



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Special Board Meeting

Wednesday, June 20, 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
Wednesday, June 20, 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. Chair Appointment of Board Committee Chairs and Committee Members 1
 - a. Education and Workforce Development Committee
 - b. Facilities Committee
 - c. Finance, Audit, and Human Resources Committee
- VI. Presentation**
 - 1. Presentation on RGV Partnership Event in Washington DC 2
- VII. Consideration and Action on Consent Agenda**
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 - 1. May 29, 2018 Special Board Meeting
 - B. Approval and Authorization to Accept Grant Awards 45 - 46
 - 1) The John G. and Marie Stella Kenedy Memorial Foundation, for Scholarships for Technical Students, in the amount of \$15,000
 - 2) The Department of Commerce, Economic Development Administration Planning Grant in the amount of \$120,000
 - 3) The Region One Education Service Center agreement for Instructional Services under the Adult Education and Family Literacy Act in the amount of \$254,044
 - 4) The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP)-Regular Grant in the amount of \$112,543
 - 5) Additional Grant(s) Received/Pending Official Award

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 - A. Awards
 - 1) Medical Office Skills Training (Award)
 - 2) Small Business Skills Training (Award)
 - B. Non – Instructional Items
 - 3) Air Conditioning Filters (Purchase)
 - 4) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
 - 5) Chiller Chemicals and Maintenance (Purchase)
 - 6) Electric Utility Carts (Purchase)
 - 7) Electric Utility Vehicles (Purchase)
 - 8) Parts and Supplies (Purchase)
 - 9) Vertical Lifts (Purchase)
 - 10)Collection Agency Services (Renewal)
 - 11)Elevator Maintenance Agreement (Renewal)
 - 12)Equipment Rental Services (Renewal)
 - 13)Grounds Maintenance (Renewal)
 - C. Technology Items
 - 14)Computers, Monitors, and Laptops (Purchase)
 - 15)Network Cabling and Equipment Installation Services (Renewal)
 - D. Interlocal Agreements
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The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER

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A. Next Meetings:

- Tuesday, July 10, 2018
 - 3:30 p.m. – Education and Workforce Development Committee Meeting
 - 4:30 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting
- Tuesday, July 24, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Wednesday, July 4, 2018 in observance of Independence Day.

Chair Appointment of Board Committee Chairs and Committee Members

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

- Education and Workforce Innovation
- Finance and Human Resources
- Facilities

The Chair 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 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. *Atty. Gen. Op. No. JM-1072 (1989)*.

The membership and appointment of Committee Chairs is established by action of the Board Chair.

Recommendation:

It is recommended that the Board Chair announce appointments to Committee Chair and Committee Membership for 2018 - 2020.

The following Minute Order is proposed for the Board Chair:

The Board Chair announces appointments to Committee Chair and Committee Membership for 2018 - 2020.

Approval Recommended:

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

Presentations

1. Presentation on RGV Partnership Event in Washington DC

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

While in DC, Ms. Benavidez and Mr. Reyna met with the RGV delegation and other federal lawmakers to discuss opportunities for the development and support of training partnerships at the Regional Center for Public Safety Excellence.

Ms. Benavidez will provide an update to the Board on this visit with our federal representatives.

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

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) May 29, 2018 Special Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the May 29, 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 May 29, 2018 Special Board Meeting Minutes as presented.

Approval Recommended:

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

**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**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, May 29, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:05 p.m. with Dr. Alejo Salinas, Jr., presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, 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. Rebecca De Leon, Dr. Laura Sanchez, Mr. Rey Sanchez, Dr. Ety Bischoff, Dr. Jesus Campos, Mr. Robert Cuellar, Mr. Ken Lyons, Ms. Irma Rosales, Ms. Teresa Garcia, Ms. Monica Perez, Ms. Tammy Tijerina, Mr. Gilbert Gallegos, Mr. Tim Weldon, Mr. Mario Reyna, Jr., and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Public Comments

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

Recognition of Outgoing Trustees

South Texas College extended 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.

This was Ms. Benavidez' third term to serve on the South Texas College Board of Trustees.

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 was 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 was 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 recognized and extended their sincere appreciation to the outgoing Board Officers who have completed their two-year terms as officers of the Board.

The outgoing Board Officers were:

- 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 was appreciated and applauded.

Dr. Reed recognized and thanked Dr. Alejo Salinas, Jr., for his last two years of service as Board Chair, and announced that she would make separate presentations to Mrs. Farias, past Vice Chair, and Mr. Villarreal, past Secretary, since they were not in attendance.

Election of Board Officers

The Board approved Policy #1100: *Board Officers* 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, as per 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* was 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 included 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 were:

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

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

Secretary

Mr. Paul R. Rodriguez nominated Mr. Roy de León to serve as Secretary. Dr. Alejo Salinas, Jr. called for additional nominations. Hearing none, he called for a motion for nominations to cease.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Board moved to cease nominations. The motion carried.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board elected Mr. Roy de León as Secretary by acclamation. The motion carried.

Vice Chair

Mr. Gary Gurwitz nominated Ms. Rose Benavidez to serve as Vice Chair. Dr. Alejo Salinas, Jr. called for additional nominations. Hearing none, he called for a motion for nominations to cease and to elect Ms. Benavidez by acclamation.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board ceased nominations and elected Ms. Rose Benavidez as Vice Chair by acclamation. The motion carried.

Chair

Mr. Roy de León nominated Mr. Paul R. Rodriguez to serve as Chair. Dr. Alejo Salinas, Jr. called for additional nominations. Hearing none, he called for a motion for nominations to cease and to elect Mr. Rodriguez by acclamation.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Board ceased nominations and elected Mr. Paul R. Rodriguez as Chair by acclamation. The motion carried.

Dr. Salinas passed the gavel to Mr. Rodriguez, who presided over the remainder of the May 29, 2018 Special Board Meeting as Chair.

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

Board members were asked to submit their Committee preferences for appointment and service as a Committee Chair and Committee Members.

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 was included for the Board's information. The membership and appointment of Committee Chairs is established by action of the Board Chairman.

The newly elected Board Chair distributed a form requesting 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 would be included at the June 2018 Regular Board Meeting to provide the Chair the opportunity to make/revise appointments as necessary.

No action was taken.

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, introduced Ms. Cynthia Blanco, Director of Student Records and Registrar, and provided 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 provided data on the number of graduates for Spring 2018 and shared a video produced by the Office of Public Relations and Marketing, highlighting the May 2018 Commencement Ceremonies.

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

Dr. Shirley Reed, College President, distributed and briefly reviewed 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 provided each Trustee with a copy of the Almanac, and led 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 were for the Board's information, and no action was requested.

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

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

Dr. Salinas advised that newly elected Trustees Mrs. Victoria Cantú and Mr. Rene Guajardo ought not to participate in the approval of Minutes for meetings that took place before their appointment to the Board. Mrs. Cantú and Mr. Guajardo did not participate.

Dr. Alejo Salinas, Jr., noted that the Minutes for the May 15, 2018 Minutes were labelled in the packet on page 89 as a Regular Board Meeting, instead of a Special Board Meeting, and recommended that this be corrected.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and adopted the April 24, 2018 Regular Board Meeting Minutes, May 8, 2018 Special Board Meeting Minutes, and May 15, 2018 Special Board Meeting Minutes as written, contingent upon the correction as noted. The motion carried.

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 was requested:

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

This grant was awarded to South Texas College's Department of Continuing, Professional Workforce Education to be the training provider for in demand occupations. Students would 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 was from May 1, 2018 to April 30, 2019.

This grant was 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 were 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 was from September 1, 2018 to August 31, 2019.

These funds aligned 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 was 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 provided 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 was 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 was 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 was 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 was 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 was from May 15, 2018 to May 14, 2019.

The presented grants provided up to \$279,414.50 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 Dr. Alejo Salinas, Jr., 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. 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 motion carried.

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* was requested.

Justification: The proposed policy revision was 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 would 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 would 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 was included 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revision of Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy. The motion carried.

Review of Presentation to the Education and Workforce Development Committee on May 8, 2018

Dr. Salinas reviewed the following presentations, which were delivered to the Education, and Workforce Development Committee on May 8, 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 was requested.

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

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. 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

#	Vendor	Amount
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) was \$1,658,113.46.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approves and authorized the award of proposals, purchases, renewals, interlocal agreement, and license agreement (Non-Bond Proceeds) in the amount of \$1,658,113.46 as presented. The motion carried.

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees approved and authorized 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. The motion carried.

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 was requested.

Mr. Roy de León and Mr. Gary Gurwitz abstained from the deliberation and action on this item.

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

Justification – BBVA Compass offered the College banking services which included, but was 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 was the second renewal of the two (2) two-year renewal options. BBVA Compass 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 would begin September 1, 2018 and end 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 had complied with all the terms and conditions of the contract and services had 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 were 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 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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, was requested.

Purpose – The Hidalgo County Appraisal District Chief Appraiser, Mr. Rolando Garza, 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 required 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 requested Board authorization continue with the modified schedule set forth and was requesting re-verification of the agreement for the allocated cost quarterly payments.

Enclosed Documents – The Agreement for the Allocation Quarterly Payments was included 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the re-verification of the agreement for the allocated cost quarterly payments as presented. The motion carried.

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 was requested.

1. Faculty Salary Increases

The College maintained a Faculty Salary Schedule that included 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 was approximately \$926,280, which was 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, were 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 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 would 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 consisted 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 were 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 attended the Board meeting to address any questions by the Board.

Mr. Paul R. Rodriguez informed the Board that he had met with Dr. Reed and Mrs. Elizondo to review the impact of the proposals, particularly on the lowest paid employees.

Mr. Rodriguez announced that was happy to learn that almost all staff were compensated above the living wage, and those below the living wage were in entry level positions with little experience. As such, Mr. Rodriguez was satisfied that the proposal to provide a 3% salary increase to each category was equitable.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College authorized the Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 – 2019, including an increase of 3% for faculty; 3% for non-faculty staff in the Executive, Administrative, and Professional Technical personnel categories; and 3% for non-faculty staff in the Classified personnel category.

Mr. Gary Gurwitz asked whether the proposed 3% increase would also be given to positions that were separately recommended for classification and salary adjustments later in the same meeting agenda.

Dr. Reed and Mrs. Elizondo confirmed that any salary adjustments would be in addition to this increase, and that administration was comfortable that those increases were well-deserved by the affected employees for having assumed increased roles and responsibilities in their service to the College.

Mrs. Elizondo further clarified that any 3% increase would be based on the current FY 2017-2018 salary, before the application of additional salary increases granted in that separate item.

Mr. Paul R. Rodriguez acknowledged Mr. Gurwitz' concerns, stating that he had shared similar concerns at the May 8, 2018 Finance, Audit, and Human Resources Committee. Mr. Rodriguez advised that the Board would have the opportunity to review the proposed reclassifications and salary adjustments under that agenda item.

The motion carried.

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

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

Administration reviewed the need for additional new non-faculty staffing positions for FY 2018 – 2019 with staff, and supported 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 were 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 was provided 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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the New Staff Positions for FY 2018 -2019 as presented.

Mr. Gary Gurwitz asked for clarification as to whether the new positions included any reclassification to previously created positions, and whether they were affected by the 3% increase approved in the prior motion.

Administration responded that the new positions in this agenda item were separate from the requested reclassification of positions in the following item.

Mr. Gary Gurwitz asked whether there was any redundancy between the proposed new positions and the vacancies listed in the following items. Specifically, he asked why vacant positions were not considered new positions.

Administration stated that these were new positions, and would be added to the staffing plan, whereas the vacant positions in the next item had been previously approved by the Board, and some of them might have previously been assigned to employees who had subsequently moved to other positions or left the College.

Dr. Alejo Salinas, Jr. noted that the discussion of the proposed reclassifications and salary adjustments were a separate agenda item and would be discussed under that item. Dr. Salinas called the question on the motion on the table.

Mr. Paul R. Rodriguez noted that the question had been called, and called upon the Board to vote on the motion.

During the vote, Mr. Gurwitz stated that he was not comfortable that his questions had been answered, and voted against the motion. Mr. Gurwitz restated his question, wanting to know whether the new positions were inline with the 3% awarded to current employees in the previous Board action.

Mr. Roy de León responded that he had also shared Mr. Gurwitz' questions at the Finance, Audit, and Human Resources Committee.

Dr. Reed stated that the budgeted salary for a brand new position was the recommended starting salary for someone who might be newly hired into that position, and that starting salary offer would be consistent with the salary schedule, including the previously approved salary increase.

Mr. Gurwitz changed his vote to support the motion. The motion carried.

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 was requested.

Administration reviewed the need for non-faculty salary adjustments/reclassifications for FY 2018 - 2019 with staff, and supported 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.

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,

were requested for FY 2018 - 2019. The remaining thirteen (13) positions required changes in classification, title or grade, and required 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, was 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 was provided 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.

Mr. Paul R. Rodriguez invited questions on this issue, noting that the Finance, Audit, and Human Resources Committee had many questions over the proposal on May 8, 2018.

Mr. Gary Gurwitz asked about a number of positions, seeking clarification on reclassification of positions and proposed salary adjustments.

Administration noted that there was a significant undertaking by administration in review of their staff to identify staff performing responsibilities significantly beyond the scope of their original position. Administration had identified the positions, discussed the scope of duties, and compensation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed thirty (30) Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019 as presented.

Mr. Rene Guajardo asked whether the College had undertaken a study to determine staffing needs and new responsibilities while developing the proposal.

Administration agreed that there was a careful examination of each recommendation.

Legal Counsel asked whether new job descriptions had been developed for each reclassified position, and Dr. Reed confirmed that this has been done. Mrs. Elizondo further confirmed that the Office of Human Resources reviews job descriptions and proposed salary adjustments.

The motion carried.

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 provided the following documents to 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 did 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.

Mr. Gary Gurwitz noted that the projected final shortfall was \$1,249,154. He further noted that he had previously asked for a summary of costs excluding the Regional Center for Public Safety Excellence (RCPSE) in Pharr, Texas.

Broaddus & Associates displayed a summary spreadsheet developed by VP Mary Elizondo. Mrs. Elizondo indicated a cumulative shortfall of \$2.6M in bond-funded portion of the Regional Center for Public Safety Excellence, noting that the initial budget at that project site was established for the location was even known.

Mr. Gurwitz noted that the shortfall at the RCPSE alone was \$2.6M, and if this shortfall was taken out of the 2013 Bond Construction Program, there would not, in fact, be a shortfall.

Mr. Gilbert Gallegos confirmed that, excluding the RCPSE, the 2013 Bond Construction Program came in within budget.

No action was taken.

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 Facilities Committee reviewed the Outstanding Issues Action Plan on May 8, 2018, and had no recommendations for Board action on the items presented. The Board packet includes an updated Outstanding Issues Action Plan as prepared by administration for review at the May 29, 2018 Regular Board Meeting.

Pecan Campus

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

Mr. Gilbert Gallegos stated that they were following up on determining the responsibility for this issue, noting that the architect and construction manager-at-risk did not agree.

He stated that there was retainage being withheld on this project, and he recommended release of that retainage.

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

Mr. Gilbert Gallegos stated that light fixtures had been received and installed, and this issue was resolved.

Mid Valley Campus

3) Parking & Site Improvements - Pending Final Completion

Mr. Gilbert Gallegos stated that this was the final piece of the construction program that needed completion.

Mr. Tim Weldon announced that they were undertaking a survey of the project to ensure the entire scope of the Board-approved plan had been completed as expected, including restoration of the landscaping and irrigation that were disturbed during construction.

Mr. Gallegos stated that the Construction Manage-at-Risk, Skanska USA, did not believe this was their responsibility, and recommended withholding 5% retainage on the project while they continued discussion with Skanska USA.

Mr. Gallegos stated that this would be taken to the Facilities Committee in June 2018.

District Wide-All Bond Projects

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

Mr. Gilbert Gallegos stated that this was an ongoing issue through the completion of the construction program.

5) Final Completions and Punch-lists

Mr. Gilbert Gallegos stated that this was an ongoing issue through the completion of the construction program.

6) Responsibilities at Close-out of each project

Mr. Gilbert Gallegos stated that this was an ongoing issue through the completion of the construction program.

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

**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 was 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 had already been completed, under the approval and contractual authority of Broaddus & Associates.

Design Contingency

The CMR contract provided 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 were submitted for review by the project's lead architect/engineer and Broaddus & Associates as the Construction Program Manager.

Construction Contingency

The CMR contract provided a Construction (Owner) Contingency balance for each project as well. This balance provided 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 had subsequently instructed Broaddus & Associates to provide all change orders to the Board for review and approval. Since that time, Broaddus & Associates had 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 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 asked 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 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 recommended Board ratification of the nine (9) change orders as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College ratified 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 motion carried.

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

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

Purpose

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

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

Justification

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

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.

Technology Campus Projects

1. Parking & Site Improvements

Change Order #10. -\$1,405 Design Contingency

Change Order #11. -\$6,514 Construction Contingency

Change Order #12. \$171 GMP Adjustment to zero out unexpended Cost of Work funds

Starr County Campus Projects

1. Parking & Site Improvements

Change Order #4. VOID

Change Order #12. \$532,498 GMP Adjustment to zero out unexpended Cost of Work funds (\$488,674), Design Contingency (\$68), and Construction Contingency (\$43,756).

Change Order #13. \$6,514 Construction Contingency

Change Order #14. \$171 GMP Adjustment to zero out unexpended Cost of Work funds

Regional Center for Public Safety Excellence Projects

1. New Building

Change Order #10. \$2,030 Design Contingency

Change Order #11. -\$5,710 Design Contingency

Change Order #12. -\$2,424 Design Contingency

Change Order #13. -\$3,691 Design Contingency

Change Order #14. -\$12,642 Construction Contingency

2. Parking & Site Improvements

Change Order #5. -\$13,313 Construction Contingency

Change Order #6. -\$18,934 GMP Adjustment

Change Order #7. -\$1,277 Construction Contingency

Change Order #8. -\$15,410 Design Contingency

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 motion carried.

Review and Action as Necessary on Substantial Completion and Final 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 was 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 was 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

The packet included copies of the Certificate of Substantial Completion.

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

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the substantial completion, final completion, and release of final payment in the amount of \$435,735.10 to D. Wilson Construction Company, for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project as presented. The motion carried.

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 was 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 had completed all items on the punch list. The architect recommended 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

The packet included a copy of the final completion letter from Hinojosa Engineering acknowledging all work was 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the final completion and release of final payment in the amount of \$78,355.50 to ECON Construction for the 2013 Bond Construction Technology Campus Parking and Site Improvements project as presented. The motion carried.

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 was requested.

Purpose

Authorization was 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 needed to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs were finalized. This increase in compensation was 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 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 \$1,350,000.00, 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 was \$1,140,000.00 and was not included in the CCL. Other additional construction costs were 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 would 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 requested 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 were budgeted in the Bond Construction budget for FY 2017-2018.

Presenters

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

Board approval was necessary to amend the current AE contract with Dannenbaum Engineering to a revised fixed fee of \$233,403.99. Additional Engineer's fee were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

Authorization was 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 needed to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs were finalized. This increase in compensation was 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 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 \$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 was \$3,341,177.29. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Halff Associates requested 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 were budgeted in the Non-Bond Construction budget for FY 2017-2018.

Board approval was necessary to amend the current AE contract with Halff Associates to a revised fixed fee of \$233,443.56. No additional costs were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 of which the balance owed was \$23,507.12, to be paid to Halff Associates. The motion carried.

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 was requested.

Purpose

Authorization was 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 needed to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs were finalized. This increase in compensation was 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 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 \$200,000, and the fee was negotiated at 8.6%, for a total of \$32,645.10, including additional services. The total project cost was \$217,853.05. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

R. Gutierrez Engineering requested 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 were 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 was necessary to amend the current AE contract with R. Gutierrez Engineering to a revised fixed fee of \$34,180.46. No additional costs were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., 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, of which \$1,535.36 is owed and should be paid to Gutierrez Engineering. The motion carried.

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 was requested.

Purpose

The current approval of geotechnical engineering and materials testing services expired on February 28, 2018. It was 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 provided a 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 would 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 would be asked to provide unit costs for a standard list of possible services. These unit costs would 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 were 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.

Mr. Gary Gurwitz asked for clarification on the process by which projects would be assigned to the firms in the approved pool, and asked what the justification is for bypassing the solicitation for each individual project by establishing a pool.

Mr. Ricardo De La Garza, Director of Facilities Planning and Construction, stated that each firm was well qualified, and staff would evaluate each firm based on their familiarity with the project site, prior testing services provided to the college, and availability.

Legal Counsel asked whether this process was only to evaluate threshold qualifications to develop a pool of firms, which would later be evaluated competitively for the award of any project.

Mr. De La Garza responded that for each project, staff could ask all three firms for a proposal on that project, and would evaluate them based on costs, experience, and availability. Legal Counsel asked if staff would develop a matrix to show that this evaluation occurred, and staff agreed.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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, subject to a Request for Proposals from all three firms for any project to be awarded, and with the option to renew for two one-year periods.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed building names for Bond and Non-Bond buildings as presented. The motion carried.

Update on Status of Non-Bond Construction Projects

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

No action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of April 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 review of the Financial Report for the month of April 2018, responded along with staff, 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 Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, 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 April 2018. The motion carried,

Introduction of Administrators to New Trustees

Mr. Roy de León asked Chairman Rodriguez to call upon college administrators in attendance at the meeting to introduce themselves for the benefit of new trustees Mrs. Victoria Cantú and Mr. Rene Guajardo.

The following administrators were in attendance, and introduced themselves:

- Mr. Matt Hebbard, Vice President of Student Affairs and Enrollment Management
- Dr. David Plummer, Vice President of Information Services, Planning, Performance, and Strategic Initiatives
- Dr. Anahid Petrosian, Interim Vice President for Academic Affairs
- Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Title IX Coordinator
- Mr. Rick De La Garza, Director of Facilities Planning and Construction
- Mr. George McCaleb, Director of Facilities Operations and Maintenance
- Mrs. Becky Cavazos, Director of Purchasing
- Mrs. Myriam Lopez, Comptroller
- Mrs. Brenda Balderaz, Director of Human Resources
- Mr. Luis De La Garza, Assistant Director of Operations and Maintenance

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 8:26 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
1. Review, Discussion and Action as Necessary Regarding pending litigation of Scherff, Lisa vs. South Texas College et al (17-104)

Open Session:

The South Texas College Board of Trustees returned to Open Session at 8:49 p.m. No action was taken in Executive Session.

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 provided an update in executive session.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the settlement of cause 7:16-CV-00658 between Lisa Scherff and South Texas College as proposed. The motion carried.

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

Adjournment:

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 8:51 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 29, 2018 Special Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Awards

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

1. The Annual Tuition/Enrollment Assistance from the John G. and Marie Stella Kenedy Memorial Foundation in the amount of \$15,000

Funding from the Kenedy Memorial Foundation for Scholarships for Technical Students will allow South Texas College to award scholarships to financially needy students to support their completion of an Associate of Applied Science degree in a Technical field. This award is for the period of May 15 2018 through April 2019.

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

2. The Department of Commerce, Economic Development Administration Planning Grant in the amount of \$120,000

This grant provides funding to develop an Asset Map for Starr County and to engage community stakeholders in the development of a 5 year comprehensive strategic plan. South Texas College will conduct an Economic and Workforce Development 2025 Strategic Planning Conference in partnership with the Starr County Industrial Foundation. The strategic plan will include strategies for the creation and retention of jobs, the development of talent needed to attract and retain industry, and an increase in the per capita income.

This grant aligns to Strategic Direction #5, Collaboration, by engaging community leaders to develop a strategic plan for economic development in Starr County.

3. The Region One Education Service Center agreement for Instructional Services under the Adult Education and Family Literacy Act in the amount of \$254,044

This grant provides funding for High School Equivalency and Post-Secondary Education/Training instructional services through an Integrated Education and Training model for a total of 103 students. Services will be provided for 55 students in the areas of High School Equivalency and in one of the following areas: Phlebotomy, Forklift Operations, and Maintenance and Repair, which also lead to an Industry Recognized Certification. In addition, 48 students will participate in High School Equivalency and two credit courses in a Certificate Program, which may be from any of the following programs: Accounting Clerk/Management, Medical Office Specialist, or Precision Management Technology. This award is for the period of July 1, 2018 through June 30, 2019.

This grant aligns to Strategic Direction #2, Access and Success, by providing instructional services that accelerate direct entry into educational pathways.

4. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP) – Regular Grant in the amount of \$112,543 for a total of \$225,105

These funds are for fiscal year 2019 and in addition to previously authorized funds for 2018 in the amount of \$112,562 for a total of \$225,105 for 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.

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

The presented grants would provide up to \$501,587 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. The John G. and Marie Stella Kenedy Memorial Foundation, for Scholarships for Technical Students, in the amount of \$15,000
2. The Department of Commerce, Economic Development Administration Planning Grant in the amount of \$120,000
3. The Region One Education Service Center agreement for Instructional Services under the Adult Education and Family Literacy Act in the amount of \$254,044
4. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP)-Regular Grant in the amount of \$112,543

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

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

1. The John G. and Marie Stella Kenedy Memorial Foundation, for Scholarships for Technical Students, in the amount of \$15,000
2. The Department of Commerce, Economic Development Administration Planning Grant in the amount of \$120,000
3. The Region One Education Service Center agreement for Instructional Services under the Adult Education and Family Literacy Act in the amount of \$254,044
4. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP)-Regular Grant in the amount of \$112,543

Approval Recommended:

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

Discussion and Action as Necessary on Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance

Approval to award the proposal for Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance for the period beginning September 1, 2018 through August 31, 2019 is requested.

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

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

Background - The request for proposals for these insurances was advertised on May 22, 2017 and May 29, 2017 and issued to six (6) vendors. Three (3) responses were received on May 31, 2018.

Funding Source - Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2018 - 2019, pending Board approval of the budget.

Reviewers – This item is still under review 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 South Texas College legal counsel.

Because of the need for specific review of details included within the proposals, recommendations have not been prepared by the time of the publication of the packets for the June 19, 2018 Finance, Audit, and Human Resources Committee meeting or the June 20, 2018 Special Board Meeting.

The information will be distributed prior to the June 19, 2018 Finance, Audit, and Human Resources Committee.

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to review the proposals and recommend Board approval to award the proposals for Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance for the period September 1, 2018 through August 31, 2019.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of the proposals for Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance for the period September 1, 2018 through August 31, 2019

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

The Board of Trustees approves and authorizes the award of the proposals for Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance for the period September 1, 2018 through August 31, 2019

Approval Recommended:

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

President

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

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

A. Awards

1) Medical Office Skills Training (Award)

Award the proposal for medical office skills training to **Practice Management Institute** (San Antonio, TX) (New), for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting a contract for medical office skill training that will allow the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient.

Justification and Benefit – Since Continuing Education does not have enough staff to provide this type of training, this contract will allow the department to meet this need and expand its customer base.

Background – Proposal documents were advertised on May 14, 2018 and May 21, 2018 and issued to one (1) vendor. One (1) response was received on May 29, 2018 and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

2) Small Business Skills Training (Award)

Award the small business skills training for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:

- a. **Claudio A. Hinojosa, III** (Mercedes, TX)
- b. **World-Class Training** (Brownsville, TX)

Purpose - Continuing, Professional, and Workforce Education is requesting a contract for small business skills training that will allow the College to reach out to more small businesses and provide them with training such as managing a business, communications skills, and handling difficult customers.

Justification and Benefit: Continuing Education does not have enough staff to outreach small businesses and provide them with training opportunities. This contract will benefit not only Continuing Education by helping the department expand its customer base, but also so many small businesses that are part of the community.

Background – Proposal documents were advertised on May 14, 2018 and May 21, 2018 and issued to four (4) vendors. Two (2) responses were received on May 29, 2018 and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

B. Non – Instructional Items

3) Air Conditioning Filters (Purchase)

Purchase and installation of air conditioning filters from **J. F. Filtration, Inc./dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$145,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of air conditioning filters. These air conditioning filters are replaced monthly for all buildings throughout the district.

Justification and Benefit – The air conditioning filters are needed to maintain air quality in the building and to keep the systems clean and running properly.

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

4) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting building automation control equipment maintenance, which will include replacement parts and services for all new and renovated buildings throughout the College.

Justification and Benefit – It will include ordering and replacing parts for the air conditioning building control systems as needed.

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

5) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **U. S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all the chillers throughout the district.

Justification and Benefit – The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2018 – 2019 pending Board approval of the budget.

6) Electric Utility Carts (Purchase)

Purchase electric utility carts from **RGV Carts** (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$46,698.52.

Purpose – Facilities Operations and Maintenance – Custodial Department is requesting to purchase four (4) electric utility carts, which will be used at the Mid-Valley (1), Starr County (1), and Pecan (2) campuses for the day-to-day operation.

Justification and Benefit – The four (4) utility vehicles will be used on a daily basis by the Custodial staff to go to and from buildings picking up trash and dispose of it at a centralized location that has been designated for each campus. The carts will also assist in transporting custodial supplies and equipment from building to building.

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

7) Electric Utility Vehicles (Purchase)

Purchase electric utility vehicles from **Deere & Company/Ag-Pro** (Cary, NC/Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$43,096.60.

Purpose – Facilities Operations and Maintenance is requesting to purchase four (4) electric utility vehicles, which will be used at the Nursing and Allied Health (1), Technology (1), and Pecan (2) campuses.

Justification and Benefit – The four (4) utility vehicles will be used on a daily basis by the Operations and Maintenance staff to go to and from buildings to address work orders and required projects. The vehicles will also assist in transporting maintenance supplies and equipment from building to building.

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

8) Parts and Supplies (Purchase)

Purchase parts and supplies from **W.W. Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$60,000.00, which is based on prior year expenditures.

Purpose - Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operations of the College.

Justification and Benefits – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

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

9) Vertical Lifts (Purchase)

Purchase vertical lifts from **United Rentals** (Temple Terrace, FL/Pharr, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$64,862.25.

Purpose – Facilities Operations and Maintenance is requesting the purchase of five (5) vertical lifts to assist the staff in completing work orders throughout the district. A lift will be placed at each of the following campuses: Pecan, Nursing and Allied Health, Mid Valley, and Starr County.

Justification and Benefit - The electric self-propelled vertical lifts will assist the Maintenance Department staff in completing maintenance request or repair work that requires overhead reach; this will eliminate the need for scaffolding or ladders. These lifts offer ease of operation and greater maneuverability so that the Maintenance Department staff can complete their work safely and efficiently.

The Maintenance Department staff in the areas of carpentry, plumbing, HVAC, and energy will utilize the vertical lifts to complete work that is above 10' such as checking/replacing light bulbs, checking/replacing ceiling tiles, shutting valves off or on, and accessing air conditioning vents and variable air volume (VAV) boxes.

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

10) Collection Agency Services (Renewal)

Renew the collection agency services contracts for the period beginning September 1, 2018 through August 31, 2019, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

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

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

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

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

Background – The Board awarded the contracts for collection agency services at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2018 and ends August 31, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	9/1/17 – 8/31/18	2 – one year options
1 st Renewal	6/20/18		9/1/18 – 8/31/19

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 Business Office budget for FY 2018 - 2019 pending Board approval of the budget.

11) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$95,000.00.

Purpose – The Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all elevators district wide.

Justification and Benefit – The elevator maintenance contract includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2018 – 2019 pending Board approval of the budget.

12) Equipment Rental Services (Renewal)

Renew the equipment rental services contracts for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

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

Purpose – Instructional Technologies, Facilities Operations and Maintenance, Student Activities, and Public Relations and Marketing are some of the renters of various types of equipment, tables, chairs, linens, audio visual equipment, and stages for various College events.

Justification and Benefit – The rental services are used for South Texas College sponsored events, graduation, and student events at all campuses.

Background – The Board awarded the contract for equipment rental services 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	6/20/18		9/1/18 – 8/31/19

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 Instructional Technologies, Student Activities, Graduation, Public Relations and Marketing, and Facilities Maintenance budgets for FY 2018 - 2019 pending Board approval of the budget.

13) Grounds Maintenance (Renewal)

Renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX) for the period beginning July 26, 2018 through July 25, 2019 at an estimated amount of \$367,107.00 for mowing, tree trimming, and shredding services, an estimated amount of \$100,000.00 for various plants, replacement plants, and landscaping, at an estimated amount of \$30,000.00 for sprinkler system repair, at a total estimated annual amount of \$497,107.00.

Purpose – Facilities Operations and Maintenance is requesting to renew the contract for ground maintenance services for all South Texas College campuses.

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

Background – The Board awarded the contract for grounds maintenance at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins July 26, 2018 and ends July 25, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	7/26/17 – 7/25/18	2 – one year options
1 st Renewal	6/20/18		7/26/18 – 7/25/19

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

Funds for this expenditure are budgeted Facilities Maintenance budget for FY 2017 - 2018 and FY 2018 - 2019 pending Board approval of the budget.

C. Technology Items

14)Computers, Monitors, and Laptops (Purchase)

Purchase of computers, monitors, and laptops from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$460,095.74.

All purchase requests for computers, monitors, and laptops 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 need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

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

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

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

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 1 Computer for Accountability, Risk, & Compliance Department
 - ⇒ 1 Computer for High School Programs & Services Department
 - ⇒ 1 Computer for Division of Technology
 - ⇒ 90 Computers for Information Technology Department
 - ⇒ 36 Computers for Technology Support Department
 - ⇒ 1 Computer for Research and Analytical Services Department
 - ⇒ 2 Computers for Public Relations & Marketing Department
 - ⇒ 3 Computers for Facility Maintenance Department
 - ⇒ 3 Computers for Custodial Department
 - ⇒ 1 Computer for Learning Commons and Open Labs
 - ⇒ 1 Computer for Library Services
- Faculty Computers
 - ⇒ 59 Computers for Information Technology Department
- Student Computers
 - ⇒ 253 Computers for Information Technology Department
 - ⇒ 6 Computers for Centers for Learning Excellence

- Staff Laptops
 - ⇒ 1 Laptop for Facility Planning and Construction
 - ⇒ 27 Laptops for Systems and Networking Department
 - ⇒ 2 Laptops for Facility Maintenance Department
 - ⇒ 1 Laptop for Information Technology Department
 - ⇒ 1 Laptop for Institutional Effectiveness Assessment & Accreditation

- Faculty Laptops
 - ⇒ 1 Laptop for Economics Program
 - ⇒ 5 Laptops for Developmental Mathematics Program
 - ⇒ 1 Laptop for Radiologic Technology Program

- Staff Monitors
 - ⇒ 24 Monitors for Information Technology Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Accountability, Risk, & Compliance, High School Programs & Services, Technology, Information Technology, Technology Support, Research and Analytical Services, Public Relations & Marketing, Facility Maintenance, Custodial, Learning Commons and Open Labs, Centers for Learning Excellence, Facility Planning & Construction, Systems and Networking, Economics Program, Developmental Mathematics, and Radiologic Technology Program, Library Services, and Institutional Effectiveness Assessment & Accreditation.

15) Network Cabling and Equipment Installation Services (Renewal)

Renew the network cabling and equipment installation services contracts for the period beginning July 26, 2018 through July 25, 2019 at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **BridgeNet Communications, LLC.** (Donna, TX)
- b. **Telepro Communications, LLC.** (Mission, TX)

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

Justification and Benefit – The network cabling and equipment installation services will be used across South Texas College’s various campuses on an as needed basis. These services are needed to install data cabling in new facilities and renovated areas or to install additional lines in existing classrooms or offices. It will also include the installation and connection of new or replacement surveillance cameras throughout the College district.

Background – The Board awarded the contracts for network cabling and equipment services at the July 25, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 26, 2018 and ends July 25, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	7/26/17 – 7/25/18	2 – one year options
1 st Renewal	6/20/18		7/26/18 – 7/25/19

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 various requesting department budgets for FY 2017 – 2018 and FY 2018 – 2019 pending Board approval of the budget.

D. Interlocal Agreements

16) Facility Usage Interlocal Agreements (Lease/Rental)

Lease/Rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 21, 2018 through August 24, 2019, at an estimated amount of \$39,896.00.

Purpose – The Office of Professional Development is requesting lease/rental of the McAllen Convention Center for various faculty and staff professional development events.

Justification and Benefits – The four (4) facility usage interlocal agreements are for South Texas College’s Professional Development events held throughout the year for faculty and staff. The events are as follows:

Date	Events	Amount
September 21, 2018	College-Wide Professional Development for Faculty and Staff	\$15,000.00
February 15, 2019	College-Wide Professional Development for Faculty and Staff	\$15,000.00
August 19, 2019	Academic Affairs Professional Development Day	\$5,896.00
August 24, 2019	Adjunct/Dual Enrollment Faculty Professional Development Day	\$4,000.00

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

17) Project Management Training Services (Interlocal Agreement/Purchase)

Purchase project management training services between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV)/Texas Manufacturing Assistance Center (TMAC)** (Edinburg, TX), for the period beginning July 31, 2018 through August 2, 2018, at a total amount of \$3,780.00.

Purpose – The Project Management training services will help to provide key elements for successful project management. The training will provide instruction, which will assist employees in identifying, planning, organizing, and controlling the factors involved in the successful completion of a project.

Justification – The training is intended to assist Finance and Administrative Services staff in identifying and effectively managing key components, such as, project scope, schedule, and cost. The training will also assist in identifying constraints that may jeopardize the success of any given project.

Background – TMAC serves as the Technical Assistance (i.e. consulting) Department under the UTRGV College of Engineering. TMAC is an affiliate of the Manufacturing Extension Partnership (MEP) program of the National Institute of Standards and Technology (NIST). The program is hosted by six institutions such as, The University of Texas at El Paso, Southwest Research Institute at San Antonio, Texas Tech University at Lubbock, Texas Engineering Extension Service at College Station, The University of Texas at Arlington and The University of Texas Rio Grande Valley.

David Ortiz, TMAC Training and Development Specialist II, with UTRGV will serve as the primary consultant. The training will be provided to the Finance Administrative and Services Division. Twenty-five (25) employees will receive the training, which includes 16-hours of instruction, videos, exercises, and a simulation for better understanding of project management concepts.

Funds for this expenditure are budgeted in the Vice President of Finance and Administrative Services budget for the FY 2017 - 2018.

Recommendation:

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval of the award of proposals, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) as listed below:

A. Awards

- 1) **Medical Office Skills Training (Award):** award the proposal for medical office skills training to **Practice Management Institute** (San Antonio, TX) (New), for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission;
- 2) **Small Business Skills Training (Award):** award the small business skills training for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:
 - a. **Claudio A. Hinojosa, III** (Mercedes, TX)
 - b. **World Class Training** (Brownsville, TX)

B. Non – Instructional Items

- 3) **Air Conditioning Filters (Purchase):** purchase air conditioning filters from **J. F. Filtration, Inc./dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$145,000.00, which is based on prior year expenditures;

- 4) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 5) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **U. S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 6) Electric Utility Carts (Purchase):** purchase electric utility carts from **RGV Carts** (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$46,698.52;
- 7) Electric Utility Vehicles (Purchase):** purchase electric utility vehicles from **Deere & Company/Ag-Pro** (Cary, NC/Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$43,096.60;
- 8) Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$60,000.00, which is based on prior year expenditures;
- 9) Vertical Lifts (Purchase):** purchase vertical lifts from **United Rentals** (Temple Terrace, FL/Pharr, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$64,862.25;
- 10) Collection Agency Services (Renewal):** renew the collection agency services contacts for the period beginning September 1, 2018 through August 31, 2019 at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:
Primary: a. **S&S Recovery, Inc.** (Memphis, TN)
Secondary: b. **Continental Service Group, Inc./dba ConServe** (Fairport, NY)
and c. **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)
- 11) Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$95,000.00;
- 12) Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:
a. **JV Equipment, Inc.** (Edinburg, TX)
b. **Rental World** (McAllen, TX)
c. **Space Jump Rental** (Pharr, TX)
d. **Tejas Equipment Rental** (McAllen, TX)
- 13) Grounds Maintenance (Renewal):** renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2018 through July 25, 2019, at an estimated amount of \$367,107.00 for mowing, tree

trimming, and shredding services, an estimated amount of \$100,00.00 for various plants, replacement plants, and landscaping, at an estimated amount of \$30,000.00 for sprinkler system repairs, at a total estimated amount of \$497,107.00;

C. Technology Items

14)Computers, Monitors, and Laptops (Purchase): purchase of computers, monitors, and laptops from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$460,095.74;

15)Network Cabling and Equipment Installation Services (Renewal): renew the network cabling and equipment installation services contracts for the period beginning July 26, 2018 through July 25, 2019, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **BridgeNet Communications, LLC.** (Donna, TX)
- b. **Telepro Communications, LLC.** (Mission, TX)

D. Interlocal Agreements

16)Facility Usage Interlocal Agreements (Lease/Rental): lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 21, 2018 through August 24, 2019, at an estimated amount of \$39,896.00;

17)Project Management Training Services (Interlocal Agreement/Purchase): purchase project management training services between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV)/Texas Manufacturing Assistance Center (TMAC)** (Edinburg, TX), for the period beginning July 31, 2018 through August 2, 2018, at a total amount of \$3,780.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) is \$1,840,536.11.

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, and interlocal agreements (Non-Bond Proceeds) in the amount of \$1,840,536.11 as presented.

Approval Recommended:

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

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

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

A. Non-Bond Proceeds

- **Maintenance and Operation Property Taxes (M&O)**
- **Hispanic Serving Institutions (HSI) Grant**
- **Facilities Maintenance**

A. Non-Bond Proceeds

1) Audio Visual Rack Credenzas (Award)

Award the proposal for audio visual rack credenzas to **Howard Technology Solutions/a Division of Howard Industries, Inc.** (Ellisville, MS), at a total amount of \$60,228.00.

Purpose – The Title V HSI Grant and Education Technologies are requesting to purchase thirty-six (36) credenzas for the active learning classrooms at the Pecan (24), Starr County (6), and Mid Valley (6) campuses.

Justification and Benefit – The requested audio visual credenzas safely store computer towers and cables used in the Active Learning Classrooms (ALCs), allowing a centralized location for audio visual equipment without impeding the mobility and flexibility of the classroom furnishings. The addition of this element in the ALCs has improved the functionality of the rooms and ensured ADA compliance.

Background – Proposal documents were advertised on April 23, 2018 and April 30, 2018 and issued to nine (9) vendors. Two (2) responses were received on May 8, 2018 and reviewed by Education Technologies, HSI Grant, and the Purchasing Department.

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

2) Audio Visual Equipment – Pecan Campus Student Union (Purchase)

Purchase audio visual equipment – Pecan Campus Student Union from **Audio Visual Aids** (San Antonio, TX), a Texas of Association of School Boards – Buyboard approved vendor, at a total amount of \$137,215.50.

Purpose – Educational Technologies is requesting the purchase of additional audio visual equipment to upgrade the Pecan Campus Student Union 2nd Floor. It will include four (4) projector screens and four (4) projectors as well as including small equipment, accessories, parts, and supplies.

Justification and Benefit – With this equipment, the south side of the ballroom will be upgraded with four (4) projector screens and four (4) projectors. This upgrade would allow for greatly improved sight lines for the audience in both separate and combined room configurations. The audience would have a closer and clearer view of presentation content as well as a better view of the presenter.

The current equipment installed only allows for an east facing orientation. With this upgrade, east and south facing orientations will become available to allow for flexibility.

Original audio visual installation was part of the 2013 Bond Construction Program, the existing equipment was installed and is warranted by this vendor for a one-year period.

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

3) Purchase of Vehicles (Award)

Award the proposal for the purchase of vehicles to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$212,716.75.

Purpose – Facilities Operations and Maintenance and Food Services have requested the purchase of five (5) half-ton trucks, two (2) half-ton cargo vans and one (1) one-ton cargo van for the day to day operation throughout the district.

Justification and Benefit – The five half-ton trucks will be used by the Facilities Operations and Maintenance department directors, managers, and supervisors on a daily basis for traveling to and from each campus to address work orders and required projects. The two half-ton cargo vans will be used by Maintenance Department technicians, who also travel district-wide on a daily basis to address work orders and ongoing projects.

The Food Services staff will use the one-ton cargo van to deliver food and supplies to various cafeterias and to fulfill catering request throughout the College district.

Background – Proposal documents were advertised on May 7, 2018 and May 14, 2018 and issued to six (6) vendors. Two (2) responses were received on May 22, 2018 and reviewed by Facilities Operations and Maintenance, Food Services, and the Purchasing Department.

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

Recommendation:

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval of the award of proposals and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds as listed below:

A. Non-Bond Proceeds

- 1) Audio Visual Rack Credenzas (Award):** award the proposal for audio visual rack credenzas to **Howard Technology Solutions/a Division of Howard Industries, Inc.** (Ellisville, MS), at a total amount of \$60,228.00;
- 2) Audio Visual Equipment – Pecan Campus Student Union (Purchase):** purchase audio visual equipment – Pecan Campus Student Union from **Audio Visual Aids** (San Antonio, TX), a Texas of Association of School Boards – Buyboard approved vendor, at a total amount of \$137,215.50;
- 3) Purchase of Vehicles (Award):** award the proposal for the purchase of vehicles to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$212,716.75;

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

Non-Bond M&O Taxes:	\$208,540.50
Hispanic Serving Institutions (HSI) Grant:	\$ 30,114.00
Facilities Maintenance:	<u>\$171,505.75</u>
Total:	\$410,160.25

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the award of proposals and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds in the amount of \$410,160.25 as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed New Policy #4206: Discrimination in Employment Prohibited

Approval of proposed new Policy #4206: *Discrimination in Employment Prohibited* is requested.

Purpose – The proposed new policy is necessary to comply with the Equal Employment Opportunity Commission (EEOC) Conciliation Agreement to adopt and implement a policy that prohibits discrimination on the basis of sex and age.

Justification – The proposed new policy reaffirms and amplifies the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirms and amplifies the position of the Title VII of the Civil Rights Act of 1964, as amended (Title VII), the Age Discrimination in Employment Act of 1967, as amended (ADEA) and the Equal Opportunity Commission's guidelines on discrimination based on sex and age.

Background – The Conciliation Agreement from the Equal Employment Opportunity Commission requires South Texas College to adopt a policy that prohibits discrimination on the basis of sex and age within 45 days of the effective date of the Conciliation Agreement (*by not later than July 5, 2018*). The Conciliation Agreement also requires that the College submit the policy to EEOC for approval. The proposed policy was submitted to EEOC on February 28, 2018, and, subsequently, legal counsel followed up on the submittal. An acknowledgment that EEOC had received the proposed draft was received.

The new policy is necessary for the following reasons:

- The new policy reaffirms and amplifies the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirms and amplifies the position of the Title VII of the Civil Rights Act of 1964, as amended (Title VII), the Age Discrimination in Employment Act of 1967, as amended (ADEA) and the Equal Opportunity Commission's guidelines on discrimination based on sex and age.
- To comply with a Conciliation Agreement administered by the Equal Opportunity Commission.

Reviewers - The proposed new policy has been reviewed by staff, the President's Cabinet, Coordinated Operations Council (COC) staff, Planning and Development Council (PDC) staff, and by South Texas College legal counsel for Human Resources, Mr. Jose Guerrero

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

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval of the proposed new Policy #4206: *Discrimination in Employment Prohibited* as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the adoption of proposed new Policy #4206: *Discrimination in Employment Prohibited* as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the adoption of proposed new Policy #4206: *Discrimination in Employment Prohibited* as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Discrimination in Employment Prohibited	4206
Legal Authority	Approval of Board of Trustees	Page 1 of 3
Date Approved	Board Minute Order dated June 20, 2018	

A. Title VII of the Civil Rights Act of 1964 (Title VII).

Title VII is a federal law that prohibits employers from discriminating against employees on the basis of sex (including gender identity and sexual orientation), race, color, national origin, and religion. Title VII provides, in pertinent part, that it is an unlawful employment practice for an employer:

(1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or

(2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin

B. Age Discrimination in Employment Act of 1967, as amended (ADEA).

The ADEA protects individuals who are 40 years of age and older from discrimination in employment that is based on the individual's age. Under this Act, it is unlawful for an employer to discriminate against an employee or applicant for employment who is 40 years of age or older because of the person's age with respect to any term, condition, or privilege of employment, such as hiring, promotion, demotion, firing, pay, or fringe benefits. The ADEA provides, in pertinent part, that it is unlawful for an employer:

(1) to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's age;

(2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's age; or

(3) to reduce the wage rate of any employee in order to comply with the ADEA.

MANUAL OF POLICY

Title	Discrimination in Employment Prohibited	4206
Legal Authority	Approval of Board of Trustees	Page 2 of 3
Date Approved	Board Minute Order dated June 20, 2018	

C. Harassment

Harassment is discriminatory conduct which includes verbal, physical and visual conduct that is severe or pervasive enough to create a work environment for an employee that a reasonable person would consider intimidating, hostile, offensive or abusive. Harassment is a form of discrimination made unlawful by Title VII when 1) the offensive conduct is directed against an employee based on the employee's sex (including gender identity and sexual orientation), race, color, national origin, and religion; and 2) enduring the offensive conduct becomes a condition of continued employment for the employee. This offensive conduct is also a form of discrimination made unlawful by the ADEA when 1) the offensive conduct is directed against an employee who is 40 years of age or older based on the employee's age; and 2) enduring the offensive conduct becomes a condition of continued employment for the employee.

D. Retaliation

Title VII contains anti-retaliation provisions which provide that it is unlawful for an employer to discriminate against any employee or applicant for employment because such individual has opposed any practice made unlawful by Title VII, or because such individual, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under Title VII.

The ADEA contains anti-retaliation provisions which provide that it is unlawful for an employer to discriminate against any employee or applicant for employment because such individual has opposed any practice made unlawful by the ADEA, or because such individual, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under the ADEA.

E. Discrimination in Employment Prohibited

The South Texas College is committed to complying with Title VII and the ADEA, and prohibits its employees from engaging in any discriminatory conduct made unlawful by Title VII or by the ADEA.

The College disapproves of and will not tolerate discrimination against any employee or applicant for employment. It is the policy of the College that any practice or behavior that constitutes discrimination in violation of Title VII or of the ADEA will be subject to disciplinary action, including dismissal from employment.

MANUAL OF POLICY

Title	Discrimination in Employment Prohibited	4206
Legal Authority	Approval of Board of Trustees	Page 3 of 3
Date Approved	Board Minute Order dated June 20, 2018	

F. Discrimination Complaint Procedure.

Any employee who believes that she or he has been discriminated against with respect to any term, condition, or privilege of employment in violation of this policy, Title VII, and/or the ADEA should promptly report the matter, in writing, to the attention of the Director of Human Resources for South Texas College.

Each complaint filed shall be taken seriously and promptly investigated. The investigation shall be conducted by the Director of Human Resources or her/his designee. Employees are expected to fully cooperate with any internal investigation of complaints filed under this policy. Written findings of the results of any investigation of a discrimination complaint and of the remedial actions proposed and/or taken, if any, shall be provided to the complainant and the respondent, and shall be placed in their respective personnel files.

Regardless of the outcome of the investigation, no employee who participated or assisted in any manner in the investigation of a complaint under this policy shall be subject to harassment or retaliation from the College for participating or assisting in the investigation.

G. Remedies Cumulative.

An employee shall not be required to file a complaint under this policy or to exhaust the complaint procedure under this policy prior to filing a complaint with the U.S. Equal Employment Commission. An employee who files a complaint under this policy and obtains the desired relief shall not be precluded from filing a timely complaint regarding the same or other matter with the U.S. Equal Employment Commission.

Nothing in this policy shall be construed as extending the time period provided by law for an employee to file any charge or complaint of discrimination with the U.S. Equal Employment Commission.

Review and Action as Necessary to Auction Obsolete South Texas College Chillers

Approval to auction obsolete South Texas College chillers is requested.

Purpose – Facilities, Maintenance, and Operations is requesting the auction of ten (10) obsolete South Texas College chillers located at various campuses.

Justification – The ten (10) obsolete chillers are not in use and need to be removed from various campuses.

Background – As items become obsolete, out of warranty or non-functioning, and they are disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property.

Nine (9) of these chillers were replaced by the new physical plants constructed under the 2013 Bond Construction and are no longer in use. The tenth chiller is located at the Technology Campus and was replaced because of continual maintenance service issues.

The obsolete chillers will be disposed of by live auction in the months of July or August. The items valued over \$5,000 are included in the College’s inventory through the Banner system.

The obsolete chillers to be auctioned are as follows:

	Campus	Quantity	Justification/Status
•	Mid Valley Campus	3 chillers	These air cooled chillers were replaced by the water cooled chillers in the new physical plant at the Mid Valley Campus
•	Nursing and Allied Health Campus	4 chillers	These air cooled chillers were replaced by the water cooled chillers in the new physical plant at the Nursing and Allied Health Campus
•	Technology Campus	1 chiller	This existing water-cooled chiller was replaced by a new high efficient chiller at the Technology Campus. It has been in operation for over 22 years and was at the end of life.
•	Starr County Campus	2 chillers	These air cooled chillers were replaced by the water cooled chillers in the new physical plant at the Starr County Campus

Reviewers – These items have been inspected by the Facilities, Maintenance, and Operations and the Fixed Assets Department and it is recommended that they be auctioned after Board approval.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing, will be present at the meeting to address any questions by the Board.

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval to auction ten (10) obsolete South Texas College chillers as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the auction of ten (10) obsolete South Texas College chillers as presented.

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

The Board of Trustees approves and authorizes the auction of ten (10) obsolete South Texas College chillers as presented.

Approval Recommended:

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

Discussion and Action as Necessary on Parking Permit Exception for the Pecan Campus Park and Ride

Approval on parking permit exception for the Pecan Campus park and ride is requested.

The South Texas College Department of Public Safety is committed to enhancing each student's educational experience and providing a safe and secure educational environment. In a 2017 analysis of parking spaces located at South Texas College campuses, it was determined that the Pecan campus parking areas were at near capacity during peak periods, however a significant number of the 600 spaces at the Park and Ride facility were unused.

Purpose – To provide parking at the Pecan Campus Park and Ride Facility during scheduled operating hours, without requiring the purchase of a parking permit.

Justification – Providing free parking at the Pecan Campus Park and Ride facility during scheduled operating hours is expected to reduce traffic and parking congestion on the main campus during peak periods and allow students who have limited funds to park in a safe and secure location, without payment of the parking permit fee. The students may use the College shuttle bus service available from the Park and Ride Facility to the Pecan Campus and the Pecan Plaza.

Background – In 2017, the Office of the Vice President for Finance and Administrative Services and the Department of Public Safety prepared a report identifying parking accommodations and services at the College campuses. The analysis of parking spaces determined that the Pecan campus parking areas were at near capacity during peak periods, with the exception of the Park and Ride facility. It appears that students attempt to find parking closer to classroom buildings and during peak periods, the search for parking spaces causes traffic and parking congestion. It was also revealed that some students park at off-campus locations to avoid the \$25.00 parking permit fee.

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

Enclosed Documents – The Board Policy 6410, Campus Parking and Traffic Controls and the Parking Permits and Parking Violations Board Approved Fees follow in the packet for the Board's review and discussion.

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval of the Student Tuition and Fees for FY 2018 – 2019 revision for the parking permit exception for the Pecan Campus Park and Ride during scheduled operating hours as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Student Tuition and Fees for FY 2018 – 2019 revision for the parking permit exception for the Pecan Campus Park and Ride during scheduled operating hours as presented.

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

The Board of Trustees approves and authorizes the Student Tuition and Fees for FY 2018 – 2019 revision for the parking permit exception for the Pecan Campus Park and Ride during scheduled operating hours as presented.

Approval Recommended:

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

MANUAL OF POLICY

Title	Campus Parking and Traffic Controls	6410
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved By Board	Board Minute Order Dated November 9, 1995 Amended by Board Minute Order Dated June 19, 2003	

The College shall establish rules and regulations for the safety and welfare of students, employees, and property. The College shall establish other rules and regulations deemed necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control, including but not limited to the following:

1. Limiting the rate of speed.
2. Assigning parking spaces and designating parking areas and their use.
3. Prohibiting parking as it deems necessary.
4. Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator.
5. Instituting a system of registration for vehicle identification. *Texas Education Code 51.202(a)*

It shall be unlawful for any person to park a vehicle on any property under the control and jurisdiction of the College except in the manner designated by the College and in the spaces marked and designated by the College. It shall also be unlawful to block or impede traffic through any driveway of College property. All laws regulating traffic apply to the operation of vehicles within the property of the College. Texas Education Code 51.205

The College may provide for the issuance and use of suitable vehicle identification insignia. The College may bar or suspend the permit of any vehicle from driving or parking on any College property for the violation of any rule or regulation. Reinstatement of the privileges may be permitted. Texas Education Code 51.207

Enforcement of all College traffic and parking matters shall be the responsibility of campus security. The same procedures shall be followed as prevail in connection with the use of parking and traffic violation tickets by the cities of this state and the Texas Highway Patrol. In addition, it will be the duty of each security personnel to issue citations for any violations under the College's parking rules and regulations. Texas Education Code 51.206.

Individuals are responsible for the payment of each citation issued to them. The payment may be made at the Cashiers Department or mailed to the Cashiers Department using the citation envelope. If a student fails to pay for a citation, a hold will be placed on their record. If an employee fails to adhere to the rules and regulations the employee is subject to adverse personnel actions as referenced in Policy No. 4920.

Individuals are permitted to submit a written appeal for a citation. A committee will review the appeal and respond in writing. The decision of the Committee will be final and the individual shall abide by the Committee's decision.

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	Board Approved FY 2018-2019
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	10.00
Hybrid Course Fee per credit hour	5.00	10.00	0.00
Fire Academy Fees: <ul style="list-style-type: none"> • Gear Rental • Self-Contained Breathing Apparatus • Testing 	\$280/4 weeks \$360/Semester 85.00	\$280/4 weeks \$360/Semester 85.00	\$280/4 weeks \$360/Semester 85.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Physical Education Special Activity Fee per course	55.00	55.00	55.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.00	0.00
Overdue Library Reserve Item per hour	1.00	0.00	0.00
Overdue Library Equipment per day	1.00	0.00	0.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INSTALLMENT PLAN/EMERGENCY LOAN FEES:			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Emergency Loan Late Payment Fee	35.00	35.00	35.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00

Review and Action as Necessary on 2015 – 2018 Junior College Audit Report on Safety and Security

Approval of the 2015 – 2018 Junior College Audit Report on Safety and Security is requested.

Purpose – Following the Texas School District safety and security procedures, an audit was conducted for the College's five campuses to determine compliance with state statutes and safety protocols.

Justification – To comply with the Texas Education Code, a safety and security audit was conducted for the years 2015 – 2018. The code requires that the results of the audit be presented to the College Board of Trustees and the Texas School Safety Center.

Background – The Texas Education Code requires public junior college districts to report the results of security audits to the Texas School Safety Center. Section 37.108 of the Code states,

“At least once every three years, each public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas School Safety Center or a comparable public or private entity”.

The audit consists of a series of questions directed at the operational readiness and procedures by key departments in the college. Questions are distributed to the departments and responses to the answers are used in compiling the requested information. Each building on the campuses is examined for safety concerns and procedures are reviewed for compliance with state statutes. The results are required to be posted on the School Safety Center website prior to August 31, 2018.

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

Enclosed Documents – The 2015 – 2018 Junior College Audit Report on Safety and Security follows in the packet for the Committee's review and discussion.

Paul Varville, Chief Administrator for Department of Public Safety & Regional Center for Public Safety Excellence will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval to submit the results of the safety and security audit to the Texas School Safety Center, as required by state law and as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the submission of the results of the safety and security audit to the Texas School Safety Center, as required by state law and as presented.

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

The Board of Trustees approves and authorizes the submission of the results of the safety and security audit to the Texas School Safety Center, as required by state law and as presented.

Approval Recommended:

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

Welcome to the Texas School Safety Center's JCARTool

The Texas Education Code (TEC) requires public junior college districts to report the results of their security audits under TEC §37.108 to the Texas School Safety Center (TxSSC) as follows:

At least once every three years, each public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas School Safety Center or a comparable public or private entity. (TEC §37.108)

The Junior College Audit Report (JCAR) tool is comprised of a series of questions pertaining to the college district's safety and security audit results. Submission is contingent upon full completion of the JCARTool survey.

Certain information submitted to the TxSSC relates to legislative requirements pertaining to safety and security in the Texas Education Code including:

1. Your district must submit audit results to the district's board of trustees and the Texas School Safety Center in accordance with TEC §37.108(c).
2. Your district must conduct safety and security audits for *all* facilities in accordance with TEC §37.108 (b).
3. Your district must adopt a multi-hazard emergency operations plan in accordance with TEC §37.108 (a).
4. Your district's multi-hazard emergency operations plan must address all four phases of emergency management in accordance with TEC §37.108 (a).
5. Your district must involve specific entities in accordance with TEC §37.108 (a) (3) in the development and/or coordination of the district's multi-hazard emergency operations plan.

If you leave the JCARTool **prior to submission** of your information, your information will be automatically saved. You may re-enter the system using the login information provided and complete the information at any time prior to **September 15, 2018**. The survey will be considered submitted once you have reviewed and submitted your answers. Once you have submitted your information, you will not be able to make any changes. If an error was made in the submitted report, you should contact the TxSSC using the contact information below.

Certain items are defined throughout the JCARTool for your convenience. Selecting the "***show glossary terms***" button for a specific question will bring up a box that contains a definition for all underlined terms in that question. Certain legal

references are also included and can be viewed by selecting the "**references**" button for a given question.

Again, the deadline for reporting your audit information to the TxSSC is **September 15, 2018**. Only submitted information will be used in the final report (Junior College Audit Report) to the Texas legislature. If you have any questions during this reporting process, please contact our office at 512.245.6282 or by email at txssc-research@txstate.edu.

If you would like to download a PDF copy of the 2015-2018 JCAR questions, [please click here](#).

To begin reporting your college district's audit results, click the '**Begin JCAR**' button below.

Thank you.

