



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, April 24, 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, April 24, 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. Presentation 1**
 - 1. Report on the Board of Trustees Institute in Santa Fe, New Mexico
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 - 2) The Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, South Texas College Child Development Associates Credential Program (CDA) additional funds in the amount of \$8,000 totaling to \$48,480
 - 3) Additional Grant(s) Received/Pending Official Award
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 - 2) Technology Campus Audio Visual Installation for Multimedia Rooms (Award)
 - B. Non – Instructional Items
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 - C. Technology Items
 - 4) Computers, Laptops, Tablets, and Printers (Purchase)
 - 5) Data Backup Appliance (Purchase)
 - 6) Data Center Network Switches (Purchase)
 - 7) Load Balancing Device (Purchase)
 - 8) Network Switches and Fiber Patch Cables (Purchase)
 - 9) Servers (Purchase);
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A. Next Meetings:

- Tuesday, May 8, 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, May 22, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will host a Ribbon Cutting Ceremony at the Mid Valley Campus on Thursday, April 26, 2018, showcasing the new and expanded facilities under the 2013 Bond Construction Program.
- Election Day for the South Texas College Board of Trustees Single-Member Districts #1, #2, and #6 will be Saturday, May 5, 2018, with Early Voting from April 23 –May 1, 2018.
- South Texas College will host a Ribbon Cutting Ceremony at the Nursing and Allied Health Campus on Thursday, April 26, 2018, showcasing the new and expanded facilities under the 2013 Bond Construction Program.
- Spring 2018 Graduation will be held Friday, May 11 and Saturday, May 12, 2018

Presentations

1. Report on the Board of Trustees Institute in Santa Fe, New Mexico

Mrs. Graciela Farias and Mr. Paul R. Rodriguez attended the Board of Trustees Institute in Santa Fe, NM.

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

Mrs. Farias and Mr. Rodriguez will be asked to provide the Board with a report on what they learned at this conference.

2. Invitation to the May 2018 Graduation Ceremonies

Ms. Cynthia Blanco, Director of Student Records and Registrar, will present the agenda for the May 2018 Graduation Ceremonies to the Board of Trustees.

The ceremonies will take place on Friday, May 11 and Saturday, May 12, 2018 at the State Farm Arena in Hidalgo, Texas as follows:

Friday, May 11, 2018

10:00 a.m. *Dual Credit Graduates from the Divisions of:*

- *Business, Public Safety, and Technology*
- *Liberal Arts and Social Behavioral Sciences*
- *Math and Science*
- *Nursing and Allied Health*

2:00 p.m. *Dual Credit Graduates from the Divisions of:*

- *Business, Public Safety, and Technology*
- *Liberal Arts and Social Behavioral Sciences*
- *Math and Science*
- *Nursing and Allied Health*

6:00 p.m. Division of Liberal Arts and Social Behavioral Science

Saturday, May 12, 2018

10:00 a.m. Divisions of Bachelor Programs
Division of Business, Public Safety, and Technology

2:00 p.m. Division of Math and Science
Division of Nursing and Allied Health

The presentations are for the Board's information, and no action is requested.

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) March 27, 2018 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the March 27, 2018 Regular Board Meeting Minutes as presented.

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

The Board of Trustees of South Texas College approves and adopts the March 27, 2018 Regular Board Meeting Minutes as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 27, 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, March 27, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:44 p.m. with Dr. Alejo Salinas, Jr., presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Jesse Villarreal, Ms. Rose Benavidez, Mr. Gary Gurwitz, and Mr. Roy de León

Members absent: Mrs. Graciela Farias and Mr. Paul R. Rodriguez

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Mr. George McCaleb, Mr. Luis De La Garza, Ms. Becky Cavazos, Ms. Brenda Balderaz, Mrs. Myriam Lopez, Dr. Ali Esmaeili, Dr. Jayson Valerio, Dr. Christie Candelaria, Dr. Virginia Champion, Mr. Nicholas Gonzalez, Ms. Bonnie Gonzalez, Mr. Ramon Montalvo, Ms. Bertha Suarez, Mr. Brian Humphreys, Ms. Lynn Cortez, Ms. Michelle Castellanos, Ms. Mel Escamilla, Mr. Ralph Zelno, Ms. Christina Yopez, Mr. Gilbert Gallegos, Ms. Tammy Tijerina, Mr. Doug Jowell, Mr. Bill Wilson, Mr. Bob Simpson, Mr. Hector Garcia, Mr. Rene Gutierrez, E. Chavez, D. Gomez, Mr. Matthew Mandujaro, Ms. Silvina Calderon, Mr. Gabriel E. Morello, Mr. Leonel Garcia, Ms. Patricia Martinez, and Andrew Fish.

Dr. Alejo Salinas, Jr., Board Chair, greeted several South Texas College students attending the meeting as part of an assignment through their Political Science course.

Determination of a Quorum

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

Invocation:

Dr. Virginia Champion, Director of Grant Development, Management, and Compliance, said the invocation.

Public Comments

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

Presentation

1. Presentation of \$50,000 Community Health Project Grant Check by the Knapp Community Care Foundation

Mrs. Yvonne “Bonnie” Gonzalez, CEO at the Knapp Community Care Foundation, introduced her Board of Directors and staff, and together they presented South Texas College with a check for \$50,000, as provided through the Community Health Project grant.

This grant, for \$50,000, will support 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.

The program will be available to local high school students in the in the mid-valley, including Donna ISD, Weslaco ISD, La Villa ISD, Edcouch Elsa ISD, and Mercedes ISD.

This presentation was for the Board’s information, and no action was requested.

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) February 27, 2018 Regular Board Meeting
- 2) March 6, 2018 Special Board Meeting

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and adopted the February 27, 2018 Regular Board Meeting Minutes and the March 6, 2018 Special Board Meeting Minutes were approved 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, Texas Operation Welcome Home – Skills for Transition Program Grant in the amount of \$50,000

This grant would provide opportunities to assist military service members who have been discharged within 180 days and will remain in Texas to complete certificate and industry-recognized credentials at South Texas College. Training would target high-demand occupations identified in the Local Workforce Boards' targeted and high-demand occupations list. Funds from this grant would be used for training in an amount up to \$2,000 per eligible participant. The funding period for this grant was from March 1, 2018 through February 28, 2019.

This grant was aligned to Strategic Direction #1, Clear Pathways by providing veterans with financial support toward the completion of a postsecondary credential.

2. Interlocal Agreement between Texas Southmost College and South Texas College, not to exceed the amount of \$80,518.32

This interlocal agreement between South Texas College and Texas Southmost College was to provide customized workforce training to CK Technologies in Brownsville, Texas. Texas Southmost College received a Texas Workforce Commission Skills Development Fund grant and the Institute for Advanced Manufacturing at South Texas College would provide training through this agreement. The agreement was effective from January 22, 2018 through January 31, 2019.

This grant aligned to Strategic Direction #5, Collaboration by committing to effective interdepartmental and interdivisional collaboration between Texas Southmost College and South Texas College's Institute of Advanced Manufacturing.

3. Texas Workforce Commission, High Demand Job Training Grant in Partnership with Workforce Solutions and the McAllen Economic Development Corporation in the amount of \$143,040

South Texas College's Institute for Advanced Manufacturing, in partnership with Workforce Solutions and the McAllen Economic Development Corporation, was awarded a High Demand Job Training Grant. Workforce Commission, through Workforce Solutions, would grant \$71,520 and The McAllen Economic Development Corporation was contributing a match of \$71,520, totaling to \$143,040 to support this project. Funding from this grant would be used for training in Industrial Maintenance, Industrial Automation, and Robotics to be provided by South Texas College's Institute for Advanced Manufacturing. Training participants would include a total of 30 new students and 30 incumbent workers, for a total of 60 trainees. The funding period for this grant was from March 1, 2018 to April 30, 2019.

This grant aligned to Strategic Direction #5, Collaboration by partnering with the Workforce Solutions and the McAllen Economic Development Corporation to provide training that will support participants from the communities we serve.

4. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Lumina Foundation Grant in the amount of \$10,000

This grant was awarded to South Texas College to advance our institution's work to expand Competency Based Education (CBE) Baccalaureate programs, specifically through the development of a Competency Based Bachelor of Applied Technology Program in Technology Management. This grant supported SACSCOC's interest in increasing the number of individuals with postsecondary degrees, and it aligned to the Texas Higher Education Coordinating Board's 60X30TX Strategic Plan goal of increasing the percentage of 25-34 year olds who earn a degree. In addition to the \$10,000 grant, travel expenses, lodging, and meals for two individuals from each grantee would be paid by SACSCOC to attend a one-day workshop/conference in Atlanta, GA on April 13, 2018 to learn about the strongest bridge/pathways programs identified by SACSCOC and other tools and resources available. Funding from this grant would be used to provide stipends to covert courses to the CBE format. The funding period for this grant was from April 13, 2018 through December 31, 2018.

This grant was aligned to Strategic Direction #2, Access and Success by creating a Competency Based Bachelor of Applied Technology Program in Technology Management as an affordable, accessible, and accelerated path to completion of the bachelor degree program.

The presented grants would provide up to \$283,558.32 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 Ms. Rose Benavidez, the Board of Trustees approved and authorized accepting the following grant award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate.

1. The Texas Workforce Commission, Texas Operation Welcome Home – Skills for Transition Program Grant in the amount of \$50,000
2. Interlocal Agreement between Texas Southmost College and South Texas College, not to exceed the amount of \$80,518.32
3. Texas Workforce Commission, High Demand Job Training Grant in Partnership with Workforce Solutions and the McAllen Economic Development Corporation in the amount of \$143,040
4. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Lumina Foundation Grant in the amount of \$10,000

The motion carried.

Approval of Election Administration Contracts and Amendment to the Order 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 Election Administration contracts with Hidalgo and Starr Counties, and the proposed amendment to the Order 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.

Background:

The South Texas College Board of Trustees ordered the Saturday, May 5, 2018 election on February 6, 2018. The statutory deadline to order the election was February 16, 2018.

At the time of the election order, the elections administrators for both Hidalgo and Starr Counties were heavily involved in the March 2018 primary elections and the College had been unable to develop election administration contracts or to finalize Early Voting and Election Day polling places with county administration.

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.

Contracts for Election Administration

Elections Administrators for Hidalgo and Starr Counties have agreed to provide election administration services for the College's 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.

The Board was asked to approve and authorize Dr. Shirley A. Reed, College President, to negotiate and execute the contracts with each county.

Necessary Amendment to the Order

The polling locations, dates, and times were identified, and an amended election order was provided by Mr. Jesus Ramirez, Legal Counsel. The polling locations, dates, and times were provided in exhibits A and B to that amended election order.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the College President to negotiate and execute Election Administration contracts with Hidalgo and Starr Counties, and the proposed amendment to the Order 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. The motion carried.

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

1) Presentation on the Texas Pathways Project

Darci Cather, Associate Dean of Professional and Organizational Development, presented on the Texas Pathways Project.

The Texas Pathways Project is an initiative coordinated by the Texas Success Center, established by the Texas Association of Community Colleges (TACC), and the American Association of Community Colleges (AACC).

The Texas Pathways Project focuses on helping community colleges design and implement academic and career pathways for all students, starting in K12, bridging the gap into higher education and workforce training, and culminating in completion of their higher education goals and a rewarding career.

The Texas Pathways Project is specifically designed to contribute to the Texas Higher Education Coordinating Board's "TX 60x30" plan, which calls for 60 percent of adults aged 25 – 34 to hold a higher education and/or workforce credential by the year 2030.

South Texas College and the Texas Pathways Project

South Texas College was a part of the first group of 12 leader colleges participating in the Texas Pathways Project. South Texas College leadership worked with state and national experts to design the Texas Pathways Project as a resource that will provide a model for all of Texas' fifty community colleges, and could serve nationwide.

What is a Pathway?

Darci Cather discussed the Pathways Model and its essential practices.

In brief:

- Starting in K12, faculty and advisors would work with students to identify clear career and higher education goals.
- With these goals identified, a **guided pathway** would help identify the student's best options to meet those goals.
- A customized **program map** would help identify bridges between K12 and higher education, such as high school endorsements and dual credit opportunities, and would further help identify transfer options to continue on to four-year and graduate programs, as appropriate.

Structured pathways provide students with clear choices in pursuing their goals.

The use of these pathways also enables the educational institutions at each stage of the student's career to better focus resources on helping them stay on the pathway to completion. K12 and higher education institutions would also collect and share data to help the pathways and program maps at each step remain effective tools to guide students toward success.

Institutional Commitment

Darci Cather also discussed the College's role and accomplishments with the Texas Pathways Project thus far, and the requirements for institutional commitment from South Texas College to continue and build upon this work.

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 Award of Proposals, Purchases, and Renewals (Non-Bond Proceeds)

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

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

A. Awards

- 1) Maintenance Department Vehicles (Award):** award the proposal for maintenance department vehicles to **Boggus Motor Sales II, LLC.** (McAllen, TX) in the amount of \$119,163.75 and **Spikes Ford** (Mission, TX) in the amount of \$24,394.00, for a total award amount of \$143,557.75;
- 2) Medium Duty Truck and Cargo Van (Award):** award the proposal for a medium duty truck to **Bert Odgen Motors, Inc.** (Edinburg, TX) in the amount of \$43,990.00 and a cargo van to **Fiesta Nissan, Inc.** (Edinburg, TX) in the amount of \$19,500.00, for a total award amount of \$63,490.00;
- 3) Pecan Campus Building J First Floor Analog to Digital Audio Visual Upgrade (Award):** award the proposal for the Pecan Campus Building J first floor analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$316,813.00;

B. Instructional Item

- 4) Classroom Instructional Podiums (Purchase):** purchase classroom instructional podiums from **Computer Comforts, Inc.** (Kemah, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$69,418.20;

C. Non – Instructional Items

- 5) Electric Utility Carts (Purchase):** purchase electric utility carts from **RGV Carts** (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$46,698.52;
- 6) Electric Utility Vehicles (Purchase):** purchase electric utility vehicles from **Deere & Company/Ag-Pro** (Cary, NC/Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$54,399.70;
- 7) LED Lamps (Purchase):** purchase LED lamps from **Bush Supply, Co.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$77,749.95;
- 8) Travel Services (Renewal):** renew the contract for travel services with **Shands Brooks Travel** (McAllen, TX), for the period beginning May 20, 2018 through May 19, 2019, at a service fee of \$25.00 per airline ticket;

D. Technology Items

- 9) Computers and Laptops (Purchase):** purchase computers and laptops from **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), State of Texas Department of Information Resources (DIR) approved vendors, at a total amount of \$86,479.62;
- 10) Adobe License Subscription Agreement (Renewal/Purchase):** renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) and/or Texas Association of School Boards – Buyboard approved vendor, for the period beginning April 7, 2018 through April 6, 2019, at an estimated amount of \$60,000.00.

Recommend Action - The total for all award of proposals, purchases, and renewals (Non-Bond Proceeds) was \$918,606.74.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized all award of proposals, purchases, and renewals (Non-Bond Proceeds) in the amount of \$918,606.74 as presented. The motion carried.

**Review and Action as Necessary on Proposed New Policy #4714:
*Acceptable Use of Information Resources***

Approval of proposed new Policy #4714: *Acceptable Use of Information Resources*, was requested.

Purpose – The proposed new policy was requested to align with industry best practices to have an acceptable use policy; this new policy would clearly define the expectations from users of information resources and the consequences associated with abuse of these privileges.

Justification – The request for the new policy was necessary for the following reasons:

- To clarify and define the responsibilities of users of information resources
- To include and define the activities that may cause a disruption of information technology services or potentially produce liability to South Texas College

Background – The College currently provided Guidelines for Acceptable Use of Information Resources. The proposed new policy would supersede the currently published guidelines to clearly define the expectations from users of information resources at South Texas College.

Reviewers – The proposed new policy was reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College's Legal Counsel.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of proposed new Policy #4714: *Acceptable Use of Information Resources* as presented and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed new Policy #4714: *Acceptable Use of Information Resources* as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Acceptance of Internal Audit Report in the Area of Student Activities and Wellness

Mr. Khalil Abdullah, Internal Auditor, attended the March 6, 2018 Finance, Audit, and Human Resources Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Student Activities and Wellness.

No action was required from the Committee. This item was presented for information and feedback to staff. A follow-up to this audit report will be included within the Annual Audit Report presented in summer 2018.

The Board was asked to accept the Internal Audit Report in the area of Student Activities and Wellness, as discussed at the March 6, 2018 Finance, Audit, and Human Resources Committee meeting.

The Internal Audit Report was included in the packet for the Board's review.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College accepted the internal audit report in the area of Student Activities and Wellness as presented. The motion carried.

Mr. Gary Gurwitz announced at the beginning of his review of Facilities Committee recommendations that he had met with Dr. Salinas, administration, Construction Program Manager, and the construction and design teams for several 2013 Bond Construction Program projects after the March 6, 2018 Facilities Committee meeting, to discuss commitments made at that meeting to deliver final completion on a number of projects, as outlined below.

Mr. Gary Gurwitz chose to review the list of Outstanding Issues prior to the discussion of specific projects. The Board of Trustees reviewed the Facilities Committee recommendations and reports in the following order:

Review and Action as Necessary on 2013 Bond Construction Program Campus 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 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 Facilities Committee reviewed the Outstanding Issues Action Plan on March 6, 2018, and had no recommendations for Board action on the items presented. The Board packet includes an updated Outstanding Issues Action Plan as prepared by administration for review at the March 27, 2018 Regular Board Meeting.

Pecan Campus

- 1) North Academic & Student Union Bldgs. - Replacement of Damage Floor Tiles Do not Match

This item was on the agenda for discussion later in the meeting.

- 2) Thermal Plant - Chiller Fire Issue

This item was under review by legal counsel.

- 3) STEM Bldg - Cosmetic Issues stated on Certificate of Final Completion

Mr. Bill Wilson, D. Wilson Construction Company, reported that this item was either completed or in the process of being completed.

Starr County Campus

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

This item was under review by legal counsel.

- 5) New Library - Incorrect A/V Wall Boxes

Broaddus & Associates stated that \$4,500 was being withheld from project retainage, pending the installation of the correct A/V Wall Box units.

District Wide - All Bond Projects

- 6) Access Controls Equipment Not Installed

Mr. George McCaleb, Director of Operations and Maintenance, reported that he was satisfied the necessary access controls had been installed.

- 7) B&A Contract Amendment

This item was on the agenda for discussion later in the meeting.

- 8) Architect/Engineer Fee Adjustments due to Increases from CCL to GMP

Seven fee adjustments were on the agenda for discussion later in the meeting, and others would be presented as additional projects were completed.

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

Broaddus & Associates stated that this was an ongoing process, in coordination with STC staff.

- 10) Substantial Completions and Punch-lists

This item would be discussed later in the meeting.

- 11) Responsibilities at Close-out of each project

Broaddus & Associates stated that this was an ongoing process, in coordination with STC staff.

These issues were provided for the Board's information. No action was taken.

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

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 March 27, 2018 are summarized below:

Bond Projects	
Total General Conditions Adjustments for March 2018	(\$458,964)
Total Cost of Work Adjustments for March 2018	(\$1,612,082)
Total Design Contingency Adjustments for March 2018	\$299,354
Total Owner / Construction Contingency Adjustments for March 2018	(\$58,384)
Total Buyout Savings	(\$2,198,056)
Other GMP Adjustments	\$251,265

Non - Bond Projects	
Total Cost of Work Adjustments for March 2018	(\$221,855)
Total Design Contingency Adjustments for March 2018	(\$43,923)
Total Construction Contingency Adjustments for March 2018	(\$44,409)
Total Buyout Savings	(\$305,767)

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.

The Facilities Committee recommended Board approval of the proposed Bond change orders for use of design contingencies totaling \$465,638, construction contingencies totaling \$140,144, cost of work funds totaling \$570,000, and other GMP adjustments

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totaling \$198,355 for the 2013 Bond Construction projects as presented.

Additional Change Orders were submitted for review and action by the Board, and are included in the list of current change orders for review, as provided by Broadus & Associates in the following pages.

Broadus & Associates announced that they had in their possession all pending change orders, with necessary signatures and approvals, and would deliver them to the College on the morning of March 28, 2018.

Pecan Campus Projects

1. North Academic Building

Change Order #14.	-\$142,681	GMP Adjustment (Buyout Savings)
Change Order #15.	-\$231,384	GMP Adjustment (Buyout Savings)

2. South Academic Building

Change Order #13.(R)	-\$148,654	GMP Adjustment (Buyout Savings)
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3. STEM Building

Change Order #22.(R)	\$625,252	GMP Adjustment – Increase GMP
Change Order #23..	-\$269,018	GMP Adjustment (Buyout Savings)

4. Student Union

Change Order #9.	-\$116,868	GMP Adjustment (Buyout Savings)
Change Order #10.	-\$73,075	GMP Adjustment (Buyout Savings)

5. Parking & Site

Change Order #7.	-\$1,639	Design Contingency
Change Order #8.	-\$18,694	GMP Adjustment (Buyout Savings)
Change Order #9.	\$40,565	GMP Adjustment – Increase GMP

Nursing & Allied Health Campus Projects

1. Building

Change Order #15.	-\$1,672	Design Contingency
Change Order #16.	-\$2,216	Design Contingency
Change Order #17.	-\$1,000	Design Contingency
Change Order #18.	-\$30,000	Design Contingency
Change Order #19.	-\$5,734	Design Contingency
Change Order #20.	-\$3,595	Design Contingency
Change Order #21.	VOID	No Change – Voided CO
Change Order #22.	-\$19,112	Construction Contingency
Change Order #23.	-\$694,728	GMP Adjustment (Buyout Savings)

2. **Thermal Plant**
Change Order #1. -\$3,637 GMP Adjustment (Buyout Savings)

3. **Parking & Site Improvements**
Change Order #10. -\$64,523 GMP Adjustment (Buyout Savings)

Mid Valley Campus Projects

1. **Health Professions and Science Building**
Change Order #12R. VOID No Change – Voided CO
Change Order #12R2. \$281,265 GMP Adjustment – Increase GMP
Change Order #22. -\$14,113 Design Contingency
Change Order #23. -\$7,610 Design Contingency
Change Order #24. -\$212 Design Contingency

2. **Library Expansion**
Change Order #6. \$1,950 Construction Contingency Credit

3. **Student Services Building**
Change Order #11. -\$960 Design Contingency
Change Order #12. -\$2,322 Design Contingency
Change Order #13. -\$631 Design Contingency
Change Order #14. -\$1,000 Design Contingency

4. **Parking & Site Improvements**
Change Order #7. -\$3,375 Design Contingency
Change Order #8. -\$1,734 Design Contingency

Starr County Campus Projects

1. **Health Professions and Science Building**
Change Order #15R. -\$97,300 Construction Contingency
Change Order #22. \$320,000 Transfer from Cost of Work to Design
 Contingency Fund
Change Order #23. -\$257,489 GMP Adjustment (Buyout Savings)

2. **Library**
Change Order #3. -\$392,955 GMP Adjustment (Buyout Savings)

3. Student Services Building Expansion

Change Order #2. -\$145,841 GMP Adjustment (Buyout Savings)

4. Student Activities Building Expansion

Change Order #1. -\$216,314 GMP Adjustment (Buyout Savings)

5. Thermal Plant

Change Order #5. -\$250,000 GMP Adjustment (Buyout Savings)

Change Order #6. -\$88,016 GMP Adjustment (Buyout Savings)

6. Parking & Site Improvements

Change Order #11. \$250,000 GMP Adjustment – Increase GMP

Motion for 2013 Bond Construction Program Change Orders:

Mr. Gary Gurwitz moved that the Board of Trustees of South Texas College approved and authorized the proposed Bond change orders for use of unexpended General Conditions funds totaling \$458,964, cost of work funds totaling \$1,612,082, design contingencies totaling \$299,354, construction contingencies totaling \$58,384, and other GMP adjustments totaling \$251,265, which includes a total Buyout Savings of \$2,198,056, for the 2013 Bond Construction projects, and Mr. Roy de León seconded the motion.

Dr. Reed noted that Broaddus & Associates had provided updated information, and recommended that the motion needed to be corrected to reflect a total use of \$284,636 in design contingencies, instead of \$299,354, as previously provided by Broaddus & Associates. Mr. Gilbert Gallegos agreed.

Mr. Gary Gurwitz amended his motion to reflect the adjusted use of \$284,636 in design contingencies, and Mr. Roy de León seconded the amendment.

The final motion was for the Board of Trustees of South Texas College to approve and authorize the proposed Bond change orders for use of unexpended General Conditions funds totaling \$458,964, cost of work funds totaling \$1,612,082, design contingencies totaling \$284,636, construction contingencies totaling \$58,384, and other GMP adjustments totaling \$251,265, which includes a total Buyout Savings of \$2,198,056, for the 2013 Bond Construction projects, and Mr. Roy de León seconded the motion. The motion carried.

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

Ms. Tammy Tijerina, Broaddus & Associates, provided an updated shortfall summary, which reflected a current shortfall of \$2,182,867.

Broaddus & Associates projected a final shortfall of \$740,741 after the recovery of all unexpended contingencies and other buyout savings program wide.

No action was requested.

Review and Action as Necessary on Final Completion and Release of Partial Retainage for 2013 Bond Construction Pecan Campus North Academic Building

Approval of conditional final completion and release of partial retainage for the following 2013 Bond Construction Pecan Campus – North Academic Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Pecan Campus – North Academic Building A/E: PBK Architects Engineer: DBR Engineering Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and PBK Architects	March 27, 2018

2013 Bond Construction Pecan Campus – North Academic Building

Broaddus & Associates recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, PBK Architects and the College's Planning & Construction Department staff visited the site and have concluded that there are pending punch list items sufficient to warrant the release of partial retainage, and withholding a portion of the final payment pending resolution of the punch list items.

Release of Partial Retainage

Broaddus & Associates recommended release of partial retainage in the amount of \$489,336.97 to D. Wilson Construction be approved. This partial retainage would include withholding \$3,000 of the final payment, due to the ongoing replacement of damaged floor tiles, as described under item #1 in the Outstanding Issues Action Plan. The balance of the retainage would be issued when the pending item is completed and verified by the project architect.

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	Retainage due per Pay App #25
\$10,951,000	(\$1,104,260)	\$9,846,739.42	\$9,863,407.42	\$9,371,070.45	\$492,336.97
Payment Modification					(\$3,000.00)
Partial Retainage for Approval March 27, 2018					\$489,336.97

The above payment modifications recommended by Broaddus & Associates of \$3,000 was not reflected on the current payment application (#25) provided by the contractor.

Release of payment will be contingent upon the receipt of a revised payment application reflecting the Board's approval of the payment modification.

Acceptance of Conditional Final Completion

Broaddus & Associates has reported that the architect recommended final Completion, but has not provided certification from the architect.

Legal Counsel has recommended Board approval of conditional Final Completion due to the pending work and recommended release of partial retainage.

Pending Final Completion Documentation

- College administration had not received the architect's Certification of Final Completion from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

Mr. Gary Gurwitz moved that the Board of Trustees of South Texas College approved and authorized the final completion and release of partial retainage in the amount of \$489,336.97 for the 2013 Bond Construction Program Pecan Campus North Academic Building.

Before the motion was seconded, administration stated that they were still pending the revised payment application, necessary for the release of a check for this project.

Mr. Gary Gurwitz amended the motion to clarify that the Board of Trustees of South Texas College approved and authorized the final completion and release of retainage in the amount of \$492,336.97 less \$3,000.00, for the 2013 Bond Construction Program Pecan Campus North Academic Building and subject to proof that the damaged tile has been replaced, at which point the \$3,000 will be paid.

Dr. Alejo Salinas, Jr. asked administration whether they were comfortable paying the reduced amount and withholding \$3,000, while in receipt a payment application for the full total. Administration stated that this was a deviation from standard practice and could be an audit finding or lead to other concerns.

Mr. Roy de León suggested that the vendor could provide a memo to the College authorizing the payment of the retainage less the withheld amount. Mr. Bill Wilson was in attendance, and agreed to provide a memo confirming the credit of \$3,000 on the prior invoice, pending completion of outstanding work.

Mr. Roy de León seconded the motion, and the motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for 2013 Bond Construction Pecan Campus South Academic Building

Approval of final completion and release of final payment for the following 2013 Bond Construction Pecan Campus – South Academic Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Pecan Campus– South Academic Building A/E: Boultinghouse Simpson Gate Architects Engineer: Half Associates Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and BSG Architects	March 27, 2018

2013 Bond Construction Pecan Campus– South Academic Building

Broaddus & Associates recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, BSG Architects and the College's Planning & Construction Department staff visited the site and have concluded that the contractor has completed all items on the punch list. The architect recommended final completion and release of final payment in the amount of \$148,654.02 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$6,800,000.

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
\$6,657,834	(\$148,654.02)	\$6,509,179.98	\$6,519,973.98	\$6,519,973.98	\$148,654.02

Enclosed Documents

The packet included a final completion letter from BSG Architects acknowledging all work is complete and recommending release of final payment to D. Wilson Construction in the amount of \$148,654.02.

Pending Final Completion Documentation

- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

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 final completion and release of final payment in the amount of \$148,654.02 for the 2013 Bond Construction Pecan Campus – South Academic Building project as presented. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for 2013 Bond Construction Pecan Campus STEM Building

Approval of final completion and release of final payment for the following 2013 Bond Construction Pecan Campus – STEM Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Pecan Campus-STEM Building A/E: Boultinghouse Simpson Gate Architects Engineer: Half Associates Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and BSG Architects	March 27, 2018

2013 Bond Construction Pecan Campus– STEM Building

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, BSG Architects and the College's Planning & Construction Department staff visited the site and have concluded that the contractor has completed all items on the punch list. The architect recommended final completion and release of final payment in the amount of \$538,440.15 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$8,500,000.

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
\$10,417,059	(\$351,744)	\$10,768,803	\$10,782,294	\$10,243,853.85	\$538,440.15

Pending Final Completion Documentation

- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and they were prepared to deliver the missing Change Orders to the College. Administration confirmed receipt of the documentation necessary for payments, though some project documentation was missing.

Enclosed Documents

The packet included a final completion letter from BSG Architects acknowledging all work is complete and recommending release of final payment to D. Wilson Construction in the amount of \$538,440.15.

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 final completion and release of final payment in the amount of \$538,440.15 for the 2013 Bond Construction Pecan Campus – STEM Building project as presented. The motion carried.

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Pecan Campus STEM Building

Approval to amend the existing Architecting agreement with Boultinghouse Simpson Gates Architects to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with Boultinghouse Simpson Gates Architects to include the design of the additional scope at the 2013 Bond Construction STEM Building.

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 is the result of additional construction costs to complete the STEM Building as approved.

Background

The current architect agreement with Boultinghouse Simpson Gates Architects for the STEM Building provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$8,500,000, and the fee was negotiated at 6.12%, for a total of \$520,030.00 plus a reimbursable cost of \$925.00. The total project cost was \$10,768,803.00. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The architect accepted the cost for the following errors, as identified by Broaddus & Associates and which have been deducted from the additional fee adjustment:

Project Name	Error Descriptions	Amount
Pecan Campus STEM Bldg	CR11 for the acceleration of the structural steel erection	\$22,555.00
South Academic Building	CR14 for the structural steel X bracing conflict with window wall	6,438.00
South Academic Building	CR26 for the VAV power revisions (add neutral wire to 277V power)	1,244.00
South Academic Building	Change order #11 for the additional light kits	3,150.00
Total		\$33,387.00

Boultinghouse Simpson Gates Architects requested an additional fee of \$105,418.37, which would result in a total fee of \$626,373.37, including additional services.

Original Fee:	\$520,030.00
Reimbursable Expenses:	925.00
<u>Additional Fee:</u>	<u>105,418.37</u>
Revised Fee	\$626,373.37

Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with Boultinghouse Simpson Gates Architects to a revised fixed fee of \$625,448.37. No additional costs were anticipated for this project.

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 amending the current AE contract with Boultinghouse Simpson Gates Architects for the Pecan Campus STEM Building project to pay an additional fee of \$105,418.37. The motion carried.

Review and Action as Necessary on Final Completion and Release of Partial Retainage for 2013 Bond Construction Pecan Campus Student Activities and Cafeteria Building

Approval of conditional final completion and release of partial retainage for the following 2013 Bond Construction Pecan Campus – Student Union Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Pecan Campus – Student Union Building A/E: The Warren Group Engineer: Half Associates Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates	March 27, 2018

2013 Bond Construction Pecan Campus– Pecan Campus Student Activities and Cafeteria Building

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, TWG Architects and the College's Planning & Construction Department staff visited the site and concluded that there were pending punch list items sufficient to warrant the release of partial retainage, and withholding a portion of the final payment pending resolution of the punch list items.

Release of Partial Retainage

Broaddus & Associates recommended release of partial retainage in the amount of \$329,484.68 to D. Wilson Construction be approved. This partial retainage would include withholding \$5,000 of the final payment, due to the ongoing replacement of damaged stair treads and related finishes, as described under item #1 in the Outstanding Issues Action Plan. The balance of the retainage would be issued when the pending item was completed and verified by the project team.

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	Retainage due per Pay App #21
\$6,888,179	(\$198,485.41)	\$6,689,693.59	\$6,698,741.59	\$6,364,256.91	\$334,484.68
Payment Modification					(\$5,000.00)
Partial Retainage for Approval March 27, 2018					\$329,484.68

The above payment modifications recommended by Broaddus & Associates of \$5,000 was not reflected on the current payment application (#25) provided by the contractor. A revised payment application was requested from the contractor upon Board's approval of the payment modification.

Mr. Bill Wilson was in attendance, and provided administration with a memo confirming the credit of \$5,000 on the prior invoice, pending completion of outstanding work.

Acceptance of Conditional Final Completion

Broaddus & Associates has reported that the architect recommended final Completion, but has not provided certification from the architect.

Legal Counsel has recommended Board approval of conditional Final Completion due to the pending work and recommended release of partial retainage.

Pending Final Completion Documentation

- College administration had not received the architect's Certification of Final Completion from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

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 conditional final completion and release of partial retainage in the amount of \$334,484.68, less \$5,000 for stair treads to be done, subject to a memo regarding the withholding of \$5,000 as described, and authorized payment to the contractor in the amount of \$329,484.68. The motion carried.

Review and Action as Necessary on Substantial Completion, Final Completion, and Release of Final Payment for 2013 Bond Construction Pecan Campus Parking and Site Improvements

Approval of substantial completion, final completion, and release of final payment for the following 2013 Bond Construction Pecan Campus – Parking and Site Improvements project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Pecan Campus– Parking and Site Engineer: Perez Consulting Engineers Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Perez Consulting Engineers	March 27, 2018

2013 Bond Construction Pecan Campus– Parking and Site

It was recommended that substantial completion, final completion, and release of final payment for this project with D. Wilson Construction be approved.

Substantial Completion

Broaddus & Associates, Perez Consulting Engineers, LLC, 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 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.

Final Completion

Broaddus & Associates, Perez Consulting Engineers 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. Broaddus & Associates has reported that the engineer recommended final completion and release of final payment in the amount of \$129,873.71 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$2,000,000.

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
\$2,618,800	(\$21,325.87)	\$2,597,474.13	\$2,600,648.13	\$2,470,774.42	\$129,873.71

Enclosed Documents

The packet included a Certificate of Substantial Completion.

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Pending Final Completion Documentation

- College administration had not received the engineer's Certification of Final Completion from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

Facilities Committee Recommendation

On March 6, 2018, the Facilities Committee recommended Board approval of substantial completion for the 2013 Bond Construction Pecan Campus – Parking and Site Improvements project as presented.

Subsequent to that meeting, the project engineer provided a letter acknowledging that all work was complete, and recommending release of final payment to D. Wilson Construction.

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 final completion and release of final payment in the amount of \$129,873.71 for the 2013 Bond Construction Pecan Campus – Parking and Site Improvements project as presented. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for 2013 Bond Construction Nursing & Allied Health Campus Building Expansion

Approval of final completion and release of final payment for the following 2013 Bond Construction Nursing Allied Health Campus – Expansion project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Nursing Allied Health Campus – Expansion Architect: ERO Architects Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and ERO Architects	March 27, 2018

2013 Bond Construction Nursing Allied Health Campus – Expansion

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, ERO Architects and the College's Planning & Construction Department staff visited the site and have concluded that the contractor has completed all items on the punch list. Broaddus & Associates has reported that the architect recommended final completion and release of final payment in the amount of \$801,854.38 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$16,600,000.

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
\$17,009,860	(\$972,772.31)	\$16,037,087.69	\$16,063,347.69	\$15,261,493.31	\$801,854.38

Pending Final Completion Documentation

- College administration had not received the architect's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received, except the Final Completion Letter from ERO Architects.

Mr. Doug Jowell recommended that the College pay the final retainage to the Construction Manager-at-Risk but withhold final payment to the architect, pending receipt of the pending Final Completion Letter from ERO Architects.

When asked by the College, Mr. Gallegos opined that final retainage could not be released without a certificate of final completion from the project architect.

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 final completion and release of final payment in the amount of \$801,854.38 for the 2013 Bond Construction Nursing Allied Health Campus – Expansion project as presented, and subject to receipt of the architect's letter of final completion. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements

Approval of final completion and release of final payment for the following 2013 Bond Construction Nursing Allied Health Campus – Parking and Site Improvements project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Nursing Allied Health Campus – Parking and Site Engineer: R. Gutierrez Engineers Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and R. Gutierrez Engineer	March 27, 2018

2013 Bond Construction Nursing Allied Health Campus – Parking and Site

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, R. Gutierrez Engineers 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. Broaddus & Associates has reported that the engineer recommended final completion and release of final payment in the amount of \$107,072.01 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$1,100,000.

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
\$2,205,963	(\$64,522.88)	\$2,141,440.12	\$2,143,180.12	\$2,036,108.11	\$107,072.01

Pending Final Completion Documentation

- College administration had not received the engineer's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received by their office. Administration stated that they were pending some necessary closeout

documentation. The documentation would need to be delivered prior to release of final payment.

Mr. Rene Gutierrez, project engineer, agreed that some documentation might be missing, and agreed to expedite the delivery of those documents in the morning.

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 final completion and release of final payment in the amount of \$107,072.01 for the 2013 Bond Construction Nursing Allied Health Campus – Parking and Site Improvements project, as presented, and contingent upon delivery of final closeout documents. The motion carried.

The Board took the following item out of order:

**Review and Action as Necessary on Final Completion and Release of
Final Payment for 2013 Bond Construction Nursing & Allied Health
Campus Thermal Plant**

Approval of final completion and release of final payment for the following 2013 Bond Construction Nursing Allied Health Campus – Thermal Plant project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Nursing Allied Health Campus – Thermal Plant Engineer: Halff Associates Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Halff Associates	March 27, 2018

2013 Bond Construction Nursing Allied Health Campus – Thermal Plant

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Halff Associates 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. Broaddus & Associates reported that the engineer recommended final completion and release of final payment in the amount of \$11,357.55 to D. Wilson Construction be approved. The original cost approved for this bond-funded project, which included the scope of installing the chiller lines from the new thermal plant to the new building, was in the amount of \$230,788.

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
\$230,788	(\$3,637)	\$227,151	\$227,151	\$215,793.45	\$11,357.55

Pending Final Completion Documentation

- College administration had not received the engineer's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and they were only pending delivery of the missing Change Orders. Administration confirmed receipt of the documentation, except the Change Orders.

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 final completion and release of final payment in the amount of \$11,357.55 for the 2013 Bond Construction Nursing Allied Health Campus – Thermal Plant project, as presented. The motion carried.

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements

Approval to amend the existing engineering agreement with R. Gutierrez Engineering Corporation to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with R. Gutierrez Engineering Corporation to include the design of the additional scope at the 2013 Bond Construction Nursing Campus Parking and Site Improvements.

Justification

The engineer 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 Nursing Campus Parking and Site Improvements as approved.

Background

The current architect agreement with R. Gutierrez Engineering Corporation for the Nursing Campus Parking and Site Improvements provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$1,100,000, and the fee was negotiated at 8.64%, for a total of \$95,040.00. The total project cost was \$2,141,440.12. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The engineer accepted the cost for CR4 RFI#5 error in the amount of \$6,670.00 for rerouting the storm drain in conflict with light pole, which was deducted from the additional fee adjustment.

R. Gutierrez Engineering Corporation requested an additional fee of \$83,310.43, which would result in a total fee of \$204,907.93 including additional services.

Original Fee:	\$95,040.00
Additional Services:	26,357.50
Reimbursable Expenses:	200.00
<u>Additional Fee:</u>	<u>83,310.43</u>
Revised Fee	\$204,907.93

Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with R. Gutierrez Engineering Corporation to a revised fixed fee of \$204,907.93. No additional costs were anticipated for this project.

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 amending the current AE contract with R. Gutierrez Engineering Corporation for the Nursing & Allied Health Parking & Site Improvements project and pay the additional unpaid fee of \$83,310.43 as presented. The motion carried.

The Board took a five minute recess. Upon their return, they resumed with the posted agenda as follows:

Review and Action as Necessary on Final Completion and Release of Final Payment for Non-Bond Nursing & Allied Health Campus Thermal Plant

Approval of final completion and release of final payment for the following 2013 Bond Construction Nursing Allied Health Campus Non-Bond Thermal Plant project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Nursing Allied Health Campus – Non-Bond Thermal Plant Engineer: Halff Associates Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Halff Associates	March 27, 2018

2013 Bond Construction Nursing Allied Health Campus – Non-Bond Thermal Plant

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Halff Associates 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. Broaddus & Associates has reported that the engineer recommended final completion and release of final payment in the amount of \$145,880.51 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$2,867,847.

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
\$2,867,847	(\$131,990.71)	\$2,735,856.29	\$2,742,681.29	\$2,596,800.78	\$145,880.51

Pending Final Completion Documentation

- College administration had not received the engineer's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

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 final completion and release of final payment in the amount of \$145,880.51 for the 2013 Bond Construction Nursing Allied Health Campus Non-Bond Thermal Plant project, as presented. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for Non-Bond Nursing & Allied Health Campus Thermal Plant Parking and Site Improvements

Approval of final completion and release of final payment for the following non-bond Nursing Allied Health Campus - Thermal Plant Parking and Site Improvements project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Nursing Allied Health Campus - Thermal Plant Parking and Site Engineer: R. Gutierrez Engineers Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and R. Gutierrez Engineers	March 27, 2018

2013 Bond Construction Nursing Allied Health Campus - Thermal Plant Parking and Site

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, R. Gutierrez Engineers 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. Broaddus & Associates reported that the engineer recommended final completion and release of final payment in the amount of \$10,892.65 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$229,010.00.

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
\$229,010.00	(\$11,156.95)	\$217,853.05	\$217,853.05	\$206,960.40	\$10,892.65

Pending Final Completion Documentation

- College administration had not received the engineer's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

Broaddus & Associates reported that all missing documentation had been received by their office. Administration stated that they were pending the letter of final completion, which would be necessary for payment of the remaining balance.

Mr. Rene Gutierrez, project engineer, agreed to expedite the delivery of a letter of final completion the following morning.

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 final completion and release of final payment in the amount of \$10,892.65 for the non-bond Nursing Allied Health Campus - Thermal Plant Parking and Site Improvements project as presented and contingent upon delivery of the missing letter of final completion. The motion carried.

**Review and Action as Necessary on Final Completion and Release of
Final Payment for 2013 Bond Construction Technology Campus
Parking and Site Improvements**

Staff was advised to include this item in the posted agenda, but the item was not ready for action by the Board.

No action was taken.

**Review and Action as Necessary on Final Completion and Release of
Final Payment for 2013 Bond Construction Starr County Campus
Health Professions and Science Building**

Approval of final completion and release of final payment for the following 2013 Bond Construction Starr County Campus – Health Professions Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Starr County Campus – Health Professions Building Architect: Mata+Garcia Architects Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Mata+Garcia Architects	March 27, 2018

2013 Bond Construction Starr County Campus – Health Professions Building

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Mata+Garcia Architects and the College's Planning & Construction Department staff visited the site and have concluded that the contractor has completed all items on the punch list. Broaddus & Associates has reported that the Architect recommended final completion and release of final payment in the amount of \$793,519.39 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$8,500,000.

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
\$9,521,000	(\$257,488.92)	\$9,263,511.08	\$9,287,400.08	\$8,493,880.69	\$793,519.39

Pending Final Completion Documentation

- College administration had not received the architect's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

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 final completion and release of final payment in the amount of \$793,519.39 for the 2013 Bond Construction Starr County Campus – Health Professions Building project, as presented. The motion carried.

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Starr County Campus Health Professions and Science Building

Approval to amend the existing Architecting agreement with Mata Garcia Architects to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with Mata Garcia Architects to include the design of the additional scope at the 2013 Bond Construction Health Professional and Science Building.

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 is the result of additional construction costs to complete the Health Professional and Science Building as approved.

Background

The current architect agreement with Mata Garcia Architects for the Health Professional and Science Building provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$8,500,000, and the fee was negotiated at 6.12%, for a total of \$520,030.00. The total project cost was including net Final Buyout Savings of \$257,489 is \$9,263,511.00. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The architect has accepted the cost for CR5, CR6 and CR7 – errors, as identified by Broaddus & Associates in the amount of \$5,122 from the Starr County Campus Health Profession Building, and which have been deducted from the additional fee adjustment.

Project Name	Error Descriptions	Amount
Starr County Health Professions Building	CR5 for the K bracing correction	\$1,892.00
Starr County Health Professions Building	CR6 for the roof drain locations	1,800.00
Starr County Health Professions Building	CR7 for the door frame changes	1,430.00
Total		\$5,122.00

Mata Garcia Architects requested an additional fee of \$41,589.60, which would result in a total fee of \$561,619.60, including additional services.

Original Fee:	\$520,030.00
Additional Fee:	\$41,589.60
Revised Fee	\$561,619.60

Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with Mata Garcia Architects to a revised fixed fee of \$561,619.60. No additional costs were anticipated for this project.

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 amending the current AE contract with Mata Garcia Architects for the Starr County Campus Health Professions & Science Building project and payment of the additional fee of \$41,589.60 as presented. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for 2013 Bond Construction Starr County Campus Student Services Building

Approval of final completion and release of final payment for the following 2013 Bond Starr County Campus – Student Services Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Starr County Campus – Student Services Building Architect: Mata+Garcia Architects Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Mata+Garcia Architects	March 27, 2018

2013 Bond Construction Starr County Campus – Student Services Building

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Mata+Garcia Architects and the College's Planning & Construction Department staff visited the site and have concluded that the contractor has completed all items on the punch list. Broaddus & Associates has reported that the Architect recommended final completion and release of final payment in the amount of \$64,428.87 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$850,000.

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
\$1,320,000	(\$145,840.89)	\$1,174,159.11	\$1,176,547.11	\$1,112,118.24	\$64,428.87

Pending Final Completion Documentation

- College administration had not received the architect's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and uploaded to the Owner-Insite program. Administration requested delivery of hard copies of as-built plans, and Broaddus & Associates agree to deliver the requested documents.

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 final completion and release of final payment in the amount of \$64,428.87 for the 2013 Bond Construction Starr County Campus – Student Services Building project as presented, contingent upon the delivery and confirmation of as-built plans. The motion carried.

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Starr County Campus Student Services Building

Approval to amend the existing Architecting agreement with Mata Garcia Architects to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with Mata Garcia Architects to include the design of the additional scope at the 2013 Bond Construction Student Services Building.

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 is the result of additional construction costs to complete the Student Services Building as approved.

Background

The current architect agreement with Mata Garcia Architects for the Student Services Building provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$850,000, and the fee was negotiated at 8.23%, for a total of \$69,955.00. The total project cost was including net Final Buyout Savings of \$145,840.89 is \$1,174,159.11. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Mata Garcia Architects requested an additional fee of \$26,678.29, which would result in a total fee of \$96,633.29, including additional services.

Original Fee:	\$69,955.00
<u>Additional Fee:</u>	<u>\$26,678.29</u>
Revised Fee	\$96,633.29

Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with Mata Garcia Architects to a revised fixed fee of \$96,633.29. No additional costs were anticipated for this project.

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 amending the current AE contract with Mata Garcia Architects for the Starr County Campus Student Services Building project as presented, and to include additional fee of \$26,678.29. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for 2013 Bond Construction Starr County Campus Student Activities Building

Approval of final completion and release of final payment for the following 2013 Bond Construction Starr County Campus – Student Activities Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Starr County Campus – Student Activities Building Architect: Mata+Garcia Architects Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Mata+Garcia Architects	March 27, 2018

2013 Bond Construction Starr County Campus – Student Activities Building

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Mata+Garcia Architects and the College's Planning & Construction Department staff visited the site and have concluded that the contractor has completed all items on the punch list. Broaddus & Associates has reported that the Architect recommended final completion and release of final payment in the amount of \$67,210.33 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$850,000.

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
\$1,365,000	(\$216,314.38)	\$1,148,685.62	\$1,156,554.62	\$1,089,344.29	\$67,210.33

Pending Final Completion Documentation

- College administration had not received the architect's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Broaddus & Associates reported that all missing documentation had been received and delivered, and administration confirmed receipt of the documentation.

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 final completion and release of final payment in the amount of \$67,210.33 for the 2013 Bond Construction Starr County Campus – Student Activities Building project as presented. The motion carried.

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Starr County Campus Student Activities Building

Approval to amend the existing Architecting agreement with Mata Garcia Architects to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with Mata Garcia Architects to include the design of the additional scope at the 2013 Bond Construction Student Activities Building.

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 is the result of additional construction costs to complete the Student Activities Building as approved.

Background

The current architect agreement with Mata Garcia Architects for the Student Activities Building provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$850,000, and the fee was negotiated at 8.23%, for a total of \$69,955.00. The total project cost was including net Final Buyout Savings of \$216,314.38 is \$1,148,685.62. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Mata Garcia Architects requested an additional fee of \$24,581.83, which would result in a total fee of \$94,536.83, including additional Activities.

Original Fee:	\$69,955.00
Additional Fee:	\$24,581.83
Revised Fee	\$94,536.83

Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with Mata Garcia Architects to a revised fixed fee of \$94,563.83. No additional costs were anticipated for this project.

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 amending the current AE contract with Mata Garcia Architects for the Starr County Campus Student Activities Building project as presented and to include the unpaid, revised fee of \$24,581.83. The motion carried.

Review and Action as Necessary on Final Completion and Release of Partial Retainage for 2013 Bond Construction Starr County Campus Library

Approval of conditional final completion and release of partial retainage for the following 2013 Bond Construction Starr County Campus – Library Expansion Building project was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Starr County Campus – Library Expansion Building Architect: Mata+Garcia Architects Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Mata+Garcia Architects	March 27, 2018

2013 Bond Construction Starr County Campus – Library Expansion Building

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Mata+Garcia Architects and the College's Planning & Construction Department staff visited the site and have concluded that there are pending punch list items sufficient to warrant the release of partial retainage, and withholding a portion of the final payment pending resolution of the punch list items.

Release of Partial Retainage

Broaddus & Associates recommends release of partial retainage in the amount of \$194,076.85 to D. Wilson Construction be approved. This partial retainage would include withholding \$4,500 of the final payment, due to incorrect A/V wall boxes, as described under item #5 in the Outstanding Issues Action Plan. The balance of the retainage will be issued when the pending item is completed and verified by the project architect.

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	Retainage due per Pay App #16
\$3,700,000	(\$392,955.17)	\$3,307,044.83	\$3,314,913.83	\$3,116,336.98	\$198,576.85
Payment Modification					(\$4,500.00)
Partial Retainage for Approval March 27, 2018					\$194,076.85

The above payment modifications recommended by Broaddus & Associates of \$4,500 is not reflected on the current payment application (#16) provided by the contractor. A revised payment application will be requested from the contractor upon Board's approval of the payment modification.

Mr. Bill Wilson was in attendance, and provided a memo confirming the credit of \$4,500 on the prior invoice, pending completion of outstanding work.

Acceptance of Conditional Final Completion

Broaddus & Associates has reported that the architect recommended final Completion, but has not provided certification from the architect.

Legal Counsel has recommended Board approval of conditional Final Completion due to the pending work and recommended release of partial retainage.

Pending Final Completion Documentation

- College administration had not received the architect's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Administration reported that the College had not received Volume 3 of the closeout documents, and would need these to release final payment. Broaddus & Associates agreed to deliver the missing documents.

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 conditional final completion and release of partial retainage in the amount of \$198,576.85, less modification of \$4,500 for work yet to be done, for the 2013 Bond Construction Starr County Campus – Library Expansion Building project as presented contingent upon delivery of Volume 3 of the closeout documents . The motion carried.

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Starr County Campus Library

Approval to amend the existing Architecting agreement with Mata Garcia Architects to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with Mata Garcia Architects to include the design of the additional scope at the 2013 Bond Construction Library Building.

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 is the result of additional construction costs to complete the Library Building as approved.

Background

The current architect agreement with Mata Garcia Architects for the Library Building provided for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$2,800,000, and the fee was negotiated at 5.90%, for a total of \$165,200.00. The total project cost was including net Final Buyout Savings of \$392,955.17 is \$3,307,044.83. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Mata Garcia Architects requested an additional fee of \$29,915.64, which would result in a total fee of \$195,115.64, including additional services.

