	125.00	0.00
• Enrollment in Developmental Studies Courses (>18 credit hours) Effective Spring 2018	0.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	50.00	29.00	29.00

PROPOSED

STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	10.00
Hybrid Course Fee per credit hour	5.00	10.00	0.00
Fire Academy Fees: <ul style="list-style-type: none"> • Gear Rental • Self-Contained Breathing Apparatus • Testing 	\$280/4 weeks \$360/Semester 85.00	\$280/4 weeks \$360/Semester 85.00	\$280/4 weeks \$360/Semester 85.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Physical Education Special Activity Fee per course	55.00	55.00	55.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.00	0.00
Overdue Library Reserve Item per hour	1.00	0.00	0.00
Overdue Library Equipment per day	1.00	0.00	0.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INSTALLMENT PLAN/EMERGENCY LOAN FEES:			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Emergency Loan Late Payment Fee	35.00	35.00	35.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00

PROPOSED

STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00
TESTING FEES:			
Health Education Services Inc. (HESI) Exam Fee		45.00 Students will register and pay fees to Elsevier Inc. for each attempt when signing up for the exam through the Market Place website. Fees will be subject to change.	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change.
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00	0.00	0.00
Sign Language Certification Exam Fee	95.00	95.00	0.00
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee – 1 st and 4 th Attempts <ul style="list-style-type: none"> • GED Retest Exam Fee – \$36.25 Writing only • GED Retest Exam Fee – \$36.25 Reading only • GED Retest Exam Fee – \$36.25 Mathematics only • GED Retest Exam Fee – \$36.25 Science only • GED Retest Exam Fee – \$36.25 Social Studies only 	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.
Beginning Fall 2018: GED Exam Fee – 1 st and 4 th Attempts <ul style="list-style-type: none"> • GED Retest Exam Fee – \$36.25 English Language Arts • GED Retest Exam Fee – \$36.25 Mathematics only • GED Retest Exam Fee – \$36.25 Science only • GED Retest Exam Fee – \$36.25 Social Studies only 			

PROPOSED

STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
GED Retest Exam Fee – 2nd, 3rd, 5th, and 6th Attempts <ul style="list-style-type: none"> GED Retest Exam Fee – \$16.25 Writing only GED Retest Exam Fee – \$16.25 Reading only GED Retest Exam Fee – \$16.25 Mathematics only GED Retest Exam Fee – \$16.25 Science only GED Retest Exam Fee – \$16.25 Social Studies only 	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.
Beginning Fall 2018: GED Retest Exam Fee – 2nd, 3rd, 5th, and 6th Attempts <ul style="list-style-type: none"> GED Retest Exam Fee – \$16.25 English Language Arts GED Retest Exam Fee – \$16.25 Mathematics only GED Retest Exam Fee – \$16.25 Science only GED Retest Exam Fee – \$16.25 Social Studies only 			
HiSET Exam Fee (All Five Exams – 1st and 4th Attempts) <ul style="list-style-type: none"> HiSET Exam Fee – Reading only \$25.00 HiSET Exam Fee – Writing only \$25.00 HiSET Exam Fee – Math only \$25.00 HiSET Exam Fee – Science only \$25.00 HiSET Exam Fee – Social Studies only \$25.00 		125.00	125.00
HiSET Exam Fee (All Five Exams – 2nd, 3rd, 5th and 6th Attempts) <ul style="list-style-type: none"> HiSET Exam Fee – Reading only \$15.00 HiSET Exam Fee – Writing only \$15.00 HiSET Exam Fee – Math only \$15.00 HiSET Exam Fee – Science only \$15.00 HiSET Exam Fee – Social Studies only \$15.00 		Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
TSI Assessment Reservation Fee	25.00	25.00	25.00
TSI Assessment Exam – All Three Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Reading only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Writing only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Math only 	10.00	10.00	10.00
TSI Assessment Exam Retesting Fee – All Three Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Retesting Reading only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Retesting Writing only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Retesting Math only 	10.00	10.00	10.00
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	120.00	120.00	120.00

PROPOSED

STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
Registration Fee: <ul style="list-style-type: none"> Fall and Spring Semesters Summer Session 	40.00 20.00	40.00 20.00	40.00 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	\$5/first 5 minutes and \$1/ea. Add'l. minute
Supply Fee: <ul style="list-style-type: none"> Fall and Spring Semesters Summer Session 	30.00 10.00	30.00 10.00	30.00 10.00
Reservation Fee for Fall/Spring semester Breaks <ul style="list-style-type: none"> Summer 	65.00 20.00	65.00 20.00	65.00 20.00
INCIDENTAL FEES:			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1 st class day through Census date	25.00	25.00	25.00
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (from all courses - one-time fee) – after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier Subject to change.	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier Subject to change.



**PROPOSED TUITION AND FEES FOR DUAL CREDIT STUDENTS
SPONSORED BY PARTNERING SCHOOL DISTRICTS
FOR FY 2018-2019**

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FY 2018-2019
DUAL CREDIT TUITION:			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACILITY:			
Associate Degree Nursing	50.00	50.00	55.00
Emergency Medical Technology	35.00	40.00	45.00
Occupational Therapy Assistant	40.00	40.00	45.00
Patient Care Assistant	20.00	20.00	25.00
Pharmacy Tech	40.00	40.00	45.00
Physical Therapist Assistant	40.00	40.00	45.00
Radiologic Technology/Sonography	40.00	40.00	45.00
Respiratory Therapy	40.00	40.00	45.00
Vocational Nursing	50.00	50.00	55.00
COURSE FEES:			
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	10.00
Hybrid Course Fee per credit hour	5.00	10.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES:			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00

NO PROPOSED CHANGES

	Board Approved for FY 2016-2017	Board Approved for FY 2017-2018	PROPOSED for FY 2018-2019
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100	100	100
<i>Fifth</i>	120	120	120
Handicap Parking Violations	150	150	150
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100	100	100
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Inter-Library Loan or TexShare Item	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



NO PROPOSED CHANGES

	Board Approved for FY 2016-2017	Board Approved for FY 2017-2018	PROPOSED for FY 2018-2019
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.00	0.00
Parking violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Child Development Center:			
Tuition fee per week	120.00	120.00	120.00
Registration Fee:			
• Fall and Spring Semesters	40.00	40.00	40.00
• Summer Session	20.00	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	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee:			
• Fall and Spring Semesters	30.00	30.00	30.00
• Summer Session	10.00	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00	65.00
• Summer	20.00	20.00	20.00

Differential Tuition Current and Proposed Analysis

Examples of impact that proposed differential tuition and fee rates will have on students

Example #1: Associate Degree Nursing

Assumption: Based on the 1st semester of Associate Degree Nursing degree plan which includes 12 credit hours with the Associate Degree Nursing differential tuition of the total 12 credit hours

	Tuition and Differential Tuition									
	Rate	Current			Proposed			1 Hr	3 Hrs	12 Hrs
		1 Hr	3 Hrs	12 Hrs	1 Hr	3 Hrs	12 Hrs			
Tuition	\$ 70	\$ 70	\$ 210	\$ 840	\$ 70	\$ 210	\$ 840			
Differential Tuition	\$ 50	\$ 50	\$ 150	\$ 600	\$ 50	\$ 150	\$ 600			
Differential Tuition Increase					\$ 5	\$ 15	\$ 60			
Total		\$ 120	\$ 360	\$ 1,440	\$ 125	\$ 375	\$ 1,500			
Total Increase					\$ 5	\$ 15	\$ 60			

	Tuition, Differential Tuition, and Mandatory Fees									
	Rate	Current			Proposed			1 Hr	3 Hrs	12 Hrs
		1 Hr	3 Hrs	12 Hrs	1 Hr	3 Hrs	12 Hrs			
Tuition	\$ 70	\$ 70	\$ 210	\$ 840	\$ 70	\$ 210	\$ 840			
Differential Tuition	\$ 50	\$ 50	\$ 150	\$ 600	\$ 50	\$ 150	\$ 600			
Differential Tuition Increase					\$ 5	\$ 15	\$ 60			
Mandatory Fees ⁽¹⁾		\$ 144	\$ 232	\$ 628	\$ 146	\$ 238	\$ 652			
Total		\$ 264	\$ 592	\$ 2,068	\$ 271	\$ 613	\$ 2,152			
Total Increase					\$ 7	\$ 21	\$ 84			
Percentage of Differential Tuition and Mandatory Fees Increase from current Tuition, Differential Tuition, and Mandatory Fees					2.65%	3.55%	4.06%			

Mandatory Fees:

(1) Mandatory fees consist of the fees that are assessed to all students. The College's mandatory fees are:

	Current			Proposed		
	1 Hr	3 Hrs	12 Hrs	1 Hr	3 Hrs	12 Hrs
Student Registration Fee	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Information Technology Fee	\$ 24	\$ 72	\$ 288	\$ 30	\$ 90	\$ 360
Learning Support Fee	\$ 16	\$ 48	\$ 192	\$ 12	\$ 36	\$ 144
Student Activity Fee	\$ 4	\$ 12	\$ 48	\$ 4	\$ 12	\$ 48
	\$ 144	\$ 232	\$ 628	\$ 146	\$ 238	\$ 652

Differential Tuition Current and Proposed Analysis

Examples of impact that proposed differential tuition and fee rates will have on students

Example #2: Physical Science

Assumption: Based on the 1st semester of Associate of Arts in Teaching degree plan which includes 4 credit hours with the Physical Science differential tuition of the total 13 credit hours

	Tuition and Differential Tuition								
	Rate	Current			Proposed				
		1 Hr	4 Hrs	13 Hrs	1 Hr	4 Hrs	13 Hrs		
Tuition	\$ 70	\$ 70	\$ 280	\$ 910	\$ 70	\$ 280	\$ 910		
Differential Tuition - New					\$ 15	\$ 60	\$ 60		
Total		\$ 70	\$ 280	\$ 910	\$ 85	\$ 340	\$ 970		
Total Increase					\$ 15	\$ 60	\$ 60		

	Tuition, Differential Tuition, and Mandatory Fees								
	Rate	Current			Proposed				
		1 Hr	4 Hrs	13 Hrs	1 Hr	4 Hrs	13 Hrs		
Tuition	\$ 70	\$ 70	\$ 280	\$ 910	\$ 70	\$ 280	\$ 910		
Differential Tuition - New					\$ 15	\$ 60	\$ 60		
Mandatory Fees ⁽¹⁾		\$ 144	\$ 276	\$ 672	\$ 146	\$ 284	\$ 698		
Total		\$ 214	\$ 556	\$ 1,582	\$ 231	\$ 624	\$ 1,668		
Total Increase					\$ 17	\$ 68	\$ 86		
Percentage of Differential Tuition and Mandatory Fees Increase from current Tuition, Differential Tuition, and Mandatory Fees					7.94%	12.23%	5.44%		

Mandatory Fees:

(1) Mandatory fees consist of the fees that are assessed to all students. The College's mandatory fees are:

	Current			Proposed		
	1 Hr	4 Hrs	13 Hrs	1 Hr	4 Hrs	13 Hrs
Student Registration Fee	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Information Technology Fee	\$ 24	\$ 96	\$ 312	\$ 30	\$ 120	\$ 390
Learning Support Fee	\$ 16	\$ 64	\$ 208	\$ 12	\$ 48	\$ 156
Student Activity Fee	\$ 4	\$ 16	\$ 52	\$ 4	\$ 16	\$ 52
Total	\$ 144	\$ 276	\$ 672	\$ 146	\$ 284	\$ 698

Comparison of Revenue - Based on Current Tuition and Fee Rates

FY 2018 Approved Budget to FY 2019 Proposed Budget

Summary of Revenues	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Difference	% Change FY 2018 Approved to FY 2019 Proposed	Assumptions for FY 2019 Budget Proposed
State Contact Hour Appropriation	\$ 40,226,013	40,226,013	-	0.00%	Based on appropriations bill (second year of biennium)
Other State Appropriations					
Other State Appropriation-ORP	536,458	572,937	36,479	6.80%	Adjusted for FY 2018 Actual projections and FY 2019 Salary expense increase
Other State Appropriation-TRS	2,206,242	2,356,266	150,024	6.80%	Adjusted for FY 2018 Actual projections and FY 2019 Salary expense increase
Other State Appropriation-HEGI	5,481,778	5,481,778	-	0.00%	Based on appropriation letter (second year of biennium)
Other State Appropriations Subtotal	8,224,478	8,410,981	186,503	2.27%	
Total State Appropriations	48,450,491	48,636,994	186,503	0.38%	
Tuition					
Academic-Net TPEG	29,212,644	28,780,406	(432,238)	-1.48%	Adjusted for FY 2018 Actual projections, 0% growth, 3-year average SCH enrollment distribution, and no rate increase
Differential Tuition-Net TPEG	1,747,980	1,718,652	(29,328)	-1.68%	Adjusted for FY 2018 Actual projections, FY 2018 growth trend, and no rate increase
Continuing Ed/ATCP/ITED-Net TPEG	2,692,548	2,692,548	-	0.00%	Preliminary - pending department projections
Total Tuition	33,653,172	33,191,606	(461,566)	-1.37%	
Total Fees	27,669,015	27,851,545	182,530	0.66%	Adjusted for FY 2018 Actual projections, 0% growth, and no rate increase
Total Other Revenues⁽¹⁾	6,672,998	7,163,521	490,523	7.35%	Adjusted for FY 2018 Actual projections
Total Taxes	48,691,317	50,516,741	1,825,424	3.75%	Adjusted for FY 2018 Actual projections, 2% growth
Carryover Allocations					
M&O FFE Carryover Allocations	17,835,346	-	(17,835,346)	-100.00%	Based on assumption that M&O FFE requirements will be fulfilled in FY 2018
Other Carryover Allocations ⁽²⁾	5,111,278	5,111,278	-	0.00%	Preliminary - pending department projections
Total Carryover Allocations	22,946,624	5,111,278	(17,835,346)	-77.73%	
Total Revenues	\$ 188,083,617	\$ 172,471,685	\$ (15,611,932)	-8.30%	
Less M&O FFE Carryover Allocation	17,835,346	-	(17,835,346)	-100.00%	
Increase/(Decrease) in Revenue without M&O FFE Carryover Allocation	\$ 170,248,271	\$ 172,471,685	\$ 2,223,414	1.31%	

(1) Other Revenues include:

Dual Credit Cost Reimbursement	4,183,366
Dual Credit Academy Participation Fee	501,455
Interest	1,963,406
Administrative Cost	175,775
Shuttle System Reimbursement	299,812
Other Revenue	39,707
	\$ 7,163,521

(2) Other Carryover Allocations include:

Contingency Fund	1,500,000
Developmental Studies Book Royalties Fund	11,278
Unexpended Construction Plant	3,000,000
Continuing Education	600,000
	\$ 5,111,278

Comparison of Revenue - Based on Proposed Tuition and Fee Rates

FY 2018 Approved Budget to FY 2019 Proposed Budget

Summary of Revenues	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Difference	% Change FY 2018 Approved to FY 2019 Proposed	Assumptions for FY 2019 Budget Proposed
State Contact Hour Appropriation	\$ 40,226,013	40,226,013	-	0.00%	Based on appropriations bill (second year of biennium)
Other State Appropriations					
Other State Appropriation-ORP	536,458	572,937	36,479	6.80%	Adjusted for FY 2018 Actual projections and FY 2019 Salary expense increase
Other State Appropriation-TRS	2,206,242	2,356,266	150,024	6.80%	Adjusted for FY 2018 Actual projections and FY 2019 Salary expense increase
Other State Appropriation-HEGI	5,481,778	5,481,778	-	0.00%	Based on appropriation letter (second year of biennium)
Other State Appropriations Subtotal	8,224,478	8,410,981	186,503	2.27%	
Total State Appropriations	48,450,491	48,636,994	186,503	0.38%	
Tuition					
Academic-Net TPEG	29,212,644	28,780,406	(432,238)	-1.48%	Adjusted for FY 2018 Actual projections, 0% growth, 3-year average SCH enrollment distribution, and no rate increase
Differential Tuition-Net TPEG	1,747,980	2,229,369	481,389	27.54%	Adjusted for FY 2018 Actual projections, FY 2018 growth trend, and no rate increase
Continuing Ed/ATCP/ITED-Net TPEG	2,692,548	2,692,548	-	0.00%	Preliminary - pending department projections
Total Tuition	33,653,172	33,702,323	49,151	0.15%	
Total Fees	27,669,015	28,083,783	414,768	1.50%	Adjusted for FY 2018 Actual projections, 0% growth, and no rate increase
Total Other Revenues⁽¹⁾	6,672,998	7,163,521	490,523	7.35%	Adjusted for FY 2018 Actual projections
Total Taxes	48,691,317	50,516,741	1,825,424	3.75%	Adjusted for FY 2018 Actual projections, 2% growth
Carryover Allocations					
M&O FFE Carryover Allocations	17,835,346	-	(17,835,346)	-100.00%	Based on assumption that M&O FFE requirements will be fulfilled in FY 2018
Other Carryover Allocations ⁽²⁾	5,111,278	5,111,278	-	0.00%	Preliminary - pending department projections
Total Carryover Allocations	22,946,624	5,111,278	(17,835,346)	-77.73%	
Total Revenues	\$ 188,083,617	\$ 173,214,640	\$ (14,868,977)	-7.91%	
Less M&O FFE Carryover Allocation	17,835,346	-	(17,835,346)	-100.00%	
Increase/(Decrease) in Revenue without M&O FFE Carryover Allocation	\$ 170,248,271	\$ 173,214,640	\$ 2,966,369	1.74%	

(1) Other Revenues include:

Dual Credit Cost Reimbursement	4,183,366
Dual Credit Academy Participation Fee	501,455
Interest	1,963,406
Administrative Cost	175,775
Shuttle System Reimbursement	299,812
Other Revenue	39,707
	<u>\$ 7,163,521</u>

(2) Other Carryover Allocations include:

Contingency Fund	1,500,000
Developmental Studies Book Royalties Fund	11,278
Unexpended Construction Plant	3,000,000
Continuing Education	600,000
	<u>\$ 5,111,278</u>

Discussion and Action as Necessary on External Auditor Services

Approval to renew the contract with Carr, Riggs & Ingram, LLC. (McAllen, TX) for the external auditor services for the fiscal year ending August 31, 2018 is requested.

