



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, August 28, 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, August 28, 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 *100 Women, 100 Words*
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 2 - 37
 - 1. July 24, 2018 Public Hearing and Special Board Meeting
 - 2. July 24, 2018 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Ratification of Acceptance of Grant Award 38 - 40
 - 1) Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$84,000
 - 2) Texas Higher Education Coordinating Board Carl D. Perkins Basic Grant in the amount of \$1,823,129
 - 3) The Council for Adult and Experiential Learning (CAEL) in partnership with the Excelencia in Education, Adult Learner 360 Grant in the amount of \$40,000
 - 4) Texas Higher Education Coordinating Board College Readiness and Success Models for 60x30TX in the amount of \$75,000
 - 5) Additional Grant(s) Received/Pending Official Award
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 2. Open House at the Higher Education Center at La Joya, August 7, 2018
 3. Information Session in the Delta Region
 - B. Review and Discussion of Dual Credit Programs
 - C. Update and Discussion on Public Relations and Marketing Strategies and Effectiveness

B. Finance, Audit, and Human Resources Committee

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 - 2) Pest Control Services (Award)
 - 3) Printing Projects and General Purpose Printing (Award)
 - 4) Professional Recruitment Services (Award)
 - B. Instructional Items
 - 5) Forensic Hardware and Software (Purchase)
 - 6) Science Equipment and Supplies (Purchase)
 - C. Non – Instructional Items
 - 7) Furniture (Purchase)
 - 8) Beverage Products (Renewal)
 - 9) Commercial Card Services (Renewal)
 - 10) Office Supplies (Renewal)
 - D. Technology
 - 11) Banner Travel and Expense System (Purchase)
 - 12) Student Enrollment Management System Agreement (Purchase)
 - 13) Banner Application Maintenance Agreement (Renewal)
 - 14) Data Hosting and Maintenance Agreement (Renewal)
 - 15) Email Security Software License Agreement (Renewal)
 - 16) Enterprise Software Licenses and Maintenance Agreements (Renewal)
 - 17) Hardware and Software Maintenance and Support Agreements (Renewal)
 - 18) Internet Service – Pecan Campus (Renewal)
 - 19) Network Hardware and Software Maintenance Agreement (Renewal)
 - 20) Oracle License Maintenance Agreement (Renewal)
 - 21) Public Website Hosting Services (Renewal)

- E. Interlocal Agreement
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A. Next Meetings:

- Tuesday, September 11, 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, September 25, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, September 3, 2018 in observance of Labor Day
- The College will be closed on Friday, September 21, 2018 for College Wide Professional and Organizational Development

Presentations

The following presentation is provided for the Board's information and feedback to staff, and no action is requested:

1. Presentation on 100 Women, 100 Words

Mrs. Patricia Ballinger, Art Instructor, and Ms. Gina Otvos, Art Gallery Associate, will present on their recent *100 Women, 100 Words* art project.

The South Texas College Art Department and Library Art Gallery curated an exhibit entitled "100 Women, 100 Words" to honor South Texas Women who have made an impact in the community.

Each of the 100 participating South Texas women were invited to submit a 6 x 6-inch canvass, accompanied by 100 words, which were assembled into an exhibit for display in the Pecan Campus Library for Women's History Month, March 2018, and remained on display through May 2018.

The exhibit has since been commemorated through the publication of a book capturing the contributions of all involved.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) July 24, 2018 Public Hearing and Special Board Meeting
- 2) July 24, 2018 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the July 24, 2018 Public Hearing and Special Board Meeting Minutes and the July 24, 2018 Regular Board Meeting Minutes as presented.

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

The Board of Trustees of South Texas College approves and adopts the July 24, 2018 Public Hearing and Special Board Meeting Minutes and the July 24, 2018 Regular Board Meeting Minutes as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES PUBLIC HEARING AND
SPECIAL BOARD MEETING on FY 2018 – 2019 BUDGET
Tuesday, July 24, 2018 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, July 24, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:04 p.m. with Mr. Paul R. Rodriguez, presiding.

Members present: Ms. Rose Benavidez, Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr.

Members absent: Mr. Rene Guajardo and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. George McCaleb, Mrs. Myriam Lopez, Mr. Mike Carranza, Dr. Ali Esmaeili, Dr. Rene Zuniga, Ms. Nohemi Marroquin, Mr. Khalil Abdullah, and Andrew Fish.

Determination of a Quorum

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

The Public Hearing on FY 2018 - 2019 Budget

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2018 - 2019 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Public Hearing on the FY 2018 - 2019 Budget opened at 5:05 p.m. and consisted of:

- Presentation of Overview of FY 2018 - 2019 Budget
Mrs. Elizondo presented the Overview of the proposed FY 2018 - 2019 Budget and responded to questions from the Board.
- Public Comments
No public comments were given and the required notice of the meeting was posted.

- Closing of the Public Hearing on FY 2018 - 2019 Budget
The Public Hearing closed at 5:29 p.m.

The Budget was included under separate cover in the Board packet.

Consideration and Approval of the Resolution Adopting the Budget for FY 2018 - 2019

It was recommended that the Board of Trustees approve the budget for FY 2018 - 2019 and adopt the resolution approving the Budget for FY 2018 - 2019 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2018 - 2019 was advertised on July 11, 2018 in the Starr County Town Crier, the Mid Valley Town Crier, and The Monitor. The Hearing gave the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget was included under separate cover.

The Resolution to Adopt the Budget and a presentation on the Budget was provided in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Administration Building in Room 230 at the Pecan Campus prior to the Public Hearing. Copies of the budget were made available at the Public Hearing.

The Finance and Human Resources Committee reviewed the FY 2018 - 2019 Proposed Budget which included all Funds at their July 10, 2018 meeting and recommended approval.

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

Adjournment:

There being no further business to discuss, the Public Hearing and Special Board Meeting of the South Texas College Board of Trustees adjourned at 5:30 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, July 24, 2018 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

Mr. Roy de León
Secretary

**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**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, July 24, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 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, Dr. Ali Esmaeili, Ms. Alicia Gomez, Ms. Becky Cavazos, Ms. Myriam Lopez, Mr. Daniel Ramirez, Mr. Robert Cuellar, Mr. Adolfo Lozano, Ms. Maria J. Sustaita, Ms. Jessica Sandoval Garcia, Mr. Khalil Abdullah, Mr. Gilbert Gallegos, Mr. Tim Weldon, Mr. David Iglesias, Mr. Julian Lopez, Mr. Juan Delgado, Ms. Alejandra Navarro, Dr. Pam Cox-Otto, Ms. Cheryl Broom, Mr. Richard Long, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation:

Ms. Jessica Sandoval Garcia, Coordinator of the Valley Scholars Program, said the invocation.

Public Comments

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

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 provided 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, extended 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 briefly discussed the program and the annual scholarship fundraiser.

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

These presentations were for the Board's information, and no action was requested.

Approval of Minutes

The June 20, 2018 Special Board Meeting Minutes were submitted for approval:

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 adopted the June 20, 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 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 would 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 would be accessible to students on a 24-hour basis. Students who enroll in this program without any previous college credit would be able to complete all coursework within three-years, and the total cost for completion would be less than \$15,000. South Texas College contributed \$91,494 of in-kind support, totaling \$164,944 for this grant. The funding period for this grant was from August 1, 2018 to July 31, 2020.

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

This award aligned 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.

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees approved and authorized accepting the following grant award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate.

1. The Texas 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 motion carried.

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

07/24/2018

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 interested 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 marketing 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 Board's information and discussion with administration, and no action was taken.

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 was requested.

The 2018 - 2019 Academic Calendar was presented to the Board for approval on July 25, 2017. The Academic Calendar Steering Committee 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 was required due to a scheduling conflict at the State Farm Arena.

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

The Board was 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.

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 revisions to the 2018 - 2019 Academic Calendar as presented. The motion carried.

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

Approval of the proposed 2019-2020 Academic Calendar was 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 was provided in the packet for the Board's review and consideration.

The Board was 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.

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 proposed 2019 - 2020 Academic Calendar as presented. The motion carried.

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

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

A. Awards

- 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)

Vendors (City, State)		
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)
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 (Mankato, MN)	Cavendish Square Publishing, LLC. (New York, NY)

Vendors (City, State)		
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)		

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) was \$1,424,224.42.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the award of proposals, purchases, and renewals (Non-Bond Proceeds) in the amount of \$1,424,224.42 as presented. The motion carried.

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

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** (Klamazoo, 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 was:

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

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

Review and Action as Necessary on Award for Creative Agency Services

The Board was 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 would 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.

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The breakdown of the associated costs included the following:

A. Brand Development & Research

This was 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 would generate a comprehensive brand style guide and sample creative treatments for a comprehensive campaign.

During this phase, Interact Communications also would 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 would work in consultation with South Texas College to create a variety of marketing and communications materials.

C. Planned Implementation of Media Buying

This section was 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 would allow 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 would 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 reflected budget already allocated for annual advertising by the college. This phase would 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 was 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 was 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, required very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that messaging. South Texas College sought 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 were 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 was provided 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, joined them 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.

Dr. Alejo Salinas, Jr. stated that he had previously requested an accountability report on marketing expenditures, to help the Board track the effectiveness of the College's marketing strategies. Dr. Salinas requested that an accountability model be developed and reported to the Board no later than September 2018.

Mr. Paul R. Rodriguez agreed that the Board would like to see periodic updates on the marketing expenditures, and suggested that quarterly reports would be appropriate, and asked that an initial accountability model be presented for review during the August 2018 committee meetings.

Ms. Rose Benavidez noted that an accountability report would provide good information for the Board, and acknowledged that there was an element of "sticker shock" in seeing the total proposed annual cost of the agreement. She noted that the annual cost included \$550,000 in media buys, which would normally be spent by the College anyway and separately from this agreement. Mr. Ramirez agreed, and noted that the College would realized better costs through bulk purchasing by bundling this into the creative agency services agreement.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, 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 motion carried.

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

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

Purpose – Mr. Richard Long from Valley View Consulting, L.L.C. presented 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. Mr. Long presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report provided a brief review and update of the College’s Quarterly Investment Report for the Quarter Ended 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*, required an Investment Report to be prepared and submitted to the Board of Trustees and the President quarterly.

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

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

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

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended May 31, 2018, as presented. The motion carried.

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, was requested.

Purpose – The financial advisor rendered 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 was 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

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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 remained the same and fees were payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there was 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 were provided in the packet for the Board's information and review.

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.

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

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

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 was requested.

Purpose – Staff recommended the following projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2018 - 2019. The projects listed below were 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 were provided 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, attended the 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed projects for the Internal Auditor for FY 2018 - 2019 as presented. The motion carried.

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 was 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 was provided 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, attended 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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, 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 motion carried.

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

As of July 5, 2018, the current total budget shortfall was estimated to be at \$1,965,204. 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 remaining contingency balances, was 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 was requested.

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 was 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 was nearing completion, and Broaddus & Associates, Construction Program Manager, requested additional fees for work that was beyond the initial contract scope.

Mr. Gilbert Gallegos, Senior Vice President of Broaddus & Associates, determined 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. At the July 24, 2018 Regular Board Meeting, Mr. Gallegos confirmed his acceptance of this offer.

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

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, 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

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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 motion carried.

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 was 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, prior to the Facilities Committee meeting; however, the certification was not yet provided by the publication of the Board packet on July 20, 2018.

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

Broaddus & Associates informed the Board on July 24, 2018 that the certification of substantial completion for the South Texas College Regional Center for Public Safety Excellence Building project had been received that same day. They further indicated that the architect was reviewing the building signage to address issues with its legibility during certain daylight lighting conditions, and its lack of illumination at night.

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 substantial completion of the 2013 Bond Construction Regional Center for Public Safety Excellence Building project as presented. The motion carried.

**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 was 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, prior to the Facilities Committee meeting; however, the certification was not yet provided by the publication of the Board packet on July 20, 2018.

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

Broaddus & Associates informed the Board on July 24, 2018 that the certification of substantial completion for the South Texas College Regional Center for Public Safety Excellence Building project had been received that same day. They further indicated that the punch list items were being completed.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the substantial completion of the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented. The motion carried.

The Board of Trustees deliberated the following items outside of the posted agenda order:

**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 was requested.

07/24/2018

Regular Board Meeting Minutes

Purpose

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

Justification

The proposed Pecan Campus Buildings D and H Renovation project was 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 were budgeted and available in the unexpended construction budget for FY 2017-2018.

Reviewers

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

Enclosed Documents

Site plans indicating the areas of the proposed renovations were provided in the packet. The evaluation team members completed evaluations for the firms and prepared a 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.

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 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 motion carried.

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 was requested.

Purpose

Authorization was 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 was 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 were received, an evaluation team would evaluate the RFQ's using the currently approved procurement process and would 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 recommended publishing an RFQ for civil engineering services to provide an assessment of the existing drainage conditions and preparation of plans and specifications.

Funding Source

Funds were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the solicitation of civil engineering services to evaluate the existing drainage conditions at the Mid Valley Campus as presented. The motion carried.

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 was requested.

Purpose

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

Justification

As part of the College’s Renewal and Replacement program, staff planned and budgeted for the replacement of the carpeted areas in Building B at the Mid Valley Campus. The existing carpet was 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 were 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 provided proposal summary. It was 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting construction services with Diaz Floors & Interiors, Inc. in the amount of \$24,186.92 for the Mid Valley Campus Building B Flooring Replacement as presented. The motion carried.

**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 was requested.

Purpose

Authorization was 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 was needed to continue to accommodate Construction Supervision, Electrician, HVAC, and Welding classes being offered by South Texas College.

Background

The College 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 would no longer use the space at the Ballew High School. The College would 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 recommended 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 anticipated the costs for the lease payments would 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 were 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

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 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 motion carried.

Update on Status of Non-Bond Construction Projects

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:44 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. Report and Action as Necessary on Facility Damages due to Recent Rain Events on June 20, 2018 and June 21, 2018

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:23 p.m. No action was taken in Executive Session.

The Board returned to deliberate and act upon this item postponed from earlier in the agenda:

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*.

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 were 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 were contacted to inspect and repair roof drains and windows throughout the college district. This work was ongoing at the time of publication.

2013 Construction Bond Buildings

The Facilities Operations and Maintenance Department 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 were 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 authorized this emergency procurement, and provided 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 authorized this emergency procurement, and provided 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 authorized this emergency procurement, and provided 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 was installed, the Facilities Operations and Maintenance Department would install all furniture that was removed due to the restoration. The computers in each of the labs and offices would 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College accepted and ratified the reported emergency procurement of construction services as presented. The motion carried.

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 respond to questions related to the Financial Report for the month of **June 2018**.

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00 and checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of June 2018. The motion carried.

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.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:26 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, July 24, 2018 Regular 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. Texas Workforce Commission for the Skills for Small Business Fund Additional Funds in the amount of \$84,000

This grant helps to provide training offered by the Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing. This program supports businesses with fewer than 100 employees and upgrades their skills through courses such as accounting, computers, strategic management, HIPAA regulations, and customer service. The funding period for this grant is April 13, 2017 through December 31, 2018.

This grant is aligned to Strategic Direction #3, High Success Rate by providing training that will help employees increase their economic and social mobility and Strategic Direction #1, Clear Pathways, by providing training to develop skills among employees of local small businesses.

2. Texas Higher Education Coordinating Board Carl D. Perkins Basic Grant in the amount of \$1,823,129

This grant is to improve graduation, retention, access, quality, and the expansion of Career and Technical Education programs. Funds will be used for instructional resources, services, professional development, and other program activities for Career and Technical Education in the Division of Academic Affairs (Nursing and Allied Health, and Business and Technology), Student Affairs & Enrollment Management, Continuing and Professional Workforce Education, and Information Services and Planning. The funding period is from September 1, 2018 through August 31, 2019.

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

3. The Council for Adult and Experiential Learning (CAEL) in partnership with the Excelencia in Education, Adult Learner 360 Grant in the amount of \$40,000

South Texas College was selected to participate in a 3-year initiative that will provide tools for Hispanic Serving Institutions (HSIs) to further examine how institutions are serving adult students. Foundations supporting this initiative include the Kresge Foundation, Great Lakes Guarantee Corporation, and the Greater Texas Foundation. The Adult Learner 360 Academy will help HSI's take

actionable steps in implementing plans to serve their Latino adult students ages 25+.

Funding to support the Adult Learner 360 Academy will be awarded in the amount of \$5,000 per year for year 2 and 3 to support the implementation of action plans. The grantor also plans to fund up to \$5,000 in years 1, 2, and 3 for staff travel to participate in Annual Conference Academies. There will also be funding to support institutional efforts on research, evaluation, and data collection in the amount of \$5,000 per year in years 1, 2 and 3. The funding period is from September 7, 2018 to September 6, 2021.

This award aligns to Strategic Direction #4, Collective Responsibility by empowering faculty to work together within and across disciplines to design best learning experiences for students, leading to their academic success and career readiness.

The Texas Higher Education Coordinating Board provided a notice of the following award on August 10, 2018, and required acceptance no later than August 22, 2018. Failure to accept the award by the deadline would have led to forfeiture of the award.

Administration submitted formal acceptance of the award by the deadline, and requests Board ratification of this acceptance. No funds have been received or expended related to this award. Board ratification will authorize staff to set up the accounts and prepare to implement the funded program.

4. Texas Higher Education Coordinating Board College Readiness and Success Models for 60x30TX in the amount of \$75,000

This grant is to enhance and scale co-requisite model offerings for Integrated Reading and Writing classes with History, Political Science, Arts, and Academic English to meet or exceed the requirements of House Bill 2223. The proposed project supports student success by offering co-requisite models concurrently leading to successful course completion of both academic and developmental classes. Additional funding may be provided, subject to THECB Board approval, to cover anticipated completion funding for a total award of \$250,088. The funding period is from August 15, 2018 to August 31, 2020.

This award aligns to Strategic Direction #2, Access and Success, by increasing the college going and college completing rates in the region.

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

The presented grants would provide up to \$2,022,129 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. Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$84,000
2. Texas Higher Education Coordinating Board Carl D. Perkins Basic Grant in the amount of \$1,823,129
3. The Council for Adult and Experiential Learning (CAEL) in partnership with Excelencia in Education, Adult Learner 360 Grant in the amount of \$40,000

It is recommended that the Board of Trustees ratify the acceptance of the following grant award and authorize the use of related funds as authorized:

4. Texas Higher Education Coordinating Board College Readiness and Success Models for 60x30TX in the amount of \$75,000

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. Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$84,000
2. Texas Higher Education Coordinating Board Carl D. Perkins Basic Grant in the amount of \$1,823,129
3. The Council for Adult and Experiential Learning (CAEL) in partnership with Excelencia in Education, Adult Learner 360 Grant in the amount of \$40,000

The Board of Trustees of South Texas College ratifies the acceptance of the following grant award and authorizes the use of related funds as authorized:

4. Texas Higher Education Coordinating Board College Readiness and Success Models for 60x30TX in the amount of \$75,000

Approval Recommended:

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

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)*.

On June 20, 2018, Chairman Paul R. Rodriguez appointed the trustees to the three standing committees, including the appointment of Mr. Rene Guajardo to serve as a member of the Education and Workforce Development Committee and a member of the Finance, Audit, and Human Resources Committee.

Since that time, Mr. Guajardo has asked to be excused from the Education and Workforce Development Committee due to recurring schedule conflicts.

Mr. Paul R. Rodriguez has announced the removal of Mr. Guajardo from the Education and Workforce Committee, and leaves all other appointments unchanged. This revision has been reflected in the Board of Trustees Committee Membership roster, which follows.

Mr. Rodriguez asked that the revision be entered into the record.

Recommendation:

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

The following Minute Order is proposed for the Board Chair:

The presiding officer announces the revised appointments to Committee Chair and Committee Membership for 2018 - 2020.

Approval Recommended:

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



**BOARD OF TRUSTEES
COMMITTEE MEMBERSHIP
2018-2020**

EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE

Dr. Alejo Salinas, Jr. – Chair
Mrs. Victoria Cantú
Mr. Gary Gurwitz

FINANCE, AUDIT, AND HUMAN RESOURCES COMMITTEE

Mr. Roy de León – Chair
Mr. Paul R. Rodriguez
Ms. Rose Benavidez
Mr. Rene Guajardo

FACILITIES COMMITTEE

Mr. Gary Gurwitz - Chairman
Mr. Paul R. Rodriguez
Ms. Rose Benavidez
Dr. Alejo Salinas, Jr.

Membership Proposed for Action by the Board Chair: 08/28/2018

Review and Action as Necessary on Proposed FY 2018 – 2019 Board and Board Committee Meeting Schedule

The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2018 through September 2019.

The proposed meeting schedule for the Board of Trustees is as follows:

<u>Month</u>	<u>Committee Meeting Date</u>	<u>Board Meeting Date</u>
September 2018	September 11, 2018	September 25, 2018
October 2018	October 9, 2018	October 30, 2018
November 2018	November 6, 2018	November 27, 2018
December 2018	December 4, 2018	December 13, 2018
January 2019	January 15, 2019	January 29, 2019
February 2019	February 12, 2019	February 26, 2019
March 2019	March 5, 2019	March 26, 2019
April 2019	April 9, 2019	April 30, 2019
May 2019	May 14, 2019	May 28, 2019
June 2019	June 11, 2019	June 25, 2019
July 2019	July 9, 2019	July 23, 2019
August 2019	August 13, 2019	August 27, 2019
September 2019	September 10, 2019	September 24, 2019

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by during the August 14, 2018 Committee meetings.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Board and Board Committee meeting schedule for FY 2018 - 2019 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 Board and Board Committee meeting schedule for FY 2018 - 2019 as presented.

Approval Recommended:

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



Board Meeting Committee Meeting Calendar

FY 2018 - 2019

September 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
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30						

October 2018						
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January 2019						
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March 2019						
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31						

April 2019						
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May 2019						
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June 2019						
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July 2019						
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August 2019						
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September 2019						
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October 2019						
S	M	T	W	TH	F	S

November 2019						
S	M	T	W	TH	F	S

December 2019						
S	M	T	W	TH	F	S

- Regular Board Meeting
 - Graduation Ceremonies
 - Holiday/Professional Dev. Day, College Closed
 - Committee Meetings -
 - Education & Workforce Development
 - Facilities
 - Finance, Audit, & Human Resources
- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:30 p.m.
 * Facilities Committee: 2nd Tuesday of the month, 4:30 p.m.
 * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:30 p.m.
 * Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Review and Action as Necessary on Interlocal Agreement for Dual Credit Programs with McAllen ISD

South Texas College presented a new Memorandum of Understanding (MOU) to local school districts with which the College has Dual Credit partnerships. The MOU outlines the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The MOU also reflects recent Board-approved changes to the tuition and fee structures, as discussed with the Education and Workforce Development Committee and the Board of Trustees.

McAllen ISD has requested that the MOU be redrafted as an Interlocal Agreement for their district, pursuant to guidance from their legal counsel. College administration has provided this Interlocal Agreement, which is substantially the same agreement as the MOU presented for the other partnering districts.

South Texas College legal counsel has previously advised that there is no conflict in having an Interlocal Agreement with one partnering District, and MOUs with the others.

Under state law, Interlocal Agreements must be approved by the appropriate governing boards of signatories. The Interlocal Agreement for the South Texas College Dual Credit Program partnership with McAllen Independent School District is provided for the Board's review and action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interlocal Agreement for the South Texas College Dual Credit Program partnership with McAllen Independent School District 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 authorizes the Interlocal Agreement for the South Texas College Dual Credit Program partnership with McAllen Independent School District as presented.

Approval Recommended:

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



Interlocal Agreement

South Texas College Dual Credit Programs

SOUTH TEXAS COLLEGE (herein called the “College”) and **MCALLEN SCHOOL DISTRICT** (herein called the “School District”) enter into the following Interlocal Agreement and for the terms of which WITNESS THE FOLLOWING:

TERM

This Interlocal Agreement shall be in effect from August 27, 2018 to August 24, 2019.

OVERVIEW

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Programs**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84 Section (a)) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

1) INTERLOCAL AGREEMENT PURPOSE

The purpose of this Agreement is to outline the roles and responsibilities of the College and the School Districts that participate in the Dual Credit Programs. This Agreement is the agreement that encompasses all dual credit programs, including Early College High Schools (ECHS) and the Academy Programs, as required by the Texas Higher Education Coordinating Board (THECB). An additional Agreement is required by the Texas Education Agency for each Early College High School.

2) RECOGNITION OF HIGHER EDUCATION PARTNER

The School District, when reporting and publicizing high school students’ completion of dual credit **courses, degrees, or certificates**, will recognize South Texas College as their Higher Education partner awarding college credit. In addition, the School District shall adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College’s ***Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs*** at www.southtexascollege.edu/go/dual-credit-marketing (see Exhibit B for Sample Recognition). Failure to follow this provision will result in a non-compliance notification as stated in Section 9 of this document.

3) ACADEMIC POLICIES & PROCEDURES

Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses and dual credit students.

a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. The Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer remedial and developmental courses for dual credit.

b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called “Dual Credit Faculty”) to teach dual credit course(s). Each approved Dual Credit Faculty will be supervised by the College’s respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College’s policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Programs Instructional and Quality Standards Manual*** - Academic Affairs Division.

- i. The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Programs meets the credential requirements as stated in the College’s ***Board Policy #4151 Academic and Professional Credentials for Faculty***, which includes the criteria used by the College to determine teaching eligibility.
- ii. The College will ensure that College faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks. School District faculty approved as Dual Credit Faculty have to be cleared by the College’s Office of Human Resources to teach any dual credit courses.
- iii. Dual Credit Faculty will submit all required reporting documents such as rosters, learning outcome results, syllabi/section outlines, and grades by the deadlines set by the College.
- iv. College and Dual Credit Faculty teaching dual credit courses should check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course. Refer students not on the roster to the appropriate School District counselor and the Dual2Degree Department. Any student not listed on the roster by the 12th day of classes will not be enrolled in the dual credit course.
- v. New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily complete the online DELTA course offered through the College’s Office of Professional and Organizational Development during the summer prior to, or the Fall semester of, their first academic year. This Academy focuses on relevant College policies and procedures, resources, faculty responsibilities, and maintaining a college environment in the classroom.
- vi. The School District will allow release time from School District duties for all Dual Credit Faculty to attend required College departmental meetings, discipline and

course-specific College professional development training, and the two Dual Credit professional development days organized by the College held on the Saturday before each full semester begins. The department will provide the meeting schedule to the Dual Credit Faculty before the beginning of the semester, so that the Dual Credit Faculty can coordinate his/her teaching responsibilities at the high school in order to attend required department meetings.

- vii. College faculty and Dual Credit Faculty teaching college-level courses are expected to reach out to students who need academic assistance and direct them to the appropriate College or School District support services.
- viii. The School District will forward any concerns regarding Dual Credit Faculty or College faculty teaching the college-level course to the College Department Chair for investigation. To resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the School District Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- ix. The faculty assigned to teach a dual credit course is charged with the duties and responsibilities of the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in [*Board Policy #3115*](#) ***Distance Education***, the instructor of record, not an assistant, is the one responsible for delivery of instruction and evaluation of student progress. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.

c) Facilities, Teaching Environment, and College Courses

i. Facilities

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:

- School District will ensure that College faculty and dual credit students have appropriate access to all available instructional resources and essential technology;
- School District shall permit access to the College's electronic learning resources when the course is taught at the School District; and
- School District offering science courses shall meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught that comply with College science program requirements.

ii. Teaching Environment

The School District will ensure that the classroom environment is conducive to college-level learning by:

- Designating a classroom for the college dual credit classes;
- Displaying the signs provided by the College outside of the

- classroom that indicate “College Course is in Session”;
- Assuring no interruptions take place in the college dual credit class while in session, such as removing students for high school activities or making announcements except for official business or emergencies. Interruptions for official announcements must be minimized; and
- Accepting the faculty member’s attendance requirements as stated in the course syllabus and as supported by [Board Policy #3335](#) ***Student Attendance***. This policy provides guidelines related to student attendance and authorizes faculty to drop a student, prior to the withdrawal deadline, when in the opinion of the faculty, the student would have difficulty in successfully completing the course.

iii. College Courses

Dual credit courses must use the College’s approved Learning Management System.

d) Course Curriculum, Instruction, and Grading

School Districts that participate in the Dual Credit Programs at South Texas College will comply with procedures and guidelines as published in the ***Dual Credit Programs Instructional and Quality Standards Manual***, including the following:

i. Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams.

ii. Monitoring Instruction

The School District will work with the College so that College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the School District.

iii. Books and Supplemental Materials

The School District will provide all textbooks, equipment, and supplemental materials required for the cohort (S sections) classes. College-approved textbooks purchased by the School District as required for a college course are allowed to be used for four (4) years. Chairs may request a change of textbooks earlier than four (4) years, if the textbooks are for technology-based courses or with reasonable justification. Required textbooks and materials shall be available to students on the first class day. Exceptions must be discussed with the Dual Credit Programs Administrator and the Department Chair.

iv. Grading Procedures

All Dual Credit Faculty will follow the College Grading System as stated in the College's **Board Policy #3310 Grading System: Credit Programs**, as well as the grading criteria in the department approved syllabus.

v. Submission of College Grade

The primary responsibility for assigning College grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and School District officials will not interfere with the faculty member's responsibility for assigning College grades. The final course grade for the College will be a letter grade and for the high school a numeric grade that might differ from the College grade.

vi. Grade Appeal

The School District will direct students to follow the College's Grade Appeal process. An electronic copy of these documents may be accessed on the Academic Affairs Department webpage at the following link:

https://academicaffairs.southtexascollege.edu/grade_appeals/.

vii. Reporting Required Critical Student Performance Information

The College has developed guidelines for sharing critical student performance information when needed for high school reporting. The guidelines indicate reporting requirements and responsibilities of the faculty teaching dual credit courses regarding parent inquiries, progress reports, and discipline matters. These guidelines are found in the ***Dual Credit Programs Instructional and Quality Standards Manual***.

e) Dual Credit Policies

i. **Board Policy #3230** Dual Credit Programs with Partnering School Districts

- Lists general provisions that partnering school districts must comply with; and
- States that tuition and fees for dual credit students sponsored by partnering School Districts will be charged as approved by the Board of Trustees.

ii. **Board Policy #3232** Dual Credit Student Eligibility Requirements

- Outlines the dual credit student eligibility requirements;
- Stipulates limitations on what courses and how many hours may be taken; and
- Mandates student compliance with Financial Aid Satisfactory Academic Progress (SAP).

iii. **Board Policy #3320** Academic Progress Standards

- States expectation that students meet academic standards for coursework at the College;
- Defines levels of academic status GPA criteria; and
- Explains student academic progress standards including probation, suspension, and readmission.

- iv. **Board Policy #3322** Student Financial Aid - Satisfactory Academic Progress (SAP)
- Cites federal regulations that require the College to monitor Satisfactory Academic Progress (SAP) for all students, including dual credit students, in order to determine financial aid eligibility; and
 - Cites regulations that require the evaluation of both quantitative (67% course completion rate) and qualitative (maintaining at least a 2.0 cumulative GPA) standards, as well as completion of a degree or certificate within 150% of normal time frame.

4) STUDENT ENROLLMENT & SERVICES

a) **Student Eligibility**

The College requires School District partners to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College ***Dual Credit Programs Enrollment and Support Services Manual***. An electronic copy of this document may be accessed on the Dual2Degree Department webpage at the following link: <http://studentservices.southtexascollege.edu/outreach/>.

All students must meet dual credit admissions and eligibility requirements as outlined by the Texas Higher Education Coordinating Board laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's **Board Policy #3200 Student Admissions**. School District partners will work with the College to make certain that all dual credit students are enrolled by the first day of classes to help ensure student success and will comply with the College Admission and Registration Timeline. An electronic copy of this document may be accessed on the Dual2Degree Department webpage at the following link: <http://studentservices.southtexascollege.edu/outreach/>.

High school students are eligible to participate in the Dual Credit Programs upon meeting the Texas Success Initiative (TSI) Assessment minimum passing scores established by the Texas Higher Education Coordinating Board and the South Texas College Dual Credit Course Pre-Requisites as published in the College ***Dual Credit Programs Enrollment and Support Services Manual***.

Dual credit students must comply with the College's Academic Progress Standards as outlined in Board Policy #3320 and #3322. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless of whether or not they receive aid and these requirements are applicable to dual credit students who are still in high school.

b) **Course Load**

As stated in the College's **Board Policy #3232 Dual Credit Student Eligibility Requirement**, dual credit students may not enroll in college-level courses until the spring semester of their 9th grade year; and then are limited to no more than two (2) courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per semester, and 11th and 12th grade students shall not exceed 16 credit hours per semester. Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science

Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering. The Dual Credit Programs is subject to all applicable College policies and procedures. Therefore, independently enrolled dual credit students must additionally comply with the normal course load limits set for all students during a Summer session.

c) Composition of Class

Effective June 2018, the College will adhere to the Southern Association of Colleges and Schools (SACSCOC) policy, which requires that institutions not combine students enrolled in the college course with students who are only receiving high school credit.

d) Advising

The College and the School District shall offer college advising services for dual credit students consisting of a general advising module, group enrollment advising using Degree Works, face-to-face advising, and a College Advising Training Program for High School District Counselors.

Detailed information is published in the College *Dual Credit Programs Enrollment and Support Services Manual*.

e) Counseling and Student Accommodations

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The School District will provide classroom accommodations for dual credit students. If the class is taught by a College faculty at the high school, the College Counselor will coordinate class accommodations with the high school Special Education Counselor. All procedures and guidelines are outlined in the College *Dual Credit Programs Enrollment and Support Services Manual*. An electronic copy of this document may be accessed on the Dual2Degree Department webpage at the following link:

<https://studentservices.southtexascollege.edu/dualcredit/>.

f) Student Complaints

Student Grievance or Complaint procedures for handling student complaints, regarding the college course, are applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the College's [Board Policy #3313](#), *Student Grievance or Complaint* as published in the College Student Handbook.

g) Student Conduct

All students, including dual credit students, are subject to discipline and appropriate sanctions, ranging from verbal or written warning to suspension and expulsion from South Texas College and all related programming, under the South Texas College Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation

of South Texas College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in the South Texas College Student Handbook, Chapter 2, Code of Student Conduct. Dual credit students who receive a sanction of suspension or expulsion from the institution must be removed from the college course and placed in a high school credit course or a traditional high school setting by the School District. Further, South Texas College reserves the right to refer cases to the Behavioral Intervention Team for review and threat assessment.

h) Transcription of Credit

The College and the School District will transcript dual credit courses for both college credit and high school credit immediately upon student completion of the performance required in each course.

5) FINANCE SUPPORT SERVICES

a) Faculty Stipend

School District instructors approved by the College to be Dual Credit Faculty and approved to teach college level courses will be paid a stipend by the College per class, per semester, as outlined in the College *Dual Credit Programs Instructional and Quality Standards Manual*.

b) Tuition & Fees

A School District sponsoring students under this Interlocal Agreement will be charged tuition and fees as outlined in *Exhibit A: Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2018-2019*.

c) Invoicing

The College will invoice the School District that sponsors the student for the applicable charges, in accordance with the *Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2018-2019*, as approved by the College Board of Trustees (see Exhibit A).

d) Faculty Charges

When the College provides the faculty, including via interactive distance learning, the School District is responsible for the mileage and faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). This agreement is outlined in the *Dual Credit Programs Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the High School Programs Department webpage at the following link: <https://academicaffairs.southtexascollege.edu/highschool/index.html>.

6) DATA SHARING

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the School District, including records that the College

disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data.

The College will provide data reports to the School District via standard reports as per identified timelines. These reports have been developed in an effort to provide required data in a timely manner to our partners with a signed Interlocal Agreement.

The School District shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any student level data received from the College shall not be shared outside the District without prior authorization from the College.

The College partners may request data outside of the scheduled report distribution schedule provided:

- An Interlocal Agreement has been executed and is active between the partner organization and the College
- The data request is submitted, at minimum, three (3) business days prior to the requested delivery date

PLEASE NOTE: Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

Partners may submit an e-mail request for reports to: dcdatarequest@southtexascollege.edu

7) HUMAN RESOURCES DEPARTMENT, DATA PRIVACY & SHARING AGREEMENT

The School District will collaborate with the College to ensure that all School District faculty applying to teach in the Dual Credit Programs meet the credential requirements as stated in the College's [*Board Policy #4151 Academic and Professional Credentials for Faculty*](#), and submit all required documents for the hiring process to the Human Resources Department as well as agree to full information sharing in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

- a) Any non-academic complaints or concerns against Dual Credit Faculty teaching a College course are required to be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- b) The School District will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) regulations as stated in the College's [*Board Policy #4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct*](#), and the School District Title IX policy in resolving complaints. An electronic copy of the College's policy may be accessed on following link: <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

A list of all Title IX Coordinators for the College is located at the following link:
<https://www.southtexascollege.edu/about/notices/title-ix.html>.

- c) The College and School District will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

8) INTERLOCAL AGREEMENT

This Agreement may be amended by mutual written agreement of both parties.


The College and School District reserve the right to terminate this Agreement, upon receipt of written notice to the other party, ninety (90) days prior to the termination of this Agreement.

9) NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT

Failure to act in accordance with any provision in this Interlocal Agreement will result in a Notification of Non-Compliance (Notice), which may be initiated by either party. The Notice shall be in writing and shall state in particular the alleged non-compliance. The Notice will be provided to the College President and School District Superintendent for review and action. Failure to correct non-compliance may result in termination of this agreement.

EXECUTED IN TWO (2) Original counterparts on this _____ day of _____ 20____.

Paul Rodriguez
Chair, Board of Trustees
South Texas College



Daniel D. Vela (Aug 13, 2018)
Daniel D. Vela
President, Board of Trustees
McAllen ISD

Approved as to form:
Atlas, Hall & Rodriguez, LLP



By: Stephen L. Crain (Aug 3, 2018)
Stephen L. Crain

EXHIBIT A
TUITION AND FEES FOR DUAL CREDIT STUDENTS
SPONSORED BY PARTNERING SCHOOL DISTRICTS

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	Board Approved FY 2018-2019
DUAL CREDIT TUITION			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACILITY			
Associate Degree Nursing	50.00	50.00	55.00
Emergency Medical Technology	35.00	40.00	45.00
Occupational Therapy Assistant	40.00	40.00	45.00
Patient Care Assistant	20.00	20.00	25.00
Pharmacy Tech	40.00	40.00	45.00
Physical Therapist Assistant	40.00	40.00	45.00
Radiologic Technology/Sonography	40.00	40.00	45.00
Respiratory Therapy	40.00	40.00	45.00
Vocational Nursing	50.00	50.00	55.00
COURSE FEES			
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	10.00
Hybrid Course Fee per credit hour	5.00	10.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00

Board Approved - Student Tuition and Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2018-2019

July 31, 2018

Exhibit B
Sample Recognition

Hidalgo Early College High School
PIRATES Graduating Class of **2017**

We Thank Our Partner In Education
South Texas College

STC - Associate of Arts Degree Graduates

TOP 10% Graduates

MCALLEN
 INDEPENDENT SCHOOL DISTRICT

Celebrating
110 YEARS
 of Excellence!

Achieving greatness!
 POST-SECONDARY
 READINESS
 DISTINCTION
 2017-18

THANK YOU!

UTRGV 
 SOUTH TEXAS
 COLLEGE

for your Dual Enrollment
 Programs

STC ASSOCIATE'S DEGREE RECIPIENTS

Review of Reports Delivered at August 14, 2018 Education and Workforce Development Committee meeting

1. Review Report on Enrollment Events:

- **Dual Credit Programs Information Session at Starr County Campus, July 27, 2018 and August 3, 2018**

Dr. Rebecca De Leon, Interim Dean for Dual Credit Programs & School District Partnerships, provided a review of the outreach efforts leading up to the July 27, 2018 Dual Credit Programs Information Session event at Starr County Campus, which drew in over 300 parents and high school students.

Due to the outstanding success, a second event was held on Friday, August 3, 2018.

Dr. De Leon reviewed the results of this outreach, including a total of 150 high school students signing up for their college readiness exam (TSI Testing) and 60 students completing their admission application.

- **Open House at the Higher Education Center at La Joya, August 7, 2018**

Dr. Rene Zuniga, Center Coordinator, reviewed the August 7, 2018 Open House which was coordinated to support ongoing outreach activities to provide the residents of Western Hidalgo County with information about the higher education opportunities available to them at the Higher Education Center at La Joya. Staff were on hand to provide attendees with information and the opportunity to apply for admission and financial aid, and to sign up for college readiness exam (TSI Testing).

Despite the distribution of posters and flyers throughout the population centers of La Joya, Palmview, and Penitas, and a social media campaign on STC's social platforms and an email distribution targeting 3,000 students residing in Western Hidalgo County, the response was light.

Dr. Zuniga discussed the results of the Open House, and strategies for future outreach.

- **Information Session in the Delta Region**

Dr. Shirley Reed announced that an information session was under way in the Delta Region during the Committee meeting, to promote courses to be offered in a new initiative to serve that region.

The College had been in coordinate with Mrs. Frances Ochoa, Assistant Superintendent at Edcouch-Elsa ISD, to identify courses likely to offer strong professional and academic opportunities to residents of the area, and to promote an information session to inform the community of the opportunity.

Representative Oscar Longoria, Jr., former South Texas College Trustee, was a strong advocate for the program and was supportive of the efforts.

2. Review and Discussion of Dual Credit Programs

Dr. Rebecca De Leon, Interim Dean for Dual Credit Programs & School District Partnerships, presented on South Texas College's Dual Credit Programs. This presentation covered:

Dual Credit Programs Overview

Starting in 1997 and serving only 8 students, South Texas College now provides dual credit courses to over 12,000 students annually, with 23 partnering school districts at 78 high school sites. With the Board's continued support, the College waives tuition for students in dual credit programs with partnered school districts.

Over 98,000 dual credit students have attended South Texas College while concurrently enrolled as high school students.

Enrollment & Graduates

In Fall 2017, 37% of South Texas College's enrollment was comprised of dual credit students. While the College waives tuition for dual credit participants, when registered through a partnering school district, the College does receive contact hour reimbursement from the state to help offset costs.

311 dual credit students earned a workforce certificate and 1,364 high school students earned an associate degree during the 2017 – 2018 academic year.

Dual Credit Program Options

The South Texas College Dual Credit Programs collectively serve 12,000 students:

- Dual Credit Courses
 - Earn college credit hours towards STC core curriculum
 - Start as early as 10th or 11th grade
 - Over 200 unique courses offered
- Career and Technical Education (CTE) Programs
 - Earn a Certificate in high demand technical careers
 - Start as early as 9th grade (spring semester)
 - Over 30 STC workforce programs, aligned with High School Endorsements
 - Can form the pathway toward an Associate of Applied Science
- Early College High Schools
 - Earn college credit hours up to an Associate Degree
 - Start as early as 9th grade (spring semester)
 - 29 designated campuses in Hidalgo and Starr Counties
- Academy Programs
 - Earn an Associate Degree in the STEM, Business, or Criminal Justice fields

- Start in the 11th grade, for a two year Associate Degree program
- 1,000 graduates since 2005, with 100% transferring to universities.

Program Quality, Monitoring, and Assessment

One of South Texas College's Strategic Directions is to increase the college-going and college-completing rates in the region. Aligned with this focus on access and success, the Dual Credit Program maintains specific quality standards, and monitors and assesses the success of students against these standards. South Texas College focuses on providing area high school students with a clear pathway to quality higher education.

Faculty Credentials - The Dual Credit Program is responsible and accountable for the credentials of all faculty teaching South Texas College dual credit courses, whether employed by the College or by partnering districts.

Curriculum – Dual Credit courses follow STC curriculum and requirements.

Registration – Dual Credit students must meet the STC registration requirements.

Textbooks – Dual Credit courses use college-level textbooks

Performance – South Texas College conducts research and evaluations on dual credit performance and program integrity.

South Texas College continues to monitor and improve dual credit program offerings and support for its students and partnering districts, and developed Dual Program Success Metrics and Targets to specifically monitor student performance. The data is provided through an annual status report for each school district to assist them in monitoring the performance of their students in college-level courses. Workshops are also provided for district partner to assist in their analysis of reports and in the development of intervention strategies to improve student performance in dual credit programs.

In November 2016, the College's accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) conducted their 5th Year Visit as part of the institutional accreditation process. This visit focused on six dual credit, off-campus instructional sites. The report submitted by the site visitors resulted in a SACSCOC Commendation, as follows:

“South Texas College has achieved creating a college-going culture and has successfully integrated high school students into the college's programs.”

Dual Credit Programs – Impact on Students and Families

Dual Credit Programs have a significant impact on students and their families. Students become college-ready early, receive tuition/fee waivers for college courses offered at their high school sites, become acclimated to the rigor of college classes, and get to experience the college-going culture.

3. Update and Discussion on Public Relations and Marketing Strategies and Effectiveness

Mr. Daniel Ramirez, Director of Public Relations and Marketing, will provide a presentation on the South Texas College Office of Public Relations & Marketing. Mr. Ramirez will discuss the College's marketing goals and communications strategies, and then will review the technologies employed by the College in effective marketing, as well as in the assessment of these marketing programs.

The Office of Public Relations and Marketing is charged with several facets of serving the College's needs:

- Marketing
- Communications
- Creative Services
- Digital Services
- Community Relations
- Videography

Marketing Campaigns

Mr. Ramirez will focus on the Marketing strategies, including a review of the 2017 – 2018 Marketing and Media Buying Plan, which is provided in this packet after the presentation.

The College's approach to Marketing includes focused campaigns with goals to support enrollment efforts and improve the College's brand in our region. Using a variety of media, PR & Marketing directs their resources very intentionally, targeting audiences likely to be interested in the College, including potential students and their families.

Targeted Marketing

Working with social media and other resource, advertising can be targeted based on various factors, including targeting anyone in defined geographic areas. Marketing can then be reinforced through retargeting that individual through social media and website advertisements on their smart phones or other devices connected to their social media profiles.

Campaign Performance

Mr. Ramirez will review the campaign performance highlights, which help the College evaluate the effectiveness of its marketing strategies. This will include a tour of the "Reporting Dashboard" available through the College's website, and which shows updated data on visits and usage of online resources.

2018 – 2019 Campaign

On July 24, 2018, the Board approved a contract with a new creative agency, Interact Communications. Mr. Ramirez will review the current project highlights for the upcoming fiscal year

This review of the Committee presentations is provided for the Board's information and review, and no action is requested.

Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year period of September 1, 2018 through August 31, 2019 is requested.

Background – The Interlocal Agreement for the Jag Express Intercampus Transportation Services was approved on August 22, 2017 for the period of September 1, 2017 through August 31, 2018.

The services include the Circulator (Yellow) and Park & Ride routes operated by the College. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provides transportation between the Park & Ride Facility directly to and from Pecan Campus and Pecan Plaza.

In addition, the services include the Mid Valley Campus (Purple Line) and Starr County Campus (Green Line), which is operated by the LRGVDC.

The annual operating costs for the services are as follows:

	Amount
Total Operating Cost for Services	Amount
Contributions:	\$1,221,040
State/Federal Operating	
City of Weslaco and Weslaco EDC Contribution	(616,607)
Lower Rio Grande Valley Development Council Match	(78,292)
Total Contributions	\$694,899
Total Net Cost to STC	\$526,141
STC In-Kind and Direct Expenditures	358,882
STC Payment to LRGVDC	167,259
Total Net Cost to South Texas College	\$526,141

Annual Costs by transportation routes are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$162,677	\$149,625	\$0	\$13,052
Starr (Green)	447,993	196,966	96,820	154,207
Circulator (Yellow)	377,365	226,393	150,972	0
Park & Ride	233,005	121,915	111,090	0
Total	\$1,221,040	\$694,899	\$358,882	\$167,259

The State/Federal Contributions in the amount of \$616,607 represent 50 percent of operating expenses, such as fuel, bus driver salaries and benefits, and vehicle insurance, and 80 percent of expenses related to capital expenses and preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2018, the cost to the College totaled \$437,926 for the Jag Express Intercampus Transportation Services. The City of Weslaco and the Economic Development Corporation of Weslaco contributed the amounts of \$39,236 and \$39,000, respectively.

Justification - The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes will be free of charge to the students, faculty, and staff of South Texas College.

The responsibilities of South Texas College in this Agreement will be to:

- 1) To operate and maintain seven buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
- 2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
- 3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2018 - 2019.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, Comptroller, and by the College's Legal Counsel.

Enclosed Documents - A copy of the Interlocal Agreement, the Jag Express Flyer (Exhibit A), and Ridership report are provided in the packet for the Board's information and review. The FY 2018 Federal Transit Administration (FTA) & Texas Department of Transportation (TxDOT) Certifications and Assurances are provided under separate cover.

Presenters – Ms. Maribel Contreras from the Lower Rio Grande Development Council (LRGVDC) presented the information on this initiative at the August 14, 2018 Finance, Audit, and Human Resources committee meeting.

At the Committee meeting, administration informed the Committee that the total requested direct cash payment would be \$167,259, which exceeded the information included in that Committee's packet by \$40,000.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year period of September 1, 2018 through August 31, 2019, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year 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 proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year period of September 1, 2018 through August 31, 2019, as presented.

Approval Recommended:

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

INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **September 1, 2018**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo and Willacy Counties (“LRGVDC”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

RECITALS

WHEREAS, the College currently owns seven transportation buses to serve its student’s transportation needs to and from College campuses through the Circulator (Yellow) and Park & Ride transportation routes; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. **ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)**

LRGVDC shall have the following responsibilities:

1. To provide a bus route to serve the Mid Valley and Starr County campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. To operate and maintain its public transit system in compliance with regulations and guidelines of the Texas Department of Transportation (“TxDOT”) and Federal Transit Administration (“FTA”) (Attached Exhibit B for FTA Fiscal Year 2017 Certifications and Assurances);
3. To annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project;
4. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
5. To track all trips by College students, faculty and staff;
6. To provide College with monthly ridership participation reports within ten (10) working days after the last day of the prior month;
7. To develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
8. To lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and
9. To maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses operating the Purple and Green Line routes, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. To operate and maintain seven buses owned by the College and three buses leased from LRGVDC for the Circulator (Yellow) and Park & Ride transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.
4. To maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to LRGVDC.
5. To operate and maintain its public transit system in compliance with regulations and guidelines of the Texas Department of Transportation ("TxDOT") and Federal Transit Administration ("FTA") (Attached Exhibit B for FTA Fiscal Year 2017 Certifications and Assurances);

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations, maintenance, and capital expenses arising from operation of the Circulator (Yellow) and Park & Ride transportation routes. LRGVDC shall remit payment to the College for approximately \$348,308.00 (50 percent of the operation and 80 percent of the maintenance and capital expenses).

As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment to LRGVDC in the amount of \$63,629.62 for the Fall 2018 semester and \$63,629.61 for the Spring 2019 semester.

LRGVDC will request contributions from the City of Weslaco in the amount of \$39,292.00 and from the Economic Development Corporation of Weslaco in the amount of \$39,000.00 for the Fall 2018 and Spring 2019 semesters.

"Capital expenditures" refers to:

- (a) Direct costs, indirect costs and in-kind contributions such as replacement of buses, overhaul of buses, rebuilding of buses, expansion of bus fleets, purchase and installation of service and support equipment, accessory and miscellaneous equipment, construction and rehabilitation of maintenance facilities, the introduction of new technology, capital support equipment such as computer hardware, software, bus diagnostic equipment and other equipment that enhances operating efficiency.

B. Match/In-Kind Report

"Match/In-Kind Report" refers to:

- (a) The personnel services provided by the College in performing its obligations under this Agreement. The amount of "in-kind" will be reported as the employee's gross hourly compensation multiplied by the actual hours dedicated by an employee to perform work essential to the implementation and operation of the transportation services hereunder, and
- (b) The College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation on or before the 10th day of each fiscal year quarter (November, February, May, and August). Each report will be on College letterhead, approved and signed by an individual with the authority to request payment, and will contain the following supporting documentation:

1. Documentation of any activity claimed as Match/In-Kind. All expenses claimed as Match/In-Kind must be incurred only after the effective date of this agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind is drawn from local funds; the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible as match. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2018** and expires on **August 31, 2019**. This Agreement may be amended or extended by mutual agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

VII. AMENDMENT

This Agreement may be renewed for two additional one-year periods by mutual agreement of the parties.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Paul Varville, Chief Administrator for Department of Public Safety
Phone: 956-872-6495
Email: pbvarvil@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Elizondo, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Ron Garza, Executive Director for LRGVDC
Phone: 956-682-3481
Email: rongarza@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdctransit.org

X. GENERAL PROVISIONS

A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to this project. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC shall provide Mid Valley (Purple) and Starr (Green) shuttle buses preventive maintenance, fueling, and inspections.
9. The College shall provide Circulator (Yellow) and Park & Ride shuttle buses preventative maintenance, and shall provide preventative maintenance reports to LRGVDC, fueling, and inspections.
10. The College may place advertising wraps on buses; subject to their removal upon termination of the Agreement.
11. Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) and Park & Ride transportation routes.
12. The College may request Valley Metro to provide training to the College's staff regarding FTA and TXDOT requirements and expectations under this Agreement.
13. The College will designate a person as its lead representative for the project. An additional person will serve as the backup contact. Designated representatives will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
14. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
15. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
16. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College services as part of its public transportation network.
17. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
18. The College will record and submit any complaints to LRGVDC representative person within 24 hours for documentation purpose.
19. For the duration of this Agreement, LRGVDC shall, at no separate cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) and Park & Ride transportation routes. The maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) and Park & Ride Transportation Routes

1. The College will operate the Circulator (Yellow) and Park & Ride transportation routes as public transportation for the benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and buses to provide public transportation services for the Circulator (Yellow) and Park & Ride transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to these buses and may drive them in order to operate the service and provide maintenance.
4. The College will provide service reports for Circulator (Yellow) and Park & Ride shuttles.
5. The College will maintain auto primary liability on all College owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes

1. LRGVDC will provide maintenance services with its own staff for buses used in the project. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan*. Activities will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning buses once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;
 - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
 - i. Keeping maintenance records of all activities, including work orders;
 - j. Ensuring that all maintenance activities are safe and secure; and
 - k. Adhering to the maintenance plan.

If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this contract upon request of the College.

The following parties attest to the contents of this document and agree to implement the provisions contained herein.

South Texas College

**Lower Rio Grande Valley Development
Council**

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

Ron Garza
Executive Director

Date

Date

Services

MONDAY – FRIDAY

With Limited Service on Friday

OPEN TO THE PUBLIC

JagExpress Intercampus Routes are **FREE** and Sponsored by **STC**

Limited Service is defined as only 1 Yellow Line bus*

SERVING

- STC Pecan Campus
- City of Mission - La Placita
- STC Technology Campus
- City of Roma
- STC Nursing & Allied Health Campus
- Pharr City Hall
- STC Starr County Campus
- Border Town
- STC Mid Valley Campus
- Jesse's Meat Market
- Higher Education Center at La Joya
- Stripes Convenience Store

73

YELLOW LINE

This JagExpress Line is completely operated by South Texas College, meaning all its stops are at the McAllen campuses. Five buses **operate from Monday through Thursday and only one bus operates on Friday.**

GREEN LINE

Like our Yellow Line, the Valley Metro-operated Green Line **operates Monday - Friday with limited service on Fridays.** You can catch a ride with the Green Line at various locations throughout the Valley including HEB, Stripes and Border Town. Green line routes are from Roma to McAllen.

PURPLE LINE

The Valley Metro Purple Line operates **one bus from Monday through Friday.** Purple line routes are from Weslaco to McAllen.

Free Park & Ride Service

4100 W. Pecan Blvd., McAllen
Monday – Thursday • 7 a.m. – 6 p.m.

*No Parking Permit Required

A Program of South Texas College
southtexascollege.edu/jagexpress

South Texas College JagExpress

956-872-2589



SOUTH TEXAS
COLLEGE



JAG EXPRESS

Equal Education and Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.
FY 17-18 LF 8/18

Semester Breakdown

FALL 2018

Limited Service Schedule Begins August 20, 2018
Full Service Begins August 27, 2018
Full Service Ends December 16, 2018

SPRING 2019

Limited Service Begins January 14, 2019
Full Service Begins January 22, 2019
Full Service Ends May 19, 2019

SUMMER 2019

Limited Service Begins June 3, 2019
Limited Service Ends August 11, 2019

Labor Day September 3, 2018
Professional Development Day September 21, 2018
Thanksgiving November 22 - 25, 2018
Winter Break Dec. 17, 2018 - January 13, 2019
*Please note South Texas College opens on January 2. Classes begin January 22.

MLK Day January 21, 2019
Professional Development Day February 15, 2019
Spring Break March 11 - 17, 2019
Semester Break April 18 - 21, 2019
Semester Break May 19 - June 2, 2019
Independence Day July 4, 2019



South Texas College
FY 2017 and FY 2018 Ridership Report Comparison
FY2018

Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	905	1,014	900	405	392	671	437	679	215	306	5,924
61	RGC West	237	303	197	170	171	211	189	270	194	77	2,019
62	RGC East	116	148	117	90	103	134	118	152	112	17	1,107
DR-RGC	Demand Response - RGC	235	17	77	5	-	-	-	-	-	-	334
STC Direct Service												
Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Purple Line	MidValley/Nursing	918	967	840	320	411	695	476	752	435	244	6,058
Green Line	Starr/Pecan	2,311	2,640	2,444	1,109	1,352	1,305	1,694	2,347	967	971	17,140
Yellow Line	Pecan/Tech/Nursing	3,055	3,262	2,719	1,075	1,606	2,533	1,795	2,373	762	399	19,579
Park & Ride	Park & Ride	3,399	3,424	2,396	717	1,299	1,603	917	1,173	288	-	15,216
Total		11,176	11,775	9,690	3,891	5,334	7,152	5,626	7,746	2,973	2,014	67,377

FY2017

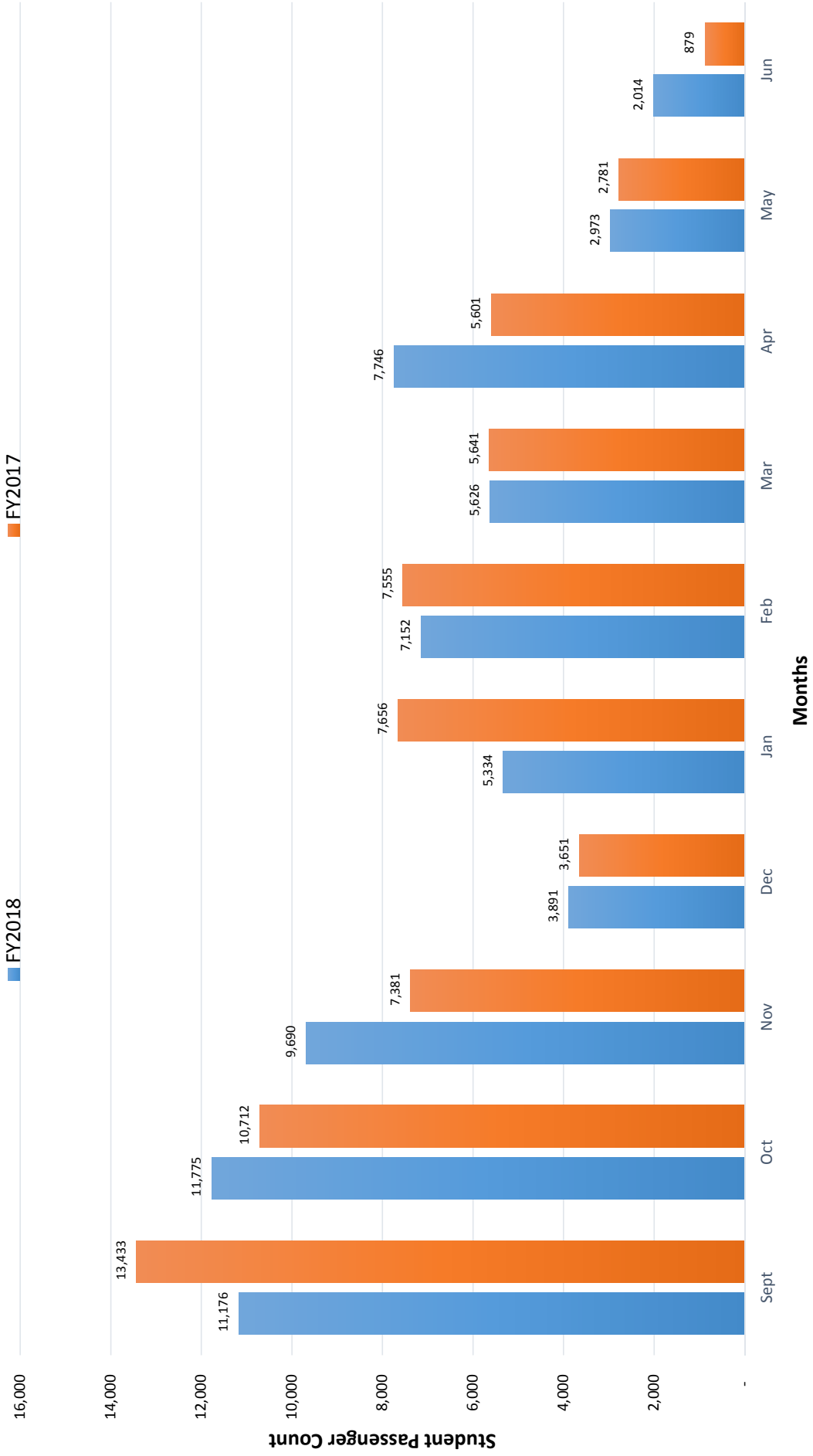
Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	537	687	-	-	417	606	512	486	260	261	3,766
61	RGC West	196	88	-	-	121	233	151	206	276	14	1,285
62	RGC East	196	87	-	-	121	261	65	86	82	3	901
DR-RGC	Demand Response - RGC	122	14	-	-	7	9	171	226	6	22	577
STC Direct Service												
Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Purple Line	MidValley/Nursing	698	692	599	266	313	527	481	536	269	0	4,381
Green Line	Starr/Pecan	1,771	2,147	1,959	1,053	1,000	1,642	1,372	1,433	773	387	13,537
Yellow Line	Pecan/Tech/Nursing	2,459	2,532	2,100	1,670	3,457	2,015	1,673	1,711	796	192	18,605
Park & Ride	Park & Ride	7,454	4,465	2,723	662	2,220	2,262	1,216	917	319	0	22,238
Total		13,433	10,712	7,381	3,651	7,656	7,555	5,641	5,601	2,781	879	65,290

Difference between FY17 & FY18 (2,257) 1,063 2,309 240 (2,322) (403) (15) 2,145 192 1,135 2,087

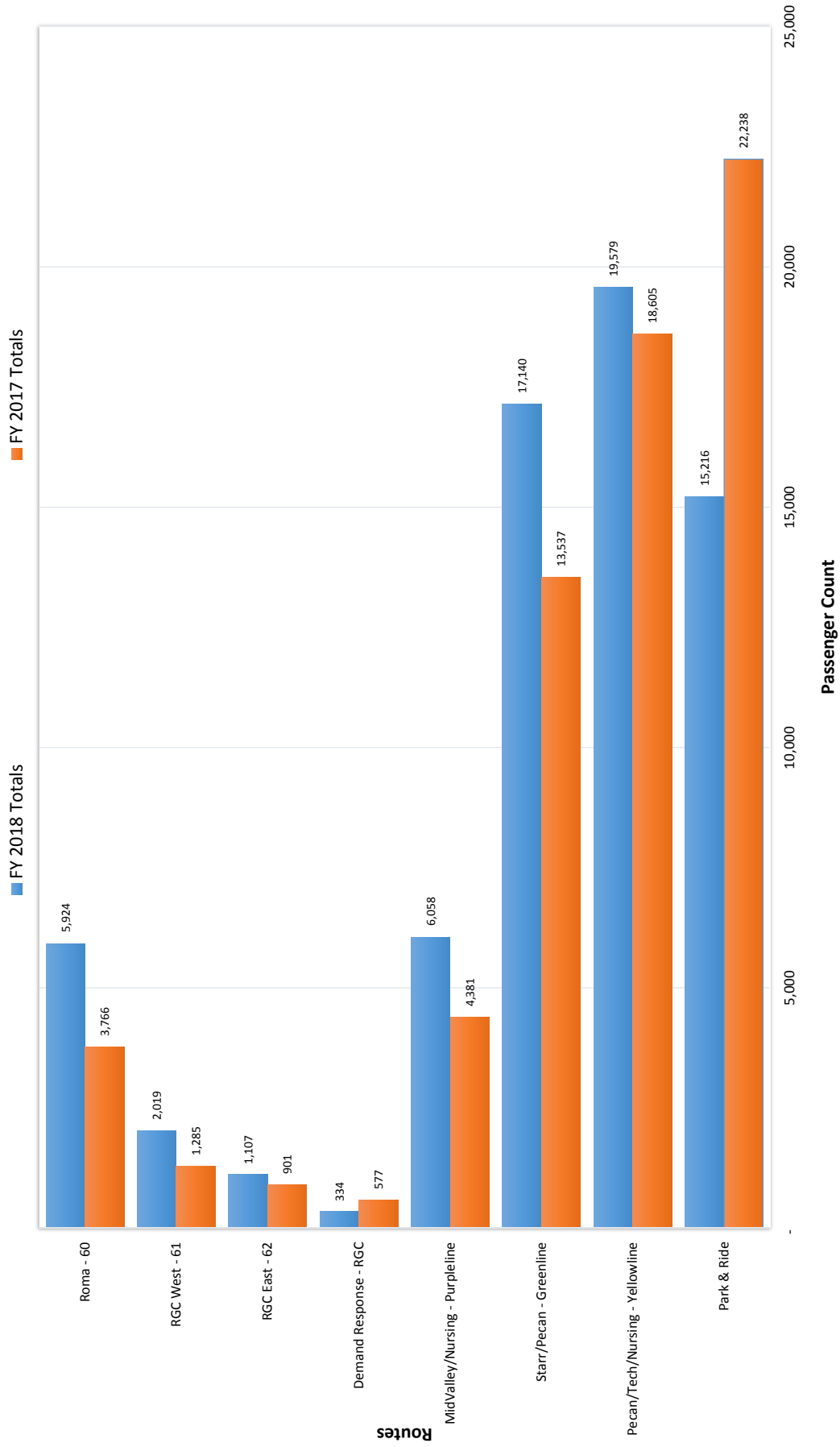
South Texas College FY 2017 and FY 2018 Ridership Report Comparison

STC Student Passenger Count
September 1, 2016 through June 30, 2018
Based on LRGVDC Ridership Reports

■ FY2018 ■ FY2017



FY2017 & FY2018 Ridership Comparison
 September 1, 2016 through June 30, 2018
 Based on LRGVDC Ridership Reports



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

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

A. Awards

1) Custodial Supplies (Award)

Award the proposal for custodial supplies for the period beginning August 18, 2018 through August 17, 2019 with two one-year options to renew, at an estimated amount of \$250,000.00, which is based on prior year expenditures. The vendors are as follows:

- Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
- Secondary: **Rio Paper & Supply, LLC.** (Pharr, TX)

Primary and Secondary vendors are needed to ensure that needed items are readily available and to obtain the best price on commonly ordered items. If the Primary vendor does not have certain items, or if it does not have the best pricing, the Purchasing Department has the secondary vendors as a ready resource for those items.

Purpose – Facilities Operations and Maintenance – Custodial Department is requesting the purchase of custodial supplies which will be used throughout the district for the day to day cleaning and maintenance of all South Texas College facilities.

Justification and Benefit – The custodial supplies will include some of the following items: cleaners, hand towels, tissues, mops, brooms, gloves, trash bags, and other miscellaneous supplies. Prior to ordering from the primary or the secondary vendors, the Purchasing Department takes into consideration the pricing, the availability of items, and the delivery time.

Background – Proposal documents were advertised on June 26, 2018 and July 3, 2018 and issued to twenty-nine (29) vendors. Eleven (11) responses were received on July 11, 2018 and reviewed by Facilities Operations and Maintenance, Custodial Department, and the Purchasing Department.

Funds for this expenditure are budgeted in the Custodial budget for FY 2017 - 2018 and FY 2018 - 2019.

2) Pest Control Services (Award)

Award the proposal for pest control services to **Bug Works Termite & Pest Control, Co.** (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 \$18,719.00.

Purpose – Facilities Operations and Maintenance is requesting district wide pest control services, which will be scheduled throughout the year for all South Texas College campuses and facilities.

Justification and Benefit – The pest control services include monthly service at all six (6) cafeterias and warehouse, quarterly pest control service, and annual termites/fleas service for all buildings throughout the district.

Background – Proposal documents were advertised on July 10, 2018 and July 17, 2018 and issued to eighteen (18) vendors. Four (4) responses were received on July 25, 2018 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

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

3) Printing Projects and General Purpose Printing (Award)

Award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$216,747.64.

Purpose: The Office of Public Relations and Marketing is requesting services for printing of publications and general purpose printing for the new fiscal year. In addition to Public Relations and Marketing, various support services departments and academic programs will use the general purpose printing services as needed.

Justification – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, graduation programs, etc.

- a. **Printing Projects** – At an estimated amount of \$116,747.64 to the following vendors in the amounts listed below:

Publications	Vendor	Estimated Amount
Division Brochures FY 2018 - 2019	Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$2,714.75
Program of Study Brochures FY 2018 - 2019	Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$3,477.90
Class Schedules FY 2018 - 2019 Summer/Fall 2019	Valley Town Crier (McAllen, TX)	\$26,583.65
Class Schedules FY 2018 - 2019 Spring 2019	Valley Town Crier (McAllen, TX)	\$9,300.54
Official Stationery	CBS Print/dba Copy Zone (McAllen, TX)	\$13,674.00
Business Cards	FedEx Office (McAllen, TX)	\$19,990.00
Student Catalog FY 2018 - 2019	EP Graphics, Inc. (Berne, IN)	\$17,620.00
View Book with Mailer FY 2018 - 2019	Copy Plus (McAllen, TX)	\$3,571.20
Graduation Programs FY 2018 - 2019	Capital Spectrum, Inc. (Austin, TX)	\$17,870.00
CPWE Brochures FY 2018 - 2019	Copy Plus (McAllen, TX)	\$1,945.60

b. General Purpose Printing – At an estimated amount of \$100,000.00 to the following nine (9) vendors:

Vendors (City, State)	Vendors (City, State)
ASAP Printing Solutions (McAllen, TX)	Copy Plus (McAllen, TX)
CBS Print/ dba Copy Zone (McAllen, TX)	FedEx Office (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Grunwald Printing, Co. (Corpus Christi, TX)
Parra’s Printing, Inc. (McAllen, TX) (New)	Promo Universal, LLC. (Corpus Christi, TX)
San Antonio Printing (McAllen, TX)	

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copies, types of paper (weight and color), single or double-sided copying, hole punched, bound, glued, and any other vehicles that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background – Proposal documents were advertised on June 26, 2018 and July 3, 2018 and issued to thirty-two (32) vendors. Twelve (12) responses were received on July 11, 2018 and reviewed by the Office of Public Relations and Marketing and Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget and various requesting department budgets for FY 2018 - 2019.

4) Professional Recruitment Services (Award)

Award the proposal for professional recruitment services for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of an average search cost of \$63,000 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

Purpose – The Office of Human Resources, Vice Presidents, and the Office of the President are requesting professional recruitment services to assist the College with recruitment efforts to fill current and anticipated vacancies for various mid to high level management positions and/or difficult to recruit specialized positions.

Justification and Benefit –The College seeks to retain the services of qualified talent search firms with experience in recruitment of high level executive positions in higher education. These firms have access to databases of available talent and maintain contact with a nationwide network of potential candidates. This gives them the ability to expedite the identification of talent the College seeks and will supplement the recruiting the efforts

of the College's Human Resources. The selected firms will be requested to perform the following services:

- Meet with search committee to develop position profile, recruitment criteria and recruitment brochure;
- Assist in identifying, recruiting, pre-screening, interviewing, and assessing the qualifications of a pool of qualified candidates;
- Assist in the design of interview questions;
- Conduct open forums with campus community;
- Conduct nationwide searches;
- Conduct a thorough, in-depth background and reference investigation on all candidates;
- Provide recommendation of semi-finalists to search committee or President for further consideration and interviews;
- Assist during final interviews;
- Provide guidance and direction throughout the process.

Background – Proposal documents were advertised on April 30, 2018 and May 7, 2018 and issued to fifteen (15) vendors. Nine (9) responses were received on May 24, 2018 and reviewed by the President, Vice President's, Human Resources, and Purchasing Department.

Funds for this expenditure are budgeted in the Human Resources budget for FY 2018 - 2019.

B. Instructional Items

5) Forensic Hardware and Software (Purchase)

Purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of \$262,206.00.

Purpose – The Division of Technology Cybersecurity program is requesting the purchase of forensic hardware and software for student instruction at the Technology and Pecan campuses.

Justification and Benefit – The Forensic Recovery Evidence Device (FRED) workstations are a high-powered workstation used to process evidence used in the classroom to complete activities. The workstations include an Ultrabay which is a built-in write blocker needed to maintain the integrity of evidence collected from a suspect drive. The GPU PowerStation is needed to decrypt passwords and has been specifically designed to work to its peak performance when used with the FRED workstation. These items will be installed and setup at the Technology and Pecan Campus Labs.

Funds for this expenditure are budgeted in the Texas Workforce Commission The Jobs and Education for Texas (JET) grant and Information Technology Program budgets for FY 2018 – 2019.

6) Science Equipment and Supplies (Purchase)

Purchase science equipment and supplies from **Thermo Fisher Science/dba Fisher Science Education** (Hanover Park, IL), a U. S. Communities Purchasing Cooperative approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

Purpose – The Biology Program in the Division of Math and Science is requesting to purchase science equipment and supplies for student instruction at the Pecan, Mid Valley, and Starr County campuses.

Justification and Benefit – The science lab equipment and supplies will include beakers, flasks, glass bottles, glass funnels, and lab chemicals. These supplies are needed for the Fall 2018, Spring 2019, and Summer 2019 courses and labs.

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

C. Non – Instructional Items

7) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA), National Joint Powers Alliance (NJPA), Texas Association of School Boards – Buyboard, TIPS Purchasing Cooperative, and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$101,850.62.

#	Vendor	Amount
A	Allsteel Inc./Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$8,499.52
B	Computer Comforts, Inc. (Kemah, TX)	\$3,259.88
C	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$2,188.02
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$6,011.98
E	Inscape Corporation/Gateway Printing and Office Supply, Inc. (Falconer, NY/Edinburg, TX)	\$6,588.52
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$7,062.22
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$34,958.32
H	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$12,365.52
I	Watson/Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	\$20,916.64
Furniture Total		\$101,850.62

The purchases can be summarized as follows:

- Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 16 Conference Chairs for Pecan Campus Bldg. A
- Computer Comforts, Inc. (Kemah, TX)
 - Nursing Allied Health Campus
 - 2 Tables for the Centers for Learning Excellence
- Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 6 Open Shelving Units for Pecan Campus Bldg. A
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 13 Faculty/Staff Office Chairs for Pecan Campus Bldg. A
- Inscape Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Nursing and Allied Health
 - 2 Portable Walls for the Center for Learning Excellence
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 12 Bookcases and 13 Vertical Files for Pecan Campus Bldg. A
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 14 Faculty/Staff Desk, 16 Guest Chairs, and 6 Conference Tables for Pecan Campus Bldg. A
- Versteel/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Nursing Allied Health Campus
 - 24 Tables for the Centers for Learning Excellence
- Watson/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Nursing Allied Health Campus
 - 3 Tables for the Centers for Learning Excellence

Fund for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Center for Learning Excellence and Pecan Building A Re-Purpose – FFE.

8) Beverage Products (Renewal)

Renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2018 through October 12, 2019, at an estimated amount of \$50,000.00, which is based on prior year expenditures. PepsiCo will also include a \$20,000.00 annual discretionary payment to the College.

Purpose – The Food Services Department is requesting to renew the contract for beverage products, which will be sold at the cafeterias operated by South Texas College.

Justification and Benefit – The beverage products will be purchased for the South Texas College cafeterias located at the Pecan, Technology, Mid Valley, and Nursing and Allied Health campuses to provide fountain drinks for students, faculty, and staff. This also

includes the selling of 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices.

Background – The Board awarded the contract for beverage products at the August 22, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 13, 2018 and ends October 12, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/17	10/13/17 – 10/12/18	2 – one year options
1 st Renewal	8/28/18		10/13/18 – 10/12/19

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

Funds for this expenditure are budgeted in the Food Service budget for FY 2018 - 2019.

9) Commercial Card Services (Renewal)

Renew the commercial card services contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019, at no charge to the College.

Purpose – The Business Office is requesting to renew the commercial card services, which can be used to expedite vendor payments for goods and services that are requested from instructional programs and support services departments. This is an option for those merchants that accept cards as a method of payment.

Justification – The Accounts Payable (AP) card serves as an accounts payable department vendor payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below:

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
250,001	500,000	1.30%
500,001	750,000	1.40%
750,001	1,000,000	1.50%
1,000,001	+	1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

The AP card solution is provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. The Board of Trustees has approved contract extensions as follows:

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/26/13	4/1/13 – 8/31/14	one year
1 st Renewal	8/26/14	9/1/14 – 8/31/15	one year
2 nd Renewal	8/25/15	9/1/15 – 8/31/16	one year
3 rd Renewal	8/23/16	9/1/16 – 8/31/17	one year
4 th Renewal	8/22/17	9/1/17 – 8/31/18	one year

The total rebate received for the period of September 2015 – May 2018 was as follows:

Fiscal Year	Rebate Amount
FY 2015	\$38,976.69
FY 2016	\$53,275.14
FY 2017	\$86,235.21
FY 2018	\$94,813.58
Total	\$273,300.62

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

10)Office Supplies (Renewal)

Renew the office supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of \$475,000.00, which is based on prior year expenditures. The vendors are as follows:

- Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- Secondary: **Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

Primary and Secondary vendors are needed to ensure that needed items are readily available and to obtain the best price on commonly ordered items. If the Primary vendor does not have certain items, or if it does not have the best pricing, the Purchasing Department has the secondary vendors as a ready resource for those items.

Purpose – It is requested to renew the contracts for office supplies, which will include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, and tape.

Justification and Benefit – The office supplies are needed for the day to day operation of the College’s instructional programs and support services. Prior to ordering from the primary or the secondary vendors, the Purchasing Department takes into consideration the pricing, the availability of items, and the delivery time.

Background – The Board awarded the contracts for office supplies at the September 19, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 1, 2018 and ends September 30, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/19/17	10/1/17 – 9/30/18	2 – one year options
1 st Renewal	8/28/18		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 various requesting department budgets for FY 2018 – 2019.

D. Technology Items

11) Banner Travel and Expense System (Purchase)

Purchase a Banner travel and expense system from Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium, the annual subscription is for the period beginning September 1, 2018 through August 31, 2019, at a cost of \$37,000.00, which includes 5,000 expense reports per year, and a fixed fee of \$19,980 for implementation, at a total amount of \$56,980.00.

Purpose – The Business Office is requesting to purchase the annual subscription and implementation services for the Ellucian cloud platform for travel and expense system. This system will be used to process travel documents for college employees district-wide. It will facilitate the submission of travel documents, reduce human error, minimize repetitive processes and strengthen controls. It also allows for creation of checks and limits to ensure increased compliance with established guidelines.

Justification and Benefit – This system will replace the current Banner Travel and Expense System, which is no longer supported by Ellucian. The new system will interface with Banner Finance and will automate and standardize travel processes and reporting.

System feature/functionality includes:

- Customizable approval processing with e-mail capability for notification and approval
- Ability to calculate mileage using Google Maps
- Ability to attach receipts at the item level
- Ability to approve expenses on a per item basis
- Responsive design to the mobile phone
- Embedded reporting and search capability
- OCR capability to automatically populate expense report data from receipt
- Delivered through the cloud
- Intuitive, modern, configurable user experience

Background – Each fiscal year the Business Office processes approximately 5,600 travel documents consisting of 2,500 travel authorizations and 3,600 travel vouchers (reimbursements). Each travel authorization requires several payments, such as per diem, airfare, registration fees, lodging and on occasion payments for rental cars, and

incidentals such as parking. On average, there are approximately six (6) payments per travel authorization for a total of approximately 15,000 (2,500 x 6 = 15,000) travel related payments per year.

Funds for this expenditure are budgeted in the Business Office budget for FY 2018 -2019.

12) Student Enrollment Management System Agreement (Purchase)

Purchase a student enrollment management system agreement from **Admissions US, LLC., a wholly owned subsidiary of Campus Management, Corp.** (Boca Raton, FL), a sole source vendor, for the period beginning September 28, 2018 through September 27, 2019, at a total amount of \$51,250.00.

Purpose - The Division of Student Services and Enrollment Management is requesting the purchase of Radius® Constituent Relationship Management (CRM) along with professional services to assist with implementing additional functionality.

Justification and Benefit - The College currently utilizes a Constituent Relationship Management system. The CRM system provides the tools needed to support students at all stages of their student lifecycle from recruitment, enrollment, and admissions through graduation.

Background - EDUCAUSE, a nonprofit association committed to advancing higher education, invited South Texas College to apply for funding of projects that improve on current Integrated Planning and Advising Services and related technologies referred to as IPAS2. South Texas College was awarded a grant for a three-year period to offset the cost of purchase and implementation of the Campus Management CRM products over that period. The grant is now over and the Campus Management Radius® Customer Relationship Management (CRM) has now been implemented and in use for several years. The CRM is not only used by the Student Affairs and Enrollment Management for communication to both prospective and current students, but it is also used by the Dual Enrollment Academy students to apply to the program.

Funds for this expenditure are budgeted in the Division for Student Affairs and Enrollment Management budget for FY 2018 - 2019.

13) Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$378,140.49.

Purpose – Information Technology is requesting to renew the maintenance and support for the Banner applications and existing third party applications that work with the Banner System.

Justification and Benefit – The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner HR, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, EDI Smart, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Enterprise Data Warehouse, Enrollment Management Recruiting, Banner Recruiting and Admission Performance, Banner Travel & Expense Management, Degree Works, Degree Works Transfer Equivalency, Financial Aid FM Need Analysis, Xtender Solutions, Application Xtender, AppWorx, Document Management Suite, Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite.

The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

Funds for this expenditure are budgeted in the Applications Development budget for FY 2018 - 2019.

14) Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$215,664.38.

Purpose – Information Technology is requesting to renew the annual hosting and maintenance services for the College's cashiering system.

Justification and Benefit – The data hosting services provide a data secure environment for all payments received at the College. All personal, bank, and credit card information must be stored in a PCI-certified data center to prevent fraud. The maintenance covers support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by South Texas College staff.

Funds for this expenditure are budgeted in the Applications Development budget for FY 2018 - 2019.

15) Email Security Software License Agreement (Renewal)

Renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2018 through September 29, 2019, at a total amount of \$45,171.20.

Purpose – Information Security is requesting to renew the email security software license agreement which protects email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and is constantly targeted by spammers. We need to protect the service with a tool that provides protection against these threats. It will

protect and provide a service for sharing sensitive information securely with trusted parties. The software provides a service that can greatly reduce the probability of a successful phishing attempt.

Funds for this expenditure are budgeted in the Information Security budget for FY 2018 - 2019.

16) Enterprise Software Licenses and Maintenance Agreements (Renewal)

Renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 30, 2018 through September 20, 2019, at a total amount of \$111,827.40.

Purpose – Information Technology (IT) is requesting to renew various enterprise software licenses and maintenance agreements used on computers at all campuses, ticketing system licenses used by the Information Services & Planning (IS&P) Help Desk, monitoring and alert system, and the College's data backup storage systems.

Justification and Benefit – The software licenses are installed on the student lab computers and classroom computers throughout all of the college's campuses and remote sites. The software retains the computer's original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime.

The ticketing system is used by the IT help desk to keep track of any technical support issues called in by the South Texas College faculty, staff, and students using the support ticketing system licenses.

IT uses the monitoring and alert system to continuously monitor all systems (servers and switches) to prevent any service interruptions for the faculty, staff, and students.

The data backup storage systems license agreement supports the backup system for critical data from Banner, Jagnet, E-mails, and other critical applications, and stores it in a digital format for easier recovery. The agreement provides twenty-four (24) hour year round support for the system software.

Funds for this expenditure are budgeted in the IT Risk and Security, Client Services, Technology Support Services, and Systems and Networking budgets for FY 2018 - 2019.

17) Hardware and Software Maintenance and Support Agreements (Renewal)

Renew the hardware and software maintenance and support agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$143,462.09.

Purpose – Information Technology is requesting to renew the hardware and software maintenance and support agreements, systems application maintenance, and VMware maintenance which will cover the College's servers, switches, and licenses that provide services district-wide.

Justification and Benefit – The renewal will include extended services for the servers, switches, and software licenses which are needed for support and maintenance services. The hardware and software support provides many services for the F5 system applications and the College’s virtual server infrastructure of the College district.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 - 2019.

18) Internet Service – District Wide (Renewal)

Renew the internet service – Pecan Campus with Time Warner Cable/Spectrum, through the State of Texas **Department of Information Resources (DIR)** (Austin, TX), for the period beginning September 1, 2018 through August 31, 2019, at a monthly amount of \$11,003.33 and annual amount of \$132,039.96.

Purpose – Information Technology is requesting to renew internet service district wide.

Justification and Benefit – The service will be utilized by students, faculty, and staff to access the Internet for use in classrooms, labs, and offices district wide.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 - 2019.

19) Network Hardware and Software Maintenance Agreement (Renewal)

Renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$175,670.17.

Purpose – Information Technology is requesting to renew the network hardware and software maintenance agreement for the College’s network hardware and software.

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. This equipment is critical to the network infrastructure, which provides faculty, staff, and student connectivity to the internet and intranet applications and services such as Blackboard and Banner.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 - 2019.

20) Oracle License Maintenance Agreement (Renewal)

Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$442,092.30.

Purpose – Information Technology is requesting the support renewal of 24,241 database licenses and 24,241 database security licenses used for the College’s administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 - 2019.

21) Public Website Hosting Services (Renewal)

Renew the public website hosting services with **Rackspace Hosting, Inc.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$78,348.96.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College’s website hosting service.

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24 x 7 technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College’s public website in the event of a shutdown of computing resources at the College.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 - 2019.

E. Interlocal Agreement

22) Professional Development Services (Interlocal Agreement/Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$14,237.50.

Purpose – The Office of Professional Development is requesting the renewal of professional development services in the area of software and database storage for tracking current or past trainings, academies, workshops, meetings, conferences and participants.

Justification and Benefit – The information for all professional development trainings conducted by the Office of Professional Development, Human Resources, Library Services, and Distance Learning is stored and available online for South Texas College faculty and staff as needed. The participants are able to print their participation certificates as needed and upload additional internal or external trainings. It also stores training evaluations, attendance logs, and contract information for presenters and participants.

Funds for this expenditure are budgeted in the Office of Professional Development budget for FY 2018 - 2019

Recommendation:

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

- A. Awards**
- B. Instructional Items**
- C. Non - Instructional Items**
- D. Technology Items**
- E. Interlocal Agreement**

A. Awards

- 1) **Custodial Supplies (Award):** award the proposal for custodial supplies for the period beginning August 18, 2018 through August 17, 2019 with two one-year options to renew, at an estimated amount of \$250,000.00, which is based on prior year expenditures. The vendors are as follows:
 - Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
 - Secondary: **Rio Paper & Supply, LLC.** (Pharr, TX)
- 2) **Pest Control Services (Award):** award the proposal for pest control services to **Bug Works Termite & Pest Control, Co.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$18,719.00;
- 3) **Printing Projects and General Purpose Printing (Award):** award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$216,747.64;
 - a. **Printing Projects** – At an estimated amount of \$116,747.64 to the following vendors in the amounts listed below:

Publications	Vendor	Estimated Amount
Division Brochures FY 2018 - 2019	Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$2,714.75
Program of Study Brochures FY 2018 - 2019	Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$3,477.90
Class Schedules FY 2018 - 2019 Summer/Fall 2019	Valley Town Crier (McAllen, TX)	\$26,583.65
Class Schedules FY 2018 - 2019 Spring 2019	Valley Town Crier (McAllen, TX)	\$9,300.54
Official Stationery	CBS Print/dba Copy Zone (McAllen, TX)	\$13,674.00
Business Cards	FedEx Office (McAllen, TX)	\$19,990.00

Publications	Vendor	Estimated Amount
Student Catalog FY 2018 - 2019	EP Graphics, Inc. (Berne, IN)	\$17,620.00
View Book with Mailer FY 2018 - 2019	Copy Plus (McAllen, TX)	\$3,571.20
Graduation Programs FY 2018 - 2019	Capital Spectrum, Inc. (Austin, TX)	\$17,870.00
CPWE Brochures FY 2018 - 2019	Copy Plus (McAllen, TX)	\$1,945.60

b. **General Purpose Printing** – At an estimated amount of \$100,000.00 to the following nine (9) vendors:

Vendors (City, State)	Vendors (City, State)
ASAP Printing Solutions (McAllen, TX)	Copy Plus (McAllen, TX)
CBS Print/ dba Copy Zone (McAllen, TX)	FedEx Office (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Grunwald Printing, Co. (Corpus Christi, TX)
Parra's Printing, Inc. (McAllen, TX) (New)	Promo Universal, LLC. (Corpus Christi, TX)
San Antonio Printing (McAllen, TX)	

4) **Professional Recruitment Services (Award):** award the proposal for professional recruitment services for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of an average search cost of \$63,000 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

B. Instructional Items

5) **Forensic Hardware and Software (Purchase):** purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of \$262,206.00;

6) **Science Equipment and Supplies (Purchase):** purchase science equipment and supplies from **Thermo Fisher Science/dba Fisher Science Education** (Hanover Park, IL), a U. S. Communities Purchasing Cooperative approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount \$50,000.00, which is based on prior year expenditures;

C. Non – Instructional Items

7) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA), National Joint Powers Alliance (NJPA), Texas Association of School Boards – Buyboard, TIPS Purchasing Cooperative, and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$101,850.62;

#	Vendor	Amount
A	Allsteel Inc./Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$8,499.52
B	Computer Comforts, Inc. (Kemah, TX)	\$3,259.88
C	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$2,188.02
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$6,011.98
E	Inscape Corporation/Gateway Printing and Office Supply, Inc. (Falconer, NY/Edinburg, TX)	\$6,588.52
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$7,062.22
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$34,958.32
H	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$12,365.52
I	Watson/Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	\$20,916.64
Furniture Total		\$101,850.62

- 8) **Beverage Products (Renewal):** renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2018 through October 12, 2019, at an estimated amount of \$50,000.00, which is based on prior year expenditures. PepsiCo will also include a \$20,000.00 annual discretionary payment to the College;
- 9) **Commercial Card Services (Renewal):** renew the commercial card services with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2018, at no charge to the College;
- 10) **Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of \$475,000.00 with the following vendors:
 - **Primary: Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - **Secondary: Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

D. Technology

- 11) **Banner Travel and Expense System (Purchase):** purchase a Banner travel and expense system from Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium, the annual subscription is for the period beginning September 1, 2018 through August 31, 2019, at a cost of \$37,000.00, which includes 5,000 expense reports per year and a fixed fee of \$19,980.00 for implementation, at a total amount of \$56,980.00;

- 12) **Student Enrollment Management System Agreement (Purchase):** purchase a student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Campus Management, Corp.** (Boca Raton, FL), a sole source vendor, for the period beginning September 28, 2018 through September 27, 2019, at a total amount of \$51,250.00;
- 13) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$378,140.49;
- 14) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$215,664.38;
- 15) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2018 through September 29, 2019, at a total amount of \$45,171.20;
- 16) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 30, 2018 through September 20, 2019, at a total amount of \$111,827.40;
- 17) **Hardware and Software Maintenance and Support Agreements (Renewal):** renew the hardware and software maintenance and support agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$143,462.09;
- 18) **Internet Service – District Wide (Renewal):** renew the internet service – Pecan Campus with Time Warner Cable/Spectrum, through the State of Texas **Department of Information Resources** (DIR) (Austin, TX), for the period beginning September 1, 2018 through August 31, 2019, at a monthly amount of \$11,003.33 and annual amount of \$132,039.96;
- 19) **Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$175,670.17;
- 20) **Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$442,092.30;
- 21) **Public Website Hosting Services (Renewal):** renew the public website hosting services with **Rackspace Hosting, Inc.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$78,348.96;

E. Interlocal Agreement

22) **Professional Development Services (Interlocal Agreement/Renewal):** renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$14,237.50.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) is \$3,269,407.71.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) in the amount of \$3,269,407.71.

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

The Board of Trustees approves and authorizes the award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) in the amount of \$3,269,407.71.

Approval Recommended:

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

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

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

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

1) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA) and National Joint Power Alliance (NJPA) approved vendors, at a total amount of \$78,729.55.

#	Vendor	Amount
A	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,135.00
B	Landscape Forms (Kalamazoo, MI)	\$10,594.55
Furniture Total		\$78,729.55

The purchases can be summarized as follows:

- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 12 Bench Seating for Mid Valley Building K
 - ⇒ Nursing Allied Health Campus
 - 8 Bench Seating for Nursing Allied Health Campus Building B
 - ⇒ Pecan Campus
 - 6 Bench Seating for Pecan Campus Building P
 - 10 Bench Seating for Pecan Campus Building V
 - 8 Bench Seating for Pecan Campus Building Y
 - ⇒ Starr County Campus
 - 6 Bench Seating for Starr County Campus Building L
 - ⇒ Technology Campus
 - 8 Bench Seating for Technology Campus Building E

- Landscape Forms (Kalamazoo, MI)
 - ⇒ Pharr Regional Center of Public Safety
 - 3 Trash Cans and 2 Benches for the Pharr Regional Center

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

2) Birthing Simulator (Purchase)

Purchase a birthing simulator from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of \$63,043.00.

Purpose – The Associate Degree Nursing (ADN) program in the Division of Nursing and Allied Health is requesting the purchase of a birthing simulator for student instruction in the obstetrics simulation lab.

Justification and Benefit – The simulator is needed to ensure that students are getting hands-on experience with equipment located at hospital sites. This equipment is also part of the overall simulation experience that has become a widely accepted method of instruction by accrediting bodies to better prepare students for real-life experience in a safe and non-threatening environment. It is designated to provide “real” complete birthing simulation experience before, during, and after delivery. It is equipped with fetal heart sounds, cervix dilation, perinatal monitor, realistic uterus, placental delivery, and complicated pregnancy deliveries like shoulder dystocia and intubatable newborn baby.

While in clinical rotation, students do not always witness labor and delivery, which is why this equipment will provide advanced training on how to handle delivering moms in an ambulance setting and antepartum, intrapartum, and postpartum nursing care for both mom and newborn.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

Recommendation:

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

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

- 1) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA) and National Joint Power Alliance (NJPA) approved vendors, at a total amount of \$78,729.55.

#	Vendor	Amount
A	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,135.00
B	Landscape Forms (Kalamazoo, MI)	\$10,594.55
	Total Amount	\$78,729.55

- 2) **Birthing Simulator (Purchase):** purchase a birthing simulator from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of \$63,043.00.

Recommend Action - The total for the purchases for the 2013 Bond Construction Program and Related Projects Funded by Non-Bond Proceeds is \$141,772.55.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the purchases for the 2013 Bond Construction Program and Related Projects Funded by Non-Bond Proceeds in the amount of \$141,772.55.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the purchases for the 2013 Bond Construction Program and Related Projects Funded by Non-Bond Proceeds in the amount of \$141,772.55.

Approval Recommended:

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

Review and Action as Necessary on Disposal of Surplus Property Valued at \$5,000 and Over

Approval to dispose of surplus property valued at \$5,000 and over through a live auction is requested.

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at \$5,000 and over.

Justification and Benefit – It is necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to utilized district wide. After this evaluation process, the department submits a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled for the month of September at the auctioneers' site due lack of space at the Central Receiving Warehouse.

The items valued over \$5,000 are included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned follows in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$5,000 and over through a live auction as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal of surplus property valued at \$5,000 and over through a live auction as presented.

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

The Board of Trustees approves and authorizes the disposal of surplus property valued at \$5,000 and over through a live auction as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT \$5,000 AND OVER
AUGUST 7, 2018

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
12	1 ea	3M Library Book Security System Scanner Model 966	6604301	0000002750		4/29/1999	\$ 8,525.00	000003749	\$ -	Obsolete
2	1 ea	Dyno Cooler Engine Diagnostics (Potential Dyno/Capital)		4863		7/13/2000	\$ 22,187.25	000004708	\$ -	Incomplete
7	1 ea	Heartsim Training #29-00-12 Interactive		0000004512		2/7/2001	\$ 5,776.31	000006045	\$ -	Incomplete
5	1 ea	Thermo King of the Road SB3-SR+ Limited Edition	07064K7925	0000005252	5000002671	7/12/2001	\$ 11,669.00	000006476	\$ -	Obsolete
6	1 ea	Thermo King of the Road SB3-SR+ Limited Edition	07064K7926	0000005716	5000002672	7/12/2001	\$ 11,669.00	000006477	\$ -	Obsolete
10	1 ea	Hunter Engineering System Wheel Alignment R611	KL8227	0000005768		12/10/2001	\$ 29,715.00	000006998	\$ -	Obsolete
8	1 ea	Vetronix MTS 5100 Engine Analyzer	97002133	17756		7/27/2004	\$ 6,356.00	000009894	\$ -	Obsolete
12	1 ea	3M Library System 3802 DM Security Gate	3829092	0000011147		5/20/2005	\$ 12,931.05	000012487	\$ -	Damaged
12	1 ea	3M Library System 3802 DM Security Gate	3829088	0000011142		5/20/2005	\$ 12,931.05	000012485	\$ -	Damaged
9	1 ea	3M Library System 3802 DM Security Gate	38211194	18622		8/27/2009	\$ 12,269.05	N00017711	\$ 1,329.37	Obsolete
7	1 ea	Laerdal Simman Patient Simulator with Compressor	211SM12000010	13227	5000005993	3/28/2006	\$ 26,155.85	N00012794	\$ -	Incomplete
11	1 ea	Sony HVR-Z1U Camcorder with Anton Bauer Kit	1120657	15234		8/21/2006	\$ 6,594.82	N00015032	\$ -	Obsolete
8	1 ea	Bosch MTS 5200 Engine Analyzer	649V00607	13378		3/9/2007	\$ 6,162.93	N00015265	\$ -	Obsolete
7	1 ea	ALS Simulator Training Manikin	205M38080002	32345		7/11/2008	\$ 8,333.25	N00016891	\$ 69.89	Incomplete
3	1 ea	AMSCO 3080 RL Surgery Table Refurbished	92293	25431		8/27/2015	\$ 9,650.00	N00023775	\$ -	Obsolete

List #43

Grant Funded Asset

Review and Action as Necessary on the Membership Agreement to Participate in the Sourcewell Purchasing Cooperative

Approval on the membership agreement to participate in the Sourcewell Purchasing Cooperative formerly National Joint Powers Alliance (NJPA) Purchasing Cooperative is requested.

Purpose – The Purchasing Department is requesting participation in the purchasing cooperative, which will provide larger purchase discounts, reduces administrative cost in preparing request for proposal (RFP), and reduces the solicitation cost.

Justification – The Board of Trustees previously approved the purchasing cooperative participation with the National Joint Powers Alliance (NJPA) at the May 24, 2016 Board of Trustees meeting. NJPA has been acquired by Sourcewell to provide a greater number of products and services for public agencies.

Sourcewell is also available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following are some of the benefits:

- There is no annual membership fee
- No bulk purchasing is required
- Quality products and services
- Significant discounts
- National vendors are available
- No lengthy costly bid processes
- No advertising or posting fees
- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- Maintains open competition for purchases by complying with purchasing laws of Texas

Purchase through these cooperatives is optional and will be completed only after it has been determined to be the best value for the College. Some of the participants in the cooperative are local vendors.

A couple of the vendors that participate in this cooperative are as follows:

- Krueger International – Bond and Non-Bond Furniture
- CDW – Classroom Tablets, Printers, Monitors, Toner Cartridges, and USBs.

Participation in this purchasing cooperative will provide additional sources of vendors, which have competitively awarded bids. This membership will not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term contracts.

The participation in these purchasing cooperatives will benefit the College during transition periods of the state contracts and prevent any delaying in procuring products and services.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, will be attending the August 14, 2018 Finance and Human Resources Committee to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the membership agreement to participate in the Sourcewell Purchasing Cooperative formerly National Joint Powers Alliance (NJPA) Purchasing Cooperative as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the membership agreement to participate in the Sourcewell Purchasing Cooperative formerly National Joint Powers Alliance (NJPA) Purchasing Cooperative as presented.

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

The Board of Trustees approves and authorizes the membership agreement to participate in the Sourcewell Purchasing Cooperative formerly National Joint Powers Alliance (NJPA) Purchasing Cooperative as presented.

Approval Recommended:

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

SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and _____ (hereinafter referred to as the "Member").

Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

Member Name

Sourcewell

By _____
Its _____
TITLE

TITLE

DATE

DATE

Rev. 5/2018

Review and Action as Necessary to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools is requested.

Purpose – Administration recommends the approval of one additional bank, East West Bank, to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on January 31, 2017, as amended. A revised list of brokers, dealers, banks, and investment pools, which includes one additional bank, East West Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA, are included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on January 31, 2017, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified East West Bank and their offerings to be favorable to the College.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes are being presented except the addition of one bank to Exhibit "A".

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools 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.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Approval Recommended:

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

A RESOLUTION BY SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKER/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKER/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized broker/dealers/banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument acknowledging receipt of such list of authorized broker/dealers/banks/investment pools; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must execute a written instrument substantially to the effect that the business organization has: (1) received and reviewed the College's Investment Policy, and (2) has acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the College and the organization that are not authorized by the College's Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed the list of authorized broker/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized broker/dealers/banks/investment pools will be provided with written copies of the College's Investment Policy who shall acknowledge receipt and review of (1) the College's Investment Policy and (2) the implementation of procedures and controls to comply with the College's Investment Policy prior to any investment transaction.

SECTION 3: This Resolution establishes the College's compliance with the requirements of the Act and the College's Investment Policy and may be relied upon by all appropriate government officials and broker/dealers/banks/investment pools and engaging in investment transactions with College.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All parts of resolutions which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this ____ day of _____, 2018.

SOUTH TEXAS COLLEGE

Paul R. Rodriguez, Board of Trustees Chairman

ATTEST:

Roy de León, Board of Trustees Secretary

(COLLEGE SEAL)

Exhibit "A"

List of Authorized Broker/Dealers:

Coastal Securities
Duncan Williams
Raymond James
Rice Financial
Wells Fargo Securities

List of Authorized Banks:

BBVA Compass
Bank of Texas
BTH Bank
Capital One Bank
Comerica Bank
East West Bank
Falcon Bank
First Community Bank
Frost Bank
Greater South Texas Bank
Green Bank
Independent Bank
International Bank of Commerce
Inter National Bank
JPMorgan Chase
LegacyTexas Bank
Lone Star National Bank
NexBank
PlainsCapital Bank
Prosperity Bank
Rio Bank
Southwest Bank
Southside Bank
Texas Regional Bank
Wallis State Bank
Wells Fargo Bank

List of Authorized Investment Pools:

TexPool
TexStar

Discussion and Action as Necessary on Use of Fund Balance and Proposed Revised Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level

Board authorization is requested to use fund balance to cover the liability and impact of GASB 75, and to develop a proposal to revise Policy #5350: *Unrestricted Fund Balance* as necessary should compliance with GASB 75 result in the College's inability to comply with the current minimum unrestricted fund financial reserve level as established in that policy.

Board Policy #5350: Unrestricted Fund Balance indicates the following; "The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount".

As stated at the August Board Finance Committee Meeting, the implementation of GASB 75 may require a significant use and decrease in fund balance, resulting in the College not meeting the minimum required fund balance threshold of four months per Board Policy #5350: Unrestricted Fund Balance.

The final impact of GASB 75, at the time of publication of the board meeting packet has not been officially confirmed by The Employees Retirement System of Texas (ERS).

Administration is requesting that the Board approves the use of fund balance to cover the liability and impact of GASB 75, and acknowledge that if the implementation of GASB 75 results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the August 14, 2018 Finance and Human Resources Committee meeting to address any questions by the committee. Because the final liability was not available at that time, the Committee deferred any action, and asked that the information be presented to the Board.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of fund balance to cover the liability and impact of GASB 75, and acknowledge that if the implementation of GASB 75 results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting.

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

The Board of Trustees approves and authorizes the use of fund balance to cover the liability and impact of GASB 75, and acknowledges that if the implementation of GASB 75 results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting.

Approval Recommended:

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

Review and Action as Necessary on Order Adopting the Tax Rate for 2018

Approval of the Order adopting the tax rate for 2018 by taking record vote of the members of the Board is requested. Approval of the Order is necessary to levy the tax for the 2018 tax year.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a presentation on the proposed 2018 tax rate for South Texas College to the public and Board of Trustees.

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the effective tax rate and the rollback tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of \$0.1780 since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice concerning the 2018 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. Attached are copies of the Proposed 2018 Tax Presentation and the 2018 Property Tax Rates for your information and review.

South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of \$0.1780, since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The tax rate for 2017 Tax Year was as follows:

2017 Tax Year Rate			
	M&O Rate	Debt Rate	Total Rate
2017 Tax Rate	\$0.1400	\$0.0450	\$0.1850

The Tax Assessors for Hidalgo County and Starr County determined South Texas College's tax rates to be the following:

2018 Tax Year Rates				
	M&O Rate	Debt Rate	Total Rate	Revenue
Effective Tax Rate	-	-	\$0.1818	\$68,860,580
Rollback Tax Rate	\$0.1486	\$0.0380	\$0.1866	\$70,540,470
Proposed Tax Rate	\$0.1400	\$0.0380	\$0.1780	\$67,530,667

Determination of Tax Rates (M&O Rate and Debt Rate)

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College may adopt as approved by the voters on November 5, 2013. The College will maintain the 2017 M&O rate of \$0.1400.

The proposed debt rate of \$0.0380 is the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College will decrease the 2017 debt rate of \$0.0450 to \$0.0380.

The proposed tax rate of \$0.1780 which includes a rate of \$0.1400 for M&O and a rate of \$0.0380 for debt service is lower than the effective tax rate and the rollback tax rate. Thus, the College is not required to conduct public hearings before adopting the proposed tax rate.

Approval of the Order will require a record vote of the members of the Board. A copy of the Order follows in the packet for the Board's review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Order adopting the tax rate for 2018 by taking record vote of the members of the Board as presented.

In previous years when the proposed tax rate exceeded the lower of the effective tax rate or the rollback tax rate, state law required that the motion adopting the tax rate be made using specific language that described the effective tax revenue increase.

Since the proposed 2018 Tax Rate does not exceed the lower of either the effective tax rate or the rollback tax rate, the state's truth-in-taxation laws state the following: "a motion to adopt an ordinance, resolution, or order setting the tax rate does not require the language about "tax increase" as stated in §26.05(b) of Property Tax Code."

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize by record vote the Order establishing the tax rate of \$0.1780 for the 2018 tax year as presented.

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

The Board of Trustees approves and authorizes by record vote the Order establishing the tax rate of \$0.1780 for the 2018 tax year as presented.

Approval Recommended:

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

Proposed 2018 Property Tax Rates

Board of Trustees Meeting
August 28, 2018

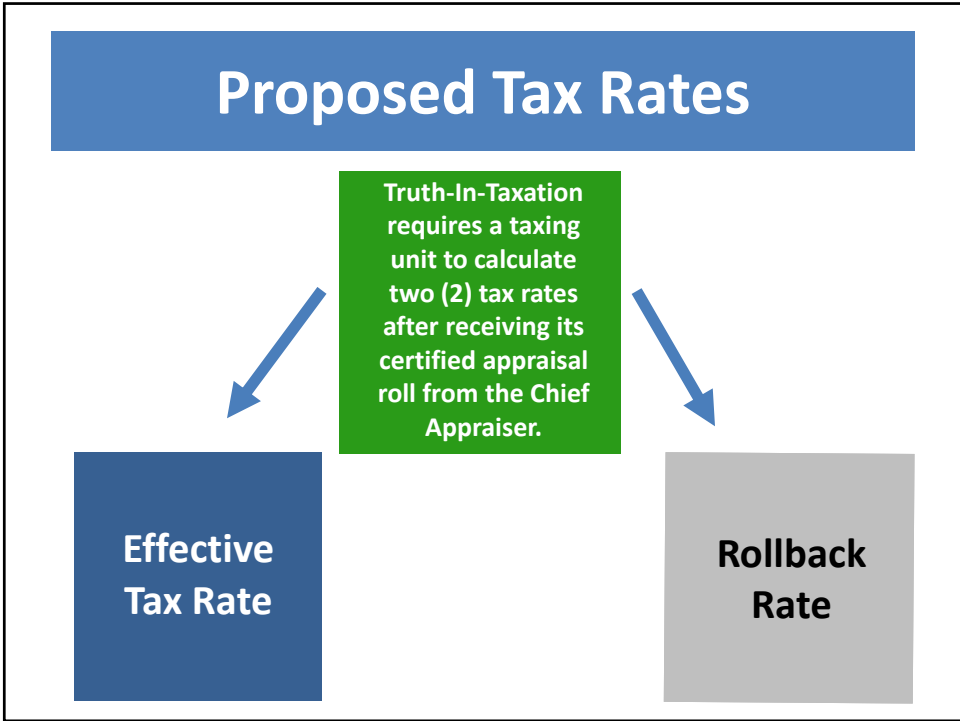


Proposed Tax Rates



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

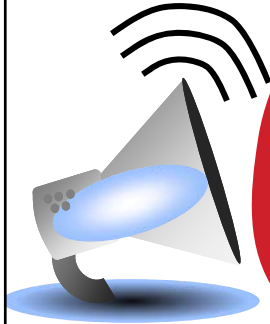
Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.



The table is titled "Tax Rates Calculations" in a blue header box. It contains the following data:

	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate			\$0.1818	\$68,860,580
Rollback Tax Rate	\$0.1486	\$0.0380	\$0.1866	\$70,540,470
Proposed Tax Rate	\$0.1400	\$0.0380	\$0.1780	\$67,530,667

Proposed Total Tax Rate: \$0.1780



The College is not required to hold two public hearings and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1780) does not exceed the lower of:

- the effective tax rate of (\$0.1818)
- or;
- the rollback tax rate of (\$0.1866)

Required Steps:

- July 25, 2018 - Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of effective and rollback tax rates
- August 8, 2018- Publication of effective and rollback tax rates, statement, and schedules
- August 14, 2018 - Meeting of governing body to discuss tax rate
- August 28, 2018 – Meeting to adopt tax rate

Thank You Questions?



2018 Property Tax Rates in South Texas College

This notice concerns the 2018 property tax rates for South Texas College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$46,972,360
Last year's debt taxes	\$15,098,258
Last year's total taxes	\$62,070,618
Last year's tax base	\$33,551,685,405
Last year's total tax rate	\$0.1850/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$61,936,282
÷ This year's adjusted tax base (after subtracting value of new property)	\$34,067,507,876
=This year's effective tax rate	\$0.1818/\$100

(Maximum rate unless unit publishes notices and holds hearings.)

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$46,870,558
÷ This year's adjusted tax base	\$34,067,507,876
=This year's effective operating rate	\$0.1376/\$100
x 1.08 =this year's maximum operating rate	\$0.1486/\$100
+ This year's debt rate	\$0.0380/\$100
= This year's total rollback rate	\$0.1866/\$100

Statement of Increase/Decrease

If South Texas College adopts a 2018 tax rate equal to the effective tax rate of \$0.1818 per \$100 of value, taxes would increase compared to 2017 taxes by \$1,555,210.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
Interest and Sinking Fund	11,909,628

Schedule B - 2018 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
South Texas College District Limited Tax Refunding Bonds, Series 2010	370,000	12,950	0	382,950
South Texas College District Limited Tax Bonds, Series 2014	2,275,000	2,687,500	0	4,962,500
South Texas College District Limited Tax Bonds, Series 2015	3,930,000	4,056,106	0	7,986,106
Total required for 2018 debt service				\$13,331,556
- Amount (if any) paid from Schedule A				\$0
- Amount (if any) paid from other resources				\$0
- Excess collections last year				\$0
= Total to be paid from taxes in 2018				\$13,331,556
+ Amount added in anticipation that the unit will				\$0

collect only 100.00% of its taxes in 2018

= Total debt levy

\$13,331,556

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 3201 W. Pecan, McAllen, Texas.

Name of person preparing this notice: Mary G. Elizondo

Title: Vice President for Finance and Administrative Services

Date Prepared: 08/03/2018

ORDER

AN ORDER ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE SOUTH TEXAS COLLEGE DISTRICT FOR THE FISCAL YEAR ENDING AUGUST 31, 2019 AND THE TAX YEAR 2018 IN CONFORMITY WITH THE PROPERTY TAX CODE OF THE STATE OF TEXAS; AND ORDERING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

SECTION I: There shall be and is hereby levied for the fiscal year ending August 31, 2019, and the Tax Year 2018, upon the assessed value of all property of every description subject to taxation within the South Texas College District on the 1st day of January A.D. 2018, the following taxes rates, to wit:

- (a) An ad valorem tax to be computed at the rate of \$ 0.1400 per \$100 of the assessed value thereof estimated in lawful currency of the United States of America for the purpose of paying the annual maintenance expense of the College for the period ending August 31, 2019 as provided in the Appropriation Order adopted by the Board of Trustees of the South Texas College District, and when collected such monies are to be deposited in the fund therefore and disbursed for the purposes stated in said Order.
- (b) An ad valorem tax of be computed at the rate of \$ 0.0380 per \$ 100 of the assessed value thereof estimated in lawful currency of United States of America for the purpose of paying the interest and principal on the outstanding series 2010, series 2014, and series 2015 bonds issue of the South Texas College District, such levy being in conformity with the requirement of the levy of taxes hereof made by Order of the Board of Trustees of the South Texas College District relating to such indebtedness.
- (c) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.
- (d) THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.74 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.

SECTION II: All Orders or parts of Orders in conflict herewith are hereby repealed.

SECTION III: This Order shall be and remain in full force and effect from and after its passage by the Board of Trustees.

SECTION IV: If any part or parts of this Order are found to be invalid or unconstitutional by a court having competent jurisdiction, then such invalidity or unconstitutionality shall not affect the remaining parts hereof and such remaining parts shall remain in full force and effect, and to that extent this Order is considered severable.

CONSIDERED, PASSED, AND APPROVED this 28th day of August, 2018 at a meeting of the Board of Trustees of the South Texas College District at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

SIGNED this 28th August, 2018

South Texas College District

By: _____
Paul R. Rodriguez, Chairman

I hereby certify that the above Order passed on August 28th, 2018 by the following record vote:

Paul R. Rodriguez:	Yea___	Nay___	Absent___
Rose Benavidez:	Yea___	Nay___	Absent___
Roy de León:	Yea___	Nay___	Absent___
Victoria Cantú:	Yea___	Nay___	Absent___
Gary Gurwitz:	Yea___	Nay___	Absent___
Alejo Salinas, Jr.:	Yea___	Nay___	Absent___
Rene Guajardo:	Yea___	Nay___	Absent___

ATTEST:

By: _____
Rose Benavidez, Vice-Chair

Review and Action as Necessary to Accept Internal Audit Annual Report

Board acceptance of the Internal Audit Annual Report is requested.

Purpose – “Texas Government Code Section 2102.015 Publication of Audit Plan and Annual Report on Internet requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.”

Justification – The Internal Audit Annual Report provides the Finance, Audit, and Human Resources Committee and the Board of Trustees with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Presenters – Mr. Khalil Abdullah, Internal Auditor, attended the August 14, 2018 Finance, Audit, and Human Resources committee meeting to discuss and address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Annual Report.

After presentation to the Finance, Audit, and Human Resources Committee, the report was updated to include an update for the FY 17 – 18 Fiscal Year, but which was not yet ready for the August 14, 2018 Committee meeting.

That information is highlighted in the following Internal Audit Annual Report, which follows in the packet for the Board’s information and review.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Annual Report as presented.

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

The Board of Trustees accepts the Internal Audit Annual Report as presented.

Approval Recommended:

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



SOUTH TEXAS COLLEGE

Internal Audit Annual Report Fiscal Year 2018

Prepared by:
The Office of Internal Audits
Khalil M. Abdullah



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I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The annual audit plan for the previous fiscal year;
- Detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report;
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Internal Audit Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its July meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

II. Internal Audit Plan for Fiscal Year 2018

The Board of Trustees approved the internal audit plan for fiscal year 2018 on July 25, 2017. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*. All audits that were not completed in FY 2018 were carried forward and included in the FY 2019 audit plan.

FY 2018 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Clery Act, Title IX, and VAWA
4. Time Keeping System Compliance
5. Banner Computer System Security and Access
6. 2013 Bond Construction – Payment Applications
7. 2013 Bond Construction – Change Orders
8. 2013 Bond Construction – Broaddus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017
9. 2013 Bond Construction – Billings of Selected 2013 Bond Program Related Additional Services Consultants
10. Enrollment Audit (Traditional and Continuing Education)
11. Accounts Payable Commercial Card Use
12. Fleet Fuel Card Use

Office of Internal Audits
Fiscal Year 2018 Audit Plan

FY 2018 Audit Plan - Engagements	Status of Plan
Risk Based Audits	
Departmental Fixed Assets Audit	11/8/2017
Student Activities & Wellness Audit	12/1/2017
Time Keeping System Compliance Audit	In Process
Banner Computer System Security and Access Audit	Moved to FY 2019
Financial Aid - Third Party Programs Audit	Moved to FY 2019
Accounts Payable - Commercial Card Use Audit	In Process
Fleet Fuel Card Use Audit	In Process
Enrollment (Traditional and Continuing Education) Audit	7/26/2018
Clery Act / Title IX / VAWA Audit	Moved to FY 2019
Consulting Engagements	
2013 BCP - Payment Applications	Closed
2013 BCP - Change Orders	Closed
2013 BCP - Broaddus & Assoc. Reconciliation of Budget to Actual Exp.	1/19/2018
2013 BCP - Billings of Program Related Additional Services Consultants	Closed
Follow Up	
Student Activities & Wellness Audit	6/19/2018
Departmental Fixed Assets Audit	6/19/2018
Other Audit Responsibilities and Special Projects	
Fraud Survey	9/30/2017
Administration (e.g. set up activity, IA Protocols, Process swimlane, etc.)	Ongoing
Annual Financial Report [CAFR]	N/A
Misc. data analytics / fraud detection procedures	N/A
Align Office of Internal Audits with IIA Standards	N/A
Professional Development & Training (40 hrs.CPE)	Ongoing
Annual Risk Assessment & Risk Based Audit Plan Development	6/27/2018
Annual Report [Texas Govt. Code Sec. 2102.015]	8/14/2018
Unassigned/Unplanned/Mgmt. Special Requests	N/A

III. Consulting and Nonaudit Services

The Office of Internal Audit's staff worked on five consulting engagements in FY 2018:

- 2013 Bond Construction Program – Broaddus & Associates Reconciliation of Budget and Actual Expenditures Report at August 31, 2017;
- 2013 Bond Construction Program – Payment Applications;
- 2013 Bond Construction Program – Change Orders;
- 2013 Bond Construction Program – Billings of Selected 2013 Bond Program Related Additional Services Consultants

IV. Summary of Findings and Management’s Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
18-01	11/8/2017	Departmental Fixed Assets Audit	Unique asset tag number assigned to fixed assets were replaced with a different tag rather than the original unique asset identification tag number.	No plans for corrective action - Mgmt. assuming the risk.	N/A
18-02	12/1/2017	Student Activities & Wellness Audit	The department has not developed an internal procedures manual.	The department plans to create a document to remind/inform the staff of any additional procedures that we have that are not covered in Policy	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	The department has not completed an assessment of risks.	The department will come up with a more concrete process and procedures to ensure that all staff are aware of risks and meet to discuss risks annually.	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	The department has not established a formal procedure for completing monthly account reconciliations.	The department will establish a more detailed account reconciliation process.	Fully Implemented



Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
18-02	12/1/2017	Student Activities & Wellness Audit	Student organization travel documentation was incomplete and missing authorizing signatures	All issues related to incompleting travel forms will be considered/revise/implemented during our review of the student travel process.	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Procedures were not consistently applied to all student organization and intramural sports student travel	The department is in the process of reviewing and revising the travel procedures to ensure consistency.	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Departmental forms referred to themselves as "policy." The forms were internal documents and were not Board approved policies.	The department's forms are under review and the word "policy" will be removed.	Fully Implemented
18-03	7/26/2018	Enrollment Audit (Traditional & CE)	The Compliance Coordinator is the only individual with proficient knowledge related to the submission of all CBM reports.	A new job position with similar responsibilities has been created. This new hire will serve as an assistant to the Compliance Officer and train on system processes/procedures that impact CBM	Pending Follow up
18-03	7/26/2018	Enrollment Audit (Traditional & CE)	One Operations Manager and one Compliance Technician are primarily responsible for verifying	A Customer Service Technician will be trained to assist and back up the Compliance Technician	Pending Follow up

V. Internal Audit Plan for Fiscal Year 2019

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2019. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided. On July 24, 2018 South Texas College's Board of Trustees approved the following projects for FY 2019.

FY 2019 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Clery Act, Title IX, and Violence Against Women Act
4. Banner Computer System Security and Access
5. Accounts Payable Commercial Card Use
6. Fleet Fuel Card Use
7. Time Keeping System Compliance
8. Enrollment Audit
9. Memorandum of Understanding (MOUs) 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

Office of Internal Audits
Fiscal Year 2019 Audit Plan

FY 2019 Audit Plan - Engagements		
Risk Based Audits	Hours	Percent
Financial Aid - Third Party Programs	150	7%
Banner Computer System Security and Access	150	7%
Clery Act, Title IX, and Violence Against Women Act	200	9%
Accounts Payable Commercial Card Use	25	1%
Fleet Fuel Card Use	25	1%
Time Keeping System Compliance	25	1%
Enrollment Audit Traditional and Continuing Education	15	1%
Memorandum of Understanding (MOUs) for Early College High Schools and Dual Credit	150	7%
Blueprint Expectations for Early College High Schools	100	5%
Science Lab Safety and Storage Compliance	100	5%
Human Resources Processes	150	7%
Custodial Services Work Orders	150	7%
Travel	150	7%
Subtotal	1390	66%
Other Audit Responsibilities and Special Projects	Hours	Percent
Fraud Survey	50	2%
Administration (e.g. set up activity, IA Protocols, Process swimlane, etc.)	100	5%
Annual Financial Report [CAFR]	50	2%
Misc. data analytics / fraud detection procedures	25	1%
Professional Development & Training (40 hrs.CPE)	100	5%
Annual Risk Assessment & Risk Based Audit Plan Development	150	7%
Annual Report [Texas Govt. Code Sec. 2102.015]	50	2%
Follow-up on reported findings	100	5%
Unassigned/Unplanned/Mgmt. Special Requests	100	5%
Subtotal	725	34%
Total	2115	100%

VI. External Audit Services – Fiscal Year 2018

All external audit services that were procured or were ongoing in fiscal year 2018 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- Texas Workforce Commission – Audit Report for fiscal year 2017;
- Texas Department of Agriculture – Child and Adult Care Food Program – Child Care Center;
- State Auditor’s Office (SAO) – Compliance of Public Funds Investment Act;
- Texas Department of Public Safety – Texas Law Enforcement Telecommunications System (TLETS)

VII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature’s General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- South Texas College solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College’s *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor’s Office and includes information on the State Auditor’s Office Fraud, Waste, and/or Abuse Hotline.

Review and Action as Necessary to Accept of Internal Audit Report in the Area of Enrollment Audit (Traditional and Continuing Education)

Mr. Khalil Abdullah, Internal Auditor, attended the August 14, 2018 Finance, Audit, and Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Enrollment Audit (Traditional and Continuing Education)

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

The Finance, Audit, and Human Resources Committee reviewed the internal audit report on August 14, 2018. The committee was not asked for a formal recommendation of Board acceptance or other action.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Report in the area of Enrollment Audit (Traditional and Continuing Education) as presented.

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

The Board of Trustees accepts the Internal Audit Report in the area of Enrollment Audit (Traditional and Continuing Education) as presented.

Approval Recommended:

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



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

July 26, 2018

Dr. Shirley Reed, President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dear Dr. Reed,

As part of our fiscal year 2018 Audit Plan, the Office of Internal Audits completed the Enrollment Audit (Traditional and Continuing Education). The results of the audit, along with two recommendations for corrective action and management's responses, are contained in this report.

The objective of the audit was to evaluate the effectiveness of internal controls related to the reporting of traditional and continuing education contact hours and contact hour equivalents, as well as to evaluate controls related to ensuring compliance with the Texas Higher Education Coordinating Board's Community, Technical and State College reporting and procedures manual. The scope for the audit included activity from March 1, 2016 through May 31, 2017.

We appreciated the assistance by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

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

cc: Ms. Mary Elizondo, Vice President Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees



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EXECUTIVE SUMMARY

The Enrollment Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2018 Audit Plan. The audit focused on controls over reporting contact hours and contact hour equivalents from both traditional and continuing education student enrollment. The objective of the audit was to evaluate the effectiveness of internal controls related to the reporting of traditional and continuing education contact hours and contact hour equivalents, as well as to evaluate controls related to ensuring compliance with the Texas Higher Education Coordinating Board's Community, Technical and State College reporting and procedures manual (CBM).

The scope of the audit included activity from March 1, 2016 – May 31, 2017 and was limited to internal controls and time periods that encompass the base periods for both traditional and continuing education as follows:

- Traditional – Summer I, II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017);
- Continuing Education – Quarter 3, 4, 1, 2 (March 1, 2016 – February 28, 2017)

The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made. The scope of the audit was limited to the CBM001, CBM004, CBM00A, and CBM00C reports. The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the College established an adequate system of internal controls related to the accurate reporting of contact hours and contact hour equivalents. The audit identified the following area where improvement could be made:

- Traditional Enrollment - The Compliance Coordinator is currently the only individual with proficient knowledge related to the submission of the CBM reports.
- Continuing Education – The Operations Manager and Compliance Technician are currently the only individuals with proficient knowledge related to ensuring the accuracy of the CE student enrollment data.



BACKGROUND

The FY 2017 budget for state appropriated funds totaled \$44,781,692 representing approximately 24.36% of South Texas College’s total revenue. The State of Texas appropriates funds to state agencies and institutions of higher education through a biennial General Appropriations Act. The majority of those appropriations are allocated to institutions of higher education using funding formulas. Beginning in the 2014 – 2015 biennium, the Legislature implemented a new outcomes based model for the Public Community and Junior Colleges’ Instructional and Administrative formula that includes three funding components:

Core Operations (\$1 million per institution) - Each community/junior college district receives \$1 million per biennium to help cover basic operating costs.

Success Points (10%) - After a college’s core operations are funded, 10% of the remaining funds are distributed based on success points. The Success points are funded based on a three year average of success points earned by students at each community college.

Contact Hours (90%) - The remaining 90% of funds are distributed based on the number of contact hours reported for each college. A contact hour is a standard unit of measure that represents an hour of scheduled academic or technical class time, 50 minutes of which must be instructional. Contact hour funding is based on each community college’s share of total weighted base year contact hours. Contact hours are reported to the Texas Higher Education Coordinating Board and multiplied by a rate established by the Legislature.

The base period is a 12 month period used to measure the hours to be included in the appropriations formula. This base period provides the most recent year of data available when the Legislature meets in the spring of odd numbered years. The base period determines formula appropriations for the next two years. Each public junior/community college which is certified by the commissioner of higher education to be eligible for and which may receive appropriations made by the Legislature are required to report.

Reporting Periods - the reports are due at the Educational Data Center by the following dates.

Type of Report	Fall	Spring	Summer I	Summer II
CBM001 – Student Report	Oct. 15 th	March 15 th	July 1 st	Aug. 15 th
CBM004 – Class Report	Oct. 15 th	March 15 th	July 1 st	Aug. 15 th
CBM00A – CE Student Report	Dec. 15 th	March 15 th	June 15 th	Sept. 15 th
CBM00C – CE Class Report	Dec. 15 th	March 15 th	June 15 th	Sept. 15 th



The Texas Higher Education Coordinating Board's Community, Technical and State College reporting and procedures manual (CBM) is a 282 page document that details how institutions of higher education are to submit reports to the Coordinating Board to fulfill provisions of the Higher Education Coordinating Act of 1965 (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

AUDIT OBJECTIVE

The objective of the audit was to evaluate the effectiveness of internal controls related to the reporting of traditional and continuing education contact hours and contact hour equivalents, as well as to evaluate controls related to ensuring compliance with the Texas Higher Education Coordinating Board's Community, Technical and State College reporting and procedures manual.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from March 1, 2016 – May 31, 2017. The scope includes the time periods that encompass the base periods for both traditional and continuing education as follows:

- Traditional – Summer I, II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017);
- Continuing Education – Quarter 3, 4, 1, 2 (March 1, 2016 – February 28, 2017)

To accomplish the audit objective, the Internal Auditor performed the following:

- Reviewed THECB formula funding recommendations from the 2013 and 2016 audit reports;
- Reviewed criteria from the CBM;
- Obtained and reviewed the Handbook of Operating Procedures;
- Interviewed employees on existing procedures and internal controls;
- Tested a sample of traditional and continuing education students included on the CBM reports submitted within the audit scope;
- Verified that reported contact hours were in compliance with CBM criteria;
- Verified that a continuing education course resulted in CEUs through the Texas Higher Education Coordinating Board's Workforce Education Course Manual (WECM)



The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Manual of Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Traditional Enrollment - CBM001 Student Report:

The CBM001 report reflects all students enrolled at South Texas College in courses that award semester credit hours as of the official census date. The census date shall be the 12th class day for the fall and spring semesters and the 4th class day for each of the summer terms. Students who withdraw from the institution prior to or on the official census date should not be reported. The CBM also establishes the official census dates for terms of various lengths. For example, if the length of the term is 2 weeks or less the official census date is the 1st class day. Whereas, if the length of the term is 4 weeks, the official census date is the 3rd class day. Additionally, the official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

We randomly selected a sample of 40 students who were reported within the following quarters, Summer I, Summer II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017). We determined that the sample of students tested met the CBM requirements, without exception, by verifying that the students selected for testing:

- Were enrolled by the census date;
- Were registered and did not withdraw prior to or on the official census date;
- Paid tuition by the census date; and that
- Students did not take the course more than twice.

Traditional Enrollment - CBM004 Class Enrollment Report:

The CBM004 Class Enrollment Report reflects all students enrolled in Coordinating Board approved academic and technical courses that award semester credit hours, excluding students who audit courses. CBM004 reports enrollment as of the official census date. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition by the respective governing board or, where applicable, have valid accounts receivable on record. Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the census date to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester.



We randomly selected a sample of 8 courses, 2 courses from each quarter within the audit scope Summer I, Summer II, Fall 2016 and Spring 2017 (June 1, 2016 – May 31, 2017). We selected a sample of 40 students, approximately 5 students from each of the selected courses. We determined that the sample of students tested met the Coordinating Board Manual requirements, without exception, by verifying that the students selected for testing:

- Were enrolled by the census date;
- Were registered and did not withdraw prior to or on the official census date;
- Paid tuition or that the student had a fully operational installment contract by the census date (if applicable);
- Did not take the course more than twice.

Developmental Courses

The State does not provide funding for students that are enrolled in more than 27 semester credit hours of developmental courses. We selected 8 developmental courses across each of the four periods within the audit scope. We reviewed 144 students or 100% of the students enrolled in each of the selected developmental courses. Based on testing, we determined that the sample of students met the CBM requirements, without exception.

Traditional Enrollment - Business Continuity

Business continuity encompasses planning and preparation to ensure that an organization can continue to operate in case of serious incidents or disasters, and is able to recover to an operational state within a reasonable short period of time. Currently, South Texas College has one Compliance Coordinator that is primarily responsible for the submission of all CBM reports. Ensuring that more than one individual is proficient at submitting CBM reports will improve business continuity and reduce the risk that reports are submitted containing errors or that omit key information.

Recommendation:

1. The Registrar should ensure that employees are cross-trained so that more than one employee is proficient at submitting CBM reports.

Management Response:

Accept audit recommendation as presented

1. The Registrar and Certifying Official has created a new position whose responsibility will be to serve as an assistant to the Compliance Officer and train on system



process/procedures that impact CBM reporting as well as correcting questionable items and eventually train on submitting and certifying the CBM report(s). In addition, employees will annually attend conference(s) to ensure compliance with state mandates and/or changes that impact CBM reporting and train accordingly.

Responsible Individual:

Dir. of Student Records and Registrar

Implementation Date:

8/1/2018

Continuing Education – CBM00A Student Report:

The CBM00A report includes all students enrolled as of the official census date in continuing education courses (reported on the CBM00C for state funding) where the official census date occurs within the reporting period. Students who are enrolled in non-credit courses that do not result in continuing education units (CEUs) being awarded are not included in this report.

We randomly selected a sample of 40 students who were reported during quarters 3, 4, 1, & 2 (e.g. March 1, 2016 – February 28, 2017). We determined that the sample of students tested met the CBM requirements, without exception, by verifying that the students selected for testing:

- Were at least 18 years of age by the course start date;
- Were enrolled in a course that results in CEUs being awarded;
- Paid tuition by the census date.

Continuing Education – CBM00C Course Report:

The CBM00C report includes all students enrolled in Coordinating Board-approved continuing education courses. The courses reported on the CBM00C include all specially approved continuing education courses (local need) and courses listed in the continuing education section of the Workforce Education Course Manual.

We randomly selected a sample of 8 courses, 2 courses from each quarter within the audit scope. We selected students from each course for a total sample size of 40 students. We determined that



the sample of students tested met the CBM requirements, without exception, by verifying that students:

- Were enrolled by the census date;
- Were registered and did not withdraw prior to or on the official census date;
- Paid tuition or that the student had a fully operational installment contract by the census date (if applicable);
- Did not take the course more than three times;
- Were at least 18 years of age or were excluded from the report.

Continuing Education - Business Continuity

Currently, South Texas College has one Operations Manager and one Compliance Technician who are primarily responsible for verifying the accuracy of Continuing Education CBM data. Ensuring that more individuals are proficient in this area will improve business continuity and reduce the risk that reports are submitted containing errors or that omit key information.

Recommendation:

2. The CE Operations Manager should ensure that employees are cross-trained to ensure that Continuing Education CBM data is accurate.

Management Response:

Accept audit recommendation as presented

2. At this time we believe that between the Operations Manager and Compliance Technician, we have adequate coverage to ensure business continuity and reduce the risk that reports are submitted containing errors. However, to eliminate risks, a Customer Service Technician will be trained to assist and back up the Compliance Technician.

Responsible Individual:

Continuing Education Operations Manager

Implementation Date:

7/31/2018



CONCLUSION

Overall it was determined that an adequate system of internal controls was established. An opportunity exists to strengthen internal controls by ensuring that more than one employee is proficient/knowledgeable at submitting, correcting, and certifying the CBM report.

A handwritten signature in blue ink, appearing to read "Khalil M. Abdullah".

7/26/2018

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

A handwritten signature in blue ink, appearing to read "Jose Luis Silva".

7/26/2018

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

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

As of August 23, 2018, the current total budget shortfall is estimated to be at \$1,975,605. This amount does not include the current remaining buyout savings, design and construction contingencies.

Broaddus & Associates has provided an updated summary of the current 2013 Bond Construction Program shortfall including the *projected* remaining savings. The projected shortfall with project savings, including buyout savings and remaining contingency balances, is estimated to be \$1,335,016

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	
August Shortfall	\$ (1,975,605)
Design Contingency Balance (August)	\$ 11,274
Owner's Contingency Balance (August)	\$ 154,315
Current Shortfall Less Contingency Balances	\$ (1,810,016)

Projected Savings	
Projected Miscellaneous Savings	\$ 475,000
Projected Savings Total	\$ 475,000

Shortfall With Projected Savings	
Current Shortfall Less Contingency Balances	\$ (1,810,016)
Projected Savings Total	\$ 475,000
	\$ (1,335,016)

Shortfall	
Shortfall With Projected Savings	\$ (1,335,016)

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	\$ 12,745,841	\$ 2,097,269
South Academic Building	\$ 9,454,426	\$ 8,348,204	\$ 1,106,222
STEM	\$ 13,103,319	\$ 13,079,200	\$ 24,119
Student Activities / Cafeteria "Student Union"	\$ 8,828,254	\$ 8,496,047	\$ 332,207
Thermal Plant Expansion	\$ 5,542,049	\$ 5,320,468	\$ 221,581
Parking & Site Improvements	\$ 2,490,261	\$ 2,968,056	\$ (477,795)
Subtotal	\$ 54,261,419	\$ 50,957,816	\$ 3,303,603
Nursing & Allied Health Campus			
Expansion for Nursing & Allied Health	\$ 21,773,439	\$ 20,418,688	\$ 1,354,751
Thermal Plant Expansion - Non Bond	\$ 601,877	\$ 816,797	\$ (214,920)
Parking & Site Improvements	\$ 1,717,717	\$ 2,416,170	\$ (698,453)
Subtotal	\$ 24,093,033	\$ 23,651,655	\$ 441,378
Technology Campus			
Expansion for Technical & Workforce	\$ 14,864,990	\$ 11,293,909	\$ 3,571,081
Parking & Site Improvements	\$ 905,324	\$ 1,694,679	\$ (789,355)
Subtotal	\$ 15,770,314	\$ 12,988,587	\$ 2,781,727
Mid Valley Campus			
Health Professional & Science Bldg.	\$ 17,277,682	\$ 17,689,061	\$ (411,379)
Expansion for Technical & Workforce	\$ 151,868	\$ 151,868	\$ -
Library Expansion	\$ 2,288,968	\$ 3,580,535	\$ (1,291,567)
Student Services Bldg. Expansion	\$ 4,114,228	\$ 4,922,675	\$ (808,447)
Thermal Plant Expansion	\$ 5,042,398	\$ 5,029,830	\$ 12,568
Parking & Site Improvements	\$ 2,796,035	\$ 2,744,868	\$ 51,167
Subtotal	\$ 31,671,179	\$ 34,118,836	\$ (2,447,657)
Starr County Campus			
Health Professions	\$ 11,267,182	\$ 11,397,926	\$ (130,744)
Workforce	\$ 141,972	\$ 141,972	\$ -
Library Building	\$ 3,732,378	\$ 4,421,950	\$ (689,572)
Student Services	\$ 1,162,522	\$ 1,462,593	\$ (300,071)
Student Activities	\$ 1,166,402	\$ 1,486,257	\$ (319,855)
Thermal Plant Expansion	\$ 4,938,772	\$ 4,513,062	\$ 425,710
Parking & Site Improvements	\$ 1,397,789	\$ 3,549,451	\$ (2,151,662)
Subtotal	\$ 23,807,017	\$ 26,973,212	\$ (3,166,195)
Regional Center for Public Safety Excellence			
Building	\$ 3,655,134	\$ 4,340,664	\$ (685,530)
Parking & Site Improvements	\$ 319,337	\$ 2,259,830	\$ (1,940,493)
Subtotal	\$ 3,974,471	\$ 6,600,494	\$ (2,626,023)
STC La Joya Higher Education			
STEM labs & Welding Lab	\$ 1,436,000	\$ 1,698,438	\$ (262,438)
Subtotal	\$ 1,436,000	\$ 1,698,438	\$ (262,438)
Total	\$ 155,013,434	\$ 156,989,039	\$ (1,975,605)

Review and Action as Necessary on 2013 Bond Construction Program Outstanding Issues Action Plan

College staff from Finance and Administrative Services and Facilities Planning and Construction have prepared a list outlining outstanding issues that are still pending for the 2013 Bond Construction Program projects.

Broaddus & Associates will be asked to provide updates and costs associated with each outstanding issue. The Board is asked to take any action as necessary.

The packet includes an Outstanding Issues Action Plan as developed and maintained by administration.

Pecan Campus

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

- Administration has been asking for resolution of the damaged stair treads since at least March 27, 2018.
- D. Wilson Construction confirmed that they would replace the damaged treads by July 2, 2018.
- As of August 8, 2018, some treads have been replaced and others remain damaged.
- On August 21, 2018, B&A reported that they will inspect the stairs to verify status of repairs.
- B&A will provide an update.

2 Pecan Campus STEM Bldg. - Fume Hood Controls

- On July 23, 2018, Chemistry faculty requested individual controls for fume hoods.
- On August 21, 2018, B&A reported that Siemens will be addressing this item.
- B&A will provide an update.

3 Thermal Plant Bldg. - ADA issues with stairs and ramp

- On January 9, 2017, STC issued an email outlining ADA concerns at the Pecan Campus Thermal Plant Building.
- On June 18, 2018, an ADA report was issued to STC showing the concerns to be violations of accessibility requirements.
- On August 21, 2018, B&A reported that D. Wilson Construction will not address this item.
- B&A will provide an update.

Mid Valley Campus

4 Parking & Site Improvements – Pending Final Completion

- The Mid Valley Campus Parking & Site Improvements project is pending final completion due to a disagreement regarding the irrigation system and landscaping.
- On June 20, 2018, the Board approved the issue of a letter from the Chairman of the Board to Skanska USA, demanding completion of outstanding work within 30 days, or the College would seek an alternate contractor to complete the remaining scope.
- Skanska USA is working to complete some of the issues, and is requesting additional compensation for other outstanding items.
- On August 21, 2018, B&A reported that they would present change orders to the Board for any associated costs needed to complete the four pending items.
- B&A will provide an update.

5 Student Services Bldg. – Unequal Exterior Stair Risers

- College staff informed Broaddus & Associates, the contractor, the architect, and the civil engineer of concerns with the height spacing of exterior steps at the Student Services Building.
- There is a disagreement among College staff, the architects, and engineers regarding the relevant code and interpretation of potential exemptions.
- Due to safety concerns, College staff currently has the affected stairs cordoned off from all traffic.
- On August 21, 2018, B&A reported the uneven stairs have been removed and repairs were completed by August 23, 2018.
- B&A will provide an update.

6 Health Professions & Science Bldg. - Noise Levels and Fume Hood Controls

- On May 24, 2018 the Biology and Chemistry departments issued a complaint regarding the noise levels of fume hood controls on the second floor labs, and the complaints were forwarded to Broaddus & Associates and the Engineer of Record.
- The Engineer is working on a responsive solution.
- Chemistry faculty have additionally requested individual controls for the fume hoods.
- On August 21, 2018, B&A reported DBR will provide recommendations to correct the noise levels, which will require material costs and possibly installation costs outside the scope of the contractor's work, and which costs may be the responsibility of the College.
- B&A will provide an update.

District Wide - All Bond Projects

7 Final Test & Balance Reports Still Pending for all Bond Construction Program projects

- College staff have requested the final Test and Balance reports for specific 2013 Bond Construction Program projects, as part of the close out documentation for each project.
- As of August 7, 2018, Broaddus & Associates has not provided some of the pending reports.
- On August 21, 2018, B&A reported that they are working on getting the reports from the two contracted Testing & Balancing companies.
- B&A will provide an update.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary.

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

The Board of Trustees approves and authorizes any action as necessary.

Approval Recommended:

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

2013 Bond Construction Program Outstanding Issues - Action Plan
August 28, 2018 Board Meeting
as of August 22, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
1	Pecan Campus Student Union Bldg. - Replacement of Damage Stair Treads	B&A, BSGA and D.Wilson	Pending	3/27/2018 7/2/18 8/8/2018	3/27/18: Noted that stair treads were damaged. 6/11/2018: Received confirmation from D. Wilson would replace the stair treads and work would be completed within 2 weeks (subsequent email stated July 2, 2018). 7/18/2018: Emailed B&A to request status of stair riser repairs from D. Wilson. 7/27/2018: Received email from D. Wilson that replacement treads would arrive first week in August and installed second week in August. 8/8/2018: D.Wilson has installed the replacement treads at some of the treads. Other stair treads remain damaged. 8/9/2018: B&A and College staff will review pending treads. <i>8/21/2018(Weekly Meeting): B&A reported that they will inspect the stairs to verify status of repairs</i>	B&A coordinated with D. Wilson and stair treads have been replaced. B&A and College staff will review remaining stair treads that need to be replaced. B&A will provide an update at the August 28, 2018 Board meeting.
2	Pecan Campus STEM Bldg. - Fume Hood Controls	B&A, Half Associates, and Siemens	Pending	8/27/2018	7/23/18: Received email from Chemistry faculty requesting individual controls for fume hoods. 8/7/2018: (Weekly Meeting) Broaddus will coordinate a meeting to address options to provide controls for fume hoods with Half Associates, Siemens, and College staff <i>8/21/2018(Weekly Meeting): B&A reported that Siemens will be addressing this item.</i>	B&A will coordinate a meeting with Half Associates, Siemens, College staff to provide options for controls of fume hoods. B&A will provide an update at the August 28, 2018 Board meeting.
3	Thermal Plant Bldg. - ADA issues with stairs and ramp	B&A, PCE, and D. Wilson	Pending	9/15/2018	1/09/17: STC issued an email to Broaddus & Associates stating the concerns regarding ADA accessibility as well as direction for the contractor to revise these two areas to comply with the 2012 TAS requirements 6/18/18: ADA report issued to STC showing the area to be in violation of the 2012 TAS requirements 6/25/18: STC forwarded the ADA report to Broaddus & Associates via email 8/6/2018 (Weekly Meeting): Broaddus acknowledged issues needed to be addressed and would follow up with D. Wilson <i>8/21/2018(Weekly Meeting): B&A reported that D. Wilson will not be addressing this item.</i>	B&A will coordinate with D. Wilson to ensure work is completed to as required by the Texas Accessibility Standards. B&A will provide an update at the August 28, 2018 Board meeting.
Mid Valley Campus						
4	Parking & Site Improvements - Pending Final Completion	B&A and Skanska USA	Pending	5/29/2018 7/25/2018 8/9/2018	5/23/18 (Weekly Meeting): Mid Valley Parking & Site Improvement project is pending final completion due to a disagreement regarding the irrigation system and landscape. Broaddus & Associate will provide recommendations on how to proceed forward at the May 29, 2018 Board Meeting. June 2018: Letter from the Board demanding completion of the project with in 30 days issued to Skanska USA. August 2018: Skanska USA is working on completing some of the irrigation for the areas in question. July 2018: Skanska USA started to remediate landscape and irrigation issues and responded to the letter from the Board, with items they deemed as items that they should be paid for. 8/2/2018: Broaddus provided response to Skanska USA regarding their request for additional funds required to complete items on the punch list. 8/7/2018: Broaddus to provide change orders for use of contingencies as requested by Skanska USA for Facilities Committee review and recommendation for approval to the Board of Trustees. <i>8/21/2018(Weekly Meeting): B&A, College staff, and Skanska USA met to discuss and find resolutions to pending items. There are four pending items. Broaddus will present change orders to the Board for any associated costs needed to complete pending items.</i>	B&A will coordinate with the contractor to ensure change orders are provided to the Board for approval as necessary and then ensure work is complete if approved. B&A will provide an update at the August 28, 2018 Board meeting.
5	Student Services Bldg. - Unequal Exterior Stair Risers	Skanska USA and ROFA	Pending	8/17/2018	6/08/2018: College staff informed Broaddus, Contractor (Skanska USA), the Architect of Record (ROFA Architects), and the Civil Engineer of Record (Half Associates) of the possible discrepancy with the stair risers. 6/11/2018: ROFA Architects responded and attached an insert of the IBC Code. They also stated that they would like to have uniform stairs at all times, but due to the cross slope on the last stair, that this condition is allowed, this was their interpretation of the code. Skanska USA stated that they installed as per the design. 7/30/2018: Broaddus instructed College staff to issue a warranty request for the unequal stairs at the Student Services Building due to site visit when the uneven stairs were noticed. 8/07/2018 - As per meeting with Broaddus, a meeting will be scheduled with ROFA, College staff, Resident Accessibility Specialist, and Broaddus to review the stairs in question and provide a solution. <i>8/21/2018(Weekly Meeting): Uneven stairs have been removed and repairs will be complete by 8/22/2018 by Skanska USA's subcontractor.</i>	B&A will coordinate a meeting with the project team to resolve the issue. B&A will provide an update at the August 28, 2018 Board meeting.

2013 Bond Construction Program Outstanding Issues - Action Plan
August 28, 2018 Board Meeting
as of August 22, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
6	Health Professions & Science Bldg. - Noise Levels and Fume Hood Controls	B&A, DBR, and Siemens	Pending	8/27/2018	<p>05/24/2018 Complaint from the Biology and Chemistry departments about the amount of noise coming from the second floor labs. Broaddus was notified the same day as well as the engineer of record. Engineer of record inquired about the sequence of controls, testing and balancing reports, nothing helped the noise level to subside.</p> <p>07/23/2018- Since the fume hoods continued to be loud, an impromptu meeting was held at the HPS building after a one-year walkthrough of the thermal plant. Several tests by the engineer were done at that time, it was determined that possibly VFD's may resolve the issue. Engineer was to provide information on these items and this would be installed at a later date.</p> <p>7/23/18: Received email from Chemistry faculty requesting individual controls for fume hoods</p> <p>8/7/2018: (Weekly Meeting) Broaddus will coordinate a meeting to address options to provide controls for fume hoods with DBR, Siemens, and College staff</p> <p><i>8/21/2018(Weekly Meeting): B&A reported that a meeting was held with project team on site to review conditions. DBR will be providing recommendations along with drawings and narratives to correct noise levels for the College to acquire pricing. The recommendations will require material costs and possible installation costs that are outside the scope of the contractor's work. The College may have to pay for these associated costs.</i></p>	<p><i>B&A will coordinate a meeting with DBR, Siemens, College staff to provide options for controls of fume hoods and to look at options to control the noise levels. B&A will provide an update at the August 28, 2018 Board meeting.</i></p>
District Wide - All Bond Projects						
7	Final Test & Balance Reports Still Pending for all Bond Construction Program projects	B&A and Testing & Balancing Companies	Pending	8/31/2018	<p>During several of the past weekly meetings with Broaddus and College staff, the final Test and Balance reports were requested to be provided to the College to be included as part of the Close Out Documents for each of the projects. Broaddus has stated that they would follow up with the T&B companies to issue the reports and forward to the College.</p> <p>8/7/18 (Weekly Meeting): College staff requested status of the reports which are still pending to be provided.</p> <p><i>8/21/2018(Weekly Meeting): B&A reported that they are working on getting the reports from the two contracted Testing and Balancing companies.</i></p>	<p><i>B&A will follow up with the Testing and Balancing Companies to provide the reports. B&A will provide an update at the August 28, 2018 Board meeting.</i></p>

OUTSTANDING ISSUES

PECAN CAMPUS

Outstanding Issue #1 Student Union Building Stair Treads

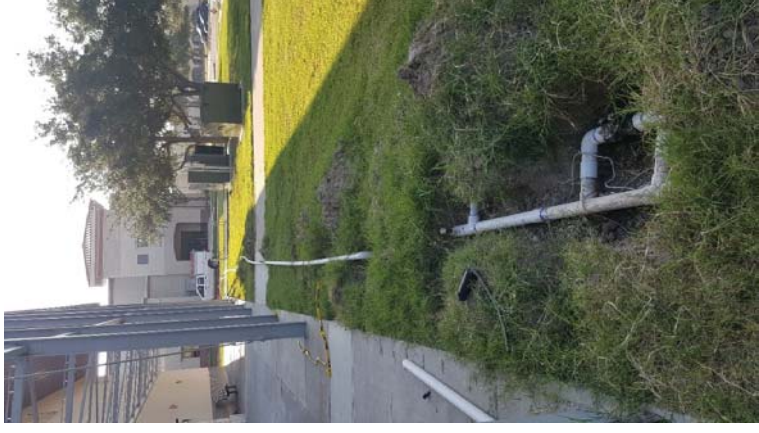
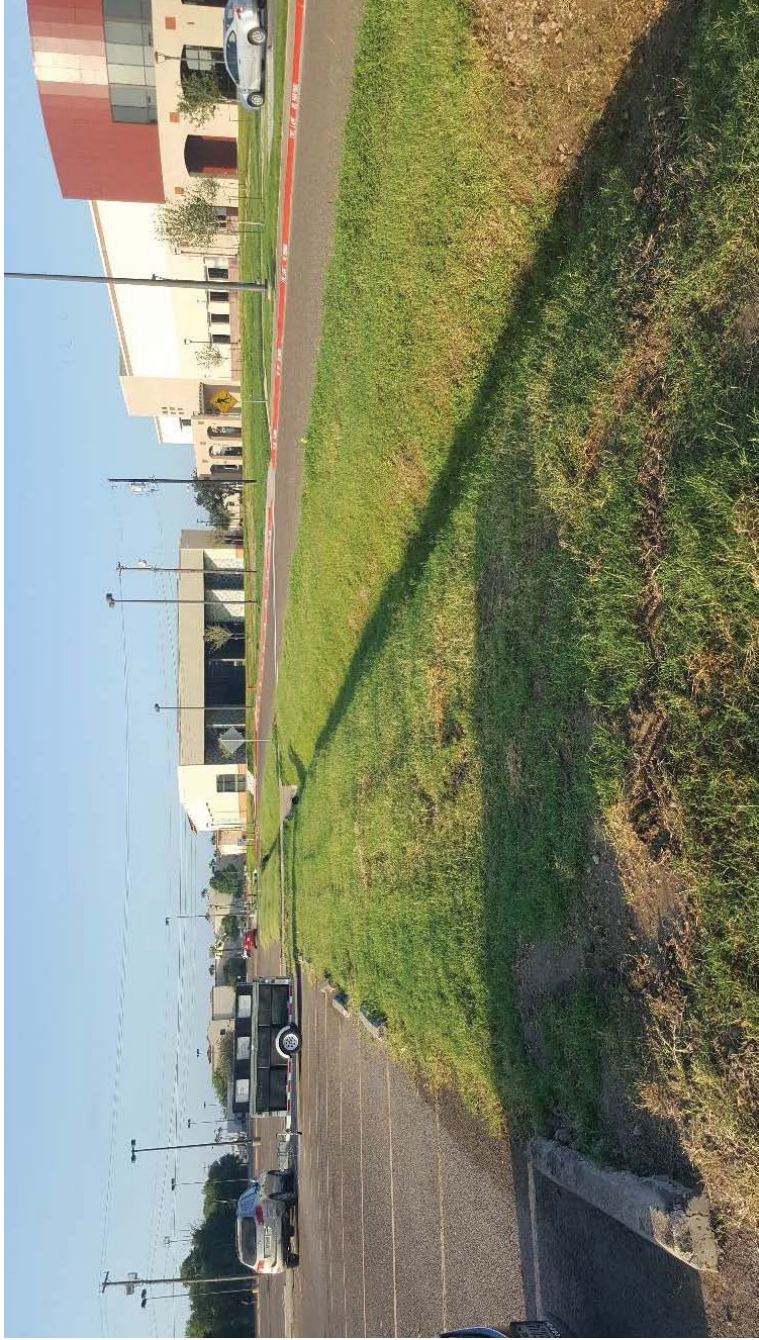


Outstanding Issue #3
Thermal Plant Building
ADA Issues with Stair and Ramp



MID-VALLEY CAMPUS

Outstanding Issue #4
Parking and Site Improvements
Pending Final Completion



Outstanding Issue #5
Student Services Building
Unequal Exterior Stair Risers



Review and Action as Necessary on 2013 Bond Construction Program Warranty Items Action Plan

College staff from Finance and Administrative Services and Facilities Planning and Construction have prepared a list outlining warranty items to be addressed for the 2013 Bond Construction Program Warranty Items Action Plan.

Broaddus & Associates will be asked to provide updates and costs associated with each warranty item. The Facilities Committee will be asked to review and recommend action as necessary to the Board.

The packet includes the Warranty Items Action Plan as developed and maintained by administration.

Pecan Campus

1 Pecan Campus STEM Bldg. - Bent Louvers on EF#3

- June 13, 2018: The initial warranty request was issued for a bent louver blade.
- June 22, 2018: D. Wilson reported that the damaged louver was repaired and tested on site and everything was “ok”.
- June 26, 2018: Staff provided pictures of the bent blade.
- June 26, 2018: D. Wilson reported that louver wasn’t damaged at the time of delivery.
- July 25, 2018: D. Wilson provided a repair cost in the amount of \$1,800.
- July 27, 2018: College staff stated that the College did not damage the unit and the repair is a warranty item.
- On August 21, 2018, B&A reported that D. Wilson Construction will not address this item.
- B&A will provide an update.

Technology Campus

2 Southwest Renovation Bldg. - A/C Issues

- March 1, 2018: The initial warranty request was issued.
- July 19, 2018: College staff requested an update and a meeting with Broaddus & Associates and Halff Associates.
- There has been miscommunication with Broaddus & Associates regarding the process to resolve this warranty item.
- On August 21, 2018, B&A reported that Halff Associates is working to develop a solution, which would be proposed to the project team for approval.
- B&A will provide an update.

Starr County Campus

3 Thermal Plant - Vault Water Issues

- In May and June 2018, rainfall led to the Thermal Plant vault becoming fully submerged under collected water.
- The contractor rejected the College's warranty claim and issued a quote for \$6,760 to make repairs that should mitigate future flooding.
- Broaddus & Associates responded that a portion of the remediation work are due to existing conditions and would be completed at the owner's cost.
- College administration have noted that this should have been accounted for in the initial project design and the issue may be a design and/or construction error.
- Staff is waiting for the final resolution between the engineer, construction manager-at-risk, controls subcontractor, and Broaddus & Associates.
- On August 23, 2018, B&A reported that the vault issued had not been corrected as of August 22, 2018.
- B&A will provide an update.

South Texas College Regional Center for Public Safety Excellence

4 RCPSE PSI- Asphalt failures at Cityscape drives

- Staff noted cracking of newly installed asphalt paving at the city scape driving area.
- The engineer requires a forensic engineer to determine the cause of the asphalt and/or foundational failures.
- Broaddus & Associates informed the College that erosion during recent flooding may be the cause of the failures.
- Broaddus & Associates has informed the College that the work is under warranty and would be repaired.
- On August 21, 2018, B&A reported that Dannenbaum and Noble Texas Buildings are inspecting the site and the engineer will provide directives as necessary.
- B&A will provide an update.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary.

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

The Board of Trustees approves and authorizes any action as necessary.

Approval Recommended:

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

2013 Bond Construction Program Warranty Items - Action Plan
August 28, 2018 Board Meeting
as of August 22, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
1	Pecan Campus STEM Bldg. - Bent Louvers on EF#3	D. Wilson	Pending	6/18/2018 6/26/2018 7/27/2018	6/13/18: Original warranty request issued to D. Wilson 6/22/18: D. Wilson stated "...blade was repaired on site. Operation was tested and all is ok at this time." 6/26/18: College staff sent pictures showing that the blade "...still appeared to be bent." 6/26/18: D. Wilson stated "...louver wasn't damaged when we delivered the building to the owner." 7/25/18: D. Wilson forwarded the cost of repairing the damaged louver in the amount of \$1800. 7/27/18: College staff stated that "...the College did not damage the unit and it is the responsibility of the contractor to repair it as a warranty item." 8/7/2018 (Weekly Meeting): College staff requested the assistance of Broaddus to address this item with D. Wilson. <i>8/21/2018(Weekly Meeting): B&A reported that D. Wilson will not be addressing this item.</i>	B&A will coordinate with D. Wilson to ensure work is completed to as required by the Texas Accessibility Standards. B&A will provide an update at the August 28, 2018 Board meeting.
Technology Campus						
2	Southwest Renovation Bldg. - A/C Issues	B&A, Siemens, and Half Associates	Pending	8/17/2018	3/1/18: Original warranty request issued to contractor 7/19/18: Requested an update and schedule a meeting with Half Associates (Engineer), Broaddus, and College's Maintenance staff to discuss cooling/heating issues 7/19/18: Broaddus responded this has been discussed with the design team multiple times and that the College previously agreed to modify controls prior to final completion of construction. 7/24/2018(Weekly Meeting)Informed Broaddus that Siemens was not willing to adjust controls without directive from Engineer. Broaddus agreed to forward previous documentation issued by Half Associates to Siemens 8/7/2018: (Weekly Meeting): Informed Broaddus that there was no confirmation that information was sent to Siemens. Broaddus agreed to coordinate a meeting with project team to provide a solution to the issue. <i>8/21/2018(Weekly Meeting): B&A reported that the College and Half had discussed and a solution is in progress. A meeting to review the resolution will still be held amongst the project team to affirm the solution.</i>	B&A will coordinate a meeting with the project team to find a solution to the cooling/heating issues. B&A will provide an update at the August 28, 2018 Board meeting.
Starr County Campus						
3	Thermal Plant - Vault Water Issues	Sigma HN, Siemens, and D. Wilson	Pending	8/31/2018	5/14/18: Notified contractor and engineer of first rain event with pictures showing how the vault was completely submerged underwater 6/25/18: Warranty request issued for this item after a second rain event occurred which caused the vault to become fully submerged underwater 6/25/18: Contractor sent an email stating that this item is not considered as a warranty item and attached a quote to make the necessary repairs in the amount of \$6,760 7/09/18: Contractor requested for the owner to provide a response to an RFI on how to proceed. 7/26/18: STC sent an email to Broaddus asking for status on this item. Broaddus responded by stating that 2 of the 7 items were an existing condition and it required owner action, if desired, to relocate existing down spouts and provide a form of drainage to divert the water away from the vault 7/29/18: STC responded that college should not be responsible for any cost associated to remediate the issue and that any necessary modifications should have been the responsibility of the design professional. This item should potentially be considered as a design and/or construction error. 8/08/18: Engineer of record (SIGMA HN Engineers,) responded to Broaddus & Associates' email stating information on what needs to be done to resolve the issue. 8/08/2018: Broaddus & Associates forwarded Engineer's response to the CM@R and to the Controls subcontractor. 8/8/2018: D. Wilson subcontractors have responded to the Engineer's response clarifying controls. 8/9/2018: Awaiting response from D. Wilson regarding water infiltration into the vault. <i>8/21/2018(Weekly Meeting): B&A reported that D. Wilson is correcting this item.</i>	B&A will provide an update at the August 28, 2018 Board meeting.
Regional Center for Public Safety Excellence Center						
4	RCPSE PSI- Asphalt failures at Cityscape drives	Noble Texas Builders	Pending	8/27/2018	7/10/2018: Site visit noted that cracks were on asphalt paving 7/19/2018: B&A instructed College staff to issue a warranty request for the asphalt cracks 7/24/2018: B&A provided College staff with email from Dannenbaum for the College to engage the services of a forensic engineer to verify the cause of the asphalt and substrate failures. Dannenbaum would also be requesting a fee adjustment for this work.. 8/1/2018 (Weekly Meeting-conference call): B&A informed the College that the area was under water during the recent rain events and may have been the cause of the failures. 8/7/2018 (Weekly Meeting): B&A stated that the work was still under warranty and Noble Texas Builders would be repairing the damage <i>8/21/2018(Weekly Meeting): B&A reported that the Dannenbaum and Noble Texas Builders are inspecting the site and the engineer will be providing any directives as necessary.</i>	B&A will follow up with Noble Texas Builders to verify status of repairs. B&A will provide an update at the August 28, 2018 Board meeting.

WARRANTY ITEMS

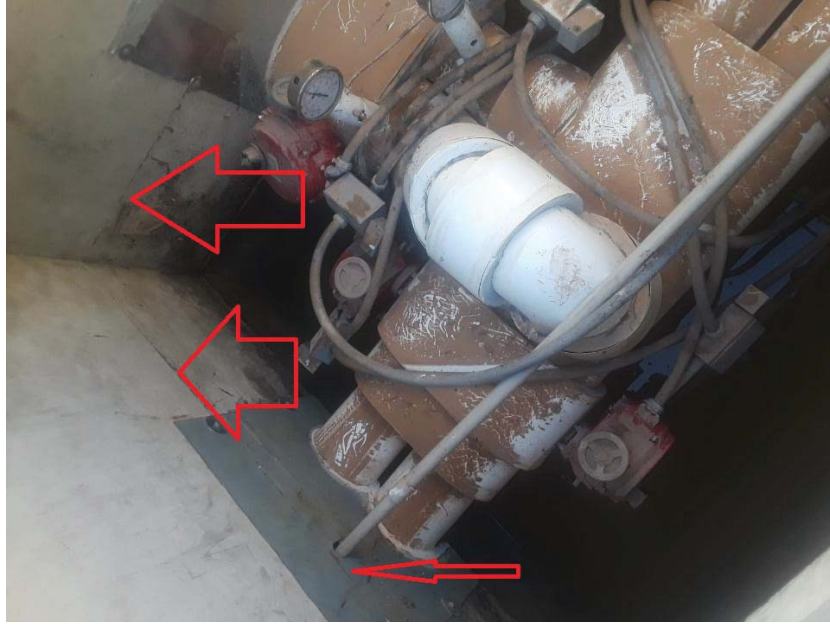
PECAN CAMPUS

Warranty Item #1
S.T.E.M. Building
Bent Louvers on EF#3



STARR COUNTY CAMPUS

Warranty Item #3
Thermal Plant
Vault Water Issues



REGIONAL CENTER FOR PUBLIC SAFETY
EXCELLENCE

Warranty Item #4
Parking and Site Improvements
Asphalt Failure at Cityscape Drives



Review and Action as Necessary on Ratification of Change Order for the 2013 Bond Construction Program Mid Valley Campus Student Services Building Expansion Project

Ratification of a proposed change order for use of construction contingency for the 2013 Bond Construction Program Mid Valley Campus Student Services Building Expansion project is requested.

Purpose

The work authorized by this proposed change order has already been completed, under the approval and contractual authority of Broaddus & Associates.

Justification

Change orders needed to complete the construction of the projects and for removing the buyout savings from the Construction Manager at Risk's (CMR's) contracted GMPs must be provided to the Board of Trustees for review and approval.

Background

The proposed change order for the 2013 Bond Construction Program Mid Valley Campus Student Services Building Expansion project was presented to the Facilities Committee at the February 6, 2018 Facilities Committee meeting before the Special Board meeting that same day. The proposed change order was not approved on that date because the Program Manager had informed the College that the College's landscape vendor was responsible for the damages and the Committee decided the vendor could reimburse the CMR directly. It has since been discovered that the CMR would be responsible for the costs to repair the damages and would be paid through a change order using the Construction Contingency fund. This project has been completed and the Facilities Committee is being asked to recommend ratification of the change order as prepared.

Bond Projects	
Total Use of Construction Contingency for August 2018	\$480

Enclosed Documents

A copy of the proposed change order is enclosed for the Committee's review and information.

The Facilities Committee recommended Board ratification of the proposed change order for use of construction contingency totaling \$480 for work already completed for the 2013 Bond Construction Program Mid Valley Campus Student Services Building Expansion project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and ratify the proposed change order for use of construction contingency totaling \$480 for work already completed for the 2013 Bond Construction Program Mid Valley Campus Student Services Building Expansion project as presented.

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

The Board of Trustees approves and ratifies the proposed change order for use of construction contingency totaling \$480 for work already completed for the 2013 Bond Construction Program Mid Valley Campus Student Services Building Expansion project as presented.

Approval Recommended:

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

CHANGE ORDER

NUMBER: 10

PROJECT NAME: Mid Valley Campus
Student Services Expansion

DATE: February 27, 2018

PROJECT NO.: N.A.

To: Skanska USA Building Inc.
3909 Post Oak Blvd. Suite 910
Houston, TX 77056

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Additional Roof Insulation</u>	
	CP-21-4SS-033: Replace Broken Glass	\$ (480)
	Sub Total	\$ (480)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 51,049
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (45,248)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 5,801
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (480)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ 5,321

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
ROFA Architects

CMR ACCEPTANCE:

By: _____ Date: _____

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

Review and Action as Necessary on Change Orders for Use of Design Contingencies, Owner Contingencies, and Acceptance of Buyout Savings for the 2013 Bond Construction 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 Regional Center for Public Safety Excellence projects is requested.

Purpose

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

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

Justification

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

Background

Project contingencies are provided as part of Guaranteed Maximum Price proposals submitted by the CM@Rs. GMPs are submitted by the CM@Rs at 60% construction drawings. There are two project contingencies and are based on percentages of the construction costs. Design Contingencies are included in the GMPs to allow for costs arising out of the final development and completion of the construction drawings and specifications. Design Contingencies are used at the CM@R's discretion with Owner oversight. Construction Contingencies are controlled solely at the discretion of the Owner. Both contingencies do not increase the amount of the GMPs.

On March 29, 2016, the Board of Trustees approved the delegation of authority to Broaddus & Associates to approve change orders from the use of Construction Contingencies for the 2013 Bond Construction Program. The approval amount per change order is \$5,000, with a monthly limit of \$25,000. Broaddus & Associates will also be expected to provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update.

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

The change orders presented for the August 28, 2018 Regular Board Meeting are listed below:

Bond Projects	
Total General Conditions for August 2018	\$0
Total Cost of Work for August 2018	\$7,967
Total Design Contingency Increases for August 2018	\$57,628
Total Construction Contingency Increases for August 2018	\$13,898
Total Buyout Savings	\$0
Other GMP Adjustments	\$0

Non-Bond Projects	
Total Design Contingency Deducts for August 2018	\$0
Total Construction Contingency Deducts for August 2018	\$0
Total Buyout Savings	\$0

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

Funding Source

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

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

Enclosed Documents

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

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

Presenters

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

The Facilities Committee recommended Board approval of the proposed Bond change orders for use of Cost of Work funds totaling \$7,967, design contingencies totaling \$57,628, and construction contingencies totaling \$13,898 for the 2013 Bond Construction Regional Center for Public Safety Excellence projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Bond change orders for use of Cost of Work funds totaling \$7,967, design contingencies totaling \$57,628, and construction contingencies totaling \$13,898 for the 2013 Bond Construction Regional Center for Public Safety Excellence projects as presented.

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

The Board of Trustees approves and authorizes the proposed Bond change orders for use of Cost of Work funds totaling \$7,967, design contingencies totaling \$57,628, and construction contingencies totaling \$13,898 for the 2013 Bond Construction Regional Center for Public Safety Excellence projects as presented.

Approval Recommended:

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

CURRENT CHANGE ORDERS FOR REVIEW
STC Meeting of August 14, 2018

Regional Center for Public Safety Excellence							
Building							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
18	CP 29 - Additional conduit for supplemental information No. 11 (from classroom to computer lab change)				(\$1,572)		
19	CP 33: Sanitary Sewer City Tap Fee/Knox Box			(\$2,366)			
20	CP 34: Steel Roof Ladder Modifications			(\$1,344)			
21	CP 35: Window (darkening/window treatment) at simulator rooms/electrical quad boxes				(\$3,435)		
22	CP 36: Add one chiller water pump w/concrete house keeping pad and required electrical			(\$38,864)			
23	CP 37: Insulating of fire line backflow/fire line/riser room pipes/painting bollards and dumpster walls			(\$4,442)			
24	CP 38: Fire sprinkler reroute at room 1.001/room 1.113C ceiling & fire sprinkler/drywall work at accordion partitions			(\$2,880)			
25	CP 19: folding partitions structural steel details/steel lintel			(\$5,459)			
26	Cost of Work Buy-out return savings transfer to cover contingency overage		(\$4,616)	\$4,616			
	<i>Total</i>	\$0	(\$4,616)	(\$50,739)	(\$5,007)	\$0	

Regional Center for Public Safety Excellence							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
9	CP 29 - Additional conduit for supplemental information No. 11 (from classroom to computer lab change)				VOID		
10	CP 31: Sidewalk/Flag Pole Installation				(\$7,475)		
11	CP 32: Monument Sign Electrical				(\$4,416)		
12	CP 39: Tex-Air (additional hoisting cost of chiller to mechanical courtyard)			(\$2,107)			
13	CP 40: Credit for (10,000 CY common fill dirt purchased from STC)				\$7,500		
14	CP 43: Chain link fence change in LF with gates per ASI No. 7			(\$8,133)			
15	cost of work Buy-out return savings transfer to cover contingency overage		(\$3,351)	\$3,351			
16	CP 30: 42' Flag Pole				(\$4,500)		
	<i>Total</i>	\$0	(\$3,351)	(\$6,889)	(\$8,891)	\$0	

Bond Projects							
Total General Conditions for this month							
Total Cost of Work for this month			(\$7,967)				
Total Design Contingency for this month				(\$57,628)			
Total Owner Contingency for this month					(\$13,898)		
Total Buyout Savings							
Other GMP Adjustments							

Legend:
 CC - Contractor Coordination
 DOC - Document Coordination
 CM - Contractor Omission
 U - Unforeseen Condition
 AA - Allowance Adjustment
 DD - Design Development
 DM - Deferred Maintenance
 OC - Owner Scope Change
 BOS - Buyout Savings



CHANGE ORDER

NUMBER: 18

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

CP 29: Additional conduit for supplemental information No.11 (1,572)

Sub Total (1,572)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	89,889
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(17,167)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	72,722
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(1,572)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>71,150</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 19

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 33: Sanitary Sewer City Tap Fee/Knox Box (2,366.00)

Sub Total (2,366.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(17,576.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	50,739.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(2,366.00)</u>
REMAINING DESIGN CONTINGENCY	<u>48,373.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 20

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 34: Steel Roof ladder modifications (1,344.00)

Sub Total (1,344.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(19,942.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	48,373.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(1,344.00)</u>
REMAINING DESIGN CONTINGENCY	<u>47,029.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 21

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	Owner's Construction Contingency:	
	CP 35: Window (darkenin/window treatment) at simulator rooms/electrical quad boxes	(3,435)
	Sub Total	(3,435)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	89,889
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(18,739)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	71,150
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(3,435)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	67,715

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 22

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
 CP 36: Add one chiller water pump w/concrete house keeping pad and required electrical (38,864.00)

Sub Total (38,864.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(21,286.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	47,029.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(38,864.00)</u>
REMAINING DESIGN CONTINGENCY	<u>8,165.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 23

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 37: Insulating of fire line backflow/fire line/riser room pipes/painting bollards and dumpster walls (4,442.00)

Sub Total (4,442.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(60,150.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	8,165.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(4,442.00)</u>
REMAINING DESIGN CONTINGENCY	<u>3,723.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 24

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
 CP 38: Fire sprinkler reroute at rm 1.001/rm 1.113C ceiling & fire sprinkler/drywall work at accordian partion (2,880.00)

Sub Total (2,880.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(64,592.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	3,723.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(2,880.00)</u>
REMAINING DESIGN CONTINGENCY	<u>843.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 25

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 19: Folding partitions structural steel details/steel lintel (5,459.00)

Sub Total (5,459.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(67,472.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	843.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(5,459.00)</u>
REMAINING DESIGN CONTINGENCY	<u>(4,616.00)</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 26

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Cost of Work Buy-out return savings transfer to cover contingency overage 4,616.00

Sub Total 4,616.00

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(72,931.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	<u>(4,616.00)</u>
DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	<u>4,616.00</u>
REMAINING DESIGN CONTINGENCY	-

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

CHANGE ORDER

NUMBER: 9-VOID

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	CP 29: Additional Conduit for supplemental information No.#11	(1,572)
	VOID	
	Sub Total	(1,572)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(14,590)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	23,167
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>23,167</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>23,167</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Dannenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 10

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

CP 31: Sidewalk/Flag Pole Installation	(7,475)
Sub Total	(7,475)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(14,590)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	23,167
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(7,475)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	15,692

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Dannenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 11

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

CP 32: Monument Sign Electrical	<u>(4,416)</u>
Sub Total	<u>(4,416)</u>

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(22,065)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	15,692
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(4,416)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>11,276</u>

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Dannenbaum Engineering Company Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 12

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 39: Tex-Air (additional hoisting cost of chiller to mehcnical courtyard) (2,107.00)

Sub Total (2,107.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(21,807.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	6,889.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(2,107.00)</u>
REMAINING DESIGN CONTINGENCY	<u>4,782.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Dannenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 13

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	CP 40: Credit for (10,000 CY common fill dirt purchased from STC)	7,500
	Sub Total	<u>7,500</u>

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(26,481)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	11,276
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	<u>7,500</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>18,776</u>

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Dannenbaum Engineering Company Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 14

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 43: Chain link fence change in LF with gates per ASI no. 7 (8,133.00)

Sub Total (8,133.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(23,914.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	4,782.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(8,133.00)</u>
REMAINING DESIGN CONTINGENCY	<u>(3,351.00)</u>

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Dannenbaum Engineering Company Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 15

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Cost of Work Buy-out return savings transfer to cover contingency overage 3,351.00

Sub Total 3,351.00

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(32,047.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	<u>(3,351.00)</u>
DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION	<u>3,351.00</u>
REMAINING DESIGN CONTINGENCY	-

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
Dannenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 16

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

CP 30: 42' Flag Pole	(4,500)
Sub Total	(4,500)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(18,981)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	18,776
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(4,500)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	14,276

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: Dannenbaum Engineering Company Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____

Design Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
PECAN CAMPUS				
North Academic Building	\$ 104,000	\$ (104,000)	\$ -	\$ -
South Academic Building	\$ 66,500	\$ (66,500)	\$ -	\$ -
STEM Building	\$ 104,000	\$ (104,000)	\$ -	\$ -
Student Union Bldg.	\$ 70,000	\$ (70,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 110,000	\$ (110,000)	\$ -	\$ -
Parking and Site Improvement	\$ 25,000	\$ (25,000)	\$ -	\$ -
Total:	\$ 479,500.00	\$ (479,500.00)	\$ -	\$ -
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 172,600	\$ (172,600)	\$ -	\$ -
Thermal Plant Expansion Bond	\$ 217	\$ (217)	\$ -	\$ -
Parking & Site Improvements	\$ 23,000	\$ (23,000)	\$ -	\$ -
Total:	\$ 195,817.00	\$ (195,817.00)	\$ -	\$ -
TECHNOLOGY CAMPUS				
Building Renovation	\$ 99,857	\$ (99,857)	\$ -	\$ -
Parking & Site Improvements	\$ 21,497	\$ (21,497)	\$ -	\$ -
Total:	\$ 121,354.00	\$ (121,354.00)	\$ -	\$ -
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 193,219	\$ (193,219)	\$ -	\$ -
Library Expansion	\$ 32,955	\$ (32,955)	\$ -	\$ -
Student Services Building	\$ 51,049	\$ (51,049)	\$ -	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ (20,457)	\$ -	\$ 11,274
Total:	\$ 370,501.00	\$ (359,227.00)	\$ -	\$ 11,274.00
STARR COUNTY CAMPUS				
Health Professions & Science Bldg.	\$ 96,000	\$ (96,000)	\$ -	\$ -
New Library	\$ 37,000	\$ (37,000)	\$ -	\$ -
Student Services Building	\$ 13,000	\$ (13,000)	\$ -	\$ -
Student Activities Building	\$ 14,000	\$ (14,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 39,000	\$ (39,000)	\$ -	\$ -
Parking & Site Improvements	\$ 37,700	\$ (37,700)	\$ -	\$ -
Total:	\$ 236,700.00	\$ (236,700.00)	\$ -	\$ -
REGIONAL CENTER CAMPUS				
New Building	\$ 68,315	\$ (17,576)	\$ (50,739)	\$ -
Parking and Site	\$ 28,696	\$ (21,807)	\$ (6,889)	\$ -
Total:	\$ 97,011.00	\$ (39,383.00)	\$ (57,628.00)	\$ -
LA JOYA TEACHING SITE - CSP				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
Totals:	\$ 1,500,883.00	\$ 1,431,981.00	\$ 57,628.00	\$ 11,274.00

Owners Construction Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
PECAN CAMPUS				
North Academic Building	\$ 162,000	\$ (162,000)	\$ -	\$ -
South Academic Building	\$ 98,355	\$ (98,355)	\$ -	\$ -
STEM Building	\$ 153,990	\$ (153,990)	\$ -	\$ -
Student Union Bldg.	\$ 100,000	\$ (100,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 50,000	\$ (50,000)	\$ -	\$ -
Parking and Site Improvement	\$ 38,900	\$ (38,900)	\$ -	\$ -
Total:	\$ 603,245.00	\$ (603,245.00)	\$ -	\$ -
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 178,900	\$ (178,900)	\$ -	\$ -
Thermal Plant Expansion Bond	\$ 3,420	\$ (3,420)	\$ -	\$ -
Parking & Site Improvements	\$ 34,207	\$ (34,207)	\$ -	\$ -
Total:	\$ 216,527.00	\$ (216,527.00)	\$ -	\$ -
TECHNOLOGY CAMPUS				
Building Renovation	\$ 151,180	\$ (151,180)	\$ -	\$ -
Parking & Site Improvements	\$ 33,640	\$ (33,640)	\$ -	\$ -
Total:	\$ 184,820.00	\$ (184,820.00)	\$ -	\$ -
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 193,219	\$ (193,219)	\$ -	\$ -
Library Expansion	\$ 32,955	\$ (32,955)	\$ -	\$ -
Student Services Building	\$ 51,049	\$ (51,049)	\$ -	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ 40,594	\$ -	\$ 72,325
Total:	\$ 370,501.00	\$ (298,176.00)	\$ -	\$ 72,325.00
STARR COUNTY CAMPUS				
Health Professions & Science Bldg.	\$ 143,000	\$ (143,000)	\$ -	\$ -
New Library	\$ 55,500	\$ (55,500)	\$ -	\$ -
Student Services Building	\$ 19,500	\$ (19,500)	\$ -	\$ -
Student Activities Building	\$ 21,000	\$ (21,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 58,000	\$ (58,000)	\$ -	\$ -
Parking & Site Improvements	\$ 52,950	\$ (52,950)	\$ -	\$ -
Total:	\$ 349,950.00	\$ (349,950.00)	\$ -	\$ -
REGIONAL CENTER CAMPUS				
Building	\$ 89,889	\$ (17,167)	\$ (5,007)	\$ 67,715
Parking and Site	\$ 37,757	\$ (14,590)	\$ (8,891)	\$ 14,276
Total:	\$ 127,645.53	\$ (31,756.77)	\$ (13,898.00)	\$ 81,990.76
LA JOYA TEACHING SITE				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
Totals:	\$ 1,852,688.53	\$ 1,684,474.77	\$ 13,898.00	\$ 154,315.76

Buyout Savings and GMP Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Board Approved GMP:	Change Orders		Adjusted GMP:
		Approved As of 7/24/2018	Pending Approval For 8/28/2018	
PECAN CAMPUS				
North Academic Building	\$ 10,951,000	\$ (1,104,260)	\$ -	\$ 9,846,740
South Academic Building	\$ 6,657,834	\$ (148,654)	\$ -	\$ 6,509,180
STEM Building	\$ 10,417,059	\$ 351,744	\$ -	\$ 10,768,803
Student Union Bldg.	\$ 6,888,179	\$ (198,486)	\$ -	\$ 6,689,693
Thermal Plant Expansion	\$ 4,194,000	\$ (61,591)	\$ -	\$ 4,132,409
Parking and Site Improvement	\$ 2,618,800	\$ (21,326)	\$ -	\$ 2,597,474
Total:	\$ 41,726,872.00	\$ (1,182,573.00)	\$ -	\$ 40,544,299.00
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 17,009,860	\$ (972,772)	\$ -	\$ 16,037,088
Thermal Plant Expansion Bond	\$ 230,788	\$ (3,637)	\$ -	\$ 227,151
Parking & Site Improvements	\$ 2,205,963	\$ (64,523)	\$ -	\$ 2,141,440
Total:	\$ 19,446,611.00	\$ (1,040,932.19)	\$ -	\$ 18,405,678.81
TECHNOLOGY CAMPUS				
Building Renovation	\$ 10,533,587	\$ (1,875,158)	\$ -	\$ 8,658,429
Parking & Site Improvements	\$ 1,985,820	\$ (436,410)	\$ -	\$ 1,549,410
Total:	\$ 12,519,407.00	\$ (2,311,568.00)	\$ -	\$ 10,207,839.00
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 14,453,387	\$ (18,681)	\$ -	\$ 14,434,706
Library Expansion	\$ 2,462,776	\$ 311,481	\$ -	\$ 2,774,257
Student Services Building	\$ 3,850,923	\$ (6,217)	\$ -	\$ 3,844,706
Thermal Plant Expansion	\$ 3,787,322	\$ (95,835)	\$ -	\$ 3,691,487
Parking & Site Improvements	\$ 2,479,153	\$ (109,376)	\$ -	\$ 2,369,777
Total:	\$ 27,033,561.00	\$ 81,372.00	\$ -	\$ 27,114,933.00
STARR COUNTY CAMPUS				
Health Professions & Science	\$ 9,521,000	\$ (257,489)	\$ -	\$ 9,263,511
New Library	\$ 3,700,000	\$ (392,955)	\$ -	\$ 3,307,045
Student Services Building	\$ 1,320,000	\$ (145,841)	\$ -	\$ 1,174,159
Student Activities Building	\$ 1,365,000	\$ (216,314)	\$ -	\$ 1,148,686
Thermal Plant Expansion	\$ 3,911,000	\$ (588,016)	\$ -	\$ 3,322,984
Parking & Site Improvements	\$ 3,496,950	\$ (297,031)	\$ -	\$ 3,199,919
Total:	\$ 23,313,950.00	\$ (1,897,646.00)	\$ -	\$ 21,416,304.00
REGIONAL CENTER CAMPUS				
Building	\$ 3,326,426	\$ -	\$ -	\$ 3,326,426
Parking and Site	\$ 1,887,866	\$ 129,430	\$ -	\$ 2,017,296
Total:	\$ 5,214,292.00	\$ 129,430.00	\$ -	\$ 5,343,722.00
LA JOYA TEACHING SITE - CSP				
Lab Improvements	\$ 1,163,000	\$ 2,650	\$ -	\$ 1,165,650
Total:	\$ 1,163,000.00	\$ 2,650.00	\$ -	\$ 1,165,650.00

2013 Bond Program	Board Approved GMP:	Change Orders		Adjusted GMP:
		Approved As of 7/24/2018	Pending Approval For 8/28/2018	
Totals:	\$ 130,417,693.00	\$ (6,219,267.19)	\$ -	\$ 124,198,425.81

Regional Center for Public Safety Excellence - Building Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$3,965,432	\$68,315	\$89,889	\$3,326,426	Bd. App. Date
1	Buy-out savings of \$110,000 to purchase a new 150-ton chiller (no added cost to contingency or GMP)					
2	Chilled water pipe change from sch 40 steel pre-insulated to C-900 DR 18 w/insulation			\$3,562		4/24/2018
3	Plumbing changes per ASI 3			(\$1,515)		4/24/2018
4	Additional outlets as per ASI 5			(\$1,787)		4/24/2018
5	Additional conduit to monitor fire line backflow preventer near FDC		(\$919)			4/24/2018
6	Structural steel framing plate lintel		(\$1,263)			4/24/2018
7	Exterior metal framing control joint		(\$1,842)			4/24/2018
8	20 ga. 'Z' Metal clips from 1.5" to 2"		(\$1,900)			4/24/2018
9	Automatic door operator at pair of doors 1.100			(\$4,785)		4/24/2018
10	CP #13 - AVIT SI #3 - Credit of \$2,030		\$2,030			5/29/2018
11	CP #18 - Additional Flashing		(\$5,710)			5/29/2018
12	CP #20 - Additional Metal Framing at Multipurpose Room to conceal Fire Sprinkle Line		(\$2,424)			5/29/2018
13	CP #21 - Additional Blocking		(\$3,691)			5/29/2018
14	CP #22 - AVIT SI #9 - Classroom 1.304 modified to be a Lab			(\$12,642)		5/29/2018
15	CP 24: Excel Applicators (additional grid wire for future speaker support)		(\$309)			6/20/2018
16	CP 25: Additional Metal Studs with deep track leg		(\$726)			6/20/2018
17	CP 26: Additional Power outlets		(\$822)			6/20/2018
Total Expenditures approved to Date		\$0	(\$17,576)	(\$17,167)	\$0	
Balance Remaining		\$3,965,432	\$50,739	\$72,722	\$3,326,426	
Change Proposal's Pending This Review Period						
18	CP 29 - Additional conduit for supplemental information No. 11 (from classroom to computer lab change)			(\$1,572)		
19	CP 33: Sanitary Sewer City Tap Fee/Knox Box		(\$2,366)			
20	CP 34: Steel Roof Ladder Modifications		(\$1,344)			
21	CP 35: Window (darkening/window treatment) at simulator rooms/electrical quad boxes			(\$3,435)		
22	CP 36: Add one chiller water pump w/concrete house keeping pad and required electrical		(\$38,864)			
23	CP 37: Insulating of fire line backflow/fire line/riser room pipes/painting bollards and dumpster walls		(\$4,442)			
24	CP 38: Fire sprinkler reroute at room 1.001/room 1.113C ceiling & fire sprinkler/drywall work at accordion partitions		(\$2,880)			
25	CP 19: folding partitions structural steel details/steel lintel		(\$5,459)			
26	Cost of Work Buy-out return savings transfer to cover contingency overage	(\$4,616)	\$4,616			
Total Expenditures this reporting period		(\$4,616)	(\$50,739)	(\$5,007)	\$0	

Regional Center for Public Safety Excellence - Parking and Site Impro.

Change Order Log

APPROVED CHANGE ORDERS TO DATE		Contract Amount				
		Cost of Work	Design	Owner/Cons.	GMP Adjust.	Code /
co #	Change Order Description	\$1,665,664	\$28,696	\$37,757	\$1,887,866	Bd. App. Date
1	Metal 12" bore connection and eliminated existing 48" manhole. Additional 6" bollards per new civil sheet 30-c issued on 1/11/18		\$2,481			4/24/2018
2	Relocation of electrical primary/secondary transformer per revised civil sheet 24		(\$8,878)			4/24/2018
3	Remaining cost needed to pay for the base bid for Landscape and Irrigation over the original allowance				\$33,426	4/24/2018
4	Landscape and Irrigation Alternates No. 1, 2, and 3 with 90 day maintenance				\$77,070	4/24/2018
5	CP #14 - Storm Line Relocation due to Mech. Ct. Yd. Relocation			(\$13,313)		5/29/2018
6	CP #15 - Light Pole Base Modifications - \$18,934 as an increase to the GMP due to not enough funds in the design contingency to cover this amount				\$18,934	5/29/2018
7	CP #16 - Relocation of MVEC Power Pole			(\$1,277)		5/29/2018
8	CP #17 - Storm Drain Outfall Riprap		(\$15,410)			5/29/2018
9	CP 29 - Additional conduit for supplemental information No. 11 (from classroom to computer lab change)			VOID		6/20/2018
Total Expenditures approved to Date		\$0	(\$21,807)	(\$14,590)	\$129,430	
Balance Remaining		\$1,665,664	\$6,889	\$23,167	\$2,017,296	

Change Proposal's Pending This Review Period						
9	CP 29 - Additional conduit for supplemental information No. 11 (from classroom to computer lab change)			VOID		
10	CP 31: Sidewalk/Flag Pole Installation			(\$7,475)		
11	CP 32: Monument Sign Electrical			(\$4,416)		
12	CP 39: Tex-Air (additional hoisting cost of chiller to mechanical courtyard)		(\$2,107)			
13	CP 40: Credit for (10,000 CY common fill dirt purchased from STC)			\$7,500		
14	CP 43: Chain link fence change in LF with gates per ASI No. 7		(\$8,133)			
15	cost of work Buy-out return savings transfer to cover contingency overage	(\$3,351)	\$3,351			
16	CP 30: 42' Flag Pole			(\$4,500)		
Total Expenditures this reporting period		(\$3,351)	(\$6,889)	(\$8,891)	\$0	
Balance remaining after approved Current Change Orders		\$1,662,313	\$0	\$14,276	\$2,017,296	

Review and Action as Necessary on Final Completion and Release of Partial Retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Building

Approval of final completion and release of partial retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Building project is requested.

Project	Completion Recommended	Projected Date
2013 Bond Construction Regional Center for Public Safety Excellence Building Architect: PBK Architects Contractor: Noble Texas Builders	Final Completion Recommended	TBD

2013 Bond Construction Regional Center for Public Safety Excellence Building

It is recommended that final completion for this project with Noble Texas Builders be approved.

Broaddus & Associates (B&A) has noted pending items listed below will not be complete prior to the August 28, 2018 Board meeting due to them being work associated with unapproved change orders. B&A will identify and quantify the associated costs of the pending items and recommend the release of partial retainage, withholding a portion of the final payment pending verification of the punchlist items.

Release of Partial Retainage Pending Item

- Chiller Pump and Installation

Broaddus & Associates did not provide the Facilities Committee with a certificate of final completion or a recommended amount of partial retainage to withhold. On August 14, 2018, the Facilities Committee did not take action on this item, and asked that the missing information be provided to the Board of Trustees for action on August 28, 2018.

Broaddus & Associates has not provided the final costs or the final completion certificate and related documents at the time of the publication of the Board packet. Broaddus & Associates has clarified that the withholding amount from the final payment would be \$38,864, which would be withheld to cover the Change Order for the pending work.

Under a separate agenda item from approval of the release of checks, administration will request Board approval of the release of final payment, less \$38,864 in retainage to be withheld pending the completion of all remaining work. The amount of that retainage has yet to be determined.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of partial retainage for 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 final completion and release of partial retainage for 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 Final Completion and Release of Partial Retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

Approval of final completion and release of partial retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project is requested.

Project	Completion Recommended	Projected Date
2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements Engineer: Dannenbaum Engineering Contractor: Noble Texas Builders	Final Completion Recommended	TBD

2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

It is recommended that final completion for this project with Noble Texas Builders be approved.

B&A has noted pending items listed below will not be complete prior to the August 28, 2018 Board meeting due to them being work associated with unapproved change orders. B&A will identify and quantify the associated costs of the pending items and recommend the release of partial retainage, withholding a portion of the final payment pending verification of the punchlist items.

Release of Partial Retainage Pending Items

- Flag Pole Installation
- Gate Installation

B&A stated that they will provide the final costs for the project to the Facilities Committee meeting on August 14, 2018.

Broaddus & Associates did not provide the Facilities Committee with a certificate of final completion or a recommended amount of partial retainage to withhold. On August 14, 2018, the Facilities Committee did not take action on this item, and asked that the missing information be provided to the Board of Trustees for action on August 28, 2018.

Broaddus & Associates has not provided the final costs or the final completion certificate and related documents at the time of the publication of the Board packet. Broaddus & Associates has clarified that the withholding amount from the final payment would be \$29,403, which would be withheld to cover the costs of the pending work.

Under a separate agenda item from approval of the release of checks, administration will request Board approval of the release of final payment, less \$29,403 retainage to be

withheld pending the completion of all remaining work. The amount of that retainage has yet to be determined.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of partial retainage for 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 final completion and release of partial retainage for 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

Review and Action as Necessary on Final Completion for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements

Approval of final completion for the following 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project is requested.

Project	Completion Recommended	Projected Date
2013 Bond Construction Mid Valley Campus Parking and Site Improvements Engineer: Half Associates Contractor: Skanska Construction	Final Completion Recommended	August 28, 2018

2013 Bond Construction Mid Valley Campus Parking and Site Improvements

It is recommended that final completion for this project with Skanska Construction be approved.

The College had issued a demand letter to Skanska USA on June 25, 2018 to complete all items on the punchlist within thirty (30) days. At the time of publication of the Facilities Committee packet on August 10, 2018, Broaddus & Associates had provided documents that all items on the punchlist have been completed.

Skanska USA has provided responses to the demand letter. Skanska has stated that some items would require additional funds to complete the work. B&A has responded to their request and change orders will be provided to the Board for approval using available contingency funds.

At the August 14, 2018 Facilities Committee meeting, Broaddus & Associates and Skanska USA acknowledged that there was disagreement over the responsibility for completion of three specific items at the site:

- Swale grading/draining
- Irrigation system repairs
- Sidewalk repairs

Broaddus & Associates did not provide the Facilities Committee with a certificate of final completion or a recommended amount of final payment. On August 14, 2018, the Facilities Committee did not take action on this item, and asked that the missing information be provided to the Board of Trustees for action on August 28, 2018.

Broaddus & Associates has not provided the final completion certificate and related documents at the time of the publication of the Board packet.

Broaddus & Associates has been asked to deliver a recommendation to the Board of Trustees, including a recommended response to the request for final completion, and a recommended course of action to complete the pending site work.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the proposed final completion for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

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

The Board of Trustees approves and authorizes action as necessary regarding the proposed final completion for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project as presented.

Approval Recommended:

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

Review and Action as Necessary on Annual Facility Usage Agreements

Approval of the FY 2018 – 2019 annual facility usage agreements for use by the kinesiology program is requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction will be requested for FY 2018 – 2019.

Justification

Various locations are needed to accommodate the kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, weight training, etc.).

Background

Below is a list of facilities which are leased on an annual basis and used for various instructional purposes. The facilities will provide for Fitness Walking, Weight Training, Bowling, Golf, Basketball, Volleyball, Swimming, and Tennis courses in the Kinesiology Program for the fall 2018, spring 2019, and summer 2019. In FY 2017 - 2018 a total of 1866 students enrolled in kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$25,178.84 was spent on facility usage fees in FY 2017-2018. The following are facilities at which kinesiology courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palmview Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - City Park Tennis Courts
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McHi Tennis Courts
- Ultimate Fitness Center (Weslaco, TX)
- Mighty Joe's Gym (Weslaco, TX)
- Weslaco Fitness Center (Weslaco, TX)
- Harlon Block Park (Weslaco, TX)

Funding Source

Funds have been budgeted in the proposed FY 2018 - 2019 Kinesiology budget.

The Facilities Committee recommended Board approval of the annual facility usage agreements for use by the Kinesiology Program during the period beginning September 1, 2018 to August 31, 2019, at an estimated total cost of \$37,500 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the annual facility usage agreements for use by the Kinesiology Program during the period beginning September 1, 2018 to August 31, 2019, at an estimated total cost of \$37,500 as presented.

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

The Board of Trustees approves and authorizes the annual facility usage agreements for use by the Kinesiology Program during the period beginning September 1, 2018 to August 31, 2019, at an estimated total cost of \$37,500 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 committee.

CONSTRUCTION PROJECTS PROGRESS REPORT - August 10, 2018

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals		Construction Phase					Architect/Engineer	Contractor			
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%			50%	75%	95% Substantial Comp
Pecan Campus																			
15-1-R03	Pecan - Actor Brick Columns Repair & Replacement (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	N/A	
16-1-014	Pecan - Sand Volleyball Courts		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David		
16-1-R01	Pecan - Building A Sign Replacement (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Robert	Public Relations	National Signs
16-1-001	Pecan - Relocation of Information Booths to Athletic Fields		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	DBR Engineering	Noble Texas Builders
16-1-005	Pecan - Building A Production Studio Office Expansion		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Robert	M&O	
18	Pecan - Library Facility Assessment		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Rick	Godfrey Associates	
	Pecan - Relocation of Information Booths to Mid Valley		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	Zumigas Moving	
	Pecan - Building A Repurpose		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	M&O	
Pecan Plaza																			
15-1-003	Pecan Plaza - Emergency Generator and Wiring																Sam	DBR Engineering	McDonald Municipal and Industrial
18-1-008	Pecan Plaza - Building C 2601 Test Site Renovations		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	M&O	
Mid Valley Campus																			
16-2-R08	MV - Childcare Canopy Replacement (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam		TBD
16-2-003-009	MV - Resurfacing Parking Lot #3 (RR)																Sam		
16-2-008	MV - Child Development Center Covered Walkway		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	N/A	Alpha Building Corp.
	MV - Resurfacing Northwest Drive (RR)																Sam		
Technology Campus																			
16-2-011	TC - Ford Lab Exhaust System																Sam	TBD	TBD
15-2-R02	TC - Building D Exterior Metal Siding Repairs (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	N/A	Noble Texas Builders
15-2-R03	TC - Repair Concrete Floor Mechanical Room (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	CLH Engineering	TBD
15-2-R03	TC - Building B Concrete Floor Repairs (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	CLH Engineering	TBD
16-2-R13	TC - Building B Domestic Fire Sprinkler Lines (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	Halff Associates	TBD
16-2-011	TC - Update Furniture for labs A209		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Robert	N/A	N/A
Nursing and Allied Health Campus																			
	NAH - Student Success Center Retrofit																Sam	TBD	TBD
Starr County Campus																			
15-5-x65	Starr - Building E & J Crisis Mgt Center Generator																Sam	DBR Engineering	McDonald Municipal and Industrial
16-4-R18	Starr - Building F Site Grading & Sidewalk Replacement(RR)																Sam	Meiden and Hunt	5 Star Construction
District Wide Improvements																			
13-4-003	DW - Automatic Doors Phase III		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Robert	Ethos Engineering	TBD
14-4-013	DW - La Joya Monument Sign		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	N/A	Interface
14-4-R014	DW - Marker Boards Replacement (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	N/A	TBD
14-4-R015	DW - Irrigation System Controls Upgrade (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	M&O	TBD
15-4-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	M&O	TBD
	DW - Interior LED Lighting Ph I (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Rick	M&O	TBD
15-4-001	DW - Outdoor Furniture		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Sam	N/A	TBD
15-4-002	DW - Directional Signage		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	N/A	TBD
16-4-017	DW - Surveillance Cameras & Poles Campus Entrances		N/A	N/A	N/A	N/A	N/A	N/A	N/A								David	DPS	TBD
16-4-R19	DW - Walkway LED Lighting Upgrade Ph I (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Rick	M&O	TBD

Status of Non-Bond Construction Projects in Progress August 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%	December 2018	1. Construction Phase 2. Bidding in Progress	\$ 20,000.00	TBD	TBD	\$ -	TBD
Sand Volleyball Courts	20%	October 2018	1. Design Phase 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	\$ 19,475.00	\$ -
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	93%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	TBD	\$ 213,324.00	\$ 174,492.00	\$ 12,184.00
Building D Renovations	5%	August 2018	1. Design Phase 2. Design in Progress	\$ 18,000.00	TBD	TBD	\$ -	TBD
Building H Renovations	5%	August 2018	1. Design Phase 2. Design in Progress	\$ 60,000.00	TBD	TBD	\$ -	TBD
Pecan Campus Total				\$ 773,000.00	\$ 33,513.00	\$ 224,811.00	\$ 208,980.00	\$ 11,209.00
Mid Valley Campus Total								

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Childcare Canopy Replacement (RR)	75%	July 2018	1. Project Development 2. Design in Progress	\$ 3,000.00	TBD	TBD	\$ -	TBD
Covered Walkway for Bus Drop Off	75%	July 2018	1. Project Development 2. Design in Progress	\$ 5,000.00	TBD	TBD	\$ -	TBD
Child Development Center Covered Walkway	100%	March 2018	1. Construction Phase 2. Construction Complete	\$ 65,000.00	\$ 73,872.00	\$ 65,000.00	\$ 73,872.00	\$ -
Mid Valley Campus Total				\$ 73,000.00	\$ 73,872.00	\$ 65,000.00	\$ 73,872.00	\$ -

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%	October 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%	September 2018	1. Construction Phase 2. Bidding in Progress	\$ 30,000.00		\$ -	\$ -	\$ -
Building B Concrete Floor Repairs	50%	September 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	15%	September 2018	1. Construction Phase 2. Construction in Progress	\$ 900,000.00	\$ 638,935.00	\$ 261,065.00	\$ 5,586.00	\$ 633,349.00
Technology Campus Total				\$ 985,000.00	\$ 656,878.13	\$ 288,121.87	\$ 21,979.13	\$ 634,899.00
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	85%	September 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. Bidding 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%	August 2018	1. Construction Phase 2. Bidding in Progress	\$ 250,000.00	TBD	TBD	\$ -	TBD
Directional Signage Updates	25%	July 2018	1. Project Development 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Walkway LED Lighting Upgrade	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 35,000.00	TBD	TBD	\$ 10,687.50	TBD
FOCUS on Active Learning (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 30,000.00	\$ 676.90	\$ 29,323.10	\$ 676.90	\$ -
Interior Controls Upgrade (RR)	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 75,000.00	TBD	TBD	\$ -	TBD
Flooring Replacement Phase I (RR)	5%	July 2018	1. Construction Phase 2. Construction in Progress	\$ 500,000.00	TBD	TBD	\$ 22,323.23	TBD
Restroom Fixtures Replacement & Upgrade	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 25,000.00	\$ 4,047.68	\$ 20,952.32	\$ 4,047.68	\$ -

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Water Heater Replacement & Upgrade	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 20,000.00	\$ 13,372.47	\$ -	\$ 3,532.63	\$ 13,372.47
Door Access Controls Replacement (RR)	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 30,000.00	TBD	TBD	\$ -	TBD
HVAC Upgrades (RR)	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 100,000.00	\$ 13,372.47	\$ 86,627.53	\$ 21,464.85	\$ (8,092.38)
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	\$ 62,811.40	\$ 105,561.07	\$ 62,732.79	\$ 36,621.97
Non-Bond Construction Project Total				\$ 4,172,000.00	\$ 1,142,517.53	\$ 840,050.94	\$ 436,684.97	\$ 918,051.92
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 July 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.

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

2013 Bond Construction Program Projects with Release of Partial Retainage:

- Mid Valley Campus Parking & Site Improvements
- Regional Center for Public Safety Excellence Building
- Regional Center for Public Safety Excellence Parking & Site Improvements

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **July 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 reflecting any modified payment applications for the 2013 Bond Construction Program projects identified above, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of July 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 reflecting any modified payment applications for the 2013 Bond Construction Program projects identified above, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of July 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 July 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for July 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for July 2018
- D. Release of Construction Fund Checks for July 2018
- E. Quarterly Investment Report for July 2018
- F. Summary of Revenue for July 2018
- G. Summary of State Appropriations Income for July 2018
- H. Summary of Property Tax Income for July 2018
- I. Summary of Expenditures by Classification for July 2018
- J. Summary of Expenditures by Function for July 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for July 2018
- L. Summary of Grant Revenues and Expenditures, July 2018
- M. Summary of Bid Solicitations
- N. Check Register for July 2018

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.

Discussion and Action as Necessary on Trademark Infringement Claim by Center for Public Safety Excellence

South Texas College received a letter from an attorney representing the Center for Public Safety Excellence (CPSE), a national non-profit accreditation and certification entity primarily serving firefighters.

CPSE complained that the College's use of the name South Texas College Regional Center for Public Safety Excellence was an infringement upon their trademark.

Mr. Jesus Ramirez, Legal Counsel, will update the Board on this matter in executive session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes action as necessary.

Approval Recommended:

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



The Office of Academic Affairs hosted a **Superintendents Leadership Meeting** on August 13, 2018. Superintendents and Administrators from school districts throughout the Rio Grande Valley were in attendance. This year's meeting highlighted dual credit programs, the statewide Guided Pathways Project, the ongoing process towards accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP), and a review of the Memorandum of Understanding (MOU) between South Texas College and partnering school districts.

South Texas College hosted a number of community outreach events to provide information about the College's programs and opportunities. Promotional activities for all events included social media postings, press releases, posters, and flyer distribution at local businesses. Departments participating at each location included Academic Affairs, Bachelor Programs, Distance Learning, Continuing Education, Dual Credit Programs, Liberal Arts & Social Sciences Success Specialists, Advising, Admissions, Financial Aid, and College Connections. All events were very well attended. Areas included:

- **Starr County Campus – Dual Credit Information Session – July 27th**

Dual Credit Program Information Session provided to residents about the benefits and opportunity for students to earn an Associate's degree all while attending high school

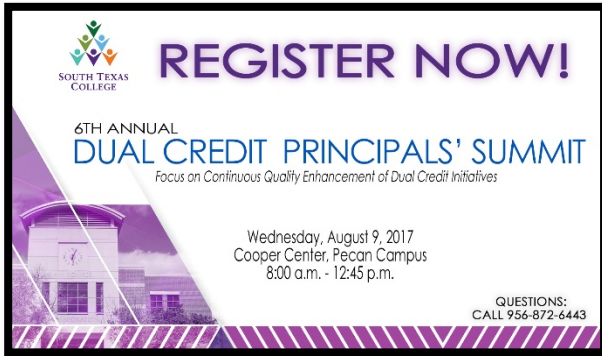
- **Higher Education Center at La Joya – August 7th**

Showcase Fall 2018 programs and courses and help local residents learn about the great opportunities and career paths available.

- **Delta Area Registration Round-Up – August 14th**

Hosted at the SAIL Center in Elsa, TX, residents of the Edcouch, Elsa, La Villa, Monte Alto, La Blanca and Hargill had the opportunity to learn more about the Fall 2018 courses to be offered in their area. Attendees had assistance with registering for classes, getting help with financial aid and more.





The 6th Annual **Dual Credit Principals' Summit** was held on August 9, 2018 at the Cooper Center. The summit is a yearly event that provides principals from participating dual credits schools an overview of the state of the dual credit program. Additional topics covered included:

- Partnership towards continuous improvement
- Dual2Degree Updates
- Utilization of Degree works for Student Success
- Career and Employer Services
- Dual Credit Faculty Professional Development Opportunities

Texas Workforce Commission Chairman and Commissioner representing the public, Andres Alcantar announced his retirement in July. Wanda Garza, Executive Officer of External Affairs traveled to Austin on July 31st to present Mr. Alcantar a small token from South Texas College for all his support for the College, especially for workforce education programs. Mr. Alcantar has been instrumental in the promotion of science, technology, engineering, and math (STEM) initiatives as necessary components for future workforce competitiveness.



As part of the community outreach effort, the Division of Math, Science, and Bachelor Programs hosted a Bachelor Programs Open House at the Pecan Campus Student Union on August 2nd. The open house provided an opportunity to showcase degrees offered and to help students learn more about our programs.

The bachelor's degrees currently offered are the Bachelor of Applied Technology in Computer & Information Technologies, Bachelor of Applied Technology in Medical & Health Services Management, Bachelor of Applied Technology in Technology Management, and Bachelor of Applied Science in Organizational Leadership.

The Student Activities and Support Services department held First Year Connection Orientations for new students the week of August 20th across Pecan, Technology, Mid Valley and Starr Campuses. The orientation provides all new students an introduction to the college to facilitate the transition between high school and college. During the orientations students learned about resources and services available and met college staff regarding campus life, tutoring, financial aid and more.



The Enrollment and Student Financial Services Department will continue to hold extended registration hours through this upcoming weekend to facilitate registration for Fall 2018. The Pecan, Starr County, and Mid-Valley Campuses will all be hosting extended registration hours.



In partnership with the Texas Workforce Commission Vocational Rehabilitation Pre-Employment Transition Services, South Texas College hosted a week-long camp to introduce students to the exciting world of robotics and automation. The FESTO Bionics Robotics Camp was held at the Technology Campus.



Engaging Students with Picklers

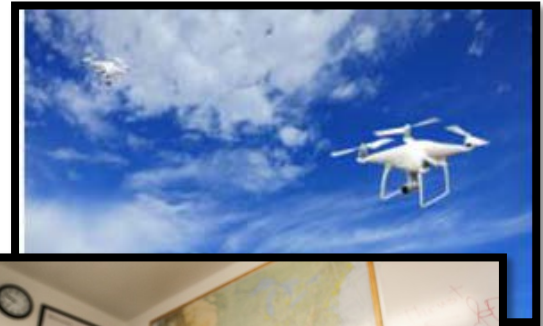
Workshop #88402
Wednesday, July 25th
10:30-11:30 am
Pecan G205



The Office of Professional and Organizational Development presented a Summer Tech Tidbit: Engaging Students with Picklers on July 25th. The workshop demonstrated how to use Picklers to generate instant feedback to faculty on student understanding of concepts.

The STC Technology Campus held two summer camps for students. The **Drone Piloting Camp** was held from August 6 -10th for students ages 13 -18. The twenty-hour camp taught students the fundamental of drone piloting and flying applications.

In collaboration with the McAllen Flight Academy, the Continuing Professional Workforce Education Department hosted its first **Summer Aviation Camp** to high school students. The four-day camp focused on fundamentals including aerodynamics, forces of flight, engine theory and instruments. The students also received time in flight simulators. Upon completion of the course, participants received a certificate from the Federal Aviation Administration (FAA) and a pilot wing lapel.



Writers In Literary Discussion presented several screenings of select films in Building D Auditorium in the Pecan Campus which included:

- *Nothing Scared*, a 1937 film starring Carole Lombard, on July 31st
- *His Girl*, a 1940 film starring Cary Grant and Rosalind Russell on July 24th
- *Charade*, a 1963 film starring Cary Grant and Audrey Hepburn on August 7th

The Academic Affairs Division hosted their **2018 Convocation** on Monday, August 20, 2018 at the Edinburg Conference Center at Renaissance. This event included a presentation on the State of Academic Affairs, an Awards Ceremony, and afternoon Division meetings.



The Distance Education Department held its 2018 Distance Learning Symposium, *Innovate to Educate* on Thursday, August 23, 2018. The half-day event is dedicated to fostering effective teaching and learning, best practices, and strategies in online learning and teaching. Attendees also have the opportunity to share ideas with peers who web-enhance and/or teach online. This year's keynote speaker was Whitney Kiglore. Ms. Kiglore is the co-founder and Chief Academic Officer at iDesign, a higher education service provider that partners with universities to design, develop, grow, and support high quality online and blended programs.



- Participated in the Search Committees for the Dean of Institutional Research, Effectiveness, and Strategic Planning and Dean for Dual Credit Programs and School District Partnerships.
- Participated in the conference call to discuss the Dual Credit A.D.N. Program Course Sequence. Conference call was to provide an update on the activities in preparation for the next cohort. Participants included Region One, P.S.J.A. ISD, and Doctors Hospital at Renaissance.
- Participated in an interview and photo shoot with The Monitor for article featuring the 25th Anniversary of South Texas College
- Participated in a phone interview with Steve Taylor from The Rio Grande Guardian to discuss the recent dual credit study, "Dual Credit and Success in College," conducted by the University of Texas System. Mr. Taylor published an excellent piece on South Texas College's role as a pioneer in dual programs.
- Met with Dr. Jose A. Gonzalez, Superintendent for McAllen ISD to discuss the disposal of property at Lincoln Middle School and the interest by the College for possible future development.
- Met with Dr. Rebecca De Leon, Interim Dean for Dual Credit Programs and School District Partnerships to attain a status and update on Dual Credit Programs
- Participated in the New Faculty Orientation on August 16, 2018 and presented Points of Pride to incoming Faculty to provide them an overview of the College's mission, vision, and values.
- Attended the Legislative Report Card Luncheon hosted by the RGV Hispanic Chamber of Commerce on August 16, 2018. The event was an opportunity to hear reports from local legislators and voice concerns over the main issues that affect the Rio Grande Valley.



- Met with Daniel Ramirez, Director of Public Relations and Marketing and Leslie Howland, Coordinator of Community Relations to discuss the Regional Center for Public Safety Excellence dedication ceremony event planning.
- Participated in conference call with Educate Texas and the Texas Association of Community Colleges regarding the American Institutes for Research (AIR) study on Dual Credit and its implications on community colleges and dual credit programs. The purpose of the call was to discuss:
 - An analysis of the AIR draft study on dual credit by Dr. Mike Villareal, Associate Professor at University of Texas San Antonio
 - Individual and aggregate response(s) to the AIR study, and any corresponding communication to the agency
 - The upcoming legislative hearings / briefing on dual credit
- Met with Wanda Garza, Executive Officer for External Affairs to discuss the agenda for the Regional Center for Public Safety Excellence Building Dedication Ceremony and the Regional Center for Public Safety Excellence Advisory Council Retreat event.
- Met with Mayor Ambrosio Hernandez, City of Pharr and Dr. Daniel King, PSJA Superintendent regarding the design and placement of a plaque honoring the City of Pharr and Pharr-San Juan- Alamo ISD's contributions to the establishment of the South Texas College Regional Center for Public Safety Excellence.
- Participated in the RGVision and Greater Mission Chamber of Commerce back-to-school mixer benefiting Teach for America. I was the guest of honor at this year's event. The event was very well attended.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the August 28, 2018 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.



- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from July 21 to August 24, 2018 included:
 - Enrollment Update for Fall 2018
 - Cabinet SWOT Session
 - Discussion of Need for Process Mapping of Advising for Traditional Dual Credit Students
 - Discussion of Status of VIDA's Request for Financial Support
 - Discussion of SACSCOC Orientation for 2021 Reaffirmation Class
 - Review and Discussion of Revisions to Mission Vision and Core Values
 - Review and Discussion of Policy 6326: Concealed Carry and Weapons on Campus
 - Review and Discussion of Vetting Process for Consultant Agreement
 - Discussion of IT Project Timelines
 - Review and Discussion of Current Human Resources Hiring Proposal Authorization Process in People Admin
 - Discussion of Position Turnovers During Fiscal Year 2017-2018
 - Review and Discussion of Texas Higher Education Coordinating Board Dual Credit Draft Report for Public Comment
 - Review and Discussion of Policy Management Program
 - Discussion of Board Committee Actions and Discussion
 - Discussion of Responses to Dual Credit Studies
 - Discussion of Critique of AIR Study of Dual Credit by Dr. Mike Villarreal
 - Review and Discussion of Cabinet SWOT Analysis
 - Discussion on Pecan Campus Library Consultant's Report
 - Review and Discussion of Enrollment Section Comparison Report
 - Continued Discussion of Proposed Policy Management Program
 - Review and Discussion of College Credit Initiative Agreement Between Department of Homeland Security, Federal Law Enforcement Training Center, and South Texas College
 - Review and Discussion of Identity Theft Prevention Program and Guidelines FTC Red Flags Rule
 - Review and Discussion of Cuyamaca College's Use of Multiple Measures and Co-Requisites for Placement in Developmental Math
 - Discussion of Status of Response to Coordinating Board Regarding AIR Dual Credit Study
 - Review and Discussion of SACSCOC Student Completion Indicators
 - Review and Discussion of Updated Mission, Vision, and Core Values Statement
 - Discussion of Proposed Revisions to Policy 4211: Nepotism
 - Discussion of Proposed Revisions to Policy 6326: Concealed Carry and Weapons on Campus
 - Review and Discussion of Social Media Strategies in Place for Recruitment and Public Relations
 - Demo on STC Updated News Website
 - Review and Discussion of Compliance with IRS 20-Point Checklist for Independent Contractors

Announcements

- A. Next Meetings:
- Tuesday, September 11, 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, September 25, 2018
 - 5:30 p.m. – Regular Board Meeting
- B. Other Announcements:
- The College will be closed on Monday, September 3, 2018 in observance of Labor Day
 - The College will be closed on Friday, September 21, 2018 for College Wide Professional and Organizational Development

*The following documents
were provided as
handouts at the meeting.*

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	\$ 12,745,841	\$ 2,097,269
South Academic Building	\$ 9,454,426	\$ 8,348,204	\$ 1,106,222
STEM	\$ 13,103,319	\$ 13,079,200	\$ 24,119
Student Activities / Cafeteria "Student Union"	\$ 8,828,254	\$ 8,496,047	\$ 332,207
Thermal Plant Expansion	\$ 5,542,049	\$ 5,320,468	\$ 221,581
Parking & Site Improvements	\$ 2,490,261	\$ 2,968,056	\$ (477,795)
Subtotal	\$ 54,261,419	\$ 50,957,816	\$ 3,303,603
Nursing & Allied Health Campus			
Expansion for Nursing & Allied Health	\$ 21,773,439	\$ 20,418,688	\$ 1,354,751
Thermal Plant Expansion - Non Bond	\$ 601,877	\$ 816,797	\$ (214,920)
Parking & Site Improvements	\$ 1,717,717	\$ 2,416,170	\$ (698,453)
Subtotal	\$ 24,093,033	\$ 23,651,655	\$ 441,378
Technology Campus			
Expansion for Technical & Workforce	\$ 14,864,990	\$ 11,293,909	\$ 3,571,081
Parking & Site Improvements	\$ 905,324	\$ 1,694,679	\$ (789,355)
Subtotal	\$ 15,770,314	\$ 12,988,587	\$ 2,781,727
Mid Valley Campus			
Health Professional & Science Bldg.	\$ 17,277,682	\$ 17,689,061	\$ (411,379)
Expansion for Technical & Workforce	\$ 151,868	\$ 151,868	\$ -
Library Expansion	\$ 2,288,968	\$ 3,580,535	\$ (1,291,567)
Student Services Bldg. Expansion	\$ 4,114,228	\$ 4,922,675	\$ (808,447)
Thermal Plant Expansion	\$ 5,042,398	\$ 5,029,830	\$ 12,568
Parking & Site Improvements	\$ 2,796,035	\$ 2,742,787	\$ 53,248
Subtotal	\$ 31,671,179	\$ 34,116,755	\$ (2,445,576)
Starr County Campus			
Health Professions	\$ 11,267,182	\$ 11,397,926	\$ (130,744)
Workforce	\$ 141,972	\$ 141,972	\$ -
Library Building	\$ 3,732,378	\$ 4,421,950	\$ (689,572)
Student Services	\$ 1,162,522	\$ 1,462,593	\$ (300,071)
Student Activities	\$ 1,166,402	\$ 1,486,257	\$ (319,855)
Thermal Plant Expansion	\$ 4,938,772	\$ 4,513,062	\$ 425,710
Parking & Site Improvements	\$ 1,397,789	\$ 3,549,451	\$ (2,151,662)
Subtotal	\$ 23,807,017	\$ 26,973,212	\$ (3,166,195)
Regional Center for Public Safety Excellence			
Building	\$ 3,655,134	\$ 4,224,989	\$ (569,855)
Parking & Site Improvements	\$ 319,337	\$ 2,250,922	\$ (1,931,585)
Subtotal	\$ 3,974,471	\$ 6,475,911	\$ (2,501,440)
STC La Joya Higher Education			
STEM labs & Welding Lab	\$ 1,436,000	\$ 1,698,438	\$ (262,438)
Subtotal	\$ 1,436,000	\$ 1,698,438	\$ (262,438)
Total	\$ 155,013,434	\$ 156,862,375	\$ (1,848,941)

2013 - Bond Program Shortfall Summary

Current Shortfall Less Contingency Balance	
August Shortfall	\$ (1,848,941)
Design Contingency Balance (August)	\$ -
Owner's Contingency Balance (August)	\$ -
Current Shortfall Less Contingency Balances	\$ (1,848,941)

Projected Savings	
Projected Miscellaneous Savings	\$ 451,543
Projected Savings Total	\$ 451,543

Shortfall With Projected Savings	
Current Shortfall Less Contingency Balances	\$ (1,848,941)
Projected Savings Total	\$ 451,543
	\$ (1,397,398)

Shortfall	
Shortfall With Projected Savings	\$ (1,397,398)

Design Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
PECAN CAMPUS				
North Academic Building	\$ 104,000	\$ (104,000)	\$ -	\$ -
South Academic Building	\$ 66,500	\$ (66,500)	\$ -	\$ -
STEM Building	\$ 104,000	\$ (104,000)	\$ -	\$ -
Student Union Bldg.	\$ 70,000	\$ (70,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 110,000	\$ (110,000)	\$ -	\$ -
Parking and Site Improvement	\$ 25,000	\$ (25,000)	\$ -	\$ -
Total:	\$ 479,500.00	\$ (479,500.00)	\$ -	\$ -
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 172,600	\$ (172,600)	\$ -	\$ -
Thermal Plant Expansion Bond	\$ 217	\$ (217)	\$ -	\$ -
Parking & Site Improvements	\$ 23,000	\$ (23,000)	\$ -	\$ -
Total:	\$ 195,817.00	\$ (195,817.00)	\$ -	\$ -
TECHNOLOGY CAMPUS				
Building Renovation	\$ 99,857	\$ (99,857)	\$ -	\$ -
Parking & Site Improvements	\$ 21,497	\$ (21,497)	\$ -	\$ -
Total:	\$ 121,354.00	\$ (121,354.00)	\$ -	\$ -
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 193,219	\$ (193,219)	\$ -	\$ -
Library Expansion	\$ 32,955	\$ (32,955)	\$ -	\$ -
Student Services Building	\$ 51,049	\$ (51,049)	\$ -	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ (20,457)	\$ (11,274)	\$ -
Total:	\$ 370,501.00	\$ (359,227.00)	\$ (11,274.00)	\$ -
STARR COUNTY CAMPUS				
Health Professions & Science Bldg.	\$ 96,000	\$ (96,000)	\$ -	\$ -
New Library	\$ 37,000	\$ (37,000)	\$ -	\$ -
Student Services Building	\$ 13,000	\$ (13,000)	\$ -	\$ -
Student Activities Building	\$ 14,000	\$ (14,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 39,000	\$ (39,000)	\$ -	\$ -
Parking & Site Improvements	\$ 37,700	\$ (37,700)	\$ -	\$ -
Total:	\$ 236,700.00	\$ (236,700.00)	\$ -	\$ -
REGIONAL CENTER CAMPUS				
New Building	\$ 68,315	\$ (17,576)	\$ (50,739)	\$ -
Parking and Site	\$ 28,696	\$ (21,807)	\$ (6,889)	\$ -
Total:	\$ 97,011.00	\$ (39,383.00)	\$ (57,628.00)	\$ -
LA JOYA TEACHING SITE - CSP				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Design Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
Totals:	\$ 1,500,883.00	\$ 1,431,981.00	\$ 68,902.00	\$ -

Owners Construction Contingency Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
PECAN CAMPUS				
North Academic Building	\$ 162,000	\$ (162,000)	\$ -	\$ -
South Academic Building	\$ 98,355	\$ (98,355)	\$ -	\$ -
STEM Building	\$ 153,990	\$ (153,990)	\$ -	\$ -
Student Union Bldg.	\$ 100,000	\$ (100,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 50,000	\$ (50,000)	\$ -	\$ -
Parking and Site Improvement	\$ 38,900	\$ (38,900)	\$ -	\$ -
Total:	\$ 603,245.00	\$ (603,245.00)	\$ -	\$ -
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 178,900	\$ (178,900)	\$ -	\$ -
Thermal Plant Expansion Bond	\$ 3,420	\$ (3,420)	\$ -	\$ -
Parking & Site Improvements	\$ 34,207	\$ (34,207)	\$ -	\$ -
Total:	\$ 216,527.00	\$ (216,527.00)	\$ -	\$ -
TECHNOLOGY CAMPUS				
Building Renovation	\$ 151,180	\$ (151,180)	\$ -	\$ -
Parking & Site Improvements	\$ 33,640	\$ (33,640)	\$ -	\$ -
Total:	\$ 184,820.00	\$ (184,820.00)	\$ -	\$ -
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 193,219	\$ (193,219)	\$ -	\$ -
Library Expansion	\$ 32,955	\$ (32,955)	\$ -	\$ -
Student Services Building	\$ 51,049	\$ (51,049)	\$ -	\$ -
Thermal Plant Expansion	\$ 61,547	\$ (61,547)	\$ -	\$ -
Parking & Site Improvements	\$ 31,731	\$ (2,766)	\$ (28,965)	\$ -
Total:	\$ 370,501.00	\$ (341,536.00)	\$ (28,965.00)	\$ -
STARR COUNTY CAMPUS				
Health Professions & Science Bldg.	\$ 143,000	\$ (143,000)	\$ -	\$ -
New Library	\$ 55,500	\$ (55,500)	\$ -	\$ -
Student Services Building	\$ 19,500	\$ (19,500)	\$ -	\$ -
Student Activities Building	\$ 21,000	\$ (21,000)	\$ -	\$ -
Thermal Plant Expansion	\$ 58,000	\$ (58,000)	\$ -	\$ -
Parking & Site Improvements	\$ 52,950	\$ (52,950)	\$ -	\$ -
Total:	\$ 349,950.00	\$ (349,950.00)	\$ -	\$ -
REGIONAL CENTER CAMPUS				
Building	\$ 89,889	\$ (17,167)	\$ (72,722)	\$ -
Parking and Site	\$ 37,757	\$ (14,590)	\$ (23,167)	\$ -
Total:	\$ 127,645.53	\$ (31,757.00)	\$ (95,889.00)	\$ -
LA JOYA TEACHING SITE				
Lab Improvements	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

2013 Bond Program	Owners Construction Contingency			
	GMP Agreement:	Approved As of 7/24/2018	Pending Approval For 8/28/2018	Available:
Totals:	\$ 1,852,688.53	\$ 1,727,835.00	\$ 124,854.00	\$ -

Buyout Savings and GMP Master Summary Sheet

Bond Funded Projects

2013 Bond Program	Board Approved GMP:	Change Orders		Adjusted GMP:
		Approved As of 7/24/2018	Pending Approval For 8/28/2018	
PEGAN CAMPUS				
North Academic Building	\$ 10,951,000	\$ (1,104,260)	\$ -	\$ 9,846,740
South Academic Building	\$ 6,657,834	\$ (148,654)	\$ -	\$ 6,509,180
STEM Building	\$ 10,417,059	\$ 351,744	\$ -	\$ 10,768,803
Student Union Bldg.	\$ 6,888,179	\$ (198,486)	\$ -	\$ 6,689,693
Thermal Plant Expansion	\$ 4,194,000	\$ (61,591)	\$ -	\$ 4,132,409
Parking and Site Improvement	\$ 2,618,800	\$ (21,326)	\$ -	\$ 2,597,474
Total:	\$ 41,726,872.00	\$ (1,182,573.00)	\$ -	\$ 40,544,299.00
NURSING & ALLIED HEALTH CAMPUS				
Nursing Allied Health - New Building	\$ 17,009,860	\$ (972,772)	\$ -	\$ 16,037,088
Thermal Plant Expansion Bond	\$ 230,788	\$ (3,637)	\$ -	\$ 227,151
Parking & Site Improvements	\$ 2,205,963	\$ (64,523)	\$ -	\$ 2,141,440
Total:	\$ 19,446,611.00	\$ (1,040,932.19)	\$ -	\$ 18,405,678.81
TECHNOLOGY CAMPUS				
Building Renovation	\$ 10,533,587	\$ (1,875,158)	\$ -	\$ 8,658,429
Parking & Site Improvements	\$ 1,985,820	\$ (436,410)	\$ -	\$ 1,549,410
Total:	\$ 12,519,407.00	\$ (2,311,568.00)	\$ -	\$ 10,207,839.00
MID VALLEY CAMPUS				
Health Professions and Science Bldg.	\$ 14,453,387	\$ (18,681)	\$ -	\$ 14,434,706
Library Expansion	\$ 2,462,776	\$ 311,481	\$ -	\$ 2,774,257
Student Services Building	\$ 3,850,923	\$ (6,217)	\$ -	\$ 3,844,706
Thermal Plant Expansion	\$ 3,787,322	\$ (95,835)	\$ -	\$ 3,691,487
Parking & Site Improvements	\$ 2,479,153	\$ (109,376)	\$ (2,081)	\$ 2,367,696
Total:	\$ 27,033,561.00	\$ 81,372.00	\$ (2,081.00)	\$ 27,112,852.00
STARR COUNTY CAMPUS				
Health Professions & Science	\$ 9,521,000	\$ (257,489)	\$ -	\$ 9,263,511
New Library	\$ 3,700,000	\$ (392,955)	\$ -	\$ 3,307,045
Student Services Building	\$ 1,320,000	\$ (145,841)	\$ -	\$ 1,174,159
Student Activities Building	\$ 1,365,000	\$ (216,314)	\$ -	\$ 1,148,686
Thermal Plant Expansion	\$ 3,911,000	\$ (588,016)	\$ -	\$ 3,322,984
Parking & Site Improvements	\$ 3,496,950	\$ (297,031)	\$ -	\$ 3,199,919
Total:	\$ 23,313,950.00	\$ (1,897,646.00)	\$ -	\$ 21,416,304.00
REGIONAL CENTER CAMPUS				
Building	\$ 3,326,426	\$ -	\$ (115,675)	\$ 3,210,751
Parking and Site	\$ 1,887,866	\$ 129,430	\$ (8,908)	\$ 2,008,388
Total:	\$ 5,214,292.00	\$ 129,430.00	\$ (124,583.22)	\$ 5,219,138.78
LA JOYA TEACHING SITE - CSP				
Lab Improvements	\$ 1,163,000	\$ 2,650	\$ -	\$ 1,165,650
Total:	\$ 1,163,000.00	\$ 2,650.00	\$ -	\$ 1,165,650.00

2013 Bond Program	Board Approved GMP:	Change Orders		Adjusted GMP:
		Approved As of 7/24/2018	Pending Approval For 8/28/2018	
Totals:	\$ 130,417,693.00	\$ (6,219,267.19)	\$ (126,664.22)	\$ 124,071,761.59

CURRENT CHANGE ORDERS FOR REVIEW

STC Meeting of August 28, 2018

Items highlighted in pink have been added - Items highlighted in yellow have been revised

Mid Valley Campus							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
10	Replace Damaged Sidewalk			(\$8,075)			
11	Repair Damaged Irrigation at Buildings A&B			(\$2,500)			
12	Repair Damaged Irrigation along Border Ave.			(\$699)			
13	Balance of expense to Repair Damaged Irrigation along Border Ave.				(\$1,801)		
14	Repair Damaged Irrigation around Detention Pond				(\$2,500)		
15	Existing Site Lighting Wiring Repair				(\$14,163)		
16	Library Entry Ramp Re-Design				(\$8,000)		
17	Clogged Sewer Line Warranty Call				(\$420)		
18	Savings Returned				(\$2,081)	(\$2,081)	
	<i>Total</i>	\$0	\$0	(\$11,274)	(\$28,965)	(\$2,081)	

Regional Center for Public Safety Excellence							
Building							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
18	CP 29 - Additional conduit for supplemental information No. 11 (from classroom to computer lab change)				(\$1,572)		
19	CP 33: Sanitary Sewer City Tap Fee/Knox Box			(\$2,366)			
20	CP 34: Steel Roof Ladder Modifications			(\$1,344)			
21	CP 35: Window (darkening/window treatment) at simulator rooms/electrical quad boxes				(\$3,435)		
22	CP 36: Add one chiller water pump w/concrete house keeping pad and required electrical			(\$38,864)			
23	CP 37: Insulating of fire line backflow/fire line/riser room pipes/painting bollards and dumpster walls			(\$4,442)			
24	CP 38: Fire sprinkler reroute at room 1.001/room 1.113C ceiling & fire sprinkler/drywall work at accordion partitions			(\$2,880)			
25	CP 19: folding partitions structural steel details/steel lintel			(\$5,459)			
26	Cost of Work Buy-out return savings transfer to cover contingency overage		(\$4,616)	\$4,616			
27	Cost of Work Savings Returned		(\$47,960)			(\$47,960)	
28	Returned unused Owner's Contingency				(\$67,715)	(\$67,715)	
	<i>Total</i>	\$0	(\$52,576)	(\$50,739)	(\$72,722)	(\$115,675)	

CURRENT CHANGE ORDERS FOR REVIEW

STC Meeting of August 28, 2018

Regional Center for Public Safety Excellence							
Parking & Site Improvements							
co.#	CHANGE ORDER DESCRIPTION	General Conditions	Cost of work	Design	Owner	GMP Adjust.	Code
9	CP 29 - Additional conduit for supplemental information No. 11 (from classroom to computer lab change)				VOID		
10	CP 31: Sidewalk/Flag Pole Installation				(\$7,475)		
11	CP 32: Monument Sign Electrical				(\$4,416)		
12	CP 39: Tex-Air (additional hoisting cost of chiller to mechanical courtyard)			(\$2,107)			
13	CP 40: Credit for (10,000 CY common fill dirt purchased from STC)			\$7,500			
14	CP 43: Chain link fence change in LF with gates per ASI No. 7			(\$8,133)			
15	cost of work Buy-out return savings transfer to cover contingency overage		VOID	VOID			
16	CP 30: 42' Flag Pole				(\$4,500)		
17	Building Up-lighting				(\$4,074)		
18	Cost of Work Return Savings		(\$2,057)			(\$2,057)	
19	Design Contingency Savings Returned			(\$4,149)		(\$4,149)	
20	Construction Contingency Savings Returned				(\$2,702)	(\$2,702)	
	<i>Total</i>	\$0	(\$2,057)	(\$6,889)	(\$23,167)	(\$8,908)	

Bond Projects							
Total General Conditions for this month							
Total Cost of Work for this month			(\$54,633)				
Total Design Contingency for this month				(\$68,902)			
Total Owner Contingency for this month					(\$124,854)		
Total Buyout Savings						(\$126,664)	
Other GMP Adjustments							



CHANGE ORDER

NUMBER: 10

PROJECT NAME: Mid Valley Campus
Site & Parking Improvements

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency:</u>	
	<u>Replace Damaged Sidewalk</u>	\$ (8,075)
		Sub Total \$ (8,075)

ATTACHMENTS: _____

ORIGINAL DESIGN CONTINGENCY	\$ 31,731
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (20,457)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 11,274
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	\$ (8,075)
REMAINING DESIGN CONTINGENCY	\$ 3,199

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ENGINEER APPROVED:

By: Halff & Associates Inc. Date: _____

CMR ACCEPTANCE:

By: Skanska USA Building, Inc. Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 11

PROJECT NAME: Mid Valley Campus
Site & Parking Improvements

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Repair damaged irrigation at Bldgs. A & B \$ (2,500)
Sub Total \$ (2,500)

ATTACHMENTS: _____

ORIGINAL DESIGN CONTINGENCY	\$ 31,731
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (28,532)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 3,199
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	\$ (2,500)
REMAINING DESIGN CONTINGENCY	\$ 699

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Half & Associates Inc.

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 12

PROJECT NAME: Mid Valley Campus
Site & Parking Improvements

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
Repair damaged irrigation along Border Ave.

	\$ (699)
Sub Total	\$ (699)

ATTACHMENTS: _____

ORIGINAL DESIGN CONTINGENCY	\$ 31,731
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	\$ (31,032)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 699
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	\$ (699)
REMAINING DESIGN CONTINGENCY	\$ -

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Half & Associates Inc.

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 13

PROJECT NAME: Mid Valley Campus
Parking and Site

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	Balance of expense to repair damaged irrigation along Border Ave.	\$ (1,801)
		Sub Total \$ (1,801)

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 31,731
OWNER'S CONSTRUCTION CONTINGENCY PRIOR TO THIS AUTHORIZATION	\$ (2,766)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 28,965
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (1,801)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ 27,164

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Halff & Associates Inc.

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 14

PROJECT NAME: Mid Valley Campus
Parking and Site

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	Repair damage irrigation around detention pond.	\$ (2,500)
	Sub Total	\$ (2,500)

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 31,731
OWNER'S CONSTRUCTION CONTINGENCY PRIOR TO THIS AUTHORIZATION	\$ (4,567)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 27,164
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$ (2,500)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$ 24,664

ODR RECOMMENDATION:	
By: _____ <i>Broaddus & Associates</i>	Date: _____

ENGINEER APPROVED:	
By: _____ <i>Halff & Associates Inc.</i>	Date: _____

CMR ACCEPTANCE:	
By: _____ <i>Skanska USA Building, Inc.</i>	Date: _____

OWNER ACCEPTANCE:	
By: _____ <i>South Texas College</i>	Date: _____



CHANGE ORDER

NUMBER: 15

PROJECT NAME: Mid Valley Campus
Parking and Site

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>		
	Existing site lighting wiring repair	\$	(14,163)
		Sub Total \$	(14,163)

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	31,731
OWNER'S CONSTRUCTION CONTINGENCY PRIOR TO THIS AUTHORIZATION	\$	(7,067)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	24,664
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(14,163)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	10,501

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Half & Associates Inc.

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 16

PROJECT NAME: Mid Valley Campus
Parking and Site

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>		
	Library entry ramp re-design	\$	(8,000)
		Sub Total \$	<u>(8,000)</u>

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	31,731
OWNER'S CONSTRUCTION CONTINGENCY PRIOR TO THIS AUTHORIZATION	\$	(21,230)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	10,501
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	<u>(8,000)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	2,501

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ENGINEER APPROVED:

By: Halff & Associates Inc. Date: _____

CMR ACCEPTANCE:

By: Skanska USA Building, Inc. Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 17

PROJECT NAME: Mid Valley Campus
Parking and Site

DATE: August 28, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.
18615 Tuscany Stone
San Antonio, TX 78258

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>		
	Clogged sewer line warranty call	\$	(420)
		Sub Total \$	(420)

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$	31,731
OWNER'S CONSTRUCTION CONTINGENCY PRIOR TO THIS AUTHORIZATION	\$	(29,230)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$	2,501
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	\$	(420)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	\$	2,081

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Halff & Associates Inc.

CMR ACCEPTANCE:

By: _____ Date: _____
Skanska USA Building, Inc.

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Mid Valley Campus – Parking and Site Change Order No.: 18

Project No.: N.A. Date: August 28, 2018

Location: 400 N. Border Ave. Weslaco, Texas 78596

This Change Order Impacts Part II Services

To: Skanska USA Building, Inc., Contractor for the above project;
 You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Source: Savings Return		
	Design Contingency Savings Return	0.00	
	Const. Contingency Savings Return	<u>2,081.00</u>	
	Total \$	\$2,081.00	0 Days

It is mutually agreed that the payment (credit) of Two Thousand Eighty-one Dollars
 (\$ 2,081.00) and 0 Days Time extension provided
 For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N.A.

For the above changes the sum of; Two Thousand Eighty-one Dollars
 _____, (\$ 2,081.00) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>2,479,153</u>)	Accepted:	
Previous Additions	(\$ <u>0.00</u>)		
Previous Deductions	(\$ <u>109,376</u>)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>2,369,777</u>)		Skanska USA Building Inc.
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>2,081</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>2,367,696</u>)		Broaddus & Associates
		By: _____	
Summary of Other Services Total:			Halff & Associates Inc
Part <u>I</u> Services Amount	(\$ <u>5,272</u>)	By: _____	
Part _____ Services Amount	(\$ <u>N.A.</u>)		South Texas College
Total Adjusted Contract	(\$ <u>2,372,968</u>)		

**BROADDUS
& ASSOCIATES**



CHANGE ORDER

NUMBER: 18

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	CP 29: Additional conduit for supplemental information No.11	(1,572)
	Sub Total	<u>(1,572)</u>

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	89,889
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(17,167)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	72,722
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(1,572)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>71,150</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 19

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 33: Sanitary Sewer City Tap Fee/Knox Box (2,366.00)

Sub Total (2,366.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(17,576.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	50,739.00
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	<u>(2,366.00)</u>
REMAINING DESIGN CONTINGENCY	<u>48,373.00</u>

ODR RECOMMENDATION:	
By: _____ <i>Broaddus & Associates</i>	Date: _____

ARCHITECT APPROVED:	
By: _____ <i>PBK, Architects</i>	Date: _____

CMR ACCEPTANCE:	
By: _____ <i>Noble Texas Builders</i>	Date: _____

OWNER ACCEPTANCE:	
By: _____ <i>South Texas College</i>	Date: _____



CHANGE ORDER

NUMBER: 20

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
 CP 34: Steel Roof ladder modifications (1,344.00)

Sub Total (1,344.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(19,942.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	48,373.00
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	<u>(1,344.00)</u>
REMAINING DESIGN CONTINGENCY	<u>47,029.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 21

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

CP 35: Window (darkenin/window treatment) at simulator rooms/electrical quad boxes	(3,435)
Sub Total	(3,435)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	89,889
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(18,739)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	71,150
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(3,435)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	67,715

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ARCHITECT APPROVED:

By: PBK Architects Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 22

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:

CP 36: Add one chiller water pump w/concrete house keeping pad and required electrical (38,864.00)

Sub Total (38,864.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(21,286.00)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	47,029.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(38,864.00)
REMAINING DESIGN CONTINGENCY	8,165.00

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 23

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency:</u>	
	CP 37: Insulating of fire line backflow/fire line/riser room pipes/painting bollards and dumpster walls	(4,442.00)
		Sub Total <u>(4,442.00)</u>
ATTACHMENTS:	<u>Subcontractor's quote and pricing breakdown.</u>	

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(60,150.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	8,165.00
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	<u>(4,442.00)</u>
REMAINING DESIGN CONTINGENCY	<u>3,723.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 24

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:

CP 38: Fire sprinkler reroute at rm 1.001/rm 1.113C ceiling & fire sprinkler/drywall work at accordion partion (2,880.00)

Sub Total (2,880.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(64,592.00)
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	3,723.00
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	(2,880.00)
REMAINING DESIGN CONTINGENCY	<u>843.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 25

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
CP 19: Folding partitions structural steel details/steel lintel (5,459.00)

Sub Total (5,459.00)

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(67,472.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	843.00
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	<u>(5,459.00)</u>
REMAINING DESIGN CONTINGENCY	<u>(4,616.00)</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 26

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 14, 2018

PROJECT NO.: _____

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency:</u>	
	Cost of Work Buy-out return savings transfer to cover contingency overage	4,616.00
		Sub Total <u>4,616.00</u>

ATTACHMENTS: Subcontractor's quote and pricing breakdown.

ORIGINAL DESIGN CONTINGENCY	68,315.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(72,931.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	(4,616.00)
DESIGN CONTINGENCY SUM WILL BE <i>INCREASED</i> BY THIS AUTHORIZATION	<u>4,616.00</u>
REMAINING DESIGN CONTINGENCY	-

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ARCHITECT APPROVED:

By: _____ Date: _____
PBK, Architects

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Regional Center for Public Safety Excellence – Building Change Order No.: 27

Project No.: _____ Date: August 28, 2018

Location: Pharr, Texas

This Change Order Impacts Part II Services

To: Noble Texas Builders, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Cost of Work Savings Return	47,960.22	
		Total \$	47,960.22

It is mutually agreed that the payment (credit) of Forty- Seven Thousand Nine Hundred Sixty Dollars with Twenty-Two Cents

(\$47,960.22) and Zero (0) day Time extension provided

For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N/A

For the above changes the sum of; Forty- Seven Thousand Nine Hundred Sixty Dollars with Twenty-Two Cents, (\$ 47,960.22) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>4,494,426</u>)	Accepted:	
Previous Additions	(\$ _____)		
Previous Deductions	(\$ _____)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>4,494,426</u>)		Noble Texas Builders
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>47,960.22</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>4,446,465.78</u>)		Broaddus & Associates
		By: _____	
			PBK Architects
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ <u>5,000</u>)	By: _____	
Part <u>II</u> Services Amount	(\$ <u>n.a.</u>)		South Texas College
Total Adjusted Contract	(\$ <u>4,451,465.78</u>)		



Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Regional Center for Public Safety Excellence – Building Change Order No.: 28

Project No.: _____ Date: August 28, 2018

Location: Pharr, Texas

This Change Order Impacts Part II Services

To: Noble Texas Builders, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Returned savings from unused Owner's Contingency	67,715	
Total \$		67,715	

It is mutually agreed that the payment (credit) of Sixty- Seven Thousand Seven Hundred Fifteen Dollars

(\$67,715.00) and Zero (0) day Time extension provided

For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N/A

For the above changes the sum of; Sixty- Seven Thousand Seven Hundred Fifteen Dollars, (\$ 67,715.00) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>4,494,426</u>)	Accepted:	
Previous Additions	(\$ _____)		
Previous Deductions	(\$ <u>47,960.22</u>)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>4,446,465.78</u>)		Noble Texas Builders
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>67,715</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>4,378,750.78</u>)		Broaddus & Associates
		By: _____	PBK Architects
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ <u>5,000</u>)	By: _____	
Part <u>II</u> Services Amount	(\$ <u>n.a.</u>)		South Texas College
Total Adjusted Contract	(\$ <u>4,383,750.78</u>)		





VOID

CHANGE ORDER

NUMBER: 9

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:
CP 29: Additional Conduit for supplemental information No.#11
VOID
Sub Total -

ATTACHMENTS:

Table with 2 columns: Description and Amount. Rows include ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY (37,757), OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION (14,590), OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION (23,167), OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION, and REMAINING OWNER'S CONSTRUCTION CONTINGENCY (23,167).

ODR RECOMMENDATION:
By: Broaddus & Associates
Date:

ENGINEER APPROVED:
By: Dannenbaum Engineering Company
Date:

CMR ACCEPTANCE:
By: Noble Texas Builders
Date:

OWNER ACCEPTANCE:
By: South Texas College
Date:



CHANGE ORDER

NUMBER: 10 Rev

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	CP 31: Sidewalk/Flag Pole Installation	(7,475)
	Sub Total	(7,475)

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(14,590)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	23,167
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(7,475)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>15,692</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Dammenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 11 Rev

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	CP 32: Monument Sign Electrical	(4,416)
	Sub Total	(4,416)

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	(22,065)
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	15,692
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	(4,416)
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	11,276

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ENGINEER APPROVED:

By: Dannenbaum Engineering Company Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____



CHANGE ORDER

NUMBER: 12 Rev

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency:</u>	
	CP 39: Tex-Air (additional hoisting cost of chiller to mechanical courtyard)	(2,107.00)
		Sub Total (2,107.00)

ATTACHMENTS: _____

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(21,807.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	6,889.00
DESIGN CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(2,107.00)</u>
REMAINING DESIGN CONTINGENCY	<u>4,782.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Dammenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 13 Rev

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Design Contingency:</u>	
	CP 40: Credit for (10,000 CY common fill dirt purchased from STC)	7,500.00
	Sub Total	<u>7,500.00</u>

ATTACHMENTS: _____

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(23,914.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	4,782.00
DESIGN CONTINGENCY SUM WILL BE <i>INCREASED</i> BY THIS AUTHORIZATION	<u>7,500.00</u>
REMAINING DESIGN CONTINGENCY	<u>12,282.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Dannenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 14 Rev

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:
 CP 43: Chain link fence change in LF with gates per ASI no. 7 (8,133.00)

Sub Total (8,133.00)

ATTACHMENTS: _____

ORIGINAL DESIGN CONTINGENCY	28,696.00
DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(16,414.00)</u>
DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	12,282.00
DESIGN CONTINGENCY SUM WILL BE <i>DECREASED</i> BY THIS AUTHORIZATION	<u>(8,133.00)</u>
REMAINING DESIGN CONTINGENCY	<u>4,149.00</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Dannenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



VOID

CHANGE ORDER

NUMBER: 15

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 S. Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE DESIGN CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Design Contingency:

Cost of Work Buy-out return savings transfer to cover contingency overage

VOID

Sub Total -

ATTACHMENTS:

Table with 2 columns: Description and Amount. Rows include ORIGINAL DESIGN CONTINGENCY (28,696.00), DESIGN CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION ((24,547.00)), DESIGN CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION (4,149.00), DESIGN CONTINGENCY SUM WILL BE INCREASED BY THIS AUTHORIZATION (-), and REMAINING DESIGN CONTINGENCY (4,149.00).

ODR RECOMMENDATION: By: Broaddus & Associates Date:

ENGINEER APPROVED: By: Dannenbaum Engineering Company Date:

CMR ACCEPTANCE: By: Noble Texas Builders Date:

OWNER ACCEPTANCE: By: South Texas College Date:



CHANGE ORDER

NUMBER: 16

PROJECT NAME: STC Regional Center for
Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	CP 30: 42' Flag Pole	(4,500)
	Sub Total	(4,500)

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(26,481)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	11,276
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(4,500)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>6,776</u>

ODR RECOMMENDATION:

By: _____ Date: _____
Broaddus & Associates

ENGINEER APPROVED:

By: _____ Date: _____
Dammenbaum Engineering Company

CMR ACCEPTANCE:

By: _____ Date: _____
Noble Texas Builders

OWNER ACCEPTANCE:

By: _____ Date: _____
South Texas College



CHANGE ORDER

NUMBER: 17

PROJECT NAME: STC Regional Center for Public Safety Excellence

DATE: August 28, 2018

PROJECT NO.: Parking and Site

To: Noble Texas Builders
435 South Texas Blvd.
Weslaco, Texas 78596

YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:

SCOPE OF WORK: Owner's Construction Contingency:

<u>Bldg. Up-lighting</u>	<u>(4,074)</u>
<u>Sub Total</u>	<u>(4,074)</u>

ATTACHMENTS: _____

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	37,757
OWNER'S CONSTRUCTION CONTINGENCY EXPENDITURE PRIOR TO THIS AUTHORIZATION	<u>(30,981)</u>
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	6,776
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE DECREASED BY THIS AUTHORIZATION	<u>(4,074)</u>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>2,702</u>

ODR RECOMMENDATION:

By: Broaddus & Associates Date: _____

ENGINEER APPROVED:

By: Dammenbaum Engineering Company Date: _____

CMR ACCEPTANCE:

By: Noble Texas Builders Date: _____

OWNER ACCEPTANCE:

By: South Texas College Date: _____

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Regional Center for Public Safety Excellence – Parking and Site Change Order No.: 18

Project No.: _____ Date: August 28, 2018

Location: Pharr, Texas

This Change Order Impacts Part II Services

To: Noble Texas Builders, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Cost of Work Savings Return	2,057.00	
Total \$		2,057.00	

It is mutually agreed that the payment (credit) of Two Thousand Fifty-Seven Dollars

(\$2,057.00) and Zero (0) day Time extension provided
For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N/A

For the above changes the sum of; Two Thousand Fifty-Seven Dollars
(\$ 2,057.00) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>1,887,866</u>)	Accepted:	
Previous Additions	(\$ <u>129,430</u>)		
Previous Deductions	(\$ _____)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>2,017,296</u>)		Noble Texas Builders
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>2,057.00</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>2,015,239</u>)		Broaddus & Associates
		By: _____	Dannenbaum Engineering
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ <u>5,000</u>)	By: _____	
Part <u>II</u> Services Amount	(\$ <u>n.a.</u>)		South Texas College
Total Adjusted Contract	(\$ <u>2,020,239</u>)		



Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Regional Center for Public Safety Excellence – Parking and Site Change Order No.: 19

Project No.: _____ Date: August 28, 2018

Location: Pharr, Texas

This Change Order Impacts Part II Services

To: Noble Texas Builders, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Design Contingency Savings Return	4,149.00	
Total \$		4,149.00	

It is mutually agreed that the payment (credit) of Four Thousand One Hundred Forty-Nine Dollars

(\$4,149.00) and Zero (0) day Time extension provided

For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N/A

For the above changes the sum of; Four Thousand One Hundred Forty-Nine Dollars
(\$ 4,149.00) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>1,887,866</u>)	Accepted:	
Previous Additions	(\$ <u>129,430</u>)		
Previous Deductions	(\$ <u>2,057</u>)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>2,015,239</u>)		Noble Texas Builders
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>4,149</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>2,011,090</u>)		Broaddus & Associates
		By: _____	
Summary of Other Services Total:			Dannenbaum Engineering
Part <u>I</u> Services Amount	(\$ <u>5,000</u>)	By: _____	
Part <u>II</u> Services Amount	(\$ <u>n.a.</u>)		South Texas College
Total Adjusted Contract	(\$ <u>2,016,090</u>)		

**BROADDUS
& ASSOCIATES**

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: Regional Center for Public Safety Excellence – Parking and Site Change Order No.: 20

Project No.: _____ Date: August 28, 2018

Location: Pharr, Texas

This Change Order Impacts Part II Services

To: Noble Texas Builders, Contractor for the above project;
You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
	Construction Contingency Savings Return	2,702.00	
Total \$		2,702.00	

It is mutually agreed that the ~~payment~~ (credit) of Two Thousand Seven Hundred and Two Dollars

(\$2,702.00) and Zero (0) day Time extension provided

For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is N/A

For the above changes the sum of; Two Thousand Seven Hundred and Two Dollars
(\$ 2,702.00) will be: _____ added to, X deducted from, the contract price

Original Part <u>II</u> Services Amt. OR Contingency Allowance	(\$ <u>1,887,866</u>)	Accepted:	
Previous Additions	(\$ <u>129,430</u>)		
Previous Deductions	(\$ <u>6,206</u>)	By: _____	
Net Bal. Part <u>II</u> Services Amount OR Contingency Allowance	(\$ <u>2,011,090</u>)		Noble Texas Builders
This ADDITION	(\$ _____)		
This DEDUCTION	(\$ <u>2,702</u>)	By: _____	
Adjusted Part <u>II</u> Services Amount OR Contingency Allowance Balance	(\$ <u>2,008,388</u>)		Broaddus & Associates
		By: _____	Dannenbaum Engineering
Summary of Other Services Total:			
Part <u>I</u> Services Amount	(\$ <u>5,000</u>)	By: _____	
Part <u>II</u> Services Amount	(\$ <u>n.a.</u>)		South Texas College
Total Adjusted Contract	(\$ <u>2,013,388</u>)		





August 24, 2018
AVO 30954

South Texas College
3200 W. Pecan Blvd., Building N, Suite 179
McAllen, Texas 78501

Attn: Ricardo De La Garza
Director of Facilities Planning and Construction

Re: Letter of Final Acceptance Recommendation for
South Texas College 2013 Bond Mid Valley Campus Site Improvements

Dear Mr. De La Garza:

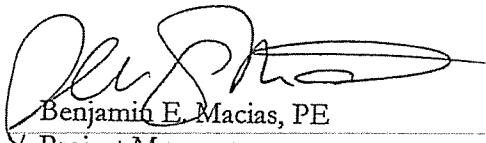
This letter is to serve as written notice that Skanska USA Building Inc. has completed the majority of punch list items established at Substantial Completion dated June 20, 2018. We recommend final acceptance for the above referenced project pending the following item:

1. Final grading of east drainage swale

The associated value recommended to be withheld for the above item is \$10,000.

If you have any questions, please feel free to contact our office.

Respectfully,
HALFF ASSOCIATES, INC.



Benjamin E. Macias, PE
Project Manager

3900 North 10th Street, Suite 810
McAllen, Texas 78501
Phone: 956-687-1330
Fax: 956-687-1331
PBK.com



August 22, 2018

Via-Email

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

**RE: Regional Center for Public Safety Excellence
South Texas College
PBK Project No. 16176**

Dear Mr. Weldon:

To the best of our knowledge Noble Texas Builders has completed the items as listed on the Punch Lists. Closeouts documents have not been submitted and reviewed. The Testing and Balance remediation is pending as well as the installation of the new chilled water pump and the installation of the large format wall graphic. The amount to be withheld associated with this scope of work is \$49,864 as determined by Broaddus & Associates. For the exception of the pending items listed above, PBK is recommending Final Completion of the project.

Should you have any questions, please contact our office.

Sincerely,
PBK

A handwritten signature in black ink that reads 'Cliff Whittingstall'.

Cliff Whittingstall, AIA, LEED AP BD+C
Partner \ Director of Higher Education
PBK

DANNENBAUM ENGINEERING COMPANY – MCALLEN, LLC
 1109 NOLANA AVENUE, SUITE 208 MCALLEN, TEXAS 78504 (956) 682-3677

August 28, 2018

South Texas College
 3200 West Pecan Blvd., Bldg. N, Suite 179
 McAllen, Texas 78501

ATTN: *Mr. Ricardo De La Garza*

REF: *South Texas College – Regional Center for Public Safety Excellence Parking and Site*

SUBJ: *Final Completion Certification*

Dear Mr. De La Garza,

As you are aware, Substantial Completion of the Regional Center for Public Safety Excellence – Parking and Site project was granted on July 24, 2018. The Substantial Completion Punch List was issued to the Contractor and the items on the punch list were to be completed by the Contractor within 30 days of the date of substantial completion per the contract for construction. We have reviewed the completed punch list items and find the following items to be incomplete or missing for the Regional Center for Public Safety Excellence – Parking and Site project as of August 22, 2018:

Item	Description/Remarks	Incomplete/ Missing	Amount Withheld
2	Cross road culverts within cityscape area need to be cleaned out	Incomplete	\$100.00
13	Trim curb and gutter fiber board	Incomplete	\$100.00
14	Remove silt buildup in inlets	Incomplete	\$100.00
19	Install pedestrian grates on all grated inlets	Incomplete	\$2,000.00
25	Missing bi-parting cantilever gate before Skills Pad	Missing	\$14,310.00
26	Missing fence along mechanical courtyard	Missing	\$5,073.00
27	Missing swale south of mechanical courtyard	Missing	\$825.55
MISC	Project Closeout Documents	Incomplete	\$5,000.00
Total			\$27,508.55

We recommend withholding \$27,508.55 until all items of work have been satisfactorily completed in conformance with the contract documents.

In addition to the items listed above, there is an outstanding issue regarding potentially defective asphalt paving throughout the Cityscape and a section of the Public Access Road. At this time, this is more of a warranty item than incomplete work. Therefore, we are not recommending the withholding of any retainage for this work.

The Contractor's one-year warranty for the project for the items not listed above shall begin August 24, 2018.

Final Completion Certification – South Texas College
Regional Center for Public Safety Excellence Parking and Site

Should you have questions regarding this subject, please contact me at (956) 682-3677. The signature below certifies and attests to the facts as stated above:

 8/28/2018
Richard Seitz, P.E. Date
Dannenbaum Engineering

The Contractor, Noble Texas Builders, acknowledges the facts stated above:

Juan Delgado Date
Noble Texas Builders

The owner accepts the work, or portion thereof, as Complete:

Dr. Shirley A Reed Date
South Texas College