



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Special Board Meeting

Tuesday, May 29, 2018

5:30 p.m.

Pecan Campus

Ann Richards Administration Building

Board Room

McAllen, Texas

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, May 29, 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. Consideration and Action on New Agenda Items**
 - 1. Recognition of Outgoing Trustees:..... 1
 - Mrs. Graciela Farias representing District #2, and
 - Mr. Jesse Villarreal representing District #6
 - 2. Welcoming to Returning and Newly Elected Trustees 2
 - Ms. Rose Benavidez representing District #1,
 - Mrs. Victoria Cantú representing District #2, and
 - Mr. Rene Guajardo representing District #6
 - 3. Recognition of Outgoing Board Officers for 2016 – 2018..... 3
 - 4. Election of Board Officers..... 4 - 6
 - 5. Request for Consideration of Appointment as Board Committee Chair and Committee Member..... 7 - 10
 - a. Education and Workforce Development Committee
 - b. Facilities Committee
 - c. Finance, Audit, and Human Resources Committee
- VI. Presentation..... 11 - 13**
 - 1. Presentation on Celebration of May 11 – 12, 2018 Commencement Ceremonies
 - 2. Review of the 2018 Texas Higher Education Almanac from the Texas Higher Education Coordinating Board (THECB)

VII. Consideration and Action on Consent Agenda

- A. Approval of Board Meeting Minutes 14 - 91
 - 1. April 24, 2018 Regular Board Meeting
 - 2. May 8, 2018 Special Board Meeting
 - 3. May 15, 2018 Special Board Meeting

- B. Approval and Authorization to Accept Grant Awards 92 - 94
 - 1) Workforce Solutions, In Demand Occupations in the amount of \$24,535.50
 - 2) The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program-Regular Grant Funds in the amount of \$112,562
 - 3) The Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$19,773
 - 4) Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$122,544
 - 5) Additional Grant(s) Received/Pending Official Award

VIII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

- 1. Review and Action as Necessary on Proposed Revisions to Policy #3232: *Dual Credit Student Eligibility Requirements* 95 - 97

- 2. Review of Presentation to the Education and Workforce Development Committee on May 8, 2018..... 98 - 99
 - 1) Report on State of South Texas College’s Implementation of Guided Pathways
 - 2) Report on Fall 2017 Sabbatical Leave by Mr. Pedro Perez, Instructor of Art

B. Finance, Audit, and Human Resources Committee

- 1. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, Interlocal Agreement, and License Agreement (Non-Bond Proceeds) 100 - 112
 - A. Award
 - 1) Pecan Campus Rainbow Room Audio Visual Upgrades (Award)
 - 2) Purchase of Projectors (Award)
 - 3) Vehicle Maintenance and Repair Services (Award)
 - B. Instructional Item
 - 4) Books and Educational Materials (Renewal)
 - C. Non – Instructional Items
 - 5) Chiller Solid Separator Systems (Purchase)
 - 6) District-Wide Classroom Door Locks Hardware Conversion (Purchase)
 - 7) Furniture (Purchase)
 - 8) Library Serials (Renewal)

- 9) Merchant Services (Renewal)
 - 10) Online Real Estate Courses (Renewal)
 - 11) Time Keeping System Maintenance (Renewal)
 - D. Technology
 - 12) Computers, Laptops, Scanners, and Printers (Purchase)
 - E. Interlocal Agreement
 - 13) Texas State Initiative Assessment (TSIA) Content Training (Interlocal Agreement)
 - F. Additional Purchase Not Reviewed by Committee
 - 14) Graduation Facility (License Agreement)
2. Review and Action as Necessary on Award of Proposal and Purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds 113 - 119
- A. Bond Proceeds
 - 1) Regional Center for Public Safety Excellence Audio Visual Installation (Award)
 - 2) Furniture (Purchase)
 - B. Non-Bond Proceeds
 - Maintenance and Operation Taxes (M&O)
 - 3) Computers, Server, and Storage (Purchase)
 - 4) Furniture (Purchase)
 - 5) Network Equipment, Phones, and Licenses – Regional Center for Public Safety (Purchase)
 - 6) Network Switches and Transceiver Modules – New Bond Buildings (Purchase)
 - 7) Network Switches, Transceiver Modules, and Cords – New Bond Buildings Surveillance Cameras (Purchase)
3. Review and Action as Necessary to Renew the Bank Depository Services Agreement 120 - 141
4. Review and Action as Necessary on the Agreement for the Hidalgo County Appraisal District Allocated Cost Quarterly Payments 142 - 145
5. Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 – 2019 146 - 148
6. Discussion and Action as Necessary on New Staff Positions for FY 2018 – 2019 149 - 152
7. Discussion and Action as Necessary on Non-Faculty Salary Adjustments/ Reclassifications for FY 2018 – 2019 153 - 159

C. Facilities Committee

2013 Bond Construction Program – Accountability Status

- 1. Review and Discussion on Projected Shortfall of 2013 Bond Construction Program Budget 160 - 162
- 2. Review and Action as Necessary on 2013 Bond Construction Program Campus Specific and Additional Outstanding Issues: 163 - 164

- 3. Review and Action as Necessary on Ratification of Change Orders for the 2013 Bond Construction Program Mid Valley Campus Health Professions & Sciences Building Project 165 - 176
- 4. 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..... 177 - 227
 - a. Technology Campus
 - b. Starr County Campus
 - c. Regional Center for Public Safety Excellence Projects

2013 Bond Construction Program – Construction Management

- 5. Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Starr County Campus Parking and Site Improvements Project..... 228 - 232
- 6. Review and Action as Necessary on Final Completion for the 2013 Bond Construction Technology Campus Parking and Site Improvements Project..... 233 - 236
- 7. Review and Action as Necessary on A/E Partial Fee Adjustments for the 2013 Bond Construction Regional Center for Public Safety Excellence Campus Parking and Site Improvements Project 237 - 239
- 8. Review and Action as Necessary on A/E Fee Adjustments for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Project..... 240 - 242
- 9. Review and Action as Necessary on A/E Fee Adjustments for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements Project..... 243 - 245

Non-Bond Facilities Planning & Construction Items

- 10. Review and Action as Necessary on Geotechnical Engineering and Materials Testing Services..... 246 - 251
- 11. Review and Action as Necessary on the Proposed Building Names for Bond and Non-Bond Buildings 252 - 263
- 12. Update on Status of Non-Bond Construction Projects 264 - 270

IX. Consideration and Approval of Checks and Financial Reports 271 - 273

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER

X. Executive Session Items

- A. Review, Discussion and Action as Necessary Regarding pending litigation of Scherff, Lisa vs. South Texas College et al (17-104) 274

XI. Informational Items

- President’s Report 275 - 284

XII. Announcements 285

A. Next Meetings:

- Tuesday, June 12, 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, June 24, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Summer Sessions I and III begin on Monday, June 4, 2018
- South Texas College will host its 1st Annual Career Training & Job Fair on Friday, June 8, 2018 from 9:00 a.m. – 2:00 p.m. at the Technology Campus Building E Atrium, 3700 W. Military Hwy, McAllen, Texas 78503

Recognition of Outgoing Trustees

South Texas College extends its appreciation to Mrs. Graciela Farias and Mr. Jesse Villarreal for their leadership of and service to the College, students, and communities.

Mrs. Graciela Farias Representing District #2

Mrs. Graciela Farias was elected to the Board of Trustees for South Texas College in May 2012, to represent Single-Member District #2. Mrs. Farias has served as Secretary and Vice Chair of the Board, and has served as Chair of the Education and Workforce Development Committee and a Member of the Facilities Committee.

Mr. Jesse Villarreal Representing District #6

Mr. Jesse Villarreal was elected to the Board of Trustees for South Texas College in May 2000, to represent Single-Member District #6. Mr. Villarreal has served as Secretary and Vice Chair of the Board, and has served as a member of the Education and Workforce Development Committee and the Facilities Committee.

Welcoming to Returning and Newly Elected Trustees

South Texas College held an election for Trustees representing Single-Member District #1, Single-Member District #2, and Single-Member District #6 on May 5, 2018.

On May 15, 2018, the South Texas College Board of Trustees reviewed the canvassing reports provided by the Hidalgo County Elections Administrator and the Starr County Elections Administrator, and formally canvassed the election and certified the results as follows:

Ms. Rose Benavidez Representing District #1

Ms. Rose Benavidez was re-elected on May 5, 2018, to serve for six years as the Trustee for Single-Member District #1, which encompasses all of Starr County.

Ms. Benavidez has served on the South Texas College Board of Trustees since her first election in November 2009. Ms. Benavidez has served as Vice Chair and Chair of the Board of Trustees, as well as serving as a Member of the Facilities Committee and the Finance, Audit, and Human Resources Committee.

Mrs. Victoria Cantú Representing District #2

Mrs. Victoria Cantú was elected on May 5, 2018, to serve for six years as the Trustee for Single-Member District #2, which encompasses La Joya, Western Mission, Palmview, Sullivan City, Penitas, and Western Alton.

This is Mrs. Cantú's first term to serve on the South Texas College Board of Trustees.

Mr. Rene Guajardo Representing District #6

Mr. Rene Guajardo was elected on May 5, 2018, to serve for six years as the Trustee for Single-Member District #6, which encompasses Donna, South Alamo, South San Juan, Southeast Pharr, South Weslaco, and Progreso.

This is Mr. Guajardo's first term to serve on the South Texas College Board of Trustees.

South Texas College welcomes its re-elected and newly elected Trustees!

Recognition of Outgoing Board Officers for 2016 – 2018

In appreciation for their leadership and support of South Texas College, the students, faculty, staff and administration would like to recognize and extend our sincere appreciation to the outgoing Board Officers who have completed their two-year terms as officers of the Board.

The outgoing Board Officers are:

Dr. Alejo Salinas, Jr., Chair

Mrs. Graciela Farias, Vice Chair

Mr. Jesse Villarreal, Secretary

Their service and dedication to making STC a world-class higher education institution and their commitment to providing each student with high expectations for success is appreciated and applauded.

Dr. Reed wishes to recognize and thank each Board Officer for their last two years of service.

Election of Board Officers

The Board approved Policy Manual calls for the election of officers to be held at the first regular meeting of the Board of Trustees following the May trustee election in even numbered years or at any other time when necessary to fill a vacancy, TEX.EDU.CODE §130.082.

The policy outlines the regulations that govern the manner in which each officer will be elected and describes the responsibilities for the given offices. Policy # 1100: *Board Officers* is included in the packet for your information.

The policy outlines the following Board Officers:

Chairman

A Chairman of the Board, who shall be a member of the Board, and who shall:

- a. Preside at the meetings of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Vice Chairman

A Vice Chairman, who shall be a member of the Board, and who shall:

- a. Preside at meetings of the Board during the absence of the Chairman; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Secretary

A Secretary who may, but does not have to, be a member of the Board and who shall:

- a. Be the official custodian of the minutes, books, records and seal of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

The packet also includes a Board Officers Election Guide, outlining the process under Robert's Rules of Orders, the Board's established parliamentary procedures.

The outgoing Board Officers from May 2016 to May 2018 are:

1. Dr. Alejo Salinas, Jr. has served as Chair,
2. Mrs. Graciela Farias as Vice Chair, and
3. Mr. Jesse Villarreal as Secretary.

It is necessary to elect new officers for the positions of Chair, Vice Chair, and Secretary. The Board may elect each office separately or elect a slate of officers at one time.

MANUAL OF POLICY

Title	Board Officers	1100
Legal Authority	Approval by Board of Trustees	
Date Approved by Board	Board Minute Order Dated September 14, 1995	

The Board shall elect the following officers, who shall have the following duties:

Chairman

A Chairman of the Board, who shall be a member of the Board, and who shall:

- a. Preside at the meetings of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Vice Chairman

A Vice Chairman, who shall be a member of the Board, and who shall:

- a. Preside at meetings of the Board during the absence of the Chairman; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Secretary

A Secretary who may, but does not have to, be a member of the Board and who shall:

- a. Be the official custodian of the minutes, books, records and seal of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Any other officers, as deemed necessary or advisable, who shall have the duties and responsibilities assigned by the Board.

Each officer, after election, maintains all rights and responsibilities of all Trustees, if a member of the Board, including the right to vote.

Eligibility for Office

No officer shall succeed himself or herself. An officer shall be entitled to hold another office after completing a term, or terms in one office. An officer shall also be entitled to be elected to an office he has held previously, but which he did not hold in the immediately preceding term.

Election of Officers

Officers of the Board shall be elected at the first regular meeting of the Board after the May trustee election in even-numbered years or at any other time when necessary to fill a vacancy. In addition to the required post-election organization, the Board may also organize at any other times.

Board Officer Election Guide

Election of Officers

- Per Board Policy #1100. The Board reorganizes following May elections.
- The Board Officers are:
 - Chairman
 - Vice Chair
 - Secretary
- No Officer shall succeed himself or herself in an Office.

Call for Nominations

- Chair Calls for Nominations.
- Trustees can nominate individual officers or a slate.

Nominations – for Slate or Individual Officers

- Nominations do not require a second.
- Chair repeats each nomination as it is made.

Close Nominations

- Is there a motion that nominations be ceased?
- Is there a second?
- Is there any discussion?
- Call for the Question.

Voice Vote – Individual Nominations

- Repeat each Nomination in Order by which it was made.
 - All those in favor of [Name] for [Office] say “Aye”.
 - All opposed, same sign.
- Continue until election of each Office is successfully filled.
- Chair may vote to break ties.

Voice Vote – Slate Nominations

- Repeat the full Slate Nomination in Order by which it was made.
 - All those in favor of the slate as announced say “Aye”.
 - All opposed, same sign.
- Chair may vote to break ties.

Announce Election Results

- It is hereby declared by acclamation:
 - _____ is elected as Chairman,
 - _____ is elected as Vice Chair, and
 - _____ is elected as Secretary.
- Motion carries.
- Pass the gavel to the newly elected Chairman.

Parliamentary Procedures

“Unless otherwise provided by law or bylaws or policies of the Board, the Board shall conduct its meeting to the extent practical in accord with Robert’s Rules of Order. The failure to strictly follow Robert’s Rules of Order shall not act to invalidate any action of the Board for which a quorum was present otherwise held in accordance with the law.”

Request for Consideration of Appointment as Board Committee Chair and Committee Member

Input from Board members on their Committee preferences for appointment and service as a Committee Chair and Committee Members is requested.

Policy # 1110: *Board Committees* designates the three (3) committees of the Board:

1. Education and Workforce Development
2. Finance, Audit, and Human Resources
3. Facilities

The Chairman may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*.

A list of the current Committee members and appointed Chairs is included for the Board's information. The membership and appointment of Committee Chairs is established by action of the Board Chairman.

It is recommended that the newly elected Board Chair request input from Board members on their Committee preferences and desire to serve as a Committee Chair and/or Member.

Committee appointments are made by the Chair of the Board, and an agenda item will be included at the June 2018 Regular Board Meeting to provide the Chair the opportunity to make/revise appointments as necessary.

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated September 15, 2004 As Amended by Board Minutes Order Dated December 11, 2012 As Amended by Board Minutes Order Dated July 29, 2014 As Amended by Board Minutes Order Dated July 26, 2016	

The Chair may, from time to time as the Chair deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chair. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. The following committees are designated by the Board:

1. Education and Workforce Development - This Committee supports the Board in its obligation to provide oversight for the academic, workforce training, and economic development programs of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- New academic and workforce programs for submittal to the Texas Higher Education Coordinating Board;
- Development of technical training programs to offer competitive, quality training to help promote the regions value to the global economy;
- Development of policies in the areas of academic affairs, student services, admissions requirements, academic advising, counseling, and instruction support services;
- Curricular and teaching innovation and the use of technology for program development and other educational initiatives;
- Quality and effectiveness of all instructional programs and monitoring their continued improvement;
- Inter-institutional cooperation with four-year institutions, public school districts, and workforce partners;
- Development of economic development opportunities to expand the College's capacity and impact on regional economic prosperity;

2. Finance, Audit, and Human Resources - This Committee supports the Board in its fiduciary responsibilities and in overseeing the investment and expenditure of public and grant funds to support the mission of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Budgetary and fiscal matters of the College within the applicable state laws and rules and regulations of the Texas Higher Education Coordinating Board;
- Annual budget, staffing plan, and salary pay plan documents, including all substantive changes to those documents from preceding fiscal years;
- Establishment of tuition and fee requirements;
- Award of contracts, grants, and bids for the College;
- Activities relating to foundations, grants, and endowments in perpetuity;
- Financial condition and stability of the College;
- Development of personnel policies and procedures as necessary regarding employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation.
- Selection of the independent external auditor of the annual financial statements of the College, and the external auditor process and reports;
- System of internal controls and the internal audit process and reports.

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 2 of 2

3. Facilities - This Committee supports the Board in its oversight of facilities expansion and maintenance and advises the Board on matters related to design, construction, and occupancy of the College's facilities. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Current and long-term facilities needs of the College at all campuses and developing plans to meet projected needs;
- Development of the facilities master plan for the College;
- Capital improvement projects for the College;
- Development and adherence to facilities design guidelines and standards for projects district-wide;
- Selection of design professionals, engineering, and construction services firms;
- Priorities for the renovation of existing space or addition of new space;
- Acquisition of real property;
- Naming of College buildings and other facilities; and
- Project status against contractual arrangements.

Additional Committees

Additional committees may be created by the Chair as necessary or desirable. All committees shall consist of a minimum of 3 Trustees.

Quorum

A quorum for action by any committee shall be a majority of the committee. Upon failure of a quorum at a duly called committee meeting, those committee members present may deliberate and upon such deliberation make recommendations to the Board.



**BOARD OF TRUSTEES
COMMITTEE MEMBERSHIP
2016-2018**

EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE

Mrs. Graciela Farias – Chair (outgoing trustee)
Dr. Alejo Salinas, Jr.
Mr. Jesse Villarreal (outgoing trustee)
Mr. Gary Gurwitz

FINANCE AND HUMAN RESOURCES COMMITTEE

Mr. Paul R. Rodriguez – Chair
Dr. Alejo Salinas, Jr.
Ms. Rose Benavidez
Mr. Roy de León

FACILITIES COMMITTEE

Mr. Gary Gurwitz - Chairman
All trustees serve as voting members of the Facilities Committee

Membership Established by the Board Chair: 06/28/2016

Presentations

1. Presentation on Celebration of May 11 – 12, 2018 Commencement Ceremonies

South Texas College held five graduation ceremonies conducted at the State Farm Arena on May 11 -12, 2018.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will provide the Board with a presentation on the collaborative strategies for preparing a record number of graduates and “behind the scenes” production of the graduation ceremonies. There were over 120 people, including Trustees, administrators, faculty, and staff, that participated in the planning and production of the graduation ceremonies to honor these graduates.

Mr. Hebbard will share photos of the ceremonies, and will provide data on the number of graduates for Spring 2018.

2. Review of the 2018 Texas Higher Education Almanac from the Texas Higher Education Coordinating Board (THECB)

Dr. Shirley Reed, College President, will review the 2018 Texas Higher Education Almanac with the Board of Trustees.

This almanac is published annually by the Texas Higher Education Coordinating Board. Its purpose is to provide a quick reference and comparison of the public universities and colleges statewide.

Dr. Reed will provide each Trustee with a copy of the Almanac, and will lead a brief tour of the document to help in their independent review of the almanac.

The Almanac helps provide for tracking institutional success and statewide progress toward achieving the goals of *60x30TX*, which calls for 60% of young adults to hold a college credential by the year 2030.

South Texas College is very proud of its standing as a leader among public junior colleges in Texas. While there is much work to be done, South Texas College has accomplished great things, and continues to innovate and advocate for the future opportunities and achievements of all Jaguars.

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

May 2018 Graduates by Credential

Certificate	1,062
Associate	2,661
Baccalaureate	160

Total 3,883

1

May 2018 Graduates by Academic Division

Lib. Arts & Soc. Sciences	1,757
Nursing and Allied Health	419
Bus., Public Safety & Tech.	1,129
Math and Science	418
Baccalaureate	160

Total 3,883

2

May 2018 Dual Enrollment Graduates

Certificate 591

Associate 1,249

Total = 1,840

3

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) April 24, 2018 Regular Board Meeting
- 2) May 8, 2018 Special Board Meeting
- 3) May 15, 2018 Special Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the April 24, 2018 Regular Board Meeting Minutes, May 8, 2018 Special Board Meeting Minutes, and May 15, 2018 Special Board Meeting Minutes as presented.

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

The Board of Trustees of South Texas College approves and adopts the April 24, 2018 Regular Board Meeting Minutes, May 8, 2018 Special Board Meeting Minutes, and May 15, 2018 Special Board Meeting Minutes as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, April 24, 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, April 24, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: Mr. Jesse Villarreal and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mr. Jose Guerrero, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Ricardo De La Garza, Mr. George McCaleb, Mr. Miguel Carranza, Dr. Carlos Margo, Ms. Alicia Gomez, Ms. Becky Cavazos, Ms. Brenda Balderaz, Mrs. Myriam Lopez, Dr. Ali Esmaeili, Dr. Ety Bischoff, Dr. Jesus Campos, Mr. Robert Cuellar, Mr. Ken Lyons, Ms. Tammy Tijerina, Mr. Gilbert Gallegos, Mr. Tim Weldon, Mr. Mario Reyna, Jr., Mr. Raul Cabaza, III, Ms. Susan Anderson, Mr. Rolando Rios, Mr. Rick Alvarez, and Mr. 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:

Mr. Miguel Carranza, Interim Dean for Enrollment Services, said the invocation.

Public Comments

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

To accommodate a scheduling conflict, the Board took the following items out of the posted agenda order:

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:37 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultation with Attorney;
 1. Review and Action as Necessary on 2013 Bond Construction Program Starr County Campus Chiller System Incidents
 2. Discussion and Action as Necessary Regarding Settlement of EEOC Charge No. 451-2016-01336; Ruth Keitz vs. South Texas College

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:11 p.m. No action was taken in Executive Session.

Review and Action as Necessary on 2013 Bond Construction Program Starr County Campus Chiller System Incidents

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized legal counsel to make demand to culpable parties within 30 days, and to take any legal action as necessary regarding the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System incidents. The motion carried.

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, provided the Board with an update on the proposed settlement regarding an Equal Employment Opportunity Commission (EEOC) complaint filed by Ms. Ruth Keitz.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College authorized legal counsel to approve the settlement and conciliation w/ the EEOC and authorized the College President to sign the agreements as necessary. The motion carried.

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 was requested.

Purpose

Authorization was 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 were 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 was 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

04/24/2018

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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 was \$123,600. The CMR had 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 was \$77,070.00. In addition, Broaddus & Associates recommending funding 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 would 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 would be added to the budget shortfall, to be covered by non-bond revenue funds if necessary.

Enclosed Documents

The landscaping proposal for the alternates was provided for the Board's review and information.

Presenters

Representatives from Broaddus & Associates attended 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.

At the April 24, 2018 Regular Board Meeting, Broaddus & Associates introduced new information for the Board's consideration. This new information included the addition of scope of work completed using non-bond funds in the amount of \$1,140,000, which was approved under a partial-GMP for the completion of the skills pad, partial EVOC, and partial City-scape using funds from the state.

Broaddus & Associates wanted to add the partial-GMP of \$1,140,000 for non-bond work to the current GMP for bond work, in the amount of \$1,887,866, for a total Parking and Site Improvements GMP of \$3,027,866.

This information was not included in the Board packet for the trustees' review prior to the meeting. Mr. Gurwitz noted that this information was not provided correctly, and could not be considered part of the Board's action at this time. Mr. Paul R. Rodriguez agreed, noting that an oral report of this change could not be considered for the record.

Broaddus & Associates clarified that they were only requesting Board approval of the increase of \$33,426 to the base bid and the approval of alternates 1, 2, and 3 in the amount of \$77,070, for a total GMP increase of \$110,496.

Broaddus & Associates clarified that they wished to add the paid-out costs of the non-bond funded projects for the Board's information, and this did not impact the proposed action.

Dr. Alejo Salinas, Jr. informed Broaddus & Associates that it added unnecessary confusion to the process when they provided information beyond what was outlined in the Board's agenda. He instructed that they limit their future presentations to only what was included in the agenda.

Broaddus & Associates agreed to limit future presentations to the information provided in accordance with the agenda.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the 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 Board subsequently returned to this item for a new motion to supersede the previous motion and which would strictly approve the increased amount of \$110,496.00, without stating the final GMP amount, as follows:

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the 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, and which action supersedes the previous action. The motion carried.

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 was requested.

Project		Completion Recommended	Date Received
1.	2013 Bond Construction Mid Valley Campus Library Expansion Architect: Mata-Garcia Architects Contractor: Skanska Construction	Substantial Completion	March 5, 2018
		Final Completion	March 19, 2018

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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 concluded that the contractor had completed all items on the punch list. The architect recommended 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

Enclosed Documents

The packet included copies of the Certificate of Substantial Completion and a final completion letter from Mata-Garcia Architects acknowledging all work was 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 substantial completion and final completion of the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the substantial completion, final completion, and release of final payment in the amount of \$136,469.10 to Skanska USA, for the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented. The motion carried.

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 was requested.

At the April 24, 2018 Regular Board Meeting, Broaddus & Associates asked the Board not to take action on this item and committed to bring the proposal to the Facilities Committee in May 2018.

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 was 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 recommended 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

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Enclosed Documents

The packet included copies of the Certificate of Substantial Completion and a final completion letter from Mata-Garcia Architects acknowledging all work was 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the substantial completion, final completion, and release of final payment in the amount of \$52,601.60 to Skanska USA for the Non-Bond Construction Mid Valley Campus Library Renovation project as presented. The motion carried.

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 was 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 was 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 recommended 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

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

Subsequent to the Facilities Committee meeting, Broaddus & Associates recommended that final completion and release of final payment be presented for the Board without a committee recommendation.

Enclosed Documents

The packet included 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.

At the April 24, 2018 Regular Board Meeting, Broaddus & Associates notified the Board that they withdrew their recommendation of final completion and release of final payment. They instead recommended Board approval only of substantial completion at that time.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized substantial completion for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented. The motion carried.

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 was requested.

At the April 24, 2018 Regular Board Meeting, Broaddus & Associates asked the Board not to take action on this item and committed to bring the proposal to the Facilities Committee when the project was ready for final completion.

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 was requested.

Purpose

Authorization was 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 needed to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs are finalized. This increase in compensation was the result of additional construction costs to complete the Pecan Campus Parking and Site Improvements as approved.

Background

The current engineering agreement with Perez Consulting Engineers for the Pecan Campus Parking and Site Improvements provided for an additional fee if the final construction cost exceeded the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$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 was \$2,597,474.13. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Perez Consulting Engineers requested 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 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 Perez Consulting Engineers to a revised fixed fee of \$245,544.14. No additional costs were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

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 was requested.

Purpose

The procurement of a contractor would 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 would 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 were 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 provided a proposal summary. It was 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting construction services with G&G Contractors in the amount of \$45,274.00 for the 2013 Bond Construction Information Desks as presented. The motion carried.

Update on Status of the 2013 Bond Construction Project Scorecards

Broaddus & Associates provided scorecards on the current status of the 2013 Bond Construction Program projects for the Committee’s review and information:

The Board did not review this item.

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 was 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 was 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. Broaddus & Associates represented that the architect recommended 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.

by Broaddus & Associates provided the following chart for publication in the Board packet:

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

Staff was not provided adequate time to review the information provided, but noted that the information provided by Broaddus & Associates did not match previous payment applications provided by Broaddus & Associates. Broaddus & Associates was asked to confirm or correct the balances at the Board meeting.

On April 24, 2018, Broaddus & Associates provided revised project accounting, as follows:

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
\$14,453,388	\$202,219	(\$220,900)	\$14,434,707	\$14,463,084	\$13,741,348.65	\$721,735.35
						Deduction for Material Retesting Reimbursement (\$1,977)
						Adjusted Final Balance \$719,758.35

This represents a revised final balance of \$719,758.35, as opposed to the final balance of \$673,163.65 which Broaddus & Associates provided to staff for publication in the Board packet.

Enclosed Documents

The packet includes a copy of the final completion letter from ROFA Architects acknowledging all work was complete.

The Facilities Committee was not provided the opportunity to review this item. It was presented for the Board without a committee recommendation. Broaddus & Associates recommended Board approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the final completion and release of final payment in the amount of \$719,758.35 to Skanska USA for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building project as presented. The motion carried.

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 was requested.

Purpose

Authorization was 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 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 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 provided for an additional fee if the final construction cost exceeded the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$13,500,000.00, and the fee was negotiated at 5.65%, for a total of \$762,750.00. The total project cost was \$14,434,707.00. 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, which was 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 requested 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 were budgeted in the Bond Construction budget for FY 2017-2018.

Presenters

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

Broaddus & Associates 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. No additional costs were anticipated for this project.

Staff was not provided adequate time to review the information provided. Broaddus & Associates was asked to confirm or correct the balances at the Board meeting. Broaddus & Associates confirmed that the information provided in the packet was correct.

The Facilities Committee was not provided the opportunity to review this item. It was presented for the Board without a committee recommendation. Broaddus & Associates recommended Board approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized 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, as presented. The motion carried.

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 was 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 was 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 had completed all items on the punch list. The architect recommended 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 prior to the publication of the packet, and was asked to confirm or correct the balances at the April 24, 2018 Board meeting, prior to action by the Board.

On April 24, 2018, Broaddus & Associates provided revised project accounting, as follows:

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	\$0	\$(6,217.00)	\$3,844,706	\$3,850,645	\$3,668,982.25	\$181,662.75
				Deduction for Material Retesting Reimbursement		(\$1,242.25)
				Adjusted Final Balance		180,420.50

Broaddus & Associates stated that the changes were due to mathematical errors that affected the balances and overall project costs. The revisions represented a revised final balance of \$180,420.50, as opposed to the final balance of \$255,467.39 which was published in the Board packet.

Enclosed Documents

The packet included a copy of the final completion letter from ROFA Architects acknowledging all work was complete.

The Facilities Committee was not provided the opportunity to review this item. It was presented for the Board without a committee recommendation. Broaddus & Associates recommended Board approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approve and authorize final completion and release of final payment in the amount of \$180,420.50 for the 2013 Bond Construction Mid Valley Campus Student Services Building project as presented. The motion carried.

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 was requested.

Purpose

Authorization was 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 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 Mid Valley Campus Student Services Building as approved.

Background

The current architectural agreement with ROFA Architects for the Mid Valley Campus Student Services Building provided for an additional fee if the final construction cost exceeded the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$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 was \$170,400.00. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

ROFA Architects requested 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
<u>Additional Fee:</u>	<u>\$83,371.77</u>
Revised Fee	\$253,771.77

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 ROFA Architects to a revised fixed fee of \$253,771.77. No additional costs were anticipated for this project.

The Facilities Committee was not provided the opportunity to review this item. It was presented for the Board without a committee recommendation. Broaddus & Associates recommended Board approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

Authorization was 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 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 Starr County Campus Parking and Site Improvements as approved.

Broaddus & Associates requested 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 indicated that they confirmed the construction cost to date and believe that the final construction total would not change significantly. In addition, Broaddus & Associates stated that Melden & Hunt agreed to the proposed adjusted fees based on the current construction cost per D. Wilson Construction and would not seek additional payment in case costs increase. Construction costs were not projected to decrease.

Background

The current engineering agreement with Melden & Hunt for the Starr County Campus Parking and Site Improvements provided for an additional fee if the final construction cost exceeded the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$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 was \$3,185,367.47. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The Engineer accepted the cost for the following error, which was 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 requested 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
<u>Additional Fee:</u>	<u>\$179,092.82</u>
Revised Fee	\$271,492.82

Funding Source

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

Presenters

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

Board approval was necessary to amend the current AE contract with Melden & Hunt to a revised fixed fee of \$271,492.82. No additional costs were anticipated for this project.

Staff was not provided adequate time to review the information provided, and noted that the revised fee amount did not match the other documentation provided by Broaddus &

Associates. Broaddus & Associates was asked to confirm or correct the balances at the Board meeting.

At the April 24, 2018 Regular Board Meeting, Broaddus & Associates provided new project accounting, reporting an additional services cost of \$16,400 and revising the reimbursable cost from \$9,900.00 to \$1,435.00, yielding a total project cost of \$3,199,919.04.

Based on the new total project cost, Broaddus & Associates revised their recommendation that Melden & Hunt be provided an additional fee in the amount of \$180,293.32, for a revised total fee of \$280,628.32.

The Facilities Committee was not provided the opportunity to review this item. It was presented for the Board without a committee recommendation. Broaddus & Associates recommended Board approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, 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 \$180,293.32. The motion carried.

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 was requested.

Purpose

Architectural design services were 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 included, but was 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 was an approved Capital Improvement Project and has been budgeted for Fiscal Year 2017-2018. This project was needed to retrofit the existing Student Success Center into an advising and counseling office area. The new Student Success Center would be relocated to the previously existing library space which was 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 were budgeted in the Non-Bond Unexpended Construction budget for FY 2017-2018.

Reviewers

The Requests for Qualifications were 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 were included in the packet. The evaluation team members completed evaluations for the firms and provided a 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.

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Non-Bond Technology Campus Building B Fire Sprinkler Replacement project.

04/24/2018

Regular Board Meeting Minutes

Justification

The fire sprinkler system at Technology Campus Building B was nearing its life expectancy. The replacement of the system was 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 were 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 provided a proposal summary. It was 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.

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

Authorization was 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 would permit 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 had taken place on the South Texas College campus for the past several years. This program provided reading enrichment to students who would 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 was included in the packet.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the new 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 motion carried.

Update on Status of Non-Bond Construction Projects

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

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 did not include the current remaining buyout savings, design and construction contingencies.

Broaddus & Associates provided an updated summary of the current 2013 Bond Construction Program shortfall including the *projected* remaining savings. The projected shortfall with project savings, including buyout savings and remaining contingency balances, was estimated to be \$1,023,680. Broaddus & Associates also provided an Executive Summary for the Committee's review and information.

Dr. Alejo Salinas, Jr., asked why the estimated shortfall continued to increase, including a variance from the report at the May 8, 2018 Facilities Committee meeting.

Broaddus & Associates stated that the increase was due to fee adjustments for design professionals, and Dr. Salinas asked why the fee adjustments had not been anticipated by Broaddus & Associates. Dr. Salinas further asked whether there would be further adjustments to the reported projected shortfall.

Broaddus & Associates reported an expected additional \$250,000 would be added to the budget shortfall due to fee adjustments anticipated for the Regional Center for Public Safety Excellence.

Dr. Salinas asked if this was the only pending adjustment, and Broaddus & Associates confirmed that this was the only project pending a fee adjustment.

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

No action was requested.

Review and Action as Necessary on 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 were 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 included 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

Broaddus & Associates reported that this issue was resolved and the balance of the project retainage had been released to the Construction Manager-at-Risk.

2 Pecan Campus Student Union Bldg. - Replacement of Damage Stair Treads

Broaddus & Associates reported that this work was still pending as it depended on a long-lead procurement item for resolution.

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

Broaddus & Associates reported that this work was still pending while the Construction Manager-at-Risk awaited delivery of the light fixtures, which was expected in about two weeks.

Mid Valley Campus

4 Health Professions & Science Bldg - Wrong Wall Paint

Broaddus & Associates reported that the issues had been resolved.

5 Starr County Campus Parking & Site Improvement - Cleaning of Chilled Water Lines - 4 Incident Reports

Broaddus & Associates reported that this was an item under review by Legal Counsel, and he believed action had been taken toward resolution.

Starr County Campus

6 New Library - Incorrect A/V Wall Boxes

Broaddus & Associates reported that the wall boxes had been replaced, though some repainting remained to be completed.

District Wide-All Bond Projects

7 Architect/Engineer Fee Adjustments due to Increases from CCL to GMP

Broaddus & Associates reported that this was an ongoing item.

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

Broaddus & Associates reported that this was an ongoing item.

9 Final Completions and Punch-lists

Broaddus & Associates reported that this was an ongoing item.

10 Responsibilities at Close-out of each project

Broaddus & Associates reported that this was an ongoing item.

This concluded the report on the Outstanding Issues Action Plan. 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**

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 was requested.

Purpose

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

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

Justification

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

Background

Project contingencies were provided as part of Guaranteed Maximum Price proposals submitted by the CM@Rs. GMPs are submitted by the CM@Rs at 60% construction drawings. There 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 was expected to provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update.

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

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

The change orders presented in the packet for action by the Board on April 24, 2018 were 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 provided detailed change order logs with balances for each project as part of their enclosed documents, including 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 and Non-Bond
- Change Order Master Summary
- Change Order Log

Presenters

Representatives from Broaddus & Associates and representatives from the Construction Managers at Risk attended 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 subsequently provided an adjustment, noting a buyout savings total of \$113,600, instead of \$315,819 as recommended by the Committee. Broaddus & Associates was asked to explain this discrepancy at the April 24, 2018 Regular Board Meeting.

At the April 24, 2018 Regular Board Meeting, Broaddus & Associates recommended the withdrawal of Change Orders #9 and #10 at the Mid Valley Campus Parking & Site

Improvements project, resulting in the adjusted Change Orders as follows:

Mid Valley Campus Projects

1. Health Professions & Science Building

Change Order #12R3. -\$202,219 GMP Adjustment – insufficient outlets for lab work tables and amperage for the installed circuits.