-Texas School Safety Center



Instructions: Using information collected during your district facility safety and security audits, please answer the following questions as they pertain to the current audit cycle.

Section 1

Contact Information and District Demographics

1a. First name of person reporting

1b. Last name of person reporting

2. Title of person reporting

3. Contact email for person reporting

4. Contact phone for person reporting (xxx-xxx-xxxx)

5. College District Cumulative Enrollment (Enter as whole number, no commas)

Section 2

Safety and Security Audit Information

6. How many campuses are present in your college district? (Numbers only please)

7a. Has a safety and security audit been completed for all campuses in your district?

Reference: TEC §37.108(b)

- Yes
- No

8. Have the audit results of your district's campuses been reported or scheduled to be reported to the district's Board of Trustees?

Reference: TEC §37.108(c)

- Yes, they have been reported
- They are scheduled for an upcoming board meeting
(Please enter date. Date format: **mm/dd/yyyy**)
- No, they have not been reported and they have not been scheduled to be reported

9. Who conducted your district's safety and security audits? (Check all that apply)

- District/campus employees/audit team
- Insurance provider or Risk Pool
- First Responders
- Other (please specify)

10. Your district's safety and security audits were conducted using audit procedures developed by which of the following? (Check all that apply)

Reference: TEC §37.108(b)

- Texas School Safety Center
- Locally developed with input from the district, first responders, and/or emergency management personnel
- Insurance provider or Risk Pool
- Other (please specify)

11. Which of the following elements were reviewed during your district's safety and security audits? (Check all that apply)

- Interior of facilities
- Exterior of facilities
- Surrounding environment
- Campus climate
- Data
- Emergency management plans and Programs
- Other (please specify)
- None of these elements

Section 3

Emergency Management

12. Has the district established a committee or working group to consider safety and security related issues and recommended improvements for the college district?

- Yes
- No



13a. Has your college district adopted a Multi-Hazard Emergency Operations Plan?

Reference: TEC §37.108 (a)

- Yes
- No

13b. Which of the following were involved in the development and coordination of the Multi-Hazard Emergency Operations Plan for your college district? (Check all that apply)

Reference: TEC §37.108 (a)(3)

- Department of State Health Services
- Local Emergency Management Agencies
- Regional Emergency Management Agencies
- State Emergency Management Agencies
- College district police department
- Local Law Enforcement Agencies
- Regional Law Enforcement Agencies
- Local Health Departments
- Regional Health Department
- Fire Departments
- Emergency Medical Services (EMS)
- Other university or college
- Volunteer Organizations
- Other (please specify)
- None of these entities were involved

13c. Is your college district's Multi-Hazard Emergency Operations Plan reviewed at least annually and updated as needed?

- Yes
- No

13d. Does your college district’s Multi-Hazard Emergency Operations Plan address the following four phases of emergency management?

Reference: TEC §37.108 (a)

	Yes	No
<u>Mitigation / Prevention</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Preparedness</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Response</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Recovery</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No

13e. Which of the following drills does your college district’s Multi-Hazard Emergency Operations Plan require to be conducted at least annually? (Check all that apply)

- Evacuation Drills
- Lockdown Drills
- Weather Drills
- Shelter-in-Place Drills
- Reverse Evacuation Drills
- Other (please specify)
- No drills are required by the Multi-Hazard Emergency Operations Plan

13f. Does your college district’s Multi-Hazard Emergency Operations Plan include provisions for those with access/functional needs?

- Yes
- No

14. Has your junior college district conducted the following drills at least once each year?

	Yes	No
<u>Evacuation Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Lockdown Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Weather Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No

14. Has your junior college district conducted the following drills at least once each year?

	Yes	No
<u>Shelter-in-Place Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Reverse Evacuation Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Other (please specify)</u>	<input type="radio"/> Yes	<input checked="" type="radio"/> No

15. Does your college district provide/include emergency response training at least annually to the following groups?

	Yes	No
Administrators	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Faculty	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Staff	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Students	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Volunteers	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Emergency responders	<input checked="" type="radio"/> Yes	<input type="radio"/> No

16. Does your college district conduct after-action reviews following each:

	Yes	No
<u>Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Exercise</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Actual emergency	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Special event	<input checked="" type="radio"/> Yes	<input type="radio"/> No

17a. Which of the following agreements does your junior college district have in place pertaining to safety and security? (Check all that apply)

- Memoranda of understanding
- Mutual aid agreements
- Other (please specify)
- No agreements are in place

17b. With whom has your junior college district entered into memoranda of understanding, mutual aid agreements, and/or similar agreements? (Check all that apply)

- Department of State Health Services
- Local and/or Regional Public Health Department
- Local Emergency Management
- Law Enforcement
- Fire Department/EMS
- Off-Campus Evacuation Sites/Reunification Sites
- Volunteer Organizations
- Private businesses
- Other (please specify)

18a. Has your college district identified key personnel responsible for emergency management?

- Yes
- No

18b. Have key personnel responsible for specific emergency functions been trained in the National Incident Management System (NIMS)?

- Yes
- No

18c. Have key personnel responsible for specific emergency functions been trained in the Incident Command System (ICS)?

- Yes
- No

19a. Has your college district conducted a Threat and Hazard Identification and Risk Assessment (THIRA) or similar assessment?

- Yes
- No

19b. Who did your college district collaborate with in conducting your Threat and Hazard Identification and Risk Assessment (THIRA) or similar assessment? (Check all that apply)

- Local/county emergency department
- State agency
- Consultant
- First Responders
- Other (please specify)

20. Does your district have the following plans/provisions in place?

	Yes	No
<u>Continuity of Operations (COOP)</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Cybersecurity	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Infectious Disease/Pandemic Preparedness	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Reunification/Accountability	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Special events (e.g. events, graduation)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Active shooter/ bomb threats	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Section 4
Additional Safety and Security Information

21. Does your college district provide residential facilities?

- Yes
- No

22a. Which of the following source(s) of security personnel does your college district utilize? (Check all that apply)

- College district police department
- Local or county peace officers
- District security personnel
- Private security personnel
- Other (*please specify*)
- None

22b. How many peace officers are employed by the college district police department? (*Numbers only please*)

23a. Has your college district designated an individual in an Emergency Management Coordinator Role?

- Yes
- No

23b. Is this individual primarily dedicated to the Emergency Management role? (more than 50 percent of time)

- Yes
- No

24. Does your college district have a designated individual who is responsible for monitoring Clery Act compliance?

- Yes
- No

25. Has the college district provided updated Clery Act training in the last 3 years?

- Yes
- No

26. Has your district completed the Annual Security Report as required by the Clery Act for each year in this audit cycle?

- Yes
- No

27a. Does your college district have safety and security procedures in place for minors on campus (e.g. early college programs)?

- Yes
- No

27b. Do these procedures address the following:

	Yes	No
Fire Drills for classrooms with minors in attendance	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Parent-student reunification for minors in the event of an emergency	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Registered sex offenders in proximity to classes attended by minors	<input checked="" type="radio"/> Yes	<input type="radio"/> No

28. Does your junior college district have a behavioral threat assessment process to identify and work with students exhibiting threatening behaviors?

- Yes
- No

29. Does your junior college district have a suicide prevention plan?

- Yes
- No

30a. Which of the following modes of mass notification does your junior college district use to communicate information to students, staff, and faculty? (Check all that apply)

- Text message
- Email
- Reverse 911 calling
- Classroom notification boards
- Social media
- Signage boards around campus (outside of classrooms)
- Junior college website
- Other (please specify)
- The junior college does not have a mass communication system

30b. Are all mass communication systems tested regularly?

- Yes
- No

31. In your opinion, to what extent has safety and security improved in your college district since the last cycle (2012-2015)?

- To a great extent
- Somewhat
- Very little
- Not at all

32a. During the past three-year audit cycle, has your college district used any resources (e.g., in-person training, conferences, online tools, video, and/or publications) developed by the Texas School Safety Center to support safety and security programs, plans, or practices?

- Yes
- No

32b. How useful have these resources been to your district in improving or supporting safety and security efforts?

Not at all																			Extremely
useful	2	3	4	5	6	7	8	9											useful
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10
	<input type="radio"/>																		<input checked="" type="radio"/>

End of JCAR Questions

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

Enclosed is the Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with comparison to the FY 2017 - 2018 approved budget for your information and review.

This is a preliminary plan for the next fiscal year that includes 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. An increase of \$53,396 is also projected for Continuing Professional and Workforce Education tuition. In total, tuition is projected to increase approximately \$102,547 in FY 2019.
- 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 \$1,075,683 in FY 2019. The projected increase is mainly due to the increased interest revenue and additional revenues from Dual Enrollment Cost Reimbursements.

Other Revenues	FY 2018	FY 2019	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,183,366	\$4,498,863	\$315,497
Dual Credit Academy Participation Fee	363,785	425,000	61,215
Interest	1,413,962	2,225,000	811,038
Leases	25,000	-	(25,000)
Book Royalties	2,000	200	(1,800)
Administrative Costs and Shuttle System Contribution	614,443	524,576	(89,867)
Testing Commissions	5,700	10,300	4,600
Conferences-Continuing Education	64,742	64,742	-
Total Other Revenues	\$6,672,998	\$7,748,681	\$1,075,683

- 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 \$10,117,056 in FY 2019. The decrease resulted from the decrease of \$12,398,288 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 \$1,781,628 in the Capital Purchases carryover, the increase of \$500,000 in the Contingency Fund carryover, and the decrease of \$396 in Instructional Book Royalties.

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	-	1,781,628	1,781,628
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	10,882	(396)
M&O Tax Bond Program 2013 - FFE	17,835,346	5,437,058	(12,398,288)
Total Carryover Allocations	\$22,946,624	\$12,829,568	\$(10,117,056)

Expenditures:

- The Salary expenditures budget is proposed to increase by \$3,589,822 in FY 2019 as follows:

	Changes to FY 2019 Salary Budget	Amount
1.	Approved Salary Percent Increases	
	a. Faculty	\$926,280
	b. Non-Faculty Personnel	1,088,895
2.	Approved New Non-Faculty Staff Positions	666,831
3.	Approved Non-Faculty Salary Adjustments/Reclassifications	191,585
4.	Proposed Restoration of Positions Partially Funded	211,623

	Changes to FY 2019 Salary Budget	Amount
5.	Proposed Salary Pool Adjustments	50,000
6.	Adjustments for Changes in Position Occupancy and Educational Supplements	454,608
	Total	\$3,589,822

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 \$1,079,765.
- The Operating expenditures budget for FY 2019 is proposed to decrease by \$4,272,349.
 - ⇒ The operating budget is proposed to increase by \$1,365,845 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 \$157,948. 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 \$7,235,541.
 - ⇒ The capital budget is proposed to decrease by \$242,342 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.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with Comparison to the FY 2017 - 2018 approved budget and the Proposed Budget PowerPoint presentation follows in the packet for the Board’s review and information.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Proposed Budget for FY 2018 – 2019 at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting and will be available to present and respond to questions at the June 20, 2018 Special Board Meeting. It is included here for review by the Board, and no action is necessary.

**South Texas College
Unrestricted Fund
Summary of Projected Revenues and Expenditures
Fiscal Years 2018-2019**

Summary of Revenues	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	% of Total Revenues	Difference FY 2018 Approved to FY 2019 Proposed
State Contact Hour Appropriation	\$ 40,226,013	\$ 40,226,013	22.19%	\$ -
<i>Other State Appropriation-ORP</i>	536,458	556,134	0.31%	19,676
<i>Other State Appropriation-TRS</i>	2,206,242	2,287,161	1.26%	80,919
<i>Other State Appropriation-HEGI</i>	5,481,778	5,481,778	3.02%	-
Other State Appropriations Subtotal	8,224,478	8,325,073	4.59%	100,595
Total State Appropriations	48,450,491	48,551,086	26.78%	100,595
<i>Academic & Differential Tuition-Net TPEG</i>	30,960,624	31,009,775	17.10%	49,151
<i>Continuing Ed/ATCP/ITED-Net TPEG</i>	2,692,548	2,745,944	1.51%	53,396
Total Tuition	33,653,172	33,755,719	18.61%	102,547
Total Fees	27,669,015	27,915,959	15.40%	246,944
Total Other Revenues	6,672,998	7,748,681	4.27%	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	27.86%	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	7.08%	(10,117,056)
Total Revenues	\$ 188,083,617	\$ 181,317,754	100.00%	\$ (6,765,863)

Summary of Expenditures	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	% of Total Expenditures	Difference FY 2018 Approved to FY 2019 Proposed
Total Salaries	\$ 97,875,958	\$ 101,465,780	55.96%	\$ 3,589,822
Total Benefits	27,994,526	29,074,300	16.02%	1,079,774
<i>Retirement-ORP (Eligible)</i>	1,072,916	1,112,268	0.61%	39,352
<i>Retirement-ORP (Non Eligible)</i>	62,445	64,735	0.04%	2,290
<i>Retirement-TRS (Eligible)</i>	4,412,483	4,574,321	2.52%	161,838
<i>Retirement-TRS (Non Eligible)</i>	647,704	671,460	0.37%	23,756
<i>Insurance-HEGI (Eligible)</i>	10,813,571	11,210,183	6.18%	396,612
<i>Insurance-HEGI (Non Eligible)</i>	1,587,313	1,645,531	0.91%	58,218
<i>Insurance-Unemployment</i>	223,163	223,163	0.12%	-
<i>FICA</i>	7,281,971	7,549,054	4.16%	267,083
<i>Workmen's Compensation</i>	176,177	182,638	0.10%	6,461
<i>Car Allowance</i>	19,575	20,293	0.01%	718
<i>Cushion</i>	1,697,208	1,820,654	1.00%	123,446
Total Operating	45,016,274	40,658,008	22.42%	(4,358,266)
Total Travel	2,220,890	2,378,838	1.31%	157,948
Total Capital Outlay	9,017,169	1,781,628	1.00%	(7,235,541)
Total Expenditures	\$ 182,124,817	175,358,554	96.71%	\$ (6,766,263)
Transfers & Reserves				
Debt Service	394,800	395,200	0.22%	400
Transfer to Unexpended Plant Fund	3,000,000	3,000,000	1.65%	-
Transfer to Office of ITED	564,000	564,000	0.31%	-
Contingency Fund	2,000,000	2,000,000	1.11%	-
Total Transfers & Reserves	5,958,800	5,959,200	3.29%	400
Total Expenditures, Transfers and Reserves	\$ 188,083,617	\$ 181,317,754	100.00%	\$ (6,765,863)

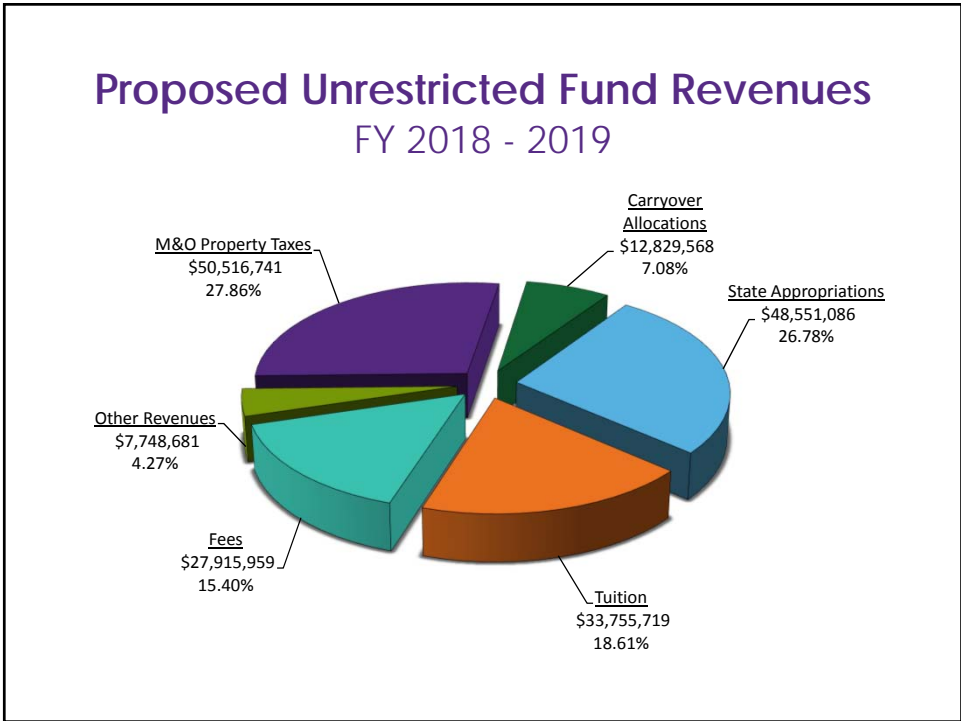
Revenues over Expenditures	-	-		\$ -
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Proposed Budget FY 2018 - 2019



SOUTH TEXAS
COLLEGE



Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
Optional Retirement Plan	536,458	556,134	19,676
Teacher Retirement System	2,206,242	2,287,161	80,919
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
Total Tuition	33,653,172	33,755,719	102,547
Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed State Appropriation Revenue FY 2018 - 2019

Appropriation Category	FY 2017 – 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
Core Operations	\$680,406	\$680,406	\$ -
Contact Hour Funding	34,383,650	34,383,650	-
Student Success	4,089,967	4,089,967	-
BAT	1,071,990	1,071,990	-
Total	\$40,226,013	\$40,226,013	\$ -

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 - 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
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Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed State Insurance Contribution FY 2018 - 2019

SB 1812, Eighty-third Legislature, set the payroll state contribution rate for Higher Education Group Insurance (HEGI) contributions for community colleges at 50% of the cost associated with eligible employees. Total projected State Insurance Contribution is **\$5,481,778**.

Plan Name	FY 2017 - 2018			FY 2018 - 2019		
	Premium	Contribution (State Pays 50%)	Employee Pays	Premium	Contribution (State Pays 50%)	Employee Pays
Member Only	\$621.90	\$621.90	\$0	\$624.82	\$624.82	\$0
Member & Spouse	\$1,334.54	\$978.22	\$356.32	\$1,340.82	\$982.82	\$358.00
Member & Children	\$1,099.06	\$860.48	\$238.58	\$1,104.22	\$864.52	\$239.70
Member & Family	\$1,811.70	\$1,216.80	\$594.90	\$1,820.22	\$1,222.52	\$597.70

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	536,458	556,134	19,676
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<i>Higher Education Group Insurance</i>	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
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Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

* Projections for summer terms are based on 0% enrollment growth from FY 2017

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	536,458	556,134	19,676
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<i>Higher Education Group Insurance</i>	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
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Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed Other Revenues FY 2018 - 2019

Other Revenues	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,183,366	\$4,498,863	\$315,497
Dual Credit Academy Participation Fee	363,785	425,000	61,215
Interest	1,413,962	2,225,000	811,038
Leases	25,000	-	(25,000)
Book Royalties	2,000	200	(1,800)
Administrative Costs and Shuttle System Contribution	614,443	524,576	(89,867)
Testing Commissions	5,700	10,300	4,600
Conferences – Continuing Education	64,742	64,742	-
Total Other Revenues	\$6,672,998	\$7,748,681	\$1,075,683

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	536,458	556,134	19,676
<i>Teacher Retirement System</i>	2,206,242	2,287,161	80,919
<i>Higher Education Group Insurance</i>	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
Total Tuition	33,653,172	33,755,719	102,547
Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed M&O Property Taxes Revenue FY 2018 – 2019

**Total Estimated M&O Property Taxes Revenue is
\$50,516,741**

	FY 2017 – 2018	FY 2018 – 2019	Increase/ (Decrease)	% Increase
M&O Tax Rate	\$0.14	\$0.14	\$ -	
M&O Taxable Assessed Value	32,733,000,818	33,387,660,835	654,660,017	2.00%
<i>Hidalgo County</i>	<i>30,883,372,180</i>	<i>31,501,039,624</i>	<i>617,667,444</i>	<i>2.00%</i>
<i>Starr County</i>	<i>1,849,628,638</i>	<i>1,886,621,211</i>	<i>36,992,573</i>	<i>2.00%</i>
M&O Tax Collections – Current Levy	45,344,041	46,933,806	1,589,765	3.51%
M&O Delinquent Tax	1,993,348	2,169,142	175,794	8.82%
M&O Penalties and Interest	1,353,928	1,413,793	59,865	4.42%
Total M&O Property Taxes	\$48,691,317	\$50,516,741	\$1,825,424	3.75%

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	<i>536,458</i>	<i>556,134</i>	<i>19,676</i>
<i>Teacher Retirement System</i>	<i>2,206,242</i>	<i>2,287,161</i>	<i>80,919</i>
<i>Higher Education Group Insurance</i>	<i>5,481,778</i>	<i>5,481,778</i>	<i>-</i>
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
Total Tuition	33,653,172	33,755,719	102,547
Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

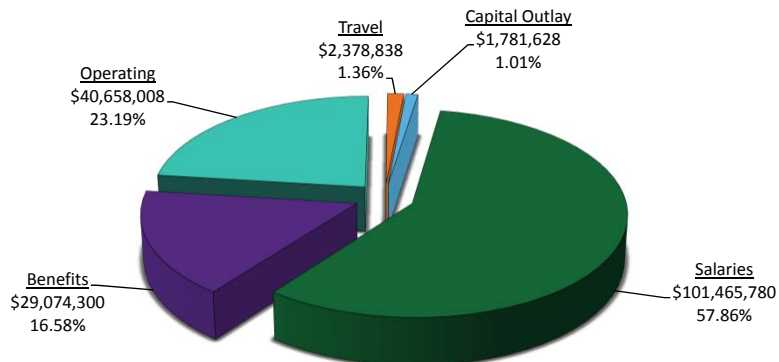
Proposed Carryover Allocations

FY 2018 - 2019

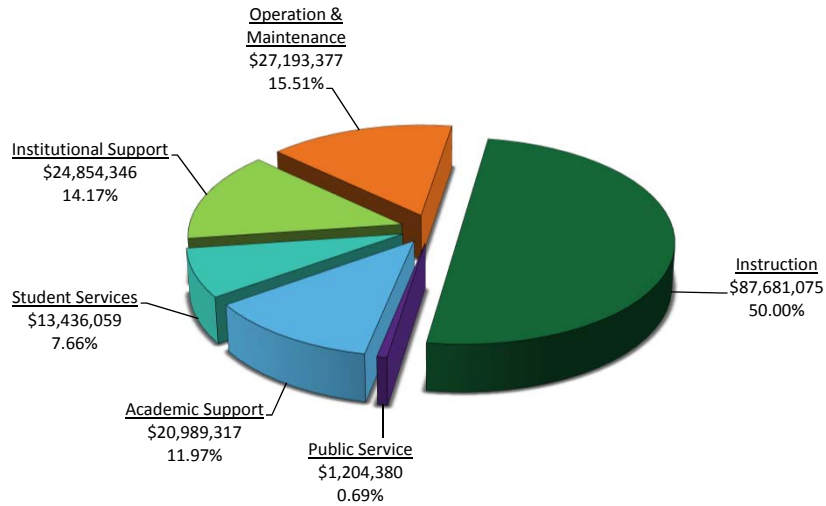
Carryover Allocations- From Fund Balance	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$ -
Continuing Education	600,000	600,000	-
Capital Purchases	-	1,781,628	1,781,628
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	10,882	(396)
M&O Tax Bond Program 2013-FFE	17,835,346	5,437,058	(12,398,288)
Total Carryover Allocations	\$22,946,624	\$12,829,568	\$(10,117,056)

Proposed Unrestricted Fund Expenditures by Classification

Without Transfers and Reserves
FY 2018 - 2019



Proposed Unrestricted Fund Expenditures by Function FY 2018 - 2019



Proposed Unrestricted Fund Expenditures FY 2018 - 2019

Summary of Expenditures	FY 2017 - 2018 Budget (Approved)	FY 2018 - 2019 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$97,875,958	\$101,465,780	\$3,589,822
Total Benefits	27,994,526	29,074,300	1,079,774
Total Operating	45,016,274	40,658,008	(4,358,266)
Total Travel	2,220,890	2,378,838	157,948
Total Capital Outlay	9,017,169	1,781,628	(7,235,541)
Total Expenditures	\$182,124,817	\$175,358,554	\$(6,766,263)
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	394,800	395,200	400
Transfer to Plant Funds	3,000,000	3,000,000	-
Transfer to Office of ITED	564,000	564,000	-
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	5,958,800	5,959,200	400
Total Expenditures, Transfers & Reserves	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed Salary Expenditures By Function FY 2018 - 2019

Function	Amount	Percentage
Instruction	\$56,699,605	55.88%
Public Service	496,413	0.49%
Academic Support	12,632,134	12.45%
Student Services	8,654,546	8.53%
Institutional Support	12,062,372	11.89%
Operation & Maintenance	10,920,710	10.76%
Total Proposed Salaries Expenditures	\$101,465,780	100.00%

Proposed Salary Expenditures FY 2018 - 2019

Changes to FY 2019 Salary Budget	Amount
Approved Salary Percent Increases	
a. Faculty	\$926,280
b. Non-Faculty Personnel	1,088,895
Approved New Non-Faculty Staff Positions	666,831
Approved Non-Faculty Salary Adjustments/Reclassifications	191,585
Proposed Restoration of Positions Partially Funded	211,623
Proposed Salary Pool Adjustments	50,000
Adjustments for Changes in Position Occupancy and Educational Supplements	454,608
Total Salary Budget Changes	\$3,589,822

Proposed Unrestricted Fund Expenditures FY 2018 - 2019

Summary of Expenditures	FY 2017 - 2018 Budget (Approved)	FY 2018 - 2019 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$97,875,958	\$101,465,780	\$3,589,822
Total Benefits	27,994,526	29,074,300	1,079,774
Total Operating	45,016,274	40,658,008	(4,358,266)
Total Travel	2,220,890	2,378,838	157,948
Total Capital Outlay	9,017,169	1,781,628	(7,235,541)
Total Expenditures	\$182,124,817	\$175,358,554	\$(6,766,263)
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	394,800	395,200	400
Transfer to Plant Funds	3,000,000	3,000,000	-
Transfer to Office of ITED	564,000	564,000	-
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	5,958,800	5,959,200	400
Total Expenditures, Transfers & Reserves	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed Operating Expenditures FY 2018 - 2019

Operating Budget	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$34,518,930	\$35,798,858	\$1,279,928
M&O 2013 Tax Bond Program - FFE	9,138,194	4,652,602	(4,485,592)
M&O 2013 Tax Bond Program O&M Expenses	1,359,150	206,548	(1,152,602)
Total Operating	\$45,016,274	\$40,658,008	\$(4,358,266)

Proposed Travel Expenditures FY 2018 - 2019

Travel Budget	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$2,165,890	\$2,378,838	\$212,948
M&O 2013 Tax Bond Program - FFE	55,000	-	(55,000)
Total Travel	\$2,220,890	\$2,378,838	\$157,948

Proposed Capital Expenditures FY 2018 - 2019

Capital Budget	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$2,023,970	\$1,781,628	\$(242,342)
M&O 2013 Tax Bond Program - FFE	6,993,199	-	(6,993,199)
Total Capital	\$9,017,169	\$1,781,628	\$(7,235,541)

Proposed Capital Expenditures FY 2018 - 2019

Capital Expenditures Budget Proposals	Amount
Instruction Blackboard services, water distillers, flake ice machines, autoclave machine, radiographic phantoms, ventilator, ultrasound unit	\$345,054
Public Service Computer mobile lab, welding mobile lab	150,000
Academic Support Library books and videos, simulation hospital software, clear touch displays, library art collection	393,081
Institutional Support Travel and expense system, replacement bus, salary planner software, datacenter enterprise switches, software licenses	406,640
Operations and Maintenance Cargo and delivery truck, package tracking software, vehicle, ATV, parking and permit software, fleet safety emergency equipment	486,853
Total Proposed Capital Expenditures	\$1,781,628



Questions?

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2017 – 2018

Approval of a proposed budget amendment for FY 2017 – 2018 is requested.

The budget amendment is needed for the following reason:

1. Transfer of Unrestricted Fund Balance to Plant Funds

A budget amendment is proposed to transfer funds from the Unrestricted Fund Balance to the Unexpended Plant Fund - Construction and the Renewals and Replacements Plant Fund, as follows:

- The Unrestricted Fund Balance Allocations will be increased by \$4,000,000 to fund transfers to the Plant Funds.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$3,000,000 to the Unexpended Plant Fund - Construction for future construction and renovation projects. The \$3,000,000 transfer includes \$500,000 for Continuing Professional and Workforce Education.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$1,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Summary of Amended Budget Revenue and Expenditures/Transfers/Reserves

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2017 - 2018 will increase as follows:

Fiscal Year 2017 - 2018 Budgeted Revenues and Expenditures/Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$188,083,617	\$4,000,000	\$192,083,617
Unexpended Plant Fund - Construction	B	\$98,839,301	\$3,000,000	\$101,839,301
Renewals and Replacements Plant Fund	C	\$5,332,500	\$1,000,000	\$6,332,500

The budget amendment details follow in the packet for your information and review.

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval of the proposed budget amendment for FY 2017 - 2018, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed budget amendment for FY 2017 - 2018, as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed budget amendment for FY 2017 - 2018, as presented.

Approval Recommended:

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

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2018
AMENDED

Revenue Summary

Revenue Source	Original Budget	Transfer to Plant Fund Amendment	Amended Budget
State Revenue	\$ 48,450,491	\$ -	\$ 48,450,491
Tuition	33,653,172	-	33,653,172
Fees	27,669,015	-	27,669,015
Other Revenues	6,672,998	-	6,672,998
Local Taxes	48,691,317	-	48,691,317
Special and Fund Balance Allocations (Carryover)	22,946,624	4,000,000	26,946,624
Total Revenues	\$ 188,083,617	\$ 4,000,000	\$ 192,083,617

Expenditures Summary

Expenditures/Transfers/Reserves	Original Budget	Transfer to Plant Fund Amendment	Amended Budget
Salaries	\$ 97,875,958	\$ -	\$ 97,875,958
Benefits	27,994,526	-	27,994,526
Operating	45,016,274	-	45,016,274
Travel	2,220,890	-	2,220,890
Capital	9,017,169	-	9,017,169
Transfers and Reserves	5,958,800	4,000,000	9,958,800
Total Expenditures/Transfers/Reserves	\$ 188,083,617	\$ 4,000,000	\$ 192,083,617

South Texas College
Unexpended Plant Fund - Construction

Fiscal Year Ending August 31, 2018
 AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Interest	\$ 247,686	\$ -	\$ 247,686
Interest Limited Tax Bonds, Series 2014	-	-	-
Interest Limited Tax Bonds, Series 2015	143,789	-	143,789
Transfer In - Unrestricted Fund	3,000,000	3,000,000	6,000,000
Regional Ctr for Public Safety Excellence Pharr ISD	1,000,000	-	1,000,000
La Joya ISD	352,500	-	352,500
Fund Balance Deduction	18,664,050	-	18,664,050
Fund Balance Deduction Bond Series 2014 and 2015	75,431,276	-	75,431,276
Total Revenues	\$ 98,839,301	\$ 3,000,000	\$ 101,839,301

Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	\$ 23,264,236	\$ -	\$ 23,264,236
Projected Draws for Approved Projects Bond Series 2014 and 2015	75,575,065	-	75,575,065
Fund Balance Addition	-	3,000,000	3,000,000
Total Expenditures/Reserve	\$ 98,839,301	\$ 3,000,000	\$ 101,839,301

South Texas College
Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2018
 AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 5,332,500	\$ -	\$ 5,332,500
Transfers In - Unrestricted Fund Balance Designation	-	1,000,000	1,000,000
Total Revenues	\$ 5,332,500	\$ 1,000,000	\$ 6,332,500

Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 5,332,500	\$ -	\$ 5,332,500
Fund Balance Addition	-	1,000,000	1,000,000
Total Expenditures/Reserve	\$ 5,332,500	\$ 1,000,000	\$ 6,332,500

Review and Action as Necessary on Proposed Staffing Plan for FY 2018 – 2019

Approval of the Proposed Staffing Plan for FY 2018 - 2019 is requested.