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

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

Background - The Board awarded the contract for the external auditor services at the April 24, 2017 Board of Trustees meeting for one year with four one-year annual renewals. The first renewal period will be for the fiscal year ending August 31, 2018 for the audit of Fiscal Year 2017 - 2018.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	4/24/17	4/25/17- 12/31/17	4 – one year options	9/01/16 – 8/31/17
1 st Renewal	2/27/18		1/1/18 – 12/31/18	9/01/17 – 8/31/18

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

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2017 - 2018 budget and FY 2018 - 2019 pending Board approval of the budget.

The Finance, Audit, and Human Resources Committee recommended Board approval to renew contract with Carr, Riggs, & Ingram, LLC for the external auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2018 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the contract with Carr, Riggs, & Ingram, LLC for the external auditor services at a cost of approximately \$120,000.00 for the fiscal year ending 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 renewal of the contract with Carr, Riggs, & Ingram, LLC for the external auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2018 as presented.

Approval Recommended:

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

President

**Presentation on Current Construction Status for 2013 Bond
Construction Program**

Broadus & Associates will provide an update on the current status of the 2013 Bond Construction Projects.

No action is requested.

Update and Discussion on Reconciliation of 2013 Bond Construction Program Budget and Projected Shortfall

As of February 20, 2018, the current total budget shortfall is estimated to be at \$4,460,594. This amount does not include the current remaining buyout savings, design and construction contingencies.

Broadus & Associates has provided an updated summary of the current 2013 Bond Construction Program shortfall including the *projected* remaining savings. The projected shortfall with project savings, including buyout savings and remaining contingency balances, is estimated to be \$2,990,594.

No action is requested.

2013 - Bond Program Shortfall Summary

Current Shortfall Less Contingency Balance	
February Shortfall	\$ (4,660,191)
Design Contingency Balance (February)	\$ (280,431)
Owner's Contingency Balance (February)	\$ 480,028
Current Shortfall Less Contingency Balances	\$ (4,460,594)

Projected Savings	
Projected Pecan Campus Buy-out Savings	\$ 100,000
Projected Nursing Allied Health Buy-out Savings	\$ 250,000
Projected Technology Site Buy-out Savings	\$ 20,000
Projected Mid Valley Campus Buy-out Savings	\$ -
Projected Starr Campus Buy-out Savings	\$ 600,000
Projected Miscellaneous Savings	\$ 500,000
Projected Savings Total	\$ 1,470,000

Shortfall With Projected Savings	
Current Shortfall Less Contingency Balances	\$ (4,460,594)
Projected Savings Total	\$ 1,470,000
	\$ (2,990,594)

Shortfall	
Shortfall With Projected Savings	\$ (2,990,594)

- * Shortfall does not include the remaining balance of \$2,070,790 Starr County Workforce
- * Shortfall does not include the remaining balance of \$1,924,410 Mid Valley Workforce
- * Shortfall does not include \$233,533 from Starr Site D.C.O. for workforce (Change Order No. 7)
- * Shortfall does not include \$50,020 from Mid Valley Site for Workforce (Change Order No. 3)

Review and Action as Necessary on 2013 Bond Construction Program Specific and Additional Outstanding Issues

College staff from Finance and Administrative Services and Facilities Planning and Construction have prepared a list outlining the 2013 Bond Construction Program Outstanding Issues Action Plan generated from the weekly meetings held with Broaddus & Associates. The meetings are conducted in an effort to communicate and coordinate the activities of the 2013 Bond Construction Program.

Broaddus & Associates has worked with the design professionals and the Construction Managers at Risk and will provide updates and costs associated with each outstanding issue.

The Board packet includes the Outstanding Issues Action Plan as developed and maintained by administration.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to the outstanding items.

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

The Board of Trustees approves and authorizes action as necessary related to the outstanding items.

Approval Recommended:

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

2013 Bond Construction Program Outstanding Issues - Action Plan
February 27, 2018 - Board of Trustees Meeting
as of February 23, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
1	STEM Building - Pending Written Analysis Report for steel delay that led to overtime costs	B&A/D. Wilson	Pending	9/12/17 12/12/17 1/16/18 2/6/18 2/27/18	5/23/17: Board approved a change order in the amount of \$22,555 from construction (owner) contingency. The College has not received the actual signed change order. However, the owner has the right to charge the responsible party at a later date. 11/28/17 (Board Meeting) : Analysis report was not available prior to meeting, Doug presented his analytical timeline to the Board on November 28, 2017. No action. 2/20/18 (Weekly Meeting): Written Report from Broaddus & Associates is still pending. B&A stated they are still working on quantifying impact cost and identifying responsible parties.	B&A will provide a complete written report on the matter and assist with recovery of all associated costs. B&A (Doug) to provide update at the February 27, 2018 Board Meeting.
2	Thermal Plant - Chiller Fire Issue	Legal Counsel	Pending	10/10/2017 2/27/18	2/3/17: Following a loss of power at 3:27, a fire erupted in the drive for chiller #4. 2/20/18: Under legal counsel review.	B&A to provide a full report on the matter and assist in the coordination of the identification of the party responsible to pay invoice.
Mid Valley Campus						
3	Library Renovation - Sink Drainage Issue	B&A/Skanska/Mata Garcia Architects	Pending	1/30/18 2/27/18	1/23/18 (Weekly Meeting): Drainage for a sink located at the Mid Valley Library Renovation requires design and a solution. Broaddus & Associates will coordinate with the architect to propose options and provide status at the January 30, 2018 Board Meeting. 1/30/18 (Board Meeting): Mata Garcia stated he is working on the design drawings and will go out the building for plumbing connections. The Board asked for a report on the issue and a solution. 2/22/18 (Email): Mata Garcia states that the drawings will be issued on February 26, 2018 for Skanska pricing.	B&A to provide an update at the next February 27, 2018 Board Meeting.
4	Health Professions and Science Building-Metal Panel Installation	B&A/Skanska/ROFA	Pending	2/27/2018	2/23/18: On December 12, 2017, the College President, as requested by Broaddus and Associates, signed a letter acknowledging that the radius wall metal panels at the Mid Valley Health Professions and Science Building was incomplete. This letter was requested by the City of Weslaco before a Certificate of Occupancy would be granted. The projected completion date for the radius wall metal panel installation, per correspondence from SKANSKA, was January 12, 2018. As of today, February 23, 2018, the installation of the radius wall metal panels has not been completed. Broaddus & Associates is communicating with SKANSKA for an updated timeline for completion of the work.	B&A to provide an update at the next February 27, 2018 Board Meeting.
Starr County Campus						
5	Parking & Site Improvement - Cleaning of Chilled Water Lines - 4 Incident Reports	Legal Counsel	In Progress	10/3/2017 10/10/17 2/27/18	12/29/16: D&F Industries (subcontractor) damaged a chilled water pipe during trenching operations. 1st Incident Report. 11/7/17: Tie-in is complete. Filtration system have been transferred to new chiller plan and is being monitored. 2/20/18: Under legal counsel review.	B&A to provide a complete report on the matter and assist in the recovery of all associated costs.
6	Student Services Bldg. - Landscaping Screen around Transformer	Melden & Hunt Engineering / B&A	Pending	1/30/2018 2/27/18	1/9/18 (Weekly Meeting) : The current transformer unit for the Student Services Bldg. is visible as students walk through the new main entrance. Broaddus & Associate will provide their recommendation and any associated cost at the January 16, 2018 Facilities Committee Meeting. 1/30/18 (Board Meeting): B&A stated landscape screens are in the design process. B&A will provide an update at the February 6, 2018 Facilities Committee Meeting. 2/22/18 (Email): Mata Garcia has stated recommendations for landscape plant materials at the landscape screen and will provide update at the February Board meeting.	B&A and Melden & Hunt, and Mata Garcia will coordinate and prepare options and its associated cost at the February 27, 2018 Board Meeting.
7	Student Activities Bldg. - Blinds	D. Wilson/B&A Mata Garcia	Pending	1/30/2018 2/27/18	1/9/18 (Weekly Meeting) : Window blinds in the Student Services Multipurpose Room are 8 feet high and the blind string and rods extend down below the window frames in order to operate the blinds. This presents a safety concerns and the College requested an alternate solution, such as electric shades. 1/30/18 (Board Meeting): B&A stated blinds options are in the design process and Mata Garcia is looking at a manual and electrical options. B&A will provide an update at the February 6, 2018 Facilities Committee Meeting. 2/22/2018 (Email):Mata Garcia has issued drawings for the blinds for pricing on February 6, 2018. Mata Garcia notes that D.Wilson's project manager has verbally communicated that the CMR will not consider any additional scope for pricing.	B&A will coordinate with the design team to provide a recommendation at the February 27, 2018 Board Meeting.
Regional Center for Public Safety Excellence						
8	RCPSE Training Facility - Pending Landscape Cost Confirmation	B&A	In Progress	1/14/17 2/1/17 3/16/18	11/14/17 (Board Meeting): Board authorized B&A to proceed with bidding for three alternates. Board approved landscape design. 11/28/17 (Weekly Meeting): Gilbert stated he will meet with city manager to discuss waiver for the amount of trees. Final pricing is expected on February 13, 2018 Facilities Committee Meeting. 2/20/18 (Weekly Meeting): Broaddus & Associates met with the City of Pharr and have a solution to reduce landscape. Pricing confirmation is pending. B&A will provide update at the February 27, 2018 Board Meeting.	B&A to provide an update at the February 27, 2018 Board Meeting.
District Wide - All Bond Projects						
9	Workforce Training Centers - Amend Contract to Remove Scope from B&A, Design Consultants, and CMRs	Legal Counsel	In Progress	10/3/2017 12/5/17 2/27/18	11/22/16: Board recommended to postpone project until market stabilized due to high per square foot cost at \$252 and suspended architect services. 11/14/17 Board Meeting: Board approved legal counsel to amend contract with CMR and B&A. 2/20/18: Under legal counsel review.	Legal Counsel to provide update and status at the February 27, 2018 Board Meeting.
10	Architect/Engineer Fee Adjustments due to Increases from CCL to GMP	B&A	Ongoing	10/10/17 3/6/18	11/14/17 (Board Meeting): Board Approved Half Adjustment, B&A described the process. B&A will provide a written process. 2/20/18 (Weekly Meeting): Broaddus & Associates is currently reviewing A/E adjustments and will provide the College with a list of possible fee adjustments. B&A will provide update at the February 27, 2018 Board Meeting.	B&A will provide update at the February 27, 2018 Board Meeting.

2013 Bond Construction Program Outstanding Issues - Action Plan
February 27, 2018 - Board of Trustees Meeting
as of February 23, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
11	Errors & Omissions Documentation from B&A for all projects - Cost of Reimbursement to STC	B&A	Ongoing	10/24/17 11/14/17 11/28/17 1/30/18 2/27/18	10/3/17: STC has requested B&A to prepare a report tracking errors and omission stating description of issue, responsible party, and costs that were incurred for items in which the College is not responsible. 11/2/17: STC requested a summary of all costs paid to contractor, engineers, or others that need to be reimbursed to the College. B&A to provide a report for the November 14, 2017 Facilities Committee Meeting. 2/20/18 (Weekly Meeting) : B&A agreed to meet with the architects and engineers for consensus on errors and omissions before recommending fee adjustments. Broaddus will provide an update at the February 27, 2018 Board Meeting.	B&A will prepare a report on errors and omissions for each project and recommend course of action. B&A will provide update at the February 27, 2018 Board Meeting.
12	Substantial Completions and Punch-lists	B&A	Ongoing	12/5/2017	11/16/17 (STC Budget Retreat): B&A agreed with College staff to review the substantial completion request and ensure that the requests are justified considering the punch list items compiled and submitted. B&A will provide to the Board that each substantial completions requests are justified, valid, and timely. B&A will prepare and provide to the CM@R their required obligations at substantial completion.	B&A to provide an update at the February 27, 2018 Board Meeting.
13	Responsibilities at Close-out of each project	B&A	Ongoing	12/5/2017 2/27/18	11/16/17 (STC Budget Retreat): B&A agreed with College staff to generate a letter template to the contractors of their obligated responsibilities of any incomplete work pending at substantial completion in order for each project to be designated for final completion within a timeline and if necessary, identify options to complete such outstanding work.	B&A to provide an update at the February 27, 2018 Board Meeting.
14	TDLR and ADA Requirements	B&A	Ongoing	2/27/2018	2/13/18 (Weekly Meeting): The College requested all projects meet TDLR and ADA requirements and are resolved within a timely manner. B&A will provide an update at the February 27, 2018 Board Meeting.	B&A will ensure projects are in compliance with TDLR and ADA requirements. B&A will provide an update at the February 27, 2018 Board Meeting.
15	Replacement of Damage Floor Tiles	B&A	In Progress	2/27/2018	2/13/18 (Weekly Meeting): The College is currently marking all damaged floor tiles to be replaced by the contractor. B&A will provide an update at the February 27, 2018 Board Meeting.	B&A will coordinate with each contractor to ensure damaged floor tiles are replaced. B&A will provide an update at the February 27, 2018 Board Meeting.
16	Final Completion Project List	B&A	Pending	2/27/2018	2/13/18 (Weekly Meeting): The College requested B&A to prepare anticipated target dates to close out projects within a timely manner. B&A will provide an update at the February 27, 2018 Board Meeting.	B&A will prepare a final completion schedule and provide an update at the February 27, 2018 Board Meeting.

Review and Action as Necessary on Updated Timeline for the Completion Dates, Occupancy Dates, and Status of Move-In and Occupancy for the 2013 Bond Construction Program

The updated timeline for the completion dates and occupancy dates and the current status of move-ins and occupancy for the 2013 Bond Construction program will be reviewed and discussed at the February 27, 2018 Board meeting.

Purpose

The Board will be asked to review and recommend action as necessary on the updated scheduled timeline of the completion dates and occupancy dates for the 2013 Bond Construction program projects, and be informed about the current status of move-ins and occupancy.

Justification

The Construction Program Manager consultant will provide confirmation of completion dates and occupancy dates per the Board approved timeline, and an update on the current status of move-ins and occupancy.

Background

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

- On April 26, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only.
- On the May 24, 2016 Board meeting, an updated timeline which included completion dates and occupancy dates was approved and adopted.
- On March 7, 2017, the Facilities Committee requested an updated timeline to include months in lieu of semesters to clarify when the buildings will be ready for use.
- On April 24, 2017, the Board approved a timeline as proposed by Broaddus & Associates.
- On November 14, 2017, Broaddus & Associates provided updates to the substantial completion dates for the Board's review.

Broaddus & Associates has prepared an updated timeline to reflect the current construction schedules after consulting with the Construction Managers at Risk.

Enclosed Documents

Enclosed is an updated timeline for the scheduled completion dates and occupancy dates as provided by Broaddus & Associates for the Board's review and information.

It should be noted that Broaddus & Associates shows the delivery of substantial completion for the Mid Valley Campus Library Expansion and Library Renovation projects for the February 27, 2018 Regular Board Meeting. Certification of substantial completion was not complete at the publication of the packet.

Representatives from Broaddus & Associates and Skanska USA will be present to address questions from the Board.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the updated timeline for the completion dates and occupancy dates for the 2013 Bond Construction Program as presented.

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

The Board of Trustees approves and authorizes action as necessary on the updated timeline for the completion dates and occupancy dates for the 2013 Bond Construction Program as presented.