Change Order #25. \$220,900 GMP Adjustment to zero out unexpended Cost of Work (\$23,326), Design Contingency (\$17,112), and Construction Contingency (\$180,462).

2. Library Expansion

Change Order #7. \$48,463 GMP Adjustment to zero out unexpended Cost of Work (\$3,194), Design Contingency (\$3,175), and Construction Contingency (\$42,094).

3. Student Services

Change Order #15. \$6,217 GMP Adjustment to zero out unexpended Design Contingency (\$896) and Construction Contingency (\$5,321).

4. Parking & Site Improvements

Change Order #9. Broadus & Associates withdrew recommendation.

Change Order #10. Broadus & Associates withdrew recommendation.

Regional Center for Public Safety Excellence Projects

1. New Building

Change Order #2. \$3,562 Construction Contingency

Change Order #3. (\$1,515) Construction Contingency

Change Order #4. (\$1,787) Construction Contingency

Change Order #5. (\$919) Design Contingency

Change Order #6. (\$1,263) Design Contingency

Change Order #7. (\$1,842) Design Contingency

Change Order #8. (\$1,900) Design Contingency

Change Order #9. (\$4,785) Construction Contingency

2. Parking & Site Improvements

Change Order #1.	\$2,481	Design Contingency
Change Order #2.	(\$8,878)	Design Contingency
Change Order #3.	(\$33,426)	GMP Adjustment
Change Order #4.	(\$77,070)	GMP Adjustment

Non-Bond Mid Valley Campus Projects

1. Library Renovation

Change Order #6.	\$13,890	GMP Adjustment to zero out unexpended Design Contingency (\$596) and Construction Contingency (\$13,294).
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Bond Projects	
Total General Conditions for April 2018	\$0
Total Cost of Work for April 2018	\$26,520
Total Design Contingency Increases for April 2018	(\$33,504)
Total Construction Contingency Increases for April 2018	(\$232,402)
Total Buyout Savings	(\$73,361)
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)

Upon a motion by Mrs. Graciela Farias and a second by Mr. Roy de León, the Board of Trustees of South Texas College approve and authorize the proposed Bond change orders for use of design contingencies totaling \$33,504, construction contingencies totaling \$232,402, cost of work funds totaling \$26,520, buyout savings totaling \$73,361, 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 motion carried.

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 provided the Board with a report on what they learned at this conference.

Mr. Rodriguez encouraged fellow Trustees to attend the conference the following year, and also encouraged administration to join the Trustees. He noted that each institution had different approaches and terminology for their participation in the development and implementation of guided pathways programs. While noting that the programs are not yet perfect, Mr. Rodriguez expressed strong support for the concept and the continued development and refinement of guided pathways to serve students.

Mrs. Farias noted the impact on several colleges' transition from developmental education programs into accelerated learning programs, and expressed an interest in seeing how students fare in the various programs.

Mrs. Farias concurred that it would benefit trustees to travel with administration to help provide context for the various discussion items and terminology in use at the conference.

2. Invitation to the May 2018 Graduation Ceremonies

Dr. Shirley A. Reed, College President, presented the agenda for the May 2018 Graduation Ceremonies to the Board of Trustees.

The ceremonies would 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 were for the Board's information, and no action was requested.

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) March 27, 2018 Regular Board Meeting

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the March 27, 2018 Regular Board Meeting Minutes as presented. The motion carried.

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 was requested.

Administration received notification of an additional opportunity from the Catch the Next, Inc. (CTN) Partnership Agreement with South Texas College in the amount of \$18,000. This item was added to the list of grant awards presented for the Board's consideration, as below:

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 would 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 was April 13, 2017 to October 31, 2018.

This grant aligned 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 would cover 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 expressed interest in the CDA program, Workforce Solutions would allow South Texas College to request additional funds. The amended funding period for these additional funds was for the period of May 1, 2018 to December 31, 2018.

This grant aligned 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.

3. Catch the Next, Inc. (CTN) Partnership Agreement with South Texas College in the amount of \$18,000

Catch the Next, Inc. (CTN) received a grant from the Greater Texas Foundation and the Meadows Foundation that may be used to assist with program activities, such as Noche de Familia (Family Night) and trips to universities to promote transfer. These funds could also be used for the implementation of the Ascender math component.

In addition, CTN would set aside additional funding for professional development for up to five South Texas College faculty with the option to earn three (3) graduate credits for seminars from the University of Texas at Austin's Department of Educational Leadership and Policy. In addition, CTN would allow 10 students per campus (Starr, Mid Valley and Pecan) to participate in a student motivational conference to be held in June, and would hire one intern per campus to write for the CTN newsletter.

This grant aligned to Strategic Direction #5, Collaboration, by advancing beneficial community and educational partnerships that create a collective impact on student success.

Additional Grant(s) Received/Pending Official Award

The presented grants would provide up to \$50,658 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, 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, 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
3. Catch the Next, Inc. (CTN) Partnership Agreement with South Texas College in the amount of \$18,000

The motion carried.

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 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 were eligible to vote in this election would 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.

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*.

Dr. Reed shared that the College initially proposed the establishment of an Election Day Polling Place at each of the ten precincts in Starr County, but was advised by the Starr County Elections Administrator, Mr. John Lee Rodriguez, to consolidate the precincts. As part of the dialogue to contract with the Starr County Elections Department to administer the election, the College agreed to consolidate the precincts, which removed the Election Day Polling Place proposed for San Isidro, among others.

Since that time, concerns were raised about the lack of an Election Day Polling Place in San Isidro. Due to the late date and the previous advertisement of the election, staff asked for a written response from the Starr County Elections Administrator regarding the legality and process to add an Election Day Polling Location in San Isidro, and no response was provided to the College.

Dr. Reed further shared a letter regarding this issue, asking that it be entered into the record in the event that the election should be challenged or other issues arise regarding the late request to add an Election Day Polling Place in San Isidro.

Mr. Jesus Ramirez, Legal Counsel, stated that the College contracts with the Starr County Elections Administration, which is a position created by the County. Through that contract the College basically turns over administration of the election to the County department. Mr. Ramirez further noted that the County maintained statutory authority for the establishment of Election Day Polling Places, including the consolidation of precincts and polling places.

While the College initially requested the use of all ten election precincts as in prior College elections, at the County's urging, the College agreed to the consolidation. After publication of the election notice, Mr. John Lee Rodriguez verbally communicated that there were people who had asked for the de-consolidation of the polling places. The College requested the proposal in writing, and had received no response.

Mr. Ramirez recommended that if a written request were received in time from the Starr County Elections Department, the President could have the authority under the Election Order to amend the Election Day Polling Place at the County's request.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College ratified 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 motion carried.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College formally entered the letter from Dr. Shirley A. Reed to the Board of Trustees into the Board's record. The motion carried, and the letter follows in these Minutes.



Office of the President

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April 24, 2018

South Texas College Board of Trustees

Re: South Texas College May 5, 2018 Trustee Election

Dear Board of Trustees,

On April 18, Andrew Fish received a phone call from the Starr County Elections Administrator, relaying public concern that there was no Election Day polling place within San Isidro.

On March 22, 2018, the College proposed the use of the Abel Gonzalez Community Center in San Isidro as one of ten Election Day polling places; however, the Starr County Elections Administrator verbally requested that the College consolidate precincts on Election Day, noting that the County did this for the recent March 2018 Primary Election.

On March 23, 2018, the College submitted a revised Election Day polling place proposal reflecting the consolidation of election precincts to include Election Day polling places consistent with the county-approved Early Voting sites, excluding the Starr County Campus in Rio Grande City, which falls within the same election precinct as the County Courthouse. The Starr County Elections Administrator accepted the revised Election Day polling places as part of the contract to administer the election.

Subsequently to discussing the concern, the Starr County Elections Administrator agreed to provide a proposal, in writing, for an appropriate and legal response to the concern. The Starr County Elections Administrator has failed to provide any written or verbal guidance on the legal resolution of this issue.

State law is clear that the County Commissioners Court has the full and exclusive authority to designate the precinct consolidation and Election Day polling places for elections administered by the county on a Uniform Election Day, such as this election.

Staff and legal counsel recommend no action at this time, pending the written proposal from the Elections Administrator.

Sincerely,

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

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 was 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 than 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 was provided in the following pages for the Board's review.

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	
	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 was 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 was requested.

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

The firm of Rolando L. Rios and Associates, PLLC did the redistricting for STC during the last census. Their services met state and federal law requirements. In preparation for the 2020 Redistricting of STC Trustee Districts, the firm of Rolando L. Rios and Associates offered 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 was provided in the Board packet.

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.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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

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

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

Justification – The report provided a brief review and update of the College’s Quarterly Investment Report for the Quarter Ended 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) reviewed the information as presented.

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

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

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended February 28, 2018, as presented. The motion carried.

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 was requested.

Mr. Raul Cabaza, III, Risk Management Consultant, reviewed 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 planned to solicit proposals in April for such insurance coverage and requested 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 would help make certain that the desired coverage was reflected in the final document.

Justification - The intent was 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 were presented for discussion by the Board:

- Specific evaluation criteria would 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 was 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 was provided under separate cover for the Board's review and information.

Staff 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.

April 24, 2018 Regular Board Meeting Review

Mr. Paul R. Rodriguez, Trustee, asked Mr. Raul Cabaza to begin his review of the draft RFP with a highlight of those things that had specifically changes from the previous year's solicitation.

Option for Renewal of Policy

Dr. Alejo Salinas, Jr., Board Chair, asked Mr. Cabaza to discuss the renewal option proposed at the Finance, Audit, and Human Resources Committee on April 10, 2018. Mr. Cabaza stated that the option had been taken off the table after review by legal counsel.

Legal counsel explained his concern that the option would not conform to the procurement contract, noting that the College has a legal obligation to secure the best insurance

program. Legal counsel opined that the renewal option would allow the Board to renew a policy with a prior vendor without allowing the competitive process required by law.

Dr. Salinas expressed his concern that the Trustees had expressed an interest in the renewal option proposed at the April 10, 2018 Finance, Audit, and Human Resources Committee, and that option had been removed from the RFP without instructions by the Board.

Mr. Rodriguez requested clarification of the issue, since he had not been present for the Committee discussion of the renewal option. Mr. Cabaza summarized that the renewal option would allow the recipient of the 2018-2019 insurance contract to submit a renewal quote by May 30, 2019, which would be presented for the Board's consideration.

Legal counsel explained that the proposed renewal option was substantially different from a solicitation of proposals for a two-year program, whereby all respondents would be provided the opportunity to provide proposals to cover a two-year period. The renewal option would invite all respondents to compete for the first year only, and would then allow the Board to award a contract for the second year without a competitive process.

Mr. Roy de León, Trustee, acknowledged this, but noted that the College has a consultant, Mr. Cabaza, who would review any proposed renewal terms and would advise the Board on the value it offers the College.

Mr. Cabaza agreed, noting that the reason for the early deadline to submit a renewal option was to provide the College with the opportunity to solicit competitive proposals if the renewal option was not accepted by the College.

Legal counsel asked how the consultant would determine whether the submitted renewal proposal was in the College's best interest, without competing bids against which to compare it.

Mr. de León noted that the consultant should be able to compare the renewal proposal against the market at that time. Legal counsel argued that state procurement law does not give the consultant the discretion to determine the value of a proposal without a competitive process.

Dr. Salinas asked Mr. Cabaza whether there are any other entities that provide for a similar renewal option for insurance procurement. Mr. Cabaza stated that Harlingen CISD and Los Fresnos CISD have historically awarded a one-year proposal including options to renew for additional year(s) or to conduct a competitive solicitation, at their respective boards' discretion.

Mr. Cabaza stated that the renewal option available to Harlingen CISD and Los Fresnos CISD was equivalent to the proposal presented to the Finance, Audit, and Human Resources Committee on April 10, 2018, and clarified that it was subsequently removed from the draft proposal at the recommendation of College staff.

Dr. Salinas noted that the Trustees had specifically wanted to deliberation on the propose renewal option at the April 24, 2018 Board meeting, and the trustees had not been advised that there had been any substantive changes to the draft RFP. Dr. Salinas instructed legal counsel that he did not have the authority to pull items from the Board's consideration.

Legal counsel clarified that he had not removed the renewal option from the draft, nor had he instructed that the option be removed from the draft. He had provided the opinion to staff that the proposed renewal option would not be legal.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the publication of the draft Request for Proposals as presented to the Finance, Audit, and Human Resources Committee meeting on April 10, 2018.

Mr. Raul Cabaza, III, noted that there had been further changes made to the RFP since the April 10, 2018 meeting, and that version would not be suitable for publication. He asked that the Board authorize the currently presented RFP, and that if the Board wished to include the renewal option, they specify that only section 1.11.2 be reverted to the version presented on April 10, 2018.

Solicitation through Request for Proposals (RFP) instead of Invitation for Bids (IFB)

Mr. Raul Cabaza, III, informed the Board that they had used an IFB process the prior year. For the current year, Mr. Cabaza recommended developing an RFP because this process provides broader options for the respondents.

Evaluation Criteria / Point System

Mr. Cabaza stated that the RFP would include established evaluation criteria, including a defined point system for the analysis of any proposals received.

Cyber Crime Insurance

Mr. Cabaza stated that the RFP would include a minimum policy limit of \$1M on the cyber crime insurance policy.

Timeline for Publication

Mr. Cabaza planned to bring the proposals and a recommendation for an award in June 2018. He would not be available at the July Board meeting, and did not recommend waiting until the August Board meeting. Due to the timing, he recommended Board action on the RFP for publication in May.

Dr. Reed asked the Board whether they wished to study this further, and perhaps schedule a later meeting to discuss this issue further.

Dr. Alejo Salinas, Jr., noted that there had been discussion about holding a meeting on Monday, April 30, 2018, in case the Board had not been able to complete the agenda on April 24th.

Dr. Salinas asked Mr. Cabaza if there was anything he wished to add to his presentation.

Mr. Cabaza reiterated that the motion before the Board would entirely revert the RFP to the version reviewed by the Committee on April 10, 2018, and asked that the Board clarify their intent, suggesting only including section 1.11.2 of that draft RFP to include the renewal option as presented to the Committee.

Mr. Paul R. Rodriguez withdrew his second of the motion on the table, and Mr. Roy de León withdrew his motion.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the publication of the proposed Request for Proposals for Property and Casualty Insurance as presented to the Board on April 24, 2018, but including the version of section 1.11.2 as presented to the Finance, Audit, and Human Resources Committee meeting on April 10, 2018.

Mrs. Graciela Farias asked for clarification of the motion, wanting to know if the Board would have the opportunity to study this further.

Dr. Alejo Salinas, Jr. stated that the motion before the Board would be to take action to approve the conditions of the proposed RFP.

Mr. Jesus Ramirez asked that the record reflect that this action was not his recommendation because he did not believe that the proposed motion comports with the law. Mr. Ramirez tendered his verbal resignation as legal counsel for the Board. Dr. Salinas requested the resignation in writing.

Dr. Salinas asked if there were any further questions.

Mrs. Farias asked for clarification of the proposed renewal option, asking how the Risk Management Consultant would evaluate any proposed renewal. Mr. Cabaza stated that the Board would be presented with any renewal for consideration. The evaluation of the renewal would be based upon the College's history, and the Board would have no mechanism to evaluate the proposed renewal policy against the current market.

Mr. Paul R. Rodriguez asked Mr. Cabaza if he would be in a position to offer general evaluation of the market at the time of the renewal. Mr. Cabaza acknowledged that he would provide the Board with his recommendation based on that review of the market.

The motion carried.

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

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

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) was \$1,543,915.51.

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

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

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 was:

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

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, Board of Trustees approved and authorized the award of proposal and purchase of the 2013 Bond Construction Program Funded by Bond Related Projects Funded by Non-Bond Proceeds as presented. The motion carried.

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* was requested.

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

Justification – The request for the revision to the policy was 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 were included for the Board'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 were 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)
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 were 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
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"

#	Section Subject	Minor Changes
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”
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 were 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.”

#	Section Subject	Minor Changes
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”
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, was 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) was 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 was 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 were provided in the Board packet.

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

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.

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4216: **Harassment**, Discrimination, ~~Harassment, Retaliation~~, and Sexual Misconduct, as presented and which supersedes any previously adopted Board policy. The motion carried.

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 was 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 was needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection indicates that, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (c) Tax Assessment and Collection indicates that, the tax assessor and tax collector shall receive compensation in an amount agreed on between the appropriate parties, but not to exceed two percent of the ad valorem taxes assessed. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost

increase of no more than 5% per year, prior to May 1st. The College would 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%
2014 - 2015	\$98,304.00	5%	\$52,781,657.49	0.19%
2013 - 2014	\$93,626.00	0%	\$42,343,115.93	0.23%
2012 - 2013	\$93,626.00	0%	\$41,616,411.41	0.22%
2011 - 2012	\$93,626.00	0%	\$41,248,920.80	0.23%
2010 - 2011	\$93,626.00	5%	\$41,499,214.55	0.23%
2009 - 2010	\$89,167.20	0%	\$41,613,876.97	0.21%

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

Enclosed Documents – The Hidalgo County Collection of Taxes Contract was included in the packet for the Board’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

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current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2018 through August 31, 2019 as presented.

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was 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 was 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 would be reduced from taxes collected during the month and the remaining funds collected would be 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%
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 would 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 was provided in the packet for the Board’s information and review.

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

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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.

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 March 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.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to provide a review of the Financial Report for the month of **March 2018**, and to respond to questions posed by the Board.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved and authorized 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.

Dr. Shirley A. Reed called on Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, to discuss a change to the check registers proposed for the Board's consideration.

Broaddus & Associates had recommended stopping the final completion of the Starr County Campus Parking & Site Improvements project after the check register had been published for the Board package. That check register had included payment to D. Wilson Construction to include the release of retainage for this project.

Administration provided an amended check register for the Board's action, to allow the release of all payments that were due and to withhold the payment that was affected by Broaddus & Associates' recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board amended the motion to include the changed check register as presented.

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.

Dr. Salinas postponed action on this item for a subsequent meeting.

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

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:41 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 24, 2018 Regular Board Meeting of the South Texas College Board of Trustees.

X

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, May 8, 2018 @ 6:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, May 8, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:33 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: Mrs. Graciela Farias and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Dr. Rebeca De Leon, Ms. Becky Cavazos, Mr. Lucio Gonzalez, Ms. Brenda Balderaz, Mr. Lucio Gonzalez, Mr. Jason Gutierrez, Mr. Ken Lyons, Raul Cabaza, III, and Andrew Fish.

Determination of a Quorum

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

Review and Recommend Action on Award of Student Insurance

Approval to award the student insurance proposals for Voluntary Student Accident Insurance, Student / Faculty Medical Professional Liability Insurance, and Workforce Training Programs Student Accident Insurance was requested as follows:

- **Voluntary Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 27, 2018 through August 27, 2019. The student accident insurance limit is \$25,000. The annual cost to students is \$75 per insured person for school coverage or \$160 on a 24-hour basis. The dental coverage is \$8 additional premium. **This is a voluntary product and is paid by students directly to the insurance company, so there is no cost to the College.**

- **Student / Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading, PA for the period beginning August 27, 2018 through August 27, 2019. The premium is \$22,278, which is \$10 per student. The recommendation is based on 2,227 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no cost to the student or to the College.**
- **Workforce Training Programs Student Accident Insurance:**
Student Assurance Services / Ameritas Life Insurance Corporation for the period beginning August 27, 2018 through August 27, 2019. The student accident insurance limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 680 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, Certified Nurse Assistant, Medication Aide, Welding and Building Trades. **This cost is covered by Workforce Solutions Project Grow and Accelerate Texas grants as well as cash paying students.**

The request for proposals was advertised and issued to six (6) vendors. Two (2) responses were received and 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, and the Purchasing Department.

The recommendation and spreadsheets provided by Mr. Raul Cabaza, III, was provided in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposal awards for Voluntary Student Accident Insurance, Student / Faculty Medical Professional Liability Insurance, and Workforce Training Programs Student Accident Insurance as presented.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the proposal awards for Voluntary Student Accident Insurance, Student / Faculty Medical Professional Liability Insurance, and Workforce Training Programs Student Accident Insurance as presented. The motion carried.

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

Approval to amend the specifications for solicitation of property and casualty insurance was requested.

Mr. Raul Cabaza, III, Risk Management Consultant, reviewed 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 with the Finance, Audit, and Human Resources Committee on May 8, 2018, prior to this Special Board Meeting.

Purpose - South Texas College solicited proposals in May for such insurance coverage and was 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 helped make certain that the desired coverage will be reflected in the final document.

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

The following additional items were discussed by the Finance Committee:

- Specific evaluation criteria would be included in the request for proposals document
- A committee comprised of STC staff and the consultant would be established to review responses
- Request proposals for term of policy for the following:
 - Option 1: Provide proposal for a 1-Year Policy for the period from September 1, 2018 to August 31, 2019
 - Option 2: Provide proposal for a 2-Year Policy for the period from September 1, 2018 to August 31, 2020
 - Option 3: Provide proposals for both a 1-Year and a 2-Year Policy for the periods stated in options 1 and 2.

Reviewers – This item was 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 Proposed Schedule and the Comparison Matrix were provided in the packet for the Board’s information and review. The draft Request for Proposals (RFP) to be used in FY 2018 -2019 was also provided under separate cover for the Board’s review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval to amend the specifications for solicitation of property and casualty insurance in accordance with Option 1 above.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized amending the specifications for solicitation of property and casualty insurance as recommended by the Finance, Audit, and Human Resources Committee. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:35 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.074, Personnel Matters
 1. Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:16 p.m. No action was taken in Executive Session.

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 to the Board Members and were returned to Dr. Alejo Salinas, Jr., Board Chair.

Dr. Salinas was 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.

On May 8, 2018, the Board of Trustees met in executive session to discuss the results of the assessment of the College President and the separate self-assessment of the Board of Trustees.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees of South Texas College accepted the 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 motion carried.

Announcements

A. Next Meetings:

Tuesday, May 22, 2018

➤ 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Spring 2018 Graduation will be held Friday, May 11 and Saturday, May 12, 2018
- The College will be closed on Monday, May 28, 2018 in observance of Memorial Day
- Summer Classes begin on Monday, June 4, 2018.

Adjournment:

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 7:18 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 8, 2018 Special Board Meeting of the South Texas College Board of Trustees.

X

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, May 15, 2018 @ 1:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, May 15, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 1:42 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mrs. Myriam Lopez, Ms. Katarina Bugariu, and Andrew Fish.

Determination of a Quorum

Sec. 67.004 of the Texas Election Code specifies that “two members of the authority constitute a quorum for purposes of canvassing an election.”

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

**Approval of Order Canvassing the Election Returns of the May 5, 2018
South Texas College Board of Trustees Election for Single-Member
District One (1) as Certified by Elections Officer and Starr County
Elections Administrator, John Rodriguez**

Approval of the Order canvassing the election returns of the May 5, 2018 South Texas College Board of Trustees Election for Single-Member District One (1) as Certified by Elections Officer and Starr County Elections Administrator, John Rodriguez, was requested.

It was necessary for the Board of Trustees to canvass the returns for the May 5, 2018 South Texas College Board of Trustees Election for Single-Member District Six (6).

In order to canvass election returns, the Texas Election Code § 67.004 a) states, “Two members of the authority constitute a quorum for purposes of canvassing an election.”

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College authorized and adopted the Order canvassing the election returns of the May 5, 2018 South Texas College Board of Trustees Election for Single-Member District One (1) as Certified by Elections Officer and Starr County Elections Administrator, John Rodriguez, as presented. The motion carried.

**Approval of Orders Canvassing the Election Returns of the May 5,
2018 South Texas College Board of Trustees Election for Single-
Member District Two (2) and Single-Member District Six (6) as
Certified by Elections Officer and Hidalgo County Elections
Administrator, Yvonne Ramon**

Approval of the Orders canvassing the election returns of the May 5, 2018 South Texas College Board of Trustees Election for Single-Member District Two (2) and Single-Member District Six (6) as Certified by Elections Officer and Hidalgo County Elections Administrator, Yvonne Ramón, was requested.

It was necessary for the Board of Trustees to canvass the returns for the May 5, 2018 South Texas College Board of Trustees Election for Single-Member District Two (2) and Single-Member District Six (6).

In order to canvass election returns, the Texas Election Code § 67.004 a) states, “Two members of the authority constitute a quorum for purposes of canvassing an election.”

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College authorized and adopted the Orders canvassing the election returns of the May 5, 2018 South Texas College Board of Trustees Election for Single-Member District Six (6) as Certified by Elections Officer and Hidalgo County Elections Administrator, Yvonne Ramón, as presented. The motion carried.

Approval of Order to Certify May 5, 2018 Election Returns

Approval of the Order to Certify the May 5, 2018 Election Returns for South Texas College Board of Trustees for Single-Member District One (1), Single-Member District Two (2), and Single-Member District Six (6) as required by Section 67.016 of the Texas Election Code was requested.

The intent of this certification of the election results was to verify the election of the officials (Trustees). The elected Trustees were required to have a form filed for certification of election and the form was completed by the Chairman of the Board of Trustees.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College authorized and adopted the Order certifying the election results for the South Texas College Trustee Election held on May 5, 2018, as required by Section 67.016 of the Texas Election Code, as presented. The motion carried.

Announcements

A. Next Meetings:

Tuesday, May 29, 2018

- 4:00 p.m. – Oath of Office for Newly Elected Trustees
- 5:30 p.m. – Special Board Meeting

B. Other Announcements:

- The College will be closed on Monday, May 28, 2018 in observance of Memorial Day
- Summer Classes begin on Monday, June 4, 2018.

Adjournment:

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 1:45 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 15, 2018 Special Board Meeting of the South Texas College Board of Trustees.

X

Board Secretary

Approval and Authorization to Accept Grant Awards

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

1. Workforce Solutions, In Demand Occupations, in the amount of \$24,535.50

This grant is awarded to South Texas College's Department of Continuing, Professional Workforce Education to be the training provider for in demand occupations. Students will receive industry-recognized credentials in the area(s) of: Home Health Aide/Patient Care Assistant: (\$16,897.50) and Childcare Worker: (\$7,638). The funding period for this grant is from May 1, 2018 to April 30, 2019.

This grant is aligned to Strategic Direction #1 Clear Pathways, and #2, Access and Success by providing students a clear pathway for a post-secondary credential leading to relevant employment and by providing comprehensive academic and technical programs that are responsive to a regional workforce.

2. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program-Regular Grant Funds in the amount of \$112,562

These funds are awarded to the Division of Allied Nursing and Health to recruit and retain students enrolled in the Associate Degree Nursing Program. Funds will be used for costs exclusively related to enrolling additional students, nursing faculty enhancement, recruitment and retention strategies, development and implementation of innovative methods involving curriculum and/or preceptorships. The funding period is from September 1, 2018 to August 31, 2019.

These funds align to Strategic Direction #2, Access and Success, by increasing the college-going culture in the region through community outreach for the nursing program.

3. The Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$19,773

This grant is awarded to the Institute for Advanced Manufacturing to provide a Science, Technology, Engineering, and Math (STEM) camp designed to provide students with disabilities (ages 14-22) the opportunity to learn about STEM occupations through instruction, hands-on activities, and interaction with guest speakers who work in STEM fields. This grant gives the Institute for Advanced Manufacturing an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies.

This grant is aligned to Strategic Direction #1, Clear Pathways by providing middle and high school students with disabilities, the opportunity to facilitate coherent educational

experiences in the Science, Technology, Engineering and Math (STEM) learning camps that encourage them to a pursue higher education in STEM-related occupations. The funding period is from May 15, 2018 to February 28, 2019.

4. Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$122,544

This grant is awarded to Business, Public Safety and Technology to conduct an 8-week training program in which participants will be trained in the basic maintenance of Electrical, Heating, Ventilation and Air Conditioning and Repair (HVAC&R) and Construction Systems for high demand occupations that include Electricians, Heating, Air Conditioning, and Refrigeration Mechanics and Installers, and Installation Repair Occupations.

This grant is aligned to Strategic Direction #3, Access and Success by offering comprehensive academic and technical programs that are responsive to a regional workforce and high demand occupation training that leads to gainful employment opportunities. The funding period for this grant is from May 15, 2018 to May 14, 2019.

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

The presented grants would provide up to \$279,414.50 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. Workforce Solutions, In Demand Occupations in the amount of \$24,535.50
2. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program-Regular Grant Funds in the amount of \$112,562
3. The Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$19,773
4. Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$122,544

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. Workforce Solutions, In Demand Occupations in the amount of \$24,535.50
2. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program-Regular Grant Funds in the amount of \$112,562
3. The Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$19,773
4. Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$122,544

Approval Recommended:

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

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

Approval to revise Policy #3232: *Dual Credit Student Eligibility Requirements* is requested.

Justification: The proposed policy revision is necessary to clarify the Dual Credit Student Eligibility Requirements for students who have declared majors toward Career and Technical Education (CTE) Certificate and Associate Degree.

- The revision will allow students to enroll in limited academic dual credit courses with the goal of completing their Career Technical Education (CTE) Certificate or Associate of Applied Sciences (AAS) degree.
- Students will be limited to enrollment in the following courses: English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to earn an Associate of Applied Science degree.

Enclosed Documents - The proposed revision follows in the packet, with the additional language highlighted in yellow and italicized.

The Education and Workforce Development Committee recommended Board approval, of the proposed revision of Policy #3232: *Dual Credit Student Eligibility Requirements* 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 revision of Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revision of Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Dual Credit Student Eligibility Requirements	3232
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated January 21, 1999 As Amended by Board Minute Order dated August 19, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated June 28, 2016 As Amended by Board Minute Order dated July 26, 2016 As Amended by Board Minute Order dated December 13, 2016	

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their post-secondary education prior to graduation from secondary school are eligible to participate in the College's dual credit program.

College-level courses are limited to those leading to a certificate or associate degree. Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. *Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below.* Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering. In addition, dual credit students must comply with the College's Academic Progress Standards as outlined in Board Policy #3320 and the Financial Aid Satisfactory Academic Progress (SAP) Policy (~~to be developed~~). Federal Financial Aid SAP requirements measure all students' GPA and progression regardless if they are receiving aid or not, and are applicable to dual credit students who are still in high school.

Students who participate in the dual credit program must meet the Texas Success Initiative (TSI) college readiness standards as established by the Texas Higher Education Coordinating Board and the College, or meet the applicable student eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. Students must meet the College's regular prerequisite requirements for the courses in which they enroll.

Dual credit students may not enroll in college level courses until the spring semester of their 9th grade, and then limited to no more than two (2) courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per semester, and 11th and 12th grade students should not exceed 16 credit hours per semester.

The dual credit program is subject to all rules and regulations of the Texas Higher Education Coordinating Board (THECB), other state and federal regulations, and College policies and procedures as applicable.

THECB guidelines can be found at <http://www.thecb.state.tx.us/apps/Laws/default.cfm>.

MANUAL OF POLICY

Title	Dual Credit Student Eligibility Requirements	3232
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

Federal guidelines for Satisfactory Academic Progress (SAP) can be found at <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.34.3.39.4>.

South Texas College's Satisfactory Academic Progress (SAP) can be found at http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory_academic_progress.pdf.

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

1. Report on State of South Texas College's Implementation of Guided Pathways

On March 6, 2018, Ms. Darci Cather, Associate Dean of Professional and Organizational Development, presented to the Education and Workforce Development Committee on the Texas Pathways Project.

Since that presentation, Mrs. Graciela Farias, Board Vice Chair and Chair of the Education and Workforce Committee, and Mr. Paul R. Rodriguez, Trustee and Chair of the Finance, Audit, and Human Resources Committee, attended a Board of Trustees Institute hosted by the Texas Association of Community Colleges.

At this institute, Mrs. Farias and Mr. Rodriguez learned more about the Texas Pathways Project, and were introduced to the perspectives of many peer institutions state-wide that were implementing their own plans to develop guided pathways.

On May 8, 2018, Ms. Darci Cather was joined by Dr. Christopher Nelson, Assistant Dean of Humanities, and together they reported to the Committee with an update on South Texas College's implementation of guided pathways.

The report began with a brief background on the Texas Pathways Project and its integration into the state's 60x30 plan, which aims to ensure 60 percent of young adults in Texas hold a college credential by 2030. Part of the strategy to achieve this ambitious goal is to develop guided pathways that "help student choose, enter, and complete a program of study aligned with their education and career goals."

Ms. Cather and Dr. Nelson also reported on the current Pathways Project work underway at South Texas College, including a cross-divisional leadership team, close coordination with the Texas Pathways Program, and participation in state-wide institutes designed to help each participating institution implement guided pathways.

The Committee discussed the immediate and long-term plans, such as the identification of "Meta Majors" and the implementation of student support resources to help each student find their individual pathway and follow it to successful completion of their college goals and entry into their chosen career.

2. Report on Fall 2017 Sabbatical Leave by Mr. Pedro Perez, Instructor of Art

Board Policy #3820: *Faculty Renewal and Development Leave* provides for faculty sabbatical leave, with appropriate administrative and Board oversight. On January

31, 2017, the Board of Trustees granted sabbatical leave to Mr. Pedro Perez, Instructor of Art.

Mr. Perez' sabbatical request was eligible under the guidelines established in the College's Professional Development Plan, and provided Mr. Perez the opportunity to conduct research in cultural centers in Italy, Spain, and France during the Fall 2017 semester.

Having returned from his sabbatical, Mr. Perez reported to the Education and Workforce Development Committee.

Mr. Perez spoke about how his experiences on sabbatical leave directly impact students in the classroom as well as his professional career and representation of South Texas College and its faculty.

Mr. Perez shared several direct ways in which this sabbatical will affect the learning outcomes of students in his ARTS 1301 Art Appreciation courses. He also provided examples of his studies abroad and how he will integrate those experiences to educate and inspire students.

The presentations were for the Committee's information, and no action is requested.

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

Approval of the following award of proposals, purchases, renewals, interlocal agreement, and license agreement (Non-Bond Proceeds) is requested:

- A. Awards**
- B. Instructional Item**
- C. Non - Instructional Items**
- D. Technology Items**
- E. Interlocal Agreement**
- F. Additional Purchase Not Reviewed by Committee**

A. Awards

1) Pecan Campus Rainbow Room Audio Visual Upgrade (Award)

Award the proposal for the Pecan Campus Rainbow Room audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$125,343.50.

Purpose – Educational Technologies is requesting the purchase and installation of audio visual equipment and materials for the Pecan Campus Rainbow Room.

Justification and Benefit – The audio visual equipment will be replacing existing, outdated equipment with newer digital signal equipment. This upgrade will support the technologies used by faculty and staff and the events held in this venue.

Background – Proposal documents were advertised on April 2, 2018 and April 9, 2018 and issued to ten (10) vendors. Two (2) responses were received on April 17, 2018 and reviewed by Facilities Planning and Construction, Educational Technologies, and the Purchasing Department.

Funds for this expenditure are budgeted in the Education Technologies budget for FY 2017 – 2018.

2) Purchase of Projectors (Award)

Award the proposal for purchase of projectors to **SDF Professional Computers, Inc.** (Greenville, NC) (New), at a total amount of \$61,650.00.

Purpose – Educational Technologies is requesting to purchase thirty (30) projectors to use as replacement projectors for classroom units.

Justification and Benefit – The projectors will be available as immediate replacements for projectors currently installed in classrooms, which will allow for minimal down-time for a classroom in which the installed projector has to be removed for service or is no longer under warranty.

Background – Proposal documents were advertised on April 9, 2018 and April 16, 2018 and issued to fourteen (14) vendors. Five (5) responses were received on April 24, 2018 and reviewed by Educational Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2017 – 2018.

3) Vehicle Maintenance and Repair Services (Award)

Award the proposal for vehicle maintenance and repair services for a period beginning May 23, 2018 through May 22, 2019 with two one-year options to renew, at an estimated amount of \$60,000.00. The vendors are as following:

- **Bernal's Auto Service** (McAllen, TX)
- **Charles Clark Chevrolet, Co.** (McAllen, TX)
- **Firestone Complete Auto Care** (McAllen, TX)
- **Pan American Auto, LLC.** (McAllen, TX)
- **Stutz Auto Service, Inc.** (McAllen, TX)

Purpose – Central Receiving, Department of Public Safety, Operation and Maintenance, Police Academy, Fire Science Program, and Emergency Medical Technician Program are requesting maintenance and repair services for the College owned vehicles.

Justification and Benefit – The maintenance and repair will include vehicle preventive maintenance, general repair work, air condition system repair, towing services, state inspection, roadside service, and routine oil changes. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles.

Background – Proposal documents were advertised on March 26, 2018 and April 2, 2018 and issued to eleven (11) vendors. Five (5) responses were received on April 20, 2018 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the various department budgets for FY 2017 – 2018 and FY 2018 – 2019 pending Board approval of the budget.

B. Instructional Item

4) Books and Educational Materials (Renewal)

Renew the books and educational materials contracts for the period beginning August 27, 2018 through August 26, 2019, at an estimated amount of \$400,000.00 which is based on prior year expenditures. The vendors are as follows:

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

Purpose – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting the purchase of books and educational materials for qualifying students.

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education will provide books to students in the Fall, Spring, and Summer semesters.

Background – The Board awarded the contracts for books and educational materials at the June 27, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 27, 2018 and ends August 26, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/27/17	8/27/17 – 8/26/18	2 – one year options
1 st Renewal	5/22/18		8/27/18 – 8/26/19

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 Carl Perkins grant budget and other department budgets for FY 2017 - 2018 and FY 2018 - 2019 pending Board approval of the budget.

