



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Tuesday, July 24, 2018
5:30 p.m.

Pecan Campus
Ann Richards Administration Building
Board Room
McAllen, Texas

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 24, 2018 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 1**
 - A. Presentation on RGV Partnership Event in Washington DC**
 - B. Presentation on the South Texas College Valley Scholars Program's 13th Annual *A Night with the Stars* Gala**
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 2 - 34**
 - 1. June 20, 2018 Special Board Meeting
 - B. Approval and Authorization to Accept Grant Awards..... 35 - 36**
 - 1) The Texas Higher Education Foundation, Texas Affordable Baccalaureate Expansion Grant with support from the Michael and Susan Dell Foundation, for a total amount of \$164,944
 - 2) The Texas Workforce Commission The Jobs and Education for Texans (JET) Grant in the amount of \$249,096
 - 3) Additional Grant(s) Received/Pending Official Award
- VII. Consideration and Action on Committee Items**
 - A. Education and Workforce Development Committee**
 - 1. Review of Reports Delivered at July 10, 2018 Committee meeting: . 36 - 40
 - A. Review and Discussion of Survey of Western Hidalgo County Employers
 - B. Update and Discussion on South Texas College Higher Education Center at La Joya

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 - A. Awards
 1. Childcare Services (Award)
 2. Library Materials (Award)
 3. Mail Services (Award)
 4. Maintenance and Repair Parts, Materials, and Supplies (Award)
 5. Nursing and Allied Health Equipment and Supplies (Award)
 6. Purchase of Audio Visual Equipment (Award)
 7. Rental of Storage Facilities (Award)
 8. Science Laboratory Supplies (Award)
 - B. Instructional Item
 9. Welding Supplies (Renewal)
 - C. Non – Instructional Items
 10. In-Store Purchases of Materials and Supplies (Renewal)
 11. Truck Driver/Bus Driver Training (Renewal)
 - D. Technology
 12. Computers, Laptops, and Printer (Purchase)
 13. Information Technology Software and Services (Purchase)
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A. Next Meetings:

- Tuesday, August 14, 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, August 28, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Classes for Fall 2018 begin Monday, August 27, 2018!

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.

2. Presentation on the South Texas College Valley Scholars Program's 13th Annual *A Night with the Stars* Gala

Ms. Jessica S. Garcia, Coordinator of the Valley Scholars Program, will extend an invitation to the Board of Trustees to attend the Valley Scholars Program's 13th Annual "A Night with the Stars," a fundraising gala to be held on Thursday, October 11th, 2018, at the Corinthian Banquet & Special Events Center, 6:00 p.m. – 9:00 p.m.

"A Night with the Stars" supports the Valley Scholars Program, which has provided opportunities including scholarships and mentoring to over 830 students since 1997. Students in the program are given scholarships, personal advisement, opportunities to develop leadership skills, and opportunities for employment. The remarkable students also participate in numerous community service projects throughout the year.

Ms. Garcia will briefly discuss the program and the annual scholarship fundraiser.

All Board members and other attendees are invited and encouraged to consider sponsorship of the event, purchasing tickets, and making contributions for the silent auction.

All are encouraged to support and participate in the 13th Annual "A Night with the Stars." Ms. Garcia will be available to coordinate sponsorship by cash, gifts for the silent auction, or in-kind contributions.

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

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) June 20, 2018 Special Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the June 20, 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 June 20, 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
Wednesday, June 20, 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 Wednesday, June 20, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr.

Members absent: Ms. Rose Benavidez, Mr. Roy de León, and Mr. Rene Guajardo

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Mr. Paul Varville, Ms. Becky Cavazos, Ms. Brenda Balderaz, Ms. Katarina Bugariu, Dr. Virginia Champion, Mr. Luis De La Garza, Mr. Khalil Abdullah, Mr. David Valdez, Mr. Luis Silva, Mr. Jorge Luis Sanchez, Mr. Ken Lyons, Ms. Tammy Tijerina, Mr. Tim Weldon, Mr. Ben Macias, Mr. Raul Cabaza, III, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation:

Mrs. Becky Cavazos, Director of Purchasing, said the invocation.

Public Comments

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

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.

Mr. Paul R. Rodriguez, Chairman of the Board, announced the following appointments to Committee Chair and Committee Membership for 2018 – 2020:

EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE

Chair: Dr. Alejo Salinas, Jr.

Members: Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Mr. Rene Guajardo

FINANCE, AUDIT, AND HUMAN RESOURCES COMMITTEE

Chair: Mr. Roy de León

Members: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Mr. Rene Guajardo

FACILITIES COMMITTEE

Chair: Mr. Gary Gurwitz

Members: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Dr. Alejo Salinas, Jr.

The appointments took effect with no formal action by the Board of Trustees.

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 was not able to attend the June 20, 2018 Special Board Meeting, and would be provided the opportunity to update the Board at a subsequent meeting.

The presentation was included within the agenda for the Board's information, and no action was requested.

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) May 29, 2018 Special Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the May 29, 2018 Special Board Meeting Minutes as presented. The motion carried.

Approval and Authorization to Accept Grant Awards

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

- 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 would allow South Texas College to award scholarships to financially needy students to support their completion of an Associate of Applied Science degree in a Technical field. This award was for the period of May 15 2018 through April 2019.

This grant aligned 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 would conduct an Economic and Workforce Development 2025 Strategic Planning Conference in partnership with the Starr County Industrial Foundation. The strategic plan would 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 aligned 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 would 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 would 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 was for the period of July 1, 2018 through June 30, 2019.

This grant aligned 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 were 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 would 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.

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

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

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 was 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 were budgeted in the Insurance and Benefits budgets for FY 2018 - 2019, pending Board approval of the budget.

Reviewers – This item was 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 at the publication of the packet.

Because of the need for specific review of details included within the proposals, recommendations were not 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 was distributed prior to the June 19, 2018 Finance, Audit, and Human Resources Committee.

On June 19, 2018, the Finance, Audit, and Human Resources Committee reviewed the proposals and recommended 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.

Upon a motion by Dr. Alejo Salinas, Jr., and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the award of the proposals for Property/Inland Marine and Boiler & Machinery (\$589,916), Crime (\$2,852), School Leaders E&O, General Liability and Law Enforcement, Automobile (\$148,213), Workers Compensation (\$236,000), Foreign Liability (\$8,201) and Cyber Liability (\$18,513) Insurance for the period September 1, 2018 through August 31, 2019 at a total cost of \$1,003,695. The motion carried.

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

On June 19, 2018, the Finance, Audit, and Human Resources Committee recommended 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

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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) was \$1,840,536.11.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the award of proposals, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) in the amount of \$1,840,536.11 as presented. The motion carried.

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

On June 19, 2018, the Finance, Audit, and Human Resources Committee recommended 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 was:

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

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

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

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

Purpose – The proposed new policy was 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 reaffirmed and amplified the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirmed and amplified 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 required 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 required that

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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 was necessary for the following reasons:

- The new policy reaffirmed and amplified the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirmed and amplified 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 was 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 was included in the packet for the Board's review and information.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the adoption of proposed new Policy #4206: *Discrimination in Employment Prohibited* as presented and which supersedes any previously adopted Board policy. The motion carried.

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

Approval to auction obsolete South Texas College chillers was requested.

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

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

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

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

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

The obsolete chillers to be auctioned were 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 were inspected by the Facilities, Maintenance, and Operations and the Fixed Assets Department and it was 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, were present at the meeting to address any questions by the Board.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the auction of ten (10) obsolete South Texas College chillers as presented. The motion carried.

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 was 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 was 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 appeared 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 reviewed the information presented.

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

On June 19, 2018, the Finance, Audit, and Human Resources Committee recommended 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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

Approval to submit the 2015 – 2018 Junior College Audit Report on Safety and Security was 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 consisted 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 was examined for safety concerns and procedures were reviewed for compliance with state statutes. The results were 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 reviewed the information as presented.

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

Paul Varville, Chief Administrator for Department of Public Safety & Regional Center for Public Safety Excellence attended 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 recommended 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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

The Board packet included the Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with comparison to the FY 2017 - 2018 approved budget for the Trustees' information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Budget to the Finance, Audit, and Human Resources Committee on June 19, 2018. The Trustees present at this Board Meeting had each attended that presentation, and no new information would be included. No action was necessary at the Board meeting.

Mr. Paul R. Rodriguez, Chairman of the Board, called upon Mrs. Elizondo to present the updated budget for the Committee and Board in July 2018, and the presentation to the Board of Trustees scheduled on June 20, 2018 was not delivered.

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

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

The budget amendment was needed for the following reason:

1. Transfer of Unrestricted Fund Balance to Plant Funds

A budget amendment was 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 would be increased by \$4,000,000 to fund transfers to the Plant Funds.
- Funds would 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 included \$500,000 for Continuing Professional and Workforce Education.
- Funds would 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 would 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 were provided in the packet for the Trustees' information and review.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed budget amendment for FY 2017 - 2018, as presented. The motion carried

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

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

Purpose - The Proposed Staffing Plan for FY 2018 – 2019 for all employee groups was presented for the Board'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 were 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 was reflected in the appropriate department and listed on the Staffing Plan and was 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 was 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, attended the meeting to address any questions.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Proposed Staffing Plan for FY 2018 - 2019, as presented. The motion carried.

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 was requested.

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

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

Background – The Proposed Employee Salary Pay Plan for FY 2018 – 2019 is submitted for approval 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 was 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, attended the meeting to address any questions.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Proposed Employee Salary Pay Plan for FY 2018 - 2019, as presented. The motion carried.

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

Mrs. Mary Elizondo, Vice President of Finance and Administrative Services, provided a 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 was effective for fiscal years beginning on or after June 15, 2017. For the College, this pronouncement was 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 indicated that the allocation cost methodology was being reviewed with GASB and additional information would be issued in the upcoming months, a preliminary estimate of the College's proportionate share of the OPEB liability was 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 would 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, reviewed this on June 19, 2018 with the Finance, Audit, and Human Resources Committee, and were available for questions on June 20, 2018 with the Board. No action was needed.

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

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

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

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

Discussion and Approval of Internal Audit Processes and Protocols

Approval of the internal audit processes and protocols was 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 would 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 previously formally documented and presented to management. The information would help management and the trustees develop a better understand of the process.

Reviewers - The internal audit processes and protocols were reviewed 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 were provided 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, attended the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee, and were available for questions by the Board at the June 20, 2018 Special Board Meeting

On June 19, 2018, the Facilities Committee recommended Board approval of the internal audit processes and protocols as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the internal audit processes and protocols as presented. The motion carried.

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

As of June 14, 2018, the current total 2013 Bond Construction Program budget shortfall was estimated to be at \$1,964,204. This amount did not include the current remaining buyout savings, design and construction contingencies.

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

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

No action was requested.

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 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).

Justification

Change orders are needed for approval to provide for items needed to complete the construction of the projects.

The change orders below were 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 provided detailed descriptions of the Cost of Work, GMP Adjustments, and Buyout Savings categories reflected on their logs.

Funding Source

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

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

Enclosed Documents

Enclosed are the following documents for the Board's review and information:

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

Presenters

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

On June 19, 2018, the Facilities Committee recommended 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.

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 \$1,857 and construction contingencies totaling \$1,572 for the 2013 Bond Construction projects as presented. The motion carried.

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 would be recommended for the June 20, 2018 Board meeting.

Purpose

The 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project was nearing final completion but there were pending items regarding irrigation, grading, and landscaping. Broaddus & Associate provided 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 were several items on the punch list prepared by Halff Associates that have not been completed by Skanska USA.

In addition, Broaddus & Associates prepared a report indicating pending items that were still incomplete. Broaddus & Associates and College staff met with Skanska Construction to review outstanding items on the punch list and Broaddus & Associates' report which include pending irrigation remediation, fine grading, and hydromulching. In an effort to assist, College staff 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 was not available for presentation to the Facilities Committee on June 19, 2018, nor for presentation to the Board on June 20, 2018.

College staff was asked to request a proposal from another contractor to perform the pending items which was provided for the Facilities Committee's review on June 19, 2018.

Enclosed Documents

The packet included 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 instructed Broaddus & Associates to develop the list of specific outstanding items to be completed and the associated cost estimates, and to recommend the appropriate payment of retainage, including an amount to be withheld representing incomplete work.

Broaddus & Associates presented the Board with the requested cost estimates as verified by the project engineer, as well as a draft demand letter that could be sent to Skanska USA with the Board's approval.

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 release of retainage in the amount of \$100,557.57 to Skanska USA for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project, and an amount to be retained representing incomplete work \$62,982.48, and further authorizes that a demand letter be issued by the Chairman of the Board, substantially in the form presented. The motion carried.

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

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

Purpose

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

Background

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

The CCL for the project was \$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 was \$2,414,313.00. No additional costs were anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The Architect accepted the cost for the following error, as identified by Broaddus & Associates, which was 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 requested 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 were budgeted in the Bond Construction budget for FY 2017-2018.

Presenters

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

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

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

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 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 motion carried.

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 was requested.

Purpose

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

Justification

The College needed 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 would be ready for use for the 2018 Fall semester. Appropriate signage was 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 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 estimate of \$75,000 was 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 were enclosed for the Board's review.

Reviewers

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

The Committee members recommended that staff reach out to the vendor and inform them that the Board of Trustees would consider their proposal on June 20th, and was showing a favorable response to the proposal contingent upon a commitment to complete the project by August 31, 2018.

On June 19, 2018, the Facilities Committee recommended Board approval of the installation of a monument sign for the Regional Center of Public Safety Excellence project as presented and contingent upon the contractor agreeing to complete the construction by August 31, 2018.

Representatives from STC staff were present to respond to questions. Mr. Ricardo De La Garza, Director of Facilities Planning & Construction, informed the Board that the vendor had agreed to complete the construction by August 31, 2018 as required if the Board authorized the contract as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting with National Signs for the installation of a monument sign for the Regional Center of Public Safety Excellence project as presented. The motion carried.

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

Mary Elizondo and Rick De La Garza reviewed the proposed Construction Projects budgeted for FY 2018 - 2019. The proposed projects listed were not related to the Bond Construction Program projects and would be 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 was provided in the packet 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 would be included in the Unexpended - Construction Fund budget.

Mary Elizondo and Ricardo de la Garza were available to address questions related to the proposed projects and budget.

No action was requested.

Review and Discussion of FY 2018 – 2019 Proposed Renewal and Replacement Plant Fund Projects

Mary Elizondo and Rick De La Garza reviewed the proposed Renewal and Replacement Projects budgeted for FY 2018 - 2019. The proposed listed projects were not related to the Bond Construction Program projects and would be 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

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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 was provided for the Board's review and information. The proposed projects would be included in the Renewals and Replacements Plant Fund budget.

Mary Elizondo and Ricardo de la Garza were present to address questions related to the proposed projects and budget.

No action was requested.

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 was requested.

Purpose

The procurement of a civil engineer would provide for design services necessary for the Mid Valley Campus Parking and Drive Resurfacing project.

Justification

The procurement of a civil engineer would 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 would then be issued for solicitation of construction proposals. Once received, construction proposals would 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, were 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 recommended contracting civil engineering services for preparation of plans and specifications. Construction was estimated to begin during the fall of 2018 and the work would 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 was recommended for Board approval.

Funding Source

Funds were 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

The packet included 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 recommended 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting civil engineering services with Perez Consulting Engineers, LLC for the Non-Bond Mid Valley Campus Parking and Drive Resurfacing project as presented. The motion carried.

The following items were taken outside of the posted agenda order:

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 was requested.

Purpose

Authorization was requested to renew the current facility lease agreement for use by the fire science program.

Justification

The continuation of the lease of this facility was 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 expressed interest in continuing to lease this space. Staff recommended 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 were budgeted in the Facilities Lease budget for FY 2018-2019.

On June 19, 2018, the Facilities Committee recommended 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

Update on Status of Non-Bond Construction Projects

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

No action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of May 2018. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to provide a review and respond to questions posed by the Board.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, 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 May 2018. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:03 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Review and 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

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:15 p.m. No action was taken in Executive Session.

**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 was requested.

Purpose

The purpose of this change order was 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 was 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 were funds budgeted in the FY 1718 Unexpended Plant fund for this project.

Enclosed Documents

The change order proposal was enclosed.

On June 19, 2018, the Facilities Committee recommended 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 and without waiving any rights of the College or any party to construe the contract and

construction documents and consider recoupment of costs should this Change Order be necessary due to an error by the contractor or engineer.

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 change order with McDonald Electric in the amount of \$27,700 and 45 days 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 motion carried.

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

Adjournment:

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 6:17 p.m.

I certify the foregoing are the true and correct minutes of the Wednesday, June 20, 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 Texas Higher Education Foundation, Texas Affordable Baccalaureate (TAB) Expansion Grant with support from the Michael and Susan Dell Foundation in the amount of \$164,944

This grant will provide support for the development of a 100% online, competency-based option for the Bachelor of Applied Technology Degree in Medical and Health Service Management (BAT-MHSM) at South Texas College. The new program will be accessible to students on a 24-hour basis. Students who enroll in this program without any previous college credit will be able to complete all coursework within three-years, and the total cost for completion will be less than \$15,000. South Texas College is contributing \$91,494 of in-kind support, totaling \$164,944 for this grant. The funding period for this grant is from August 1, 2018 to July 31, 2020.

This grant is aligned to Strategic Direction #2, Access and Success by creating a competency-based Bachelor of Applied Technology Program in Medical and Health Service Management as an affordable, accessible, and accelerated path to completion of the bachelor degree program.

2. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$249,096

This grant will provide specialized equipment for the Information Technology Department to provide instruction to students who are pursuing high demand occupations, including Computer Specialist, Cyber Security Specialist, and Networking Specialist. Nineteen Forensic Recovery of Evidence Device (FRED) machines will enable at least 1,322 students to conduct forensic activities essential for in-demand occupations. South Texas College will contribute an additional \$13,110.30 cash matching funds for a total of \$249,096 for this grant. The funding period for this grant is from August 1, 2018 to August 31, 2019.

This award aligns with Strategic Direction #3, High Success Rate, by ensuring that students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

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

The presented grants would provide up to \$414,040 in additional funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Expansion Grant with support from the Michael and Susan Dell Foundation, for a total amount of \$164,944
2. The Texas Workforce Commission The Jobs and Education for Texans (JET) Grant in the amount of \$249,096

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

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

1. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Expansion Grant with support from the Michael and Susan Dell Foundation, for a total amount of \$164,944
2. The Texas Workforce Commission The Jobs and Education for Texans (JET) Grant in the amount of \$249,096

Approval Recommended:

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

Review of Reports Delivered at July 10, 2018 Committee meeting

The Education and Workforce Development Committee received and discussed the following reports on July 10, 2018:

1. Review and Discussion of Survey of Western Hidalgo County Employers

Mr. Serkan Celtek, Director of Research and Analytical Services, provided a review and led a discussion on the recent South Texas College survey of Western Hidalgo County Employers, conducted in an effort to determine opportunities and strategies for South Texas College to partner with local businesses in workforce development programs for the communities served directly by the South Texas College Higher Education Center at La Joya.

Mr. Celtek also briefly reviewed a previous survey of businesses in La Joya, which led to the more recent and comprehensive survey.

Past Survey of La Joya Business Owners

Summer 2016 – Survey to La Joya Business Owners

- Provided to La Joya area employers while attending a luncheon.
- Purpose was to ask employers questions about job positions they needed to fill, and skills needed by applicants for those positions.
- 57 responses were received.

Latest Survey to Business Owners

The survey was conducted among randomly selected businesses operating within Hidalgo County communities west of Mission:

- A variety of businesses were contacted, with considerations taken to include small and large businesses, and to contact them at times during the weekday likely to accommodate the business owners' and operators' willingness to participate.
- The selection process resulted in 107 responses, which surpassed the minimum goal of at least 100 survey responses for analysis.
- A list of registered businesses in that area, available from the Texas Comptroller's Office, indicates that roughly 1-in-5 of the active businesses in that area participated in the survey.

Mr. Celtek reviewed the survey methodology and data, which was summarized in the packet, and led a discussion of the analysis of this data and its practical applications to improve South Texas College's service to those communities through its Higher Education Center in La Joya.

Mr. Paul R. Rodriguez noted that the survey was conducted by a third party, and asked that future presentations of surveys should be provided by the actual person

or firm that conducted the survey, so that they could respond to questions from the Committee.

2. Update and Discussion on South Texas College Higher Education Center at La Joya

Dr. Petrosian, Vice President for Academic Affairs, provided an update and led a discussion on the South Texas College Higher Education Center at La Joya, and the services offered to students at that location.

Dr. Petrosian provided an overview of the development of the South Texas College Higher Education Center and its establishment to serve the residents of Western Hidalgo County. This overview included historical enrollment and new initiatives to increase community awareness and interest in taking advantage of the program offerings at the Center.

Background of the South Texas College Higher Education Center at La Joya

Initially opened in 2010 at the Jimmy Carter Early College High School, South Texas College expanded the resources and course offerings at its La Joya Teaching Center in 2012, upon approval by the College's accrediting authority, the Southern Association of Colleges and Schools, Commission on Colleges (SACS,COC).

While dual credit participation stayed over 200 students, traditional students were not utilizing the Center as widely as anticipated. For the Fall of 2016, the College redeveloped the site as the South Texas College Higher Education Center at La Joya, to clearly communicate with the surrounding community that this was a higher education resource to serve their academic and workforce needs.

Since that rebranding, and several new initiatives, there was an initial surge of traditional enrollment, but it has once again begun to decline. Dr. Rene Zúñiga serves as the Center Coordinator. Along with a part-time support staff, Dr. Zúñiga works with the school district and the community at large to respond to questions and to develop strategies to encourage enrollment and utilization of the Center.

The facility was renovated in a partnership between La Joya ISD and South Texas College, supported by the 2013 Bond Construction Program, to install state-of-the-art science labs and computer labs, a welding lab, and library resources to fully support the excellent quality of higher education offered to the community.

Advisory Committee Membership

Dr. Petrosian discussed the Advisory Committee that was formed in Spring 2016, and meets twice a semester to review promotional activities and recommend strategies to increase enrollment. Currently, this committee is comprised of key stakeholders at South Texas College and at La Joya ISD. In the future, administration will engage employers, current and past students, and other

community members to further develop a broad-based Advisory Committee that is responsive to the needs of the residents of Western Hidalgo County.

Marketing and Outreach

In Fall 2016, the College worked with La Joya ISD to identify the parents of 1st, 3rd, 5th, and 7th grade students district-wide. These grade levels were selected to reach many younger parents who might be seeking higher education opportunities for academic and workforce advancement.

This survey included questions about the educational needs of the household, particularly adults who would potentially be interest in program and course offerings that could be developed at the South Texas College Higher Education Center at La Joya.

This effort was not focused on preparing the young students for college, nor directly toward opportunities for dual credit students or recent high school graduates. While the College has many programs and partnerships serving those students, this survey was developed specifically to target the demographic of working adults, several years out of high school, that might be ready for new opportunities.

Dr. Petrosian outlined the marking plan and outreach strategies being implemented to recruit additional traditional students to take advantage of the South Texas College Higher Education Center at La Joya.

Dr. Petrosian also reviewed the course offerings proposed for the Fall 2018 semester, which includes over 40 traditional courses within a variety of programs of study selected for that Center.

Mrs. Victoria Cantú noted that she represents and works in the communities served by the South Texas College Higher Education Center at La Joya. She shared that she has received comments from several people that the location is hard to locate, and suggested that we speak with La Joya ISD about putting clear signage on the Jimmy Carter Early College High School building, which houses the Higher Education Center.

Mrs. Cantú also noted that she has also heard from people in the community that they have gone to the Center for information, and have not been able to find staff to answer questions. Dr. Petrosian shared that a part time staff member has been hired to work high-traffic hours, and there was not yet sufficient enrollment at that location to hire a full time staff member however, she suggested that perhaps the School District would be willing to cross-train their own staff to help address questions and direct the public to further assistance as needed when the College's staff is not available.

Mrs. Cantú noted that new marketing strategies might be implemented to effectively support Dr. Zúñiga's ongoing efforts to connect with the community and attract students interested in attending courses at that Center.

Included Documents

The Committee packet included the following additional documents for review and comment by the Education and Workforce Development Committee:

- Fall 2018 Course Offerings
- General Flier for South Texas College Higher Education Center – La Joya
- South Texas College Higher Education Center – La Joya Education Program Flyer
- *STC La Joya Teaching Center to host Open House on May 17* (Press Release, South Texas College, May 4, 2016)
- *Opening doors for in-demand courses at La Joya Teaching Center* (Staying Connected, South Texas College, Summer 2016)

These reports were presented for the Committee's information and discussion with administration, and no action was taken.

No Board action is requested.

Review and Action as Necessary to Revise Academic Calendar for Academic Year 2018 – 2019

Approval of the proposed revisions to the 2018 - 2019 Academic Calendar is requested.

The 2018 - 2019 Academic Calendar was presented to the Board for approval on July 25, 2017. The Academic Calendar Steering Committee has proposed a revision to the calendar, as follows:

- Changes to the December 2018 graduation date from December 15 (Saturday) to December 1 (Saturday).

The change is required due to a scheduling conflict at the State Farm Arena.

The revised 2018 - 2019 Academic Calendar is provided in the packet, with the proposed changes highlighted in yellow.

The Board is asked to approve the proposed revisions to the 2018 - 2019 Academic Calendar.

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

Recommendation:

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

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

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

Approval Recommended:

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

2018-2019 Calendar



Draft 7/5/18

Fall Semester 2018 (August 27 - December 16)

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

Spring Semester 2019 (January 22 – May 16)

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

Summer Sessions 2019



Summer Session I (June 3 – July 3)

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

Summer Session II (July 10 – August 9)

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

Summer Session III (June 3 – August 9)

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

Review and Action as Necessary to Adopt Proposed Academic Calendar for Academic Year 2019 – 2020

Approval of the proposed 2019-2020 Academic Calendar is requested.

The Academic Calendar Steering Committee, which includes membership from each area of the College, has developed the FY 2019 – 2020 Academic Calendar. The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to South Texas College faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

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

The proposed calendar follows in the packet for the Board's review and consideration.

The Board is asked to approve and adopt the 2019 - 2020 Academic Calendar for approval at the July 24, 2018 Board meeting as presented.

The Education and Workforce Development Committee recommended Board approval of the proposed 2019 - 2020 Academic Calendar as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the proposed 2019 - 2020 Academic Calendar as presented.

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

The Board of Trustees approves and adopts the proposed 2019 - 2020 Academic Calendar as presented.

Approval Recommended:

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

2019-2020 Calendar



Fall Semester 2019 (August 26 - December 15)

August 14 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 15 (Thursday)	New Faculty Orientation
August 16 (Friday)	New Faculty Service Area Tour
August 19 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 20 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 21 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 22 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 23 (Friday)	Faculty Preparation Day / Departmental Meetings
August 24 (Saturday)	Adjunct & Dual Credit Faculty Development Day
August 26 (Monday)	Classes Begin
September 2 (Monday)	College Closed – Labor Day
September 11 (Wednesday)	Census Day - Twelfth Class Day
September 20 (Friday)	College Closed – College-Wide Organizational Development Day
November 15 (Friday)	Last Day to Withdraw
November 28 – Dec. 1 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 9 – 15 (Monday – Sunday)	Finals
December 14 (Saturday)	Certificate and Degree Award Date
December 14 (Saturday)	Commencement Ceremonies*.
December 15 (Sunday)	End of Term
December 16 (Monday)	Grades Due Date
December 16 – January 1 (Mon. – Wed.)	Winter Break (College Closed)

* May vary depending on facility availability.

Spring Semester 2020 (January 21 – May 14)

January 2 (Thursday)	College Opens – Staff return
January 13 (Monday)	Faculty Return – Division / Department Meetings
January 14 (Tuesday)	Faculty Preparation Day / New Faculty Start Date - New Faculty Benefits & Orientation – (Human Resources)
January 15-17 (Wednesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 18 (Saturday)	Adjunct / Dual Credit Faculty Professional Development Day
January 20 (Monday)	Martin Luther King, Jr. Day – College Closed
January 21 (Tuesday)	Classes Begin
February 5 (Wednesday)	Census Day - Twelfth Class Day
February 14 (Friday)	College Closed - College-Wide Organizational Development Day
March 16 – 22 (Monday - Sunday)	College Closed - Spring Break
April 9 – 12 (Thursday – Sunday)	College Closed - Semester Break
April 20 (Monday)	Last Day to Withdraw
May 8 – 14 (Friday – Thursday)	Finals
May 14 (Thursday)	End of Term
May 15 – 16 (Friday - Saturday)	Commencement Ceremonies*
May 15 – 16 (Friday - Saturday)	Certificate and Degree Award Date
May 18 (Monday)	Grades Due Date

*May vary depending on facility availability.

Summer Sessions 2020



Summer Session I (June 1 – July 1)

May 25 (Monday)	College Closed - Memorial Day
May 26 – 31 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 1 (Monday)	Classes Begin
June 4 (Thursday)	Census Day - Fourth Class Day
June 24 (Wednesday)	Last Day to Withdraw
June 30 (Tuesday)	End of Classes
July 1 (Wednesday)	Finals / End of Term
July 3 (Friday)	College Closed-Independence Day
July 6 (Monday)	Grades Due Date

Summer Session II (July 8 – August 7)

July 6 – 7 (Monday & Tuesday)	Final registration dates for Summer II
July 8 (Wednesday)	Classes Begin
July 13 (Monday)	Census Day - Fourth Class Day
July 30 (Thursday)	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday)	Grades Due Date

Summer Session III (June 1 – August 7)

May 25 (Monday)	College Closed - Memorial Day
May 26 – 31 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 1 (Monday)	Classes Begin
June 9 (Tuesday)	Census Day - Seventh Class Day
July 3 (Friday)	College Closed-Independence Day
July 6 – 7 (Monday & Tuesday)	No classes
July 22 (Wednesday)	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday)	Grades Due Date

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

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

A. Awards

1) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$105,000.00 to the following seventy-four (74) qualifying vendors:

Vendors (City, State)			
Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	Little Explorers Dev. & Learning Center II (Alamo, TX)	
Super Kids Academy, LLC. (Alamo, TX)	Alpha Learning Center (Alton, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)	
Little Angel's Learning Center (Alton, TX)	Garza's Childcare and Development Center (Donna, TX)	Little Braves Child Care (Donna, TX)	
Stepping Stones Day Care II (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)	Al's Toy Barn Learning Center (Edinburg, TX)	
Alma's Daycare Center (Edinburg, TX)	Amando, Inc. dba/Genesis Learning Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	
Kolor the World Daycare & Learning Center (Edinburg, TX)	Little U Learning Center (Edinburg, TX)	LPA Investments, LLC. dba/Little Paradise Academy (Edinburg, TX)	
Learning Path Day School (Edinburg, TX)	Small Wonders Daycare (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)	
The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)	Building My Future #2 (Hidalgo, TX)	
Little Explorers Education Center (Hidalgo, TX)	BMZ Child Care (McAllen, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)	
Bright Beginnings (McAllen, TX)	Easter Seals RGV (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)	
Kids Being Kids Academy (McAllen, TX)	Kids Cloud Academy (McAllen, TX)	Little Loves Educare (McAllen, TX)	
Little Paradise Academy, LLC. (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	
Michelle's Playhouse (McAllen, TX)	Mommyland Bilingual Academy (McAllen, TX)	Royal Education Center (McAllen, TX)	
Royal Piaget Academy (McAllen, TX)	Star Kids Learning Center (McAllen, TX)	Tony's Playhouse (McAllen, TX)	

Vendors (City, State)		
Valley Kidz Academy (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Gingerbread House Learning Center Montessori (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Las Palmas Montessori CCC #2 (Mission, TX)	Little Crayons Institute, LLC. (Mission, TX)
Little Einstein's Academy, LLC. (Mission, TX)	Stepping Stones (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)
Fisher Kids Academy (Palmview, TX)	Gingerbread House Learning Center (Palmview, TX)	Lily's Little Kids Daycare Center (Palmview, TX)
Palmview Academy (Palmview, TX)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Children's New Beginning Learning Academy, LLC. (Pharr, TX)	Futuros Lideres Learning Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Little Explorers Dev. & Learning Center (Pharr, TX)	Little One's Discovery Center, Inc. (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	Miss Becky's School House (Rio Grande City, TX)	Childtime Academy (San Juan, TX)
Immaculata Pre Primary (San Juan, TX)	El Shaddai International Christian Day Care Ctr (Weslaco, TX)	Christian Day Care (Weslaco, TX)
Stepping Stones Day Care (Weslaco, TX)	Mid-Valley Early Childhood Education Center (Weslaco, TX)	

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

Background – Proposal documents were advertised on April 25, 2018 and May 2, 2018 and issued to four hundred eighty-six (486) vendors. Seventy-four (74) responses were received on June 7, 2018 and reviewed by the PASS Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2018 - 2019 pending Board approval of the grant.