Original Fee:	\$165,200.00
Additional Services:	34,751.15
<u>Additional Fee:</u>	<u>29,915.64</u>
Revised Fee	\$229,866.79

Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with Mata Garcia Architects for the Starr County Campus Library project to a revised fixed fee of \$229,866.79. No additional costs were anticipated for this project.

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 amending the current AE contract with Mata Garcia Architects for the Starr County Campus Library project and payment of the unpaid adjusted fee of \$29,915.64 as presented. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for 2013 Bond Construction Starr County Campus Thermal Plant

Approval of final completion and release of final payment for the following 2013 Bond Construction Starr County Campus – Thermal Plant was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Starr County Campus – Thermal Plant Engineer: Sigma HN Engineers, PLLC Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Sigma HN Engineers	March 27, 2018

2013 Bond Construction Starr County Campus – Thermal Plant

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Sigma HN Engineers 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. Broaddus & Associates has reported that the Engineer recommended final completion and release of final payment in the amount of \$183,207.47 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$3,800,000.

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
\$3,911,000	(\$588,015.93)	\$3,322,984.07	\$3,333,664.07	\$3,150,456.60	\$183,207.47

Pending Final Completion Documentation

- College administration had not received the engineer's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.
- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Administration stated that they had not received the necessary closeout documentation for release of retainage on this project. Broaddus & Associates reported that all missing documentation had been received and uploaded to Owner Insite. Broaddus & Associates agreed to print and deliver hard copies to the College on March 28, 2018, before the deadline for release of payment.

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 final completion and release of final payment in the amount of \$183,207.47 for the 2013 Bond Construction Starr County Campus – Thermal Plant project, as presented. The motion carried.

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Starr County Campus Thermal Plant

Approval to amend the existing engineering agreement with Sigma HN Engineers, PLLC to include the additional scope items designed was requested.

Purpose

Authorization was requested to amend the current architect agreement with Sigma HN Engineers, PLLC to include the design of the additional scope at the 2013 Bond Construction Starr County Thermal Energy Plant Improvements.

Justification

The engineer 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 is the result of additional construction costs to complete the Starr County Thermal Energy Plant Improvements as approved.

Background

The current architect agreement with Sigma HN Engineers, PLLC for the Starr County Thermal Energy Plant Improvements provided for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$3,800,000, and the fee was negotiated at 7.66%, for a total of \$291,080.00. The board approved GMP was \$3,911,000. The total project cost was \$4,501,413.67, which includes chiller procurement and system design amount of \$563,901, alternate #1 hydronic piping amount of \$788,305, and less the final buy out

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savings of \$761,792.33. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Original Fees

CCL Amount	Percentage	Approved Amount
\$3,800,000.00	7.66%	\$291,080.00

Adjusted Scope of Work

Description	Project Cost
Board Approved GMP	3,911,000.00
Chiller Procurement and System Design	563,901.00
Alternate #1 Hydronic Piping	788,305.00
Less Buyout Savings	(761,792.33)
Total Adjusted Scope of Work Amount	\$4,501,413.67

The engineer has accepted the cost for one-half CR01 error in the amount of \$1,467.00 for the structural steel angle modification at roof angle (had to be doubled in size), which has been deducted from the fee adjustment.

Sigma HN Engineers, PLLC requested an additional fee of \$54,840.80, which would result in a total fee of \$348,451.51, including additional services.

Original Fee:	\$291,080.00
<u>Reimbursable Expenses:</u>	<u>2,530.71</u>
Total	\$293,610.71

Additional Fee:	
Adjusted Additional Fee:	52,261.29
<u>Additional Reimbursable:</u>	<u>2,579.51</u>
Total Additional Fees	\$54,840.80

Total Revised Fee	\$348,451.51
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Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with Sigma HN Engineers, PLLC to a revised fixed fee of \$348,481.51. No additional costs were anticipated for this project.

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 amending the current AE contract with Sigma HN Engineers, PLLC for the Starr County Campus Thermal Plant project and payment of the unpaid fee of \$54,840.80 as presented. The motion carried.

Review and Action as Necessary on Final Completion and Release of Final Payment for Non-Bond Starr County Campus Thermal Plant

Approval of final completion and release of final payment for the following 2013 Bond Construction Starr County Campus – Non-Bond Thermal Plant was requested.

Project	Completion Recommended	Date Received
2013 Bond Construction Starr County Campus – NON-BOND Thermal Plant Engineer: Sigma HN Engineers, PLLC Contractor: D. Wilson Construction	Final Completion Recommended by Broaddus & Associates and Sigma HN Engineers	March 27, 2018

2013 Bond Construction Starr County Campus – NON-BOND Thermal Plant

It was recommended that final completion for this project with D. Wilson Construction be approved.

Broaddus & Associates, Sigma HN Engineer 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. Broaddus & Associates has reported that the Engineer recommended final completion and release of final payment in the amount of \$63,174.39 to D. Wilson Construction be approved. The original cost approved for this project was in the amount of \$788,305

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
\$788,305	(\$173,776.40)	\$614,528.60	\$614,528.60	\$551,354.21	\$63,174.39

Pending Final Completion Documentation

- College administration had not received the engineer's Certification of Final Completion from Broaddus & Associates.
- College Administration had not received the Closeout Document Binders and plans from Broaddus & Associates.

- College administration had not received all pending Change Order documentation from Broaddus & Associates.

Administration stated that they had not received the necessary closeout documentation for release of retainage on this project. Broaddus & Associates reported that all missing documentation had been received and uploaded to Owner Insite. Broaddus & Associates agreed to print and deliver hard copies to the College on March 28, 2018, before the deadline for release of payment.

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 final completion and release of final payment in the amount of \$63,174.39 for the 2013 Bond Construction Starr County Campus – Non-Bond Thermal Plant project, as presented. The motion carried.

Review and Action as Necessary on Amendment to the Contract Agreement Between South Texas College and Broaddus & Associates

The Board was asked to take action as necessary on the amendment to the contract agreement between South Texas College and Broaddus & Associates.

Enclosed Documents

The packet included the amendment as prepared by Legal Counsel for the Board's review and action as necessary.

The Facilities Committee recommended Board approval of the proposed amendment to the contract agreement between South Texas College and Broaddus & Associates as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed amendment to the contract agreement between South Texas College and Broaddus & Associates as presented. The motion carried.

Dr. Alejo Salinas, Jr., Board Chair, recognized Mr. Gary Gurwitz for his contributions to the ongoing facilities and construction procedures.

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 were present to respond to questions and address concerns of the Board.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of February 2018. 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.

With Board approval of conditional final completion and release of partial retainage on the following 2013 Bond Construction Program projects under separate agenda items, administration requested Board approval to release checks as necessary upon receipt of modified pay applications matching the Board approvals for each project:

2013 Bond Construction Program Projects with Release of Partial Retainage:

- Pecan Campus North Academic Building
- Pecan Campus Student Activities and Cafeteria Building
- Starr County Campus Library

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00 and checks reflecting any modified payment applications for the 2013 Bond Construction Program projects identified above, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of February 2018. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, April 10, 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, April 24, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Thursday, March 29, 2018 – Sunday, April 1, 2018, in observance of Semester Break.
- South Texas College will host a Ribbon Cutting Ceremony at the Starr County Campus on Thursday, April 5, 2018, showcasing the new and expanded facilities under the 2013 Bond Construction Program.
- South Texas College will host a Ribbon Cutting Ceremony at the Mid Valley Campus on Thursday, April 26, 2018, showcasing the new and expanded facilities under the 2013 Bond Construction Program.
- Spring 2018 Graduation will be held Friday, May 11 and Saturday, May 12, 2018

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:37 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 27, 2018 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr. Jesse Villarreal
Board Secretary

Approval and Authorization to Accept Grant Awards

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

1. The Texas Workforce Commission, Skills for Small Business Fund Grant additional funds in the amount of \$24,658 for a total award of \$210,000

South Texas College's Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing will utilize these additional funds to provide training for employees of small businesses to upgrade skills. Courses in accounting, computers, strategic management, HIPAA regulations, and customer service will be offered. The funding period for this grant is April 13, 2017 to October 31, 2018.

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

2. The Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, South Texas College Child Development Associates Credential Program (CDA) additional funds in the amount of \$8,000 totaling to \$48,480

The additional funds from Workforce Solutions covers the purchase of textbooks for 40 Workforce Solutions Child Care Services Candidates who will be enrolled in Child Development Associates Credential courses during the Fall 2018 semester in the South Texas College Child Development Program. If more participants express interest in the CDA program, Workforce Solutions will allow South Texas College to request additional funds. The amended funding period for these additional funds is for the period of May 1, 2018 to December 31, 2018.

This grant aligns to Strategic Direction #2, Access and Success, through coordinated efforts with Workforce Solutions to outreach prospective students to enroll at South Texas College in a Child Development Program.

Additional Grant(s) Received/Pending Official Award

The presented grants would provide up to \$32,658 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. The Texas Workforce Commission, Skills for Small Business Fund Grant additional funds in the amount of \$24,658 for a total award of \$210,000
2. The Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, South Texas College Child Development Associates Credential Program (CDA) additional funds in the amount of \$8,000 totaling to \$48,480

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

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

1. The Texas Workforce Commission, Skills for Small Business Fund Grant additional funds in the amount of \$24,658 for a total award of \$210,000
2. The Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, South Texas College Child Development Associates Credential Program (CDA) additional funds in the amount of \$8,000 totaling to \$48,480.

Approval Recommended:

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

**Action as Necessary on Amendment of the Order for May 5, 2018
Election of STC Trustees for Single-Member Trustee District #1, Single-
Member District #2, and Single-Member Trustee District #6**

The South Texas College Board of Trustees ordered the Saturday, May 5, 2018 election on February 6, 2018 and amended the election order on March 27, 2018. The purpose of the amendment was to identify the polling locations, dates, and hours of operation as coordinated with the Hidalgo County Elections Department and the Starr County Elections Department.

2nd Amendment to the Order

Subsequent to that amendment, the City of Alton has rejected the College's request to use the Alton City Hall as a polling location for early voting and election day. Dr. Shirley A. Reed, College President, acted upon her authorization by the Board to amend the election order as necessary to update the list of polling places by removing the Alton City Hall.

City of Alton residents who are eligible to vote in this election will be able to cast their vote at any polling location in Hidalgo County throughout early voting and on election day.

The election order was further amended to correct the mailing address of the Early Voting Clerk for the County of Starr.

Further Amendments to the Order

Should there be any need for further amendments to the election order prior to the April 24, 2018 Board Meeting, those amendments will also be presented for ratification at the Board Meeting.

Publication of Notices of Election

The Notices of Election were published on Wednesday, April 11, 2018.

- The Notice for the District 1 election, administered by the Starr County Elections Department, was published in the *Starr County Town Crier*.
- The Notice for the District 2 and District 6 election, administered by the Hidalgo County Elections Department, was published in the *Monitor*.

Recommendation:

It is recommended that the Board of Trustees of South Texas College ratify the second amendment to the Order 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.

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

The Board of Trustees of South Texas College ratifies the second amendment to the Order 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.

Approval Recommended:

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

ORDER CALLING GENERAL ELECTION

IT IS ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

Section 1. Call of Election; Date; Eligible Electors; and Hours. A general election shall be held on **Saturday, May 5, 2018**, within and throughout single-member trustee District No. 1, single-member trustee District No. 2, and single-member trustee District No. 6 of the South Texas College District. At this general election, only the resident, qualified electors of single-member trustee District No. 1 shall be entitled to vote for a trustee to represent District No. 1 on the Board of Trustees of the South Texas College District, only the resident, qualified electors of single-member trustee District No. 2 shall be entitled to vote for a trustee to represent District No. 2 on the Board of Trustees of the South Texas College District, and only the resident, qualified electors of single-member trustee District No. 6 shall be entitled to vote for a trustee to represent District No. 6 on the Board of Trustees of the South Texas College District (the "Election").

The hours during which the polling places for each voting precinct within each single-member trustee district are to be open at the Election shall be from 7:00 o'clock a.m. to 7:00 o'clock p.m.

Section 2. Single-Member Trustee Districts; Boundaries Thereof. The geographical boundaries of single-member trustee District No. 1, of single-member trustee District No. 2, and of single-member trustee District No. 6 are designated as follows:

SINGLE-MEMBER TRUSTEE DISTRICT NO. 1

ALL OF THE TERRITORY lying within the geographical boundary of Starr County, Texas.

SINGLE-MEMBER TRUSTEE DISTRICT NO. 2

ALL OF THE TERRITORY in Hidalgo County, Texas lying within the boundary line that begins at a point where the boundary line between Starr County, Texas and Hidalgo County, Texas intersects with the international boundary line between the United States of America and the Republic of Mexico; then, north along the boundary line between Starr County, Texas and Hidalgo County, Texas, on the Hidalgo County side of said boundary line, to a point where said boundary line intersects with 14-Mile Line Road in Hidalgo County, Texas; then, east along the centerline of 14-Mile Line Road to the point where 14-Mile Line Road abuts FM 681; then, along the centerline of FM 681 in an easterly direction to the point where FM 681 intersects with Cantu Road; then, south along the centerline of Cantu Road to the point where Cantu Road becomes Conway Avenue; then south along the centerline of Conway Avenue to the point where Conway Avenue intersects with Mile 6 Road; then, east along the centerline of Mile 6 Road to the point where Mile 6 Road intersects with Stewart Boulevard; then, south along the centerline of Stewart Boulevard to the point where Stewart Boulevard intersects with Mile 4 Road; then, west along the centerline of Mile 4 Road to the point where Mile 4 Road intersects Conway Avenue; then south along the centerline of

Conway Avenue to the point where Conway Avenue intersects with Old Military Highway; then, southeast along the centerline of Old Military Highway to the point where Old Military Highway intersects with Stewart Road; then, south along a meandering line to the international boundary line between the United States of America and the Republic of Mexico; then, west along the international boundary line to the point of origin; and as more accurately described in the map made part of the redistricting resolution adopted by the Board of Trustees of the South Texas Community College District Board of Trustees on January 31, 2012.

SINGLE-MEMBER TRUSTEE DISTRICT NO. 6

ALL OF THE TERRITORY in Hidalgo County, Texas lying within the boundary line that begins at a point where South Cage Boulevard (U.S. Highway 281), Pharr, Texas intersects with the international boundary line between the United States of America and the Republic of Mexico; then, north along the centerline of South Cage Boulevard (U.S. Highway 281) to the point where South Cage Boulevard (U.S. Highway 281) intersects with the Main Floodway; then, northeast along the centerline of the Main Floodway to the point where the Main Floodway intersects with South I-Road; then, north along the centerline of South I-Road to the point where North I-Road intersects with Expressway 83; then east along the centerline of Expressway 83 to the canal that intersects Expressway 83 near the intersection with Santa Fe Street; then, north along the centerline of the canal to the point at which the canal intersects FM 495; then, east along the centerline of FM 495 to the point where FM 495 intersects with North Cesar Chavez Road; then, south along the centerline of North Cesar Chavez Road to the point where South Cesar Chavez Road intersects with Expressway 83; then, east along the centerline of Expressway 83 to a point approximately one-half the distance between Cesar Chavez Road and North 12th Street (Alamo, Texas); then, north along an imaginary line to the point of intersection with Tulip Circle; then, east along the centerline of Tulip Circle to the point where Tulip Circle intersects with North 12th Street; then, north along the centerline of North 12th Street to a point approximately one-half the distance between Tulip Circle and FM 495; then, east along an imaginary line to North Alamo Road; then, south along the centerline of North Alamo Road to the point where North Alamo Road intersects with U.S. Highway

83; then, east along the center line of U.S. Highway 83 to the point where U.S. Highway 83 intersects with Border Road; then, north along the centerline of Border Road to the point where Border Road intersects with Sioux Road; then, east along the centerline of Sioux Road to a point approximately one-half the distance between Border Road and Val Verde Road; then, south along an imaginary line to a point approximately one-half the distance between Sioux Road and F.M. 495; then, east along an imaginary line to the point of intersection with Val Verde Road; then, south along the centerline of Val Verde Road to the point where Val Verde Road intersects with F.M. 495; then, east along the centerline of F.M. 495 to a point just east of North Hutto Road; then, south along an imaginary line to Swallow Drive; then due east along an imaginary line to Golie Road; then, north along the centerline of Golie Road to the point where Golie Road intersects with 10-Mile Line Road; then, east along the centerline of 10-Mile Line Road to a point just east of Victoria Road; then due south along an imaginary line to Mile 9 Road; then, east along the centerline of Mile 9 Road to the point where Mile 9 Road intersects with Mile 5 Road West; then, north along the centerline of Mile 5 Road West to a street lying one-half the distance between Mile 9 Road and 10-Mile Line Road; then, east along the centerline of said street to the point of intersection with Mile 5 Road West; then, north along the centerline of Mile 5 Road West to the point where Mile 5 Road West intersects with 10-Mile Line Road; then, east along the centerline of 10-Mile Line Road to the point where 10-Mile Line Road intersects with Mile 3 Road West; then, south along the centerline of Mile 3 Road West (International Boulevard) to a point south of 34th Street (5 Mile Road North); then, east by northeast along a meandering line to the Hidalgo county line; then, south along the

Hidalgo county boundary line to the point of intersection with the international boundary between the United States of America and the Republic of Mexico; then, west along the international boundary line to the point of origin, and as more accurately described in the map made part of the redistricting resolution adopted by the Board of Trustees of the South Texas Community College District Board of Trustees on January 31, 2012.

Section 3. Early Voting Days, Dates, Hours, And Polling Places: Early voting by personal appearance shall commence on **Monday, April 23, 2018** and terminate on **Tuesday, May 1, 2018**.

Section 4. Early Voting Clerk: Application for Ballot Voted by Mail. The mailing and physical address of the Early Voting Clerk for the Election where an application for a ballot to be voted by mail is to be submitted shall be as follows:

Trustee District Nos. **2 & 6**
Hidalgo County
STC Early Voting Clerk
Election Administrator
County of Hidalgo
P.O. Box 1356
Edinburg, Texas 78539

Trustee District Nos. ~~1 & 2~~
Starr County

Early Voting Clerk
County of Starr
~~401 N. Britton Avenue~~ **100 N FM 3167 Ste #206**
Rio Grande City, Texas 78582

Section 5. Election Day Polling Places; Voting Precincts.

Hidalgo County.

District-wide voting is permitted in Hidalgo County and voters may vote at any designated voting place, as set forth in **Exhibit “A”**, which is attached hereto and incorporated by reference the same as if fully forth herein.

Starr County.

Except as otherwise provided herein, the boundaries of each voting precinct in Starr County for the Election shall be coterminous with the county election precincts, and in some cases two or more county election precincts have been combined to form one voting precinct, and voters may vote at their designated polling places, as set forth in **Exhibit “B”**, which is attached hereto and incorporated by reference as if fully set forth herein.

Section 6. Early Voting by Personal Appearance.

Hidalgo County: The main polling place for early voting by personal appearance shall be at the Hidalgo County Election Department, Warehouse Room, Elections Annex Bldg., 317 N. Closner "Rear", Edinburg, Texas. The mailing address of the Early Voting Clerk for early voting mail-in ballots is P.O. Box 659, Edinburg, Texas 78540-0659. Early voting at the main early voting polling place shall be conducted in accordance with the Texas Election Code on the date, and hours during the early voting period as set out in Exhibit "A" which is attached hereto.

Starr County: The main polling place for early voting by personal appearance shall be at the Starr County Election Department, Starr County Courthouse, 401 North Britton Ave., Rio Grande City, Texas. The mailing address of the Early Voting Clerk for early voting mail-in ballots is ~~401 North Britton Ave.~~ 100 N FM 3167 Ste #206, Rio Grande City, Texas. Early voting at the main early voting polling place, at the branch polling place and the mobile unit shall be conducted in accordance with the Texas Election Code on the days, dates, and hours during the early voting period and mobile unit schedule as set out in Exhibit "B":

Section 7. Notice of Election. Notice of the Election shall be given and published in the manner prescribed by the Texas Election Code. The President is delegated the authority to supplement this Order under the terms of an agreement with the Hidalgo County and Starr County Election Administrators.

Section 8. Authorized to Execute. The Chairperson of the Board of Trustees of South Texas College District is authorized to execute this Order, and the Secretary of the Board of Trustees is authorized to attest the same on behalf of the Board of Trustees of the South Texas College District. The President of South Texas College is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

AMENDED on the 11th day of April, 2018.

SOUTH TEXAS COLLEGE DISTRICT

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

ATTEST:



Andrew Fish
Administrative Specialist for
Board Relations

[S E A L]

Exhibit A

Early Voting for South Texas College Single Member Districts 2 and 6

STC				
District	Polling Place Name	Address	iVo	ADA
2	Mission City Hall	1201 E. 8th St., Mission, Texas	1	1
2	Pct. #3 "The Mansion"	2401 N. Moorefield Rd., Palmview, Texas	1	1
2	Penitas Public Library	1111 S. Main St., Penitas, Texas	1	1
2	Sullivan Fire Station	500 Cenizo, Sullivan City, Texas	1	1
2	Alton City Hall	509 S. Alton Blvd., Alton, Texas	1	1
2	Municipal Library	201 Palm Shores Dr., La Joya, Texas	1	1
6	STC Mid Valley Campus	400 N. Border Library Building A, Weslaco, Texas	1	1
6	Stephen F Austin School	514 W. 4 th St, USDA Building, Weslaco, Texas	1	1
6	Donna Recreation Center	307 Miller Ave., Donna, Texas	1	1
6	Sgt. Fernando De La Rosa Library	416 N. Tower Rd., Alamo, Texas	1	1
6	Pharr Development and Research Center	850 W. Dicker Rd., Pharr, Texas	1	1
6	Progreso Comm. Ctr.	510 FM 1015, Progreso, Texas	1	1
6	San Juan Fire Station #2	2301 N. Raul Longoria, San Juan, Texas	1	1

** Schedule for All Locations **

Day of Week	Date	Open	Close
Monday	4/23/2018	7:00 a.m.	7:00 p.m.
Tuesday	4/24/2018	8:00 a.m.	6:00 p.m.
Wednesday	4/25/2018	8:00 a.m.	6:00 p.m.
Thursday	4/26/2018	8:00 a.m.	6:00 p.m.
Friday	4/27/2018	8:00 a.m.	6:00 p.m.
Saturday	4/28/2018	8:00 a.m.	5:00 p.m.
Sunday	4/29/2018	Closed	Closed
Monday	4/30/2018	8:00 a.m.	6:00 p.m.
Tuesday	5/1/2018	7:00 a.m.	7:00 p.m.

Exhibit A

Election Day Voting for South Texas College's Single Member Districts 2 and 6

District	City	Building	Address
2	Mission	City Hall	1201 E. 8th Street
2	Alton	City Hall	509 S. Alton Blvd. Comm. Chambers
2	La Joya	Municipal Library	201 Palm Shores Dr. Main Entrance Library
2	Palmview	Pct. #3 The Mansion	2401 N. Moorefield Back Entrance
2	Penitas	Penitas Public Library	1111 S. Main St. Conference Room
2	Sullivan	Fire Station	500 Cenizo Drive Main Building
6	Donna	Donna Recreation Center	307 Miller Ave. Gym
6	Pharr	Pharr Development and Research Center	850 W Dicker Rd.
6	Progreso	Progreso Community Center	510 N. FM 1015 Main Entrance
6	San Juan	San Juan Fire Station #2	2301 N. Raul Longoria Rd Comm. Room
6	Weslaco	STC Mid Valley Campus	400 N. Border Library Building A
6	Weslaco	Stephen F Austin School	514 W. 4th St. USDA Building

Election Day Polling Places in Hidalgo County will not be precinct-based.

Exhibit B

Early Voting Polling Places for South Texas College Single Member District 1

Early Voting Main & Branch Polling Places Schedule:

Starr County Courthouse, Commissioner's Court
401 N. Britton Ave, Rio Grande City, Texas

South Texas College Starr County Campus, Bldg E
142 FM 3167, Rio Grande City, Texas

<u>Day of Week</u>	<u>Date</u>	<u>Open</u>	<u>Close</u>
Monday	4/23/2018	8:00 a.m.	5:00 p.m.
Tuesday	4/24/2018	7:00 a.m.	7:00 p.m.
Wednesday	4/25/2018	8:00 a.m.	5:00 p.m.
Thursday	4/26/2018	7:00 a.m.	7:00 p.m.
Friday	4/27/2018	8:00 a.m.	5:00 p.m.
Saturday	4/28/2018	<i>Closed</i>	<i>Closed</i>
Sunday	4/29/2018	<i>Closed</i>	<i>Closed</i>
Monday	4/30/2018	8:00 a.m.	5:00 p.m.
Tuesday	5/1/2018	7:00 a.m.	7:00 p.m.

Early Voting Mobile Unit Schedule:

La Victoria Community Center, 532 Gabriela St., Rio Grande City, Texas

Monday, April 23, 2018 8:00 a.m. – 5:00 p.m.

Tuesday, April 24, 2018 7:00 a.m. – 7:00 p.m.

El Cenizo PK Building, 70 Old Casita Rd., La Casita, Texas

Wednesday, April 25, 2018 8:00 a.m. – 5:00 p.m.

Thursday, April 26, 2018 7:00 a.m. – 7:00 p.m.

La Rosita Community Center, 4192 W. US Hwy 83, La Rosita, Texas

Friday, April 27, 2018 8:00 a.m. – 5:00 p.m.

Roma Community Center, 502 Sixth St., Roma, Texas

Monday, April 30, 2018 8:00 a.m. – 5:00 p.m.

Tuesday, May 1, 2018 7:00 a.m. – 7:00 p.m.

Election Day Polling Places for South Texas College Single Member Districts 1

City	Building	Address	Precinct(s)
Rio Grande City	Starr County Courthouse	401 N. Britton Ave.	1, 2, & 4
Roma	Roma Community Center	502 Sixth St.	6, 7
La Rosita	La Rosita Community Center	4192 W. US Hwy 83	3, 5, & 10
La Casita	El Cenizo PK Building	70 Old Casita Rd.	8
Rio Grande City	La Victoria Community Center	532 Gabriela St.	9

ATF 03/22/2018

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

1. Overview of Developmental Education

Dr. Anahid Petrosian, Vice President for Academic Affairs, Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs, and Dr. Margaretha Bischoff, Dean of Liberal Arts and Social Sciences, presented an overview on Developmental Education at South Texas College.

This overview included a background of issues surrounding developmental education generally, South Texas College's developmental education initiatives and successes in helping students achieve college readiness, and state level changes under Texas House Bill 2223.

Background

Developmental Education programs have been developed to help students achieve college readiness, particularly in the fields of reading, writing, and mathematics. Since the 1960's, a common pattern was to break each subject into three levels, and in some cases more. Students were enrolled into an appropriate developmental education course level, depending on their placement testing. Research shows, however, that even when students success in a current developmental education course, many times they simply would not enroll in subsequent courses – students don't generally fail out of developmental education, they just stop taking further courses.

South Texas College and Developmental Education

South Texas College has worked hard, alongside school districts and other partners, to help students achieve college readiness before they start their careers at South Texas College.

First Time in College (FTIC)

- In 1997, 81% of FTIC students required at least one Developmental Education Course, due to not being college ready in at least one subject.
- By 2017, 59% of FTIC students require at least one Developmental Education Course.

This drop of 22 percentage points shows that students are increasingly college ready before enrolling at South Texas College.

All Students (Excluding Dual Credit Students)

- In 1997, 58% of South Texas College students required at least one Developmental Education Course, due to not being college ready in at least one subject.
- By 2017, only 24% of South Texas College students require at least one Developmental Education Course.

This drop of 34 percentage points shows that students are increasingly college ready before enrolling and/or successfully achieving college readiness at South Texas College.

Strategic Development Education Initiatives at South Texas College

In addition to national and statewide initiatives and partnerships with school districts, South Texas College has undertaken serious, thoughtful, and productive changes to the way it administers developmental education to students in need of remedial education.

Major initiatives include:

- redesigning and reducing the number of developmental courses to streamline student progress;
- alignment of math courses with students' individual goals;
- co-enrollment of students in college level courses while taking developmental education courses; and
- the integration of reading and writing developmental education courses.

The College also provide additional, non-course based remediation to students who are concurrently enrolled in college level and developmental education courses.

Successful Implementation of Initiatives at South Texas College

The presenters discussed the metrics of success in these developmental education initiatives at South Texas College. Through innovative redesign of developmental education framework, the College has seen drastic improvements in how quickly students successfully matriculate from developmental education courses into being fully college ready and enrolled only in college level courses.

Texas House Bill 2223

South Texas College's successful strategies for students requiring remedial education come on the heels of the 85th Texas Legislature's House Bill 2223, which reduced funding for students taking developmental education, cutting any funding for coursework beyond the first 18 hours.

Co-Requisite Model

The law also included a co-requisite model, requiring concurrent enrollment in college-level courses, and Non-Course Based Options (NCBO) which would help an institution assess and address a student's specific deficiencies with non-semester length interventions.

National research by *Complete College America* has shown that co-requisite models have double and tripled college level course completion in half the time, or better, as compared to pre-requisite models. The models include customized monitoring, academic support, and collaboration between Developmental and Academic course Faculty.

The presenters discussed the co-requisite model, and the College's plans to meet the HB 2223 requirements by the Fall 2018 implementation deadlines, and to continue to best serve those students who need South Texas College the most in their pursuit of academic and workforce success.

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

Review of Presentations to the Finance, Audit, and Human Committee on April 10, 2018

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

A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust, which provides scholarships to students living in the City of Mission, and funds distributed was presented.

Purpose – Mr. Keith Moore from Edward Jones presented on the status of the MEDA Scholarship Fund Trust, including an overview of the agreement, the annual obligated amount of distribution, the annual net income, and the anticipated annual earnings.

Justification – The report provided a brief review and update of the MEDA Scholarship Fund to the College Board of Trustees.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of the amount distributed to South Texas College as the sole beneficiary. According to section 5 of the agreement, the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

According to the Edward Jones representative, the amount distributed to the college in the past fiscal years has been based on (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

Reviewers – The Vice President for Finance and Administrative Services, Business Office staff, and Student Financial Services staff have reviewed the information being presented. The information on the provision stipulating the distribution amount to South Texas College has been reviewed.

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through December 31, 2017.

Market Value-October 1, 2012	\$3,189,982.10
Additions:	
Income	382,808.79
Additions ⁽¹⁾	248,770.81
Security transfers	9,963.22
Other receipts	1,554.75
Change in market value	1,161,328.75
Reductions:	
Disbursements to STC	(889,071.28)
Other Disbursements ⁽²⁾	(226,767.66)
Market Value-December 31, 2017	\$3,878,569.48

(1) Other additions include insurance proceeds and capital gain distributions.

(2) Other disbursements include tax return preparation fees, fiduciary taxes, published fees, and legal fees.

Based on the trust agreement, which provides for a 5% annual payout, the distributions paid to the College have been as follows:

Distributions Received by South Texas College	
Month/Year	Amount
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
Total Distributions Received	\$889,071.28

The net income of the Trust for the years of 2012 to 2017 is as follows:

Net Income						
	2012	2013	2014	2015	2016	2017
Additions:						
Interest/Dividends	\$13,376.82	\$71,158.57	\$78,879.43	\$74,656.43	\$72,162.17	\$72,575.37
Reductions:						
Distributions	-	-	-	-	-	(1.39)
Published						
Fee Collected ⁽¹⁾	(5,014.57)	(15,908.84)	(16,582.31)	(16,416.96)	(15,956.01)	(16,473.47)
Trust Tax Return						
Preparation Fee	-	(300.00)	(300.00)	(300.00)	(300.00)	(300.00)
Total Net Income	\$ 8,362.25	\$54,949.73	\$61,997.12	\$57,939.47	\$55,906.16	\$55,800.51

(1) Published Fee for Serving as Trustee – The Trustee, Edward Jones Trust Company, manages and administers the Trust according to the terms set out in the Trust.

2. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College Administration prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration also provided a summary of the benefit recipients' performance and demographic information.

The history of awards shows that since its inception the MEDA Scholarship has benefited 357 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Spring 2018, resulting in a total of 534 scholarship awards to those 357 students, totaling \$631,200.00.

A breakdown of graduation/enrollment status, showed that of these 357 students, 85% (304 students) have either graduated or were still enrolled, while the remaining 53 students were not enrolled in Spring 2018 and had not yet graduated. This was a greater retention rate then the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

Mike Carranza, Interim Dean of Enrollment Services, presented an update on the revenue and distribution of the scholarship funds. Additional data was provided in the

packet to showcase the demographic profile of the MEDA Scholarship participants. These demographic profiles were provided to demonstrate the impact that the availability of these funds had in helping provide access to higher education for students who face a greater need for financial support, and are highly motivated and successful when that support is available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 was provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$13,271.28 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Summer 2018.

The MEDA Scholarship is advertised to eligible students through the College's scholarship website, the Mission CISD, and announcements in various media outlets, as identified below:

- STC Scholarship website
- Valley Business Report
- RGVision Magazine
- El Manana
- Rio Grande Guardian
- Enlace RGV
- KURV
- Telemundo
- Ron Whitlock
- The Monitor
- Univision Radio
- Progress Times
- Mission CISD

The summary is provided in the following pages for the Board's review.

MEDA Update

Mike Carranza
Interim Dean of Enrollment Services

1

MEDA Scholarship Programs

Student Scholarship

- **Part-Time Student Scholarship:** Enrolled for a minimum of 6 credit hours during each semester for a maximum of 8 semesters.
- **Three Quarter Time Scholarship:** Enrollment for a minimum of 9 credit hours during each semester for a maximum of 5 semesters
- **Full-Time Scholarship:** Enrolled for a minimum of 12 credit hours during each semester for a maximum of 4 semesters.

Scholarships awards based on enrollment (Maximum \$3,200.00)

- 12 credit hours- \$800 9 credit hours- \$600 6 credit hours- \$400

2

MEDA Funds Received

Month Disbursement Received	Disbursements Received
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
May 2017	\$180,511.68
Total Funds Received	\$889,071.28

3

MEDA Scholarship Fund Summary of Activity

Fiscal Year	Students	Award	Less Funds Designated/Set Aside for current & future semesters		
MEDA Funds Received		\$889,071.28			
2013-2014	47	\$64,800.00	2013-2014	0 Students	(\$0.00)
2014-2015	96	\$113,000.00	2014-2015	0 Students	(\$0.00)
2015-2016	97	\$129,400.00	2015-2016	1 Students	(\$1,000.00)
2016-2017	151	\$156,800.00	2016-2017	31 Students	(\$32,800.00)
2017-2018	143	\$167,200.00	2017-2018	112 Students	(\$210,800.00)
Disbursed		(\$631,200.00)		144 Students	(\$244,600.00)
Cash Balance		\$257,871.28			
Funds Designated	144	(\$244,600.00)			
Available Balance		\$13,271.28			

4

MEDA Scholarship Impact

- 357 Mission Students have benefited from the MEDA scholarship since the start of the program in Fall 2013
- 304 (85%) students have either Graduated and/or are still enrolled
- 53 students are not enrolled for Spring 2018 and have not yet graduated

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2017-2018 MEDA Bachelor Recipients:

Major	Male	Female
Organizational Leadership	7	13
Computer Information Technology	8	2
Medical & Health Services	0	3
Technology Management	4	4
Total	19	22

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2017-2018 MEDA Recipients by Division :

Major	Male	Female
Nursing and Allied Health	2	24
Liberal Arts and Social Sciences	23	40
Business and Technology	9	9
Math and Science	11	5
Total	45	76

7

162 MEDA RECIPIENTS CURRENTLY ENROLLED

Currently Enrolled for Spring 2018		
	Male	Female
AA	25	33
AAS	8	28
AAT	1	7
AS	11	5
Bachelors	19	22
Certificate	0	3
Total	64	98

8

MEDA Student Profile (357)

Fall 2013 – Spring 2018

Age	Men	Women
18 to 20	23	29
21 to 25	45	82
26 to 30	27	31
31 to 35	15	24
36 to 40	10	19
41 to 45	8	21
46 to 50	2	6
51 to 55	3	4
56- to 60	4	4
	137	220

9

Academic Standing (356)

Fall 2013 – Spring 2018

GPA	Male	Female
2.0 to 2.599	8	16
2.6 to 2.99	40	43
3.0 to 3.599	64	120
3.6 to 3.99	21	36
4.0	3	5
	136	220

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3. Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with Comparison to FY 2017 - 2018 Approved Budget

Mrs. Mary Elizondo presented the Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with comparison to the FY 2017 - 2018 approved budget for the Committee's information and review. The summary is provided here for the Board's review and record.

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

Revenues:

- State appropriation revenue is projected to remain at the FY 2017 – 2018 level since FY 2018 – 2019 is the second year of the biennium. An increase is projected in other state revenues consisting of Teacher Retirement System (TRS) and Optional Retirement Plan (ORP) for FY 2019, in the amount of \$186,503. The state appropriation amount is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.
- Tuition for FY 2019 is based on projected enrollment of 20,085 traditional students, a 0% increase from Fall 2017, and 11,884 dual enrollment tuition free students for Fall 2018. The projections indicate an increase in tuition of approximately \$49,151 in FY 2019 and includes the Board approved increases of \$5 per semester credit hour to the Associate Degree Nursing, Emergency Medical Technology, Occupational Therapy Assistant, Patient Care Assistant, Pharmacy Technology, Physical Therapist Assistant, Radiologic Technology/Sonography, Respiratory Therapy, and Vocation Nursing differential tuition rates. The FY 2019 tuition increase also includes the addition of differential tuitions for the following programs: Architectural and Engineering Design Technology; Automotive and Diesel Technology; Culinary Arts; Electronic Equipment and Computer; Electrician Assistant; Fire Science; Heating, Ventilation and Air Conditioning; Geology; Physical Science; and Engineering.
- Fees for FY 2019 are based on projected enrollment of 20,085 traditional students, a 0% increase from Fall 2017, and 11,884 dual enrollment tuition free students for Fall 2018. The projections include the Board approved increase of \$6 per credit hour for the Information Technology Fee, the decrease of \$4 for the Learning Support Fee, the decrease of \$5 per credit hour for the Electronic Distance Learning/VCT Course Fee, and the elimination of the Hybrid Course Fee. The projections indicate an increase in fees of approximately \$246,944 in FY 2019.
- Other revenue is expected to increase \$490,523 in FY 2019. The projected increase is mainly due to the increased interest revenue.

Other Revenues	FY 2018	FY 2019	Increase/ (Decrease)
Concurrent Enrollment Cost Reimbursement	\$4,183,366	\$4,183,366	\$-
Dual Credit Academy Participation Fee	363,785	501,455	137,670
Interest	1,413,962	1,963,406	549,444
Leases	25,000	25,000	-
Book Royalties	2,000	541	(1,459)
Administrative Costs and Shuttle System Contribution	614,443	475,587	(138,856)
Testing Commissions	5,700	12,225	6,525
Conferences-Continuing Education	64,742	1,941	(62,801)
Total Other Revenues	\$6,672,998	\$7,163,521	\$490,523

- Tax revenue for FY 2019 is expected to increase \$1,825,424, due to an increase in tax appraised values and tax collections.
- Carryover Allocations is projected to decrease \$10,723,421 in FY 2019. The decrease mainly resulted from the decrease of \$13,182,744 in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the increase of \$1,959,323 in the Capital Purchases carryover, and the increase of \$500,000 in the Contingency Fund carryover.

Carryover Allocations	FY 2018	FY 2019	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$-
Continuing Education	600,000	600,000	-
Capital Purchases	-	1,959,323	1,959,323
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	11,278	-
M&O Tax Bond Program 2013 - FFE	17,835,346	4,652,602	(13,182,744)
Total Carryover Allocations	\$22,946,624	\$12,223,203	\$(10,723,421)

Expenditures:

- The Salary expenditures budget is proposed to increase by \$3,152,593 in FY 2019 as follows:

	Changes to FY 2019 Salary Budget	Amount
1.	Proposed Salary Percent Increases	

	Changes to FY 2019 Salary Budget	Amount
	a. Faculty	\$926,280
	b. Non-Faculty Personnel	1,088,895
2.	Proposed New Non-Faculty Staff Positions	493,937
3.	Proposed Non-Faculty Salary Adjustments/Reclassifications	21,100
4.	Proposed Restoration of Positions Partially Funded	547,496
5.	Proposed Salary Adjustments for Vacant Positions and Pool Adjustments	74,885
	Total	\$3,152,593

Detailed information for each of these categories is as follows:

1. Proposed Salary Percent Increases

a. Faculty

Faculty Salary Increases			
Category	Average Increase Percentage	FY 2017 - 2018 Increase Amount	FY 2018 - 2019 Proposed Increase Amount
Faculty (FT)	3%	\$883,118	\$926,280

b. Non-Faculty Personnel

Non-Faculty Personnel Salary Increases			
Category	Increase Percentage	FY 2017 - 2018 Increase Amount	FY 2018 - 2019 Proposed Increase Amount
Classified	3%	\$261,175	\$298,577
Professional/Technical	3%	537,322	635,797
Administrative	3%	127,934	132,429
Executive	3%	21,206	22,092
Total		\$947,637	\$1,088,895

2. Proposed New Non-Faculty Staff Positions

- A total of nineteen (19) new staff positions are being proposed as follows:
 - ⇒ 12 positions from Vice President for Academic Affairs
 - ⇒ 3 positions from Vice President for Finance and Administrative Services
 - ⇒ 2 positions from Vice President for Information Services and Planning
 - ⇒ 2 positions from Vice President for Student Affairs & Enrollment Mgmt.

Funding	Amount
Funding Requested for New Positions	\$767,831
Less -- Funding from Pool Positions for seven (7) of the positions	(273,894)
Net Salary Budget Increases for New Positions	\$493,937

3. Proposed Non-Faculty Salary Adjustments/Reclassifications

- A total of fifteen (15) positions, out of which eleven (11) positions require changes in classification and/or grade are being proposed as follows:
 - ⇒ 5 positions from Vice President for Academic Affairs
 - ⇒ 7 positions from Vice President for Finance and Administrative Services
 - ⇒ 3 positions from Vice President for Student Affairs & Enrollment Mgmt.

Funding	Amount
Funding Requested for Non-Faculty Salary Adjustments/Reclassifications	\$38,215
Less -- Funding from Staff and Pool Positions for four (4) of these positions	(17,115)
Net Salary Budget Increases for Salary Adjustments/Reclassifications	\$21,100

4. Proposed Restoration of Positions Partially Funded

- A total of five (5) Instructor positions that were partially funded are being restored totaling **\$132,500**.
- A total of four (4) positions that were partially funded are being restored totaling **\$414,996** as follows:
 - ⇒ Assistant to President Public School Relations/Partnerships
 - ⇒ VP for Institutional Advancement
 - ⇒ Associate Dean Community Engagement/Workforce Development change title to Executive Officer Community Engagement/Workforce Development
 - ⇒ Director of Fundraising and Legislative Affairs change title to Director of Fundraising and Foundation

5. Proposed Salary Adjustments for Vacant Positions and Pool Adjustments

- Adjustments are being proposed for pools and several vacant positions

Funding	Amount
Salary Adjustments for Vacant Positions	\$52,613
Pool Adjustments	60,000
Less -- Funding from Staff and Pool Positions for four (4) of these positions	(37,728)
Net Salary Budget Increases for Salary Adjustments for Vacant Positions and Pool Adjustments	\$74,885

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Benefits expenditures budget for FY 2019 is proposed to increase by \$945,778.
- The Operating expenditures budget for FY 2019 is proposed to decrease by \$5,104,645.
 - ⇒ The operating budget is proposed to increase by \$533,549 based on the needs of the College's departments.
 - ⇒ In addition, the operating budget is proposed to decrease by \$5,638,194 for furniture and equipment for the new bond buildings funded from bond M&O tax revenue.

- The Travel expenditures budget for FY 2019 is proposed to increase by \$138,844. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2019 is proposed to decrease by \$7,057,846.
 - ⇒ The capital budget is proposed to decrease by \$64,647 based on the needs of the College's departments.
 - ⇒ In addition, the capital budget is proposed to decrease by \$6,993,199 for equipment for the new bond buildings funded from bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2019 is proposed to increase by \$400. The increase is primarily due to the projected increase in the MTR Bond Series 2007 debt service of \$400. This debt service is paid from maintenance and operations taxes.

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

These presentations were provided for review and discussion with the Committee. No Board action is request.

Review and Action as Necessary Regarding the Proposed Contract for the 2020 Redistricting of the South Texas College Single-Member Districts

Approval of the proposed contract for a consultant for the Redistricting of STC Trustee Districts will be requested at the April 24, 2018 Board meeting.

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.

The Board tabled this item at the February 27, 2018 Regular Board Meeting, for consideration at the March 27, 2018 Regular Board Meeting. Subsequently, it was recommended that the item not be brought back from the table on March 27, 2018, pending review by the Finance, Audit, and Human Resources Committee.

Enclosed Documents - 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 follows in the packet for the Committee’s review and information.

Following the February 27, 2018 Regular Board Meeting, Mr. Rios provided an updated list of clients he has served in the Rio Grande Valley, as included in the Board packet.

The item was deliberated at the Finance, Audit, and Human Resources Committee meeting on April 10, 2018, and the Committee recommended Board approval of the proposed contract with 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.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed contract with 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 and authorizes the proposed contract with 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.

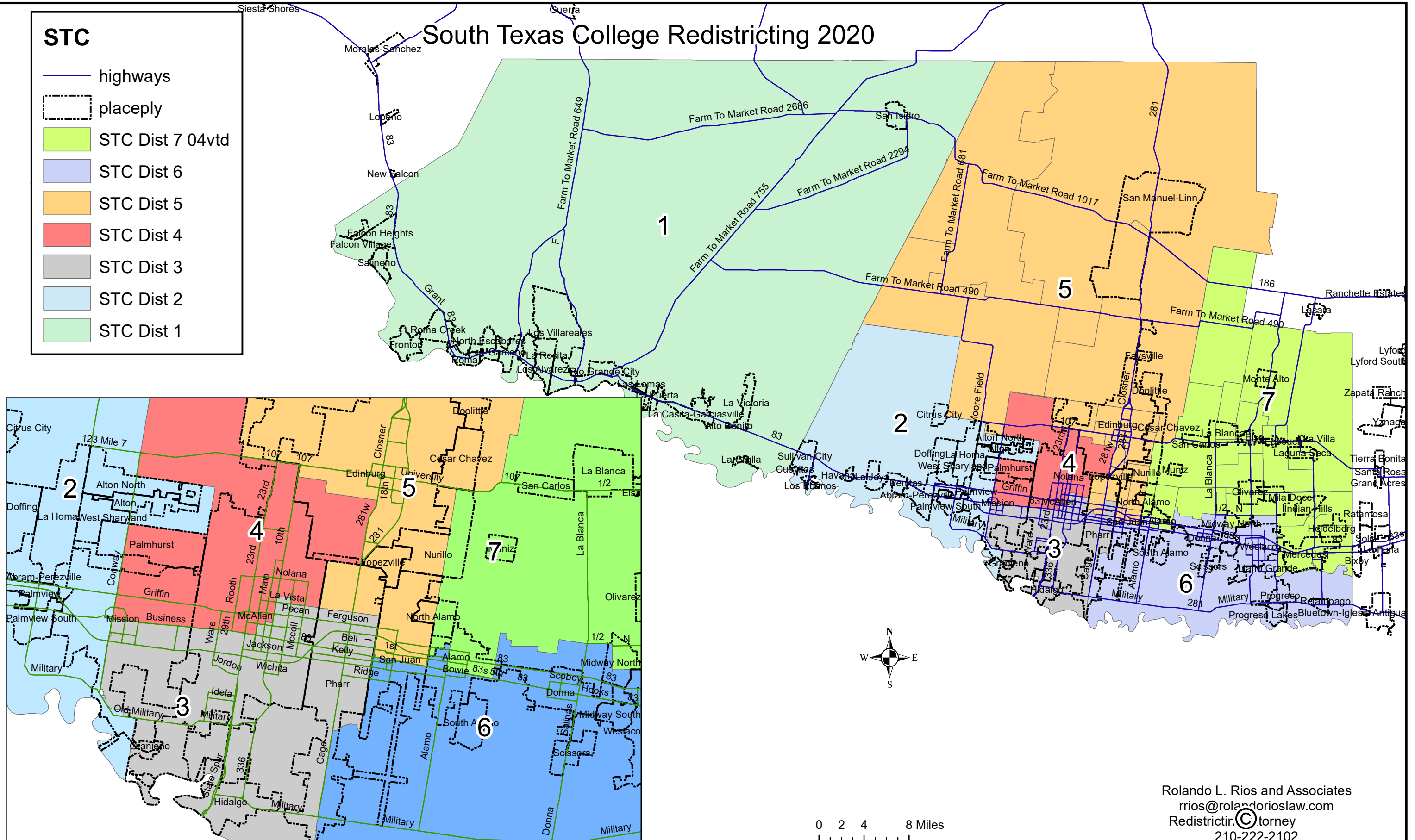
Approval Recommended:

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

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

South Texas College Redistricting 2020



Rolando L. Rios and Associates
 rrios@rolandorioslaw.com
 Redistricting Attorney
 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

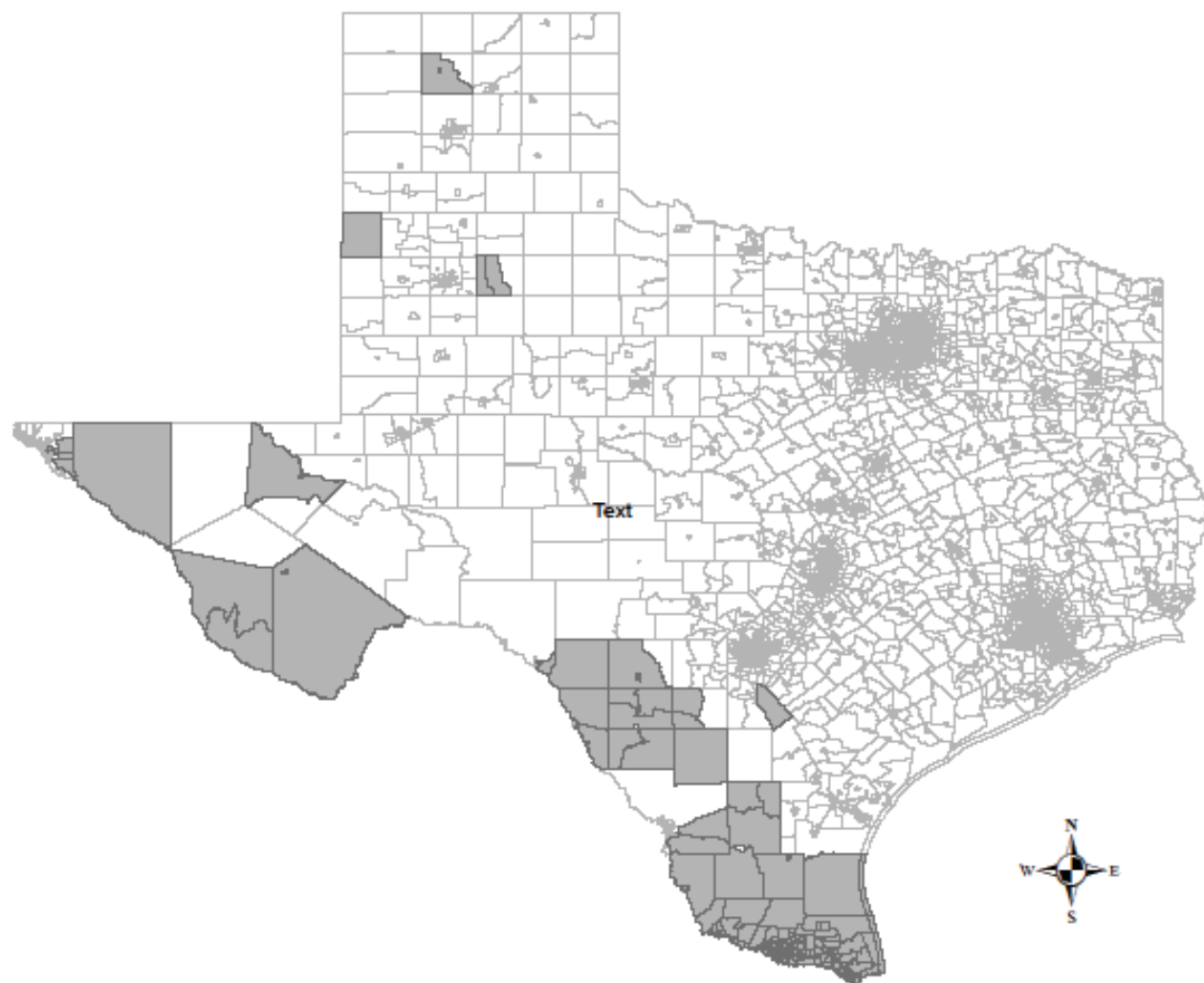
- **Does not do what it is suppose to:**
- **It misses millions of people**
- **It misses them disproportionately**
 - **Undercounts racial and ethnic minorities 1 to 3 %**
- **Over counts non-minorities by 1%**
- **Impacts funding levels for federal programs**
- **Inflates rates of mortality, morbidity, 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

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.	Seguin 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

ROLANDO L. RIOS & ASSOCIATES PLLC

April 2, 2018

VIA: <atfish@southtexascollege.edu>

Andrew T. Fish
Administrative Specialist

Subject: RE: South Texas College
Committee and Board Meetings for April 2018

MEMORANDUM

**UPDATED PARTIAL LIST OF SOUTH TEXAS REDISTRICTING
CLIENTS:**

Counties:

Hidalgo	Webb
Cameron	Willacy
Starr	Brooks
Zapata	Dimmit
Webb	LaSalle

Cities:

McAllen
Brownsville
Harlingen
Laredo

School Districts

Brownsville
Harlingen
Laredo
United

I am also including my resume' for background and qualifications.