C. Non – Instructional Items

5) Chiller Solid Separator Systems (Purchase)

Purchase chiller solid separator systems from **Johnson Controls, Inc.** (Milwaukee, WI), an approved vendor thru The Interlocal Purchasing System (TIPS) purchasing cooperative, at a total amount of \$71,755.76.

Purpose – Facilities Operations and Maintenance is requesting the purchase of two (2) solid separator systems to be installed on the cooling towers located at Technology and Nursing Allied Health campuses. The cooling towers located at these campuses were built without solid separator systems, and these systems are utilized to remove solids, dirt, and debris from the chilled water system.

Justification and Benefit – Installation of solid separator systems on these cooling towers will ensure that the chilled water system is free of unwanted contaminants, which can clog the chillers, and will assist in protecting and keeping the cooling towers and chillers operating more efficiently and without interruptions for a longer period of time.

Funds for this expenditure are budgeted in the Mechanical System Maintenance budget for FY 2017 – 2018.

6) District-Wide Classroom Door Locks Hardware Conversion (Purchase)

Purchase the district-wide classroom door locks hardware conversion from **Fairway Supply Inc.** (Austin, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$188,622.55.

Purpose – Facilities Operations and Maintenance is requesting to purchase of internal door locking mechanisms, hardware, and labor to convert seven hundred eighteen (718) classroom and office doors district-wide from non-lock to push button lock, which will allow students, faculty, staff, and visitors to lock doors from inside the rooms.

Justification and Benefit – As part of one of the 2018 projects, Facilities Operations and Maintenance would like to convert all internal non-lock classroom and office doors to doors with internal push button locks. This precautionary measure will assist in increasing safety awareness and will promote a more secure environment for all at our College.

Funds for this expenditure are budgeted in the Renewals and Replacements Fund - District-Wide Classroom Door Locks Hardware budget for FY 2017 – 2018.

7) Furniture (Purchase)

Purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Texas Association of School Boards – Buyboard, and TIPS Purchasing Cooperative approved vendors, at a total amount of \$102,895.43.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$3,187.32
B	Computer Comforts, Inc. (Kemah, TX)	\$1,446.14
C	Cramer, LLC./Gateway Printing & Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$578.00
D	Datum Filing Systems, Inc./Gateway Printing & Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$1,843.35
E	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$24,992.84
F	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$2,126.14
G	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,721.64
Furniture Total		\$102,895.43

The purchases can be summarized as follows:

- Allsteel, Inc./Gateway Printing & Office Supply, Inc.(Muscatine, IA/Edinburg, TX)
 - ⇒ Pecan Campus
 - 6 Conference Chairs for the Advising Department

- Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Nursing Allied Health Campus
 - 1 Table for the Library Information Commons

- Cramer, LLC./Gateway Printing & Office Supply, Inc. (Kansas City, MO/Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Faculty/Staff Stools for the Operations and Maintenance Department

- Datum Filing Systems, Inc./Gateway Printing & Office Supply, Inc. (Emigsville, PA/Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Storage Shelving units for the Office of the Vice President for Academic Advancement
 - 1 Storage Shelving unit for the College Success Program

- Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Faculty/Staff Chairs for the Business Office/Cashiers Office
 - 2 Faculty/Staff Chairs for the Student Assessment Center
 - 14 Faculty/Staff Chairs for the Advising Department
 - 21 Faculty/Staff Chairs for the Operations and Maintenance Department
 - 12 Faculty/Staff Chairs for the Information Technology Department
 - ⇒ Starr County Campus
 - 1 Faculty/Staff Chairs for the Student Activities & Wellness Department

- The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)
 - ⇒ Nursing Allied Health Campus
 - 3 Faculty/Staff Vertical Files for the Associate Degree Nursing Program
 - ⇒ Pecan Campus
 - 6 Faculty/Staff Bookcases for the Operations & Maintenance Department

- Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Faculty/Staff Desk for the Dual 2 Degree Program
 - 2 Faculty/Staff Desks for the Student Assessment Center
 - 11 Tables and 4 Chairs for the Continuing Education Department
 - 8 Bench Seating for the Lobby Area at Pecan Campus Building M
 - 9 Chairs and 1 Table for the Developmental Math Program
 - 4 Chairs and 1 Table for the History Program
 - 6 Faculty/Staff Desks and 14 Chairs for the Operations & Maintenance Department
 - 12 Faculty/Staff Cubicles for the Information Technology Department

- ⇒ Starr County Campus
 - 2 Chairs for the Student Activities & Wellness Department

- ⇒ Technology Campus
 - 10 Tables and 20 Chairs for the Student Activities & Wellness Department
 - 1 Faculty/Staff Desk for the Advanced Manufacturing Technology Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Advanced Manufacturing Technology, Advising, Associate Degree Nursing, Cashiers Office, College Success, CPWE – Carryover, Developmental Math, Dual2Degree, Equipment-New Faculty/Programs, History, Information Technology, Library Information Commons, New Furniture, Operations & Maintenance, Operations & Maintenance, and Student Assessment Center.

8) Library Serials (Renewal)

Renew the library serials contract with **EBSCO Information Services** (Birmingham, AL) for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$85,850.00, which is based on prior year expenditures.

Purpose – Library Services is requesting library serials for all the libraries district wide.

Justification and Benefits – The two hundred fifty-one (251) serials which include magazines, journals, and newspapers will be used by the libraries district-wide to support the instructional programs and other needs of South Texas College students, faculty, staff, and patrons.

Background – The Board awarded the contract for library serials at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2018 and ends August 31, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	9/1/16– 8/31/17	2 – one year options
1 st Renewal	6/27/17		9/1/17 – 8/31/18
2 nd Renewal	5/22/18		9/1/18 – 8/31/19

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

Funds for this expenditure are budgeted in the Library Acquisition budget for FY 2018 - 2019 pending Board approval of the budget.

9) Merchant Services (Renewal)

Renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019, at an estimated annual amount of \$350,000.00, which is based on projected transactions.

Purpose – The Business Office has requested to renew the contract for merchant services which will permit students, faculty, staff, and the general public to pay for tuition and fees and other services provided by South Texas College with credit or debit cards.

Justification and Benefit – The merchant services are needed to maximize efficiencies and improve customer service by providing a method for processing credit or debit card payments by students, faculty, staff, and the general public for various services or purchases at South Texas College.

Background – The Board awarded the contract for merchant services at the October 28, 2014 Board of Trustees meeting for two years with three one-year annual renewals. The merchant discount rate is 1.740%. The last renewal period begins September 1, 2018 and ends August 31, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/28/14	9/1/14 - 8/31/16	3 – one year options
1 st Renewal	8/23/16		9/1/16 – 8/31/17
2 nd Renewal	4/27/17		9/1/17 – 8/31/18
3 rd Renewal	5/22/18		9/1/18 – 8/31/19

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

Funds for this expenditure are budgeted in the Business Office-Credit Card Charges budget for FY 2018 - 2019 pending Board approval of the budget.

10)Online Real Estate Courses (Renewal)

Renew the contract for online real estate courses contract with **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2018 through August 31, 2019, at an estimated cost of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry.

Purpose – Continuing Professional and Workforce Education is requesting online real estate courses for the South Texas College community.

Justification – The online real estate courses will be online, non-credit, instructor-facilitated courses that lead to certification as realtors. The courses will include some of the following: law of contracts, contract forms, real estate appraisals, law of agency, and the exam prep.

Background – The Board awarded the contract for online real estate courses at the June 28, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2018 and ends August 31, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/16	9/1/16– 8/31/17	2 – one year options
1 st Renewal	6/27/17		9/1/17 – 8/31/18
2 nd Renewal	5/22/18		9/1/18 – 8/31/19

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

Funds for this expenditure are budgeted in the Continuing Professional and Workforce Education budget for FY 2018 - 2019 pending Board approval of the budget.

11) Timekeeping System Maintenance (Renewal)

Renew the timekeeping system maintenance contract with **TimeClock Plus by Data Management, Inc.** (San Angelo, TX), a National Intergovernmental Purchasing Alliance (NIPA) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$41,223.33.

Purpose – The Business Office is request to renew the maintenance for the timekeeping system software and time clocks that are used by staff and students through the College district. The Business Office has completed the FY 2018 payment and wishes to proceed with the FY 2019 payment to prevent services and support from being discontinued on September 1, 2018.

Justification and Benefit – The maintenance will provide technical support for the sixty-two (62) existing clocks that are used in association with the timekeeping system, which will include replacement clocks as needed. It will also include software support and upgrades for the existing two-thousand five hundred (2,500) employee licenses.

Funds for this expenditures are budgeted in the Business Office budget for FY 2017 – 2018 and FY 2018 – 2019 pending Board approval of the budget.

D. Technology Items

12) Computers, Laptops, Scanners, and Printers (Purchase)

Purchase of computers, laptops, scanners, and printers from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC Computer Repair Center** (McAllen, TX) and **CDW Government** (Vernon Hills, IL) a National Joint Powers Alliance (NJPA) approved vendor, at a total amount of \$115,518.44.

All purchase requests for computers, laptops, scanners, and printers have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business needs 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
 - ⇒ 15 Computers for Business Office
 - ⇒ 6 Computers for Educational Technologies
 - ⇒ 1 Computer for English Program
 - ⇒ 3 Computers for Student Financial Services
- Faculty Computers
 - ⇒ 2 Computers for English Program
- Staff Laptops
 - ⇒ 12 Laptops for Educational Technologies
 - ⇒ 1 Laptop for Office of Chief Information Security Officer
- Faculty Laptops
 - ⇒ 1 Laptop for Social Work Program
- Student Laptops
 - ⇒ 21 Laptops for Office of Industry Training & Economic Development
 - ⇒ 6 Laptops for Criminal Justice Program
 - ⇒ 6 Laptops for Sociology Program
- Student Scanners
 - ⇒ 11 Scanners for Learning Commons Open Labs
- Student Printers
 - ⇒ 18 Printers for Learning Commons Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Business Office, Educational Technologies, English, Student Financial Services, Office of Industry Training & Economic Development, Social Work, Criminal Justice, Sociology, Office of Chief Information Security Officer, and Learning Commons Open Labs.

E. Interlocal Agreement

13) Texas State Initiative Assessment (TSIA) Content Training (Interlocal Agreement)

Enter into an interlocal agreement with **McAllen Independent School District** (McAllen, TX) for a Math Texas State Initiative (TSI) Bootcamp, for the period beginning June 4, 2018 and ending June 7, 2018. No expenditure is associated with this agreement.

Purpose – McAllen ISD students are interested in enrolling in Teaching Academy but must be TSIA cleared in all areas. Prospective South Texas College students are ineligible to enroll in Teaching Academy because they have not passed the TSIA in math.

Justification and Benefit – A core value of South Texas College is access and opportunity (South Texas College, Vision Statement, Comprehensive Operational Plan). Its Guiding Principles state, “South Texas College shares collective responsibility for student learning, student success, and regional prosperity.” Thus, increasing the number of McAllen ISD students who are successful in math would reduce the number of students requiring developmental coursework and would increase the number of students being eligible for college and university enrollment.

Background – The Centers for Learning Excellence routinely provide workshops on the math, writing, and reading content sections of the TSIA for South Texas College students enrolled in developmental education courses and for prospective South Texas College students attempting the TSIA. After presenting at the 13th Annual Summit on College and Career Readiness on “Quick Tips for Improving Reading and Writing TSIA Success,” presenters were approached on presenting material on passing the math section of TSIA by McAllen ISD.

F. Additional Purchase Not Reviewed by Committee

14) Graduation Facility (License Agreement)

Lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), through an interlocal license agreement for November 30, 2018 beginning at 8:00 a.m. through December 1, 2018 at midnight, at an estimated amount of \$30,000.00.

Purpose – The Division of Student Services is requesting a license agreement for the rental of a facility for graduation ceremonies which will be held on Saturday, December 1, 2018 at 9:00 a.m. and 1:00 p.m.

Justification and Benefit – The facility will be used for South Texas College graduation ceremonies in December 2018. The cost includes the use of the facility, audio visual equipment, and personnel.

Funds for this expenditure are budgeted in the Graduation budget for FY 2018 – 2019.

Recommendation:

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewals, interlocal agreement, and license agreement (Non-Bond Proceeds) as listed below, except for the license agreement added under item F-14:

- A. Awards**
- B. Instructional Item**
- C. Non - Instructional Items**
- D. Technology Items**
- E. Interlocal Agreement**
- F. Additional Purchase Not Reviewed by Committee**

A. Award

- 1) Pecan Campus Rainbow Room Audio Visual Upgrades (Award):** award the proposal for the Pecan Campus Rainbow Room audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$125,343.50;
- 2) Purchase of Projectors (Award):** award the proposal purchase of projectors to **SDF Professional Computers, Inc.** (Greenville, NC) (New), at a total amount of \$61,650.00;
- 3) Vehicle Maintenance and Repair Services (Award):** award the proposal for vehicle maintenance and repair services for the period beginning May 23, 2018 through May 22, 2019 with two one-year options to renew, at an estimated amount of \$60,000.00. The vendors are as follows:
 - **Bernal's Auto Service** (McAllen, TX)
 - **Charles Clark Chevrolet, Co.** (McAllen, TX)
 - **Firestone Complete Auto, LLC.** (McAllen, TX)
 - **Pan American Auto, LLC.** (McAllen, TX)
 - **Stutz Auto Service, Inc.** (McAllen, TX)

B. Instructional Item

- 4) Books and Educational Materials (Renewal):** renew the books and educational materials contracts for the period beginning August 27, 2018 through August 26, 2019, at an estimated amount of \$400,000.00, which is based on prior year expenditures. The vendors are as follows:
 - a. **Barnes & Noble Booksellers, Inc.** (New York, NY)
 - b. **Barnes & Noble College Booksellers, LLC.** (Basking Ridge, NJ)
 - c. **Complete Book & Media Supply, LLC.** (Cedar Park, TX)
 - d. **Kamico Instructional Media, Inc.** (Salado, TX)
 - e. **Kaplan Early Learning Company** (Lewisville, NC)
 - f. **Lakeshore Learning Materials** (Carson, CA)

C. Non – Instructional Items

- 5) Chiller Solid Separator Systems (Purchase):** purchase chiller solid separator systems from **Johnson Controls, Inc.** (Milwaukee, WI), an approved vendor thru The Interlocal Purchasing System (TIPS) purchasing cooperative, at a total amount of \$71,755.76;
- 6) District-Wide Classroom Door Locks Hardware Conversion (Purchase):** purchase the district-wide classroom door locks hardware conversion from **Fairway Supply, Inc.** (Austin, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$188,622.55;

- 7) **Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Texas Association of School Boards – Buyboard, and TIPS Purchasing Cooperative approved vendors, at a total amount of \$102,895.43.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$3,187.32
B	Computer Comforts, Inc. (Kemah, TX)	\$1,446.14
C	Cramer, LLC./Gateway Printing & Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$578.00
D	Datum Filing Systems, Inc./Gateway Printing & Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$1,843.35
E	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$24,992.84
F	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$2,126.14
G	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,721.64
Furniture Total		\$102,895.43

- 8) **Library Serials (Renewal):** renew the library serials contract with **EBSCO Information Services** (Birmingham, AL) for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$85,850.00, which is based on prior year expenditures;
- 9) **Merchant Services (Renewal):** renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019, at an estimated annual amount of \$350,000.00, which is based on projected transactions;
- 10) **Online Real Estate Courses (Renewal):** renew the online real estate courses contract with **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2018 through August 31, 2019, at an estimated cost of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry;
- 11) **Time Keeping System Maintenance (Renewal):** renew the timekeeping system maintenance contract with **TimeClock Plus by Data Management, Inc.** (San Angelo, TX), a National Intergovernmental Purchasing Alliance (NIPA) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$41,223.33;

D. Technology

- 12) **Computers, Laptops, Scanners, and Printers (Purchase):** purchase of computers, laptops, scanners, and printers from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC Computer Repair Center** (McAllen, TX) and **CDW Government** (Vernon Hills, IL) a National Joint Powers Alliance (NJPA) approved vendor, at a total amount of \$115,518.44;

E. Interlocal Agreement

- 13) **Texas State Initiative Assessment (TSIA) Content Training (Interlocal Agreement):** enter into an interlocal agreement with **McAllen Independent School District** (McAllen, TX) for a Math Texas State Initiative (TSI) Bootcamp, for the period beginning June 4, 2018 and ending June 7, 2018. No expenditure is associated with this agreement.

F. Additional Purchase Not Reviewed by Committee

- 14) **Graduation Facility (License Agreement):** Lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), through an interlocal license agreement for November 30, 2018 beginning at 8:00 a.m. through December 1, 2018 at midnight, at an estimated amount of \$30,000.00.

Recommend Action - The total for all award of proposals, purchases, renewals, interlocal agreement, and license agreement (Non-Bond Proceeds) is \$1,658,113.46.

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

The Board of Trustees approves and authorizes the award of proposals, purchases, renewals, interlocal agreement, and license agreement (Non-Bond Proceeds) in the amount of \$1,658,113.46 as presented.

Approval Recommended:

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

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

Approval of the following award of proposal and purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds is requested.

A. Bond Proceeds

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

A. Bond Proceeds

1) Regional Center for Public Safety Excellence Audio Visual Installation (Award)

Award the proposal for the Regional Center for Public Safety Excellence Audio Visual Installation to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$276,265.50.

Purpose – Broaddus and Associates, Facilities Planning and Construction, and Educational Technologies are requesting the purchase of audio visual equipment and installation for the Pharr Regional Center for Public Safety under the 2013 Bond Construction Program. This is the last audio visual project to be completed.

Justification and Benefit – The audio visual equipment is needed in nine (9) instructional classrooms and one (1) conference room at the Pharr Regional Center for Public Safety Excellence. It will include projectors, audio visual switching equipment, podiums, and speakers which will be used for student instruction and digital signage which will be used for the distribution of South Texas College information.

Background – Proposal documents were advertised on April 2, 2018 and April 9, 2018 and issued to ten (10) vendors. Two (2) responses were received on April 17, 2018 and reviewed by Facilities Planning and Construction, Educational Technologies, and the Purchasing Department.

Funds for this expenditure are budgeted in the Bond Construction budget for FY 2017 – 2018.

2) Furniture (Purchase)

Purchase furniture from the National Joint Power Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$139,898.31.

#	Vendor	Amount
A	ERG International/Gateway Printing & Office Supply, Inc. (Oxnard, CA/Edinburg, TX)	\$33,502.55
B	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$106,395.76
Furniture Total		\$139,898.31

The purchases can be summarized as follows:

- Regional Center for Public Safety Excellence Building
 - ⇒ 80 – Classroom Student Tables
 - ⇒ 96 – Multipurpose/Conference Room Chairs
 - ⇒ 160 – Classroom Student Chairs
 - ⇒ 40 – Multipurpose/Conference Tables
 - ⇒ 24 – Computer Classroom Chairs

Funds for this expenditures are budgeted in the 2013 Bond Construction Program FFE-Regional Center for Public Safety Excellence building budget for FY 2017 - 2018.

B. Non-Bond Proceeds

--Maintenance and Operation Taxes (M&O)

3) Computers, Server, and Storage (Purchase)

Purchase computers, server, and storage from **Dell Marketing, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$59,576.14.

Purpose – The Cyber Security Program and Facilities Planning and Construction are requesting the purchase of technology for the Cyber Security Program classroom that will be located at the Pecan Campus STEM Building.

Justification and Purpose – The Cyber Security Program is expanding course sections and is in need of an instructional lab at the Pecan Campus. This technology equipment is needed for student instruction to complete the required program courses.

The purchases can be summarized as follows:

- Student Lab
 - ⇒ 25 – Computers for the Cyber Security Program
- Server
 - ⇒ 1 – Server for the Cyber Security Program
- Storage
 - ⇒ 1 – Storage for the Cyber Security Program

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

4) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), and Purchasing Cooperative of America (PCA) approved vendors, at a total amount of \$103,462.73.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$13,161.52
B	American Seating Company/Gateway Printing & Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$7,008.00
C	Clarus Glassboards, LLC./Gateway Printing & Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$9,514.22
D	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,774.76
E	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$2,236.16
F	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,768.07
Furniture Total		\$103,462.73

The purchases can be summarized as follows:

Pecan Campus Building P

8 - Conference Room Chairs	19 – Tables for the Active Learning Classroom
6 – Mobile Glass Boards for Active Learning Classroom	6 – Faculty/Staff Chairs
3 - Faculty/Staff Bookcases	5 – Faculty/Staff Partitions
6 – Faculty/Staff Vertical File Cabinets	1 – Faculty/Staff Desk
37 – Chairs for the Active Learning Classroom	

Pecan Campus STEM Building

24 – Computer Lab Chairs	1 – Instructor Chair
1 – Instructor Table	12 – Classroom Computer Tables

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

5) Network Equipment, Phones, and Licenses – Regional Center for Public Safety (Purchase)

Purchase network equipment, phones, and licenses – Regional Center for Public Safety from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$47,343.00.

Purpose- Information Technology and Facilities Planning and Construction are requesting the purchase of six (6) network switches, twenty (20) wireless access points, and fifteen

(15) IP phones that are needed to provide connectivity to Internet, Intranet, wireless, and voice services to all students, faculty, and staff at the Regional Center for Public Safety.

Justification- The equipment will be installed in classrooms and offices in the new bond building. The network switches and wireless access points are needed to provide Internet and Intranet, wireless services such e-mail, Jagnet, and Banner to all students, faculty, and staff. The IP phones are needed to provide voice services for the faculty and staff for the day-to-day business calls.

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

6) Network Switches and Transceiver Modules – New Bond Buildings (Purchase)
Purchase network switches and transceiver modules – new bond buildings from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$120,681.00.

Purpose- Information Technology and Facilities Planning and Construction are requesting the purchase of six (6) network switches and transceiver modules that are needed to provide Internet, Intranet, and voice connectivity to all students, faculty, and staff in the new bond buildings.

Justification- The network switches and transceiver modules will be installed in the new buildings at each campus to support the larger demand for network throughput and connectivity for Internet and Intranet services such as e-mail, Jagnet, and Banner to all students, faculty, and staff.

The network switches will be installed as follows:

- Pecan Campus
 - ⇒ Building P - (1) switch and (10) transceiver modules
 - ⇒ Building V - (1) switch and (10) transceiver modules
- Mid Valley Campus
 - ⇒ Building E - (1) switch and (12) transceiver modules
- Technology Campus
 - ⇒ Building E - (1) switch and (9) transceiver modules
- Nursing & Allied Health Campus
 - ⇒ Building B - (1) switch and (14) transceiver modules
- Starr County Campus
 - ⇒ Building L - (1) switch and (14) transceiver modules

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

7) Network Switches, Transceiver Modules, and Cords – New Bond Buildings Surveillance Cameras (Purchase)

Purchase network switches, transceiver modules, and cords – new bond buildings surveillance cameras from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$123,956.00.

Purpose - Information Technology and Facilities Planning and Construction are requesting the purchase of twenty-eight (28) network switches, transceiver modules, and fiber optic patch cords to be installed in several of the new bond buildings. These switches are needed to connect the surveillance cameras network infrastructure for the Pecan, Mid-Valley, and Nursing and Allied Health campuses.

Justification - The network switches, transceiver modules, and cords are needed to help support a larger number of installed surveillance cameras which will help eliminate any image pixilation and video degradation. This will assist the South Texas College Department of Public Safety in monitoring and improving surveillance views for all the surveillance camera videos and images.

The network switches will be installed as follows:

- Pecan Campus
 - ⇒ Building P - (3) switches and (6) transceiver modules
 - ⇒ Building U – (3) switches and (6) transceiver modules
 - ⇒ Building V – (3) switches and (6) transceiver modules
 - ⇒ Building Y – (3) switches and (6) transceiver modules
 - ⇒ Thermal Plant – (2) switches and (4) transceiver modules
- Mid Valley Campus
 - ⇒ Building E - (2) switch and (5) transceiver modules
 - ⇒ Building F - (2) switch and (5) transceiver modules
 - ⇒ Building K - (4) switch and (5) transceiver modules
 - ⇒ Thermal Plant - (2) switch and (5) transceiver modules
- Nursing & Allied Health Campus
 - ⇒ Building B - (4) switch and (10) transceiver modules

Funds for this expenditure are budgeted in the Maintenance and Operations 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 purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds as listed below:

A. Bond Proceeds

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

A. Bond Proceeds

- 1) **Regional Center for Public Safety Excellence Audio Visual Installation (Award):** award the proposal for the Regional Center for Public Safety Excellence audio visual installation to **Audio Visual Aids** (San Antonio, TX), at an estimated cost of \$276,265.50;
- 2) **Furniture (Purchase):** purchase furniture from the National Joint Power Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$139,898.31.

#	Vendor	Amount
A	ERG International/Gateway Printing & Office Supply, Inc. (Oxnard, CA/Edinburg, TX)	\$33,502.55
B	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$106,395.76
	Furniture Total	\$139,898.31

B. Non-Bond Proceeds

--Maintenance and Operation Taxes (M&O)

- 3) **Computers, Server, and Storage (Purchase):** purchase computers, server, and storage from **Dell Marketing, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$59,576.14;
- 4) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), and Purchasing Cooperative of America (PCA) approved vendors, at a total amount of \$103,462.73.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$13,161.52
B	American Seating Company/Gateway Printing & Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$7,008.00
C	Clarus Glassboards, LLC./Gateway Printing & Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$9,514.22
D	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,774.76
E	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$2,236.16
F	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,768.07
	Furniture Total	\$103,462.73

- 5) **Network Equipment, Phones, and Licenses – Regional Center for Public Safety (Purchase):** purchase network equipment, phones, and licenses – Regional Center for Public Safety from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$47,343.00:
- 6) **Network Switches and Transceiver Modules – New Bond Buildings (Purchase):** purchase network switches and transceiver modules – new bond buildings from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$120,681.00;
- 7) **Network Switches, Transceiver Modules, and Cords – New Bond Buildings Surveillance Cameras (Purchase):** purchase network switches, transceiver modules, and cords – new bond buildings surveillance cameras from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$123,956.00.

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

Bond Proceeds:	\$416,163.81
Non-Bond M&O Taxes:	<u>\$455,018.87</u>
Total:	\$871,182.68

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 purchases for the 2013 Bond Construction Program Funded by Bond Proceeds in the amount of \$416,163.81 and Related Projects Funded by Non-Bond Proceeds in amount of \$455,018.87, for the total amount of \$871,182.68, as presented.

Approval Recommended:

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

Review and Action as Necessary to Renew the Bank Depository Services Agreement

Approval to renew the bank depository services agreement with BBVA Compass Bank (McAllen, TX) for the period beginning September 1, 2018 through August 31, 2020 is requested.

Purpose – The Business Office is requesting to renew the bank depository services agreement with BBVA Compass Bank.

Justification – BBVA Compass offers the College banking services which includes, but is not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay.

Background – The agreement for bank depository services was awarded to BBVA Compass Bank at the July 29, 2014 Board meeting for a two-year period beginning September 1, 2014 through August 31, 2016, with the option to renew for two (2) additional two-year periods. This is the second renewal of the two (2) two-year renewal options. BBVA Compass has increased the interest rate on interest bearing accounts from 25 basis points per annum in the first renewal contract to 140 basis points per annum and reduced the required non-interest bearing balance from \$25 million to \$20 million in the second renewal contract. Below is a recap of the changes for contract period.

Award	Term	Interest Rate on Interest Bearing Accounts	Required Non-Interest Bearing Balance
Original	9/1/14 – 8/31/16	15 basis points per annum	\$25 million
1 st Renewal	9/1/16 – 8/31/18	25 basis points per annum	\$25 million
2 nd Renewal	9/1/18 – 8/31/20	140 basis points per annum	\$20 million

The second renewal period begins September 1, 2018 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 – 8/31/16	2 – two year options
1 st Renewal	6/28/16		9/1/16 – 8/31/18
2 nd Renewal	5/22/18		9/1/18 – 8/31/20

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

Reviewers – The Depository Contract was previously reviewed by Valley View Consulting, LLC (Investment Advisor) and South Texas College’s legal counsel.

Enclosed Documents – The South Texas College Renewal of Contract letter, the letter from BBVA Compass Bank with revised terms, and the Depository Contract follow in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the May 8, 2018 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2018 through August 31, 2020, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2018 through August 31, 2020, 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 bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2018 through August 31, 2020, as presented.

Approval Recommended:

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



Purchasing and Distribution Services
3200 W Pecan Blvd., McAllen TX 78501

t (956) 872 4681
f (956) 872 4688

P.O. Box 9701, McAllen, TX 78502 9701
www.SouthTexasCollege.edu

May 2, 2018

Ms. Gina Lobato, Senior Vice President
BBVA Compass
3900 N. 10th Street
McAllen, TX 78501

Dear Ms. Lobato:

On July 29, 2014, South Texas College awarded a contract to BBVA Compass for Depository Bank Services. The award allowed for two additional two-year renewal options on the contract. We are currently in the last few months of the second two-year period of the contract and would like to renew for an additional two-year period. This period will be from September 1, 2018 to August 31, 2020.

As per your letter of May 1, 2018 to South Texas College, the renewal contract will contain the following changes:

- An increase in the interest rate to 1.40% in STC checking accounts.
- A decrease in the required non-interest bearing balances to \$20 million.

We requesting that you respond to this letter if you agree to the renewal period. For your convenience, we have provided a place for your signature below. If you accept the renewal, you may sign where indicated and return a copy via fax at 956-872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of the contract is accepted for the period from September 1, 2018 through August 31, 2020 with the changes indicated above.

Authorized Signature:

Name Printed: Gina Lobato

Date: May 3, 2018



May 1, 2018

South Texas College
Myriam Lopez
Comptroller
3200 W. Pecan Blvd.
McAllen, TX 78501

Re: Depository contract extension between South Texas College and BBVA Compass

Ladies and Gentlemen of the Board:

BBVA Compass Bank would like to extend the current Depository Agreement for an additional two (2) year term, starting on September 1, 2018 with the following changes to terms and conditions:

- No service charges. Fees will continue to be WAIVED for the new contract term.
- Increased interest rate of 1.40% (currently at 1.00%). The rate is managed by the Bank and will continue to be reviewed at a minimum ONCE per calendar year or each time the Fed Funds Rate changes. The managed rate may be negotiated at the renewal dates of the contract.
- Decrease in required non-interest bearing balances to \$20 million

BBVA Compass would be honored to continue to serve as the College's depository bank. . It is certainly our hope that we have earned the privilege to serve you with our value and service commitment. BBVA Compass appreciates your confidence and looks forward to our continuing depository relationship.

Regards,

Gina Lobato, Senior Vice President
Public Funds Relationship Manager
Compass Bank

DEPOSITORY CONTRACT

WHEREAS, South Texas College (the "COLLEGE") issued a request for proposals soliciting bank depository services;

WHEREAS, Compass Bank, an Alabama banking corporation (the "BANK"), has submitted its response to COLLEGE's request for proposal;

WHEREAS, the BANK has a branch office located at 3900 North 10th St., McAllen, Hidalgo County, Texas, and is a bank as defined in Texas Education Code § 45.201; and

WHEREAS, COLLEGE has selected the BANK, determining that the BANK's written response to the request for proposal was the best proposal for the COLLEGE;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That, for and in consideration of the mutual covenants herein, the parties agree as follows:

I. TERMS & OBLIGATIONS

1.1 BANK shall act as COLLEGE's depository from September 1, 2014 until August 31, 2016. BANK grants COLLEGE an option to renew this Depository Contract (the "Depository Contract") for two additional two-year periods from September 1, 2016 to August 31, 2018 and from September 1, 2018 to August 31, 2020. COLLEGE may exercise the option in the form of Notice of Exercise of Option to Extend Term of Contract attached as Exhibit "A" hereto (the "Depository Contract").

1.2 This Depository Contract is subject to the provisions of the Texas Public Funds Investment Act, the Texas Public Funds Collateral Act and the COLLEGE's current Investment Policy and Strategy Statement (5120) dated as of October 28, 2014, provided that COLLEGE shall notify BANK of any material changes to the Investment Policy (the "Changes") as soon as reasonably practicable (but in any event within five business days of the adoption of the Changes) and BANK shall have the right to review such Changes and, at its option, with thirty day written notice, terminate this Depository Contract if such Changes are unacceptable to BANK in its sole and absolute discretion. Notwithstanding the above, any investments made by the BANK prior to BANK's receipt of COLLEGE's notification of the Change shall be deemed in compliance of COLLEGE's most current Investment Policy and Strategy Statement. To the extent permitted by law, the COLLEGE agrees to indemnify, defend, and hold harmless the BANK from and against any and all losses and liabilities resulting from such investments.

1.3 Economic terms and types of services to be provided by the BANK to COLLEGE are set out in Exhibit "B" and "C" and are incorporated hereto by this reference.

1.4 BANK agrees to keep and disburse all funds coming into its hands as BANK and to faithfully perform its duties and as required by law.

1.5 The provisions of Texas Local Government Code, Section 2257, (the "Public Funds Collateral Act") as in effect as of the date hereof, to the extent they govern the College's deposit and obligations of the Bank, are incorporated herein.

1.6 Eligible Securities shall mean (1) obligations, including letters of credit, of the United States or its agencies and instrumentalities; (2) direct obligations of this state or its agencies and instrumentalities; (3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States; (4) other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

II. SECURITY FOR DEPOSITS

2.1 Collateral.

(a) All deposits made by COLLEGE under this Depository Contract, except to the extent said deposits are guaranteed by (1) the Federal Deposit Insurance Corporation, or (2) a Standby Letter of Credit issued by a Federal Home Loan Bank, in accordance with the terms of the Public Funds Collateral Act, shall be secured and guaranteed by a pledge to COLLEGE of Eligible Securities as authorized for such purpose by provisions of the "Public Funds Collateral Act, and in the manner required therein, having a market value equal to, or be no less than, one hundred two percent (102%) of the amount on COLLEGE's funds deposit, plus accrued interest at the BANK, less FDIC insurance coverage and a Standby Letter of Credit issued by a Federal Home Loan Bank (the "Pledged Securities").

(b) Pledged Securities shall be deposited by BANK with the Custodian, as hereinafter defined, three business days prior to initial deposits of funds being made, provided that COLLEGE shall notify BANK of its intended deposit date and anticipated amount of the deposit no less than five business days prior to making its initial deposit. Thereafter, the Pledged Securities shall be increased by BANK based on funds on deposit provided that COLLEGE shall notify BANK of any deposit that will require an increase in the Pledged Securities no less than five business days prior to making any deposit.

2.2. Designation of Custodian and Control by COLLEGE. In order to fully secure the COLLEGE and to perfect its security interest in the Pledged Securities, COLLEGE and BANK shall designate a Federal Reserve Bank, Federal Home Loan Bank, or such other custodian as permitted under Section 2257.041 of the Public Funds Collateral Act (the "Custodian") as custodian for placement of the Pledged Securities in a restricted individual custodial account. The BANK will grant "control" of the Pledged Securities to COLLEGE and otherwise take all actions reasonably necessary so that COLLEGE shall be an "entitlement holder" for purposes of perfection pursuant to Article 8 and Article 9 of the UCC.

2.3 Market Value of Pledged Securities & Perfection of COLLEGE's Security Interest.

For the purpose of securing the uninsured funds deposited by COLLEGE with the BANK, except to the extent such funds are secured pursuant to section 2.1 hereof, the BANK hereby assigns, transfers, pledges and conveys to COLLEGE, as security for the funds a perfected security interest in the Pledged Securities deposited with Custodian as provided herein. In addition, BANK agrees to the provisions of the Bank Pledge Agreement attached hereto as Exhibit "D". COLLEGE's time and demand deposits plus interest accrued at the BANK less FDIC insurance coverage and such other collateral pledged under section 2.1 shall be secured at all times by Pledged Securities pursuant to this Depository Contract. The market value of the Pledged Securities deposited with Custodian shall at all times equal to, or be no less than, one hundred two percent (102%) of the amount deposited by COLLEGE with the BANK plus interest accrued at the BANK less FDIC insurance coverage and such other collateral pledged under section 2.1 (the "Maintenance Percentage"). The market value of the Pledged Securities will be provided to the COLLEGE monthly by the Custodian or other independent source. The market value must be obtained from a securities pricing service, a primary dealer in securities, or a publication recognized as a reliable source of security valuations at the cost of Bank. The report must include the market value and description of all Pledged Securities as of the last business day of the period which shall not be less than monthly.

2.4 Substitute Securities. The BANK shall have the right, exercised by a duly Authorized Bank Officer, to substitute or replace, any or all of the Pledged Securities with Eligible Securities, including in any event a Standby Letter of Credit as described in section 2.1 hereof, provided that (a) such substituted securities are deposited with the Custodian prior to removing Pledged Securities from safekeeping, and (b) delivery to the College of a pledge form noting such substitution, specifically identifying the securities withdrawn and the securities substituted therefore. No substitution shall be permitted without the consent of the COLLEGE, which shall not be unreasonably withheld.

III. ACCOUNTS

3.1 Transaction Accounts. BANK will maintain custody of COLLEGE's designated funds in accounts on behalf of COLLEGE at the COLLEGE's discretion. The number of accounts required may change throughout the term of the Depository Contract.

3.2 The BANK shall faithfully perform all of its duties and obligations required by the laws of the State of Texas for public funds depositories and shall upon presentation pay all checks drawn on it against collected funds on demand deposits, and shall, at the expiration of this Depository Contract, turn over to its successor all funds, COLLEGE-owned securities, property and things of value held at depository.