Approval Recommended:

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

Completion and Occupancy Schedule of 2013 Bond Construction Buildings

#	Construction Projects - Bond & Non-Bond	Actual Sub. Comp. Dates	Projected Sub. Comp. as of 2/27/18 Board Meeting	Revised/Status of Bldg. Opening Date as of 2/27/18 Fac. Mtg.	Pending Completion as of 2/27/18 Fac. Mtg.
Pecan Campus					
1	North Academic Building	11/9/2017		1st floor - 4 Classrooms, 2nd floor - 9 classrooms & 3rd floor - 6 classrooms are ready for use. Staff moves starting to be scheduled. Floors have been waxed.	Pending furniture Punch on 1st & 3rd floor. Missing Active Learning furniture from Grant funds.
2	South Academic Building	10/30/2017		13 classrooms ready. Pending waxed floors	All other furniture is there. 1 Computer Lab (2.401) missing power and data on 2nd floor. Missing Active Learning furniture from Grant funds.
3	STEM Building	12/15/2017 Part.		TBD	Furniture update: All Office furniture has been installed. Science Lab Stools have been install on 1st floor only. AVIT update: pending completion. Pending Substantial Completion, Change Orders & waxed floors.
4	Student Activities Building and Cafeteria	11/17/2017		Cafeteria Is operational. Other areas TBD.	Patio Furniture Ship date on March 23, 2018, Pending furniture additional office furniture.
5	Parking & Site Improvements	1/8/2018	1/12/2018	All new parking lots are ready to be used. 11/15/17 Part. (final pending - 1/17/2018)	Pending Existing parking lot 5. East from Bldg. A
6	Thermal Plant			In use	
Mid-Valley Campus					
7	Health Professions and Science Building	12/12/2017		7 Classrooms and 4 Computer Labs are ready to be use on 1st floor.	Furniture Update: Missing 2 Classrooms of (AmSeCo) Chairs. Missing 1 table in 1 classroom. Missing Engineering tables on 2nd floor. AVIT update: 1st floor classrooms have been completed. 2nd floor rooms are being installed this week and next. Construction update: Pending Change Order for Science Lab work additional Hot plates. Affects 2 Chem. labs on 2nd floor. Affects 2 Nursing labs on 1st floor.
8	Library Renovation	<i>Pending</i>	2/19/2018	Open Summer 6/4/2018	Pending FF&E AVIT
9	Library Expansion	<i>Pending</i>	2/19/2018	Open Summer 6/4/2018	Pending FF&E AVIT
10	Student Services Building Expansion	11/13/2017		Building is operational.	Missing Circulation desk at Student Services and 1 Projector in Student Activities
11	Parking & Site Improvements	1/15/2018		Parking Lots in use. 1/15/2018 Part. (Final Comp. tied to Lib.)	Pending Landscape & Irrigation throughout
12	Thermal Plant			In use	
Starr County Campus					
13	Health Professions and Science Building	12/7/2017		3 Skills Labs and 3 classrooms/Computer labs on first floor are in use.	Pending Change Orders for Hot Plates and Sinks in Science Labs. Change Order for MEP is \$345,000. Pricing came in 1/15/18. Affected 5 Simulation labs on 1st floor and all of 2nd floor not in use. All furniture is complete.
14	Library	1/26/2018		Open Summer 6/4/2018	Furniture Update: Compact shelving has been install and Workplace Resources furniture. AVIT Update:
15	Student Activities Building Expansion	12/22/2017		Furniture has been installed	Furniture update: Pending Punch AmSeCo Furniture. AVIT Update: Pending. Construction Update: Pending electric motorized roller shades
16	Student Services Building Expansion	12/22/2017		Furniture has been installed	Furniture update: Pending Punch AmSeCo Furniture, Pending Enrollment Center Desk. AVIT Update: Pending. Construction Update: Pending electric motorized roller shades
17	Parking & Site Improvements	12/7/2017 Part.		Parking Lot is in use. Pending Final on 2/22/2018	Pending Alt. No. 4 Completion (Pavers) and Detention Pond Landscape and water removal (pump).
18	Thermal Plant	11/10/2017		In use	Complete
18a	Thermal Plant - Alt. No. 1	12/15/2017		In use	Complete
Nursing & Allied Campus					
19	Campus Expansion Package 2	1/12/2018		Cafeteria, 2nd & 4th floor in use	Furniture Update : Pending AmSeCo furniture on 3rd floor, Pending Main Lobby desk and additional seating in Lobby. AVIT: 4th floor classrooms are complete. Pending back order simulation cameras. 3rd floor classrooms are complete. 2nd floor classrooms are complete. Pending In-house projection screens and power in large computer labs. 1st floor community room pending in-house install of projecstion screen and power. Dinning area and kibrary will be revisited at a later date.
20	Parking & Site Improvements	12/18/2017		In use	Missing screen around emergency generator
21	Thermal Plant	12/18/2017 Part.	1/4/2018	In use	
Technology Campus					
22	Southwest Building Renovation Building			In use	New Nova tables have been installed and punched
23	Parking & Site Improvements			In use	Pending drainage modifications
Regional Center for Public Safety Excellence					
24	Training Facility	<i>Pending</i>			
25	Parking & Site Improvements	<i>Pending</i>			
La Joya Center					
26	Training Labs Improvements	9/21/2017		In use	

**Review and Action as Necessary on Substantial Completion for the
2013 Bond Construction Starr County Campus Library Building**

Approval of substantial completion for the following 2013 Bond Construction Starr County Campus Library Building project is requested.

	Project	Completion Recommended	Date Received
1.	2013 Bond Construction Starr County Campus Library Building Architect: Mata-Garcia Architects Contractor: D. Wilson Construction	Substantial Completion Recommended	January 26, 2018

Broaddus & Associates, Mata-Garcia Architects, and College staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the architect on January 26, 2018. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion is enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Starr County Campus Library Building project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the 2013 Bond Construction Starr County Campus Library Building project as presented.

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

The Board of Trustees approves and authorizes the substantial completion of the 2013 Bond Construction Starr County Campus Library Building project as presented.

Approval Recommended:

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

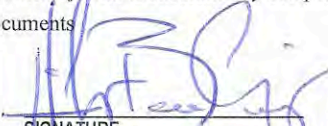
AIA® Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Library STC Starr County Campus OWNER: <i>(name and address)</i> South Texas College 142 N. FM 3167 Rio Grande City, Texas 78582	CONTRACT INFORMATION: Contract For: General Construction Date: ARCHITECT: <i>(name and address)</i> Mata+Garcia Architects LLP 1314 Ivy Avenue McAllen, Texas 78501	CERTIFICATE INFORMATION: Certificate Number: 001 Date: January 26, 2018 CONTRACTOR: <i>(name and address)</i> D. Wilson Construction Co. Inc 1207 E. Pecan Blvd. McAllen, Texas 78501
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The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. *(Identify the Work, or portion thereof, that is substantially complete.)*

All Work under contract Documents

Mata+Garcia Architects	 SIGNATURE	Hector Rene Garcia, Arch.	January 26, 2018
ARCHITECT <i>(Firm Name)</i>		PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: *(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*
 Not Applicable

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: *(Identify the list of Work to be completed or corrected.)*
 Punch List items - architectural and MEP attached. (Pending STC punch list.)

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty Days (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$ 0.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows: *(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

Owner accepts responsibility for security, maintenance, heat, utilities, damage to the Work, insurance as of 5:00pm on Friday, January 26, 2018

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

D. Wilson Construcion Co.	SIGNATURE	PRINTED NAME AND TITLE	DATE
CONTRACTOR <i>(Firm Name)</i>			
South Texas College	SIGNATURE	PRINTED NAME AND TITLE	DATE
OWNER <i>(Firm Name)</i>			

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**Review and Action as Necessary on Substantial Completion for the
2013 Bond Construction Starr County Campus Thermal Plant and
Alternate No. 1 Projects**

Approval of substantial completion for the following 2013 Bond Construction Starr County Campus Thermal Plant and Alternate No. 1 projects is requested.

	Project	Completion Recommended	Date Received
1.	2013 Bond Construction Starr County Campus Thermal Plant Engineer: Sigma HN Engineers Contractor: D. Wilson Construction	Substantial Completion Recommended	January 30, 2018

Broaddus & Associates, Sigma HN Engineers, and College staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the engineer on January 30, 2018. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion is enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Starr County Campus Thermal Plant and Alternate No. 1 projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the 2013 Bond Construction Starr County Campus Thermal Plant and Alternate No. 1 projects as presented.

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

The Board of Trustees approves and authorizes the substantial completion of the 2013 Bond Construction Starr County Campus Thermal Plant and Alternate No. 1 projects as presented.

Approval Recommended:

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

AIA[®] Document G704[™] – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
 South Texas College Starr County
 Campus Thermal Plant
 142 FM 3167
 Rio Grande City, TX 78582

PROJECT NUMBER: 15001/916-562
CONTRACT FOR: General Construction
CONTRACT DATE:

OWNER:
 ARCHITECT:
 CONTRACTOR:
 FIELD:
 OTHER:

TO OWNER:
(Name and address)
 South Texas College
 3200 W. Pecan Blvd.
 Building N, Suite 179
 McAllen, TX 78501

TO CONTRACTOR:
(Name and address)
 D. Wilson Construction
 1207 E. Pecan Blvd.
 McAllen, TX 78501

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

All work excluding Alternate #1 which is under a different substantial completion timeline. This is a partial substantial completion on Controls because the chilled water plant is not controlled and monitored using the graphic user interface software. This substantial completion does not include civil site improvements and AVIT work which were performed under separate contracts.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty
 All work with exclusions noted above.

Date of Commencement
 November 10, 2017

Sigma HN Engineers, PLLC

 ARCHITECT

[Signature]
 BY

November 10, 2017

 DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$60,000

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty Calendar (30) days from the above date of Substantial Completion.

D. Wilson Construction

 CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00 pm (time) on November 13, 2017 (date).

South Texas College

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

The owner shall assume these responsibilities in accordance with the executed Owner-Contractor Agreement.

AIA Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
 South Texas College Starr County
 Campus Thermal Plant
 142 FM 3167
 Rio Grande City, TX 78582

PROJECT NUMBER: 15001/916-562
CONTRACT FOR: General Construction
CONTRACT DATE:

OWNER:
 ARCHITECT:
 CONTRACTOR:
 FIELD:
 OTHER:

TO OWNER:
(Name and address)
 South Texas College
 3200 W. Pecan Blvd.
 Building N, Suite 179
 McAllen, TX 78501

TO CONTRACTOR:
(Name and address)
 D. Wilson Construction
 1207 E. Pecan Blvd.
 McAllen, TX 78501

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

All work associated with Alternate #1.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

All work associated with Alternate #1.

Date of Commencement

November 30, 2017

Sigma HN Engineers, PLLC

ARCHITECT

BY

January 30, 2018

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$40,000

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty Calendar (30) days from the above date of Substantial Completion.

D. Wilson Construction

CONTRACTOR

BY

1-31-18

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00 pm (time) on December 1, 2017 (date).

South Texas College

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

The owner shall assume these responsibilities in accordance with the executed Owner-Contractor Agreement.

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 User Notes: (3B9ADA29)

**Review and Action as Necessary on Substantial Completion for the
 2013 Bond Construction Nursing and Allied Health Campus Parking
 and Site Improvements**

Approval of substantial completion for the following 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements project is requested.

	Project	Completion Recommended	Date Received
1.	2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements Architect: R. Gutierrez Engineering Contractor: D. Wilson Construction	Substantial Completion Recommended	January 12, 2018

Broaddus & Associates, R. Gutierrez Engineering, and College staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the engineer on January 12, 2018. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion is enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes the substantial completion of the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements project as presented.

Approval Recommended:

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

Certificate of Substantial Completion

PROJECT: STC NURSING AND ALLIED HEALTH CAMPUS SITE IMPROVEMENTS
PROJECT NUMBER: ENG15.004
OWNER: SOUTH TEXAS COLLEGE
CONTRACTOR: D. WILSON CONSTRUCTION CO.

The Work performed under this Contract has been reviewed and found, to the Engineer’s best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: Construction time is stopped at the day of Issuance.

Ramiro Gutierrez, P.E. _____ Ramiro Gutierrez _____ 01/12/2018 _____
Engineer By: Date of Issuance

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

The Contractor will complete or correct the Work on the list of items attached hereto and complete the work by February 16, 2018.

D. WILSON CONSTRUCTION CO. _____ _____ _____
Contractor By: Date

The Owner accepts the Work or designated portion as substantially complete and will assume full possession thereof, in accordance with the contract documents.

SOUTH TEXAS COLLEGE _____ _____ _____
Owner By: Date

Review and Action as Necessary on Substantial Completion for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements

Approval of substantial completion for the following Non-Bond Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements project is requested.

	Project	Completion Recommended	Date Received
1.	Non-Bond Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements Engineer: R. Gutierrez Engineering Contractor: D. Wilson Construction	Substantial Completion Recommended	January 12, 2018

Broaddus & Associates, R. Gutierrez Engineering, and College staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the engineer on January 12, 2018. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion is enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the Non-Bond Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the Non-Bond Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes the substantial completion of the Non-Bond Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements project as presented.

Approval Recommended:

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

Certificate of Substantial Completion

PROJECT: STC NURSING AND ALLIED HEALTH CAMPUS THERMAL PLANT
SITE IMPROVEMENTS
PROJECT NUMBER: ENG15.004
OWNER: SOUTH TEXAS COLLEGE
CONTRACTOR: D. WILSON CONSTRUCTION CO.

The Work performed under this Contract has been reviewed and found, to the Engineer’s best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: Construction time is stopped at the day of Issuance.

Ramiro Gutierrez, P.E. _____ *Ramiro* _____ 01/12/2018 _____
Engineer By: Date of Issuance

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

The Contractor will complete or correct the Work on the list of items attached hereto and complete the work by February 16, 2018.

D. WILSON CONSTRUCTION CO. _____
Contractor By: _____ Date

The Owner accepts the Work or designated portion as substantially complete and will assume full possession thereof, in accordance with the contract documents.

SOUTH TEXAS COLLEGE _____
Owner By: _____ Date

Review and Action as Necessary on Final Completion for the 2013 Bond Construction Mid Valley Campus Thermal Plant

Approval of final completion for the following 2013 Bond Construction Mid Valley Campus Thermal Plant project will be requested at the February 27, 2018 Board Meeting:

Project	Completion Recommended	Date Received
2013 Bond Construction Mid Valley Campus Thermal Plant Engineer: DBR Engineering Contractor: Skanska Construction	Final Completion Recommended	December 12, 2017

2013 Bond Construction Mid Valley Campus Thermal Plant

It is recommended that final completion for this project with Skanska Construction be approved.

Broaddus & Associates, DBR Engineering 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 \$220,521.70 to Skanska Construction be approved. The original cost approved for this project was in the amount of \$4,506,269.

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid	Remaining Balance
\$4,506,269	(\$95,835)	\$4,410,434	\$4,418,488	\$4,197,966.30	\$220,521.70

Enclosed Documents

Enclosed is a final completion letter from DBR Engineering acknowledging all work is complete and recommending release of final payment to Skanska Construction in the amount of \$220,521.70.

The Facilities Committee recommended Board approval of final completion for the 2013 Bond Construction Mid Valley Campus Thermal Plant project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment in the amount of \$220,521.70 for the 2013 Bond Construction Mid Valley Campus Thermal Plant project as presented.

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

The Board of Trustees approves and authorizes final completion and release of final payment in the amount of \$220,521.70 for the 2013 Bond Construction Mid Valley Campus Thermal Plant project as presented.

Approval Recommended:

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



200 South 10th Street
Suite 901
McAllen, TX 78501
v 956.683.1640

December 12, 2017

South Texas College
Mr. Ricardo De La Garza, Director
Facilities Planning and Construction
P. O. Box 9701
McAllen, TX 78501

Re: South Texas College – Mid Valley Campus – Central Thermal Plant

Dear Mr. De La Garza

To the best of our knowledge, all work has been performed as per manufacturer's specifications. On behalf of the design team, only non-asbestos materials were specified, and to the best of our knowledge and ability, the contractor, Skanska, installed only non-asbestos materials.

We recommend release of final payment to Skanska for the above referenced project. Skanska has completed the punch list items as per attached certified letter and submitted their closing documents.

If you have any questions please call at (956) 683-1640.

Sincerely,

Tony Salazar
Project Manager

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

Broaddus & Associates has provided the following accountability reports and the enclosed documents on the current status of the 2013 Bond Construction program for the Board's review and information:

- Executive Summary;
- Update on the status of the 2013 Bond Construction Program, Broaddus & Associates did not provide;
- Chart of Project Progress, Broaddus & Associates did not provide;
- Project Scorecards

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

No action is requested.

Executive Summary

STC Meeting on 2/27/2018			
Construction Project Description	Total Project Cost Summary		
	Ytd. Total Project Costs	Bond Total Cost	Variance [Ytd. Total Project Costs to Bond Total Cost]
Pecan Campus			
North Academic Building	\$ 13,133,921	\$ 14,843,110	\$ 1,709,189
South Academic Building	\$ 8,503,320	\$ 9,454,426	\$ 951,106
STEM	\$ 12,640,591	\$ 13,103,319	\$ 462,728
Student Activities / Cafeteria "Student Union"	\$ 8,628,411	\$ 8,828,254	\$ 199,843
Thermal Plant Expansion	\$ 5,319,420	\$ 5,542,049	\$ 222,629
Parking & Site Improvements	\$ 2,910,140	\$ 2,490,261	\$ (419,879)
Subtotal	\$ 51,135,804	\$ 54,261,419	\$ 3,125,615
Nursing & Allied Health Campus			
Expansion for Nursing & Allied Health	\$ 21,152,950	\$ 21,773,439	\$ 620,489
Thermal Plant Expansion - Non Bond	\$ 664,634	\$ 601,877	\$ (62,757)
Parking & Site Improvements	\$ 2,401,152	\$ 1,717,717	\$ (683,435)
Subtotal	\$ 24,218,736	\$ 24,093,033	\$ (125,703)
Technology Campus			
Expansion for Technical & Workforce	\$ 11,307,010	\$ 14,864,990	\$ 3,557,980
Parking & Site Improvements	\$ 1,688,828	\$ 905,324	\$ (783,504)
Subtotal	\$ 12,995,838	\$ 15,770,314	\$ 2,774,476
Mid Valley Campus			
Health Professional & Science Bldg.	\$ 17,941,730	\$ 17,277,682	\$ (664,048)
Expansion for Technical & Workforce	\$ 2,271,831	\$ 2,257,363	\$ (14,468)
Library Expansion	\$ 3,612,624	\$ 2,288,968	\$ (1,323,656)
Student Services Bldg. Expansion	\$ 5,449,439	\$ 4,114,228	\$ (1,335,211)
Thermal Plant Expansion	\$ 4,978,104	\$ 5,042,398	\$ 64,294
Parking & Site Improvements	\$ 2,764,321	\$ 2,796,035	\$ 31,714
Subtotal	\$ 37,018,049	\$ 33,776,674	\$ (3,241,375)
Starr County Campus			
Health Professions	\$ 11,620,404	\$ 11,267,182	\$ (353,222)
Workforce	\$ 2,027,758	\$ 2,051,983	\$ 24,225
Library Building	\$ 4,789,987	\$ 3,732,378	\$ (1,057,609)
Student Services	\$ 1,588,827	\$ 1,162,522	\$ (426,305)
Student Activities	\$ 1,686,758	\$ 1,166,402	\$ (520,356)
Thermal Plant Expansion	\$ 4,807,796	\$ 4,938,772	\$ 130,976
Parking & Site Improvements	\$ 3,889,399	\$ 1,397,789	\$ (2,491,610)
Subtotal	\$ 30,410,929	\$ 25,717,028	\$ (4,693,901)
Regional Center for Public Safety Excellence			
Building	\$ 4,311,843	\$ 3,655,134	\$ (656,709)
Parking & Site Improvements	\$ 1,948,051	\$ 319,337	\$ (1,628,714)
Subtotal	\$ 6,259,894	\$ 3,974,471	\$ (2,285,423)
STC La Joya Higher Education			
STEM labs & Welding Lab	\$ 1,649,880	\$ 1,436,000	\$ (213,880)
Subtotal	\$ 1,649,880	\$ 1,436,000	\$ (213,880)