Purpose - The Proposed Staffing Plan for FY 2018 – 2019 for all employee groups is presented for the Committee's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2018 - 2019.

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

New positions, Faculty Salary Adjustments, and Non-Faculty Salary Adjustments and Reclassifications are included within the Plan and were reviewed and approved by the Board of Trustees in May 2018.

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Staffing Plan and is subject to Board approval of the FY 2018 - 2019 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions.

Enclosed Documents - A copy of the FY 2018 - 2019 Staffing Plan is included under separate cover for review by the Finance, Audit, and Human Resources Committee and the Board of Trustees.

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

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval of the Proposed Staffing Plan for FY 2018 - 2019, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Staffing Plan 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 Proposed Staffing Plan for FY 2018
- 2019, as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed Employee Salary Pay Plan for FY 2018 – 2019

Approval of the Proposed Employee Salary Pay Plan for FY 2018 - 2019 is requested.

Purpose - The Proposed Employee Salary Pay Plan for FY 2018 - 2019 for all employee groups is presented for the Committee's review and consideration. The Employee Salary Pay Plan include the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2018 -2019.

Background – The Proposed Employee Salary Pay Plan for FY 2018 – 2019 is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

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

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in May 2018.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan is included under separate cover for review by the Finance, Audit, and Human Resources Committee and the Board of Trustees.

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

On June 19, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board approval of the Proposed Employee Salary Pay Plan for FY 2018 - 2019, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Employee Salary Pay Plan 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 Proposed Employee Salary Pay Plan for FY 2018 - 2019, as presented.

Approval Recommended:

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

Review and Discussion on Governmental Accounting Standards Board (GASB) 75 Pronouncement

Review of implementation of new Governmental Accounting Standards Board (GASB) 75 pronouncement in financial statements for fiscal year ending August 31, 2018.

Purpose – To comply with the new financial statement pronouncement requiring reporting of postemployment benefits other than pensions (other postemployment benefits or OPEB) at the employer level.

Justification – South Texas College must comply with GASB 75 as an employer offering other postemployment benefits (OPEB) through Employees Retirement Services of Texas (ERS).

Background – In June 2015, in an effort to increase transparency and accountability, GASB approved Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. It is effective for fiscal years beginning on or after June 15, 2017. For the College, this pronouncement is effective in fiscal year 2017-2018.

GASB is the authoritative, standard setting body that establishes governmental Generally Accepted Accounting Principles (GAAP) for state and local governments.

GASB Statement 75 requires reporting entities to recognize their proportionate share of the net OPEB collective liability and operating statement activity related to the changes in the collective OPEB liability.

Although ERS has indicated that the allocation cost methodology is still being reviewed with GASB and additional information will be issued in the upcoming months, a preliminary estimate of the College's proportionate share of the OPEB liability has been provided as follows:

Preliminary Estimates of OPEB Liability	
ERS's OPEB Collective Liability 08/31/17	\$34,073,012,000.00
The College's Allocation Percentage	0.28063706 %
The College's Estimated OPEB Liability	\$95,621,499.13

The unrestricted fund balance will be negatively impacted in an amount approximately equal to the OPEB liability. In order to prevent a negative fund balance, assets must be maintained at the same level of the liability amounts.

Reviewers – Requirements were reviewed by the Vice President for Finance and Administrative Services, and Comptroller.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will review this on June 19, 2018 with the Finance, Audit, and Human Resources Committee, and on June 20, 2018 with the Board. No action is needed.

Review and Discussion on Internal Auditor's Follow-up Procedures

Mr. Khalil Abdullah, Internal Auditor, has completed follow-up procedures for the Departmental Fixed Assets and the Student Activities and Wellness audits and will provide an update on the current status of management's corrective actions.

The Implementation Status of Management's Corrective Action(s) follows in the packet for the Board's review and discussion.

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

South Texas College
Office of Internal Audits
Implementation Status of Management's Corrective Action(s)

Audit Report Number	Report Date	Report Title	Responsible Party Title	Summary of Finding	Summary of Corrective Action	Original Implementation Date	Revised Implementation Date	Implementation Status
18-01	11/8/2017	Departmental Fixed Assets Audit	Director of Purchasing	Unique asset tag numbers assigned to fixed assets were replaced with a different tag rather than the original unique asset identification tag number.	No plans for corrective action - current practices will remain unchanged.	N/A	N/A	N/A
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	The department has not established a formal procedure for completing monthly account reconciliations.	The department will establish a more detailed account reconciliation process.	11/1/2017	5/1/2018	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	The department has not developed an internal procedures manual.	The department plans to create a document to remind/inform the staff of any additional procedures that we have that are not covered in Policy	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	The department has not completed an assessment of risks	The department will come up with a more concrete process and procedures to ensure that all staff are aware of risks and meet to discuss risks annually.	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	Student organization travel documentation was incomplete and missing authorizing signatures.	All issues related to incomplete travel forms will be considered/revised/implemented during our review of the student travel process.	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	Procedures were not consistently applied to all student organization and intramural sports student travel.	The department is in the process of reviewing and revising the travel procedures to ensure consistency.	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	Departmental forms referred to themselves as "policy." The forms were internal documents and were not Board approved policies.	The department's forms are under review and the word "policy" will be removed.	5/1/2018	N/A	Fully Implemented

Discussion and Approval of Internal Audit Processes and Protocols

Approval of the internal audit processes and protocols is requested.

Purpose – To document the Internal Audit engagement process and add some additional steps to the audit process to improve communication between the Internal Auditor and Management.

Justification - The Internal Audit Process Map Swim Lane, Entrance Conference Outline/Agenda, and Internal Audit Protocols will help establish a shared understanding of the overall Internal Audit process. The documentation details the audit steps from planning through the performance of follow-up procedures.

Background – The audit process was not formally documented and presented to management. The information will help management and the committee develop a better understand of the process.

Reviewers - The internal audit processes and protocols have been by Mary Elizondo, Vice President for Finance Administrative Services and Mr. Khalil Abdullah, Internal Auditor.

Enclosed Documents - A copy of the Process Map Swim Lane and the Internal Audit Protocols follow in the packet for the Board's review and discussion.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance Administrative Services, and Mr. Khalil Abdullah, Internal Auditor, will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee, and will be available for questions by the Board at the June 20, 2018 Special Board Meeting

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval of the internal audit processes and protocols as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the internal audit processes and protocols as presented.

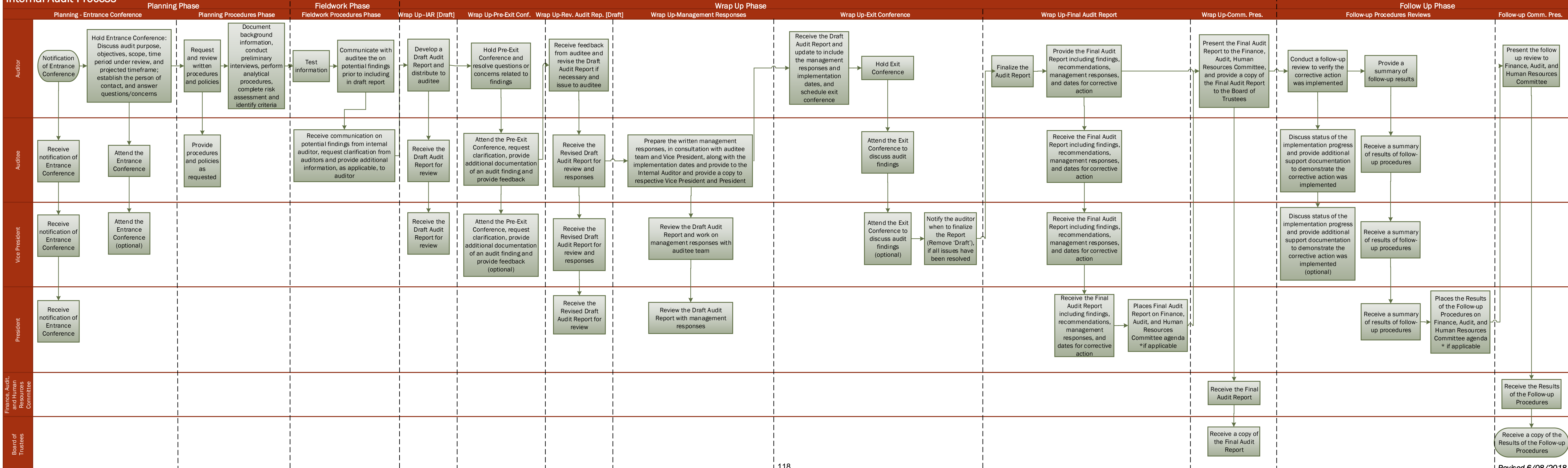
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the internal audit processes and protocols as presented.

Approval Recommended:

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

Internal Audit Process



Internal Audit Protocols



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PURPOSE

The purpose of this document is to serve as an information resource to be used by management and the Office of Internal Auditors. It sets out to establish a shared understanding of the overall audit process that will be utilized to conduct internal audit engagements at South Texas College and is intended to serve as a general reference for management and auditors alike to improve communication and enhance the efficiency and effectiveness of the Internal Audit process.

This protocol will be reviewed annually by the Office of Internal Audits and management to ensure that it continues to meet the requirements of the College.

DEFINITIONS

Internal Audit – is an independent, objective, assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

Auditee – department, program, or process under audit.

Internal Auditor – personnel comprised from the Internal Audit department who conducts the audit.

Management – the operational and senior management of a department, program, or process under audit.

INTERNAL AUDIT & MANAGEMENT

Internal audits will be conducted in a constructive manner. As needed, the assistance of management will be solicited in the planning and performance of the audit. A spirit of collaborative teamwork between the internal auditor, auditee, and personnel under audit will be followed. This rapport shall not alter the fact that the internal auditor has full, free, and unrestricted access to all records, personnel, properties, and any other sources of information needed in the performance of an audit. When necessary, special arrangements will be made for the examination of confidential or classified information.

INTERNAL AUDIT PROCESS – PLANNING PHASE

PLANNING - AUDIT NOTIFICATION

With few exceptions, the auditee, area supervisor, vice president, and president will be notified when an area has been selected for audit. Notification e-mails typically include an attached *Entrance Conference Memo* which is a document that represents the official start of the audit engagement and invites management to attend the entrance conference to discuss the audit's timing, scope, and objective(s). In some instances (e.g. fraud investigations, or surprise cash counts, etc.) no advance notification will be given. Additionally, designed fieldwork procedures may also require the auditors to conduct unannounced inspections of documentation. In the event that the internal auditors are required to conduct an unannounced inspection of records, they will request that the area's supervisor be notified so as to ensure that management is aware of the audit activities taking place in their department.

PLANNING - ENTRANCE CONFERENCE

At the entrance conference the internal auditors will go over the following:

- The audit process map (e.g. planning phase, fieldwork phase, audit reporting, and follow-up procedures);
- Address management's questions/concerns related to the audit;
- The anticipated timeframe for completing each audit milestone;

At the entrance conference the auditors will discuss the anticipated (e.g. estimate) timeframe for completing the engagement as well as the anticipated timeframe for completing the different phases of the audit. The exact time period that an audit engagement requires will vary depending on a myriad of factors, such as:

- The complexity of the process under review;
- The size of the data sets under examination;
- The expertise of the staff and their availability (e.g. summer/winter break, vacation, FMLA);
- Time taken to satisfy auditor's requests for information (unnecessary delays);
- Time taken by management to provide their responses to reported findings;
- Other conflicting work priorities of the Office of Internal Audits and the business area

The entrance conference will include the auditee and key staff, area supervisor, internal auditor(s), and vice president. The purpose of the entrance conference is to accomplish the following:

- Establish a point-of-contact – The role of the point-of-contact will be to provide documentation, records, and other resources requested by the internal auditors
- Enable the internal auditors to meet the department’s staff;
- Objective – Discuss the purpose of the audit or what the audit is trying to accomplish (e.g. ensure that the area’s internal controls are working effectively);
- Discuss scope of the audit – Includes both the time period under review as well as various segments that will be included in the audit (e.g. safeguarding of assets, separation of duties, monitoring, control conscience environment, etc.);
- Go over the estimate timeframe to complete the engagement (e.g. start date, planning phase, fieldwork, initial audit report draft, end date, etc.);
- Arrange access to buildings, systems and data, personnel files, etc.
- Discuss factors that may impact the audit (e.g. scheduling conflicts, etc.)

Note: In the event that the point-of-contact is unable to provide the auditor with the requested information, the auditors will make every attempt to locate the information through other means. In addition, management can request to be carbon copied on all information requests made to the established point-of-contact.

PLANNING - BACKGROUND INFORMATION

During the planning phase, internal auditors are required to become familiar with the area under review. A request for background information will be sent to the point-of-contact seeking the following information:

- Organizational structure (i.e. organizational chart);
- Applicable laws, regulations, or special compliance issues that should be taken into account;
- Area’s mission statement, purpose/goals, etc. – the auditors may be able to obtain this information by accessing the department’s institutional effectiveness plan;
- List of full-time employees (FTE) and part-time employees;
- Budget data;
- Significant achievements;
- Other background information

PLANNING – PRELIMINARY INTERVIEWS

During the planning phase, internal auditors are required to become familiar with the area under review. The internal auditors may request to conduct preliminary interviews with staff in order to become more familiar with the area's system of internal controls. In some instances staff may be asked to complete an internal control questionnaire (ICQ). The ICQ is comprised of 'yes' or 'no' questions. A typical ICQ question would include, for instance, the following:

- Has your department established formal written procedures?
- Does your department handle cash?
- Have appropriate separation of duties been established?
- Have you completed an annual verification of your silver tagged assets?
- Etc.

PLANNING - ANALYTICAL PROCEDURES

During the planning phase auditors will perform analytical procedures, if applicable. The auditors may request information related to the following:

- Transaction activity from the prior fiscal years;
- Budget information;
- Actual transaction data;
- Other relevant information

PLANNING - RISK ASSESSMENT

During the planning phase the auditors are required to complete a risk assessment. Auditors must consider the area's risks significant to the activity, its objectives, resources, and operations, and the means by which the potential impact of those risks are kept to an acceptable level. The department can expect the following from the internal auditors:

- Questions related to whether the department has completed a formal risk assessment;
- Questions related to whether the department has completed some other form of assessment similar to a risk assessment (e.g. SWOT analysis);
- Questions related to what area management's main operational concerns are in achieving their objectives;
- Other questions necessary to completing a risk assessment

PLANNING – IDENTIFY CRITERIA

The internal auditors are required to obtain and review relevant criteria. Therefore, the auditors may request the following:

- Department policies and procedures;
- Process narratives;
- Information on applicable laws and regulations;
- Special compliance considerations (if applicable)

In the event that no formal criteria exists (e.g. lack of documented policy/procedures), the auditors will research industry best practices and may use this information in measuring against the current status of the College's internal controls.

INTERNAL AUDIT PROCESS – FIELDWORK PHASE

FIELDWORK PROCEDURES

The fieldwork phase of the audit concentrates on performing test work and informal communications between the internal auditors, the auditee, and key personnel. Fieldwork procedures are designed by the internal auditors based on an examination of criteria obtained and reviewed during the planning phase as well as the area's assessed risks. During this phase of the audit, the auditors will:

- Interview employees to develop a more detailed understanding of existing controls and processes;
- Request data from the point-of-contact for examination (e.g. data file, list of transactions, other support documentation);
- Conduct testing to verify the efficiency and effectiveness of internal controls ;
- Review support documentation to verify the effectiveness of an internal controls (e.g. verify that all approval signatures have been obtained, etc.);

Fieldwork procedures are unique to each audit depending on the department or process being reviewed. Each audit is meant to be risked-based, therefore, the results of the risk assessment will impact the design of the fieldwork procedures. Additionally, the type of audit will also impact the fieldwork procedures steps, for instance the fieldwork procedure steps applied to verify

compliance with a specific regulation will differ from fieldwork procedures steps used to verify the effectiveness of controls related to financial transactions.

Requests for information will be made to the point-of-contact. In the event that the point-of-contact is unable to provide the information, the internal auditors will make every effort to locate the support documentation (e.g. requesting the information from a separate department, traveling to a different location, etc.).

The internal auditor will update the auditee on the status of the audit on a regular basis, and will communicate potential audit findings as they are identified. Management is encourage to take steps to address these issues immediately (e.g. provide additional supporting documentation, explain special circumstances that should be taken into consideration).

The internal auditor conducting the fieldwork is responsible for clarifying and confirming the preliminary audit findings with the auditee and supervisor to ensure that these are factually correct and the auditee and supervisor have an opportunity to provide input. If necessary, the internal audit will communicate significant matters of concerns with high risk rating to the auditee, supervisor, and vice president.

Note: Describing a process or asserting that a procedure or internal control is in place is not enough to satisfy auditing Standards. Internal audits are required to obtain sufficient and adequate audit evidence in order to state that confirm that a control is in place.

INTERNAL AUDIT PROCESS – WRAP UP PHASE

WRAP UP - INITIAL AUDIT REPORT [DRAFT]

Following the completion of the fieldwork, the internal auditor will develop and issue the initial audit report [draft] which will include the audit's objective, scope, reported findings, etc. The initial audit report [draft] will be issued to the auditee, area supervisor, and vice president for their review. The initial audit report [draft] should be reviewed by each of the recipients to ensure that the report does not contain any inaccuracies. The auditee, area supervisor, and vice president will have an opportunity to discuss the content of the initial audit report [draft] with the internal auditor at the pre-exit conference.

WRAP UP - PRE-EXIT CONFERENCE

During the pre-exit conference, the internal auditors, auditee, area supervisor, and vice president, will cover the following:

- Address management's questions/concerns related to the initial audit report [draft] findings;
- Go over each of the reported findings and verbal audit recommendations;
- Discuss management's suggested revisions to the wording of reported finding(s) or other language contained in the report;
- Propose the removal of a reported finding (if applicable and pending a review of additional support documentation);
- Provide feedback to the internal auditor regarding the draft report and overall audit process;
- Discuss anticipated management responses;

If determined by the internal auditor that changes are necessary to the initial audit report [draft], the auditors will make revisions and will request the assistance of the auditee if necessary to provide additional support documentation.

Note: Verbal recommendations are provided to management at the auditor's discretion. They typically involve an audit finding that doesn't raise to the level of being reportable. For example, if a tested control was 98% effective the internal auditors would disclose the 2% error to the auditee through a verbal recommendation.

WRAP UP - REVISED AUDIT REPORT [DRAFT]

If determined by the internal auditor that revisions should be made to the initial audit report [draft], the auditors will make appropriate revisions and issue a revised audit report [draft] to the auditee, area supervisor, vice president, and president. The revised audit report [draft] will be issued within ten (10) working days after the pre-exit conference.

Once management receives the revised audit report [draft], they will have approximately fifteen (15) working days to review and include their management responses into the report. Along with the management responses, management will also be required to indicate an implementation date, and indicate who will be primarily responsible for implementing management's corrective

action plan. The implementation date is the anticipated target date to as to when corrective action will be completed.

WRAP UP - MANAGEMENT RESPONSES

The auditee will prepare management responses in consultation with staff and the area's vice president within three (3) weeks and also include anticipated implementation dates. It is the internal auditor's prerogative to provide audit recommendations, regardless if the auditee or management agree. Similarly, it is management's prerogative to select one of the following in response to each reported exception:

- Accept the audit recommendation, as presented
 - Provide an estimate time for implementation (e.g. implementation date);
 - Provide a detailed response for implementing correcting action(s)
- Accept the audit recommendation, detailing alternative corrective action
 - Provide an estimate time for implementation (e.g. implementation date);
 - Provide details on the planned alternative corrective action(s)
- Reject the audit recommendation
 - Provide reason(s) for rejecting the audit recommendation;
 - State that management accepts the risk for rejecting the audit recommendation;
 - Ignore the implementation date, it is not required for rejected audit recommendations

WRAP UP - EXIT CONFERENCE

Subsequent to receiving management's feedback, the internal auditor will update the revised audit report [draft] to include all of the management responses and implementation dates. A final exit conference will be schedule. At the exit conference the following will be discussed:

- Final review of the report while still in draft form;
- Address any management's questions/concerns;
- Final opportunity to submit documentation for review or request revisions prior to finalizing the report;
- Request authorization from the vice president to authorize the finalization of the audit report

After the exit conference is held, the vice president will be asked to provide the auditor with written authorization to finalize the audit report. The authorization may be sent via e-mail notification.

Note: The internal auditors will accept documentation anytime during the audit process (e.g. planning phase – exit conference). However, once the auditors receive formal notification from the vice president to finalize the report, subsequent support documentation will NOT be taken into consideration. Any documentation identified after the audit report is finalized will be examined during follow-up procedures.

WRAP UP - FINAL AUDIT REPORT

Once authorization is received from the vice president, the internal auditor will finalize the audit report. This process includes the following:

- Removing the 'DRAFT' watermark;
- Adding a table of contents;
- Signing and dating the report;
- Adding a memo to the president;

The final audit report including all reported findings, management responses, and implementation dates will be issued to the auditee, area supervisor, vice president, and president.

The president will then make the final decision to include the final audit report on the next Finance, Audit, and Human Resources Committee agenda.

WRAP UP - PRESENTATION TO FINANCE, AUDIT, AND HUMAN RESOURCES COMMITTEE

A copy of the final audit report is submitted and presented by the Internal Auditor to the Finance, Audit, and Human Resources Committee at the upcoming meeting for consideration. The Finance, Audit, and Human Resources Committee may comment on a particular audit finding and recommendation, which will be addressed by the internal auditor and through the audit follow-up process.

INTERNAL AUDIT PROCESS – FOLLOW UP

FOLLOW UP - PROCEDURES

Once management's selected implementation date for corrective action is expired, the internal auditors shall complete follow up procedures. The objective of follow up procedures is to verify that management has taken the necessary corrective action to address each of the audit findings. Follow up procedures include the following:

- Request to review any documentation to support that corrective action has been implemented;
- Observe that a new process has been implemented;
- The internal auditor will communicate with management the final results of the follow up procedures and indicate whether management's corrective action has been fully implemented, partially implemented, or not implemented;
- Provide the auditee, area supervisor, and vice president with a status update of the result of the follow up procedures;
- Provide the president with a status update of the results of the follow up procedures (e.g. spreadsheet indicated the status of management's corrective actions);

Note: Once the President receives the results of the follow up procedures, a decision will be made on whether to include the results on the next Finance, Audit, and Human Resources Committee agenda.

FOLLOW UP - PRESENTATION TO FINANCE, AUDIT, AND HUMAN RESOURCES COMMITTEE

A copy of the results of the follow up procedures is submitted and presented by the Internal Auditor to the Finance, Audit, and Human Resources Committee at the upcoming meeting for consideration. The Finance, Audit, and Human Resources Committee may comment on the status of implementation for a particular audit finding, which will be addressed by the internal auditor.

Review and Discussion on Projected Shortfall of 2013 Bond Construction Program Budget

As of June 14, 2018, the current total budget shortfall is estimated to be at \$1,964,204. This amount does not include the current remaining buyout savings, design and construction contingencies.

Broaddus & Associates has provided an updated summary of the current 2013 Bond Construction Program shortfall including the *projected* remaining savings. The projected shortfall with project savings, including buyout savings and remaining contingency balances, is estimated to be \$1,253,661.

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

College staff has prepared a summary of the construction status of the 2013 Bond Construction Program projects.

No action is requested.

2013 - Bond Program Shortfall Summary

Current Shortfall Less Contingency Balance	
<i>June Shortfall</i>	\$ (1,964,204)
Design Contingency Balance (June)	\$ 68,902
Owner's Contingency Balance (June)	\$ 166,641
<i>Current Shortfall Less Contingency Balances</i>	\$ (1,728,661)

Projected Savings	
Projected Miscellaneous Savings	\$ 475,000
<i>Projected Savings Total</i>	\$ 475,000

Shortfall With Projected Savings	
<i>Current Shortfall Less Contingency Balances</i>	\$ (1,728,661)
<i>Projected Savings Total</i>	\$ 475,000
	\$ (1,253,661)

Shortfall	
Shortfall With Projected Savings	\$ (1,253,661)

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	\$ 3,593,795	\$ (1,304,827)
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	\$ 34,104,016	\$ (2,432,837)
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	\$ 156,977,638	\$ (1,964,204)

2013 Bond Construction Projects Status

Pecan Campus	Type of Completion	Retainage Release	Closeout Documents
Pecan Campus North Academic Building	Final	Final	3/8/2018
Pecan Campus South Academic Building	Final	Final	3/8/2018
Pecan Campus STEM Building	Final	Final	3/19/2018, (5/10/2018 button reset keys)
Pecan Campus Student Activities Building & Cafeteria	Conditional upon completion of stair treads	Conditional upon completion of stair treads; Partial	3/9/2018
Pecan Thermal Plant	Final	Final	4/5/2017
Pecan Parking & Site	Final	Final	4/26/2018
Nursing & Allied Health Campus	Type of Completion	Retainage Release	Closeout Documents
Nursing & Allied Health Campus Expansion	Final	Final	3/26/2018
Nursing & Allied Health Thermal Plant	Final	Final	3/26/2018
Nursing & Allied Health Parking & Sitework	Final	Final	3/26/2018
Nursing & Allied Health Thermal Plant Parking & Site	Final	Final	3/26/2018
Mid Valley Campus	Type of Completion	Retainage Release	Closeout Documents
Mid Valley Campus Health Professions & Science	Final	Final	4/17/2018
MVC Student Services Building Expansion	Final	Final	4/17/2018
Mid Valley Library Expansion	Final	Final	4/17/2018
Mid Valley Library Renovation	Final	Final	4/17/2018
Mid Valley Campus Thermal Plant	Final	Final	4/17/2018
Mid Valley Campus Parking & Sitework	Substantial	Partial	5/22/2018
Technology Campus	Type of Completion	Retainage Release	Closeout Documents
Technology Campus Southwest Building Renovation	Final	Final	3/19/2018
Technology Campus Parking & Sitework	Final	Final	3/19/2018
Starr County Campus	Type of Completion	Retainage Release	Closeout Documents
Starr CC Health Professions and Science Bldg.	Final	Final	3/27/2018
Starr CC Student Services Building Expansion	Final	Final	3/27/2018
Starr County Campus Library Expansion	Final	Final	3/28/2018
Starr CC Student Activities Building	Final	Final	3/27/2018
Starr County Campus Thermal Plant	Final	Final	3/28/2018
Starr County Campus Parking & Sitework	Final	Final	5/1/2018
La Joya	Type of Completion	Retainage Release	Closeout Documents
LJ Jimmy Carter Teaching Site Training Labs Improvements	Final	Final	4/24/2018
Regional Center	Type of Completion	Retainage Release	Closeout Documents
Regional Center for Public Safety	None	In progress	Not Completed
RCPSE Parking & Site Improvements	None	In progress	Not Completed
RCPSE Parking & Site Improvements - Skills Pad	Final	Final	Pending Full P&S

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. 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	\$5,000.01 and above		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 below will be presented at the June 19, 2018 Facilities Committee for recommendation to the Board as listed below:

Bond Projects	
Total General Conditions for June 2018	\$0
Total Cost of Work for June 2018	\$0
Total Design Contingency Increases for June 2018	(\$1,857)
Total Construction Contingency Increases for June 2018	(\$1,572)
Total Buyout Savings	\$0
Other GMP Adjustments	\$0

Non-Bond Projects	
Total Design Contingency Deducts for June 2018	\$0
Total Construction Contingency Deducts for June 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 Committee’s review and information:

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

Presenters

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

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval of the proposed Bond change orders for use of design contingencies totaling \$1,857 and construction contingencies totaling \$1,572 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 \$1,857 and construction contingencies totaling \$1,572 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 \$1,857 and construction contingencies totaling \$1,572 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 June 19, 2018

Regional Center for Public Safety Excellence							
Building							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
15	CP 24: Excel Applicators (additional grid wire for future speaker support)			(\$309)			
16	CP 25: Additional Metal Studs with deep track leg			(\$726)			
17	CP 26: Additional Power outlets			(\$822)			
<i>Total</i>		\$0	\$0	(\$1,857)	\$0	\$0	

Regional Center for Public Safety Excellence							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
9	CP 29 - Additional conduit for supplemental information No. 11				(\$1,572)		
<i>Total</i>		\$0	\$0	\$0	(\$1,572)	\$0	

Bond Projects							
Total General Conditions for this month							
Total Cost of Work for this month			\$0				
Total Design Contingency for this month				(\$1,857)			
Total Owner Contingency for this month					(\$1,572)		
Total Buyout Savings						\$0	
Other GMP Adjustments							

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: 15

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: June 12, 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 24: Excel Applicators (Additional grid wire for future speaker support) (309.00)

Sub Total (309.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(15,719.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	52,596.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(309.00)</u>
REMAINING DESIGN CONTINGENCY	<u>52,287.00</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: 16

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: June 12, 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 25: Additional metal studs with deep track leg (726.00)

Sub Total (726.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(16,028.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	52,287.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(726.00)</u>
REMAINING DESIGN CONTINGENCY	<u>51,561.00</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: 17

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: June 12, 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 26: Additional power outlets (822.00)

Sub Total (822.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(16,754.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	51,561.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(822.00)</u>
REMAINING DESIGN CONTINGENCY	<u>50,739.00</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: 9

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: June 12, 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 29: Additional conduit for supplemental information no. 11	(1,572)
	Sub Total	(1,572)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(14,590)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	23,167
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(1,572)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	21,595

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: _____

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	\$ (21,497)	\$ -	\$ -
Total:	\$ 121,354.00	\$ (121,354.00)	\$ -	\$ -
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	\$ (37,700)	\$ -	\$ -
Total:	\$ 236,700.00	\$ (236,700.00)	\$ -	\$ -
REGIONAL CENTER CAMPUS				
New Building	\$ 68,315	\$ (15,719)	\$ (1,857)	\$ 50,739
Parking and Site	\$ 28,696	\$ (21,807)	\$ -	\$ 6,889
Total:	\$ 97,011.00	\$ (37,525.50)	\$ (1,857.00)	\$ 57,628.50
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	\$ 1,430,123.50	\$ 1,857.00	\$ 68,902.50