Best Regards,

Rolando L. Rios /S/

Rolando L. Rios
ATTORNEY AT LAW

ROLANDO L. RIOS

Bar Admissions:

United States Supreme Court, 1988
Western District of Texas, 1980
Southern District of Texas, 1980
Eastern District of Texas, 1985
Northern District of Texas, 1985
State of Texas, 1980

Education:

J.D., Georgetown University, 1979
B.A., St. Mary's University, 1968
(Mathematics and Physics)

Summary:

Rolando Rios has concentrated his career principally on federal and state election law, equal protection, redistricting and governmental affairs. This has involved work at all levels from small school and water districts up to a jurisdiction the size of the State of Texas. He has handled election contests, recounts and a broad range of litigation and administrative hearings at the federal and state levels.

Presidential Appointment:

In 1995 Mr. Rios was appointed to the Presidential Commission on Gulf War Veterans Illnesses.

Community Service/Awards/Certificates:

Rolando Rios is a decorated and disabled Viet Nam Veteran. In 1995 he was appointed by President Clinton to serve on the Presidential Advisory Committee on Gulf War Veterans' illnesses.

The Rios Firm is state certified as minority and disabled veteran owned. (Certifications available upon request)

Mexican American Legal Defense and Educational Fund (MALDEF),
Legal Services Award.

Bar Association (MABA), Outstanding Legal Contribution Award.

Mr. Rios has been involved in federal litigation and local governmental issues for more than twenty (25) years. He is the former General Counsel for the Southwest Voters Registration and Education Project (SWVEP). He has provided legal services to more than 250 jurisdictions in the Southwestern United States. Reported cases in which he was lead counsel include *LULAC v. Perry*, 126 S. Ct. 2594 (2006) in which he was successful before the United States Supreme Court in forcing the State of Texas to draw an additional Hispanic congressional district for South Texas.

Other reported cases in which Mr. Rios was lead counsel include: *League of United Latin American Citizens (LULAC) v. Midland Independent School District*, 648 F. Supp. 596 (W.D. Tex. 1986); *Campos v. City of Baytown*, 840 F. 2d 1240 (5th. Cir.1988); *LULAC v. Clements*, 999 F.2d 831 (5th Cir. 1993); *Houston Lawyers' Association v. Attorney General of Texas*, 115 L. Ed. 2d 379 (1991). Because of his experience in redistricting, constitutional issues and governmental entities, he was called to testify before Congress (House and Senate) on the extension of the Federal Voting Rights Act and he has provided testimony on governmental issues in both houses of the Texas Legislature.

Adjunct Professor, University of Texas at San Antonio (UTSA), Senior Seminar on Jurisprudence

Past clients include:

- City of San Antonio
- Dallas Independent School District
- Dallas County
- Houston Independent School District
- Houston Community College District
- Alamo Community College District
- South Texas Community College District
- San Antonio Independent School District
- Hidalgo County
- Cameron County
- San Antonio Water Systems
- County Line Water Corporation
- Texas Association of Hispanic County Judges and County Commissioners

A more extensive list is available upon request

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

A report on the College's Quarterly Investment Report for the Quarter Ended February 28, 2018, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended February 28, 2018 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended February 28, 2018 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 28, 2018 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended February 28, 2018, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended February 28, 2018, as presented.

Approval Recommended:

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



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

February 28, 2018

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

Maria G. Elizondo, Vice President for Finance & Administrative Services	Date
Myriam Lopez, Comptroller	Date
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

Disclaimer: These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Summary

Quarter End Results by Investment Category:

Asset Type	February 28, 2018		November 30, 2017	
	Ave. Yield	Book Value	Market Value	Market Value
DDA/MMA/NOW	1.06%	\$ 165,203,460.27	\$ 165,203,460.27	\$ 148,149,425.45
Pools	1.34%	24,940,019.75	24,940,019.75	24,862,042.36
CD/Security	1.43%	104,395,292.76	104,395,292.76	104,362,504.95
Totals		\$ 294,538,772.78	\$ 294,538,772.78	\$ 277,373,972.76

Quarterly Portfolio Performance

Average Quarterly Yield	1.21%	Year-to-Date Portfolio Performance	
		Average Quarter End Yield	1.14%
Rolling Three Mo. Treas. Yield	1.46%	Rolling Three Mo. Treas. Yield	1.30%
Rolling Six Mo. Treas. Yield	1.46%	Rolling Six Mo. Treas. Yield	1.33%
		Average Quarter End TexPool Yield	1.20%

CURRENT YEAR

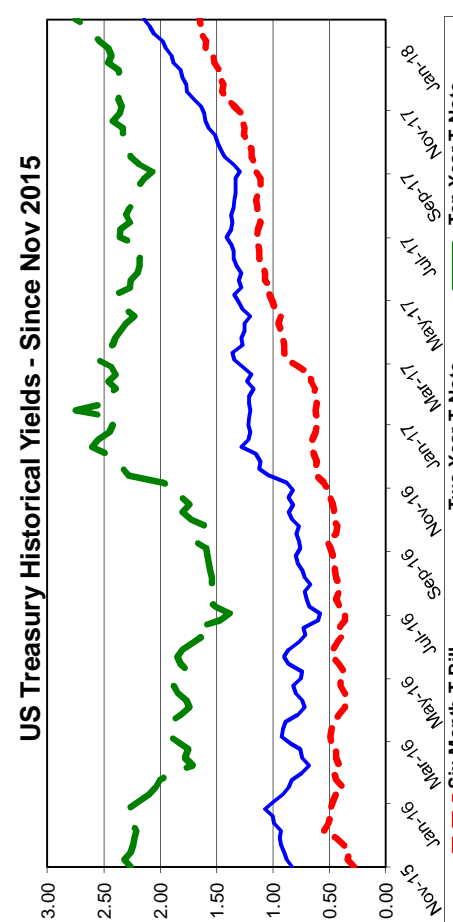
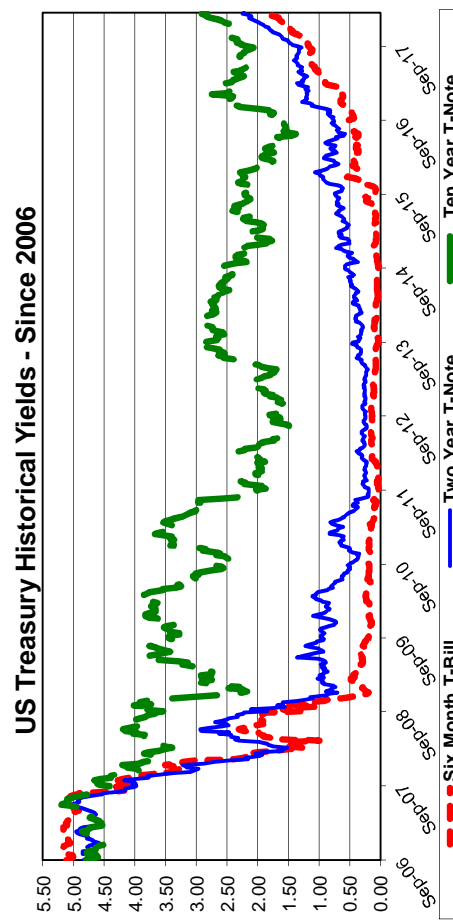
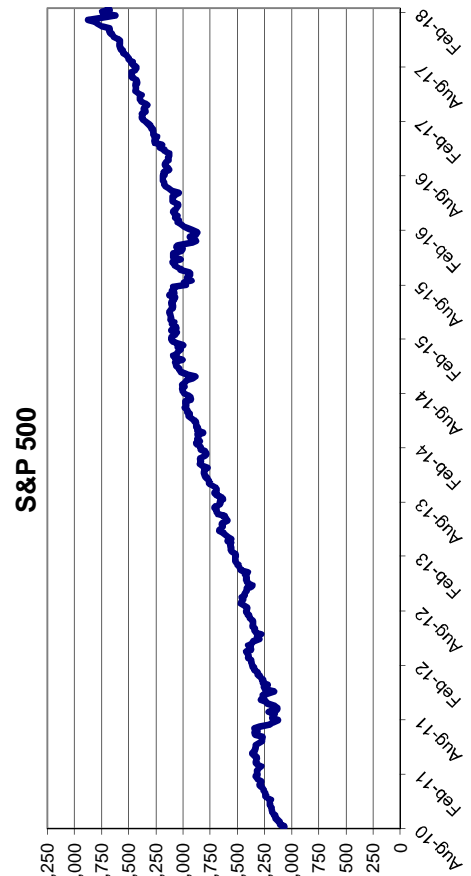
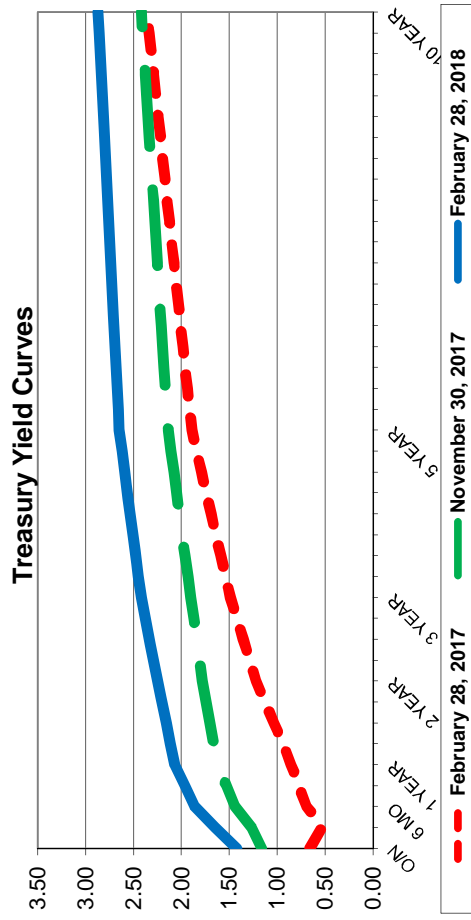
Quarterly Interest Received	\$850,538.65	(Unaudited)
Accrued Interest-End of Quarter	\$101,848.25	(Unaudited)
Fiscal YTD Interest Received	\$1,645,916.00	(Unaudited)

PRIOR YEAR

	\$559,917.00	(Unaudited)
	\$153,083.00	(Unaudited)
	\$1,036,617.00	(Unaudited)

Note: Average yields calculated using quarter end report average yield and adjusted book value, but do not include adviser fees and realized and unrealized gains or losses.

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 1.25% - 1.50% (Effective Fed Funds are trading +/-1.42%). Two to three additional increases are projected for 2018 (although subject to economic activity). The Market anticipates the next range increase (1.50% to 1.75%) at the March 21 meeting announcement. Gradual portfolio reduction continues by limiting reinvestment of maturing holdings. Fourth Quarter 2017 GDP measured 2.5% (second estimate). January Non Farm Payroll data increased to +200k. Worldwide economic data continues a generally positive trend. Crude oil is trying to stabilize at +/- \$60. The Stock Markets came off new highs with a 5-10% correction. Jerome Powell testified before Congress promising to continue justifiable tightening.



**Investment Holdings
February 28, 2018**

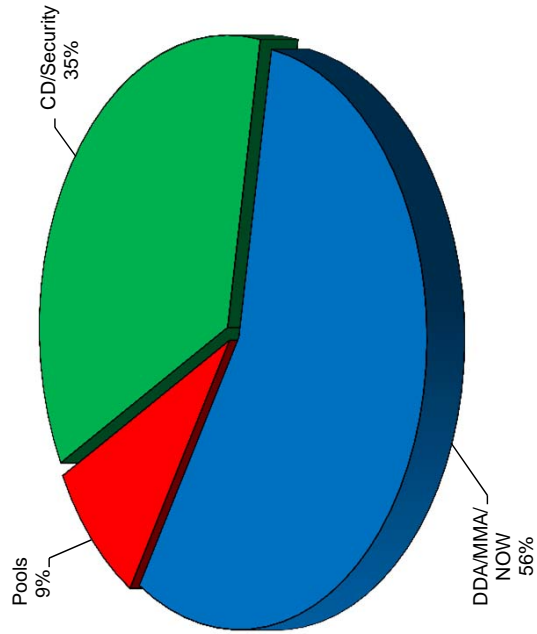
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating		0.70%	03/01/18	02/28/18	\$ 26,813,567.80	\$ 26,813,567.80	1.00	\$ 26,813,567.80	1	0.70%
BBVA - Payroll		0.70%	03/01/18	02/28/18	582,564.55	582,564.55	1.00	582,564.55	1	0.70%
BBVA - Student		0.70%	03/01/18	02/28/18	1,177,297.66	1,177,297.66	1.00	1,177,297.66	1	0.70%
BBVA - Operating Reserve (3)		0.00%	03/01/18	02/28/18	25,000,000.00	25,000,000.00	1.00	25,000,000.00	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15		0.70%	03/01/18	02/28/18	11,702,735.74	11,702,735.74	1.00	11,702,735.74	1	0.70%
BBVA - I&S Bond 99 & 07		0.70%	03/01/18	02/28/18	534.94	534.94	1.00	534.94	1	0.70%
BBVA - Construction E&G Transfer		0.70%	03/01/18	02/28/18	5,419,185.58	5,419,185.58	1.00	5,419,185.58	1	0.70%
BBVA - Construction LT Bonds Series 2015		0.70%	03/01/18	02/28/18	13,780,208.41	13,780,208.41	1.00	13,780,208.41	1	0.70%
Green Bank MMA		1.41%	03/01/18	02/28/18	20,319,535.20	20,319,535.20	1.00	20,319,535.20	1	1.41%
NexBank MMA		1.73%	03/01/18	02/28/18	60,407,830.39	60,407,830.39	1.00	60,407,830.39	1	1.73%
TexPool LGIP	AAA	1.34%	03/01/18	02/28/18	24,940,019.75	24,940,019.75	1.00	24,940,019.75	1	1.34%
Southside Bank CD		0.86%	03/01/18	04/07/16	5,075,886.27	5,075,886.27	1.00	5,075,886.27	1	0.86%
Texas Regional Bank CD		1.01%	04/02/18	04/07/16	5,089,222.85	5,089,222.85	1.00	5,089,222.85	33	1.01%
LegacyTexas Bank CD		1.00%	05/01/18	07/12/16	5,080,052.92	5,080,052.92	1.00	5,080,052.92	62	1.00%
LegacyTexas Bank CD		1.03%	06/01/18	07/12/16	7,623,709.74	7,623,709.74	1.00	7,623,709.74	93	1.03%
LegacyTexas Bank CD		1.05%	07/02/18	07/12/16	7,626,130.90	7,626,130.90	1.00	7,626,130.90	124	1.05%
Southside Bank CD		1.00%	08/01/18	09/15/16	5,062,778.69	5,062,778.69	1.00	5,062,778.69	154	1.00%
BBVA Compass Bank CD		1.80%	08/31/18	02/28/18	15,100.00	15,100.00	1.00	15,100.00	184	1.80%
BBVA Compass Bank CD		1.80%	08/31/18	02/28/18	200,100.00	200,100.00	1.00	200,100.00	184	1.80%
BBVA Compass Bank CD		1.80%	08/31/18	02/28/18	116,700.00	116,700.00	1.00	116,700.00	184	1.80%
BTH Bank CD		1.10%	09/04/18	11/03/16	5,069,407.48	5,069,407.48	1.00	5,069,407.48	188	1.10%
Southside Bank CD		1.15%	10/01/18	01/26/17	5,057,748.44	5,057,748.44	1.00	5,057,748.44	215	1.15%
Southside Bank CD		1.20%	11/01/18	01/26/17	5,060,270.53	5,060,270.53	1.00	5,060,270.53	246	1.20%
BBVA Compass Bank CD		1.42%	03/01/19	05/18/17	5,053,975.90	5,053,975.90	1.00	5,053,975.90	366	1.42%
BBVA Compass Bank CD		1.43%	04/01/19	05/18/17	5,054,357.81	5,054,357.81	1.00	5,054,357.81	397	1.43%
LegacyTexas Bank CD		1.48%	05/01/19	05/18/17	5,056,234.98	5,056,234.98	1.00	5,056,234.98	427	1.48%
LegacyTexas Bank CD		1.63%	06/03/19	07/31/17	5,047,529.45	5,047,529.45	1.00	5,047,529.45	460	1.63%
LegacyTexas Bank CD		1.65%	07/01/19	07/31/17	5,048,115.03	5,048,115.03	1.00	5,048,115.03	488	1.65%
LegacyTexas Bank CD		2.12%	08/01/19	01/30/18	10,016,843.84	10,016,843.84	1.00	10,016,843.84	519	2.12%
Southside Bank CD		1.50%	09/06/19	09/18/17	5,018,698.62	5,018,698.62	1.00	5,018,698.62	555	1.50%
LegacyTexas Bank CD		2.16%	10/01/19	01/30/18	10,017,161.64	10,017,161.64	1.00	10,017,161.64	580	2.16%
LegacyTexas Bank CD		2.21%	11/01/19	01/30/18	3,005,267.67	3,005,267.67	1.00	3,005,267.67	611	2.21%
					\$ 294,538,772.78	\$ 294,538,772.78				
								\$ 294,538,772.78	112	1.21%
									(1)	(2)

(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

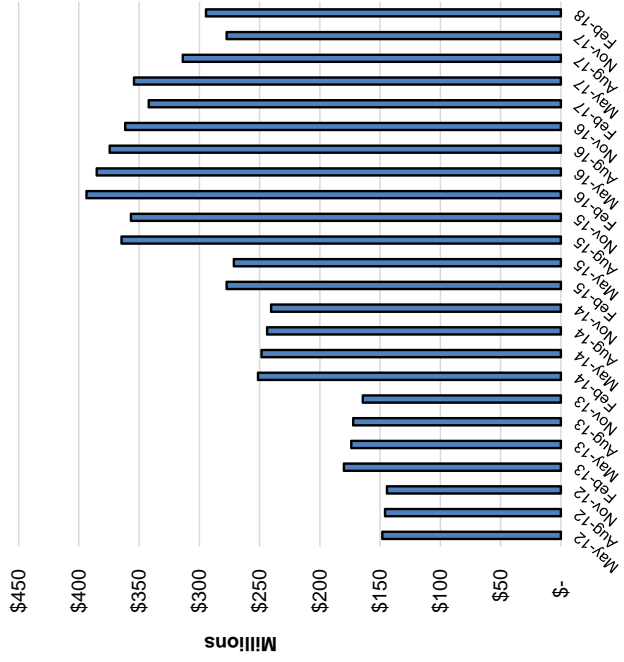
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

(3) **Compensating Balances** - although shown as a 0% coupon/discount, the account generates an earnings credit to offset depository bank fees.

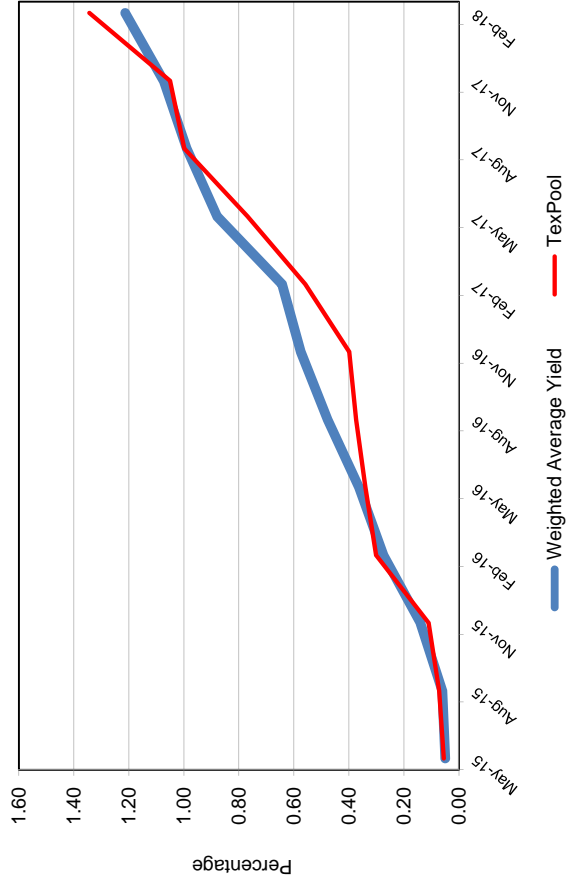
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	November 30, 2017			February 28, 2018		
			Original Face\		Book Value	Original Face\		Book Value
			Par Value			Par Value		
BBVA - Operating	0.70%	03/01/18	\$ 15,171,814.18		\$ 15,171,814.18	\$ 26,813,567.80		\$ 26,813,567.80
BBVA - Payroll	0.70%	03/01/18	698,223.71		698,223.71	582,564.55		582,564.55
BBVA - Student	0.70%	03/01/18	743,319.61		743,319.61	1,177,297.66		1,177,297.66
BBVA - Operating Reserve (3)	0.00%	03/01/18	25,000,000.00		25,000,000.00	25,000,000.00		25,000,000.00
BBVA - I&S Bond 96,02,03,04,07,10,14,15	0.70%	03/01/18	2,201,924.55		2,201,924.55	11,702,735.74		11,702,735.74
BBVA - I&S Bond 99 & 07	0.70%	03/01/18	533.99		533.99	534.94		534.94
BBVA - Construction E&G Transfer	0.70%	03/01/18	4,486,913.72		4,486,913.72	5,419,185.58		5,419,185.58
BBVA - Construction LT Bonds Series 2014	0.70%	03/01/18	5,097.43		5,097.43	—		—
BBVA - Construction LT Bonds Series 2015	0.70%	03/01/18	9,472,660.15		9,472,660.15	13,780,208.41		13,780,208.41
Green Bank MMA	1.41%	03/01/18	20,251,103.92		20,251,103.92	20,319,535.20		20,319,535.20
NexBank MMA	1.73%	03/01/18	70,117,834.19		70,117,834.19	60,407,830.39		60,407,830.39
TexPool LGIP	1.34%	03/01/18	24,862,042.36		24,862,042.36	24,940,019.75		24,940,019.75
Inter National Bank CD	0.85%	12/01/17	3,051,451.84		3,051,451.84	—		—
LegacyTexas Bank CD	1.00%	12/01/17	10,075,043.60		10,075,043.60	—		—
Southside Bank CD	1.01%	12/14/17	5,089,222.84		5,089,222.84	—		—
Southside Bank CD	1.00%	01/08/18	5,037,352.90		5,037,352.90	—		—
BBVA Compass Bank CD	1.20%	02/28/18	15,144.26		15,144.26	—		—
BBVA Compass Bank CD	1.20%	02/28/18	200,686.48		200,686.48	—		—
BBVA Compass Bank CD	1.20%	02/28/18	117,042.03		117,042.03	—		—
Southside Bank CD	0.86%	03/01/18	5,064,907.22		5,064,907.22	5,075,886.27		5,075,886.27
Texas Regional Bank CD	1.01%	04/02/18	5,076,299.84		5,076,299.84	5,089,222.85		5,089,222.85
LegacyTexas Bank CD	1.00%	05/01/18	5,067,269.89		5,067,269.89	5,080,052.92		5,080,052.92
LegacyTexas Bank CD	1.03%	06/01/18	7,603,951.55		7,603,951.55	7,623,709.74		7,623,709.74
LegacyTexas Bank CD	1.05%	07/02/18	7,605,983.33		7,605,983.33	7,626,130.90		7,626,130.90
Southside Bank CD	1.00%	08/01/18	5,050,187.81		5,050,187.81	5,062,778.69		5,062,778.69
BBVA Compass Bank CD	1.80%	08/31/18	—		—	15,100.00		15,100.00
BBVA Compass Bank CD	1.80%	08/31/18	—		—	200,100.00		200,100.00
BBVA Compass Bank CD	1.80%	08/31/18	—		—	116,700.00		116,700.00
BTH Bank CD	1.10%	09/04/18	5,055,377.96		5,055,377.96	5,069,407.48		5,069,407.48
Southside Bank CD	1.15%	10/01/18	5,043,130.27		5,043,130.27	5,057,748.44		5,057,748.44
Southside Bank CD	1.20%	11/01/18	5,045,011.10		5,045,011.10	5,060,270.53		5,060,270.53
BBVA Compass Bank CD	1.42%	03/01/19	5,035,919.50		5,035,919.50	5,053,975.90		5,053,975.90
BBVA Compass Bank CD	1.43%	04/01/19	5,036,173.35		5,036,173.35	5,054,357.81		5,054,357.81
LegacyTexas Bank CD	1.48%	05/01/19	5,037,419.96		5,037,419.96	5,056,234.98		5,056,234.98
LegacyTexas Bank CD	1.63%	06/03/19	5,027,296.80		5,027,296.80	5,047,529.45		5,047,529.45
LegacyTexas Bank CD	1.65%	07/01/19	5,027,632.42		5,027,632.42	5,048,115.03		5,048,115.03
LegacyTexas Bank CD	2.12%	08/01/19	—		—	10,016,843.84		10,016,843.84
Southside Bank CD	1.50%	09/06/19	5,000,000.00		5,000,000.00	5,018,698.62		5,018,698.62
LegacyTexas Bank CD	2.16%	10/01/19	—		—	10,017,161.64		10,017,161.64
LegacyTexas Bank CD	2.21%	11/01/19	—		—	3,005,267.67		3,005,267.67
TOTAL			\$ 277,373,972.76		\$ 277,373,972.76	\$ 50,581,504.36		\$ 294,538,772.78
						\$ (33,416,704.34)		\$ 294,538,772.78

Allocation
February 28, 2018
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
BBVA - Operating	\$ 26,813,567.80	\$ 26,813,567.80	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	582,564.55	582,564.55				
BBVA - Student	1,177,297.66	1,177,297.66				
BBVA - Operating Reserve	25,000,000.00	25,000,000.00				
BBVA - I&S Bond 96,02,03,04,07,10,14,15	11,702,735.74				11,702,735.74	
BBVA - I&S Bond 99 & 07	534.94				534.94	
BBVA - Construction E&G Transfer	5,419,185.58		5,419,185.58			
BBVA - Construction LT Bonds Series 2014	-					
BBVA - Construction LT Bonds Series 2015	13,780,208.41					13,780,208.41
Green Bank MMA	20,319,535.20	10,246,430.73	10,073,104.47			
NexBank MMA	60,407,830.39	48,521,162.54				11,886,667.85
TexPool LGIP	24,940,019.75		13,745,163.63		11,194,856.12	
03/01/18-Southside Bank CD	5,075,886.27	5,075,886.27				
04/02/18-Texas Regional Bank CD	5,089,222.85	5,089,222.85				
05/01/18-LegacyTexas Bank CD	5,080,052.92	5,080,052.92				
06/01/18-LegacyTexas Bank CD	7,623,709.74	7,623,709.74				
07/02/18-LegacyTexas Bank CD	7,626,130.90	7,626,130.90				
08/01/18-Southside Bank CD	5,062,778.69	5,062,778.69				
08/31/18-BBVA Compass Bank CD	15,100.00			15,100.00		
08/31/18-BBVA Compass Bank CD	200,100.00			200,100.00		
08/31/18-BBVA Compass Bank CD	116,700.00			116,700.00		
09/04/18-BTH Bank CD	5,069,407.48	5,069,407.48				
10/01/18-Southside Bank CD	5,057,748.44	5,057,748.44				
11/01/18-Southside Bank CD	5,060,270.53	5,060,270.53				
03/01/19-BBVA Compass Bank CD	5,053,975.90	5,053,975.90				
04/01/19-BBVA Compass Bank CD	5,054,357.81	5,054,357.81				
05/01/19-LegacyTexas Bank CD	5,056,234.98	5,056,234.98				
06/03/19-LegacyTexas Bank CD	5,047,529.45	5,047,529.45				
07/01/19-LegacyTexas Bank CD	5,048,115.03	5,048,115.03				
08/01/19-LegacyTexas Bank CD	10,016,843.84	10,016,843.84				
09/06/19-Southside Bank CD	5,018,698.62	5,018,698.62				
10/01/19-LegacyTexas Bank CD	10,017,161.64	10,017,161.64				
11/01/19-LegacyTexas Bank CD	3,005,267.67	3,005,267.67				
Totals	\$ 294,538,772.78	\$ 216,404,416.04	\$ 29,237,453.68	\$ 331,900.00	\$ 22,898,126.80	\$ 25,666,876.26

Allocation
November 30, 2017
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
BBVA - Operating	\$ 15,171,814.18	\$ 15,171,814.18	\$ -	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	698,223.71	698,223.71					
BBVA - Student	743,319.61	743,319.61					
BBVA - Operating Reserve	25,000,000.00	25,000,000.00					
BBVA - I&S Bond 96,02,03,04,07,10,14,15	2,201,924.55				2,201,924.55		
BBVA - I&S Bond 99 & 07	533.99				533.99		
BBVA - Construction E&G Transfer	4,486,913.72		4,486,913.72				
BBVA - Construction LT Bonds Series 2014	5,097.43					5,097.43	
BBVA - Construction LT Bonds Series 2015	9,472,660.15						9,472,660.15
Green Bank MMA	20,251,103.92	10,211,923.23	10,039,180.69				
NexBank MMA	70,117,834.19	48,320,666.47					21,797,167.72
TexPool LGIP	24,862,042.36		13,702,187.97		11,159,854.39		
12/01/17-Inter National Bank CD	3,051,451.84	3,051,451.84					
12/01/17-Legacy Texas Bank CD	10,075,043.60						10,075,043.60
12/14/17-Southside Bank CD	5,089,222.84	5,089,222.84					
01/08/18-Southside Bank CD	5,037,352.90						5,037,352.90
02/28/18-BBVA Compass Bank CD	15,144.26			15,144.26			
02/28/18-BBVA Compass Bank CD	200,686.48			200,686.48			
02/28/18-BBVA Compass Bank CD	117,042.03			117,042.03			
03/01/18-Southside Bank CD	5,064,907.22	5,064,907.22					
04/02/18-Texas Regional Bank CD	5,076,299.84	5,076,299.84					
05/01/18-Legacy Texas Bank CD	5,067,269.89	5,067,269.89					
06/01/18-Legacy Texas Bank CD	7,603,951.55	7,603,951.55					
07/02/18-Legacy Texas Bank CD	7,605,983.33	7,605,983.33					
08/01/18-Southside Bank CD	5,050,187.81	5,050,187.81					
09/04/18-BTH Bank CD	5,055,377.96	5,055,377.96					
10/01/18-Southside Bank CD	5,043,130.27	5,043,130.27					
11/01/18-Southside Bank CD	5,045,011.10	5,045,011.10					
03/01/19-BBVA Compass Bank CD	5,035,919.50	5,035,919.50					
04/01/19-BBVA Compass Bank CD	5,036,173.35	5,036,173.35					
05/01/19-Legacy Texas Bank CD	5,037,419.96	5,037,419.96					
06/03/19-Legacy Texas Bank CD	5,027,296.80	5,027,296.80					
07/01/19-Legacy Texas Bank CD	5,027,632.42	5,027,632.42					
09/06/19-Southside Bank CD	5,000,000.00	5,000,000.00					
Totals	\$ 277,373,972.76	\$ 189,063,182.88	\$ 28,228,282.38	\$ 332,872.77	\$ 13,362,312.93	\$ 5,097.43	\$ 46,382,224.37

Discussion and Action as Necessary on Direction Regarding Specifications for Solicitation of Property and Casualty Insurance

Approval on Direction Regarding Specifications for Solicitation of Property and Casualty Insurance is requested.

Mr. Raul Cabaza, III, Risk Management Consultant, will review the Request for Proposals for Property, Boiler and Machinery, Crime, General Liability, Automobile, School Board, Cyber, and Foreign Liability in addition to Workers' Compensation Coverage for the policy year beginning September 1, 2018.

Purpose - South Texas College will be soliciting proposals in April for such insurance coverage and is requesting the Board's direction as to the content and format of the solicitation document and the evaluation process. The Board's participation in the process will help make certain that the desired coverage will be reflected in the final document.

Justification - The intent is to provide a solicitation document that provides as much clarification as possible to potential respondents and for evaluation of proposals by the College's Risk Management consultant.

The following additional items are listed for discussion by the Board:

Specific evaluation criteria will be included in the request for proposals document
Establishment of a committee comprised of STC staff and the consultant to review responses

Reviewers – This item has been reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, the Purchasing Department, and by South Texas College legal counsel.

Background - The College solicits proposals annually after completing updates to its property schedule and completing applications that update enrollment, employee counts, payroll, and human resource activities such as voluntary and involuntary departures.

Enclosed Documents - The draft Request for Proposals (RFP) to be used in FY 2018 - 2019 is provided under separate cover for the Board's review and information.

Staff has also provided a comparison of Cyber and Crime policy limits carried by peer institutions, and a brief list of examples of various issues that illustrate the differences between activities covered by the following types of policies:

- Cyber,
- Crime - Computer Fraud,
- Crime - Social Engineering, and
- Crime - Funds Transfer Fraud.

The Finance, Audit, and Human Resources Committee reviewed the information presented, provided feedback, and requested that this item be presented at the Board Meeting for approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the Direction Regarding Specifications for Solicitation of Property and Casualty Insurance 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 Direction Regarding Specifications for Solicitation of Property and Casualty Insurance as presented.

Approval Recommended:

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

South Texas College
Comparison of Cyber and Crime Policy Limits
April 19, 2018

College	Cyber	Computer Fraud	Social Engineering
South Texas College	\$ 1,000,000	\$ 1,000,000	\$ 250,000
Central Texas College	\$ 2,000,000	\$ 1,000,000	\$ 100,000
Trinity Valley	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Blinn College	\$ 3,000,000	\$ 3,000,000	\$ 250,000
San Jacinto College	\$ 3,000,000	\$ 150,000	\$ 150,000
Victoria College	\$ 100,000	\$ 100,000	\$ 10,000
College of the Mainland	\$ 100,000	\$ 500,000	\$ 100,000

Cyber policies cover losses that result from unauthorized data breaches or system failures. Social engineering fraud actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.

Crime policies cover losses that result from theft, fraud, or deception. Since the underlying cause of a loss in social engineering is fraud, a company would claim a loss under its crime policy, provided it included a social engineering fraud coverage extension.

Cyber Liability

Cyber insurance covers network and information security liability, communications and media liability, regulatory defense expenses, crisis management expenses, computer program and electronic data restoration expenses, e-commerce extortion, and business interruption expenses. An example of a cyber-attack/incident may include a data breach in which the firm's customers' personal information, such as Social Security or credit card numbers, is exposed or stolen by a hacker or other criminal who has gained access to the firm's electronic network.

Crime Insurance - Computer Fraud

Computer fraud insurance covers direct loss of money, securities, and other property resulting directly from the use of any computer to fraudulently transfer insured property from inside the insured premises to a person or place outside of the insured's premises. An example of computer fraud may include a situation where a "hack" of the Insured's computer systems by a third party gives them control of or access to the Insured's computers. This access directly causes money or tangible property to be fraudulently transferred to a place or account not in the control of the Insured.

Crime Insurance - Social Engineering

Social engineering insurance covers direct loss of money, securities, and other property resulting directly from vendor or supplier impersonation, executive impersonation, and client impersonation. An example of a social engineering situation may include intentionally misleading an employee to voluntarily send money or divert a payment based on fraudulent information that is provided to the employee in a written or verbal communication such as an email, fax, letter or phone call.

Examples of Possible Claims Involving Cyber or Crime Insurance Coverage

Prepared by: Risk Management Consultant

Cyber

Phishing email was sent to accounting office requesting invoice payment. A wire transfer for over \$20,000 was sent fraudulently to a company that did not exist. Costs incurred include the \$20,000 lost, attorney fees, and computer forensics to be sure there is no malware hidden in the system.

A plumbing supply company in Kentucky was the victim of a ransomware attack that disabled approximately 50 workstations and completely debilitated the company and their ability to transact business. Costs incurred include digital forensics, incident response services, public relations, and attorney fees.

A public college in Idaho was the victim of a "Cyber Incident" when a school employee's laptop was stolen from their vehicle. Legal counsel was retained as well as a computer forensics team to determine the scope of the breach. In addition to the above, costs will also be incurred for student and parental notification as well as marketing costs to smooth the public perception of the incident and rebuild trust in the school.

Morgan & Morgan Files Class Action Lawsuit Against Shorter University Over Alleged Data Theft

Morgan & Morgan has filed a lawsuit on behalf of current and former Shorter University students in the wake of a data theft in which up to 900 individuals' medical files were allegedly stolen out of an unlocked room on campus.

University of Chicago data breach exposes employee and student data

A breach impacting the University of Chicago's Biological Sciences Division (BSD) database has exposed the personal information belonging to current and former employees, in addition to students. How many victims? Undisclosed. What type of personal information? Names, Social Security numbers, employee identification numbers, employee usernames, sex, marital status, and physical and email addresses.

Crime – Computer Fraud

A company's website was hacked into by an employee of one of its customers who changed her employer's bank routing code on the website to her own. When the company paid her employer for services rendered, the money went directly into her account instead.

Crime – Social Engineering

A retailer purchased 1,000 laptops from its supplier. Payment for the order was due to the supplier within 45 days. A few weeks after receiving the shipment of laptops, the retailer received an email purportedly from the supplier providing revised bank account information for payment of the invoice. The retailer updated its accounts receivable and issued payment using the new banking instructions. Subsequently, the retailer received an inquiry from the actual supplier regarding the status of the payment. The supplier's email system was hacked, and the change to the supplier's banking instructions was fraudulent.

Crime – Funds Transfer Fraud

A company's finance director opened an email with an attached .zip file that contained a virus. The virus obtained the user ID and password to the company's account with its bank. Immediately thereafter, a fraudulent electronic wire transfer initiated by persons unknown caused \$147,000 to be wired from the company's bank account to an unknown bank account in Arizona. The money was withdrawn before it could be recovered.

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

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

A. Awards

B. Non - Instructional Items

C. Technology Items

D. *Interlocal Agreement*

A. Awards

1) Metal Products for Welding Programs (Award)

Award the proposal for metal products for welding programs for the period beginning May 29, 2018 through May 28, 2019 with two one-year options to renew, at an estimated amount of \$55,000.00 based on prior history. The vendors are as follows:

- a. **Alamo Iron Works** (Brownsville, TX)
- b. **Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
- c. **Rio Grande Steel** (Edinburg, TX)

Purpose – The Welding programs are requesting the purchase of different types of metal products which will be used by students during class. The products will include some of the following items: aluminum plates, stainless steel plates, black iron pipe, square tubing, flat, and round bar stock.

Justification and Benefit – The metal products for the welding programs will be used for student instruction in the credit and non-credit Welding Programs in the Division of Technology and Continuing, Professional, and Workforce Education.

Background – Proposal documents were advertised on February 26, 2018 and March 5, 2018 and issued to seven (7) vendors. Three (3) responses were received on March 20, 2018 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2017 - 2018 and FY 2018 - 2019 pending Board approval of the budget.

2) Technology Campus Audio Visual Installation for Multimedia Rooms (Award)

Award the proposal for the Technology Campus audio visual installation for multimedia rooms to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$37,769.00.

Purpose – Educational Technologies is requesting the purchase and installation of audio visual equipment and materials for an analog to digital upgrade of five (5) classrooms at

the Technology Campus. This is part of a multi-year initiative to upgrade audio visual equipment district-wide to support the quickly moving trend to digital signals.

Justification and Benefit – The audio visual equipment will be replacing existing, outdated analog equipment with newer digital signal equipment in five (5) instructional classrooms at the Technology Campus. This upgrade will support the newer digital technologies used by faculty for student classroom instruction and/or student presentations while at the same time, still supporting the existing analog technology.

Background – Proposal documents were advertised on March 5, 2018 and March 12, 2018 and issued to nine (9) vendors. Two (2) responses were received on March 20, 2018 and reviewed by Educational Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technology M&R budget for FY 2017 – 2018.

B. Non – Instructional Items

3) Temporary Personnel Services (Renewal)

Renew the temporary personnel services contracts for the period beginning June 29, 2018 through June 28, 2019, at an estimated amount of \$600,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **AMP Personnel Services, LLC.** (McAllen, TX)
- b. **Express Employment Professionals** (McAllen, TX)
- c. **Extra Extras, Inc.** (Weslaco, TX)
- d. **Kelly Services, Inc.** (McAllen, TX)
- e. **Manpower Group US, Inc.** (McAllen, TX)
- f. **One Stop Staffing, LLC.** (Harlingen, TX)
- g. **R & D Contracting, Inc./dba R & D Personnel** (McAllen, TX)
- h. **Region Staffing** (Brownsville, TX)
- i. **Spherion Staffing, LLC.** (Atlanta, GA)
- j. **Texas Staffing Pros, LLC** (McAllen, TX)

Purpose – The Office of Human Resources is requesting to renew the temporary personnel services contracts for instructional programs and support services departments requesting personnel.

Justification and Benefit – The Office of Human Resources maintains this pool of staffing agencies and the proposed prices for various skill sets/job types. This provides access to wide candidate pools when services are needed.

All temporary personnel services request from College programs and departments are submitted to the Office of Human Resources and the following process is completed:

- The requesting department provides the Office of Human Resources the job description of the position being requested, experience preferred, and dates needed;

- The requirements are sent to several vendors that have that type of position and pricing is requested. Responses from the temporary services agencies are reviewed, including pricing and one or more agency is selected to provide applicant resumes;
- If an employee or employees are available for the requesting position, resumes are returned from the vendor(s) to the Office of Human Resources;
- The requesting department will review the resume(s), interview the candidates, and make their selection.

Background – The Board awarded the contracts for temporary personnel services at the June 28, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins June 29, 2018 and ends June 28, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/16	6/29/16 – 6/28/17	2 – one year options
1 st Renewal	5/24/17		6/29/17 – 6/28/18
2 nd Renewal	4/24/18		6/29/18 – 6/28/19

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

Funds for this expenditure are budgeted in the requesting programs or departments budgets for FY 2017 – 2018 and FY 2018 - 2019 pending Board approval of the budget.

C. Technology Items

4) Computers, Laptops, Tablets, and Printers (Purchase)

Purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors: **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), **CRC Computer Repair Center** (McAllen, TX), and **Adorama** (New York, NY) a National Cooperative Purchasing Alliance (NCPA) approved vendor, at a total amount of \$78,165.56.

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

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

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

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

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 1 Computer for Accreditation Department
 - ⇒ 1 Computer for Student Learning & Achievement Department
 - ⇒ 2 Computers for Facilities Planning & Construction Department
 - ⇒ 4 Computers for Purchasing Department (Receiving)
 - ⇒ 3 Computers for Library Acquisition Department
- Student Computers
 - ⇒ 10 Computers for Physics Program
- Staff Laptops
 - ⇒ 1 Laptop for Public Safety Program
- Faculty Laptops
 - ⇒ 2 Laptops for Computer Science Program
 - ⇒ 1 Laptop for Paralegal Program
- Student Tablets
 - ⇒ 4 Tablets for Library Public Services
- Grant Tablets
 - ⇒ 25 Tablets for Carl Perkins Grant Compliance/AEDT Program
- Student Printers
 - ⇒ 10 Printers for Learning Commons Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Accreditation Department, Student Learning & Achievement Department, Facilities Planning & Construction Department, Purchasing Department, Library Acquisition Department, Physics Department, Public Safety Department, Computer Science Department, Paralegal Department, Library Public Services, Carl Perkins Grant Compliance, and Learning Commons Open Labs.

5) Data Backup Appliance (Purchase)

Purchase a data backup appliance from **Technologent** (Irvine, CA) (New), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated amount of \$241,996.99.

Purpose – Information Technology is requesting to purchase a data backup appliance to support the demands of data retention and restoration. The appliance will be installed at the Pecan Campus Building M data center and will be used to back up data from the Banner system and other systems that require data to be backed up.

Justification and Benefit – The existing data backup appliance does not have the capacity to retain the amount of data the college has in various systems and it is slow to restore data backups when needed. The new appliance will increase the number of days for data retention, which will increase the amount of data that can be backed up. The appliance will also provide a quick turnaround for data restoration requests, which will reduce the amount of time a system is down. The appliance will be used to back up data from Banner and email, as well as all of the College's other systems used by students, faculty, and staff.

Funds for this expenditure are budgeted in the Banner Enterprise Resource Planning (ERP) upgrade budget for FY 2017 - 2018.

6) Data Center Network Switches (Purchase)

Purchase data center network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) and U.S. Communities approved vendor, at a total amount of \$141,993.03.

Purpose – Information Technology is requesting to purchase four (4) network switches to replace existing switches that have reached their end of life. The switches will be located at the Pecan Campus Building M data center and will support services district wide.

Justification and Benefit – These switches will replace hardware that has reached end of life and is no longer supported by the vendor. The new hardware will provide more resources with the latest technology increasing the speed that information travels across the College's network and will reduce network issues when students, faculty, and staff access Banner, Self Service Registration, the Jagnet student portal, and online testing.

Funds for this expenditure are budgeted in the Banner Enterprise Resource Planning (ERP) Upgrade budget for FY 2017 - 2018.

7) Load Balancing Device (Purchase)

Purchase a load balancing device from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$128,671.62.

Purpose – Information Technology is requesting to purchase a load balancing device to replace an existing device that has reached its end of life and can no longer meet the needs for what it is intended for. The device will be installed at the Pecan Building M data center and will be used to support the many software applications used by students, faculty, and staff such as Banner Self-Service Registration, Degreeworks, and Jagnet.

Justification and Benefit – A load balancer distributes application traffic across different servers allowing more users to access an application at the same time. For example, the main application that connects to the current load balancer is the Jagnet student portal. Every semester the number of students, faculty, and staff that connect to Jagnet increases. The number of concurrent connections, that is, the number of people trying to

connect at the same time, increases as well. As the number of concurrent connections increases, there is a need to add additional servers so that more people can connect. The load balancer will distribute the connections across all the servers evenly so that the servers don't become overloaded which would cause the system to stop working.

Funds for this expenditure are budgeted in the Banner Enterprise Resource Planning upgrade budget for FY 2017 - 2018.

8) Network Switches and Fiber Patch Cables (Purchase)

Purchase network switches and fiber patch cables from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$110,851.00.

Purpose – Information Technology is requesting to purchase twenty (20) network switches and fiber patch cables to replace existing switches that have reached their end of life. The switches and fiber cables will be located in various data storage areas at the Starr County, Technology, Nursing and Allied Health, and Mid-Valley campuses.

Justification and Benefit – The switches will replace hardware that has reached end of life and is no longer supported by the vendor. Network switches connect computers to the College's network. If the existing switches fail or stop working, computers will not be able to connect to the College's network, which means students, faculty, and staff using those computers will not be able to access systems like Banner, Jagnet, Time Clock Plus, and Blackboard.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2017 - 2018.

9) Servers (Purchase)

Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$139,468.31.

Purpose – Information Technology is requesting to purchase eight (8) servers to replace existing devices that have reached its end of life and can no longer meet the needs for what it is intended for. The servers will be installed at the Pecan Building M data center and will be used to support many software applications such as Police Department surveillance system, Information Technology applications, and databases.

Justification and Benefit – These servers will replace hardware that has reached end of life and is no longer supported by the vendor. Servers hosts applications and allow many connections from everywhere in our district. If the existing servers fail or stop working, students, faculty, and staff using those applications will not be able to access systems like Police Department surveillance system, Jagnet student portal, Time Clock Plus, and Blackboard.

Funds for this expenditure are budgeted in the Banner Enterprise Resource Planning (ERP) upgrade and Systems and Networking budget for FY 2017 - 2018.

D. Interlocal Agreement

10) Managed Security Services Agreement (Interlocal Agreement)

Purchase a managed security services agreement with **The Texas Department of Information Resources** (DIR) (Austin, TX), for the period beginning April 25, 2018 through April 24, 2019, at an estimated amount of \$10,000.00.

Purpose – Information Security is requesting to enter into a Shared Services Program which will provide access to various managed security services in the event of a major incident related to the College's network and in protecting the network.

Justification and Benefit – It will include managed security and incident response services, disaster recovery services, and testing vulnerabilities. The various services will provide the College with various options in protecting the network.

Funds for this expenditure are budgeted in the Information Security budget for FY 2017 – 2018 and FY 2018 – 2019 pending Board approval.

Recommendation:

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

A. Awards

B. Non - Instructional Items

C. Technology Items

D. Interlocal Agreement

A. Awards

- 1) Metal Products for Welding Programs (Award):** award the proposal for metal products for welding programs to for the period beginning May 29, 2018 through May 28, 2019 with two one-year options to renew, at an estimated amount of \$55,000.00 based on prior year history. The vendors are as follows:

- ⇒ **Alamo Iron Works** (Brownsville, TX)
- ⇒ **Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
- ⇒ **Rio Grande Steel** (Edinburg, TX)

- 2) Technology Campus Audio Visual Installation for Multimedia Rooms (Award):** award the proposal for the Technology Campus audio visual installation for multimedia rooms to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$37,769.00;

B. Non – Instructional Items

3) Temporary Personnel Services (Renewal): renew the temporary personnel services contracts for the period beginning June 29, 2018 through June 28, 2019, at an estimated amount of \$600,000.00, which is based on prior year history. The vendors are as follows:

- a. **AMP Personnel Services, LLC.** (McAllen, TX)
- b. **Express Employment Professionals** (McAllen, TX)
- c. **Extra Extras, Inc.** (Weslaco, TX)
- d. **Kelly Services, Inc.** (McAllen, TX)
- e. **Manpower Group US, Inc.** (McAllen, TX)
- f. **One Stop Staffing, LLC.** (Harlingen, TX)
- g. **R & D Contracting, Inc./dba R & D Personnel** (McAllen, TX)
- h. **Region Staffing** (Brownsville, TX)
- i. **Spherion Staffing, LLC.** (Atlanta, GA)
- j. **Texas Staffing Pros, LLC** (McAllen, TX)

C. Technology Items

4) Computers, Laptops, Tablets, and Printers (Purchase): purchase computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors: **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), **CRC Computer Repair Center** (McAllen, TX), and **Adorama** (New York, NY) a National Purchasing Cooperative Alliance (NCPA), approved vendor, at a total amount of \$78,165.56;

5) Data Backup Appliance (Purchase): purchase a data backup appliance from **Technogent** (Irvine, CA) (New), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated amount of \$241,996.99;

6) Data Center Network Switches (Purchase): purchase data center network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) and U.S. Communities approved vendor, at a total amount of \$141,993.03;

7) Load Balancing Device (Purchase): purchase a load balancing device from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$128,671.62;

8) Network Switches and Fiber Patch Cables (Purchase): purchase network switches and fiber patch cables from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$110,851.00;

9) Servers (Purchase): purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$139,468.31;

D. Interlocal Agreement

10) Managed Security Services Agreement (Interlocal Agreement): purchase a managed security services agreement with **The Texas Department of Information Resources** (DIR) (Austin, TX), for the period beginning April 25, 2018 through April 24, 2019, at an estimated amount of \$10,000.00.

Recommend Action - The total for all award of proposals, purchases, renewal, and interlocal agreement (Non-Bond Proceeds) is \$1,543,915.51.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes all award of proposals, purchases, renewal, and interlocal agreement (Non-Bond Proceeds) as presented.

Approval Recommended:

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

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

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

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

1) District Wide Audio Visual Installation for Study Rooms (Award)

Award the proposal for the district wide audio visual installation for study rooms to **Audio Visual Aids** (San Antonio, TX), at an estimated cost of \$108,313.00.

Purpose – Library Services and Educational Technologies is requesting the purchase of audio visual equipment for seventeen (17) study rooms located in several of the 2013 Bond Construction program buildings and library which will include displays, audio visual control systems, and accessories.

Justification and Benefit – There is a need to provide technology rich spaces to enable student collaboration and promote student learning in 2013 Bond Construction Libraries, including the Mid-Valley expansion. Each of five (5) collaboration tables in study rooms at the Mid-Valley expansion will be equipped with collaboration technology including a wall mounted screen and screen sharing technology.

Additionally, the open labs and information commons at Pecan North Academic, Pecan South Academic, Pecan STEM, Mid-Valley Health Professions and Sciences, and Starr County Health Professions and Sciences together will include sixteen (16) group collaboration tables equipped with collaboration technology including a wall mounted screen and screen sharing technology. Collectively, the collaboration technology for the library, information commons, and open lab locations will equip a total of 21 student collaboration stations.