2) Library Materials (Award)

Award the proposal for library materials for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of \$234,080.40 to the following vendors:

Vendors (City, State)		
ABDO Publishing Company (Edina, MN)	Apple Books (Mankato, MN)	Bearport Publishing (New York, NY)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Capstone (N Mankato, MN)	Cavendish Square Publishing, LLC. (New York, NY)
CBM,LLC./dba Cherry Lake Publishing/dba Sleeping Bear Press (N Mankato, MN)	Central Programs, Inc./dba Gumdrop Books (Bethany, MO)	Complete Book and Media Supply, LLC. (Cedar Park, TX)
EBSCO Industries, Inc. (Ipswich, MA)	Enslow Publishing (New York, NY)	Gareth Stevens Publishing, LLLP. (New York, NY)
GOBI Library Solutions from EBSCO (Contoocook, NH)	Greenhaven Publishing, LLC. (New York, NY)	Infobase (New York, NY)
Ingram Library Services, Inc. (La Vergne, TN)	J. Appleseed (Mankato, MN)	KAMICO Instructional Media, Inc. (Salado, TX)
Lektro, Inc./dba Escue & Associates (Robstown, TX)	Midwest Library Service (Bridgeton, MO)	Perma-Bound Books (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Scholastic Library Publishing, Inc. (Danbury, CT)
The Rosen Publishing Group, Inc. (New York, NY)		

Purpose - Library Services is requesting proposals for the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, and patrons district wide.

Justification – The library materials will include books, reference materials, and other materials for all the College’s academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide.

Background – Proposal documents were advertised on May 14, 2018, and May 21, 2018, and issued to sixty-four (64) vendors. Twenty-seven (27) responses were received on May 29, 2018 and reviewed by Library Services and the Purchasing Department. Two vendors did not provide the required documents and therefore are not included.

Funds for this expenditure are budgeted in the Library Acquisitions and BAT and Support Materials budgets for FY 2018 - 2019 pending board approval of the budget.

3) Mail Services (Award)

Award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of \$73,000.00, which is based on prior year expenditures.

Purpose – The Mail Services Department has requested proposals for the following services: barcoding all envelopes/packages, postage on all envelopes/packages, pre-sorting of mail, and pickup and delivery of outgoing mail to the McAllen post office.

Justification and Benefits – With these services, the College will receive lower postage rates for all outgoing mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities, the College saves in postage.

Background – Proposal documents were advertised on May 29, 2018, and June 5, 2018, and issued to two (2) vendors. One (1) response was received on June 14, 2018 and reviewed by Mail Services and the Purchasing Department. The College first advertised for proposals for these services in 2006.

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

4) Maintenance and Repair Parts, Materials, and Supplies (Award)

Award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2018 through August 29, 2019 with two one-year options to renew, at an estimated amount of \$160,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendors (City, State)	
Burton Companies (Weslaco, TX)	Bush Supply Company (Edinburg, TX)
C.E.D. – Valmac Electrical Supply (Pharr, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Diaz Floors & Interior's, Inc. (Pharr, TX)	Facilities Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Industrial Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)
Interline Brand, Inc./dba SupplyWorks (Jacksonville, FL)	Lewis Electric Motors, Inc. (Harlingen, TX)
Luna Glass, LLC. (McAllen, TX)	Morrison Supply Company (McAllen, TX)
R. E. Friedrichs Company/dba REFCO (McAllen, TX)	Sherwin Williams, Co. (McAllen, TX)
Steve Lewis, LLC/dba Lewis Mechanical Sales (Corpus Christi, TX)	

Purpose – The Facilities Maintenance and Operations department is requesting parts, materials, and supplies for district wide daily work order requests.

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

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to forty-two (42) vendors. Eighteen (18) responses were received on June 13, 2018 and reviewed by Facilities Operations and Maintenance and the Purchasing Department. Three (3) vendors did not provide the required documents and therefore are not included.

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

5) Nursing and Allied Health Equipment and Supplies (Award)

Award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of \$165,000.00 to the following vendors:

- **Bound Tree Medical, LLC.** (Dublin, OH)
- **Cynmar, LLC.** (Yulee, FL)
- **Health Care Logistics, Inc.** (Circleville, OH)
- **Henry Schein, Inc.** (Irmo, SC)
- **Medline Industries** (Northfield, IL)
- **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
- **QuadMed** (Jax, FL)

Purpose: The Nursing and Allied Health instructional programs are requesting the purchase of equipment and supplies for various courses and labs.

Justification and Benefit: The nursing and allied health equipment and supplies will be used for student instruction in the various nursing and allied health programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, face masks, caps, IV start kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc.

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products. Background – Proposal documents were advertised on June 4, 2018 and June 11, 2018 and issued to twenty (20) vendors. Eight (8) responses were received on June 19, 2018 and reviewed by the Purchasing Department. One vendor did not provide the required documents and therefore was not included.

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program and Emergency Medical Technician budgets for FY 2017 - 2018 and FY 2018 - 2019 pending Board approval of the budget.

6) Purchase of Audio Visual Equipment (Award)

Award the proposal for the purchase of audio visual equipment at a total amount of \$69,825.00 to the following vendors:

- **Audio Visual Aids** (San Antonio, TX) \$2,649.00
- **SDF Professional Computers, Inc.** (Greenville, NC) \$67,176.00

Purpose – Educational Technologies is requesting the purchase of audio visual equipment for the following: upgrade of seven (7) science labs on the 3rd floor of Pecan Building J with large displays, install/upgrade seventeen (17) of the existing projectors on the 1st floor of Pecan Building J in conjunction with the recently Board approved Analog-to-Digital upgrade for those spaces, and one (1) interactive display for Educational Technologies request to assist in managing a sharp increase in special event requests and support district-wide.

Justification and Benefit – The Science Program is requesting an upgrade in seven (7) science labs to include large, high-resolution displays to show high detail images generated by microscopes. Students will benefit from the increased detail and brightness of the images to better see and identify the structures visible from the microscopes.

The projectors will replace existing equipment located in instructional classes that are end of life and out of warranty.

The interactive display is an Educational Technologies request to assist with the planning and coordination of a sharp increase in special event requests. The interactive nature of the display will allow for group collaboration and interaction when planning for the needs of an event based on requested items, site visits, and available support staff.

Background – Proposal documents were advertised on June 12, 2018 and June 19, 2018 and issued to eleven (11) vendors. Eight (8) responses were received on June 27, 2018 and reviewed by Educational Technologies and the Purchasing Department.

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

7) Rental of Storage Facilities (Award)

Award the proposal for the rental of storage facilities for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of \$55,000.00 to the following vendors:

- **Affordable Attic III, LP.** (Harlingen, TX/McAllen, TX)
- **Affordable Attic V, LP.** (Harlingen, TX/Mission, TX)
- **Affordable Attic IX, LP.** (Harlingen, TX/McAllen, TX)
- **McAllen Foreign Trade Zone** (McAllen, TX)
- **Move It Management, LLC.** (Dallas, TX/Mission, TX) (New)

Purpose – The rental of storage facilities is requested by various departments for the storage of student catalogs, tabloids, documents, event tables, equipment, and graduation items.

Justification and Benefit – The rental of storage facilities is used by various College departments with the following requirements: temperature control, storage size, and location. Due to the College's growth over the years, the need for storage facilities has increased. The College will need approximately eight (8) units and one (1) storage area for the first term of the awarded contract. College departments are currently using various locations based on availability, proximately, and climate control as follows:

Vendor	Department
Affordable Attic III, LP.	Graduation, College Connections, Center for Mexican American Studies, History Program, Music Program, and Child Development Center
Affordable Attic V, LP.	Business Office
Affordable Attic IX, LP.	Business Office
McAllen Foreign Trade Zone	Facilities Planning and Construction and the Office of Public Relations
Move It Management, LLC.	New vendor for additional storage needs

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to eight (8) vendors. Six (6) responses were received on June 14, 2018 and reviewed by the Purchasing Department. One vendor did not provide the required documents and therefore is not included.

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

8) Science Laboratory Supplies (Award)

Award the proposal for science laboratory supplies for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated cost of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Bio Corporation (Alexandria, MN)	Carolina Biological Supply, Co. (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	Cynmar, LLC. (Yulee, CO)
Flinn Scientific, Inc. (Batavia, IL)	Jameco Electronics (Belmont, CA)
Midsci (Valley Park, MO)	Nebraska Scientific (Omaha, NE)
PASCO Scientific (Roseville, CA)	VWR International, LLC. (Radnor, PA)

Purpose – The Science programs are requesting lab supplies for the instructional labs, which are required for science courses.

Justification and Benefit – The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry, Physics, Geology, and Geography. The programs require labs for students to conduct experiments and testing.

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to twenty-seven (27) vendors. Ten (10) responses were received on June 13, 2018 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, and Geography budgets for FY 2018 - 2019 pending Board approval of the budget.

B. Instructional Item

9) Welding Supplies (Renewal)

Renew the welding supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of \$110,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

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

Background – The Board awarded the contracts for welding supplies at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 1, 2018 through September 30, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	10/1/16 – 9/30/17	2 – one year options
1 st Renewal	7/25/17		10/1/17 – 9/30/18
2 nd Renewal	7/24/18		10/1/18 – 9/30/19

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 Welding Program and Continuing Professional and Workforce Education budgets for FY 2018 - 2019 pending Board approval of the budget.

C. Non – Instructional Items

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

Renew the in-store purchases of materials and supplies contracts for the period beginning October 17, 2018 through October 16, 2019, at an estimated amount of \$140,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

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

Background – The Board awarded the contracts for in-store purchases of materials and supplies at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 17, 2018 and ends October 16, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	10/17/16 – 10/16/17	2 – one year options
1 st Renewal	7/25/17		10/17/17 – 10/16/18
2 nd Renewal	7/24/18		10/17/18 – 10/16/19

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 various requesting departments’ budgets for FY 2018 - 2019 pending Board approval of the budget.

11)Truck Driver/Bus Driver Training (Renewal)

Renew the truck driver/bus driver training contract with **International Schools** (Dallas, TX), for the period beginning September 1, 2018 through August 31, 2019, at an 18% commission to the College retained from each student’s tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination.

Purpose – Continuing Professional and Workforce Education is requesting to renew the truck driver/bus driver training which provides hands-on skill development and instruction in preparation for the Commercial Driver’s License (CDL) examination.

Justification and Benefit – The truck driver/bus driver training contractor will provide training instruction and preparation for the Commercial Driver’s License Exam, which requires a minimum of 200 clock hours and related services in support of such training in McAllen, Weslaco, and Rio Grande City for students in Hidalgo and Starr counties.

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

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/16	9/1/16– 8/31/17	2 – one year options
1 st Renewal	6/27/17		9/1/17 – 8/31/18
2 nd Renewal	7/24/18		9/1/18 – 8/31/19

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

D. Technology Items

12)Computers, Laptops, and Printer (Purchase)

Purchase of computers, laptops, and printer from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Technical Laboratory Systems** (Houston, TX) a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$55,419.02.

All purchase requests for computers, laptops, and printer 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
 - ⇒ 2 Computers for the Division of Nursing and Allied Health
 - ⇒ 2 Computers for Educational Technologies
 - ⇒ 1 Computer for Office of Early College High School
- Staff Laptops
 - ⇒ 5 Laptops for the Division of Nursing and Allied Health
 - ⇒ 1 Laptop for Medical Assistant Technology Program
 - ⇒ 1 Laptop for the Dual2Degree Department
 - ⇒ 1 Laptop for the Office of Public Relations and Marketing
- Student Laptops
 - ⇒ 7 Laptops for the Division of Nursing and Allied Health
 - ⇒ 1 Laptop for Library Services
- Student Printer
 - ⇒ 1 3-D Printer for Learning Commons & Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Nursing and Allied Health Division, Educational Technologies, Medical Assistant Technology, Dual2Degree Department, Public Relations and Marketing, Library Services, Learning Commons & Open Labs, and Early College High School.

13)Information Technology Software and Services (Purchase)

Purchase information technology software and services from **Strata Information Group** (SIG) (San Diego, CA), a State of Texas Department of Information Services (DIR) approved vendor, at an estimated amount of \$56,900.00.

Purpose – The Office of Human Resources is requesting the purchase of information technology software and services to implement an automated compensation set up for faculty within the College’s existing BANNER enterprise system.

Justification – This will enhance support services for the features, functions, processing rules, operating cycles, and all compensation set-up requirements of the Faculty Load and Compensation Module (FLAC), comprised of training in both the fundamental and advanced capabilities and functions of the system.

The Strata Information Group (SIG) will assist with providing consultation for set up of the module for faculty load and compensation along with recommendations of forms set up and suggestions for ways to optimize functionality.

Funds for this expenditure are budgeted in the IT PM, Risk and Security budget for FY 2017 – 2018.

Recommendation:

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

A. Awards

- 1) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$105,000.00 to the following seventy-four (74) qualifying vendors:

Vendors (City, State)			
Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	Little Explorers Dev. & Learning Center II (Alamo, TX)	
Super Kids Academy, LLC. (Alamo, TX)	Alpha Learning Center (Alton, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)	
Little Angel's Learning Center (Alton, TX)	Garza's Childcare and Development Center (Donna, TX)	Little Braves Child Care (Donna, TX)	
Stepping Stones Day Care II (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)	Al's Toy Barn Learning Center (Edinburg, TX)	

Vendors (City, State)		
Alma's Daycare Center (Edinburg, TX)	Amando, Inc. dba/Genesis Learning Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)
Kolor the World Daycare & Learning Center (Edinburg, TX)	Little U Learning Center (Edinburg, TX)	LPA Investments, LLC. dba/Little Paradise Academy (Edinburg, TX)
Learning Path Day School (Edinburg, TX)	Small Wonders Daycare (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)	Building My Future #2 (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	BMZ Child Care (McAllen, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)
Bright Beginnings (McAllen, TX)	Easter Seals RGV (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)
Kids Being Kids Academy (McAllen, TX)	Kids Cloud Academy (McAllen, TX)	Little Loves Educare (McAllen, TX)
Little Paradise Academy, LLC. (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
Michelle's Playhouse (McAllen, TX)	Mommyland Bilingual Academy (McAllen, TX)	Royal Education Center (McAllen, TX)
Royal Piaget Academy (McAllen, TX)	Star Kids Learning Center (McAllen, TX)	Tony's Playhouse (McAllen, TX)
Valley Kidz Academy (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Gingerbread House Learning Center Montessori (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Las Palmas Montessori CCC #2 (Mission, TX)	Little Crayons Institute, LLC. (Mission, TX)
Little Einstein's Academy, LLC. (Mission, TX)	Stepping Stones (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)
Fisher Kids Academy (Palmview, TX)	Gingerbread House Learning Center (Palmview, TX)	Lily's Little Kids Daycare Center (Palmview, TX)
Palmview Academy (Palmview, TX)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Children's New Beginning Learning Academy, LLC. (Pharr, TX)	Futuros Lideres Learning Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Little Explorers Dev. & Learning Center (Pharr, TX)	Little One's Discovery Center, Inc. (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	Miss Becky's School House (Rio Grande City, TX)	Childtime Academy (San Juan, TX)

Vendors (City, State)		
Immaculata Pre Primary (San Juan, TX)	El Shaddai International Christian Day Care Ctr (Weslaco, TX)	Christian Day Care (Weslaco, TX)
Stepping Stones Day Care (Weslaco, TX)	Mid-Valley Early Childhood Education Center (Weslaco, TX)	

- 2) **Library Materials (Award):** award the proposal for library materials for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of \$234,080.40 to the following vendors:

Vendors (City, State)		
ABDO Publishing Company (Edina, MN)	Apple Books (Mankato, MN)	Bearport Publishing (New York, NY)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Capstone (N Mankato, MN)	Cavendish Square Publishing, LLC. (New York, NY)
CBM,LLC./dba Cherry Lake Publishing/dba Sleeping Bear Press (N Mankato, MN)	Central Programs, Inc./dba Gumdrops Books (Bethany, MO)	Complete Book and Media Supply, LLC. (Cedar Park, TX)
EBSCO Industries, Inc. (Ipswich, MA)	Enslow Publishing (New York, NY)	Gareth Stevens Publishing, LLLP. (New York, NY)
GOBI Library Solutions from EBSCO (Contoocook, NH)	Greenhaven Publishing, LLC. (New York, NY)	Infobase (New York, NY)
Ingram Library Services, Inc. (La Vergne, TN)	J. Appleseed (Mankato, MN)	KAMICO Instructional Media, Inc. (Salado, TX)
Lektro, Inc./dba Escue & Associates (Robstown, TX)	Midwest Library Service (Bridgeton, MO)	Perma-Bound Books (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Scholastic Library Publishing, Inc. (Danbury, CT)
The Rosen Publishing Group, Inc. (New York, NY)		

- 3) **Mail Services (Award):** award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of \$73,000.00, which is based on prior year expenditures;
- 4) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2018 through August 29, 2019 with two one-year options to renew, at an estimated amount of \$160,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Burton Companies (Weslaco, TX)	Bush Supply Company (Edinburg, TX)
C.E.D. – Valmac Electrical Supply (Pharr, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Diaz Floors & Interior's, Inc. (Pharr, TX)	Facilities Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Industrial Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)
Interline Brand, Inc./dba SupplyWorks (Jacksonville, FL)	Lewis Electric Motors, Inc. (Harlingen, TX)
Luna Glass, LLC. (McAllen, TX)	Morrison Supply Company (McAllen, TX)
R. E. Friedrichs Company/dba REFCO (McAllen, TX)	Sherwin Williams, Co. (McAllen, TX)
Steve Lewis, LLC/dba Lewis Mechanical Sales (Corpus Christi, TX)	

5) Nursing and Allied Health Equipment and Supplies (Award): award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of \$165,000.00 to the following vendors:

- **Bound Tree Medical, LLC.** (Dublin, OH)
- **Cynmar, LLC.** (Yulee, FL)
- **Health Care Logistics, Inc.** (Circleville, OH)
- **Henry Schein, Inc.** (Irmo, SC)
- **Medline Industries** (Northfield, IL)
- **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
- **QuadMed** (Jax, FL)

6) Purchase of Audio Visual Equipment (Award): award the proposal for the purchase of audio visual equipment at a total amount of \$69,825.00 to the following vendors:

- **Audio Visual Aids** (San Antonio, TX) \$2,649.00
- **SDF Professional Computers, Inc.** (Greenville, NC) \$67,176.00

7) Rental of Storage Facilities (Award): award the proposal for the rental of storage facilities for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of \$55,000.00, to the following vendors:

- **Affordable Attic III, LP.** (Harlingen, TX/McAllen, TX)
- **Affordable Attic V, LP.** (Harlingen, TX/Mission, TX)
- **Affordable Attic IX, LP.** (Harlingen, TX/McAllen, TX)
- **McAllen Foreign Trade Zone** (McAllen, TX)
- **Move It Management, LLC.** (Dallas, TX/Mission, TX) (New)

8) Science Laboratory Supplies (Award): award the proposal for science laboratory supplies for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Bio Corporation (Alexandria, MN)	Carolina Biological Supply, Co. (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	Cynmar, LLC. (Yulee, CO)
Flinn Scientific, Inc. (Batavia, IL)	Jameco Electronics (Belmont, CA)
Midsci (Valley Park, MO)	Nebraska Scientific (Omaha, NE)
PASCO Scientific (Roseville, CA)	VWR International, LLC. (Radnor, PA)

B. Instructional Item

- 9) Welding Supplies (Renewal):** renew the welding supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of \$110,000.00, which is based on prior year expenditures. The vendors are as follows:

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

C. Non – Instructional Items

- 10) In-Store Purchases of Materials and Supplies (Renewal):** renew the in-store purchases of materials and supplies contracts for the period beginning October 17, 2018 through October 16, 2019, at an estimated amount of \$140,000.00, which is based on prior year expenditures. The vendors are as follows:

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

- 11) Truck Driver/Bus Driver Training (Renewal):** renew the truck driver/bus driver training contract with **International Schools** (Dallas, TX), for the period beginning September 1, 2018 through August 31, 2019, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

D. Technology

- 12) Computers, Laptops, and Printer (Purchase):** purchase of computers, laptops, and printer from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Technical Laboratory Systems** (Houston, TX) a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$55,419.02;
- 13) Information Technology Software and Services (Purchase):** purchase information technology software and services from **Strata Information Group**

(SIG) (San Diego, CA), a State of Texas Department of Information Services (DIR) approved vendor, at an estimated amount of \$56,900.00.

Recommend Action - The total for all award of proposals, purchases, and renewals (Non-Bond Proceeds) is \$1,424,224.42.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, purchases, and renewals (Non-Bond Proceeds) in the amount of \$1,424,224.42 as presented.

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

The Board of Trustees approves and authorizes the award of proposals, purchases, and renewals (Non-Bond Proceeds) in the amount of \$1,424,224.42 as presented.

Approval Recommended:

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

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

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

A. Non-Bond Proceeds

1) Active Learning Classrooms Audio Visual Upgrade (Award)

Award the proposal for the active learning classrooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$80,261.00.

Purpose – The Title V Hispanic Serving Institutions (HSI) Grant and Educational Technologies are requesting to purchase of audio visual equipment to upgrade six (6) active learning classrooms located at the Pecan (4), Mid Valley (1), and Starr County (1) campuses.

Justification and Benefit – Based on collected qualitative data from faculty and students, the new direction of the grant is to provide the highest level of active learning in each classroom. All existing Tier 1 Active Learning Classrooms will be upgraded to a Tier 2 design that can also be utilized as a training room allowing for better facility, flexibility, and efficiency of use.

The equipment that will be installed includes wireless sharing devices and accessories for the six (6) classrooms at the various campuses. It will allow individual group work and group collaboration to present to the entire classroom.

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to ten (10) vendors. Two (2) responses were received on June 13, 2018 and reviewed by Academic Affairs, Educational Technologies, and the Purchasing Department.

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

2) Instructional Manikins (Purchase)

Purchase instructional manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$315,371.61.

Purpose – The Division of Nursing and Allied Health is requesting to purchase three (3) adult manikins and one (1) youth manikin and equipment for student instruction in various nursing and allied health programs.

Justification and Benefit- Nursing and Allied Health (NAH) Division currently offers twelve programs in the field of nursing and allied health professions. South Texas College's NAH Division continues to be responsive to the demands of the health care delivery systems especially in the shortage supply of healthcare professionals to meet the needs of our growing diverse community. By having additional simulation equipment, South Texas College can admit more students thus produce more safe, competent, caring, and culturally-sensitive health care practitioners which is the main mission of the NAH Division.

Safety is a paramount consideration in utilizing simulation in healthcare education. Because of safety issues, a majority of students' clinical experiences, particularly in critical care areas and other specialty areas are limited to observations rather than actual hands-on clinical experience. Through simulations, students can practice almost all of the nursing skills repeatedly with human patient simulator (HPS) without hurting a real patient.

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

3) Outdoor Furniture (Purchase)

Purchase outdoor furniture from **Landscape Forms** (Kalamazoo, MI), a National Joint Power Alliance (NJPA) approved vendor, at a total amount of \$310,518.25.

Purpose – Facilities Planning and Construction is requesting the purchase of outdoor furniture for all the new bond construction program buildings.

Justification and Benefit – The various types of furniture will be placed outside the buildings for students, faculty, staff, and visitors to use.

The outdoor furniture purchases can be summarized as follows:

Mid Valley Campus

11 – Trash Cans	15 – 3 Seat Benches
8 – Tables with 4 Seats	

Nursing and Allied Health Campus

11 – Trash Cans	15 – 3 Seat Benches
8 – Tables with 4 Seats	

Pecan Campus

5 – Trash Cans	11 – 3 Seat Benches
6 – Tables with 4 Seats	

Starr County Campus

12 – Trash Cans	14 – 3 Seat Benches
7 – Tables with 4 Seats	

Technology Campus

5 – Trash Cans	10 – 3 Seat Benches
4 – Tables with 4 Seats	

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

Recommendation:

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

A. Non-Bond Proceeds

- 1) **Active Learning Classrooms Audio Visual Upgrade (Award):** award the proposal for the active learning classrooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at an estimated cost of \$80,261.00;
- 2) **Instructional Manikins (Purchase):** purchase instructional manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$315,371.61;
- 3) **Outdoor Furniture (Purchase):** purchase outdoor furniture from **Landscape Forms** (Kalamazoo, MI), a National Joint Power Alliance (NJPA) approved vendor, at a total amount of \$310,518.25.

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

Non-Bond M&O Taxes:	\$679,321.86
Title V Grant, STC in FOCUS	<u>26,829.00</u>
Total:	\$706,150.86

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposal and purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds in the amount of \$706,150.86 as presented.

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

The Board of Trustees approves and authorizes the award of proposal and purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds in the amount of \$706,150.86 as presented.

Approval Recommended:

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

Review and Action as Necessary on Award for Creative Agency Services

The Board is asked to approve the award of the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of \$1,010,000.00. This will include approximately \$190,000 in brand campaign development and research, \$165,000 in production and creative services, \$105,000 in administrative fees and commission, and \$550,000 in media buys.

Purpose – The Office of Public Relations and Marketing requested the purchase of creative agency services to seek a creative partner to provide professional services for the enhancement and expansion of the South Texas College brand. This partner must be able to scan the marketplace, identify the competitive advantages, and then articulate and execute marketing strategies to launch and sustain initiatives to achieve institutional goals.

The breakdown of the associated costs include the following:

A. Brand Development & Research

This is the discovery phase for the brand and subsequent campaigns, including quantitative and qualitative research involving the South Texas community, faculty, staff and students. Following brand approval, Interact will generate a comprehensive brand style guide and sample creative treatments for a comprehensive campaign.

During this phase, Interact Communications also will perform an audit of South Texas' marketing materials, a student survey, a one-year marketing and media buying plan, and develop an editorial calendar to guide public relations activities for the year.

B. Production & Creative Services

In the production and creative services phase Interact Communications will work in consultation with South Texas College to create a variety of marketing and communications materials.

C. Planned Implementation of Media Buying

This section is the hard cost only of the media (advertising) spend allocated by the college for advertising. Centralizing the marketing through one agency of record is beneficial because it helps to streamline communication, brand image, products / services and the marketing of the College. Obtaining an agency of record also allows the College to:

- obtain better advertising rates with existing and new vendors;
- leverage advertising partnership/opportunities not currently available to the College;
- adjust advertising spending based on performance more easily;
- evaluate and utilize emerging advertising technologies; and
- leverage Interact Communications' in-house staff's expertise and experience from working with other higher educational institutions.

Obtaining an agency of record from outside of the region does not change the College's commitment to continue to work local. Existing local TV, radio, print, and out-of-home vendors will still be utilized. These costs reflect budget already allocated for annual advertising by the college. This phase will occur following the development of your one-year marketing and media relations plan and will include both digital and traditional marketing.

D. Administrative Fees & Media Buying

The final section is the administration of the project including project management, reporting and tracking of all campaigns, ROI analysis, the development of an online dashboard and client site, administrative costs, travel expenses, and media buying commission (10% -five percent less than industry standard).

Interact Communications and South Texas College may agree to reallocate dollars among Production and Media budgets without affecting the commissions due to agency as long as the total budget is not exceeded.

Justification and Benefit – South Texas College is seeing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional age college students, requires very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that messaging. South Texas College seeks a partner to do just that.

Interact Communications brings 22 years of experience working solely with two year colleges. They specialize in research that uncovers and informs community colleges' unique brands/campaigns and have substantial experience working with Hispanic Serving Institutions. Interact Communications immediately brings a deep understanding of community college processes, original research on community college marketing efficacy, thorough plans, processes, efficacy and support, and academic quality research.

Background – Prior to this year, Richards/Carlberg had provided creative agency services and served as the College's agency of record. This contract was originally awarded in March 2013 and renewed in FY 2014, FY 2015, FY 2016, and FY 2017. An updated RFP was developed in early 2018 and proposal documents were advertised on March 8, 2018 and March 15, 2018 and issued to twenty (20) agencies (8 local and 12 out-of-area). Six (6) proposals (3 local and 3 out-of-area) were received on April 6, 2018 and reviewed by the Office of Public Relations and Marketing, Student Services, and Purchasing Department. This review included both a review of the proposal and an oral presentation by all submitting agencies. Agencies were scored and ranked after both rounds of review.

Funding Source - Expenditures are budgeted in the Public Relations and Marketing – Advertising budget for FY 2017 – 2018 and FY 2018 – 2019, pending Board approval of the budget.

Reviewers – The information was reviewed by the Office of Public Relations and Marketing staff, Student Services staff, and the Purchasing Department.

Enclosed Documents – A summary of the Proposals, the Evaluation Summary, and the Scope of Work follow in the packet for the Board's information and review.

Mr. Daniel Ramirez, Director of Public Relations and Marketing, and Mrs. Cheryl Broom, President of Interact Communications, attended the July 10, 2018 Finance, Audit, and Human Resources Committee Meeting to present the scope of work and address any questions by the Trustees. Dr. Pam Cox-Otto, CEO of Interact Communications, will join them in attendance at the July 24, 2018 Board Meeting to respond to questions about the firm and its proposed services.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of \$1,010,000.00 as presented. This will include approximately \$190,000 in brand campaign development and research, \$165,000 in production and creative services, \$105,000 in administrative fees and commission, and \$550,000 in media buys as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize award of the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of \$1,010,000.00 as presented. This will include approximately \$190,000 in brand campaign development and research, \$165,000 in production and creative services, \$105,000 in administrative fees and commission, and \$550,000 in media buys as presented.

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

The Board of Trustees approves and authorizes award of the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of \$1,010,000.00 as presented. This will include approximately \$190,000 in brand campaign development and research, \$165,000 in production and creative services, \$105,000 in administrative fees and commission, and \$550,000 in media buys as presented.

Approval Recommended:

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

Creative Services Agency Solicitation

The RFP for Creative Services was advertised publicly, and distributed selectively to the following local and out-of-area agencies. The highlighted agencies responded, and those responses were reviewed by staff on April 6, 2018.

Local Agencies

ImageHouse Media
Advertir
Amplify Media
MADD Media
Tequila Group
Polluxcastor
Create The Bridge
Vision Media

Out of Area Agencies

Interact Communications
Richards/Carlberg
Education Dynamics
Stamats
Carnegie Dartler
Paskill Stapleton & Lord
Simpsons Carborough
Tribu
Mintwich Creative LLC
VisionPoint Marketing
Lipman Hearne
SEM Geeks

	INTERACT COMMUNICATIONS		RICHARDS/CARLBERG		CARNEGIE DARTLET	
BRAND DEVELOPMENT & RESEARCH		\$ 190,000.00		\$ -		\$ 275,000.00
	Brand Research	\$ 50,000.00	Research not included in the scope of this project proposal. Any costs on behalf of the client will be billed to the College with the standard markup to yield Agency a 15% commission on the total charge.		Includes Discovery Interviews, Live workshops, online workshops, reputation strategy & training, demographic data clustering, student psychographics, market perception research, geospatial analysis, competitive audit, comm-flow & collateral audit, personal-specific creative, marketing execution	
	Community Attitududes	\$ 30,500.00				
	Emotional Resonance	\$ 22,500.00				
	Finalize Brand Messaging	\$ 25,000.00				
	Campaign Roll-out	\$ 10,000.00				
	Communication Audit	\$ 8,500.00				
	Media Preferences	\$ 3,500.00				
	Student Satisfaction Survey	\$ 10,000.00				
	Media Buying/Planning Retreat	\$ 15,000.00				
	Editorial Calendar	\$ 15,000.00				
PRODUCTION AND CREATIVE SERVICES		\$ 165,000.00		\$ 50,000.00		\$ 9,400.00
	Creative Consultation	\$ 110,000.00	Limited production was proposed in the scope of the project and will be billed to the College with the standard markup to yield Agency a 15% commission on the total charge.		Creative Production of 5 sets of ads	\$ 3,600.00
	Program Videos	\$ 35,000.00			Spotify/Pandora Content Production	\$ 800.00
	Template Creation	\$ 5,000.00			Design and produce 1 landing page	\$ 2,000.00
	Writing Services	\$ 15,000.00			Hosting fee and ongoing optimization	\$ 3,000.00
PLANNED IMPLEMENTATION OF MEDIA BUY		\$ 550,000.00		\$ 714,741.54		\$ 334,648.44
					Display	\$ 60,000.00
					Facebook/Instagram	\$ 81,000.00
					lp Targeting	\$ 51,000.00
					Mobile Footprints	\$ 36,000.00
					Mobile Location Targeting	\$ 18,000.00
					PPC	\$ 60,000.00
					Spotify/Pandora	\$ 19,348.44
					Snapchat	\$ 9,300.00
ADMINISTRATIVE FEES & MEDIA BUYING		\$ 105,000.00		\$ 306,420.46		\$ 203,648.83
	Administrative: Project Management Expenses	\$ 30,000.00	Agency Fees	\$ 189,620.00	Setup Fee	\$ 13,250.00
	Travel Expenses	\$ 20,000.00	Out-of-Pocket Expenses	\$ 10,000.00	Management Fee	\$ 83,662.11
	Media Buying Commission - 10%	\$ 55,000.00	Media Buying Commission - 13%	\$ 106,800.46	Reporting Fee	\$ 10,039.45
					Media Buying Commission - 15%	\$ 50,197.27
					Carnegie Clarity - Licensing Fee & Setup	\$ 10,000.00
					Carnegie Clarity - Attribution and Behavioral Dashboard	\$ 24,000.00
					Carnegie Clarity - Dynamic Personalized Content	\$ 12,500.00
TOTALS		\$ 1,010,000.00		\$ 1,071,162.00		\$ 822,697.27
NOTES	Media buy based on being in marketing 12 months		Media Buy based on Campaign Flights (Fall, Spring, Summer)		Media Buy based on 12 months but does not include traditional media or out-of-home. Production costs are samples included in proposal and could be expanded based on needs.	

**SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032**

VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
ADDRESS	2 Lan Dr Ste 100	502 Main St 3rd Fl	7017 N 10th St Ste 203	801 N Bryan Rd	1900 W Loop South Ste 1100	1 S Main St Ste C-107
CITY/STATE/ZIP	Westford, MA 01886	La Crosse, WI 54602	McAllen, TX 78504	Mission, TX 78572	Houston, TX 77027	McAllen, TX 78501
PHONE	978-692-5092	760-698-3194	956-212-9103	210-618-8930	713-965-0764	956-686-2530
FAX	978-692-4174	608-781-8495			713-965-0135	
CONTACT	Meghan Dalesandro	Cheryl Bloom	Adan Garcia	Gabriel Puente	Chuck Carlberg	Jeffrey Miller
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
1	<p>Tiered Engagement Option: Tier 1 Comprehensive; Tier 1 Comprehensive; and Tier 3 Comprehensive</p> <p>-- Discovery Interviews, Live Workshops, Online Workshop, Reputation Strategy & Training, Demographic Data Clustering, Student Psychographics, Market Perception Research, Geospatial Analysis, Competitive Audit, Comm-Flow & Collateral Audit, Persona-Specific Creative, and Marketing Execution.</p> <p>Tier 1 - \$225,000 - \$275,000 Tier 2 - \$175,000 - \$205,000 Tier 3 - \$125,000 - \$155,000</p> <p>Tier 2 Consolidated</p> <p>--Discovery Interviews, Live Workshops, Demographic Data Clustering, Student Psychographics, Comm-Flow & Collateral Audit, and Marketing Execution</p> <p>Tier 2 Consolidated - \$120,000</p> <p>Tier 2 Starter</p> <p>--Market Perception Research, Geospatial Analysis, Competitive Audit, and Comm-Flow & Collateral Audit</p> <p>Tier 2 Starter - \$75,000</p>	<p>Brand Development & Research \$103,500.00</p> <p>Communications Audit \$8,500.00</p> <p>Media Preferences Research with Custom Questions \$3,500.00</p> <p>Advertising Campaign & Collateral Materials \$100,500.00</p> <p>Planning and Execution \$15,000.00</p> <p>Administrative: Project Management & Support Costs, Media Buying Fees and Travel Expenses \$85,000.00</p> <p>Plan Implementation and Media Buying \$650,000.00</p> <p>Total \$966,000.00</p>	<p>Brand Management Est. Total \$17,880.00</p> <p>Brand Planning Est. Total \$5,000.00</p> <p>Creative Est. Total \$21,940.00</p> <p>Media Planning Est. Total \$15,320.00</p> <p>Design Est. Total \$32,040.00</p> <p>Digital Development Est Total \$11,760.00</p> <p>Finance Est. Total \$7,320.00</p> <p>Total 12 Month Marketing fee \$111,260.00</p>	<p>Media Buying 15% Commission Agency Monthly Retainer \$18,000/month Includes the following:</p> <p>-80 Hrs website support monthly - Add'l Hrs billed at \$200.00/Hr</p> <p>-10 Hrs of photo production- Add'l Hrs billed at \$100.00/Hr</p> <p>-20 Hrs of Video Production- Add'l Hrs billed at \$600.00/Hr</p> <p>-30 Hrs of Graphic Design- Add'l Hrs billed at \$150/Hr</p> <p>-50 Hrs of Digital Media- Add'l Hrs billed at \$200.00/Hr</p> <p>-50 hrs of Administrative- Add'l Hrs billed at \$200.00/Hr</p>	<p>Agency Fees \$189,620 (\$15,801.66/month)</p> <p>Gross Media-\$821,542</p> <p>Gross Production-\$50,000</p> <p>Out-of-pocket Expenses- \$10,000</p>	<p>Marketing/Administration \$140.00/Hr</p> <p>Creative \$200.00/Hr</p> <p>Graphic Design \$140.00/Hr</p> <p>Research \$200.00/Hr</p> <p>Logo/Design (8 Studies) \$5,000.00</p> <p>Slogans (Studies) \$3,000.00</p> <p>Facilitate Focus Group \$2,000.00</p>
Company Profile						
2	Number of Years in Business	21 years	9 years	9 years	46 years	28+ years
3	Type of Operation	S-Corporation	Limited Liability Company	Limited Liability Company	S Corporation	Corporation
4	Number of Employees	21 Full Time 2 Part Time	10 Full Time 2 Part Time	6 Full Time 3 Part Time 7 Free Lance	23 Full Time in Houston 750+ in Dallas	4 Full Time 3 Part Time (one on maternity leave)
5	Brief History of Organization	Founded in 1996 with Offices in California and Wisconsin. State they are the only full-service marketing agency that works solely with 2-year colleges.	Founded in 2008 in McAllen, Texas. Expanded to Dallas-Fort Worth in 2017. Indicated that they were awarded "best of show all around for integrated marketing campaigns by the American Advertising Federation in the Rio Grand Valley."	Founded in 2009 in Harlingen, Texas, but now located in Mission, Texas. Company has focused on small business, non-profits and educational organizations.	Texas-based corporation, founded in 1971. Affiliated with The Richards Group, America's largest independent branding agency. Indicated experience in higher education for over a decade.	Did not provide a direct response to this item.

**SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032**

VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
6	Evidence of Financial Status Company did not address this item.	Included Financial Profit and Loss Statement and Balance Sheet	Indicated that they do not possess a Dun and Bradstreet report at this time. It is company policy to not disclose company financial statements for RFPs.	Provided Profit & Loss statement for 2016.	Included a letter indicating that they do not release their financial statements, but pointed out in the letter that they have been in business for 42 years, have been profitable in each of those years, and not had any debt during that time other than normal trade payables and operating accruals.	It is our policy to provide financials if selected as a finalist.
7	Membership in Professional Associations Company did not address this item.	-National Council for Marketing and Public Relations -Texas Association for Community College Marketers -California Community College Public Relations Organization -State University of New York Council for University Advancement	-American Advertising Federation	N/A	-American Advertising Federation Houston -American Association of Advertising Agencies -Better Business Bureau -Greater Houston Partnership -American Marketing Association -Media Alliance of Houston	-AAF-RGV
8	Customer Reference List -Oakland University -Calvin College -The University of Alabama -Samford University -Saginaw Valley State University	-Los Angeles Community College District -Inland Empire/Desert Regional Consortium -Oakland Community College District	-McAllen Chamber of Commerce -Law Firm of Garcia & Ochoa -El Globo & Foy's Supermarket -Valley Grande Institute -Mission Chamber of Commerce -Weslaco Chamber of Commerce	-Slim Chickens -Valley Land Fund -Las Islas Ranch -Pace Academy -Valdez y Monarrez	-Lone Star College System -Stephen F. Austin State University -The Children's Learning Institute of McGovern Medical School at the University of Texas Health Science Center at Houston -Mahindra USA, Inc.	-Brownsville South Padre Island International Airport -Saint Joseph Academy -Shah Eye Center -Council for South Texas Progress, Inc.
9	List of Projects Listed Case Studies for the following: - University of Alabama -DePauw University -Salve Regina University -Samford University -Oakland University -University of Georgia -Saginaw Valley State University -Lehigh University -St. Thomas Aquinas College	-Orange County Community College Consortium -North Orange County Community College District -Los Angeles Community College District -Inland Empire/Desert Regional Consortium -Oakland Community College -Bay de Noc Community College -California Community Colleges Chancellor's Office -Long Beach Community College District -Shasta-Tehama-Trinity Joint Community College District -Peralta Community College District -Minnesota State College Southeast -Seattle Central College -Henry Ford College -City College of San Francisco -Yosemite Community College District -Santa Clarita Community College District -College of the Redwoods -Truckee Meadows Community College -Gegebic Community College -Northeast Texas Community College -Odessa College -Yavapai College -Saddleback College -Texas Career and Technical Education -Linn-Benton Community College	-McAllen Chamber of Commerce Campaigns: In process -Law Firm of Garcia & Ochoa Tell Us Your Story- RGV Market -El Globo & Foy's Supermarket Campaigns: Ka-Buy-O, Mas Pollo, Mas Fajitas, All that Value!-RGV Market -Valley Grande Institute Campaigns: Success if Freedom, Keep Your Promise- RGV Market -Mission Chamber of Commerce Campaigns: Always Paly-Always Win- RGV Market Trade Shows -Weslaco Chamber of Commerce Campaigns: think Weslaco- RGV Market Trade Shows	-Charlie Clark Nissan: Media Management for Traditional Advertising, Media Management for Digital Placement, and Data Analysis and Strategic Direction -Law Office of Ezequiel Reyna Jr.: Creative Design and Execution, Film and Photography, Media Management for Traditional Advertising, Media Management for Digital Placement, Data Analysis and Strategic Direction -Magic Valley Electric Cooperative: Creative Design and Execution, Film and Photography, Media Management for Traditional Advertising, Media Management for Digital Placement, Data Analysis and Strategic Direction -The Valley Land Fund: Website Management and Redesign, Creative Design and Execution, Film and Photography -Valdez y Monarrez Law Firm: Creative Design and Execution, Film and Photography, Social and Digital Media Management	-Lone Star College: Community College Branding; Driving Enrollment Growth; Bond Referendum Marketing; Hispanic Serving Institution -The Children's Learning Institute at The University of Texas Health Science Center at Houston: Marketing Research in English/Spanish; Reaching an Underserved Population; Focus on Rio Grande Valley -Schlotzsky's: Media Buying Localized for multiple states across the U.S.; Ongoing Return on Investment; Nationally Recognized -South Texas College: Marketing Evolution; Nimble and Responsive; Collaborative Approach	-Council of South Texas Economic Progress Campaign: College. Just a COSTEP Away -Workforce Solutions -St. Joseph Academy -Rebranded the School -Shah Eye Center -Media Production -Media Strategy Placement -Junior Resaca Explorers Education Program

**SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032**

VENDOR		Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
10	HUB Status	Not Certified	Not Certified	Not Certified	Not Certified	Not Certified	Not Certified
Service Questionnaire							
11	Staff assigned to project	-Scott Ochander- Chief Marketing Officer, Partner -Tyler Borders-Chief Innovation Officer, Partner -Alexa Poulin-EVP, Marketing and Digital Operations -Marie Toohy- Assistant Manager, Sales and Marketing -David Virgiano-VP Strategy -Angie Ward-AVP, Digital Client Solutions -Ian Strawn-VP Creative -Jorie Antunua- VP, Account Management -Danielle Rose- Senior Director, Digital Strategy -Grant Geske- Director, Marketing Technology -Bethany Talbert- Director of Content -Jared Brickman- Director of Research -Erin Kondvar- Senior Digital Advertising Specialist -Laura Ganci- Account Manager, Digital Services -Katie Bisson- Account Manager, Digital Services -Stephanie Yuen- Senior Digital Advertising Specialist	-Cheryl Broom- President, Project Lead -Pam Cox Otto-CEO-Project Co-Lead -Andrew Hughes-Senior Project Manager -Carrie Smith & Angela Carullo- Director of Communications, Project Co-Manager and Copywriting -James Wiseman- Strategic Director, Strategy and Copywriting -Mark Mastel-Senior Research Analyst, Focus Group Research -Paula Di Dio- Researcher & Writer, Quantitative Research -Michael Mahlin- Copywriter -Mai Yingneuk- Creative Director, Creative Lead -Will Adamany- Graphic Designer, Creative Services -Meg LaPointe- Graphic Designer & Production Assistant -Sara Sampey- Videographer -Alana Villenez- Account Coordinator, Administrative Support	-Lynda Louise Laurin- Director of Research & Media -Adan Gabriel Garcia - Director of Brand Strategy -AV Garcia- Creative Director -Andy Pena- Lead Designer -Alfredo Garcia- CFO	-Gabriel Puente- CEO -Jerry Sanchez- Executive Media Buyer -Gwyn Zubia- Account Executive -Dante Tuexti- Digital Website Master -Omar Diaz- Video Production Manager -Sofia Aleman- Account Executive Assistant -Jason Garza- Video and Photography Production Lead -Mark Peterson- RGVision Advisory Board P&G Alumni and Entrepreneur	-Chuck Carlberg - Principal/Brand Creative -Gayl Carlberg- Principal/Brand Creative -Kevin Eisenbaum- Brand Creative/Copywriter -Brittany Guerra - Brand Management -Meaghan Hightower - Brand Creative/Art Director -Michelle McLeod- Brand Management -Nick Munoz - Brand Creative/Art Director -Stephanie Weaver- Brand Media -Edward "Lalo" Wakefield - Hispanic Brand Creative	-Jeffrey B. Millar- CEO, Partner, Director of Strategy -Blanca Reyes- Secretary/Treasurer, Director of Digital, Social Media and Media Strategy, Partner -Gabriela Gonzalez- Senior Graphic Artist
12	Similar Projects for Hispanic Serving Institutions	Yes	-Odessa College -Northeast Texas Community College District -Los Angeles Community College District -San Francisco Community College -Long Beach Community College District -Riverside Community College District -Mt. San Antonio College -MiraCosta College	-Circo Hermanos Vazquez -El Globo & Foys Supermarket -Martinez Furniture -Valley Grande Institute -Law Firm of Garcia & Ochoa -Junior's Supermarket -Dona Tota USA	Although RGVision does not have any ongoing educational institutions as clients, 95% of our client base is in the Rio Grande Valley serving the unique Hispanic community here.	-Lone Star College Systems -San Jacinto College	COSTEP: Campaign - College. Just a COSTEP away UT-Health Science Center: Campaign: Get Water, Nature's Original Diet Drink COSTEP: Financial Literacy Center
13	Approach to Project	Detailed approach that includes the following items: -Discovery Interviews -Live Workshops -Online Workshop -Reputation Strategy & Training -Demographic Data Clustering -Student Psychographics -Market Perception Research -Geospatial Analysis -Competitive Audit -Com-Flow & Collateral Audit -Persona-Specific Creative -Marketing Execution	Presented details on approach that include the following items: -Research (qualitative and quantitative surveys) -Communications Audit (assessment of college intake communications marketing materials) -Brand/Campaign, Advertising & Collateral Materials -Media Preferences Survey -Marketing Plan Development -Media Buying & Tracking	Will work with STC to develop overarching strategy. This will be informed by research from data sources such as surveys, geospatial mapping, Nielson research, US Census, YouGov and client database. Will conduct audience interviews, focus groups, and full-immersion embedding with target audiences. Will create media plan and place media according to strategic planning.	Presented a 3 year plan that has the following elements: - Year one: Focus on benefits - Increase enrollment by 4% - Year two: Focus on real stories from successful graduates. Increase enrollment by 6% - Year three: Focus on benefits of new programs that are tied to high demand jobs. Increase enrollment by 10%	Presented the following items in their approach: - We Like to Listen: consultation with various STC staff - Creative Collaboration: collaboration with STC staff in development of marketing materials - Making Every Dollar Count: Leverage company's media relationship for competitive rates on media buys - Measuring Our Success: Stay in tune with enrollment updates; provide measures on digital campaigns. -Manage the Day-to-Day: Manage regular status meetings to review open meetings, timelines, next steps, and upcoming initiatives	Presented the following aspects to work: -Marketing plan development and implementation -Formulation of key target market profiles -Development of messaging strategy -Creative development

**SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032**

VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
14	Subcontracting of Work	No	ReachLocal will serve as media partner for placement of paid search, social media, digital display, Youtube and geo-fencing advertisements.	Will partner with "valleys top media buyer Jerry Sanchez."	Have ability to execute college's marketing assets without additional vendors, but have outside resources if necessary.	Web Coding and hires production companies for television shoots as needed: Web Coding- Kango Media - Freddy Rodriguez Production Company- Rio Film-Rodrigo Rodriguez Printers- Various printers used
15	Quality Assurance Program	Did not directly address item, but state that they provide ongoing evaluation and monitoring through data driven approach to services.	Stated that company maintains a rigid quality assurance checklist for major deliverables which includes review and sign-off by multiple department experts.	Company will have quarterly meetings to ensure quality of service is being provided and will adjust efforts accordingly after each meeting.	Indicated that they have a "horizontal structure" that allows for senior staff to participate in the work. Have weekly status meetings to review client projects and regular client status meetings.	"Quality assurance begins with best practices, not skipping crucial steps, and working with a team of experts in their fields. This includes ongoing collaboration with the client.
16	Success Factors and Risks for Project	Did not directly address this item, but is addressed in their methodology in conducting services.	The successful execution of research, planning and creative development necessary for a successful campaign is dependent upon strong organization, a dedicated team and experience working within the complex community college environment.	Primary points of interest include increased competition in RGV education sector and decrease in foreign nationals migrating to RGV area. Will focus on creating a unique and honest brand story that connects with new audiences. STC should be considered the primary choice of value when it pertains to education in the RGV.	Pointed out two risk factors: -company's lack of track record with higher education institutions - "convergent rate and the connection between the leads and administration to being sure the process to enroll is not so cumbersome."	They indicate that they will endeavor to help correct or provide solutions to areas of brand degradation exposure. They see work for STC as substantial and, if awarded, will add one senior marketing and one internal position.
17	Anticipated difficulties in Serving South Texas College	Did not directly address this item.	The difficulties we often encounter with brand/campaign projects revolve around scheduling focus groups and recruiting participants. In order to overcome these difficulties, our project managers will work directly with your college's assigned project point-of-contract to assist him/her on how to set up focus groups.	Stated that there are no major difficulties anticipated based on RFP scope of work.	None	Research will uncover opportunities, low hanging fruit, and barriers. When a Report of finding is written, we do not 'sugarcoat' the results. One of our strengths is to turn a negative into a positive.
18	Assistance Required from South Texas College	Did not directly address this item, but is implied in the discovery interviews and workshops to be conducted as part of work.	For a successful project, will require a consistent partnership, which means we will want to establish a single point-of contact for weekly calls and check ins.	STC will provide the following: -Set PR goals for each marketing project -Review and approve research questions - Review and approve brief to approve creative direction or new campaign - Provide data on product offerings -Review and approve design and production drafts -Share outcomes related to each objective to refine strategy	Will work along side with the STC marketing and assist in the communication with the administration department to ensure the marketing efforts we have in place will result in an increase conversion rates going from leads to actual applicant enrollments and attendance.	The greatest assistance that STC can provide is collaboration, timely approvals, and working with Tequila Group to set and meet timelines.

**SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032**

VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
19 Portfolio of Work from Similar Projects	Listed Case Studies for the following: - University of Alabama - DePaul University - Salve Regina University - Samford University - Oakland University - University of Georgia - Saginaw Valley State University - Lehigh University - St. Thomas Aquinas College	Listed details of work for the following clients: - Long Beach City College - Odessa College - Los Angeles Community College District - Saddleback College - Michigan Community College Association - Texas Higher Education Board	- Valley Grande Institute: Campaign - Keep your promise - Garcia & Ochoa Law Firm: Campaign - Turning stories around - Circo Hermanos Vazquez: Campaign - Closer - Dona Tota USA: Campaign - Mexico's Mexican Food - El Globo & Foy's: Campaign - Ka-Buy-O given - Dallas Morning News: Campaign - no name - Weslaco Chamber of Commerce - Think Weslaco	Provided graphics created for clients they have worked for.	Provided portfolio of work for different clients.	Provided portfolio of work for other clients.
TOTAL EVALUATION POINTS	76.3	88.9	74.7	73.2	80.9	72
RANKING	3	1	4	5	2	6

**SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032 -- EVALUATION SUMMARY**

VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg, Inc.	Tequila Group Integrated Marketing Communications
ADDRESS	2 Lan Dr Ste 100	502 Main St 3rd Fl	7017 N 10th St Ste 203	801 N Bryan Rd	1900 W Loop South Ste 1100	1 S Main St Ste C-107
CITY/STATE/ZIP	Westford, MA 01886	La Crosse, WI 54602	McAllen, TX 78504	Mission, TX 78572	Houston, TX 77027	McAllen, TX 78501
PHONE	978-692-5092	760-698-3194	956-212-9103	210-618-8930	713-965-0764	956-686-2530
FAX	978-692-4174	608-781-8495			713-965-0135	
CONTACT	Meghan Dalesandro	Cheryl Broom	Adan Garcia	Gabriel Puente	Chuck Carlberg	Jeffrey Millar
1	25 25 25 25 25	29 29 29 29 29	31 31 31 31 31	33 33 33 33 33	27 27 27 27 27	35 35 35 35 35
2	17 15 16 12 15	18 18 17 18 18	11 10 16 10 10	12 10 14 12 6	18 15 17 16 15	12 10 14 10 8
3	14 13 17 14 14	18 15 17 17 17	16 15 16 10 12	13 10 16 14 7	15 15 16 15 14	10 10 15 10 8
4	12 11 14 11 10	13 12 14 15 14	8 8 12 11 6	6 10 11 11 6	12 12 12 12 12	6 7 9 6 6
5	2 2 2 2 2	3 2 3 3 3	2 2 2 2 2	2 2 2 2 2	2 2 2 3 2	2 2 2 2 2
6	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
7	4 4 4 4 4	4 4 4 4 4	4 4 4 4 4	4 4 4 4 4	4 4 4 4 4	4 4 4 4 4
8	5 4.5 4 4	5 5 4.5 5 5	3 4 3.5 4 3	2 3 3 4 1	5 4 4.5 5 4	2 4 3 3 2
TOTAL EVALUATION POINTS	76.5	88.9	74.7	73.2	80.9	72
RANKING	3	1	4	5	2	6

South Texas College

Creative Agency Services RFP 17-18-1032 Scope of Work

Prepared by
Cheryl Broom, President

June 25, 2018

COVER LETTER

Interact Communications
550 Seagaze Dr. #L105
Oceanside, CA 92054

Interact Communications, Inc., a full-service marketing and communications company, is pleased to submit this Scope of Work to the South Texas College in response to the RFP for Creative Agency Services. We believe we can meet and exceed your performance specifications, as **we bring an unmatched breadth of experience with two-year college marketing and branding.**

Interact Communications' offices in Oceanside, CA, and La Crosse, WI, have the availability of staff and resources to perform all services described in the RFP. Founded in 1996, Interact is celebrating its 21st year as the only full-service marketing agency in the country that works *solely* with two-year colleges. As a communications company, we bring a single-minded focus on the marketing and enrollment needs of colleges, as well as complete, in-house research, marketing, strategic and creative services.

We have performed extensive work with community colleges throughout the country, including directly with **South Texas College**. For the past four years, we have executed our exclusive Media Preferences survey with South Texas College students, which gives us a unique look into your local media market and student media and communications preferences. We previously assisted the college with the creation of a cohesive communications narrative across the student experience. We are currently under contract to perform intake spoofing to evaluate the college's admissions and enrollment process and communications. Other work with Texas community colleges includes:

- **Texas Career and Technical Education:** Statewide focus groups and survey (the results of which led to the brand "**Texas Genuine**"), as well as campaign concepts, collateral, design, messaging and website.
- **Odessa College:** Research including communication audit, competitor review, and communication and strategic plan. As the marketing Agency of Record for the college, we developed the college brand.
- **Northeast Texas Community College:** Created, managed and tracked a marketing and community awareness plan for recruitment, retention and community image.

Outside of Texas, our clients include the California Community Colleges Chancellor's Office, College of Western Idaho, Long Beach City College, Los Angeles Community College District, Inland Empire-Desert Regional Consortium, Orange County Community Colleges Consortium, and Oakland Community College District. In 2015-2016, we developed a campaign to help City College of San Francisco recover 23 percent of its lost enrollment, amid accreditation issues and a public relations crisis. In 2014, we helped Saddleback College decrease stop-out rates, resulting in a 22 percent improvement (nearly 7,000 students) in efficacy.

Interact is an S Corporation, wholly owned by Interact CEO Pamela Cox-Otto, Ph.D. [PJA] Certification as Woman-Owned Small Business under 13 CFR 127.300 has been submitted at the Federal level, and state-by-state certification is in progress. As Interact Communications' President, I declare and certify our willingness to comply with the procedures identified in this RFQ&P. We appreciate your consideration of this proposal, and look forward to the opportunity to serve South Texas College.

Regards,



Cheryl Broom, M.A.
President, Interact Communications
M: (760) 698-3194
F: 608.781.8496
Cheryl.broom@interactcom.com

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SCOPE OF WORK: OVERVIEW

ELEMENTS FOR YEAR 1 BRAND, CREATIVE, PLANNING AND MEDIA BUYING		FLAT FEE SERVICE	TOTAL COSTS	TIMELINE
1. BRAND DEVELOPMENT & RESEARCH			\$190,000	
Step 1	Internal Brand Research (Online & Onsite) 10 Focus Groups + Online Survey. At least one focus group will be held on each campus.	\$50,000		September 2018
Step 2	Community Attitudes Research (Qualitative & Quantitative)	\$30,500		September/ October 2018
Step 3	Emotional Resonance, Test Brand & Message Statements (5 Focus Groups)	\$22,500		October/ November 2018
Step 4	Finalize Brand Messaging & Strategy, Creation of Brand Treatments and Comprehensive Style Guide	\$25,000		November/ December 2018
Step 5	Two (2) In-Person Brand Rollouts (one to select audience, one to campus audience)	\$10,000		January 2019 & February 15, 2019
Communications Audit (40-60 pieces reviewed for final report)		\$8,500		Sept-Oct 2018
Media Preferences Research with 5 Custom Questions		\$3,500		September 2018
Additional Research: Student Satisfaction Survey		\$10,000		Fall Semester 2018
Marketing retreat and creation of one (1) year Media Buying Plan One-day, in-person marketing retreat followed by the development of a comprehensive one-year marketing and media buying plan that contains all key deliverables.		\$15,000		July/August 2018 meeting & development
Editorial Calendar One-day, in-person public relations meeting to cover items of importance that will be included in a one-year editorial calendar, which identifies one weekly press release and/or feature piece that is tied to marketing efforts, local and national news, dates of interest, etc.		\$15,000		August/September 2018 meeting & development
2. PRODUCTION AND CREATIVE SERVICES			\$165,000	
Creative Consultation Interact Communications will provide consultative production and creative services, including design and writing support for the components necessary to create and maintain a new brand and advertising campaign for up to 100 pieces of collateral. In addition, Interact will create 98 collateral items to assist South Texas College with collateral development during key recruitment period, including all script writing, voice-over talent, music acquisition, post-production and editing for South Texas Colleges' radio advertising. Members of Interact Communications' award-winning design team will also make three, two-day trips for collaboration with South Texas College Creative Services on collateral creation.		\$110,000		Ongoing; September 1- August 31
Program Videos 10 videos total at \$3,500 each. Each video highlights each program's unique aspects using authentic narration. The videos will be approximately 1 minute long and the treatment will support standard graphics with a consistent intro and outro.		\$35,000		Filming and editing to occur during April-May 2019
Creation of templates for programs and services , plus accompanying template guideline: brochures, fliers, posters, digital signage, correspondence package, and advertising. \$500/template estimated 10 required.		\$5,000		Completed by brand kick off (February 2019)
Writing Services: Two feature articles a month to help fulfill editorial calendar. Includes research, interviews and writing. Photos to accompany writing will be provided by South Texas College. \$1,500/month for 10 months.		\$15,000		October 2018- August 2019

3. PLANNED IMPLEMENTATION OF MEDIA BUY Implement the Marketing Plan; includes all media buying. This is your media hard costs only.		\$550,000	Ongoing; September 1- August 31
4. ADMINISTRATIVE FEES & MEDIA BUYING		\$105,000	
Administrative: Project Management Expenses Interact Communications' Administrative Fees are inclusive of all project management costs including weekly meetings; project management; timeline development and implementation; campaign tracking and reporting; of a dedicated client site; and other details necessary for a successful campaign. (\$2,500/month for 12 months)	\$30,000		Ongoing
Travel Expenses Travel will be billed at direct cost. This is an estimate based upon this Scope of Work. Unused travel expenses will be allocated to another portion of the contract.	\$20,000		
Media Buying Commission Interact Communications charges a 10% media buying commission for a balanced Digital and Traditional Media Buy. We leverage our partnerships with the best buyers in the industry to offer our clients the best pricing, ROI analysis and reporting.	\$55,000		Ongoing
TOTAL		\$1,010,000	

BACKGROUND MATERIAL

1. BRAND DEVELOPMENT AND RESEARCH

BRAND DEVELOPMENT

Over its 20-year history, Interact Communications has developed a brand process for community colleges that is multi-method and pulls from both qualitative and quantitative research. Our research always begins with focus groups drawn from critical college audiences. For South Texas College, this will include the members of the college (students, faculty, staff and leadership); community members, business leaders, high school students and parents, and college board and foundation members. Interact Communications will ensure that we collect data from each of your five campuses and all of your key constituency groups by conducting a total of 10 focus groups during this period of research. Our goal is to gather the largest set of beliefs and attitudes among these critical stakeholders. Information gathered in focus groups is used to generate a list of attributes associated with South Texas College.

In order to involve all campus constituents on a broader level, we employ an attribute survey and invite faculty, staff, leadership and students to weigh in on their beliefs about what the college does well, what they value about the college, and what they believe the community and others value. This qualitative survey is a non-primed, online-response, limited SWOT (Strength/Weakness) survey. It ensures that we have gathered information from the broader faculty, staff and students, so that every effort is made to solicit input from those professionals who will ultimately be “living” with the brand. Demographic information is gathered to identify the issues that are important to different groups (faculty, staff, students, etc.), as well as patterns amid the data based on age, gender and other factors. None of this information is shared with the client, but rather used as aggregate data to broaden the attributes that are tested for the brand. Internal audience beliefs act as a critical opinion “anchor” so our final brands resonate internally among the stakeholders who make the brand a reality.

Interact Communications then distills the information gathered from the focus groups and the online survey to identify attributes that internal and external audiences most closely associate with South Texas College. We create a quantitative instrument to test how steadfast those attribute beliefs actually are. As part of this survey, we are able to identify your competitive advantages, which will assist us in developing a campaign that will resonate with your community. A minimum phone sample is 500, which generates predictability, and allows us to identify attributes strong enough to support a brand. We gather demographic information in this phone survey to ensure that we have a balanced survey (gender, ethnicity, age) and are not over-sampling (or under-sampling) community populations.

Using the data from the quantitative survey, we create up to 10 potential brands/campaigns that we then test with focus groups from the colleges’ internal and external communities. Finally, using the data from the focus groups, the online attribute survey, the quantitative random sample phone survey and the focus group test results, we distill the information into a brand that has emotional resonance and is based on strongly held beliefs in your community. This portion of the process includes an in-person roll out, the presentation of all research in a written and verbal report, and initial collateral design.

Following the conclusion of the research phase of this project, Interact Communications will conduct a comprehensive rollout and presentation of the research and findings to your college leadership. The core approach for a campaign will be presented, as will the key findings from the research, which will be made available to all college faculty, administrators and staff.

This stage also includes the development of sample collaterals and templates. This entails the creation of a messaging and design standard (compiled in a brand or campaign book) for your newly created campaign. Included are: messaging approach, algorithm for ads, color usage, logo (if applicable), web design approach, do’s and don’ts, etc. This document describes and defines your new brand and includes multi-platform messaging and design samples (print, digital and broadcast).

COMMUNICATIONS AUDIT

Interact will conduct a communications audit for South Texas College. This is a summarized review and assessment of 40-60 pieces of college intake communications marketing materials, from emails and digital ads, to handouts to offices, to on-site posters. It is an assessment of the totality of your college's marketing communications, with recommendations on how to better align them to serve the college and students. The communications audit will provide strategic insight and direction to marketing communications at the organizational and program level.

MEDIA PREFERENCES SURVEY

During fall semester, Interact Communications will conduct the Media Preferences survey with South Texas College students to and learn about the interactions that persuaded them to attend a community college, the types of media they consume, the ways in which they prefer to be contacted by the college, and more. Student responses can be segmented demographically, including by age and ethnicity. This survey will provide your college with localized information about your students' media consumption habits, which will help guide your overall media spend and ensure that your resources are used in a way that resonate with the specific and unique audiences that South Texas College serves.

ADDITIONAL RESEARCH SERVICES: STUDENT SATISFACTION

Student Satisfaction is the bedrock of a successful college. Word of mouth between students and the community creates the reputation of a college more quickly, more powerfully than any advertising campaign. This online survey examines student experiences with the college, including the onboarding process, experience in the classroom, with facilities, and any other experience encountered. This allows a college to understand where it needs to make changes in order to improve the student journey and retain them to graduation.

MARKETING PLAN DEVELOPMENT

With the goal to increase affinity and brand loyalty, position the college as the "smart choice in higher education," increase awareness of educational opportunities to prospective students, and drive inquiries into the enrollment funnel, Interact Communications will create a long-term marketing plan that:

- Is organized by key audiences, including high school graduates, returning adults, and community stakeholders, and key dates that center around recruitment and enrollment cycles.
- Is informed by research conducted on your college campuses and in your community.
- Contains a mix of digital and traditional media spends that maximize your budget to ensure that you get the broadest reach possible. This could include:
 - Television
 - Radio
 - Print
 - Mobile/Social Media Campaigns
 - Nontraditional and/or traditional out-of-home
 - Strategic Community partnerships and sponsorships
 - Online Advertising/Website
- Provides a comprehensive media buying and placement strategy.

EDITORIAL CALENDAR

Interact will develop a written plan and editorial calendar that governs the writing and dissemination of feature stories, press releases, media announcements, newsletters, etc. This will create an organized and measurable plan for media outreach and provide writing and public relations services. This plan will also work to unite the college's marketing strategies with its public relations efforts.

2. PRODUCTION AND CREATIVE SERVICES

CREATIVE CONSULTATION

As South Texas College's Agency of Record, Interact Communications is committed to being a partner to the college in the creation and implementation of its branding, marketing and public relations efforts. As such, Interact Communications will provide:

- Consultative services and assistance in materials written and designed by the South Texas College Creative Team. Assistance for up to 100 pieces of collateral includes, but is not limited to:
 - Copy
 - Design
 - Translations*
 - Strategy and implementation
 - Brand executive
 - Scripts
 - Brand reputation
 - POVs
- National support team overseeing all digital marketing services.
- Access to Interact senior leadership by phone, email, and in-person meetings.
- Interact senior leadership representation at monthly meetings (via web-based platforms) and in-person at representation at the brand roll-out and upon request.

This creative consultation also includes three (3) two-day trips for our key creative team members to collaborate with and assist the South Texas College team with video production, writing, visioning and brand/messaging implementation. These trips must be scheduled at least one month in advance.

As part of our contract, Interact Communications will handle all radio production, including script writing, voice-over talent, music acquisition, post-production and editing. Interact Communications will also assist with developing the following recommended mix of collateral items, which can be adjusted within the below categories, based upon South Texas College's needs:

Item	Fall	Mini	Spring	Summer	TOTAL
Billboards	5	0	2	2	9
Mass Transit	5	3	2	3	13
Radio	5	2	5	5	17
Digital	15	10	12	12	49
Print	4	1	3	2	10
Totals	34	16	27	21	98

*Translation services are limited to 10 pieces of collateral translation a year. Additional fees may apply for translations needed for additional collateral or document with a page length greater than two pages.

Original video production is not included within this portion of the Scope of Work, as it will be handled by South Texas College's Creative Team, in consultation with Interact Communications.

PROGRAM VIDEOS

Interact Communications will work with South Texas College to identify 10 program areas for which we will create :60 second program videos. Following the brand roll out, Interact Communications will develop a custom, branded look for your custom program videos, including a unique intro and outro, plus animations. This will ensure that all videos will have a consistent overall look and feel. Generally, we send a film crew of four people: two videographers, a producer and a photographer/lighting assistant. During the visit, our crew will spend 90 minutes filming each of your specific programs and conducting interviews with faculty, students and administrators. We would also spend up to half an hour interviewing your college president and/or other administrators you feel would add to the storytelling quality of these videos. During the shoots, an Interact photographer will capture still photos that can be used in all your marketing and communications efforts. We will also spend time filming student life b-roll on your campuses. In order to make these visits as efficient as possible, a senior project manager will be assigned to assist with scheduling so that our crew can make the best use of the time allocated. As part of our contract, Interact Communications will handle any script writing, voice-over talent, music acquisition, post-production and editing.

CREATION OF TEMPLATES FOR PROGRAMS AND SERVICES

In order to adapt your new brand across all communication vehicles, Interact Communications will develop 10 templates that South Texas College graphics and writing staff can tailor for widespread adoption. Typically, these templates include: brochure, flyer, poster, digital signage, correspondence packages (business cards and/or letterhead) and advertising templates (newspaper, digital ads, outdoor ads, social media ads). The college and Interact Communications will agree upon the templates that will be produced before production begins.

3. PLANNED IMPLEMENTATION OF MEDIA BUY

Interact Communications uses a certified media buyer to place your traditional marketing campaign and will conduct a complete and thorough analysis of the best media vehicles in a marketplace to reach your target audience in the most cost-effective manner. Interact will advise the college on appropriate advertising and marketing opportunities that may help communicate the South Texas College brand message to your targeted audiences. We will also provide advice on other related communication, advertising and public relations matters as requested.

Interact Communications will provide ongoing return on investment (ROI) information that specifically demonstrates the effectiveness of every facet of the ad strategy, from traffic data and motorist demographics (billboards, signs and posters) to click-through rates, gross rating points and online engagement (websites, broadcast and social media). The ROI data will be provided regularly in an easy-to-understand, easy-to-access manner and include comparisons to industry standards/expectations in each media.

The media buyer will also negotiate rates and push for value-added promotions, as well as inclusion in special events and add-ons, such as email blasts, inclusion on stations websites, etc. Media vehicles can include:

- **Traditional Media & Digital Radio:** Examples of traditional media spends are radio or television advertising, direct mail and/or outdoor or print advertising. Interact Communications also has substantial experience with digital radio, including Pandora and iHeart radio, and is on the short list for beta testing smaller campaigns for Spotify.
- **Search Engine Marketing:** We focus your budget towards the winning keyword searches and search engines that are generating conversions. What happens post-click – after someone lands on your website – did they call, enroll or fill out a form? Our technology optimizes to intelligently re-allocate the budget towards keywords and search engines that drive conversions from the site. This technology has achieved one of the highest average Google AdWords Quality Scores in North America and meets Google's high standards for creating, managing and optimizing Google AdWords campaigns.

We pass our expertise on to you by building successful campaigns from the start, improving their performance, and providing end-to-end service and support. Prior to campaign launch, we will build a full custom keyword list of different terms. Over time, the software we use will optimize the campaign around those keywords that drive conversions (calls, form submissions, enrollment), and automatically allocate more budget towards keywords that are performing, NOT just driving clicks. If you have a phone number or use a call center, we can also track call volume and even record calls for your review (Inland Empire's regional consortium will be using a call center to answer any calls generated by advertisements. The call center will route interested parties to the proper college).

- **Social Media:** Interact is on the cutting edge of innovative online marketing techniques that keep college messaging in the public eye. Interact Communications has extensive experience purchasing social media advertising on multiple platforms, including Facebook, Instagram, Twitter and Snapchat. We can target by demographics, location, behavior and personal email addresses that are linked to accounts.
- **YouTube Pre-Roll Ads:** We deliver micro-targeted video ad campaigns through programmatic buying. We leverage technology to precisely segment audiences and select channels for reaching them with video ads. We go way beyond traditional demographics to target criteria such as location, context, devices/mobile, recent online activity through browsing and search, time of day, frequency, retargeting and more. The software we use allows us to set up targeting based on online search behavior, demographics, age, gender, location, topics of interest and behavior.

- **Mobile Geo-Fencing:** We use the most precise location-based targeting available to identify users who come within just a few miles of any specified location. By tagging users immediately when they enter your geofence, we can target them for 30 days after with your advertising banner ads on their mobile devices. This is the most advanced location-based mobile advertising technology that targets people in specific geographic areas. It is meant to aggregate smartphone users whose GPS signals have entered a fence that we have drawn based on the specific addresses you have provided. We then deliver them ads, not only while they are in the fence, but also for up to 30 days after they have left the fence.
- **Email-Based Campaigns:** Interact Communications can work with your college to identify individuals who have already had an interaction and integrate these individuals into our campaigns. These population groups would include applicants who completed an application but never enrolled at one of your colleges and/or applicants who started your application process but never finished. By reaching out directly to these populations, you are contacting individuals who already have a vested interest in your colleges and who are more likely to engage via an email campaign. Email lists can be used in our Social Media and YouTube campaigns to boost your reach.

4. ADMINISTRATIVE FEES & MEDIA BUYING

ADMINISTRATIVE FEES AND MEDIA BUYING

The successful execution of research, planning and creative development necessary for a successful brand strategy and campaign is dependent upon strong organization, a dedicated team and experience working within the complex community college environment.

Our approach to your project is based on our 20-plus years of experience with community colleges and their needs. We understand that a major challenge in project management is coordination, especially with large teams of people from various backgrounds and locations. That is why your project will have a dedicated project manager (director of communications), a project manager, and a senior leader who will oversee the project and work in a hands-on capacity every day.

For 20 years, Interact's clients have been located across the entire United States, and our two locations offer a wider span of hours during which we communicate with our clients. We call ourselves *Interact Communications* because we understand the importance and value of both of those things. Furthermore, our team has substantial experience working within the complex community college environment. Work with us and be assured that:

- Our team members are educated, trained and experienced in all the aspects of marketing, branding, research and public relations.
- All of the services we offer are provided by our full-time professional staff, who have developed extensive tracking and reporting mechanisms so we don't drop anything and we keep you informed.
- We are flexible and adaptable. If there is a task that requires more resources than originally anticipated, we have the personnel to add to the task and stay within your budget.

As part of our monthly administrative fees, we include all weekly meetings, including preparation for these meetings (agendas, teleconferencing systems, etc.); the creation and implementation of a project timeline; monthly written reports; a personalized client site and online dashboard for digital campaign reporting; a 24-hour response to requests; 48-hour change order implementation whenever feasible; and regular availability for our clients. We also provide ongoing assistance during the research phase of this project. Our weekly meetings and timeline, developed in conjunction with your college, will assist us in keeping everything on track and will allow us to walk through any difficulties your college may be experiencing with the research stage of the project.

In addition, Interact staff will work directly with your college's assigned project point-of-contact to assist him/her on how to set up focus groups and to assist with video production scheduling. To assist with recruiting individuals for focus groups, Interact provides food and can, when necessary, offer other incentives to encourage participation.

TRAVEL EXPENSES

Travel fees are included within the administrative fees, as long as they are consistent with the travel outlined within this proposal. Additional travel will be charged at actual cost.

MEDIA BUYING COMMISSION

Interact Communications charges a 10 percent media buying commission, a full five percent below the industry average. This commission accounts for the organization, placement, payment, measurement and accountability for all your media buying activities. We leverage our partnerships with the best buyers in the industry to offer our clients the best pricing. We provide regular ROI analysis and reporting as well as a digital dashboard in which you can see your digital advertising work in real time. We are responsive to changes and will monitor your campaigns daily.

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

A report on the College's Quarterly Investment Report for the Quarter Ended May 31, 2018, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended May 31, 2018 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended May 31, 2018 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 2018 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended May 31, 2018, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended May 31, 2018, as presented.

Approval Recommended:

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



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

May 31, 2018

Prepared by

Valley View Consulting, L.L.C.

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

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

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

Summary

Quarter End Results by Investment Category:

Asset Type	May 31, 2018		February 28, 2018	
	Book Value	Market Value	Book Value	Market Value
DDA/MMA/NOW	\$ 124,972,599.04	\$ 124,972,599.04	\$ 165,203,460.27	\$ 165,203,460.27
Pools	12,908,331.44	12,908,331.44	24,940,019.75	24,940,019.75
CD/Security	128,562,422.13	128,562,422.13	104,395,292.76	104,395,292.76
Totals	\$ 266,443,352.61	\$ 266,443,352.61	\$ 294,538,772.78	\$ 294,538,772.78

Quarterly Portfolio Performance

Average Quarterly Yield 1.60%

Rolling Three Mo. Treas. Yield 1.81%

Rolling Six Mo. Treas. Yield 1.82%

Year-to-Date Portfolio Performance

Average Quarter End Yield 1.29%

Rolling Three Mo. Treas. Yield 1.47%

Rolling Six Mo. Treas. Yield 1.49%

Average Quarter End TexPool Yield 1.37%

CURRENT YEAR

Quarterly Interest Received \$982,839.60

Accrued Interest-End of Quarter \$149,311.05

Fiscal YTD Interest Received \$2,628,755.60

PRIOR YEAR

(Unaudited)

(Unaudited)

(Unaudited)

\$736,213.00

\$140,765.05

\$1,772,829.01

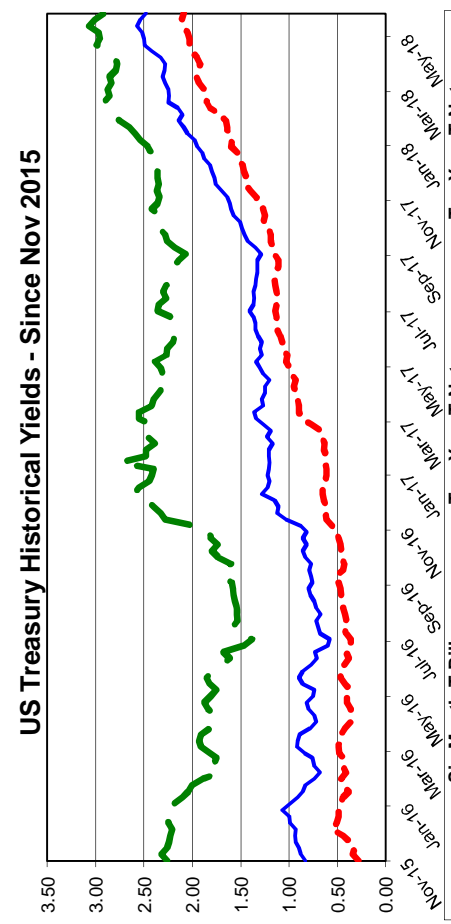
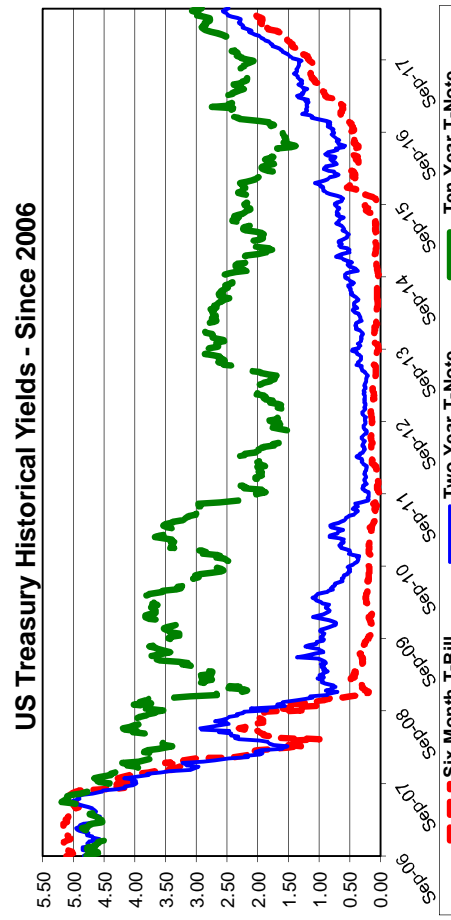
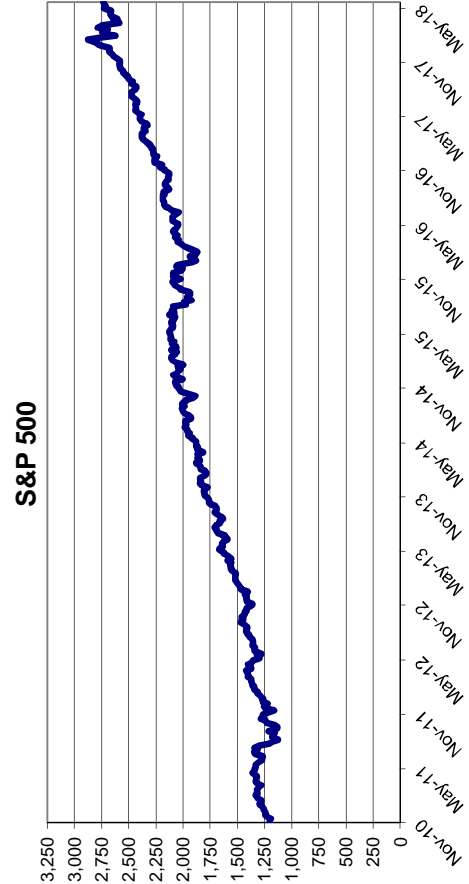
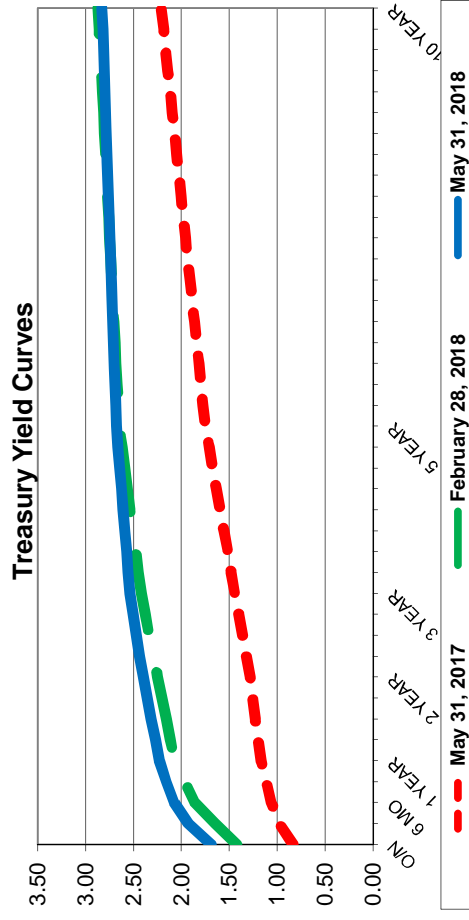
(Unaudited)

(Unaudited)

(Unaudited)

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

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range 1.50% - 1.75% (Effective Fed Funds are trading +/-1.69%). At the June 13th after meeting press conference, the markets anticipate a range increase to 1.75% - 2.00%. One or two additional increases are still projected for 2018 (although subject to economic activity). Gradual portfolio reduction continues by limiting reinvestment of maturing holdings. First Quarter 2018 GDP measured 2.2% (second estimate). April Non Farm Payroll data was a solid +223k. Unemployment continued to drift lower at 3.8%. Italy and Spain uncertainty dominated world markets. WTI Crude oil increased to +/- \$72 but retreated back to +/- \$65. The Stock Markets wiggled higher but still below recent highs.

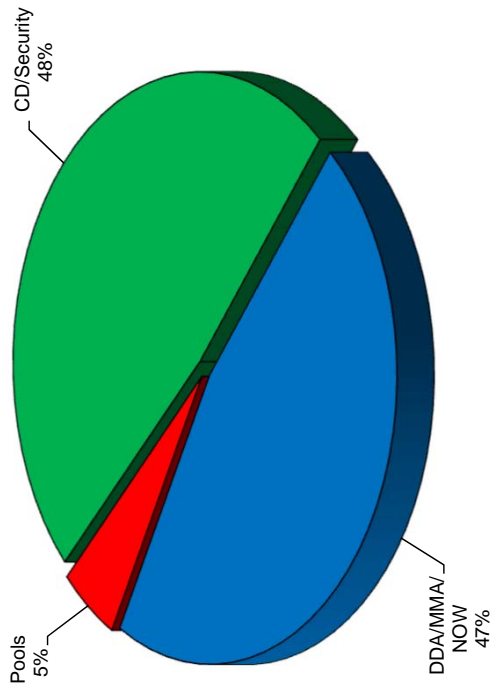


Investment Holdings
May 31, 2018

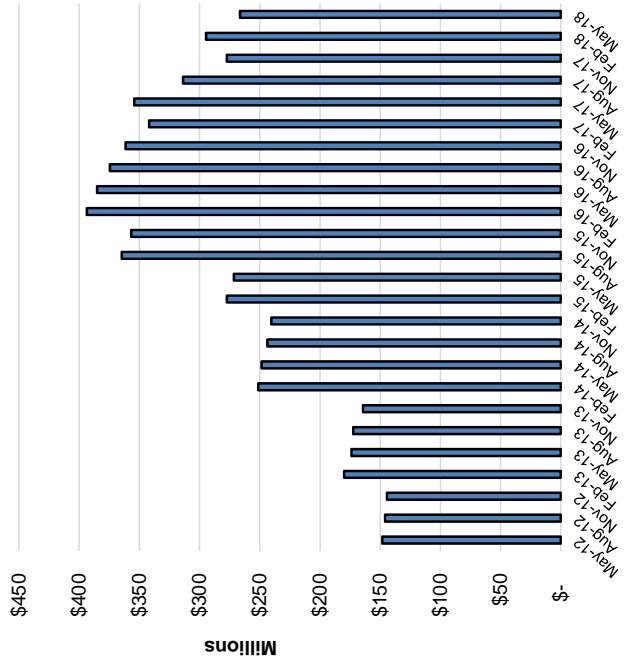
Description	Coupon/ Rating	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating	1.00%	06/01/18	05/31/18	\$ 13,376,482.65	\$ 13,376,482.65	1.00	\$ 13,376,482.65	1	1.00%
BBVA - Payroll	1.00%	06/01/18	05/31/18	766,627.86	766,627.86	1.00	766,627.86	1	1.00%
BBVA - Student	1.00%	06/01/18	05/31/18	1,080,671.12	1,080,671.12	1.00	1,080,671.12	1	1.00%
BBVA - Operating Reserve (3)	0.00%	06/01/18	05/31/18	25,000,000.00	25,000,000.00	1.00	25,000,000.00	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.00%	06/01/18	05/31/18	1,430,971.72	1,430,971.72	1.00	1,430,971.72	1	1.00%
BBVA - I&S Bond 99 & 07	1.00%	06/01/18	05/31/18	537.92	537.92	1.00	537.92	1	1.00%
BBVA - Construction E&G Transfer	1.00%	06/01/18	05/31/18	778,684.92	778,684.92	1.00	778,684.92	1	1.00%
BBVA - Construction LT Bonds Series 2014	1.00%	06/01/18	05/31/18	0.01	0.01	1.00	0.01	1	1.00%
BBVA - Construction LT Bonds Series 2015	1.00%	06/01/18	05/31/18	3,694,783.70	3,694,783.70	1.00	3,694,783.70	1	1.00%
Green Bank MMA	1.74%	06/01/18	05/31/18	10,113,956.89	10,113,956.89	1.00	10,113,956.89	1	1.74%
NexBank MMA	1.95%	06/01/18	05/31/18	68,729,882.25	68,729,882.25	1.00	68,729,882.25	1	1.95%
TexPool LGIP	1.72%	06/01/18	05/31/18	12,908,331.44	12,908,331.44	1.00	12,908,331.44	1	1.72%
AAA									
LegacyTexas Bank CD	1.03%	06/01/18	07/12/16	7,642,872.75	7,642,872.75	1.00	7,642,872.75	1	1.03%
LegacyTexas Bank CD	1.05%	07/02/18	07/12/16	7,645,672.53	7,645,672.53	1.00	7,645,672.53	32	1.05%
Southside Bank CD	1.00%	08/01/18	09/15/16	5,075,262.25	5,075,262.25	1.00	5,075,262.25	62	1.00%
BBVA Compass Bank CD	1.80%	08/31/18	02/28/18	15,166.45	15,166.45	1.00	15,166.45	92	1.80%
BBVA Compass Bank CD	1.80%	08/31/18	02/28/18	200,980.57	200,980.57	1.00	200,980.57	92	1.80%
BBVA Compass Bank CD	1.80%	08/31/18	02/28/18	117,213.56	117,213.56	1.00	117,213.56	92	1.80%
BTH Bank CD	1.10%	09/04/18	11/03/16	5,083,016.75	5,083,016.75	1.00	5,083,016.75	96	1.10%
Southside Bank CD	1.15%	10/01/18	01/26/17	5,072,090.27	5,072,090.27	1.00	5,072,090.27	123	1.15%
Southside Bank CD	1.20%	11/01/18	01/26/17	5,075,243.39	5,075,243.39	1.00	5,075,243.39	154	1.20%
BBVA Compass Bank CD	2.15%	01/31/19	03/29/18	3,000,000.00	3,000,000.00	1.00	3,000,000.00	245	2.15%
BBVA Compass Bank CD	1.42%	03/01/19	05/18/17	5,071,505.10	5,071,505.10	1.00	5,071,505.10	274	1.42%
BBVA Compass Bank CD	2.20%	03/01/19	03/29/18	5,000,000.00	5,000,000.00	1.00	5,000,000.00	274	2.20%
BBVA Compass Bank CD	1.43%	04/01/19	05/18/17	5,072,012.25	5,072,012.25	1.00	5,072,012.25	305	1.43%
LegacyTexas Bank CD	1.48%	05/01/19	05/18/17	5,074,503.70	5,074,503.70	1.00	5,074,503.70	335	1.48%
BBVA Compass Bank CD	2.35%	05/04/19	05/04/18	1,500,000.00	1,500,000.00	1.00	1,500,000.00	338	2.35%
LegacyTexas Bank CD	1.63%	06/03/19	07/31/17	5,068,295.60	5,068,295.60	1.00	5,068,295.60	368	1.63%
LegacyTexas Bank CD	1.65%	07/01/19	07/31/17	5,069,138.77	5,069,138.77	1.00	5,069,138.77	396	1.65%
LegacyTexas Bank CD	2.38%	07/31/19	03/28/18	6,525,879.67	6,525,879.67	1.00	6,525,879.67	426	2.38%
LegacyTexas Bank CD	2.12%	08/01/19	01/30/18	10,069,880.98	10,069,880.98	1.00	10,069,880.98	427	2.12%
LegacyTexas Bank CD	2.42%	09/03/19	03/28/18	5,020,242.36	5,020,242.36	1.00	5,020,242.36	460	2.42%
Southside Bank CD	1.50%	09/06/19	09/18/17	5,037,260.80	5,037,260.80	1.00	5,037,260.80	463	1.50%
LegacyTexas Bank CD	2.16%	10/01/19	01/30/18	10,071,203.00	10,071,203.00	1.00	10,071,203.00	488	2.16%
LegacyTexas Bank CD	2.21%	11/01/19	01/30/18	3,021,856.71	3,021,856.71	1.00	3,021,856.71	519	2.21%
LegacyTexas Bank CD	2.35%	11/01/19	03/06/18	3,011,793.76	3,011,793.76	1.00	3,011,793.76	519	2.35%
LegacyTexas Bank CD	2.55%	03/20/20	03/28/18	5,021,330.91	5,021,330.91	1.00	5,021,330.91	659	2.55%
LegacyTexas Bank CD	2.68%	04/01/20	05/04/18	5,000,000.00	5,000,000.00	1.00	5,000,000.00	671	2.68%
LegacyTexas Bank CD	2.70%	05/01/20	05/04/18	5,000,000.00	5,000,000.00	1.00	5,000,000.00	701	2.70%

\$ 266,443,352.61	\$ 266,443,352.61
(1)	(2)

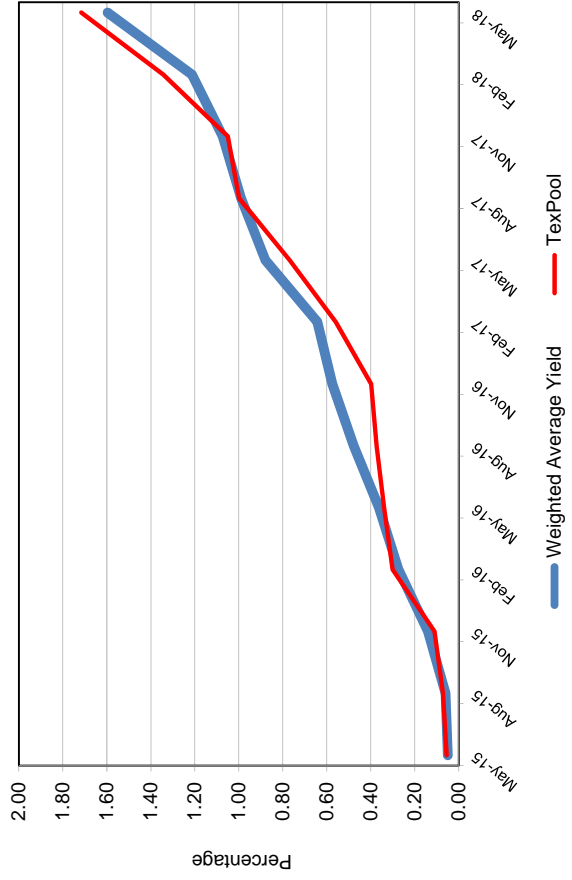
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	February 28, 2018		May 31, 2018			
			Original Face\		Purchases/ Adjustments	Sales/Adjust/ Maturities	Original Face\	
			Par Value	Book Value			Par Value	Book Value
BBVA - Operating	1.00%	06/01/18	\$ 26,813,567.80	\$ 26,813,567.80	\$ -	\$(13,437,085.15)	\$ 13,376,482.65	\$ 13,376,482.65
BBVA - Payroll	1.00%	06/01/18	582,564.55	582,564.55	184,063.31		766,627.86	766,627.86
BBVA - Student	1.00%	06/01/18	1,177,297.66	1,177,297.66		(96,626.54)	1,080,671.12	1,080,671.12
BBVA - Operating Reserve (3)	0.00%	06/01/18	25,000,000.00	25,000,000.00			25,000,000.00	25,000,000.00
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.00%	06/01/18	11,702,735.74	11,702,735.74		(10,271,764.02)	1,430,971.72	1,430,971.72
BBVA - I&S Bond 99 & 07	1.00%	06/01/18	534.94	534.94	2.98		537.92	537.92
BBVA - Construction E&G Transfer	1.00%	06/01/18	5,419,185.58	5,419,185.58		(4,640,500.66)	778,684.92	778,684.92
BBVA - Construction LT Bonds Series 2014	1.00%	06/01/18	-	-	0.01		0.01	0.01
BBVA - Construction LT Bonds Series 2015	1.00%	06/01/18	13,780,208.41	13,780,208.41		(10,085,424.71)	3,694,783.70	3,694,783.70
Green Bank MMA	1.74%	06/01/18	20,319,535.20	20,319,535.20		(10,205,578.31)	10,113,956.89	10,113,956.89
NexBank MMA	1.95%	06/01/18	60,407,830.39	60,407,830.39	8,322,051.86		68,729,882.25	68,729,882.25
TexPool LGIP	1.72%	06/01/18	24,940,019.75	24,940,019.75		(12,031,688.31)	12,908,331.44	12,908,331.44
Southside Bank CD	0.86%	03/01/18	5,075,886.27	5,075,886.27		(5,075,886.27)	-	-
Texas Regional Bank CD	1.01%	04/02/18	5,089,222.85	5,089,222.85		(5,089,222.85)	-	-
LegacyTexas Bank CD	1.00%	05/01/18	5,080,052.92	5,080,052.92		(5,080,052.92)	-	-
LegacyTexas Bank CD	1.03%	06/01/18	7,623,709.74	7,623,709.74	19,163.01		7,642,872.75	7,642,872.75
LegacyTexas Bank CD	1.05%	07/02/18	7,626,130.90	7,626,130.90	19,541.63		7,645,672.53	7,645,672.53
Southside Bank CD	1.00%	08/01/18	5,062,778.69	5,062,778.69	12,483.56		5,075,262.25	5,075,262.25
BBVA Compass Bank CD	1.80%	08/31/18	15,100.00	15,100.00	66.45		15,166.45	15,166.45
BBVA Compass Bank CD	1.80%	08/31/18	200,100.00	200,100.00	880.57		200,980.57	200,980.57
BBVA Compass Bank CD	1.80%	08/31/18	116,700.00	116,700.00	513.56		117,213.56	117,213.56
BTH Bank CD	1.10%	09/04/18	5,069,407.48	5,069,407.48	13,609.27		5,083,016.75	5,083,016.75
Southside Bank CD	1.15%	10/01/18	5,057,748.44	5,057,748.44	14,341.83		5,072,090.27	5,072,090.27
Southside Bank CD	1.20%	11/01/18	5,060,270.53	5,060,270.53	14,972.86		5,075,243.39	5,075,243.39
BBVA Compass Bank CD	2.15%	01/31/19	-	-	3,000,000.00		3,000,000.00	3,000,000.00
BBVA Compass Bank CD	1.42%	03/01/19	5,053,975.90	5,053,975.90	17,529.20		5,071,505.10	5,071,505.10
BBVA Compass Bank CD	2.20%	03/01/19	-	-	5,000,000.00		5,000,000.00	5,000,000.00
BBVA Compass Bank CD	1.43%	04/01/19	5,054,357.81	5,054,357.81	17,654.44		5,072,012.25	5,072,012.25
LegacyTexas Bank CD	1.48%	05/01/19	5,056,234.98	5,056,234.98	18,268.72		5,074,503.70	5,074,503.70
BBVA Compass Bank CD	2.35%	05/04/19	-	-	1,500,000.00		1,500,000.00	1,500,000.00
LegacyTexas Bank CD	1.63%	06/03/19	5,047,529.45	5,047,529.45	20,766.15		5,068,295.60	5,068,295.60
LegacyTexas Bank CD	1.65%	07/01/19	5,048,115.03	5,048,115.03	21,023.74		5,069,138.77	5,069,138.77
LegacyTexas Bank CD	2.38%	07/31/19	-	-	6,525,879.67		6,525,879.67	6,525,879.67
LegacyTexas Bank CD	2.12%	08/01/19	10,016,843.84	10,016,843.84	53,037.14		10,069,880.98	10,069,880.98
LegacyTexas Bank CD	2.42%	09/03/19	-	-	5,020,242.36		5,020,242.36	5,020,242.36
Southside Bank CD	1.50%	09/06/19	5,018,698.62	5,018,698.62	18,562.18		5,037,260.80	5,037,260.80
LegacyTexas Bank CD	2.16%	10/01/19	10,017,161.64	10,017,161.64	54,041.36		10,071,203.00	10,071,203.00
LegacyTexas Bank CD	2.21%	11/01/19	3,005,267.67	3,005,267.67	16,589.04		3,021,856.71	3,021,856.71
LegacyTexas Bank CD	2.35%	11/01/19	-	-	3,011,793.76		3,011,793.76	3,011,793.76
LegacyTexas Bank CD	2.55%	03/20/20	-	-	5,021,330.91		5,021,330.91	5,021,330.91
LegacyTexas Bank CD	2.68%	04/01/20	-	-	5,000,000.00		5,000,000.00	5,000,000.00
LegacyTexas Bank CD	2.70%	05/01/20	-	-	5,000,000.00		5,000,000.00	5,000,000.00

TOTAL	\$ 294,538,772.78	\$ 294,538,772.78	\$ 47,918,409.57	\$ (76,013,829.74)	\$ 266,443,352.61	\$ 266,443,352.61
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Allocation
May 31, 2018
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
	\$	\$	\$	\$	\$	\$	\$
BBVA - Operating	13,376,482.65	13,376,482.65	-	-	-	-	-
BBVA - Payroll	766,627.86	766,627.86					
BBVA - Student	1,080,671.12	1,080,671.12					
BBVA - Operating Reserve	25,000,000.00	25,000,000.00					
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1,430,971.72				1,430,971.72		
BBVA - I&S Bond 99 & 07	537.92				537.92		
BBVA - Construction E&G Transfer	778,684.92		778,684.92				
BBVA - Construction LT Bonds Series 2014	0.01					0.01	
BBVA - Construction LT Bonds Series 2015	3,694,783.70						3,694,783.70
Green Bank MMA	10,113,956.89		10,113,956.89				
NexBank MMA	68,729,882.25	48,752,889.77			13,045,041.06		6,931,951.42
TexPool LGIP	12,908,331.44		12,299,720.09		608,611.35		
06/01/18-LegacyTexas Bank CD	7,642,872.75	7,642,872.75					
07/02/18-LegacyTexas Bank CD	7,645,672.53	7,645,672.53					
08/01/18-Southside Bank CD	5,075,262.25	5,075,262.25					
08/31/18-BBVA Compass Bank CD	15,166.45			15,166.45			
08/31/18-BBVA Compass Bank CD	200,980.57			200,980.57			
08/31/18-BBVA Compass Bank CD	117,213.56			117,213.56			
09/04/18-BTH Bank CD	5,083,016.75	5,083,016.75					
10/01/18-Southside Bank CD	5,072,090.27	5,072,090.27					
11/01/18-Southside Bank CD	5,075,243.39	5,075,243.39					
01/31/19-BBVA Compass Bank CD	3,000,000.00				3,000,000.00		
03/01/19-BBVA Compass Bank CD	5,071,505.10	5,071,505.10					
03/01/19-BBVA Compass Bank CD	5,000,000.00	5,000,000.00					
04/01/19-BBVA Compass Bank CD	5,072,012.25	5,072,012.25					
05/01/19-LegacyTexas Bank CD	5,074,503.70	5,074,503.70					
05/04/19-BBVA Compass Bank CD	1,500,000.00		1,500,000.00				
06/03/19-LegacyTexas Bank CD	5,068,295.60	5,068,295.60					
07/01/19-LegacyTexas Bank CD	5,069,138.77	5,069,138.77					
07/31/19-LegacyTexas Bank CD	6,525,879.67						
08/01/19-LegacyTexas Bank CD	10,069,880.98	10,069,880.98					
09/03/19-LegacyTexas Bank CD	5,020,242.36	5,020,242.36					
09/06/19-Southside Bank CD	5,037,260.80	5,037,260.80					
10/01/19-LegacyTexas Bank CD	10,071,203.00	10,071,203.00					
11/01/19-LegacyTexas Bank CD	3,021,856.71	3,021,856.71					
11/01/19-LegacyTexas Bank CD	3,011,793.76		3,011,793.76				
03/20/20-LegacyTexas Bank CD	5,021,330.91	5,021,330.91					
04/01/20-LegacyTexas Bank CD	5,000,000.00	5,000,000.00					
05/01/20-LegacyTexas Bank CD	5,000,000.00	5,000,000.00					

Totals \$ 266,443,352.61 \$ 203,168,059.52 \$ 27,704,155.66 \$ 333,360.58 \$ 24,611,041.72 \$ 0.01 \$ 10,626,735.12

Allocation
February 28, 2018
Book & Market Value

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

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

Approval to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, is requested.

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

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

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it may coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On June 27, 2017, a renewal of the agreement with Hilltop Securities, Inc. for the period beginning September 1, 2017 and ending August 31, 2018 was approved by the Board of Trustees.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

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

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

Enclosed Documents – A copy of the renewal letter and the amended and modified agreement follow in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the July 10, 2018 Finance, Audit, and Human Resources Committee Meeting to address any questions by the Trustees.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the July 24, 2018 Board meeting, to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, as presented.

The Finance, Audit, and Human Resources Committee recommended Board approval of renewal of the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, as presented.

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

The Board of Trustees approves and authorizes renewal of the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, as presented.

Approval Recommended:

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



Finance and Administrative Services
3201 W. Pecan McAllen, TX 78501

P.O. Box 9701
McAllen, TX 78501
(956) 872-3558
FAX (956) 872-8304

July 25, 2018

Hilltop Securities, Inc.
Attn: Ms. Anne Burger Entrekin
70 NE Loop 410 Suite 710
San Antonio, TX 78216

Dear Ms. Burger Entrekin:

On June 27, 2017, South Texas College renewed the contract with Hilltop Securities, Inc. for Financial Advisor Services.

We are currently in the last few months of the current agreement and would like to renew for an additional one-year period. The renewal period will be from September 1, 2018 through August 31, 2019.

The agreement will be presented to our Board of Trustees at the July 24, 2018 Board Meeting for approval to renew for an additional one-year period.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-8304 or email to Nancy Ozuna at nancyc@southtexascollege.edu.

Sincerely,

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Service
marye@southtexascollege.edu

Renewal of contract accepted through August 31, 2019 with no change in terms and conditions as per the South Texas College previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



Finance and Administrative Services
3201 W. Pecan McAllen, TX 78501

P.O. Box 9701
McAllen, TX 78501
(956) 872-3558
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Sincerely,

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Service
marye@southtexascollege.edu

Renewal of contract accepted through August 31, 2019 with no change in terms and conditions as per the South Texas College previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

FINANCIAL ADVISORY AGREEMENT

This Financial Advisory Agreement (the "Agreement") is made and entered into by and between South Texas Community College District ("Issuer") and First Southwest Company ("FSC") effective as of the date executed by the Issuer as set forth on the signature page hereof.

WITNESSETH:

WHEREAS, the Issuer will have under consideration from time to time the authorization and issuance of indebtedness in amounts and forms which cannot presently be determined and, in connection with the authorization, sale, issuance and delivery of such indebtedness, Issuer desires to retain an independent financial advisor; and

WHEREAS, the Issuer desires to obtain the professional services of FSC to advise the Issuer regarding the issuance and sale of certain evidences of indebtedness or debt obligations that may be authorized and issued or otherwise created or assumed by the Issuer (hereinafter referred to collectively as the "Debt Instruments") from time to time during the period in which this Agreement shall be effective; and

WHEREAS, FSC, as a registered municipal advisor with the Municipal Securities Rulemaking Board and the United States Securities and Exchange Commission, is willing to provide its professional services and its facilities as financial advisor in connection with all programs of financing as may be considered and authorized by Issuer during the period in which this Agreement shall be effective.

NOW, THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I DESCRIPTION OF SERVICES

Upon the request of an authorized representative of the Issuer, FSC agrees to perform the financial advisory services stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay to FSC the compensation as provided in Section V hereof.

A. Financial Planning. At the direction of Issuer, FSC shall:

1. Survey and Analysis. Conduct a survey of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service any Debt Instruments contemplated. This survey will include an analysis of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, will include a study of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. In the event revenues of existing or projected facilities operated by the Issuer are to be pledged to repayment of the Debt Instruments then under consideration, the survey will take into account any outstanding indebtedness payable from the revenues thereof, additional revenues to be available from any proposed rate increases and additional revenues, as projected by consulting engineers employed by the Issuer, resulting from improvements to be financed by the Debt Instruments under consideration.
2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff and consulting engineers or other experts, if any, employed by the Issuer.
3. Recommendations for Debt Instruments. On the basis of the information developed by the survey described above, and other information and experience available, submit to the Issuer recommendations regarding the Debt Instruments under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Debt Instruments to be sold on terms which are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.
4. Market Information. Advise the Issuer of our interpretation of current bond market conditions, other related forthcoming bond issues and general information, with economic data, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Debt Instruments may be set at a favorable time.
5. Elections. In the event it is necessary to hold an election to authorize the Debt Instruments then under consideration, FSC will assist in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the

transmission of such data to a firm of municipal bond attorneys ("Bond Counsel") retained by the Issuer.

B. Debt Management and Financial Implementation. At the direction of Issuer, FSC shall:

1. Method of Sale. Evaluate the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:

a. If the Debt Instruments are to be sold by an advertised competitive sale, FSC will:

(1) Supervise the sale of the Debt Instruments, reserving the right, alone or in conjunction with others, to submit a bid for any Debt Instruments issued under this Agreement which the Issuer advertises for competitive bids; however, in keeping with the provisions of Rule G-23 of the Municipal Securities Rulemaking Board, FSC will request and obtain written consent to bid prior to submitting a bid, in any instance wherein FSC elects to bid, for any installment of such Debt Instruments;

(2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders' efforts in making timely submission of proper bids;

(3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and

(4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.

b. If the Debt Instruments are to be sold by negotiated sale, FSC will:

(1) Recommend for Issuer's final approval and acceptance one or more investment banking firms as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Debt Instruments.

(2) Cooperate with and assist any selected managing underwriter and their counsel in connection with their efforts to prepare any Official Statement or Offering Memorandum. FSC will cooperate with and assist the underwriters in the

preparation of a bond purchase contract, an underwriters agreement and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriters, but shall not be or become an obligation of FSC, except to the extent specifically provided otherwise in this Agreement or assumed in writing by FSC.

(3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any such, and provide a cost comparison, for both expenses and interest which are suggested by the underwriters, to the then current market.

(4) Advise the Issuer as to the fairness of the price offered by the underwriters.

2. Offering Documents. Coordinate the preparation of the notice of sale and bidding instructions, official statement, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, FSC shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute by mail or, where appropriate, by electronic delivery, sets of the same to prospective purchasers of the Debt Instruments. Also, FSC shall provide copies of the final Official Statement to the purchaser of the Debt Instruments in accordance with the Notice of Sale and Bidding Instructions.

3. Credit Ratings. Make recommendations to the Issuer as to the advisability of obtaining a credit rating, or ratings, for the Debt Instruments and, when directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency, or agencies. In those cases where the advisability of personal presentation of information to the rating agency, or agencies, may be indicated, FSC will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be finally approved or directed by the Issuer.

4. Trustee, Paying Agent, Registrar. Upon request, counsel with the Issuer in the selection of a Trustee and/or Paying Agent/Registrar for the Debt Instruments, and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.

5. Financial Publications. When appropriate, advise financial publications of the forthcoming sale of the Debt Instruments and provide them with all pertinent information.

6. Consultants. After consulting with and receiving directions from the Issuer, arrange for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Debt Instruments.
7. Auditors. In the event formal verification by an independent auditor of any calculations incident to the Debt Instruments is required, make arrangements for such services.
8. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested at all times when FSC may be of assistance or service and the subject of financing is to be discussed.
9. Printing. To the extent authorized by the Issuer, coordinate all work incident to printing of the offering documents and the Debt Instruments.
10. Bond Counsel. Maintain liaison with Bond Counsel in the preparation of all legal documents pertaining to the authorization, sale and issuance of the Debt Instruments.
11. Changes in Laws. Provide to the Issuer copies of proposed or enacted changes in federal and state laws, rules and regulations having, or expected to have, a significant effect on the municipal bond market of which FSC becomes aware in the ordinary course of its business, it being understood that FSC does not and may not act as an attorney for, or provide legal advice or services to, the Issuer.
12. Delivery of Debt Instruments. As soon as a bid for the Debt Instruments is accepted by the Issuer, coordinate the efforts of all concerned to the end that the Debt Instruments may be delivered and paid for as expeditiously as possible and assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Debt Instruments.
13. Debt Service Schedule; Authorizing Resolution. After the closing of the sale and delivery of the Debt Instruments, deliver to the Issuer a schedule of annual debt service requirements for the Debt Instruments and, in coordination with Bond Counsel, assure that the paying agent/registrar and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.

SECTION II

OTHER AVAILABLE SERVICES

In addition to the services set forth and described in Section I herein above, FSC agrees to make available to Issuer the following services, when so requested by the Issuer and subject to the agreement by Issuer and FSC regarding the compensation, if any, to be paid for such services, it being understood and agreed that the services set forth in this Section II shall require further agreement as to the compensation to be received by FSC for such services:

1. Investment of Funds. From time to time, as an incident to the other services provided hereunder as financial advisor, FSC may purchase such investments as may be directed and authorized by Issuer to be purchased, it being understood that FSC will be compensated in the normal and customary manner for each such transaction. In any instance wherein FSC may become entitled to receive fees or other compensation in any form from a third party with respect to these investment activities on behalf of Issuer, we will disclose to Issuer the nature and, to the extent such is known, the amount of any such compensation so that Issuer may consider the information in making its investment decision. It is understood and agreed that FSC is a duly licensed broker/dealer and is affiliated with First Southwest Asset Management, Inc. ("FSAMI"), a duly registered investment advisor. Issuer may, from time to time, utilize the broker/dealer services of FSC and/or the investment advisory services of FSAMI with respect to matters which do not involve or affect the financial advisory services referenced in this Agreement. The terms and conditions of the engagement of FSC and/or FSAMI to provide such services shall be determined by mutual agreement at the time such services are requested.
2. Exercising Calls and Refunding. Provide advice and assistance with regard to exercising any call and/or refunding of any outstanding Debt Instruments.
3. Capital Improvements Programs. Provide advice and assistance in the development of any capital improvements programs of the Issuer.
4. Long-Range Planning. Provide advice and assistance in the development of other long-range financing plans of the Issuer.
5. Post-Sale Services. Subsequent to the sale and delivery of Debt Instruments, review the transaction and transaction documentation with legal counsel for the Issuer, Bond Counsel, auditors and other experts and consultants retained by the Issuer and assist in developing appropriate responses to legal processes, audit procedures, inquiries, internal reviews and similar matters.

SECTION III TERM OF AGREEMENT

This Agreement shall become effective as of the date executed by the Issuer as set forth on the signature page hereof and, unless terminated by either party pursuant to Section IV of this Agreement, shall remain in effect thereafter for a period of five (5) years from such date. Unless FSC or Issuer shall notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date that this Agreement will not be renewed, this Agreement will be automatically renewed on the fifth anniversary of the date hereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

SECTION IV TERMINATION

This Agreement may be terminated with or without cause by the Issuer or FSC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due FSC for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

SECTION V COMPENSATION AND EXPENSE REIMBURSEMENT

The fees due to FSC for the services set forth and described in Section I of this Agreement with respect to each issuance of Debt Instruments during the term of this Agreement shall be calculated in accordance with the schedule set forth on Appendix A attached hereto. Unless specifically provided otherwise on Appendix A or in a separate written agreement between Issuer and FSC, such fees, together with any other fees as may have been mutually agreed upon and all expenses for which FSC is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Debt Instruments to the purchaser.

SECTION VI MISCELLANEOUS

1. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

2. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and FSC, their respective successors and assigns; provided however, neither party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

3. Entire Agreement. This instrument contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed by all parties hereto.

FIRST SOUTHWEST COMPANY

By: Hill A. Feinberg
Hill A. Feinberg, Chairman and
Chief Executive Officer

By: Anne Burger Entekin
Anne Burger Entekin
Managing Director

**SOUTH TEXAS COMMUNITY
COLLEGE DISTRICT**

By: Ray de Leon
Title: Board Chair
Date: _____

ATTEST:

[Signature]
Secretary

APPENDIX A

The fees due FSC will not exceed those contained in our customary fee schedule as listed below.

Base	Fee -	Any	Issue				\$ 4,500			
Plus	\$7.50	per	\$1,000	up to	\$ 500,000	or	\$ 8,250	for	\$ 500,000	Bonds
Plus	6.50	per	\$1,000	next	500,000	or	11,500	for	1,000,000	Bonds
Plus	4.50	per	\$1,000	next	1,500,000	or	18,250	for	2,500,000	Bonds
Plus	2.50	per	\$1,000	next	2,500,000	or	24,500	for	5,000,000	Bonds
Plus	2.00	per	\$1,000	next	5,000,000	or	34,500	for	10,000,000	Bonds
Plus	1.25	per	\$1,000	over	10,000,000					

The above charges shall be multiplied by 1.25 times for the completion of an application to a federal or state government agency or for the issuance of revenue bonds, reflecting the additional services required.

Fees for Advance Refunding Bond Issues shall be the amount shown plus a 10% additional charge, reflecting the additional services required.

The charges for ancillary services, including computer structuring and official statement printing, shall be levied only for those services which are reasonably necessary in completing the transaction and which are reasonable in amount, unless such charges were incurred at the specific direction of the Issuer.

The payment of charges for financial advisory services described in Section I of the foregoing Agreement shall be contingent upon the delivery of bonds and shall be due at the time that bonds are delivered. The payment of charges for services described in Section II of the foregoing Agreement shall be due and payable in accordance with the mutual agreement therefor between FSC and Issuer.

The Issuer shall be responsible for the following expenses, if and when applicable, whether they are charged to the Issuer directly as expenses or charged to the Issuer by FSC as reimbursable expenses:

- Bond counsel
- Bond printing
- Bond ratings
- Computer structuring
- Credit enhancement
- CPA fees for refunding
- Official statement preparation and printing
- Paying agent/registrar/trustee
- Travel expenses
- Underwriter and underwriters counsel
- Miscellaneous, including copy, delivery, and phone charges

The payment of reimbursable expenses that FSC has assumed on behalf of the Issuer shall NOT be contingent upon the delivery of bonds and shall be due at the time that services are rendered and payable upon receipt of an invoice therefor submitted by FSC.

**FIRST AMENDMENT TO
FINANCIAL ADVISORY AGREEMENT**

WITNESSETH:

WHEREAS, South Texas College (the "Issuer"), and First Southwest Company ("FSC"), previously entered into a certain Financial Advisory Agreement, effective on or about March 25, 2004 (the "Agreement"); and

WHEREAS, the Issuer and FSC desire to amend the Agreement modify the term such that the anniversary date for renewal is September 1 of each year.

NOW THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements contained in the Agreement and those set forth herein, do hereby agree to amend the Agreement as follows:

AMENDMENTS

Section III of the Agreement shall be amended only to add the following sentence at the end of Section III:

"FSC and Issuer hereby agree that anniversary date, as used herein, shall mean September 1."

MODIFICATIONS

The Agreement, except as amended by this First Amendment to the Financial Advisory Agreement, remains in effect in all other respects.

IN WITNESS WHEREOF, the parties have made and executed this First Amendment to be effective as of April 1, 2013.

FIRST SOUTHWEST COMPANY

By: Anne Burger Entekin
Anne Burger Entekin
Managing Director

SOUTH TEXAS COLLEGE

By: Shirley A. Reed
Name: Dr. Shirley A. Reed
Title: President

Brian Wittneben
Secretary, General Counsel
Legal Department

June 29, 2016

Ms. Alma Church
Accounting Group Manager
South Texas College
Business Office
3201 West Pecan Blvd.
McAllen, Texas 78501

Re: First Southwest Company Merger with and into Hilltop Securities Inc.

Dear Ms. Church:

Effective January 22, 2016, First Southwest Company, LLC ("FirstSouthwest"), merged with and into its common control affiliate, Hilltop Securities Inc. ("HilltopSecurities"). As the surviving entity, HilltopSecurities assumed all rights and obligations of FirstSouthwest pursuant to the Agreement and Plan of Merger dated January 22, 2016, a copy of which is enclosed with this letter. Effective as of the date of the merger, HilltopSecurities began providing its municipal advisory services under the brand name, FirstSouthwest, a Division of Hilltop Securities. However, the legal contracting entity is now Hilltop Securities Inc.

HilltopSecurities hereby confirms its agreement to assume all rights and obligations of FirstSouthwest under the Financial Advisory Agreement by and between FirstSouthwest and South Texas Community College District with no change to the terms set forth therein. Also enclosed for your reference is a certified copy of the Merger Certificate as well as Form W-9, which shows the firm's new FEIN.

Sincerely yours,



Brian Wittneben
Secretary, General Counsel

Encls.

cc: Anne Burger Entrekin

Finance and Administrative Services
3201 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3558
Fax (956) 872-8304

July 7, 2016

Hilltop Securities Inc.
Attn: Ms. Anne Burger Entrekin
70 NE Loop 410 Suite 710
San Antonio, TX 78216

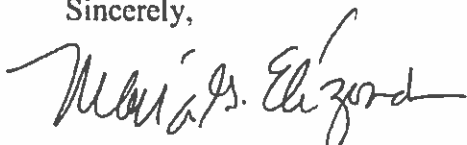
Dear Ms. Burger Entrekin:

On July 28, 2015, South Texas College renewed the contract with First Southwest Company for Financial Advisor Services. As per your communication, we acknowledge that First Southwest Company merged with and into its common control affiliate, Hilltop Securities Inc. This change will be presented to our Board of Trustees at the July 26, 2016 Board Meeting for approval.

We are currently in the last few months of the current contract and would like to renew for an additional one-year period. The renewal period will be from September 1, 2016 through August 31, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-8304 or email to Nancy Ozuna at nancyc@southtexascollege.edu.

Sincerely,



Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Services
marye@southtexascollege.edu

Renewal of contract accepted through August 31, 2017 with no change in terms and conditions as per the South Texas College previously submitted.

Authorized Signature: Anne Burger Entrekin

Name Printed: Anne Burger Entrekin

Date: July 7, 2016

Review and Action as Necessary on Proposed Projects for Internal Auditor for FY 2018 – 2019

Approval of proposed projects for the Internal Auditor for FY 2018 - 2019 is requested.

Purpose – Staff is recommending projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2018 - 2019. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2018 - 2019 (Scheduled)
 1. Fraud Survey
 2. Financial Aid – Third Party Programs (Carry forward)
 3. Banner Computer System Security and Access (Carry forward)
 4. Clery Act, Title IX, and Violence Against Women Act (VAWA) (Carry forward)
 5. Accounts Payable Commercial Card Use (Carry forward – In process)
 6. Fleet Fuel Card Use (Carry forward – In process)
 7. Time Keeping System Compliance (Carry forward – In process)
 8. Enrollment Audit (Traditional and Continuing Education) (Carry forward – In process)
 9. Memorandum of Understanding (MOU's) for Early College High Schools and Dual Credit;
 10. Blueprint Expectations for Early College High Schools;
 11. Science Lab Safety and Storage Compliance
 12. Human Resources Processes
 13. Custodial Services Work Orders
 14. Travel

The list of proposed projects was developed in part through a review of an Entity-Wide Risk Assessment conducted by the Internal Auditor. This risk assessment, including a graphical heat map highlighting areas of note, was presented to the Finance, Audit, and Human Resources Committee on July 10, 2018.

Enclosed Documents - The list of Internal Audits conducted for FY 2003 - 2004 through FY 2018 - 2019 follows in the packet for the Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2018 - 2019 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed projects for the Internal Auditor 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 projects for the Internal Auditor for FY 2018 - 2019 as presented.

Approval Recommended:

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

**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2019**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
1	Fraud Survey		10/27/04	09/22/05	02/19/07	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13	Complete	Complete	12/07/16	10/18/17	Proposed
2	Fraud Hotline Calls/Investigations																
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation					02/06/08											
4	Cash -Bank Reconciliation								06/15/11								
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection		06/30/05						10/20/10 06/16/11			Requested- Not Performed	Requested- Not Performed	Requested- Not Performed	11/04/16		
6	Food Services Department Cash Handling Procedures												Requested - Not Performed	Requested - Not Performed	11/04/16		
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation							05/25/10									
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships							05/25/10			08/22/13						
9	Grants- Title V				01/08/07												
10	Grants- Wired						05/19/09 06/19/09										
11	Grants - Federal Workstudy, Federal Pell Grant, Carl Perkins, and Workforce Investment Act	06/30/04	10/27/05				01/19/09										
12	Property Taxes -Rec. & Rollback Taxes								10/14/10			Requested- Not Performed	Requested- Not Performed	Requested - Not Performed	06/20/17		
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor-Collector's Offices				07/24/07												
14	Accounts Payable -Operations																
15	Accounts Payable -Purchasing & A/P -Commercial Card Use								06/30/11							Requested - In Progress	Proposed
16	Fuel Cards & Related Expenditures					08/15/08										Requested - In Progress	Proposed
17	Travel			06/27/06													Proposed
18	Mileage Reimbursement Procedures																
19	Purchasing		06/30/05					02/19/10									
20	Contracts -Solicitation/Renewal Process -Record keeping					06/25/08				06/28/12							
21	Construction Contracts	02/11/04							10/14/10								
22	2013 Bond Construction Program - Payment Applications															Closed	
23	2013 Bond Construction Program - Change Orders															Closed	
24	2013 Bond Construction Program - Broadus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017															01/19/18	
25	2013 Bond Construction Program - Billings of Selected 2013 Bond Program Related Additional Services Consultants															Closed	
26	Financial Aid -Accounting -Awards -Reporting -Third Party Programs				03/01/07		01/19/09				05/07/13					Requested - Not Performed	Proposed

**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2019**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	Investments																
27	-Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities			08/28/06				02/19/10									
28	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions			03/01/06					10/14/10								
29	Human Resources and Payroll -Compliance & Controls			01/31/06						10/21/11							
30	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	02/17/17		
31	HR - Human Resources Processes											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	Proposed
32	TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures																Proposed
33	TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures								5/5/2011 In Progress- Not completed								
34	Fixed Assets		09/28/04														
35	Fixed Assets -Capital Assets							02/19/10	07/01/11	01/05/12		Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		11/08/17	
36	Continuing Professional and Workforce Education Department										07/18/13						
37	Facilities, Operation & Maintenance- Workorders and Purchase Orders											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		Proposed
38	Custodial Services- Work Orders, Purchase Orders and Inventory																Proposed
39	Enrollment Audit (Traditional and Continuing Education)												Requested - Not Performed	Requested - Not Performed			Proposed
40	Student Activities & Wellness																
41	Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit																Proposed
42	Blueprint Expectations for Early College High Schools																Proposed
43	Science Lab Safety and Storage																Proposed
44	Compliance Red Flag Rules									01/06/12							Proposed
45	IT Security and Procedures											09/05/13					
46	Banner Computer System Security and Access											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Proposed
47	Instructional Technologies Inventory											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed			
48	Copiers						10/17/08										
49	Cell Phones						10/01/08										
50	Clerk Act, Title IX, and VAWA															Requested - Not Performed	Proposed
	Total Number of Audits Completed	2	4	6	4	4	7	6	9	5	4	3	1	0	6	4	

Other Activities

Annual Financial Report [CAFR]
Risk Assessment
Risk-Based Audit Plan
Internal Audit Annual Report

Review and Action as Necessary on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019 is requested.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter aligns South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents – The Internal Audit Charter follows in the packet for the Board’s review and discussion.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will be attend the meeting to address any questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019 as presented.

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

The Board of Trustees approves and authorizes the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019 as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
INTERNAL AUDIT CHARTER
EFFECTIVE JULY 24, 2018**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board of Trustees' Finance, Audit, and Human Resources Committee.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

SCOPE OF ACTIVITIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;

SCOPE OF ACTIVITIES (Cont.)

- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;
- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives.

ORGANIZATION

The Internal Auditor will report functionally to the President and the Board of Trustees' Finance, Audit, and Human Resources Committee and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services. Examples of functional reporting involves:

- Approving the internal audit charter;
- Approving the risk based annual audit plan;
- Approving the internal audit budget and resource plan;
- Receiving communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Making appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

STANDARDS OF AUDIT PRACTICE

The Institute of Internal Auditors (IIA's) International Standards for the Professional Practice of Internal Auditing, the IIA's Code of Ethics, and Generally Accepted Government Auditing Standards (GAGAS) shall serve as guidelines for internal auditing activities. The International Standards for the Professional Practice of Internal Auditing are principles-focused, mandatory requirements consisting of Attribute and Performance Standards. Attribute Standards address the attributes of organizations and individuals performing internal auditing. The Performance Standards describe the nature of internal auditing and provide quality criteria against which the performance of these services can be measured.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to

RESPONSIBILITIES (Cont.)

the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;

- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;
- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Finance, Audit, and Human Resources Committee on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

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

Date

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Services

Date

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

Date

Roy de León
Chairman, Finance, Audit, and Human Resources Committee

Date

Paul R. Rodriguez
Chairman, Board of Trustees

Date

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

As of July 5, 2018, the current total budget shortfall is estimated to be at \$1,965,204. 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 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.

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)
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Review and Action as Necessary on the Proposed Amendment to the Construction Program Manager Contract Agreement between South Texas College and Broaddus & Associates

The Board is asked to approve the proposed amendment to the Construction Program Manager contract agreement between South Texas College and Broaddus & Associates.

Background

The 2013 Bond Construction Program is nearing completion, and Broaddus & Associates, Construction Program Manager, has requested additional fees for work that is beyond the initial contract scope.

Mr. Gilbert Gallegos, Senior Vice President of Broaddus & Associates, has calculated that the base contract was calculated at 2.5% of the entire 2013 Bond Construction Program, and that contract allowed for additional fees to be incurred if the total program exceeded the base contract scope by more than 5% total.

Mr. Gallegos requested \$97,339.18 in additional fees, based on 2.5% of the total scope in excess of 5% beyond the original 2013 Bond Construction Program scope.

Administration noted that the original contract included fees for Broaddus & Associates' management of the construction of two Workforce Training Centers, at Mid Valley Campus and Starr County Campus, which were removed from the scope of the construction program managed by Broaddus & Associates.

While Broaddus & Associates had been paid in full for services rendered before these two projects were removed from the scope of their contract, an additional \$47,413.00 had been included in the original contract, for work which would not be completed during this program.

Mr. Gilbert Gallegos accepted a proposal to increase the total fee to be paid to Broaddus & Associates for the completion of the South Texas College 2013 Bond Construction Program by a total of \$49,926.18, which reflected the total increase of \$97,339.18 less the uncompleted contract balance of \$47,413.00.

The Facilities Committee recommend Board approval to amend the contract agreement between South Texas College and Broaddus & Associates in the amount of \$49,926.18 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed amendment to the Construction Program Manager Contract Agreement between South Texas College and Broaddus & Associates, providing for a total revised fee of \$4,024,926.18, which includes an additional fee in the amount of \$97,339.18 for 2.5% of the cost of work in excess of 5% above the original program, less \$47,413.00 for scope deleted from the original program, for a net revised fee of \$49,926.18 for the completion of the full amended scope of the 2013 Bond Construction Program.

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

The Board of Trustees approves and authorizes the proposed amendment to the Construction Program Manager Contract Agreement between South Texas College and Broaddus & Associates, providing for a total revised fee of \$4,024,926.18, which includes an additional fee in the amount of \$97,339.18 for 2.5% of the cost of work in excess of 5% above the original program, less \$47,413.00 for scope deleted from the original program, for a net revised fee of \$49,926.18 for the completion of the full amended scope of the 2013 Bond Construction Program.

Approval Recommended:

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

**AMENDMENT No. 2
TO
CONTRACT AGREEMENT BETWEEN
SOUTH TEXAS COLLEGE
AND
BROADDUS & ASSOCIATES**

AMENDED AND RESTATED PROGRAM MANAGER CONTRACT

THIS AMENDED AND RESTATED PROGRAM MANAGER CONTRACT (this "**Amendment**") made and entered into by and between South Texas College ("College") and Broaddus & Associates ("Broaddus"), dated July 24, 2018, to be effective as of July 25, 2018, amends that certain Program Manager Contract dated August 27, 2014 (the "Contract").

W I T N E S S E T H:

WHEREAS, College and Broaddus entered into the Program Manager Contract dated August 27, 2014, under the terms of which Broaddus was to provide certain professional services in connection with the College's 2013 Bond Construction Program;

WHEREAS, College and Broaddus desire to amend and restate the Contract in order to extend and to revise certain terms and conditions set forth therein;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which are all hereby acknowledged by the parties hereto, the College and Broaddus hereby declare that the Contract is hereby amended and restated as follows:

1. The construction project cost schedule included with the Contract has been revised with the College approved expenditures resulting in an updated project cost schedule. As of May 8, 2018, the revised project cost schedule for the Mid Valley Workforce and Starr County Workforce projects, including the adjustments for the removal of these projects, is as follows:

July 24, 2018

Campus Location & Project	Current Project Cost as of 5-8-18 per B&A	Project Amount Removed	Revised Total Project Cost
Mid Valley Campus			
Workforce Training Center	\$ 2,259,531.00	\$ 2,107,662.72	\$ 151,868.28
Mid Valley Campus Subtotal	\$ 2,259,531.00	\$ 2,107,662.72	\$ 151,868.28
Starr County Campus			
Workforce Training Center	\$ 2,021,118.00	\$ 1,879,145.88	\$ 141,972.12
Parking & Site Improvements	3,553,996.00	233,533.00	3,320,463.00
Starr County Campus Subtotal	\$ 5,575,114.00	\$ 2,112,678.88	\$ 3,462,435.12
Grand Total	\$ 7,834,645.00	\$ 4,220,341.60	\$ 3,614,303.40

2. On September 19, 2017, the Board of Trustees approved and authorized termination of all professional services, construction program management services, and construction manager at risk services for the 2013 Bond Construction Mid Valley Campus and Starr County Campus Workforce Training Center Expansion. As a result, Broaddus will not be managing these projects and shall not bill South Texas College for any remaining work related to these projects. On July 10, 2018 the Facilities Committee and Broaddus agreed, the remaining fee of \$47,413.00 will be deducted from their original contract.

In addition, Broaddus also managed additional scope of work not in the original contract and are entitled to an additional fee in the amount of \$97,339.18 for 2.5% of the cost of work in excess of 5% above the original program amount. The additional fee of \$97,339.18, less \$47,413.00 for scope deleted from the original program, results in a net adjustment to the fee of \$49,926.18 and a grand total revised fee of \$4,024,926.18 (excludes other additional services). Broaddus & Associates has agreed to charge the rate of 2.5% for cost above 5% in lieu of actual hourly cost as stated in the contract.

Original Contract Fee	\$ 3,975,000.00
Remaining Fee for the Workforce Buildings	(47,413.00)
Revised Contract Fee	\$ 3,927,587.00
Fee Adjustment Owe to B&A for Additional Scope	97,339.18
Total Revised Fee	\$ 4,024,926.18

IN WITNESS WHEREOF, the parties have executed this Agreement under seal as of the Effective Date.

South Texas College

BY: _____

NAME: Dr. Shirley Reed

TITLE: President

Broadbuss & Associates

BY: _____

NAME: Gilberto Gallegos

TITLE: Senior Vice President

2013 Bond Construction Program
Broadus & Associates' Revised Fee
July 24, 2018

	Original Fee Per		
	Contract	Total Adjustments	Total Revised Fee
Original Contract	\$ 3,975,000.00	\$ (47,413.00)	\$ 3,927,587.00
Additional Scope	-	97,339.18	97,339.18
Total	\$ 3,975,000.00	\$ 49,926.18	\$ 4,024,926.18

South Texas College
B&A Projected Scope of Work
July 24, 2018

Original Bond Scope of Work Amount	\$ 159,028,940.00
Pharr Regional Center for Public Safety Excellence Parking & Site Improvement Project	2,259,830.00
Total Scope of Work	\$ 161,288,770.00

Additional Non-bond

Alternates

Mid Valley Campus - Thermal Plant Alternate 1 and 2	595,732.40
Starr County Campus - Thermal Plant Alternate 1	616,710.28
Total Alternates	1,212,442.68

NAH Campus Thermal Plant Total Project Cost	\$ 3,058,069.68
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NAH Thermal Plant Parking & Site Improvements Total Project Cost	\$ 268,459.46
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Mid Valley Campus Library Renovation Total Project Cost	\$ 1,797,446.08
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Regional Center for Public Safety Excellence Training Facility

PSJA ISD Contribution - 4 Classrooms	1,000,000.00
Texas Department of Public Safety - Skills Pad	1,140,000.00
RCPSE Training Facility Total Project Cost	2,140,000.00

La Joya ISD

Welding Labs and Lab Improvements	\$ 356,972.00
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Movable Kitchen Equipment	\$ 751,794.22
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Total Additional Scope of Work	\$ 9,585,184.12
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Bond Scope of Work	\$ 161,288,770.00
Additional Scope Managed By B&A	9,585,184.12
Total Program Cost with Additional Scope	\$ 170,873,954.12

Total with Additional Scope	170,873,954.12
Total Bond Amount	159,028,940.00
Variance	11,845,014.12

Variance	11,845,014.12
5% Threshold	7,951,447.00
Amount Over 5% Variance	3,893,567.12
2.50% Fee Rate	2.50%
Total Fee Adjustment Owe to B&A	97,339.18

Original Contract Fee	\$ 3,975,000.00
Remaining Fee for the Workforce Buildings	(47,413.00)
Revised Contract Fee	\$ 3,927,587.00
Fee Adjustment Owe to B&A for Additional Scope	97,339.18
Final Contract Amount	\$ 4,024,926.18

Adjustment to Fee	\$ 49,926.18
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Review and Action as Necessary on Substantial Completion for the 2013 Bond Construction Regional Center for Public Safety Excellence Building

Approval of substantial completion for the following 2013 Bond Construction Regional Center for Public Safety Excellence Building project is requested.

Project		Completion Recommended	Projected Completion
1.	2013 Bond Construction Regional Center for Public Safety Excellence Building Architect: PBK Architects Contractor: Noble Texas Builders	Substantial Completion Recommended	Week of July 9, 2018

Due to the rain events on June 20, 2018 and June 21, 2018, the construction schedule was delayed and Substantial Completion was not achieved in time for the Facilities Committee meeting.

Broaddus & Associates committed to provide the Certification of Substantial Completion the week of July 9, 2018; however, the certification has not yet been provided.

Broaddus & Associates is asked to present Certification of Substantial Completion, and provide the Board with an update on the completion schedule for this project.

The Facilities Committee did not take action on this item due to the pending certification of substantial completion.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the 2013 Bond Construction Regional Center for Public Safety Excellence Building project as presented.

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

The Board of Trustees approves and authorizes the substantial completion of the 2013 Bond Construction Regional Center for Public Safety Excellence Building project as presented.

Approval Recommended:

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

**Review and Action as Necessary on Substantial Completion for the
2013 Bond Construction Regional Center for Public Safety Excellence
Parking and Site Improvements**

Approval of substantial completion for the following 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project is requested.

Project		Completion Recommended	Projected Completion
1.	2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements Engineer: Dannenbaum Engineering Contractor: Noble Texas Builders	Substantial Completion Recommended	Week of July 9, 2018

Due to the rain events on June 20, 2018 and June 21, 2018, the construction schedule was delayed and Substantial Completion was not achieved in time for the Facilities Committee meeting.

Broaddus & Associates committed to provide the Certification of Substantial Completion the week of July 9, 2018; however, the certification has not yet been provided.

Broaddus & Associates is asked to present Certification of Substantial Completion, and provide the Board with an update on the completion schedule for this project.

The Facilities Committee did not take action on this item due to the pending certification of substantial completion.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes the substantial completion of the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented.

Approval Recommended:

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

Report and Action as Necessary on Facility Damages due to Recent Rain Events on June 20, 2018 and June 21, 2018

The report on the South Texas College district-wide facility damages due to the recent rain events on June 20, 2018 and June 21, 2018 was reviewed and discussed at the July 10, 2018 Facilities Committee meeting.

Based upon that discussion and feedback from the Facilities Committee, the College President authorized construction contracts under the Emergency and Immediate Need Procedures outlined in Policy 5210: *Purchasing*. A summary of the authorized contracts will follow a brief history of the rain event.

Background

On June 20, 2018 and June 21, 2018, there were severe rain events across the Rio Grande Valley that caused widespread flooding. As a result of the flooding, the College closed campuses on the following days:

Wednesday June 20, 2018

Mid Valley and Technology Campuses – due to flooding in city/county streets and roadways

Thursday June 21, 2018

All campuses - due to flooding in city/county streets and roadways

Friday June 22, 2018

Technology Campus - due to flooding - Ware Road and Military Highway

Existing Buildings

Existing buildings on all campuses received minor leaks from roof drains, windows and exterior doors and the Facilities Operations and Maintenance Department addressed each area by removing any water in timely manner.

The Facilities Operations and Maintenance Department are in the process of removing and installing weather stripping around exterior doors and roof top units for the existing buildings. In addition, third party vendors have been contacted to inspect and repair roof drains and windows throughout the college district. This work is ongoing at the time of publication.

2013 Construction Bond Buildings

The Facilities Operations and Maintenance Department has submitted warranty requests to each of the Construction Management at Risk Contractors to inspect and repair all identified leaks for the 2013 Bond Construction Buildings.

The Construction Management at Risk Contractors are undertaking the necessary repairs at each identified location as warranty items.

Flooding

All campuses had reports of flooding in parking lots and roadway. All buildings, district wide, did not have any flooding except for the Mid Valley Campus Center for Learning Excellence Building A.

Emergency Procurement of Water Damage Restoration Services

The Facilities Operations and Maintenance Department contacted Blackmon Mooring, a BuyBoard Water Damage and Mold Restoration vendor, to inspect the building and determined the entire building had high moisture levels due to flooding. Facilities Operations and Maintenance Department approved the authorization to secure the services and requested that water damages restoration begin immediately of the Mid Valley Campus Center for Learning Excellence Building A.

Dr. Reed has authorized this emergency procurement, and provides this formal notice to the Board of Trustees, as required by Policy 5120: *Purchasing*.

Due to this emergency, Blackmon Mooring mobilized their team and began removing drywall (two feet from the floor) and carpet on Friday afternoon, June 22, 2018. Dehumidifying and specialized equipment were placed in each room of the building to remove moisture beginning on Saturday, June 23, 2018 through Tuesday, June 26, 2018.

All water damaged debris was removed by Thursday, June 28, 2018.

Emergency Procurement of Rebuild Repairs

College staff requested quotes from Noble Texas Builders, Tri-Gen Construction, LLC, Blackmon Mooring, and SpawGlass for the rebuild of the damaged area at the Mid Valley Campus Center for Learning Excellence Building A. The rebuild scope included the following:

- Install R-19 wall insulation
- Install drywall in all rooms
- Tape, float, and texture all walls
- Paint all rooms from floor to ceiling

Administration presented the following responses to the Facilities Committee:

Tri-Gen Construction, LLC	\$42,644.00 (Recommended)
Noble Texas Builders	\$74,554.00
Blackmon Mooring	\$93,056.72
Spawglass	no-bid

Administration recommended authorization to contract with Tri-Gen Construction, LLC as presented, and the Facilities Committee concurred with this recommendation.

Dr. Reed has authorized this emergency procurement, and provides this formal notice to the Board of Trustees, as required by Policy 5120: *Purchasing*.

Emergency Procurement of Carpet and Cove Base Replacements

The College also requested quotes for replacing carpeting and cove base in each room. Installation would begin once the rebuild of drywall and painting has been completed.

Administration presented the following responses to the Facilities Committee:

Ontiveros Floor Covering	\$59,333.00
Diaz Floors & Interiors, Inc.	\$69,316.92
Intertech Flooring	\$60,611.00 (Recommended)

Administration recommended authorization to contract with Intertech Flooring as presented, and the Facilities Committee concurred with this recommendation.

Dr. Reed has authorized this emergency procurement, and provides this formal notice to the Board of Trustees, as required by Policy 5120: *Purchasing*.

South Texas College Facilities Operations and Maintenance Restoration

Once the carpet and cove base has been installed, the Facilities Operations and Maintenance Department will install all furniture that was removed due to the restoration. The computers in each of the labs and offices will be installed by the Information Technology Department.

Insurance Coverage

The College notified Montalvo Insurance Agency, property and flood insurance carrier, on Saturday, June 23, 2018 of the flooding event and their adjuster inspected the building on Wednesday, June 27, 2018.

The deductible cost for the Mid Valley Campus Center for Learning Excellence Building A was not confirmed at the time of the Facilities Committee. The College has since received a rejection of the claim from The Hartford, on the grounds that the loss is below the deductible, identified by The Hartford as \$500,000. Legal counsel and administration will review this issue with the Board and will request action as necessary.

Areas affected

Mid Valley Campus Center for Learning Excellence Building A – All classrooms, computer labs, and offices. Items to be repaired within these areas include walls, flooring, painting, and insulation.

Estimated costs:

Type of Work	Vendor	Cost
Water Damage Mitigation	Blackmon Mooring	\$90,802.99
Rebuild	Tri-Gen Construction, LLC	\$42,644.00
Carpet and Cove Base	Intertech Flooring	\$60,611.00
	Total	\$194,057.99

Proposed timeline for completion of the repairs: July 31, 2018

Funding Source

Funds are available in the FY 2017 – 2018 Renewal & Replacement budget.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the reported emergency procurement of construction services as presented.

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

The Board of Trustees accepts the reported emergency procurement of construction services as presented.

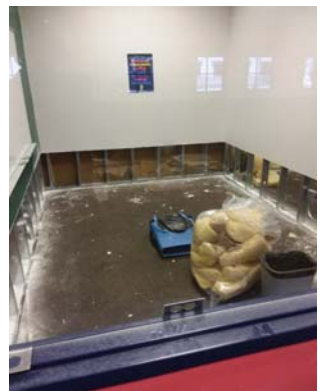
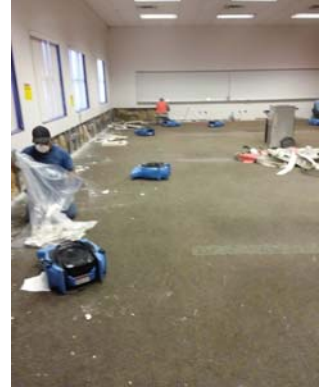
Approval Recommended:

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

June 2018 Water Damage Report
Major Flood Water Damages by Campus

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's Warranty Request	STC Work Order	Status
Mid Valley	A	Center for Learning Excellence	Entire Building	Flood	Major		Yes	Blackmon Mooring Restoration removed carpet and drywall two feet from floor and dehumidified entire building

Mid Valley Campus Building A
Major Water Damages
June 20, 2018



June 23, 2018 - FOM began the process of making 2 to 4 foot flood cuts in the Student Success Center, Open Computer Lab, Instructional Computer Lab, and Offices adjacent to the Student Success Center. Also, removed all baseboards throughout the building and will remove carpenting the next day.

June 2018 Water Damage Report
Pecan Campus
Additional Minor Damages

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's Warranty Request	STC Work Order	Status
Pecan	A	Administration	138	Roof Drain	Minor		Yes	Contact Roofing Vendor
Pecan	X	Administration	141 156	Roof Drain Roof Drain	Minor Minor		Yes Yes	Contact Roofing Vendor Contact Roofing Vendor
Pecan	B	Art	102 106A 115 113	Roof Drain Roof Drain Exterior Door Exterior Door	Minor Minor Minor Minor		Yes Yes Yes Yes	Contact Roofing Vendor Contact Roofing Vendor Install New Weather Stripping Install New Weather Stripping
Pecan	C	Center for Learning Excellence	109 111 116	Exterior Brick Wall Roof Drain Exterior Brick Wall	Minor Minor Minor		Yes Yes Yes	Maintenance Team will investigate Contact Roofing Vendor Maintenance Team will investigate
Pecan	E	Physical Plant	126	Window	Minor	Yes		Submitted to D. Wilson Construction
Pecan	F	Library	129 130 105 106 158 209 229	Exterior Door Exterior Brick Wall Exterior Brick Wall Exterior Brick Wall Exterior Brick Wall Roof Exhaust Fan Window	Minor Minor Minor Minor Minor Minor Minor		Yes Yes Yes Yes Yes Yes Yes	Install New Weather Stripping Maintenance Team will investigate Maintenance Team will investigate Maintenance Team will investigate Maintenance Team will investigate Maintenance Team will investigate Contact Glass Window Vendor
Pecan	G	Business and Sciences	105 211 213 219 222 224 225 226	Window Roof Top A/C Unit Roof Top A/C Unit Roof Top A/C Unit Roof Top A/C Unit Roof Top A/C Unit Roof Top A/C Unit Window	Minor Minor Minor Minor Minor Minor Minor Minor		Yes Yes Yes Yes Yes Yes Yes Yes	Contact Glass Window Vendor Install A/C Weather Stripping Install A/C Weather Stripping Install A/C Weather Stripping Install A/C Weather Stripping Install A/C Weather Stripping Install A/C Weather Stripping Contact Glass Window Vendor
Pecan	H	Student Activities	141 241	Roof Top A/C Unit Roof Top A/C Unit	Minor Minor		Yes Yes	Install A/C Weather Stripping Install A/C Weather Stripping

June 2018 Water Damage Report
Pecan Campus
Additional Minor Damages

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's Warranty Request	STC Work Order	Status
Pecan	J	South Academic	2.1402	Window	Minor		Yes	Contact Glass Window Vendor
			2.306	Window	Minor		Yes	Contact Glass Window Vendor
			3.208	Roof Drain	Minor		Yes	Contact Roofing Vendor
			3.806	Roof Drain	Minor		Yes	Contact Roofing Vendor
Pecan	J	South Academic	2.204	Roof Drain	Minor		Yes	Garland Roofing Representative conducted an Inspection and will have the drain replaced
Pecan	K	Student Services	2.4000	Roof Exhaust Unit	Minor		Yes	Maintenance Team will investigate
Pecan	L	Cooper Center	160	Window	Minor		Yes	Contact Glass Window Vendor
Pecan	M	Information Technology	101	Window	Minor		Yes	Contact Glass Window Vendor
			206	Roof Exhaust Unit	Minor		Yes	Maintenance Team will investigate
Pecan	P	North Academic	1.112	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			1.114	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			1.135	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			1.146	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			1.150	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			2.114	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			2.146	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			2.150	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			2.153	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
			3.110	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
Pecan	T	Social Sciences	2.118	Window Leak	Minor		Yes	Contact Glass Window Vendor
Pecan	U	Student Union	1.003	Door Leak	Minor	Yes		Submitted to D. Wilson Construction
			2.11	Roof Door Leak	Minor	Yes		Submitted to D. Wilson Construction
			2.101	Exterior Brick Wall	Minor	Yes		Submitted to D. Wilson Construction
Pecan	V	STEM	2.101	Roof Top A/C Unit	Minor	Yes		Submitted to D. Wilson Construction
			2.101B	Roof Exhaust Unit	Major	Yes		Submitted to D. Wilson Construction
			2.204	Roof Top A/C Unit	Minor	Yes		Submitted to D. Wilson Construction
			2.800	Window Leak	Minor	Yes		Submitted to D. Wilson Construction
Pecan	Y	General Academic	2.207	Window Leak	Minor	Yes		Submitted to D. Wilson Construction

June 2018 Water Damage Report
Mid Valley Campus
Additional Minor Damages

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's Warranty Request	STC Work Order	Status
Mid Valley	D	Workforce	147	Exterior Door	Minor		Yes	Install Weather Stripping
Mid Valley	E	Library (Existing)	1.326	Roof Top A/C Unit	Minor		Yes	Install A/C Weather Stripping
Mid Valley	F	Student Union (Existing)	135	Roof Top A/C Unit	Minor		Yes	Install A/C Weather Stripping
Mid Valley	G	North Academic	East Entrance	Exterior Door	Minor		Yes	Install Weather Stripping
			226	Roof Exhaust Unit	Minor		Yes	Install A/C Weather Stripping
			261	Roof Exhaust Unit			Yre	Install A/C Weather Stripping
Mid Valley	H	South Academic	North Entrance	Exterior Door	Minor		Yes	Install Weather Stripping
Mid Valley	K	Health Professions	2.503	Roof Exhaust Unit	Minor	Yes		Submitted to Skanska USA
			2.504	Roof Exhaust Unit	Minor	Yes		Submitted to Skanska USA

June 2018 Water Damage Report

NAH Campus

Additional Minor Damages

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's		STC	Status
						Warranty Request	Work Order		
NAH	A	East	Old Library	Window	Minor			Yes	Contact Glass Window Vendor
				221 Window	Minor			Yes	Contact Glass Window Vendor
				Window	Minor			Yes	Contact Glass Window Vendor
			401 Window	Window	Minor			Yes	Contact Glass Window Vendor
NAH	B	West	1.401 Window	Window	Minor	Yes			Submitted to D. Wilson Construction
			3.311 Window	Window	Minor	Yes			Submitted to D. Wilson Construction
			3.316 Window	Window	Minor	Yes			Submitted to D. Wilson Construction
			3.501 Window	Window	Minor	Yes			Submitted to D. Wilson Construction

June 2018 Water Damage Report
Tech Campus
Additional Minor Damages

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's Warranty Request	STC Work Order	Status
Technology A		Emerging Technologies	East Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
			South Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
			West Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
Technology B		ADVANCED TECHNICAL CAREERS	North Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
Technology E		INSTITUTE FOR ADVANCED MANUFACTURING	East Entrance	Exterior Door	Minor	Yes		Submitted to ECON
			Main Lobby 1.110	Roof Drains	Minor	Yes		Submitted to ECON and Garland Roofing
			Welding Area 1.415	Roof Exhaust Fans	Minor	Yes		Submitted to ECON and Garland Roofing

June 2018 Water Damage Report
Tech Campus
Additional Minor Damages

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's Warranty Request	STC Work Order	Status
Technology A		Emerging Technologies	East Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
			South Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
			West Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
Technology B		ADVANCED TECHNICAL CAREERS	North Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
Technology E		INSTITUTE FOR ADVANCED MANUFACTURING	East Entrance	Exterior Door	Minor	Yes		Submitted to ECON
			Main Lobby 1.110	Roof Drains	Minor	Yes		Submitted to ECON and Garland Roofing
			Welding Area 1.415	Roof Exhaust Fans	Minor	Yes		Submitted to ECON and Garland Roofing

June 2018 Water Damage Report
Starr County Campus
Additional Minor Damages

Campus	Letter	Building	Location	Type of Leak	Major or Minor	Contractor's Warranty Request	STC Work Order	Status
Starr	B	Center for Learning Excellence	208	Roof Drain	Minor		Yes	Contact Roofing Vendor
			209	Roof Drain	Minor		Yes	Contact Roofing Vendor
Starr	E	South Academic	1.516	Exterior Brick Wall	Minor		Yes	Maintenance Team will investigate
			2.202	Roof Drain	Minor		Yes	Contact Roofing Vendor
			2.404	Roof Drain	Minor		Yes	Contact Roofing Vendor
			2.416	Window Leak	Minor		Yes	Contact Glass Window Vendor
			Northwest Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
Starr	G	Student Activities	West Entrance	Exterior Door	Minor	Yes		Submitted to D. Wilson Construction
Starr	J	Rural Technology Center	South Entrance	Exterior Door	Minor		Yes	Install New Weather Stripping
				Window Leak	Minor		Yes	Contact Glass Vendor
				Window Leak	Minor		Yes	Contact Glass Vendor
				Window Leak	Minor		Yes	Contact Glass Vendor
Starr	L	Health Professions	2.104	Roof Exhaust Unit	Minor	Yes		Submitted to D. Wilson Construction
			2.208	Roof Exhaust Unit	Minor	Yes		Submitted to D. Wilson Construction
			2.304	Roof Exhaust Unit	Minor	Yes		Submitted to D. Wilson Construction
			2.308	Roof Exhaust Unit	Minor	Yes		Submitted to D. Wilson Construction

Review and Action as Necessary on Contracting Architectural Services for the Pecan Campus Buildings D and H Renovation

Approval to contract architect design services to prepare plans for the Pecan Campus Buildings D - Ann Richards Administration Building (eastern portion) and H - Student Activities Center Renovation project is requested.

Purpose

Architectural design services are necessary for design and construction administration services for the Pecan Campus Buildings D and H Renovation project. The design scope of work includes, but is not limited to design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed Pecan Campus Buildings D and H Renovation project is needed to renovate the existing office spaces in Building D and to renovate the existing cafeteria in Building H for use by the Culinary Arts Department.

Background

On May 29, 2018, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Pecan Campus Buildings D and H Renovation project. A total of twenty-four (24) firms received a copy of the RFQ and a total of eleven (11) firms submitted their responses on June 14, 2018.

Funding Source

Funds for these expenditures are budgeted and available in the unexpended construction budget for FY 2017-2018.

Reviewers

The Requests for Qualifications have been reviewed by staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

Site plans indicating the areas of the proposed renovations are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural design services with EGV Architects, Inc. for preparation of plans and specifications for the Pecan Campus Buildings D and H Renovation project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with EGV Architects, Inc. for preparation of plans and specifications for the Pecan Campus Buildings D and H Renovation project as presented.

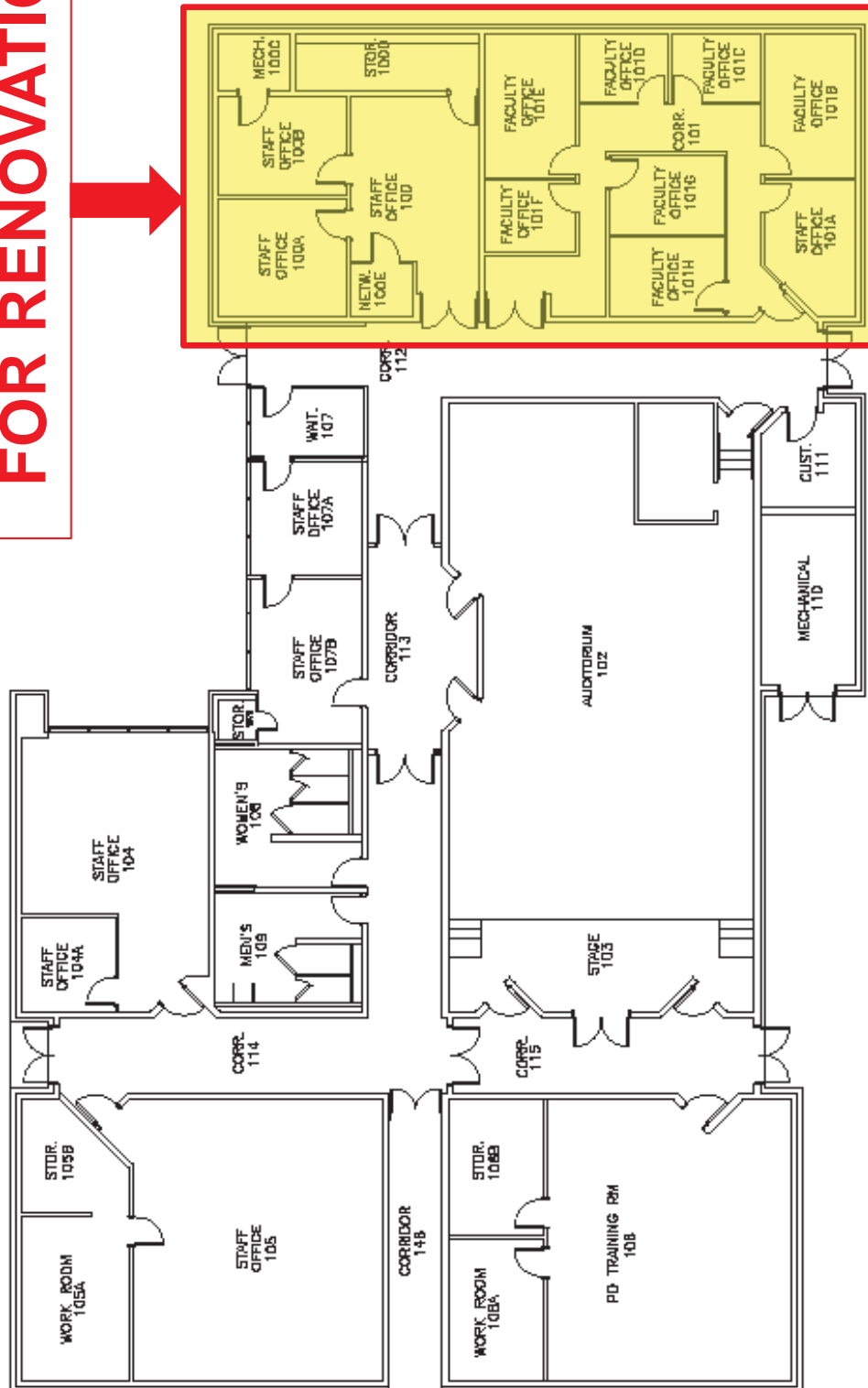
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes contracting architectural design services with EGV Architects, Inc. for preparation of plans and specifications for the Pecan Campus Buildings D and H Renovation project as presented.

Approval Recommended:

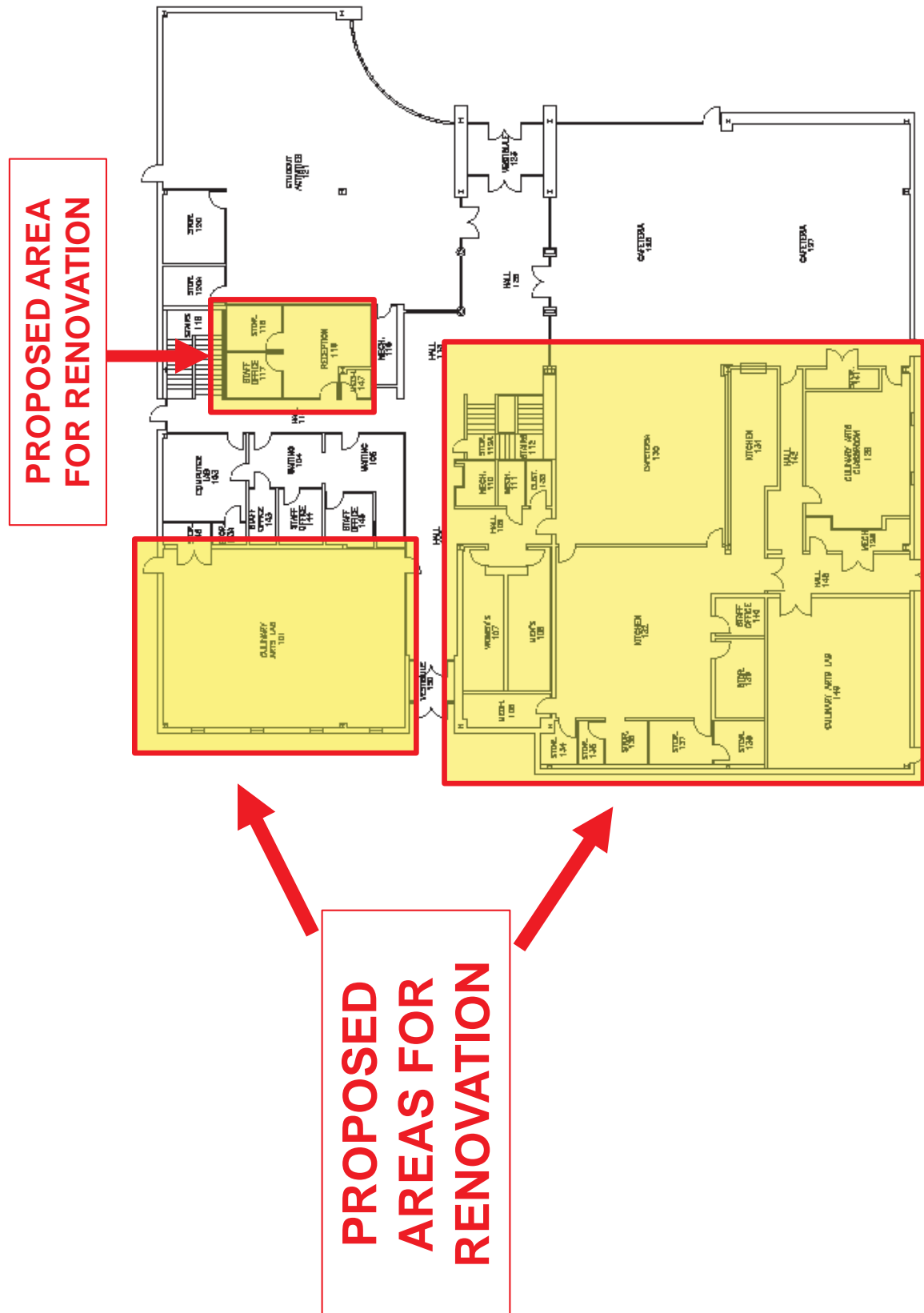
Shirley A. Reed, M.B.A., Ed.D.
President

PROPOSED AREA FOR RENOVATION



PECAN CAMPUS
BLDG. D

PECAN CAMPUS
BLDG. H FIRST FLOOR



SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDINGS D & H RENOVATION
PROJECT NO. 17-18-1044

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	Minet Architectural Services, PLLC.
ADDRESS	307 S Main St Donna, TX 78537	3301 N McColl Rd McAllen, TX 78501	220 S Bridge St Hidalgo, TX 78557	300 S 8th St McAllen, TX 78501	3700 N 10th St McAllen, TX 78504	608 S 12th St McAllen, TX 78501
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501
PHONE	956-464-8258	956-630-9494	956-843-2987	956-655-4655	956-686-0100	956-688-5656
FAX		956-630-2058			956-622-7313	
CONTACT	Erasmo Eli Alvarado III	Danny Boultinghouse	Eduardo G. Vela	Eli R. Ochoa	Raymond Gignac	Rodolfo R. Molina, Jr.
3.1 Statement of Interest						
3.1.1 Statement of Interest for Project	Indicated they are committed to establishing a long term partnership. Pointed out that their team members have prior experience working in South Texas and know all the opportunities and challenges of designing and building a project in this region.	Stated that firm has provided numerous renovation services to the STC Pecan Campus for over 18 Years and will continue to provide the same immediate and thorough response to the STC needs.	The firm emphasized their quality control program in their projects. They indicated that they are immediately available to perform design needs for the college.	Firm listed previous renovation projects they have worked on for STC and look forward to serving the college again.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that sustainable design is a regular practice for the firm.	The company pointed out their experience working with the college and indicated that the company specializes in renovation projects.
3.1.2 History and Statistics of Firm	- Firm founded in 1991 - Pointed out 25+ years of experience	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Established in 1994 - Specializes in educational facilities	- Created in 2001 - Headquartered in McAllen, TX - Professional staff of 20 includes 2 licensed architects and 4 licensed engineers	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - Show a total staff of 20 in organization chart	- Established in 2000 - Pointed out experience in educational design. - Pointed out the 33+ years experience of principal
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated that firm offers multiple services within a single source, which allows increased flexibility to react quickly to a variety of options and considerations.	Enumerated the different services provided by the firm, such as programming, space planning, model making, site selection master planning, etc.	Did not specifically address this item of information. They provided a general statement of the firm's qualifications.	Presented the following aspects of the firm's experience: - Collaborative/Holistic Approach - Higher Education Experience - Cultural Design - Problem-Solving Design - Technical Accuracy and Speed	Pointed out the firm's experience with educational facilities. Cited the firm's design of facilities in the Rio Grande Valley and their familiarity with geotechnical and civil engineering firms and their understanding of local codes and ordinances.	Firm listed the following items: - Prior Experience with STC Renovations of Functioning Buildings - BIM Experience - Budget Conscious - "More Attentive Service"
3.1.4 Statement of Availability and Commitment	Indicated their team is ready to begin work on the project immediately and ready to provide the proposed staff within this timeline and any other resources necessary to perform architectural services to this Project.	Indicated their availability and commitment to the project. Stated that two of their principals would be involved with the project until completed.	Stated that they are available for any planning and design work for South Texas College.	Indicated all key principles and staff are available and committed to lead and manage the proposed STC projects.	Stated that they will commit the work force necessary to complete project within the designated schedule.	State that they do not pursue projects unless certain of capabilities to produce on or ahead of schedule. Indicated that staff are immediately available for the project.
3.2 Prime Firm						
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Erasmo D. Alvarado, Jr - President - Erasmo Eli Alvarado, III - Vice-President - Pedro G. Ayala - Associate - Mario Garza, Jr - Project Manager	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following: - Eduardo G. Vela, President/Registered Architect - Alejandra Mina, Senior Project Manager - Rebecca Acuña, Project Manager - Ramiro E. Ramos, Project Manager - Yahaira N. Davila, Project Manager	Included resumes for the following: - Eli R. Ochoa, Project Architect - Maria O. Scary, Project Manager - Gabriel H. Herrera, Associate Architect - Roberto Pineda, Design & Visualization - Jose L. Rios, Associate Architect - Manuel Zamora, Associate Architect - Sergio Claudio, BIM Specialist - Jerry Garcia, Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/Project Director - Rolando Garza, Architectural Design Manager - Carolyn James, Interior Designer - Nicholas Gignac, Associate AIA - Juan Mijaca, Project Manager - Richard Tagle, Construction Manager - David Magda, Construction Manager - Ann Salas-Lukso, Architectural Associate	Included resumes for the following staff: - Rodolfo R. Molina, Jr. - President
3.2.2 Project Assignments and Lines of Authority	Lines of authority and assignments within firm are shown in an organization chart that includes ten staff members.		Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.	Duties and time assignments for each staff member were included.	Lines of authority and project assignments were shown in organization chart.	Listed four staff, including the president, who will be involved. Pointed out a range in time commitment by each staff member, but the range varied widely.
3.2.3 Prime Firm proximity and meeting availability	Firm is located in Donna, TX which is only 20 minutes away from the STC Campus.	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Firm is local located in Hidalgo, Texas. Indicated that their proximity has allowed them to immediately meet to resolve any unforeseen circumstances.	Indicated that the firm is 2.6 miles away from the Pecan Campus.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Indicated that the firm is approximately 8 minutes from the Pecan Campus.
3.2.5 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation.	Firm did not address this item.	Indicated that firm has not been involved in litigation disputes.	Indicated that the firm is not involved in any litigation.	Currently, involved in one case, but indicated it will not affect ability to provide services to STC.	Indicated that the firm is not involved in any litigation.
3.3 Project Team						
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - M Garcia Engineering - Chanin Engineering - Jones-DBR	Included organization chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity MEP Engineering - MEP - FCA Design Inc.	Included organizational chart showing the prime firm and the following consultants: - Perez Consulting Engineers - Half Associates, Inc.	Included organization chart showing prime firm and the following consultants: - Termon - Geotechnical Engineering - Chanin Engineering - Structural - Sigma - MEP - Melden & Hunt - Civil - Foodservice Design Pros - Kitchen & Culinary Consultant	Included organizational chart showing prime firm and the following consultants: - DBR Engineering - MEP Engineer - Solerio, Inc. - Structural Engineer - Civil Engineer - As designated by Owner
3.3.2 Organizational chart with roles of the prime firm(s) and each specialized consultant(s)	Included organizational chart and one sub-consultant (Cosper & Associates).	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.	Included organization chart showing prime firm and subconsultants.
3.4 Representative Projects						
3.4.1 Minimum of 5 projects firm has worked on	- Taft ISD - Taft High School Roof and HVAC (1,216,099) - Mission CISD - Tom Landry Hall of Fame Stadium Renovations (\$7,463,000) - Mercedes CISD - CNP Kitchen and Warehouse Addition (\$1,736,590) - Mission CISD - Mission High School Renovations (\$24,000,000) - Donna ISD - Donna North High School (\$52,124,890)	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - UTRGV - Haggard Building Renovation (\$2,200,000) - STC - Auditorium Remodel (\$565,802) - STC - 2501 Pecan Plaza Renovation (\$2,026,926) - UTRGV - Ames Building Renovation (\$2,727,000)	- Mission CISD - Mission Collegiate High School (\$13,626,000) - Roma ISD - Anna S Canavan Elementary School (\$14,495,610) - PSJA ISD - New Garza-Peña Elementary School (\$12,446,800) - City of Hidalgo - Rio Grande Valley Border Security and Technology Training Center (\$1,866,905) - Mission CISD - Waitz Elementary School New Cafeteria & Kitchen (\$2,404,500)	- South Texas College- Nursing and Allied Health Professions Expansion Phase 1 (\$16,037,087) - South Texas College- Repurposing of Mid Valley Campus Building C into new Health Professions Labs, instructional space and Monitoring rooms (\$2,020,012) - UTRGV- Repurposing the UTRGV Edinburg Campus bookstore into a new School for Social Work and Occupational Therapy (\$2,289,490) - Seguin ISD - Repurposing of the Seguin HS 9th Grade Center into Administrative spaces, student services and a cafeteria (\$81,850,065) - Houston ISD - Repurposing of the main Stephen F. Austin HS building into 21st Century labs, research and CTE learning spaces for Houston ISD (\$79,590,679)	- Del Mar College - Emerging Technology Expansion (\$8 million) - Robstown ISD - High School Additions & Renovations (\$11.3 million) - University of Texas - Bay Education Center & Laboratory (\$1.2 million) - La Joya ISD - Juarez Lincoln High School & Technology Labs (\$57.3 million) - Corpus Christi ISD - Veterans Memorial High School with Science and C.A.T.E Labs & Kitchen (\$93,204,494)	- Texas State Technical College- Engineering Center - Phase II - (\$3,400,000) - PSJA ISD - Daniel Ramirez Elementary School (\$12,747,800) - Edinburg CISD - Robert Vela HS - New Science Wing Addition & Renovations - (\$9,727,637) - Brooks County ISD - Fallharris High School - Phase I & II Renovations (\$9,938,322) - Edinburg CISD - Barrientes MS - Fine Arts Addition (\$3,752,899)
3.5 References						
3.5.1 References for five projects	- Taft ISD - Weslaco ISD - Mission CISD - Donna ISD - Mercedes ISD - Brownsville ISD	- University of Texas Pan American - City of McAllen	- PSJA ISD - Mission CISD - Roma ISD - Hidalgo ISD - City of Hidalgo	- UTRGV - Texas State Technical College - Seguin ISD - Houston ISD - Harlingen CISD	- Del Mar College - City of Corpus Christi - PSJA ISD - Corpus Christi ISD - La Joya ISD	- Brooks County ISD - Edinburg CISD - Pharr-San Juan-Alamo ISD - Texas State Technical College
3.6 Project Execution						
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Stated that they have implemented step by-step procedures to ensure a project stays on schedule. Will work closely with Owner to ensure project timelines are met. Will supplement production capability to meet schedule demands, if necessary.	Returned the availability of the firm's staff and their commitment of whatever resources needed to fulfill work obligations.	Stated their process of "architecture-by-team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project. Stated that they will acquire additional help as necessary to ensure on time delivery of project.	Indicated willingness and ability to expedite services and construction administration for projects. Stated their extensive experience in accelerating project schedules to meet school year calendars and minimize the time students are exposed to construction.	Indicated they are willing and able to expedite design services and construction administration. Provided very detailed project approach process and part of it addresses timely completion of project.	Stated their ability to complete projects on short timelines. Indicated they have completed most of their larger projects and are ready for a new design challenge.
Total Evaluation Points	549.4	554.8	565.80	561.00	558.6	549.4
Ranking	9	6	1	3	4	9

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDINGS D & H RENOVATION
PROJECT NO. 17-18-1044**

VENDOR	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Alex Architects, Inc.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
ADDRESS	204 E Stubbs St Edinburg, TX 78539	3900 N 10th St Ste 810 McAllen, TX 78501	1007 Walnut Ave McAllen, TX 78501	200 S 10th St Ste 1602 McAllen, TX 78501	1801 S 2nd St Ste 330 McAllen, TX 78503
CITY/STATE/ZIP	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78503
PHONE	512-461-8810	210-854-0241	956-686-7771	956-631-8227	956-994-1900
FAX					
CONTACT	David Negrete	Cliff Whittingstall	Luis A. Figueroa	Sam Garcia	Laura N. Warren
3.1 Statement of Interest					
3.1.1 Statement of Interest for Project	Indicated that over 60% of the firm's work has been in "transforming, modernizing, rehabilitation, or adding to existing facilities and office space."	Indicated that of more than 200 projects in the last five years, 70% were renovation projects. Pointed to programming and design of 25 culinary art spaces for educational clients.	The firm cited the previous work they have provided for STC and stated their confidence in the ability to continue providing excellent service.	Indicated they are looking forward to have the opportunity to work closely with STC and show you their firm's capabilities. Stated they are available and well-qualified for this project.	Pointed to the current work being provided to STC and welcome the opportunity to continue providing services.
3.1.2 History and Statistics of Firm	- Offices in Austin and Edinburg - Principal has 30+ years experience - Established in 2003	- Established in 1981 - 11 offices across Texas and Louisiana, including McAllen - 400+ Full-Time professionals	- Established in 1949 in McAllen - Maintain offices in McAllen	- Founded in 2013 - Based in McAllen, TX	- Established in 2004 - Offices in McAllen and Austin - Recognized as "Top 5 Small Businesses of 2013" by McAllen Chamber of Commerce
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Pointed out the collaboration with Half Associates for 18 years in building conversions.	Reiterated that 70% of projects have been in renovations and the majority have been for education clients.	Cited the firm's familiarity with food service programs and equipment by providing these types of facilities in schools for over 70 years.	Pointed out the wide array of design professionals within firm and their extensive experience in renovation projects.	Indicated that the firm is known state-wide for educational and research facility design.
3.1.4 Statement of Availability and Commitment	Indicated that the firm will commit to having the staff available according to the schedules determined.	Indicated that timing of project is ideal for their schedule. Stated their commitment of necessary time and resources for the project.	Indicated the immediate availability to provide services and the active participation by the key team members of the firm.	Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.	Indicated their commitment to allocate the best members of the staff to STC projects.
3.2 Prime Firm					
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - David N. Negrete, Principal Partner - Andres L. Maia, Jr., Project Manager - Esteban Zamora, Project Designer - Bruce W. Menke, Project Manager - Jason T. George, Architect Project Manager	Included resumes for the following staff: - Cliff Whittingstall, Partner - David Iglesias, Project Manager - Sarah Bustamante, Project Architect - Scott Adams, Principal, Design lead - Erica Salinas, Interior Designer - A. Todd Scrimpsheer, Associate Director of Facilities	Included resumes for the following: - Luis A. Figueroa - Principal - Manuel Hinojosa - Principal - Miguel Martinez, Associate AIA	Included resumes for the following: - Sam R. Garcia, Principal in Charge - Fernanda Aragon, Assistant Project Manager - Alejandro Gonzalez, Architectural Production Support	Included resumes for the following staff: - Laura Nassri Warren - President/Principal - Andrina De Anda - Associate Architect Director - Natanuel Perez - Senior Project Manager - Maritza Cardenas - Senior Project Manager - Crystal Chavez - Project Manager
3.2.2 Project Assignments and Lines of Authority	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Lines of authority and communication are indicated in an organization chart. A table is included that shows staff that will work on project and their time assignments.	Indicated duties and time assignments for the key team members.	Indicated duties and time assignments for the key team members.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table. Time assignments for most of the staff range from 40% to 80%.
3.2.3 Prime Firm proximity and meeting availability	Firm is located within 11 miles of the work site.	Indicated that they have an office in McAllen and will be able to respond quickly to any item that may arise.	Indicated that he firm is 2 miles away from the Pecan Campus.	Indicated that he firm is 2.5 miles away from the Pecan Campus.	Firm is located in McAllen and is about 10 minutes from STC.
3.2.5 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation that would affect ability to provide services to STC.	Indicated that the firm is not involved in any litigation that would affect its ability to provide services to STC.	Indicated that the firm is not involved in any litigation.	Indicated that firm has not been involved in litigation disputes.
3.3 Project Team					
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart showing prime firm and the following consultants: - HALFP Associates - MEP & Structural Engineering	Included organizational chart showing prime firm and the following consultants: - Jones'DBR - MEP Engineering & Technology & Security	Included organizational chart showing prime firm and the following consultants: - M. Garcia Engineering - Civil Engineering - Chanin Engineering - Structural Engineering - Trinity Engineering - MEP - Cosper & Associates - Kitchen Consultant	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural Engineering - MEP, Electrical Designer	Included organizational chart showing prime firm and the following consultants: - Half Associates - MEP
3.3.2 Organizational chart with roles of the prime firm(s) and each specialized consultant(s)	Included organizational chart showing prime firm and one sub consultant for both MEP and Structural engineering.	Organization chart did not include any specialized consultants.	Included organization chart showing prime firm and subconsultants.	Organization chart did not show any specialized consultant.	Included organizational chart with prime firm staff and engineering subconsultants.
3.4 Representative Projects					
3.4.1 Minimum of 5 projects firm has worked on	- UTRGV - Dietetics Lab Renovation (\$280,000) - Austin Community College (\$10,673,647) - UTRGV Marialice Shary Shivers Interior Renovations (\$2,345,000) - UTRGV - El Comedor Food Service (\$534,000) - McAllen ISD - James "Nikki" Rowe High School Cafeteria Renovation (\$1,100,000)	- South Texas College - Police Headquarters Building Renovation (\$864,000) - Texas State Technical College - Dental Building Renovation (\$1,575,339) - Central Texas College - Building 112 Renovation (\$2,515,000) - St. Mary's University - 2017 Summer Projects (\$1,500,349) - Baylor University - Sid Richardson Building Renovation (\$1,000,000)	- South Texas College - Mid Valley Student Service Building Expansion (\$2,500,000) - Harlingen ISD - Harlingen School of Health Professions (\$15,319,400) - PSJA ISD - High School Stadium Renovations Phase I, II, III (\$9,828,955) - PSJA ISD - Zefierino Farías Elementary School (\$10,338,911) - PSJA ISD - Southwest Early College High School (\$45,000,000) - Valley View ISD - Valley View Early College (\$15,608,800)	- Bicentennial Crossing LTD - College of Health Care Professions (\$2,400,000) - IDEA Public Schools - IDEA Camp Rio Vista Ambulatory Surgery Center, LLC - Rio Vista Surgery Center (\$1,092,356) - Cavazos Sports Institute (\$1,200,000) - Texas Department of Public Safety - Texas Department of Public License Mega Center (\$3,500,000)	- South Texas College - Student Activities and Cafeteria Building (\$6,897,227) - UTRGV-DHR - Multi-Disciplinary Medical Research Facility (\$36,000,000) - City of McAllen - McAllen Miller International Airport Renovations and Additions (\$36,000,000) - Mission EDC - CEED Mission Economic Development Corporation (\$3,602,638) - Doctors Hospital at Renaissance - Four Story Breast Health Center and Medical Office Building at DHR (\$12,000,000)
3.5 References					
3.5.1 References for five projects	- UT-Rio Grande Valley - Edinburg CISD - Washington Alliance Capital - City of McAllen - City of Edinburg	- Texas State Technical College Fort Bond - University of Houston - College of the Mainland - Creekside Center - Alief Campus Improvements	- Edinburg CISD - Harlingen ISD - La Villa ISD - PSJA ISD - Roma ISD	- Bicentennial Crossing, LTD - IDEA Public Schools - Rio Vista Ambulatory Surgery Center, LLC. - Cavazos Sports Institute - Texas Department of Public Safety	- UTRGV - Camu Construction & Development Company - McAllen Miller International Airport Renovations and Additions - Broadius & Associates
3.6 Project Execution					
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Indicated that they will assign staff as needed to meet STC's goals. Stated that firm is currently underutilized and fully capable of undertaking the services to meet the College's needs.	Indicated that McAllen office will be the primary contact, but that it will utilize the 400+ company-wide staff to meet schedule demands.	Indicated that firm is committed to immediate and thorough response to the project. Stated that in house staff in the Rio Grande Valley is able to provide all production.	Indicated they have completed projects requiring expedited design services on projects that have accelerated timelines. Stated they can and will do what we need to do from a staffing and manpower perspective to meet our client's project deadlines.	Stated that staff can be assigned to the project immediately. Are able and committed to begin work on your project the moment we receive notice of award. Indicated that team has no need to supplement production capability as they are able to provide services through all phases of the project.
Total Evaluation Points	553.2	556	561.8	547	553
Ranking	7	5	2	10	8

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDINGS D & H RENOVATION
PROJECT NO. 17-18-1044
EVALUATION SUMMARY

VENDOR	Alvarado Architects & Associates, Inc.		Boultinghouse Simpson Gates Architects		EGV Architects, Inc.		goERO International, LLC./dba ERO Architects		Gignac & Associates, LLP.		Milnet Architectural Services, PLLC.		Negrete & Kolar Architects, LLP.		PBK Architects, Inc.		Rike Ogden Figueroa Alex Architects, Inc.		Sam Garcia Architect, LLC.		The Warren Group Architects, Inc.	
ADDRESS	307 S Main St		3301 N McColl Rd		220 S Bridge St		300 S 8th St		3700 N 10th St		608 S 12th St		204 E Stubbs St		3900 N 10th St Ste 810		1007 Walnut Ave		200 S 10th St Ste 1602		1801 S 2nd St Ste 330	
CITY/STATE/ZIP	Donna, TX 78537		McAllen, TX 78501		Hidalgo, TX 78557		McAllen, TX 78501		McAllen, TX 78504		McAllen, TX 78501		Edinburg, TX 78539		McAllen, TX 78501		McAllen, TX 78501		McAllen, TX 78501		McAllen, TX 78503	
PHONE	956-464-8258		956-630-9494		956-843-2987		956-655-4655		956-686-0100		956-688-5656		512-461-8810		210-854-0241		956-686-7771		956-631-8227		956-994-1900	
FAX			956-630-2058						956-622-7313													
CONTACT	Erasm0 Eli Alvarado III		Danny Boultinghouse		Eduardo G. Vela		Eli R. Ochoa		Raymond Gignac		Rodolfo R. Molina, Jr.		David Negrete		Cliff Whittingstall		Luis A. Figueroa		Sam Garcia		Laura N. Warren	
3.1 Statement of Interest (up to 100 points)																						
3.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications 3.1.2 Firm History including credentials 3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s) and key professionals	91	90.00	91	92.80	92	94.40	94	93.80	94	94.00	90	92.80	92	92.00	94	94.00	93	94.60	91	91.40	93	93.00
	92		95		95		97		95		97		95		95		96		94		93	
	90		92		92		94		94		92		92		94		93		92		92	
	85		93		97		91		91		95		91		95		95		90		95	
	92		93		96		93		96		90		90		92		96		90		92	
3.2 Prime Firm (up to 100 points)																						
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.5 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	91	91.20	92	92.40	92	93.80	94	93.60	94	93.60	90	92.00	92	92.40	93	92.80	93	93.80	90	91.00	92	92.00
	92		94		94		95		95		96		95		94		95		94		93	
	90		92		93		93		93		90		93		94		94		90		92	
	91		91		95		93		91		93		91		92		92		90		92	
	92		93		95		93		95		91		91		91		95		91		91	
3.3 Project Team (up to 100 points)																						
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s) 3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise	92	91.80	91	92.00	94	95.40	93	93.20	93	92.00	90	91.40	90	90.60	91	91.60	93	94.80	90	91.80	91	90.80
	93		92		96		94		92		93		92		94		97		96		92	
	94		92		94		94		93		90		90		90		93		90		90	
	89		93		98		93		88		94		91		93		97		93		91	

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDINGS D & H RENOVATION
PROJECT NO. 17-18-1044
EVALUATION SUMMARY

VENDOR	Alvarado Architects & Associates, Inc.		Boultinghouse Simpson Gates Architects		EGV Architects, Inc.		goERO International, LLC./dba ERO Architects		Gignac & Associates, LLP.		Milnet Architectural Services, PLLC.		Negrete & Kolar Architects, LLP.		PBK Architects, Inc.		Rike Ogden Figueroa Alex Architects, Inc.		Sam Garcia Architect, LLC.		The Warren Group Architects, Inc.				
ADDRESS	307 S Main St		3301 N McColl Rd		220 S Bridge St		300 S 8th St		3700 N 10th St		608 S 12th St		204 E Stubbs St		3900 N 10th St Ste 810		1007 Walnut Ave		200 S 10th St Ste 1602		1801 S 2nd St Ste 330				
CITY/STATE/ZIP	Donna, TX 78537		McAllen, TX 78501		Hidalgo, TX 78557		McAllen, TX 78501		McAllen, TX 78504		McAllen, TX 78501		Edinburg, TX 78539		McAllen, TX 78501		McAllen, TX 78501		McAllen, TX 78501		McAllen, TX 78503				
PHONE	956-464-8258		956-630-9494		956-843-2987		956-655-4655		956-686-0100		956-688-5656		512-461-8810		210-854-0241		956-686-7771		956-631-8227		956-994-1900				
FAX			956-630-2058						956-622-7313																
CONTACT --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	Erasmo Eli Alvarado III		Danny Boultinghouse		Eduardo G. Vela		Eli R. Ochoa		Raymond Gignac		Rodolfo R. Molina, Jr.		David Negrete		Cliff Whittingstall		Luis A. Figueroa		Sam Garcia		Laura N. Warren				
	91		92		95		92		94		90		90		90		94		90		90				
3.4 Representative Projects (up to 100 points)																									
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	90	90.80	90	91.40	94	94.60	93	92.40	93	92.40	92	91.80	92	91.80	91	91.60	92	92.20	88	89.20	92	91.60			
	94		96		97		96		95		95		95		92		95		92		94				
	90		90		95		92		92		93		90		92		86		92						
	90		89		94		90		90		89		95		89		90		90						
	90		92		93		91		92		90		90		90		93		90		90		90		
3.5 Five References (up to 100 points)																									
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	92	92.80	93	93.40	93	94.00	93	94.20	93	92.40	85	88.60	93	92.80	93	92.20	91	92.40	90	91.00	93	92.40			
	95		95		95		96		95		92		94		95		96		95		93				
	92		94		94		94		94		86		92		93		93		90		93				
	95		95		98		98		90		90		95		90		92		90		93				
	90		90		90		90		90		90		90		90		90		90		90		90	90	
3.6 Project Execution (up to 100 points)																									
3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	90	92.80	90	92.80	92	93.60	92	93.80	93	94.20	90	92.80	92	93.60	92	93.80	92	94.00	88	92.60	92	93.20			
	94		94		94		95		94		94		94		95		96		95		92				
	90		90		92		92		94		90		92		92		90		92		90				
	95		95		95		95		95		95		95		95		95		95		95		95		
	95		95		95		95		95		95		95		95		95		95		95		95	95	
TOTAL EVALUATION POINTS	549.40		554.80		565.80		561.00		558.60		549.40		553.20		556.00		561.80		547.00		553.00				
RANKING	9		6		1		3		4		9		7		5		2		10		8				

Review and Action as Necessary on Solicitation of Request for Qualifications (RFQ) for Civil Engineering Services to Evaluate Existing Drainage Conditions at the Mid Valley Campus

Approval to solicit civil engineering design services to evaluate the existing drainage conditions at the Mid Valley Campus is requested.

Purpose

Authorization is requested to solicit civil engineering services to evaluate the drainage conditions at the Mid Valley Campus.

Justification

Solicitation of Request for Qualifications (RFQ) for civil engineering services is necessary to procure a design team to evaluate the existing drainage conditions at the Mid Valley Campus and prepare all necessary design development drawings and specifications in preparation for construction to address any improvements that may be needed regarding the existing drainage conditions. Once the RFQ's are received, an evaluation team will evaluate the RFQ's using the currently approved procurement process and will recommend a design team to the Facilities Committee at a later date.

Background

The widespread flooding from the rain events on June 20 and 21, 2018 highlighted potential areas for improvement in the existing drainage conditions at the Mid Valley Campus. In order to proceed with evaluating the existing drainage conditions, staff recommends soliciting an RFQ for civil engineering services to provide an assessment of the existing drainage conditions and preparation of plans and specifications.

Funding Source

Funds are available in the FY 2017 – 2018 Renewals and Replacements budget.

The Facilities Committee recommended Board approval of the solicitation of civil engineering services to evaluate the existing drainage conditions at the Mid Valley Campus as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of civil engineering services to evaluate the existing drainage conditions at the Mid Valley Campus as presented.

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

The Board of Trustees approves and authorizes the solicitation of civil engineering services to evaluate the existing drainage conditions at the Mid Valley Campus as presented.

Approval Recommended:

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

Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Building B Flooring Replacement

Approval to contract construction services for the Mid Valley Campus Building B Flooring Replacement is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Mid Valley Campus Building B Flooring Replacement.

Justification

As part of the College's Renewal and Replacement program, staff has planned and budgeted for the replacement of the carpeted areas in Building B at the Mid Valley Campus. The existing carpet has been in place for over 13 years.

Background

Facilities Planning and Construction staff worked with the Purchasing department to develop the Request for Proposal documents for the Mid Valley Campus Building B Flooring Replacement. Building A was originally included in the Request for Proposals (RFP), but was removed since it will be part of the scope of the water damage repairs.

Solicitation of competitive sealed proposals for these projects began on June 5, 2018. Sets of construction documents were issued to general contractors and subcontractors. A total of four (4) proposals were received on June 25, 2018. The highest ranked proposal was from Diaz Floors & Interiors, Inc. in the amount of \$24,186.92.

Timeline for Solicitation of Competitive Sealed Proposals	
June 5, 2018	Solicitation of competitive sealed proposals began.
June 25, 2018	4 proposals were received.

Funding Source

Funds are available in the FY 2017-2018 renewals and replacements budget.

Reviewers

The proposals were reviewed by staff from the Facilities Planning and Construction and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractor be recommended for Board approval.

The Facilities Committee recommended Board approval to contract construction services with Diaz Floors & Interiors, Inc. in the amount of \$24,186.92 for the Mid Valley Campus Building B Flooring Replacement as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Diaz Floors & Interiors, Inc. in the amount of \$24,186.92 for the Mid Valley Campus Building B Flooring Replacement as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Diaz Floors & Interiors, Inc. in the amount of \$24,186.92 for the Mid Valley Campus Building B Flooring Replacement as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - BUILDING A AND B FLOORING REPLACEMENT
PROJECT NO. 17-18-1046

VENDOR		Calico Construction & Development, LLC.	Diaz Floors & Interiors, Inc.	Golden Key Construction Services, LLC.	Vintage Tile & Stone, LLC.
ADDRESS		1242 E Bus 83 Ste 7	1205 W Polk	3409 S Jackson Rd	2020 W Nolana
CITY/STATE/ZIP		Mission, TX 78572	Pharr, TX 78577	Pharr, TX 78577	McAllen, TX 78504
PHONE		956-893-2272	956-787-0056	956-393-0960	956-631-8528
FAX		956-683-6152	956-781-7917	956-681-6164	956-631-8526
CONTACT		Jose G. Vargas	Andres Diaz, Sr.	Raul Aguirre	Elizabeth R. Govea
#	Description	Proposed	Proposed	Proposed	Proposed
1	Base Proposal: Mid Valley Campus - Building A and B Flooring Replacement --Proposal Option for Building B Only	\$ 27,895.00	\$ 24,186.92	\$ 35,500.00	\$ 32,729.12
TOTAL PROPOSAL AMOUNT		\$ 27,895.00	\$ 24,186.92	\$ 35,500.00	\$ 32,729.12
TOTAL EVALUATION POINTS		81.5	91.8	****	80.9
RANKING		2	1	****	3

***The vendor did not submit required documents therefore not evaluated.

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - BUILDING A AND B FLOORING
PROJECT NO. 17-18-1046
EVALUATION SUMMARY**

VENDOR		Calico Construction & Development, LLC.		Diaz Floors & Interiors, Inc.		Vintage Tile & Stone, LLC.	
ADDRESS		1242 E Bus 83 Ste 7		1205 W Polk		2020 W Nolana	
CITY/STATE/ZIP		Mission, TX 78572		Pharr, TX 78577		McAllen, TX 78504	
PHONE		956-893-2272		956-787-0056		956-631-8528	
FAX		956-683-6152		956-781-7917		956-631-8526	
CONTACT		Jose G. Vargas		Andres Diaz, Sr.		Elizabeth R. Govea	
1	The Respondent's price proposal. (up to 45 points)	39.2	39.2	45	45	33.3	33.3
		39.2		45		33.3	
		39.2		45		33.3	
		39.2		45		33.3	
		39.2		45		33.3	
2	The Respondent's experience and reputation. (up to 10 points)	8	6.9	9	8.6	9	8.6
		6		8		9	
		6		8.5		9	
		7		8.5		8	
		7.5		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	7.8	9	8.7	9	8.5
		8		8		8	
		8		9		9	
		7		8.5		8	
		8		9		8.5	
4	The Respondent's safety record (up to 5 points)	3	3.4	3	3.3	3	3.4
		3		3		3	
		4		4		4	
		4		3		3	
		3		3.5		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.2	4	6.2	6.5	6.9
		6		6		7	
		7		7		7	
		6		7		7	
		6		7		7	
6	The Respondent's financial capability in relation to the size and the scope of the project.(up to 9 points)	7	6.6	8	8	8	7.6
		7		8		6	
		5		8		8	
		7		8		8	
		7		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	4.4	5	5	5	5.6
		5		5		4	
		5		5		5	
		4		5		5	
		4		5		9	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	7	7	7	7
		7		7		7	
		7		7		7	
		7		7		7	
		7		7		7	
TOTAL EVALUATION POINTS		81.5		91.8		80.9	
RANKING		2		1		3	

Review and Action as Necessary on Renewal of Lease Agreement with Pharr-San Juan-Alamo Independent School District

Approval of the facility lease agreement with Pharr-San Juan-Alamo Independent School District (PSJA ISD) for use of space in the College, Career & Technology Academy (CCTA) building in Pharr by South Texas College is requested.

Purpose

Authorization is requested to enter a new facility lease agreement for use by South Texas College as classroom facilities.

Justification

The initiation of the new lease of this facility is needed to continue to accommodate Construction Supervision, Electrician, HVAC, and Welding classes being offered by South Texas College.

Background

The College has had a facility lease agreement with PSJA ISD for the period of August 2014 to the present for the use of the CCTA Building and the Ballew High School. Effective August 15, 2018, the College will no longer use the space at the Ballew High School. The College will be using a reduced amount of space at the CCTA due to some courses being relocated to the new Regional Center for Public Safety Excellence. Staff recommends approval of the new facility lease agreement for the term of August 15, 2018 to August 14, 2019, with the option to renew for four (4) successive terms. The College anticipates the costs for the lease payments will remain the same at \$1 plus the prorated cost of security, custodial, and utilities.

Facility	Initial Term	Optional Renewal Periods	Anticipated Lease Cost
PSJA ISD – CCTA Classrooms, Science Labs, Construction Labs, Electronic Lab, Welding Lab, and Staff Offices	8/15/18 – 8/14/19	8/15/19-8/14/20 8/15/20-8/14/21 8/15/21-8/14/22 8/15/22-8/14/23	\$1 annually plus prorated cost of security, custodial, and utilities

Funding Source

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2018-2019.

The Facilities Committee recommended Board approval of the proposed classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of August 15, 2018 to August 14, 2019 as presented

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of August 15, 2018 to August 14, 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 classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of August 15, 2018 to August 14, 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 - July 6, 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	Final Completion
Pecan Campus																					
15-1-R03	Pecan - Arbor Brick Columns Repair & Replacement (RR)					N/A				N/A								David	N/A		
16-1-104	Pecan - Sand Volleyball Courts																	David			
16-1-x02	Pecan - Library																				
16-1-R01	Pecan - Building A Sign Replacement (RR)					N/A	N/A	N/A	N/A									Robert	Public Relations		
16-1-001	Pecan - Relocation of Information Booths to Athletic Fields					N/A												David	DBR Engineering		
16-1-005	Pecan - Building A Production Studio Office Expansion					N/A	N/A	N/A	N/A	N/A	N/A							Robert	Noble Texas Builders		
18	Pecan - Library Facility Assessment					N/A	N/A	N/A	N/A									Rick	M&O		
	Pecan - Relocation of Information Booths to Mid Valley					N/A	N/A	N/A	N/A									David	Godfrey Associates		
	Pecan - Cooper Center Workroom					N/A	N/A	N/A	N/A										Zunigas Moving		
	Pecan - Cooper Center Music Expansion					N/A	N/A	N/A	N/A												
	Pecan - Building D Renovations																				
	Pecan - Building H Cafeteria Renovations																				
	Pecan - Building A Renovations					N/A	N/A											Robert			
																		M&O			
Pecan Plaza																					
15-1-003	Pecan Plaza - Emergency Generator and Wiring																				
18-1-008	Pecan Plaza - Building C 2601 Test Site Renovations					N/A												Sam	DBR Engineering		
Mid Valley Campus																					
16-2-R08	MV - Childcare Canopy Replacement (RR)					N/A	N/A	N/A	N/A									Sam			
16-2-009 R09	MV - Resurfacing Parking Lot #3 (RR)																	Sam			
16-2-008	MV - Child Development Center Covered Walkway					N/A	N/A	N/A	N/A									Sam	N/A		
	MV - Resurfacing Northwest Drive (RR)																	Sam			
Technology Campus																					
16-2-011	TC - Ford Lab Exhaust System																	Sam	TBD		
15-3-R02	TC - Building D Exterior Metal Siding Repairs (RR)					N/A	N/A	N/A	N/A									Sam	N/A		
15-3-R03	TC - Repair Concrete Floor Mechanical Room (RR)					N/A												David	CLH Engineering		
15-3-R03	TC - Building B Concrete Floor Repairs (RR)					N/A	N/A	N/A	N/A									David	CLH Engineering		
16-2-R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)					N/A	N/A	N/A	N/A									Sam	Half Associates		
16-3-011	TC - Update Furniture for labs A209					N/A	N/A	N/A	N/A	N/A								Robert	N/A		
Nursing and Allied Health Campus																					
	NAH - Student Success Center Retrofit																	Sam	TBD		
Starr County Campus																					
15-5-x05	Starr - Building E & J Crisis Mgt Center Generator																	Sam	DBR Engineering		
16-4-R18	Starr - Building F Site Grading & Sidewalk Replacement(RR)					N/A												Sam	Melden and Hunt		
District Wide Improvements																					
13-6-003	DW - Automatic Doors Phase III					N/A												Robert	TBD		
14-6-013	DW - La Joya Monument Sign					N/A	N/A											David	N/A		
14-6-R014	DW - Marker Boards Replacement (RR)					N/A	N/A	N/A	N/A	N/A								Sam	N/A		
14-6-R015	DW - Irrigation System Controls Upgrade (RR)					N/A	N/A	N/A	N/A	N/A								Sam	M&O		
15-6-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)					N/A	N/A	N/A	N/A	N/A								Sam	M&O		
	DW - Interior LED Lighting Ph I (RR)					N/A	N/A	N/A	N/A	N/A								Rick	M&O		
15-6-001	DW - Outdoor Furniture					N/A	N/A											Sam	N/A		

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%	August 2018	1. Project Development 2. Design in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Building A Sign Replacement	100%	July 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	100%	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	75%	August 2018	1. Design Phase 2. Design in Progress	\$ 150,000.00	TBD	TBD	\$ -	TBD
Pecan Plaza Police Department Emergency Generator	75%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	TBD	\$ 213,324.00	\$ 39,520.00	\$ 186,676.00
Building D Renovations	25%	August 2018	1. Project Development 2. Advertising RFQ	\$ 18,000.00	TBD	TBD	\$ -	TBD
Building H Renovations	25%	August 2018	1. Project Development 2. Advertising RFQ	\$ 60,000.00	TBD	TBD	\$ -	TBD
Pecan Campus Total				\$ 773,000.00	\$ 33,513.00	\$ 224,811.00	\$ 54,533.00	\$ 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

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
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%	August 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%	August 2018	1. Construction Phase 2. Bidding in Progress	\$ 30,000.00		\$ -	\$ -	\$ -
Building B Concrete Floor Repairs	50%	August 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	10%	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	5%	September 2018	1. Design Phase 2. Contract Negotiations	\$ 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	75%	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
District Wide								
Automatic Doors Phase III	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 65,000.00	TBD	TBD	\$ -	TBD
La Joya Monument Sign	100%	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 & Water Heater Replacement & Upgrade	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	\$ 4,047.68	\$ 20,952.32	\$ 4,047.68	\$ -
Door Access Controls Replacement (RR)	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 20,000.00	\$ 13,372.47	\$ -	\$ 3,532.63	\$ 13,372.47
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				\$ 4,104,000.00	\$ 1,037,176.01	\$ 638,147.99	\$ 150,734.68	\$ 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 **June 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 June 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 June 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 June 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for June 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for June 2018
- D. Release of Construction Fund Checks for June 2018
- E. Quarterly Investment Report for June 2018
- F. Summary of Revenue for June 2018
- G. Summary of State Appropriations Income for June 2018
- H. Summary of Property Tax Income for June 2018
- I. Summary of Expenditures by Classification for June 2018
- J. Summary of Expenditures by Function for June 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for June 2018
- L. Summary of Grant Revenues and Expenditures, June 2018
- M. Summary of Bid Solicitations
- N. Check Register for June 2018

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.



The Texas Association of Community Colleges (TACC) and South Texas College held a Community College Policy Summit: A Convening for South Texas Legislators on July 16 and July 17. Fellow community colleges Del Mar Community College, Laredo Community College, Coastal Bend Community College, Southwest Texas Junior College, and Texas Southmost College were also in attendance. The policy discussion provided an opportunity to identify and address potential legislative issues and key policy priorities for the upcoming 86th Legislative Session with our State Senators and House Representatives. Topics of discussion included funding, workforce training and economic development, and dual credit.

The event consisted of a welcome reception on July 16 and a discussion meeting on July 17. Fellow community college presidents, Trustees, Senators, Representatives, South Texas College staff, Superintendents, and local Business and economic development partners participated in the dialogue. The event was very well attended and productive.

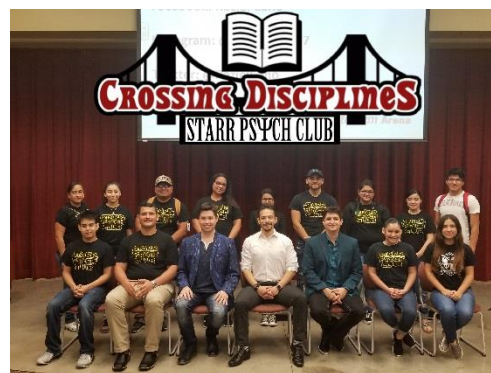


Grainger, a leading line supplier of maintenance, repairs, and operating products donated \$6,000 worth of tools to be distributed to students in auto, diesel, heating/ventilation/air conditioning/refrigeration, electrician, construction, and law enforcement to prepare them to enter the workforce. The tools are a donation in addition to the scholarships already provided by the company. South Texas College has created a system that allows students unable to purchase their own tools to check out tools for their classes to utilize.

The South Texas College Facilities and Construction crews completed installation of the College logo on the north side of the Ann Richards Administration building. The logo is 14 feet tall and provides an attractive, marketing aspect of the College's presence and image for the community and visitors to the College. At night, LED lights help brighten and enhance the logo. The Facilities Department worked with the Public Relations and Marketing Department to develop the sign.

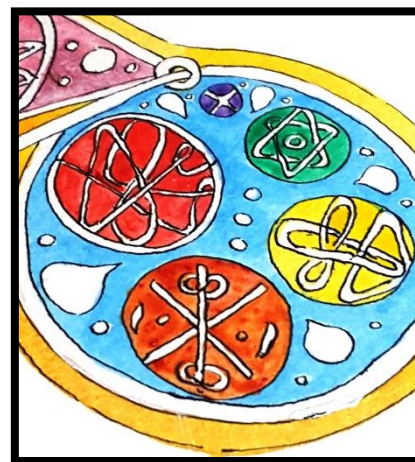


The Starr County Campus Psychology Club hosted the Crossing Disciplines Conference 5th Edition "Into the Marketing Field" on June 26, 2018 at the Starr County Campus Auditorium. This major event focused on exposing students to explore different careers and fields by providing guest speakers who specialize in their areas. The goal is to provide expose and provide additional learning that could be considered as a second major and/or minor by a Psychology major. Raziel Cano, Marketing Director of State Farm Arena was the guest speaker. Mr. Cano shared his work experience, obstacles, achievements, and future goals with attendees. The event was open to the public.



The Office of Accountability, Risk, and Compliance (OARC) has adopted the 85th Texas Legislative Matrix from the Texas Association of School Boards to provide information about Texas House and Senate Bills that impact the College. Staff is encouraged to review and updated emails on amendments will be sent in an effort to provide staff up to date information on content effecting their areas of expertise and responsibility.

The exhibit ***Ansaros: The Beginnings of a World*** will be exhibited at the Technology Campus beginning June 28th through August 10th. The exhibit is the complied work of Alexis Garza, an illustrator and author who is currently majoring in Studio Art at the University of Texas Rio Grande Valley. The exhibit art display will feature a new concept of using rich and diverse watercolors, pen, and ink. An open reception and artist talk was scheduled on June 28. The event is free and open to the public.



Beginning Fall 2018, the Kinesiology, Health, and Wellness Department will begin offering a certificate for a Personal Trainer Program. All applicants must be a high school graduate or be GED complete and 18 years of age.



The Human Resources Benefits and Payroll staff has traveled to all five campuses during the week of July 9 – July 13 to assist with Annual Enrollment changes, answer any questions, and assist with direct deposit forms. Information on health coverage, vision, and dental choice plans and premiums has been sent to all employees to provide them of changes taking effect September 2, 2018.

In an effort to promote job opportunities to faculty and staff, the Human Resources Department has initiated a Faculty/Staff News internal announcement via email to provide listing of current job vacancies. The posting will include a listing of all current vacancies with links to the webpage for further information of job information and requirements.



Paul Varville, Chief of Public Safety has been named Chief Administrator for the upcoming Regional Center for Public Safety Excellence (RCPSE) scheduled to open in the fall 2018. Paul will be providing administrative oversight, leadership, and will develop continuing education and professional development for law enforcement, public safety, fire science, and homeland security professionals.

The University Relations Office hosted the following universities as they met and assisted students with transfer information. Students were advised to bring official transcripts, TSI scores, and ACT and SAT scores to attain on the spot decision of admission decisions.

- The University of Houston – Victoria
- The University of Texas Rio Grande Valley
- Texas A&M University Corpus Christi
- Texas A&M University Kingsville
- Texas State University



- Met with Board Trustee, Paul Rodriguez and Mary Elizondo, Vice President for Financial and Administrative Services to discuss the proposed budget for FY 19 and other finance related items.
- Met with Daniel Ramirez, Director of Public Relations and Marketing to discuss the creation of a Relationship Management Team to address findings in the Interact's Inquiry Communication Report to help improve communications pathways for students.
- Participated in a conference call with Dr. Virginia Champion, Director of Grant Development, Management, and Compliance, Dale Robertson, Texas Workforce Commission, Dr. Forse, Doctors Hospital at Renaissance, and staff to discuss the close-out of Phase I of the SDF grant.
- Participated in conference call for the Joint Legislative Strategy meeting to discuss policy priorities for the 86th Legislative Session, Dual Credit Task Force Report, and the Survey of Legislators inquiring about their knowledge and support for community colleges, our legislative policy priorities, and the advocacy efforts.
- Met with Darci Cather, Interim Associate Dean for Professional and Organizational Development to discuss the agenda for the College Wide Professional Development Day.
- Met with Jason Gutierrez, Director of Accountability, Risk, and Compliance to review the draft Risk Assessment Matrix for the Office of the President.
- Met with key staff regarding the Texas Parks and Wildlife Target Range Grant to discuss long term goals and operational needs for the proposed indoor shooting range.
- Met with Wanda Garza, Executive Officer for External Affairs to coordinate the Regional Center for Public Safety Excellence Building Dedication Ceremony event details.

- Participated in a conference call with Anne Kim, Director of Domestic Policy at the Progressive Policy Institute to discuss her research of South Texas College for a youth policy book she is writing. Ms. Kim wanted to discuss the challenges students face in the South Texas region, STC's innovative practices to help students achieve success and strategies developed to achieve the goals and mission of the College.
- Met with Gary Gurwitz, Mary Elizondo, Vice President for Financial and Administrative Services and Ricardo de la Garza, Director of Facilities, Planning, and Construction to discuss the Broaddus and Associates contract closeout.
- Participated in a conference call with Jacob Fraire and Dustin Meador, Texas Association of Community Colleges to discuss and plan the upcoming Policy Summit event.
- Met with Mayor Jim Darling and Roy Rodriguez, City of McAllen City Manager to discuss options for expanding the Nursing Program.
- Met with Mr. Jose Guerrero, Legal Counsel, Mary Elizondo, Vice President for Financial and Administrative Services, Brenda Balderaz, Human Resources Director, and Dr. Anahid Petrosian, Interim Vice President for Academic Affairs to discuss an Equal Employment Opportunity Commission case.
- Met with staff to review and evaluate the Professional Recruitment Services proposals in preparation for a recommendation to the Board.
- Met with Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships for an update on dual credit program operations.
- Participated in an interview with RGVision for the upcoming Teach for America benefit to be held in August.
- Participated in photo shoot with RGVision for the upcoming article to be featured in magazine as the honoree for the Teach for American benefit.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the July 24, 2018 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents

- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from June 16 – July 20, 2018 included:
 - Discussion of Board Committee Deliberations
 - Student Enrollment Update – Summer II and Fall 2018
 - Discussion of Proposed Internal Audit Projects for FY2018-2019
 - Discussion of Proposed IPEDS Peer Comparison Group
 - Discussion of Proposed Strategies to Improve Starr County School District Participation in Dual Credit
 - Review and Discussion of Continuing Vacant Positions
 - Review and Discussion of Updated Vision, Mission, and Core Values Statement
 - Discussion of Concerns Related to Transitioning Students from Inquiry to Registration
 - Review and Discussion of Community College Policy Summit: A Convening for South Texas Legislators
 - Discussion of Opportunity to Participate with Local Football/Sports League
 - Discussion of Policy Priorities for the 86th Legislative Session
 - Review and Discussion of Long Awaited Report on Dual Credit Prepared by The University of Texas System and Texas Association of Community Colleges
 - Discussion of SWOT Session in Preparation for Strategic Planning Process
 - Discussion of 85th Texas Legislative Matrix
 - Discussion of 60x30TX Completion Goals for South Texas College
 - Discussion of SACSCOC Dual Enrollment Policy Statement
 - Discussion of SACSCOC Updates
 - Review and Discussion of Proposal from VIDA to provide contracted case management services
 - Discussion of Legislative Appropriations Request (LAR) for 86th Legislative Session
 - Discussion of College Wide Professional Development Day Proposal
 - Discussion and Review of The Wall Street Journal Article, "Tech's Hot New Talent Incubator: Community College."
 - Reminders:
 - Status Report for Comprehensive Plan- Due June 29
 - Updated Comprehensive Plan- Due September 3
 - Risk Assessment- Due July 16
 - Discussion of Focus Group Study Regarding Dual Credit
 - Discussion of Need for Tuition and Fee Structure for Independent Dual Credit Students
 - Discussion of Need for Policy Revision to Address Number of Hours Dual Credit Students Can Take in Summer

- Discussion of Advising for Dual Credit Students
 - Traditional
 - ECHS
- Discussion of Resurgence of Interest in the Delta
- Discussion of Holiday Parade
- Discussion of Internal Announcement of Job Vacancies
- Review of Dual Enrollment Lifecycle Process
- Review of Enrollment Strategies for Fall 2018
- Review and Discussion of Process Mapping of all Activities and Experiences for Dual Credit Students
- Discussion of SACSCOC Concerns and Expectations Regarding Dual Credit
- Institutional Effectiveness Update

Announcements

A. Next Meetings:

- *Tuesday, August 14, 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, August 28, 2018*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Classes for Fall 2018 begin Monday, August 27, 2018!