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	\$ (33,640)	\$ -	\$ -
Total:	\$ 184,820.00	\$ (184,820.00)	\$ -	\$ -
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	\$ (52,950)	\$ -	\$ -
Total:	\$ 349,950.00	\$ (349,950.00)	\$ -	\$ -
REGIONAL CENTER CAMPUS				
Building	\$ 89,889	\$ (17,167)	\$ -	\$ 72,722
Parking and Site	\$ 37,757	\$ (14,590)	\$ (1,572)	\$ 21,595
Total:	\$ 127,645.53	\$ (31,756.77)	\$ (1,572.00)	\$ 94,316.76
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	\$ 1,684,474.77	\$ 1,572.00	\$ 166,641.76

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	\$ (436,410)	\$ -	\$ 1,549,410
Total:	\$ 12,519,407.00	\$ (2,311,568.00)	\$ -	\$ 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	\$ (297,031)	\$ -	\$ 3,199,919
Total:	\$ 23,313,950.00	\$ (1,897,646.00)	\$ -	\$ 21,416,304.00
REGIONAL CENTER CAMPUS				
Building	\$ 3,326,426	\$ -	\$ -	\$ 3,326,426
Parking and Site	\$ 1,887,866	\$ 129,430	\$ -	\$ 2,017,296
Total:	\$ 5,214,292.00	\$ 129,430.00	\$ -	\$ 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	\$ (6,219,267.19)	\$ -	\$ 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				\$525	OC 8/22/17
	CR-43 - AVIT SI- 05 Misc. Revisions \$2,913					OC 8/22/17
9	CR-25 - Building Letter Revision -\$143					OC 8/22/17
	CR-27 - Toilet Accessories - Add Grab Bars per ADA -\$39					DOC 8/22/17
	CR-31 - Revise Doors to Clear Birch -\$550				(\$7,987)	DOC 8/22/17
	CR-41 - ASI 16 Lobby Stairwell Finishes (enclose underside of Main Stair) -\$6899					DOC 8/22/17
10	CR-45 CHW Crossover in Level 2 Mechanical Room				(\$6,143)	Error 9/19/17
11	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CR-2 \$2,887					OC
	CR-07R ASI-06 Light Fixture Revisions \$275				(\$6,404)	DD 5/23/17
	CR-08R AVIT - Infrastructure deletion \$3,242				(\$2,913)	OC
	CR-43 AVIT - Deleted drops for Projectors \$2,913					OC

Pecan Campus - North Academic Building Change Order Log

12	CR-46 Add title above toilet door at drinking fountain alcoves \$655					DD 11/14/17
	CR-49 AVIT-SI 08: add 2 data drops to DDC Controllers in Lvl 2 & 3 Mechanical Rooms \$1,592					DOC 11/14/17
	CR-50 Add 2 Building identification letter, "P" per direction of City of McAllen Fire Inspector \$330					U 11/14/17
	CR-51 RFI-78 Drywall finish over spandrel glass at Lvl 3, Rooms 3.101, 101a & 102 adjunct break and open computer lab \$2,940					DOC 11/14/17
	CR-52 Drywall finish over spandrel glass at Stairwell landings (Re: CR-51 - RFI 178 for similar condition at Lvl 3 commons computer lab, etc.) \$2,988					DOC 11/14/17
13	IT Duct bank: Repairs to blockages in existing conduit at Bldg. M and at MH-E5					U 12/12/17
14	GMP - Final Deductive Change Orders to Zero out the project. Deduct \$15,547 from General Conditions, Deduct \$43,787 from Design Contingency and Deduct \$83,347 from Owner's Contingency for a total of \$142,681 to reduce the GMP and reallocate funds to Pecan STEM					3/27/2018
15	Return Buy-out savings from Unused General Conditions and cost of work amounts to Owner					3/27/2018
Total Expenditures approved to Date						
		\$0	(\$104,000)	(\$162,000)	(\$1,104,260)	
Balance		\$9,797,100	\$0	\$0	\$9,846,740	

Pecan Campus - South Academic Building

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				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					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.					
			(\$19,465)	(\$97,403)	(\$116,868)	3/27/2018
10	Return Buy-Out Savings from Unused General Conditions and Cost of Work Amounts to Owner					
					(\$73,075)	3/27/2018
Total Expenditures approved to Date			\$0	(\$70,000)	(\$100,000)	(\$198,486)
Balance		\$6,174,905	\$0	\$0	\$6,689,693	

Pecan Campus - Thermal Plant

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,661,900	\$110,000	\$50,000	\$4,194,000	Bd. App. Date
1	CPR#8 - Provide Owner Protective Liability Insurance & CPR#9 Remove Conflicting Lines		(\$29,930)			U
1	CPR#11- Provide Gas Line Connection to Existing Meter & CPR#12 Provide Temp Water		incl above			DOC
1	CPR#14-Water Line Exploration & CPR#15 Comm.Card Expired		incl above			U
1	CPR#16- Add 8" to Top of Masonry Wall& CPR#17- Provide Traffic Control April-May		incl above			DOC
1	CPR#19- Provide Metal Roof Underlayment & CPR#20 Add Support Brackets for CHW		incl above			DOC
1	CPR#22-Provide Traffic Control May-June		incl above			OC
1	CP-02 Chilled Water Pipe Wrap,CP-03 CW Piping Reconfiguration, CP-05 Replaced Pitted CW Piping, CP-07 Delete CW Insulation Cost			(\$41,714)		U
2	CP-10 Provide Sealed Concrete in Lieu of VCT		(\$13,248)	(\$367)		OC
01F	Final Change Order dated May 3, 2017 Credit Remaining Design and Construction Contingency's and GMP Labor Savings		(\$31,615)	(\$7,919)	(\$61,591)	OC
4	CPR-26b		(\$34,950)			
	CPR-33					
	CPR-30					
	CPR-31					
	CPR-32					
	CPR-34					
	CPR-35					
	CPR-36					
	CPR-38					
	CPR-39					
5	CR-43 Additional OCP insurance for Dec. 2016		(\$257)			U 5/23/17
Total Expenditures approved to Date		\$0	(\$110,000)	(\$50,000)	(\$61,591)	
Balance		\$3,661,900	\$0	\$0	\$4,132,409	

Pecan Campus - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		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					Credit 7/25/17
	CR-06 Provide Floor Box in Rm 3.515 -\$1,506		\$59,008			Omission 7/25/2017
	CR-08 Relocate VAV Boxes and modify existing ductwork - \$24,506					DOC 7/25/2017
3	CP-05 Additional Power Outlets -\$2,450 ; CP-09 WHJW SI#2R2 \$123,369			(\$125,819)		OC
4	CP-011R Restroom Modifications -Adding (1) layer of gyp bd to interior side of Men & Women's Restrooms (Restrooms share a common wall with an adjacent Conf. Room)			(\$6,770)		DD 8/22/17
5	CP-010 CREDIT for projection screens			\$2,937		DD 8/22/17
	CP-012 DEDUCT for data - WHJW SI 3			(\$1,771)		DOC 8/22/17
	CP-013 CREDIT For Projector Data Drops - WHJW SI4			\$2,518		DD 8/22/17
6	Reallocation of GMP Design & Construction Contingency Credits for reducing or deleting project scope as described in CP's - CP-1(Vapor Barriers \$6,750) CP-02 (Emergency Gen. \$78,010),CP-04 (Finished Hwdr. \$260), CP 10 (Project. Screen \$2,937) and CP-13 (Data Drops for Projection Screen \$2,518) including \$200,000 for recognized GMP Buy-Out Saving to Program Budget	(\$200,000)	(\$90,475)			BOS 9/19/17
6R	Retract Change Order No. 6	\$200,000	\$90,475			11/14/17
7	Reallocation of Cost of Work Credit \$200,000 and Design Contingency Credit of \$90,475 to reduce the GMP amount				(\$290,475)	BOS
7R	Retract Change Order No. 7				\$290,475	11/14/17
8	(CR-14) RFI # 70 Radiology Supply Rm HVAC Addition \$1,699; (CR-16) WJHW SI # 7 Addition of Plug Strips \$4,900;			(\$6,599)		Omission 10/24/2017
9	Buy-Out Savings of \$200,000 from Cost of Work (As noted in Change Order No. 6 & 7) + \$78,044 from Design Contingency = \$278,044	(\$200,000)	(\$78,044)		(\$278,044)	BOS 11/14/17
10	Provide and install (12) type M4RE light fixtures			(\$7,890)		DOC 11/14/17
11	Provide and install the additional regulating recessed valve boxes and additional duplex receptacles			(\$7,390)		DD 11/14/17
12	Run new conduit from existing underground pull-box to the existing IDF room on the first floor. Plus additional General Clean up			(\$14,360)		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	Deductive Change Order to Zero out the project - Credit of \$217 from DC and Credit of \$3,420 from OC. A total of \$3,637 credit back.		(\$217)	(\$3,420)	(\$3,637)	3/27/2018
Total Expenditures approved to Date			(\$217)	(\$3,420)	(\$3,637)	
Balance			\$0	\$0	\$227,151	

NON-BOND

APPROVED CHANGE ORDERS TO DATE		Contract Amount				Code /
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	Deductive Change Order to Zero out the project - Credit of \$67,399 from Cost of work, credit of \$31,783 from DC and \$32,809 from OC for a total credit of \$131,991	(\$67,399)	(\$31,783)	(\$32,809)	(\$131,991)	3/27/2018
Total Expenditures approved to Date			(\$31,783)	(\$42,375)	(\$131,991)	
Balance			\$0	\$0	\$2,735,856	

Nursing Allied Health - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,869,247	\$23,000	\$34,207	\$2,205,963	Bd. App. Date
1	CR#3 - City of McAllen utility department requirements to cut in two 8" tees into the existing 8" waterline in lieu of installing the 8" wet taps as shown on civil drawings C-26			(\$3,228)		U 12/12/17
2	CR#4 - As per RFI #5 - to reroute storm drain line in conflict with light pole		(\$6,670)			Error 12/12/17
3	CR#5 - Credit for sanitary sewer line not installed		\$34,395			Credit 12/12/17
4	CR#6 - Credit for cement stabilized sand @ water line		\$1,200			Credit 12/12/17
5	CR#7 - To provide the City of McAllen utility changes from the original GMP drawings. Includes extending fire line and adding backflow preventer.		(\$19,504)			DOC 12/12/17
6	CR#8 - To install the chiller water lines 8' below in order to clear the City of McAllen existing water lines at two locations, as per City of McAllen Directions.		(\$30,034)			DOC 12/12/17
7	CR#9 - To provide and install the domestic water meter concrete vault and additional labor and fitting required for meter vault connections as per the City of McAllen utility Department requirements.			(\$7,540)		DOC 12/12/17
8	CR#10 - Credit to omit 24 mesquite trees to be replace with 14 Oak trees and 10 Crape myrtles.		\$200			Credit 12/12/17
9	CR#11 - Meter vault excavation/placement. 3" Concrete water meter vault.			(\$13,892)		DOC 12/12/17
10	GMP- Final Deductive Change Order to zero out the project. Credit of \$52,389 from Cost of Work, credit of \$2,587 from Design Contingency and credit of \$9,547 from Owner Contingency	(\$52,389)	(\$2,587)	(\$9,547)	(\$64,523)	3/27/2018
Total Expenditures approved to Date		(\$52,389)	(\$23,000)	(\$34,207)	(\$64,523)	
Balance		\$1,816,858	\$0	\$0	\$2,141,440	

Technology Campus - Southwest Building Renovation

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				Code /
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
co #	Change Order Description	\$9,435,793	\$99,857	\$151,180	\$10,533,587	Bd. App. Date
1	Buy-Out Savings - Credit for the balance of Partial GMP (Demo) Design and Construction "Owner" Contingency's		(\$5,141)	(\$9,106)	(\$120,730)	OC
2	Buy-Out Savings -2nd round of saving offered by CM@R				(\$1,115,311)	OC
3	Additional Hose Reels and Air Drops		(\$16,156)			DD 5/23/17
4	Grinding & Polishing of existing Concrete Floors			(\$14,988)		U 5/23/17
5	CP - 11 Deduct for Birch Veneer -\$1,395					DD 9/19/17
	CP - 08 Hardware Revisions for Security +\$2,900			\$2,165		OC 9/19/17
	CP - 10 Revisions to PL Casework +\$660					DD 9/19/17
6	Change Order No. 6 of \$3,560 from Owner's Contingency			(\$3,560)	(\$3,560)	OC 9/19/17
6R	Change Order No. 6 of \$3,560 from Owner's Contingency - RETRACTED			\$3,560	\$3,560	OC 10/24/17
7	(CP-3R) Changes as per ASI #1 - Armorlite Wall Panel at High/Low roof transition vs. stucco			\$1,395		OC 10/24/17
8	(PR-27) Quality Lab Modification per ASI # 10A (from single door to double door)		(\$10,539)			EO 10/24/17
9	Buy-out Savings from project cost of work ,D.C. and O.C.C. (Cost of work \$347,502 + D.C. \$39,222 + O.C.C. \$113,276) = \$500,000	(\$347,502)	(\$39,222)	(\$113,276)	(\$500,000)	OC 10/24/17
10	Deductive Change Order - Zero out project	(\$92,948)	(\$28,799)	(\$17,370)	(\$139,117)	OC 12/12/17
Total Expenditures approved to Date		(\$440,450)	(\$99,857)	(\$151,180)	(\$1,875,158)	
Balance		\$8,995,343	\$0	\$0	\$8,658,429	

Technology Campus - Parking and Site Improvements

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,749,430	\$21,497	\$33,640	\$1,985,820	Bd. App. Date
1	Return of Buy-Out Savings from the Demo GMP (Cost of Work -\$8000 ; D.C. -\$9105 ; O.C.C. -\$5141)	(\$8,000)	(\$5,141)	(\$9,105)	(\$22,246)	OC
2	Return of Buy-Out Savings from the GMP cost of work	(\$400,000)			(\$400,000)	OC
3	Return of Buy-Out Savings from the GMP (\$50k for existing conditions - Grind existing concrete slab)				(\$8,898)	OC
4	Return of Buy-Out Savings from the GMP (\$40k used to cover the cost of CP-08 Additional Sitework \$5,590, CP-09 additional Demo per RFI#14 \$19,115 and CP-10 Drainage Modifications per ASI-06 \$10,200) Balance remaining with the deducted from the GMP and included as GMP Buy-Out Savings				(\$5,095)	OC
5	Not Used					
6	Drainage Issue to be taken out of the cost of work (\$16,520)	VOID				EO 12/12/17
7	Board request for additional landscape along Military Hwy			(\$16,487)		OC 1/30/18
8	PR# 4 Replace existing telecom box with traffic rate box (\$7,223)		(\$14,951)			DD 2/6/18
	PR# 6 Joint Sealants (\$7,728)					DD 2/6/18
9	PR # 2 Re-route existing telecom conduits in conflict with storm sewer			(\$1,534)		DD 2/6/18
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 approved to Date		(\$408,171)	(\$21,497)	(\$33,640)	(\$436,410)	
Balance Remaining		\$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 Hdwr. 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)						DD / B&A
	3HP-060: RFI 3-HP-087 Stairway Grilles Clarification (\$235)				(\$1,500)		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
1	Reallocation of Cost of Work Saving from Thermal Plant to cover the additional scope not anticipated at 60% GMP	\$2,196,998	\$32,955	\$32,955	\$2,462,776	DD
2	CP-01 LE-006 Roof Slope Adjustment per Garland (Manufactures) Requirements		(\$29,780)		\$82,212	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
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				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$8,586,022	\$96,000	\$143,000	\$9,521,000	Bd. App. Date
1	CR 001 AVIT Underground Conduits -\$5,500					DOC 7/25/17
	CR 002 Electrical Feeder Conduit Changes -\$4,980					DOC 7/25/17
	CR 003 MDF Conduit -\$5,565					DOC 7/25/17
	CR 004 Floor Boxes -\$8,590		(\$29,757)			DOC 7/25/17
	CR 005 K-Bracing Correction -\$1,892					Error 7/25/17
	CR 006 Roof Drain Locations -\$1,800					Error 7/25/17
	CR 007 Door Frame Changes -\$1,430					Error 7/25/17
2	CR 10-CR 12 Electrical Per ASI 03-Electrical Feed from Main Distribution Panel to Building Panels		(\$13,373)			DOC 8/22/17
3	CR-009 Hardware and doors RFI-035 (Hardware and Door for enlarged Door Opening in 25/1.00C			(\$4,540)		OC 9/19/17
4	(CR-14 - Louver upscale) 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				Code /
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	
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		5/29/2018
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
12	Deductive Change Order to zero out the project	(\$488,674)	(\$68)	(\$43,756)	(\$532,498)	5/29/2018
Total Expenditures approved to Date		(\$488,674)	(\$37,700)	(\$52,950)	(\$297,031)	
Balance Remaining		\$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
10	CP #13 - AVIT SI #3 - Credit of \$2,030		\$2,030			5/29/2018
11	CP #18 - Additional Flashing		(\$5,710)			5/29/2018
12	CP #20 - Additional Metal Framing at Multipurpose Room to conceal Fire Sprinkle Line		(\$2,424)			5/29/2018
13	CP #21 - Additional Blocking		(\$3,691)			5/29/2018
14	CP #22 - AVIT SI #9 - Classroom 1.304 modified to be a Lab			(\$12,642)		5/29/2018
Total Expenditures approved to Date		\$0	(\$15,719)	(\$17,167)	\$0	
Balance Remaining		\$3,965,432	\$52,596	\$72,722	\$3,326,426	
Change Proposal's Pending This Review Period						
15	CP 24: Excel Applicators (additional grid wire for future speaker support)		(\$309)			
16	CP 25: Additional Metal Studs with deep track leg		(\$726)			
17	CP 26: Additional Power outlets		(\$822)			
Total Expenditures this reporting period		\$0	(\$1,857)	\$0	\$0	
Balance remaining after approved Current Change Orders		\$3,965,432	\$50,739	\$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
5	CP #14 - Storm Line Relocation due to Mech. Ct. Yd. Relocation			(\$13,313)		5/29/2018
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	5/29/2018
7	CP #16 - Relocation of MVEC Power Pole			(\$1,277)		5/29/2018
8	CP #17 - Storm Drain Outfall Riprap		(\$15,410)			5/29/2018
Total Expenditures approved to Date		\$0	(\$21,807)	(\$14,590)	\$129,430	
Balance Remaining		\$1,665,664	\$6,889	\$23,167	\$2,017,296	

Change Proposal's Pending This Review Period						
9	CP 29: Additional conduit for supplemental information no. 11			(\$1,572)		
Total Expenditures this reporting period		\$0	\$0	(\$1,572)	\$0	
Balance remaining after approved Current Change Orders		\$1,665,664	\$6,889	\$21,595	\$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			Reason Code
		Design	Owner	CSP	
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			Reason Code
		Design	Owner	CSP	
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 Status of Completion of 2013 Bond Construction Mid Valley Campus Parking and Site Improvements Project by Contractor and Any Necessary Action to Complete or Authorize Engaging of Completion Contractor

Status of completion for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project will be discussed and any necessary action will be recommended for the June 20, 2018 Board meeting.

Purpose

The 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project is nearing final completion but there are pending items regarding irrigation, grading, and landscaping. Broaddus & Associates will be providing an update of the project's current status for discussion and any necessary action for recommendation to the Board.

Background

The 2013 Bond Construction Mid Valley Campus Parking and Site Improvements was substantially completed by Skanska USA Building on March 26, 2018, which was approved by the Board on April 24, 2018. There are several items on the punchlist prepared by Halff Associates that have not been completed by Skanska USA. In addition, Broaddus & Associates has prepared a report indicating pending items that are still incomplete. Broaddus & Associates and College staff have met with Skanska Construction to review outstanding items on the punchlist and Broaddus & Associates' report which include pending irrigation remediation, fine grading, and hydromulching. In an effort to assist, College staff has worked with the College's current lawn maintenance vendor to assess the sprinkler system regarding its current condition and operation.

Per the meeting held on June 12, 2018, Skanska USA Building indicated that they would respond to the pending items in writing by the end of day, June 18, 2018. This response will be presented to the Facilities Committee on June 19, 2018.

College staff has been asked to request a proposal from another contractor to perform the pending items which will be available for the Facilities Committee's review on June 19, 2018.

Enclosed Documents

The packet includes the report from Broaddus & Associates including photographs, the punch list prepared by Halff Associates, and an Allowance Expenditure Notification dated August 28, 2017 from Skanska USA Building.

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval of action as necessary for Board approval at the June 20, 2018 Board meeting, regarding the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary for Board approval at the June 20, 2018 Board meeting, regarding the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes action as necessary for Board approval at the June 20, 2018 Board meeting, regarding the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

Approval Recommended:

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

President

PUNCH LIST

To: Skanska / Broaddus / STC **Date:** June 14, 2018
From: Ben Macias, P.E.
 Half Associates **AVO:** 30954
Email: bmacias@half.com **Project:** STC Bond Mid Valley Campus Parking
 & Site Improvements

The following items require the attention of the Contractor for completion or correction. This list may not be all-inclusive, and the failure to include any items on this list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

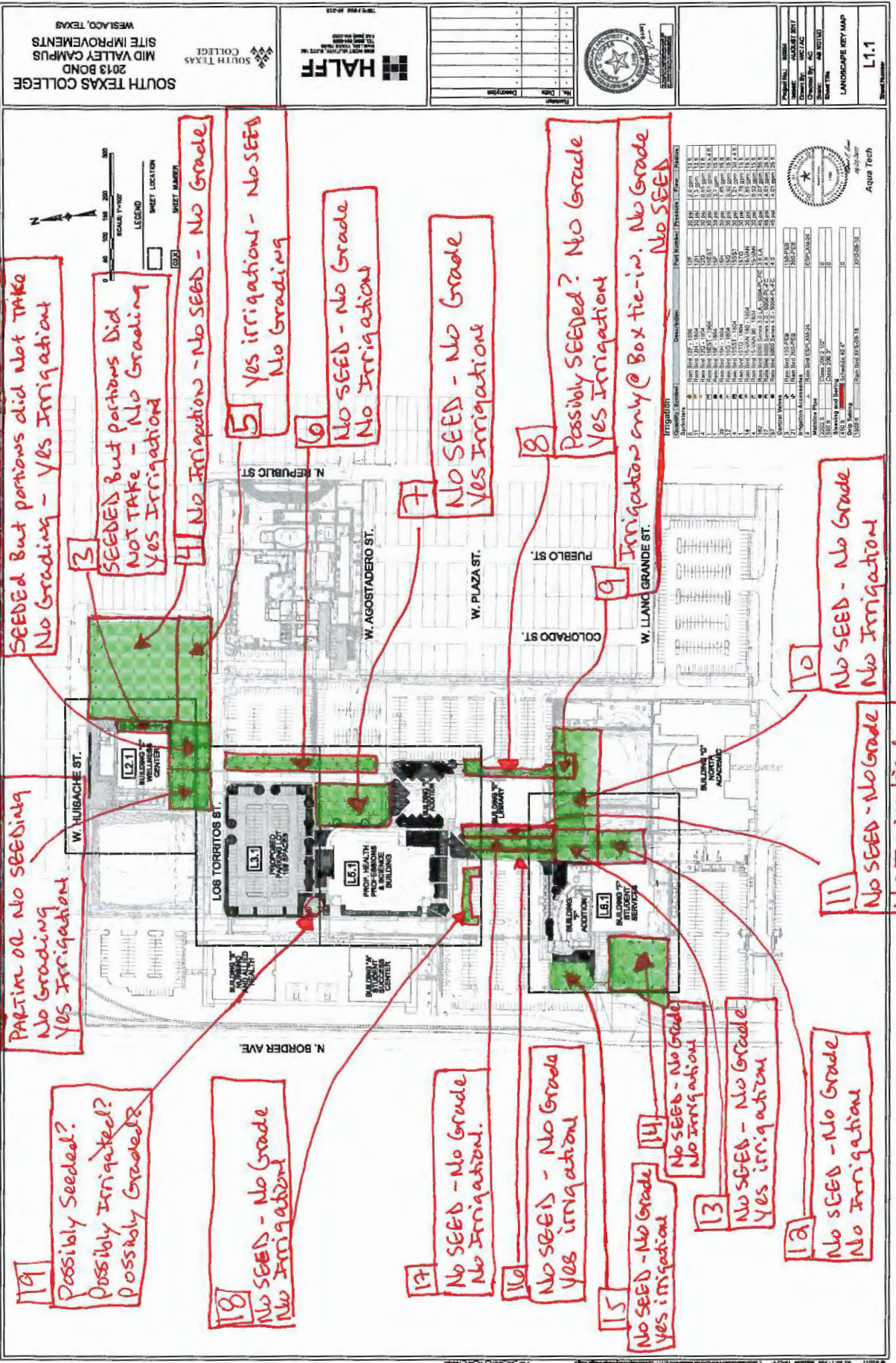
ITEM NO.	LOCATION (AREA)	DESCRIPTION	COMPLETION DATE	A/E CHECK DATE
1.	South and Southwest of Bldg C	Provide grading and landscape at areas disturbed by construction (see attached photos)		
2.	Student Services Expansion	One accessible parking stall is missing signage (see attached photo)		
3.	Student Services Expansion	Refer to Sheet C6.4 - Cleanout covers were not observed at Sta 2+04 Line SS-5 and Sta 1+03 Line SS-5.1; Contractor to verify and provide clarification (see attached photo)		
4.	Library Expansion	Flatwork at west entrance not installed per plans (see attached photo)		
5.	Drainage Swale	East of Health Prof Bldg (on east side of drive), swale needs to be graded and landscaped to restore back to pre-con conditions (see attached 2 photos)		
6.	Drainage Swale	At north end of swale, provide maintenance to repair damaged irrigation (see attached photo)		
7.	South of Bldg A	Provide maintenance to repair damaged irrigation (see attached photo)		
8.	Southeast of Bldg A	Provide maintenance to repair damaged irrigation (see attached photo)		
9.	West of Bldg F	Provide maintenance to backfill and compact trench failure (see attached photo)		

10.	East of Bldg F	Provide fine grading and landscape to restore back to pre-con condition (see attached 2 photos)
11.	East of Bldg E	Replace sidewalk removed during construction (see attached photo)
12.	East of Bldg E	New swale not built per plans (5:1 side slopes); see attached photo
13.	North of Bldg E	Provide grading, landscape, and irrigation to restore green area to pre-con condition (see attached 2 photos)
14.	Northeast of Health Prof Bldg	Provide maintenance to repair sidewalk damaged by construction activities (see attached photo)
15.	North Detention Area	Provide maintenance to re-connect and/or repair damaged irrigation; Provide grading and landscape at areas impacted by construction (see attached photo)

ATTACHMENTS:

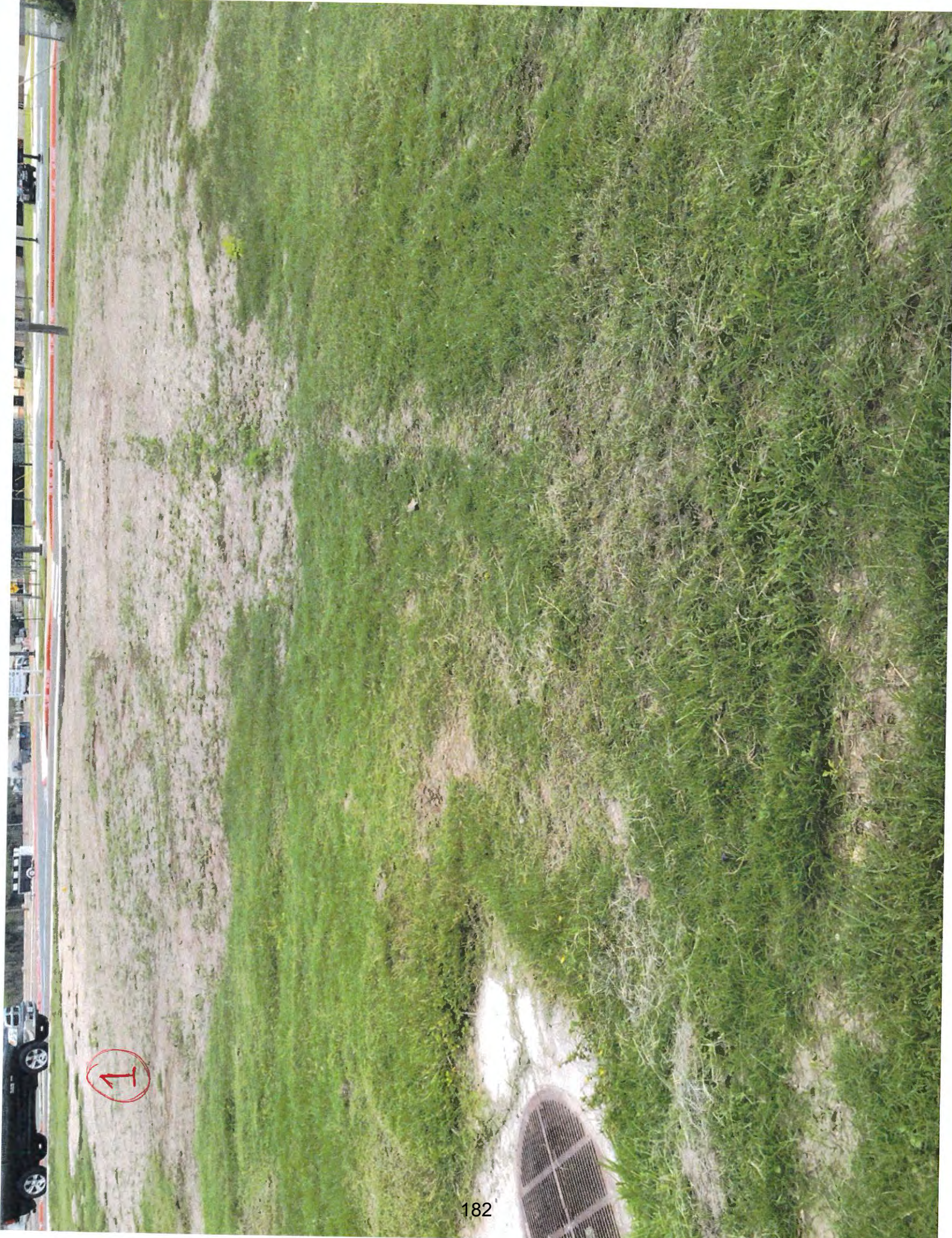
SIGNED: _____

COPIES: OWNER CONTRACTOR FILE





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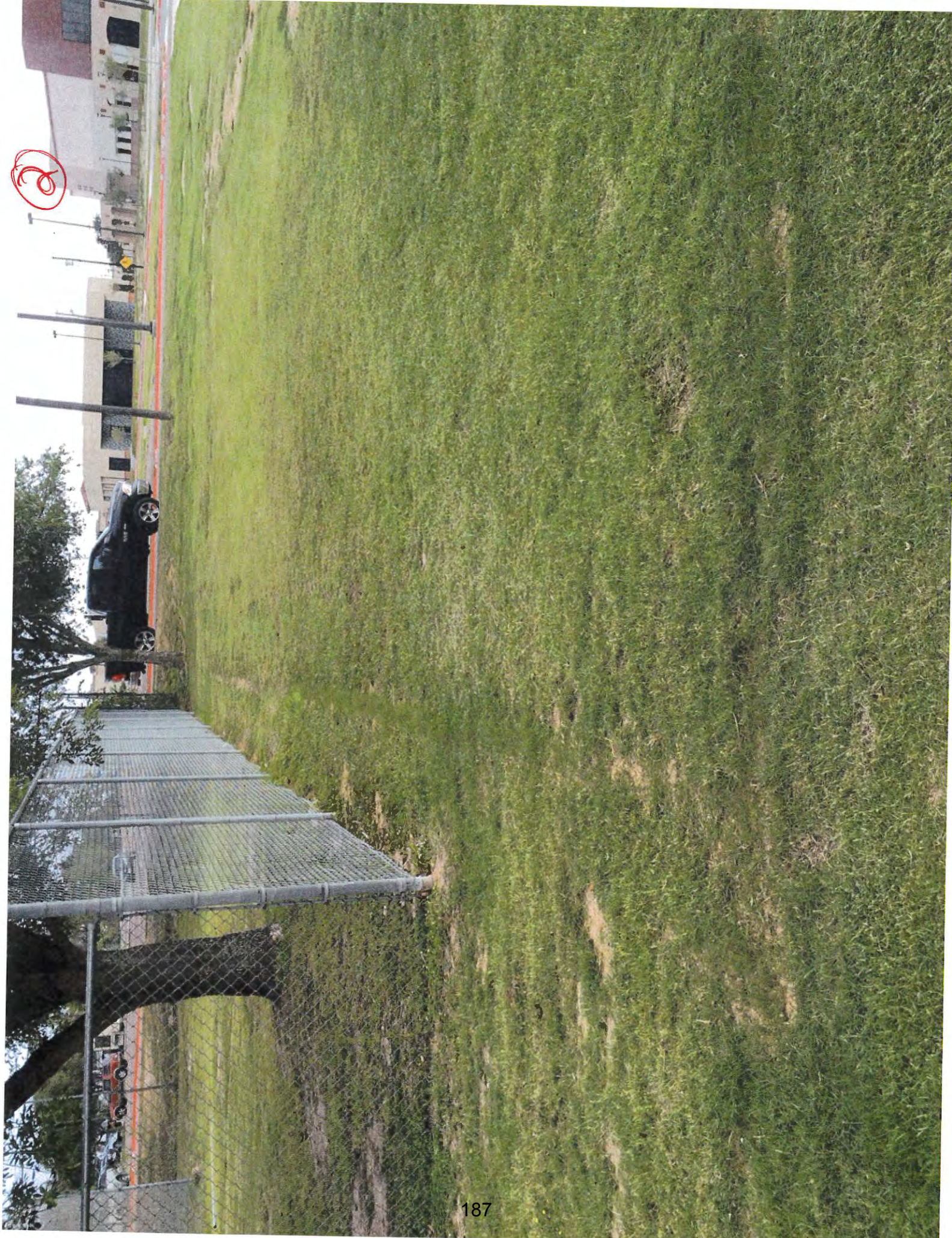