Total \$ 163,689,130 \$ 159,028,939 \$ (4,660,191)

STC 2013 Bond Program - Pecan Campus North Academic Building

Scorecard #35
 Status: Submitted
 01/30/2018



Scope

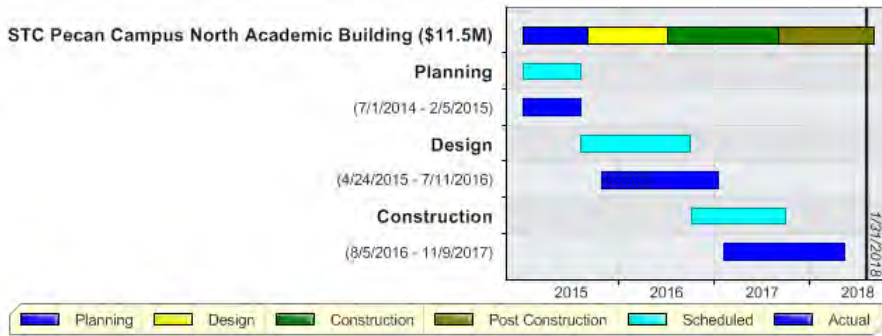
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustees' mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program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

PECAN CAMPUS - North Academic Bldg. - A state of the Art multipurpose 3 story, 64,294 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

- Substantial Completion achieved Nov 9, 2017.
- Punchlist reported complete: Final Inspections in progress
- Closeout documents submitted and in review
- Reconciliation of accounts stalled
- Owner FF&E near complete

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

CMR not willing to return unused General Condition to Owner ... delays reconciliation of accounts, final CO and Final Payment

Recent Photo



STC 2013 Bond Program - Pecan Campus South Academic Building

Scorecard #35
 Status: Submitted
 01/31/2018



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 - 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	\$704,794.00
Construction	\$6,668,628.00
Owner Procured	\$1,260,705.00
Miscellaneous Expenses	\$110,638.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Substantial Completion achieved Oct 30 2017
- Punchlist near complete: Final Inspections imminent
- Closeout documents in review
- Reconciliation of accounts stalled
- Owner FF&E in progress

Key Consultants/Contractors

- Architect: BSG Architects
- MEP: Half Associates
- Structural: Lopez Engineering
- Civil: PCE
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- CMR not willing to return unused Gen Conditions to Owner ... delay to final reconciliation of account

Recent Photo



STC 2013 Bond Program - Pecan Campus STEM Building

Scorecard #33
 Status: Submitted
 01/31/2018



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 - 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	\$970,149.00
Construction	\$10,430,550.00
Owner Procured	\$1,329,518.00
Miscellaneous Expenses	\$145,548.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Substantial Completion achieved for original scope of building, excludes Lab additions
- Laboratory spaces has large scope Owner driven changes in progress
- T&B near complete
- Pre-Final inspections of Labs in progress
- Closeout documents in review
- Owner FFE in progress

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- Commitment by DWilson, BSG and B&A to achieve Subl Comp mid Dec 2017 is achieved
- Owner dept move-in mid March after all Lab services changes complete

Recent Photo



STC 2013 Bond Program Pecan Campus Cafeteria & Activities Building

Scorecard #34
 Status: Submitted
 01/31/2018



Scope

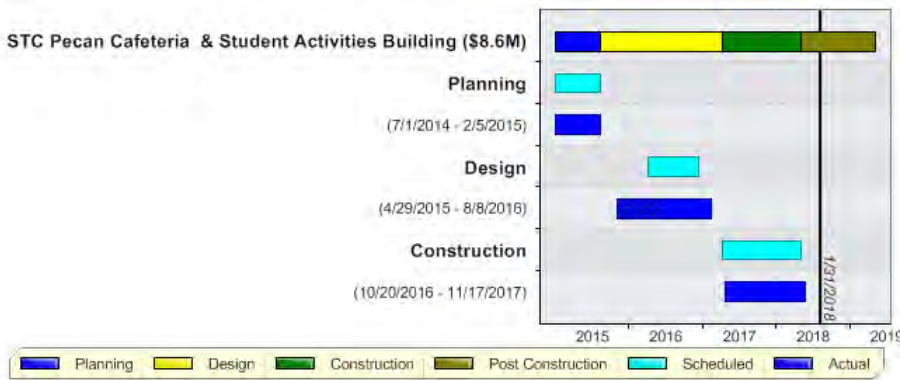
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustee's mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program 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 - 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	\$683,110.00
Construction	\$6,897,227.00
Owner Procured	\$884,017.00
Miscellaneous Expenses	\$94,548.00
Additional Costs	\$0.00

Schedule



Activity

- 30 Day Look Ahead
- Substantial Completion achieved Nov 17, 2017
 - Punchlist near complete: Final Inspections imminent
 - Closeout documents in review
 - Reconciliation of accounts stalled
 - Owner FF&E to start Nov 27

- Key Consultants/Contractors
- Architect: TWG
 - MEP: Half Associates
 - Structural: Chanin Engineering
 - Civil: Perez Consulting Engineers
 - Kitchen: Cospers & Assoc.

- Key Owner Issues or Concerns
- Owner equipment installers are damaging new finishes (e.g. vct floors) Owners side bar with sub results in unsatisfactory patches. STC Fac Dir instructs B&A to hold CMR responsible thru GMP
 - CMR CFO not willing to return unused Gen Conditions to Owner in final reconciliation of accounts

Recent Photo



STC 2013 Bond Program Pecan Campus Parking & Site Improvements

Scorecard #28
 Status: Submitted
 01/31/2018



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 - 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	\$276,623.00
Construction	\$2,621,974.00
Owner Procured	\$24,374.00
Miscellaneous Expenses	\$30,366.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Last (fourth) Partial Substantial Completion achieved Jan 8, 2018 with CoMcA accepting water service utility lines.
- Punchlist in progress.
- Closeout documents in review
- Reconciliation of accounts imminent

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 ... Successfully achieved !

STC 2013 Bond Program - Nursing and Allied Health Expansion Bldg

Scorecard #34
 Status: Submitted
 01/31/2018



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.

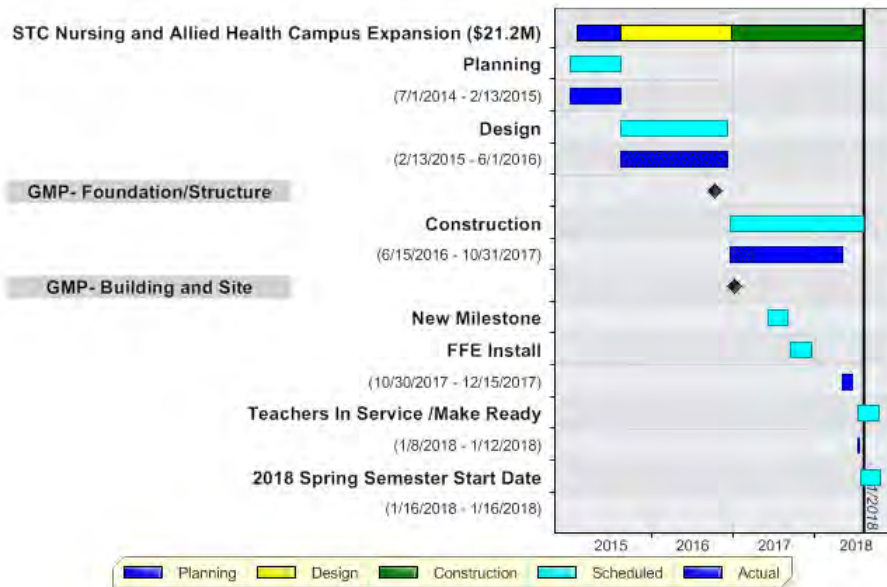
L3-Respiratory and ultrasonic training, Radiology labs, small and medium classrooms and faculty offices.

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	\$1,745,145.00
Construction	\$17,036,120.00
Owner Procured	\$2,207,887.00
Miscellaneous Expenses	\$250,875.00
Additional Costs	\$0.00

Schedule



Activity

- 30 Day Look Ahead
- Cleanup of Exterior Bldg
 - Complete the irrigation
 - Install landscaping

- Key Consultants/Contractors
- ERO
 - Half
 - D. Wilson Construction
 - WJHW

- Key Owner Issues or Concerns
- Certificate of Occupancy
 - Substantial Completion 1/12/2018
 - Closeout Documents

Recent Photo



Nursing and Allied Health Thermal Plant

Scorecard #18
 Status:Submitted
 01/31/2018



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 - 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 2 chillers, custodial collaboration room and a break room.

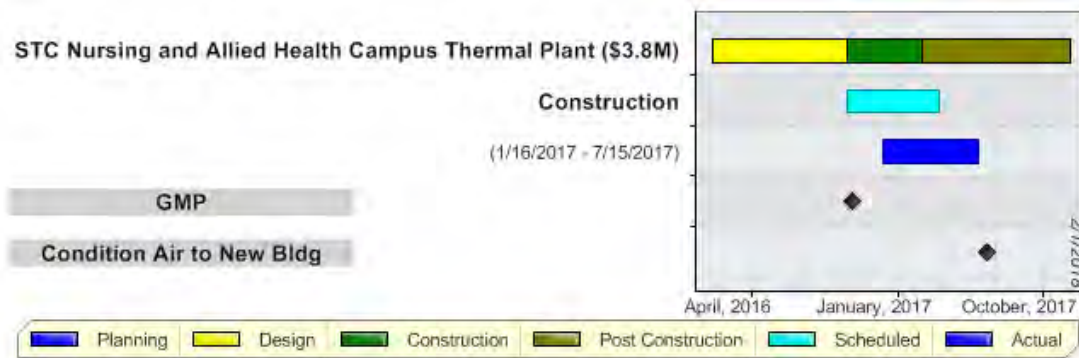
New Thermal Energy Plant for New Nursing Building and the Existing Nursing building

Approx. 3500 Sq ft

Budget

	Current Budget
Professional Services - NAH Thermal Plant	\$50,900.00
Construction	\$3,336,248.00
Owner Procured	\$380,224.00
Miscellaneous Expenses	\$2,722.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Installing irrigation and landscaping

Key Consultants/Contractors

- ERO
- Halff
- D. Wilson Construction

Key Owner Issues or Concerns

- Substantial Completion Bldg. 12/18/2017
- Need Alt#1 Substantial Document

Recent Photo



Nursing and Allied Health Parking Lot and Site Improvement

Scorecard #27
 Status: Submitted
 01/31/2018



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.

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	\$164,554.00
Construction	\$2,207,704.00
Owner Procured	\$16,279.00
Miscellaneous Expenses	\$12,616.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Final Clean and sweeping of Parking Lots

Key Consultants/Contractors

- R. Guiterrez
- D. Wilson Constructon

Key Owner Issues or Concerns

- substantial Completion 12/18/2017

Recent Photo



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

Scorecard #35
 Status:Submitted
 02/01/2018



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.

MID VALLEY CAMPUS - Health Professions & Science Bldg. - A state of the Art multipurpose 2 story,78,649 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	\$1,404,145.00
Construction	\$14,481,765.00
Owner Procured	\$2,047,347.00
Miscellaneous Expenses	\$217,513.00
Additional Costs	\$0.00

Schedule



Activity

- 30 Day Look Ahead
- Complete Owner move-in of FFE
 - Complete Owner waxing of floors
 - Complete Owner's T&B
 - Complete metal wall panel installation
 - Complete punch list items
 - Submission of closeout documents
 - TAS inspection
- Key Consultants/Contractors
- ROFA Architects
 - DBR- MEP
 - HALFF -CIV L
 - Skanska USA
- Key Owner Issues or Concerns
- Priority project, classes begin Spring 2018.

Recent Photo



STC 2013 Bond Program Mid Valley Campus Student Services Addition

Scorecard #33
 Status: Submitted
 02/01/2018



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.

MID VALLEY - Student Services Addition - A state of the Art multipurpose 2 story, 17,929 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 will be home to a new Cafeteria, Lounge Space, Offices, and Student Admissions.

Budget

	Current Budget
Professional Services - Mid Valley Campus Student Services Building	\$888,657.00
Construction	\$3,856,862.00
Owner Procured	\$339,566.00
Miscellaneous Expenses	\$52,889.00
Additional Costs	\$0.00

Schedule



Activity

- 30 Day Look Ahead:
- Issue Final Acceptance letter.
- Key Consultants/Contractors
- Architect: ROFA Architects
 - Structural: Hinojosa Engineering
 - MEP: DBR Engineering
 - Civil: Half Associates
 - CMR: Skanska USA
- Key Owner Issues or Concerns
- Contaminated block remediation.

Recent Photo



STC Mid Valley Campus Library Addition and Renovation

Scorecard #27
 Status: Submitted
 02/01/2018



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.

MID VALLEY CAMPUS - Library Addition and Renovation - A 10,814 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	\$226,620.00
Construction	\$2,466,455.00
Owner Procured	\$277,654.00
Miscellaneous Expenses	\$35,466.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead:

- Complete installation of finishes.
- Conduct final inspections for generation of punch lists.
- Conduct final inspections by AHJ's.
- Issue Certificate of Substantial Completion.
- Begin move-in of Owner FFE's.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- Staying within budget. Contingencies are rather small and there are no allowances within the GMP.

Recent Photo



STC Mid Valley Campus Library Renovation - Non Bond

Scorecard #8
Status: Submitted
02/01/2018



Schedule



Activity

30 Day Look Ahead:

- Complete installation of finishes.
- Conduct final inspections for generation of punch lists.
- Conduct final inspections by AHJ's.
- Issue Certificate of Substantial Completion.
- Begin move-in of Owner FFE's.

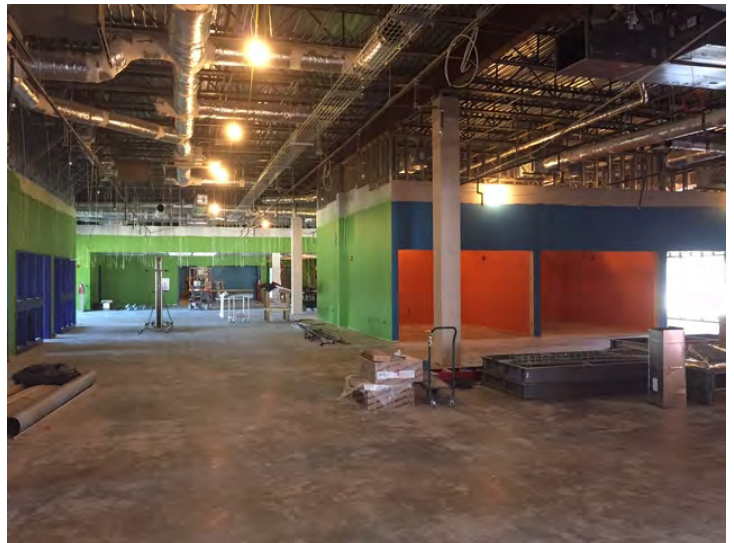
Key Consultants/Contractors

- Mata+Garcia Architects LLP
- Sigma HN Engineers, PLLC
- Hinojosa Engineering Inc.
- Wrightson/Johnson/ Haddon/Williams

Key Owner Issues or Concerns

- Staying withn budget. Contingencies are rather small and there are no allowances within the GMP.

Recent Photo



STC 2013 Bond Program Mid Valley Campus Thermal Plant Expansion

Scorecard #30
 Status: Submitted
 11/30/2017



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.

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	\$415,224.00
Construction	\$4,514,323.00
Owner Procured	\$815,825.00
Miscellaneous Expenses	\$56,810.00
Additional Costs	\$0.00

Schedule



Activity

- 30 Day Look Ahead
- Project is complete; plant is in operation.
 - Anticipated Final Completion acceptance 12-12-17.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- Contaminated block remediation.

Recent Photo





STC 2013 Bond Program Mid Valley Campus Parking and Site Improvements

Scorecard #30
 Status: Submitted
 02/01/2018



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.

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	\$323,494.00
Construction	\$2,484,425.00
Owner Procured	\$33,638.00
Miscellaneous Expenses	\$29,806.00
Additional Costs	\$0.00

Schedule



Activity

- 30 Day Look Ahead:
- Complete installation of landscape & irrigation.
 - TAS report.
 - Recieve closeout documents
 - Prep Final Acceptance letter.
- Key Consultants/Contractors
- Halff Civil
 - Rofa Architects
 - Mata Garcia Architects
 - EGV Architects
 - DBR Engineering
 - Skanska USA
- Key Owner Issues or Concerns
- Presentation & Acceptance of Landscape & Irrigation Plan.

Recent Photo



STC 2013 Bond Program Technology Campus Scorecard

Scorecard #25
 Status: Submitted
 02/01/2018



Scope

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

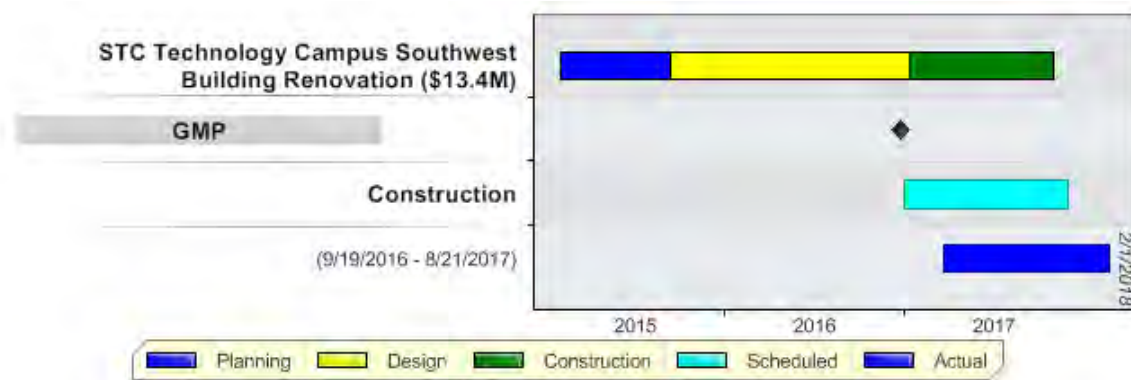
Technology Campus - S.W . Building Renovation -

To provide admissions offices, student enrollment center, financial aid office, computer stations. for a total fo ASF of 72,000.