3.3 The COLLEGE shall determine and designate the character and amount of the funds to be deposited in the BANK. The COLLEGE may arrange for time deposits and BANK may accept such deposits subject to the terms of this Depository Contract.

3.4 Bank Fees and Interest Rate. BANK shall pay interest on collected balances. The interest rate to be paid by BANK to COLLEGE will be as follows:

For the period of September 1, 2014 to October 15, 2015:

BANK will pay a rate of 5 basis points per annum for interest bearing accounts

For the period of October 16, 2015 to August 31, 2016:

(a) In return for COLLEGE maintaining a minimum monthly average balance of \$25 million in non-interest bearing account(s) BANK will waive bank fees.

(b) BANK will pay a rate of 15 basis points per annum for interest bearing accounts.

3.5 Certificates of Deposit. Subject to the foregoing conditions, limitations, statutes, and regulations, and to BANK's standard processes, procedures, and terms, BANK agrees to pay interest at maturity or monthly on Certificates of Deposits regardless of the amount based on the LIBOR index and will independently evaluate each CD rate upon request. Certificates of Deposit shall be registered in the name of the COLLEGE and must be fully insured by FDIC or collateralized in accordance with the terms of this Depository Contract.

COLLEGE may purchase from BANK Certificate of Deposit that mature after this Depository Contract terminates.

3.6 Investment Accounts. The COLLEGE shall have the right to purchase, sell and invest its funds under its control (in deposit accounts hereunder, or in other accounts or investments with third parties or otherwise) as authorized by the Texas Public Funds Investment Act and in compliance with the COLLEGE's Investment Policy (5120).

IV. SERVICES

4.1 The economic terms and types of services to be provided by the BANK to the COLLEGE are addressed in Section 1.3.

V. DEFAULT

5.1 The BANK shall be in default if it fails to pay all or part of a demand deposit, a matured time deposit, or a matured certificate of deposit, including accrued but unpaid interest, at a specified maturity date. The BANK shall also be in default if ruled "bankrupt", "insolvent" or "failed" by a federal or state banking regulator, or if a receiver is appointed for the BANK.

5.2 In the event of a default, failure or insolvency of the BANK, the COLLEGE shall

have all rights accorded a secured creditor pursuant to the Uniform Commercial Code or other applicable law and, as such, shall be empowered to take possession of and transfer and or sell the Pledged Securities. If the Pledged Securities are liquidated, any proceeds over the defaulted amount, plus other expenses related to the default, liquidation and collection shall be returned to the BANK. This power is in addition to other remedies which the COLLEGE may have under this Depository Contract and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the COLLEGE under this Depository Contract.

VI. WARRANTIES & REPRESENTATIONS

6.1 Each of the BANK and COLLEGE represents and warrants that it is duly authorized to enter into this Depository Contract and that the person signing this Depository Contract on its behalf has full authority to bind the respective party in the manner specified in this Depository Contract.

6.1.1 Disbursement Services – Bank possesses the ability to process all disbursement checks for payroll, students and accounts payable through several bank accounts. Payroll checks are currently distributed on the 15th and last day of the month, or the closest preceding COLLEGE business day. Student and accounts payable checks are distributed on a weekly basis.

6.1.2 Wire Transfer Transactions – Bank possesses the ability to initiate and approve outgoing wire transactions on-line and to receive wire deposits.

6.1.3 ACH Transactions – Bank possesses the ability to receive ACH deposits and make ACH payments.

VII. MISCELLANEOUS

7.1 This Depository Contract and the Bank's Standard Agreements (as defined below) set out the terms and conditions and represent the entire agreement by and between the parties. In no event shall this Depository Contract or any part thereof be changed without written agreement of the parties.

7.2 By the execution hereof, BANK acknowledges receipt of the Order of the COLLEGE authorizing the execution of this Contract by COLLEGE.

7.3 This Depository Contract shall be subject to the laws of the State of Texas, without regard to choice of law principles and venue shall lie exclusively in Hidalgo County, Texas.

7.4 All notices or other communications required or permitted to be given pursuant to this Depository Contract shall be in writing and shall be considered as properly given if sent by facsimile transmission or mailed through U.S Postal Service Certified Mail Return Receipt Requested.

7.5 This Depository Contract is not assignable in whole or in part but is binding on the

parties, their successors and assigns.

7.6 With respect to the economic terms and types of services to be provided by the BANK to COLLEGE, the BANK's proposal and the COLLEGE's request for proposal are incorporated in this Depository Contract by reference as Exhibit "E" and "F". To the extent any provision of the BANK's proposal and the COLLEGE's request for proposals conflict, the terms of the BANK's proposal shall govern, and to the extent any provision of this Depository Contract and any provision of the BANK's proposal or the COLLEGE's request for proposals conflict, the terms of this Depository Contract shall govern. In addition, Article III, Section 3.4 and Article VII of the Depository Contract shall govern over any inconsistent provision elsewhere herein.

7.7 BANK's standard Non-consumer Deposit Account Agreement and BANK's standard Treasury Management Services Agreement (the "Bank's Standard Agreements") are incorporated herein by this reference and shall be deemed a material portion of this Depository Contract. To the extent the terms of this Depository Contract and the Bank's Standard Agreements conflict, the specific terms of this Depository Contract (including the provisions of COLLEGE's request for bid and BANK's response thereto that are made a part hereof) specifying economic terms and types of services to be provided shall govern without prejudice to the remaining terms in the Bank's Standard Agreements. Otherwise, the Bank's Standard Agreements shall govern.

7.8 The parties agree that their relationship shall not be classified as a fiduciary relationship.

7.9 Any extension of this Depository Contract, including any renewal pursuant to Section 1.1 above, shall be on such terms and conditions (including but not limited to economic terms) to which COLLEGE and BANK may agree in their sole discretion.

7.10 Termination. Notwithstanding the provisions of the foregoing paragraph, either Depositor or Bank may terminate this Agreement (i) for cause, upon written notice to the other party, or (ii) if the transactions contemplated hereby shall be prohibited by law or regulation, upon written notice to the other party; provided, however, that in the case of any such termination or the expiration of this Agreement, the terms of this Agreement shall continue to apply to all transactions entered into, and all deposits (including but not limited to time deposits) made by Depositor, prior to such termination or expiration. For purposes of this Agreement, the term "cause" shall include, without limitation, breach of the Agreement or the Services Procedures and Documentation, or any other circumstance under which the relationship between Bank and Depositor would be terminable pursuant to applicable law or Bank's internal policies.

7.11 Request for Modification of Interest Rate. COLLEGE may request a modification of the interest rate yield paid by the BANK on balances deposited pursuant to this Depository Contract once per calendar year. In the event the BANK and the COLLEGE cannot mutually agree to the terms of such modification request, BANK or COLLEGE may terminate this Depository Contract with a 60 day written notice to the parties involved.

7.12 BANK Authorization. The BANK represents and warrants that this Depository Contract is made pursuant to and is duly authorized by the Board of Directors of the BANK and recorded in the official records of the BANK.

Compass Bank

10/16/15
Date

Eina Lobato
Authorized Signature

Eina Lobato
Printed Name

First Vice-President
Title

South Texas College

10/14/15
Date

Shirley A. Reed
Authorized Signature

Dr. Shirley A. Reed
Printed Name

President
Title

Exhibit A

Notice of Exercise of Option to Extend Term of Contract

WHEREAS, on or about June 2, 2014, SOUTH TEXAS COLLEGE (hereinafter "STC") published its request for proposals (along with associated guidelines and forms) in order to procure a depository services contract for STC; and

WHEREAS, on or about June 23, 2014, Compass Bank submitted a proposal to provide depository services to STC, said proposal including Respondent's Questionnaire, Notification of Criminal History, Conflict of Interest Questionnaire, Taxpayer ID & Certification, scope of services/specifications, pricing information, and addenda checklist (hereinafter, "Proposal"); and

WHEREAS, on July 29, 2014, STC's Board of Trustee awarded a contract to Compass Bank to serve as its Depository bank for the period of September 1, 2014 to August 31, 2016, with an option to renew the contract for two additional two-year periods (the "Depository Contract");

NOW THEREFORE, STC gives notice of its intention to exercise its option to extend the term of the Depository Contract through the period beginning September 1, _____ through August 31, _____. The Depository Contract will be effective in accordance with the terms of the current Depository Contract unless effectively modified as provided in this extension or otherwise.

Compass Bank

South Texas College

Date

Date

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Exhibit B

Economic Terms

BANK agrees to WAIVE all service fees to COLLEGE for existing banking services listed here in this Exhibit B according to the following terms:

- 1) COLLEGE must maintain a minimum average balance of \$25 million (the "Minimum Balance Requirement") in non-interest bearing account(s)
- 2) The waiver is based on the volume of existing banking services provided in BANK's request for proposal.
- 3) BANK reserves the right to amend the Minimum Balance Requirement or pricing with a 30 day written notice to the COLLEGE, if the volume of existing banking services used by the COLLEGE increase, significantly.
- 4) Pricing on additional services not listed in this Exhibit B may be negotiated at the time of request.

List of Existing Banking Services

Account Maintenance on all accounts
Account Reconciliation
Deposits/Credits Posted
Items Deposited
 Encoding Charge
 Clearing Charge
Debits/Checks Paid
Arrange Canceled Checks in Numerical Sequence (Front and Back)
Return Items - Charged back
Deposit Corrections
Stop Payment
Daily Balance Reporting
 Via Telephone
 Via Fax
 Via World Wide Web
Vault Cash Deposit Processing
Coin Counting & Wrapping Service
Rolls of Coin/Straps of Currency Purchased
Wire Transfers
 Outgoing
 Incoming
 Mail Advices
 Maintenance
Telephone / Fax Transfers Between Accounts
On line transfer between accounts

Direct Deposits / ACH Transfers

Payroll / Employee

Student

Vendor

Enhanced and ACH Authorization Services

Insufficient Funds Items

CPA Confirmations

Cashier's Checks

Money Order checks

FDIC Insurance

Research/Statement

Reproduction Fee

Detailed monthly collateral report

One Safe Deposit Box (Size: Large)

Night depository services

Locking bank bags and

Night drop keys

Change Orders

Safekeeping services for any book-entry securities purchased by STC

Cash management advice on a semiannual basis

Preparation of monthly bank statement beginning with first day of month and ending with the last day of month, showing debits, credits and balances of each separate account and sequential listing of cashed checks within five working days of closing date. (paper or electronic)

Monthly account analysis statement

Computer Disk monthly bank statement including canceled checks (front and back), deposits, deposit item detail, and other debits and credits

Keeping a full and separate itemized accounts making its records available for audit by STC and independent auditors

Positive Pay

Void/Stop Payment file for Positive Pay

Remote Deposit capture

Electronic Alerts

Image Services

Exhibit C
Services

The types of services to be provided by the BANK to the COLLEGE shall include, at a minimum, the following:

- A. **Account Maintenance** – STC requires full maintenance of all checking accounts including deposits, stop payments, NSF checks, ACH transactions, wire transfers, book transfers, positive pay and cleared checks. Notification of every debit and credit memo regardless of size via U.S. mail, e-mail or facsimile transmission and of every NSF check via U.S. mail.
- B. **On-Line Banking** – STC requires on-line banking services accessible through the internet that at a minimum includes the following:
 - i. **Account Reporting and Inquiries**, which includes the following:
 - a. Prior day and same day beginning ledger, ending ledger, total credits, and total debit details
 - b. Prior day and same day beginning ledger, ending ledger, detail credits, and detail debits
 - c. Beginning ledger, ending ledger, detail credits, and detail debits for a specific date by account
 - d. Bank Statements for each account as of the last working day of every month including all checks (front and back), deposit slips, deposit item detail, debits and credits memoranda sorted by number, and a consolidated account activity analysis
 - ii. **Transaction Inquiries, Initiation and Reporting**, which includes the following:
 - a. Checks cleared for a specific time period
 - b. Book transfers between accounts
 - c. ACH transactions
 - d. Wire transfers
 - e. Stop Payments
 - f. Positive Pay
 - g. Daily alert functions via email, phone, text and/or facsimile transmission
 - iii. **Security Features**
 - a. Multi factor authentication
 - b. Dual transaction approvals
 - c. Email or message encryptions or a secure messaging center
 - d. Fraud assurance monitoring services, which includes but is not limited to monitoring transactions for unusually high-risk or abnormal transaction activity
 - iv. Exporting files to excel
- C. **Bank Statements** – STC requires a CD-ROM of all bank statements for each account as of the last working day of every month in addition to all checks (front and back), deposit slips, deposit item detail, debits and credits memoranda sorted by

number, and a consolidated account activity analysis. Currently, STC has eight (8) checking accounts and nine (9) certificates of deposit. The College reserves the right to open or close any number or type of accounts.

- D. **Deposit Services** – STC requires same bank day credit on all cash (coin and currency), checks, and incoming wire transfers and ACH transactions, as per the Bank's deposit schedule. STC uses three part deposit slips. Daily deposits are taken to the Bank through an armored car. STC maintains a separate Armored Car Services contract.
- E. **Remote Deposit Capture** – STC may consider remote deposit capture services for electronically preparing and submitting deposits through the secure online banking site.
- F. **Return Items** – STC requires that deposit items that do not clear shall be returned to STC via email and mail within two business days.
- G. **Disbursement Services** – STC requires that the Bank possess the ability to process a monthly average of 3,116 disbursement checks for payroll, students and accounts payable through several bank accounts. Payroll checks are currently distributed on the 15th and last day of the month, or the closest preceding STC business day. Student and accounts payable checks are distributed on a weekly basis.
- H. **Electronic Funds Transfers** – STC requires the Bank to process all electronic credit and debit money transfers. This includes electronic transmission of Federal and State tax payments and benefit payments.
- I. **Wire Transfer Transactions** – STC requires the Bank to possess the ability to initiate and approve outgoing wire transactions on-line and to receive wire deposits.
- J. **ACH Transactions** – STC requires the Bank to possess the ability to receive ACH deposits and make ACH payments. Direct Deposit of payroll and accounts payable checks for participating employees and for participating vendors is required. STC has approximately 1,659 monthly payroll direct deposit credit transactions and 78 vendor direct deposit credit transactions. Direct deposited funds should be available by 8:00 a.m. on each designated pay date.
- K. **ACH Debit Blocking** – STC requires ACH debit blocking capabilities on its accounts.
- L. **Positive Pay** – STC requires the Bank to provide automated positive pay services for all checking accounts in an effort to safeguard against fraudulent checks. The Bank will only honor those checks issued by STC that are pre-authorized through the

positive pay system. The payment verification criteria will be payee, date, check number, amount, and account number. Positive pay files will be transmitted electronically including file submission of void/stop payment. In instances where the check does not agree with the positive pay file, the Bank will not pay the check until STC authorizes the check payment.

- M. **Stop Payments** – STC requires an electronic stop pay process.
- N. **Credit and Debit Card Payments** – STC allows payment for certain charges utilizing credit and debit cards. Currently, credit and debit card payments are accepted for Visa, MasterCard, and Discover. STC requires that the Bank provide electronic data capture for VISA MasterCard, and Discover cards. STC maintains a separate Merchant Bank Services contract.
- O. **Payable Card Program** – STC currently makes electronic payments to vendors using a commercial card program. STC currently maintains a separate agreement for the Commercial Card Program.
- P. **Pay Card Program** – STC may consider using a pay card program for payments to employees who do not maintain a bank account.
- Q. **Account Analysis** – STC requires monthly account analysis statements in summary form and by individual account. It must provide a comprehensive, detailed recap of services performed.
- R. **Research** – STC requires that research requests shall be responded within 3 business days of request.
- S. **Check Cashing** – STC requires the Bank to cash STC issued checks to employees and students (with proper identification), including those who do not maintain an account, without charges/fees to the employee, student or STC and without requiring the employee or student to open an account with the Bank.
- T. **Borrowings** – STC requires the Bank to possess the ability to loan funds, if necessary, for various terms (short or long term).
- U. **Vault Services** – STC requires the following vault services:
 - i. Provision of change orders, currency and coin counting/rolling/strapping on an “as needed” basis.
 - ii. Provision of standard-size lock bags per STC’s specifications and in the quantities needed.

- V. **Automated Teller Machines (ATM)** – STC currently uses ATM's to serve students and staff. ATM machines will be placed on campuses as STC deems necessary; however, the right to place ATM machines on STC premises shall not be given exclusively to the successful respondent to this RFP. The exact location for placement of any ATM machines shall require final approval by STC. ATM's should be EMV compliant to comply with regulations and credit card companies that are migrating to EMV chip technology. STC currently maintains a separate agreement for ATM's.
- W. **Other Services** – STC requires the following services:
- i. Cashier's checks, money orders and certified checks, as needed.
 - ii. Safety deposit box.
- X. **Support Services** - STC requires the Bank to provide services to support all of STC's campuses/centers in McAllen, Rio Grande City and Weslaco. In each city, a branch or correspondent bank must provide service for night deposits and change orders.
- Y. **Account Executive** – STC requires that the Bank designate an employee liaison with the ability and authority to continuously "troubleshoot" STC's accounts. This employee shall serve as STC's main contact at the bank. Respondent must provide name, address, telephone number, fax number and email address of the employee liaison.
- Z. **Collateral** – STC requires that the Bank provide collateral for deposits as outlined in STC's Investment Policy (5120) and Strategy, and as required by the Texas Government Code (TGC) Chapter 2257 "Public Funds Collateral Act." A bank employee will regularly review STC's daily balances, account analysis, collateral, etc. to ensure that they are in compliance with TGC Chapter 2257. The Bank will be contractually liable for continuous monitoring and maintaining of collateral at STC required margin level of 102%. A monthly report of the collateral pledged will be provided directly to STC.
- AA. **Investment Activities** – STC requires that the Bank comply with STC's Investment Policy (5120) and Strategy and with the Texas Government Code Chapter 2256 "Public Funds Investment Act." STC may choose to invest in Certificates of Deposit or investment funds in accordance with the College's Investment Policy. Certificates of Deposit purchased shall be registered in the name of STC and must be fully insured by FDIC or collateralized in accordance with the College's Investment Policy and RFP requirements.
- BB. **Overdraft Provisions** - STC does not intend to have a net overdraft position occur during the course of the contract period. A net overdraft shall be defined as a negative balance in the College's accounts collectively, not by individual account. In

the event a check or checks shall be presented for payment on any account or accounts where there shall be insufficient funds for the purpose of paying checks, STC requires the Bank to promptly notify the College Comptroller or other authorized representative, by telephone or other means, of the overdraft condition, within one business day and to provide the College a period to respond and rectify the condition.

- CC. Fraud Assurance Services – STC requires a fraud hotline and monitoring service.** The hotline should be available 24 hours a day 7 days a week. The Bank's security system should monitor transactions, flag unusually high-risk or abnormal transaction activity, and notify STC immediately before completing the transaction. STC requires the Bank to employ security systems, protocols, measures and safeguards to prevent fraud and unauthorized electronic and non-electronic transfers. The Bank should have an incident response plan for STC to follow if an incident occurs.

All services listed in this Exhibit C are subject to the exceptions in the BANK's request for proposal. To the extent any services listed herein conflicts with the list of services in the BANK's request for proposal, the list of services in the BANK's request for proposal shall govern.

Exhibit D

BANK PLEDGE AGREEMENT FOR
PUBLIC FUNDS HELD ON DEPOSIT
(Federal Reserve Acts as sole custodian,
Federal Home Loan Bank acts as custodian)

1. To perfect the security interest of the COLLEGE in Bank's Pledged Securities, the BANK shall place the required collateral securities in a restricted account at either a Federal Reserve Bank or Federal Home Loan Bank, which serves Texas, as required (the "Safekeeping Bank"). BANK agrees to take all actions reasonably necessary to perfect the pledge and confirm same to COLLEGE. The BANK shall cause to be delivered to the COLLEGE a confirmation of the pledge of collateral by filling out the appropriate pledge form. The pledge form may be mailed or transmitted by facsimile. Each written confirmation delivered to the COLLEGE pursuant to this Agreement shall set forth, at a minimum, (i) a description from the Custodian of the Pledged Securities hereunder, including the type, CUSIP number, maturity date, interest rate, market value and par amount of each security pledged; and (ii) a statement that the confirmation has been delivered to the COLLEGE pursuant to the terms of this Agreement.

2. This Bank Pledge Agreement for Public Funds Held on Deposit (the "Pledge Agreement") shall further serve as a power of attorney, authorizing COLLEGE to transfer or liquidate the Pledged Securities in the event of a default, financial failure or insolvency of the BANK. In the event of a default, failure or insolvency of the BANK, the COLLEGE shall be deemed to have vested full title to all Pledged Securities. The COLLEGE is empowered to take possession of and transfer and or sell any and all securities. This power is in addition to other remedies which the COLLEGE may have under this Agreement and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the COLLEGE under this Agreement.

3. This Pledge Agreement conveys a security interest in any and all securities held by the BANK, which are currently pledged or will be pledged as collateral to the COLLEGE. Further, this Pledge Agreement conveys a security interest to COLLEGE in any proceeds or any substituted collateral.

4. Any pledge hereunder shall be a continuing pledge and shall secure not only such deposits that are held by the BANK at the time of the transfer of the collateral to the COLLEGE hereunder, but also any and all subsequent deposits of funds with the BANK by the COLLEGE, notwithstanding the account or accounts in which such funds may be held or identified by the BANK.

5. The pledge of Pledged Securities to secure the deposits of the COLLEGE shall be in addition to, and shall in no way eliminate or diminish, the insurance coverage to which the COLLEGE may be entitled under the rules and regulation of the Federal Deposit Insurance Corporation or any private insurance carried by the BANK for the purposes of protecting the claims and rights of its depositors.

6. It is agreed that when the BANK shall have paid out and accounted for all the funds of the COLLEGE so deposited with the BANK, then and in that event any and all Pledged Securities under this Agreement shall be released from the security interest created hereunder, and the BANK and the COLLEGE shall take whatever actions may be necessary to cause a transfer of such securities to the BANK free and clear of any liens created hereunder or a full and complete release of the collateral instruments.

7. The BANK hereby represents to the COLLEGE that, (i) it has, or will have at the time of delivery of any securities as Pledged Securities under this Pledge Agreement, the right, power and authority to grant a security interest therein with priority over any other rights or interests therein, (ii) the execution and delivery of the Depository Contract and the pledge of the securities as collateral hereunder has been approved by its Board of Directors or its Loan Committee, and (iii) the execution and delivery of the Depository Contract and the pledge of securities as collateral hereunder will not violate or be in conflict with the Articles of Association or Certificate of Incorporation or By-laws of the BANK, any agreement or instrument to which the BANK may be a party, any rule, regulation or order of any banking regulator applicable to the BANK, or any internal policy of the BANK adopted by its Board of Directors.

8. BANK further represents and warrants to COLLEGE that, (i) except as otherwise permitted under this Agreement, it owns the Pledged Securities free and clear of any liens, claims, restrictions or encumbrances, (ii) it will not sell, mortgage, encumber, or otherwise alienate, substitute or release any of the Pledged Securities, except as provided in this Pledge Agreement, (iii) it will maintain in its official records evidence of the due authorization of this Pledge Agreement and the granting of a continuing security interest in the Pledged Securities, all in compliance with the provisions of 12 USC 1823 (e), and (iv) it will take such steps as may be reasonably necessary for COLLEGE to meet the standards set by the Government Accounting Standards Boards ("GASB").

9. Whenever the written consent of COLLEGE or BANK is required hereunder, the written consent of any authorized representative or agent of COLLEGE or of BANK, as specified in writing to Custodian by COLLEGE and BANK from time to time, shall satisfy such requirements.

10. All of the terms and provisions of this Pledge Agreement and the Depository Contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors. Neither this Pledge Agreement nor the Depository Contract are assignable or transferrable unless BANK merges with another qualified financial institution, or a transfer occurs pursuant to State or federal regulatory action.

Compass Bank

10/16/15

Date

Gina Lobato

Authorized Signature

Gina Lobato

Printed Name

First Vice-President

Title

South Texas College

10/14/15

Date

Shirley A. Reed

Authorized Signature

Dr. Shirley A. Reed

Printed Name

President

Title

Review and Action as Necessary on the Agreement for the Hidalgo County Appraisal District Allocated Cost Quarterly Payments

Approval to re-verify the allocated cost quarterly payments agreement with the Hidalgo County Appraisal District, as described below, is requested.

Purpose – The Hidalgo County Appraisal District Chief Appraiser, Mr. Rolando Garza, has requested re-verification of the agreement for the allocated cost quarterly payments due from South Texas College.

Justification – The agreement for the allocated cost quarterly payments requires approval from the governing body and the chief appraiser as stipulated in Texas Property Tax Code Section 6.06(e), which states in part that:

“Unless the governing body of a unit and the chief appraiser agree to a different method of payments, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect....”

The Hidalgo County Appraisal District performs property valuation assessments for taxes imposed during the tax year. Hidalgo County Appraisal District is considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties. Each year the Chief Appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Background – In 1982, the taxing units and former chief appraiser agreed to modify the provisions of Texas Property Tax Code Section 6.06(e) and agreed to establish four equal payments as follows:

1 st Quarter – Invoices mailed January 2 nd	Due on February 2 nd
2 nd Quarter – Invoices mailed March 10 th	Due on April 10 th
3 rd Quarter – Invoices mailed June 10 th	Due on July 10 th
4 th Quarter – Invoices mailed September 10 th	Due on October 10 th

Due to the passage of time, the Hidalgo County Appraisal District Chief Appraiser has requested to continue with the modified schedule set forth and is requesting to re-verify the agreement for the allocated cost quarterly payments.

Enclosed Documents – The Agreement for the Allocation Quarterly Payments follows in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the re-verification of the agreement for the allocated cost quarterly payments as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the re-verification of the agreement for the allocated cost quarterly payments as presented.

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

The Board of Trustees approves and authorizes the re-verification of the agreement for the allocated cost quarterly payments as presented.

Approval Recommended:

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

HIDALGO COUNTY APPRAISAL DISTRICT

ADMINISTRATION
Rolando Garza, Chief Appraiser
Jorge Gonzalez, Asst. Chief Appraiser
Brent E Cavazos, Associate Chief Appraiser
PO Box 208
Edinburg, TX 78540-0208
(956) 381-8466 (956) 565-2461
Administration Fax: (956) 289-2120



www.hidalgoad.org

BOARD OF DIRECTORS

Richard A. Garza	Chairman
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March 1, 2018

Taxing Entities and Presiding Officers
Hidalgo County

Re: Agreement for the Allocation Quarterly Payments

The purpose of this letter is to set forth our understanding with respect to the agreement made in 1982 for your allocation of quarterly payments.

Texas Property Tax Code Section 6.06(e) states in part:

"Unless the governing body of a unit and the chief appraiser agree to a different method of payment, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect."

In 1982, the taxing units and the former chief appraiser agreed to modify the provisions of Section 6.06(e) and agreed to establish four equal payments as follows:

1 st Quarter – Invoices mailed January 2 nd	Due on February 2 nd
2 nd Quarter – Invoices mailed March 10 th	Due on April 10 th
3 rd Quarter – Invoices mailed June 10 th	Due on July 10 th
4 th Quarter – Invoices mailed September 10 th	Due on October 10 th

While this schedule has worked well for both the District and the taxing units, due to the passage of time it is necessary for the District to re-verify and document each taxing unit's agreement to continue with the modified schedule as set forth above. As Chief Appraiser, I agree to such modification and I am requesting each taxing unit to indicate its agreement by signing below and returning this letter to me as soon as possible. As per the requirements of Section 6.06(e), "the governing body of a taxing unit" is required to formally approve this request.

Please note that whether the quarterly payment dates are modified or not, the statutory requirements relating to penalty and interest for late payments as set forth in Section 6.06(e) shall remain in effect as written.

If you have any questions, please feel free to call me at (956) 381-8466 ext. 124.

Sincerely,

Rolando Garza, RPA
Chief Appraiser

Agreement and acknowledgment between Hidalgo County Appraisal District (HCAD) and
South Texas College (taxing entity).

In accordance with a duly approved motion/resolution of the governing body of
South Texas College at a meeting held on May 22, 2018
in accordance with the provisions of the Texas Open Meetings Act and with a quorum
present, South Texas College agrees to
modify the provisions of Section 6.06(e) of the Property Tax Code and continue payment of
its allocated annual entity assessment due to the Hidalgo County Appraisal District on a
quarterly basis as follows:

1 st Quarter – Invoices mailed January 2 nd	Due on February 2 nd
2 nd Quarter – Invoices mailed March 10 th	Due on April 10 th
3 rd Quarter – Invoices mailed June 10 th	Due on July 10 th
4 th Quarter – Invoices mailed September 10 th	Due on October 10 th

Dated this _____ day of _____, 2018

Taxing Entity: South Texas College

By: _____

Printed Name: _____

Title: _____

Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 – 2019

Approval of Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 - 2019 is requested.

1. Faculty Salary Increases

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

The approved Faculty Salary Plan for FY 2017 - 2018 was based on an average increase of 3%. The base for a master’s degree was increased from \$41,690 to \$42,166 or by an additional \$476.00. The average 3% increase and step adjustments were approved by the Board for FY 2017 - 2018 at a total cost of approximately \$883,118.

In keeping with the College’s commitment to retain and recruit qualified Faculty, the proposed preliminary faculty salary increase for FY 2018 - 2019 is approximately \$926,280, which is based on an average increase of 3%. The proposed faculty salary increases may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Faculty Salary Increases				
Category	Number of Faculty	Average Increase Percentage	FY 2017 - 2018 Increase Amount	FY 2018 - 2019 Proposed Increase Amount
Faculty	545	3%	\$883,118	\$926,280

2. Non-Faculty Personnel Salary Increases

In Fiscal Year 2017 - 2018, salary increases in the amount of approximately \$947,637 were awarded for existing non-faculty positions which were based on a 3% increase.

In keeping with the College’s commitment to recruit and retain qualified non-faculty personnel, the following estimated salary increases for Fiscal Year 2018 - 2019 totaling \$1,088,895, based on 3% increase for eligible personnel, are proposed. The proposed salary increases may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Non-Faculty Personnel Salary Increases				
Category	Number of Employees	Increase Percentage	FY 2017 - 2018 Increase Amount	FY 2018 - 2019 Proposed Increase Amount
Classified	349	3%	\$261,175	\$298,577
Professional/Technical	465	3%	537,322	635,797
Administrative	50	3%	127,934	132,429
Executive	4	3%	21,206	22,092
Total	868		\$947,637	\$1,088,895

The FY 2018 - 2019 proposed estimated Annual Salary Increases total \$926,280 for Faculty and \$1,088,895 for Non-Faculty Personnel, for a grand total of \$2,015,175.

3. Re-evaluation of Proposed Salary Increase for Classified Staff - Pay Grades

At the May 8, 2018 Finance, Audit, and Human Resources Committee, the Committee instructed administration to re-evaluate the proposed salary increase for Classified personnel.

Further analysis revealed that although each employee category has different pay grades, approximately 40% (139 employees) of Classified personnel have a salary commensurate with Professional/Technical personnel, since the pay grades overlap between the Classified and Professional/Technical employee categories.

The overlapping in pay grades between the two employee categories has increased through the years primarily due to higher percentage salary increases being granted to Classified personnel in previous years and employment longevity of personnel.

Granting equal percentage salary increases to all categories of non-faculty personnel will prevent more overlapping of pay ranges between the two employee categories.

In addition, categorically granting a higher percentage increase to Classified personnel would result in a greater salary increase amount for Classified personnel currently earning the same amount as Professional/Technical personnel. A 3% salary increase for all employee categories would result in equal salary increases for those employees earning the same salary amount but in different employee categories.

In re-evaluating the salary increase for Classified personnel, administration also compared the minimum hourly rate earned by full-time Classified personnel to the living wage average hourly rate in Hidalgo and Starr Counties.

The analysis (assuming a 3% increase) revealed the following regarding the living hourly wage:

- Minimum hourly rate earned by full-time Classified personnel: \$9.29
- Living Wage (hourly rate average for Hidalgo and Starr Counties): \$10.17
- Number of Employees at or below the Living Wage Hourly Rate: 17

The employees earning below the Living Wage Hourly Rate consist of entry level custodians and office staff with limited work experience.

4. Salary Increase Options and Total Costs

Administration evaluated the salary increase option of granting a salary increase of 4% to all Classified Personnel. The table below summarizes options and associated costs of granting a 3% or 4% salary increase to Classified Personnel.

Option	Faculty	Total for Faculty	Classified	Prof./ Technical, Admin, Exec.	Total for Non-Faculty	Grand Total for Faculty and Non-Faculty	Total
Option 1	3%	\$926,280	3%	3%	\$1,088,895	\$2,015,175	\$2,015,175
Option 2	3%	\$926,280	4%	3%	\$1,187,936	\$2,114,216	\$2,114,216

Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 - 2019 are subject to the availability of funding and Board approval of the final budget.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College determine and authorize the Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 – 2019.

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

The Board of Trustees approves and authorizes the Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 – 2019 as follows:

Approval Recommended:

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

Discussion and Action as Necessary on New Staff Positions for FY 2018 – 2019

Approval of New Staff Positions for FY 2018 - 2019 is requested.

Administration has reviewed the need for additional new non-faculty staffing positions for FY 2018 – 2019 with staff, and supports the recommendations subject to the availability of funding and Board approval of the final budget. The proposed new positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

A total of twenty (20) new staff positions are being requested for a total amount of \$822,831. Funding in the amount of \$156,000 for four (4) of these new positions has been identified from salary pools and vacant positions, resulting in a proposed net increase in salary budget of \$666,831, as follows:

Funding	Amount
Funding Requested for New Positions	\$822,831
Less -- Funding from Pool Positions	(156,000)
Net Salary Budget Increases for New Positions	\$666,831

A listing of the proposed new staff positions for FY 2018 - 2019 follows in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 8, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the New Staff Positions for FY 2018 -2019 and administration has reduced the funding from existing pool positions, which has resulted in an increase to the net salary budget for new positions

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the New Staff Positions for FY 2018 -2019 as presented

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

The Board of Trustees approves and authorizes the New Staff Positions for FY 2018 - 2019 as presented

Approval Recommended:

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

South Texas College
New Staff Positions for FY 2018 - 2019

	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY BUDGET
Vice President for Academic Affairs					
1	Dual Credit Programs and School-District Partnerships	Administrative Assistant	Classified	F	\$ 30,000
Rationale: • The Administrative Assistant will provide administrative support to the Interim Dean for Dual Credit Program & School District Partnerships. The Interim Dean will need assistance with many of the administrative tasks and responsibilities for the office, such as coordinating meetings and travel arrangements.					
2	Early College High Schools and Dual Credit Partnerships	Early College High School Specialist	Professional/Technical Non-Exempt	B	\$ 35,000
Rationale: • South Texas College supports 29 ECHS. With all ECHS having a senior class the enrollment has increased to over 7,000 students. The specialist provides additional support to ECHS coordinators assigned to specific high schools. The specialist will assist with academic planning activities including, degree audits, scheduling, and other student success initiatives within the dual credit programs.					
3	Early College High Schools and Dual Credit Partnerships	Early College High School Specialist	Professional/Technical Non-Exempt	B	\$ 35,000
Rationale: • South Texas College supports 29 ECHS. With all ECHS having a senior class the enrollment has increased to over 7,000 students. The specialist provides additional support to ECHS coordinators assigned to specific high schools. The specialist will assist with academic planning activities including, degree audits, scheduling, and other student success initiatives within the dual credit programs.					
4	Distance Learning	Distance Learning Instructional Facilitator	Professional/Technical Exempt	E	\$ 61,875
Rationale: • The position will design and facilitate training in distance learning pedagogies to build capacity of online faculty. With a growing number of course enrollments, the department is offering more trainings to build capacity. Request for this new position is to enable the Distance Learning Department to be better prepared to support faculty and the need to enhance instructional pedagogies online. This position will be funded from the Distance Learning fee.					
5	Distance Learning	Help Desk Specialist	Professional/Technical Non-Exempt	B	\$ 39,875
Rationale: • The Help Desk Specialist supports the instructional efforts of the Distance Learning department and faculty who teach on-line and web-enhance their courses by providing leadership for the Distance Learning Help Desk Staff. The specialists assures the staff are proficient in BlackBoard and other distance education technologies, so they may provide technical assistance to students and faculty on a daily basis. The specialist will also coordinate the part-time help desk staff and workstudies to create efficiency in help desk coverage. This position will be funded from the Distance Learning fee.					
6	Distance Learning	Student Success Specialist	Professional/Technical Non-Exempt	C	\$ 36,000
Rationale: • Currently, there is one Student Success Specialist within the Distance Learning department and with almost 8000 students taking at least one online course, the department needs an additional Student Success Specialist to better handle the caseload. In addition, with the implementation of Blackboard Analytics, the additional SDS will be crucial to implementing early alert initiatives in Distance Learning by tracking online student activity and by providing interventions to increase online student retention. This position will be funded from the Distance Learning fee.					
7	Div. Nursing & Allied Health	Clinical Affairs Specialist	Professional/Technical Non-Exempt	B	\$ 35,000
Rationale: • Clinical Affairs Specialist is responsible for ensuring students are compliant with health regulations placed by hospitals and clinics, which allows students to assist in practicum and rotations. Position is transferring from grant funded to institutional funded position.					