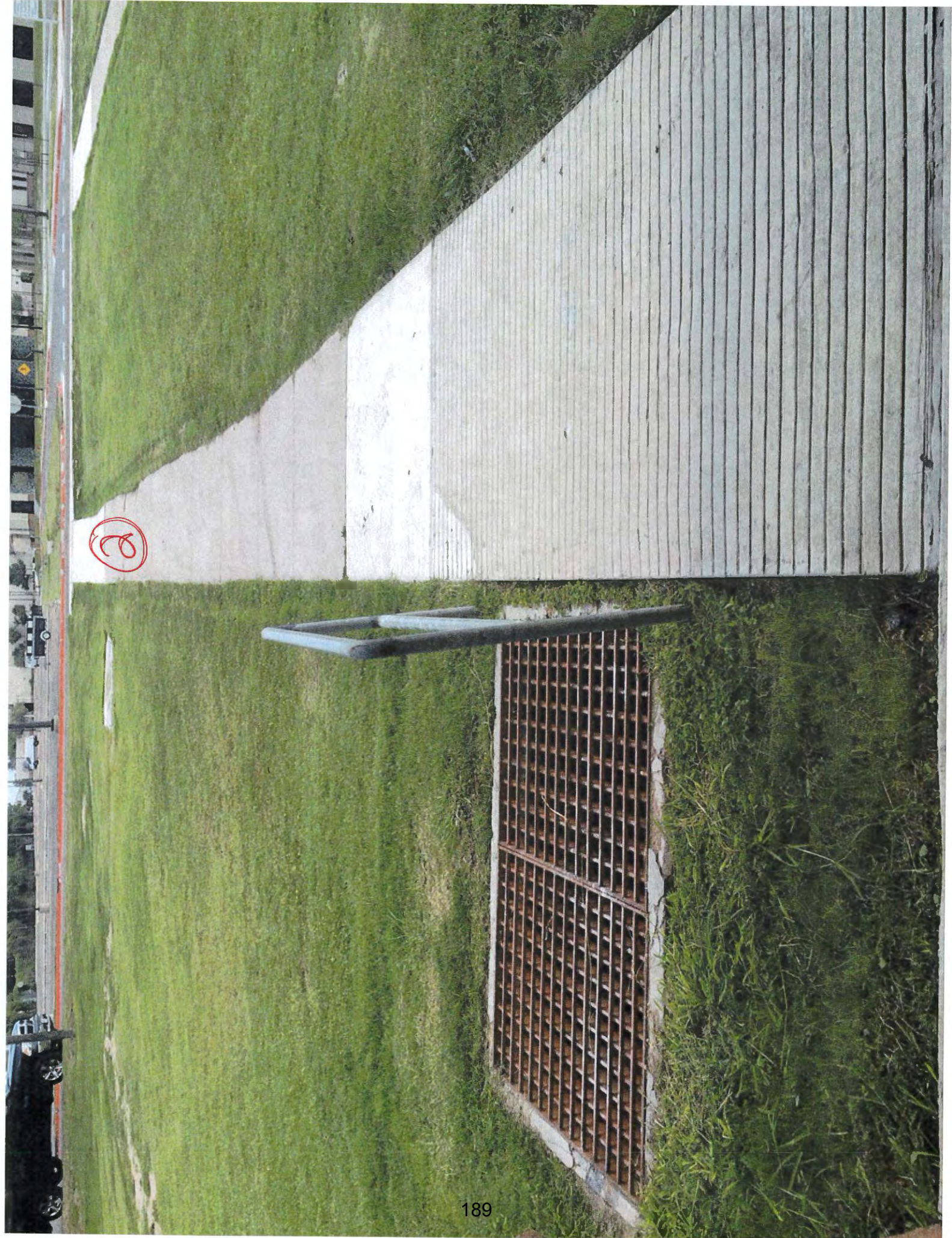
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④ - ⑤











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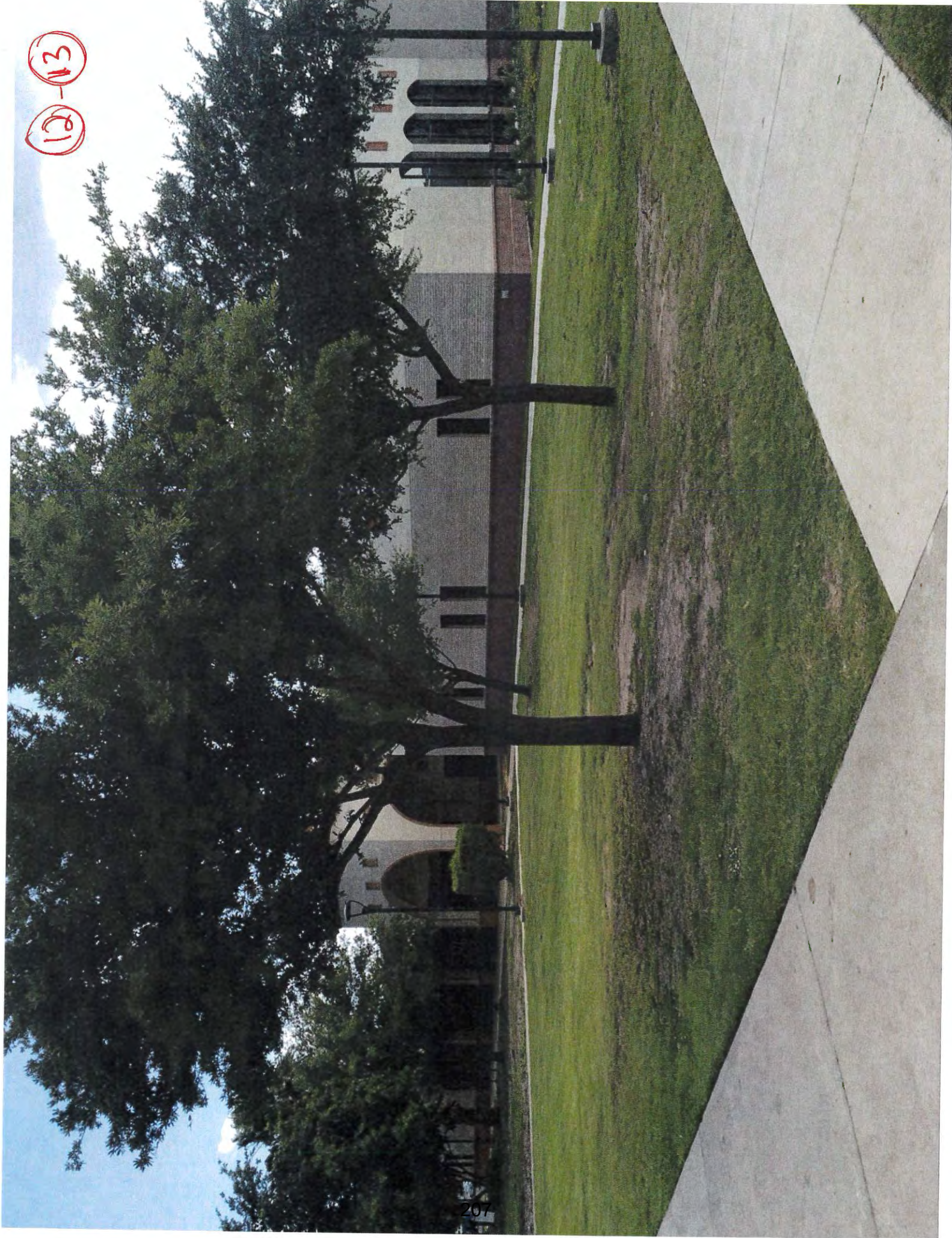


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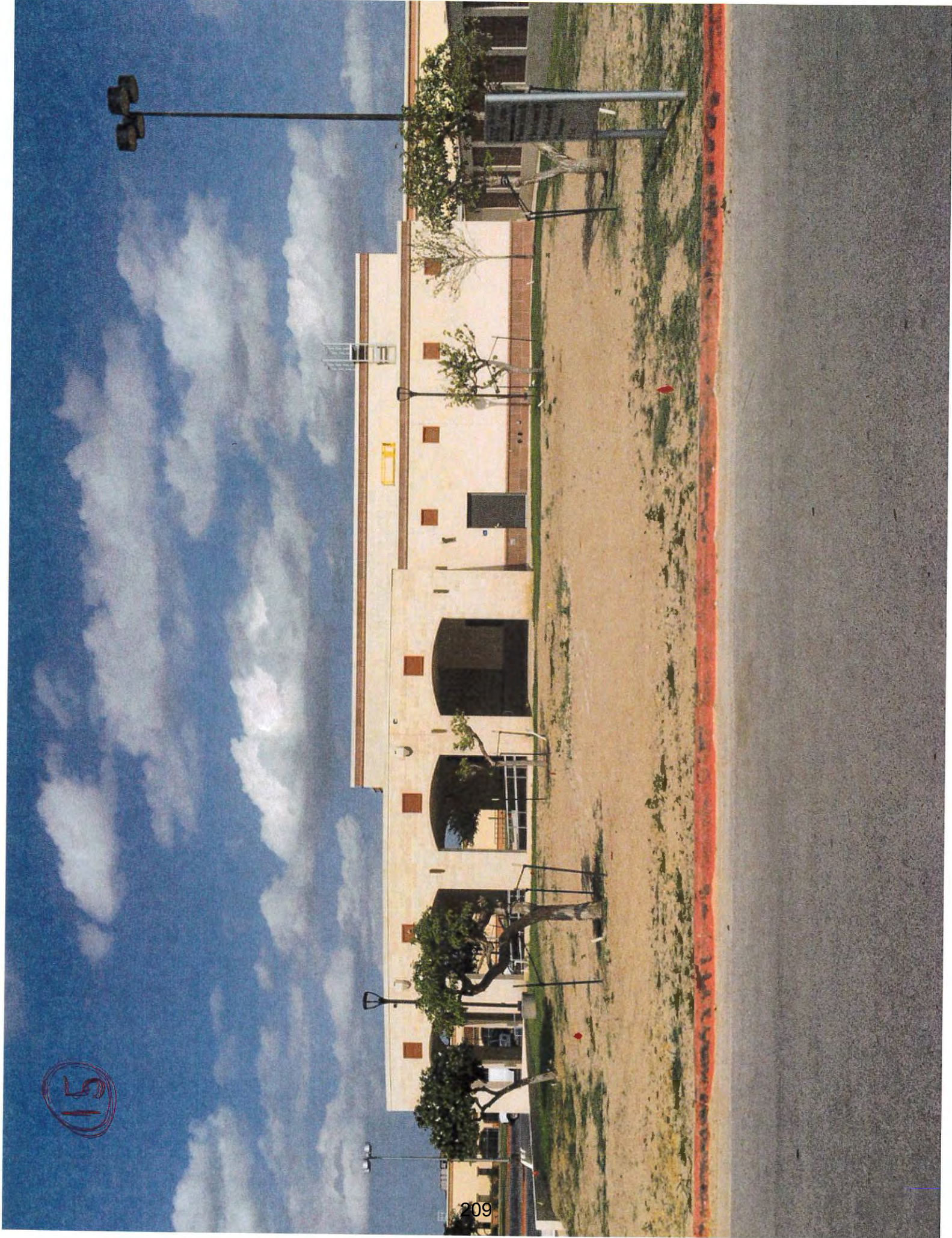


12-13





14



15





(F1-911)



17

18



STC Mid Valley Campus
South Central College

Lot 4
Parking

- General
- Visitor



19



August 28, 2017

Mr. Tim Weldon
Construction Representative
Broaddus & Associates
1100 E. Jasmin Ave. Suite 102
McAllen, Texas 78501

Re: South Texas College – Mid Valley Campus
Project: Mid-Valley Parking & Site Improvements
Project Number: 3415015-2PS
Weslaco, Texas

Subject: Allowance Expenditure Notification - Cost Event 2PS-028
Landscape & Irrigation

Mr. Weldon,

This Allowance Expenditure Notification shall utilize the full amount held in the Landscape & Irrigation Allowance to provide the Landscape & Irrigation systems for the Mid Valley Campus Project. This work shall include the Landscaping package as provided by Halff & Associates and the Irrigation system as developed by Aquatech. The cost of this work includes providing new landscaping and irrigation as well as reworking the landscaping at areas that were disturbed during the course of construction including irrigation and controls as shown on the attached sketch.

The cost of the Landscaping and Irrigation system is \$174,630, utilizing the full Landscape and Irrigation Allowance of \$75,000 that leave a balance of \$99,630 to be funded from a source to be identified by Broaddus & Associates.

Sincerely,
SKANSKA USA BUILDING



Tom Hull
Project Manager

Attachment(s): Subcontractor Quotes
Irrigation for Disturbed Area Sketch

Ralph Ruby

LANDSCAPING CONTRACTOR

PROPOSAL

Date	Proposal #
8/15/2017	3543.13

Name/Address
Skanska USA 1720 E. Harrison STE B Halingen, TX 78550

Project
STC Mid Valley Campus BASE BID Revised Value Engineer as of 6/23/17

Description	Qty	Size	Cost	Total
TM/Cedar Elm 45-gal	16	3"cal	500.00	8,000.00
QV/Live Oak 45-gal	12	3"cal	500.00	6,000.00
LI/Crape Myrtle 30-gal	3	2.5"cal	375.00	1,125.00
CL/Jatropha	6	5 gal	45.00	270.00
CB/Mountain Laurel Tree	5	30 gal	450.00	2,250.00
Cenizo	29	5 gal	30.00	870.00
NG/Lantana	110	1 gal	12.00	1,320.00
PT/Lantana	219	1 gal	12.00	2,628.00
EG/Wedilla	214	4"pots	5.00	1,070.00
AW/Liriope	60	1 gal	15.00	900.00
Salvia Greggii	225	1 gal	15.00	3,375.00
Soft Tip Yucca	4	5 gal	35.00	140.00
Dwarf Crinum Lilly	4	5 gal	35.00	140.00
Seat Boulder 18"x3'x4"	4	each	450.00	1,800.00
Hydro Mulch/Sod	16,501	s.f.	0.50	8,250.50
Sod -Bermuda	21,127	s.f.	0.50	10,563.50
Mulch	85	c.y.	45.00	3,825.00
Tree Rings	41	each	35.00	1,435.00

---P.O. Box 3771 McAllen, TX 78502 * 956-781-0392 * Fax 956-702-3448 *

Hydro-Mulching - Sprinkler Systems - Lawn Maintenance - Composting & Mulching
- Cantera Stonewares

Subtotal
Sales Tax (0.0%)
Total

Signature _____

Ralph Ruby

LANDSCAPING CONTRACTOR

PROPOSAL

Date	Proposal #
8/15/2017	3543.13

Name/Address
Skanska USA 1720 E. Harrison STE B Halingen, TX 78550

Project
STC Mid Valley Campus BASE BID Revised Value Engineer as of 6/23/17

Description	Qty	Size	Cost	Total
T-post_Staking	64	each	35.00	2,240.00
Top Soil Bed Mix	63	c.y.	65.00	4,095.00
Filter Fabric	24,000	s.f.	0.18	4,320.00
Alum. Edging	175	l.f.	7.00	1,225.00
Decomposed Granite	2,000	s.f.	2.00	4,000.00
Trim Trees			900.00	900.00
* Grade & Seed S. & W. Thermal Plant	17,250	s.f.	2,618.00	2,618.00
* Grade & Seed Field at Disturbed Area	33,000	s.f.	4,950.00	4,950.00
* Grade & Seed Disturbed Areas Allowance	50,000	s.f.	7,500.00	7,500.00
SUB-TOTAL				85,810.00
* New Irrigation System			35,000.00	35,000.00
* Irrigation System at Disturbed Areas			53,820.00	53,820.00

---P.O. Box 3771 McAllen, TX 78502 * 956-781-0392 * Fax 956-702-3448 *

Hydro-Mulching - Sprinkler Systems - Lawn Maintenance - Composting & Mulching - Cantera Stonewares

Subtotal	\$174,630.00
Sales Tax (0.0%)	\$0.00
Total	\$174,630.00

Signature _____

AQUA-TECH

P.O. BOX 4505
 McALLEN, TX 78502
 (956) 630-1402

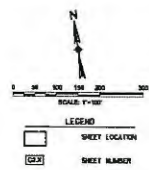
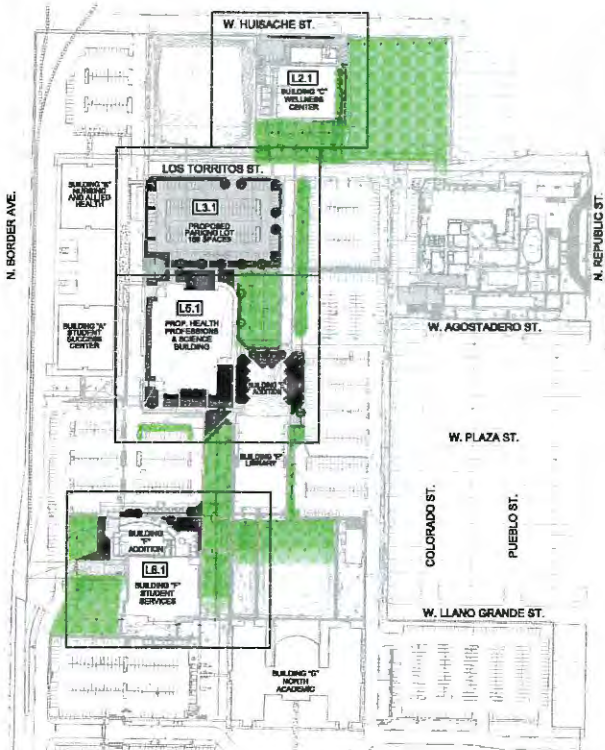
Estimate

DATE	ESTIMATE #
8/27/2017	2384

NAME / ADDRESS
STC Weslaco

PROJECT
IRRIGATION

DESCRIPTION	QTY	COST	TOTAL
<p><i>INSTALL REVAMP AND REPAIR IRRIGATION @ STC WESLACO CAMPUS DAMAGED BY NEW BUILDING CONSTRUCTION AND CHILLED WATER LINE INSTALLATION. SEE ATTACHED PLAN</i></p> <p>IRRIGATION SYSTEM</p> <p>3 RAINBIRD CONTROLLERS 24 RAINBIRD ELECTRIC VALVES 256 RAINBIRD ROTARY HEADS 96 RAINBIRD SPRAY HEADS 1500' RAINBIRD DRIPLINE 3 2" RP BACKFLOW DEVICES 2 1/2" AND 3" MAINLINE 14 GA CONTROL WIRE SLEEVES AND BORES AS NECESSARY</p> <p>PLANS AND AS BUILT DRAWINGS</p> <p>MISCELLANEOUS/CONTINGENCY</p> <p>SALES TAX</p> <p>SIGNATURE _____</p>		<p>49,320.00</p> <p>2,500.00</p> <p>2,000.00</p> <p>8.25%</p>	<p>49,320.00</p> <p>2,500.00</p> <p>2,000.00</p> <p>0.00</p>
<p>AQUA TECH LAWN SPRINKLERS YOU CAN'T BEAT THE SYSTEM</p>		<p>TOTAL</p>	<p>\$53,820.00</p>



LEGEND
 [] SHEET LOCATION
 [L.1] SHEET NUMBER

Irrigation

Quantity	Symbol	Description	Part Number/Pressure	Flow	Notes
1	•	Man Box 150" x 150"	150" x 150"	10.0 gpm @ 110 ft	
1	•	Man Box 100" x 100"	100" x 100"	10.0 gpm @ 110 ft	
1	•	Man Box 120" x 120"	120" x 120"	10.0 gpm @ 110 ft	
1	•	Man Box 150" x 150"	150" x 150"	10.0 gpm @ 110 ft	
1	•	Man Box 180" x 180"	180" x 180"	10.0 gpm @ 110 ft	
1	•	Man Box 240" x 240"	240" x 240"	10.0 gpm @ 110 ft	
1	•	Man Box 300" x 300"	300" x 300"	10.0 gpm @ 110 ft	
1	•	Man Box 360" x 360"	360" x 360"	10.0 gpm @ 110 ft	
1	•	Man Box 420" x 420"	420" x 420"	10.0 gpm @ 110 ft	
1	•	Man Box 480" x 480"	480" x 480"	10.0 gpm @ 110 ft	
1	•	Man Box 540" x 540"	540" x 540"	10.0 gpm @ 110 ft	
1	•	Man Box 600" x 600"	600" x 600"	10.0 gpm @ 110 ft	
1	•	Man Box 660" x 660"	660" x 660"	10.0 gpm @ 110 ft	
1	•	Man Box 720" x 720"	720" x 720"	10.0 gpm @ 110 ft	
1	•	Man Box 780" x 780"	780" x 780"	10.0 gpm @ 110 ft	
1	•	Man Box 840" x 840"	840" x 840"	10.0 gpm @ 110 ft	
1	•	Man Box 900" x 900"	900" x 900"	10.0 gpm @ 110 ft	
1	•	Man Box 960" x 960"	960" x 960"	10.0 gpm @ 110 ft	
1	•	Man Box 1020" x 1020"	1020" x 1020"	10.0 gpm @ 110 ft	
1	•	Man Box 1080" x 1080"	1080" x 1080"	10.0 gpm @ 110 ft	
1	•	Man Box 1140" x 1140"	1140" x 1140"	10.0 gpm @ 110 ft	
1	•	Man Box 1200" x 1200"	1200" x 1200"	10.0 gpm @ 110 ft	
1	•	Man Box 1260" x 1260"	1260" x 1260"	10.0 gpm @ 110 ft	
1	•	Man Box 1320" x 1320"	1320" x 1320"	10.0 gpm @ 110 ft	
1	•	Man Box 1380" x 1380"	1380" x 1380"	10.0 gpm @ 110 ft	
1	•	Man Box 1440" x 1440"	1440" x 1440"	10.0 gpm @ 110 ft	
1	•	Man Box 1500" x 1500"	1500" x 1500"	10.0 gpm @ 110 ft	
1	•	Man Box 1560" x 1560"	1560" x 1560"	10.0 gpm @ 110 ft	
1	•	Man Box 1620" x 1620"	1620" x 1620"	10.0 gpm @ 110 ft	
1	•	Man Box 1680" x 1680"	1680" x 1680"	10.0 gpm @ 110 ft	
1	•	Man Box 1740" x 1740"	1740" x 1740"	10.0 gpm @ 110 ft	
1	•	Man Box 1800" x 1800"	1800" x 1800"	10.0 gpm @ 110 ft	
1	•	Man Box 1860" x 1860"	1860" x 1860"	10.0 gpm @ 110 ft	
1	•	Man Box 1920" x 1920"	1920" x 1920"	10.0 gpm @ 110 ft	
1	•	Man Box 1980" x 1980"	1980" x 1980"	10.0 gpm @ 110 ft	
1	•	Man Box 2040" x 2040"	2040" x 2040"	10.0 gpm @ 110 ft	
1	•	Man Box 2100" x 2100"	2100" x 2100"	10.0 gpm @ 110 ft	
1	•	Man Box 2160" x 2160"	2160" x 2160"	10.0 gpm @ 110 ft	
1	•	Man Box 2220" x 2220"	2220" x 2220"	10.0 gpm @ 110 ft	
1	•	Man Box 2280" x 2280"	2280" x 2280"	10.0 gpm @ 110 ft	
1	•	Man Box 2340" x 2340"	2340" x 2340"	10.0 gpm @ 110 ft	
1	•	Man Box 2400" x 2400"	2400" x 2400"	10.0 gpm @ 110 ft	
1	•	Man Box 2460" x 2460"	2460" x 2460"	10.0 gpm @ 110 ft	
1	•	Man Box 2520" x 2520"	2520" x 2520"	10.0 gpm @ 110 ft	
1	•	Man Box 2580" x 2580"	2580" x 2580"	10.0 gpm @ 110 ft	
1	•	Man Box 2640" x 2640"	2640" x 2640"	10.0 gpm @ 110 ft	
1	•	Man Box 2700" x 2700"	2700" x 2700"	10.0 gpm @ 110 ft	
1	•	Man Box 2760" x 2760"	2760" x 2760"	10.0 gpm @ 110 ft	
1	•	Man Box 2820" x 2820"	2820" x 2820"	10.0 gpm @ 110 ft	
1	•	Man Box 2880" x 2880"	2880" x 2880"	10.0 gpm @ 110 ft	
1	•	Man Box 2940" x 2940"	2940" x 2940"	10.0 gpm @ 110 ft	
1	•	Man Box 3000" x 3000"	3000" x 3000"	10.0 gpm @ 110 ft	

SOUTH TEXAS COLLEGE
 MID VALLEY CAMPUS
 SITE IMPROVEMENTS
 WESLACO, TEXAS

SOUTH TEXAS COLLEGE

HALFF
 ARCHITECTS & ENGINEERS

Project No. 2004
 Name: MID VALLEY
 Owner: STC
 Date: 08/17/04

LANDSCAPE KEY MAP

L1.1

Review and Action as Necessary on A/E Fee Adjustments for the 2013 Bond Construction Mid Valley Campus Library Expansion

Approval to amend the existing architectural agreement with Mata-Garcia Architects to include the additional scope items designed is requested.

Purpose

Authorization is requested to amend the current architectural agreement with Mata-Garcia Architects to include the design of the additional scope at the 2013 Bond Construction Mid Valley Campus Library Expansion.

Justification

The Architect needs to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs are finalized. This increase in compensation is the result of additional construction costs to complete the Mid Valley Campus Library Expansion as approved.

Background

The current architectural agreement with Mata-Garcia Architects for the Mid Valley Campus Library Expansion provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$1,750,000.00, and the fee was negotiated at 6.44%, for a total of \$112,700.00 plus a reimbursable cost of \$30,152.77. The total project cost is \$2,414,313.00. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The Architect has accepted the cost for the following error, which has been deducted from the additional fee adjustment:

Project Name	Error Descriptions	Amount
Mid Valley Campus Library Expansion	CP-01 for roof slope adjustment to meet manufacturer's requirements	\$6,000.00
Total		\$6,000.00

Mata-Garcia Architects is requesting an additional fee of \$42,076.21, which would result in a total fee of \$184,928.98, including additional services.

Original Fee:	\$112,700.00
Reimbursable Expenses:	\$30,152.77
Additional Fee:	\$42,076.21
Revised Fee	\$184,928.98

Funding Source

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

Presenters

Representatives from Broaddus & Associates will attend the meeting to respond to questions.

Board approval is necessary to amend the current AE contract with Mata-Garcia Architects to a revised fixed fee of \$184,928.98. No additional costs are anticipated for this project.

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval to amend the current AE contract with Mata-Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion project to a revised fixed fee of \$184,928.98, which includes an unpaid additional fee of \$42,076.21.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment to the current AE contract with Mata-Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion project to a revised fixed fee of \$184,928.98, which includes an unpaid additional fee of \$42,076.21.

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 Mata-Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion project to a revised fixed fee of \$184,928.98, which includes an unpaid additional fee of \$42,076.21.

Approval Recommended:

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

Mata Garcia Fee Adjustment Summary - MVC Library Expansion Building

Company Name:	Mata-Garcia
Campus:	STC Mid Valley
Project Name:	Library Expansion
Original CCL:	\$ 1,750,000.00
Contract Construction Contingency	\$ 32,955.00
Contract Design Contingency	\$ 32,955.00
Original Fee Percent	6.44%
Calculated Fee:	\$ 112,700.00
Original Base Contract Fee:	\$ 112,700.00
ASR1 : 720 Design	\$ 27,280.00
ASR1 : 720 Design Reimbursable Expenses	\$ 1,797.77
Reimbursable Expenses - TAS	\$ 1,075.00
Total to Date:	\$ 142,852.77

Approved GMP:	\$ 2,462,776.00
Add GMP Adjustment	\$ 359,944.00
Less Returned General Conditions	\$ (277,732.00)
Less Returned Net Final Buy Out Savings	\$ (48,463.00)
Less Returned Construction Contingency Balance	\$ -
Construction Contingency Utilized Amount	\$ -
Total Adjusted Scope of Work Amount:	\$ 2,496,525.00

Adjusted Contract Fee (Scope Total x Fee %)	\$ 160,776.21
ASR1 : 720 Design	\$ 27,280.00
ASR1 : 720 Design Reimbursable Expenses	\$ 1,797.77
Reimbursable Expenses - TAS	\$ 1,075.00
Proposed Total Fee Adjustment:	\$ 190,928.98

Adjusted Increase Amount	\$ 48,076.21
Less Error Cost Contribution	
CP-01 Roof Slope Adjustment to Meet Mfg. Rqts.	\$ (6,000.00)
Net Adjusted Increase Amount	\$ 42,076.21
Total Contract Adjusted Amount	\$ 184,928.98

Comments:

Review and Action as Necessary on Approval of Signage for the 2013 Bond Construction Regional Center for Public Safety Excellence

Approval to install signage for the 2013 Bond Construction Regional Center for Public Safety Excellence project is requested.