Background – Proposal documents were advertised on March 5, 2018 and March 12, 2018 and issued to nine (9) vendors. One (1) response was received on March 20, 2018 and reviewed by Educational Technologies and the Purchasing Department.

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

2) Automation Lab (Purchase)

Purchase an automation lab from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of \$662,569.82.

Purpose – The Office of Industry Training and Economic Development and Facilities Planning and Construction are requesting the purchase of cyber physical (CP) equipment and software for student instruction and training in the CP Lab.

Justification and Benefit – The CP Lab is an extension to the MPS Automation System that is currently operational at the Technology Campus. The CP Lab will add the necessary components and technology to make the existing Festo Lab a true Industry 4.0 automation lab. Demand for Industry 4.0 connectivity is growing in the field of advanced manufacturing and this lab extension will allow South Texas College to offer and deliver training and credentials in these advanced technologies. A list of additional benefits are as follows:

- **Enhancement of Existing Festo Lab**
 - The proposed CP lab would give us the ability to deliver the next level of training in automation technology that is in demand right now in the RGV. The technologies of our existing lab and the CP would be seamlessly integrated.
- **Currently In Demand**
 - STC IAM is currently providing Festo automation training to 12 local manufacturing companies, a cohort of UTRGV Manufacturing Engineering students, and to hundreds of middle and high school students. The CP lab upgrade would be used immediately with most of these clients and others with similar processes and/or networking technologies.
- **Cross-Industry Applications**
 - Because of the CP lab's emphasis on integrated networks, the application of Festo training goes well beyond core manufacturing. i.e.: manufacturing support, food and beverage processing, logistics and distribution, health care, banking and secondary and post-secondary education. Our clients and potential clients far exceed the limited numbers listed under "manufacturing" by the DOL and TWC.
- **Support of Secondary School STEM Endorsement Pathways**
 - Provide exposure to high-level of technologies
 - Provide interdisciplinary engineering career paths
 - Continue to promote automation and robotics summer camps. IAM anticipates over 500 students in their 2017 summer camps. I am also in negotiations with ISDs for year-round contracted STEM practicums in our Festo labs. IAM anticipates over 800 students in their 2018 summer camps.
 - The IAM has contracted with school districts to provide year-round STEM practicums in the Festo lab. Currently, high school students from La Joya ISD and Mission CISD are participating in Festo training on a weekly basis. Additional students from these and other schools are expected to enroll as negotiations are ongoing.
- **Support South Texas College's Mechatronics and Computer Maintenance Credit Programs**
 - Institute for Advanced Manufacturing will work with program chairs to develop procedures

- **International Training Center**

- The Festo Lab has the potential to become a North American Training Center for advanced robotics and automation. It could become a destination where individuals from industry and/or education from Canada to Mexico can receive training and certification on any of the technologies we offer.

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

Recommendation:

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

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

- 1) **District Wide Audio Visual Installation for Study Rooms (Award):** award the proposal for the district wide audio visual installation for study rooms to **Audio Visual Aids** (San Antonio, TX), at an estimated cost of \$108,313.00;
- 2) **Automation Lab (Purchase):** purchase an automation lab from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of \$662,569.82.

Recommend Action - The total for the award of proposal and purchase of the 2013 Bond Construction Program Funded by Bond Related Projects Funded by Non-Bond Proceeds is:

Non-Bond M&O Taxes	<u>\$770,882.82</u>
Total	\$770,882.82

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

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

Approval Recommended:

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

Review and Action as Necessary on Revision of Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct

Approval to revise Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* is requested.

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

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

- To revise the policy's title from Discrimination, Harassment, Retaliation, and Sexual Misconduct to Harassment, Discrimination, and Sexual Misconduct.
- To clarify and clearly define harassment, discrimination, and sexual misconduct throughout the policy, including Title IX.
- To comply with requirements dictated by the federal and state government in accordance to sexual assault and any anti-discriminatory rules and regulations.
- To include the Title IX Coordinator name and location as required by law. Also, the Title IX Coordinator recommendation to include the Title IX Deputy Coordinators contact information.
- To rearrange the sections of the policy as recommended by the legal experts from The National Center for Higher Education Risk Management (NCHERM) Group, L.L.C.

The following are included for the Committee's review and information:

- Table of Contents showing current and revised Sections
- Revised Policy with additions/deletions for documentation purposes
- New Policy without mark-ups

Below are summaries of the policy additions and deletions:

1. The majority of the revisions are as a result of the rearranging of the policy as follows:

#	Section Subject	From	To
1	Title IX Statement	Section II	Section VIII
2	Prohibited Conduct	Section III	Section IV
3	Discrimination	Section IV	Section II
4	Pregnancy and Parenting	Section V	Section III
5	Harassment	Section VI	Section IV (A)

#	Section Subject	From	To
6	Retaliation	Section VIII	Section XV
7	Sexual Misconduct	Section IX	Section IV (C)
8	Sexual Harassment	Section IX (A)	Section IV (B)
9	Consensual Relationships	Section IX (B)	Section IV (C) (b)
10	Consent	Section IX (C)	Section VII
11	Coercion	Section IX (D)	Section IV (C) (g)
12	Incapacitation	Section IX (E)	Section VII (a)
13	Sexual Exploitation	Section IX (F)	Section IV (C) (d)
14	Dating Violence	Section IX (G)	Section IV (C) (h)
15	Domestic Violence	Section IX (H)	Section IV (C) (h)
16	Sexual Violence	Section IX (I)	Section IV (C) (c)
17	Non-Consensual Sexual Intercourse	Section IX (I) (1)	Section IV (C) (i)
18	Non-Consensual Sexual Contact	Section IX (I) (2)	Section IV (C) (j)
19	Stalking	Section IX (J)	Section IV (C) (e)
20	Off Campus Conduct	Section X	Section VI
21	Other Prohibited Conduct	Section XI	Section IV (C) (f)
22	Hostile Environment	Section XII	Section V
23	Reporting	Section XIII	Section X
24	Responsible Employee	Section XIII	Section XI
25	Title IX Coordinator	Section XIV	Section VIII
26	Filing of False Complaints	Section XV	Section XII
27	Effect on Pending Personnel Actions	Section XVI	Section XIII
28	Relations of Complaint Process to Outside Agency Time Limits	Section XVII	Section XIV
29	Title IX Procedures	Section XVIII	Section IX

2. Other significant changes, revisions, and additions included in the policy are as follows:

#	Section Subject	Changes/Revisions
1	Non-Discrimination	Section II, changed name from Discrimination to Non-Discrimination
2	Prohibited Conduct	Section IV (A), (B), (C) (b), (C) (d), (C) (e), included new language to define Harassment, Sexual Harassment, Consensual Relationships, Sexual Exploitation, Stalking
3	Sexual Harassment	Section IV (B), included new language to define Sexual Harassment, hostile environment, power differentials (quid pro quo), and retaliation

#	Section Subject	Changes/Revisions
3	Intimate Partner (Dating/Domestic) Violence	Section IV (C) (h); consolidated Dating Violence and Domestic Violence to Intimate Partner (Dating/Domestic) Violence
4	Consent	Section VII; included new language to define Consent
5	Racial Harassment	Section VII, removed
6	Incapacitation	Section VII (a); included new language to define Incapacitation
7	Title IX Coordinator	Section VIII; included federal requirement to include Title IX Coordinator name and contact information; included Title IX Deputy Coordinators
8	Physical Conduct	Section IX (A) (1), removed
9	Verbal Conduct	Section IX (S) (2), removed
10	Responsible Employee	Section XI, included new language to define Responsible Employee
11	Filing of False Complaints	Section XII, included new language to define Filing of False Complaints
12	Retaliation	Section XV, included new language to define Retaliation
12	Review	Section XVI, added section

3. In addition, several minor changes were made throughout the policy as follows:

#	Section Subject	Minor Changes
1	Purpose	Section I, added, "and College policies"
2	Non-Discrimination	Section II, added, "Non-"
3	Non-Discrimination	Section II, added, "or any other basis prohibited by law" and "at South Texas College"
4	Pregnancy and Parenting	Section III, added "academic and physical"
5	Prohibited Conduct	Section IV (C), added "non-consensual sexual contact" and "intimate partner violence, also known as dating violence and or"
6	Prohibited Conduct	Section IV (C) (c), added "unwelcome" and "as defined in Section VI: Consent"
7	Prohibited Conduct	Section IV (C) (d), added "Sexual Exploitation refers to a situation in which a person"
8	Prohibited Conduct	Section IV (C) (g); added "an" and "amount of"
	Hostile Environment	Section V, added "based on personal opinions, emotions, or point of view", "and objectively offensive, based on facts, measureable, and observable"

#	Section Subject	Minor Changes
9	Off Campus Conduct	Section VI, added “may” and “or other South Texas College policies”
10	Title IX Procedures	Section IX, added “are”, “the Office of Student Rights and Responsibilities”, “South Texas”, and “Title IX”
11	Reporting	Section X, added “the Title IX Coordinator or Title IX Coordinators”, “the Office of Student Rights and Responsibilities”, “of Public Safety, or file a report”, and “Employee are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, Office of Human Resources, or file a report online.”

After the April 10, 2018 Finance, Audit, and Human Resources Committee Meeting, additional changes were provided by Legal Counsel and The NCHERM Group, LLC. The changes are as follows:

#	Section Subject	Minor Changes
1	Purpose	Section I, added “Women”, “is created to impair”, and “College’s”
2	Purpose	Section I, deleted “shall be construed to abridge” and “University’s”
4	Pregnancy and Parenting	Section III, added “ the student”, “the”, “,”, “and policy based”, and “Pregnant students and those with medical needs following pregnancy or related conditions are to be provided support and accommodations in the same way as the college provides support for all temporary disabilities.”
5	Parenting and Parenting	Section III, deleted “Any special services provided to students who have temporary medical conditions must also be provided to a pregnant student.”
6	Prohibited Conduct	Section IV (B), deleted bulletins and added new language to define hostile environment, quid pro quo, and retaliation.
7	Prohibited Conduct	Section IV (C), added “sexual exploitation”, “sexual orientation”, “and/or gender identity”, and “individuals”
8	Prohibited Conduct	Section IV (C) (b); added explicitly
9	Prohibited Conduct	Section IV (C) (b); deleted expressly
10	Prohibited Conduct	Section IV (C) (d); added and deleted sections to define Sexual Exploitation
11	Prohibited Conduct	Section IV (C) (h); deleted “asserted violent misdemeanor and felony”

#	Section Subject	Minor Changes
12	Hostile Environment	Section V; delete “and”
13	Off Campus Conduct	Section VI; included new language to define Off Campus Conduct
14	Off Campus Conduct	Section VI; deleted “and if off campus harassment has”
15	Consent	Section VII (A); added “When the individual seeking sexual access knows or reasonably should have known of the incapacity.”
16	Title IX Coordinator	Section VIII; included new language to define Title IX Coordinator
17	Responsible Employee	Section XI; included new language to define Responsible Employee
18	Retaliation	Section XV; included examples

Background – Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct, was approved by the Board of Trustees on May 26, 2015, and was amended in December 2015 and April 2016.

The College's Title IX Team, consisting of the Title IX Coordinator, Deputy Title IX Coordinators, and Title IX Investigators, is continually monitoring updates to the Title IX requirements as issued by the Department of Education and investigation outcomes from current court cases. The Department of Education's Office of Civil Rights (OCR) is currently investigating 337 cases in higher education institutions as of March 20, 2018.

On September 22, 2017, the Department of Education issued new interim guidance on campus sexual misconduct. The Department of Education also formally reversed certain previous guidance on how institutions should handle sexual assaults under Title IX federal law.

Reviewers – The revised policy has been reviewed by staff, the Title IX Committee, President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC), by South Texas College legal counsel for Human Resources, Mr. Jose Guerrero, and The National Center for Higher Education Risk Management (NCHERM) Group, L.L.C, attorney.

Enclosed Documents - The Table of Contents showing current and revised Sections, the revised policy with additions/deletions for documentation purposes, and the new policy without markups follow in the packet for the Committee's review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikethrough.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4216: **Harassment**, Discrimination, ~~Harassment~~,

~~Retaliation~~, and Sexual Misconduct, as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4216: **Harassment**, Discrimination, ~~Harassment, Retaliation~~, and Sexual Misconduct, as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revisions to Policy #4216: **Harassment**, Discrimination, ~~Harassment, Retaliation~~, and Sexual Misconduct, as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

Policy 4216

Table of Contents

<u>CURRENT</u>	<u>REVISED</u>
I. Purpose	I. Purpose
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III. Prohibited Conduct	III. Pregnancy and Parenting
IV. Discrimination	IV. Prohibited Conduct
V. Pregnancy and Parenting	A. Harassment
VI. Harassment	B. Sexual Harassment
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IX. Sexual Misconduct	a. Sexual Harassment (as defined in Section B)
A. Sexual Harassment	b. Consensual Relationships
1. Physical conduct	c. Sexual Violence
2. Verbal conduct	d. Sexual Exploitation
B. Consensual Relations	e. Stalking
C. Consent	f. Other Prohibited Conduct
D. Coercion	g. Coercion
E. Incapacitation	h. Intimate Partner (Dating/Domestic) Violence
F. Sexual Exploitation	i. Non-Consensual Sexual Intercourse
G. Dating Violence	j. Non-Consensual Sexual Contact
H. Domestic Violence	
I. Sexual Violence	
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J. Stalking	
X. Office Campus Conduct	V. Hostile Environment
XI. Other Prohibited Conduct	VI. Off Campus Conduct
XII. Hostile Environment	VII. Consent
XIII. Reporting	a. Incapacitation
XIV. Title IX Coordinator	VIII. Title IX Coordinator
XV. Filing of False Complaints	IX. Title IX Procedures
XVI. Effect on Pending Personnel Actions	X. Reporting
XVII. Relationship of Complaint Process to Outside Agency Time Limits	XI. Responsible Employee
XVIII. Title IX Procedures (in the online version it states II instead of XVIII)	XII. Filing of Intentional False Complaints
	XIII. Effect on Pending Personnel Actions
	XIV. Relationship of Complaint Process to Outside Agency Time Limits
	XV. Retaliation
	XVI. Review

MANUAL OF POLICY

Title	<i>Harassment</i> , Discrimination, Harassment , Retaliation , and Sexual Misconduct	4216
Legal Authority	Approval of the Board of Trustees	Page 1 of 23
Date Approved by Board	Board Minute Order dated May 26, 2015	
As Amended by Board	Minute Order dated December 15, 2015 As Amended by Board Minute Order dated April 26, 2016 <i>As Amended by Board Minute Order dated April 24, 2018</i>	

I. Purpose

South Texas College is committed to providing an environment that respects the dignity and worth of every member of its community. Members of the campus community are entitled to an educational, learning, and working environment free of ***harassment***, discrimination, ***sexual misconduct***, ***harassment***, ***and*** retaliation, ~~and sexual misconduct~~. To ensure compliance with federal and state civil rights laws ***and College policies***, the College has developed internal policies that will provide a supportive process for individuals who report ***harassment***, discrimination, ***sexual misconduct***, ***harassment***, ***and*** retaliation, ~~and sexual misconduct~~. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against ***Women*** Reauthorization Act of 2013, and H.B. 699 84th Legislature.

Nothing in this Policy is created to impair shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University's College's educational mission.

II. Title IX Statement

~~Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."~~

~~The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.~~

II. ***Non-Discrimination***

The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at South Texas College include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status or any other basis prohibited by law.

~~Strikethrough denotes deletion~~

Italics denote moved

Italics denote addition

After Committee Meeting denote addition

MANUAL OF POLICY

Title **Harassment, Discrimination, Harassment, Retaliation, and Sexual Misconduct** 4216

Legal Authority Approval of the Board of Trustees

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Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

III. Prohibited Conduct

~~Prohibited conduct includes discrimination, harassment, retaliation and sexual misconduct as defined by this policy, even if the behavior does not rise to the level of unlawful conduct. Specific acts of prohibited conduct are described in this policy. Prohibited conduct, by any employee or student, is subject to disciplinary action up to and including dismissal or expulsion from the College.~~

III. Pregnancy and Parenting

The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.

Employee:

The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.

Student:

The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

The College prohibits excluding a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note.

~~Strikethrough denotes deletion~~

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In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, ~~she~~ the student must be allowed to return to the same academic and extracurricular status as before ~~her~~ the medical leave began.

Pregnant students shall be provided reasonable academic, ~~and~~ physical, and policy based adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary. Pregnant students and those with medical needs following pregnancy or related conditions are to be provided support and accommodations in the same way as the college provides all temporary disabilities.

~~Any special services provided to students who have temporary medical conditions must also be provided to a pregnant student.~~

IV. Discrimination

~~The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class. Protected classes include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law.~~

~~Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.~~

IV. Prohibited Conduct

South Texas College prohibits harassment, discrimination, sexual misconduct, and retaliation, even if the behavior does not rise to the level of criminal conduct. Specific acts of prohibited conduct are described in this policy. Prohibited conduct, by any employee or student, is subject to disciplinary action up to and including dismissal or expulsion from the College.

A. Harassment

Employee:

Prohibited harassment of an employee is defined as unwelcome physical, verbal, or nonverbal conduct based on an employee's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so

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Title **Harassment, Discrimination, Harassment, Retaliation, and Sexual Misconduct** 4216

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severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits an employee's opportunities in the work environment or ability to participate in or benefit from the activities of the College.

Student:

Prohibited harassment of a student is defined as unwelcome physical, verbal, or nonverbal conduct based on the student's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits student's ability to participate in or benefit from the educational programs and/or activities of the College.

B. Sexual Harassment

South Texas College assumes an affirmative position to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of sexual nature when submission of such conduct:

- ~~that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities;~~
- ~~that is sufficiently severe, persistent, or pervasive and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the education or employment, or to participate in any benefits program and/or activities of the College;~~
- creates a hostile environment, that such conduct is intentionally directed towards a specific individual or a group of individuals, or participation at the College activities, or creating an intimidating and/or offensive environment; that is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the education or employment, and/or activities or other benefits of the College;*

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Italics denote moved

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After Committee Meeting denote addition

MANUAL OF POLICY

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- *based on power differentials (quid pro quo), which refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance; or that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities; or*
- *is retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices, includes but not limited to intimidation, threats, or harassment against any complainant, witness, or third party.*

This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

C. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, non-consensual sexual contact, sexual exploitation, sexual violence, rape, stalking, and intimate partner violence, also known as dating violence and or domestic violence. It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the sexual orientation, gender and/or gender identity of the individual(s) involved.

a. Sexual Harassment (as defined in section B)

b. Consensual Relationships

It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses.

The College prohibits supervisors from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect

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supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class.

A supervisor is prohibited from expressly explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.

A faculty member is prohibited from expressly explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.

Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.

c. Sexual Violence

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

- Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).
- All sexual contact between individuals must be with each person's consent, as defined in Section VII: Consent.

d. Sexual Exploitation

~~Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact.~~ occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

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Examples of ~~S~~sexual ~~E~~xploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- *Invasion of sexual privacy such as ~~S~~sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).*
- *Non-consensual digital, video or audio recording of nudity or sexual activity.*
- *~~Taking pictures or recording another in a sexual act, or~~ Or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).*
- *Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.*
- *Prostituting another person.*
- *Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.*
- *Administering alcohol or drugs (such as "date rape" drugs) to another person.*

~~Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:~~

- ~~• Invasion of sexual privacy;~~
- ~~• Prostituting another person;~~
- ~~• Non-consensual digital, video or audio recording of nudity or sexual activity;~~
- ~~• Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;~~
- ~~• Engaging in voyeurism;~~
- *Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);*
- ~~• Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;~~
- ~~• Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;~~
- *Sexually-based stalking and/or bullying may also be forms of sexual exploitation.*

e. Stalking

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Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and that would cause a reasonable person to feel fear

Stalking can be repetitive and menacing conduct, including pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

f. Other Prohibited Conduct

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- *Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class*
- *Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.*
- *Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.*
- *Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.*

g. Coercion

Coercion is an unreasonable amount of pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

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h. Intimate Partner (Dating/Domestic) Violence

*Defined as violence by a person who **is or** has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.*

Domestic violence includes ~~asserted violent misdemeanor and felony~~ offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

i. Non-Consensual Sexual Intercourse

Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

j. Non-Consensual Sexual Contact

Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

~~V. Pregnancy and Parenting~~

~~The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.~~

~~Employee:~~

~~The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.~~

~~Student:~~

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~~The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.~~

~~The College prohibits excluding a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note, unless the College requires a doctor's note from all students who have a physical or emotional condition requiring treatment by a doctor.~~

~~In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.~~

~~Pregnant students shall be allowed to make up work and tests missed because of pregnancy leave.~~

~~Pregnant students shall be provided reasonable adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary.~~

~~Any special services provided to students who have temporary medical conditions must also be provided to a pregnant student.~~

V. Hostile Environment

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness, based on personal opinions, emotions, or point of view, is not enough to create a hostile environment.

In determining whether conduct is severe, persistent or pervasive and objectively offensive, based on facts, measurable, and observable, and thus creates a hostile environment, the following factors will be considered:

- i. *the degree to which the conduct affected one or more individuals' education or employment;*
- ii. *the nature, scope, frequency, duration, and location of the incident(s);*
- iii. *the identity, number, and relationships of persons involved; or*
- iv. *the perspective of a "reasonable person" in the same situation as the person subjected to the conduct, and*

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VI. Harassment Employee:

~~Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:~~

- ~~1. Has the purpose or effect of unreasonably interfering with the employee's work performance;~~
- ~~2. Creates an intimidating, threatening, hostile, or offensive work environment; or~~
- ~~3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.~~

Student:

~~Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:~~

- ~~1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;~~
- ~~2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or~~
- ~~3. Otherwise adversely affects the student's educational opportunities.~~

VI. Off Campus Conduct

Conduct that occurs off campus, including online activity, may be the subject of a complaint or report and will be evaluated to determine whether it violates this policy or other South Texas College policies. The off campus conduct will be evaluated to determine possible continuing effects that create a hostile environment on campus and whether the conduct occurred in the context of an education program or activity or affects a substantial College interest.

A substantial College interest includes but is not limited to any action that constitutes a criminal offense as defined by law or any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others.

—VII. Racial Harassment

~~Racial harassment occurring in any campus, division, department, or any work unit by any employee or student is unacceptable behavior, and any practice or behavior that constitutes racial harassment will be dealt with appropriately.~~

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~~Any employee or student who is found to have engaged in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion, in accordance with procedural and applicable due process requirements.~~

~~Racial harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended.~~

~~Examples of conduct that constitutes racial harassment include racially derogatory remarks, racial slurs or any other racially motivated action.~~

~~Such conduct is a violation when:~~

- ~~1. The employee's or student's submission to such conduct is an explicit or implied condition of employment or academic efforts; or~~
- ~~2. The employee's or student's response to such conduct becomes a basis for employment or academic decision; or~~
- ~~3. The conduct produces an intimidating hostile, or offensive work or study environment.~~

~~Nothing in this policy should be interpreted to prohibit or restrict speech that is permitted by the Texas or U.S. Constitutions.~~

VII. Consent

South Texas College prohibits any physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).

- **Consent is** knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
- Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.

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- *The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.*

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

NOTE: In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.

a. Incapacitation

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent). When the individual seeking sexual access knows or reasonably should have known of the incapacity.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., due to the person's use of drugs or alcohol, because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent or to understand the "who, what, when, where, why or how" of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or drugs.

An individual who engages in sexual activity when the individual knows, or REASONABLY should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

VIII. Retaliation

~~The College prohibits retaliation against an employee or student who makes a claim alleging to have experienced discrimination or harassment, or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.~~

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VIII. Title IX Coordinator

Title IX implementing regulations, provide that each educational institution receiving federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to such recipient alleging its noncompliance with Title IX regulations or alleging any actions which would be prohibited by such regulations. The College hereby designates Mrs. Mary G. Elizondo, 3201 W. Pecan Blvd., McAllen, Texas 78501. Office Location: Annex - Pecan Campus; Second Floor Phone: (956) 872-3558 as the Title IX Coordinator.

Inquiries or complaints may be addressed to the College's Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.

~~*Inquiries or complaints may be addressed to the College's Title IX Coordinator, Mrs. Mary G. Elizondo, 3201 W Pecan Blvd, McAllen, TX 78501 Office Location: Annex - Pecan Campus; Second Floor Phone: (956) 872-3558.*~~

Title IX Coordinator and Title IX Deputy Coordinator Contact Information:

Title IX Role	STC Employee & Title
Title IX Coordinator	Mary G. Elizondo VP for Finance and Administration
Title IX Deputy Coordinator	Brenda Balderaz Director of Human Resources
Title IX Deputy Coordinator	Janette Garcia Compliance Manager
Title IX Deputy Coordinator	Paul Hernandez Dean of Student Affairs
Title IX Deputy Coordinator	Paul Varville Chief Administrator for Department of Student Affairs

Complaints may also be filed with the Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, Texas 75201-6810, Telephone: (214)661-9600

Title IX Statement

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Title IX of the Education Amendments 1972 (20 U.S.C. §1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment and/or sexual violence.

IX. Sexual Misconduct

~~This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex or gender discrimination, sexual violence, rape, stalking, and relationship violence (including domestic violence and dating violence). It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.~~

~~Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the gender of the person involved.~~

A. Sexual Harassment

~~South Texas College assumes an affirmative posture to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated. This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.~~

~~Sexual Harassment is unwelcome verbal or physical conduct that is,~~

- ~~• sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is~~
- ~~• based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.~~

- ~~1. **Physical conduct** that, depending on the totality of circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to:~~
 - ~~• Unwelcome intentional touching; or~~

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- ~~Deliberate physical interference with or restriction of movement.~~

2. ~~Verbal conduct~~ is defined as oral, written, or symbolic expressions that:

- ~~Personally describe or are personally directed at a specific individual or group of identifiable individuals; and~~
- ~~Are not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.~~

~~Verbal conduct that, depending on the totality of circumstances present, may constitute sexual harassment includes, but is not limited to:~~

- ~~Explicit or implicit propositions to engage in sexual activity;~~
- ~~Gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies;~~
- ~~Gratuitous remarks about sexual activities or speculation about sexual experiences;~~
- ~~Persistent, unwanted sexual or romantic attention;~~
- ~~Subtle or overt pressure for sexual favors;~~
- ~~Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;~~
- ~~Deliberate, repeated humiliation or intimidation based upon sex.~~

~~Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended.~~

B. Consensual Relationships

~~It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses. Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.~~

C. Consent ~~Consent is:~~

- ~~Permission to engage in sexual activity~~
- ~~Clear, knowing and voluntary, prior to and during sexual activity~~
- ~~Active, not passive. Silence, in and of itself, cannot be interpreted as consent.~~

~~Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.~~

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- ~~• Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.~~
- ~~• Previous relationships or prior consent does not imply consent to future sexual acts.~~
- ~~• In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.~~
- ~~• Sexual activity with someone who one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.~~

~~D. Coercion~~

~~Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.~~

~~There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.~~

~~E. Incapacitation~~

~~Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).~~

~~F. Sexual Exploitation~~

~~Defined as taking non-consensual or abusive sexual advantage of another and the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact.~~

~~Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:~~

- ~~• Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).~~
- ~~• Taking pictures or recording another in a sexual act, or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).~~
- ~~• Exposing one’s genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.~~
- ~~• Prostitution~~
- ~~• Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.~~

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- ~~Administering alcohol or drugs (such as “date rape” drugs) to another person.~~

~~G. Dating Violence~~

~~Defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.~~

~~H. Domestic Violence~~

~~Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.~~

~~I. Sexual Violence~~

~~Sexual violence is any unwanted physical conduct perpetrated against a person’s will or where a person is incapable of giving consent (e.g. due to the person’s use of drugs or alcohol, or because an intellectual, mental or physical disability prevents the person from having the capacity to give consent). Such conduct includes but is not limited to: sexual assault; sexual exploitation, sexual coercion; and unwanted sexual intercourse (rape).~~

- ~~Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim’s incapacity (physical, mental, or through use of drugs or alcohol).~~
- ~~All sexual contact between individuals must be with each person’s consent.~~

~~The sexual orientation and/or gender identity of individuals engaging in sexual violence is not relevant to allegations under this policy.~~

~~1. Non-Consensual Sexual Intercourse~~

~~Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.~~

~~2. Non-Consensual Sexual Contact~~

~~Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.~~

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J. Stalking

~~Defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her, or others' safety, or to suffer substantial emotional distress.~~

IX. Title IX Procedures

~~Complaint procedures are found at the Office of Human Resources, the Office of Student Rights and Responsibilities, and the South Texas College Title IX website <http://www.southtexascollege.edu/about/notices/title-ix.html>.~~

X. Off-Campus Conduct

~~Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy and if off-campus harassment has continuing effects that create a hostile environment on campus.~~

X. Reporting

~~A. Students are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, the Office of Student Rights and Responsibilities, the Office of the Dean of Student Affairs the South Texas College Department of Public Safety, or file a report online.~~

~~B. Guests and visitors are encouraged to report incidents to the Office of Human Resources, to the South Texas College Department of Public Safety, or file a report online.~~

~~C. Employees are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, Office of Human Resources, or file a report online.~~

XI. Other Prohibited Conduct

~~This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:~~

- ~~• Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class~~
- ~~• Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group affiliation activity on the basis of actual or perceived membership in a protected class.~~
- ~~• Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.~~

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- ~~Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.~~

XI. Responsible Employee

Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).

Every College employee, except for licensed Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee. The responsible employee needs to:

- 1) ~~was~~ advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator,*
- 2) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and*
- 3) advise the individual(s) of the ability to instead share this information with counseling, advocacy, health, mental health or other sexual assault-related resources who are not obligated to report it to the Title IX coordinator.*

Licensed professional counselors are considered “confidential employees” who are not obligated to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee unless the safety of an individual is at risk.

Nothing in this policy is intended to limit the right of any student to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.

Confidential Employees

If a student desires to report a Title IX violation but desires to preserve confidentiality of the incident and of the student’s identity, the student should report the incident to a “Confidential Employee” of the College. With some exceptions, a “Confidential Employee” does not have to report any Title IX complaint brought to his/her attention to the Title IX Coordinator. Reporting a Title IX violation to a “Confidential Employee” does not trigger the College’s Title IX

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obligations to timely investigate the complaint. “Confidential Employees” are not required to report any information regarding a Title IX violation to the Title IX coordinator or other appropriate school designee in a way that discloses the reporting student’s identity.

However, the College must still collect non-identifying information on the incident for reporting and statistical purposes.

XII. Hostile Environment

~~A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual’s employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment.~~

~~In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered: (a) the degree to which the conduct affected one or more individuals’ education or employment; (b) the nature, scope, frequency, duration, and location of the incident(s); (c) the identity, number, and relationships of persons involved; (d) the perspective of a “reasonable person” in the same situation as the person subjected to the conduct, and (e) the nature of higher education.~~

XVII. Filing of False Complaints

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action up to and including dismissal or expulsion from the College, in accordance with existing policies.

XIII. Reporting

~~Students are encouraged to report crimes and incidents to the Conflict Resolution Center, the Office of the Dean of Student Affairs and to report any crime to the South Texas College Police Department.~~

~~Guests and visitors are encouraged to report to the Office of Human Resources or to the South Texas College Police Department. Every College employee, except for licensed Counselors, promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department~~

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~~Incidents and crimes should be reported as soon as possible after the time of their occurrence. No person is required to report sexual misconduct to the alleged offender.~~

XVII. Effect on Pending Personnel Actions

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

XIV. Title IX Coordinator

~~The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, retaliation, or sexual misconduct. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.~~

~~Inquiries or complaints may be addressed to the College's Vice President of Finance and Administrative Services, 3201 W Pecan Blvd, McAllen, TX 78501 Office Location: Annex—Pecan Campus; Second Floor Phone: 956.872.3558.~~

~~Complaints may also be filed with the Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, Texas 75201-6810, Telephone: 214-661-9600~~

XIVH. Relationship of Complaint Process to Outside Agency Time Limits

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

XIV. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and/or Title IX Deputy Coordinator(s) and will be promptly investigated. South Texas College is prepared to take appropriate steps to protect individuals who ~~fear that they may be~~ are subjected to retaliation.

Examples of an adverse action include conduct that:

- significantly disadvantages or restricts an individual as to his or her status as a student or employee, or his or her ability to gain the benefits or opportunities of the program;*

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- *discourages one from making a discrimination claim, or*
- *could act as a deterrent to further protected activity.*

The College prohibits retaliation against an employee or student who makes a claim alleging to have experienced discrimination or harassment, or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

II. Title IX Procedures

~~Complaint procedures may be found at the Office of Human Resources, the Conflict Resolution Center and College website <http://www.southtexascollege.edu/about/notices/title-ix.html>.~~

XVI. Review

The College's Board of Trustees will review this policy each biennium and will revise the policy as necessary.

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Date Approved by Board	Board Minute Order dated May 26, 2015	
As Amended by Board	Minute Order dated December 15, 2015	
	As Amended by Board Minute Order dated April 26, 2016	
	As Amended by Board Minute Order dated April 24, 2018	

I. Purpose

South Texas College is committed to providing an environment that respects the dignity and worth of every member of its community. Members of the campus community are entitled to an educational, learning, and working environment free of harassment, discrimination, sexual misconduct, and retaliation. To ensure compliance with federal and state civil rights laws and College policies, the College has developed internal policies that will provide a supportive process for individuals who report harassment, discrimination, sexual misconduct, and retaliation. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, and H.B. 699 84th Legislature.

Nothing in this Policy is created to impair academic freedom and inquiry, principles of free speech, or the College's educational mission.

II. Non-Discrimination

The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at South Texas College include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

III. Pregnancy and Parenting

The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.

Employee:

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The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.

Student:

The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

The College prohibits excluding a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note.

In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began.

Pregnant students shall be provided reasonable academic, physical, and policy based adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary. Pregnant students and those with medical needs following pregnancy or related conditions are to be provided support and accommodations in the same way as the college provides all temporary disabilities.

IV. Prohibited Conduct

South Texas College prohibits harassment, discrimination, sexual misconduct, and retaliation, even if the behavior does not rise to the level of criminal conduct. Specific acts of prohibited conduct are described in this policy. Prohibited conduct, by any employee or student, is subject to disciplinary action up to and including dismissal or expulsion from the College.

A. Harassment

Employee:

Prohibited harassment of an employee is defined as unwelcome physical, verbal, or nonverbal conduct based on an employee's race, color, national origin, religion, age, sex,

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sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits an employee's opportunities in the work environment or ability to participate in or benefit from the activities of the College.

Student:

Prohibited harassment of a student is defined as unwelcome physical, verbal, or nonverbal conduct based on the student's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits student's ability to participate in or benefit from the educational programs and/or activities of the College.

B. Sexual Harassment

South Texas College assumes an affirmative position to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of sexual nature when submission of such conduct:

- creates a hostile environment, that is intentionally directed towards a specific individual or a group of individuals, that is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the education or employment, and/or activities or other benefits of the College;
- based on power differentials (quid pro quo), which refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance; or that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities; or
- is retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing

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discriminatory practices, includes but not limited to intimidation, threats, or harassment against any complainant, witness, or third party.

This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

C. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, non-consensual sexual contact, sexual exploitation, sexual violence, rape, stalking, and intimate partner violence, also known as dating violence and or domestic violence. It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the sexual orientation, gender and/or gender identity of the individual(s) involved.

a. Sexual Harassment (as defined in section B)

b. Consensual Relationships

It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses.

The College prohibits supervisors from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class.

A supervisor is prohibited from explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.

A faculty member is prohibited from explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.

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Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.

c. Sexual Violence

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

- Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).
- All sexual contact between individuals must be with each person's consent, as defined in Section VII: Consent.

d. Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- Invasion of sexual privacy such as sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).
- Non-consensual digital, video or audio recording of nudity or sexual activity.
- Or in any other private activity or disseminating sexual pictures without the photographed person's consent.
- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.
- Prostituting another person.
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person.

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- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex).
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

e. Stalking

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and that would cause a reasonable person to feel fear.

Stalking can be repetitive and menacing conduct, including pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

f. Other Prohibited Conduct

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

g. Coercion

Coercion is an unreasonable amount of pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

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h. Intimate Partner (Dating/Domestic) Violence

Defined as violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

Domestic violence includes offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

i. Non-Consensual Sexual Intercourse

Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

j. Non-Consensual Sexual Contact

Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

V. Hostile Environment

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness, based on personal opinions, emotions, or point of view, is not enough to create a hostile environment.

In determining whether conduct is severe, persistent or pervasive and objectively offensive, based on facts, measurable, and observable, and thus creates a hostile environment, the following factors will be considered:

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- i. the degree to which the conduct affected one or more individuals' education or employment;
- ii. the nature, scope, frequency, duration, and location of the incident(s);
- iii. the identity, number, and relationships of persons involved; or
- iv. the perspective of a "reasonable person" in the same situation as the person subjected to the conduct.

VI. Off Campus Conduct

Conduct that occurs off campus, including online activity, may be the subject of a complaint or report and will be evaluated to determine whether it violates this policy or other South Texas College policies. The off campus conduct will be evaluated to determine possible continuing effects that create a hostile environment on campus and whether the conduct occurred in the context of an education program or activity or affects a substantial College interest.

A substantial College interest includes but is not limited to any action that constitutes a criminal offense as defined by law or any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others.

VII. Consent

South Texas College prohibits any physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).

- Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
- Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.
- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

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Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

NOTE: In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.

A. Incapacitation

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent). When the individual seeking sexual access knows or reasonably should have known of the incapacity.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., due to the person's use of drugs or alcohol, because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent or to understand the "who, what, when, where, why or how" of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or drugs.

An individual who engages in sexual activity when the individual knows, or REASONABLY should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

VIII. Title IX Coordinator

Title IX implementing regulations, provide that each educational institution receiving federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to such recipient alleging its noncompliance with Title IX regulations or alleging any actions which would be prohibited by such regulations. The College hereby designates Mrs. Mary G. Elizondo, 3201 W. Pecan Blvd., McAllen, Texas 78501. Office Location: Annex - Pecan Campus; Second Floor Phone: (956) 872-3558 as the Title IX Coordinator.

Inquiries or complaints may be addressed to the College's Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation,

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resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.

Title IX Coordinator and Title IX Deputy Coordinator Contact Information:

Title IX Role	STC Employee & Title
Title IX Coordinator	Mary G. Elizondo VP for Finance and Administrative Services
Title IX Deputy Coordinator	Brenda Balderaz Director of Human Resources
Title IX Deputy Coordinator	Janette Garcia Compliance Manager
Title IX Deputy Coordinator	Paul Hernandez Dean of Student Affairs
Title IX Deputy Coordinator	Paul Varville Chief Administrator for Department of Student Affairs

Complaints may also be filed with the Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, Texas 75201-6810, Telephone: (214)661-9600

Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment and/or sexual violence.

IX. Title IX Procedures

Complaint procedures are found at the Office of Human Resources, the Office of Student Rights and Responsibilities, and the South Texas College Title IX website <http://www.southtexascollege.edu/about/notices/title-ix.html>.

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X. Reporting

- A.** Students are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, the Office of Student Rights and Responsibilities, the Office of the Dean of Student Affairs the South Texas College Department of Public Safety, or file a report online.
- B.** Guests and visitors are encouraged to report incidents to the Office of Human Resources, to the South Texas College Department of Public Safety, or file a report online.
- C.** Employees are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, Office of Human Resources, or file a report online.

XI. Responsible Employee

Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).

Every College employee, except for licensed Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee. The responsible employee needs to:

- 1) advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator,
- 2) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and
- 3) advise the individual(s) of the ability to instead share this information with counseling, advocacy, health, mental health or other sexual assault-related resources who are not obligated to report it to the Title IX coordinator.

Licensed professional counselors are considered “confidential employees” who are not obligated to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee unless the safety of an individual is at risk.

Nothing in this policy is intended to limit the right of any student to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.

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Confidential Employees

If a student desires to report a Title IX violation but desires to preserve confidentiality of the incident and of the student's identity, the student should report the incident to a "Confidential Employee" of the College. With some exceptions, a "Confidential Employee" does not have to report any Title IX complaint brought to his/her attention to the Title IX Coordinator. Reporting a Title IX violation to a "Confidential Employee" does not trigger the College's Title IX obligations to timely investigate the complaint. "Confidential Employees" are not required to report any information regarding a Title IX violation to the Title IX coordinator or other appropriate school designee in a way that discloses the reporting student's identity.

However, the College must still collect non-identifying information on the incident for reporting and statistical purposes.

XII. Filing of False Complaints

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action up to and including dismissal or expulsion from the College, in accordance with existing policies.

XIII. Effect on Pending Personnel Actions

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

XIV. Relationship of Complaint Process to Outside Agency Time Limits

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

XV. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation

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should be reported immediately to the Title IX Coordinator and/or Title IX Deputy Coordinator(s) and will be promptly investigated. South Texas College is prepared to take appropriate steps to protect individuals who are subjected to retaliation.

Examples of an adverse action include conduct that:

- significantly disadvantages or restricts an individual as to his or her status as a student or employee, or his or her ability to gain the benefits or opportunities of the program;
- discourages one from making a discrimination claim, or
- could act as a deterrent to further protected activity.

The College prohibits retaliation against an employee or student who makes a claim alleging to have experienced discrimination or harassment, or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

XVI. Review

The College's Board of Trustees will review this policy each biennium and will revise the policy as necessary.

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

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2018 through August 31, 2019 is requested.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2018. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

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

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 24, 2017, and the annual fee approved was \$103,212.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2018 will remain at \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fee increases charged by Hidalgo County during the period of FY 2009 – FY 2010 and FY 2018 – FY 2019. Also included is the percentage of the fee to the assessed levy.

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection				
Year	Fee	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2018 - 2019	\$103,212.00	0%	Pending	Pending
2017 - 2018	\$103,212.00	5%	\$62,624,834.26	0.16%
2016 - 2017	\$98,304.00	0%	\$59,701,217.59	0.16%
2015 - 2016	\$98,304.00	0%	\$56,408,070.41	0.17%

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection				
Year	Fee	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2014 - 2015	\$98,304.00	5%	\$52,781,657.49	0.19%
2013 - 2014	\$93,626.00	0%	\$42,343,115.93	0.23%
2012 - 2013	\$93,626.00	0%	\$41,616,411.41	0.22%
2011 - 2012	\$93,626.00	0%	\$41,248,920.80	0.23%
2010 - 2011	\$93,626.00	5%	\$41,499,214.55	0.23%
2009 - 2010	\$89,167.20	0%	\$41,613,876.97	0.21%

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2018 through August 31, 2019 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2018 through August 31, 2019 as presented.

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

The Board of Trustees approves and authorizes the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2018 through August 31, 2019 as presented.

Approval Recommended:

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

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. R1A



March 27, 2018

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

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

Dear Ms. Reed:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2018 will remain at **\$103,212.00**. Effective September 1, 2018

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

Sincerely,

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

XC: Hon. Ramon Garcia
Hidalgo County Judge

Ms Maria Arcilia (Arcy) Duran
Hidalgo County Auditor

Accepted & Agreed:

By: _____
Signature

Title

Date



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

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

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2018 through August 31, 2019 is requested.

Purpose – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2018. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on August 14, 2017, with an option to renew for subsequent tax years. The contract was last renewed on May 23, 2017, and the annual fee approved was 3.5% of the College's total tax collections for the period of September 1, 2017 through August 31, 2018 for tax year 2017. The annual fee for Fiscal Year 2018 is estimated to be \$151,803.87. Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2018 will remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2019 is estimated to be \$174,589.63. The monthly collection fee of approximately \$14,549.14 will be reduced from taxes collected during the month and the remaining funds collected are paid to the College.

Below is a summary of fees charged by Starr County each year for the past nine years and the estimated fee for Fiscal Year 2018 and Fiscal Year 2019 based on a rate of 3.5% of total tax collections.

Ten Year History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee*	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2018 - 2019	\$174,589.63	15.01%	Pending	Pending
2017 - 2018	\$151,803.87	72.73%	\$3,933,751.72	3.86%
2016 - 2017	\$87,886.00	0%	\$3,494,095.10	2.52%
2015 - 2016	\$87,886.00	0%	\$3,871,198.83	2.27%
2014 - 2015	\$87,886.00	0%	\$3,352,380.96	2.62%
2013 - 2014	\$87,886.00	0%	\$2,735,855.80	3.21%
2012 - 2013	\$87,886.00	0%	\$2,735,414.30	3.21%

Ten Year History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee*	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2011 - 2012	\$87,886.00	0%	\$2,978,854.04	2.95%
2010 - 2011	\$87,886.00	0%	\$3,307,592.42	2.66%
2009 - 2010	\$87,886.00	0%	\$3,354,236.73	2.62%

* For Fiscal Year 2009 - 2010 to Fiscal Year 2016-2017, the fee was a fixed amount of \$87,886. In Fiscal Year 2017 - 2018, the fee was based on 3.5% of total collections. In Fiscal Year 2018 - 2019, the fee is proposed to remain at 3.5% of total collections.

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for FY 2018 – 2019, pending Board approval of the budget.

Enclosed Documents – The Starr County Collection of Taxes Contract follows 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 Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College's total tax collection, or approximately \$174,589.63, from September 1, 2018 through August 31, 2019, pending approval from the Starr County Commissioners Court, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College's total tax collection, or approximately \$174,589.63, from September 1, 2018 through August 31, 2019, pending approval from the Starr County Commissioners Court, as presented.

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

The Board of Trustees approves and authorizes the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College's total tax collection, or approximately \$174,589.63, from September 1, 2018 through August 31, 2019, pending approval from the Starr County Commissioners Court, as presented.

Approval Recommended:

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

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

March 26, 2018

Dr. Shirley A. Reed, President

South Texas College
3201 W. Pecan Blvd
McAllen, Texas 78501

Dear Dr. Reed:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2018 will be 3.5% of all current and delinquent base taxes collected from September 1, 2018 through August 31, 2019 as per Commissioner's Court approval on March 12th, 2018.

If you need additional information, please contact me at your earliest convenience.

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

Sincerely,



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

Ma. Ameida Salinas, TAC
Starr County Tax Assessor/Collector

ACCEPTED & AGREED

By: _____
South Texas College

Date: _____

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

As of April 19, 2018, the current total budget shortfall is estimated to be at \$2,232,521. This amount does not include the current remaining buyout savings, design and construction contingencies.

Broaddus & 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 \$1,023,680. Broaddus & Associates has also provided an Executive Summary for the Committee's review and information.

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.

2013 - Bond Program Shortfall Summary

Current Shortfall Less Contingency Balance	
<i>April Shortfall</i>	\$ (2,323,521)
Design Contingency Balance (April)	\$ 86,163
Owner's Contingency Balance (April)	\$ 166,458
<i>Current Shortfall Less Contingency Balances</i>	\$ (2,070,900)

Projected Savings	
Projected Pecan Campus Buy-out Savings	\$ -
Projected Nursing Allied Health Buy-out Savings	\$ -
Projected Technology Site Buy-out Savings	\$ 171
Projected Mid Valley Campus Buy-out Savings	\$ -
Projected Starr Campus Buy-out Savings	\$ 547,049
Projected Miscellaneous Savings	\$ 500,000
<i>Projected Savings Total</i>	\$ 1,047,220

Shortfall With Projected Savings	
<i>Current Shortfall Less Contingency Balances</i>	\$ (2,070,900)
<i>Projected Savings Total</i>	\$ 1,047,220
	\$ (1,023,680)

Shortfall	
Shortfall With Projected Savings	\$ (1,023,680)

* Shortfall does not include the remaining balance of \$1,886,243.45 Starr County Workforce

* Shortfall does not include the remaining balance of \$2,120,227.53 Mid Valley Workforce

* Shortfall does not include \$233,533 from Starr Site D.C.O. for workforce (Change Order No. 7)

* Shortfall does include \$50,020 from Mid Valley Site for Workforce (Change Order No. 3)

Executive Summary

STC Meeting on 4/24/2018			
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	\$ 12,736,306	\$ 14,843,110	\$ 2,106,804
South Academic Building	\$ 8,342,266	\$ 9,454,426	\$ 1,112,160
STEM	\$ 13,073,198	\$ 13,103,319	\$ 30,121
Student Activities / Cafeteria "Student Union"	\$ 8,491,210	\$ 8,828,254	\$ 337,044
Thermal Plant Expansion	\$ 5,341,609	\$ 5,542,049	\$ 200,440
Parking & Site Improvements	\$ 2,977,555	\$ 2,490,261	\$ (487,294)
Subtotal	\$ 50,962,145	\$ 54,261,419	\$ 3,299,274
Nursing & Allied Health Campus			
Expansion for Nursing & Allied Health	\$ 20,417,090	\$ 21,773,439	\$ 1,356,349
Thermal Plant Expansion - Non Bond	\$ 817,697	\$ 601,877	\$ (215,820)
Parking & Site Improvements	\$ 2,421,537	\$ 1,717,717	\$ (703,820)
Subtotal	\$ 23,656,324	\$ 24,093,033	\$ 436,709
Technology Campus			
Expansion for Technical & Workforce	\$ 11,297,010	\$ 14,864,990	\$ 3,567,980
Parking & Site Improvements	\$ 1,689,408	\$ 905,324	\$ (784,084)
Subtotal	\$ 12,986,418	\$ 15,770,314	\$ 2,783,896
Mid Valley Campus			
Health Professional & Science Bldg.	\$ 17,628,628	\$ 17,277,682	\$ (350,946)
Expansion for Technical & Workforce	\$ 2,259,531	\$ 2,257,363	\$ (2,168)
Library Expansion	\$ 3,592,720	\$ 2,288,968	\$ (1,303,752)
Student Services Bldg. Expansion	\$ 4,948,473	\$ 4,114,228	\$ (834,245)
Thermal Plant Expansion	\$ 5,038,884	\$ 5,042,398	\$ 3,514
Parking & Site Improvements	\$ 2,702,576	\$ 2,796,035	\$ 93,459
Subtotal	\$ 36,170,813	\$ 33,776,674	\$ (2,394,139)
Starr County Campus			
Health Professions	\$ 11,374,535	\$ 11,267,182	\$ (107,353)
Workforce	\$ 2,021,118	\$ 2,051,983	\$ 30,865
Library Building	\$ 4,426,898	\$ 3,732,378	\$ (694,520)
Student Services	\$ 1,464,619	\$ 1,162,522	\$ (302,097)
Student Activities	\$ 1,489,981	\$ 1,166,402	\$ (323,579)
Thermal Plant Expansion	\$ 4,518,232	\$ 4,938,772	\$ 420,540
Parking & Site Improvements	\$ 4,078,378	\$ 1,397,789	\$ (2,680,589)
Subtotal	\$ 29,373,761	\$ 25,717,028	\$ (3,656,733)
Regional Center for Public Safety Excellence			
Building	\$ 4,362,443	\$ 3,655,134	\$ (707,309)
Parking & Site Improvements	\$ 2,142,856	\$ 319,337	\$ (1,823,519)
Subtotal	\$ 6,505,300	\$ 3,974,471	\$ (2,530,829)
STC La Joya Higher Education			
STEM labs & Welding Lab	\$ 1,697,700	\$ 1,436,000	\$ (261,700)
Subtotal	\$ 1,697,700	\$ 1,436,000	\$ (261,700)

Total \$ 161,352,460 \$ 159,028,939 \$ (2,323,521)

Review and Action as Necessary on 2013 Bond Construction Program Campus 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.

The Facilities Committee reviewed the Outstanding Issues Action Plan on April 10, 2018, and had no recommendations for Board action on the items presented. The Board packet includes an updated Outstanding Issues Action Plan as prepared by administration for review at the April 24, 2018 Regular Board Meeting.