South Texas College
New Staff Positions for FY 2018 - 2019

	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY BUDGET
8	Curriculum & Student Learning	Curriculum & Student Learning Manager	Professional/Technical Exempt	E	\$ 60,000
Rationale: • The Manager of Curriculum & Student Learning will oversee the development, implementation, and management of initiatives and projects to support the Academic Affairs curriculum and student learning processes. The manager will maintain and collaborate with vendors for all third party applications, including Degree Works, Courseleaf, SmartEvals, and new future software adoption. In addition, this position will manage Credential Review process and program development process. The manager will maintain the Texas Success Initiative (TSI) placement scale for the College and ensure compliance with TSI regulations as proposed by the THECB, and manage the development of the College online catalog and the online course syllabi management system.					
9	Mathematics	Faculty Secretary	Classified	A	\$ 25,081
Rationale: • This position is needed to support the full-time Faculty, Adjunct, and Dual Credit Faculty located in the new South Academic Building (BOND Construction).					
10	Chemistry	Lab Specialist II- Chemistry	Professional/Technical Non-Exempt	B	\$ 35,000
Rationale: • Lab Specialist needed to oversee the Chemistry and Engineering labs at the Mid-Valley Health Professions Buildings (BOND Construction).					
11	Div. Nursing & Allied Health	Healthcare Simulation Specialist	Professional/Technical Non-Exempt	C	\$ 35,000
Rationale: • Position is responsible for the implementation and execution of simulation practices in the Nursing & Allied Health Programs across MV, Starr, and McAllen. Position is transferring from grant funded to institutional funded position.					
12	Div. Nursing & Allied Health	Computer-Lab Specialist Lab Specialist II-NAH	Professional/Technical Non-Exempt	B	\$ 30,000
Rationale: • To support the expanded classroom/computer labs at the new facilities with over 300 computers (Bond construction).					
Total for Vice President for Academic Affairs					\$ 457,831
Vice President for Finance and Administrative Services					
13	Office of VP for Finance & Adm. Services	Finance and Administrative Services Business Systems Specialist	Professional/Technical Non-Exempt	B	\$ 42,000
Rationale: • Provide information technology support to the FAS Departments.					
14	Office of VP for Finance & Adm. Services	Finance and Administrative Services Business Systems Specialist	Professional/Technical Non-Exempt	B	\$ 42,000
Rationale: • Provide information technology support to the FAS Departments.					
15	Office of VP for Finance & Adm. Services	Institutional Equity Officer	Administrative	E	\$ 110,000
Rationale: • The IEO will administer and coordinate STC's programs, responsibilities and compliance with federal and state and anti-discrimination and harassment laws, regulations, and requirements for students, faculty, and staff.					
Total for Vice President for Finance and Administrative Services					\$ 194,000

South Texas College
New Staff Positions for FY 2018 - 2019

	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY BUDGET
Vice President for Information Services and Planning					
16	Information Services & Planning	Secretary	Classified	B	\$ 26,000
Rationale: <ul style="list-style-type: none"> • There is only have one full-time regular position for administrative support for the office of the VP for ISPP&SI. Need additional administrative support for the office. A FTT secretary is currently being paid out of a pool. 					
17	IT PM, Risk & Security-Instruction	Project Management Analyst	Professional/Technical Exempt	C	\$ 40,000
Rationale: <ul style="list-style-type: none"> • After a review of the Institutional Project list along with the standard service ticket tracking process, a gap in the ability to track, update and communicate along the process life cycle was identified. This position would focus in this area and be a primary conduit to keep institutional partners apprised of project status. 					
Total for Vice President for Information Services and Planning					\$ 66,000
Vice President for Student Affairs and Enrollment Mgmt.					
18	College Connections	Recruiting Specialist	Professional/Technical Non-Exempt	B	\$ 30,000
Rationale: <ul style="list-style-type: none"> • Dedicated recruiter to increase enrollment of non-traditional student populations including working adults, international students and military. Position will be utilized to help reach enrollment targets for each group on non-traditional students. 					
19	Office of Enrollment Services	Student Completion Specialist	Professional/Technical Non-Exempt	B	\$ 30,000
Rationale: <ul style="list-style-type: none"> • Dedicated staff member to work full-time recruiting back stop-out students to enroll and complete degrees; Will work to increase institutional completion rates and recovery of stop-out students. 					
20	Office of Enrollment Services	Coordinator of Enrollment Marketing Services	Professional/Technical Non-Exempt	C	\$ 45,000
Rationale: <ul style="list-style-type: none"> • A new position based on Cabinet recommendation for student services to play a larger leadership role in development of marketing strategies to increase student enrollment. 					
Total for Vice President for Student Affairs and Enrollment Management					\$ 105,000
Total for Funding for New Positions					\$ 822,831
Less Funding from Pool Positions					\$ 156,000 \$ 293,750
Net Salary Budget Increase for New Positions					\$ 666,831 \$ 529,081

Discussion and Action as Necessary on Non-Faculty Salary Adjustments/ Reclassifications for FY 2018 – 2019

Approval of Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019 is requested.

Administration has reviewed the need for non-faculty salary adjustments/reclassifications for FY 2018 - 2019 with staff, and supports the recommendations subject to the availability of funding and Board approval of the final budget. The proposed non-faculty salary adjustments/reclassifications may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Salary Adjustments/Reclassifications were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

Requested for FY 2018 - 2019 are salary adjustments totaling \$227,460 for thirty (30) positions, out of which seventeen (17) positions require changes in classification and/or grade and require salary adjustments. The remaining thirteen (13) positions require changes in classification, title or grade, and require no salary adjustments.

Description	Number of Positions
Changes in Classifications and/or Grade with Salary Adjustments	17
Changes in Classification, Title or Grade with no Salary Adjustments	13
Total	30

Funding in the amount of \$35,875, for five (5) of these salary adjustments, has been identified from existing salary pools, resulting in a proposed net increase in salary budget of \$191,585, as follows:

Funding	Amount
Funding Requested for Non-Faculty Salary Adjustments/Reclassifications	\$227,460
Less -- Funding from Existing Staff and Pool Positions	(35,875)
Net Salary Budget Increases for Salary Adjustments/ Reclassifications	\$191,585

A listing of the non-faculty salary adjustments/reclassifications for FY 2018 - 2019 follows in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 8, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019 and administration has proposed title changes for four additional positions, with no salary adjustment, as outlined in the following documentation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019 as presented.

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

The Board of Trustees approves and authorizes the Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019 as presented.

Approval Recommended:

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

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019

	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
Office of the President						
1	Title Change from Director of Fundraising and Legislative Affairs (Position 702650) to Director of Fundraising and Foundation	Administrative	Grade B	\$ 1	\$ 74,999	\$ 75,000
Rationale: <ul style="list-style-type: none"> To revisit, develop, and coordinate the foundation and fundraising of activities by one office. 						
2	Title Change from Videographer (Position 704462) to Video Production Coordinator	Professional/Technical Non-Exempt	Grade B to Grade C	\$ 34,858	\$ 8,000	\$ 42,858
Rationale: <ul style="list-style-type: none"> The scope of the current position to be expanded to include more leadership and management responsibilities. This includes, but is not limited to, scripting, storyboarding, budgeting, allocating resources, establishing deadlines and selecting optimal forms of media for projects. In addition to developing production schedules, also selects and recommends additional crew and talent; directs and coaches talent; reserves and rents equipment; evaluate analytics. 						
Total for Office of the President					\$ 82,999	
Vice President for Academic Affairs						
3	Title Change from Professional Dev Trainer (Position 703352) to Instr Coach- Prof & Org Dev	Professional/Technical Non-Exempt to Professional/Technical Exempt	Grade C to Grade F	\$ 6,385	\$ 13,615	\$ 20,000
Rationale: <ul style="list-style-type: none"> The Instructional Coach works closely with the Office of Professional and Organizational Development Team to train and coach faculty on various professional development initiatives. The Instructional Coach will serve as an expert in pedagogy and the integration of technology into teaching and learning. The Instructional Coach aligns with the needs of the office. Position is transferring from grant funded to institutional funded position. 						
4	Title Change from Distance Learning Manager (Position 701276) to Coordinator of Distance Learning Technologies	Professional/Technical Exempt	Grade F to Grade D	\$ 49,500	\$ -	\$ 49,500
Rationale: <ul style="list-style-type: none"> Distance Learning Technologies Coordinator provides technical expertise and leadership in distance learning systems and trainings, and provide advice and assistance for instructors engaged in electronic distance learning. This position will be funded from the currently vacant Distance Learning Manager. 						
5	Title Change from Secretary (Position 718557) to Administrative Assistant	Classified	Grade B to Grade F	\$ 25,000	\$ 10,000	\$ 35,000
Rationale: <ul style="list-style-type: none"> Title Change to align with job responsibilities to assist Assistant Dean housed in the NAH Campus Building B. (Vacant) Budgeted \$25,000. 						
6	Title Change from Lab Asst-NAH (Position 720557) to Healthcare Asset Maintenance Specialist	Classified to Professional/Technical Non-Exempt	Grade B	\$ 26,000	\$ 7,000	\$ 33,000
Rationale: <ul style="list-style-type: none"> Position in charge of tracking highly technical and expensive equipment on all Nursing & Allied Health areas across the current and 3 new bond buildings. Position will also keep track of all equipment purchased through grant funds. 						

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019

	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
7	Title Change from Asst to Pres Pbl Sch Rel/Pshps (Position 706362) to School District Partnership Relations Manager	Administrative to Professional/Technical Exempt	Grade E	\$ 1	\$ 59,999	\$ 60,000
Rationale: • This position will support the department by managing communication, internal and external events, and initiatives to support the partnerships with the 22 school districts, including the planning, creating, and implementing the dual credit's marketing, external communication, and initiatives.						
8	Title Change from Univ Rel & Artic Ctr Officer (Position 705416) to Director of University Relations, Transfer and Articulation Center	Professional/Technical Exempt to Administrative	Grade F to Grade B	\$ 71,080	\$ 4,545	\$ 75,625
Rationale: • Align title with actual administrative tasks and responsibilities performed and recommendations with respect to the division while meeting with institution executive leaders on a state, national, and international level. In addition, the Director will assume several new initiatives such as team lead for the Transfer Summit and the TCCBA, along with assisting in the development and maintenance of an Alumni Association and spearheading an in-house Transfer Advisory Committee.						
9	Title Change from Admin for HS Prgms and Svcs (Position 701610) to Administrator of Dual Credit Instructional Pathways	Administrative	Grade C	\$ 82,162	\$ -	\$ 82,162
Rationale: • To reflect department name change and correctly align duties and responsibilities.						
10	Title Change from Coord of Valley Scholars Prgm (Position 710651) to Academic Excellence Programs Officer	Professional/Technical Exempt	Grade E to Grade G	\$ 51,385	\$ 10,615	\$ 62,000
Rationale: • Align position with expanded scope of duties, and responsibilities. The officer manager provides leadership and direction for the Academic Excellence Programs at South Texas College, which includes the Valley Scholars Program, Honors Program, and International Honors Society activities. In addition, the manager oversees the scholarship fundraising efforts for the Valley Scholars Program. The Director of Human Resources has reviewed the revised job description.						
11	Title Change from Valley Scholars Assistant (Position 701279) to Valley Scholars Specialist	Classified to Professional/Technical Non-Exempt	Grade C to Grade B	\$ 30,900	\$ 4,100	\$ 35,000
Rationale: • Align title with expanded duties and responsibilities. The staff member has been overseeing the promotional efforts that support the annual silent auction activities, including visiting with local businesses to acquire in-kind sponsorships for the silent auction. In addition to assisting with planning and coordinating the annual College Tour.						
12	Title Change from Student Development Specialist (Position 727332) to Student Success Specialist	Professional/Technical Non-Exempt	Grade B to Grade C	\$ 43,799	\$ 3,000	\$ 46,799
Rationale: • Title change to be in line with positions with similar duties and responsibilities. For the past several years, the College has been using the Student Success Specialist as a standard title for this type of position.						
Total for Vice President for Academic Affairs					\$ 112,874	

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019

	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
Vice President for Finance and Administrative Services						
13	Title Change from Compliance Manager (Position 708160) to Institutional Equity Manager	Professional/Technical Exempt	Grade E to Grade G	\$ 65,000	\$ 7,000	\$ 72,000
Rationale: • To reflect the change in duties and responsibilities associated with the position in the new proposed Institutional Equity Office to assume the coordination of STC's programs, responsibilities, and compliance with federal and state anti-discriminatory harassment laws, regulations and requirements for students, faculty, and staff.						
14	Title Change from Project Manager - Acctblty (Position 701160) to Accountability and Compliance Manager	Professional/Technical Exempt	Grade E to Grade F	\$ 58,350	\$ 4,000	\$ 62,350
Rationale: • With the proposed creation of the Institutional Equity Office and the restructuring and transfer of the Compliance Manager position to this new office to assume full duties and responsibilities related to Title IX, Section 504, and other anti-discriminatory laws, it is proposed to develop the position of, Accountability and Compliance Manager, to meet the needs of the Accountability, Risk, and Compliance department. The Accountability and Compliance Manager position will assume and manage the primary functions of Accountability and Compliance within the Accountability, Risk, and Compliance department.						
15	Title Change from Payroll Assistant - Human Resources (Position 700039) to Human Resources Payroll Specialist	Classified to Professional/Technical Non-Exempt	Grade G to Grade B	\$ 51,984	\$ -	\$ 51,984
Rationale: • To accurately reflect and encompass current job duties/responsibilities (employee is above cost to parity - no salary adjustment, only reclassification of position).						
16	Title Change from Human Resources Payroll Specialist (Position 710240) to Human Resources Payroll/Position Control Specialist	Professional/Technical Non-Exempt	Grade B to Grade C	\$ 52,063	\$ -	\$ 52,063
Rationale: • To accurately reflect and encompass current job duties/responsibilities (employee is above cost to parity - no salary adjustment, only reclassification of position).						
17	Title Change from Human Resources Assistant (Position 707240) to Human Resources Support Specialist	Classified to Professional/Technical Non-Exempt	Grade C to Grade B	\$ 27,031 \$ 26,032	\$ 3,100	\$ 30,131 \$ 29,132
Rationale: • To accurately reflect and encompass current job duties/responsibilities; responsible for federal I9 form administration and tracking maintenance and audit of e-verify cases.						
18	Title Change from Security Supervisor (Position 706514) to Transportation Services Manager	Professional/Technical Non-Exempt to Professional/Technical Exempt	Grade E to Grade F	\$ 55,592	\$ 3,000	\$ 58,592
Rationale: • To accurately include all of the major responsibilities of Transportation Services, including the direct supervision of 9 bus drivers and compliance with the many requirements of the Federal Transit Administration.						

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019

	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
19	Title Change from Accountant (Position 729184) to Accounting Group Supervisor	Professional/Technical Non-Exempt to Professional/Technical Exempt	Grade D to Grade E	\$ 49,226	\$ 4,000	\$ 53,226
Rationale: • To reflect the increased responsibilities that correspond with supervising additional staff, ensuring financial compliance with new braided funding requirements from federal, state, local and private agencies. Supervision of three or more employees.						
20	Title Change from Chief Adm for Dept Publ Safety (Position 702514) to Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence	Administrative	Grade E	\$ 101,281	\$ - \$ 4,000	\$ 101,281 \$ 105,281
Rationale: • To reflect the change in responsibilities to include oversight of the Regional Center for Public Safety Excellence and exploring professional development opportunities for local, state, and federal professionals.						
Total for Vice President for Finance and Administrative Services					\$ 21,100 \$ 25,100	
Vice President for Information Services and Planning						
21	Title Change from Library Specialist (Position 742101) to Librarian I- Public Services	Professional/Technical Non-Exempt to Professional/Technical Exempt	Grade B to Grade C	\$ 36,574	\$ 7,885	\$ 44,459
Rationale: • With expansion of existing library, at NAH a Librarian I is required to maintain a high level of service excellence and responsiveness to academic program needs.						
22	Title Change from Coordinator of Open Labs Logistics (Position 725397) to Open Labs Logistics Manager	Professional/Technical Exempt	Grade E	\$ 45,000	\$ -	\$ 45,000
Rationale: • There are two similar positions with different titles: Coordinator of Open Labs Logistics and Open Labs Logistics Manager. The responsibilities are now similar so both positions will now have the same title of Open Labs Logistics Manager.						
23	Reclassification for IT Risk and Security Manager (Position 704395)	Professional/Technical Exempt	Grade G	\$ 75,398	\$ 2,602	\$ 78,000
Rationale: • The employee has had an increase in duties including supervision of two security analysts, incident commander for disaster recovery, oversight of the IT internship program and coordination of information security community events. After review with HR an increase is recommended.						
Total for Vice President for Information Services and Planning					\$ 10,487	
Vice President for Student Affairs & Enrollment Management						
24	Title Change from Director of Dual2Degree High Schools (Position 703190) to Director of Enrollment Services for Dual Credit	Administrative	Grade B	\$ 66,595	\$ -	\$ 66,595
Rationale: • Title change aligns with new function of Dual2Degree Department, which includes Program Recruitment, Dual Credit Admission and Registration, and Dual Credit Matriculation.						

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019

	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
25	Title Change from Coordinator of Dual2Degree High Schools (Position 722610) to Coordinator of Enrollment Services for Dual Credit	Professional/Technical Exempt	Grade D	\$ 49,173	\$ -	\$ 49,173
Rationale: • Title change aligns with new function of Dual2Degree Department, which includes Program Recruitment, Dual Credit Admission and Registration, and Dual Credit Matriculation.						
26	Title Change from Coordinator of Dual2Degree High Schools (Position 723610) to Coordinator of Enrollment Services for Dual Credit	Professional/Technical Exempt	Grade D	\$ 45,315	\$ -	\$ 45,315
Rationale: • Title change aligns with new function of Dual2Degree Department, which includes Program Recruitment, Dual Credit Admission and Registration, and Dual Credit Matriculation.						
27	Title Change from Admissions Tech (Position 700165) to Records Technician	Classified	Grade A	\$ 26,550	\$ -	\$ 26,550
Rationale: • The duties and responsibilities are exactly the same; no change to grade or salary, only title correction is required.						
28	Title Change from Admissions Tech (Position 700072) to Records Technician	Classified	Grade A	\$ 22,144	\$ -	\$ 22,144
Rationale: • The duties and responsibilities are exactly the same; no change to grade or salary, only title correction is required.						
29	Title Change from Admissions Tech (Position 700246) to Records Technician	Classified	Grade A	\$ 25,105	\$ -	\$ 25,105
Rationale: • The duties and responsibilities are exactly the same; no change to grade or salary, only title correction is required.						
30	Title Change from Admissions Tech (Position 700072) to Records Technician	Classified	Grade A	\$ 22,144	\$ -	\$ 22,144
Rationale: • The duties and responsibilities are exactly the same; no change to grade or salary, only title correction is required.						
Total for Vice President for Student Affairs & Enrollment Management					\$ -	
Total for Funding for Salary Adjustments/Reclassification					\$ 227,460	
					\$ 231,460	
Less Funding from Pool Positions					\$ 35,875	
Total for Salary Adjustments/Reclassification					\$ 191,585	
					\$ 195,585	

Review and Discussion on Projected Shortfall of 2013 Bond Construction Program Budget

On May 3, 2018, the current total budget shortfall was estimated to be at \$1,894,193.

On May 18, 2018, Broaddus & Associates reported a revised current total budget shortfall of \$1,963,129.

Broaddus & Associates has provided the following documents to help illustrate the budget shortfall:

- Shortfall Summary – Current shortfall and projected shortfall after recoupment of anticipated savings
- Executive Summary – Project level accounting for the 2013 Bond Construction Program

Revised 2013 Bond Program Budget

Original 2013 Bond Program Budget	\$159,028,940
Unexpended Mid Valley Campus Workforce Expansion Budget	(\$2,105,495)
Unexpended Starr County Campus Workforce Expansion Budget	<u>(\$1,910,011)</u>
Revised 2013 Bond Program Budget	\$155,013,434

Anticipated Final 2013 Bond Program Cost

2013 Bond Construction Program Costs To-Date	\$156,976,562
Unexpended Design Contingency Balance	(\$70,760)
Unexpended Construction Contingency Balance	(\$168,214)
Anticipated Recoupment of Project Savings	<u>(\$475,000)</u>
Anticipated Final 2013 Bond Construction Program Cost	\$156,262,588

Anticipated 2013 Bond Construction Program Budget Shortfall

Revised 2013 Bond Program Budget	\$155,013,434
Anticipated Final 2013 Bond Construction Program Cost	<u>(\$156,262,588)</u>
Anticipated 2013 Bond Construction Program Budget Shortfall	(\$1,249,154)

The project costs outlined in the Executive Summary do not include the scope of non-bond work completed through the use of \$1.5M in funding provided by the Texas Department of Transportation and \$1M in funding provided by the Pharr-San Juan-Alamo Independent School District.

No action is requested.

2013 - Bond Program Shortfall Summary

Current Shortfall Less Contingency Balance	
May Shortfall	\$ (1,963,128)
Design Contingency Balance (May)	\$ 70,760
Owner's Contingency Balance (May)	\$ 168,214
Current Shortfall Less Contingency Balances	\$ (1,724,154)

Projected Savings	
Projected Pecan Campus Buy-out Savings	\$ -
Projected Nursing Allied Health Buy-out Savings	\$ -
Projected Technology Site Buy-out Savings	\$ -
Projected Mid Valley Campus Buy-out Savings	\$ -
Projected Starr Campus Buy-out Savings	\$ -
Projected Miscellaneous Savings	\$ 475,000
Projected Savings Total	\$ 475,000

Shortfall With Projected Savings	
Current Shortfall Less Contingency Balances	\$ (1,724,154)
Projected Savings Total	\$ 475,000
	\$ (1,249,154)

Shortfall	
Shortfall With Projected Savings	\$ (1,249,154)

Executive Summary

	Original Bond Amount	\$ 159,028,940
Mid Valley Campus Workforce Expansion - Amount Not Used		(2,105,495)
Starr County Campus Workforce Expansion - Amount Not Used		(1,910,011)
Revised Amounts	\$	155,013,434

Construction Project Description	Total Project Cost Summary		
	Bond Total Cost	Ytd. Total Project Costs	Variance [Ytd. Total Project Costs to Bond Total Cost]
Pecan Campus			
North Academic Building	\$ 14,843,110	\$ 12,736,306	\$ 2,106,804
South Academic Building	\$ 9,454,426	\$ 8,342,266	\$ 1,112,160
STEM	\$ 13,103,319	\$ 13,073,198	\$ 30,121
Student Activities / Cafeteria "Student Union"	\$ 8,828,254	\$ 8,491,210	\$ 337,044
Thermal Plant Expansion	\$ 5,542,049	\$ 5,341,609	\$ 200,440
Parking & Site Improvements	\$ 2,490,261	\$ 2,977,555	\$ (487,294)
Subtotal	\$ 54,261,419	\$ 50,962,145	\$ 3,299,274
Nursing & Allied Health Campus			
Expansion for Nursing & Allied Health	\$ 21,773,439	\$ 20,417,090	\$ 1,356,349
Thermal Plant Expansion - Non Bond	\$ 601,877	\$ 817,697	\$ (215,820)
Parking & Site Improvements	\$ 1,717,717	\$ 2,421,537	\$ (703,820)
Subtotal	\$ 24,093,033	\$ 23,656,324	\$ 436,709
Technology Campus			
Expansion for Technical & Workforce	\$ 14,864,990	\$ 11,297,010	\$ 3,567,980
Parking & Site Improvements	\$ 905,324	\$ 1,689,237	\$ (783,913)
Subtotal	\$ 15,770,314	\$ 12,986,247	\$ 2,784,067
Mid Valley Campus			
Health Professional & Science Bldg.	\$ 17,277,682	\$ 17,628,628	\$ (350,946)
Expansion for Technical & Workforce	\$ 151,868	\$ 151,868	\$ -
Library Expansion	\$ 2,288,968	\$ 3,592,720	\$ (1,303,752)
Student Services Bldg. Expansion	\$ 4,114,228	\$ 4,948,473	\$ (834,245)
Thermal Plant Expansion	\$ 5,042,398	\$ 5,038,884	\$ 3,514
Parking & Site Improvements	\$ 2,796,035	\$ 2,742,367	\$ 53,668
Subtotal	\$ 31,671,179	\$ 34,102,941	\$ (2,431,762)
Starr County Campus			
Health Professions	\$ 11,267,182	\$ 11,374,535	\$ (107,353)
Workforce	\$ 141,972	\$ 141,972	\$ -
Library Building	\$ 3,732,378	\$ 4,426,898	\$ (694,520)
Student Services	\$ 1,162,522	\$ 1,464,619	\$ (302,097)
Student Activities	\$ 1,166,402	\$ 1,489,981	\$ (323,579)
Thermal Plant Expansion	\$ 4,938,772	\$ 4,518,232	\$ 420,540
Parking & Site Improvements	\$ 1,397,789	\$ 3,553,996	\$ (2,156,207)
Subtotal	\$ 23,807,017	\$ 26,970,234	\$ (3,163,217)
Regional Center for Public Safety Excellence			
Building	\$ 3,655,134	\$ 4,341,142	\$ (686,008)
Parking & Site Improvements	\$ 319,337	\$ 2,259,830	\$ (1,940,493)
Subtotal	\$ 3,974,471	\$ 6,600,972	\$ (2,626,501)
STC La Joya Higher Education			
STEM labs & Welding Lab	\$ 1,436,000	\$ 1,697,700	\$ (261,700)
Subtotal	\$ 1,436,000	\$ 1,697,700	\$ (261,700)
Total	\$ 155,013,434	\$ 156,976,562	\$ (1,963,128)

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.

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 will be asked to review and recommend action as necessary to the Board.

The Committee packet includes the Outstanding Issues Action Plan as developed and maintained by administration.

Current and New Issues Raised and Included in the Action Plan:

Campus Specific Issues:

1. Pecan Campus
2. Mid Valley Campus
3. District Wide-All Bond Projects

Program Wide Issues as Listed on Action Plan:

The Facilities Committee did not recommend Board action on any items. The Board is provided this opportunity to take any action as necessary related to the outstanding issues.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to the outstanding issues 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 related to the outstanding issues as presented.

Approval Recommended:

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

2013 Bond Construction Program Outstanding Issues - Action Plan
May 29, 2018 Board Meeting
as of May 23, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
1	Pecan Campus Student Union Bldg. - Replacement of Damage Stair Treads	B&A & BSGA & D.Wilson	Pending	3/27/2018 4/24/18 5/8/18 5/29/18	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. 5/23/18 (Weekly Meeting): Work is complete. Pending review and acceptance by The Warren Group, B&A, and STC. Release of check pending.	B&A will coordinate with the contractor to ensure damaged stair treads are repaired. B&A will provide an update at the May 29, 2018 Board meeting.
2	STEM Bldg - Cosmetic Issues stated on Certificate of Final Completion	B&A & BSGA & D.Wilson	Complete	3/27/2018 4/24/18 5/8/18	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. 5/23/18 (Weekly Meeting) : The pendant light fixture is installed and complete.	B&A will ensure these items are corrected within a timely manner. B&A will provide an update at the May 29, 2018 Board meeting.
Mid Valley Campus						
3	Parking & Site Improvements - Pending Final Completion	B&A & Skanska	Pending	5/29/2018	5/23/18 (Weekly Meeting): Mid Valley Parking & Site Improvement project is pending final completion due to a disagreement regarding the irrigation system and landscape. Broaddus & Associate will provide recommendations on how to proceed forward at the May 29, 2018 Board Meeting.	B&A will coordinate with the contractor to ensure work is complete. B&A will provide an update at the May 29, 2018 Board meeting.
District Wide - All Bond Projects						
4	Architect/Engineer Fee Adjustments due to Increases from CCL to GMP	B&A	Ongoing	3/27/18 5/29/18	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. 5/23/18 (Weekly Meeting): Broaddus & Associates is recommending fee adjustments to the A/E firms for the Regional Center for Public Safety Excellence, Non-Bond NAH Thermal Plant, Non-Bond NAH Thermal Plant Parking & Site projects for approval at the May 29, 2018 Board meeting.	B&A will provide an update at the May 29, 2018 Board meeting.
5	Final Completions and Punch-lists	B&A	Ongoing	12/5/2017 3/27/18 5/29/18	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. 5/23/18 (Weekly Meeting): Ongoing.	B&A will provide an update at the May 29, 2018 Board meeting.
6	Responsibilities at Close-out of each project	B&A	Ongoing	12/5/2017 3/27/18 5/23/18	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. 5/23/18 (Weekly Meeting): Ongoing.	B&A will provide an update at the May 29, 2018 Board meeting.

Review and Action as Necessary on Ratification of Change Orders for the 2013 Bond Construction Program Mid Valley Campus Health Professions & Sciences Building Project

The Board is asked to take action as necessary on the ratification of nine (9) change orders for the 2013 Bond Construction Program Mid Valley Campus Health Professions & Sciences Building project.

Purpose

The work authorized by these nine change orders has already been completed, under the approval and contractual authority of Broaddus & Associates.

Design Contingency

The CMR contract provides a Design Contingency balance for each project, and authorized the CMR to utilize these funds as necessary to complete any necessary work that is within the original project scope but was not included in the partial construction documents used for the development of the Board-approved GMP.

Design Contingency change orders are submitted for review by the project's lead architect/engineer and Broaddus & Associates as the Construction Program Manager.

Construction Contingency

The CMR contract provides a Construction (Owner) Contingency balance for each project as well. This balance provides funds for changes to the original scope, under the authority of the Owner.

On March 29, 2016, the Board of Trustees approved the delegation of authority to Broaddus & Associates to approve change orders from the use of Construction Contingencies for the 2013 Bond Construction Program. The approval amount per change order was \$5,000, with a monthly limit of \$25,000.

Board Review of All Change Orders

The South Texas College Board of Trustees has subsequently instructed Broaddus & Associates to provide all change orders to the Board for review and approval. Since that time, Broaddus & Associates has submitted all change order documentation for review by the Board.

Administration noted that these nine (9) change orders had not been included in previous submissions for Board review, and would not be reflected in the Board's records.

Administration has asked Broaddus & Associates to provide the nine (9) change orders for work completed at the 2013 Bond Construction Program Mid Valley Campus Health Professions & Sciences Building project without prior submission to the Board. Administration asks the Board to take action as necessary regarding the change orders so that they can be properly reflected in the Board's records.

The change orders were not presented at the May 8, 2018 Facilities Committee meeting, and are presented here for Board ratification without a committee recommendation.

Broaddus & Associates has provided the change order documents for review by the Board of Trustees. The contingency expenditures were as follows:

Bond Projects	
Total Design Contingency Increases for May 2018	(\$36,068)
Total Construction Contingency Increases for May 2018	(\$3,405)

Broaddus & Associates recommends Board ratification of the nine (9) change orders as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College ratify the proposed Bond change orders for use of design contingencies totaling \$36,068 and construction contingencies totaling \$3,405 for work already completed for the 2013 Bond Construction Program Mid Valley Campus Health Professions & Sciences Building project as presented.

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

The Board of Trustees ratifies the proposed Bond change orders for use of design contingencies totaling \$36,068 and construction contingencies totaling \$3,405 for work already completed for the 2013 Bond Construction Program Mid Valley Campus Health Professions & Sciences Building project as presented.

Approval Recommended:

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

CURRENT CHANGE ORDERS FOR REVIEW
STC Meeting of May 29, 2018

Items Highlighted in Yellow are new change orders added after May 8th Facilities							
Mid Valley Campus							
Health Professions							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
13	3HP-033: AVIT SI #3 Additional Screen Controls			(\$10,198)			
14	3HP-038R: Radius Windows Frames			(\$3,277)			
15	3HP-032: Eyewash Model Changes (\$465)						
	3HP-060: RFI 3-HP-087 Stairway Grilles Clarification (\$235)			(\$1,500)			
	3HP-051R: Stainless Steel Recess Kits ast R.R. Dispensers (\$800)						
16	3HP-059: Corridor and Hall Signage per Owners Comments				(\$3,405)		
17	3HP-044: Thermostatic Mixing Valves 1 & 2			(\$3,200)			
18	3HP-017: Elevator Pit Lighting			(\$2,172)			
19	3HP-054: Insulation to Deck at West Offices			(\$2,295)			
20	3HP-055: Site Lighting per RFI# 77			(\$9,225)			
21	3HP-056: Painting Exposed Tube Steel			(\$4,201)			
	<i>Total</i>	\$0	\$0	(\$36,068)	(\$3,405)	\$0	
Bond Projects							
Total General Conditions for this month							
Total Cost of Work for this month			\$0				
Total Design Contingency for this month				(\$36,068)			
Total Owner Contingency for this month					(\$3,405)		
Total Buyout Savings						\$0	
Other GMP Adjustments						\$0	

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

NUMBER: 13

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
3HP- 033: AVIT SI #3 Additional Screen Controls \$ 10,198

Sub Total \$ 10,198

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (118,104)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 75,115
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ 10,198
REMAINING DESIGN CONTINGENCY	<u>\$ 85,313</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 14

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
3HP-028R: Radius Windows Frames \$ (3,277)

Sub Total \$ (3,277)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (128,302)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 64,917
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (3,277)
REMAINING DESIGN CONTINGENCY	\$ 61,640

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 15

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency:</u>		
	3HP-032: Eyewash Model Changes	\$	(465)
	3HP-060: RFI3-HP-087 Stairway Grilles Classification	\$	(235)
	3HP-051R: Stainless Steel Recess Kits ast R.R. Dispensers	\$	(800)

Sub Total \$ (1,500)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>\$ (131,579)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 61,640
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>\$ (1,500)</u>
REMAINING DESIGN CONTINGENCY	<u>\$ 60,140</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 16

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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:
3HP-059: Corridor and Hall Signage per Owner's Comments \$ (3,405)

Sub Total \$ (3,405)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 193,219
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (9,352)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 183,867
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (3,405)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>\$ 180,462</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 17

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
3HP-044: Thermostatic Mixing Valves 1 & 2 \$ (3,200)

Sub Total \$ (3,200)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (133,079)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 60,140
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (3,200)
REMAINING DESIGN CONTINGENCY	\$ 56,940

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 18

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
3HP-017: Elevator Pit Lighting \$ (2,172)

Sub Total \$ (2,172)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (136,279)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 56,940
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (2,172)
REMAINING DESIGN CONTINGENCY	\$ 54,768

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 19

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
3HP-054: Insulation to Deck at West Offices \$ (2,295)

Sub Total \$ (2,295)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (138,451)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 54,768
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (2,295)
REMAINING DESIGN CONTINGENCY	\$ 52,473

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 20

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
3HP-055: Site Lighting per RFI#77 \$ (9,225)

Sub Total \$ (9,225)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (140,746)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 52,473
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (9,225)
REMAINING DESIGN CONTINGENCY	\$ 43,248

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 21

PROJECT NAME: Mid Valley Campus
Health Professions & Science

DATE: February 13, 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 DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
3HP-056: Painting Exposed Tube Steel \$ (4,201)

Sub Total \$ (4,201)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	\$ 193,219
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (149,971)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 43,248
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (4,201)
REMAINING DESIGN CONTINGENCY	\$ 39,047

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

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

- a. **Technology Campus**
- b. **Starr County Campus**
- c. **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 the May 8, 2018 Facilities Committee for recommendation to the Board are listed below:

Bond Projects	
Total General Conditions for May 2018	\$0
Total Cost of Work for May 2018	(\$445,485)
Total Design Contingency Increases for May 2018	(\$37,952)
Total Construction Contingency Increases for May 2018	(\$149,827)
Total Buyout Savings	(\$572,908)
Other GMP Adjustments	\$18,934

Non-Bond Projects	
Total Design Contingency Deducts for May 2018	\$0
Total Construction Contingency Deducts for May 2018	\$0
Total Buyout Savings	\$0

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:

- A.** Current Change Order Log
- B.** Change Orders – B&A forms for Bond and Non-Bond
- C.** Change Order Master Summary
- D.** Change Order Log

Presentation at Facilities Committee

Representatives from Broaddus & Associates and representatives from the Construction Managers at Risk attended the May 8, 2018 Facilities Committee meeting to discuss the buyout savings and use of design and construction contingencies.

At that time, Broaddus & Associates recommended the Committee not include the proposed Change Orders #9 and #10 for the 2013 Bond Construction Program Mid Valley Campus Parking & Site Improvements project.

Broaddus & Associates has subsequently provided an updated Current Change Order Log which includes the aforementioned Change Orders #9 and #10 for the 2013 Bond Construction Program Mid Valley Campus Parking & Site Improvements project, but with the related costs removed, showing no use of funds.

The Facilities Committee recommended Board approval of the proposed Bond change orders for use of design contingencies totaling \$26,678, construction contingencies totaling \$77,502, cost of work funds totaling \$488,845, buyout savings totaling \$532,669, and other GMP adjustments totaling \$18,934 for the 2013 Bond Construction projects as presented.

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 \$26,678, construction contingencies totaling \$77,502, cost of work funds totaling \$488,845, buyout savings totaling \$532,669, and other GMP adjustments totaling \$18,934 for the 2013 Bond Construction 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 \$26,678, construction contingencies totaling \$77,502, cost of work funds totaling \$488,845, buyout savings totaling \$532,669, and other GMP adjustments totaling \$18,934 for the 2013 Bond Construction projects as presented.

Approval Recommended:

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

CURRENT CHANGE ORDERS FOR REVIEW
STC Meeting of May 29, 2018

Technology Campus							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
10	TDLR Items			(\$1,405)			
11	Demo of sidewalk and painted red fire lane as City of McAllen requirements				(\$2,607)		
	TDLR Items				(\$3,907)		
12	Buy-out savings of \$171 from Cost of Work		(\$171)			(\$171)	
	<i>Total</i>	\$0	(\$171)	(\$1,405)	(\$6,514)	(\$171)	

Starr County Campus							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
4	CR 002- Additional Pull boxes for It Duct Bank \$6,933				VOID		
12	Deductive Change Order to zero out the project		(\$488,674)	(\$68)	(\$43,756)	(\$532,498)	
	<i>Total</i>	\$0	(\$488,674)	(\$68)	(\$43,756)	(\$532,498)	

Regional Center for Public Safety Excellence							
Building							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
10	CP #13 - AVIT SI #3 - Credit of \$2,030			\$2,030			
11	CP #18 - Additional Flashing			(\$5,710)			
12	CP #20 - Additional Metal Framing at Multipurpose Room to conceal Fire Sprinkle Line			(\$2,424)			
13	CP #21 - Additional Blocking			(\$3,691)			
14	CP #22 - AVIT SI #9 - Classroom 1.304 modified to be a Lab				(\$12,642)		
	<i>Total</i>	\$0	\$0	(\$9,795)	(\$12,642)	\$0	

Regional Center for Public Safety Excellence							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
5	CP #14 - Storm Line Relocation due to Mech. Ct. Yd. Relocation				(\$13,313)		
6	CP #15 - Light Pole Base Modifications - \$18,934 as an increase to the GMP due to not enough funds in the design contingency to cover this amount					\$18,934	
7	CP #16 - Relocation of MVEC Power Pole				(\$1,277)		
8	CP #17 - Storm Drain Outfall Riprap			(\$15,410)			
	<i>Total</i>	\$0	\$0	(\$15,410)	(\$14,590)	\$18,934	

Bond Projects							
Total General Conditions for this month							
Total Cost of Work for this month			(\$488,845)				
Total Design Contingency for this month				(\$26,678)			
Total Owner Contingency for this month					(\$77,502)		
Total Buyout Savings						(\$532,669)	
Other GMP Adjustments						\$18,934	

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

NUMBER: 10

PROJECT NAME: STC Technology Campus
Parking and Site

DATE: May 8, 2018

PROJECT NO.: _____

To: E-Con Construction
3025 S. Sugar Road
McAllen TX, 78540

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency: Change Proposal Request No.:</u>	
	TDLR Items	\$ (1,405)
		Sub Total \$ (1,405)

ATTACHMENTS: Subcontractor's quotes, pricing, evaluation and recommendations

ORIGINAL DESIGN CONTINGENCY AMOUNT	\$ 21,497
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (20,092)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 1,405
DESIGN CONTINGENCY SUM WILL BE DECREASE BY THIS AUTHORIZATION	\$ (1,405)
REMAINING DESIGN CONTINGENCY BALANCE	\$ -

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Hinojosa Engineers

CMR ACCEPTANCE:

By: _____ Date: _____
E-con Construction

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 11

PROJECT NAME: STC Technology Center
Parking and Site

DATE: May 8, 2018

PROJECT NO.: N/A

To: E-Con Construction
3025 S. Sugar Road
Edinburg, Texas 78539

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	Demo of Sidewalks and Painted Red Fire Lane as City of McAllen Requirements	\$ (2,607)
	TDLR Items	\$ (3,907)
	Sub Total	\$ (6,514)
ATTACHMENTS:	<u>Subcontractor's quote and pricing breakdown.</u>	

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 33,640
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (27,126)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 6,514
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (6,514)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ -

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Hinojosa Engineers

CMR ACCEPTANCE:

By: _____ Date: _____
E-Con Construction

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Technology Campus Parking & Site Improvements Change Order No.: 12

Project No.: N.A. Date: May 8, 2018

Location: 3700 W. Military Hwy, McAllen TX 78503

This Change Order Impacts Part II Services

To: E-Con Group, LLC., 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: Buyout Savings - Cost of Work =	\$171	0 Days

It is mutually agreed that the ~~payment~~ (credit) of One Hundred Seventy-One Dollars \$171 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; One Hundred Seventy-One Dollars \$171, (\$ 171) will be: X added to, deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>1,985,820</u>)	Accepted:	
Previous Additions	(\$ <u>N.A.</u>)		
Previous Deductions	(\$ <u>436,239</u>)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>1,549,581</u>)		E-Con Group, LLC.
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>171</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>1,549,410</u>)		Broaddus & Associates
		By: _____	
			Hinojosa Engineering
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ <u>885</u>)	By: _____	
Part _____ Services Amount	(\$ <u>N.A.</u>)		South Texas College
Total Adjusted Contract	(\$ <u>1,550,295</u>)		



CHANGE ORDER

NUMBER: 4-VOID

PROJECT NAME: STC STARR COUNTY CAMPUS
Parking and Site

DATE: May 8, 2018

PROJECT NO.: _____

To: D. Wilson Construction Co.
1207 East Pecan
McAllen TX, 78501

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency: Change Proposal Request No.: CR 002

CR 002 Additional Pull Boxes for It Duct Bank \$ (6,933)

VOID

Sub Total \$ (6,933)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 52,950
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 52,950
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ 52,950

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Melden and Hunt, Inc

CMR ACCEPTANCE:

By: _____ Date: _____
D. Wilson Construction Company

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Starr County Campus Change Order No.: 12

Project No.: Parking and Site Date: May 08, 2018

Location: _____

This Change Order Impacts II Services
Part _____

To: D. Wilson Construction, 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: Buy-out Savings Return	488,674.00	
	Design Contingency Savings Return	68.00	
	Const. Contingency Savings Return	<u>43,756.00</u>	
	Total \$	<u>\$532,498.00</u>	0 Days

It is mutually agreed that the ~~payment~~ (DEDUCT) of Five Hundred Thirty-Two Thousand, Four-Hundred Ninety-Eight (\$532,498) 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; Five Hundred Thirty-Two Thousand Four-Hundred Ninety-Eight, (\$ 532,498) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>3,496,950</u>)	Accepted:	
Previous Additions	(\$ <u>235,467</u>)		
Previous Deductions	(\$ _____)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>3,732,417</u>)		D. Wilson Construction
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>532,498</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>3,199,919</u>)		Broaddus & Associates
		By: _____	Melden and Hunt Engineers
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ _____)	By: _____	
Part <u>-</u> Services Amount	(\$ <u>-</u>)		South Texas College
Total Adjusted Contract	(\$ _____)		

**BROADDUS
& ASSOCIATES**



CHANGE ORDER

NUMBER: 10

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: May 8, 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:
CP 13: - CREDIT AVIT SI #3 2,030.00

Sub Total 2,030.00

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(5,924.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	62,391.00
DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	<u>2,030.00</u>
REMAINING DESIGN CONTINGENCY	<u>64,421.00</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: 11

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: May 8, 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:
CP 18: Additional Flashing (5,710.00)

Sub Total (5,710.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(3,894.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	64,421.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(5,710.00)</u>
REMAINING DESIGN CONTINGENCY	<u>58,711.00</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: 12

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: May 8, 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:
 CP 20: Additional metal framing at multipurpose room to conceal fire sprinkle line (2,424.00)

Sub Total (2,424.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(9,604.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	58,711.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(2,424.00)</u>
REMAINING DESIGN CONTINGENCY	<u>56,287.00</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: 13

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: May 8, 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:
CP 21: Additional Blocking (3,691.00)

Sub Total (3,691.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(12,028.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	56,287.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(3,691.00)</u>
REMAINING DESIGN CONTINGENCY	<u>52,596.00</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: 14

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: May 8, 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:

CP 22: AVIT SI #9 - Classroom 1.304 modified to be a Lab (12,642)

Sub Total (12,642)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	89,889
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(4,525)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	85,364
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(12,642)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>72,722</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: 5

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: May 8, 2018

PROJECT NO.: Parking and Site

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:

CP 14: Storm Line Relocation due to Mech Ct. Yd. Relocation	(13,313)
Sub Total	(13,313)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	-
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	37,757
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(13,313)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	24,444

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Dannembaum Architects Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Regional Center for Public Safety Excellence – Parking and Site Change Order No.: 6

Project No.: _____ Date: May 8, 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
	CP 15: Light Pole Base Modifications	18,934	

It is mutually agreed that the ~~payment~~ (credit) of Eighteen Thousand, Nine Hundred Thirty-Four Dollars

(\$18,934.00) 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; Eighteen Thousand, Nine Hundred Thirty-Four Dollars
, (\$ 18,934.00) will be: X added to, _____ deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>1,887,866</u>)	Accepted:	
Previous Additions	(\$ <u>110,496</u>)		
Previous Deductions	(\$ _____)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>1,998,362</u>)		Noble Texas Builders
This ADDITION	(\$ <u>18,934</u>)		
This DEDUCTION	(\$ _____)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>2,017,296</u>)		Broaddus & Associates
		By: _____	
			Dannenbaum Engineers
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ _____)	By: _____	
Part <u>II</u> Services Amount	(\$ _____)		South Texas College
Total Adjusted Contract	(\$ _____)		

**BROADDUS
& ASSOCIATES**



CHANGE ORDER

NUMBER: 7

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: May 8, 2018

PROJECT NO.: Parking and Site

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:

CP 16: Relocation of MVEC Power Pole	(1,277)
Sub Total	(1,277)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(13,313)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	24,444
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(1,277)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	23,167

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Dannembaum Architects Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 8

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: May 8, 2018

PROJECT NO.: Parking and Site

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:
CP 17: Storm Drain Outfall Riprap (15,410.00)

Sub Total (15,410.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(6,397.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	22,299.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(15,410.00)</u>
REMAINING DESIGN CONTINGENCY	<u>6,889.00</u>

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Dannenbaum Architects Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____

Design Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 4/24/18	Pending Approval For 5/22/18	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	\$ (193,219)	\$ -	\$ -
Library Expansion	\$ 32,955	\$ (32,955)	\$ -	\$ -
Student Services Building	\$ 51,049	\$ (51,049)	\$ -	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ (20,457)	\$ -	\$ 11,274
Total:	\$ 370,501.00	\$ (359,227.00)	\$ -	\$ 11,274.00
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)	\$ (9,795)	\$ 52,596
Parking and Site	\$ 28,696	\$ (6,397)	\$ (15,410)	\$ 6,889
Total:	\$ 97,011.00	\$ (12,320.50)	\$ (25,205.00)	\$ 59,485.50
LA JOYA TEACHING SITE - CSP				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 4/24/18	Pending Approval For 5/22/18	Available:
Totals:	\$ 1,500,883.00	\$ 1,403,445.50	\$ 26,678.00	\$ 70,759.50

Owners Construction Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 4/24/18	Pending Approval For 5/22/18	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	\$ (193,219)	\$ -	\$ -
Library Expansion	\$ 32,955	\$ (32,955)	\$ -	\$ -
Student Services Building	\$ 51,049	\$ (51,049)	\$ -	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ 40,594	\$ -	\$ 72,325
Total:	\$ 370,501.00	\$ (298,176.00)	\$ -	\$ 72,325.00
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	\$ (9,194)	\$ (43,756)	\$ -
Total:	\$ 349,950.00	\$ (306,194.00)	\$ (43,756.00)	\$ -
REGIONAL CENTER CAMPUS				
Building	\$ 89,889	\$ (4,525)	\$ (12,642)	\$ 72,722
Parking and Site	\$ 37,757	\$ -	\$ (14,590)	\$ 23,167
Total:	\$ 127,645.53	\$ (4,524.77)	\$ (27,232.00)	\$ 95,888.76
LA JOYA TEACHING SITE				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 4/24/18	Pending Approval For 5/22/18	Available:
Totals:	\$ 1,852,688.53	\$ 1,606,972.77	\$ 77,502.00	\$ 168,213.76

Buyout Savings and GMP Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Board Approved GMP:	Change Orders		Adjusted GMP:
		Approved As of 4/24/18	Pending Approval For 5/22/18	
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)	\$ (171)	\$ 1,549,410
Total:	\$ 12,519,407.00	\$ (2,311,397.00)	\$ (171.00)	\$ 10,207,839.00
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 14,453,387	\$ (18,681)	\$ -	\$ 14,434,706
Library Expansion	\$ 2,462,776	\$ 311,481	\$ -	\$ 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)	\$ -	\$ 2,369,777
Total:	\$ 27,033,561.00	\$ 81,372.00	\$ -	\$ 27,114,933.00
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 Activities 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	\$ (532,498)	\$ 3,199,919
Total:	\$ 23,313,950.00	\$ (1,365,148.00)	\$ (532,498.00)	\$ 21,416,304.00
REGIONAL CENTER CAMPUS				
Building	\$ 3,326,426	\$ -	\$ -	\$ 3,326,426
Parking and Site	\$ 1,887,866	\$ 110,496	\$ 18,934	\$ 2,017,296
Total:	\$ 5,214,292.00	\$ 110,496.00	\$ 18,934.00	\$ 5,343,722.00
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 4/24/18	Pending Approval For 5/22/18	
Totals:	\$ 130,417,693.00	\$ (5,705,532.19)	\$ (513,735.00)	\$ 124,198,425.81

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				\$525	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)	DD 5/23/17
	CR-08R AVIT - Infrastructure deletion \$3,242				(\$2,913)	OC
	CR-43 AVIT - Deleted drops for Projectors \$2,913					(\$9,317)

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				Code / Bd. App. Date
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
co #	Change Order Description	\$5,873,031	\$66,500	\$98,355	\$6,657,834	
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			(\$38,376)		OC 7/25/17
	CR-21R AVIT Supplemental Info. SI-02 dated May 18, 2017; Misc. revisions Flat Panel Monitors -					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				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$6,174,905	\$70,000	\$100,000	\$6,888,179	Bd. App. Date
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
2	CR. 18 - Revisions to Door to Accommodate Elevator -\$1306		(\$4,156)			DOC 8/22/17
	CR. 21 - Revise Exterior Handrail Material HD Gal. - \$2850					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)				(\$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)	(\$116,868)	(\$73,075)
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				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$2,354,100	\$25,000	\$38,900	\$2,618,800	Bd. App. Date
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					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	(\$28,676)	\$28,676			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		\$59,008			Credit 7/25/17
	CR-06 Provide Floor Box in Rm 3.515 -\$1,506					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)		DOC11/14/17
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 /
co #	Change Order Description	Cost of Work	Design	Owner/Cons.	GMP Adjust.	Bd. App. Date
1	<i>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.</i>		(\$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 /
co #	Change Order Description	Cost of Work	Design	Owner/Cons.	GMP Adjust.	Bd. App. Date
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	<i>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</i>	(\$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						
10	TDLR Items		(\$1,405)			
11	Demo of sidewalk and painted red fire lane as City of McAllen requirements			(\$2,607)		
	TDLR Items			(\$3,907)		
12	Buy-out savings of \$171 from Cost of Work	(\$171)			(\$171)	
Total Expenditures this reporting period		(\$171)	(\$1,405)	(\$6,514)	(\$171)	
Balance remaining after approved Current Change Orders		\$1,341,259	\$0	\$0	\$1,549,410	

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)	
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)					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)					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					DD 10/24/17
6	CP-17 3HP-023R - additional structural steel columns at elevator shaft and supports (Requirements from Elevator Manufacture Schindler)					DOC 10/24/17
7	CP-19 3HP-036 - Arch lintels at towers per RFI # 15					DD 10/24/17
8	CP-20 3HP-040 - Trellis steel plate supports (Trellis manufacture reviewed the submittals and required additional steel plate)					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					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					2/6/18
10	CP-23 3HP-035 - Acid waste vent offsets (conflict from Structural Steel)					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
12R3	Hot Plate in Science Classrooms. Insufficient outlets for lab work tables and amperage for the installed circuits					\$202,219	4/24/18
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)	4/24/18
Total Expenditures approved to Date		(\$23,326)	(\$193,219)	(\$193,219)		(\$18,681)	
Balance Remaining		\$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				
co #	Change Order Description	Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code / Bd. App. Date
		\$2,196,998	\$32,955	\$32,955	\$2,462,776	
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) 6LE-003: Deletion of Roof Access Ladder & Safety Cage (\$4,569)			\$7,189		DD 2/6/2018
6	Credit for deletion of plaque			\$1,950		3/27/2018
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)	4/24/2018
Total Expenditures approved to Date		(\$3,194)	(\$32,955)	(\$32,955)	\$311,481	
Balance Remaining		\$2,193,804	\$0	\$0	\$2,774,257	
Change Proposal's Pending This Review Period						

NON-BOND Library Renovation						
APPROVED CHANGE ORDERS TO DATE		Contract Amount				
co #	Change Order Description	Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code / Bd. App. Date
			\$13,294	\$13,294	\$1,123,682	
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
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)	4/24/2018
Total Expenditures approved to Date			(\$13,294)	(\$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		(\$45,240)			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
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)	4/24/18
Total Expenditures approved to Date		\$0	(\$51,049)	(\$51,049)	(\$6,217)	
Balance Remaining		\$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	

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				Code / Bd. App. Date
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
co #	Change Order Description	\$2,115,374	\$31,731	\$31,731	\$2,479,153	
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					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					
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					
Total Expenditures this reporting period		\$0	\$0	\$0	\$0	
Balance remaining after approved Current Change Orders		\$2,115,374	\$11,274	\$72,325	\$2,369,777	

Starr County Campus - Health Professions and Science Building 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	\$8,586,022	\$96,000	\$143,000	\$9,521,000	
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	Facade design -VOID		VOID			12/12/17
15R	Facade 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			VOID		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)	(\$9,194)	\$235,467	
Balance Remaining		\$3,142,234	\$68	\$43,756	\$3,732,417	
Change Proposal's Pending This Review Period						
12	Deductive Change Order to zero out the project	(\$488,674)	(\$68)	(\$43,756)	(\$532,498)	
Total Expenditures this reporting period		(\$488,674)	(\$68)	(\$43,756)	(\$532,498)	
Balance remaining after approved Current Change Orders		\$2,653,560	\$0	\$0	\$3,199,919	

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)					
2	Chilled water pipe change from sch 40 steel pre-insulated to C-900 DR 18 w/insulation			\$3,562		4/24/2018
3	Plumbing changes per ASI 3			(\$1,515)		4/24/2018
4	Additional outlets as per ASI 5			(\$1,787)		4/24/2018
5	Additional conduit to monitor fire line backflow preventer near FDC		(\$919)			4/24/2018
6	Structural steel framing plate lintel		(\$1,263)			4/24/2018
7	Exterior metal framing control joint		(\$1,842)			4/24/2018
8	20 ga. 'Z' Metal clips from 1.5" to 2"		(\$1,900)			4/24/2018
9	Automatic door operator at pair of doors 1.100			(\$4,785)		4/24/2018
Total Expenditures approved to Date		\$0	(\$5,924)	(\$4,525)	\$0	
Balance Remaining		\$3,965,432	\$62,391	\$85,364	\$3,326,426	
Change Proposal's Pending This Review Period						
10	CP #13 - AVIT SI #3 - Credit of \$2,030		\$2,030			
11	CP #18 - Additional Flashing		(\$5,710)			
12	CP #20 - Additional Metal Framing at Multipurpose Room to conceal Fire Sprinkle Line		(\$2,424)			
13	CP #21 - Additional Blocking		(\$3,691)			
14	CP #22 - AVIT SI #9 - Classroom 1.304 modified to be a Lab			(\$12,642)		
Total Expenditures this reporting period		\$0	(\$9,795)	(\$12,642)	\$0	
Balance remaining after approved Current Change Orders		\$3,965,432	\$52,596	\$72,722	\$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
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			4/24/2018
2	Relocation of electrical primary/secondary transformer per revised civil sheet 24		(\$8,878)			4/24/2018
3	Remaining cost needed to pay for the base bid for Landscape and Irrigation over the original allowance				\$33,426	4/24/2018
4	Landscape and Irrigation Alternates No. 1, 2, and 3 with 90 day maintenance				\$77,070	4/24/2018
Total Expenditures approved to Date		\$0	(\$6,397)	\$0	\$110,496	
Balance Remaining		\$1,665,664	\$22,299	\$37,757	\$1,998,362	

Change Proposal's Pending This Review Period						
5	CP #14 - Storm Line Relocation due to Mech. Ct. Yd. Relocation			(\$13,313)		
6	CP #15 - Light Pole Base Modifications - \$18,934 as an increase to the GMP due to not enough funds in the design contingency to cover this amount				\$18,934	
7	CP #16 - Relocation of MVEC Power Pole			(\$1,277)		
8	CP #17 - Storm Drain Outfall Riprap		(\$15,410)			
Total Expenditures this reporting period		\$0	(\$15,410)	(\$14,590)	\$18,934	
Balance remaining after approved Current Change Orders		\$1,665,664	\$6,889	\$23,167	\$2,017,296	

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	

Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Starr County Campus Parking and Site Improvements Project

Approval of substantial completion for the following 2013 Bond Construction Starr County Campus Parking and Site Improvements project is requested.

Project		Completion Recommended	Date Received
1.	2013 Bond Construction Starr County Campus Parking and Site Improvements	Substantial Completion	May 3, 2018
	Engineer: Melden & Hunt Contractor: D. Wilson Construction	Final Completion	May 3, 2018

Broaddus & Associates, Melden & Hunt, 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 May 3, 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.

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
\$3,496,950.00	\$235,467.00	\$532,497.96	\$3,199,919.04	\$3,202,727.04	\$2,766,991.94	\$435,735.10

Enclosed Documents

Enclosed are copies of the Certificate of Substantial Completion/

Recommended Action

It is recommended that the Facilities Committee recommend for Board approval at the May 22, 2018 Board meeting, substantial completion and final completion of the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented.

The Facilities Committee recommended Board approval of substantial completion of the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes the substantial completion of the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented.

Approval Recommended:

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

Partial Substantial Completion Acceptance – No. 3-FINAL

Project : **STC Starr County Campus – Parking & Site Improvements**

Project No.: STC # Date of Issuance: May 3, 2018

Owner: South Texas College

Contractor: D. Wilson Construction Company

A/E Firm: Melden and Hunt, Inc.

Scope of Work Covered by This Acceptance:

Previous: Flat work, grading & landscaping, parking areas, drives, utilities & paving.

Acceptance: Detention pond, detention pond screen wall, detention pond pump, and landscaping around detention pond.

Effective Date & Time of Acceptance: May 3, 2018 5:00 pm

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

OCIP Worker's Compensation will terminate within sixty (60) calendar days: Yes No Not OCIP

In accordance with the Uniform General and Supplementary General Conditions (UGC) of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued by the Architect under separate cover. It is expressly understood that the failure to include any items on such list(s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the UGC, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, Owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list(s). During the guarantee and warranty period, the Owner will directly notify the Contractor of other defects that may appear.

The **Contractor** shall complete/correct the items identified on the punch list(s) within 30 Calendar days from the Effective Date of this Acceptance.

Bill Wilson, President

D. Wilson Construction, Co.

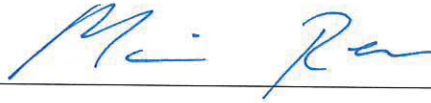
Signature

Date

Partial Substantial Completion Acceptance No. 3-FINAL

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

Mario Reyna, P.E.



5-3-18

Melden & Hunt, Inc.

Signature

Date

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

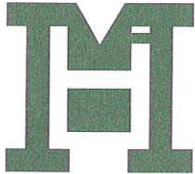
Dr. Shirley A. Reed, President

South Texas College

Signature

Date

**BROADDUS
& ASSOCIATES**



TBPE Firm # F-1435
TBPLS # 10096900

MELDEN & HUNT INC.

CONSULTANTS • ENGINEERS • SURVEYORS
FRED L. KURTH • ALLAN F. BOOE • KELLEY A. HELLER-VELA • ROBERTO N. TAMEZ • MARIO REYNA

May 3, 2018

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

RE: Letter of Final Acceptance Recommendation for
South Texas College 2013 Bond Starr Campus – Parking & Site Improvements

Dear Mr. De La Garza:

This letter is to serve as written notice that D. Wilson Construction Company has completed the punch list items established an overall Substantial Completion dated May 2, 2018. The following warranty items are to be completed by the contactor within a timely manner. Any pending warranty items are to be completed by the contractor in a timely manner. We recommend release of final payment to contractor for the above referenced project.

If you have any questions, please call my office.

Sincerely,

Mario A. Reyna, P.E.
Vice-President

**Review and Action as Necessary on Final Completion for the 2013
 Bond Construction Technology Campus Parking and Site
 Improvements Project**

Approval of final completion for the following 2013 Bond Construction Technology Campus Parking and Site Improvements project is requested.

Project		Completion Recommended	Date Received
1.	2013 Bond Construction Technology Campus Parking and Site Improvements Engineer: Hinojosa Engineering Contractor: ECON Construction	Final Completion	March 20, 2018

Hinojosa Engineering, 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 \$78,355.50 to ECON Construction be approved. The original cost approved for this project was in the amount of \$1,985,820.

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
\$1,985,820	\$0	\$436,410	\$1,549,410	\$1,550,295	\$1,471,939.50	\$78,355.50

Enclosed Documents

Enclosed is a copy of the final completion letter from Hinojosa Engineering acknowledging all work is complete and recommending release of final payment to ECON Construction in the amount of \$78,355.50 for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment in the amount of \$78,355.50 for the 2013 Bond Construction Technology Campus Parking and Site Improvements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and release of final payment in the amount of \$78,355.50 for the 2013 Bond Construction Technology Campus Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes the final completion and release of final payment in the amount of \$78,355.50 for the 2013 Bond Construction Technology Campus Parking and Site Improvements project as presented.

Approval Recommended:

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

President



HINOJOSA ENGINEERING, INC. Structural Engineering • Civil Engineering
REGISTRATION No. F-908 EXP. DATE 09-30-2018

March 20, 2018

South Texas College
Mr. Ricardo De La Garza, Director
Facilities Planning and Construction
3201 W. Pecan Blvd.
McAllen, TX 78501

Re: South Texas College Technology Campus Site and Parking Lot Improvements

Dear Mr. De La Garza,

To the best of our knowledge, all work has been performed as per contract documents, construction documents, and specifications.

We recommend release of final payment to ECON Construction, Inc. for the above referenced project. ECON Construction, Inc. has completed the punch list items as per attached certified letter and submitted their closing documents.

If you have any questions please call at (956) 581-0143.

Sincerely,

A handwritten signature in black ink, appearing to read 'San Isidro Navarro', is written over a horizontal line.

San Isidro Navarro
Civil Project Manager

ECON

ENRIQUEZ CONSTRUCTION

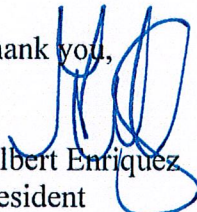
November 14, 2017

South Texas College
C/O Rick de la Garza
3700 W. Military Hwy
McAllen, TX 78503

This letter serves as verification that the items on the following Punch Lists have been completed.

- Architectural Punch List (EGV Architects)
- MEP Punch List (HALFF)
- AVIT Punch List (WJHW)
- Owner Punch List (STC)
- Civil Punch List (Hinojosa Engineering, Inc.)
- General Contractor Punch List (ECON)

Thank you,

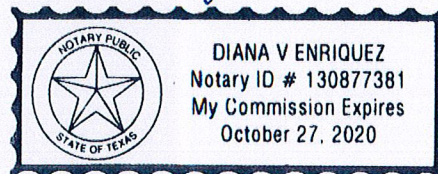

Gilbert Enriquez
President

State of Texas
County of Hidalgo

Signed, subscribed and sworn before me this 14th day of November 2017

Notary Public: 

My Commission expires: 10-27-20



3025 S. Sugar Rd.
Edinburg, Texas 78539
Phone: 956-259-8005
Fax: 956-259-8009

Review and Action as Necessary on A/E Partial Fee Adjustments for the 2013 Bond Construction Regional Center for Public Safety Excellence Campus Parking and Site Improvements Project

Approval to amend the existing engineering agreement with Dannenbaum Engineering to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current engineering agreement with Dannenbaum Engineering to include the design of the additional scope at the 2013 Bond Construction Regional Center for Public Safety Excellence 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 funded by the Texas Department of Public Safety (TxDPS) for the skills pad, EVOC track and cityscape scope for the Regional Center for Public Safety Excellence Campus Parking and Site Improvements as approved.

Background

The current engineering agreement with Dannenbaum Engineering for the Regional Center for Public Safety Excellence Campus Parking and Site Improvements project 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 \$1,350,000.00, and the fee was negotiated at 8.6%, for a total of \$116,100.00 plus additional services of \$18,209.49 and reimbursable costs of \$1,054.50. The construction cost for the TxDPS scope of work is \$1,140,000.00 and was not included in the CCL. Other additional construction costs have been Board approved as part of the Guaranteed Maximum Price (GMP) for the project which exceeded the CCL by the 5% contract threshold and the Engineer's fee will be further adjusted as needed at a later date.

Partial GMP (TxDPS):	\$1,140,000
Balance of GMP:	1,887,866
Total Approved GMP:	3,027,866
Total GMP Increase:	110,496
Revised GMP	\$3,138,362

Dannenbaum Engineering is requesting an additional fee of \$98,040.00, which would result in a current fee adjustment of \$233,403.99, including additional services.

Original Fee:	\$116,100.00
Additional Services:	18,209.49
Reimbursable Costs:	1,054.50
Additional TxDPS Fee:	98,040.00
Revised Fee	\$233,403.99

Funding Source

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

Presenters

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

Board approval is necessary to amend the current AE contract with Dannenbaum Engineering to a revised fixed fee of \$233,403.99. Additional Engineer's fee are anticipated for this project and will be further adjusted at a later date.

The Facilities Committee recommended Board approval to amend the current AE contract with Dannenbaum Engineering for the 2013 Bond Construction Regional Center for Public Safety Excellence Campus Parking and Site Improvements project to a revised fixed fee of \$233,403.99, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment of the current AE contract with Dannenbaum Engineering for the 2013 Bond Construction Regional Center for Public Safety Excellence Campus Parking and Site Improvements project to a revised fixed fee of \$233,403.99, as presented.

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 Dannenbaum Engineering for the 2013 Bond Construction Regional Center for Public Safety Excellence Campus Parking and Site Improvements project to a revised fixed fee of \$233,403.99, as presented.

Approval Recommended:

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

Dannenbaum - Fee Adjustment Summary - Pharr RCPSE Parking and Site

Company Name:	Dannenbaum
Campus:	Pharr RCPSE
Project Name:	Parking and Site
Original CCL:	\$ 1,350,000.00
Contract Construction Contingency	\$ 28,696.00
Contract Design Contingency	\$ 37,757.00
Original Fee Percent	8.60%
Calculated Fee:	\$ 116,100.00

Original Base Contract Fee:	\$ 116,100.00
Reimbursable Expense	\$ 1,054.50
Additional Services	\$ 18,209.49

Total to Date: \$ 135,363.99

Comments:

Approved GMP:	\$ 1,887,866.00
Add for TxDPS Scope (Skills Pad, EVOG, Cityscape)	\$ 1,140,000.00
Add for Landscape Scope	\$ 110,496.00
Less Returned Design Contingency Balance	\$ -
Less Returned Net Final Buy Out Savings	\$ -
Less Returned Construction Contingency Balance	\$ -
Total Adjusted Scope of Work Amount:	\$ 3,138,362.00

Adjusted Contract Fee (Scope Total x Fee %)	\$ 269,899.13
Reimbursable Expense	\$ 1,054.50

Additional Services	\$ 18,209.49
---------------------	--------------

Projected Total Fee Adjustment: \$ 289,163.12
 Fee Adjustment @ Project Closeout

Partial -Based on Completion of TxDPS Scope of Work \$ 98,040.00
 (\$1,140,000)

Projected Amount Upon Project Completion \$ 55,759.13
Projected Net Adjustment Increase Amount \$ 153,799.13

Total to Date	\$ 135,363.99
<i>Partial - Net Adjustment</i>	\$ 98,040.00
Current Contract Adjusted Amount	\$ 233,403.99

Review and Action as Necessary on A/E Fee Adjustments for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Project

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 Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project.

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 Nursing and Allied Health Campus Thermal Plant project as approved.

Background

The current engineering agreement with Halff Associates for the Nursing and Allied Health Campus Thermal Plant project 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 \$3,000,000, and the fee was negotiated at 6.89%, for a total of \$206,700 plus a reimbursable cost of \$2,331.78 and a Testing and Balancing design fee of \$904.66. The total project cost is \$3,341,177.29. 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 \$23,507.12 which would result in a total fee of \$233,443.56, including additional services.

Original Fee:	\$206,700
Reimbursable Cost:	\$2,331.78
Testing and Balancing Fee:	904.66
Additional Fee:	\$23,507.12
Revised Fee	\$233,443.56

Funding Source

Funds are budgeted in the Non-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 Halff Associates to a revised fixed fee of \$233,443.56. No additional costs are anticipated for this project.

The Facilities Committee recommended Board approval to amend the current AE contract with Halff Associates for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project to a revised fixed fee of \$233,443.56.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment to the current AE contract with Halff Associates for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project to a revised fixed fee of \$233,443.56.

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

The Board of Trustees approves and authorizes the amendment to the current AE contract with Halff Associates for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project to a revised fixed fee of \$233,443.56.

Approval Recommended:

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

Half Engineers - Fee Adjustment Summary - Thermal Plant (Non-Bond)

Company Name:	Half
Campus:	STC NAH
Project Name:	Thermal Plant
Original CCL:	\$ 3,000,000.00
Contract Construction Contingency	\$ 32,000.00
Contract Design Contingency	\$ 45,795.00
Original Fee Percent	6.89%
Calculated Fee:	\$ 206,700.00

Approved GMP:	\$ 2,867,847.00
Chillers	\$ 378,170.00
Hydronic Site Piping (Bond)	\$ 230,788.00
Less Returned Design Contingency Balance	\$ -
Less Returned Net Final Buy Out Savings	\$ (135,627.71)
Less Returned Construction Contingency Balance	\$ -
Construction Contingency Utilized Amount	\$ -
Total Adjusted Scope of Work Amount:	\$ 3,341,177.29

Original Base Contract Fee:	\$ 206,700.00
Reimbursable Expense - Chiller Testing	\$ 2,331.78
T&AB Specification & CA	\$ 904.66

Adjusted Contract Fee (Scope Total x Fee %)	\$ 230,207.12
Reimbursable Expense - Chiller Testing	\$ 2,331.78
T&AB Specification & CA	\$ 904.66

Total to Date: \$ 209,936.44

Proposed Total Fee Adjustment: \$ 233,443.56

Net Adjusted Increase Amount \$ 23,507.12

Comments:

Total Contract Adjusted Amount \$ 233,443.56

Review and Action as Necessary on A/E Fee Adjustments for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements Project

Approval to amend the existing engineering agreement with R. Gutierrez Engineering to include the additional scope items designed will be requested at the May 22, 2018 Board meeting.

Purpose

Authorization is requested to amend the current engineering agreement with R. Gutierrez Engineering to include the design of the additional scope at the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project.

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 Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project as approved.

Background

The current engineering agreement with R. Gutierrez Engineering for the Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project 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 \$200,000, and the fee was negotiated at 8.6%, for a total of \$32,645.10, including additional services. The total project cost is \$217,853.05. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

R. Gutierrez Engineering is requesting an additional fee of \$1,535.36 which would result in a total fee of \$34,180.46, including additional services.

Original Fee:	\$32,645.10
Additional Fee:	\$1,535.36
Revised Fee	\$34,180.46

Funding Source

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

Presenters

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

Board approval is necessary to amend the current AE contract with R. Gutierrez Engineering to a revised fixed fee of \$34,180.46. No additional costs are anticipated for this project.

The Facilities Committee recommended Board approval to amend the current AE contract with R. Gutierrez Engineering for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project to a revised fixed fee of \$34,180.46.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment of the current AE contract with R. Gutierrez Engineering for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project to a revised fixed fee of \$34,180.46.

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 R. Gutierrez Engineering for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant Parking and Site Improvements project to a revised fixed fee of \$34,180.46.

Approval Recommended:

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

R. Gutierrez Engineers - Fee Adjustment Summary - NAHC Parking and Site (Non-Bond)

Company Name:	R. Gutierrez Eng. Corp.	Approved GMP:	\$ 229,010.00
Campus:	STC		\$ -
Project Name:	NAH Parking & Sitework	Alternates - None	\$ -
Original CCL:	\$ 200,000.00	Less Returned Design Contingency Balance	\$ -
Contract Construction Contingency	\$ 3,386.00	Less Returned Net Final Buy Out Savings	\$ (11,156.95)
Contract Design Contingency	\$ 2,200.00	Less Returned Construction Contingency Balance	\$ -
Original Fee Percent	8.60%	Construction Contingency Utilized Amount	\$ -
Calculated Fee:	\$ 17,200.00	Total Adjusted Scope of Work Amount:	\$ 217,853.05

Original Base Contract Fee:	\$ 17,200.00	Adjusted Contract Fee (Scope Total x Fee %)	\$ 18,735.36
ASR #1 - Surveying	\$ 5,820.00	ASR #1 - Surveying	\$ 5,820.00
ASR #2 - Electrical & Structural Des.	\$ 3,200.00	ASR #2 - Electrical & Structural Des.	\$ 3,200.00
ASR #3 - Landscape & Irrigation	\$ 3,604.00	ASR #3 - Landscape & Irrigation	\$ 3,604.00
AEP Easement Surveying	\$ 2,821.10	AEP Easement Surveying	\$ 2,821.10

Total to Date:	\$ 32,645.10	Proposed Total Fee Adjustment:	\$ 34,180.46
		Net Adjusted Increase Amount	\$ 1,535.36
		Total Contract Adjusted Amount	\$ 34,180.46

Comments:

Review and Action as Necessary on Geotechnical Engineering and Materials Testing Services

Approval of a pool of firms to provide geotechnical engineering and materials testing services as needed for Non-Bond projects will be requested at the May 22, 2018 Board meeting.

Purpose

The current approval of geotechnical engineering and materials testing services expired on February 28, 2018. It is recommended that a minimum of three (3) firms be approved for a period beginning May 22, 2018 through May 21, 2019 with the option to renew for two one-year periods.

Background

On February 12, 2018, a Request for Qualifications (RFQ) for solicitation of these services was made available and responses were received on February 27, 2018. A total of four (4) firms submitted responses to the RFQ. The evaluation team prepared the attached summary of scoring and ranking for review by the Facilities Committee.

Once firms have been selected and approved by the Board of Trustees, the firms will be available to provide the College with geotechnical engineering and materials testing services as needed for Non-Bond projects. Some of the anticipated engineering services which may be provided are as follows:

1. Testing of soil conditions for proper foundation design
2. Testing of select fill dirt for proper compaction
3. Testing of concrete samples during concrete pours
4. Testing of sub-grades, caliche base, and asphalt for parking areas
5. Testing of structural steel reinforcing
6. Testing of steel welding
7. Testing of floors for levelness
8. Testing of fireproof materials
9. Testing of environmental conditions including air quality
10. Testing for identifying asbestos type materials

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm will be asked to provide unit costs for a standard list of possible services. These unit costs will be used a basis for each future project fee proposal.

Enclosed Documents

Summaries of the scoring and ranking prepared by the College's Purchasing Department have been provided for the Board's review and information.

The Facilities Committee recommended Board approval of a pool consisting of the top three (3) ranked firms, which were Millennium Engineers Group, Inc., Raba-Kistner, Inc., and Terracon Consultants, Inc., to provide geotechnical engineering and materials testing services as needed for district-wide Non-Bond projects for the period beginning May 22, 2018 through May 21, 2019 with the option to renew for two one-year periods.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the pool consisting of the top three (3) ranked firms, Millennium Engineers Group, Inc., Raba-Kistner, Inc., and Terracon Consultants, Inc., to provide geotechnical engineering and materials testing services as needed for district-wide Non-Bond projects for the period beginning May 22, 2018 through May 21, 2019 with the option to renew for two one-year periods.

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

The Board of Trustees approves and authorizes the pool consisting of the top three (3) ranked firms, Millennium Engineers Group, Inc., Raba-Kistner, Inc., and Terracon Consultants, Inc., to provide geotechnical engineering and materials testing services as needed for district-wide Non-Bond projects for the period beginning May 22, 2018 through May 21, 2019 with the option to renew for two one-year periods.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES-GEOTECHNICAL & MATERIALS TESTING
PROJECT NO. 17-18-1025**

VENDOR	EarthCo, LLC.	Millennium Engineers Group, Inc.	Raba-Kistner, Inc.	Terracon Consultants, Inc.
ADDRESS	1110 W Jackson St	5804 N Gumwood Ave	800 E Hackberry	1506 Mid Cities Dr
CITY/STATE/ZIP	Harlingen, TX 78550	Pharr, TX 78577	McAllen, TX 78501	Pharr, TX 78577
PHONE	956-428-2443	956-702-8500	956-682-5332	956-283-8254
FAX	956-202-0491	956-702-4180	956-682-5487	956-283-8279
CONTACT	Jaime Cantu	Raul Palma	William Raba	Jorge A. Flores
2.1 Statement of Interest				
2.1.1 Statement of Interest for Project	Firm stated their commitment to each project. They emphasized the 40 plus years experience of the two principals.	The firm emphasized their local history and experience and the experience of project manager in performing work in the Rio Grande Valley.	Emphasized the 46 years of continuous service by the same executive management and their work on more than 100 projects for STC.	Provided an extended statement that mentions the firm's strong local presence, their full service capabilities and their previous experience in providing services to STC.
2.1.2 History and Statistics of Firm	- Located in Harlingen, TX - Established in 2008 - Staff of 8, including principals	- Firm was established in 2001 - Staff of 15 - Offices in Pharr and Harlingen	- Firm was founded in 1968 in San Antonio - Has 24 years experience in the Rio Grande Valley - Over 400 total staff with over 50 staff in the Rio Grande Valley offices	- Firm established in 1965 - 3,000 employees nationwide - Over 500 staff in Texas offices
2.1.3 Statement of Availability and Commitment	Stated that firm has the experience and resources to meet project needs.	Indicated their commitment to STC by providing staff and resources to be responsive to South Texas College projects. Added that key personnel would be available for the life of the project.	Made a statement of commitment to provide the necessary staff for STC. Added that current workload will allow them to meet STC schedules and deadlines.	Indicated the commitment of the key professionals to providing services to STC. Pointed to the previous work performed for the college.
2.2 Prime Firm				
2.2.1 Resumes of Principals and Key Members	Provided resumes for the following: - Jaime M. Cantu, PE - Rudy Martinez	Provided Resumes for the following: -Raul Palma, PE, Principal Engineer - Andres Palma, PE, Geotechnical Engineer - Rick Riggins, PE, Senior Project Engineer - Humberto Palma, CWI, CMT Laboratory Manager	Provided resumes for the following staff: - Isidoro Arjona, PE, Project Manager - Katrin M. Leonard, PE, Geotechnical Engineering Task Leader - Dennis C Charkow, Supervisor Construction Materials Testing - Chris L. Schultz, PE, PMP - Carlos Ceballos, Jr., PE - Jorge L. Perez, Graduate Engineer - Tomas Crus, Jr., Environmental Scientist - Juan M. Carrillo, Construction Materials Testing Laboratory	Provided resumes for the following staff: - Jorge Flores, P.G., Principal - Alfonso A. Soto, PE, Geotechnical and CMT Manager - Stephany Chacon, EIT, Geotechnical Specialist - Juan M. Borjon, EIT, CMT Project Manager - Guadalupe Leal, CMT Project Manager - Eloy Palacios, Environmental Project Manager - Christopher Albright, Environmental Specialist
2.2.2 Project Assignments and Lines of Authority	Lines of authority are indicated in the organization chart.	Indicated that Mr. Palma, the Principal Engineer, will serve as task leader for services for STC. The lines of authority are shown in an organization chart.	Presented assignments of three named staff member as follow: Project Manager-40%; Geotechnical Engineering Task Leader-40%; Supervisor Construction Materials Testing-40%. Lines of authority are shown on organization chart.	Pointed out the duties of the top staff of the project team, but also included other staff who would be assigned to projects. Indicated that time dedication by staff would be between 20 and 40 percent of the project time.
2.3 Project Team				
2.3.1 Organization chart with Role of Prime Firm and Consultants	Included organization chart that shows all staff by position and their occupational titles. No consultants are shown.	Included organization chart which shows role of each staff member. It includes one consultant.	Organization chart was included with main staff and other project team members. One drilling consultant is included.	Provided a detailed organization chart with clear lines of authority. It includes one consultant (Southwest Drilling) for geotechnical drilling.

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES-GEOTECHNICAL & MATERIALS TESTING
PROJECT NO. 17-18-1025**

VENDOR	EarthCo, LLC.	Millennium Engineers Group, Inc.	Raba-Kistner, Inc.	Terracon Consultants, Inc.
2.4 Representative Projects				
2.4.1 Representative Projects Information	<ul style="list-style-type: none"> - City of Harlingen - Bass ProShop Infrastructure Improvements - Valley Baptist Hospital - Parking and Pavement Improvements - Weslaco ISD - Dr. Armando Cuellar Middle School - City of Donna - Western Colonias Collection System - Weslaco ISD - Sam Houston Elementary - Concordia Management Services Santana Textile 	<ul style="list-style-type: none"> - South Texas College - Nursing Allied Health Campus Addition - South Texas College - Institutional Support Services Building - South Texas College - Information and Technology Building - PSJA ISD - Jaime Escalante Middle School - Valley View ISD - 9th Grade Campus 	<ul style="list-style-type: none"> - South Texas College-West Academic Building - South Texas College - CAAT Building - Technology Campus - South Texas College - Parking Lot - Mid Valley Campus - South Texas College - District-Wide Site Improvements 2008 - South Texas College - A, B, & K Renovations 	<ul style="list-style-type: none"> - South Texas College - Welding Lab Expansion-Technology Campus - UT-System South Texas Medical Academic Building - Texas State Technical College Campus Building 20SS - IDEA Public Schools - IDEA Public Schools Headquarters - Pike Blvd - South Texas ISD - Academy for Medical Professions
2.5 References				
2.5.1 List of References	<ul style="list-style-type: none"> - City of San Benito - City of Harlingen - Brownsville PUB - City of San Juan - Weslaco ISD - San Benito CISD - Los Fresnos CISD - DOS Logistics - City of Port Isabel - City of Pharr - Cruz-Hogan Consultants - City of Laguna Vista - Pesado Construction 	<ul style="list-style-type: none"> - South Texas College - PSJA ISD - Valley View ISD - City of Pharr - City of Edinburg - City of Harlingen - City of Hidalgo - City of Alamo - Sullivan City - City of Roma - City of Weslaco - Hidalgo County - Texas Department of Transportation - Port of Brownsville 	<ul style="list-style-type: none"> - South Texas College (included three STC staff as references) 	<ul style="list-style-type: none"> - South Texas College - UT-System - OFPC - Texas State Technical College - IDEA Public Schools - South Texas ISD
2.6 Execution of Services				
2.6.1 Willingness and ability to expedite services. Ability to supplement production.	Indicated that they are operating at 50% capacity and would be able to accommodate client needs immediately. Indicated that they would increase personnel to keep up with demands of clients.	Indicated that the project team assigned will devote the necessary time to meet schedules. Stated that inspectors will devote 100% of time to project and additional inspector resources will be available as needed.	Stated that on-time services can be provided for any project for STC, but if need to supplement work is necessary, they have over 350 staff in the state who can assist the local office.	Pointed out firm's ability to expand capacity by following two practices: Sharing of work between all of firm's offices and having staff work overtime hours during heavy workload periods.
2.6.2 Firm's quality assurance program.	Did not specifically address quality assurance, but indicated their laboratory's compliance with testing standards and procedures.	Indicated that quality control is monitored in every aspect of work. The QC program as been approved by the American Association of State Highway and Transportation Officials (ASSHTO).	Described firm's internal QC program, which shows how investigations will be performed, the training program for staff, and a peer review program.	Firm maintains a Quality Control/Quality Assurance policy and procedures manual. Indicated that specific levels of review have been established depending on size and complexity of project.
TOTAL EVALUATION POINTS	539.2	563.2	567	575.6
RANKING	4	3	2	1

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL MATERIALS TESTING
PROJECT NO. 17-18-1025
EVALUATION SUMMARY**

VENDOR	EarthCo, LLC.	Millennium Engineers Group, Inc.	Raba-Kistner, Inc.	Terracon Consultants, Inc.				
ADDRESS	1110 W Jackson St	5804 N Gumwood Ave	800 E Hackberry	1506 Mid Cities Dr				
CITY/STATE/ZIP	Harlingen, TX 78550	Pharr, TX 78577	McAllen, TX 78501	Pharr, TX 78577				
PHONE	956-428-2443	956-702-8500	956-682-5332	956-283-8254				
FAX	956-202-0491	956-702-4180	956-682-5487	956-283-8279				
CONTACT	Jaime Cantu	Raul Palma	William Raba	Jorge A. Flores				
2.1 Statement of Interest (up to 100 points)								
2.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications.	95	89	95	93.2	98	95.2	98	96.2
2.1.2 Firm History and important statistics	85		90		95			
2.1.3 Availability and commitment of firm and its principal(s), and key professionals	92		96		96			
	80		90		95			
	93		95		92			
2.2 Prime Firm (up to 100 points)								
2.2.1 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	95	89	98	94.8	98	95.4	98	96.6
2.2.2 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).	89		92		95			
	88		97		96			
	85		90		95			
	88		97		93			
2.3 Project Team (up to 100 points)								
2.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	95	89.4	95	92.8	98	94	98	96.2
	87		90		90			
	90		94		95			
	85		90		95			
	90		95		92			
2.4 Representative Projects (up to 100 points)								
2.4.1 Specific data on 5 representative projects showing similarities --Project name and location; Project Owner and contact information; Project description; Whether the project was new construction, an addition, or a renovation	95	92	99	93.8	99	94.4	99	95
	85		90		92			
	95		95		95			
	90		90		90			
	95		95		96			
2.5 Five References (up to 100 points)								
2.5.1 Provide references for any three of the projects, other than STC, listed in response to Part four, 2.4.1. 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	93	90.6	96	93.8	94	93	95	95.6
	90		92		93			
	90		96		95			
	90		90		90			
	90		95		93			

SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL MATERIALS TESTING
PROJECT NO. 17-18-1025
EVALUATION SUMMARY

VENDOR	EarthCo, LLC.		Millennium Engineers Group, Inc.		Raba-Kistner, Inc.		Terracon Consultants, Inc.	
2.6 Project Execution (up to 100 points)								
2.6.1 Provide information as part of submission response to assure that the firm is willing and able to expedite services for various types of projects. Please provide insight if firm is able to supplement production capability in order to meet schedule demands. -- Describe the firm's quality assurance program explaining the methods used and how the firm maintains quality control during the phases of a project.	95	89.2	98	94.8	98	95	98	96
	85		95		93		94	
	88		96		96		95	
	85		90		95		95	
	93		95		93		98	
TOTAL EVALUATION POINTS	539.2		563.2		567		575.6	
RANKING	4		3		2		1	

Review and Action as Necessary on the Proposed Building Names for Bond and Non-Bond Buildings

Approval of the proposed building names for Bond and Non-Bond buildings is requested.

Purpose

The Facilities Committee was asked to review and recommend approval of the proposed building names for Bond and Non-Bond buildings on May 8, 2018.

Justification

The naming of buildings is necessary so that each building can be specifically identified for students, faculty, staff, and the public. It has been proposed that the names of some of the existing and new buildings should be changed to accurately identify their function and/or to distinguish them from the new 2013 Bond buildings.

Designating the campus wide building names and letters for each building is necessary at this time for the following reasons:

- Academic Affairs is requesting the names of the buildings for future class scheduling.
- Police Department is working on updating the campus maps and would like to have the building names noted on them for printing prior to the Fall 2018 semester.

Background

The names of the 2013 Bond Construction buildings were approved at the Special Board meeting on November 14, 2017. The renaming of several existing Non-Bond buildings was not included in November 2017, though it is now necessary in order to clearly identify them by the appropriate function of each building and/or by distinguishing them from the new 2013 Bond buildings to avoid duplication of building names on the same campus.

Enclosed Documents

The packet includes a listing of the buildings and the recommended name for each building, along with maps showing each building at their respective campuses.

The Facilities Committee recommended Board approval of the proposed building names for Bond and Non-Bond buildings as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed building names for Bond and Non-Bond buildings as presented.

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

The Board of Trustees approves and authorizes the proposed building names for Bond and Non-Bond buildings as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE

Proposed Building Names

Pending Board Approval

Board Approved Bond Building Names

PECAN CAMPUS

Name

A,D,X	ANN RICHARDS ADMINISTRATION
B	ART
C	SYLVIA ESTERLINE CENTER FOR LEARNING EXCELLENCE
E	PHYSICAL PLANT
F	LIBRARY
G	BUSINESS AND SCIENCE (currently named North Academic)
H	STUDENT ACTIVITIES CENTER
J	SOUTH ACADEMIC
K	STUDENT SERVICES
L	COOPER CENTER FOR PERFORMING ARTS (currently named Cooper Center for Communication Arts)
M	INFORMATION TECHNOLOGY
N	INSTITUTIONAL SUPPORT SERVICES
P	NORTH ACADEMIC HUMANITIES (2013 BOND-North Academic)
Q	FUTURE
R	FUTURE
S	FUTURE
T	SOCIAL SCIENCES (currently named West Academic)
U	STUDENT UNION (2013 Bond-Student Activities Cafeteria)
V	STEM (2013 Bond - STEM)
W	FUTURE
Y	GENERAL ACADEMIC (2013 Bond-South Academic)
Z	FUTURE LIBRARY

PECAN PLAZA

Name

A	HUMAN RESOURCES
B	EAST
C	WEST

TECHNOLOGY CAMPUS

Name

A	EMERGING TECHNOLOGIES (currently named East)
B	ADVANCED TECHNICAL CAREERS (currently named West)
C	WEST (part of Building B)
D	SHIPPING AND RECEIVING
E	INSTITUTE FOR ADVANCED MANUFACTURING (previously approved as Center for Advanced Manufacturing and Construction Technologies) (2013 Bond-Renovation)

DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH CAMPUS

Name

A	NAH EAST (currently named Dr. Ramiro R. Casso Nursing and Allied Health East)
B	NAH WEST & SIMULATION CENTER (previously approved as Dr. Ramiro R. Casso Nursing and Allied Health West) (2013 Bond)
C	PHYSICAL PLANT

**SOUTH TEXAS COLLEGE
Proposed Building Names**

STARR COUNTY CAMPUS

Name	
A	ADMINISTRATION/BOOKSTORE
B	CENTER FOR LEARNING EXCELLENCE
C	NORTH ACADEMIC
D	WORKFORCE CENTER
E	SOUTH ACADEMIC
F	CULTURAL ARTS CENTER (currently named Library)
G	STUDENT SERVICES
H	STUDENT ACTIVITIES CENTER
J	MANUEL BENAVIDES JR. RURAL TECHNOLOGY CENTER
K	LIBRARY (2013 Bond-Library)
L	HEALTH PROFESSIONS AND SCIENCES (2013 Bond-Health Prof. & Science)
M	FUTURE
N	FUTURE
P	PHYSICAL PLANT (2013 Bond-Thermal Plant)

MID VALLEY CAMPUS

Name	
A	CENTER FOR LEARNING EXCELLENCE
B	NURSING AND ALLIED HEALTH
C	KINESIOLOGY AND RECREATIONAL CENTER (currently named Wellness Center)
D	WORKFORCE CENTER
E	LIBRARY
F	STUDENT UNION
G	NORTH ACADEMIC
H	SOUTH ACADEMIC
J	PHYSICAL PLANT (2013 Bond-Thermal Plant)
K	HEALTH PROFESSIONS AND SCIENCES (2013 Bond-Health Prof. & Science)
L	CHILDCARE DEVELOPMENT CENTER
M	FUTURE
N	FUTURE
P	FUTURE
Q	FUTURE

PHARR CENTER

Name	
A	REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

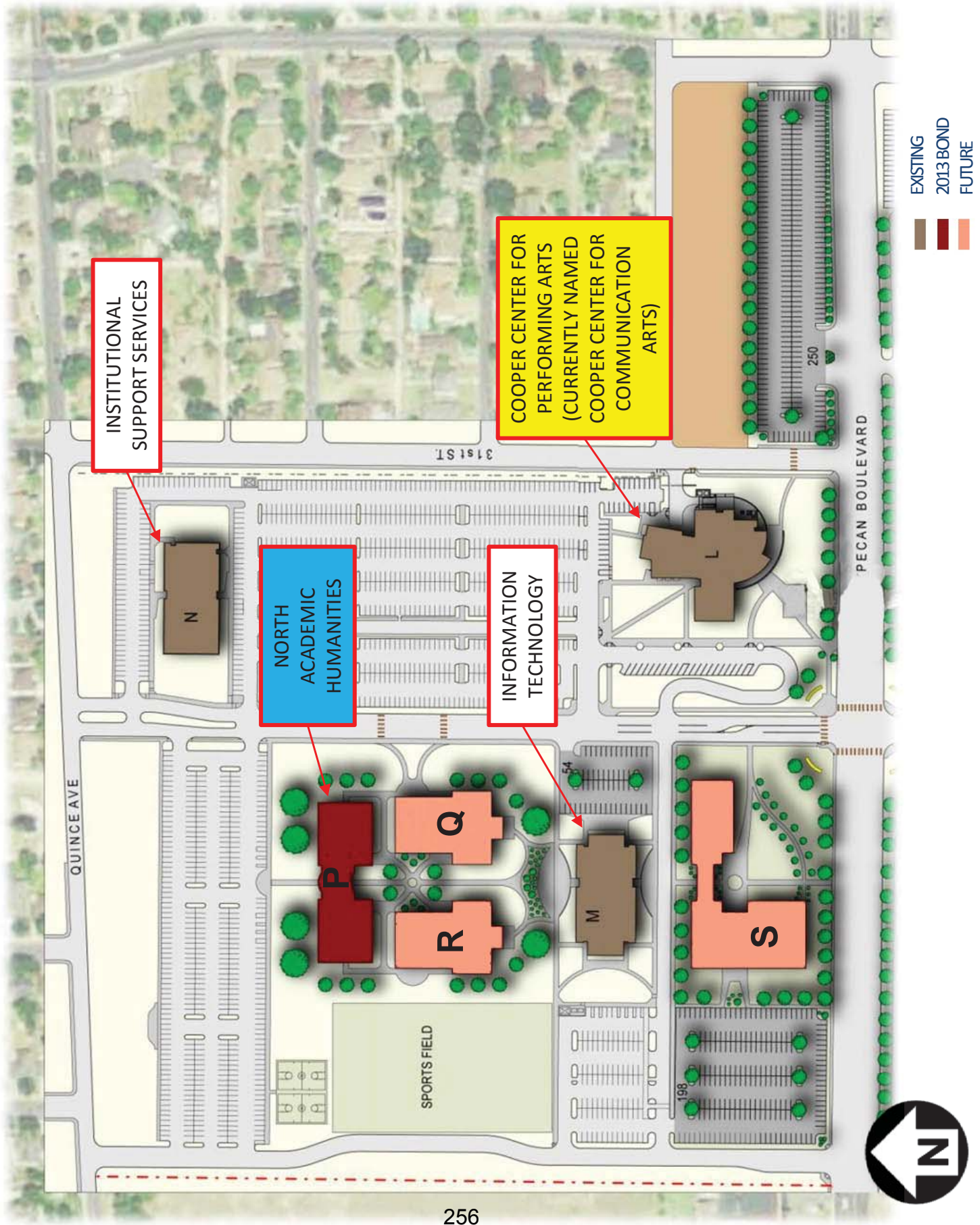
South Texas College

District Wide – Building Identification

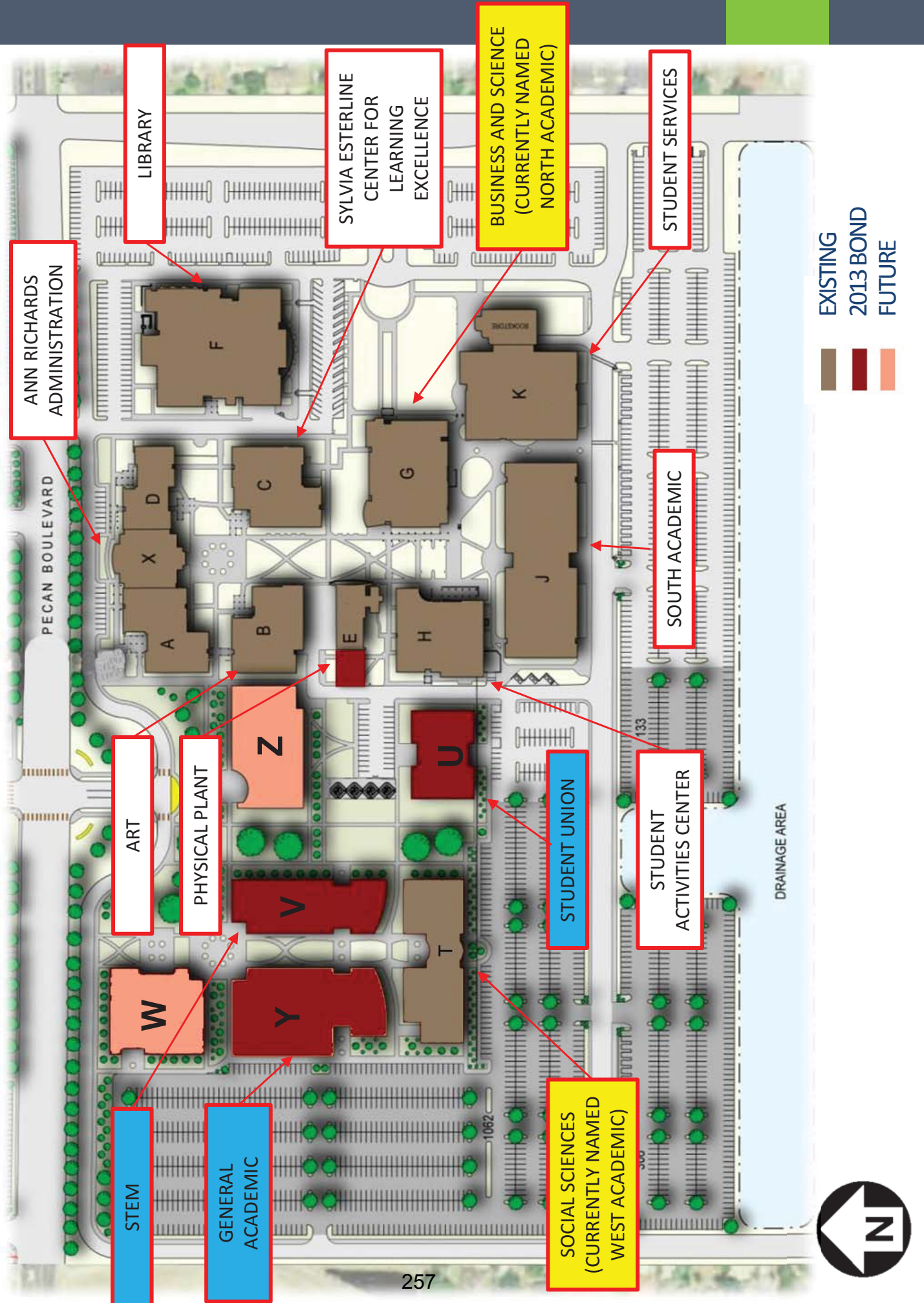
May 1, 2018

South Texas College
Facilities Planning and Construction

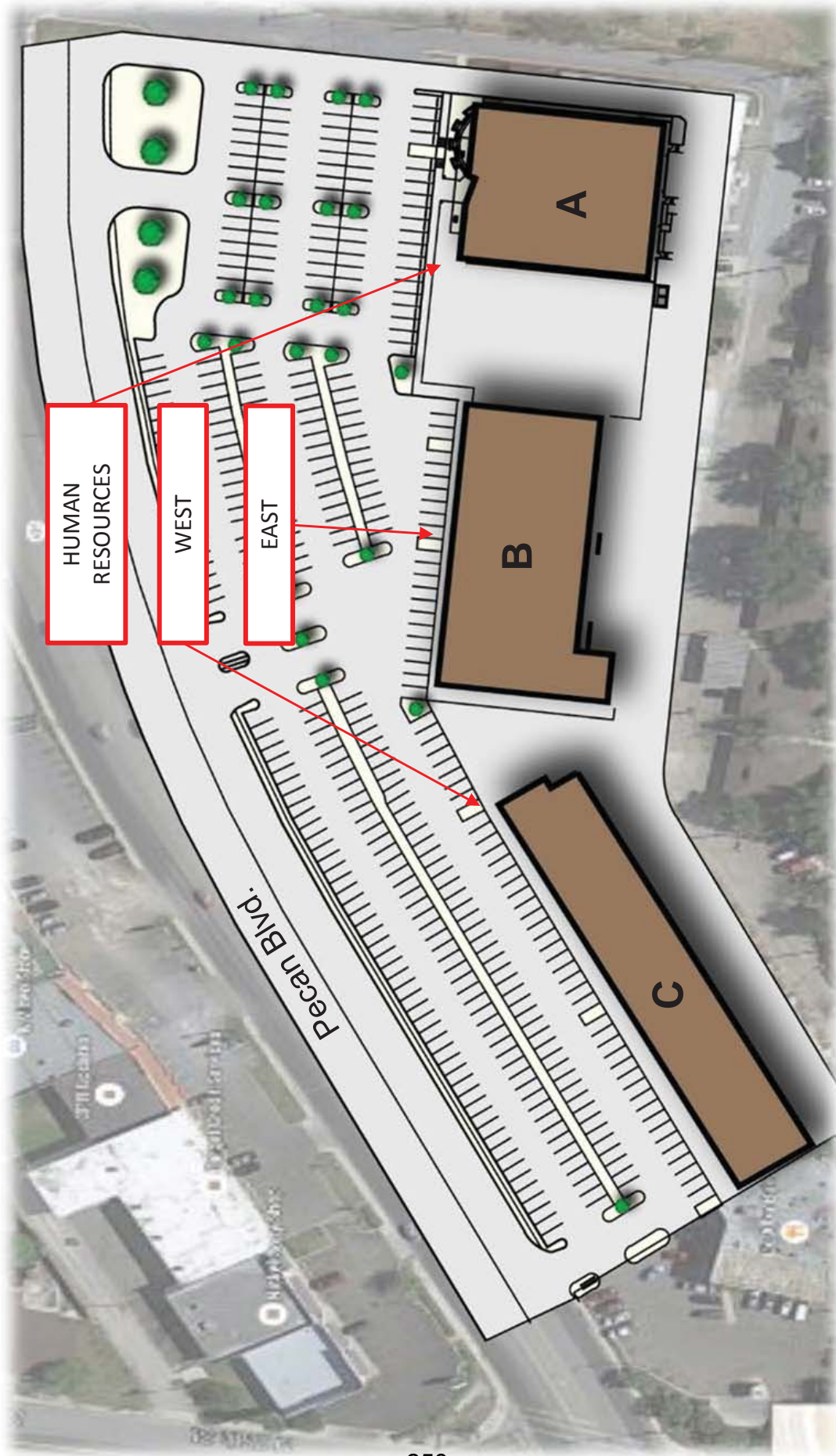
Pecan Campus - North



Pecan Campus - South

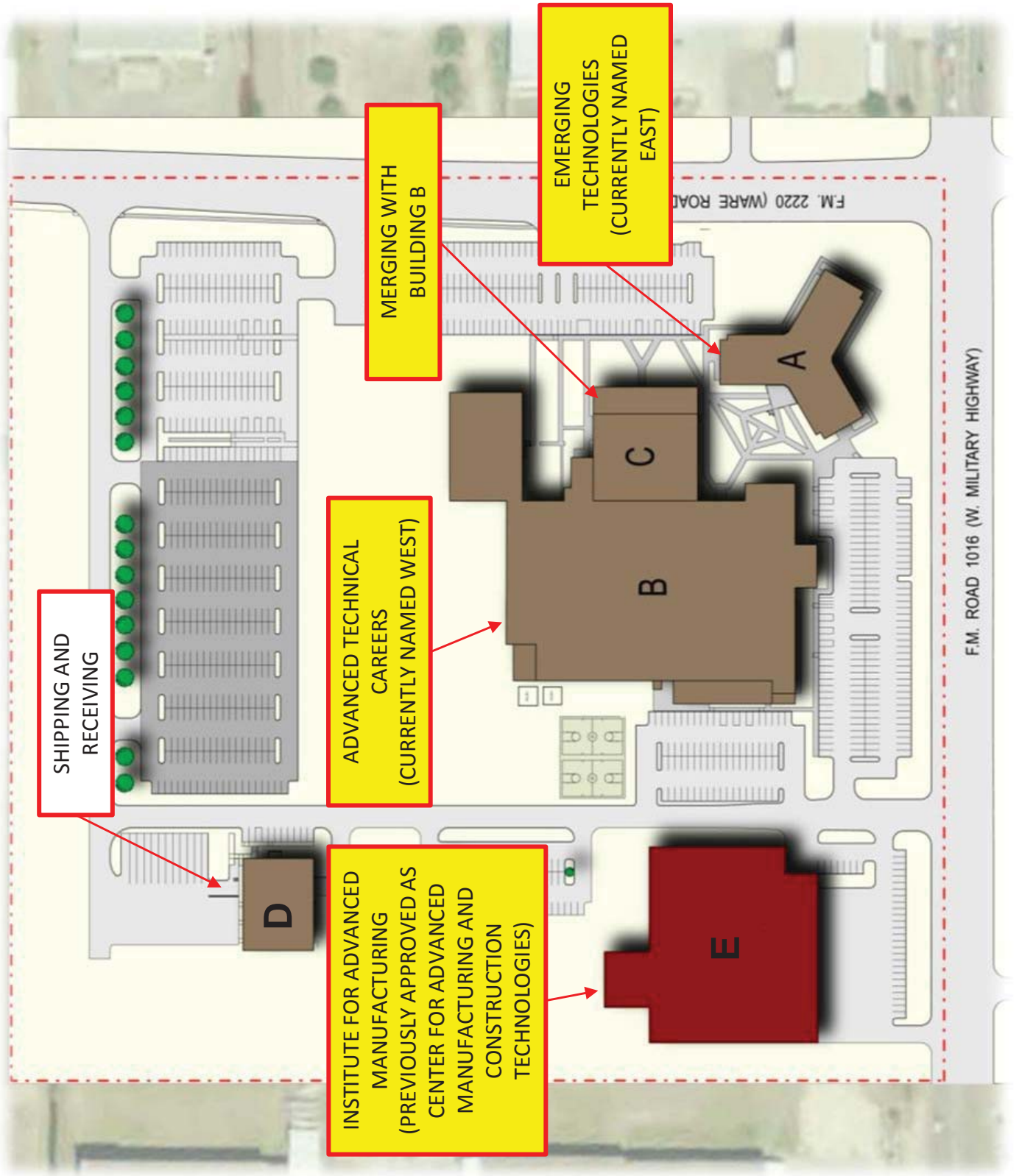


Pecan Plaza



- EXISTING
- 2013 BOND
- FUTURE

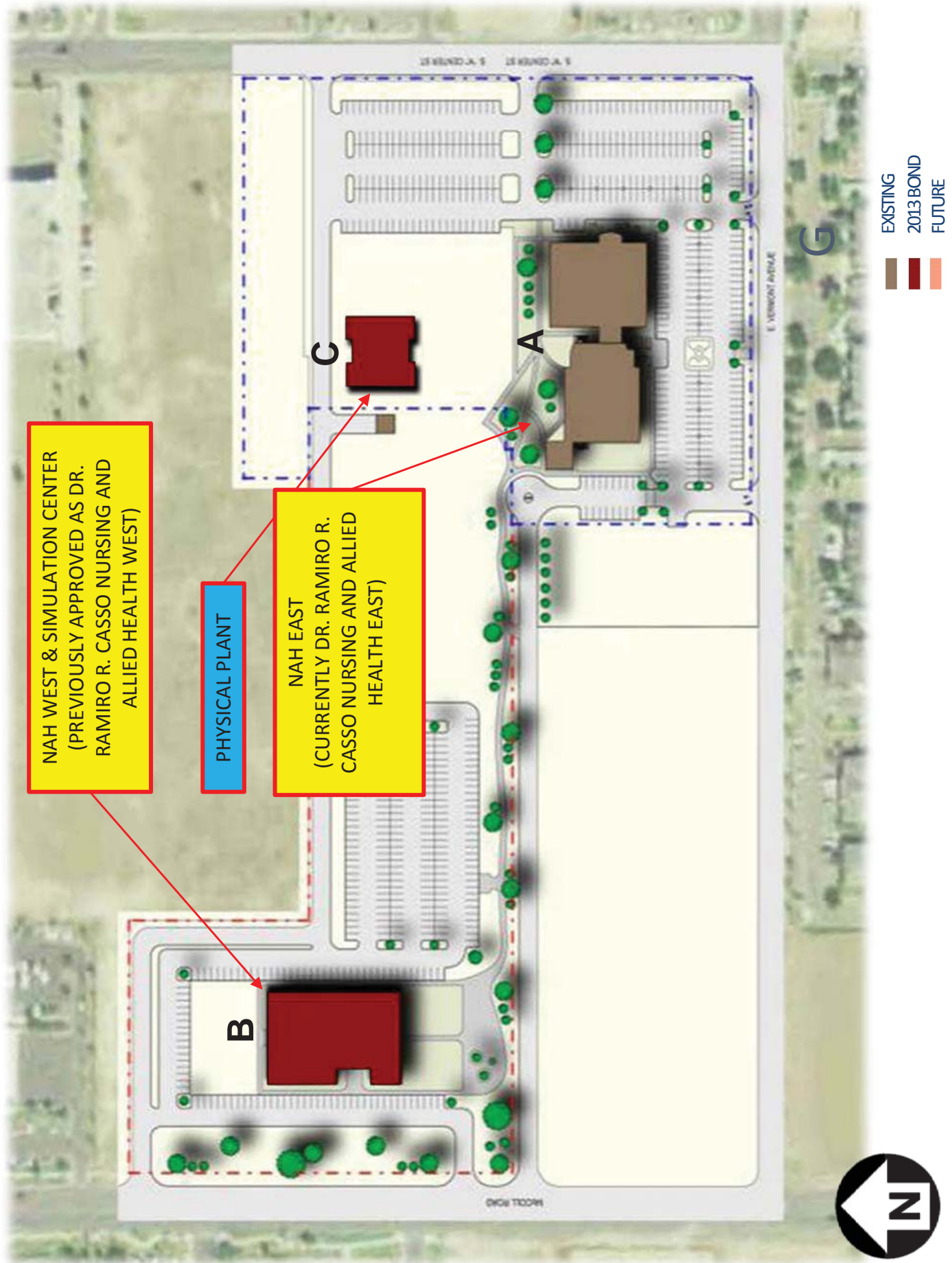
Technology Campus



- EXISTING
- 2013 BOND
- FUTURE

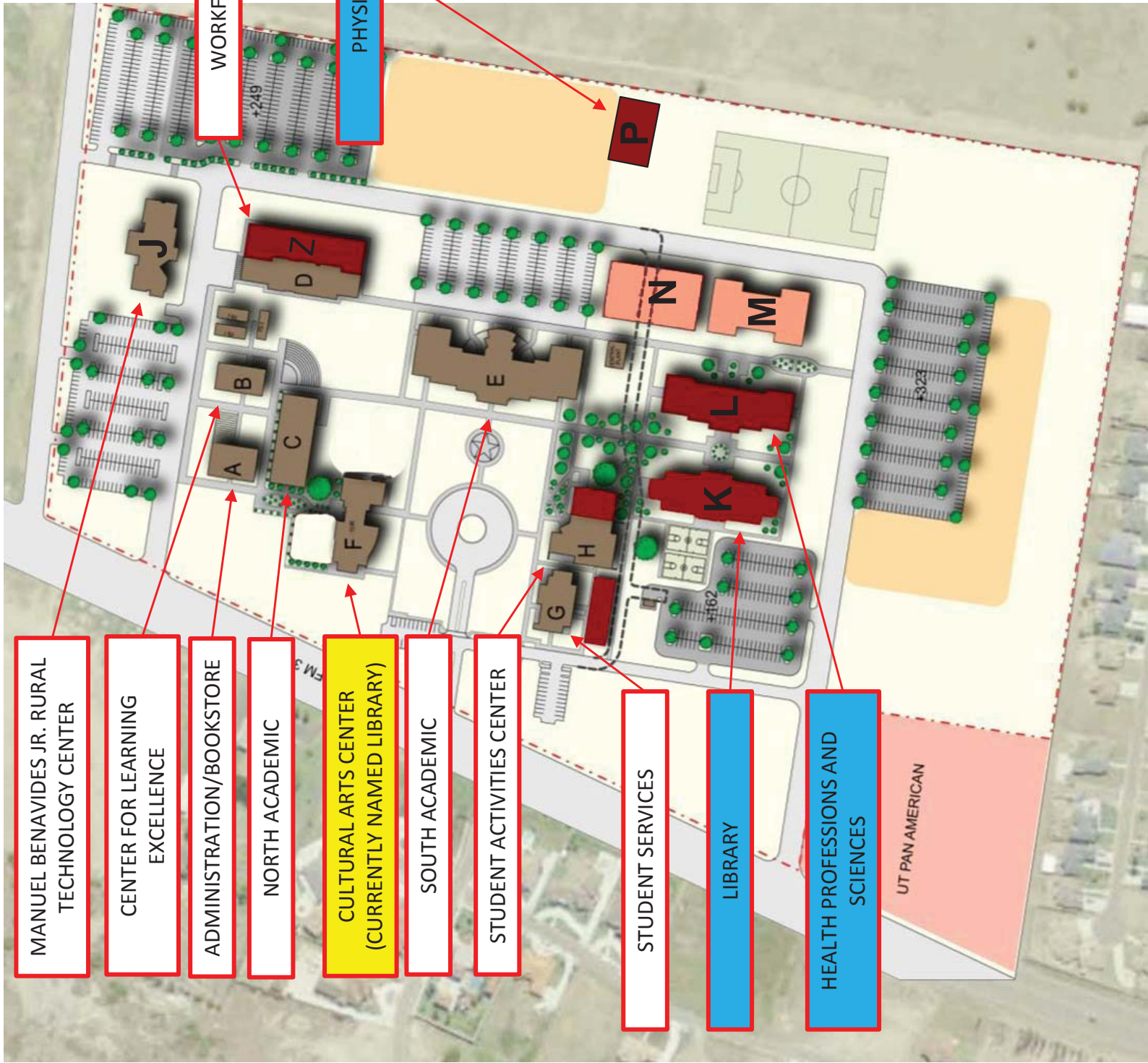


Nursing and Allied Health



Starr County Campus

- EXISTING
- 2013 BOND
- FUTURE



MANUEL BENAVIDES JR. RURAL TECHNOLOGY CENTER

CENTER FOR LEARNING EXCELLENCE

ADMINISTRATION/BOOKSTORE

NORTH ACADEMIC

CULTURAL ARTS CENTER (CURRENTLY NAMED LIBRARY)

SOUTH ACADEMIC

STUDENT ACTIVITIES CENTER

STUDENT SERVICES

LIBRARY

HEALTH PROFESSIONS AND SCIENCES

WORKFORCE CENTER

PHYSICAL PLANT

UT PAN AMERICAN

Mid-Valley Campus

- EXISTING
- 2013 BOND
- FUTURE

NURSING AND ALLIED HEALTH

CENTER FOR LEARNING
EXCELLENCE

HEALTH PROFESSIONS AND
SCIENCES

LIBRARY

STUDENT UNION

NORTH ACADEMIC

SOUTH ACADEMIC

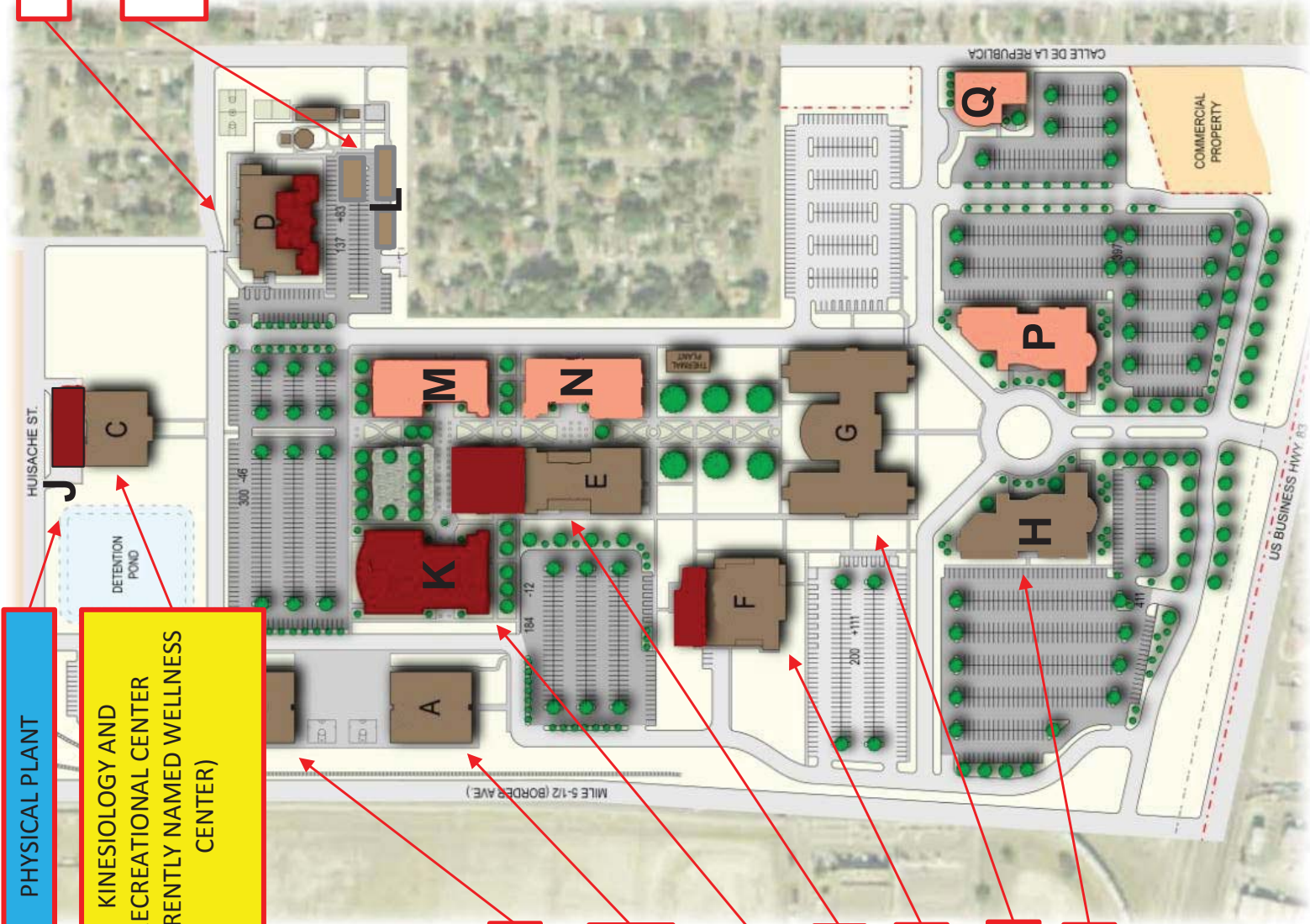


PHYSICAL PLANT

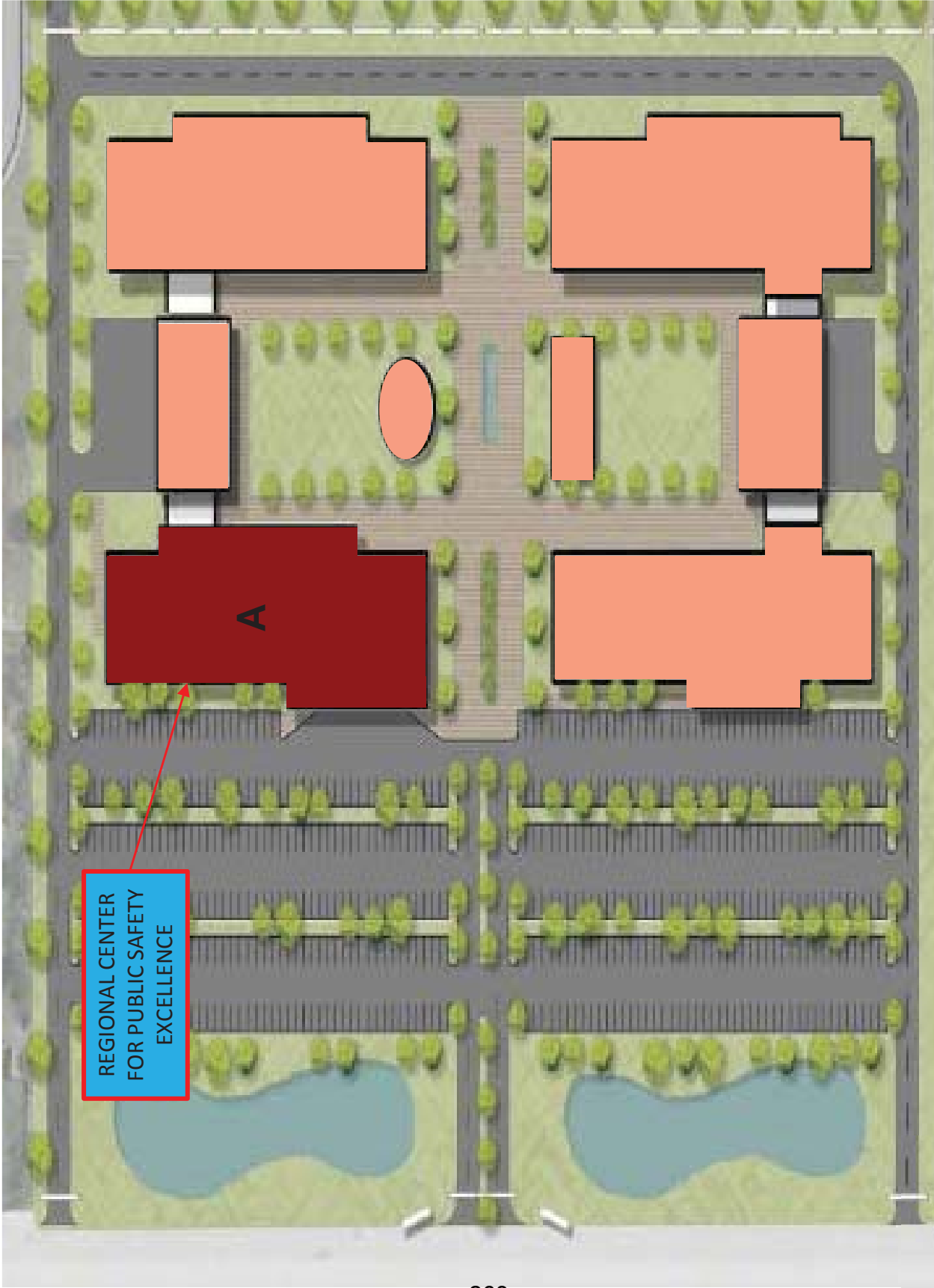
KINESIOLOGY AND
RECREATIONAL CENTER
(CURRENTLY NAMED WELLNESS
CENTER)

WORKFORCE CENTER

CHILDCARE DEVELOPMENT
CENTER



Regional Center for Public Safety Excellence



REGIONAL CENTER
FOR PUBLIC SAFETY
EXCELLENCE

- EXISTING
- 2013 BOND
- FUTURE



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 - May 8, 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%
Pecan Campus																		
13-1-002	Pecan - Digital Marquee Sign															Rick	on hold	TBD
15-1-R03	Pecan - Arbor Brick Columns Repair & Replacement (RR)		N/A	N/A												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)		N/A	N/A												Robert	Public Relations	National Signs
16-1-001	Pecan - Relocation of Information Booths to Athletic Fields		N/A	N/A												David	DBR Engineering	Noble Texas Builders
16-1-005	Pecan - Building A Production Studio Office Expansion		N/A	N/A												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		N/A	N/A												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)		N/A	N/A												Sam	N/A	Noble Texas Builders
15-3-R03	TC - Repair Concrete Floor Mechanical Room (RR)		N/A	N/A												David	CLH Engineering	TBD
15-3-R03	TC - Building B Concrete Floor Repairs (RR)		N/A	N/A												David	CLH Engineering	TBD
16-2-R13	TC - Building B Domestic Fire Sprinkler Lines (RR)															Sam	Half Associates	TBD
16-2-011	TC - Update Furniture for labs A209		N/A	N/A												Robert	N/A	N/A
Nursing and Allied Health Campus																		
15-5-xa5	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	Melden and Hunt	5 Star Construction
District Wide Improvements																		
13-6-003	DW - Automatic Doors Phase III		N/A	N/A												Robert	TBD	TBD
14-6-013	DW - La Joya Monument Sign		N/A	N/A												David	N/A	Interface
14-4-R014	DW - Marker Boards Replacement (RR)		N/A	N/A												Sam	N/A	TBD
14-6-R015	DW - Irrigation System Controls Upgrade (RR)		N/A	N/A												Sam	M&O	TBD
15-6-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)		N/A	N/A												Sam	M&O	TBD
15-6-001	DW - Interior LED Lighting Ph I (RR)		N/A	N/A												Rick	M&O	TBD
15-6-002	DW - Outdoor Furniture		N/A	N/A												Sam	N/A	TBD
15-6-002	DW - Directional Signage		N/A	N/A												David	N/A	TBD
16-4-017	DW - Surveillance Cameras & Poles Campus Entrances		N/A	N/A												David	DPS	TBD
16-6-R19	DW - Walkway LED Lighting Upgrade Ph I (RR)		N/A	N/A												Rick	M&O	TBD
18-6-R12	DW - FOCUS on Active Learning (RR)		N/A	N/A												Robert		TBD
	DW - Interior Controls Upgrade (RR)		N/A	N/A												Rick	M&O	TBD
	DW - Flooring Replacement (RR)		N/A	N/A												Rick	N/A	TBD

DW - Restroom Fixtures Replacement & Upgrade (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rick	M&O	TBD
DW - Water Heater Replacement & Upgrade (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rick	M&O	TBD
DW - Door Access Controls Replacement (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rick	M&O	TBD
DW - HVAC Upgrades (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rick	M&O	TBD
DW - Water Pump Stations (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rick	M&O	TBD
DW - Exterior Lighting Upgrade (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rick	M&O	TBD
For FY 2017-2018, 32 non-bond projects are currently in progress; 7 project(s) completed and 33 pending start up - 72 Total																			

Status of Non-Bond Construction Projects in Progress May 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	50%	June 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	100%		1. Construction Completed	\$ 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	5%	April 2018	1. Construction Phase 2. Contractor Approved	\$ 900,000.00	\$ 638,935.00	\$ 261,065.00	\$ -	TBD
Technology Campus Total				\$ 985,000.00	\$ 656,878.13	\$ 282,871.87	\$ 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	95%	April 2018	1. Construction Phase 2. Construction in Progress	\$ -	\$ 31,341.88	\$ (31,341.88)	\$ -	\$ 31,341.88
Marker Boards Replacement	5%	June 2018	1. Project Development 2. Design in Progress	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
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	\$ 10,687.50	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	\$ 10,475.43	TBD
Restroom Fixtures Replacement & Upgrade	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	\$ 4,047.68	\$ 20,952.32	\$ 4,047.68	\$ -
Water Heater Replacement & Upgrade	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 20,000.00	\$ 13,372.47	\$ -	\$ 635.95	\$ 13,372.47
Door Access Controls Replacement (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 30,000.00	TBD	TBD	\$ -	TBD
HVAC Upgrades (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 100,000.00	\$ 13,372.47	\$ 86,627.53	\$ 21,464.85	\$ (8,092.38)

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	\$ 31,341.88	\$ (31,341.88)	\$ 10,687.50	\$ 31,341.88
Non-Bond Construction Project Total				\$ 4,026,000.00	\$ 1,026,176.01	\$ 621,897.99	\$ 46,680.63	\$ 518,448.88
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 April 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 **April 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 April 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 April 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 April 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for April 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for April 2018
- D. Release of Construction Fund Checks for April 2018
- E. Quarterly Investment Report for April 2018
- F. Summary of Revenue for April 2018
- G. Summary of State Appropriations Income for April 2018
- H. Summary of Property Tax Income for April 2018
- I. Summary of Expenditures by Classification for April 2018
- J. Summary of Expenditures by Function for April 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for April 2018
- L. Summary of Grant Revenues and Expenditures, April 2018
- M. Summary of Bid Solicitations
- N. Check Register for April 2018

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.

Review, Discussion and Action as Necessary Regarding pending litigation of Scherff, Lisa vs. South Texas College et al (17-104)

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

Mr. Garza will provide an update in executive session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary including but not limited to resolution of litigation regarding Scherff, Lisa vs. South Texas College et al (17-104).

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

The Board of Trustees approves and authorizes any action as necessary including but not limited to resolution of litigation regarding Scherff, Lisa vs. South Texas College et al (17-104).

Approval Recommended:

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

May 2018 Commencement Ceremonies



The five commencement ceremonies held at the State Farm Arena on Friday, May 11th and on Saturday, May 12th were a huge success! Countless number of families and friends were witnesses to the celebration of the 3,700 graduates of South Texas College who received a certificate, associate, or baccalaureate degree. What an accomplishment!

This momentous task of organizing and executing five ceremonies is attributed to the stellar leadership and excellence of faculty and staff. A special recognition to the following staff for their diligent efforts and dedication to ensuring the success of the five ceremonies: Student Affairs and Enrollment Management, Academic Affairs, Instructional Technologies, Technology Resources, Public Relations and Marketing, Department of Public Safety, Operations and Maintenance, Business Office, and Purchasing. In addition, we were honored with the presence of our Board of Trustees, special guests, and our partnering school districts.



Nursing and Allied Health Campus Ceremony



Mid-Valley Ribbon Cutting Ceremony

Another two successful ribbon cutting ceremonies were celebrated. On April 26, 2018 South Texas College celebrated another “milestone” moment with the opening of new, renovated and expanded facilities at its Mid-Valley Campus and on May 8, 2018, the newest expansion of the Dr. Ramiro R. Casso Nursing and Allied Health Campus. The newly constructed Health Professions & Sciences Building, Student Services Building expansion, Library Renovation and a Thermal Plant expansion at Mid-Valley will provide the necessary accommodations for a growing student enrollment and provide the state of the art facilities to enhance current programs. The new expansion at the Nursing and Allied Health campus will enable South Texas College to produce 450 additional nurses a year. The events were very well attended and facility tours were provided.



The 3rd Annual Retiring Faculty Recognition Ceremony was held on April 26, 2018 at the Rainbow Room at the Pecan Campus. A total of 10 retiring faculty participated whose years of dedicated service to South Texas College, its students, and the community totaled approximately 160 years. Mr. Dominic Braune, was awarded the 1st Professor Emeritus for 2018. Honorees were as follows:

Robert Almon, Accounting, 10 years
 Rodrigo Garcia, Automotive Technology, 17 years
 Jeffery Berry, Political Science, 19 years
 Dominic “Nick” Braune, Philosophy, 14 years
 Melba Perkins, Developmental English, 14 years

Elisa Pastor, Spanish Instructor, 17 years
 David Shepard, Psychological Science 15 years
 Mark Strough, Criminal Justice 18 years
 Dr. Sam Sung, Computer Science 13 years
 Maria E. Galvan, Occup. Therapy Asst., 21 years



The first Regional Center for Public Safety Excellence President's Advisory Council meeting was held on April 27, 2018 at the Cooper Center. Leaders of the law enforcement community were invited for inclusion on the Advisory Council. The Council will meet regularly to provide input and make recommendations for professional continuing education and degree programs. Present were Senator Juan “Chuy” Hinojosa, Senator Eddie Lucio, David Higgerson, Laredo Field Operations Director, Chief Manuel Padilla, RGV Customs and Border Protection Section Chief, numerous police chiefs from the cities of McAllen, Pharr, Mercedes, Mission, Rio Grande City, and Weslaco.

On May 10th, an amendment to the IME Becas Memorandum of Understanding (MOU) between South Texas College, the University of Texas Rio Grande Valley, and the Consulate of Mexico was signed. The amendment to the original MOU signed on December 7, 2017 will increase the educational attainment level of Mexican or persons of Mexican origin living in the US. The Consulate of Mexico provided South Texas College \$2,500 to provide scholarships to qualifying students. South Texas College will match those funds for a total of \$5,000.





Fifty students were eligible for recognition at the annual Student of the Week Ceremony held on May 3rd. Students are selected by faculty throughout the year and are featured in The Monitor every Tuesday in the newspaper's Vida Education Section.

The first Annual Distinguished Scholars event was held on May 15th at the Student Union Ballroom honoring 49 scholars and their families from each of the Early College High Schools who ranked No. 1 and No. 2 from their class. Student were recognized with a certificate. In attendance were superintendents and early college high school principals from the various partnering school districts



The Starr County Psychology Club recognized its 7th annual scholarship recipient, Cecilia Garza on May 2nd. Ms. Garza was presented with a Certificate of Recognition and will graduate this May with an Associate's Degree in Psychology. Ms. Garza was selected based on her academic grades, social, and leadership skills. Ms. Garza plans to continue to education and pursue a Bachelor's and Master's degree in Psychology. STC Board member Rose Benavidez, Alex and Eli Sarabia, STC Psychological Science Faculty and Psychology Club Advisors.

South Texas College was awarded the Lumina Foundation Grant by the Southern Association of College and Schools Commission on Colleges in the amount of \$10,000. The grant will provide South Texas College the ability to advance Competency-Based Education baccalaureate programs for students. The grant will be used to assist the College in converting six of the ten upper level courses in the Bachelor of Applied Technology in the Technology Management program from traditional to competency based courses. Funds will also be used to provide stipends to faculty members who will be converting courses from traditional to competency based format for the college. The grant aligns with the Texas Higher Education Coordinating Board's 60x30TX Strategic Plan that stipulates for 60% of Texas population between the ages of 25-34 to obtain a certificate or degree by the year 2030.





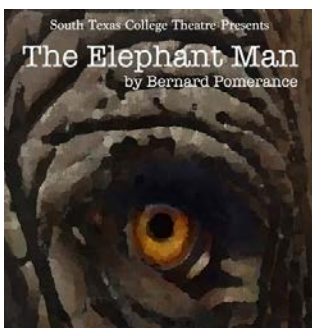
The Sociology Department and the Center for Learning Excellence hosted a Family Day event on May 5th at the Mid-Valley Campus. The event promoted education, offered family enrollment resources, assisted with financial aid questions, and introduced community members to STC's services and facilities. There were booths with hands on activities and student led tours.

The 10th Annual Dual Enrollment Advanced Manufacturing Technology Competition was held on April 26th at the Technology Campus. Students from various high schools competed in manufacturing knowledge in eight different categories. Winners were announced along with scholarship recipients. A total of \$19,500 in scholarships from South Texas Manufacturing Association, Royal Technologies/Plitt Crane Rigging, and HAAS Automation was awarded to 20 students. Scholarships ranged from \$500-\$1000. Participating schools included Rio Grande High School, Mission Veterans High School, PSJA North High School, Weslaco High School, Hidalgo Early College High School, Progresso High School, Donna North High School, and Thomas Jefferson TSTEM.



Sponsored by the Educational Technologies Department, a workshop was held to provide training in digital media and Google applications. Participants will be able to learn about applications and create their own products. The training took place on April 27, 2018 at the Pecan Campus.

The South Texas College Library Art Gallery will be presenting "Carol Flueckiger: Solitude of Selfie" from April 26-May 30, 2018 at the Pecan Campus. Ms. Flueckiger is an Associate Profession of Art at Texas Tech University. Ms. Flueckiger has developed a mixed media painting technique that uses the blistering West Texas sun to expose blueprints of historic handwriting and vintage graphics onto painted wood surfaces, paper, and fabric. This cyanotype technique utilized to merge history, weather, and geography.



The South Texas College Theatre ended their spring semester with Bernard Pomerance's, *The Elephant Man*. The production ran from April 26-28 with a matinee on April 29 at the Cooper Center for Communication Arts. General admission was \$5 and all proceeds from ticket sales went towards the Dr. John F. Carrol Drama Scholarship fund. The April 29th matinee production was interpreted in American Sign Language.

In collaboration with the City of McAllen Recycling Center, South Texas College hosted its **2nd Book and Paper Round Up** on April 30th – May 4th at the Pecan, Nursing & Allied Health, and Mid-Valley Campuses. The City placed containers at each campus and faculty and staff were encouraged to do their part in recycling.



The Student Activities and Wellness Department hosted **Back Yard Sports Week Bash** from April 23 – April 26th at the Nursing & Allied Health and Pecan Campus. Students were provided live music from various local bands, food, and sport activities.

South Texas College hosted the **Rio Grande Valley Hurricane Ready Expo** on April 28th at the Mid-Valley Campus. Admission to the event was free and open to the public. The region wide event was designed to educate residents about the risks, dangers, and action to take before, during, and after a hurricane. The event included exhibits, presentations, and informational booths. Guest speakers included, Nat Flores, Cameron County Emergency Management Coordinator, Tim Smith, KRGV Chief Meteorologist, Bryan Hale, KGBT Chief Meteorologist, Tania Leal, Telemundo 40 Weather Anchor, and Barry Goldsmith, National Weather Service.



In preparation for **South Texas College's 1st Annual Research Symposium** to be held November 28-29, 2018, a call for papers, posters, and round table discussion to students, faculty, staff, and community members was done. The symposium titled *Research: Presenting Empirically Based Findings*, will assist students, faculty, staff, and community members by providing an opportunity to present these data to further assist with creating awareness in different disciplines. The deadline to submit abstracts was May 15th.

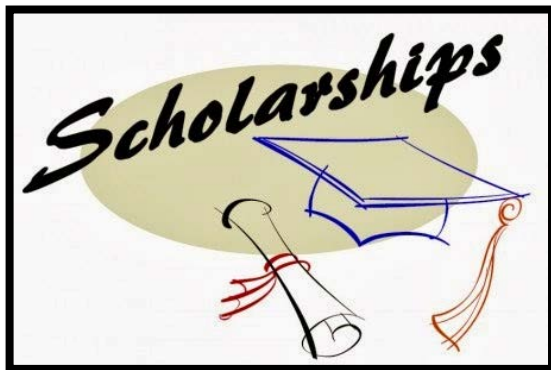
From May 1 through June 25th, the South Texas College Library at the Pecan Campus will be presenting an exhibition, *La Spiritu*, by Leila Hernandez. Ms. Hernandez is from El Salvador and received her Master's in Fine Arts from the University of Florida. Ms. Hernandez utilized mixed media she finds at thrift, craft, and art stores to produce her art.





The Information Security Conference was held on May 19th at the Pecan Campus Student Union. The conference goal was to create opportunities for individuals to present and participate in an intimate atmosphere that encouraged collaboration. Participants were encouraged to not only attend, but also submit a presentation proposal. The event had 120 attendees and included morning and afternoon sessions with a presentation by key note speaker, Aaron Crawford from Insider Security Agency.

The Future Heroes 5K Challenge was held on May 19th at the Alamo Central Park in Alamo, Texas. The event had a registration fee of \$25 and participants could compete in a total of 6 categories. T-shirts were provided to all participants and medals to the first 50 finishers. All proceeds will be utilized towards scholarships for police and fire cadets. The event will also assist in the promotion of the College's public safety programs.



The Criminal Justice and Social Sciences Department announced the 2018/2019 scholarship winners. These students were recognized for their dedication and commitment to educational excellence. Recipients were eligible to receive a scholarship for \$500 and additional \$500 depending on approval of matching funds through Financial Aid. Recipients were:

- Katherine Rios – Sociology
- Marissa Pineda – Criminal Justice
- Cable Ayala – Social Work

Starr County Campus, Starr County's Got Talent 12 sponsored by the Psychology Club was a huge success. There were over 500 people in attendance and over \$2,000 raised toward scholarships. There were a total of 25 participants at the event and a number of opening performances done by Roma High School mariachi, ballet folklórico, and choir members. Board Trustee, Rose Benavides provided the opening remarks. Top three place winners were presented with a trophy. What a great event!



- Met with Dr. Virginia Champion, Director of Grant Development, Management and Compliance to discuss and review organizational structure and operational practices in department
- Participated in a conference call with Dr. William Serrata, President of El Paso Community College to discuss upcoming visit by Dr. Paredes, Commissioner of the Texas Higher Education Coordinating Board
- Met with Mary Elizondo, Vice President for Finance and Administrative Services to discuss the terms of the Instituto Internacional de Estudios Superiores (IIES) contract to permit the delivery of workforce training courses to maquilas in Reynosa.
- Attended the 3rd Annual Retirement Ceremony at the Pecan Campus Rainbow Room. A total of 10 faculty participated. Dr. Petrosian, Interim Vice President for Academic Affairs and I provided opening remarks. Each retiring faculty member received a medallion in appreciation of their teaching excellence
- Attended the Men's Retreat at the Student Union where I provided opening remarks to encourage young men to be role models for other male students.
- Participated in a conference call with Dr. Veronica Garcia from Northeast Lakeview College for a reference call for Dr. Laura Sanchez. She has accepted the position of Vice President for Academic Affairs with Northeast Lakeview College.
- Attended and hosted the President's Advisory Council for the Regional Center for Public Safety Excellence at the Cooper Center to kick off the change of the Council to determine and respond to the need for professional development of local, state, and federal law enforcement professionals
- Coordinated with Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives and Dr. Laura Sanchez, Dean for Institutional Research, Effectiveness, and Strategic Planning development of process for developing Vision, Mission, and Core Values Statement for the College.
- Met with Board Trustees, Dr. Alejo Salinas Jr., Mr. Paul Rodriguez, Mr. Gary Gurwitz to discuss the Specifications for Solicitation of Property and Casualty Insurance. Mary Elizondo, Vice President for Finance and Administrative Services attended as well.
- Joined staff at Lincoln Jr. High to tour the facility and review possible uses for programs or activities from the College
- Attended the RGV Focus Leadership & 2017 Annual Report Release meeting at Harlingen CISD to report on initiatives leading to student success, participate in a dialogue, and analysis of educational attainment success resources for the Rio Grande Valley
- Participated and featured in the "Come Celebrate" spot for the Fine and Performing Arts Department
- Provided welcome remarks at the Student of the Week Recognition Ceremony where 50 students were recognized.

- Participated in the campus visit by Dr. Raymund Paredes, Commissioner of the Texas Higher Education Coordinating Board and Dr. David Gardner, Deputy Commissioner of the Texas Higher Education Coordinating Board. Dr. Paredes met with faculty, students, myself, and executive staff to discuss and identify innovative and best practices for student success and instructional effectiveness for achieving the 60x30 Higher Education Plan. Dr. Paredes spent time with each group individually.
- Participated in a conference call to discuss the upcoming forum for the Jobs of the Future: Launching All Students Toward Postsecondary Success through Early College: Lessons from Districts event in Washington, DC in preparation for serving as a panelist to highlight the success of the Early College High Schools.
- Participated in the Lisa Scherff Mediation with staff to finalize settlement terms
- Met with Wanda Garza, Executive Officer for External Affairs to review strategies for having Governor Abbott attend the dedication of the Regional Center for Public Safety Excellence
- Met with administrative staff from my office to discuss and create a Risk Assessment Matrix for the Office of the President as part of the institution wide risk assessment process
- Participated in the Education, Innovation, and Research (EIR) meeting to discuss the application and participation in an \$8 million grant to provide dual credit opportunities for high school students pursuing careers in nursing and allied health career fields
- Participated in video for Noble Charities Foundation Gala event discussing how the charity has benefited South Texas College
- Coordinated the Oath of Office ceremonies for the newly elected and re-elected trustees.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the May 29, 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 April 20 - May 25, 2018 included:
 - Re-cap of Board Meeting
 - Student Enrollment Update – Summer and Fall 2018
 - Discussion of Summer Dual Credit Enrollment Increase
 - Discussion of Student Enrollment Marketing

- Discussion of Fall 2018 Commencement Venue
- Discussion of Proposed Revision of Policy 3232 - Dual Enrollment Student Eligibility Requirements
- Discussion of ATD Coaches' Visit
- Discussion of New ATD Pricing Structure for Leader Colleges
- Discussion of Initial Drafts of Proposed Vision and Mission Statements
- Discussion of Proposed Policy 4901: Standards of Conduct
- Review and Discussion of Internal Audit Processes
- Review and Discussion of Cabinet Level Risk Assessment
- Discussion of CIP, Retrofit, and New Construction Non-Bond Projects
- Discussion of Bond 2013 Additional M&O Requests
- Discussion of TACC Dual Credit Policy
- Discussion of TACC Transfer Policy Options
- Discussion of Board of Trustees Election Results
- Discussion of Board Committee and Board Action of May 8, 2018
- Discussion of Visit by Commissioner Paredes and Feedback on Comments and Perspectives
- Discussion of Administrative Oversight Responsibilities for Regional Center for Public Safety Excellence
- Discussion of Waived Tuition Amounts in Local Advertising and Marketing
- Review and Discussion of Competitive Pricing Marketing Campaigns
- Discussion of SWOT Analysis for Math, Science, and Bachelor's Programs
- Update on Recycling of Student Confidential Information
- Continued Discussion of ATD Coaches Visit
- Critique of May 2018 Commencement Ceremonies and Recognition of Staff
- Discussion of New Board Member Orientation
- Discussion of Status Report on FY2017-2018 Comprehensive Plan
- Discussion of Revision of Comprehension Plan for FY2018-2019
- Review and Discussion of Preliminary New Mission, Vision, and Core Value Statement
- Discussion of Strategies to Increase Employee Participation in Payroll Direct Deposit
- Discussion of Classified and Professional Technical Salary Adjustments
- Review and Discussion of Internal Audit Processes and Protocols
- Discussion of Announcement of Paul Varville – Will Serve as Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence
- Discussion of Classified Salary Adjustments for FY2018-2019
- Discussion of Feedback from President's Administrative Staff on Proposed Vision, Mission, and Core Value Statement
- Review of Jobs for the Future Article: Solving the Dual Enrollment Staffing Puzzle: Strategies from the Early College Expansion Partnerships
- Presentation and Discussion of Task Force Reports:
 - o Persistence
 - o Enrollment
 - o Matriculation
- Review and Discussion of Proposed Building Names
 - o Existing Non-Bond
 - o Bond
- Review and Discussion of Regional Center for Public Safety Excellence Monumental Sign
- Review and Discussion of M&O Expenses & Budget Balances
- Review and Discussion of Unrestricted Fund Balance Designations
- Review and Discussion of Non-Bond Construction Projects for FY2018-2019
- Review and Discussion of Capital Improvement Projects (CIP) for FY 2018-2019
- Review and Discussion of Retrofit Projects for FY ~~2018~~ 2019



President's Report

April 20 – May 25, 2018

- Presentation on JagMobile Application and Intelligent Learning Platform
- Presentation on OneDrive Project for Document Storage
- Review of Draft Academic Calendar for 2019-2020
- Discussion of Options for December 2018 Graduation Dates

Announcements

A. Next Meetings:

- Tuesday, June 12, 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, June 24, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Summer Sessions I and III begin on Monday, June 4, 2018
- South Texas College will host its 1st Annual Career Training & Job Fair on Friday, June 8, 2018 from 9:00 a.m. – 2:00 p.m. at the Technology Campus Building E Atrium, 3700 W. Military Hwy, McAllen, Texas 78503