Purpose

Authorization is requested to install signage at the Regional Center for Public Safety Excellence site.

Justification

The College is in need of appropriate signage to clearly identify the Regional Center for Public Safety Excellence to the public and establish the regional prominence of the Center.

Background

The Regional Center for Public Safety Excellence facility will be ready for use for the 2018 Fall semester. Appropriate signage is necessary to provide for the formal identification and presence of South Texas College's new center in Pharr, Texas.

South Texas College Facilities Planning and Construction staff have developed the preliminary design of the sign and South Texas College's Administration have reviewed and support the proposed sign. FPC and Purchasing staff are working with a vendor to provide an estimated cost for the proposed sign. The vendor would provide the final design, material, and installation of the sign. The final cost will be provided at the June 19, 2018 Facilities Committee meeting for the Committee's review.

Enclosed Documents

A site plan with the proposed location and a preliminary drawing of proposed sign are enclosed for the Board's review.

Reviewers

The estimated cost of the proposed signage has been reviewed by STC staff.

Representatives from STC staff will attend the meeting to respond to questions.

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval of the installation of a monument sign for the Regional Center of Public Safety Excellence project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the installation of a monument sign for the Regional Center of Public Safety Excellence project as presented.

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

The Board of Trustees approves and authorizes the installation of a monument sign for the Regional Center of Public Safety Excellence project as presented.

Approval Recommended:

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

President



PROPOSED
LOCATION

SOUTH CAGE BLVD. (281)

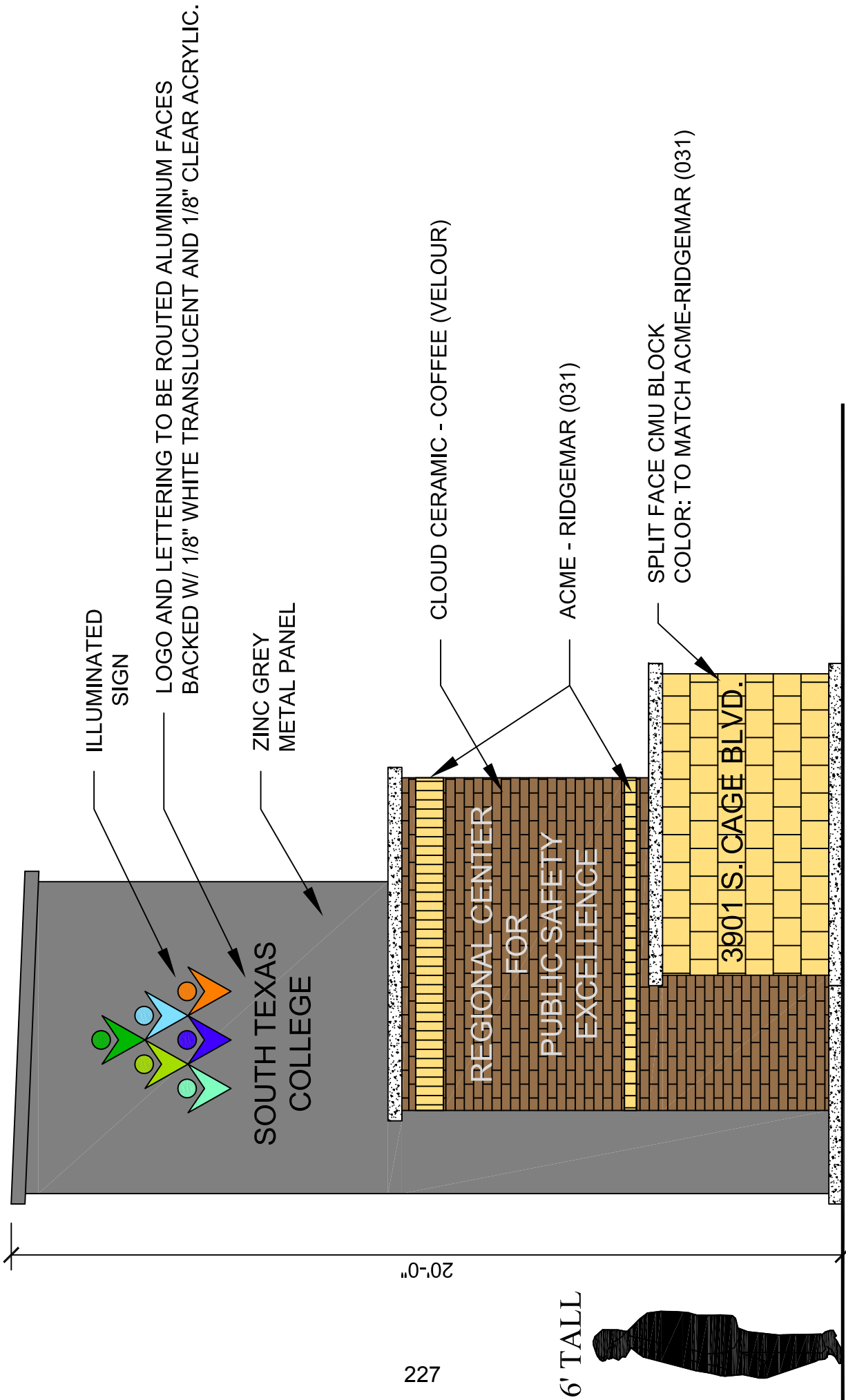
ascASD

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South Texas College
Regional Center for Public Safety Excellence
02/28/2017

20 Year Master Plan - 3D View



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**REGIONAL CENTER FOR PUBLIC SAFETY
EXCELLENCE SIGNAGE**

Review and Discussion of FY 2018 – 2019 Proposed Unexpended Plant Funds – Non-Bond Construction Projects

Mary Elizondo and Rick De La Garza will review the proposed Construction Projects budgeted for FY 2018 - 2019. The proposed projects listed are not related to the Bond Construction Program projects and are managed by the College's Facilities Planning & Construction Department staff.

The definitions below provide a brief description of the Construction Projects and the Non-Bond funding source:

Non-Bond Unexpended Plant Fund

The College utilizes the Unexpended Plant Fund to budget and fund Non-Bond Construction projects.

The College's Non-Bond Construction Fund projects are identified on an annual basis through a broad based involvement of Administration, President's Administrative Staff, and Coordinated Operations Council to determine Non-Bond Construction needs and priorities.

Capital Improvements Projects

The Capital Improvements Projects (CIPs) are projects requested and reviewed by College personnel for new renovation and construction. In the CIP process, the College's administrative staff, in conjunction with their respective department/division staff, identify facility improvement needs and justifications. The various needs are described on a CIP form which includes a project description and evaluation criteria. The evaluation criteria requires the submitter to provide written statements describing how the proposed improvement supports the College's Strategic Directions. This CIP process was developed in order to prioritize improvements, provide an equitable opportunity, and provide an integrated planning process supporting the College mission and related priorities.

A report summarizing the proposed Unexpended Plant Funds Construction projects and budgets for Fiscal Year 2018 - 2019 is enclosed for the Board's review and information. The proposed budget details Construction, Design, FFE (Furniture, Fixtures, & Equipment), Miscellaneous Items, Technology Equipment, and Security Equipment follows in the packet. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities. The proposed projects will be included in the Unexpended - Construction Fund budget. Mary Elizondo and Ricardo de la Garza will be present to address questions related to the proposed projects and budget.

No action is requested.

**Unexpended Plant Fund Construction - Non-Bond
Proposed Capital Improvements**

Proposed Project		Construction	Design	Misc.	FFE	Technology	Security	TOTAL
Continued Projects from 2017 - 2018								
Sand Volleyball Courts	Provide two new sand volleyball courts at existing athletic fields west of Building P. (North Academic Humanities).	50,000	2,200	1,938	2,000	-	-	56,138
New Library	Construct new or renovate existing Library (Building F).	-	495,000	1,736	-	-	-	496,736
Building A Renovation	Redesign office spaces on west side of building for use by FAS Division. Relocation of Accountability, Risk, and Compliance staff.	30,000	-	-	65,000	25,000	-	120,000
Building H Cafeteria Renovation	Retrofit existing kitchen, serving area, scullery, office, and storage areas for use by Culinary Arts.	600,000	60,000	24,600	100,000	48,000	-	832,600
Total for Continued Projects from 2017 - 2018		680,000	557,200	28,274	167,000	73,000	-	1,505,474
Proposed Projects for 2018 - 2019								
Building M Office and Work Space Renovation	Redesign four (4) classrooms into office spaces for use by IS&P.	324,000	32,400	4,860	45,000	27,540	-	433,800
Athletic Field Fence Enclosure	Provide fence enclosure at athletic fields to help monitor use of facility by Student Activities Department.	106,500	-	5,000	-	-	-	111,500
Building D Renovation	Renovate existing space to accommodate additional offices for Academic Affairs. Infill floor space and redesign existing office space.	180,000	18,000	4,500	30,000	15,300	-	247,800
Building H West Elevation Modifications	Redesign west facade and entrance to enhance aesthetics view from new bond buildings.	150,000	15,000	3,750	-	-	15,000	183,750
Cooling Tower Screen Upgrades	Provide upgrades to screen wall enclosure to enhance aesthetics.	275,000	27,500	6,875	-	-	-	309,375
Site Improvements to North Pecan Campus	Landscape, irrigation, and new sidewalk at former AECHS portable building location.	35,000	-	2,000	-	-	-	37,000
Demolition of Dr. Casso Property	Demolition of residence, fencing, and environmental abatement.	60,000	9,000	5,000	-	-	-	74,000
Virtual Environment Training	Virtual Teaching Environment Training Room is to allow Faculty teaching face-to-face, online, and/or hybrid courses to deliver engaging content to students as a supplementary means to the course. This will allow for the instructor to virtually present content in a clear and logical manner that will help students understand each lecture in a more visual manner.	5,000	10,000	-	-	115,000	-	130,000
Park and Ride Portable Renovation and Fence Enclosure for College Vehicles	Provide a fence enclosure for College vehicles (Shuttle buses, Maintenance Vehicles, etc.) for security purposes and renovate an existing portable building for use by college staff.	60,000	-	2,000	3,000	33,000	20,000	118,000
Total for Proposed Projects for 2018 - 2019		1,195,500	111,900	33,985	78,000	190,840	35,000	1,645,225

**Unexpended Plant Fund Construction - Non-Bond
Proposed Capital Improvements**

		Proposed Project							TOTAL
		Continued Projects from 2017 - 2018	Construction	Design	Misc.	FFE	Technology	Security	TOTAL
Pecan Plaza	Emergency Generator and Wiring		25,000	3,000	1,000	-	-	-	29,000
	Generator and Wiring for electrical service to the Police Department facility during emergency power failures.								
	Building C 2601 Test Site Renovation		100,000	-	6,750	20,000	15,000	10,000	151,750
	Renovate existing testing center to STC finish standards.		125,000	3,000	7,750	20,000	15,000	10,000	189,750
	Total for Continued Projects from 2017 - 2018								
Mid-Valley Campus	Proposed Projects for 2018 - 2019		-	-	-	-	-	-	-
	None		-	-	-	-	-	-	-
	Total for Proposed Projects for 2018 - 2019								
	Continued Projects from 2017 - 2018								
	Thermal Plant Renovation		80,000	8,000	1,200	-	-	6,000	95,200
Redesign existing chiller enclosure for use as a storage facility.									
Mid-Valley Campus	Covered Walkway for Bus Drop Off		75,000	12,000	1,900	-	-	-	88,900
	Upgrade existing covered canopies, electrical, and sidewalks at bus drop off area east of Building L (Childcare Development Center).		155,000	20,000	3,100	-	-	6,000	184,100
	Total for Continued Projects from 2017 - 2018								
	Proposed Projects for 2018 - 2019		-	-	-	-	-	-	-
	East Loop Drive		187,000	18,700	8,500	-	-	-	214,200
Provide new loop drive to east side of campus to reduce vehicular traffic in pedestrian area.									
Mid-Valley Campus	Student Services Renovation		200,000	20,000	5,000	80,000	50,000	-	355,000
	Redesign cashier, admission area, and quiet room inside Building F (Student Union) for use by Veterans, Career Placement, and Cashier Departments.		387,000	38,700	13,500	80,000	50,000	-	569,200
	Total for Proposed Projects for 2018 - 2019								

**Unexpended Plant Fund Construction - Non-Bond
Proposed Capital Improvements**

	Proposed Project							TOTAL
	Continued Projects from 2017 - 2018	Construction	Design	Misc.	FFE	Technology	Security	TOTAL
	Automotive Lab Exhaust System Provide exhaust system to remove fumes from vehicles for automotive labs inside of Building B (West).	100,000	10,000	1,600	-	-	-	111,600
	Total for Continued Projects from 2017 - 2018	100,000	10,000	1,600	-	-	-	111,600
	Proposed Projects for 2018 - 2019 Technology Campus Building A & B Renovations This project is to renovate Buildings A and B to meet the current and future needs to include but not limited to the following: - Redesign existing offices and classrooms for Electronics and Welding Programs. - Redesign atrium space for various events, seating, and enhancing acoustics of Building B (Advanced Technical Careers). - Redesign existing classrooms and open computer labs for Library relocation. - Redesign existing library in Building A for AEDT Program. - Renovate and expand the existing kitchen. - Renovate and upgrade Buildings A and B exterior facade to enhance aesthetics to resemble the new bond Building E (Institute for Advanced Manufacturing). - Redesign of student information area	2,850,000	285,000	71,250	174,250	158,750	65,000	3,604,250
Technology Campus	Shipping and Receiving Building D Office Renovation Renovate existing space to accommodate additional office space requirements. Technology Campus Site Improvements Provide new grading, landscape, and irrigation to north field fur use by Student Activities	50,000 35,000	5,000 5,000	2,000 -	15,000 -	10,000 -	- -	82,000 40,000
	Total for Proposed Projects for 2018 - 2019	2,935,000	295,000	73,250	189,250	168,750	65,000	3,726,250
	Continued Projects from 2017 - 2018							
	Student Success Center Renovation Redesign existing C.L.E. space to offices for use by Advising Programs.	111,360	7,500	1,090	61,241	9,465	-	190,656
	Total for Continued Projects from 2017 - 2018	111,360	7,500	1,090	61,241	9,465	-	190,656
	Proposed Projects for 2018 - 2019							
	Student Services Renovation Redesign existing student services area inside Building A (NAH East) to meet current and future needs.	275,000	27,500	5,000	75,000	35,000	10,000.00	427,500
Nursing & Allied Health	West Entry Campus Sign Provide a monumental sign to allow students/visitors to locate the campus.	25,000	-	1,000	-	-	-	26,000
	Total for Proposed Projects for 2018 - 2019	300,000	27,500	6,000	75,000	35,000	10,000	453,500

**Unexpended Plant Fund Construction - Non-Bond
Proposed Capital Improvements**

Proposed Project		Construction	Design	Misc.	FEE	Technology	Security	TOTAL
Starr County Campus	Continued Projects from 2017 - 2018							
	Building E & J Crisis Management Center Generator Generator and Wiring for electrical service to Building J (Manuel Benavides Jr. Rural Technology Center) and Building E (South Academic Building) during emergency power failures.	52,000	3,000	1,000	-	-	-	56,000
	Student Services Renovation Redesign existing admissions and cashier area inside Building G (Student Services) for use by Veterans and Cashier Department.	160,000	16,000	4,000	30,000	15,000	-	225,000
	Cultural Arts Center Renovation Repurpose previous Library (Building F) into a cultural arts center.	100,000	10,000	-	30,000	20,000	-	160,000
	Proposed Projects for 2018 - 2019	312,000	29,000	5,000	60,000	35,000	-	441,000
	Welding Expansion Expansion of the welding lab on the north side of Building D (Workforce Center) to accommodate ten welding stations.	150,000	15,000	5,000	50,000	-	10,000	230,000
	Total for Proposed Projects for 2018 - 2019	150,000	15,000	5,000	50,000	-	10,000	230,000
	Continued Projects from 2017 - 2018							
	Should we put RCSPE Building (PSJA ISD)	41,250.00	44,761.00	-	51,250.00	66,000.00	-	203,261
	Total for Continued Projects from 2017 - 2018	41,250	44,761	-	51,250	66,000	-	203,261
Regional Center for Public Safety	Proposed Projects for 2018 - 2019							
	Target Range Provide phase II of the potential grant funded target range.	706,000	-	256,938	-	100,000	-	1,062,938
	Signage Provide signage to allow students/visitors to locate the center.	75,000	-	2,000	-	-	-	77,000
	Canopy for Safety Training Vehicles Provide a covered structure at the existing chiller enclosure for the fire truck and police vehicles.	65,000	6,500	4,000	-	-	-	75,500
	Canopy for Students/Instructors Provide a canopy for students and instructors to perform pre/post check routines under a shaded structure.	65,000	6,500	4,000	-	-	-	75,500
	Portables Provide (4) portable buildings for potential growth of classroom needs and support services.	350,000	35,000	10,000	12,000	275,000	-	682,000
	Total for Proposed Projects for 2018 - 2019	1,261,000	48,000	276,938	12,000	375,000	-	1,972,938

Unexpended Plant Fund Construction - Non-Bond
Proposed Capital Improvements

Proposed Project		Construction	Design	Misc.	FEE	Technology	Security	TOTAL	
District Wide	Continued Projects from 2017 - 2018								
	None								
	Total for Continued Projects from 2017 - 2018								
	Proposed Projects for 2018 - 2019								
	Land	3,000,000	-	-	0	-	-	3,000,000	
	Renovations	500,000	30,000	9,000	20,000	38,000	-	597,000	
	Outdoor Furniture	25,000	-	-	0	-	-	25,000	
	Directional Signs (Monumental Logo)	50,000	-	-	0	-	-	50,000	
	Removal of Existing Trees	25,000	-	900	0	-	-	25,900	
	Facilities Condition Assessment	50,000	-	-	-	-	-	50,000	
	Automatic Doors Phase IV	65,000	9,750	1,300	0	5,525	-	81,575	
	Campus Master Plan		375,000					375,000	
	Total for Proposed Projects for 2018 - 2019		3,715,000	414,750	11,200	20,000	43,525	-	4,204,475
	Total for Continued Projects from 2017 - 2018							\$	2,816,841
	Total for Proposed Projects for 2018 - 2019							\$	12,801,588
Total Projects							\$	15,618,429	

Review and Discussion of FY 2018 – 2019 Proposed Renewal and Replacement Plant Fund Projects

Mary Elizondo and Rick De La Garza will review the proposed Renewal and Replacement Projects budgeted for FY 2018 - 2019. The proposed projects listed are not related to the Bond Construction Program projects and are managed by the College's Facilities Planning & Construction Department staff.

Renewal and Replacements Fund

Personnel from the College's Facilities Operations and Maintenance Department and the Facilities Planning & Construction Department work together to identify and project facilities' deferred maintenance projects. These efforts result in a five year plan which is updated on an annual basis and includes capital renewal and replacement construction projects needed at each campus. Using this five year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the deferred maintenance planned needs for the following fiscal year.

A report summarizing the proposed Renewal and Replacement projects and budgets proposed for Fiscal Year 2018 - 2019 is enclosed for the Board's review and information. The proposed projects will be included in the Renewals and Replacements Plant Fund budget. Mary Elizondo and Ricardo de la Garza will be present to address questions related to the proposed projects and budget.

No action is requested.

Unexpended Plant Fund
Proposed Renewals and Replacements Projects

Proposed Project		Construction	Design	Misc.	FFE	Technology	Security	TOTAL
Pecan Campus	Continued Projects from 2017 - 2018							
	Arbor Brick Column Repairs & Replacement Replacement of brick columns that have been damaged at exterior entry arbors throughout the campus.	45,000	0	1,000	0	0	0	46,000
	Total for Continued Projects from 2017 - 2018	45,000	0	1,000	0	0	0	46,000
	Proposed Projects for 2018 - 2019							
	Building X Data Cabling Infrastructure Replacement Replace existing data cabling at Building X with new upgraded cabling to meet current standards.	90,000	0	0	0	0	0	90,000
	Building J Data Cabling Infrastructure Replacement Replace existing data cabling at Building J with new upgraded cabling to meet current standards.	500,000						500,000
Total for Proposed Projects for 2018 - 2019	590,000	0	0	0	0	0	0	590,000
Mid Valley Campus	Continued Projects from 2017 - 2018							
	Childcare Center Canopy Replacement Replace existing damaged canopy on Building L (ChildCare Development Center) to match previously replaced canopy on adjacent buildings.	60,000	6,000	0	0	0	0	66,000
	Resurfacing Parking Lot #3 Resurface existing parking Lot #3 located on south side of Student Services Building.	50,000	5,000	4,000	0	0	0	59,000
	Resurfacing Parking Lot #7 Resurface existing parking Lot #7 located on east side of Library building.	90,000	9,000	7,000	0	0	0	106,000
	Resurfacing Northwest Drive Resurface existing drive located on east side of Buildings A and B (Center for Learning Excellence and Nursing)	180,000	8,000	6,000	0	0	0	194,000
	Total for Continued Projects from 2017 - 2018	380,000	28,000	17,000	0	0	0	425,000
	Proposed Projects for 2018 - 2019							
	Roofing Replacement Replacement of existing roofs for Buildings D (Workforce), E (Library), F (Student Services), and G (South Academic Building).	860,000						
Total for Proposed Projects for 2018 - 2019	860,000	0	0	0	0	0	0	860,000

Unexpended Plant Fund
Proposed Renewals and Replacements Projects

Proposed Project		Construction	Design	Misc.	FFE	Technology	Security	TOTAL
Technology Campus	Continued Projects from 2017 - 2018							
	Building B Repair Concrete Floor Mechanical Room Repair of concrete floor in mechanical room due to subgrade movement.	30,000	1,000	2,200	0	0	0	33,200
	Building B Concrete Floor Repairs Repair of concrete floor in Building B (West Building) due to subgrade movement.	400,000	10,000	7,700	0	0	0	417,700
	Building B Domestic/Fire Sprinkler Lines Replacement Replacement of existing domestic water and fire sprinkler lines inside of Building B (West Building) due to system nearing life expectancy.	480,000	11,000	5,100	0	0	0	496,100
	Total for Continued Projects from 2017 - 2018	910,000	22,000	15,000	0	0	0	947,000
	Proposed Projects for 2018 - 2019							
	None							
	Total for Proposed Projects for 2018 - 2019	0	0	0	0	0	0	0
	Continued Projects from 2017 - 2018							
	None							
Nursing & Allied Health	Total for Continued Projects from 2017 - 2018	0	0	0	0	0	0	0
	Proposed Projects for 2018 - 2019							
	West Side Window Waterproofing Provide proper waterproofing for windows on west side of Building A (NAH East) to prevent water infiltration.	20,000	4,000	1,000	0	0	0	25,000
	Westside Elevators Refurbishment Upgrade of existing elevator and cab inside Building A (NAH East).	150,000	8,000	1,000	0	0	0	159,000
	NAH Resurface Parking Lot #1 Resurface existing parking Lot #1 located on south side of Building A (NAH East).	250,000	25,000	7,000	0	0	0	282,000
Roofing Replacement Replacement of existing roof of Building A (NAH East).	250,000						250,000	
Total for Proposed Projects for 2018 - 2019	670,000	37,000	9,000	0	0	0	716,000	

Unexpended Plant Fund
Proposed Renewals and Replacements Projects

		Proposed Project								TOTAL
		Continued Projects from 2017 - 2018	Construction	Design	Misc.	FFE	Technology	Security	TOTAL	
Starr County Campus	None	-	-	-	-	-	-	-	-	
	Total for Continued Projects from 2017 - 2018	0	0	0	0	0	0	0	0	
	Proposed Projects for 2018 - 2019									
	Starr Repaint Stucco Buildings									
	Repainting of existing exterior stucco walls on Buildings D (Worforce) and F (Cultural Arts Center).	80,000	8,000	2,400	0	0	0	0	90,400	
Starr County Campus	Roofing Replacement									
	Replacement of existing roofs for Buildings A (Administrative), B (Center for Learning Excellence), C (North Academic), D (Workforce), E (South Academic), F (Cultural Arts Center), G (Student Services), and H (Student Activities)	770,000							770,000	
	Total for Proposed Projects for 2018 - 2019	850,000	8,000	2,400	0	0	0	0	860,400	
	Continued Projects from 2017 - 2018									
	Irrigation System Controls Upgrade	60,000	5,000	1,200	0	0	0	0	66,200	
District Wide	Fire Alarm Panel Replacement/Upgrade	180,000	17,500	2,500	0	0	0	0	200,000	
	Total for Continued Projects from 2017 - 2018	240,000	22,500	3,700	0	0	0	0	266,200	
	Proposed Projects for 2018 - 2019									
	Renewals and Replacements	150,000	0	0	0	0	0	0	150,000	
	Marker Boards Replacement	200,000	0	1,000	0	0	0	0	201,000	
District Wide	Interior LED Lighting Upgrade	110,000	0	0	0	0	0	0	110,000	
	Exterior Walkway LED Lighting Upgrade	35,000	0	0	0	0	0	0	35,000	
	FOCUS on Active Learning Classrooms	30,000	0	0	0	0	0	0	30,000	
	Interior Lighting Controls Upgrade	75,000	7,500	1,500	0	0	0	0	84,000	
	Flooring Replacement	500,000	0	2,000	0	0	0	0	502,000	
	Restroom Fixtures Replacement and Upgrade	25,000	0	0	0	0	0	0	25,000	
	Water Heater Replacement and Upgrade	20,000	0	0	0	0	0	0	20,000	
	Door Access Controls Replacement	30,000	0	0	0	0	0	0	30,000	
	HVAC Upgrades	600,000	0	0	0	0	0	0	600,000	
	Camera Replacement	0	0	0	0	0	0	98,000	98,000	
	Exterior Lighting Upgrade	250,000	25,000	4,000	0	0	0	0	279,000	
	Keyless Entry Access Upgrades (IT)	50,000							50,000	
	Total for Proposed Projects for 2018 - 2019	2,075,000	32,500	8,500	0	0	0	98,000	2,214,000	
	Total for Continued Projects from 2017 - 2018								\$ 1,684,200	
	Total for Proposed Projects for 2018 - 2019								5,240,400	
Total Projects								\$ 6,924,600		

Review and Action as Necessary on Contracting Civil Engineering Services for the Non-Bond Mid Valley Campus Parking and Drive Resurfacing

Approval to contract civil engineering design services for resurfacing of the Non-Bond Mid Valley Campus Parking Lot 3 and the Northwest Drive is requested.

Purpose

The procurement of a civil engineer will provide for design services necessary for the Mid Valley Campus Parking and Drive Resurfacing project.

Justification

The procurement of a civil engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

The existing parking lot, which was built in 2004, and the drive, which was built over 15 years ago, are in need of resurfacing. As part of the deferred maintenance plan, the Facilities Planning and Construction, and Facilities Operations and Maintenance departments have scheduled the replacement of the asphalt resurfacing for FY 2017-2018.

In order to proceed with the design of the resurfacing, staff recommends contracting civil engineering services for preparation of plans and specifications. Construction is estimated to begin during the fall of 2018 and the work will need to be coordinated to minimize impact on College operations.

Solicitation for civil engineering qualifications began on May 17, 2018, for the purpose of selecting a firm to prepare the necessary plans for the parking lot and drive resurfacing. A total of thirteen (13) firms received a copy of the Request for Qualifications (RFQ) and a total of seven (7) firms submitted their responses on June 1, 2018.

College staff completed evaluations for the seven (7) firms and prepared a scoring and ranking summary; as a result of these evaluations, Perez Consulting Engineers, LLC is recommended for Board approval.

Funding Source

Funds are available in the FY 2017 – 2018 renewals and replacement budget for design and construction of these improvements, with the final engineering fees to be negotiated.

Mid Valley Campus Parking Lot #3 Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$5,000	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$50,000	Actual cost will be determined after the solicitation of construction proposals.

Mid Valley Campus Northwest Drive Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$8,000	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$60,000	Actual cost will be determined after the solicitation of construction proposals.

Enclosed Documents

Enclosed are the scoring and ranking summary and a site plan indicating the proposed resurfacing locations for the Board’s review and information.

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval to contract civil engineering services with Perez Consulting Engineers, LLC for the Non-Bond Mid Valley Campus Parking and Drive Resurfacing project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with Perez Consulting Engineers, LLC for the Non-Bond Mid Valley Campus Parking and Drive Resurfacing project as presented.

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

The Board of Trustees approves and authorizes contracting civil engineering services with Perez Consulting Engineers, LLC for the Non-Bond Mid Valley Campus Parking and Drive Resurfacing project as presented.