Pecan Campus

- 1 Pecan Campus North Academic Bldg. - Replacement of Damage Floor Tiles Do not Match
- 2 Pecan Campus Student Union Bldg. - Replacement of Damage Stair Treads
- 3 STEM Bldg - Cosmetic Issues stated on Certificate of Final Completion

Mid Valley Campus

- 4 Health Professions & Science Bldg - Wrong Wall Paint
- 5 Starr County Campus Parking & Site Improvement - Cleaning of Chilled Water Lines
- 4 Incident Reports

Starr County Campus

- 6 New Library - Incorrect A/V Wall Boxes

District Wide-All Bond Projects

- 7 Architect/Engineer Fee Adjustments due to Increases from CCL to GMP
- 8 Errors & Omissions Documentation from B&A for all projects - Cost of Reimbursement to STC
- 9 Final Completions and Punch-lists
- 10 Responsibilities at Close-out of each project

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

2013 Bond Construction Program Outstanding Issues - Action Plan
April 24, 2018 Board Meeting
as of April 17, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
1	Pecan Campus North Academic Bldg. - Replacement of Damage Floor Tiles Do not Match	B&A/D.Wilson	Complete	3/27/2018 4/24/18	3/20/18 (Weekly Meeting): Replacement tiles do not match the existing tiles at the Pecan Campus North Academic and Broaddus & Associates is recommending to withhold in the amount of \$3,000. 4/17/18 (Weekly Meeting): Issue was resolved and all parties agreed to the finished work. B&A is recommending final release of payment in the amount of \$3,000.	B&A will provide an update at the April 24, 2018 Board Meeting.
2	Pecan Campus Student Union Bldg. - Replacement of Damage Stair Treads	B&A/D.Wilson	In Progress	3/27/2018 4/24/18	3/20/18 (Weekly Meeting): The stair treads and related finishes at the Student Union building are damaged. The architect has not accepted this work as installed. Broaddus & Associates recommends withholding \$5,000. 4/17/18 (Weekly Meeting): Work is still in process. Architect and contractor are in the process of resolving. No timeframe was given.	B&A will coordinate with the contractor to ensure damaged stair treads are repaired. B&A will provide an update at the April 24, 2018 Board Meeting.
3	STEM Bldg - Cosmetic Issues stated on Certificate of Final Completion	B&A & BSGA & D.Wilson	In Progress	3/27/2018 4/24/18	3/20/18: The architect has noted cosmetic issues on the certificate of final completion such as, scratched VCT floor tiles, scratched doors, scratched fume hoods, and damaged pendant light fixtures. Broaddus & Associates did not recommend withholding payment. 4/17/18 (Weekly Meeting) : The scratched VCT floor tiles have been addressed and the pendant light fixture will arrive on April 19, 2018.	B&A will ensure these items are corrected within a timely manner. B&A will provide an update at the April 24, 2018 Board Meeting.
Starr County Campus						
4	New Library - Incorrect A/V Wall Boxes	B&A/D.Wilson	Pending	3/27/2018 4/24/18	3/20/18: Broaddus & Associates are recommending a payment modification to the final pay retainage in the amount of \$4,500 for the incorrect paint color on the A/V Wall Boxes. B&A will provide an update at the March 27, 2018 Board Meeting. 4/17/18 (Weekly Meeting) : A/V wall boxes were replaced. B&A is recommending final release of payment in the amount of \$4,500.	B&A will provide an update at the April 24, 2018 Board Meeting.
5	Starr County Campus Parking & Site Improvement - Cleaning of Chilled Water Lines - 4 Incident Reports	Legal Counsel	Ongoing	10/3/2017 10/10/17 4/24/18	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. 4/17/18(Weekly Meeting): Under legal counsel review.	B&A to provide a complete report on the matter and assist in the recovery of all associated costs. Legal Counsel will provide an update at the April 24, 2018 Board Meeting.
District Wide - All Bond Projects						
6	Architect/Engineer Fee Adjustments due to Increases from CCL to GMP	B&A	Ongoing	3/27/18 4/24/18	3/20/18 (Weekly Meeting) : Broaddus & Associates is recommending fee adjustment to A/E firms that exceeded the 5% from the CCL for Board action on March 27, 2018. 4/17/18 (Weekly Meeting): Broaddus & Associates is recommending fee adjustments to the A/E firms for the Mid Valley Campus projects and the Starr County Campus Parking & Site project for approval at the April 24, 2018 Board meeting.	B&A will provide an update at the April 24, 2018 Board Meeting.
7	Errors & Omissions Documentation from B&A for all projects - Cost of Reimbursement to STC	B&A	Ongoing	11/14/17 11/28/17 1/30/18 3/27/18 4/24/18	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. 4/17/18 (Weekly Meeting): Broaddus & Associates negotiated the errors and omissions with the A/E teams and is recommending fee adjustments for Board Action at the April 24, 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 an update at the April 24, 2018 Board Meeting.
8	Final Completions and Punch-lists	B&A	Ongoing	12/5/2017 3/27/18 4/24/18	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. 2/27/18 (Board Meeting): Broaddus & Associates stated that they were developing a new column in the completion schedule, that would track targeted final completion dates. 4/17/18 (Weekly Meeting): Ongoing.	B&A will provide an update at the April 24, 2018 Board Meeting.
9	Responsibilities at Close-out of each project	B&A	Ongoing	12/5/2017 3/27/18 4/24/18	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. 2/27/18 (Board Meeting): Broaddus & Associates announced that they had developed a new spreadsheet with College staff, which helped identify the necessary steps for the close-out of each project. Broaddus & Associates would be responsible to oversee the completion of necessary close-out procedures for each project under their management. 4/17/18 (Weekly Meeting): Ongoing.	B&A will provide an update at the April 24, 2018 Board Meeting.

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. Mid Valley Campus Projects**
- 2. Regional Center for Public Safety Excellence Projects**

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

Purpose

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

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

Justification

Change orders are 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 have 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 action by the Board on April 24, 2018 are summarized below:

Bond Projects	
Total General Conditions for April 2018	\$0
Total Cost of Work for April 2018	\$16,840
Total Design Contingency Increases for April 2018	(\$44,778)
Total Construction Contingency Increases for April 2018	(\$304,727)
Total Buyout Savings	(\$113,600)
Other GMP Adjustments	\$110,496

Non-Bond Projects	
Total Design Contingency Deducts for April 2018	(\$596)
Total Construction Contingency Deducts for April 2018	(\$13,294)
Total Buyout Savings	(\$13,890)

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

Funding Source

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

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

Enclosed Documents

Enclosed are the following documents for the Board's review and information:

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

Presenters

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

The Facilities Committee recommended Board approval of the proposed Bond change orders for use of design contingencies totaling \$44,778, construction contingencies totaling \$304,727, cost of work funds totaling \$16,840, buyout savings totaling \$315,819, and other GMP adjustments totaling \$110,496 for the 2013 Bond Construction projects, and the proposed Non-Bond change orders for use of design contingencies totaling \$596, construction contingencies totaling \$13,294, and buyout savings totaling \$13,890 for the Non-Bond projects as presented.

Broaddus & Associates has subsequently provided an adjustment, noting a buyout savings total of \$113,600, instead of \$315,819 as recommended by the Committee. Broaddus & Associates will be asked to explain this discrepancy at the April 24, 2018 Regular Board Meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Bond change orders for use of design contingencies totaling \$44,778, construction contingencies totaling \$304,727, cost of work funds totaling \$16,840, buyout savings totaling \$113,600, and other GMP adjustments totaling \$110,496 for the 2013 Bond Construction projects, and the proposed Non-Bond change orders for use of design contingencies totaling \$596, construction contingencies totaling \$13,294, and buyout savings totaling \$13,890 for the Non-Bond projects as presented.

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

The Board of Trustees approves and authorizes the proposed Bond change orders for use of design contingencies totaling \$44,778, construction contingencies totaling \$304,727, cost of work funds totaling \$16,840, buyout savings totaling \$113,600, and other GMP adjustments totaling \$110,496 for the 2013 Bond Construction projects, and the proposed Non-Bond change orders for use of design contingencies totaling \$596, construction contingencies totaling \$13,294, and buyout savings totaling \$13,890 for the Non-Bond projects as presented.

Approval Recommended:

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

CURRENT CHANGE ORDERS FOR REVIEW

STC Meeting of April 24, 2018

Items Highlighted in Yellow are new change orders

Mid Valley Campus

Health Professions

co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
12R3	Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits					\$202,219	
25	GMP-Deductive Change Order to Zero out the project. Credit of \$23,326 from Cost of work, Credit of \$17,112 from Design Contingency, and credit of \$180,462 from the Owner's Contingency. A total of \$220,900 credit back to STC		(\$23,326)	(\$17,112)	(\$180,462)	(\$220,900)	
Total		\$0	(\$23,326)	(\$17,112)	(\$180,462)	(\$18,681)	

Mid Valley Campus

Library Expansion

co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
7	GMP-Deductive Change Order to Zero out the project. Credit of \$3,194 from Cost of work, Credit of \$3,175 from Design Contingency, and credit of \$42,094 from the		(\$3,194)	(\$3,175)	(\$42,094)	(\$48,463)	
Total		\$0	(\$3,194)	(\$3,175)	(\$42,094)	(\$48,463)	

Mid Valley Campus

Student Services

co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
15	GMP-Deductive Change Order to Zero out the project. Credit of \$896 from Design Contingency and a credit of \$5,321 from the Owner's Contingency. A total of \$6,217 credit back to STC			(\$896)	(\$5,321)	(\$6,217)	
Total		\$0	\$0	(\$896)	(\$5,321)	(\$6,217)	

Mid Valley Campus

Parking & Site Improvements

co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
9	Transfer of Owner's Contingency funds to offset Cost of Work overrun due to premature buyout savings return		\$43,360		(\$43,360)		
10	GMP-Deductive Change Order to Zero out the project. Credit of \$11,274 from Design Contingency, and credit of \$28,965 from the Owner's Contingency. A total of \$40,239 credit back to STC			(\$11,274)	(\$28,965)	(\$40,239)	
Total		\$0	\$43,360	(\$11,274)	(\$72,325)	(\$40,239)	

Legend:

CC - Contractor Coordination
 DOC - Document Coordination
 CM - Contractor Omission
 U - Unforeseen Condition
 AA - Allowance Adjustment
 DD - Design Development
 DM - Deferred Maintenance
 OC - Owner Scope Change
 BOS - Buyout Savings

CURRENT CHANGE ORDERS FOR REVIEW

STC Meeting of April 24, 2018

Regional Center for Public Safety Excellence							
Building							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
2	Chilled water pipe change from sch 40 steel pre-insulated to C-900 DR 18 w/insulation				\$3,562		
3	Plumbing changes per ASI 3				(\$1,515)		
4	Additional outlets as per ASI 5				(\$1,787)		
5	Additional conduit to monitor fire line backflow preventer near FDC			(\$919)			
6	Structural steel framing plate lintel			(\$1,263)			
7	Exterior metal framing control joint			(\$1,842)			
8	20 ga. 'Z' Metal clips from 1.5" to 2"			(\$1,900)			
9	Automatic door operator at pair of doors 1.100				(\$4,785)		
Total		\$0	\$0	(\$5,924)	(\$4,525)	\$0	

Regional Center for Public Safety Excellence							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
1	Metal 12" bore connection and eliminated existing 48" manhole. Additional 6" bollards per new civil sheet 30-c issued on 1/11/18			\$2,481			
2	Relocation of electrical primary/secondary transformer per revised civil sheet 24			(\$8,878)			
3	Remaining cost needed to pay for the base bid for Landscape and Irrigation over the original allowance					\$33,426	
4	Landscape and Irrigation Alternates No. 1, 2, and 3 with 90 day maintenance					\$77,070	
Total		\$0	\$0	(\$6,397)	\$0	\$110,496	

Bond Projects							
Total General Conditions for this month							
Total Cost of Work for this month			\$16,840				
Total Design Contingency for this month				(\$44,778)			
Total Owner Contingency for this month					(\$304,727)		
Total Buyout Savings						(\$113,600)	
Other GMP Adjustments						\$110,496	

Legend:

CC - Contractor Coordination
 DOC - Document Coordination
 CM - Contractor Omission
 U - Unforeseen Condition
 AA - Allowance Adjustment
 DD - Design Development
 DM - Deferred Maintenance
 OC - Owner Scope Change
 BOS - Buyout Savings

CURRENT CHANGE ORDERS FOR REVIEW
STC Meeting of April 24, 2018

Non-Bond Projects

Mid Valley Campus

Library Renovation (Non-Bond)

co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
6	GMP-Deductive Change Order to Zero out the project. Credit of \$596 from Design Contingency, and credit of \$13,294 from the Owner's Contingency. A total of \$13,890 credit back to STC			(\$596)	(\$13,294)	(\$13,890)	
	<i>Total</i>	\$0	\$0	(\$596)	(\$13,294)	(\$13,890)	

Non-Bond Projects

Total Cost of Work for this month							
Total Design Contingency for this month			(596)				
Total Owner Contingency for this month				(13,294)			
Total Buyout Savings						(13,890)	

Legend:

CC - Contractor Coordination
DOC - Document Coordination
CM - Contractor Omission
U - Unforeseen Condition
AA - Allowance Adjustment
DD - Design Development
DM - Deferred Maintenance
OC - Owner Scope Change
BOS - Buyout Savings

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

Project Name: Mid Valley Campus – Health Prof. Change Order No.: 12 R 3

Project No.: N.A. Date: April 24, 2018

Location: 400 N. Border Ave. Weslaco TX 78596

This Change Order Impacts Part II Services

To: Skanska USA Building, Inc., Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
3HP-021R3	Additional dedicated circuit outlets to Chemistry Lab tables and Fume Hoods for use of Hot Plates.	202,219	0 Days

It is mutually agreed that the payment (credit) of Two Hundred Two Thousand, Two Hundred Nineteen Dollars
(\$ 202,219) and 0 Days Time extension provided

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

For the above changes the sum of; Two Hundred Two Thousand, Two Hundred Nineteen Dollars
(\$ 202,219) will be: X added to, _____ deducted from, the contract price

Original Part II Services Amt. (\$ 14,453,387) **Accepted:**
OR Contingency Allowance

Previous Additions (\$ N.A.)

Previous Deductions (\$ N.A.) By: _____

Net Bal. Part II Services Amount (\$ 14,453,387) Skanska USA Building, Inc.
OR Contingency Allowance

This **ADDITION** (\$ 202,219)

This **DEDUCTION** (\$ N.A.) By: _____

Adjusted Part II Services Amount (\$ 14,655,606) Broaddus & Associates

OR Contingency Allowance Balance By: _____

Summary of Other Services Total: ROFA Architects

Part I Services Amount (\$ 28,377) By: _____

Part - Services Amount (\$ -) South Texas College

Total Adjusted Contract (\$ 14,683,983)

**BROADDUS
& ASSOCIATES**

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

Project Name: Mid-Valley Campus – Health Prof. Change Order No.: 25

Project No.: _____ Date: April 24, 2018

Location: 400 N. Border Ave. Weslaco, Texas 78596

This Change Order Impacts Part II Services

To: Skanska USA, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O.

No.	Description of Work	Cost	Time Extension
	Source: Savings Return		
	Cost of Work Savings Return	23,326.00	
	Design Contingency Savings Return	17,112.00	
	Const. Contingency Savings Return	180,462.00	
	Total \$	\$220,900.00	

It is mutually agreed that the ~~payment~~ (credit) of Two Hundred Twenty Thousand, Nine Hundred Dollars & Zero Cents (\$220,900.00) and Zero (0) day Time extension provided For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N/A

For the above changes the sum of; Two Hundred Twenty Thousand, Nine Hundred Dollars & Zero Cents, (\$ 220,900.00) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>14,453,387</u>)	Accepted:	
Previous Additions	(\$ <u>202,219</u>)		
Previous Deductions	(\$ <u>0</u>)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>14,655,606</u>)		Skanska USA Building Inc.
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>220,900</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>14,434,706</u>)		Broaddus & Associates
		By: _____	
			ROFA Architects
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ <u>28,377</u>)	By: _____	
Part <u>II</u> Services Amount	(\$ _____)		South Texas College
Total Adjusted Contract	(\$ <u>14,463,083</u>)		

**BROADDUS
& ASSOCIATES**

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

Project Name: Mid Valley Campus – Library Expansion Change Order No.: 7

Project No.: N.A. Date: April 24, 2018

Location: 400 N. Border Ave. Weslaco, Texas 78596

This Change Order Impacts Part II Services

To: Skanska USA Building, Inc., Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Source: Savings Return		
	Cost of Work Savings Return	3,194.00	
	Design Contingency Savings Return	3,175.00	
	Const. Contingency Savings Return	42,094.00	
	Total \$	\$48,463.00	0 Days

It is mutually agreed that the ~~payment~~ (credit) of Forty-Eight Thousand Four Hundred Sixty-Three Dollars
(\$ 48,463.00) and 0 Days Time extension provided

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

For the above changes the sum of; Forty-Eight Thousand Four Hundred Sixty-Three Dollars
(\$ 48,463.00) will be: _____ added to, _____ x _____ deducted from, the contract price

Original Part II Services Amt. (\$ 2,462,776) **Accepted:**
OR Contingency Allowance

Previous Additions (\$ 359,944)

Previous Deductions (\$ N.A.) By: _____

Net Bal. Part II Services Amount (\$ 2,822,720) Skanska USA
OR Contingency Allowance

This **ADDITION** (\$ _____)

This **DEDUCTION** (\$ 48,463) By: _____

Adjusted Part II Services Amount (\$ 2,774,257) Broaddus & Associates

OR Contingency Allowance Balance By: _____

Summary of Other Services Total:

Part I Services Amount (\$ 3,679) By: _____

Part _____ Services Amount (\$ N.A.) South Texas College

Total Adjusted Contract (\$ 2,777,936)

**BROADDUS
& ASSOCIATES**

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

Project Name: Mid Valley Campus – Student Services Change Order No.: 15

Project No.: N.A. Date: April 24, 2018

Location: 400 N. Border Ave. Weslaco, Texas 78596

This Change Order Impacts Part II Services

To: Skanska USA Building, Inc., Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Source: Savings Return		
	Cost of Work Savings Return	0.00	
	Design Contingency Savings Return	896.00	
	Const. Contingency Savings Return	<u>5,321.00</u>	
	Total \$	<u>\$6,217.00</u>	0 Days

It is mutually agreed that the ~~payment~~ (credit) of Six Thousand Two Hundred Seventeen Dollars
(\$ 6,217.00) and 0 Days Time extension provided

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

For the above changes the sum of; Six Thousand Two Hundred Seventeen Dollars
(\$ 6,217.00) will be: _____ added to, X deducted from, the contract price

Original Part II Services Amt. (\$ 3,850,923) **Accepted:**
OR Contingency Allowance

Previous Additions (\$ N.A)

Previous Deductions (\$ N.A)

Net Bal. Part II Services Amount (\$ 3,850,923)
OR Contingency Allowance

This **ADDITION** (\$ _____)

This **DEDUCTION** (\$ 6,217)

Adjusted Part II Services Amount (\$ 3,844,706)

OR Contingency Allowance Balance

Summary of Other Services Total:

Part I Services Amount (\$ 5,939)

Part _____ Services Amount (\$ N.A.)

Total Adjusted Contract (\$ 3,850,645)

By: _____
Skanska USA Building, Inc.

By: _____
Broaddus & Associates

By: _____
ROFA Architects

By: _____
South Texas College

**BROADDUS
& ASSOCIATES**



CHANGE ORDER

NUMBER: 9

PROJECT NAME: Mid Valley Campus
Parking and Site

DATE: April 24, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

Trasfer of Owner's Contingency funds to offset Cost of Work overrun due to Premature Buy-out \$ (43,360)
Savings Return

Sub Total \$ (43,360)

ATTACHMENTS: Subcontractor's quote and pricing breakdown and verification correspondence.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	31,731
OWNER'S CONSTRUCTION CONTINGENCY PRIOR TO THIS AUTHORIZATION	\$	40,594
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	72,325
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(43,360)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	28,965

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Halff & Associates

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

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

Project Name: Mid Valley Campus – Parking and Site Change Order No.: 10

Project No.: N.A. Date: April 24, 2018

Location: 400 N. Border Ave. Weslaco, Texas 78596

This Change Order Impacts Part II Services

To: Skanska USA Building, Inc., Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Source: Savings Return		
	Design Contingency Savings Return	11,274.00	
	Const. Contingency Savings Return	<u>28,965.00</u>	
	Total \$	<u>\$40,239.00</u>	0 Days

It is mutually agreed that the ~~payment~~ (credit) of Forty Thousand Two Hundred Thirty-Nine Dollars
(\$ 40,239.00) and 0 Days Time extension provided

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

For the above changes the sum of; Forty Thousand Two Hundred Thirty-Nine Dollars
(\$ 40,239.00) will be: _____ added to, X deducted from, the contract price

Original Part II Services Amt. (\$ 2,479,153) **Accepted:**
OR Contingency Allowance

Previous Additions (\$ 0.00)

Previous Deductions (\$ 109,376) By: _____

Net Bal. Part II Services Amount (\$ 2,369,777) Skanska USA Building Inc.
OR Contingency Allowance

This **ADDITION** (\$ _____)

This **DEDUCTION** (\$ 40,239) By: _____

Adjusted Part II Services Amount (\$ 2,329,538) Broaddus & Associates

OR Contingency Allowance Balance By: _____

Summary of Other Services Total: Halff & Associates

Part I Services Amount (\$ 5,272) By: _____

Part _____ Services Amount (\$ N.A.) South Texas College

Total Adjusted Contract (\$ 2,334,810)

**BROADDUS
& ASSOCIATES**



CHANGE ORDER

NUMBER: 2

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

Chilled water pipe change from sch 40 steel pre-insulated to C-900 DR 18w/insulation	\$	3,562
Sub Total	\$	3,562

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	89,889
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	-
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	89,889
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	\$	3,562
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	93,451

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 3

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

Plumbing changes per ASI 3	\$	(1,515)
Sub Total	\$	(1,515)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	89,889
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$	3,562
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	93,451
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(1,515)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	91,936

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 4

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:
Additional outlets as per ASI 5 (1,786.77)
Sub Total (1,786.77)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	89,889.00
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	2,047.00
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	91,936.00
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(1,786.77)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	90,149.23

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 5

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Additional conduit to monitor fire line backflow preventer near FDC (918.50)

Sub Total (918.50)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	-
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	68,315.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(918.50)
REMAINING DESIGN CONTINGENCY	67,396.50

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 6

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Structural steel framing plate lintel (1,263.00)

Sub Total (1,263.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(918.50)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	67,396.50
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(1,263.00)
REMAINING DESIGN CONTINGENCY	66,133.50

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 7

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Exterior metal framing control joint (1,842.05)

Sub Total (1,842.05)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(2,181.50)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	66,133.50
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(1,842.05)
REMAINING DESIGN CONTINGENCY	64,291.45

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 8

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
20 ga. 'Z' Metal clips from 1.5" to 2" (1,900.27)

Sub Total (1,900.27)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(4,023.55)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	64,291.45
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(1,900.27)</u>
REMAINING DESIGN CONTINGENCY	<u>62,391.18</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 9

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:
Automatic door operator at pair of doors 1.100 (4,785.00)
Sub Total (4,785.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	89,889.00
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	260.23
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	90,149.23
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(4,785.00)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	85,364.23

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 1

PROJECT NAME: STC Regional Center for
Public Safety Excellence-Civil

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Made 12" bore connection & eliminted existing 48" manhole. 4,881.42
Additional 6" bollards per new civil sheet 30-c issued on 1/11/18 (2,400.00)

Sub Total 2,481.42

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	-
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	28,696.00
DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	2,481.42
REMAINING DESIGN CONTINGENCY	31,177.42

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Dannenbaum Engineering, LLC

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 2

PROJECT NAME: STC Regional Center for
Public Safety Excellence-Civil

DATE: April 10, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Relocation of electrical primary/secondary transformer per revised civil sheet 24 (8,878.10)

Sub Total (8,878.10)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>2,481.42</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	31,177.42
DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	<u>(8,878.10)</u>
REMAINING DESIGN CONTINGENCY	<u>22,299.32</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Dannenbaum Engineering, LLC

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

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

Project Name: Regional Center for Public Safety Excellence – Parking and Site Change Order No.: 3

Project No.: _____ Date: April 10, 2018

Location: Pharr, Texas

This Change Order Impacts Part II Services

To: Nobles Builders, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O.

No.	Description of Work	Cost	Time Extension
	Remaining cost needed to pay for the base bid for Landscape and Irrigation over the original allowance.	\$33,426	
	Base Bid: \$123,600		
	Original Allowance \$100,000		
	Sleeves cost: \$9,826		
	Left over Allowance: \$90,174		
	Difference: \$33,426		
	Total \$	\$33,426	

It is mutually agreed that the ~~payment~~ (credit) of Thirty-Three Thousand, Four Hundred Twenty-Six Dollars (\$33,426) and Zero (0) day Time extension provided

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

For the above changes the sum of; Thirty-Three Thousand, Four Hundred Twenty-Six Dollars, (\$ 33,426) will be: _____ added to, **X** deducted from, the contract price

Original Part II Services Amt. (\$ 1,887,866) **Accepted:**
OR Contingency Allowance

Previous Additions (\$ _____)

Previous Deductions (\$ _____) By: _____

Net Bal. Part II Services Amount (\$ 1,887,866) Skanska USA Building Inc.
OR Contingency Allowance

This **ADDITION** (\$ _____)

This **DEDUCTION** (\$ 33,426) By: _____

Adjusted Part II Services Amount (\$ 1,854,440) Broaddus & Associates

OR Contingency Allowance Balance By: _____

Summary of Other Services Total:

Part I Services Amount (\$ _____) By: _____

Part II Services Amount (\$ _____) South Texas College

Total Adjusted Contract (\$ _____)

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

Project Name: Regional Center for Public Safety Excellence – Parking and Site Change Order No.: 4

Project No.: _____ Date: April 10, 2018

Location: Pharr, Texas

This Change Order Impacts Part II Services

To: Nobles Builders, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Landscape and Irrigation Alt. 1, 2 & 3 with 90-day maintenance.	77,070	
	Earth's Alt No. 1 total = \$61,387		
	Earth's Alt. No. 2 total = \$2,700		
	Earth's Alt. No. 3 total = \$8,433		
	Plus \$4,550 for 90-day maintenance for all 3 alternates		
	Total \$	77,070	

It is mutually agreed that the ~~payment~~ (credit) of Seventy-Seven Thousand, Seventy Dollars

(\$77,070.00) and Zero (0) day Time extension provided
For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N/A

For the above changes the sum of; Seventy-Seven Thousand, Seventy Dollars
, (\$ 77,070.00) will be: _____ added to, X deducted from, the contract price

Original Part II Services Amt. (\$ 1,887,866) **Accepted:**
OR Contingency Allowance

Previous Additions (\$ _____)

Previous Deductions (\$ 33,426) By: _____

Net Bal. Part II Services Amount (\$ 1,854,440) Skanska USA Building Inc.
OR Contingency Allowance

This **ADDITION** (\$ _____)

This **DEDUCTION** (\$ 77,070) By: _____

Adjusted Part II Services Amount (\$ 1,777,370) Broaddus & Associates

OR Contingency Allowance Balance By: _____

Summary of Other Services Total:

Part I Services Amount (\$ _____) By: _____

Part II Services Amount (\$ _____) South Texas College

Total Adjusted Contract (\$ _____)

**BROADDUS
& ASSOCIATES**

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

Project Name: Mid Valley Campus–Library Renovations Change Order No.: 6

Project No.: N.A. Date: April 10, 2018

Location: 400 N. Border Ave. Weslaco, Texas 78596

This Change Order Impacts Part II Services

To: Skanska USA Building, Inc., Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Source: Savings Return		
	Cost of Work Savings Return	0.00	
	Design Contingency Savings Return	596.00	
	Const. Contingency Savings Return	<u>13,294.00</u>	
	Total \$	<u>\$13,890.00</u>	0 Days

It is mutually agreed that the ~~payment~~ (credit) of Thirteen Thousand Eight Hundred Ninety Dollars
(\$ 13,890.00) and 0 Days Time extension provided

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

For the above changes the sum of; Thirteen Thousand Eight Hundred Ninety Dollars
(\$ 13,890.00) will be: _____ added to, X deducted from, the contract price

Original Part II Services Amt. (\$ 1,123,682) **Accepted:**
OR Contingency Allowance

Previous Additions (\$ N.A)

Previous Deductions (\$ N.A) By: _____

Net Bal. Part II Services Amount (\$ 1,123,682) Skanska USA
OR Contingency Allowance

This **ADDITION** (\$ _____)

This **DEDUCTION** (\$ 13,890) By: _____

Adjusted Part II Services Amount (\$ 1,109,792) Broaddus & Associates

OR Contingency Allowance Balance By: _____

Summary of Other Services Total:

Part I Services Amount (\$ 4,760) By: _____

Part _____ Services Amount (\$ N.A.) South Texas College

Total Adjusted Contract (\$ 1,114,552)

**BROADDUS
& ASSOCIATES**

Design Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 3/27/18	Pending Approval For 4/10/18	Available:
PECAN CAMPUS				
North Academic Building	\$ 104,000	\$ (104,000)	\$ -	\$ -
South Academic Building	\$ 66,500	\$ (66,500)	\$ -	\$ -
STEM Building	\$ 104,000	\$ (104,000)	\$ -	\$ -
Student Union Bldg.	\$ 70,000	\$ (70,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 110,000	\$ (110,000)	\$ -	\$ -
Parking and Site Improvement	\$ 25,000	\$ (25,000)	\$ -	\$ -
Total:	\$ 479,500.00	\$ (479,500.00)	\$ -	\$ -
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 172,600	\$ (172,600)	\$ -	\$ -
Thermal Plant Expansion Bond	\$ 217	\$ (217)	\$ -	\$ -
Parking & Site Improvements	\$ 23,000	\$ (23,000)	\$ -	\$ -
Total:	\$ 195,817.00	\$ (195,817.00)	\$ -	\$ -
TECHNOLOGY CAMPUS				
Building Renovation	\$ 99,857	\$ (99,857)	\$ -	\$ -
Parking & Site Improvements	\$ 21,497	\$ (20,092)	\$ -	\$ 1,405
Total:	\$ 121,354.00	\$ (119,949.00)	\$ -	\$ 1,405.00
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 193,219	\$ (176,107)	\$ (17,112)	\$ -
Library Expansion	\$ 32,955	\$ (29,780)	\$ (3,175)	\$ -
Student Services Building	\$ 51,049	\$ (50,153)	\$ (896)	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ (20,457)	\$ (11,274)	\$ -
Total:	\$ 370,501.00	\$ (338,044.00)	\$ (32,457.00)	\$ -
STARR COUNTY CAMPUS				
Health Professions & Science Bldg.	\$ 96,000	\$ (96,000)	\$ -	\$ -
New Library	\$ 37,000	\$ (37,000)	\$ -	\$ -
Student Services Building	\$ 13,000	\$ (13,000)	\$ -	\$ -
Student Activities Building	\$ 14,000	\$ (14,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 39,000	\$ (39,000)	\$ -	\$ -
Parking & Site Improvements	\$ 37,700	\$ (37,632)	\$ -	\$ 68
Total:	\$ 236,700.00	\$ (236,632.00)	\$ -	\$ 68.00
REGIONAL CENTER CAMPUS				
New Building	\$ 68,315	\$ -	\$ (5,924)	\$ 62,391
Parking and Site	\$ 28,696	\$ -	\$ (6,397)	\$ 22,299
Total:	\$ 97,011.00	\$ -	\$ (12,320.50)	\$ 84,690.50
LA JOYA TEACHING SITE - CSP				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 3/27/18	Pending Approval For 4/10/18	Available:
Totals:	\$ 1,500,883.00	\$ 1,369,942.00	\$ 44,777.50	\$ 86,163.50

Owners Construction Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 3/27/18	Pending Approval For 4/10/18	Available:
PECAN CAMPUS				
North Academic Building	\$ 162,000	\$ (162,000)	\$ -	\$ -
South Academic Building	\$ 98,355	\$ (98,355)	\$ -	\$ -
STEM Building	\$ 153,990	\$ (153,990)	\$ -	\$ -
Student Union Bldg.	\$ 100,000	\$ (100,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 50,000	\$ (50,000)	\$ -	\$ -
Parking and Site Improvement	\$ 38,900	\$ (38,900)	\$ -	\$ -
Total:	\$ 603,245.00	\$ (603,245.00)	\$ -	\$ -
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 178,900	\$ (178,900)	\$ -	\$ -
Thermal Plant Expansion Bond	\$ 3,420	\$ (3,420)	\$ -	\$ -
Parking & Site Improvements	\$ 34,207	\$ (34,207)	\$ -	\$ -
Total:	\$ 216,527.00	\$ (216,527.00)	\$ -	\$ -
TECHNOLOGY CAMPUS				
Building Renovation	\$ 151,180	\$ (151,180)	\$ -	\$ -
Parking & Site Improvements	\$ 33,640	\$ (27,126)	\$ -	\$ 6,514
Total:	\$ 184,820.00	\$ (178,306.00)	\$ -	\$ 6,514.00
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 193,219	\$ (12,757)	\$ (180,462)	\$ -
Library Expansion	\$ 32,955	\$ 9,139	\$ (42,094)	\$ -
Student Services Building	\$ 51,049	\$ (45,728)	\$ (5,321)	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ 40,594	\$ (72,325)	\$ -
Total:	\$ 370,501.00	\$ (70,299.00)	\$ (300,202.00)	\$ -
STARR COUNTY CAMPUS				
Health Professions & Science Bldg.	\$ 143,000	\$ (143,000)	\$ -	\$ -
New Library	\$ 55,500	\$ (55,500)	\$ -	\$ -
Student Services Building	\$ 19,500	\$ (19,500)	\$ -	\$ -
Student Activities Building	\$ 21,000	\$ (21,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 58,000	\$ (58,000)	\$ -	\$ -
Parking & Site Improvements	\$ 52,950	\$ (16,127)	\$ -	\$ 36,823
Total:	\$ 349,950.00	\$ (313,127.00)	\$ -	\$ 36,823.00
REGIONAL CENTER CAMPUS				
Building	\$ 89,889	\$ -	\$ (4,525)	\$ 85,364
Parking and Site	\$ 37,757	\$ -	\$ -	\$ 37,757
Total:	\$ 127,645.53	\$ -	\$ (4,524.77)	\$ 123,120.76
LA JOYA TEACHING SITE				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 3/27/18	Pending Approval For 4/10/18	Available:
Totals:	\$ 1,852,688.53	\$ 1,381,504.00	\$ 304,726.77	\$ 166,457.76

Buyout Savings and GMP Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Board Approved GMP:	Change Orders		Adjusted GMP:
		Approved As of 3/27/18	Pending Approval For 4/10/18	
PECAN CAMPUS				
North Academic Building	\$ 10,951,000	\$ (1,104,260)	\$ -	\$ 9,846,740
South Academic Building	\$ 6,657,834	\$ (148,654)	\$ -	\$ 6,509,180
STEM Building	\$ 10,417,059	\$ 351,744	\$ -	\$ 10,768,803
Student Union Bldg.	\$ 6,888,179	\$ (198,486)	\$ -	\$ 6,689,693
Thermal Plant Expansion	\$ 4,194,000	\$ (61,591)	\$ -	\$ 4,132,409
Parking and Site Improvement	\$ 2,618,800	\$ (21,326)	\$ -	\$ 2,597,474
Total:	\$ 41,726,872.00	\$ (1,182,573.00)	\$ -	\$ 40,544,299.00
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 17,009,860	\$ (972,772)	\$ -	\$ 16,037,088
Thermal Plant Expansion Bond	\$ 230,788	\$ (3,637)	\$ -	\$ 227,151
Parking & Site Improvements	\$ 2,205,963	\$ (64,523)	\$ -	\$ 2,141,440
Total:	\$ 19,446,611.00	\$ (1,040,932.19)	\$ -	\$ 18,405,678.81
TECHNOLOGY CAMPUS				
Building Renovation	\$ 10,533,587	\$ (1,875,158)	\$ -	\$ 8,658,429
Parking & Site Improvements	\$ 1,985,820	\$ (436,239)	\$ -	\$ 1,549,581
Total:	\$ 12,519,407.00	\$ (2,311,397.00)	\$ -	\$ 10,208,010.00
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 14,453,387	\$ -	\$ (18,681)	\$ 14,434,706
Library Expansion	\$ 2,462,776	\$ 359,944	\$ (48,463)	\$ 2,774,257
Student Services Building	\$ 3,850,923	\$ -	\$ (6,217)	\$ 3,844,706
Thermal Plant Expansion	\$ 3,787,322	\$ (95,835)	\$ -	\$ 3,691,487
Parking & Site Improvements	\$ 2,479,153	\$ (109,376)	\$ (40,239)	\$ 2,329,538
Total:	\$ 27,033,561.00	\$ 154,733.00	\$ (113,600.00)	\$ 27,074,694.00
STARR COUNTY CAMPUS				
Health Professions & Science	\$ 9,521,000	\$ (257,489)	\$ -	\$ 9,263,511
New Library	\$ 3,700,000	\$ (392,955)	\$ -	\$ 3,307,045
Student Services Building	\$ 1,320,000	\$ (145,841)	\$ -	\$ 1,174,159
Student Activites Building	\$ 1,365,000	\$ (216,314)	\$ -	\$ 1,148,686
Thermal Plant Expansion	\$ 3,911,000	\$ (588,016)	\$ -	\$ 3,322,984
Parking & Site Improvements	\$ 3,496,950	\$ 235,467	\$ -	\$ 3,732,417
Total:	\$ 23,313,950.00	\$ (1,365,148.00)	\$ -	\$ 21,948,802.00
REGIONAL CENTER CAMPUS				
Building	\$ 3,326,426	\$ -	\$ -	\$ 3,326,426
Parking and Site	\$ 1,887,866	\$ -	\$ 110,496	\$ 1,998,362
Total:	\$ 5,214,292.00	\$ -	\$ 110,496.00	\$ 5,324,788.00
LA JOYA TEACHING SITE - CSP				
Lab Improvements	\$ 1,163,000	\$ 2,650	\$ -	\$ 1,165,650
Total:	\$ 1,163,000.00	\$ 2,650.00	\$ -	\$ 1,165,650.00

2013 Bond Program	Board Approved GMP:	Change Orders		Adjusted GMP:
		Approved As of 3/27/18	Pending Approval For 4/10/18	
Totals:	\$ 130,417,693.00	\$ (5,742,667.19)	\$ (3,104.00)	\$ 124,671,921.81

Pecan Campus - North Academic Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$9,797,100	\$104,000	\$162,000	\$10,951,000	Bd. App. Date
1	BUY OUT SAVINGS of \$720,878				(\$720,878)	BOS
2	CR-14 Revised Classroom lockset function to "Secure-In Place" \$0					OC 5/23/17
	CR-24 Infrastructure for WIFI antennae on west wall -4325			(\$720)		OC 5/23/17
	CR-26 Repair damage to existing street light conduit at Inlet 36 -\$395					U 5/23/17
3	CR-29 - Add a second set of Building ID Letters to Canopy Façade			(\$6,405)		OC 7/25/17
4	CR-28 - Revise Interior Roof side of Parapet wall sheathing from Dens-Glass gyp bd to Dens-Deck per Garland Roofing Req		(\$14,812)			CC 7/25/17
5	CR 02 - ASI-02 Structural steel modifications at entry canopies \$2,887					DD 7/25/17
	CR 03R- ASI-01 - Additional steel framing at building expansion joint - \$3,100					DOC 7/25/17
	CR 05 - Exterior parapet angle addition -\$6831					DOC 7/25/17
	CR 07R - ASI-06 - Interior and Finishes: Light fixture revisions \$275		(\$16,241)			DD 7/25/17
	CR 18 - ASI-02 Structural steel modifications at entry canopies -\$1091					DOC 7/25/17
	CR 21 - ASI-05: Mock-Up wall - added length and details -\$1775					DOC 7/25/17
	CR 22 - Additional structural pilasters at elevator shaft walls -\$6606					DOC 7/25/17
6	CR 08R - AVIT Supplemental Information SI-01 dated October 13,2016 - Infrastructure modifications to teacher's podium floor boxes, data for offices, etc. \$3242		(\$121)			DOC 7/25/17
	CR 11 - ASI-07: Electrical infrastructure supporting AVIT SI-01 - conduit, wall boxes, floor block outs, etc. -\$3363					DOC 7/25/17
7	CR-30R3 AVIT SI-02 Audio Visual Modifications for monitors, computer and Classroom etc. -\$16052					OC 7/25/17
	CR-35R3 AVIT SI-03 Audio Visual modifications for Active Learning Classrooms -\$28,052					OC 7/25/17
	CR-37 ASI-13 Electrical infrastructure for AVIT SI-02 Conduit and Boxes -\$8969			(\$57,820)		OC 7/25/17
	CR-38 ASI-14 Electrical infrastructure for AVIT SI-03 Conduit and Boxes -\$3493					OC 7/25/17
	Modify Construction Fence and Construction Trailer plumbing to accommodate Mc Allen ISD -\$1,254					OC 7/25/17
8	CR-34 - Graphic Revisions -\$2,388					OC 8/22/17
	CR-43 - AVIT SI- 05 Misc. Revisions \$2,913					OC 8/22/17
9	CR-25 - Building Letter Revision -\$143					OC 8/22/17
	CR-27 - Toilet Accessories - Add Grab Bars per ADA -\$39					DOC 8/22/17
	CR-31 - Revise Doors to Clear Birch -\$550		(\$7,987)			DOC 8/22/17
	CR-41 - ASI 16 Lobby Stairwell Finishes (enclose underside of Main Stair) -\$6899					DOC 8/22/17
10	CR-45 CHW Crossover in Level 2 Mechanical Room		(\$6,143)			Error 9/19/17
11	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CR-2 \$2,887					OC
	CR-07R ASI-06 Light Fixture Revisions \$275		(\$6,404)	(\$2,913)	(\$9,317)	DD 5/23/17
	CR-08R AVIT - Infrastructure deletion \$3,242					OC
	CR-43 AVIT - Deleted drops for Projectors \$2,913					OC

Pecan Campus - North Academic Building

Change Order Log

12	CR-46 Add title above toilet door at drinking fountain alcoves \$655					DD 11/14/17
	CR-49 AVIT-SI 08: add 2 data drops to DDC Controllers in Lvl 2 & 3 Mechanical Rooms \$1,592					DOC 11/14/17
	CR-50 Add 2 Building identification letter, "P" per direction of City of McAllen Fire Inspector \$330					U 11/14/17
	CR-51 RFI-78 Drywall finish over spandrel glass at Lvl 3, Rooms 3.101, 101a & 102 adjunct break and open computer lab \$2,940					DOC 11/14/17
	CR-52 Drywall finish over spandrel glass at Stairwell landings (Re: CR-51 - RFI 178 for similar condition at Lvl 3 commons computer lab, etc.) \$2,988					DOC 11/14/17
13	IT Duct bank: Repairs to blockages in existing conduit at Bldg. M and at MH-E5					U 12/12/17
14	GMP - Final Deductive Change Orders to Zero out the project. Deduct \$15,547 from General Conditions, Deduct \$43,787 from Design Contingency and Deduct \$83,347 from Owner's Contingency for a total of \$142,681 to reduce the GMP and reallocate funds to Pecan STEM					3/27/2018
15	Return Buy-out savings from Unused General Conditions and cost of work amounts to Owner					3/27/2018
Total Expenditures approved to Date		\$0	(\$104,000)	(\$162,000)	(\$1,104,260)	
Balance		\$9,797,100	\$0	\$0	\$9,846,740	

Pecan Campus - South Academic Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$5,873,031	\$66,500	\$98,355	\$6,657,834	Bd. App. Date
1	Adjustments for days and to align Board Approved Timeline					DOC / U
2	CR-13R - Electrical Infrastructure to Final Furniture e Plan -\$4556					OC 6/27/17
	CR-21 - CHW Extension: Offset around existing tree and manhole -\$9356			(\$13,912)		U 6/27/17
3	CR 02R - AVIT Supplemental Info SI-01 dated October 13, 2016: Revise floor boxes types and locations (EFSB8 to RFB4, etc.) -\$2034;					OC 7/25/17
	CR 4 - Revise classroom lockset function to 'Secure-in-Place' \$750					OC 7/25/17
	CR 11 - ASI 01: Add door for AHU coil draw-out space -\$2315		(\$13,078)			DOC 7/25/17
	CR 14 - RFI 40_Structural Steel 'X' brace conflict with Window Wall at Computer 2.401 -\$6438					DOC 7/25/17
	CR 23 - RFI 40a-40b, 52, 59a & 60: Dry wall revisions to conceal storm drains, structural bracing, etc. -\$3041					DOC 7/25/17
4	CR-22R AVIT Supplemental Info. SI-02 dated May 18.2017. Misc. revisions for Fixed Panel Monitors, Classrooms to Computer Lab upgrades, act			(\$21,025)		OC 7/25/17
5	CR - 24 Add Flat Screens and Infrastructure & Delete Projection Screens including deleting data drops and removing Ceiling Mounted Projectors Supports			(\$3,532)		OC 8/22/17
6	CR-26 RFI-54 VAV Boxes Power Revisions - add a neutral wire to connect to 277 V power		(\$2,488)			DOC 9/19/17
7	(CR-25R) Red Dye Concrete			(\$10,505)		U 10/24/17
8	CR-27R Relocate cable tray from classroom		(\$44,260)			OC 10/24/17
9	Classroom window wall Roller Shades for \$23,542 + Power/control material and labor (Not to exceed) - originally shown as (\$65,880) out of COW					VOID
10	Additional Light Kits in doors (total of 42 doors) - Originally shown as (\$10,290)					VOID
11	Additional Light Kits in doors (total of 42 doors) - Originally shown as (\$10,290)			(\$10,298)		OC
12	Classroom window wall Roller Shades for \$23,542 + Power/control material and labor (\$26,797) coming out of General Conditions + (\$39,083) = (\$65,880)			(\$39,083)		OC
13R	GMP - Final Deductive Change Order to Zero out the project. Deduct \$185 as buy-out savings, deduct \$141,795 from General Conditions, and deduct \$6,674 from Design Contingency for a total of \$148,654 to reduce the GMP and reallocate funds to Pecan STEM.	(\$185)	(\$6,674)		(\$148,654)	3/27/2018
Total Expenditures approved to Date		(\$185)	(\$66,500)	(\$98,355)	(\$148,654)	
Balance		\$5,872,846	\$0	\$0	\$6,509,180	

Pecan Campus - STEM Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$9,349,390	\$104,000	\$153,990	\$10,417,059	Bd. App. Date
1	CR-02R Site utilities, Add dedicated transformer and relocate emergency -\$14,777					OC 5/23/17
	CR-03R Revise classroom lockset function to "Secure-in Place" \$825			(\$36,507)		OC 5/23/17
	CR-11 Accelerate Structural Steel erection with second crew -\$22,555					DOC 5/23/17
2	Adjustment for days & approved timeline - 53 days					U
3	CR-01 1st Floor Under slab Utility Trench -\$50,300					DOC 7/25/17
	CR-06R - RFI 08 - AVIT SI-01 - Revise Floor Box Type @ 22 Locations -\$3155					DOC 7/25/17
	CR-08R - Revise 7 Door to 45 min fire rated doors - \$2700					DOC 7/25/17
	CR-13 - RFI-34 Exhaust Fan Equipment support and duct flashing -\$3482					DOC 7/25/17
	CR-14R - RFI-24 Duct/Ceiling conflicts at Corridor 1.100 -\$4505			(\$79,727)		DOC 7/25/17
	CR-15 - Revise Interior Roof side of Parapet wall sheathing from Dens-Glass gyp bd to Dens-Deck per Garland Roofing Req -\$4974					OC 7/25/17
	CR-16R2 - RFI-14, 36 & 41 add drywall chase to encase structural steel braces and storm drain headers -\$6768					DOC 7/25/17
	CR-18 - RFI 18 - AVIT-SI-01 Revise floor box location at Lvl 1 labs -\$3843					DOC 7/25/17
4	CR-20R Revised Lab service fixtures per Submittal 27a - combine gas turrets to double outlet , add DI water to service sinks, ect. -\$6817					OC 7/25/17
	CR-21R AVIT Supplemental Info. SI-02 dated May 18, 2017; Misc. revisions Flat Panel Monitors -			(\$38,376)		DOC 7/25/17
5	CR22 - Dual duct "y" connection to 96" fume Hoods		(\$20,356)			DOC 7/25/17
6	CR.23R2 - Revise Lab Utilities to Prep Room, Hoods, Sinks & Autoclave			(\$5,344)		OC 8/28/17
	CR - 24 Add Flat Screens and Infrastructure & Delete Proj.Screens			\$4,490		OC 8/28/17
	CR 25 - Modify Routing of Cable Trays to avoid classrooms			(\$3,207)		OC 8/28/17
7	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CR-24 (\$4,490) to the Program Budget			(\$4,490)	(\$4,490)	OC 9/19/17
8	Classroom window wall Roller Shades for \$21,800 + Power/control material and labor (Not to exceed)			(\$53,415)		OC 11/14/17
9	OSHA Requirements for Explosion proof. Electrical Outlets and fixtures in Chemical Storage Area.			(\$5,152)		OC 11/14/17
10	Emergency Shower as permitted by Code (-\$6,072)			VOID		OC 11/14/17
11	Additional Light Kits in doors (total of 28 doors)			(\$6,873)		DC 11/14/17
12	CR-38 Floor Trenches - light weight concrete topping with alum. Access panels 5 in each room. Vert. Wall Vent		(\$63,958)			12/12/17

Pecan Campus - STEM Building

Change Order Log

13	CR-39 Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits - originally shown as (\$251,452) - reduced		VOID			12/12/17
14	Autoclave Ventilation (exhaust system) - originally shown as (\$50,293) - reduced			VOID		OC 12/12/17
15	CR-40 Ventilation in 1st Floor Biology Storage Rooms (6 cabinets) + CR-39C Explosion Mitigation - originally shown as (\$177,180) - reduced			VOID		OC 12/12/17
16	General Conditions for all additional work (\$150,000) (VOID - Jan 16th)			VOID		OC 12/12/17
17	CR-27R Revise gas service riser to Texas Gas Service installed meter -\$1,100			(\$10,084)		1/30/18
	CR-31 Texas Gas Service - utility service installation fee -\$2,912					1/30/18
	CR-35 Add Emergency Shower / Eyewash and drain at entry to Biology Chemical Waste and Storage Rooms -\$6,072					1/30/18
18	CR-36 ASI-02 - Lab Trenches: add shut-off solenoid valves to natural gas service to Lab Prep 1.107 and 2.101		(\$2,404)			1/30/18
19	CR-39 Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits		(\$199,398)			OC 1/30/18
20	Autoclave Ventilation (exhaust system)			(\$20,312)		OC 1/30/18
21	CR-40 Ventilation in 1st Floor Biology Storage Rooms (6 cabinets) \$143,792 + CR-39C Explosion Mitigation \$33,388			(\$175,535)		OC 1/30/18
22R	Add \$162,594 to General Conditions, Add \$261,843 to Design Contingency and Add \$200,815 to Owner's Contingency for a total of \$625,252		\$261,843	\$200,815	\$625,252	3/27/2018
23	Return Buy-out Savings from unused General Conditions and Cost of Work Amounts to Owner				(\$269,018)	3/27/2018
Total Expenditures approved to Date		\$0	(\$104,000)	(\$153,990)	\$351,744	
Balance		\$9,349,390	\$0	\$0	\$10,768,803	

Pecan Campus - Student Union

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
co #	Change Order Description	Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code / Bd. App. Date
		\$6,174,905	\$70,000	\$100,000	\$6,888,179	
1	CR-01 Remove 3 Existing Palm Trees -\$750					CM 7/25/17
	CR-02 Remove Existing Drain Box at North Side of Pad -\$600					U 7/25/17
	CR-03 Remove Existing Drain Box at South Side of Pad -\$600					U 7/25/17
	CR-06 Add Door in Hoist way to service elevator equipment -\$2245					U 7/25/17
	CR-07 RFI-06 Power to UV Light and Receipt in AHU's -\$1560					DOC 7/25/17
	CR-08 RFI-33 Add Fire Damper for AHU PU005 - \$786					DOC 7/25/17
	CR-09 RFI-36 Add Exhaust and R/A Fire Dampers - \$958		(\$10,579)			DOC 7/25/17
	CR-10 Revise Sheathing from Treated Plywood to Dens- Glass \$7738					DOC 7/25/17
	CR-12 Add 2 Layers of wood mailer at edge of high roof for insulation -\$2707					DOC 7/25/17
	CR-13R - Revise Interior Roof side of Parapet wall sheathing from Dens-Glass gyp bd to Dens-Deck per Garland Roofing Req -\$5316					DOC 7/25/17
	CR-14 ASI -08 Add 2 Floor Drains at Terrace Deck to maintain minimum concrete Depth for Structural Capacity -\$3600					DOC 7/25/17
	CR-15 ASI -11 Furniture- Electrical Infrastructure Revisions \$805					OC 7/25/17
	CR. 18 - Revisions to Door to Accommodate Elevator -\$1306					DOC 8/22/17
	CR. 21 - Revise Exterior Handrail Material HD Gal. - \$2850		(\$4,156)			DOC 8/22/17
3	CR-24 Add Fire Rated Access Pnl. to Space Below Monumental Stair		(\$1,309)			DOC/Error 9/19/17
4	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CR-10 (\$7,738) and CR-15 (\$805) to the Program Budget		(\$8,543)			OC 9/19/17
5	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CR-10 (\$7,738) and CR-15 (\$805) to the Program Budget				(\$8,543)	OC 9/19/17
6	(CR-25) Relocate AEP transformer to clear other utilities (\$2,119) - U					U 10/24/17
	(CR-28) Revise power to elevator from 208V to 480V per manufacture requirements (\$5,101) - DOC		(\$13,511)			Error 10/24/17
	(CR-30) Texas Gas Services installation fee (\$6,291) - CM					CM 10/24/17

Pecan Campus - Student Union

Change Order Log

7	CR-29 PR-02 Add partition in space under sitting stair (Door provided in previous CR-24) \$1,550					DD 11/14/17
	CR-31 RFI-66: Relocate water heater and water softener to fit in available space \$6,232					Error 11/14/17
	CR-32 Additional Room signage per submittal review \$740					DOC 11/14/17
	CR-33 Revise exit devices to fit narrow stile doors \$3,535					DOC 11/14/17
	CR-35 Change accent wall color from orange to green at Career Center 1.401 \$380					DD 11/14/17
8	CR-34 Provide survey for AEP easement required in CR-25 - relocate transformer to clear other utilities (\$650)					U 1/30/18
	CR-36 Anchor Food service equipment prior to hood fire suppression testing per fire inspection Lt. Garza (\$2,597)					U 1/30/18
9	GMP - Final Deductive Change Order to Zero out the Project. Deduct \$19,465 from Design Contingency and Deduct \$97,403 from Owner's Contingency for a Total of \$116,868 to Reduce the GMP and reallocate funds to Pecan STEM.					
10	Return Buy-Out Savings from Unused General Conditions and Cost of Work Amounts to Owner					
Total Expenditures approved to Date		\$0	(\$70,000)	(\$100,000)	(\$198,486)	
Balance		\$6,174,905	\$0	\$0	\$6,689,693	

Pecan Campus - Thermal Plant

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,661,900	\$110,000	\$50,000	\$4,194,000	Bd. App. Date
1	CPR#8 - Provide Owner Protective Liability Insurance & CPR#9 Remove Conflicting Lines		(\$29,930)			U
1	CPR#11- Provide Gas Line Connection to Existing Meter & CPR#12 Provide Temp Water		incl above			DOC
1	CPR#14-Water Line Exploration & CPR#15 Comm.Card Expired		incl above			U
1	CPR#16- Add 8" to Top of Masonry Wall& CPR#17- Provide Traffic Control April-May		incl above			DOC
1	CPR#19- Provide Metal Roof Underlayment & CPR#20 Add Support Brackets for CHW		incl above			DOC
1	CPR#22-Provide Traffic Control May-June		incl above			OC
1	CP-02 Chilled Water Pipe Wrap,CP-03 CW Piping Reconfiguration, CP-05 Replaced Pitted CW Piping, CP-07 Delete CW Insulation Cost			(\$41,714)		U
2	CP-10 Provide Sealed Concrete in Lieu of VCT		(\$13,248)	(\$367)		OC
01F	Final Change Order dated May 3, 2017 Credit Remaining Design and Construction Contingency's and GMP Labor Savings		(\$31,615)	(\$7,919)	(\$61,591)	OC
4	CPR-26b		(\$34,950)			
	CPR-33					
	CPR-30					
	CPR-31					
	CPR-32					
	CPR-34					
	CPR-35					
	CPR-36					
	CPR-38					
	CPR-39					
5	CR-43 Additional OCP insurance for Dec. 2016		(\$257)			U 5/23/17
Total Expenditures approved to Date		\$0	(\$110,000)	(\$50,000)	(\$61,591)	
Balance		\$3,661,900	\$0	\$0	\$4,132,409	

Pecan Campus - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				Code / Bd. App. Date
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
co #	Change Order Description	\$2,354,100	\$25,000	\$38,900	\$2,618,800	
1	CR-01 Storm Drain conflict with existing SS for Temporary Bldg. -\$4577 ; CR-09 Valve to Isolate Bldg. M for water main shut down at NAB storm drain inlet -\$3849 ; CR-10 Remove existing water main valves at NAB storm drain inlet per City of Mc Allen ; CR-12 Utility Conflicts at NAB Storm drain inlet -\$9097	\$17,523		(\$17,523)		U 7/25/17
2	CR 02 - Delete Lime Stabilization at Parking Lot per Terracon CMT analysis of sub soil \$21689	(\$28,676)	\$28,676			U 7/25/17
	CR 03 - RFI 10 - Delete back flow preventer at water service to Student Union (SACB) \$8658					DOC 7/25/17
	CR 05 - RFI 14 - Reduce original sizes of fire service lines: 8" to 6", and 6" to 4" \$8550					DOC 7/25/17
	CR 08R - Delete Fire Hydrant and associated service line \$4300					DOC 7/25/17
	CR 13R - RFI 22: Utility conflicts at Storm drain lines between Bldg. E and Cooling Towers -\$6584					U 7/25/17
	CR 14 - AVIT Supplemental Info SI-02 dated May 4, 2017: IT Duct Bank - clarifications on routing around new buildings -\$7937					DOC 7/25/17
3	CR-16 Revised the sidewalks and curbs by Student Union due to Elevation Change between Site Package and Building Package -\$3499	\$8,722	(\$8,722)			U 9/19/17
	CR-17 Add Pull Box for Inter-Building IT Duct Bank between STEM and South Academic Buildings - \$5223					DOC 9/19/17
4	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CR's 2,3,5 and 8R to the Program Budget Buy-Out Saving.		(\$43,197)		(\$43,197)	DD 9/19/17
5	CR-18 Revise phone cabling protection connectors from "Porta" digital type to "Circa" analog type. \$3,425	\$4,573		(\$4,573)		U 11/14/17
	CR-19 Bore and sleeve under loop drive to irrigation water meter, relocated at direction of City of McAllen engineer \$1,148					U 11/14/17
6	Additional Fire Lane marking per fire inspection est. (\$2,019)	\$3,295		(\$3,295)		1/30/2018
	Additional walk to STEM East Side est. (\$1,276)					1/30/2018
7	Landscape retaining wall at existing inlet to avoid trip/fall hazard	\$1,639	(\$1,639)			
8	GMP-Deductive Change Order. Deduct \$5,067 from General Conditions, Deduct \$118 from Design Contingency and Deduct \$13,509 from Owner's Contingency to reduce the GMP amount and reallocate funds to Pecan STEM.		(\$118)	(\$13,509)	(\$18,694)	
9	GMP Final - Return previously deducted buy-out savings to equal the actual cost of work.	\$40,565			\$40,565	
Total Expenditures approved to Date		\$47,641	(\$25,000)	(\$38,900)	(\$21,326)	
Balance		\$2,401,741	\$0	\$0	\$2,597,474	

Nursing Allied Health - Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$15,124,960	\$172,600	\$178,900	\$17,009,860	Bd. App. Date
1	CP-02 Lavatories and Toilet Partition Revisions -\$16,776					OC 6/27/17
	CP-07 Add 13 Junction Boxes and Conduit -\$3,106			(\$19,882)		OC 6/27/17
2	CR-01 Vapor Barrier Product Substitution \$6,750					Credit 7/25/17
	CR-03 Reduce Generator Size/Capacity \$78,010					Credit 7/25/17
	CR-04 Finish Hardware Changes \$260					Credit 7/25/17
	CR-06 Provide Floor Box in Rm 3.515 -\$1,506		\$59,008			Omission 7/25/2017
	CR-08 Relocate VAV Boxes and modify existing ductwork - \$24,506					DOC 7/25/2017
3	CP-05 Additional Power Outlets -\$2,450 ; CP-09 WHJW SI#2R2 \$123,369			(\$125,819)		OC
4	CP-011R Restroom Modifications -Adding (1) layer of gyp bd to interior side of Men & Women's Restrooms (Restrooms share a common wall with an adjacent Conf. Room)		(\$6,770)			DD 8/22/17
5	CP-010 CREDIT for projection screens		\$2,937			DD 8/22/17
	CP-012 DEDUCT for data - WHJW SI 3		(\$1,771)			DOC 8/22/17
	CP-013 CREDIT For Projector Data Drops - WHJW SI4		\$2,518			DD 8/22/17
6	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CP's - CP-1(Vapor Barriers \$6,750) CP-02 (Emergency Gen. \$78,010),CP-04 (Finished Hwdr. \$260), CP 10 (Project. Screen \$2,937) and CP-13 (Data Drops for Projection Screen \$2,518) including \$200,000 for recognized GMP Buy-Out Saving to Program Budget	(\$200,000)	(\$90,475)			BOS 9/19/17
6R	Retract Change Order No. 6	\$200,000	\$90,475			11/14/17
7	Reallocation of Cost of Work Credit \$200,000 and Design Contingency Credit of \$90,475 to reduce the GMP amount				(\$290,475)	BOS
7R	Retract Change Order No. 7				\$290,475	11/14/17
8	(CR-14) RFI # 70 Radiology Supply Rm HVAC Addition \$1,699; (CR-16) WJHW SI # 7 Addition of Plug Strips \$4,900;		(\$6,599)			Omission 10/24/2017
9	Buy-Out Savings of \$200,000 from Cost of Work (As noted in Change Order No. 6 & 7) + \$78,044 from Design Contingency = \$278,044	(\$200,000)	(\$78,044)		(\$278,044)	BOS 11/14/17
10	Provide and install (12) type M4RE light fixtures		(\$7,890)			DOC 11/14/17
11	Provide and install the additional regulating recessed valve boxes and additional duplex receptacles		(\$7,390)			DD 11/14/17
12	Run new conduit from existing underground pull-box to the existing IDF room on the first floor. Plus additional General Clean up		(\$14,360)			DOC 11/14/17
13	Provide and install new indoor plenum rated 24 strand fiber optic cable from 1st floor up to the 2nd floor and then go to the east side of building and up to the 4th floor MDF room. Will splice fiber optic on 1st floor. \$14,790 - VOID					N/A VOID
14	Utilities for Simulation Equipment		(\$27,398)			DD 11/14/17
15	CR-27 ASI #12 Provide and install (2) new circuits for kitchen roll up doors		(\$1,672)			3/27/2018
16	CR-23 Remove 4 sidewall grilles and install (2) each type A and type G air devices		(\$2,216)			3/27/2018
17	CR-26 Remove existing ceiling tile at Kitchen and replace with vinyl faced tile necessary to pass City Final Certificate of Occupancy Inspection		(\$1,000)			3/27/2018
18	CR-29 Add acoustical wall panels as per ASI # 14 for study rooms in Library		(\$30,000)			3/27/2018
19	CR-24 Concrete Handrails as per CCD #1		(\$5,734)			3/27/2018
20	CR-28 Provide and install new additional superior/Essex category 6A drops for vending machines as per ASI #13		(\$3,595)			3/27/2018
21	CR-09 Remove light fixture as per ASI #4 - VOID		VOID			VOID
22	CR-25 Remove and replace sections of gypsum board as per ASI #2R2			(\$19,112)		3/27/2018
23	GMP- Final Deductive Change Order to zero out the project. Credit of \$459,149 from General Conditions, credit of \$178,868 from Cost of Work, credit of \$42,629 from Design Contingency and credit of \$14,087 from Owner Contingency	(\$178,868)	(\$42,624)	(\$14,087)	(\$694,728)	3/27/2018
Total Expenditures approved to Date		(\$378,868)	(\$172,600)	(\$178,900)	(\$972,772)	
Balance		\$14,746,092	\$0	\$0	\$16,037,088	

Nursing Allied Health - Thermal Plant

Change Order Log

BOND

APPROVED CHANGE ORDERS TO DATE		Contract Amount				Code /
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
co #	Change Order Description		\$217	\$3,420	\$230,788	Bd. App. Date
1	Deductive Change Order to Zero out the project - Credit of \$217 from DC and Credit of \$3,420 from OC. A total of \$3,637 credit back.		(\$217)	(\$3,420)	(\$3,637)	3/27/2018
Total Expenditures approved to Date			(\$217)	(\$3,420)	(\$3,637)	
Balance			\$0	\$0	\$227,151	

NON-BOND

APPROVED CHANGE ORDERS TO DATE		Contract Amount				Code /
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
co #	Change Order Description		\$31,783	\$42,375	\$2,867,847	
1	(CR-1) Hardware Modifications ties into the IT rack \$402; (CR-2) RFI # 21 Power for IT Rack (moved from office pull into the thermal plant \$534; (CR-3) WJHW SI # 1 Re-route Telecommunications Enclosure \$5,500; (CR-4) RFI # 13 Control Panel and Data Drops \$3,130			(\$9,566)		OC 10/24/17
2	Deductive Change Order to Zero out the project - Credit of \$67,399 from Cost of work, credit of \$31,783 from DC and \$32,809 from OC for a total credit of \$131,991	(\$67,399)	(\$31,783)	(\$32,809)	(\$131,991)	3/27/2018
Total Expenditures approved to Date			(\$31,783)	(\$42,375)	(\$131,991)	
Balance			\$0	\$0	\$2,735,856	

Nursing Allied Health - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,869,247	\$23,000	\$34,207	\$2,205,963	Bd. App. Date
1	CR#3 - City of McAllen utility department requirements to cut in two 8" tees into the existing 8" waterline in lieu of installing the 8" wet taps as shown on civil drawings C-26			(\$3,228)		U 12/12/17
2	CR#4 - As per RFI #5 - to reroute storm drain line in conflict with light pole		(\$6,670)			Error 12/12/17
3	CR#5 - Credit for sanitary sewer line not installed		\$34,395			Credit 12/12/17
4	CR#6 - Credit for cement stabilized sand @ water line		\$1,200			Credit 12/12/17
5	CR#7 - To provide the City of McAllen utility changes from the original GMP drawings. Includes extending fire line and adding backflow preventer.		(\$19,504)			DOC 12/12/17
6	CR#8 - To install the chiller water lines 8' below in order to clear the City of McAllen existing water lines at two locations, as per City of McAllen Directions.		(\$30,034)			DOC 12/12/17
7	CR#9 - To provide and install the domestic water meter concrete vault and additional labor and fitting required for meter vault connections as per the City of McAllen utility Department requirements.			(\$7,540)		DOC 12/12/17
8	CR#10 - Credit to omit 24 mesquite trees to be replace with 14 Oak trees and 10 Crape myrtles.		\$200			Credit 12/12/17
9	CR#11 - Meter vault excavation/placement. 3" Concrete water meter vault.			(\$13,892)		DOC 12/12/17
10	GMP- Final Deductive Change Order to zero out the project. Credit of \$52,389 from Cost of Work, credit of \$2,587 from Design Contingency and credit of \$9,547 from Owner Contingency	(\$52,389)	(\$2,587)	(\$9,547)	(\$64,523)	3/27/2018
Total Expenditures approved to Date		(\$52,389)	(\$23,000)	(\$34,207)	(\$64,523)	
Balance		\$1,816,858	\$0	\$0	\$2,141,440	

Technology Campus - Southwest Building Renovation

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				Code /
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
co #	Change Order Description	\$9,435,793	\$99,857	\$151,180	\$10,533,587	Bd. App. Date
1	Buy-Out Savings - Credit for the balance of Partial GMP (Demo) Design and Construction "Owner" Contingency's		(\$5,141)	(\$9,106)	(\$120,730)	OC
2	Buy-Out Savings -2nd round of saving offered by CM@R				(\$1,115,311)	OC
3	Additional Hose Reels and Air Drops		(\$16,156)			DD 5/23/17
4	Grinding & Polishing of existing Concrete Floors			(\$14,988)		U 5/23/17
5	CP - 11 Deduct for Birch Veneer -\$1,395					DD 9/19/17
	CP - 08 Hardware Revisions for Security +\$2,900			\$2,165		OC 9/19/17
	CP - 10 Revisions to PL Casework +\$660					DD 9/19/17
6	Change Order No. 6 of \$3,560 from Owner's Contingency			(\$3,560)	(\$3,560)	OC 9/19/17
6R	Change Order No. 6 of \$3,560 from Owner's Contingency - RETRACTED			\$3,560	\$3,560	OC 10/24/17
7	(CP-3R) Changes as per ASI #1 - Armorlite Wall Panel at High/Low roof transition vs. stucco			\$1,395		OC 10/24/17
8	(PR-27) Quality Lab Modification per ASI # 10A (from single door to double door)		(\$10,539)			EO 10/24/17
9	Buy-out Savings from project cost of work ,D.C. and O.C.C. (Cost of work \$347,502 + D.C. \$39,222 + O.C.C. \$113,276) = \$500,000	(\$347,502)	(\$39,222)	(\$113,276)	(\$500,000)	OC 10/24/17
10	Deductive Change Order - Zero out project	(\$92,948)	(\$28,799)	(\$17,370)	(\$139,117)	OC 12/12/17
Total Expenditures approved to Date		(\$440,450)	(\$99,857)	(\$151,180)	(\$1,875,158)	
Balance		\$8,995,343	\$0	\$0	\$8,658,429	

Technology Campus - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,749,430	\$21,497	\$33,640	\$1,985,820	Bd. App. Date
1	Return of Buy-Out Savings from the Demo GMP (Cost of Work -\$8000 ; D.C. -\$9105 ; O.C.C. -\$5141)	(\$8,000)	(\$5,141)	(\$9,105)	(\$22,246)	OC
2	Return of Buy-Out Savings from the GMP cost of work	(\$400,000)			(\$400,000)	OC
3	Return of Buy-Out Savings from the GMP (\$50k for existing conditions - Grind existing concrete slab)				(\$8,898)	OC
4	Return of Buy-Out Savings from the GMP (\$40k used to cover the cost of CP-08 Additional Sitework \$5,590, CP-09 additional Demo per RFI#14 \$19,115 and CP-10 Drainage Modifications per ASI-06 \$10,200) Balance remaining with the deducted from the GMP and included as GMP Buy-Out Savings				(\$5,095)	OC
5	Not Used					
6	Drainage Issue to be taken out of the cost of work (\$16,520)	VOID				EO 12/12/17
7	Board request for additional landscape along Military Hwy			(\$16,487)		OC 1/30/18
8	PR# 4 Replace existing telecom box with traffic rate box (\$7,223)		(\$14,951)			DD 2/6/18
	PR# 6 Joint Sealants (\$7,728)					DD 2/6/18
9	PR # 2 Re-route existing telecom conduits in conflict with storm sewer			(\$1,534)		DD 2/6/18
Total Expenditures approved to Date		(\$408,000)	(\$20,092)	(\$27,126)	(\$436,239)	
Balance Remaining		\$1,341,430	\$1,405	\$6,514	\$1,549,581	

Change Proposal's Pending This Review Period						
Total Expenditures this reporting period		\$0	\$0	\$0	\$0	
Balance remaining after approved Current Change Orders		\$1,341,430	\$1,405	\$6,514	\$1,549,581	

Mid-Valley Campus - Health Professions Science Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$12,881,288	\$193,219	\$193,219	\$14,453,387	Bd. App. Date
1	CP-01 (Generator \$19,687)					DD 9/19/17
	CP-02 (Elect 60%-100% \$12,051)					DD 9/19/17
	CP-03(Twr Stl Redesign \$18,105)					DD 9/19/17
	CP-04 (Op.Part Supports \$1,071)					DD 9/19/17
	CP-05(Access Cntrl.Hwdr \$-1,530)					DD 9/19/17
	CP-06(Fume Hd Rev\$6,985)					Error 9/19/17
	CP-07(K-Bracing\$768)		(56,541)			DOC 9/19/17
	CP-08(Dr.size rev\$1,000)					Error 9/19/17
	CP-09(Add Mop Sk \$872)					DOC 9/19/17
	CP-10(Relock. Mop Sk \$287)					DD 9/19/17
	CP-11(Add CMU \$12,299)					DD 9/19/17
	CP-13(Struc. Stl shop draw rev.\$11,910)					DD 9/19/17
	CP-14(Low Roof Brick Spt \$26,560)					DOC 9/19/17
	CP-15 (Provide Temp. Roof \$19,000)					DOC 9/19/17
2	CP-12 AR 3HP-008 Door Hdw. Revisions per New Security Protocol			(6,620)		OC 9/19/17
3	Reallocation of Design Contingency Credits for reducing or deleting project scope as described in CP-01 (Delete Generator-\$19,687) and CP-03Steal Redesign (\$18,105) to the Program Budget (\$37,792)		(\$37,792)			Credit 5/23/17
3R	RETRACT - Reallocation of Design Contingency Credits for reducing or deleting project scope as described in CP-01 (Delete Generator-\$19,687) and CP-03Steal Redesign (\$18,105) to the Program Budget (\$37,792)		\$37,792			10/24/17
4	Reduction to the GMP Cost of Work associated with C.O.#3 and reallocate the dollars to owners buy-out savings against the program shortfall. (37,792)				(\$37,792)	Credit 5/23/17
4R	RETRACT - Reduction to the GMP Cost of Work associated with C.O.#3 and reallocate the dollars to owners buy-out savings against the program shortfall. (37,792)				\$37,792	10/24/17
5	CP-16 3HP-006R AVIT SI# 1&2 - Furniture coordination		(\$7,171)			DD 10/24/17
6	CP-17 3HP-023R - additional structural steel columns at elevator shaft and supports (Requirements from Elevator Manufacture Schindler)		(\$6,458)			DOC 10/24/17
7	CP-19 3HP-036 - Arch lintels at towers per RFI # 15		(\$4,141)			DD 10/24/17
8	CP-20 3HP-040 - Trellis steel plate supports (Trellis manufacture reviewed the submittals and required additional steel plate)		(\$1,126)			DOC 10/24/17
9	CP-22 3HP-028R - Additional fume hood and appurtenances Lab 2.071 per RFI # 31 & 31A - Originally shown as (\$24,334) - price reduced		VOID			Omission 10/24/17
9R	CP-22 3HP-028R - Additional fume hood and appurtenances Lab 2.071 per RFI # 31 & 31A - Originally shown as (\$24,334) - price reduced		(\$22,806)			2/6/18
10	CP-23 3HP-035 - Acid waste vent offsets (conflict from Structural Steel)		(\$19,861)			DD 10/24/17

Mid-Valley Campus - Health Professions Science Building

Change Order Log

11	CP-21 3HP-042 - AVIT SI# 5 - MDF & IDF Electrical requirements modifications. Power from Ceiling to floor as requested by STC IT Department.				(\$2,732)	OC 10/24/17
12	Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits (\$296,996)		VOID			1/30/18
12R	Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits (\$296,996) — To increase the GMP amount		VOID		VOID	2/6/18
12R2	Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits				VOID	3/27/2018
13	3HP-033: AVIT SI #3 Additional Screen Controls		(\$10,198)			DD / B&A
14	3HP-038R: Radius Windows Frames		(\$3,277)			DD / B&A
15	3HP-032: Eyewash Model Changes (\$465)		(\$1,500)			DD / B&A
	3HP-060: RFI 3-HP-087 Stairway Grilles Clarification (\$235)					DD / B&A
	3HP-051R: Stainless Steel Recess Kits ast R.R. Dispensers (\$800)					Error / B&A
16	3HP-059: Corridor and Hall Signage per Owner's Comments			(\$3,405)		OC / B&A
17	3HP-044: Thermostatic Mixing Valves 1 & 2		(\$3,200)			DOC / B&A
18	3HP-017: Elevator Pit Lighting		(\$2,172)			DD / B&A
19	3HP-054: Insulation to Deck at West Offices		(\$2,295)			Omission / B&A
20	3HP-055: Site Lighting per RFI# 77		(\$9,225)			DOC / B&A
21	3HP-056: Painting Exposed Tube Steel		(\$4,201)			Error / B&A
22	Elevator Shunt Trip per Mfg Requirements		(\$14,113)			DD 3/27/18
23	Installation of VAV Devices		(\$7,610)			DD 3/27/18
24	Additional Fire Dampers		(\$212)			DD 3/27/18
Total Expenditures approved to Date		\$0	(\$176,107)	(\$12,757)	\$0	
Balance Remaining		\$12,881,288	\$17,112	\$180,462	\$14,453,387	

Change Proposal's Pending This Review Period						
12R3	Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits				\$202,219	
25	GMP-Deductive Change Order to Zero out the project. Credit of \$23,326 from Cost of work, Credit of \$17,112 from Design Contingency, and credit of \$180,462 from the Owner's Contingency. A total of \$220,900 credit back to STC	(\$23,326)	(\$17,112)	(\$180,462)	(\$220,900)	
Total Expenditures this reporting period		(\$23,326)	(\$17,112)	(\$180,462)	(\$18,681)	
Balance remaining after approved Current Change Orders		\$12,857,962	\$0	\$0	\$14,434,706	

Mid-Valley Campus - Library

Change Order Log

Bond - Library Expansion						
APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$2,196,998	\$32,955	\$32,955	\$2,462,776	Bd. App. Date
1	Reallocation of Cost of Work Saving from Thermal Plant to cover the additional scope not anticipated at 60% GMP				\$82,212	DD
2	CP-01 LE-006 Roof Slope Adjustment per Garland (Manufactures) Requirements		(\$29,780)			Error 9/19/17
3	GMP Increase by \$200,888. The general conditions cost were divided up as requested by the college so that each component GMP packet carried a proportionate share of the overall general conditions budget required for the Mid Valley Campus Bond Projects. They were not stand alone budgets and required that each subsequent GMP phase be procured to allow for the most efficient use of GMP resources.				\$200,888	10/24/2017
4	Additional General Conditions of \$76,844 increase to GMP				\$76,844	11/14/2017
5	6LE-002: Deletion of Roof Hatch (\$2,620)			\$7,189		DD 2/6/2018
	6LE-003: Deletion of Roof Access Ladder & Safety Cage (\$4,569)					
6	Credit for deletion of plaque			\$1,950		3/27/2018
Total Expenditures approved to Date		\$0	(\$29,780)	\$9,139	\$359,944	
Balance Remaining		\$2,196,998	\$3,175	\$42,094	\$2,822,720	
Change Proposal's Pending This Review Period						
7	GMP-Deductive Change Order to Zero out the project. Credit of \$3,194 from Cost of work, Credit of \$3,175 from Design Contingency, and credit of \$42,094 from the Owner's Contingency. A total of \$48,463 credit back to STC	(\$3,194)	(\$3,175)	(\$42,094)	(\$48,463)	
Total Expenditures this reporting period		(\$3,194)	(\$3,175)	(\$42,094)	(\$48,463)	
Balance remaining		\$2,193,804	\$0	\$0	\$2,774,257	

Mid-Valley Campus - Library

Change Order Log

NON-BOND Library Renovation						
APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description		\$13,294	\$13,294	\$1,123,682	Bd. App. Date
1	Existing Structural K Frame (Not to exceed \$5,000)		(\$5,000)			11/14/2017
2R	Addition of F&L Metal Type Frames to Glazing Scope (From Owner Cont. to Design Cont.)		(\$910)			2/6/2018
3	Door Frame at Conference Room 1.104		(\$1,390)			2/6/2018
4	5LR-001: Aluminum Storefront color change		(\$1,888)			2/6/2018
5	Power to overhead doors		(\$3,510)			3/27/2018
Total Expenditures approved to Date			(\$12,698)	\$0	\$0	
Balance Remaining			\$596	\$13,294	\$1,123,682	
Change Proposal's Pending This Review Period						
6	GMP-Deductive Change Order to Zero out the project. Credit of \$596 from Design Contingency, and credit of \$13,294 from the Owner's Contingency. A total of \$13,890 credit back to STC		(\$596)	(\$13,294)	(\$13,890)	
Total Expenditures this reporting period			(\$596)	(\$13,294)	(\$13,890)	
Balance remaining			\$0	\$0	\$1,109,792	

Mid-Valley Campus - Student Services

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,403,250	\$51,049	\$51,049	\$3,850,923	Bd. App. Date
1	Additional Owner Requested - Increase roof insulation thickness by 1"			(\$6,000)		DOC 5/23/17
2	CR-02 Stone Veneer Clarifications -\$5,000					CC 6/27/17
	CR-03 Hardware Changes 1\$1,210					CC 6/27/17
	CR-04 Kitchen Equipment Clarifications -\$364					OC 6/27/17
	CR-05 Water Cooler Model Change -\$1,000			(\$14,514)		CC 6/27/17
	CR-06 Water heater Changes -\$500					CC 6/27/17
	CR-07 Rotation of Existing AHU-RTU-1 -\$6,440					DOC 6/27/17
3	CP-08 4SS-017R Provide Block Veneer at Loading Dock \$2,604			(\$2,604)		OC 9/19/17
3R	Retracting Change Order No. 3 - included in cost from Change Order No. 5			\$2,604		OC 11/14/17
4	CP-09 4SS-019A - Provide Dishwasher k6			(\$15,245)		OC 9/19/17
5	CP-08 4SS-017R Provide Block Veneer at Loading Dock \$2,604					DD 9/19/17
	CP-10(Structural Steel 60%-100%) \$34,247					DD 9/19/17
	CP-11(Removal of existing Grease Trap) \$10,000					U 9/19/17
	CP-12(Elect Rev) \$10,550					DD 9/19/17
	CP-13(Mech Eq. Rev) \$19,095					DD 9/19/17
	CP-14 (Add. Painting) \$1,465					DOC 9/19/17
	CP-15(Circular Furrdowns) \$1,859					DOC 9/19/17
	CP-17(Add Painting) \$3,610					DOC 9/19/17
6	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CP-13 (Mechanical Equip. Changes \$19,095to the Program Budget				(\$19,095)	OC
6R	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CP-13 (Mechanical Equip. Changes \$19,095to the Program Budget - RETRACTED				\$19,095	OC 10/24/17
7	CP-18 - 4SS-028 Rough-in for fans at Breezeway (requested by George M.) - pending form George			(\$2,807)		OC 10/24/17
8	AVIT SI #3			(\$420)		OC 11/14/17
9	Final Inspection from AHJ - additional request			(\$6,262)		U 11/14/17
10	Replace Broken Glass \$480			(\$480)		CC
11	Thermostat Locations per RFI # 36		(\$960)			3/27/18
12	Kitchen Elec. Panel upgrade		(\$2,322)			3/27/18
13	Re-route Power for Serving Lines		(\$631)			3/27/18
14	Stainless Steel Enclosures above panels per Kitchen Consultant		(\$1,000)			3/27/18
Total Expenditures approved to Date		\$0	(\$50,153)	(\$45,728)	\$0	
Balance Remaining		\$3,403,250	\$896	\$5,321	\$3,850,923	

Change Proposal's Pending This Review Period						
15	GMP-Deductive Change Order to Zero out the project. Credit of \$896 from Design Contingency and a credit of \$5,321 from the Owner's Contingency. A total of \$6,217 credit back to STC		(\$896)	(\$5,321)	(\$6,217)	
Total Expenditures this reporting period		\$0	(\$896)	(\$5,321)	(\$6,217)	
Remaining after approved Current Change Orders		\$3,403,250	\$0	\$0	\$3,844,706	

Mid-Valley Campus - Thermal Plant

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,384,196	\$61,547	\$61,547	\$3,787,322	Bd. App. Date
1	Reallocation of Buy-Out saving from Parking & Site Improvements to Thermal Plant for purchase of additional chiller				\$109,376	OC
2	Modification to the cost of work as described in CP-1 SS Arch at Roll-up Door					DOC 9/19/17
	Modifications to the cost of work as described in CP-2 Electrical		(\$31,030)			Omission 9/9/17
	CP-5 Extend Fire Alarm to Wellness Cntr.					U 9/19/17
	CP-6 Pedestrian Gate & CP-7 Building Letter "J"					DD 9/19/17
3	Reallocation of GMP Labor Savings from the Thermal Plant GMP to the Library New Addition GMP to cover the additional unanticipated Electrical and Data scope as the result of final reconciliation of Furniture & AVIT layouts and requirements				(\$82,212)	OC
4	Modifications to the cost of work as described in CP-3(Cost Savings Roof Revisions to comply with STC Standards \$6,800)			\$8,800		OC
	CP-4 (Cost Savings for Revisions to the Cooling Twr. Sanitary Sewer \$2,000)					OC
5	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CP-03 (Roof Revisions per STC Standards \$6,800) and CP-04 (Revisions to SS Line @ Cooling Tower \$2,000) to the Program Budget (8,800)			(\$8,800)	(\$8,800)	OC
5R	Retract Change Order No. 5 \$8,800			\$8,800	\$8,800	OC 11/14/17
6	Painting additional electrical pipe		(\$1,045)			Omission B&A
7	Deductive Change Order - to Zero out project	(\$23,180)	(\$29,472)	(\$70,347)	(\$122,999)	Credit 12/12/17
Total Expenditures approved to Date		(\$23,180)	(\$61,547)	(\$61,547)	(\$95,835)	
Balance Remaining		\$3,361,016	\$0	\$0	\$3,691,487	
Change Proposal's Pending This Review Period						
Total Expenditures this reporting period		\$0	\$0	\$0	\$0	
Balance remaining after approved Current Change Orders		\$3,361,016	\$0	\$0	\$3,691,487	

NON-BOND						
APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description		\$0	\$0	\$718,947	Bd. App. Date
	NONE					
Total Expenditures approved to Date			\$0	\$0	\$0	
Balance Remaining			\$0	\$0	\$718,947	

Project is Billed out and Completed

Mid-Valley Campus - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$2,115,374	\$31,731	\$31,731	\$2,479,153	Bd. App. Date
1	Reallocation of Buy-Out saving from Parking & Site Improvements of (\$109,376 amount) - VOID				(\$109,376)	VOID
2	CP-01 - Addition Scope or Revisions as described in CP-01 Relocation of FDC -\$622					U
	CP-02 - 2SP-09 Additional Telecommunication Pull Box -\$2,100					OC 5/23/17
	CP-03 - 2SP-10 Extend (1) 4" telecommunication at Building D -\$3,352			(\$9,426)		U 5/23/17
	CP-04 - 2SP-11 Extend (1) space 4" Telecommunication Conduit at Building D-\$3,352					U 5/23/17
3	Infrastructure to support Workforce Center Project included in the Site & Parking documents			\$50,020		U
4	Provide Lime into the Subbase of Parking Lot excluded from the GMP.		(\$14,600)			DOC
5	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CO-5 (Delete Infrastructure to support Workforce Center) to the Program Budget Buy-Out Saving.			(\$50,020)	(\$50,020)	OC
5R	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CO-5 (Delete Infrastructure to support Workforce Center) to the Program Budget Buy-Out Saving. (\$50,020) - RETRACTED			\$50,020	\$50,020	OC 10/24/17
6	CP-7 2SP-025 Thermal Plant exterior lighting controls		(\$748)			Omission 10/24/17
7	Perimeter curb fire lane striping per Fire Marshal		(\$3,375)			3/27/2018
8	Roof Drain extension east side of HP&S		(\$1,734)			3/27/2018
Total Expenditures approved to Date		\$0	(\$20,457)	\$40,594	(\$109,376)	
Balance Remaining		\$2,115,374	\$11,274	\$72,325	\$2,369,777	

Change Proposal's Pending This Review Period						
9	Transfer of Owner's Contingency funds to offset Cost of Work overrun due to premature buyout savings return	\$43,360		(\$43,360)		
10	GMP-Deductive Change Order to Zero out the project. Credit of \$11,274 from Design Contingency, and credit of \$28,965 from the Owner's Contingency. A total of \$40,239 credit back to STC		(\$11,274)	(\$28,965)	(\$40,239)	
Total Expenditures this reporting period		\$43,360	(\$11,274)	(\$72,325)	(\$40,239)	
Balance remaining after approved Current Change Orders		\$2,158,734	\$0	\$0	\$2,329,538	

Starr County Campus - Health Professions and Science Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$8,586,022	\$96,000	\$143,000	\$9,521,000	Bd. App. Date
1	CR 001 AVIT Underground Conduits -\$5,500					DOC 7/25/17
	CR 002 Electrical Feeder Conduit Changes -\$4,980					DOC 7/25/17
	CR 003 MDF Conduit -\$5,565					DOC 7/25/17
	CR 004 Floor Boxes -\$8,590		(\$29,757)			DOC 7/25/17
	CR 005 K-Bracing Correction -\$1,892					Error 7/25/17
	CR 006 Roof Drain Locations -\$1,800					Error 7/25/17
	CR 007 Door Frame Changes -\$1,430					Error 7/25/17
2	CR 10-CR 12 Electrical Per ASI 03-Electrical Feed from Main Distribution Panel to Building Panels		(\$13,373)			DOC 8/22/17
3	CR-009 Hardware and doors RFI-035 (Hardware and Door for enlarged Door Opening in 25/1.00C			(\$4,540)		OC 9/19/17
4	(CR-14 - Louver upsize) Conflicts of structural steel cross bracing and joints. Louver at Mechanical room will not fit the location provided (RFI #16) Louver size has been changed from 76"x48" to 70"x48" in order to fit space - Purchase of		(\$2,420)			DOC 10/24/17
5	OSHA Requirements for Explosion proof. Electrical Outlets and fixtures in Chemical Storage Area. Not to Exceed \$5,000			VOID		OC 11/14/17
6	Not Used (item moved to C.O. No. 15)		VOID			
7	Not Used		VOID			
8	CR-15R2 power strip change as per ASI #4			(\$1,832)		OC 12/12/17
9	CR-16 Power to UV lights for the Air Handler Unit		(\$2,370)			U 12/12/17
10	CR-17 Cable Tray to IDF room		(\$1,400)			Omission 12/12/17
11	CR-18 Metal Stud and Drywall as per ASI #16		(\$1,846)			DOC 12/12/17
12	CR-19 Aluminum trim material and installation as per ASI #21		(\$1,540)			Omission 12/12/17
13	CR-20 Architectural woodwork on the half wall near staircase landing		(\$2,363)			Omission 12/12/17
14	CR-21 Finish hardware required by Elevator state inspector		(\$720)			DOC 12/12/17
15	Façade design - VOID		VOID			12/12/17
15R	Façade design - from DC to OC			(\$97,300)		3/27/2018
16	Insufficient amperage for install circuits - 2 Chemistry Labs only		(\$215,000)			1/30/18
17	Add 12 data drops for 3 classrooms		VOID			1/30/18
18	(2) Chem. Labs storage autoclave, exhaust hood, Ice machine & Explosion proof room		(\$130,000)			1/30/18
19	CR-22 Finish Hardware			(\$18,210)		2/6/18
20	CR-25R Architectural Woodwork			(\$1,694)		2/6/18
21	CR-26 Phenolic Removable Tops for 28 sinks (20"x20"x20" sinks)		(\$5,228)			2/6/18
22	Buy-out savings of \$320,000 from cost of work to Design Contingency	(\$320,000)	\$320,000			3/27/2018
23	Deductive Change Order to zero out the project - Credit of \$228,082 from Cost of work, Credit of \$9,983 from DC and Credit of \$19,424 from OC for a total credit of \$257,489	(\$228,082)	(\$9,983)	(\$19,424)	(\$257,489)	3/27/2018
Total Expenditures approved to Date		(\$548,082)	(\$96,000)	(\$143,000)	(\$257,489)	
Balance		\$8,037,940	\$0	\$0	\$9,263,511	

Starr County Campus - Library

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,341,700	\$37,000	\$55,500	\$3,700,000	Bd. App. Date
1	Library Lighting changes (Type P Fixtures)		(\$3,147)			1/30/2018
2	Projector Screen Fur Down		(\$2,793)			2/6/2018
3	Deductive Change Order - Credit of \$306,395 from Cost of Work, Credit of \$31,060 from DC and Credit of \$55,500 from OC for a total credit of \$392,955	(\$306,395)	(\$31,060)	(\$55,500)	(\$392,955)	3/27/2018
Total Expenditures approved to Date		(\$306,395)	(\$37,000)	(\$55,500)	(\$392,955)	
Balance		\$3,035,305	\$0	\$0	\$3,307,045	

Starr County Campus - Student Services Expansion

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,195,600	\$13,000	\$19,500	\$1,320,000	Bd. App. Date
1	CR.-001 - Re-route the existing primary Electrical Service due to building excavation		(\$10,776)			DD / Unforeseen 9/19/17
2	Deductive Change Order to zero out the project - Credit of \$124,117 from Cost of work, Credit of \$2,224 from DC and Credit of \$19,500 from OC for a total credit of \$145,841	(\$124,117)	(\$2,224)	(\$19,500)	(\$145,841)	3/27/2018
Total Expenditures approved to Date		(\$124,117)	(\$13,000)	(\$19,500)	(\$145,841)	
Balance		\$1,071,483	\$0	\$0	\$1,174,159	

Starr County Campus - Student Activities Addition

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,233,900	\$14,000	\$21,000	\$1,365,000	Bd. App. Date
1	Deductive Change Order to zero out the project - Credit of \$181,314 from Cost of work, Credit of \$14,000 from DC and Credit of \$21,000 from OC for a total credit of \$216,314	(\$181,314)	(\$14,000)	(\$21,000)	(\$216,314)	3/27/2018
Total Expenditures approved to Date		(\$181,314)	(\$14,000)	(\$21,000)	(\$216,314)	
Balance		\$1,052,586	\$0	\$0	\$1,148,686	

Starr County Campus - Thermal Plant

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
CO #	Change Order Description	\$3,468,561	\$39,000	\$58,000	\$3,911,000	Bd. App. Date
1	CR 001 Structural Steel Angle Modifications at Roof (angle depth exceeds roof depth)		(\$2,934)			Error 8/22/17
	CR 002 WHJW Data/Communication Revisions per AV-IT SI#2 (Structured Cabling 3 ea. new data drops and relocate exiting communication conduit)		(\$7,840)			DD 8/22/17
2	Partial Buy-Out Savings recognized from the GMP				(\$250,000)	BOS
3	(CR-03 Chiller Insulation) Chiller insulation of the chiller heads & end sheets was not included with Owner provided Chillers. STC requested to install insulation. Sigma Engineer has requested that it go from 3/4" thick to 1" thick insulation.		(\$5,402)			Omission 10/24/17
4	remove fence around detention pond and relocate to Thermal Plant Cooling towers - Originally shown as (\$6,409) - number reduced		VOID			Omission 11/14/17
4R	Remove fence around detention pond and relocate to Thermal Plant Cooling towers		(\$5,605)			OC 2/6/2018
5	Buy-out savings of \$250,000 from cost of work to reduce GMP amount. Amount to be allocated to Starr Parking and Site as Change Order No. 11 for Owner Construction Contingency increase amount.	(\$250,000)			(\$250,000)	3/27/2018
6	Deductive Change Order to zero out the project - Credit of \$12,797 from Cost of work, Credit of \$17,219 from DC and Credit of \$58,000 from OC for a total credit of \$88,016	(\$12,797)	(\$17,219)	(\$58,000)	(\$88,016)	3/27/2018
Total Expenditures approved to Date		(\$262,797)	(\$39,000)	(\$58,000)	(\$588,016)	
Balance		\$3,205,764	\$0	\$0	\$3,322,984	

NON-BOND						
APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
CO #	Change Order Description		\$7,720	\$11,600	\$788,305	Bd. App. Date
1	Deductive Change Order to zero out the project - Credit of \$154,456 from Cost of work, Credit of \$7,720 from DC and Credit of \$11,600 from OC for a total credit of \$173,776	(\$154,456)	(\$7,720)	(\$11,600)	(\$173,776)	3/27/2018
Total Expenditures approved to Date		(\$154,456)	(\$7,720)	(\$11,600)	(\$173,776)	
Balance			\$0	\$0	\$614,529	

Starr County Campus - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,142,234	\$37,700	\$52,950	\$3,496,950	Bd. App. Date
1	R 001 - Underground Data Re-location -\$32042					Error 7/25/17
	CR 003 - Primary Electric Duct Bank Changes - \$1990		(\$34,032)			7/25/17
2	CP-006 Revised Entry Plan (\$17425) ; CP -007 Additional Parking (\$28,375)			VOID		OC 1/30/18
3	CR 008 Sidewalk for Additional Parking for Parking Lot Addition		(\$3,600)			Error 8/22/17
4	CR 002- Additional Pull boxes for It Duct Bank			(\$6,933)		OC
5	Alt. No. 4 - Additional Landscape and hardscape - Increase of GMP				\$219,000	OC 11/14/2017
6	Deductive Change Order for Workforce removal - \$201,701 (this amount will not be taken out of the shortfall)				VOID	OC 12/12/17
7	Deductive Change Order for Workforce removal - \$233,533 (this amount will not be taken out of the shortfall)				(\$233,533)	OC 1/30/18
8	CP-006R Revised Entry Plan (\$18,982) ; CP -007R Additional Parking (\$30,512)			(\$49,494)		OC 1/30/18
9	Additional Landscape around the detention pond with short CMU block wall with SCT logo			(\$124,200)		OC 1/30/18
10	Starr County Campus Detention Pond Pumps			(\$85,500)		OC 1/30/18
11	Buy-out savings from Starr TP to increase Owner Construction Contingency by \$250,000			\$250,000	\$250,000	3/27/2018
Total Expenditures approved to Date		\$0	(\$37,632)	(\$16,127)	\$235,467	
Balance Remaining		\$3,142,234	\$68	\$36,823	\$3,732,417	
Change Proposal's Pending This Review Period						
Total Expenditures this reporting period		\$0	\$0	\$0	\$0	
Balance remaining after approved Current Change Orders		\$3,142,234	\$68	\$36,823	\$3,732,417	

Regional Center for Public Safety Excellence - Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,965,432	\$68,315	\$89,889	\$3,326,426	Bd. App. Date
1	Buy-out savings of \$110,000 to purchase a new 150-ton chiller (no added cost to contingency or GMP)					
Total Expenditures approved to Date		\$0	\$0	\$0	\$0	
Balance Remaining		\$3,965,432	\$68,315	\$89,889	\$3,326,426	
Change Proposal's Pending This Review Period						
2	Chilled water pipe change from sch 40 steel pre-insulated to C-900 DR 18 w/insulation			\$3,562		
3	Plumbing changes per ASI 3			(\$1,515)		
4	Additional outlets as per ASI 5			(\$1,787)		
5	Additional conduit to monitor fire line backflow preventer near FDC		(\$919)			
6	Structural steel framing plate lintel		(\$1,263)			
7	Exterior metal framing control joint		(\$1,842)			
8	20 ga. 'Z' Metal clips from 1.5" to 2"		(\$1,900)			
9	Automatic door operator at pair of doors 1.100			(\$4,785)		
Total Expenditures this reporting period		\$0	(\$5,924)	(\$4,525)	\$0	
Balance remaining after approved Current Change Orders		\$3,965,432	\$62,391	\$85,364	\$3,326,426	

Regional Center for Public Safety Excellence - Parking and Site Impro.

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,665,664	\$28,696	\$37,757	\$1,887,866	Bd. App. Date
Total Expenditures approved to Date		\$0	\$0	\$0	\$0	
Balance Remaining		\$1,665,664	\$28,696	\$37,757	\$1,887,866	

Change Proposal's Pending This Review Period						
1	Metal 12" bore connection and eliminated existing 48" manhole. Additional 6" bollards per new civil sheet 30-c issued on 1/11/18		\$2,481			
2	Relocation of electrical primary/secondary transformer per revised civil sheet 24		(\$8,878)			
3	Remaining cost needed to pay for the base bid for Landscape and Irrigation over the original allowance				\$33,426	
4	Landscape and Irrigation Alternates No. 1, 2, and 3 with 90 day maintenance				\$77,070	
Total Expenditures this reporting period		\$0	(\$6,397)	\$0	\$110,496	
Balance remaining after approved Current Change Orders		\$1,665,664	\$22,299	\$37,757	\$1,998,362	

Regional Center for Public Safety Excellence - Skills Pad

Change Order Log

APPROVED CHANGE ORDERS TO DATE					
		Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$17,328	\$22,800	\$1,140,000	Bd. App. Date
1	City Scape Drainage		(\$22,800)		DOC
2	2 carports & footings	(\$16,818)			OC
3	Striping oil base paint (\$1,341 left over from Building Permit + \$510 from left over Design Contingency = \$1,851)	(\$510)			OC
Total Expenditures approved to Date		(\$17,328)	(\$22,800)	\$0	
Balance		\$0	\$0	\$1,140,000	

Project is Billed out and Completed

La Joya - Higher Education Center

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount			
		Design	Owner	CSP	Reason Code
co #	Change Order Description	\$0	\$0	\$1,163,000	
1	Welding Lab Transformer upgrade			\$1,900	DD
2	Relocate Projection Screen			\$750	OC
Total Expenditures approved to Date		\$0	\$0	\$2,650	
Balance Remaining		\$0	\$0	\$1,165,650	

La Joya ISD (NON-BOND)					
APPROVED CHANGE ORDERS TO DATE		Contract Amount			
		Design	Owner	CSP	Reason Code
co #	Change Order Description	\$0	\$0	\$352,500	
3	Upgrade existing 2-1/2" Backflow assembly with 4"			\$4,472	U
Total Expenditures approved to Date		\$0	\$0	\$4,472	
Balance Remaining		\$0	\$0	\$356,972	

(Bond + La Joya) Original Contract Sum Total	\$1,515,500
(Bond + La Joya) New Contract Sum Total	\$1,522,622

Project is Billed out and Completed

Review and Action as Necessary on Increase of Guaranteed Maximum Price for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements for Landscaping and Irrigation Alternates

Approval of an increase to the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project for landscaping and irrigation alternates is requested.

Purpose

Authorization is requested to increase the GMP to include landscape and irrigation alternates for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project that were not part of the Construction Manager at Risk's (CMR) allowance for landscape and irrigation scope.

Justification

The additional landscape and irrigation alternates are being requested for approval to provide erosion control in constructed areas not part of the landscape and irrigation base bid as outlined by the landscape consultant, removal and replacement of existing trees, and to fund variance over the CMR's allowance.

Background

Dannenbaum Engineering Company-McAllen, LLC is the civil engineer for the project. Additional services were approved for Dannenbaum Engineering Company-McAllen, LLC to contract with Heffner Design Team, PLLC for landscape and irrigation consulting services. Heffner Design Team, PLLC designed the original schematic design based on the City of Pharr's building codes.

The proposed design was estimated to be over \$300,000. The CMR included an allowance of \$100,000 for landscape and irrigation in the approved GMP. The project team worked with the City of Pharr to reduce the amount of landscaping and irrigation required by the city's building codes, with the pending additional work to be done as part of future phases of construction. Heffner Design Team, PLLC provided plans which reduced the scope to meet the budget constraints.

The consultant also provided three alternates in the bid documents at the request of Broaddus & Associates and College staff to provide additional landscape and irrigation for erosion control and replacement of existing trees in areas currently under construction and not included as part of the base bid. The base bid proposal is below:

Base Bid	Amount
Base Bid	\$118,400
90 Day Maintenance	5,200
Total	\$123,600

The base bid is \$123,600. The CMR has previously spent \$9,826 for irrigation sleeves from the GMP Allowance of \$100,000, resulting in a variance of \$33,426.

Landscape Budget Allowance	Previously Spent on Irrigation Sleeves	Base Bid	Variance
\$100,000	\$9,826	\$123,600	(\$33,426)

The Alternates are listed below:

Alternate	Description	Amount
Alternate #1	Add 10' wide hydromulch and irrigation	\$61,387.00
Alternate #2	Add irrigation to future parking lot	2,700.00
Alternate #3	Remove and replace trees along Cage Blvd.	8,433.00
Plus 90-day maintenance for all 3 alternates		4,550.00
Total		\$77,070.00

The total amount for Alternates 1, 2, and 3 plus Maintenance is \$77,070.00. In addition, Broaddus & Associates is recommending to fund the variance over the CMR's original allowance in the amount of \$33,426. The total of the variance overage and the Alternates would be \$110,496.

Variance over CMR's Original Allowance	Alternates 1, 2, and 3	Total GMP Increase
\$33,426	\$77,070	\$110,496

The total increase of the GMP will be in the amount of \$110,496. The revised GMP including the increase would be \$1,998,362.

Original GMP:	\$1,887,866
<u>Total GMP Increase:</u>	<u>\$110,496</u>
Revised GMP	\$1,998,362

Funding Source

Funds required for the GMP increase will be added to the budget shortfall.

Enclosed Documents

The landscaping proposal for the alternates is enclosed for the Board's review and information.

Presenters

Representatives from Broaddus & Associates will be present at the Board meeting.

The Facilities Committee recommended Board approval of an increase to the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project for landscaping and irrigation alternates and scope above the allowance in the amount of \$110,496.00 for a final GMP amount of \$1,998,362 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the increase to the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project for landscaping and irrigation alternates and scope above the allowance in the amount of \$110,496.00 for a final GMP amount of \$1,998,362 as presented.

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

The Board of Trustees approves and authorizes the increase to the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project for landscaping and irrigation alternates and scope above the allowance in the amount of \$110,496.00 for a final GMP amount of \$1,998,362 as presented.

Approval Recommended:

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

Earth Irrigation & Landscaping, LTD

1101 E. Violet Ave. McAllen, Texas 78504

☎956-631-6686 ☎956 631-6688

March 28, 2018

Noble Texas Builders
Re: STC-RCPSE

Attn: Julian Lopez

Julian,


As discussed with you on phone, we know we can value engineer at least the Irrigation as designed and save STC money.

If awarded job, we will redesign and give you new values. Please see our notes: all to become part of contract if awarded contract.

Thank you for the opportunity.

Sincerely,

Willie Gossett



Earth Irrigation & Landscaping, LTD

1101 E. Violet Ave. McAllen, Texas 78504

☎956-631-6686 ☎956 631-6688

March 27, 2018

NOTES

- Water meter is to be by Others.
- Topsoil is NOT included.
- Site to be within 0.1 of finish grade by Others.
- Sales Tax is NOT included.
- 110 V Power for Controller by Others.
- Backflow Device is not lead free if required by City, then an additional charge will needed.
- Legend indicated Quick Coupler Valves on Plans, none found, therefore none included.
- Base BID includes around Academy Building only.
- Alternate BIDS include all others areas as indicated on Plan.
- Areas disturbed by Construction, not Plans are not included.
- If existing trees are to remain, trimming will be required and is not included.
- Irrigation Plans is a major over Design.
A Re-Design utilizing fewer Valves, Heads and Drip could save STC Thousands of Dollars.

Landscape/Irrigation - Base Bid

	UNIT/	QTY	Unit Price	TOTAL
1. Tree Removal				
	each	11	150.00	\$ 16,500.00
2. Plant/Trees and Shrubs				
2" Bur Oak	each	0		
4" Bur Oak	each	0		
2" Live Oak	each	2	230.00	\$460.00
12" Live Oak	each	0		
2" Monterrey Oak	each	6	287.00	\$ 1,722.00
4" Monterrey Oak	each	0		
2" Montezuma Cypress	each	0		
2" Mexican Sycamore	each	0		
2" Texas Ash	each	2	287.00	\$ 574.00
2" Texas Persimmon	each	11	115.00	\$ 1265.00
Dwarf Hamelia	each	128	8.05	\$ 1,030.00
Gulf Muhly Grass	each	68	8.05	\$ 547.00
Tee Post Staking & Tree Rings	each	42	12.00	\$ 504.00
Compost - cy		8	66.70	\$ 534.00
3. Other Landscape Matl.				
Hydromulch	Sq. Ft.	187,281	.10	\$ 18,728.00
SOD	Sq. Ft.	11,913	.368	
Woodmulch	Sq. Ft.	2,426	.22	\$ 534.00
Landscape Edging	LF	530	3.74	\$ 1,982.00
Bed Prep	Sq. Ft.	0		
Fine Gradine	Sq. ft	201,620	.0150	\$ 3,000.00
4. Irrigation (Base - Bid)				
Hydromulch area and landscape Beds	Sq. Ft.			\$ 68,400.00
Sleeves Material & Labor	LF			\$ 2,620.00
Running Bubbler to trees that are located in areas without irrigated hydromulch	Lump			
	Sum			INCLUDED

5. 90 Day Maintenance (Base Bid Area)


Grand Total **\$ 118,400.00**
\$ 5,200.00

3/28/18
 @ 1:54

Landscape/Irrigation

Alternates 1,2 & 3

	Unit/Size	QTY	Unit Price	TOTAL
Alternate 1./Add Hydromulch, Irrigation and Trees				
Hydromulch	Sq. Ft.	136,130	.10	\$ 13,613.00
Irrigation for lawn	Sq. Ft.	0		\$ 47,000.00
Irrigation for trees	each	0		
Additional trees to meet code				
2" Bur Oak	each	3		\$ 774.00
2" Monterrey Oak	each	3		
2" Montezuma Cypress	each	5		
2" Mexican Sycamore	each	3		
2" Texas Ash	each	2		
Alternate 2./Add irrigation to future parking lot				
Irrigation	Sq. Ft.	0		\$ 2,700.00
Alternate 3./Remove and replace trees along Cage Blvd.				
Remove Existing Trees	each	9	150.00	
Additional trees to meet code				
2" Texas Ash	each	9	299.00	\$ 2,691.00
TREE STAKES		18	12.00	\$ 216.00
Additional trees to mitigate removed trees				
4" Live oak	each	6	460.00	\$ 2,760.00
Irrigation for trees	each	15		\$ 1,200.00
Tree Stakes		18	12.00	\$ 216.00
ACKNOWLEDGE ADDENDUMS 1,2,3 & 4			GRAND TOTAL	\$ 72,520.00
			Signature	\$ 4,550.00

90 DAY MAINTENANCE

Noble Texas Builders-CMR

Review and Action as Necessary on Substantial Completion and Final Completion for the 2013 Bond Construction Mid Valley Campus Library Expansion

Approval of substantial completion and final completion for the 2013 Bond Construction Mid Valley Campus Library Expansion project is requested.

Project		Completion Recommended	Date Received
1.	2013 Bond Construction Mid Valley Campus Library Expansion	Substantial Completion	March 5, 2018
	Architect: Mata-Garcia Architects Contractor: Skanska Construction	Final Completion	March 19, 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 March 5, 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.

Mata-Garcia Architects, Broaddus & Associates, and College staff 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 \$136,469.10 to Skanska Construction be approved. The original cost approved for this project was in the amount of \$2,462,776.

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Additive Change Orders	Net Total Deductive Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid	Remaining Balance
\$2,462,776	\$359,944	(\$48,463)	\$2,774,257	\$2,777,936	\$2,639,223.15	\$138,712.85
				Deduction for Material Retesting Reimbursement		(\$2,243.75)
				Adjusted Final Balance		\$136,469.10

Broaddus & Associates provided project balances based upon pay applications. College staff has not verified the accuracy of the pay applications.

Broaddus & Associates was asked to confirm or correct the final project balances at the April 10, 2018 Facilities Committee meeting, prior to the committee's recommendation of Board action.

Enclosed Documents

Enclosed are copies of the Certificate of Substantial Completion and a final completion letter from Mata-Garcia Architects acknowledging all work is complete and recommending release of final payment to Skanska Construction in the amount of \$136,469.10 for the Board's review and information.

The Facilities Committee recommended Board approval of X substantial completion and final completion of the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion and final completion of the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

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

The Board of Trustees approves and authorizes the substantial completion and final completion of the 2013 Bond Construction Mid Valley Campus Library Expansion 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 Expansion and Renovation STC Mid-Valley Campus	CONTRACT INFORMATION: Contract For: General Construction Date: February 3, 2017	CERTIFICATE INFORMATION: Certificate Number: 001 Date: February 19, 2018
OWNER: <i>(name and address)</i> South Texas College 400 North Border Ave. Weslaco, Texas 78596	ARCHITECT: <i>(name and address)</i> Mata+Garcia Architects LLP 1314 Ivy McAllen, Texas 78501	CONTRACTOR: <i>(name and address)</i> Skanska USA Building Inc. 3009 Post Oak, Ste. 910, Houston, Texas 77056

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
LLP

ARCHITECT *(Firm Name)*

SIGNATURE

Hector Rene Garcia,
Architect

PRINTED NAME AND TITLE

February 19, 2018

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.)

Refer to attached punch list items from Sigma HN Engineers PLLC and Mata+Garcia Architects LLP.

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 (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 and insurance as of 5:00pm on Monday, February 19, 2018.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Skanska USA Building Inc.

CONTRACTOR *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

South Texas College

OWNER *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



ARCHITECTURE
PROJECT MANAGEMENT
INTERIOR DESIGN

Certificate of Completion by Architect of Record

March 19, 2018

Mr. Rick de la Garza, Director
South Texas College
Facilities, Planning & Construction Department
3200 West Pecan, Building N, Suite 179
McAllen, Texas 78501

Project: STC Mid-Valley Campus * Library Expansion & Renovation

In accordance with the requirements of the Contract between South Texas College and Mata+Garcia Architects LLP and based upon the knowledge gained in the performance of the A/E Services provided in said Contract, the undersigned hereby states that the above named Project was fully completed in accordance with the requirements of the Contract Documents (including submission of Project Record Documents) on the following date: March 19, 2019.

All applicable tests, certificates and regulatory inspections required by the International Building Code 2006, which was the basis of design for the project, have been performed and the college has been provided copies of each report in the Close-Out documents binders. To our knowledge all deficiencies noted during observations have been corrected or resolved.

The Americans with Disabilities Act standards set by the Texas Department of Licensing and Regulation have been met.

The College has been provided with copies of all close-out forms, warranties and guarantees, including their starting dates, as required by the Contract Documents.

Regards,

A handwritten signature in blue ink, appearing to read "Hector Rene Garcia", is written over a faint, stylized blue line that forms a large, sweeping "H" or "G" shape.

Hector Rene Garcia
Architect | Partner

Review and Action as Necessary on A/E Fee Adjustments for the 2013 Bond Construction Mid Valley Campus Library Expansion

Approval to amend the existing architectural agreement with Mata-Garcia Architects to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current architectural agreement with Mata-Garcia Architects to include the design of the additional scope at the 2013 Bond Construction Mid Valley Campus Library Expansion.

Justification

The Architect needs 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 is the result of additional construction costs to complete the Mid Valley Campus Library Expansion as approved.

Background

The current architectural agreement with Mata-Garcia Architects for the Mid Valley Campus Library Expansion provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$1,750,000.00, and the fee was negotiated at 6.44%, for a total of \$112,700.00 plus a reimbursable cost of \$29,077.77. The total project cost is \$2,414,313.00. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The Architect has accepted the cost for the following error, which has been deducted from the additional fee adjustment:

Project Name	Error Descriptions	Amount
Mid Valley Campus Library Expansion	CP-01 for roof slope adjustment to meet manufacturer's requirements	\$6,000.00
Total		\$6,000.00

Mata-Garcia Architects is requesting an additional fee of \$36,781.76, which would result in a total fee of \$178,559.53, including additional services.

Original Fee:	\$112,700.00
Reimbursable Expenses:	\$29,077.77
Additional Fee:	\$36,781.76
Revised Fee	\$178,559.53

Funding Source

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

Presenters

Representatives from Broaddus & Associates will attend the Board meeting to respond to questions.

Board approval is necessary to amend the current AE contract with Mata-Garcia Architects to a revised fixed fee of \$178,559.53. No additional costs are anticipated for this project.

The Facilities Committee recommended Board approval to amend the current AE contract with Mata-Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion project to a revised fixed fee of \$178,559.53.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment of the current AE contract with Mata-Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion project and payment of the unpaid additional fee in the amount of \$36,781.76.

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

The Board of Trustees approves and authorizes the amendment of the current AE contract with Mata-Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion project and payment of the unpaid additional fee in the amount of \$36,781.76.

Approval Recommended:

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

Mata Garcia Fee Adjustment Summary - MVC Library Expansion Building

Company Name:		Mata-Garcia
Campus:		STC Mid Valley
Project Name:		Library Expansion
Original CCL:	\$	1,750,000.00
Contract Construction Contingency	\$	32,955.00
Contract Design Contingency	\$	32,955.00
Original Fee Percent		6.44%
Calculated Fee:	\$	112,700.00
Original Base Contract Fee:	\$	112,700.00
ASR1 720 Design	\$	27,280.00
ASR1 720 Design Reimbursable Expenses	\$	1,797.77
Total to Date:	\$	141,777.77
Comments:		
Less Error Cost Contribution		
CP-01 Roof Slope Adjustment to Meet Mfg. Rqts.		
Net Adjusted Increase Amount	\$	(6,000.00)
Total Contract Adjusted Amount	\$	36,781.76
Adjusted Increase Amount	\$	42,781.76
Proposed Total Fee Adjustment:	\$	184,559.53
Adjusted Contract Fee (Scope Total x Fee %)	\$	155,481.76
ASR1 720 Design	\$	27,280.00
ASR1 720 Design Reimbursable Expenses	\$	1,797.77
Total Adjusted Scope of Work Amount:	\$	2,414,313.00
Approved GMP:	\$	2,462,776.00
Less GMP Adjustment	\$	-
Less Returned Design Contingency Balance	\$	-
Less Returned Net Final Buy Out Savings	\$	(48,463.00)
Less Returned Construction Contingency Balance	\$	-
Construction Contingency Utilized Amount	\$	-
Total Adjusted Scope of Work Amount:	\$	2,414,313.00

Review and Action as Necessary on Substantial Completion and Final Completion for the Non-Bond Construction Mid Valley Campus Library Renovation

Approval of substantial completion and final completion for the Non-Bond Construction Mid Valley Campus Library Renovation project is requested.

Project		Completion Recommended	Date Received
1.	Non-Bond Construction Mid Valley Campus Library Renovation	Substantial Completion	March 5, 2018
	Architect: Mata-Garcia Architects Contractor: Skanska Construction	Final Completion	March 19, 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 March 5, 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.

Mata-Garcia Architects and the College's Planning & Construction Department 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 \$52,601.60, which includes a \$3,040.00 deduction for funded Cost of Work overages, to Skanska Construction be approved. The original cost approved for this project was in the amount of \$1,123,682.

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Additive Change Orders	Net Total Deductive Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid	Remaining Balance
\$1,123,682	\$0	(\$13,890)	\$1,109,792	\$1,114,552	\$1,061,950.40	\$52,601.60

Broaddus & Associates provided project balances based upon pay applications. College staff has not verified the accuracy of the pay applications.

Enclosed Documents

Enclosed are copies of the Certificate of Substantial Completion and a final completion letter from Mata-Garcia Architects acknowledging all work is complete and recommending release of final payment to Skanska Construction in the amount of \$52,601.60 for the Board's review and information.

The Facilities Committee recommended Board approval of substantial completion and final completion of the Non-Bond Construction Mid Valley Campus Library Renovation project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion and final completion of the Non-Bond Construction Mid Valley Campus Library Renovation project as presented.

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

The Board of Trustees approves and authorizes the substantial completion and final completion of the Non-Bond Construction Mid Valley Campus Library Renovation project as presented.

Approval Recommended:

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



AIA® Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
Library Expansion and Renovation
STC Mid-Valley Campus

CONTRACT INFORMATION:
Contract For: General Construction
Date: February 3, 2017

CERTIFICATE INFORMATION:
Certificate Number: 001
Date: February 19, 2018

OWNER: *(name and address)*
South Texas College
400 North Border Ave. Weslaco, Texas
78596

ARCHITECT: *(name and address)*
Mata+Garcia Architects LLP
1314 Ivy McAllen, Texas 78501

CONTRACTOR: *(name and address)*
Skanska USA Building Inc.
3009 Post Oak, Ste. 910, Houston, Texas
77056

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
LLP

ARCHITECT *(Firm Name)*

SIGNATURE

Hector Rene Garcia,
Architect

PRINTED NAME AND TITLE

February 19, 2018

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.)

Refer to attached punch list items from Sigma HN Engineers PLLC and Mata+Garcia Architects LLP.

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 (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 and insurance as of 5:00pm on Monday, February 19, 2018.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Skanska USA Building Inc.

CONTRACTOR *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

South Texas College

OWNER *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



ARCHITECTURE
PROJECT MANAGEMENT
INTERIOR DESIGN

Certificate of Completion by Architect of Record

March 19, 2018

Mr. Rick de la Garza, Director
South Texas College
Facilities, Planning & Construction Department
3200 West Pecan, Building N, Suite 179
McAllen, Texas 78501

Project: STC Mid-Valley Campus * Library Expansion & Renovation

In accordance with the requirements of the Contract between South Texas College and Mata+Garcia Architects LLP and based upon the knowledge gained in the performance of the A/E Services provided in said Contract, the undersigned hereby states that the above named Project was fully completed in accordance with the requirements of the Contract Documents (including submission of Project Record Documents) on the following date: March 19, 2019.

All applicable tests, certificates and regulatory inspections required by the International Building Code 2006, which was the basis of design for the project, have been performed and the college has been provided copies of each report in the Close-Out documents binders. To our knowledge all deficiencies noted during observations have been corrected or resolved.

The Americans with Disabilities Act standards set by the Texas Department of Licensing and Regulation have been met.

The College has been provided with copies of all close-out forms, warranties and guarantees, including their starting dates, as required by the Contract Documents.

Regards,

A handwritten signature in blue ink, appearing to read "Hector Rene Garcia", is written over a blue ink stamp that reads "Hector Rene Garcia".

Hector Rene Garcia
Architect | Partner

Review and Action as Necessary on Substantial Completion and Final Completion for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements Project

Approval of substantial completion and final completion for the 2013 Bond Mid Valley Campus Parking and Site Improvements project is requested.

Project		Completion Recommended	Date Received
1.	2013 Bond Mid Valley Campus Parking and Site Improvements	Substantial Completion	March 26, 2018
	Engineer: Halff Associates Contractor: Skanska Construction	Final Completion	March 27, 2018

Broaddus & Associates, Halff Associates, and College staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the engineer on March 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.

Halff Associates, Broaddus & Associates, and College staff visited the site and have concluded that the contractor has completed all items on the punch list. The engineer recommends final completion and release of final payment in the amount of \$163,767.55 to Skanska Construction be approved. The original cost approved for this project was in the amount of \$2,479,153.

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Additive Change Orders	Net Total Deductive Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid	Remaining Balance
\$2,479,153	\$0	(\$149,615)	\$2,329,538	\$2,334,810	\$2,170,814.20	\$163,995.80
				Deduction for Material Retesting Reimbursement		(\$228.25)
				Adjusted Final Balance		\$163,767.55

Enclosed Documents

Enclosed are a copy of the Certificate of Substantial Completion and a final completion letter from Halff Associates acknowledging all work is complete and recommending release of final payment to Skanska Construction in the amount of \$163,767.55 for the Board's review and information.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

The Facilities Committee was not provided the opportunity to review the recommendation of final completion and release of final payment. It is presented for the Board without a committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion, final completion, and release of final payment in the amount of \$163,767.55 for the 2013 Bond Construction Mid Valley 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 substantial completion, final completion, and release of final payment in the amount of \$163,767.55 for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

Approval Recommended:

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



AIA®

Document G704™ – 2000

Certificate of Substantial Completion**PROJECT:***(Name and address)*STC Bond Mid Valley Campus
Site Improvements
Weslaco, Texas**PROJECT NUMBER:** 30954/**CONTRACT FOR:** Site Improvements**CONTRACT DATE:** April 26, 2016**OWNER:** ☐**ARCHITECT:** ☐**CONTRACTOR:** ☒**FIELD:** ☐**OTHER:** ☐**TO OWNER:***(Name and address)*South Texas College
3200 W. Pecan Blvd. Bdg. N, Suite
179
McAllen, Texas 78501**TO CONTRACTOR:***(Name and address)*Skanska USA Building Inc.
18615 Tuscany Stone, Suite 245
San Antonio, Texas 78258**PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:**

STC Bond Mid Valley Campus Site Improvements

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty**Date of Commencement**

Halff Associates, Inc.

ARCHITECT

BY



BENJAMIN E. MACIAS, PE

3-26-18

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: \$NA

The Contractor will complete or correct the Work on the list of items attached hereto within NA (0) days from the above date of Substantial Completion.

Skanska

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 March 26, 2018 (date).

South Texas College

OWNER

BY

DATE



March 27, 2018
AVO 30954

South Texas College
3200 W. Pecan Blvd., Building N, Suite 179
McAllen, Texas 78501

Attn: Ricardo De La Garza
Director of Facilities Planning and Construction

Re: Letter of Final Acceptance Recommendation for
South Texas College 2013 Bond Mid Valley Campus Site Improvements

Dear Mr. De La Garza:

This letter is to serve as written notice that Skanska USA Building Inc. has completed the punch list items established at Substantial Completion dated Jan. 15, 2018. We recommend release of final payment to contractor for the above referenced project.

If you have any questions, please feel free to contact our office.

Respectfully,
HALFF ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Ben Macias", with a long horizontal flourish extending to the right.

Benjamin E. Macias, PE
Project Manager

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Mid Valley Campus Parking and Site Improvements

Approval to amend the existing engineering agreement with Halff Associates to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current engineering agreement with Halff Associates to include the design of the additional scope at the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements.

Justification

The Engineer needs 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 is the result of additional construction costs to complete the Mid Valley Campus Parking and Site Improvements as approved.

Background

The current engineering agreement with Halff Associates for the Mid Valley Campus Parking and Site Improvements provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$2,000,000.00, and the fee was negotiated at 8.5%, for a total of \$170,000.00 plus a reimbursable cost of \$27,000.00. The total project cost is \$2,334,810.00. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Halff Associates is requesting an additional fee of \$28,458.85, which would result in a total fee of \$225,458.85, including additional services.

Original Fee:	\$170,000.00
Reimbursable Expenses:	\$27,000.00
Additional Fee:	\$28,458.85
Revised Fee	\$225,458.85

Funding Source

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

Presenters

Representatives from Broaddus & Associates will attend the Board meeting to respond to questions.

Board approval is necessary to amend the current AE contract with Halff Associates to a revised fixed fee of \$225,458.85. No additional costs are anticipated for this project.

The Facilities Committee was not provided the opportunity to review this item. It is presented for the Board without a committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current AE contract with Halff Associates for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project and payment of the unpaid additional fee in the amount of \$28,458.85.

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

The Board of Trustees approves and authorizes amending the current AE contract with Halff Associates for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project and payment of the unpaid additional fee in the amount of \$28,458.85.

Approval Recommended:

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

Half - Fee Adjustment Summary - Mid-Valley Campus Parking and Site

Company Name:	Melden Hunt	Approved GMP:	\$ 2,484,425.00
Campus:	STC Mid Valley		\$ -
Project Name:	Parking and Site	Alternates - None	\$ -
Original CCL:	\$ 2,000,000.00	Less Returned Design Contingency Balance	\$ -
Contract Construction Contingency	\$ 31,731.00	Less Returned Net Final Buy Out Savings	\$ (149,615.00)
Contract Design Contingency	\$ 31,731.00	Less Returned Construction Contingency Balance	\$ -
Original Fee Percent	8.50%	Construction Contingency Utilized Amount	\$ -
Calculated Fee:	\$ 170,000.00	Total Adjusted Scope of Work Amount:	\$ 2,334,810.00
Original Base Contract Fee:	\$ 170,000.00	Adjusted Contract Fee (Scope Total x Fee %)	\$ 198,458.85
ASR #1 - Surveying	\$ 10,000.00	ASR #1 - Surveying	\$ 10,000.00
ASR #2 - Landscape & Irrigation	\$ 17,000.00	ASR #2 - Landscape & Irrigation	\$ 17,000.00
Reimbursable Expense	\$ -	Reimbursable Expense	\$ -
Total to Date:	\$ 197,000.00	Proposed Total Fee Adjustment:	\$ 225,458.85
		Net Adjusted Increase Amount	\$ 28,458.85
Comments:		Less Error Cost Contribution	\$ -
		Net Adjusted Increase Amount	\$ 28,458.85
		Total Contract Adjusted Amount	\$ 225,458.85

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Pecan Campus Parking and Site Improvements

Approval to amend the existing engineering agreement with Perez Consulting Engineers to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current engineering agreement with Perez Consulting Engineers to include the design of the additional scope at the 2013 Bond Construction Pecan Campus Parking and Site Improvements.

Justification

The Engineer needs 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 is the result of additional construction costs to complete the Pecan Campus Parking and Site Improvements as approved.

Background

The current engineering agreement with Perez Consulting Engineers for the Pecan Campus Parking and Site Improvements provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$2,000,000.00, and the fee was negotiated at 8.15%, for a total of \$163,000.00 plus a reimbursable cost of \$33,850.00. The total project cost is \$2,597,474.13. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Perez Consulting Engineers is requesting an additional fee of \$48,694.14 which would result in a total fee of \$245,544.14, including additional services.

Original Fee:	\$163,000.00
Reimbursable Expenses:	\$33,850.00
Additional Fee:	\$48,694.14
Revised Fee	\$245,544.14

Funding Source

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

Presenters

Representatives from Broaddus & Associates will attend the Board meeting to respond to questions.

Board approval is necessary to amend the current AE contract with Perez Consulting Engineers to a revised fixed fee of \$245,544.14. No additional costs are anticipated for this project.

The Facilities Committee recommended Board approval to amend the current AE contract with Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project to a revised fixed fee of \$245,544.14.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment of the current AE contract with Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project and payment of the unpaid additional fee in the amount of \$48,694.14.

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

The Board of Trustees approves and authorizes the amendment of the current AE contract with Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project and payment of the unpaid additional fee in the amount of \$48,694.14.

Approval Recommended:

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

Company Name:	PCE
Campus:	STC Pecan
Project Name:	Parking and Site
Original CCL:	\$ 2,000,000.00
Contract Construction Contingency	\$ 38,900.00
Contract Design Contingency	\$ 25,000.00
Original Fee Percent	8.15%
Calculated Fee:	\$ 163,000.00

Approved GMP:	\$ 2,618,800.00
Alternates - None	\$ -
Less Returned Design Contingency Balance	\$ -
Less Returned Net Final Buy Out Savings	\$ (21,325.87)
Less Returned Construction Contingency Balance	\$ -
Construction Contingency Utilized Amount	\$ -
Total Adjusted Scope of Work Amount:	\$ 2,597,474.13

Original Base Contract Fee:	\$ 163,000.00
ASR #1 - Topo & Survey (North)	\$ 10,000.00
ASR #2 - Landscape & Irrigation	\$ 19,800.00
ASR #3 - Topo & Survey (South)	\$ 3,850.00
Reimbursable Expense (Site Plan Rev.)	\$ 200.00

Adjusted Contract Fee (Scope Total x Fee %)	\$	211,694.14
ASR #1 - Topo & Survey (North)	\$	10,000.00
ASR #2 - Landscape & Irrigation	\$	19,800.00
ASR #3 - Topo & Survey (South)	\$	3,850.00
Reimbursable Expense (Site Plan Rev.)	\$	200.00

Total to Date: \$ 196,850.00

Proposed Total Fee Adjustment: \$ 245,544.14

Comments:

Less Error Cost Contribution

Net Adjusted Increase Amount \$ 48,694.14

Total Contract Adjusted Amount **\$ 245,544.14**

Review and Action as Necessary on Contracting Construction Services for the 2013 Bond Construction Information Desks

Approval to contract construction services for the 2013 Bond Construction Information Desks is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the 2013 Bond Construction Information Desks at the 2013 Bond Mid Valley Campus Student Services building, Starr County Campus Student Services building, and the Nursing & Allied Health Campus Building Expansion.

Justification

The installation of Information Desks at the 2013 Bond Mid Valley Campus Student Services building, Starr County Campus Student Services building, and the Nursing & Allied Health Campus Building Expansion will provide for proper reception for students and guests.

Background

Facilities Planning and Construction staff worked with the Purchasing department to develop the Request for Proposal documents for the 2013 Bond Construction Information Desks.

Solicitation of competitive sealed proposals for these projects began on March 8, 2018. Sets of construction documents were issued to general contractors and subcontractors. A total of three (3) proposals were received on March 23, 2018.

Timeline for Solicitation of Competitive Sealed Proposals	
March 8, 2018	Solicitation of competitive sealed proposals began.
March 23, 2018	3 proposals were received.

Funding Source

Funds are available in the FY 2017-2018 2013 Bond Construction Budget in the amount of \$50,000.

Source of Funding	Amount Budgeted	Highest Ranked Proposal G&G Contractors
2013 Bond Construction Budget	\$50,000	\$45,274.00

Reviewers

The proposals were reviewed by Broaddus & Associates and staff from the Facilities Planning and Construction and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractors be approved.

The Facilities Committee recommended Board approval to contract construction services with G&G Contractors in the amount of \$45,274.00 for the 2013 Bond Construction Information Desks as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with G&G Contractors in the amount of \$45,274.00 for the 2013 Bond Construction Information Desks as presented.

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

The Board of Trustees approves and authorizes contracting construction services with G&G Contractors in the amount of \$45,274.00 for the 2013 Bond Construction Information Desks as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
NEW BOND BUILDINGS INFORMATION DESKS
PROJECT NO. 17-18-1029**

VENDOR		BND Architectural Woodwork, LLC.	5 Star GC Construction, LLC.	RG Enterprises, LLC./dba G&G Contractors
ADDRESS		35482 Kretz Rd	3209 Melody Ln	712 E Wisconsin Rd
CITY/STATE/ZIP		Los Fresnos, TX 78566	Mission, TX 78574	Edinburg, TX 78539
PHONE		956-238-0555	956-867-5040	956-283-7040
FAX		956-465-2278	956-599-9055	956-259-8046
CONTACT		Jose J. Tovar	Alan Oakley	Rene Garza
#	Description	Proposed	Proposed	Proposed
1	New Bond Buildings Information Desks	\$ 39,375.00	\$ 41,650.00	\$ 43,274.00
2	Alternate #1: Installation of Desks	\$ 3,505.00	\$ 18,300.00	\$ 2,000.00
3	Bid Bond	No	Yes	Yes
4	Begin Work Within	7 Working Days	10 Working Days	5-10 Working Days
5	Completion of Work Within	49 Calendar Days	40 Calendar Days	45 Calendar Days
TOTAL PROPOSAL AMOUNT		\$ 42,880.00	\$ 59,950.00	\$ 45,274.00
TOTAL EVALUATION POINTS		****	69.6	79.56
RANKING		****	2	1

****Vendor did not submit a bid bond therefore not evaluated.

**SOUTH TEXAS COLLEGE
NEW BOND BUILDINGS INFORMATION DESKS
PROJECT NO. 17-18-1029
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.		RG Enterprises/dba G&G Contractors	
ADDRESS		3209 Melody Ln		712 E Wisconsin Rd	
CITY/STATE/ZIP		Mission, TX 78574		Edinburg, TX 78539	
PHONE		956-867-5040		956-283-7040	
FAX		956-599-9055		956-259-8046	
CONTACT		Alan Oakley		Rene Garza	
1	The Respondent's price proposal. (up to 45 points)	34.2	34.2	45	45
		34.2		45	
		34.2		45	
		34.2		45	
		34.2		45	
		34.2		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.66	8	8.08
		8		8	
		8		7	
		9		8.5	
		9		8.5	
		9		8.5	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.41	8	8.08
		8		8	
		7		6	
		9		8.5	
		9		9	
		9		9	
4	The Respondent's safety record (up to 5 points)	4	3.58	5	3.91
		3		4	
		4		4	
		4.5		3	
		3		3.5	
		3		4	
5	The Respondent's proposed personnel. (up to 8 points)	7.5	7	6	6.66
		6		7	
		7		7	
		7.5		7	
		7		7	
		7		6	

**SOUTH TEXAS COLLEGE
NEW BOND BUILDINGS INFORMATION DESKS
PROJECT NO. 17-18-1029
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.		RG Enterprises/dba G&G Contractors	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7	7.75	7	7.83
		7		8	
		8		8	
		8.5		8	
		8		8	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	5.08	4	4.5
		5		3	
		5		4	
		5.5		5.5	
		5.5		5.5	
		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	6.2	6.2
		7		6.2	
		7		6.2	
		7		6.2	
		7		6.2	
		7		6.2	
TOTAL EVALUATION POINTS		69.6		79.56	
RANKING		2		1	

Update on Status of the 2013 Bond Construction Project Scorecards

Broadbudd & Associates has provided scorecards on the current status of the 2013 Bond Construction Program projects for the Committee's review and information:

No action is requested.

Scope

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

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

Budget

**Initial
Budget**

Schedule



Activity

30 Day Look Ahead

- Complete ext. glazing installation over area B.
- Complete drywall installation at section B.
- Begin installation of field colors in area A.
- Continue with OH MEP rough-ins within area B..
- Continue erection of brick veneer.
- Begin installation of ext. metal panels.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- None at this time.

Recent Photo



Scope

South Texas College (STC) - 2013 Bond Program - Due to the steady increase in the growth in the Rio-Grande Valley, and STC's Board of 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.
- Begin installation of Landscape & Irrigation.
- Complete installation of proposed Mechanical Yard.
- Set Chiller & begin associated MEP & CHW hook-ups.

Key Consultants/Contractors

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

Key Owner Issues or Concerns

- None at this time.

Recent Photo



Review and Recommend Action on Final Completion for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building

Approval of final completion for the following 2013 Bond Construction Mid Valley Campus Health Professions and Science Building project is requested:

Project	Completion Recommended	Date Received
2013 Bond Construction Mid Valley Campus Health Professions and Science Building Architect: ROFA Architects Contractor: Skanska Construction	Final Completion Recommended	March 27, 2018

2013 Bond Construction Mid Valley Campus Health Professions and Science Building

It is recommended that final completion for this project with Skanska Construction be approved.

ROFA Architects, Broaddus & Associates, and College staff visited the site and have concluded that the contractor has completed all items on the punch list. The architect recommends final completion and release of final payment in the amount of **\$673,163.65** to Skanska Construction be approved. The original cost approved for this project was in the amount of **\$14,453,387**.

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Additive Change Orders	Net Total Deductive Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid	Remaining Balance
\$14,453,387	\$202,219	(\$220,900)	\$14,434,706	\$14,463,083	\$13,741,348.65	\$675,140.65
				Deduction for Material Retesting Reimbursement		(\$1,977)
				Adjusted Final Balance		\$673,163.65

Enclosed Documents

The packet includes a copy of the final completion letter from ROFA Architects acknowledging all work is complete.

Staff has not had adequate time to review the information provided, but has noted that the final payment amount does not match the payment applications provided by Broaddus & Associates. Broaddus & Associates has been asked to confirm or correct the balances at the Board meeting.

The Facilities Committee was not provided the opportunity to review this item. It is presented for the Board without a committee recommendation. Broaddus & Associates recommends Board approval as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion for the 2013 Bond Construction Mid Valley Campus Health Professions and Science 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 final completion for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building project as presented.

Approval Recommended:

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



rike
ogden
figueroa
allex

CERTIFICATE OF COMPLETION BY ARCHITECT

March 27, 2018

SOUTH TEXAS COLLEGE

c/o Office of Facilities, Planning & Construction

3200 W. Pecan Blvd., Bldg N, Suite 179

McAllen, TX 78501

**Project Title: SOUTH TEXAS COLLEGE MID-VALLEY CAMPUS - HEALTH
PROFESSION & SCIENCE BUILDING**

RFQ/Contract No.: 2014.10

In accordance with the requirements of the Contract Between the Owner and the Architect for Professional Services and based upon the knowledge gained in the performance of the services required in said Agreement, the undersigned hereby states that the above-named project was fully completed in accordance with the requirements of the Contract Documents on:

<u>MARCH</u>	<u>TWENTY-SEVENTH</u>	<u>TWO-THOUSAND EIGHTEEN</u>
(Month)	(Day)	(Year)

All applicable tests, certificates and regulatory inspections required by the Contract Documents and any local, state or federal regulations have been performed and the Owner has been provided with a copy of each report.

Final as-built drawings have been prepared by the contractor and submitted to the Owner in accordance with the requirements of the Contract Documents. The Owner has been provided with a copy of all warranties and guarantees, including the starting date(s) of all warranties and guarantees, written and unwritten, required by the Contract Documents.

RIKE OGDEN FIGUEROA ALLEX ARCHITECTS, INC (ROFA)

(Architectural Firm)

By: _____

Print Name: Luis A. Figueroa, AIA

Title: Principal

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Mid Valley Campus Health Professions and Science Building

Approval to amend the existing architectural agreement with ROFA Architects to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current architectural agreement with ROFA Architects to include the design of the additional scope at the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building.

Justification

The Architect needs 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 is the result of additional construction costs to complete the Mid Valley Campus Health Professions and Science Building as approved.

Background

The current architectural agreement with ROFA Architects for the Mid Valley Campus Health Professions and Science Building provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$13,500,000.00, and the fee was negotiated at 5.65%, for a total of \$762,750.00. The total project cost is \$14,434,707.00. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The Architect has accepted the cost for the following errors, which has been deducted from the additional fee adjustment:

Project Name	Error Descriptions	Amount
Mid Valley Campus Health Professions and Science Building	CP-06 for fume hood revisions	\$6,985.00
Mid Valley Campus Health Professions and Science Building	CP-08 for door size revisions	1,000.00
Mid Valley Campus Health Professions and Science Building	3HP-051R for the stainless steel recess kits at restroom dispensers	800.00
Mid Valley Campus Health Professions and Science Building	3HP-056 for painting exposed tube steel	4,201.00
Total		\$12,986.00

ROFA Architects is requesting an additional fee of \$52,810.95, less an error cost contribution of \$12,986.00, which would result in a total fee of \$802,574.95, including additional services.

Original Fee:	\$762,750.00
Reimbursable Expenses:	\$0
Additional Fee:	\$52,810.95
Error Cost Contribution:	(\$12,986.00)
Revised Fee	\$802,574.95

Funding Source

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

Presenters

Representatives from Broaddus & Associates will attend the Board meeting to respond to questions.

Board approval is requested to amend the current AE contract with ROFA Architects to a revised fixed fee of **\$802,574.95**. No additional costs are anticipated for this project.

It is requested that the Board of Trustees of South Texas College approve and authorize, amending the current AE contract with ROFA Architects for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building project to a revised fixed fee of **\$802,574.95**.

Staff has not had adequate time to review the information provided. Broaddus & Associates has been asked to confirm or correct the balances at the Board meeting.

The Facilities Committee was not provided the opportunity to review this item. It is presented for the Board without a committee recommendation. Broaddus & Associates recommends Board approval as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current AE contract with ROFA Architects for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building project and payment of the unpaid additional fee in the amount of \$39,824.95, which reflects the additional fee of \$52,810.95 less the error cost contribution of \$12,986.00.

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

The Board of Trustees approves and authorizes amending the current AE contract with ROFA Architects for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building project and payment of the unpaid additional fee in the amount of \$39,824.95, which reflects the additional fee of \$52,810.95 less the error cost contribution of \$12,986.00.

Approval Recommended:

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

ROFA Fee Adjustment Summary - MVC Health Professions Science Building

Company Name:	ROFA
Campus:	STC Mid Valley
Project Name:	Health Professions
Original CCL:	\$ 13,500,000.00
Contract Construction Contingency	\$ 193,219.00
Contract Design Contingency	\$ 193,219.00
Original Fee Percent	5.65%
Calculated Fee:	\$ 762,750.00
Original Base Contract Fee:	\$ 762,750.00
ASR1	\$ -
ASR2	\$ -
ASR3	\$ -
Total to Date:	\$ 762,750.00

Comments: ROFA specified non STC standard paint (epoxy) for interior walls of building. Even though Epoxy paint is more expensive and durable, it is difficult to touch-up. ROFA has addressed with STC and this solution is acceptable to College. No cost impact.

Approved GMP:	\$ 14,453,388.00
Add GMP Adjustment	\$ 202,219.00
Add Design Contingency Balance	
Less Returned Net Final Buy Out Savings	\$ (220,900.00)
Less Returned Construction Contingency Balance	\$ -
Construction Contingency Utilized Amount	\$ -
Total Adjusted Scope of Work Amount:	\$ 14,434,707.00
Adjusted Contract Fee (Scope Total x Fee %)	\$ 815,560.95
ASR1	\$ -
ASR2	\$ -
ASR3	\$ -
Proposed Total Fee Adjustment:	\$ 815,560.95
Adjusted Increase Amount	\$ 52,810.95
Less Error Cost Contributions	
CP-06 Fume Hood Revisions	\$ (6,985.00)
CP-08 Door Size Revisions	\$ (1,000.00)
3HP-051R Toilet Room Dispenser Change	\$ (800.00)
3HP-056 Exposed Steel Painting	\$ (4,201.00)
Net Adjusted Increase Amount	\$ 39,824.95
Total Contract Adjusted Amount	\$ 802,574.95

Review and Recommend Action on Final Completion for the 2013 Bond Construction Mid Valley Campus Student Services Building

Approval of final completion for the following 2013 Bond Construction Mid Valley Campus Student Services Building project is requested:

Project	Completion Recommended	Date Received
2013 Bond Construction Mid Valley Campus Student Services Building Architect: ROFA Architects Contractor: Skanska Construction	Final Completion Recommended	March 27, 2018

2013 Bond Construction Mid Valley Campus Student Services Building

It is recommended that final completion for this project with Skanska Construction be approved.

ROFA Architects, Broaddus & Associates, and College staff visited the site and have concluded that the contractor has completed all items on the punch list. The architect recommends final completion and release of final payment in the amount of **\$255,467.39** to Skanska Construction be approved. The original cost approved for this project was in the amount of **\$3,850,923.**

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Additive Change Orders	Net Total Deductive Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid	Remaining Balance
\$3,850,923	\$3,850,923	\$0	\$3,850,923	\$3,856,862	\$3,601,394.61	\$255,467.39

Staff provided the project balances above based upon a review of documentation. Broaddus & Associates did not respond to a request for confirmation of the information, and will be asked to confirm or correct the balances at the April 24, 2018 Board meeting, prior to action by the Board.

Enclosed Documents

The packet includes a copy of the final completion letter from ROFA Architects acknowledging all work is complete.

The Facilities Committee was not provided the opportunity to review this item. It is presented for the Board without a committee recommendation. Broaddus & Associates recommends Board approval 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 \$255,467.39 for the 2013 Bond Construction Mid Valley Campus Student Services Building 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 \$255,467.39 for the 2013 Bond Construction Mid Valley Campus Student Services Building project as presented.

Approval Recommended:

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



rike
ogden
figueroa
alex

CERTIFICATE OF COMPLETION BY ARCHITECT

March 27, 2018

SOUTH TEXAS COLLEGE

c/o Office of Facilities, Planning & Construction

3200 W. Pecan Blvd., Bldg N, Suite 179

McAllen, TX 78501

Project Title: SOUTH TEXAS COLLEGE MID-VALLEY CAMPUS – STUDENT SERVICES BUILDING EXPANSION

RFQ/Contract No.: 2014.11

In accordance with the requirements of the Contract Between the Owner and the Architect for Professional Services and based upon the knowledge gained in the performance of the services required in said Agreement, the undersigned hereby states that the above-named project was fully completed in accordance with the requirements of the Contract Documents on:

<u>MARCH</u>	<u>TWENTY-SEVENTH</u>	<u>TWO-THOUSAND EIGHTEEN</u>
(Month)	(Day)	(Year)

All applicable tests, certificates and regulatory inspections required by the Contract Documents and any local, state or federal regulations have been performed and the Owner has been provided with a copy of each report.

Final as-built drawings have been prepared by the contractor and submitted to the Owner in accordance with the requirements of the Contract Documents. The Owner has been provided with a copy of all warranties and guarantees, including the starting date(s) of all warranties and guarantees, written and unwritten, required by the Contract Documents.

RIKE OGDEN FIGUEROA ALLEX ARCHITECTS, INC (ROFA)

(Architectural Firm)

By: _____

Print Name: Luis A. Figueroa, AIA

Title: Principal

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Mid Valley Campus Student Services Building

Approval to amend the existing architectural agreement with ROFA Architects to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current architectural agreement with ROFA Architects to include the design of the additional scope at the 2013 Bond Construction Mid Valley Campus Student Services Building.

Justification

The Architect needs 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 is the result of additional construction costs to complete the Mid Valley Campus Student Services Building as approved.

Background

The current architectural agreement with ROFA Architects for the Mid Valley Campus Student Services Building provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$2,500,000.00, and the fee was negotiated at 6.2%, for a total of \$155,000.00 plus a reimbursable cost of \$15,400.00. The total project cost is \$170,400.00. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

ROFA Architects is requesting an additional fee of \$83,371.77, which would result in a total fee of \$253,771.77, including additional services.

Original Fee:	\$155,000.00
Reimbursable Expenses:	\$15,400.00
Additional Fee:	\$83,371.77
Revised Fee	\$253,771.77

Funding Source

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

Presenters

Representatives from Broaddus & Associates will attend the Board meeting to respond to questions.

Board approval is necessary to amend the current AE contract with ROFA Architects to a revised fixed fee of \$253,771.77. No additional costs are anticipated for this project.

The Facilities Committee was not provided the opportunity to review this item. It is presented for the Board without a committee recommendation. Broaddus & Associates recommends Board approval as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current AE contract with ROFA Architects for the 2013 Bond Construction Mid Valley Campus Student Services Building project and payment of the unpaid additional fee in the amount of \$83,371.77.

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

The Board of Trustees approves and authorizes amending the current AE contract with ROFA Architects for the 2013 Bond Construction Mid Valley Campus Student Services Building project and payment of the unpaid additional fee in the amount of \$83,371.77.

Approval Recommended:

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

ROFA Fee Adjustment Summary - MVC Student Services

Company Name:	ROFA
Campus:	STC Mid Valley
Project Name:	Student Services
Original CCL:	\$ 2,500,000.00
Contract Construction Conitngency	\$ 51,049.00
Contract Design Contingency	\$ 51,049.00
Original Fee Percent	6.20%
Calculated Fee:	\$ 155,000.00
Original Base Contract Fee:	\$ 155,000.00
ASR1-Cosper & Associates	\$ 15,400.00
ASR2-	-
ASR3-	-
Total to Date:	\$ 170,400.00

Comments:

Approved GMP:	\$ 3,850,923.00
Less GMP Adjustment	\$ -
Less Returned Design Contingency Balance	\$ -
Less Returned Net Final Buy Out Savings	\$ (6,217.00)
Less Returned Construction Contingency Balance	\$ -
Construction Contingency Utilized Amount	\$ -
Total Adjusted Scope of Work Amount:	\$ 3,844,706.00
Adjusted Contract Fee (Scope Total x Fee %)	\$ 238,371.77
ASR1-Cosper & Associates	\$ 15,400.00
ASR2-	-
ASR3-	-
Proposed Total Fee Adjustment:	\$ 253,771.77
Adjusted Increase Amount	\$ 83,371.77
Total Contract Adjusted Amount	\$ 253,771.77

Review and Action as Necessary on A/E Fee Adjustments for 2013 Bond Construction Starr County Campus Parking and Site Improvements Project

Approval to amend the existing engineering agreement with Melden & Hunt to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current engineering agreement with Melden & Hunt to include the design of the additional scope at the 2013 Bond Construction Starr County Campus Parking and Site Improvements.

Justification

The Engineer needs 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 is the result of additional construction costs to complete the Starr County Campus Parking and Site Improvements as approved.

Broaddus & Associates is requesting the College determine additional A/E fee adjustment for Melden & Hunt for the Starr County Campus Parking and Site Improvements project before substantial and final completion are achieved in order to process payment to Melden & Hunt who will in turn pay the landscape design consultant.

Broaddus & Associates has indicated that they have confirmed the construction cost to date and believe that the final construction total will not change significantly. In addition, Broaddus & Associates has stated that Melden & Hunt has agreed to the proposed adjusted fees based on the current construction cost per D. Wilson Construction and will not seek additional payment in case costs increase. Construction costs are not projected to decrease.

Background

The current engineering agreement with Melden & Hunt for the Starr County Campus Parking and Site Improvements provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$1,000,000.00, and the fee was negotiated at 8.25%, for a total of \$82,500.00 plus a reimbursable cost of \$9,900.00. The total project cost is **\$3,185,367.47**. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The Engineer has accepted the cost for the following error, which has been deducted from the additional fee adjustment:

Project Name	Error Descriptions	Amount
Starr County Campus Parking and Site Improvements	CR-08 Parking lot sidewalk addition	\$1,200.00
Total		\$1,200.00

Melden & Hunt is requesting an additional fee of \$179,092.82, which would result in a total fee of \$271,492.82, including additional services.

Original Fee:	\$82,500.00
Reimbursable Expenses:	\$9,900.00
Additional Fee:	\$179,092.82
Revised Fee	\$271,492.82

Funding Source

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

Presenters

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

Board approval is necessary to amend the current AE contract with Melden & Hunt to a revised fixed fee of \$271,492.82. No additional costs are anticipated for this project.

Staff has not had adequate time to review the information provided, but has noted that the revised fee amount does not match the other documentation provided by Broaddus & Associates. Broaddus & Associates has been asked to confirm or correct the balances at the Board meeting.

The Facilities Committee was not provided the opportunity to review this item. It is presented for the Board without a committee recommendation. Broaddus & Associates recommends Board approval as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current AE contract with Melden & Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project and payment of the unpaid additional fee in the amount of \$179,092.82.

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

The Board of Trustees approves and authorizes amending the current AE contract with Melden & Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project and payment of the unpaid additional fee in the amount of \$179,092.82.

Approval Recommended:

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

Melden Hunt - Fee Adjustment Summary - Starr County Campus Parking and Site

Company Name:	Melden Hunt
Campus:	STC Starr County
Project Name:	Parking and Site
Original CCL:	\$ 1,000,000.00
Contract Construction Contingency	\$ 31,731.00
Contract Design Contingency	\$ 31,731.00
Original Fee Percent	8.25%
Calculated Fee:	\$ 82,500.00

Original Base Contract Fee:	\$ 82,500.00
ASR #1 - Surveying	\$ -
ASR #2 - Landscape & Irrigation	\$ 9,900.00

Reimbursable Expense - TAS	\$ 1,435.00
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Total to Date: \$ 93,835.00

Comments: Mario Reyna will forego cost associated with design of Workforce Solutions site package which has been credited by CMR (\$19,220 Impact).

Approved GMP:	\$ 3,496,950.00
Alternates - Add for Detention Pond Pump	\$ 124,200.00
Alternates - Add for Detention Screen Wall	\$ 85,500.00
Alternates - Add for Plaza Pavers	\$ 219,000.00
Less Returned Design Contingency Balance	\$ -
Less Returned Net Final Buy Out Savings	\$ (745,322.38)
Less Returned Construction Contingency Balance	\$ -
Total Adjusted Scope of Work Amount:	\$ 3,180,327.62

Adjusted Contract Fee (Scope Total x Fee %)	\$ 262,377.03
ASR #1 - Surveying	\$ -
ASR #2 - Landscape & Irrigation	\$ 9,900.00

Reimbursable Expense - TAS	\$ 1,435.00
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Proposed Total Fee Adjustment: \$ 273,712.03

Net Adjusted Increase Amount \$ 179,877.03

Less Error Cost Contribution (1/3 Added Value)
CR-08 Parking Lot Sidewalk Addition

Net Adjusted Increase Amount \$ 178,677.03

Total Contract Adjusted Amount \$ 272,512.03

Review and Action as Necessary on Contracting Architectural Services for the Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit Project

Approval to contract architect design services to prepare plans for the Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit project is requested.

Purpose

Architectural design services are necessary for design and construction administration services for the Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit 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 Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit project is an approved Capital Improvement Project and has been budgeted for Fiscal Year 2017-2018. This project is needed to retrofit the existing Student Success Center into an advising and counseling office area. The new Student Success Center will be relocated to the previously existing library space which has been vacated to the new 2013 Bond Construction NAHC Expansion project.

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 Nursing & Allied Health Campus Student Success Center Retrofit project. A total of fourteen (14) firms received a copy of the RFQ and a total of seven (7) firms submitted their responses on January 4, 2018.

Funding Source

Funds for these expenditures are budgeted in the Non-Bond 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, Nursing and Allied Health, and Purchasing departments.

Enclosed Documents

Plans for the proposed Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary for the Board's review and information.

The Facilities Committee recommended Board approval to contract architectural design services with Boultinghouse Simpson Gates Architects for preparation of plans and specifications for the Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with Boultinghouse Simpson Gates Architects for preparation of plans and specifications for the Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit project as presented.

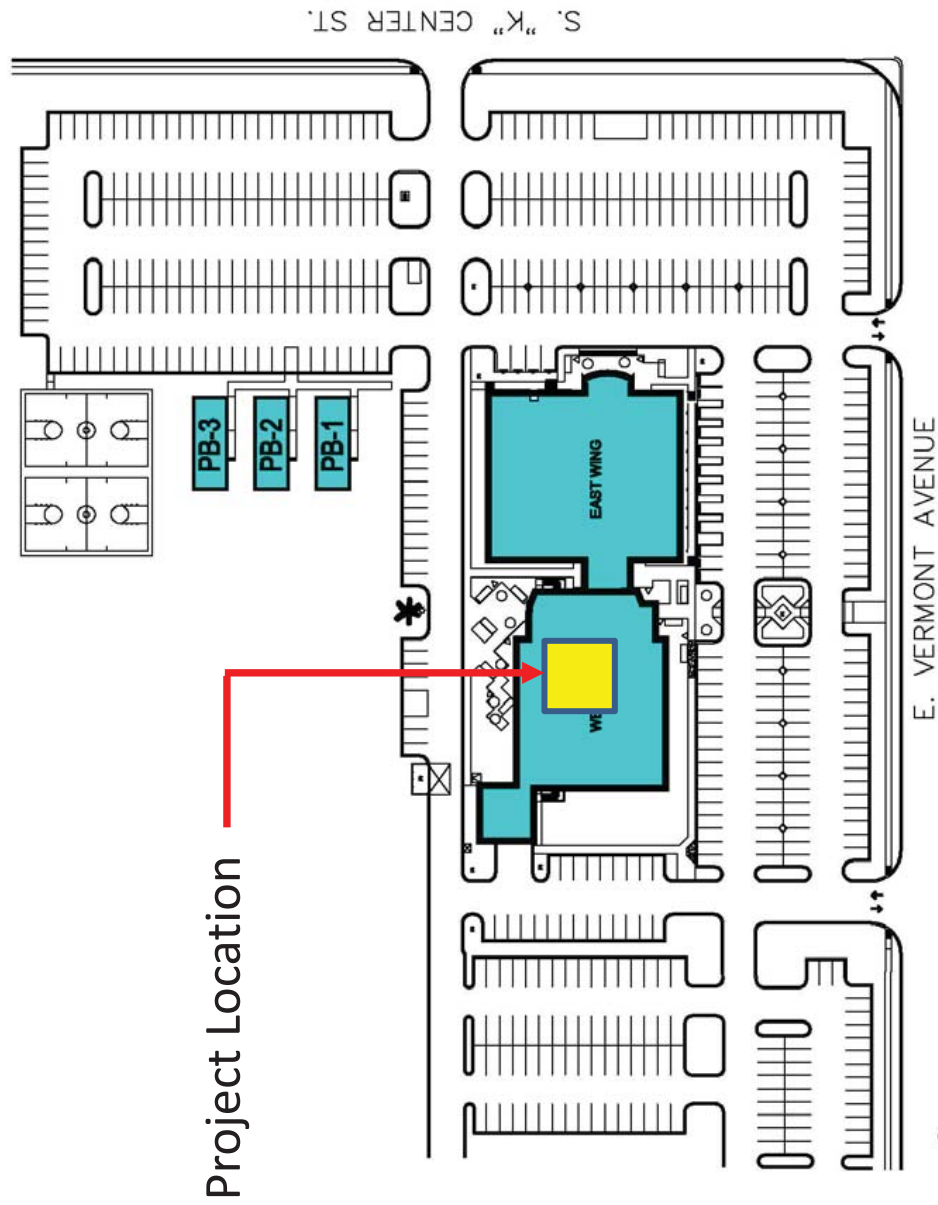
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes contracting architectural design services with Boultinghouse Simpson Gates Architects for preparation of plans and specifications for the Non-Bond Nursing & Allied Health Campus Student Success Center Retrofit project as presented.

Approval Recommended:

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

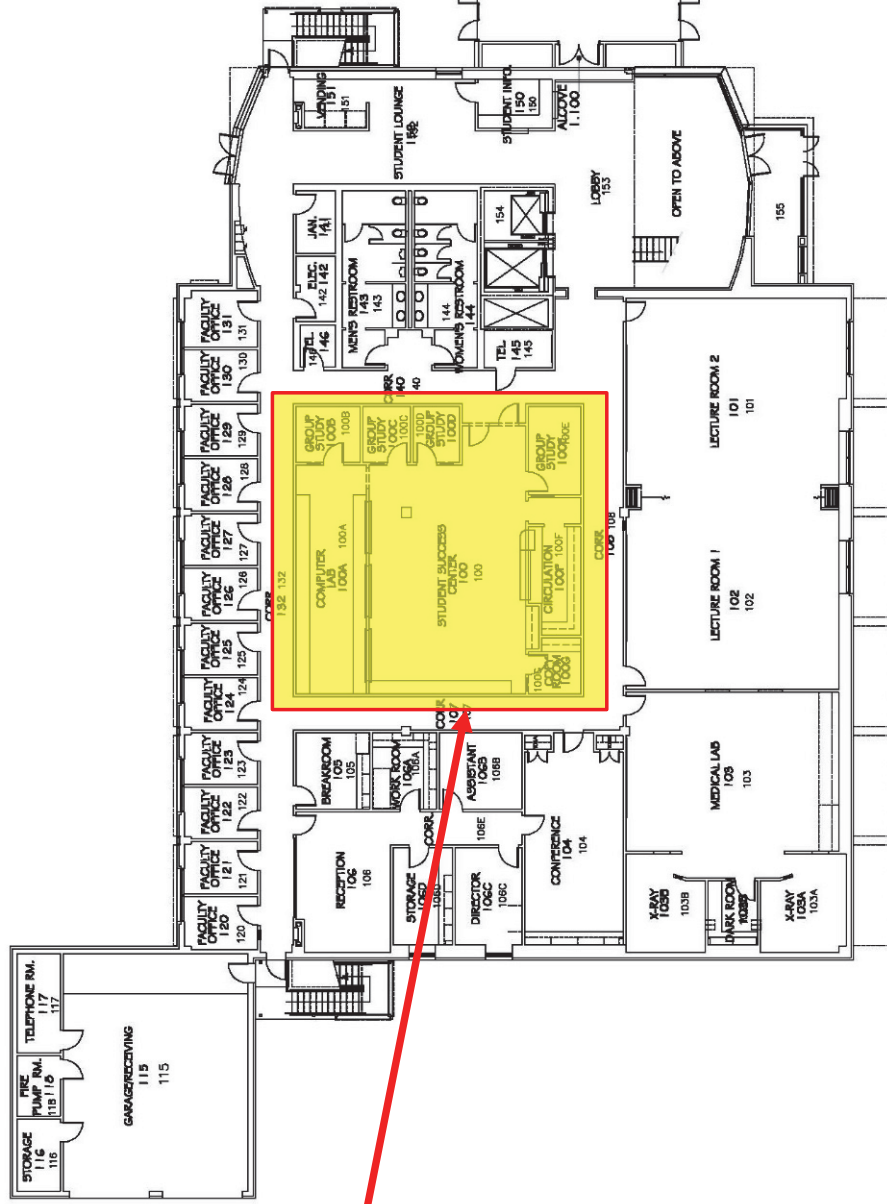
Project Proposed Site



Project Proposed Location



SOUTH TEXAS
COLLEGE



**PROPOSED
PROJECT
LOCATION**

NURSING AND ALLIED HEALTH CENTER
1ST FLOOR - WEST WING

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES -
NURSING AND ALLIED HEALTH - CENTER FOR LEARNING EXCELLENCE CONVERSION
PROJECT NO. 17-18-1021

VENDOR	Boullinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	The Warren Group Architects, Inc.
ADDRESS	3301 N McColl Rd	220 S Bridge St	3700 N 10th St	1150 Paredes Line Rd	608 S 12th St	204 E Stubbs St	1801 S 2nd St Ste 330
CITY/STATE/ZIP	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78504	Brownsville, TX 78521	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78503
PHONE	956-630-9494	956-843-2987	956-686-0100	956-546-0110	956-688-5656	512-461-8810	956-994-1900
FAX	956-630-2058		956-622-7313				
CONTACT	Danny Boullinghouse	Eduardo G. Vela	Raymond Gignac	Rudy V. Gomez	Rodolfo R. Molina, Jr.	David Negrete	Laura N. Warren
3.1 Statement of Interest							
3.1.1 Statement of Interest for Project	Pointed out that firm has extensive experience in providing "on-call" services, and is familiar with STC's requirements and expectations.	The firm emphasized their quality control program in their projects. They indicated that they are immediately available to perform design needs for the college.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that sustainable design is a regular practice for the firm.	Firm stated their location in Brownsville and the advantages of hiring a local architectural firm.	The company pointed out their experience working with the college and indicated that the company specializes in renovation projects.	Indicated that over 60% of the firm's work has been in "transforming, modernizing, rehabilitation, or adding to existing facilities and office space."	Pointed to the current work being provided to STC and welcome the opportunity to continue providing services.
3.1.2 History and Statistics of Firm	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	-- Established in 1994 -- Specializes in educational facilities	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - Show a total staff of 20 in organization chart	- Founded in 1998, but this company has been in existence under different name since 1976 - have three licensed architects and staff of nine.	- Established in 2000 - Pointed out experience in educational design. - Pointed out the 30+ years experience of principal	- Offices in Austin and Edinburg - Principal has 30+ years experience - established in 2003	- Established in 2004 - Offices in McAllen and Austin - Recognized as "Top 5 Small Businesses of 2013" by McAllen Chamber of Commerce
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Did not address qualifications for specific project, but stated their experience in providing "on call" services.	Did not specifically address this item of information. They provided a general statement of the firm's qualifications.	Pointed out the firm's experience with educational facilities. Cited the firm's design of facilities in the Rio Grande Valley and their familiarity with geotechnical and civil engineering firms and their understanding of local codes and ordinances.	Did not specifically address this item, but included information on the firm's experience and its consultants.	Did not address the specific project, but pointed out that they specialize in renovation projects.	Pointed out similar work on projects for other entities that involved conversion of space.	Indicated that the firm is known state-wide for medical facility design.
3.1.4 Statement of Availability and Commitment	Indicated their availability and commitment to the project. Stated that two of their principals would be involved with the project until completed.	Stated that they are available for any planning and design work for South Texas College.	Stated that they will commit the work force necessary to complete project within the designated schedule.	Stated that firm has the staff and expertise to meet or exceed the project schedule.	State that they do not pursue projects unless certain of capabilities to produce on or ahead of schedule. Indicated that staff are immediately available for the project.	Indicated that the firm will commit to having the staff available according to the schedules determined.	Indicated their commitment to allocate the best members of the staff to STC projects.
3.2 Prime Firm							
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Danny Boullinghouse, Principal Architect - Robert S. Simpson, Project Architect/ Manager - John Gates, Project Architect/Manager	Included resumes for the following: - Eduardo G. Vela, President/Registered Architect - Alejandra Mina, Senior Project Manager - Rebecca Acuna, Project Manager - Ramiro E. Ramos, Project Manager - Yhaira N. Davila, Project Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/Project Director - Rolando Garza, Architectural Design Manager - Carolyn James, Architect/Interior Designer - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - Richard Tagle, Construction Manager - David Majda, Construction Manager - Ana Salas-Luksa, Architectural Associate	Included Resumes for the following staff: - Rudolph V. Gomez - Roan G Gomez - David Monreal	Included resumes for the following staff: - Andres L. Mata, Jr., Project Manager - Esteban Zamora, Project Designer - Bruce W. Menke, Project Manager - Jason T. George, Architect - Project Manager	Included resumes for the following staff: - Laura Nassri Warren - Architect Principal - Andrina De Anda - Associate Architect Director - Natamel Perez - Project Manager - Maritza Cardenas - Senior Project Manager - Crystal Chavez - CAD Technologist	
3.2.2 Project Assignments and Lines of Authority	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	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.	Lines of authority and project assignments were shown in organization chart.	Indicated the staff who will be involved in the project and their percentage time participation.	Listed four staff, including the president, who will be involved. Pointed out a range in time commitment by each staff member, but the range varied widely.	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table. Time assignments for most of the staff range from 40% to 80%.
3.2.3 Prime Firm proximity and meeting availability	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	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.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Indicated that they are one hour away from STC, however they are readily available to be at the job site at a moment's notice.	Indicated that the firm is approximately 8 minutes from the Pecan Campus.	Firm is located within 11 miles of the work site.	Firm is located in McAllen and is about 10 minutes from STC.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Firm did not address this item.	Indicated that firm has not been involved in litigation disputes.	Currently, involved in one case, but indicated it will not affect ability to provide services to STC.	Mentioned a suit in 2016 in which they are a third party to the suit.	Listed one suit in which they are currently involved, but indicated it will not affect services for STC.	Indicated that is no litigation.	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 consultants firm	Included organization chart which showed the following consultants: - Ethos Engineering - MEP - Halfff Associates - MEP - Chanan Engineering - Structural - Green, Rubiano Associates - Structural - Perez Consulting Engineers - Civil - Melden & Hunt, Inc. - Civil	Included organizational chart showing prime firm and the following consultants: - Chanan Engineering - Structural - Trinity MEP Engineering - MEP	Included organization chart showing prime firm and the following consultants: - Chanan Engineering - Structural - Sigma - MEP - Melden & Hunt - Civil	Included organizational chart showing prime firm and the following consultants: - Ethos Engineering, LLC - MEP Engineers - M Garcia Eng., LLC - Civil - Raba-Kistner Consultants Inc. - Geotechnical Engineer - SSP Design, LLC - Landscape Designer - Green Rubiano & Assoc Structural Engineers	Included organizational chart showing prime firm and the following consultants: - DBR Engineering - MEP Engineer - Solorio, Inc. - Structural Engineer - Civil Engineer - As designated by Owner	Included organizational chart showing prime firm and the following consultants: - HALFF Associates - MEP & Structural Engineering - Chanan Engineering - Civil - Halfff Associates - MEP	Included organizational chart showing prime firm and the following consultants: - Perez Consulting Engineers - Civil - Chanan Engineering - Structural - Halfff Associates - MEP
3.3.2 Organizational chart with roles of the prime firm(s) and each specialized consultant(s)	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.	Included organizational chart showing prime firm and one subconsultant for both MEP and Structural engineering.	Included organizational chart with prime firm staff and engineering subconsultants.
3.4 Representative Projects							

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES -
NURSING AND ALLIED HEALTH - CENTER FOR LEARNING EXCELLENCE CONVERSION
PROJECT NO. 17-18-1021

VENDOR	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	The Warren Group Architects, Inc.
3.4.1 Minimum of 5 projects firm has worked on	- 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)	- Del Mar College - Emerging Technology Expansion (\$8 million) - University of Texas - Regional Academic Health Center (\$25 million) - University of Texas - Bay Education Center & Laboratory (\$1.2 million) - La Joya ISD - Juarez Lincoln High School & Technology Labs (\$57.3 million) - Corpus Christi ISD - Veterans Memorial High School Core Complex, Academics Wing, Athletics Facility and Sports Fields (\$93,204,494)	- South Texas ISD - Med-High Campus Medical Lab Expansion - (\$4,313,613) - Texas State Technical College - Senator Eddie Lucio Jr Health Science Technology Building - (\$2,360,000) - Sharyland ISD - Sharyland High School	- Texas State Technical College - Engineering Center Phase II - (\$3,400,000) - PSJA ISD - Daniel Ramirez Elementary School - (\$12,747,800) - Edinburg CISD - Robert Vela HS - New Science Wing Addition & Renovations - (\$9,727,637) - Brooks County ISD - Falfurrias High School - Phase I & II Renovations (\$9,958,322) - Edinburg CISD - Barrientes MS - Fine Arts Addition (\$3,752,899)	- UTRGV - Health Sciences Center (\$1,580,000) - Edinburg CISD - Industrial Arts Building Conversion (\$6.8 million) - Edinburg CISD - Hargill Elementary Masterplan, addition & Renovation (\$4,796,443) - UTRGV Marialice Shary Shivers (MASS) Administration building Interior Renovations (\$2,345,000) - UTRGV - REIN Building Math & Science Academy Renovation (\$780,000)	- UTRGV - DHR BSL-1 and BSL-2 Medical Research Facility (\$29,990,000) - San Juan Diego Catholic School - San Juan Diego Academy - High School Campus (\$12,000,000) - City of Pharr - Pharr Aquatics Center (\$9,800,000) - Our Lady of Sorrows Catholic Church - School and Church Master Plan and Facilities Design (\$3,200,000)	- South Texas College - Student Activities and Cafeteria Building - Mission EDC - CEED - Mission Economic Development Corporation (\$3,602,638) - UTRGV - DHR BSL-1 and BSL-2 Medical Research Facility (\$29,990,000) - San Juan Diego Catholic School - San Juan Diego Academy - High School Campus (\$12,000,000) - City of Pharr - Pharr Aquatics Center (\$9,800,000) - Our Lady of Sorrows Catholic Church - School and Church Master Plan and Facilities Design (\$3,200,000)
3.5 References							
3.5.1 References for three projects	- University of Texas Pan American - City of McAllen	- PSJA ISD - Mission CISD - Roma ISD - Hidalgo ISD - City of Hidalgo	- Del Mar College - City of Corpus Christi - Corpus Christi ISD - La Joya ISD	- University of Texas at Brownsville and Texas Southmost College - University of Texas Pan American - Texas A & M University System	- Brooks County ISD - Edinburg CISD - Pharr-San Juan-Alamo ISD - Texas State Technical College	- UT-Rio Grande Valley - Edinburg CISD - Washington Alliance Capital - City of McAllen - City of Edinburg	- UTRGV - City of Pharr - PSJA ISD - Our Lady of Sorrows Campus Master Plan - Juan Diego Academy - Catholic Regional High School
3.6 Project Execution							
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Reiterated the availability of the firm's staff and their commitment of whatever resources needed to fulfill work obligations.	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.	Indicated they are willing and able to expedite design services and construction administration. Provided very detailed project approach process and part of it addresses timely completion of project.	Reiterated their ability to meet or exceed the project schedule. They anticipate no difficulty in this.	Stated their ability to complete projects on short timelines. Indicated they have completed most of their larger projects and are ready for a new design challenge.	Indicated that they will assign staff as needed to meet STC's goals. Stated that firm is currently underutilized and fully capable of undertaking the services to meet the College's needs.	Stated that staff can be assigned to the project immediately. Are able to expedite the design required for the project. Do not see a need to supplement production.
Total Evaluation Points	552.07	543.99	547.14	541.29	546.86	549.86	548.86
Ranking	1	6	4	7	5	2	3

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES -
NURSING AND ALLIED HEALTH CAMPUS - CENTER FOR LEARNING EXCELLENCE CONVERSION
PROJECT NO. 17-18-1021
EVALUATION FORM**

VENDOR	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	The Warren Group Architects, Inc.								
ADDRESS	3301 N McColl Rd	220 S Bridge St	3700 N 10th St	1150 Paredes Line Rd	608 S 12th St	204 E Stubbs St	1801 S 2nd St Ste 330								
CITY/STATE/ZIP	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78504	Brownsville, TX 78521	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78503								
PHONE	956-630-9494	956-843-2987	956-686-0100	956-546-0110	956-688-5656	512-461-8810	956-994-1900								
FAX	956-630-2058		956-622-7313												
CONTACT	Danny Boultinghouse	Eduardo G. Vela	Raymond Gignac	Rudy V. Gomez	Rodolfo R. Molina, Jr.	David Negrete	Laura N. Warren								
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 3.1.2 Firm History and important statistics 3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s) and key professionals	80	88.57	80	87.29	95	91.86	80	87.29	92	93.14	95	92.43	81	91.71	
	97		92		91		92		95		91		93		
	93		92		95		90		93		93		94		
	83		82		87		86		97		90		95		95
	90		90		95		90		95		95		95		
	85		85		90		85		85		90		90		
	92		90		90		88		95		93		94		
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 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(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	90	91.71	80	89.43	92	93.29	95	90.00	80	88.43	96	90.86	96	92.14	
	95		93		91		94		93		91		92		
	95		94		95		93		93		93		94		
	85		85		93		88		86		90		83		
	95		95		95		90		90		90		95		
	90		90		95		85		85		85		95		
	92		89		92		85		92		91		90		
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 projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant	91.5		88.9		80		94		90		90		90		
	94		92		88		93		95		91		91		
	95		95		88		94		94		93		95		

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES -
NURSING AND ALLIED HEALTH CAMPUS - CENTER FOR LEARNING EXCELLENCE CONVERSION
PROJECT NO. 17-18-1021
EVALUATION FORM**

VENDOR	Boultinghouse Simpson Gates Architects		EGV Architects, Inc.		Gignac & Associates, LLP.		Gomez Mendez Saenz, Inc.		Milnet Architectural Services, PLLC.		Negrete & Kolar Architects, LLP.		The Warren Group Architects, Inc.	
who will be assigned to the projects(s) 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	87	92.50	90	91.56	80	84.43	90	92.29	90	91.29	80	89.43	82	90.71
	95		95		95		95		90		95		95	
	90		90		80		90		85		85		90	
	95		90		80		90		95		92		92	
3.4 Representative Projects (up to 100 points)														
3.4.1 Specific data on 5 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	99		88		99		80		77		88		77	
	91		94		93		90		94		93		90	
	92		90		92		90		92		94		92	
	95	93.14	90	90.29	90	92.00	88	88.57	97	90.00	93	92.14	97	89.14
	95		95		95		90		90		95		90	
	85		90		90		95		90		90		90	
	95		85		85		87		90		92		88	
3.5 Five References (up to 100 points)														
3.5.1 Provide references for 5 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	97		97		97		97		97		97		97	
	98		98		90		98		95		89		93	
	95		96		96		96		94		94		94	
	92	93.71	95	95.14	95	93.29	90	93.71	97	93.29	90	91.14	95	93.57
	90		95		95		90		90		95		95	
	90		90		90		95		85		85		90	
	94		95		90		90		95		88		91	
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.	80		80		90		80		85		90		85	
	97		95		90		93		96		95		95	
	92		92		96		92		92		94		93	
	96	92.43	95	90.29	93	92.29	93	89.43	95	90.71	96	93.86	96	91.57
	95		95		95		95		95		95		95	
	90		85		90		85		80		95		85	
	97		90		92		88		92		92		92	
TOTAL EVALUATION POINTS	552.07		543.99		547.14		541.29		546.86		549.86		548.86	
RANKING	1		6		4		7		5		2		3	

Review and Action as Necessary on Contracting Construction Services for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement Project

Approval to contract construction services for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement project.

Justification

The fire sprinkler system at Technology Campus Building B is nearing its life expectancy. The replacement of the system is needed to ensure reliable functionality.

Background

Facilities Planning and Construction staff worked with the Purchasing department to develop the Request for Proposal documents for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement project.

Solicitation of competitive sealed proposals for these projects began on February 19, 2018. Sets of construction documents were issued to general contractors and subcontractors. A total of two (2) proposals were received on March 8, 2018.

Timeline for Solicitation of Competitive Sealed Proposals	
February 19, 2018	Solicitation of competitive sealed proposals began.
March 8, 2018	2 proposals were received.

Funding Source

Funds are available in the FY 2017-2018 Non-Bond Renewal and Replacement Budget in the amount of \$900,000.

Source of Funding	Amount Budgeted	Highest Ranked Proposal G&G Contractors
Non-Bond Renewal and Replacement Budget	\$900,000	\$638,935.00

Reviewers

The proposals were reviewed by staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractors be recommended for Board approval.

The Facilities Committee recommended Board approval to contract construction services with G&G Contractors in the amount of \$638,935.00 for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with G&G Contractors in the amount of \$638,935.00 for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with G&G Contractors in the amount of \$638,935.00 for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS - BUILDING B FIRE SPRINKLER LINES REPLACEMENT
PROJECT NO. 17-18-1026**

VENDOR		Holchemont, Ltd.	RG Enterprises, LLC./dba G&G Contractors
ADDRESS		900 N Main St	711 E Wisconsin Rd
CITY/STATE/ZIP		McAllen, TX 78501	Edinburg, TX 78539
PHONE		956-686-2901	956-283-7040
FAX		956-686-2925	956-259-8046
CONTACT		Michael C. Montalvo	Rene Garza
#	Description	Proposed	Proposed
1	Technology Campus - Building B Fire Sprinkler Lines Replacement	\$ 737,000.00	\$ 549,000.00
2	Alternate 1: Fire Protection Improvements for 311 Automotive	\$ 67,000.00	\$ 58,610.00
3	Alternate 2: Fire Riser #4 Replacement	\$ 4,500.00	\$ 6,875.00
4	Alternate 3: Fire Riser #1 Replacement	\$ 5,300.00	\$ 7,400.00
5	Alternate 4: Fire Riser #2 and #3 Replacement	\$ 15,700.00	\$ 17,050.00
6	Bid Bond Submitted	Yes	Yes
7	Begin Work Within	10 Working Days	10 Working Days
8	Completion of Work Within	86 Calendar Days	150 Calendar Days
TOTAL PROPOSAL AMOUNT		\$ 829,500.00	\$ 638,935.00
TOTAL EVALUATION POINTS		84.97	85.23
RANKING		2	1

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS - BUILDING B FIRE SPRINKLER LINES REPLACEMENT
PROJECT NO. 17-18-1026
EVALUATION SUMMARY**

VENDOR		Holchemont, Ltd.		RG Enterprises, LLC./dba G&G Contractors	
ADDRESS		900 N Main St		711 E Wisconsin Rd	
CITY/STATE/ZIP		McAllen, TX 78501		Edinburg, TX 78539	
PHONE		956-686-2901		956-283-7040	
FAX		956-686-2925		956-259-8046	
CONTACT		Michael C. Montalvo		Rene Garza	
1	The Respondent's price proposal. (up to 45 points)	34.65	34.65	45	45
		34.65		45	
		34.65		45	
		34.65		45	
		34.65		45	
		34.65		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	8	7.58
		9		7	
		9		7	
		9		8.5	
		9		7	
		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	9	8	7.58
		9		7	
		9		8	
		9		8.5	
		9		7	
		9		7	
4	The Respondent's safety record (up to 5 points)	3.5	4.25	5	4.16
		4		4	
		4		4	
		4.5		4	
		4.5		4	
		5		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.16	6	6
		7		6	
		7		6	
		7		6	
		7		6	
		8		6	

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS - BUILDING B FIRE SPRINKLER LINES REPLACEMENT
PROJECT NO. 17-18-1026
EVALUATION SUMMARY**

VENDOR		Holchemont, Ltd.		RG Enterprises, LLC./dba G&G Contractors	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	8.33	7	7.5
		8		7	
		8		7	
		8.5		8	
		8.5		7	
		9		9	
7	The Respondent's organization and approach to the project. (up to 6 points)	5.5	5.58	4	3.41
		5		3.5	
		6		3	
		5.5		3.5	
		5.5		3.5	
		6		3	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	4	4
		7		4	
		7		4	
		7		4	
		7		4	
		7		4	
TOTAL EVALUATION POINTS		84.97		85.23	
RANKING		2		1	

Review and Action as Necessary on Interagency Cooperation Contract between Baylor University Summer Reading Programs and South Texas College

Approval of the Interagency Cooperation Contract between Baylor University and South Texas College for instructional use of specific space is requested.

Purpose

Authorization is requested to approve the new Interagency Cooperation Contract for the Baylor University Summer Reading Programs to use facilities at the South Texas College Pecan Campus.

Justification

The agreement permits Baylor University to use general classrooms space on Fridays, Saturdays and Sundays from June 15, 2018 through July 15, 2018.

Background

The Interagency Cooperation Contract with the Baylor University Summer Reading Programs for the use of instructional facilities from June 15, 2018 through July 15, 2018. The Baylor Summer Reading Program has taken place on the South Texas College campus for the past several years. This program provides reading enrichment to students who will be entering kindergarten through twelfth grade in the following fall.

Enclosed Documents

A draft agreement prepared by administration from South Texas College and Baylor University Summer Reading Program is enclosed.

The Facilities Committee recommended Board approval of the new Interagency Cooperation Contract with Baylor University Summer Reading Programs for use of instructional facilities at the Pecan Campus from June 15, 2018 through July 15, 2018.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the new Interagency Cooperation Contract with Baylor University Summer Reading Programs for use of instructional facilities at the Pecan Campus from June 15, 2018 through July 15, 2018.

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

The Board of Trustees approves and authorizes the new Interagency Cooperation Contract with Baylor University Summer Reading Programs for use of instructional facilities at the Pecan Campus from June 15, 2018 through July 15, 2018.

Approval Recommended:

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

THE BAYLOR SUMMER READING PROGRAMS INTERAGENCY COOPERATION CONTRACT

THIS CONTRACT is entered into by and between the agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of “The Interagency Cooperation Act,” *Texas Government Code*, Chapter 771.

I. CONTRACTING PARTIES:

Receiving Party: Baylor University Summer Reading Programs (BUSRP)

Performing Party: South Texas College (STC)

II. STATEMENT OF SERVICES TO BE PERFORMED BY PERFORMING PARTY FOR BUSRP EMPLOYEES AND STUDENTS:

Provision of facilities and services for use by BUSRP for the purpose of providing a summer reading program to students enrolled during the Contract and generally include:

- a. Shared use of classrooms for the purposes of providing a summer reading program to students enrolled in said programs offered by BUSRP in McAllen, Texas. The number, requirements, and periods of utilization of the classrooms will be mutually agreed upon each summer session by the Parties.
- b. BUSRP will follow STC’s board approved academic calendar including the beginning and ending of semesters and holidays.
- c. Utilities (electricity, heating/air conditioning, phone, Ethernet) will be provided by STC for facilities used by BUSRP at STC.
- d. Utilities and custodial services at the facilities used by BUSRP shall be provided by STC at the same level as for all other STC facilities. STC makes no guarantee that utilities or custodial services will be without interruption at any time during the term of this Contract.
- e. ACCESS TO CAMPUS PARKING: BUSRP students and employees will have access to campus parking at STC campuses with an appropriate STC parking permit. Parking permits will be sold and issued to BUSRP students and employees. Parking fines will be assessed if the student does not purchase and display the appropriate STC parking permit and fines may be issued for parking and moving traffic violations.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS:

The basis for calculating cost of facility use will be as follows:

- i. Cost Formula: \$XX/sq.ft. * total sq.ft. * % utilization
- ii. Per Square Foot Per Month Cost: Classrooms: **\$2.35**
- iii. % Utilization determined by the following formula:

$$\frac{\text{Total \# of sections used by}}{\text{Total \# of sections available}}$$

Estimated maximum facility use charges are included as Appendix A. Actual charges will be dependent upon the actual utilization.

V. CONTRACT AMOUNT:

The total amount of this Contract shall not exceed \$550.00.

VI. PAYMENT FOR SERVICES:

Receiving Party shall pay Performing Party for services received with a voucher or electronic transfer as prescribed by the uniform statewide accounting system drawn on appropriation items or accounts of Receiving Party from which Receiving Party would ordinarily make expenditures for similar services or resources.

Payment for services shall be billed and paid monthly.

Payments received by Performing Party shall be credited to its current appropriation item(s) or account(s) from which the expenditures were originally made.

VII. TERM OF CONTRACT:

This Contract is to begin June 15, 2018 and shall terminate July 15, 2018.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that: (1) the services specified above are necessary and authorized for activities that are properly within the statutory functions and programs of the affected agencies of State Government, and (2) the services, materials, or equipment Contracted for are not required by Section 21 of Article XVI of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.

Receiving Party further certifies that it has the authority to Contract for the above services by authority granted in *Texas Education Code* Chapter 86.

Performing Party further certifies that it has authority to perform the services Contracted for by authority granted in *Texas Government Code* Chapter 791 and *Texas Education Code* Chapter 130.

The undersigned Parties bind themselves to the faithful performance of this Contract.

RECEIVING PARTY:

Program Director

Date

PERFORMING PARTY:

South Texas College

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

Date

Points of Contact

Baylor Summer Reading Program:
Ms. Karen Mitchell
Program Director

STC:
Ms. Mary G. Elizondo
Vice President for Finance and
Administrative Services

Appendices

A. STC Facility Use Costs

STC Facility Use Charges Schedule

Baylor University Summer Reading Programs

2018 Summer Semester

Appendix A

Space	Size (sf)	Number of Classrooms/Labs	Weekly Sections	Weekly Sections per Utilization %	Average		
					Weekly Utilization Factor (%)	Monthly Rental Rate (\$/sq)	Monthly Rental Cost (\$)
36-Seat Classroom *(Note 1)	728	1	20	6	30%	\$ 2.35	\$ 513.24
Total Utilized Space							\$ 513.24

*Notes:

- (1) The classroom availability at Pecan Campus South Academic Building J (728 sq. ft.): -
J 1.214
Fridays, 6/15-7/13 from 12:00PM-5:15PM
Saturdays, 6/16-7/14 from 8:30AM-5:15PM
Sundays, 6/17-7/15 from 10:00AM-5:45PM

All space availability is contingent on STC's classroom use schedule .
Subject to change based on space availability and actual utilization

Update on Status of Non-Bond Construction Projects

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

CONSTRUCTION PROJECTS PROGRESS REPORT - April 10, 2018																							
Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer	Contractor					
		Project Development	Board approval of A/E	Contract Negotiations	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)																				David	N/A	
16-1-014	Pecan - Sand Volleyball Courts																				David		
16-1-xa2	Pecan - Library																						
16-1-R01	Pecan - Building A Sign Replacement (RR)																				Robert	Public Relations	National Signs
16-1-001	Pecan - Relocation of Information Booths to Athletic Fields																				David	DBR Engineering	Noble Texas Builders
16-1-005	Pecan - Building A Production Studio Office Expansion																				Robert	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																				Sam	N/A	Alpha Building Corp.
Technology Campus																							
16-2-011	TC - Ford Lab Exhaust System																				Sam	TBD	TBD
15-3-R02	TC - Building D Exterior Metal Siding Repairs (RR)																				Sam	N/A	Noble Texas Builders
15-3-R03	TC - Repair Concrete Floor Mechanical Room (RR)																				David	CLH Engineering	TBD
15-3-R03	TC - Building B Concrete Floor Repairs (RR)																				David	CLH Engineering	TBD
16-2-R13	TC - Building B Domestic Fire Sprinkler Lines (RR)																				Sam	Half Associates	TBD
16-3-011	TC - Update Furniture for labs A209																				Robert	N/A	N/A
Nursing and Allied Health Campus																							
	NAH - Student Success Center Retrofit																				Sam	TBD	TBD
Starr County Campus																							
15-5-xa5	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		5 Star Construction
District Wide Improvements																							
13-6-003	DW - Automatic Doors Phase III																				Robert	TBD	TBD
14-6-013	DW - La Joya Monument Sign																				David	N/A	Interface
14-6-R014	DW - Marker Boards Replacement (RR)																				Sam	N/A	TBD
14-6-R015	DW - Irrigation System Controls Upgrade (RR)																				Sam	M&O	TBD
15-6-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)																				Sam	M&O	TBD
	DW - Interior LED Lighting Ph I (RR)																				Rick	M&O	TBD
15-6-001	DW - Outdoor Furniture																				Sam	N/A	TBD
15-6-002	DW - Directional Signage																				David	N/A	TBD
16-6-017	DW - Surveillance Cameras & Poles Campus Entrances																				David	DPS	TBD
16-6-R19	DW - Walkway LED Lighting Upgrade Ph I (RR)																				Rick	M&O	TBD
18-6-R12	DW - FOCUS on Active Learning (RR)																				Robert		TBD
	DW - Interior Controls Upgrade (RR)																				Rick	M&O	TBD
	DW - Flooring Replacement (RR)																				Rick	N/A	

[illegible]

Status of Non-Bond Construction Projects in Progress

March 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%	July 2018	1. Construction Phase 2. Bidding in Progress	\$ 20,000.00	TBD	TBD	\$ -	TBD
Sand Volleyball Courts	20%	April 2018	1. Project Development 2. Design in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Building A Sign Replacement	20%	May 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	\$ 19,475.00	\$ 5,525.00	\$ -	TBD
Relocation of Information Booths to Athletic Fields	95%	April 2018	1. Construction Phase 2. Construction in Progress	\$ 20,000.00	\$ 14,038.00	\$ 5,962.00	\$ -	\$ 14,038.00
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	30%	May 2018	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	TBD	\$ 213,324.00	\$ -	\$ 186,676.00
Pecan Campus Total				\$ 695,000.00	\$ 33,513.00	\$ 224,811.00	\$ -	\$ 200,714.00
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	100%	March 2018	1. Construction Phase 2. Construction Complete	\$ 65,000.00	\$ 73,872.00	\$ 65,000.00	\$ -	\$ 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%	June 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 Complete	\$ 35,000.00	\$ 13,193.13	\$ 21,806.87	\$ 13,193.13	\$ -
Repair Concrete Floor Mechanical Room	5%	June 2018	1. Construction Phase 2. Bidding in Progress	\$ 30,000.00		\$ -	\$ -	\$ -
Building B Concrete Floor Repairs	75%	April 2018	1. Design Phase 2. Design in Progress	\$ 10,000.00	\$ 4,750.00	\$ -	\$ -	\$ 4,750.00
Building B Domestic/Fire Sprinkler Lines	85%	April 2018	1. Construction Phase 2. Re-Bidding in Progress	\$ 900,000.00	TBD	TBD	\$ -	TBD
Technology Campus Total				\$ 985,000.00	\$ 17,943.13	\$ 21,806.87	\$ 13,193.13	\$ 4,750.00
Nursing and Allied Health Campus								
Student Success Center Retrofit	90%	April 2018	1. Project Development 2. Design in Progress	\$ 11,000.00	TBD	TBD	\$ -	TBD
Nursing and Allied Health Campus Total				\$ 11,000.00	\$ -	\$ -	\$ -	\$ -
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	30%	May 2018	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ 257,793.00	\$ 142,207.00	\$ -	\$ 257,793.00
Bldg F Site Grading and Sidewalk Replacement	100%	March 2018	1. Construction Phase 2. Construction Complete	\$ 50,000.00	\$ 46,650.00	\$ 3,350.00	\$ 22,800.00	\$ 23,850.00
Starr County Campus Total				\$ 450,000.00	\$ 304,443.00	\$ 145,557.00	\$ 22,800.00	\$ 281,643.00

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	50%	April 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	60%	May 2018	1. Project Development 2. Design in Progress	\$ 250,000.00	TBD	TBD	\$ -	TBD
Directional Signage Updates	5%	May 2018	1. Project Development 2. Design 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
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

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
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				\$ 1,880,000.00	\$ 115,182.38	\$ 84,817.62	\$ 84,565.50	\$ 30,616.88
Non-Bond Construction Project Total				\$ 4,026,000.00	\$ 471,081.51	\$ 476,992.49	\$ 120,558.63	\$ 517,723.88
For FY 2017 - 2018, 32 non-bond projects are currently in progress, 7 has been completed and 33 pending start up - 72 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 March 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 **March 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 and authorize the submitted checks for release in an amount over \$125,000.00 and checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of March 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 and checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of March 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 March 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for March 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for March 2018
- D. Release of Construction Fund Checks for March 2018
- E. Quarterly Investment Report for March 2018
- F. Summary of Revenue for March 2018
- G. Summary of State Appropriations Income for March 2018
- H. Summary of Property Tax Income for March 2018
- I. Summary of Expenditures by Classification for March 2018
- J. Summary of Expenditures by Function for March 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for March 2018
- L. Summary of Grant Revenues and Expenditures, March 2018
- M. Summary of Bid Solicitations
- N. Check Register for March 2018

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.

Review and Action as Necessary on 2013 Bond Construction Program Starr County Campus Chiller System Incidents

The Board will discuss and take action as necessary on matters regarding the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System incidents.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System incidents.

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

The Board of Trustees approves and authorizes action as necessary regarding the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System incidents.

Approval Recommended:

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

**Discussion and Action as Necessary Regarding Settlement of EEOC
Charge No. 451-2016-01336; Ruth Keitz vs. South Texas College**

Mr. Jose Guerrero, Legal Counsel for personnel issues, will provide the Board with an update on the proposed settlement 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

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

Approval to conduct the assessment of the College President and the self-assessment of the Board of Trustees by the Trustees was granted by the Board on February 27, 2018.

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

Dr. Salinas is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

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

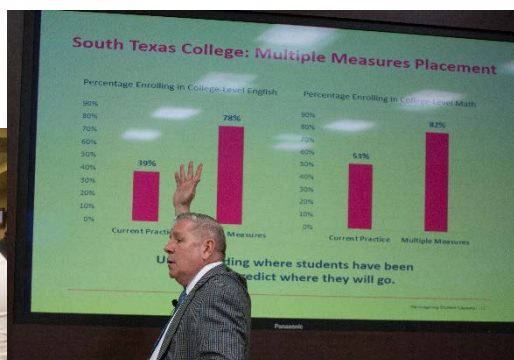
The Board of Trustees of South Texas College accepts the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

Approval Recommended:

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



On April 5, 2018, a ribbon cutting celebration of a “Brighter Starr” commemorated the completion of six construction projects that will allow South Texas College to bring new programs and accommodate more students at Starr County. The \$24 million projects included a new Health Professions and Science building, a new Library, and expansion of the Student Services and Student Activities buildings, improvements to the parking and landscaping, and a thermal plant for improved energy efficiency. These projects will provide the College the ability to replicate programs currently offered at the McAllen campuses and meet the demand for student growth. In addition to Board members, Dr. Alejo Salinas, Ms. Rose Benavidez, and Mr. Gary Gurwitz, Congressman Henry Cuellar, Representative Ryan Guillen, Honorable Eloy Vera, Honorable Joel Villarreal, and Honorable Roberto “Bobby” Salinas provided remarks and expressions of appreciation. The event was very well attended by the public and facility tours were a huge success.



The 13th Annual Summit on College and Career Readiness was held on April 9, 2018 at Region One Education Service Center. This year's event theme was “Together We Can Do More” highlighted the goal of the summit by challenging educational partners and the business community to bridge the gap between completing high school and transitioning to college and careers. Presenters at the event included Dr. James Lanich, President and CEO of Educational Results Partnership and Ms. Claudette Jenks,

Assistant Director for the Division of College Readiness and Success at the Texas Higher Education Coordinating Board. A panel consisting of local business leaders from a variety of backgrounds provided key insight on the employers' perspective and importance of hiring high-skilled students who can enter the workforce with the necessary skills to add to the regional prosperity of their industries. Over 350 attendees participated from various school districts. The event provided interactive activities presented by the Office of Professional and Development and 20 breakout sessions in the afternoon.



The 9th Annual Communication Arts Festival was held on April 6, 2018 at the Cooper Center. Presented by the Communication Department, the event aims to connect students with entrepreneurs and business leaders who utilize communication to make a difference and dialogue on the impact media has on our communities. This year's theme for the event was "A Media Hub for the Valley." Guest panelists included Robert Lopez, series blogger from Three Shots and Three Questions, Giselle and Ruben Villarreal, representative for Bold Media and Brand Hub, and Sirheem Fuentes, representative for RGV Foodster. In addition, a number of local radio DJ's from Wild 104, Mix FM, Super Tejano and Q94 stations also spoke about their industry.

The Texas Regional STEM Degree Accelerator (TRSDA) meeting was held on April 6, 2018 at the Mid-Valley campus. The three-year grant addressing the health and information technology industry concluded and trained more than 170 STEM faculty across the region. The program was able to provide training and develop industry collaboration to benefit faculty and students. Educate Texas provided STC an \$800,000 grant to help support the training of K-12 faculty during the three years. Participants included leaders from all the major hospitals who agreed to working partnerships to improve healthcare in the region and employers in the Information Technology industry seeking to identify drivers in the growth of the IT sectors in the region.





Campus Suicide Prevention Training was held for the Star County Campus Psychology Club on March 28, 2018. The event was hosted by the STC and UTRGV Counseling Department. The training provided guidelines for recognizing signs and symptoms of distress, risk factors by various groups, de-stigmatization and promotion of mental health awareness, and how to address an individual at risk. All participants received a certificate of completion at the end of the training.

In collaboration with the Division of Business, Public Safety, and Technology, the Continuing Professional Workforce Education department, has developed the first Supervisory Leadership Academy with the RGV Border Patrol Sector. The Leadership Academy is being held at the STC Technology Campus. Classes for Border Patrol participants began on March 2 with more than 24 agents with the Border Patrol participating. The academy will consist of 80 hours of lecture and 16 hours of on the job training. Business Administration and Organizational Leadership faculty developed the material from a theoretical perspective. The program will consist of one week of leadership theory content, a second week of practice in the field, and a final third week of leadership competence material.



Eleven students from the World Language Department have received the Benjamin A. Gilman International Scholarship award. The scholarship allows for students to study abroad or intern abroad in Spain. Students can be awarded up to \$5,000 to be applicable towards their study abroad or internship program costs. Students pictured were among the 1,000 students selected from 386 colleges and universities across the United States to be awarded. The STC Study Abroad Program internationalizes a curriculum that allows students to grow personally, academically, and professionally. There will be 17 students traveling to Spain during the Summer I semester.

The Business Administration Program hosted its 1st Career Fair on March 27, 2018 at the Cooper Center. The fair provided students the ability to introduce themselves to local businesses and extend their civic engagement. Over 50 students presented projects showcasing their personal research and knowledge areas.

Business Administration 1st



Universities visiting for 3/26/18 - 3/28/17		
Monday March 26 th	Tuesday March 27 th	Wednesday March 28 th
<ul style="list-style-type: none"> UTRGV Transfer Admissions Pecan Campus Building H Representative: Cristina De Leon 10:00 AM - 2:00 PM 	<ul style="list-style-type: none"> UTRGV Transfer Admissions Pecan Campus Building H Representative: Cristina De Leon 9:00 AM - 1:00 PM 	<ul style="list-style-type: none"> UTRGV Transfer Admissions Mid-Valley Campus G Building Representative: Cristina De Leon 9:00 AM - 1:00 PM
<ul style="list-style-type: none"> Region One ESC Operation College Bound Pecan Campus Building H Representative: Rosie Franco 2:00 PM - 4:00 PM 	<ul style="list-style-type: none"> UTRGV College of Education Pecan Campus Building H Representative: Rick Sanchez 9:00 PM - 3:00 PM 	<ul style="list-style-type: none"> Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative Pecan Campus Building H Representative: Andrea Galbida 9:00 AM - 10:30 AM

Representatives from the following higher education institutions were present on campus during the week of March 26th to meet with students interested in transfer opportunities:

- University of Texas Rio Grande Valley Transfer Admissions
- University of Texas Rio Grande Valley College of Education
- Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative
- Region One EST Operations College Bound

The Office of Professional and Organizational Development is currently accepting nominations for the South Texas College Distinguished Teaching and Learning Award and faculty profile to be included in the 2017-2018 edition of *Faculty Spotlight*.

Faculty and staff are able to nominate a full-time or part-time faculty member who demonstrates exemplary teaching techniques, teaching effectiveness, college and community service, professional activities, and scholarly pursuits.



The fifth *Talking Culture* panel series titled: *As I walk through the Valley: A documentary on the secret history of underground music in the Rio Grande Valley of South Texas* was held on April 11, 2018 at the Pecan Campus, Building D Auditorium. After the documentary, a panel discussion with directors Charlie Vela and Ronnie Garza was conducted. The panel discussion focused on the rich musical history of popular genres of the Valley. The event was open to the public.



The last event to commemorate Women's History Month in March, was a panel discussion titled *"Times Up: A Post #Me Too Conversation About Women in American Society."* The panel featured STC's own faculty, Dr. Patricia Blaine, Dr. Jaclyn Miller, Melissa Terry, and UTRGV's faculty member Dr. Linda English. The discussion focused on the historical and cultural implications of exclusion oppression.

Ms. Macarena Peña, president of the National Federation of the Blind led a two art workshops on April 10th at the Pecan Campus Library Rainbow Room. Ms. Peña who is a blind artist has been an active advocate for the blind and visually impaired. Her art work consists of using vivid colors and different textures. Her art work has been exhibited internationally, in Italy, Mexico, and the United States.



**BUSINESS, PUBLIC SAFETY,
& TECHNOLOGY DIVISION
ALONG WITH THE HR PROGRAM
PRESENT**

HR SEMINAR 2018

**"THE TIMES & TRENDS SHAPING
HUMAN RESOURCES"**

FREE SEMINAR!

The Business, Public Safety, and Technology Division in conjunction with the Human Resources Department presented the seminar, *"The Times and Trends Shaping Human Resources."* The free seminar was held at the Technology Campus on April 19, 2018. Seminar included key note speakers, a panel discussion, breakout sessions, information tables, networking opportunities, and door prizes.

The last and final series of a 5 specialty presentation titled, *Brain Matters*, was held on April 11, 2018 at the Pecan Campus. The Psychological Science Department hosted the event which addresses real life issues as understood through science. This last series presented was titled, "Stress, Health, and Obesity. The Power of the Mind." Students, faculty, and staff and welcome to attend. The event is open to the public. Faculty member, Ms. Melanie Espinoza was the presenter.



The 30-minute campus walking sessions hosted by the Psychological Science Department are held every Monday and Wednesday from 12:00pm to 12:30pm at the Pecan Campus by Building U. Staff and faculty are encouraged to participate.



As part of National Farm Workers Awareness Week, a screening of the documentary, *“Food Chains”* was held at the Pecan Campus on April 5, 2018. The documentary highlights the issues facing farmworkers.

The 6th Annual Pursuing Higher Education Fair was held on April 10, 2018 at the Mid-Valley Campus. The event provided students to learn about services available, meet with faculty, and learn about post-graduation opportunities. Various 4-year university representatives and STC departments participated.



The Women in Technology event hosted by the Business, Public Safety, and Technology division was held on April 19, 2018 at the Technology campus. The event is an initiative to build the education and motivation of women to explore opportunities for careers in various technology fields offered at the Technology campus. The event will include informational booths, hands-on displays and equipment, demonstrations, and a fashion show. The event is free and will be open to the public.

The NAFTA Renegotiation Conference hosted by the Business Department was held on April 20, 2018 at the Cooper Center. The impact of changes to the NAFTA on economic, political, legal, social, and commercial relations within our region will be analyzed by speakers from both sides of the border. This will be a binational and bilingual event. The event is free and faculty, staff, and students are encouraged to attend.



- Met with Dr. Daniel King, Superintendent for PSJA ISD, Dr. Armour Forse, Chief Academic Officer, Doctors Hospital at Renaissance, and Dr. Jayson Valerio, Dean for Nursing and Allied Health to discuss the final report submission to the Board of Nursing regarding the Innovative Professional Nursing Education Pilot Program.
- Hosted and coordinated the 13th Annual Summit on College and Career Readiness with over 350 participants
- Participated in conference call with Chad Wootton, Associate Vice President for External Affairs at Texas A&M University regarding the ribbon cutting for the new A&M campus in their intent to offer a Bachelor of Science in Nursing at the new campus.
- Met with Jason Lowry from Valley Interfaith to discuss potential opportunities for the College and organization to work together
- Conducted a conference call with Serkan Celtek, Director of Research and Analytical Services and Matthew Dabrowski, Qualitative Researcher to discuss the participant evaluation delivery methods for the 13th Annual Summit on College and Career Readiness.
- Provided the welcoming address to the Focus Academy Graduation on April 6, 2018. There were 56 participants graduating from this group.
- Attended the closing remarks meeting for the site visit by the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) for the reaccreditation of the EMT program.
- Participated in a conference call with Texas Workforce Commission staff: Aaron Demerson, Dale Robertson, and Sonia Valdez. Also included were Dr. Armour Forse, John Pfifer and STC staff to discuss the grant specifics with Doctors Hospital at Renaissance.
- Presented the “Points of Pride” presentation at the Jaguar Academy to new employees. Presentation provided the College’s mission and philosophy.
- Attended the Mid-Phase Grant Partner Continuation at Region One for the expansion/sustainability for Project Heal2. Discussion included current status, expansion proposals, and proposed strategies.

- Attended the Rio Grande Valley Development Council Education Focus Group Meeting in Weslaco Texas. The meeting was to participate in a Comprehensive Economic Development Strategy that involves online surveys, forums, and focus groups.
- Met with the Grant Development, Management, and Compliance Department staff to conduct a guidance meeting and provide resolutions.
- Attended the Border Texan of the Year Ceremony honoring John Sharp, Chancellor of Texas A&M University System.
- Attended the Texas Pathway Institute #4 Conference in Houston, Texas on April 16-22, 2018. The conference focused on essential elements to pathways design and strategies for improving the academic success of students entering the college through multiple entry points.
- Met with Priscilla Alvarez, Executive Director of Valley Initiative for Development and Advancement (VIDA) and Sister Mignonne to discuss opportunities for the College and VIDA to develop a contractual services agreement.
- Participated in the Ambassadors Cross Training Academy Commissioning Ceremony on April 19, 2018. I had the opportunity to provide the presidential address and presentation of pins and certificates. 39 faculty and staff participated in the academy.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services and Rick De La Garza, Director of Facilities, Operations, and Maintenance to discuss the auditor's review of change orders and pay apps.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the April 24, 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 March 23 - April 20, 2018 included:

- Review of San Antonio Express Article; Alamo Colleges Facing Hard Choices to Keep Dual-Credit Programs
- Discussion of Departmental Risk Assessment
- Review and Discussion of Agenda for Summit on College and Career Readiness: *Together WE CAN Do More*
- Discussion of 60x30TX Data and Projection Analysis
- Review and Discussion of Policy 4216: Harassment, Discrimination, and Sexual Misconduct
- Review of The Monitor Article: Kerrville University Expanding to Valley
- Presentation by Dr. Christopher Nelson on Program Clusters
- Review and Discussion of Staffing Requests for FY2018-2019
- Review and Discussion of Preliminary FY2018-2019 Budget
- Student Enrollment Update – Summer and Fall 2018
- Discussion of Nominations of Outstanding Faculty for Faculty Spotlight
- Discussion of League for Innovations in the Community College Publication, “The Community College Baccalaureate: Supporting Regional Economic Development.”
- Discussion of STC Student Life Cycle and Process Mapping
- Discussion of Possible Name Change from Continuing Professional and Workforce Education to Career Training and Continuing Education
- Discussion of Summer and Fall Messaging Strategies
- Discussion of Revised Travel Guidelines
- Discussion of TimeClock Plus Procedures
- Discussion of Policy Manual Development Process
- Review of Budget Calendar for FY2018-2019
- Discussion of Proposed Budget and Three Year Budget Scenario
- Review of Updated Staffing Plan for FY2018-2018
- Critique and Feedback on 13th Annual Summit on College and Career Readiness
- Discussion of Internal Auditor Services
- Discussion of Second Incident of Improper Disposal of Confidential Student Records
- Discussion of Stipends for Professional Technical Exempt Employees
- Discussion of Student Enrollment Marketing
- Review of Federal Omnibus Appropriations Act of 2018
- Review and Discussion of Proposed Revisions to Policy 4901: Standards of Conduct
- Review and Discussion of SACSCOC 2018 Updated Principles of Accreditation
- Review of Draft Academic Calendar for 2019-2020
- Discussion of Participation in Texas Workforce Commission Regional Stakeholder Meeting on April 27, 2018
- Review and Discussion of Proposed Revisions to Policy 3232: Dual Credit Student Eligibility Requirements
- Review and Discussion of Preliminary Projected Revenue & Expenditures for FY 2018-2019

Announcements

A. Next Meetings:

- **Tuesday, May 8, 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, May 22, 2018**
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will host a Ribbon Cutting Ceremony at the Mid Valley Campus on Thursday, April 26, 2018, showcasing the new and expanded facilities under the 2013 Bond Construction Program.
- Election Day for the South Texas College Board of Trustees Single-Member Districts #1, #2, and #6 will be Saturday, May 5, 2018, with Early Voting from April 23 –May 1, 2018.
- South Texas College will host a Ribbon Cutting Ceremony at the Nursing and Allied Health Campus on Thursday, April 26, 2018, showcasing the new and expanded facilities under the 2013 Bond Construction Program.
- Spring 2018 Graduation will be held Friday, May 11 and Saturday, May 12, 2018