Budget

	Current Budget
Professional Services - Technology Campus - Southwest Building Renovation	\$1,326,724.00
Construction	\$10,547,702.00
Owner Procured	\$1,406,084.00
Miscellaneous Expenses	\$156,193.00
Additional Costs	\$0.00

Schedule



Activity

- 30 Day Look Ahead:
- Project is complete and in use.
 - Complete project closeout.
 - Issue letter of Final Acceptance.

Key Consultants/Contractors

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

Key Owner Issues or Concern

- None at this time.

Recent Photo



STC 2013 Bond Program Technology Campus Parking and Site Improvements

Scorecard #26
 Status: Submitted
 02/01/2018



Scope

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

Technology Campus - 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	\$101,814.00
Construction	\$1,986,705.00
Owner Procured	\$8,633.00
Miscellaneous Expenses	\$27,915.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Project is complete and in use.
- Conduct project closeout.
- Issue design for final change of Sidewalks to satisfy RAS requirements.
- Complete drainage improvements modifications.
- Verification of punch list items completion by EOR.
- Complete landscape improvements changes.

Key Consultants/Contractors

- Hinojosa Engineering
- EGV Architects
- ECON Construction

Key Owner Issues or Concerns

- No concerns at this time

Recent Photo



STC 2013 Bond Program - Starr County Campus Health / Science Building

Scorecard #33
 Status: Submitted
 01/31/2018



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.

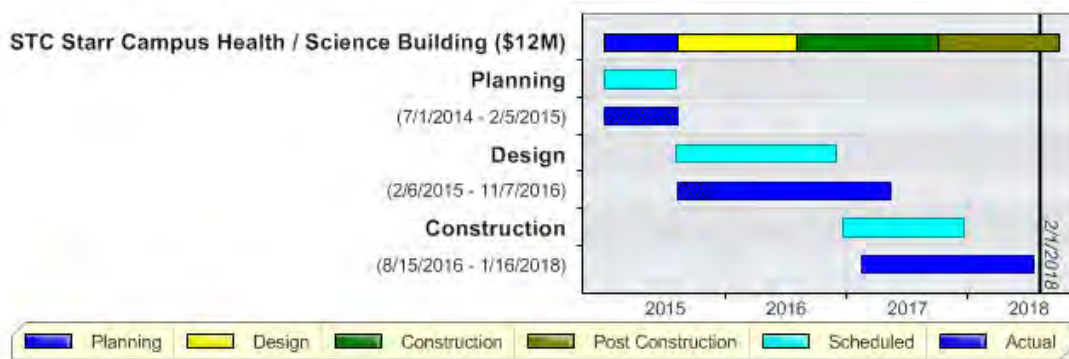
Starr County Campus - Health Professions & Science Bldg. -

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	\$946,176.00
Construction	\$9,544,889.00
Owner Procured	\$1,361,907.00
Miscellaneous Expenses	\$135,615.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Chemistry Labs Changes
- Biology Lab Changes
- Irrigation/Hydromulch in progress
- Facade Changes

Key Consultants/Contractors

- Mata-Garcia
- Sigma
- D.Wilson Construction

Key Owner Issues or Concerns

- ASI#23 Chemistry, Biology Lab Changes
- Substantial Completion 12/7/2017

Recent Photo



Starr County Campus Student Services Building

Scorecard #31
 Status: Submitted
 01/31/2018



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	\$114,727.00
Construction	\$1,322,388.00
Owner Procured	\$171,142.00
Miscellaneous Expenses	\$17,976.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Clean Exterior Brick
- Final grading, irrigation installation
- Clean Bldg perimeter and Hydromulch

Key Consultants/Contractors Architect:

- Mata-Garcia
- MEP: Sigma Engineering
- Structural: CLH Engineering
- Civil: Melden & Hunt
- AV/IT WJHW Consultants

Key Owner Issues or Concerns

- Substantial Completion 12/22/2017
- Closeout Documents

Recent Photo



STC 2013 Bond Construction Program - Starr Student Activities Building

Scorecard #31
 Status: Submitted
 01/31/2018



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 Activities Bldg - To provide more area for the Student events area and new A/V room.

Budget

	Current Budget
Professional Services - Starr County Campus - Student Activities Building	\$114,995.00
Construction	\$1,372,869.00
Owner Procured	\$176,201.00
Miscellaneous Expenses	\$17,516.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Final grade and irrigation
- Hydromulch
- Clean bldg exterior and perimeter

Key Consultants/Contractors

- Architect Mata + Garcia Architects
- MEP Sigma Engineering
- Structural: CLH Engineering
- Civil: Melden & Hunt Engineering
- AV/IT: WJHW Consultants

Key Owner Issues or Concerns

- Substantial Completion 12/22/2017
- Closeout documents

Recent Photo



STC 2013 Bond Program - Starr County Campus Thermal Plant

Scorecard #30
 Status: Submitted
 01/31/2018



Scope

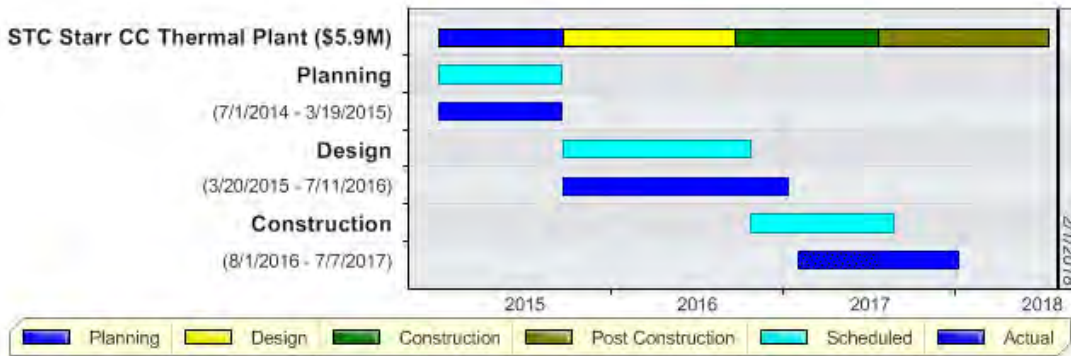
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Starr County Campus - Thermal Plant - To provide chilled water to the new Health Professions and Science bldg, the new Library, and to provide new service upgrades, to the remaining bldgs on campus.

Budget

	Current Budget
Professional Services - Starr County Campus - Thermal Plant	\$440,152.00
Construction	\$4,709,985.00
Owner Procured	\$651,886.00
Miscellaneous Expenses	\$58,665.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Complete Punch list
- Final Acceptance Letter

Key Consultants/Contractors

- Sigma
- Mata-Garcia
- D. Wilson Construction

Key Owner Issues or Concerns

- Substantial Completion 11/10/2017
- Closeout Documents

Recent Photo



STC Starr CC Parking and Site Improvements

Scorecard #21
 Status: Submitted
 01/31/2018



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

Budget

	Current Budget
Professional Services - Starr County Campus - Parking and Site Improvements	\$138,023.00
Construction	\$3,499,758.00
Owner Procured	\$14,059.00
Miscellaneous Expenses	\$18,558.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Irrigation/Landscape
- Alternate #4 plaza area
- Detention Pond Pump

Key Consultants/Contractors

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

Concerns

- Substantial Completion 2/22/18
- Ornamental Fence around detention pond

Recent Photo



STC Bond Construction Program - New Library Building

Scorecard #27
 Status: Submitted
 01/31/2018



Scope

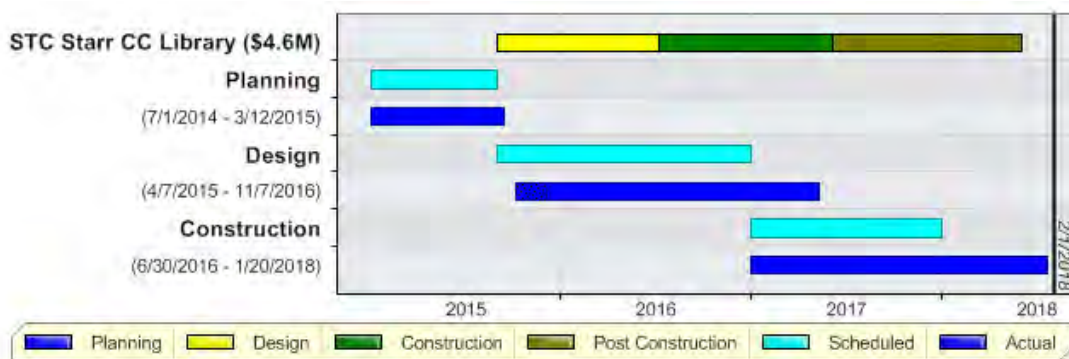
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustee's mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program 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 New Library - This is a 1 story 26000 sq ft bldg. this will house learning commons areas, deep quiet rooms, collections area, multipurpose room, instructional labs, and student collaboration.

Budget

	Current Budget
Professional Services - Starr County Campus - Library	\$323,313.00
Construction	\$3,707,869.00
Owner Procured	\$551,553.00
Miscellaneous Expenses	\$51,105.00
Additional Costs	\$0.00

Schedule



Activity

30 Day Look Ahead

- Brick cleaning
- Metal Wall Panel Completion
- Stucco painted at entrances and parapets
- Flooring Complete
- TAB

Key Consultants/Contractors

- Mata-Garcia
- Sigma
- D. Wilson Construction

Key Owner Issues or Concerns

- Substantial Schedule 1/31/2018
- Furniture Delivery

Recent Photo



Pharr Regional Center for Public Safety Excellence - Building

Scorecard #21
 Status:Submitted
 02/01/2018



Scope

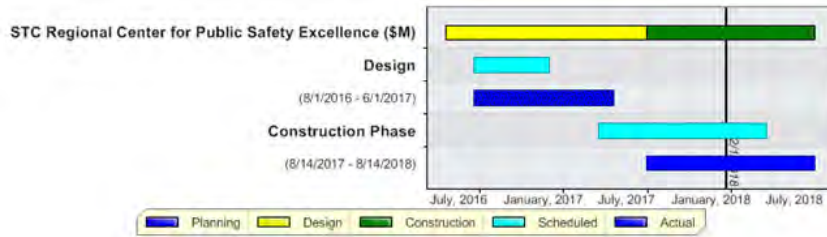
South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of Trustee's mission to provide a place of Higher Education for those living in the RGV, the voters approve a 159 million dollar bond referendum in 2013. The Bond Program 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
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Schedule



Activity

30 Day Look Ahead

- Complete installation of ext. sheathing and damproofing.
- Complete installation of roof cap sheet.
- Complete installation of ductwork within section B as well as duct leakage testing.
- Complete in-wall inspections.
- Begin installation of int. drywall.
- Complete installation of OH fire lines and pressure testing.
- Continue installation of OH MEP rough-ins.
- Begin installation of metal wall panels.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- None at this time.

Recent Photo



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

Scorecard #18
 Status:Submitted
 02/01/2018



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 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.

Budget

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

Schedule



Activity

30 Day Look Ahead

- Complete installation of caliche base at proposed parking area.
- Complete installation of irrigation sleeves at proposed parking area(s).
- Complete installation of curb and gutter.
- Begin layout of proposed Mechanical Yard.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- None at this time.

Recent Photo



Review and Action as Necessary on Contracting Architectural Services for the Pecan Campus Sand Volleyball Courts

Approval to contract architect design services to prepare plans for the Non-Bond Pecan Campus Sand Volleyball Courts project is requested.

Purpose

Architectural design services are necessary for design and construction administration services for the Non-Bond Pecan Campus Sand Volleyball Courts project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed Pecan Campus Sand Volleyball Courts project is an approved Capital Improvement Project and has been budgeted for Fiscal Year 2017-2018. This project was requested by the South Texas College Student Activities staff for use as part of their athletic activities program.

Background

On December 12, 2017, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Non-Bond Pecan Campus Sand Volleyball Courts project. A total of thirteen (13) firms received a copy of the RFQ and a total of two (2) firms submitted their responses on January 11, 2018.

Funding Source

Funds for these expenditures are budgeted in the unexpended construction budget for FY 2017-2018.

Reviewers

The Requests for Qualifications have been reviewed by staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

Site plans indicating the location of the proposed Non-Bond Pecan Campus Sand Volleyball Courts are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural design services with Alvarado Architects & Associates, Inc. for preparation of plans and specifications for the Non-Bond Pecan Campus Sand Volleyball Courts project as presented.

Recommendation:

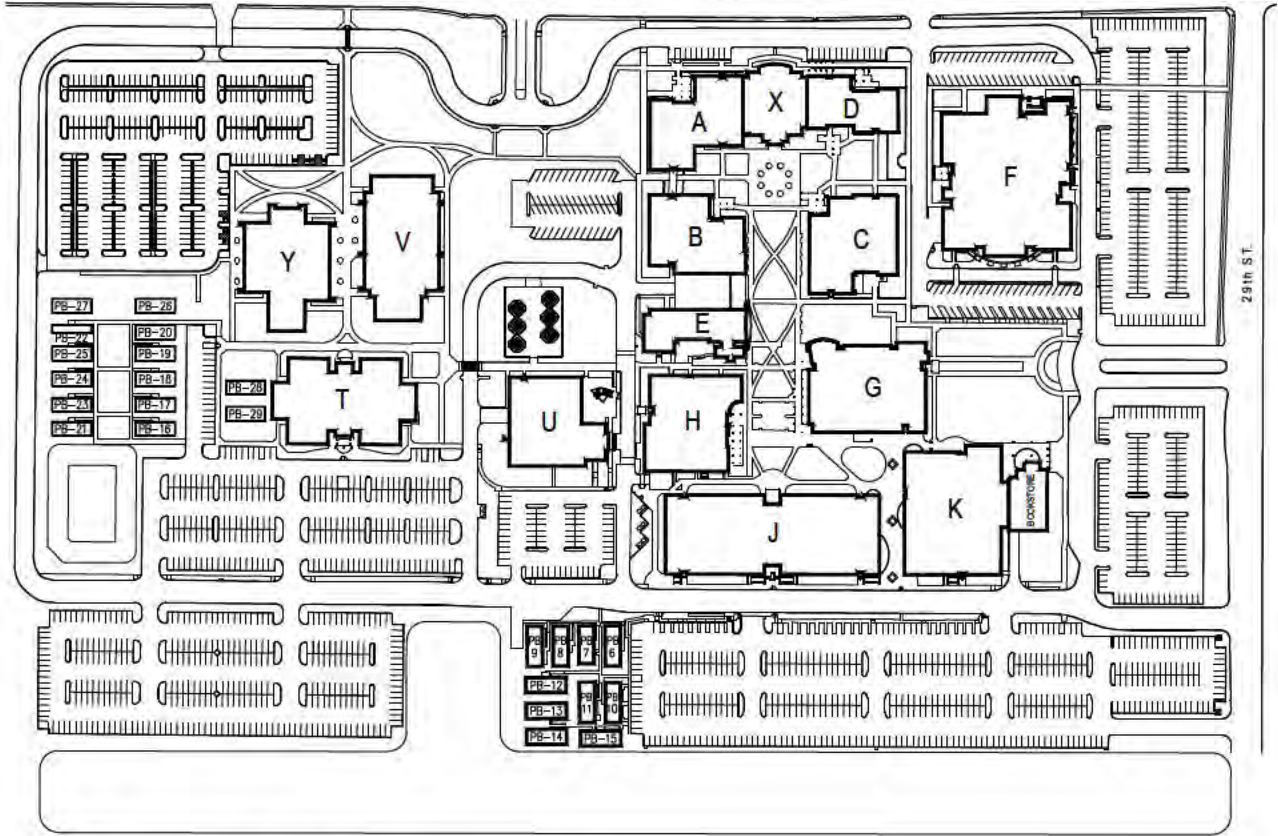
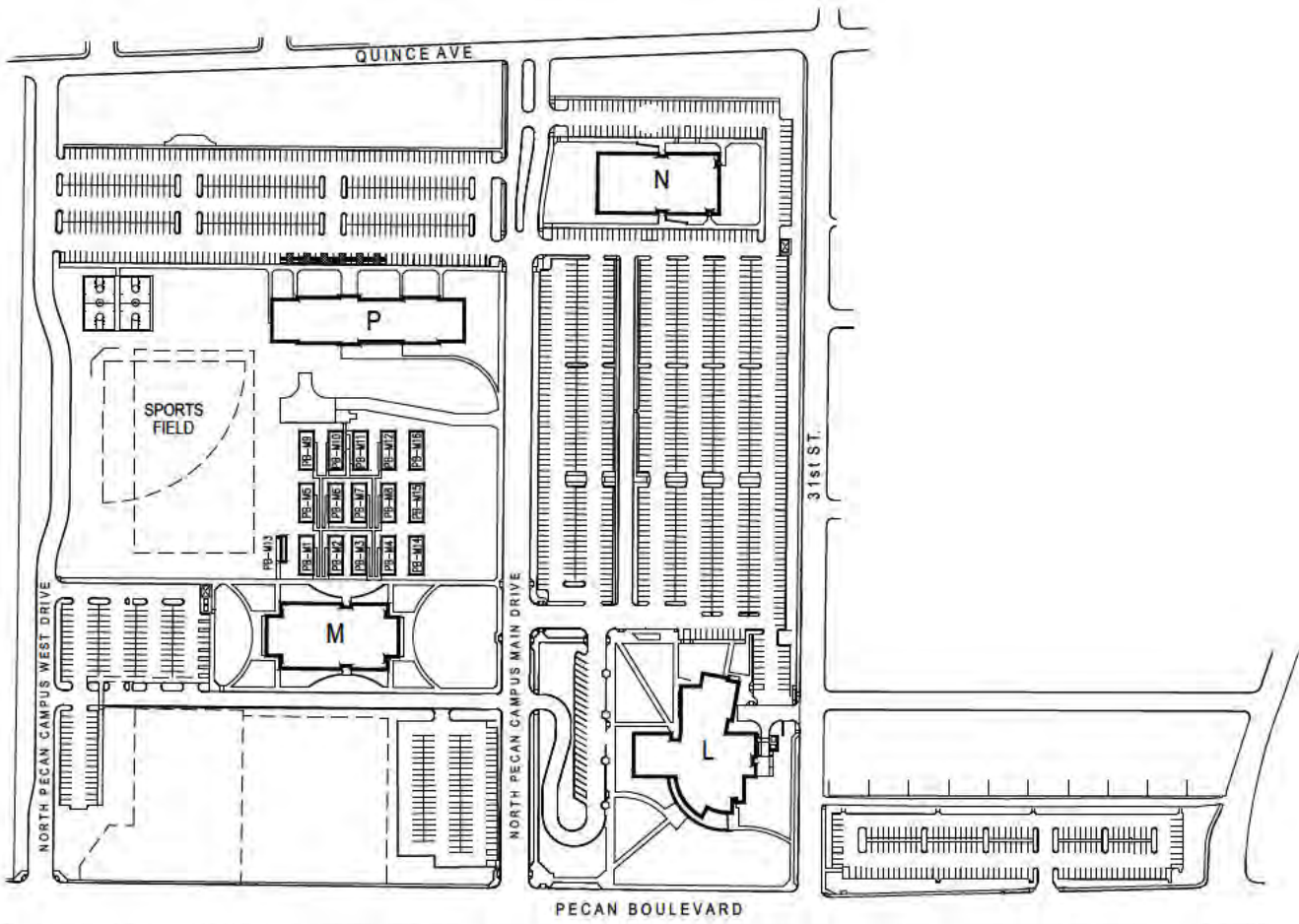
It is recommended that the Board of Trustees of South Texas College approve and authorize the contracting of architectural design services with Alvarado Architects & Associates, Inc. for preparation of plans and specifications for the Non-Bond Pecan Campus Sand Volleyball Courts project as presented.

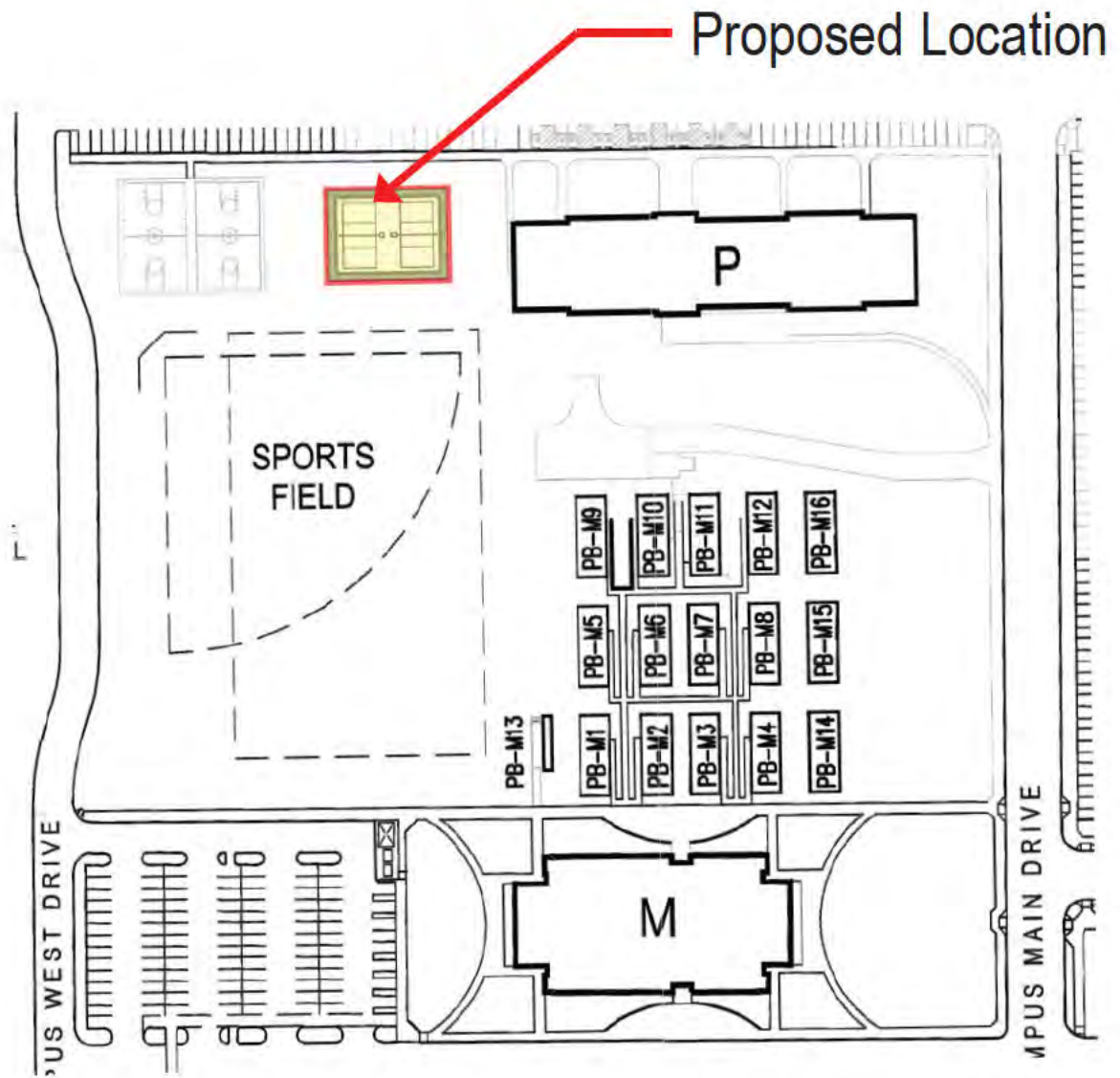
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the contracting of architectural design services with Alvarado Architects & Associates, Inc. for preparation of plans and specifications for the Non-Bond Pecan Campus Sand Volleyball Courts project as presented.

Approval Recommended:

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





Pecan Campus Sand Volleyball Courts Partial Plan

**SOUTH TEXAS COLLEGE
PECAN CAMPUS SAND VOLLEYBALL COURTS
PROJECT NO. 17-18-1020**

VENDOR	Alvarado Architects & Associates, Inc.	EGV Architects, Inc.
ADDRESS	307 S Main St	220 S Bridge St
CITY/STATE/ZIP	Donna, TX 78537	Hidalgo, TX 78557
PHONE	956-464-8258	956-843-2987
FAX	956-464-8259	956-843-9726
CONTACT	Erasmio Eli Alvarado	Eduardo G. Vela
3.1 Statement of Interest		
3.1.1 Statement of Interest	Firm pointed out that their majority of its practice is with Higher Education facilities. Emphasized their readiness and willingness to provide services.	The firm emphasized their quality control program in their projects. They indicated that they are immediately available to perform design needs for the college.
3.1.2 History and Credentials of Firm	--Firm founded in 1991 --Staff of 5 --Pointed out 25+ years of experience	--Established in 1994 --Specializes in educational facilities
3.1.3 Project Team	Have five personnel available for the project. Pointed out that they have a review team that oversees quality control on a project and any member of the review team can step in to replace a project member if necessary.	Did not specifically address this item of information. They provided a general statement of the firm's qualifications.
3.1.4 Statement of Availability and Commitment	Indicated that they will commit the necessary resources required for the project.	Stated that they are available for any planning and design work for South Texas College.
3.2 Prime Firm		
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: -Erasmio D. Alvarado, Jr - President -Erasmio Eli Alvarado, III - Vice-President -Mario Garza, Jr - Project Manager -Pedro G. Ayala - Associate	Included resumes for the following: - Eduardo G. Vela, President/ Registered Architect - Alejandra Mina, Senior Project Manager - Rebecca Acuña, Project Manager - Ramiro E. Ramos, Project Manager -Yahaira N. Davila, Project Manager
3.2.2 Project Assignments and Lines of Authority	Duties and time assignments for each staff member were included.	Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.
3.2.3 Prime Firm proximity and meeting availability	Pointed out that office is in the Mid Rio Grande Calley area, which is a twenty minute drive from McAllen and can meet with College staff and conduct site observations on a moment's notice.	Firm is local firm local firm located in Hidalgo, Texas. Indicated that their proximity has allowed them to immediately meet to resolve any unforeseen circumstances.

**SOUTH TEXAS COLLEGE
PECAN CAMPUS SAND VOLLEYBALL COURTS
PROJECT NO. 17-18-1020**

VENDOR	Alvarado Architects & Associates, Inc.	EGV Architects, Inc.
3.2.4 Describe any litigation the prime firm is currently involved in	Indicated that firm has no claims or litigation in the last five years.	Indicated that firm has not been involved in litigation disputes.
3.3 Project Team		
3.3.1 Organization chart with Role of Prime Firm and each basic services consultant firm	Included organization chart which showed the following consultant: - M Garcia Engineering, LLC. (Civil Engineer)	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity MEP Engineering - MEP - R. Gutierrez Engineering - Civil
3.3.2 Organizational chart with roles of the prime firm(s) and each specialized consultant(s)	Stated that the project does not warrant specialized consultants.	Included organization chart showing prime firm and subconsultants.
3.4 Representative Projects		
3.4.1 Minimum of 5 projects firm has worked on	-Mercedes ISD - Mercedes High School Stadium Relocation and Athletic Complex (\$13,999,870) -Donna ISD - Donna North High School (\$52,124,890) - Weslaco ISD - Weslaco East High School Gymnasium (\$2 million) - Edinburg CISD - Elias Longoria Middle School (\$19,368,260) - Brownsville ISD - Edward Manzano Middle School (\$12,500,000)	- Mission CISD - Mission Collegiate High School (\$13,626,000) - PSJA ISD - LBJ Middle School Remodeling Additions & Site Improvements (\$18,249,900) - Roma ISD - Anna S Canavan Elementary School (\$14,495,610) - PSJA ISD - New Garza-Peña Elementary School (\$12,446,800) - City of Hidalgo - Rio Grande Valley Border Security and Technology Training Center (\$1,866,903)
3.5 References		
3.5.1 References for five projects	- Mercedes ISD - Donna ISD -Weslaco ISD - Edinburg CISD - Brownsville ISD	- PSJA ISD - Mission CISD - Roma ISD - Hidalgo ISD - City of Hidalgo
3.6 Project Execution		
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Indicated they are willing and able to expedite design services and construction administration for the project. Implemented step-by-step procedures to ensure a project stays on schedule.	Stated their process of "architecture-by-team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project. Stated that they will acquire additional help as necessary to ensure on time delivery of project.
TOTAL EVALUATION POINTS	542.4	534.2
RANKING	1	2

**SOUTH TEXAS COLLEGE
PECAN CAMPUS SAND VOLLEYBALL COURTS
PROJECT NO. 17-18-1020
EVALUATION FORM**

VENDOR	Alvarado Architects & Associates, Inc.		EGV Architects, Inc.	
ADDRESS	307 S Main St		220 S Bridge St	
CITY/STATE/ZIP	Donna, TX 78537		Hidalgo, TX 78557	
PHONE	956-464-8258		956-843-2987	
FAX	956-464-8259		956-843-9726	
CONTACT	Erasmus Eli Alvarado		Eduardo G. Vela	
3.1 Statement of Interest (up to 100 points)				
3 1 1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications	85	90.2	85	87.8
3 1 2 Firm History and important statistics about the prime firm	80		75	
3 1 3 Provide a narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	95		90	
3 1 4 Availability and commitment of firm and its principal(s) and key professionals to undertake proposed projects	98		94	
	93		95	
3.2 Prime Firm (up to 100 points)				
3 2 1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	90	90	80	88.8
3 2 2 Proposed project assignments lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project Indicate the estimated percent of time these individuals will be involved in the project in order to meet the schedule milestones	75		80	
3 2 3 Prime Firm proximity to South Texas College and its ability to respond to planned and/or unexpected meetings with STC representatives during the planning, design, and construction phases of the project	95		96	
3 2 4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional as required for STC's construction program	95		93	
	95		95	
3.3 Project Team (up to 100 points)				
3 3 1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	90	89.2	85	90.4
	75		80	
3 3 2 Provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	95		97	
	92		95	
	94		95	

**SOUTH TEXAS COLLEGE
PECAN CAMPUS SAND VOLLEYBALL COURTS
PROJECT NO. 17-18-1020
EVALUATION FORM**

VENDOR	Alvarado Architects & Associates, Inc.		EGV Architects, Inc.	
3.4 Representative Projects (up to 100 points)				
3 4 1 Specific data on five projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	85	89	85	87
	80		75	
	95		96	
	90		85	
	95		94	
3.5 Five References (up to 100 points)				
3 5 1 Provide references for five projects, other than STC, listed in response to Part Four, 3 4 1 The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	90	92	90	90.6
	80		75	
	100		100	
	95		95	
	95		93	
3.6 Project Execution (up to 100 points)				
3 6 1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands	90	92	85	89.6
	80		75	
	100		100	
	95		95	
	95		93	
TOTAL EVALUATION POINTS	542.4		534.2	
RANKING	1		2	

Review and Action as Necessary on Substantial and Final Completion for the Non-Bond Mid Valley Campus Childcare Development Covered Walkway

Approval of substantial and final completion for the following Non-Bond Mid Valley Campus Childcare Development Covered Walkway project is requested.

Project		Completion Recommended	Date Received
1.	Non-Bond Mid Valley Campus Childcare Development Covered Walkway Contractor: Alpha Building Corporation	Substantial and Final Completion Recommended	February 1, 2018

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Alpha Building Corporation be approved. The original cost approved for this project was in the amount of \$73,872.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$65,000	\$73,872	\$0	\$73,872	\$0	\$73,872

On January 24, 2018, Facilities Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

Enclosed Documents

A copy of the Certificate of Substantial Completion and a photo are enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial and final completion of the Non-Bond Mid Valley Campus Childcare Development Covered Walkway project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial and final completion and release of final payment in the amount of \$73,872 for the Non-Bond Mid Valley Campus Childcare Development Covered Walkway project as presented.

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

The Board of Trustees approves and authorizes the substantial and final completion and release of final payment in the amount of \$73,872 for the Non-Bond Mid Valley Campus Childcare Development Covered Walkway project as presented.

Approval Recommended:

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

Final - Substantial Completion Acceptance

Project Name: Mid Valley Campus - Child Care Development - Covered Walkway

Project No.: 17-18-1004

Owner: South Texas College

Contractor: Alpha Building Corporation

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Install metal covered walkway at the Child Care Development Center at the Mid Valley Campus.

Effective Date of Acceptance: 2/1/2018

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The Contractor shall complete/correct the items identified on the punch list(s) within	30	
Calendar days from the Effective Date of this Acceptance.		
<i>Printed Name and Title</i>	<i>Signature</i>	<i>Date</i>

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
N/A		N/A
<i>Printed Name and Title</i>	<i>Signature</i>	<i>Date</i>

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
<i>Printed Name and Title</i>	<i>Signature</i>	<i>Date</i>





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Review and Action as Necessary on Substantial and Final Completion for the Non-Bond Starr County Campus Building F Site Regrading and Sidewalk Replacement

Approval of substantial and final completion for the following Non-Bond Starr County Campus Building F Site Regrading and Sidewalk Replacement project is requested.

Project		Completion Recommended	Date Received
1.	Non-Bond Starr County Campus Building F Site Regrading and Sidewalk Replacement Engineer: Melden & Hunt, Inc. Contractor: 5 Star Construction	Substantial and Final Completion Recommended	January 18, 2018

Melden & Hunt, Inc. and College staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the engineer on January 18, 2018. A Certificate of Substantial Completion and a letter of Final Completion have been issued. Substantial Completion and Final Completion were accomplished within the time allowed in the Owner/Contractor agreement for this project.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with 5 Star Construction be approved. The original cost approved for this project was in the amount of \$46,650.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$50,000	\$46,650	\$7,900	\$54,550	\$22,800	\$31,750

On January 18, 2018, Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

Enclosed Documents

A copy of the Certificate of Substantial Completion and a letter of Final Completion are enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion and final completion of the Non-Bond Starr County Campus Building F Site Regrading and Sidewalk Replacement project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion and final completion and release of final payment in the amount of \$31,750 for the Non-Bond Starr County Campus Building F Site Regrading and Sidewalk Replacement project as presented.

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

The Board of Trustees approves and authorizes the substantial completion and final completion and release of final payment in the amount of \$31,750 for the Non-Bond Starr County Campus Building F Site Regrading and Sidewalk Replacement project as presented.

Approval Recommended:

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

Substantial Completion Acceptance

Project Name: Starr County Building F Sidewalk Replacement
Project No.: 16-17-1047
Owner: South Texas College
Contractor: 5 Starr Construction
A/E Firm: Melden and Hunt, Inc.

Scope of Work Covered by This Acceptance:

This Certificate serves to inform you that the Pecan Campus Infrastructure for Relocation of Portable Buildings project has been inspected by the OWNER and ENGINEER and is determined to be Substantial Complete as of 02/03/2016. A punch list has been generated and submitted to the contractor for all pending items. Upon completion of the punch list the project will once again be inspected prior to final acceptance.

Effective Date of Acceptance: 1/18/2018

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No


In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The Contractor shall complete/correct the items identified on the punch list(s) within _____		
Calendar days from the Effective Date of this Acceptance.		
Payton Oakley	_____	_____
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

5 Star Construction, Owner

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
Mario Reyna, P.E.		2-1-18
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

Mario A. Reyna - Vice-President

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
Shirley Reed - President	_____	_____
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>





TBPE Firm # F-1435
TBPLS # 10096900

MELDEN & HUNT INC.

CONSULTANTS • ENGINEERS • SURVEYORS
FRED L. KURTH • ALLAN F. BOOE • KELLEY A. HELLER-VELA • ROBERTO N. TAMEZ • MARIO REYNA

January 31, 2018

Mr. Samuel Saldana
South Texas College - Facilities Department
3200 West Pecan Blvd
McAllen, TX 78501

RE: Starr County Building F Sidewalk Replacement

Dear Mr. Saldana:

A final inspection for the above referenced project was conducted on January 18, 2018 and finds that it has been completed by 5 Starr Construction in accordance with the plans and specifications. All punch list items for the referenced project have been addressed as of March 7, 2016 and we are only lacking "As-Built" drawings from the contractor. Therefore, Meldен and Hunt, Inc. recommends final acceptance and release of final payment pending delivery of "As-Built" drawings. The warranty on this project begins January 18, 2018 and ends January 17, 2019.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mario Reyna, P.E.
Vice-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 Board.

CONSTRUCTION PROJECTS PROGRESS REPORT - January 30, 2018

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals		Construction Phase					Architect/Engineer	Contractor					
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%			50%	75%	95% Substantial Comp	100%	Final Completion
Pecan Campus																					
13-1-002	Pecan - Digital Marquee Sign																		Rick	on hold	TBD
15-1-R03	Pecan - Arbor Brick Columns Repair & Replacement (RR)	N/A	N/A		N/A	N/A													David	N/A	
16-1-014	Pecan - Sand Volleyball Courts																		David		
16-1-x02	Pecan - Library																				
16-1-R01	Pecan - Building A Sign Replacement (RR)	N/A	N/A		N/A	N/A	N/A	N/A											Robert	Public Relations	National Signs
16-1-001	Pecan - Relocation of Information Booths to Athletic Fields	N/A	N/A		N/A	N/A													David	DBR Engineering	Noble Texas Builders
16-1-005	Pecan - Building A Production Studio Office Expansion	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A										M&O	
Pecan Plaza																					
15-1-003	Pecan Plaza - Emergency Generator and Wiring																		Sam	DBR Engineering	McDonald Municipal and Industrial
Mid Valley Campus																					
16-2-R08	MV - Childcare Canopy Replacement (RR)																		Sam		TBD
16-2-007	MV - Covered Walkway for Building G																		Sam	on hold	TBD
16-2-008	MV - Child Development Center Covered Walkway	N/A	N/A		N/A	N/A													Sam	N/A	Alpha Building Corp.
Technology Campus																					
15-3-R02	TC - Building D Exterior Metal Siding Repairs (RR)	N/A	N/A		N/A	N/A													Sam	N/A	Noble Texas Builders
15-3-R03	TC - Repair Concrete Floor Mechanical Room (RR)	N/A	N/A		N/A	N/A													David	CLH Engineering	TBD
15-3-R03	TC - Building B Concrete Floor Repairs (RR)	N/A	N/A		N/A	N/A													David	CLH Engineering	TBD
16-2-R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)	N/A	N/A		N/A	N/A													Sam	Half Associates	TBD
16-3-011	TC - Update Furniture for labs A209	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A									Robert	N/A	N/A
Nursing and Allied Health Campus																					
18	NAH - CLE Furniture																				
Starr County Campus																					
15-5-x05	Starr - Building E & J Crisis Mgt Center Generator																		Sam	DBR Engineering	McDonald Municipal and Industrial
16-4-R18	Starr - Building F Site Grading & Sidewalk Replacement(RR)																		Sam	Melden and Hunt	JS Star Construction
District Wide Improvements																					
13-4-003	DW - Automatic Doors Phase III	N/A	N/A		N/A	N/A													Robert	TBD	TBD
14-6-013	DW - La Joya Monument Sign	N/A	N/A		N/A	N/A													David	N/A	Interface
14-6-R014	DW - Marker Boards Replacement (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Sam	N/A	TBD
14-6-R015	DW - Irrigation System Controls Upgrade (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Sam	M&O	TBD
15-4-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Sam	M&O	TBD
15-4-002	DW - Interior LED Lighting Ph I (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Rick	M&O	TBD
16-4-017	DW - Directional Signage	N/A	N/A		N/A	N/A	N/A	N/A	N/A										David	N/A	TBD
16-6-R19	DW - Surveillance Cameras & Poles Campus Entrances	N/A	N/A		N/A	N/A	N/A	N/A	N/A										David	DPS	TBD
18-6-R12	DW - Walkway LED Lighting Upgrade Ph I (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Rick	M&O	TBD
18-6-R12	DW - FOCUS on Active Learning (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Rick	M&O	TBD
18-6-R12	DW - Interior Controls Upgrade (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Rick	M&O	TBD
18-6-R12	DW - Flooring Replacement Phase I (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Rick	N/A	TBD
18-6-R12	DW - Restroom Fixtures Replacement & Upgrade (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Rick	M&O	TBD
18-6-R12	DW - Water Heater Replacement & Upgrade (RR)	N/A	N/A		N/A	N/A	N/A	N/A	N/A										Rick	M&O	TBD

Status of Non-Bond Construction Projects in Progress February 2018

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Pecan Campus								
Arbor Brick Columns Repair and Replacement	5%	March 2018	1. Construction Phase 2. Bidding in Progress	\$ 20,000.00	TBD	TBD	\$ -	TBD
Sand Volleyball Courts	20%	March 2018	1. Project Development 2. Design in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Building A Sign Replacement	5%	March 2017	1. Construction Phase 2. Construction in Progress	\$ 10,000.00	TBD	TBD	\$ -	TBD
Relocation of Information Booths to Athletic Fields	95%	February 2018	1. Construction Phase 2. Construction in Progress	\$ 2,700.00	\$ 1,800.00	\$ -	\$ 1,550.00	\$ 250.00
Building A Production Studio Office Expansion	20%		1. Design Phase 2. Design in Progress	\$ 5,000.00	TBD	TBD	\$ -	TBD
Library Facility Assessment	50%		1. Design Phase 2. Design in Progress	\$ 150,000.00	TBD	TBD	\$ -	TBD
Pecan Plaza Police Department Emergency Generator	5%	April 2017	1. Construction Phase 2. Construction in Progress	\$ 40,000.00	TBD	TBD	\$ -	TBD
Pecan Campus Total				\$ 302,700.00	\$ 1,800.00	\$ -	\$ 1,550.00	\$ 250.00
Mid Valley Campus Total								
Childcare Canopy Replacement (RR)	5%		1. Project Development 2. Design in Progress	\$ 3,000.00	TBD	TBD	\$ -	TBD
Covered Walkway for Bus Drop Off	5%	May 2018	1. Project Development 2. Design in Progress	\$ 5,000.00	TBD	TBD	\$ -	TBD
Child Development Center Covered Walkway	95%	March 2018	1. Construction Phase 2. Construction in Progress	\$ 65,000.00	\$ 73,872.00	\$ -	\$ -	\$ 73,872.00
Mid Valley Campus Total				\$ 5,000.00	\$ -	\$ -	\$ -	\$ -

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Technology Campus								
Ford Lab Exhaust System	5%	February 2018	1. Project Development 2. Design in Progress	\$ 10,000.00	TBD	TBD	\$ -	TBD
Building D Exterior Metal Siding Repairs	100%	December 2017	1. Construction Phase 2. Construction in Progress	\$ 35,000.00	\$ 13,193.13	\$ 21,806.87	\$ 13,193.13	\$ -
Repair Concrete Floor Mechanical Room	95%	January 2018	1. Design Phase 2. Design in Progress	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Building B Concrete Floor Repairs	75%	February 2018	1. Design Phase 2. Design in Progress	\$ 10,000.00	\$ 4,750.00	\$ -	\$ -	\$ 4,750.00
Building B Domestic/Fire Sprinkler Lines	50%	March 2018	1. Construction Phase 2. Re-Bidding in Progress	\$ 900,000.00	TBD	TBD	\$ -	TBD
Technology Campus Total				\$ 956,000.00	\$ 18,943.13	\$ 21,806.87	\$ 13,193.13	\$ 5,750.00
Nursing and Allied Health Campus								
None				\$ -	\$ -	\$ -	\$ -	\$ -
Nursing and Allied Health Campus Total				\$ -	\$ -	\$ -	\$ -	\$ -
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	5%	April 2017	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ 46,650.00	TBD	\$ -	TBD
Bldg F Site Grading and Sidewalk Replacement	95%	January 2018	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 46,650.00	\$ 3,350.00	\$ 22,800.00	\$ 23,850.00
Starr County Campus Total				\$ 450,000.00	\$ 93,300.00	\$ 3,350.00	\$ 22,800.00	\$ 23,850.00

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
District Wide								
Automatic Doors Phase III	5%	May 2018	1. Construction Phase 2. Construction in Progress	\$ 65,000.00	TBD	TBD	\$ -	TBD
La Joya Monument Sign	40%	March 2018	1. Construction Phase 2. Construction in Progress	\$ -	\$ 30,616.88	\$ (30,616.88)	\$ -	\$ 30,616.88
Marker Boards Replacement	5%	June 2018	1. Project Development 2. Design in Progress	\$ 200,000.00	\$ 84,565.50	\$ 115,434.50	\$ 84,565.50	\$ -
Irrigation System Controls Upgrade (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 70,000.00	TBD	TBD	\$ -	TBD
Fire Alarm Panel Replacement / Upgrades (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 180,000.00	TBD	TBD	\$ -	TBD
Outdoor Furniture	0%	May 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Directional Signage Updates	0%	May 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Walkway LED Lighting Upgrade	5%	May 2018	1. Construction Phase 2. Construction in Progress	\$ 35,000.00	TBD	TBD	\$ -	TBD
FOCUS on Active Learning (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 30,000.00	\$ 676.90	\$ 29,323.10	\$ 676.90	\$ -
Interior Controls Upgrade (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 75,000.00	TBD	TBD	\$ -	TBD
Flooring Replacement Phase I (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 500,000.00	TBD	TBD	\$ -	TBD
Restroom Fixtures Replacement & Water Heater Replacement & Upgrade	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	\$ 4,047.68	\$ 20,952.32	\$ -	\$ 4,047.68
Door Access Controls Replacement (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 20,000.00	\$ 13,372.47	\$ -	\$ -	\$ 13,372.47
				\$ 30,000.00	TBD	TBD	\$ -	TBD

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
HVAC Upgrades (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 100,000.00	\$ 13,372.47	\$ 86,627.53	\$ -	\$ 13,372.47
Water Pump Stations (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Exterior Lighting Upgrade (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 250,000.00	TBD	TBD	\$ -	TBD
District Wide Total				\$ 1,655,000.00	\$ 115,182.38	\$ 84,817.62	\$ 84,565.50	\$ 30,616.88
Non-Bond Construction Project Total				\$ 3,368,700.00	\$ 229,225.51	\$ 109,974.49	\$ 122,108.63	\$ 60,466.88
For FY 2017 - 2018, 36 non-bond projects are currently in progress, 1 has been completed and 41 pending start up - 79 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 January 2018. 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 **January 2018**, 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 January 2018.

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 January 2018.

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 January 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for January 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for January 2018
- D. Release of Construction Fund Checks for January 2018
- E. Quarterly Investment Report for January 2018
- F. Summary of Revenue for January 2018
- G. Summary of State Appropriations Income for January 2018
- H. Summary of Property Tax Income for January 2018
- I. Summary of Expenditures by Classification for January 2018
- J. Summary of Expenditures by Function for January 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for January 2018
- L. Summary of Grant Revenues and Expenditures, January 2018
- M. Summary of Bid Solicitations
- N. Check Register for January 2018

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.

**Consultation with Legal Counsel and Action as Necessary on
Contemplated Litigation Regarding Equal Employment Opportunity
Commission (EEOC) Complaint Filed by Ruth Keitz**

Mr. Jose Guerrero, Legal Counsel for personnel issues, will provide the Board with an update on contemplated litigation regarding an Equal Employment Opportunity Commission (EEOC) complaint filed by Ms. Ruth Keitz.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary.

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

The Board of Trustees approves and authorizes action as necessary.

Approval Recommended:

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



In honor of School Board Appreciation Month, South Texas College hosted a Board Appreciation Luncheon on January 26, 2018 at the Cooper Center for its partnering school districts in Hidalgo and Starr county. Board members and Superintendents from partnering school districts were invited to attend. School districts were provided an STC flag to proudly display at each of their high school campuses and all attendees received a gift bag. The following districts were in attendance: Donna ISD, Hidalgo ISD, Juan Diego Academy, La Joya ISD, McAllen ISD, Mission ISD, South Texas ISD, and Vanguard Academy. Mrs. Graciela Farias, Vice- Chair Trustee addressed the educational leaders and shared how their roles impact student success. Leaders were also provided to a short video showcasing the state of the art facilities scheduled to come on line in the next few weeks. As an expression of appreciation for his role in developing the Dual Credit Program, I presented a plaque to Nick Gonzalez displaying a featured article he wrote, titled “The Miracle of South Texas,” in recognition of his substantial contributions to South Texas College’s dual credit program.



South Texas College and Instituto Tecnológico de Reynosa entered into a general cooperation agreement on January 22, 2018 to create tools for training through a unique bi-national partnership. Instituto Tecnológico director, Maria Grassiel Acosta Gonzalez and I formalized the partnership at a signing ceremony held in the Board Room. The partnership between the two institutions will

allow for the exchange of research, information technologies, personal training, and professional and technical improvement. Over 49% of all engineers in Mexico have graduated from the Instituto Tecnológico de Reynosa. The institute has graduated over 595,000 students.



On February 9, 2018 South Texas College faculty and staff participated in the semi-annual College-Wide Organizational Development Day. All activities were held at the Pecan Campus. Faculty and staff participated in half day department meetings in the morning at their respective sites and breakout sessions in afternoon. Breakout sessions topics include Organizational Development, Teaching Excellence, Technology, and Personal and Professional Growth. The event allows staff the opportunity to advance their skills in the areas of leadership, technology, classroom instruction, and personal enrichment.



The U.S. Department of Education announced changes to the federal Pell Grant. Students who have exhausted their aid will now have the opportunity to receive additional aid for the summer sessions. Students will not be required to submit any additional paperwork. The 2017-2018 FAFSA submitted will also include the 2018 summer semester. The changes in the Pell Grant will provide students the opportunity to advance their program of study and attend school year round.

The South Texas College Library celebrated Black History Month during the month of February. A number of events were scheduled at the different campuses.

Wednesday, February 7, 2018

Guest Speaker Presentation – Pecan Campus – Rainbow Room
Dr. Dawson Barrett – Youth Activism from SNCC to Black Lives

Monday, February 12, 2018 – Pecan Campus

Tuesday, February 13, 2018 – Pecan Campus

Wednesday, February 21, 2018 – Mid-Valley Campus

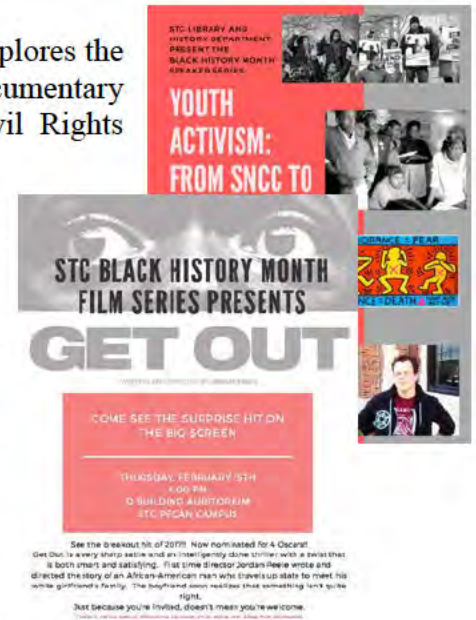
Documentary – *I am not our negro*

Oscar nominated documentary narrated by Samuel L. Jackson that explores the continued peril America faces from institutionalized racism. The documentary explores and connects the journey of black history from the Civil Rights movement to the present day.

Thursday, February 15, 2018 – Pecan Campus- Auditorium, Building D

Film – *Get Out*

Director Jordan Peele wrote and directed story of an African-American man who travels to meet his girlfriend's white family.



Wednesday, February 21, 2018

Guest Speaker Presentation – Starr Campus Library – Rainbow Room

Dr. Marcia Walker-McWilliams, author of Reverend Addied Wyatt.

Ms. Walker-McWilliams is a labor leader, civil rights activist, outspoken feminist, and African American clergywoman.

She is the first female president of a local chapter of the United Packinghouse Workers of America, Wyatt worked alongside Martin Luther King Jr. and Eleanor Roosevelt and appeared as one of Time magazine's Women of the Year in 1975.

Tuesday, February 27, 2018

Round Table Debate – Pecan Campus – Rainbow Room

“Is Libertarianism Inherently Racist?” with John Terry, Dr. Aaron Wilson, William Greene, and Dr. Andres Molina as speakers.

On February 7, 2018, South Texas College hosted a Girls in Technology event at the Technology Campus. The program was to promote STC's Annual Women in Technology event which takes place in April. The goal of the program is to promote careers in various technology fields offered at the STC campus and exposing girls to these opportunities. The event consisted of speakers, hands-on activities, and tour of various manufacturers in the area. The event was very well attended with over 150, 5th grade students from various school districts in attendance.





SPRING 2018 COLLEGE FAIR

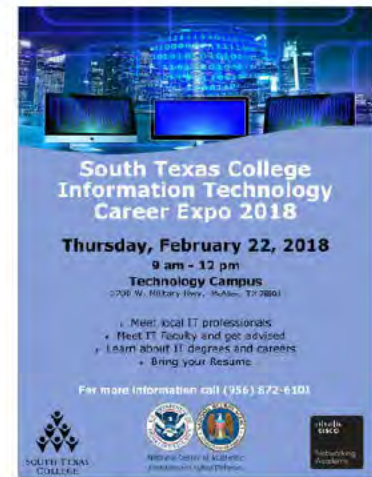
Start Here; Go Anywhere

Meet face-to-face with representatives from several universities!

For more information about the upcoming College Fairs, call the University Relations, Transfer & Articulation Center at **(956) 872-1990**.

The University Relations Office hosted the Spring 2018 College Fair from February 12-14, 2018 at the Pecan, Mid-Valley, and Starr campuses. Students were provided the opportunity to meet with representatives from various universities to learn about their programs and how to transfer to their institutions.

On February 22, 2018, the 6th Annual Information Technology Career Expo 2018 took place at the Technology Campus. The event hosted IT professionals and IT faculty providing an opportunity for students to learn about IT degrees and careers. Participants were encouraged to bring a resume to the event.



**South Texas College
Information Technology
Career Expo 2018**

Thursday, February 22, 2018
9 am - 12 pm
Technology Campus
2700 W. Military Hwy., Dallas, TX 75201

- Meet local IT professionals
- Meet IT Faculty and get advised
- Learn about IT degrees and careers
- Bring your Resume!

For more information call (956) 872-6101

SOUTH TEXAS COLLEGE | **Midland Center of Academic Professional Leadership** | **middle.texas.edu** | **Supporting Academics**



The South Texas College Library Art Gallery has an exhibit entitled, "David McGee: New Work," that will be on display till February 25, 2018. Mr. McGee's work exhibits his interpretation of identity and experience. This exhibition features Mr. McGee's large scale, textured abstract painting completed during his one year sabbatical retreat on the Bolivar Peninsula. Mr. McGee has completed a 20 year retrospective at the Houston Museum of African Culture. Mr. McGee's work will be on display on the second floor of the STC Pecan Campus Library. The event is free and open to the public.

The Psychological Science Department hosted a specialty presentation, *Science and Verbal Behavior: B.F. Skinner's Influence on Treating Autism* on February 6, 2018 at the Pecan Campus, Building G. Mr. Francisco Ortiz, STC Faculty Member provided the presentation and addressed real life issues as understood through the scientific perspective.





**KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER**

**KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER**

HOURS OF OPERATION
Monday, May 14, 2018 – Friday, May 11, 2018

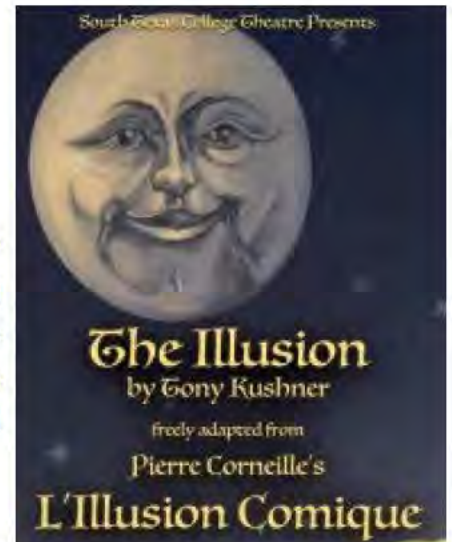
MID-VALLEY	
Monday	5 p.m. – 7 p.m.
Tuesday	5:30 p.m. – 7 p.m.
Wednesday	5 p.m. – 7 p.m.
Thursday	5:30 p.m. – 7 p.m.
Friday	9 a.m. – 1 p.m.

**KINESIOLOGY DEPARTMENT
Health & Wellness Center - Pecan Plaza**

**EMPLOYEE WELLNESS
FACULTY/STAFF HOUR**
Tuesday & Thursday
12 p.m. – 1 p.m.

TRACK YOUR PROGRESS!
Weight, Body Fat, and Body Mass Index Testing Available.

The Kinesiology Department announced their Spring 2018 Hours of Operation at the Pecan and Mid-Valley Campus. The department also provided faculty and staff notification of hours for group fitness classes and sessions and dedicated hours for employees only.



The South Texas Theatre presented Tony Kushner’s “The Illusion” starting on February 22, 2018. The production ran for two days and took place at STC’s Cooper Center. General admission tickets were sold for \$10. Students, faculty, military, and senior citizen tickets were \$5. All proceeds from ticket sales will go the Dr. John F. Carroll Drama Scholarship and the American Sign Language Association.



The Texas Department of State Health Services is hosting its GetFit Texas program. GetFit is a 10-week program that challenges state employees to incorporate more physical activity into their daily routines. Participants strive to be physically active for 150 minutes per week for at least six of the ten weeks of the challenge. All state agencies are encouraged to participate in a category. The agency with the highest completion rate among its category will be announced as the Fittest State Agency in Texas. Trophies are

provided to all winners. The challenge runs from January 22 through April 1 and participants must log physical activity time and can track their progress at the GetFitTexas.org site. South Texas College faculty and staff were encouraged to participate.



The Department of Psychological Science is sponsoring 30-minute campus walking sessions to all faculty and staff at the Pecan Campus. Beginning February 19, 2018 every Monday and Wednesday, faculty and staff can meet in the new cafeteria to participate in this mid-day exercise event.

A flu vaccine clinic was offered to all faculty and staff. Preventive Health Solutions visited all campuses to offer flu vaccines. Proof of insurance and presentation of an immunization record were required for all.



The Library Services Department and the Information Security Office published their quarterly newsletters this month. The Library Services Department provides news about resources, services, staff spotlights, and tips for using the libraries databases. The Information Security Newsletter, Cyber Qubits aims to provide up to date information to faculty and staff about the information security program and important cyber news.

The Student Activities and Wellness Department held several events to celebrate the Superbowl and Valentine's Day. All events were held at each campus. A Jersey Day Tailgate Party was held on February 1, 2018 at all campuses to celebrate this year's SuperBowl LII game. Students, faculty, and staff were invited to wear their favorite colors in support of their favorite team. On February 14, 2018, A Valentine's Day celebration was held. Students, faculty, and staff were able to participate in games and enjoy food provided.





The Department of Public Safety conducted free CPR and First Aid training throughout the month. South Texas College employees may attend this training and receive an American Heart Association training completion certificate upon completion of the sessions. Trainings will be conducted at the various campuses to provide an opportunity for all faculty and staff to attend.

The Access Esperanza Clinic opened their outpatient clinic at the Mid-Valley Campus Nursing and Allied Health Building on February 27, 2018. The clinic will be open on Tuesday only from 8:30 am to 4:00 pm and will provide preventative health services to students. Students must be 18 years of age and provide required documentation to receive services.



- Met with Dora Brown, Senior Vice President of IBC and Adrian Villarreal, President and CEO of IBC to discuss programs offered by South Texas College and workforce training.
- Attended the 100 women, 100 words participant reception on February 1, 2018 at the STC Library Rainbow Room to celebrate the project success and meet the participants.
- Attended the Employee Appreciation Luncheon on February 2, 2018 held at the Pecan Campus in the Rainbow Room to recognize the employees who were instrumental to assisting during the Winter Break for the completion of the 2013 Construction Facilities Project. Employees were provided a certificate in appreciation and recognition for their participation.
- Attended the City of McAllen State of the City Address at the McAllen Convention Center on February 6, 2018. This year's theme, *McAllen: Safe and Sound* highlighted the cities accomplishments and future goals.
- Attended the Teach for America, The Future of Education and our Workforce event at the Doubletree Suites by Hilton. Texas Workforce Commissioner Julian Alvarez and Texas Education Agency Deputy Commissioner, Martin Winchester engaged participants in dialogue about the challenges and opportunities facing the region to improving education and regional economic development.
- Provided the welcoming address at the Girls in Technology event held at the Technology Campus held February 7, 2018. Over 150 girls attended the event. Guest speakers included, FBI agent, Dr.

Gioeni and Dr. Erin McDonald, Space Science Consultant. Travel tours were provided by various manufacturing companies.

- Met with Dr. Esperanza Zendejas, Brownsville ISD Superintendent and Bertha Pena, Assistant Superintendent for Curriculum and Instruction from Brownsville ISD to discuss the development of a dual credit LVN program with Texas State Technical College.
- Attended the Project Heal2 Meeting at Region One to discuss creating a second cohort of dual credit nursing students in partnership with PSJA, La Joya, and South Texas school districts.
- Participated in a conference call on February 14, 2018 to discuss the Texas Regional STEM Degree Accelerator grant, its sustainability and next steps after grant ends.
- Participated in a video interview to be utilized for the City of Rio Grande State of the City Address.
- Participated as a judge at the Starr County Wild Game Dinner held on February 17, 2018 at the Starr County Fair Grounds.
- Participated in a conference call with Dr. Jim Lanich. I extended an invitation to Dr. Lanich to participate as a presenter at the 13th Annual Summit on College and Career Readiness. Dr. Lanich has agreed to participate and share his research on the placement and success of students in developmental education.
- Met with Mary Elizondo, Vice President of Finance and Administrative Services to finalize recommendations to the Board for adjustments to the Tuition and Fee Schedules for FY2018-2019.
- Met with Dr. Rebecca De Leon, Interim Dean for Dual Credit Programs and School District Partnerships to discuss proposed organizational chart and staffing plan requests.
- Participated in a conference call with Dr. Eduardo Cancino to discuss submission of presentation proposals for the 13th Annual Summit on College and Career Readiness.
- Met with Dr. Virginia Champion, Director of Grant Development, Management, and Compliance to review grant award presentation to be presented to Board at their upcoming meeting.
- Met with Mr. Paul Rodriguez to discuss the Tuition and Fee Schedules for FY2018-2019 and projected revenues for FY2018-2019.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the February 28, 2018 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:

- facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
 - Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from January 26-February 23, 2018 included:
 - Student Enrollment Update - Spring 2018
 - Paid
 - Unpaid
 - Discussion of New Insights and Strategies for Summer and Fall 2018 Student Enrollment
 - Discussion of League for Innovation's Request for Submissions to Recognize Innovative Practices and Initiatives at League Members Institutions
 - Review and Discussion of UTRGV Tuition and Fee Proposal for FY 2018-2019
 - Review of Proposed STC Tuition and Fees for FY 2018-2019
 - Discussion of Feasibility of Passing Credit Card Convenience Fees to Credit Card User
 - Discussion of ATD Coaching Letter
 - Discussion of Policy 4112: Self-Reporting of Criminal Conduct
 - Discussion of Personal Trainer Certificate Concerns
 - Authority for Limitation to 18 Years of Age
 - Will the Program be Eligible for Contract Hour Funding?
 - Will the Program be Offered As Dual Credit?
 - Review and Feedback on Spring Professional and Organizational Development Day
 - Discussion of SACSCOC Grant – Competency Based BAT
 - Discussion of Lumina Foundation – Talent Hub Designation
 - Review of Trump's Call for Converting Community Colleges to Vocational Schools
 - Discussion of Preparation for Quality Enhancement Plan
 - Review of Preparation for Revisions to Mission, Vision, and Value Statements
 - Review and Discussion of Policy 900: Comprehensive Mission Incorporating Institutional Visions, Purpose, Core Values, Guiding Principles, and Strategic Directions
 - Discussion of Call for Proposals for 13th Annual Summit: College and Career Readiness – Together We Can Do More
 - Discussion of Excelencia's Call for Nominations
 - Discussion of A-133 Audit Compliance Requirements Related to Institutional Data Security
 - Discussion of Staffing Plan Changes During Fiscal Year
 - Discussion of Student Records Incident and Proper Protocol for Disposing of Student Information, Exams, Assignments, and Etc.

- Discussion of Proposed Policy and Supporting Data Regarding Permitting CTE Dual Students To Take Academic Core Courses
- Discussion of Proposed Withdrawal Fee (From All Courses – One-Time Fee) After Census Date for Dual Students
- Discussion of Proposed Policy Regarding Campus Demonstrations
- Discussion of Call for Presentation Proposals for 13th Annual Summit on College and Career Readiness: Together We Can Do More
- Review and Discussion of Task Force Reports
 - Matriculation
 - Traditional Enrollment
- Discussion of Proposed New Policy: Campus Demonstrations and Protests
- Discussion of “Unconscious Bias”
- Discussion of Duties and Responsibilities of Institutional Equity Officer
- Review and Discussion of Requested Revisions to Policy 4901: Standards of Conduct and Policy 4904: Employee Complaint Procedures
- Projects Done:
 - Comprehensive Operational Plan: FY2017-2018 to FY2020-2021
 - Traditional Enrollment Planning Assumptions: 2017-2018 Update
 - Achievements, Awards, National Rankings and Accreditations: January 2018
- Discussion of Preliminary Projected Revenue and Expenditures for FY 2018-2019
- Review and Discussion of Proposed Tuition and Fees for FY 2018-2019
- Proposed New Programs: Personal Trainer and Public Services Assessment Certificates
- Discussion on FY 2018-2019 IE/Budget Planning

Announcements

A. Next Meetings:

- Tuesday, March 6, 2018
 - 3:30 p.m. – Education and Workforce Development Committee Meeting
 - 4:30 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting

- Tuesday, March 27, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, March 12, 2018 – Sunday, March 18, 2018, in observance of Spring Break.
- The College will be closed on Thursday, March 29, 2018 – Sunday, April 1, 2018, in observance of Semester Break.

*The following document
was provided as a
handout at the meeting.*

**AMENDMENT
TO
CONTRACT AGREEMENT BETWEEN
SOUTH TEXAS COLLEGE
AND
BROADDUS & ASSOCIATES**

AMENDED AND RESTATED PROGRAM MANAGER CONTRACT

THIS AMENDED AND RESTATED PROGRAM MANAGER CONTRACT (this "**Amendment**") made and entered into by and between South Texas College ("College") and Broaddus & Associates ("Broaddus"), dated February _____, 2018, to be effective as of February 1, 2018, amends that certain Program Manager Contract dated August 27, 2014 (the "Contract").

W I T N E S S E T H:

WHEREAS, College and Broaddus entered into that certain Program Manager Contract dated August 27, 2014, under the terms of which Broaddus was to provide certain professional services in connection with the College's 2013 Bond Program;

WHEREAS, College and Broaddus desire to amend and restate the original Contract in order to extend and to revise certain terms and conditions set forth therein;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which are all hereby acknowledged by the parties hereto, the College and Broaddus hereby declare that the original Contract is hereby amended and restated as follows:

1. Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect. In the event of a conflict between this Amendment and the Agreement, the terms of this Amendment shall prevail.
2. Upon approval of this amendment, Broaddus shall tender to College its staffing plan until (final completion) and closeout of all the projects.
3. The construction project cost schedule included with B&A contract dated August 27, 2014, has been revised with Board approved expenditures resulting in an updated project cost schedule. As of February 27, 2018, the revised project cost schedule for the Mid Valley Workforce and Starr County Workforce projects, including the adjustments for the removal of these projects, is as follows:

Campus Location & Project	Current Project Cost as of 2-27-18 per B&A	Project Related Unused Amount	Revised Total Project Cost
Mid Valley Campus			
Workforce Training Center	\$ 2,271,831.00	\$ 2,120,227.53	\$ 151,603.47
Parking & Site Improvements	2,746,321.00	50,020.00	2,696,301.00
Mid Valley Campus Subtotal	5,018,152.00	2,170,247.53	2,847,904.47
Starr County Campus			
Workforce Training Center	\$ 2,027,758.00	\$ 1,886,243.45	\$ 141,514.55
Parking & Site Improvements	3,889,399.00	233,533.00	3,655,866.00
Starr County Campus Subtotal	5,917,157.00	2,119,776.45	3,797,380.55
Grand Total	\$ 10,935,309.00	\$ 4,290,023.98	\$ 6,645,285.02

4. Broaddus obligates itself to continue providing the full range of Program Manager services called for in the 2013 Bond Construction Program until completion and closeout of all projects thereunder. Notwithstanding its obligations under the Contract, Broaddus shall fully perform the following services until final completion:
- (a) Project Delivery and Commitments - Deliver a good faith effort to sustain the level of commitment necessary to properly complete all the projects.
 - (b) Construction Program Managers - Maintain adequate staff to continue to manage all the projects including executive, administrative, and project managers.
 - (c) Errors and Omissions – Prepare a final determination and resolution of responsible party(ies) and amounts for the errors and omissions (for all professionals and CM@Rs). Written reports are pending. Broaddus & Associates should determine the E&O items, the associated costs, and the responsible party.
 - (d) Furniture coordination – Coordinate final furniture delivery and installation. The final completion of these deliveries and installations are unknown at this time. We expect Broaddus & Associates to continue this coordination until its completion.

- (e) Additional Fees to A/E – Identify additional, if any, fees to architects and engineers.
 - (f) Final Accounting Reconciliation - Complete the final accounting, including E&Os amounts, for each A/E. We expect Broaddus & Associates to complete this final accounting of payments due to A/Es.
 - (g) Outstanding Change Orders for all projects – Monitor completion of all outstanding change orders program wide. We expect Broaddus & Associates to continue coordination until final completion of these buildings.
 - (h) Source of Funds for Change Orders – Prepare proper accounting for the design construction contingencies, owner construction contingencies, cost of work adjustments, and GMP adjustments.
 - (i) Regional Center for Public Safety Excellence – Provide construction management services for this project, which is scheduled to be completed until late summer or early Fall 2018. Broaddus & Associates’ initial fee included the budget for this building and parking and site improvements. We expect Broaddus & Associates to continue coordination until final completion of this building.
 - (j) Contract Amendment to Remove Workforce Training Center Projects – assist in finalizing the contract amendments to remove Workforce Centers from design teams, CMR, and CPM.
 - (k) B&A Contract Amendment Additional Scope of Work – Provide a cost proposal of additional scope of work per Article V of the original agreement, due to Broaddus & Associates for Board approval and proper execution of contract and accounting.
 - (l) Closeouts of Projects – Coordinate the submittal of the final closeout documents for each project within a timely manner.
5. Article VIII. of the Contract, Payments To Consultant, paragraph A Basic Service, 1. Payments, will be subsequently amended by the parties. The parties agree that Broaddus representatives and College representatives will confer within no later than 10 business days hereof to negotiate any additional terms, conditions and fees applicable to the remainder of the Broaddus’ Scope of Work under the Contract.

IN WITNESS WHEREOF, the parties have executed this Agreement under seal as of the Effective Date.

South Texas College

BY: _____
NAME: Dr. Shirley Reed
TITLE: President

Broadus & Ass.

BY: _____
NAME: Gilberto Gallegos
TITLE: Senior Vice President