Approval Recommended:

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

Project Proposed Site



SOUTH TEXAS
COLLEGE



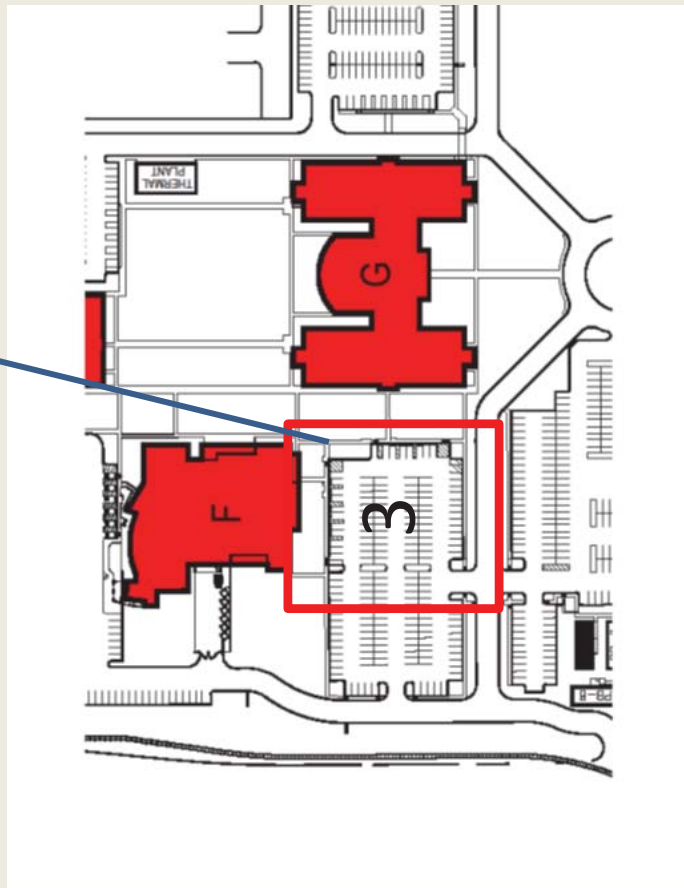
SOUTH TEXAS
COLLEGE
MID VALLEY CAMPUS

Project Proposed Site Locations

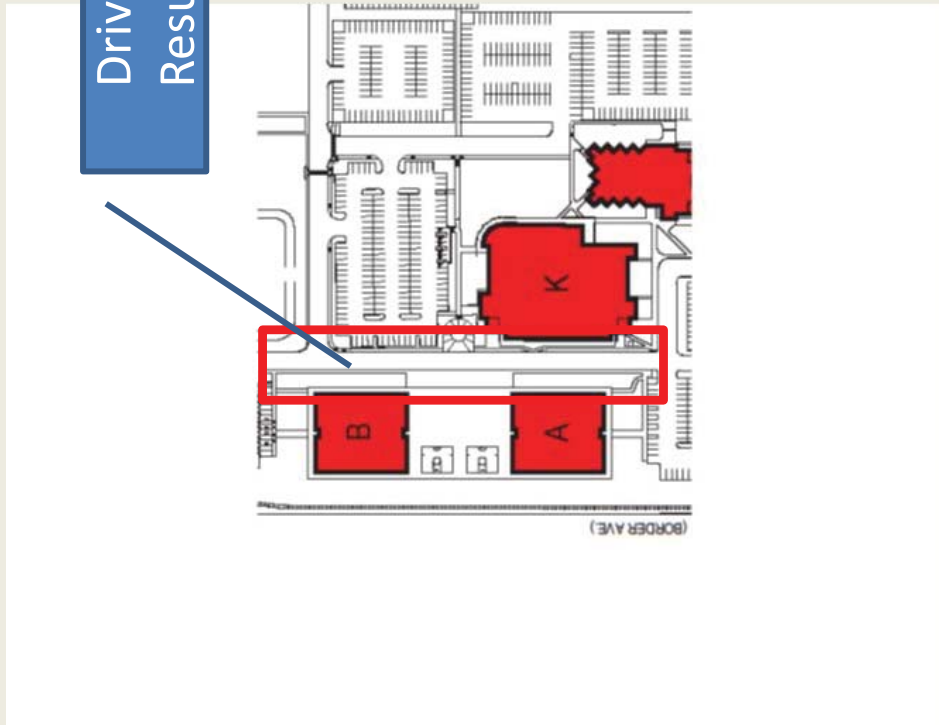


SOUTH TEXAS
COLLEGE

Parking lot
Resurfaced



Drive Way
Resurfaced



Review and Action as Necessary on Change Order for the Non-Bond Pecan Plaza Emergency Generator and Wiring and the Non-Bond Starr County Campus Buildings E & J Crisis Management Center Generator

Approval of a proposed change order with McDonald Electric for the Non-Bond Pecan Plaza Emergency Generator and Wiring and the Non-Bond Starr County Campus Buildings E & J Crisis Management Center Generator projects is requested.

Purpose

The purpose of this change order is to request authorization to begin work on the proposed modifications.

Justification

Gas lines must be installed from the new gas meters along FM 3167 on west side of the campus to the new generators located adjacent to Starr County Campus Buildings E & J.

Background

Gas lines from the new gas meters to the new generators were not included in the general contractor's (McDonald Electric) bid proposal. The price is for boring the new gas lines underground which would minimize any damage to any existing utilities and landscaping while installing the gas lines. Below is a description of the proposed change order item.

Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E & J Crisis Management Center Generator			
Proposed Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
1	<ul style="list-style-type: none"> Description: Install gas lines from the new gas meters to the new generators. 	\$27,700 45 days	Non-Bond Construction
Total Proposed Change Order No. 1		\$27,700 45 days	Non-Bond Construction

Funding Source

There are funds budgeted in the FY 1718 Unexpended Plant fund for this project.

Enclosed Documents

The change order proposal is enclosed.

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval of the proposed change order with McDonald Electric in the amount of \$27,700 for the Non-Bond Pecan Plaza Emergency Generator and Wiring and the Non-Bond Starr County Campus Buildings E & J Crisis Management Center Generator projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed change order with McDonald Electric in the amount of \$27,700 for the Non-Bond Pecan Plaza Emergency Generator and Wiring and the Non-Bond Starr County Campus Buildings E & J Crisis Management Center Generator projects as presented.

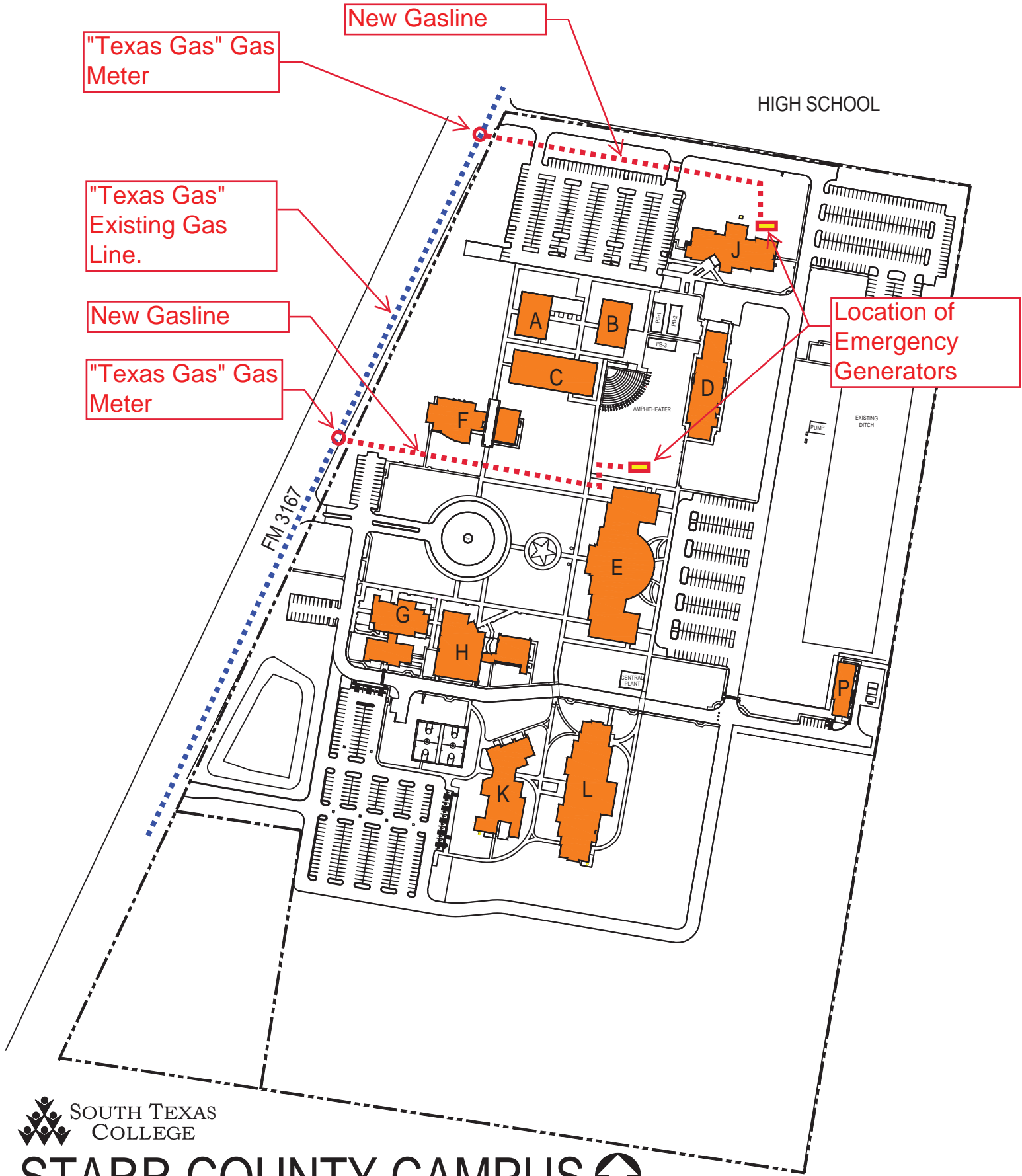
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the proposed change order with McDonald Electric in the amount of \$27,700 for the Non-Bond Pecan Plaza Emergency Generator and Wiring and the Non-Bond Starr County Campus Buildings E & J Crisis Management Center Generator projects as presented.

Approval Recommended:

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

President



 SOUTH TEXAS
COLLEGE

STARR COUNTY CAMPUS



Change Order Proposal

DATE: 5/30/18

TO: South Texas College

ATTN: Sam Saldana

PROJECT: **Emergency Power Generator for Building "J" South Texas College Rio Grande City**

This proposal is to extend the gas line from the generators at buildings "E" and "J" to FM 3167. The total cost associated with open cut trenching: **\$16,200.00**

Alternate solution for installing the gas lines is by boring as the chances of damaging underground utilities is reduced and the damage to landscaping and grass is minimal. The total cost for the boring method is **\$27,700.00**

In addition this proposal will add **45** calendar days to the contracted time.

NOTE: Please note that this price is for open cutting of trenches which has the potential of damaging existing water lines, electrical lines, sprinkler lines, etc. In an effort to keep this cost down we did not include any money in the estimate to repair anything that may get damaged and we did not include any money to repair landscaping/grass. If you authorize us to proceed we will expect to be reimbursed for any repairs that may be needed.

Should you have any further questions or comments, please do not hesitate to contact me.

Thank you,

McDonald Municipal & Industrial

A handwritten signature in black ink, appearing to read 'Michael Clasen', written over a white background.

Michael Clasen

Project Manager

Review and Recommend Action on Renewal of Lease Agreement with City of Edinburg

Approval of the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College is requested.

Purpose

Authorization is requested to renew the current facility lease agreement for use by the fire science program.

Justification

The continuation of the lease of this facility is needed to continue to accommodate fire science programs being offered by South Texas College.

Background

At the November 24, 2015 Board meeting, the Board approved the initial facility lease agreement with the City of Edinburg for the period of September 1, 2015 to May 31, 2016 with the option to renew for three successive terms. The Board approved a renewal at the April 26, 2016 Board meeting, and at the February 28, 2017 Board meeting the Board approved to renew the lease until May 31, 2018. Staff from the fire science program has express interest in continuing to lease this space. Staff recommends approval of the renewal of the facility lease agreement for use starting September 1, 2018 to May 31, 2019.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
City of Edinburg	9/1/15 – 5/31/16	9/1/16-5/31/17 9/1/17-5/31/18 9/1/18-5/31/19	Up to \$13,000 per academic semester plus materials used

Funding Source

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2018-2019.

On June 19, 2018, the Facilities Committee will be asked to recommend Board approval of the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2018 to May 31, 2019 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2018 to May 31, 2019 as presented.

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

The Board of Trustees approves and authorizes the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2018 to May 31, 2019 as presented.

Approval Recommended:

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

President

Update on Status of Non-Bond Construction Projects

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

CONSTRUCTION PROJECTS PROGRESS REPORT - June 12, 2018

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Architect/Engineer	Contractor		
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%			75%	95% Substantial Comp
Pecan Campus																			
15-1-R03	Pecan - Arbor Brick Columns Repair & Replacement (RR)																		
16-1-014	Pecan - Sand Volleyball Courts																		
16-1-R01	Pecan - Building A Sign Replacement (RR)																		
16-1-001	Pecan - Relocation of Information Booths to Athletic Fields																		
16-1-005	Pecan - Building A Production Studio Office Expansion																		
18	Pecan - Library Facility Assessment																		
	Pecan - Relocation of Information Booths to Mid Valley																		
	Pecan - Building A Repurpose																		
Pecan Plaza																			
15-1-003	Pecan Plaza - Emergency Generator and Wiring																		
18-1-008	Pecan Plaza - Building C 2601 Test Site Renovations																		
Mid Valley Campus																			
16-2-R08	MV - Childcare Canopy Replacement (RR)																		
16-2-005/R09	MV - Resurfacing Parking Lot #3 (RR)																		
16-2-006/R10	MV - Resurfacing Parking Lot #7 (RR)																		
16-2-008	MV - Child Development Center Covered Walkway																		
	MV - Resurfacing Northwest Drive (RR)																		
Technology Campus																			
16-2-011	TC - Ford Lab Exhaust System																		
15-3-R02	TC - Building D Exterior Metal Siding Repairs (RR)																		
15-3-R03	TC - Repair Concrete Floor Mechanical Room (RR)																		
15-3-R03	TC - Building B Concrete Floor Repairs (RR)																		
16-2-R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)																		
16-3-011	TC - Update Furniture for labs A209																		
Nursing and Allied Health Campus																			
	NAH - Student Success Center Retrofit																		
Starr County Campus																			
15-5-x45	Star - Building E & J Crisis Mgt Center Generator																		
16-4-R18	Star - Building F Site Grading & Sidewalk Replacement(RR)																		
District Wide Improvements																			
13-6-003	DW - Automatic Doors Phase III																		
14-6-013	DW - La Joya Monument Sign																		
14-6-R014	DW - Marker Boards Replacement (RR)																		
14-6-R015	DW - Irrigation System Controls Upgrade (RR)																		
15-6-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)																		
	DW - Interior LED Lighting Ph 1 (RR)																		
15-6-001	DW - Outdoor Furniture																		
15-6-002	DW - Directional Signage																		
16-6-017	DW - Surveillance Cameras & Poles Campus Entrances																		

CONSTRUCTION PROJECTS PROGRESS REPORT - June 12, 2018																					
Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Solicitation of Proposals			Construction Phase				Project Manager	Architect/Engineer	Contractor		
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%	75%				95% Substantial Comp	100%
16-4-R19	DW - Walkway LED Lighting Upgrade Ph I (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Approve							Rick	M&O	TBD
18-4-R12	DW - FOCUS on Active Learning (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A							Robert	M&O	TBD
	DW - Interior Controls Upgrade (RR)	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 - Flooring Replacement (RR)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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							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							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							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							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							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							Rick	M&O	TBD
	DW - Classroom Door Lock Hardware (RR)	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, 40 non-bond projects are currently in progress, 9 project(s) completed and 23 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%	August 2018	1. Construction Phase 2. Bidding in Progress	\$ 20,000.00	TBD	TBD	\$ -	TBD
Sand Volleyball Courts	20%	July 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 Completed	\$ 20,000.00	\$ 14,038.00	\$ 5,962.00	\$ 15,013.00	\$ (975.00)
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	50%	August 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	\$ 15,013.00	\$ 185,701.00
Mid Valley Campus Total								
Childcare Canopy Replacement (RR)	75%	July 2018	1. Project Development 2. Design in Progress	\$ 3,000.00	TBD	TBD	\$ -	TBD
Covered Walkway for Bus Drop Off	75%	July 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%	July 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	50%	July 2018	1. Construction Phase 2. Bidding in Progress	\$ 30,000.00		\$ -	\$ -	\$ -
Building B Concrete Floor Repairs	50%	July 2018	1. Construction Phase 2. Bidding in Progress	\$ 10,000.00	\$ 4,750.00	\$ 5,250.00	\$ 3,200.00	\$ 1,550.00
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	\$ 288,121.87	\$ 16,393.13	\$ 1,550.00
Nursing and Allied Health Campus								
Student Success Center Retrofit	0%	September 2018	1. Design Phase 2. Design in Progress	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -	TBD
Nursing and Allied Health Campus Total				\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -	\$ -
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	50%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ 257,793.00	\$ 142,207.00	\$ 46,321.05	\$ 211,471.95
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	\$ 69,121.05	\$ 235,321.95

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Automatic Doors Phase III	5%	August 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%	August 2018	1. Project Development 2. Design in Progress	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
Irrigation System Controls Upgrade (RR)	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 70,000.00	TBD	TBD	\$ -	TBD
Fire Alarm Panel Replacement / Upgrades (RR)	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 180,000.00	TBD	TBD	\$ -	TBD
Outdoor Furniture	60%	July 2018	1. Project Development 2. Design in Progress	\$ 250,000.00	TBD	TBD	\$ -	TBD
Directional Signage Updates	25%	July 2018	1. Project Development 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Walkway LED Lighting Upgrade	5%	August 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%	August 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	\$ 22,323.23	TBD
Restroom Fixtures Replacement & Upgrade	5%	August 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%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 20,000.00	\$ 13,372.47	\$ -	\$ 3,532.63	\$ 13,372.47
Door Access Controls Replacement (RR)	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 30,000.00	TBD	TBD	\$ -	TBD
HVAC Upgrades (RR)	5%	August 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%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Exterior Lighting Upgrade (RR)	5%	August 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	\$ 1,037,176.01	\$ 638,147.99	\$ 111,214.68	\$ 453,914.83
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 May 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 **May 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 May 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 May 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 May 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for May 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for May 2018
- D. Release of Construction Fund Checks for May 2018
- E. Quarterly Investment Report for May 2018
- F. Summary of Revenue for May 2018
- G. Summary of State Appropriations Income for May 2018
- H. Summary of Property Tax Income for May 2018
- I. Summary of Expenditures by Classification for May 2018
- J. Summary of Expenditures by Function for May 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for May 2018
- L. Summary of Grant Revenues and Expenditures, May 2018
- M. Summary of Bid Solicitations
- N. Check Register for May 2018

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.

The start of Summer I and III session has begun! Classes began on June 4 and our final enrollment numbers for both traditional and dual students were 12,088, an 8.5% increase. Registration is currently underway for Summer II. The Enrollment and Student Financial Services Department has been open at the Pecan, Mid-Valley, and Starr County for extended hours to help students with registration, advisement, financial aid, and payment options.



Oath of office ceremonies were held on May 24 and May 29 at the Starr County Campus and Pecan Campus. Ms. Rose Benavidez was sworn in for her third term by Starr County Judge Eloy Vera at the Starr County Campus. At the Pecan Campus, Mrs. Victoria Cantú was sworn in by Former Mayor Richard Cortez and Mr. Rene Guajardo was also sworn in by County Commissioner for Precinct 1, David Fuentes. The events were very well attended and included a number of state, county, and school district representatives.



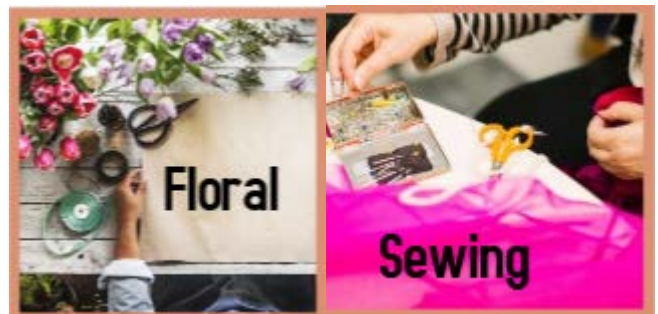
Sponsored by the Texas Workforce Commission (TWC), The Governor's Summit Merit Program was held June 4 to June 22. Through the grant provided by TWC, 60 students from three partnering school districts were able to participate in the camp free of charge. Participating school districts are Roma ISD, La Joya ISD, and Mission ISD. Each district will have students participate for the 5-day camp at varying dates. In collaboration with faculty, students are instructed in robotics and automation. Each day of camp is devoted to a different area of robotics while incorporating STEM concepts including engineering, physics, and mathematics.

Two South Texas students have been awarded the Benjamin A. Gilman International Scholarship to study abroad this summer. Yesenia Serrato and Richard Villarreal were selected to receive the scholarship in the amounts of \$3,500 and \$3,000. Both students will be studying in Spain with the Universidad de Salamanca. This is the fourth consecutive year that South Texas College students have been awarded this competitive national scholarship. In total over 13 recipients have been awarded at South Texas college totaling over \$40,000 in scholarship money.



The 1st annual Career Training and Job Fair was held on June 8, 2018 at the Technology Campus. The event provided the opportunity for the community to learn about all the programs South Texas College has to offer and provided the ability for guests to network with employers who were present. Academic departments were on hand to provide information and assist with enrollment process. The event was free to the public and was very well attended.

The Continuing Professional and Workforce Education Department will be hosting a number of Kid's Summer camps and classes. The Summer Aviation Camp is a 16- hour, four-day camp held at the Technology Campus and is intended for elementary, junior high, and high school students. The cost of the camp is \$150 and will address flying fundamentals and remotely piloted vehicles (drones). Students will receive a certificate and wind lapel upon completion of the course. Kids and Teens may also sign up for sewing or floral classes. Cost of classes will include all material. Sewing Camp is a 4-day camp that includes the basics of sewing teaching children parts of a sewing machine and how to set it up and stitching by hand. The floral camp is a 3-day camp that covers the fundamentals of creating a floral design. Participants will learn how to arrange flowers and make an attractive design.

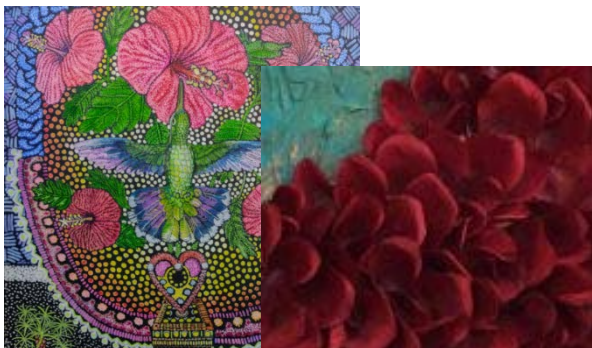




The following universities visited the Pecan and Mid-Valley Campuses to assist students with transfer information:

- The University of Texas Pan American
- The University of Texas Rio Grande Valley – College of Education
- Texas Tech University
- Our Lady of the Lake University

The Office of Career and Employer Services will be providing Career Readiness Workshops throughout the Summer Sessions to help students transition from campus life into the workforce. Workshops will include resume writing, job searching, and interview preparation sessions. Classes will be held at the Nursing and Allied Health and Technology Campus.



The South Texas College Pecan Campus Library Art Gallery will host a number of exhibitions and conferences the month of June. The following events will be taking place:

The exhibition ***Sabor a Mi*** will be on display featuring artwork from a number of international and contemporary artists. A total of 8 artists will be featured. Admission to the event is free.



The 12th Annual Ceramics Conference "***Continued Connections, Variable Directions***" will exhibit beginning June 4 till August 8. The event will include full display of ceramic work by ceramicists Benjie Jau and Ron Fondaw as well as work from 15 universities and community colleges. The 3 day event will include a reception, lecture by featured ceramicists, and demonstrations.

The Policy Academy is currently underway accepting applications for Fall 2018. The 42-week part time academy will be held from 5:30pm to 9:30pm with physical agility exams to be completed in June.

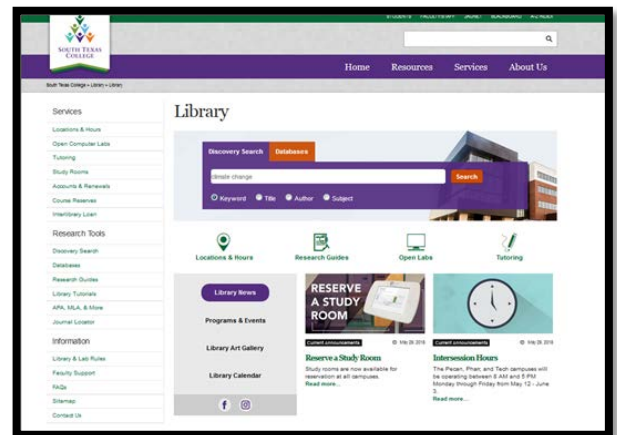


Summer Tech Tidbits
Spark your Classes with Educational Technology!

DATE	SESSION TITLE
Friday, June 8	Interactive Questioning, Workshop #88396 Kahoot, Poll Everywhere
Wednesday, June 13	Collaborating with Google, Workshop #88397** Introducing Google Docs and Google Slides
Friday, June 22	Assessment with Google, Workshop #88399 Introducing Google Forms
Wednesday, July 11	Enhancing Classroom Talk, Workshop# 88400 Padlet, Backchannel Chat
Friday, July 20	Concept Mapping for Mastery, Workshop # 88401 Coggle
Wednesday, July 25	Increasing Engagement, Workshop #88402 Flicker

The Office of Organizational and Professional Development will be offering a series of classes during the month of June and July with Educational Technologies. Sessions are focused on collaborating with Google to learn how to use Google Docs and Google slides to help promote collaboration among students and assist instructors tracking student's individual contributions.

The South Texas College Library website has been updated and is live. The updated website includes changes to navigation and collapsible menus for use with mobile version. Discovery Search has capability to search the library's physical collection, research databases, and the online open educational resources. Additionally, the new site now contains social media buttons for Facebook and Instagram to allow open communication with all patrons.



Office of Student Rights and Responsibilities

Campus Visits

ESCAN CAMPUS
Monday, June 18th, 2018
Information Booth 8:30am - 3:00pm
@ 4th Floor South Side Lobby

TECHNOLOGY CAMPUS
Monday, June 18th, 2018
Information Booth 11:00am - 2:00pm
Nelson Area

NURSING ALLIED HEALTH CAMPUS
Tuesday, June 19th, 2018
Information Booth 11:00am - 2:00pm
Coff Area



The Office of Student Rights and Responsibilities conducted a number of campus visits during the month of June to all campuses to maintain awareness of resources available to students. Informational booths were set up and students were provided information.

The Kinesiology Department announced the Summer I hours of operation for the Mid-Valley and Pecan Plaza locations. Group fitness classes are also offered at the Pecan Plaza location. Classes include spinning, kickboxing, yoga, and step and sculpt. Students, faculty, and staff are encouraged to attend. A valid STC I.D. must be presented.

**KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER**
SOUTH TEXAS COLLEGE
www.southtexascollege.edu/health-wellness

Summer I 2018 - Hours Of Operation
Monday, June 4, 2018 – Friday, July 6, 2018

MID-VALLEY		PECAN PLAZA	
Monday	3 p.m. – 6 p.m.	Monday	3 p.m. – 6 p.m.
Tuesday	3 p.m. – 6 p.m.	Tuesday	3 p.m. – 6 p.m.
Wednesday	3 p.m. – 6 p.m.	Wednesday	3 p.m. – 6 p.m.
Thursday	3 p.m. – 6 p.m.	Thursday	3 p.m. – 6 p.m.
Friday	9 a.m. – 12 p.m.	Friday	9 a.m. – 12 p.m.

No fees for current STC students, staff or faculty.
All students must be enrolled for the summer I 2018 semester and are subject to enrollment verification.
The facility is closed on holiday observances according to the STC 2017-2018 Academic Calendar.
An STC ID must be presented upon each entry. No exceptions.



The Writers in Literacy Discussion (WILD) presented two screenings during the month of June at the Auditorium in Building D at the Pecan Campus with admission being one dollar.

In collaboration with the Indian Students Association the screening of *Sita Sings the Blues* was presented on June 5. Based on Indian culture, the story is a biographical account of writer-director Nina Paley's relationship with her husband.

The screening of *Buster Keaton's Sherlock Jr.*, was presented on June 12. The story entails the events of a projectionist who dreams of being a Sherlock Jr. who faces and solves crimes.

- Met with Dr. Virginia Champion, Director of Grant Development, Management and Compliance and Juan Carlos Aguirre to discuss items for a conference call with Texas Workforce Commission regarding the Skills Development Fund grant with Doctors Hospital of Renaissance.
- Attended farewell receptions for Sofia Pena, Director of Early College High School Programs and Dr. Laura Sanchez, Dean for Institutional Research, Effectiveness and Strategic Planning.
- Attended a dinner at Tom Torkelson's, CEO for IDEA Public School residence hosting Paul LeBlanc, President of Southern New Hampshire University.
- Participated in a conference call with Randy Ibarra to discuss plaza directly east of the Pecan Campus and if there would be an opportunity for facility use by South Texas College.
- Met with Paul Varville, Chief Administrator of Department of Public Safety and Regional Center for Public Safety Excellence to discuss proposed budget for the Regional Center for Public Safety Excellence.
- Met with Mayor Jim Darling and Roel "Roy" Rodriguez, City of McAllen City Manager to tour property located east of Tres Lagos as a possible site for future campus expansion.
- Participated in a conference call with Dean McWilliams, McWilliams Governmental to discuss details about the submission of the Texas Parks and Wildlife Target Range Grant.
- Met with administrative staff from my office to continue discussion and completion of a Risk Assessment Matrix for the Office of the President as part of the institution wide risk assessment process.
- Met with representatives from the Bill and Melinda Gates Foundation and Education First who have identified the Rio Grande Valley as an exemplary region for addressing the P-16 area. Representatives

met with executive staff and representatives from partnering school districts to discuss our partnerships and collaborations.

- Participated in a conference call with Jacob Fraire and Dustin Meador from the Texas Association of Community Colleges to plan the Community College Policy Summit: A Convening for South Texas Legislators and review details of the event, agenda specifics, and participants.
- Met with Jaime Contreras with Texas Valley Sports and executive staff to discuss the potential of students enrolled through Texas Valley Sports to attain a college degree through South Texas College.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the June 20, 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 May 26 - June 15, 2018 included:
 - Review and Discussion of Board Meeting
 - Student Enrollment Update – Summer and Fall 2018
 - Review and Update of Dual Enrollment Student Lifecycle Processing Map
 - Discussion of PSJA's Call for Programs for "College for All" Conference
 - Discussion of Waiving Parking Permit Fee for Parking in Park and Ride Lot
 - Review and Discussion of Renewal and Replacement Projects for FY2018-2019
 - Review and Discussion of Unexpected Plant Fund Construction Projects for FY2018-2019
 - Capital Improvement Projects
 - Retrofit Projects
 - Continued Discussion of Student Activity Fee Allocation
 - Review and Discussion of Ad Agencies' Proposals
 - Review and Discussion of Student Inquiry Comments Report
 - Review and Discussion of Tobacco-Free College Program Grant
 - Review and Discussion of Proposed IPEDS Peer Comparison Group
 - Review and Discussion of Proposed Policy 4206: Discrimination in Employment Prohibited

- Discussion of Legislative Roundtable Meeting
 - Dates: July 16 (evening) and 17 (morning)
 - Attendees:
 - South Texas College
 - Texas Southmost College
 - Laredo Community College
 - Southwest Texas Junior College
 - Coastal Bend Community College
 - Del Mar Community College
 - Texas Senate and House Representatives for the Six Community Colleges
 - Texas Association of Community Colleges
- Discussion of Education First and Gates Foundation Meeting
- Presentation on Public Relations and Marketing Inquiry Communications Report Conducted by Interact Communications
- Review and Discussion of College Vision, Mission and Core Values
- Review and Discussion of Key Performance Indicator Data
- Review and Discussion of Proposed Signage for Regional Center for Public Safety Excellence
- Review and Discussion of Dr. Ramiro R. Casso Nursing & Allied Health Campus West Signage
- Update on Revisions to Campus Map Signage Display Boards
- Update on Installation of Interior Door Locks
- Presentation on Need for Risk Assessment to be Conducted by all Departments
- Update on Staffing Plan, New Positions, and Salary Adjustments for FY 2018-2019

Announcements

A. Next Meetings:

- Tuesday, July 10, 2018
 - 3:30 p.m. – Education and Workforce Development Committee Meeting
 - 4:30 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting
- Tuesday, July 24, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed