



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, September 25, 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, September 25, 2018 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentation..... 5 - 9**
  - A. Report on Fall 2018 Enrollment
- VI. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes ..... 10 - 57
    - 1. Revision to the June 20, 2018 Special Board Meeting Minutes
    - 2. August 28, 2018 Regular Board Meeting
  - B. Approval and Authorization to Accept Grant Awards and Agreements .. 58 - 59
    - 1) Texas Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of \$90,712
    - 2) City of McAllen Development Corporation Grant in the amount of \$259,000
    - 3) Weslaco Economic Development Corporation Grant in the amount of \$100,000
    - 4) Edinburg Economic Development Corporation Grant in the amount of \$150,000
    - 5) Additional Grant(s) Received/Pending Official Award
- VII. Consideration and Action on Committee Items**
  - A. Education and Workforce Development Committee**
    - 1. Review of Presentation Delivered at August 14, 2018 Education and Workforce Development Committee meeting ..... 60 - 62
      - 1) Presentation and Discussion on Accelerating Developmental Students with Co-Requisites Courses

**B. Finance, Audit, and Human Resources Committee**

1. Presentation and Action as Necessary on October 2, 2018 Tax Resale Auction..... 63
2. Review and Action as Necessary on Award of Proposal, Purchases, Renewals, and Interlocal Agreements (Non-Bond Proceeds)..... 64 - 75
  - A. Award
    - 1) Syllabus Management Software (Award)
  - B. Instructional Items
    - 2) Testing Materials (Purchase)
  - C. Non-Instructional Items
    - 3) Advertisement – Classified Ads (Purchase)
    - 4) Chiller Maintenance Agreement (Purchase)
    - 5) Maintenance Equipment, Parts, and Supplies (Purchase)
    - 6) Institutional Membership - TACC (Renewal)
  - D. Technology
    - 7) Audio Visual Equipment and Supplies (Purchase)
    - 8) Computer Components, Peripherals, Software, and Supplies (Purchase)
    - 9) Enrollment Management System Agreement (Renewal)
  - E. Interlocal Agreements
    - 10) Data Collection Services for Starr County Asset Mapping Project (Interlocal Agreement/Purchase)
    - 11) State Records Inquiry Access Agreement (Interlocal Agreement/Purchase)
    - 12) Strategic Planning and SWOT Analysis Training (Interlocal Agreement/Purchase)
3. Review and Action as Necessary on Award of Proposal and Purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds ..... 76 - 77
  - A. Non-Bond Proceeds -- Maintenance and Operation Taxes (M&O)
    - 1) Floor Care Equipment (Award)
    - 2) District-Wide Wayfinding Signage (Purchase)
4. Discussion and Action as Necessary to Continue Partnership with Food Bank of the Rio Grande Valley, Inc. for Support of Pecan Campus Food Pantry ..... 78 - 82

**C. Facilities Committee**

**2013 Bond Construction Program – Accountability Status**

1. Review and Discussion on Projected Shortfall of 2013 Bond Construction Program Budget..... 83 - 85
2. Review and Discussion on 2013 Bond Construction Program Outstanding Issues Action Plan ..... 86 - 88
3. Review and Discussion on 2013 Bond Construction Program Warranty Items Action Plan..... 89 - 92

4. Review and Action as Necessary on Ratification of Change Order for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements Project..... 93 - 95

**2013 Bond Construction Program – Construction Management**

5. Review and Action as Necessary on Payment for Additional Architectural Design Services for the 2013 Bond Construction Pecan Campus Thermal Plant Screen Enclosure ..... 96 - 98
6. Review and Action as Necessary on Final A/E Fee Adjustments for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements ..... 99 - 101
7. Review and Action as Necessary on Release of Revised Final Retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Building..... 102 - 103
8. Review and Action as Necessary on Final A/E Fee Adjustments for the 2013 Bond Construction Regional Center for Public Safety Excellence Building ..... 104 - 106
9. Review and Action as Necessary on Release of Revised Final Retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements..... 107 - 108
10. Review and Action as Necessary on Final A/E Fee Adjustments for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements ..... 109 - 111
11. Exit Presentation on 2013 Bond Construction Program by Construction Program Manager Broaddus & Associates ..... 112

**Non-Bond Facilities Planning & Construction Items**

12. Review and Action as Necessary on Contracting Engineering Services for the Mid Valley Campus Evaluation and Recommendation of Existing Site Drainage ..... 113 - 117
13. Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Covered Bus Drop Off Improvements ..... 118 - 122
14. Review and Action as Necessary on Contracting Construction Services for the District Wide Automatic Door Openers – Phase III ..... 123 - 130
15. Review and R Action as Necessary on El Milagro Clinic Parking Lot License Agreement between El Milagro Clinic, the City of McAllen, and South Texas College for the Nursing and Allied Health Campus..... 131 - 135
16. Review and Action as Necessary on Approval of Revisions to Board Policy #6326: Concealed Carry and Weapons on Campus..... 136 - 140
17. Update on Status of Non-Bond Construction Projects ..... 141 - 147

**VIII. Consideration and Approval of Checks and Financial Reports ..... 148 - 150**

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



**IX. Informational Items**

- President’s Report ..... 151 - 158

**X. Announcements ..... 159**

A. Next Meetings:

- Tuesday, October 9, 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, October 30, 2018
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Valley Scholars Program will host the *A Night with the Stars* gala at 6:00 p.m. on Thursday, October 11, 2018 at the Corinthian Event Center, 1516 E Expy 83, Mission, Texas
- The Association of Community College Trustees will host the 2018 Leadership Congress from October 24 – 27, 2018 in New York City.

## **Presentations**

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

### **1. Report on Fall 2018 Enrollment**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will provide the Board with the Fall 2018 Enrollment Report.

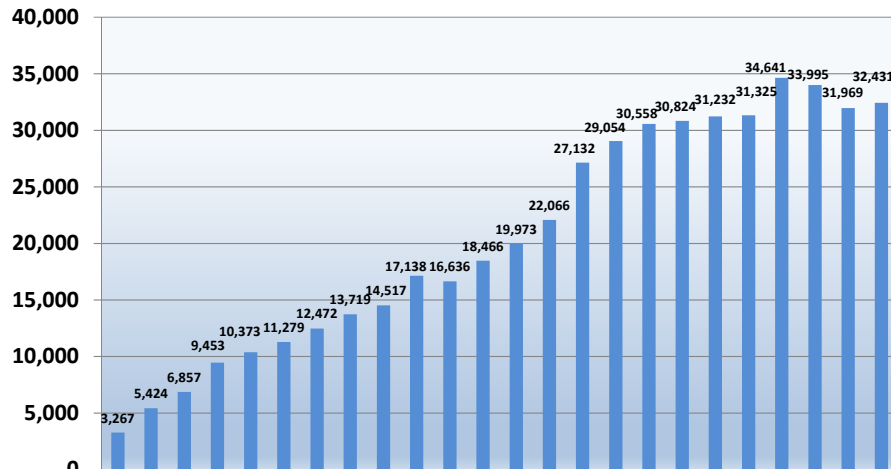
This presentation is for the Board's information and feedback to staff, and no action is requested.

# Fall 2018 Enrollment



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## Student Enrollment History



Fall 1995 to Fall 2018

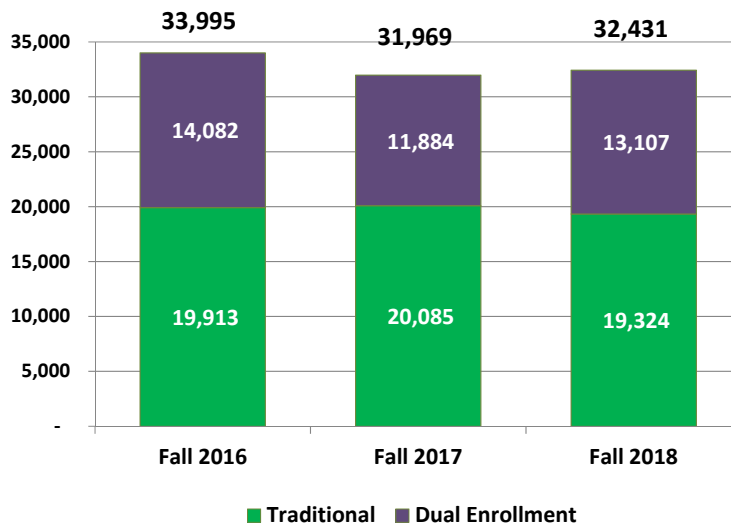
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## Campus Enrollment

Campus	Fall 2017	Fall 2018	+/-	% Change
Pecan	11,111	9,991	-1,120	-10.1%
Mid Valley	3,706	3,397	-309	-8.3%
Starr County	1,244	1,132	-112	-9.0%
NAH	1,942	1,965	23	1.2%
Technology	1,537	1,470	-67	-4.4%
Distance Learning	7,662	8,265	603	7.9%
Dual Enrollment Taking Class at High School	11,584	12,657	1,073	9.3%
Total Duplicated	39,206	39,250		
<b>Total Unduplicated</b>	<b>31,969</b>	<b>32,431</b>	<b>462</b>	<b>1.4%</b>

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## Total Enrollment



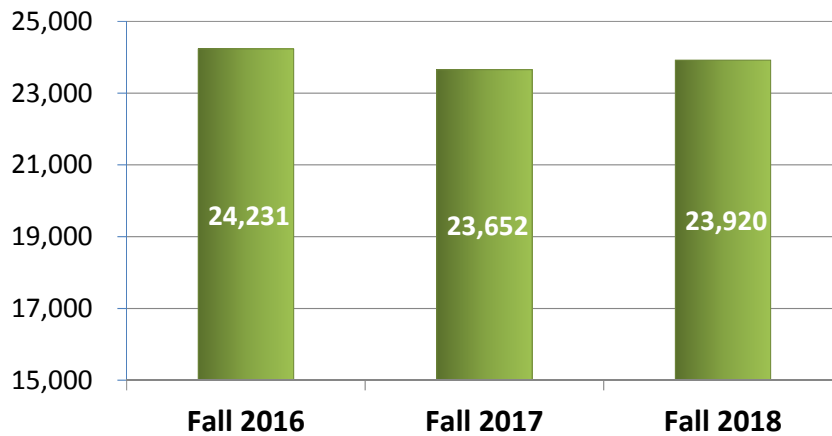
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### Unduplicated Enrollment by Residence

County	Fall 2016	Fall 2017	Fall 2018	% Change '17-'18
Central Hidalgo	20,706	19,000	19,288	1.5%
Eastern Hidalgo	6,081	5,955	6,032	1.3%
Western Hidalgo	3,822	3,679	3,796	3.2%
Starr County	2,551	2,435	2,530	3.9%
Out of District and Country	835	900	965	7.2%
<b>TOTAL</b>	<b>33,995</b>	<b>31,969</b>	<b>32,431</b>	<b>1.4%</b>

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### Full Time Equivalency (total semester credit hours/12)



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### Dual Credit – Hidalgo County

	Fall 2016	Fall 2017	Fall 2018
DONNA ISD	459	384	385
EDCOUCH-ELSA ISD	155	186	246
EDINBURG CISD	1,941	1,637	2005
HIDALGO ISD	288	224	295
LA JOYA ISD	1,335	1,306	1,481
LA VILLA ISD	41	45	46
MCALLEN ISD	1,685	1,080	1,072
MERCEDES ISD	341	374	366
MISSION CISD	919	948	970
MONTE ALTO ISD	48	43	41
PSJA ISD	2,831	2,254	2,465
PROGRESO ISD	167	145	149
SHARYLAND ISD	633	585	638
SOUTH TEXAS ISD	673	453	514
VALLEY VIEW ISD	419	293	308
WESLACO ISD	1,115	980	1,073
<b>Subtotal</b>	<b>13,050</b>	<b>10,937</b>	<b>12,054</b>

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### Dual Credit – Starr County

	Fall 2016	Fall 2017	Fall 2018
RIO GRANDE CITY CISD	557	546	530
ROMA ISD	277	218	226
<b>Subtotal</b>	<b>834</b>	<b>764</b>	<b>756</b>

### Other – District-wide

	Fall 2016	Fall 2017	Fall 2018
PRIVATE SCHOOLS	68	72	64
CHARTER SCHOOLS	124	100	219
HOME SCHL & OTHERS	6	11	14
<b>Subtotal</b>	<b>198</b>	<b>183</b>	<b>297</b>

	Fall 2016	Fall 2017	Fall 2018
<b>Total Dual Credit</b>	<b>14,082</b>	<b>11,884</b>	<b>13,107</b>

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## Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) Revision to the June 20, 2018 Special Board Meeting Minutes
- 2) August 28, 2018 Regular Board Meeting

The June 20, 2018 Special Board Meeting Minutes reflect the Board's action to approve the award of proposals for various insurance policies, including the amount of each award. Staff has noted that the Minutes did not indicate the agency or insurance carrier with each award, and have recommended a revision to include this information.

The June 20, 2018 Special Board Meeting Minutes have been revised to include the agency and carrier information, and are presented for review and adoption by the Board.

The revised portion of those Minutes are as highlighted in the following paragraph:

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

The revised portion of the June 20, 2018 Special Board Meeting Minutes and the proposed August 28, 2018 Regular Board Meeting Minutes follow in the packet.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the revised June 20, 2018 Special Board Meeting Minutes and the August 28, 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 revised June 20, 2018 Special Board Meeting Minutes and the August 28, 2018 Regular Board Meeting Minutes as presented.

### **Approval Recommended:**

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

4. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP)-Regular Grant in the amount of \$112,543

The motion carried.

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

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

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

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

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

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

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

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

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



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

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

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

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

#### **A. Awards**

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

**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**

**Minutes**

**Call Meeting to Order:**

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 28, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mr. Paul R. Rodriguez

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mr. Ricardo De La Garza, Mr. George McCaleb, Mr. Paul Varville, Dr. Ali Esmaeili, Ms. Alicia Gomez, Ms. Becky Cavazos, Ms. Katarina Bugariu, Mr. Robert Cuellar, Dr. Virginia Champion, Dr. Rebecca De Leon, Mrs. Patricia Ballinger, Ms. Gina Otvos, Mr. Khalil Abdullah, Mr. William Heinrich, Mr. Brent Angangan, Mr. Gilbert Gallegos, Mr. Tim Weldon, Mr. David Iglesias, Mr. Julian Lopez, Mr. Juan Delgado, Mr. Keith Powell, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

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

**Public Comments**

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

## **Presentations**

### **1. Presentation on 100 Women, 100 Words**

Mrs. Patricia Ballinger, Assistant Professor of Art, and Ms. Gina Otvos, Art Gallery Associate, presented 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. Mrs. Ballinger and Ms. Otvos presented each Trustee with a personal copy of the book.

Mrs. Ballinger and Ms. Otvos informed the Board that the exhibit would also travel, including a display at UTRGV – Brownsville, and announced that they were already considering this a first volume of the project, with additional volumes yet to come!

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

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

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

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 adopted the July 24, 2018 Public Hearing and Special Board Meeting Minutes and the July 24, 2018 Regular Board Meeting Minutes as written. 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. Texas Workforce Commission for the Skills for Small Business Fund Additional Funds in the amount of \$84,000**

This grant would help provide training offered by the Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing.

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This program supported 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 was aligned to Strategic Direction #3, High Success Rate by providing training that would 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 would improve graduation, retention, access, quality, and the expansion of Career and Technical Education programs. Funds would 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 was from September 1, 2018 through August 31, 2019.

This award aligned 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 aligned 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 would provide tools for Hispanic Serving Institutions (HSIs) to further examine how institutions are serving adult students. Foundations supporting this initiative included the Kresge Foundation, Great Lakes Guarantee Corporation, and the Greater Texas Foundation. The Adult Learner 360 Academy would 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 would 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 planned to fund up to \$5,000 in years 1, 2, and 3 for staff travel to participate in Annual Conference Academies. There would also be funding to support institutional efforts on research, evaluation, and data collection in the

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amount of \$5,000 per year in years 1, 2 and 3. The funding period was from September 7, 2018 to September 6, 2021.

This award aligned 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.

#### **Ratification of Prior Acceptance of a Grant Award**

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 had been received or expended related to this award. Board ratification would 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 would 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 supported 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 was from August 15, 2018 to August 31, 2020.

This award aligned 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized accepting the following grant awards 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

And the Board of Trustees further ratified 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 motion carried.

### **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 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 asked to be excused from the Education and Workforce Development Committee due to recurring schedule conflicts.

Mr. Paul R. Rodriguez announced the removal of Mr. Guajardo from the Education and Workforce Committee, and left all other appointments unchanged. This revision was reflected in the Board of Trustees Committee Membership roster, which was included in the packet.

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

Ms. Rose Benavidez, presiding, announced the revised appointment to Committee Chair and Committee Membership for 2018 - 2020. No action by the Board was necessary.

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

The Board of Trustees for South Texas College was 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 was as follows:

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

A full calendar view of the proposed Committee and Board meeting schedule was provided 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and adopted the Board and Board Committee meeting schedule for FY 2018 - 2019 as presented. The motion carried.

## **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 outlined 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 reflected recent Board-approved changes to the tuition and fee structures, as discussed with the Education and Workforce Development Committee and the Board of Trustees.

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

South Texas College legal counsel previously advised that there was 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 was provided for the Board's review and action as necessary.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Interlocal Agreement for the South Texas College Dual Credit Program partnership with McAllen Independent School District as presented. The motion carried.

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

Dr. Alejo Salinas, Jr. reviewed the following reports, which were delivered to the Education and Workforce Development Committee on August 14, 2018:

#### **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

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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 10<sup>th</sup> or 11<sup>th</sup> grade
  - Over 200 unique courses offered
- Career and Technical Education (CTE) Programs
  - Earn a Certificate in high demand technical careers
  - Start as early as 9<sup>th</sup> 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 9<sup>th</sup> 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 11<sup>th</sup> 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 5<sup>th</sup> 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 reports was provided for the Board's information and review, and no action was 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 was 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 included the Mid Valley Campus (Purple Line) and Starr County Campus (Green Line), which was operated by the LRGVDC.

The annual operating costs for the services were as follows:

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

Annual Costs by transportation routes were 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
<b>Total</b>	<b>\$1,221,040</b>	<b>\$694,899</b>	<b>\$358,882</b>	<b>\$167,259</b>

The State/Federal Contributions in the amount of \$616,607 represented 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 was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes benefit students, faculty, and staff of South Texas College and thereby served the goals of both organizations by facilitating access to the College and its educational programs and increased use of public transportation in the area.

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

The responsibilities of South Texas College in this Agreement were:

- 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 were 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 were 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 were 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.

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 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 motion carried.

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

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**

- 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:

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

<b>Publications</b>	<b>Vendor</b>	<b>Estimated Amount</b>
Business Cards	<b>FedEx Office</b> (McAllen, TX)	\$19,990.00
Student Catalog FY 2018 - 2019	<b>EP Graphics, Inc.</b> (Berne, IN)	\$17,620.00
View Book with Mailer FY 2018 - 2019	<b>Copy Plus</b> (McAllen, TX)	\$3,571.20
Graduation Programs FY 2018 - 2019	<b>Capital Spectrum, Inc.</b> (Austin, TX)	\$17,870.00
CPWE Brochures FY 2018 - 2019	<b>Copy Plus</b> (McAllen, TX)	\$1,945.60

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

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

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(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	<b>Allsteel Inc./Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$8,499.52
B	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$3,259.88
C	<b>Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$2,188.02
D	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$6,011.98
E	<b>Inscape Corporation/Gateway Printing and Office Supply, Inc.</b> (Falconer, NY/Edinburg, TX)	\$6,588.52
F	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$7,062.22
G	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$34,958.32
H	<b>Versteel/Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$12,365.52
I	<b>Watson/Gateway Printing and Office Supply, Inc.</b> (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) was \$3,269,407.71.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) in the amount of \$3,269,407.71. The motion carried.

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

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	<b>Krueger International, Inc./Gateway Printing &amp; Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$68,135.00
B	<b>Landscape Forms</b> (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 was \$141,772.55.

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 purchases for the 2013 Bond Construction Program and Related Projects Funded by Non-Bond Proceeds in the amount of \$141,772.55. The motion carried.

### **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 was requested.

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

Justification and Benefit – It was 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 were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would 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 were included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned was provided 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the disposal of surplus property valued at \$5,000 and over through a live auction as presented. The motion carried.

## **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 was requested.

Purpose – The Purchasing Department requested authorization to participate in the Sourcewell Purchasing Cooperative, which would 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 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 would be completed only after it has been determined to be the best value for the College. Some of the participants in the cooperative were local vendors.

A couple of the vendors that participated in this cooperative were as follows:

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

Participation in this purchasing cooperative would provide additional sources of vendors, which have competitively awarded bids. This membership would 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 would 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, attended 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the membership agreement to participate in the Sourcewell Purchasing Cooperative formerly National Joint Powers Alliance (NJPA) Purchasing Cooperative as presented. The motion carried.

### **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 was requested.

Purpose – Administration recommended the approval of one additional bank, East West Bank, to the approved bank list. The Texas Public Funds Investment Act (PFIA) required that the Board of Trustees approve any broker and dealer firms that would be used to transact investment business with the College. In addition, the College's Investment Policy required that the Board of Trustees approve any banks and investment pools that would 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 included 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, was 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, 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 were being presented except the addition of one bank to Exhibit “A”.

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was provided in the packet for the Board’s information and review.

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

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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

### **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 was 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.

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The final impact of GASB 75, at the time of publication of the board meeting packet had not been officially confirmed by The Employees Retirement System of Texas (ERS). This information was still not available at the time of the August 28, 2018 Regular Board Meeting.

Administration requested that the Board approve 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the use of fund balance to cover the liability and impact of GASB 75, and acknowledged 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 would 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 motion carried.

### **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 was requested. Approval of the Order was necessary to levy the tax for the 2018 tax year.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided 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 was not required to hold public hearings and publish special notices before adopting the proposed tax rate of \$0.1780 since this rate did not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice concerning the 2018 Property Tax Rates was published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. The packet included copies of the Proposed 2018 Tax Presentation and the 2018 Property Tax Rates for the Board's information and review.

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

The tax rate for 2017 Tax Year was as follows:

<b>2017 Tax Year Rate</b>			
	<b>M&amp;O Rate</b>	<b>Debt Rate</b>	<b>Total Rate</b>
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:

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

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

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

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

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

Approval of the Order required a record vote of the members of the Board. A copy of the Order was provided 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 did 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."

Mr. Roy de León made the following motion: "I move 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." Mr. Rene Guajardo seconded the motion.

Ms. Rose Benavidez, Vice Chair, asked Dr. Shirley A. Reed, College President, to call a roll-call vote of the Board Members. All six Trustees present voted in favor of the motion, and Chairman Paul R. Rodriguez was not present. The motion carried.

## **Review and Action as Necessary to Accept Internal Audit Annual Report**

Board acceptance of the Internal Audit Annual Report was 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 was highlighted in the Internal Audit Annual Report, which was included in the packet for the Board's information and review.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College accepted the Internal Audit Annual Report as presented. The motion carried.

### **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 was provided 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College accepted the Internal Audit Report in the area of Enrollment Audit (Traditional and Continuing Education) as presented. The motion carried.

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

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

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

At the meeting, Mr. Gilbert Gallegos provided an updated projected shortfall of \$1,397,398, based on revisions since the publication of the packet.

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

No action was requested.

## **Review and Action as Necessary on 2013 Bond Construction Program 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.

Mr. Gilbert Gallegos acknowledged that there were still damaged stair treads, and stated that the construction manager-at-risk had denied responsibility for the issue, noting that the damages were not noted in the punch list at the project completion. The construction manager-at-risk's position was that the treads were damaged after installation.

Mr. Gary Gurwitz asked who would resolve the issue. Mr. Gallegos stated that Broaddus & Associates would continue working to determine who was responsible to correct the damages.

## **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.

Mr. Gilbert Gallegos advised that the issue had been resolved to the satisfaction of the design engineer and staff.

## **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.

Mr. Gilbert Gallegos stated that the drawings did not show the handrail that needs to be added for ADA compliance. Mr. Gallegos agreed that this was not the fault of the construction manager-at-risk, since the design drawing did not call for the handrail.

Mr. Gary Gurwitz asked whether the architect was responsible for this issue, and Mr. Gallegos did not have a response.

Mr. Gallegos recommended that the College contract with D. Wilson Construction Company to make the necessary repairs, at the College's cost.

## **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.

Mr. Gilbert Gallegos stated that the outstanding issues have been resolved. A subsequent Board agenda item recommended withholding \$10,000 from the final retainage pending completion of this work. Mr. Tim Weldon with Broaddus & Associates advised that he would recommend Board approval of this withholding until he had verified the work was satisfactorily complete.

## **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.

Mr. Tim Weldon confirmed that the uneven steps had been removed and replaced within code compliance, and the work was complete.

## **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.

Mr. Tim Weldon confirmed that the noise levels had been addressed with new controls, and stated that the work was complete.

Mr. George McCaleb with South Texas College confirmed that the work was completed by College staff, and the work was satisfactory.

## **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.

Mr. Gilbert Gallegos stated that the reports were expected the following week, and there was nothing for the Board to review or act upon at this time.

Mr. Gary Gurwitz moved for Board approval of the release retainage to Skanska USA for the Mid Valley Campus Parking and Site Improvements project, except for \$10,000, subject to verification that the drainage swale issues had been corrected.

Ms. Rose Benavidez noted that this item would be presented for action later on the agenda.

Mr. Gurwitz withdrew his motion, and no action was taken under the Outstanding Issues Action Plan agenda item.

## **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 prepared a list outlining warranty items to be addressed for the 2013 Bond Construction Program Warranty Items Action Plan.

Broaddus & Associates provided updates and costs associated with each warranty item.

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

### **Starr County Campus**

#### **1 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.

Mr. Gilbert Gallegos stated that D. Wilson Construction Company had completed the repairs as a warranty issue, and was addressed at no cost to the college.

Mr. Gurwitz noted that the Board packet clearly stated that the contract wanted payment to resolve the issued, and asked Mr. Gallegos for further clarification.

Mr. Tim Weldon responded that they had met with the contractor and reviewed the design drawings, and had come to agreement with the contractor that this was a warranty item.

## **South Texas College Regional Center for Public Safety Excellence**

### **2 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.

Mr. Tim Weldon noted that the contractor had applied a sealer to the asphalt to prepare it for the time being, and this would sufficiently cover any damages.

In the interim, Dannenbaum, the engineer of record, was reviewing the condition and was preparing a report on the issues leading to the damages. Mr. Weldon anticipated a recommendation that a geotechnical engineering firm test the site conditions to determine what happened and to make any remediation as necessary.

### **Pecan Campus**

#### **3 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.

Mr. Gilbert Gallegos stated that Mr. Bill Wilson, D. Wilson Construction Company, had verified that his project records did not indicate the bent louvers on his punch list. Mr. Gallegos reports that Mr. Wilson was adamant that repairing the bent louvers was not a warranty item, and was therefore not within his scope. He did provide a quote of \$1,800 to make the repairs, at the College's cost.

Mr. Gallegos concurred and stated that the repaid of the bent louver was the responsibility of South Texas College. Mr. Gallegos recommended that the College contract D. Wilson Construction Company at the quoted price of \$1,800 to repair the bent louver.



### **Technology Campus**

#### **4 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.

Mr. Tim Weldon reported that the issue was a controls issue, and the issues were resolved.

Mr. George McCaleb agreed that the issues were resolved.

No action was taken.

### **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 was requested.

#### **Purpose**

The work authorized by this proposed change order had 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 was 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 was completed and the Board was asked to ratify the change order as prepared.

<b>Bond Projects</b>	
Total Use of Construction Contingency for August 2018	\$480

**Enclosed Documents**

A copy of the proposed change order was enclosed for the Board'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.

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 ratified 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 motion carried.

**The following agenda item was taken out of order:**

Broaddus & Associates presented Change Orders for the Mid Valley Campus Parking and Site Improvements project for the Board's consideration, but these Change Orders were not included in the packet and were not anticipated at the time of the publication of the agenda.

The posted agenda item for the consideration of Change Orders was restricted to the projects at the Regional Center for Public Safety Excellence, and legal counsel advised that the presented Change Orders could not be discussed under that item.

Staff noted a subsequent item for the review and action as necessary on final completion of the Mid Valley Campus Parking & Site Improvements project. Legal counsel agreed that the review and action on change orders was necessary for final completion, and suggested the presented change orders be integrated into that item.

**Review and Action as Necessary on Final Completion for the 2013  
Bond Construction Mid Valley Campus Parking and Site  
Improvements**

**Change Orders**

Broaddus & Associates presented #10 – 20 for the Mid Valley Campus Parking and Site Improvements project, which were not included within the packet but were distributed at the meeting.

The following Change Orders were presented for Board approval:

<b>Change Order #10.</b>	<b>-\$8,075</b>	<b>Design Contingency</b>
<b>Change Order #11.</b>	<b>-\$2,500</b>	<b>Design Contingency</b>
<b>Change Order #12.</b>	<b>-\$699</b>	<b>Design Contingency</b>
<b>Change Order #13.</b>	<b>-\$1,801</b>	<b>Construction Contingency</b>
<b>Change Order #14.</b>	<b>-\$2,500</b>	<b>Construction Contingency</b>
<b>Change Order #15.</b>	<b>-\$8,133</b>	<b>Construction Contingency</b>
<b>Change Order #16.</b>	<b>\$0</b>	<b>Construction Contingency</b>
<b>Change Order #17.</b>	<b>-\$4,500</b>	<b>Construction Contingency</b>
<b>Change Order #18.</b>	<b>\$0</b>	<b>Transfer of \$2,057 from the Construction Contingency balance to return Buyout Savings.</b>
<b>Change Order #19.</b>	<b>\$0</b>	<b>Transfer of \$4,149 from the Design Contingency balance to return Buyout Savings.</b>
<b>Change Order #20.</b>	<b>\$0</b>	<b>Transfer of \$2,702 from the Construction Contingency balance to return Buyout Savings.</b>

**Final Completion**

Approval of final completion for the following 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project was requested.

<b>Project</b>	<b>Completion Recommended</b>	<b>Projected Date</b>
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**

Broadus & Associates 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 punch list within thirty (30) days. At the time of publication of the Facilities Committee packet on August 10, 2018, Broadus & Associates had provided documents that all items on the punch list have been completed.

Skanska USA responded that some items would require additional funds to complete the work. B&A replied to their request and change orders were provided to the Board for approval using available contingency funds.

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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 had not provided the final completion certificate and related documents at the time of the publication of the Board packet. At the August 28, 2018 Regular Board Meeting, Broaddus & Associates distributed a letter from Half Associates recommending Final Completion for this project, and indicating that the project was pending completion of final grading of the east drainage swale.

Mr. Gurwitz asked how the Engineer of Record was recommending final completion on a project for which there was pending work.

Mr. Tim Weldon replied that the recommendation was to withhold \$10,000 from the release of final payment, and that amount would be released upon completion of the pending work.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College accepted the Change Orders as proposed, and approved and authorized the release of \$65,447.95 to Skanska USA, less \$10,000 to be withheld pending completion of the drainage swales, upon which completion the \$10,000 should also be released. The motion carried.

**The Board returned to the posted agenda order:**

**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 was requested.

**Purpose**

Projects for the 2013 Bond Construction program were in the construction stage and change orders were needed to allow the use of design and construction contingencies

within the Guaranteed Maximum Prices (GMPs) submitted by the Construction Managers-at-Risk (CM@Rs).

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

**Justification**

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

**Background**

Project contingencies were provided as part of Guaranteed Maximum Price proposals submitted by the CM@Rs. GMPs were submitted by the CM@Rs at 60% construction drawings. There were two project contingencies which based on percentages of the construction costs. Design Contingencies were included in the GMPs to allow for costs arising out of the final development and completion of the construction drawings and specifications. Design Contingencies were used at the CM@R's discretion with Owner oversight. Construction Contingencies were controlled solely at the discretion of the Owner.

Expenditures from the contingencies would not increase the amount of the GMPs, and unexpended contingencies funds would be returned to the College as buyout savings.

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:

<b>Bond Projects</b>	
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

<b>Non-Bond Projects</b>	
Total Design Contingency Deducts for August 2018	\$0
Total Construction Contingency Deducts for August 2018	\$0
Total Buyout Savings	\$0

Broaddus & Associates provided detailed change order logs with balances for each project as part of their enclosed documents. Broaddus & Associates provided detailed descriptions of the Cost of Work, GMP Adjustments, and Buyout Savings categories reflected on their logs.

### **Funding Source**

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

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

### **Enclosed Documents**

The packet included the following documents for the Board's review and information:

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

### **Presenters**

Representatives from Broaddus & Associates and representatives from the Construction Managers at Risk attended the meeting to discuss the 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approve and authorize the proposed Bond change orders #18 – 28, for use of Cost of Work funds totaling \$52,576, design contingencies totaling \$50,739, and construction contingencies totaling \$72,722, and which included \$115,675 in buyout savings returned to the College, for the 2013 Bond Construction Regional Center for Public Safety Excellence Building project as presented. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approve and authorize the proposed Bond change orders #9 – 20, for use of Cost of Work funds totaling \$2,057, design contingencies totaling \$6,889, and construction contingencies totaling \$23,167, and which included \$8,908 in buyout savings returned to the College, for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented. The motion carried.

**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 was 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 was recommended that final completion for this project with Noble Texas Builders be approved.

Broaddus & Associates (B&A) noted pending items listed below would not be complete prior to the August 28, 2018 Board meeting due to them being work associated with unapproved change orders. B&A would 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 punch list 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 had 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 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.

At the August 28, 2018 Regular Board meeting Broaddus & Associates provided a letter from PBK Architects recommending final completion of the project, pending completion of the testing and balance remediation and the installation of a new chilled water pump and a large format wall graphic. PBK recommended withholding \$49,864 from the release of final payment to cover the scope of pending work.

Broaddus & Associates concurred with PBK and recommended approval of final completion and the release of the current retainage of \$215,511.60, less the withholding of \$49,864, to be paid upon completion of the pending scope.

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 final completion and payment of retainage of \$215,511.60, less a withholding of \$49,864, of which \$5,000 is attributable to Test & Balance deficiency remediation, \$6,000 is attributable to close-out documents, and \$38,864 is attributable to the chilled water pump installation, for the 2013 Bond Construction Regional Center for Public Safety Excellence Building project as presented. The motion carried.

**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 was 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 was recommended that final completion for this project with Noble Texas Builders be approved.

B&A noted pending items listed below would not be complete prior to the August 28, 2018 Board meeting due to them being work associated with unapproved change orders. B&A would 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 punch list items.

#### **Release of Partial Retainage Pending Items**

- Flag Pole Installation
- Gate Installation

B&A stated that they would provide the final costs for the project to the Facilities Committee meeting on August 14, 2018, but they did deliver them.

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 had 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 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.

At the August 28, 2018 Regular Board meeting Broaddus & Associates provided a letter from Dannenbaum Engineering recommending final completion of the project, pending completion of nine items, for which they recommended withholding retainage of \$27,508.55, pending completion of those items.

Broaddus & Associates concurred with Dannenbaum Engineering and recommended approval of final completion and the release of the current retainage of \$97,863.12, less the withholding of \$27,508.55, to be paid upon completion of the pending scope.

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 final completion and release of partial retainage in the amount of \$97,863.12, less \$27,508.55 for items pending completion, for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project as presented. The motion carried.

## **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 was requested.

### **Purpose**

Approval of annual facility usage agreements for various locations that host student instruction was requested for FY 2018 – 2019.

### **Justification**

Various locations were needed to accommodate the kinesiology program courses offered at South Texas College. The facilities needed were course specific (ex. golf, swimming, tennis, weight training, etc.).

### **Background**

Below is a list of facilities which were leased on an annual basis and used for various instructional purposes. The facilities would 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 were 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.

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 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 motion carried.

## **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.

## **Comments on Facilities Items**

### **Broadus & Associates Exit Presentation**

Upon completion of the Facilities Committee report, Dr. Alejo Salinas, Jr. asked Mr. Gilbert Gallegos about the status of a report on the 2013 Bond Construction Program, specifically including additional areas added to various buildings within the construction program, and associated costs.

Mr. Gallegos confirmed that they were working on an exit presentation, which would be scheduled for the Board meeting in September 2018.

### **South Texas College Student working on Project Documentation**

Mr. Julian Lopez with Noble Texas Builders announced to the Board that South Texas College student Eduardo Galviz was working on the project closeout documentation as an intern with Noble Texas Builders, and Mr. Lopez was complimentary of his work and training at the College.

## 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.

Mr. Roy de León moved that the Board of Trustees approved and authorize the submitted checks and financial report, and Mrs. Victoria Cantú seconded the motion. The motion carried.

Administration noted that due to modifications of payment applications related to the 2013 Bond Construction Program, there was specific language included within the motion, and asked that the Board consider reading that language into the record.

Mrs. Victoria Cantú rescinded her second, and Mr. Roy de León rescinded his original motion.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00 and checks reflecting any modified payment applications for the 2013 Bond Construction Program Mid Valley Campus Parking & Site Improvements project and the Regional Center for Public Safety Excellence Building and Parking & Site Improvements 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 motion carried.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 7:30 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. Discussion and Action as Necessary on Trademark Infringement Claim by Center for Public Safety Excellence

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 8:03 p.m. No action was taken in Executive Session.

### **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, updated the Board on this matter in executive session.

No action was taken.

### **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

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:04 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 28, 2018 Regular Board Meeting of the South Texas College Board of Trustees.

X

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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 Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of \$90,712**

The funding through this program is for work-study mentors to work with high school students at College and Career Centers located at high schools in the college's service area and at South Texas College campuses. Mentorship activities will promote the development of a college-going culture and improvement to the retention and completion rates of college students. The funding period for this grant is from September 1, 2018 to August 31, 2019.

This award aligns to Strategic Direction #2, Access and Success by providing opportunities for students to participate in a Work-Study Mentorship Program.

### **2. The City of McAllen Development Corporation Grant in the amount of \$259,000**

This grant will help to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley by providing customized training related to advanced manufacturing for companies located within the city limits of McAllen. Funds will be used for equipment, salaries, and supplies for the Institute of Advanced Manufacturing. This grant is subject to approval by the City of McAllen, City Commissioners meeting. The funding period for this grant is from October 1, 2018 to September 30, 2019.

This award aligns to Strategic Direction #3, High Success Rate by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

### **3. The Weslaco Economic Development Corporation Grant in the amount of \$100,000**

This grant will help to increase the total number of high skilled, high wage jobs in the Rio Grande Valley by providing customized training for small businesses in the retail, manufacturing and logistics sectors within the city limits of Weslaco. This grant is subject to final approval by the Weslaco EDC. The funding period for this grant is from October 1, 2018 to September 30, 2019.

This award aligns to Strategic Direction #3, High Success Rate by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

**4. The Edinburg Economic Development Corporation Grant in the amount of \$150,000**

This grant will help to increase the total number of high skilled, high wage jobs by providing customized training for the medical, manufacturing and logistics sectors of the Rio Grande Valley. This grant is subject to final approval by the Edinburg EDC. The funding period for this grant is from October 1, 2018 to September 30, 2019.

This award aligns to Strategic Direction #3, High Success Rate by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

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

The presented grants would provide up to \$599,712 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 Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of \$90,712
2. City of McAllen Development Corporation Grant in the amount of \$259,000
3. Weslaco Economic Development Corporation Grant in the amount of \$100,000
4. Edinburg Economic Development Corporation Grant in the amount of \$150,000

**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 Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of \$90,712
2. City of McAllen Development Corporation Grant in the amount of \$259,000
3. Weslaco Economic Development Corporation Grant in the amount of \$100,000
4. Edinburg Economic Development Corporation Grant in the amount of \$150,000

**Approval Recommended:**

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



## **Review of Presentation Delivered at September 11, 2018 Education and Workforce Development Committee meeting**

The following presentation was delivered at the September 11, 2018 Education and Workforce Development Committee meeting:

### **1. Presentation and Discussion on Accelerating Developmental Students with Co-Requisites Courses**

Dr. Margaretha Bischoff, Dean for Liberal Arts and Social Sciences, and Dr. Chris Nelson, Assistant Dean of Humanities, presented *Accelerating Developmental Students with Co-Requisite Courses*.

This presentation focused on South Texas College's ongoing development and implementation of Developmental and Academic Co-Requisite courses in Reading and Writing, and a presentation at a later date would focus on efforts in developmental mathematics.

All data for Fall 2018 was preliminary, pending the September 12, 2018 census date.

### **Developmental Education Overview**

Developmental Education helps students who are not yet "college ready," as determined by state requirements. Developmental Education coursework in reading, writing, and mathematics provide students with focused remedial coursework to attain the academic foundation and skills they will need to thrive in college level coursework.

#### *College Readiness of First Time in College (FTIC) Students*

For Fall 2018, 31.5% of incoming First Time in College (FTIC) students required Developmental Education for Reading, 16.2% for Writing, and 12.9% for both subject areas. FTIC students does not include student with prior dual credit coursework, or any other college hours. Since high school students must be college ready to participate in Dual Credit, FTIC students tend to have a larger number who are not college ready.

Traditionally, Developmental Education coursework has been provided in sections from fundamental basics up to the final skills needed to be determined "college ready." Institutions of higher education have sought ways to improve the delivery of remedial content to students, to prevent loss of momentum and to encourage successful entry into college-level coursework.

Co-requisite models have been developed as a method to enable students to achieve college readiness while concurrently engaging in academic coursework in

related areas. Dr. Bischoff and Dr. Nelson discussed the logistics of student placement in developmental education and how “Skills Domains” can be used to assess individual student needs. They presented data on pilots performed to assess the effectiveness of co-requisites.

Preliminary results from pilot programs in 2017 – 2018 have shown that placement in co-requisite courses has helped some students achieve college readiness more quickly and with greater success rates than enrollment in traditional developmental education programs.

### **House Bill 2223**

The State of Texas established a requirement in 2017, through the passage of HB 2223, that requires institutions of higher education to develop and implement Co-requisite courses for the delivery of Developmental Education coursework, included mandated enrollment thresholds.

Dr. Bischoff and Dr. Nelson reviewed the requirements of HB 2223, and discussed the College’s plans to serve students in compliance with the law.

### **TSI Assessment Placement**

The Texas Success Initiative (TSI) establishes the requirements for all entering college students to be tested for college readiness. All students must be tested and certified “college ready” in reading, writing, and math before enrolling in academic classwork in those areas and before they can obtain an Associate’s degree.

Students undergoing TSI Assessment may be classified as “College Ready,” “Developmental Education,” or “Adult Basic Education (level 1-6).”

Dr. Bischoff and Dr. Nelson described the assessment process and the diagnostic testing and placement that helps place students in appropriate Developmental Education programs when needed.

### **Co-Requisite for Reading and Writing**

The presenters also discussed the pairing of academic courses with an Integrated Reading and Writing course, and the performance impact on students, which includes modest improvement of course completion rates.

The presenters reviewed the Spring 2018 Pilot test data, and the pre-census Fall 2018 enrollment. As of the publication of this packet, 29% of developmental reading and writing students were enrolled in co-requisite courses, and the College complied with HB 2223.

### **Next Steps**

Dr. Bischoff and Dr. Nelson discussed the plans to further expand co-requisite enrollment, including early engagement and advising to help guide students toward this option when it is likely to best serve them.

In discussion with the Committee, they noted that it was relatively simple to find sufficient students to meet the 25% required enrollment in co-requisite courses required for Fall 2018, but they had some reservations about the state's requirement to meet 50% enrollment in Fall 2019 and 75% enrollment in Fall 2020, noting that these students will receive a course grade for their work, and faculty and administration's primary goal is helping ensure students are not being set up for failure by an arbitrary requirement.

The recent 2018 College Readiness and Success Models for 60x30TX Grant will provide \$75,000 in additional funding to support these efforts, including professional development for faculty and curriculum planning. The State of Texas, and South Texas College, were invested in helping improve the pathways for students to achieve college readiness and academic success.

This review of the Committee presentation is included for the Board's information and no action is requested.

## **Presentation and Action as Necessary on October 2, 2018 Tax Resale Auction**

On September 6, 2018, Linebarger Goggan Blair & Sampson, LLP, delivered a notice of an upcoming sale of struck-off properties in Hidalgo County. The sale will be held on October 2, 2018. The property details are provided under separate cover.

In the past, such sales were first presented to South Texas College for review and approval by the Board of Trustees, as the governing board of a taxing entity with an interest in these properties.

Mr. Michael Cano, Partner with Linebarger Goggan Blair & Sampson, LLP, has informed administration that Texas law permits taxing entities to place properties up for tax resale, without requiring concurrent approval from the other entities.

Mr. Cano has noted that the County notified the College as a courtesy; administration has also noted a Public Notice published on September 19, 2018 in *The Monitor*.

Mr. Cano has clarified that while state law does not require concurrent approval from other entities, the College and other entities could make a bona-fide legal objection to block the resale of a particular property, if necessary.

Administration has asked Linebarger Goggan Blair & Sampson, LLP, to attend the September 25, 2018 Regular Board Meeting to describe the new process under law, which is designed to expedite the process of moving properties from the struck-off list back into the hands of tax payers who will be responsible to upkeep the properties. Linebarger Goggan Blair & Sampson, LLP, is the College's legal counsel for the recovery of delinquent property taxes, and will provide counsel to the Board on this issue.

While no action is requested by Linebarger Goggan Blair & Sampson, LLP, the Board has the opportunity to take action as necessary related to this process or the forthcoming sale.

### **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**

## **Review and Action as Necessary on Award of Proposal, Purchases, Renewals, and Interlocal Agreements (Non-Bond Proceeds)**

Approval of the following award of proposal, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) will be requested at the September 25, 2018 Board meeting as follows:

### **A. Award**

#### **1) Syllabus Management Software (Award)**

Award the proposal for syllabus management software to **Intellidemia, Inc.** (New York, NY) (New), at a total amount of \$24,900.00.

**Purpose** – The Division of Academic Affairs - Curriculum and Student Learning is requesting the purchase of a syllabus management software. South Texas College faculty and administrators will use the software for development, modification, updating and tracking of syllabi across the College.

**Justification and Benefit** – This software will allow South Texas College to meet the requirements of House Bill 2504, which mandates that each Institution of higher education shall make available to the public on the institution's Internet website a syllabus that satisfies any standard adopted by the institution, provides a brief description of each major course requirement, includes each major assignment and examination, lists any required or recommended reading, and provides a general description of the subject matter of each lecture. The institution shall make the information available by not later than the seventh day after the first day of the classes for the semester or other academic term during which the course is offered.

Other Benefits of the software system include the following:

- **Reporting to Accreditors:** Aggregate syllabus content from programs, departments, or the entire institution can be made available within seconds.
- **Consistency:** Institution-wide consistency can be achieved with syllabus templates. Changes, edits, and updates scale out to all syllabi, instantly.
- **Integration:** Single sign-on, LMS and SIS integration enables all faculty and other users to have a seamless user experience and it would boost the number of faculty and students using Blackboard.
- **Collaborate:** Faculty will maintain the freedom to author their syllabi while Deans, assistant Deans, and Chairs may monitor progress through audits and workflow.
- **Access:** Being cloud-based software means syllabi will be available on any device, anywhere, anytime.
- **ADA Accessibility:** Ensures all faculty syllabi contain technical requirements for accessibility by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.
- **Time saving:** The software would alleviate the burden of managing multiple emails, Word templates, and hardcopy archival.

- **Other benefits:** Have the ability to quickly and easily compile information regarding learning outcomes and assessments and what took a team of people weeks will now be completed in a few clicks.

Background – Proposal documents were advertised on July 16, 2018 and July 23, 2018 and issued to two (2) vendors. Two (2) responses were received on July 31, 2018 and reviewed by Academic Affairs, Information Technology, and the Purchasing Department.

Funds for this expenditure are budgeted in the Curriculum and Student Learning budget for FY 2018 - 2019.

## **B. Instructional Items**

### **2) Testing Materials (Purchase)**

Purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$59,000.00.

Purpose – The Student Assessment Center is requesting the purchase of thirty-five thousand (35,000) test units, which will be used through Fall 2018, Spring 2019, and Summer 2019 semesters.

Justification and Benefit – The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results in the areas of reading, writing, and math so that they are able to complete advisement and registration.

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

## **C. Non – Instructional Items**

### **3) Advertisement – Classified Ads (Purchase)**

Purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$50,000.00.

Purpose – The advertisement – classified ads are requested by various College departments for the advertising of proposals, budget and tax information, and personnel vacancies.

Justification and Benefit – The advertisement will be used by the Purchasing Department for classified ads soliciting request for proposals or qualifications, Business Office for budget and tax legal ads, and the Office of Human Resources for advertising vacant positions.

Funds for this expenditure are budgeted in the Purchasing Department, Business Office, and Human Resources budgets for FY 2018 – 2019.

#### **4) Chiller Maintenance Agreement (Purchase)**

Purchase a chiller maintenance agreement with **Johnson Controls, Inc.** (Milwaukee, WI), a The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2018 through November 20, 2019, at an annual amount of \$51,900.00 for scheduled services and an estimated amount of \$70,000.00 for as needed repair services. The total annual amount is \$121,900.00.

Purpose – Facilities Operation and Maintenance is requesting to renew the contract for services for the air-cooled and water-cooled chillers districtwide.

Justification and Benefit – The chiller maintenance services contract provides scheduled preventive maintenance inspections and emergency service calls for the various chiller units located throughout the College district and does not include the chillers purchased under the 2013 Bond Construction Program.

- Quarterly Inspections – 16 Chillers
  - ⇒ Check refrigerant circuit for leaks
  - ⇒ Check operating pressures and temperatures
  - ⇒ Oil Analysis
  - ⇒ Check electrical connections
- Semi Annual Inspections – 2 Chillers
  - ⇒ Meg windings
  - ⇒ Operating controls
- Annual Inspection – 16 Chillers
  - ⇒ Operating Controls
  - ⇒ Inspect thermal insulation for integrity
  - ⇒ Clean condenser tubes
  - ⇒ Clean control panel interior

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

#### **5) Maintenance Equipment, Parts, and Supplies (Purchase)**

Purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards – Buyboard approved vendors, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$200,000.00, with the following vendors:

- **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
- **Crawford Electric Supply** (San Antonio, TX/Mission, TX)
- **Dealers Electric Supply** (Waco, TX/McAllen, TX)
- **Ferguson Enterprise, Inc.** (Newport News, VA/Pharr, TX)

- **Johnson Supply & Equipment** (Houston, TX/Pharr, TX)
- **Johnstone Supply** (Corpus Christi, TX/Pharr, TX)
- **Trane** (Fort Worth, TX/Weslaco, TX)

Purpose – Facilities Operations and Maintenance is requesting the purchase of maintenance equipment, parts, and supplies for district-wide daily work order requests.

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

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

**6) Institutional Membership – TACC (Renewal)**

Renew the institutional membership – TACC with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$79,157.00.

Purpose – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways/TSC pathways assessment.

Justification and Benefit – TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges in general have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2018 – 2019.

**D. Technology Items**

**7) Audio Visual Equipment and Supplies (Purchase)**

Purchase audio visual equipment and supplies for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$170,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
<b>Audio Visual Aids</b> (San Antonio, TX) – Texas Association of School Boards – Buyboard, Purchasing Cooperative of America, and The Interlocal Purchasing System (TIPS) Purchasing Cooperative	\$80,000.00



Vendor/Purchasing Cooperative	Amount
<b>B &amp; H Foto &amp; Electronics, Corp.</b> (New York, NY) – Texas Association of School Boards – Buyboard, Purchasing Cooperative of America, The Interlocal Purchasing System (TIPS) Purchasing Cooperative, and E & I Cooperative Services	\$80,000.00
<b>Audio Fidelity Communications, Corp./dba Whitlock</b> (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

Purpose – The audio visual equipment and supplies purchases are requested district wide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The audio visual equipment and supplies are purchased district wide for the day-to-day operation of departments and instructional programs. This includes some of the following items:

- Headphones – Distance Education, Instructional Technologies and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Planning and Construction and all other requesting departments and academic programs
- Dome Cameras/Camcorders – Nursing Allied Health Programs, Public Relations and Marketing, and Instructional Technologies
- Computer Cables, Printer Cables, and Projector Cables – Technology Resources and all other requesting departments and academic programs
- Sound Equipment – Instructional Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Instructional Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department budgets for FY 2017 – 2018.

**8) Computer Components, Peripherals, Software, and Supplies (Purchase)**

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>CDW Government</b> (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN), National Joint Power Alliance (NJPA), Harris County Dept of Ed – Choice Partners, The Interlocal Purchasing System (TIPS) Purchasing Cooperative, and E & I Cooperative Services	\$140,000.00
<b>CRC Computer Repair Center</b> (McAllen, TX) – State of Texas Department of Information Resources (DIR)	\$40,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – State of Texas Department of Information Resources (DIR)	\$100,000.00
<b>GovConnection</b> (Merrimack, NH) – State of Texas Department of Information Resources (DIR), Harris County Dept of Ed – Choice Partners, and National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN)	\$10,000.00
<b>SHI Government Solutions, Inc.</b> (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Cooperative Services, Purchasing Association of Cooperative Entities (PACE), The Interlocal Purchasing System (TIPS) Purchasing Cooperative, and Harris County Dept of Ed – Choice Partners	\$60,000.00

Purpose – The computer components, peripherals, software, and supplies purchases are requested district wide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The computer components, peripherals, software, and supplies are purchased district wide for the day-to-day operation of departments and instructional programs. The following are some of the items requested by programs/departments:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments district wide
- Barcode Scanner – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Business Computer Systems Program and All Departments District Wide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education and All Departments District Wide
- Computer Parts – Business Computer Systems and other departments and programs
- Software – Instructional and Business packages – All programs and department district wide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, and other departments and academic programs budgets for FY 2018 – 2019.

**9) Enrollment Management System Agreement (Renewal)**

Renew the enrollment management system agreement with **Hobsons, Inc.** (Cincinnati, OH), a sole source vendor, for the period beginning November 1, 2018 through October 31, 2021, at a total amount of \$195,000.00. The total amount will be split evenly into three (3) annual payments.

Purpose – The Division of Student Services, Division of Academic Affairs, and the Office of Public Relations are requesting the agreement renewal of the Starfish Early Alert System along with professional services to assist faculty in connecting

Justification and Benefit – The Starfish system enabled South Texas College to move into an integrated Early Alert system. The College will be able to provide a more personalized service and targeted interventions for students and improve the student experience. The overall goal is to transform our current processes to be fully integrated between all departments across the college. The early alert system will allow the college to get the right intervention to the right student at the right time, which will lead to increased student retention and completion.

South Texas College's Starfish Early Alert System has become an essential front line communication tool used by faculty to academically connect directly with students. During this period, South Texas College faculty have sent more than 100,000 academic alerts to more than 60,000 students.

Background - On September 8, 2015, EDUCAUSE, with funding from the Bill & Melinda Gates Foundation and the Leona M. and Harry B. Helmsley Charitable Trust, awarded South Texas College the Integrated Planning & Advising for Student Success (iPASS) grant. South Texas College (STC) was one of twenty-four (24) institutions across the county who received up to \$225,000 in grant funding. From the iPASS(2) pool of technology vendors, consultants in technology integration and business process redesign, STC selected Hobsons® and purchased the Starfish (Early Alert) system.

IPASS is an integrative approach to student success that promotes shared ownership among students, faculty, and staff. It encompasses services that help students formulate and advance toward educational goals, including advising, counseling, progress tracking, and academic early alerts. IPASS technologies can contribute in many ways, such as by documenting and tracking students' educational plans, improving data analysis, offering self-service resources that reduce advisor workloads, and triggering interventions based on student behavior or faculty input.

With the Board's approval, South Texas College formally entered into a three (3) year contract with Hobsons on September 25, 2015.

Funds for this expenditure are budgeted in the Division of Information Services, Planning, and Performance and Strategic Initiative budget for FY 2018 – 2019.

## **E. Interlocal Agreements**

### **10) Data Collection Services for Starr County Asset Mapping Project (Interlocal Agreement/Purchase)**

Purchase data collection services for Starr County asset mapping project through an interlocal agreement between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV) – Data and Information Services Center (DISC)** (Edinburg, TX), for the period beginning September 26, 2018 through January 31, 2019, at a total amount of \$20,000.00.

Purpose – The Division of IS&P is requesting the data collection and asset mapping services which will be used to update the previous asset map data from Cameron, Hidalgo, Willacy, Jim Hogg, Zapata, and Webb counties along with a more in-depth asset map and profile for Starr County. DISC will also update and maintain the Rio South Texas Asset Mapping website. The asset map will also support the creation of a strategic economic development plan for Starr County.

Justification and Benefit – This project is intended to meet the asset mapping component requirement outlined in the EDA planning grant awarded to South Texas College.

Background – DISC has worked on several asset mapping projects such as Ignite, an asset map and comprehensive economic development strategy focused on the health care industry in Hidalgo County in 2009 (Hidalgo County Judge's Office), and STRREDs, an asset map and rural economic development strategy for the agriculture industry in the Rio Grande Valley in 2011 (UDSA), and has the personnel and experience to successfully complete the proposed projects. STC and UTRGV had worked collaboratively on a similar grant in 2005 and 2009 that focused on the development of an asset map for the advanced manufacturing industry for "Rio South Texas", an area of seven (7) counties including Cameron, Hidalgo, Starr, and Willacy (Rio Grande Valley), Jim Hogg, Zapata, and Webb (Laredo). As part of that project, UTRGV and consultants gathered data on the assets related to advanced manufacturing in Rio South Texas, created a Rio South Texas Asset Mapping website with data on the advanced manufacturing industry, and prepared a report on the findings.

Funds for this expenditure are budgeted in the EDA Planning grant budget for FY 2018 – 2019.

### **11) State Records Inquiry Access Agreement (Interlocal Agreement/Purchase)**

Enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety** (Austin, TX), for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$12,000.00.

Purpose – The Office of Human Resources and Department of Public Safety are requesting to enter into an agreement to access records as needed as part of their day-to-day operation.

Justification and Benefit – The access is needed to verify driving records for faculty and staff driving College owned vehicles. This verification process has been conducted since the College opened and driving records are verified semi-annually.

Funds for this expenditure are budgeted in the Office of Human Resources and Department of Public Safety budgets for FY 2018 – 2019.

**12) Strategic Planning and SWOT Analysis Training (Interlocal Agreement/Purchase)**

Purchase strategic planning and SWOT analysis training between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV)/Texas Manufacturing Assistance Center (TMAC)** (Edinburg, TX), for the total amount of \$3,150.00.

Purpose – The Strategic Planning and SWOT Analysis training services will help to provide key elements for strategic planning. The training will provide instruction, which will assist employees in business modeling, processes and strategic operations analysis.

Justification – The training is intended to assist Finance and Administrative Services staff in providing knowledge and skills on business model elements, process inputs, and outputs and strengths, weaknesses, opportunities and threats (SWOT) of an organization.

Background – TMAC at URGV is an affiliate of the Manufacturing Extension Partnership (MEP) program of the National Institute of Standards and Technology. TMAC at UTRGV has a successful history of assisting organizations in the areas of Executive Leadership, Production and Operations, Quality Management Systems, Supply Chain Management, Accounting and Finance and Project Management through onsite facilitation and training.

David Ortiz, TMAC Training and Development Specialist II, with UTRGV will serve as the primary consultant. The training will be provided to the Finance Administrative and Services Division. Twenty-five (25) employees will receive the training, which includes 8-hours of instruction, exercises, and brainstorming activities for better understanding of strategic planning and SWOT analysis concepts.

Funds for this expenditure are budgeted in the Vice President of Finance and Administrative Services budget for the FY 2018 - 2019.

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

**A. Award**

- 1) Syllabus Management Software (Award):** award the proposal for syllabus management software to **Intellidemia, Inc.** (New York, NY) (New), at a total amount of \$24,900.00;

## B. Instructional Items

- 2) **Testing Materials (Purchase):** purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$59,000.00;

## C. Non-Instructional Items

- 3) **Advertisement – Classified Ads (Purchase):** purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$50,000.00;
- 4) **Chiller Maintenance Agreement (Purchase):** purchase a chiller maintenance agreement with **Johnson Controls, Inc.** (Milwaukee, WI), a The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2018 through November 20, 2019, at an annual amount of \$51,900.00 for scheduled services and an estimated amount of \$70,000.00 for as needed repair services. The total annual amount is \$121,900.00;
- 5) **Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards – Buyboard approved vendors, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$200,000.00, with the following vendors:
  - **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
  - **Crawford Electric Supply** (San Antonio, TX/Mission, TX)
  - **Dealers Electric Supply** (Waco, TX/McAllen, TX)
  - **Ferguson Enterprise, Inc.** (Newport News, VA/Pharr, TX)
  - **Johnson Supply & Equipment** (Houston, TX/Pharr, TX)
  - **Johnstone Supply** (Corpus Christi, TX/Pharr, TX)
  - **Trane** (Fort Worth, TX/Weslaco, TX)
- 6) **Institutional Membership - TACC (Renewal):** renew the institutional membership – TACC with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$79,157.00;

## D. Technology

- 7) **Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$170,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX) – Texas Association of School Boards – Buyboard, Purchasing Cooperative of America, and The Interlocal Purchasing System (TIPS) Purchasing Cooperative	\$80,000.00
<b>B &amp; H Foto &amp; Electronics, Corp.</b> (New York, NY) – Texas Association of School Boards – Buyboard, Purchasing Cooperative of America, The Interlocal Purchasing System (TIPS) Purchasing Cooperative, and E & I Cooperative Services	\$80,000.00
<b>Audio Fidelity Communications, Corp./dba Whitlock</b> (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

- 8) **Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>CDW Government</b> (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN), National Joint Power Alliance (NJPA), Harris County Dept of Ed – Choice Partners, The Interlocal Purchasing System (TIPS) Purchasing Cooperative, and E & I Cooperative Services	\$140,000.00
<b>CRC Computer Repair Center</b> (McAllen, TX) – State of Texas Department of Information Resources (DIR)	\$40,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – State of Texas Department of Information Resources (DIR)	\$100,000.00
<b>GovConnection</b> (Merrimack, NH) – State of Texas Department of Information Resources (DIR), Harris County Dept of Ed – Choice Partners, and National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN)	\$10,000.00
<b>SHI Government Solutions, Inc.</b> (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Cooperative Services, Purchasing Association of Cooperative Entities (PACE), The Interlocal Purchasing System (TIPS) Purchasing Cooperative, and Harris County Dept of Ed – Choice Partners	\$60,000.00

- 9) **Enrollment Management System Agreement (Renewal):** renew the enrollment management system agreement with **Hobsons, Inc.** (Cincinnati, OH), a sole source vendor, for the period beginning November 1, 2018 through October 31, 2021, at a total amount of \$195,000.00. The total amount will be split evenly into three (3) annual payments;

**E. Interlocal Agreements**

- 10) Data Collection Services for Starr County Asset Mapping Project (Interlocal Agreement/Purchase):** purchase data collection services for Starr County asset mapping project through an interlocal agreement between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV) – Data and Information Services (DISC)** (Edinburg, TX), for the period beginning September 26, 2018 through January 31, 2019, at a total amount of \$20,000.00;
- 11) State Records Inquiry Access Agreement (Interlocal Agreement/Purchase):** enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety** (Austin, TX), for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$12,000.00;
- 12) Strategic Planning and SWOT Analysis Training (Interlocal Agreement/Purchase):** purchase strategic planning and SWOT analysis training between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV)/Texas Manufacturing Assistance Center (TMAC)** (Edinburg, TX), for the total amount of \$3,150.00.

Recommend Action - The total for all award of proposal, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) is \$1,285,107.00.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposal, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) in the amount of \$1,285,107.00 as presented.

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

The Board of Trustees approves and authorizes the award of proposal, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) in the amount of \$1,285,107.00 as presented.

**Approval Recommended:**

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



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

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

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

#### **1) Floor Care Equipment (Award)**

Award the proposal for floor care equipment to **Gulf Coast Paper, Co.** (Brownsville, TX) in the amount of \$100,750.00 and to **CC Distributors, Inc.** (Corpus Christi, TX) in the amount of \$19,075.89.

Purpose – Facilities Operations and Maintenance – Custodial Department is requesting the purchase of various types of floor care equipment 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 equipment includes rider sweeper/carpet extractors, micro scrubbers, stand-on scrubbers, rider burnishers, and walk behind battery burnishers, which will be used throughout the College district.

Background – Proposal documents were advertised on July 26, 2018 and August 2, 2018 and issued to four (4) vendors. Two (2) responses were received on August 10, 2018 and reviewed by Facilities Operations and Maintenance, Custodial Department, and the Purchasing Department.

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) District-Wide Wayfinding Signage (Purchase)**

Purchase district-wide wayfinding signage from **Innerface Architectural Signage, Inc.** (Atlanta, GA), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$211,410.65.

Purpose – Facilities Planning and Construction is requesting the purchase of wayfinding signage which provides ease of navigation for faculty, staff, students, and the public on all of the College's campuses. Periodically, the wayfinding signage must be updated to accommodate various changing conditions, such as the construction of new buildings and drives, repurposing or renaming of existing buildings, or updated College standards or iconography.

Justification and Benefit - The purchase and installation of additional wayfinding signage and updating of existing wayfinding signage is required to reflect the new layout of the campuses district-wide and the updated South Texas College logo.

Background - New buildings, parking lots, and drives have been constructed as part of the 2013 Bond Construction Program. The College's existing wayfinding signage will need to be updated and new signage is required to incorporate the new facilities. The existing signage will also be updated to reflect any revised building names as approved by the Board and the College's new logo will need to be incorporated into all of the new and existing signage.

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

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

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

- 1) **Floor Care Equipment (Award):** award the proposal for floor care equipment to **Gulf Coast Paper, Co.** (Brownsville, TX) in the amount of \$100,750.00 and to **CC Distributors, Inc.** (Corpus Christi, TX) in the amount of \$19,075.89;
- 2) **District-Wide Wayfinding Signage (Purchase):** purchase district-wide wayfinding signage from **Innerface Architectural Signage, Inc.** (Atlanta, GA), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$211,410.65.

Recommend Action - The total for the award of proposal and purchase for the 2013 Bond Construction Program and Related Projects Funded by Non-Bond Proceeds is \$331,236.54.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposal and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds in the amount of \$331,236.54 as presented.

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

The Board of Trustees approves and authorizes the award of proposal and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds in the amount of \$331,236.54 as presented.

**Approval Recommended:**

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

## **Discussion and Action as Necessary to Continue Partnership with Food Bank of the Rio Grande Valley, Inc. for Support of Pecan Campus Food Pantry**

Approval to continue partnership with Food Bank of the Rio Grande Valley, Inc. for support of Pecan Campus Food Pantry until January 31, 2019 is requested.

Purpose – To continue partnership with Food Bank of the Rio Grande Valley, Inc. for support of Pecan Campus Food Pantry.

Justification – The Food Bank fiscally sponsored the College's Food Pantry by donating 100% of the food for the first twelve months of the partnership and will continue until January 31, 2019.

Beginning in February 2019, the College will begin purchasing food from the Food Bank of the Rio Grande Valley Inc. to be disbursed at the Food Pantry. The purchases will be made from funds raised by the College since the opening of the Food Pantry.

Background – The Board of Trustees at their September 19, 2017 meeting approved to partner with the Rio Grande Valley, Inc. (Food Bank) to open a Food Pantry at Pecan Campus for the period of September 20, 2017 through August 31, 2018.

The Food Bank was created for the following reasons:

- Many South Texas College students are faced with inadequate food supplies for themselves and their family. This is referred to as food insecurity, that is, a “lack of access, at times, to enough food for an active, healthy life for all household members and limited or uncertain availability of nutritionally adequate foods.” This program will provide students with canned/boxed food.
- South Texas College student households that are food insecure may be forced to make “trade-offs between important basic needs, such as housing or medical bills, and purchasing nutritionally adequate foods.” Hunger issues exist in colleges, especially in lower income areas served by South Texas College.

The Food Bank lend its 501(C) 3 status to the Food Pantry, and the Food Pantry became a program of the Food Bank. The Food Bank requires monthly reports from the College of how many students are served at the Food Pantry (including adults and children in the students' families). The Food Bank delivers the food to the College and trained staff and volunteers at the College on food safety handling

Reviewers - The Resolution has been reviewed by Matt Hebbard, Vice President for Student Affairs and Enrollment Management, Eli Nguma, Director of Student Activities and

Wellness, Paul Hernandez, Dean of Student Affairs, and had previously been reviewed by South Texas College's legal counsel.

Enclosed Documents – A Resolution follows in the packet for the Board's review and information.

Matt Hebbard, Vice President for Student Affairs and Enrollment Management, and or Paul Hernandez, Dean of Student Affairs, attended the September 11, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to continue partnership with Food Bank of the Rio Grande Valley, Inc. for support of Pecan Campus Food Pantry until January 31, 2019 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the resolution continuing the partnership with Food Bank of the Rio Grande Valley, Inc. for support of Pecan Campus Food Pantry until January 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 resolution continuing the partnership with Food Bank of the Rio Grande Valley, Inc. for support of Pecan Campus Food Pantry until January 31, 2019 as presented.

**Approval Recommended:**

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

State of Texas                    )(

  )(

South Texas College        )(

A Resolution Approving the South Texas College Food Bank Program

And Other Matters Incident Thereto

Whereas, South Texas College has been given the opportunity to enter an agreement with the Food Bank of the Rio Grande Valley, Inc. (the “Food Bank”) for the purpose of providing canned and non-perishable food items to income-disadvantage students; and

Whereas, providing food to economically disadvantaged College students contributes to their health, class attendance, and participation and continuation of their post-secondary education. As such, the College believes that the food bank program will advance a College public purpose;

Whereas, canned and non-perishable food may be supplied at no purchase cost by the Food Bank or by funds raised by the College, but the College is required to administer the program on one or more of its campuses; and

Whereas, the College’s Department of Student Activities and Wellness and the Counseling and Student Disabilities Department proposes to involve College students as volunteers to coordinate the Food Bank Program;

NOW THEREFORE, BE IT RESOLVED THAT:

Section 1. Findings by the Board of Trustees.

- (a) The Board of Trustees finds that providing canned and non-perishable foods to economically disadvantaged students constitutes a public purpose of the College because the food will supplement their income, contribute to their health and well-being and their school attendance and performance of their studies.

- (b) The College Administration proposes to engage in this food distribution program subject to assurances that the exclusive beneficiaries of the program will be its students.

Section 2. Approval of Program, Conditions and Restrictions Thereon and Guidelines.

The Board of Trustees grants the President and the administration reasonable discretion to organize and administer the Food Bank Program subject to the following conditions and restrictions:

- (a) The Food Bank Program will be administered by the Department of Student Activities and Wellness, under the direction of the Director of Student Activities and Wellness.
- (b) The College will institute a financial and managerial oversight program to allow for reporting to the board of trustees at the end of each fiscal year during which the program operates. It is acknowledged that the College's oversight and overhead costs in participating in this program will include costs of storage and distribution of the canned goods, as well as administrative expenses in determining the eligibility of students to participate. To that end, the College shall (i) implement a management oversight system that identifies students who qualify for the program and (ii) maintain accurate records of the food distribution. The College shall also adopt reasonable audit testing methods and conduct audits at appropriate times to assure compliance with program guidelines and avoid any improper private benefit other than as intended.
- (c) As a special political subdivision of the State of Texas, the College's function is specifically governed by state law. The College can exercise no authority that has not been clearly granted by the legislature. As a result, the College has little discretion to exercise regarding the expenditure of public funds. The College has a legitimate interest in protecting and providing for the health and well-being of students within the College's jurisdiction and is a legitimate public purpose. procedures and practices should be instituted to avoid crossing the public purpose threshold.

(d) The Board of Trustees approves the reasonable allocation of “Auxiliary Funds” which are generated from vending machine sales, bookstore commissions, and other local sources over which the College has direct control. The board of trustees finds that the policy it adopts in this resolution recognizes that the expenditure of Auxiliary Funds for the food program (1) is related to the College’s educational purpose and provides a commensurate benefit to the College and its students; and (2) meets the standards of Section 52, Article III of the Texas Constitution relating to the expenditure of public funds.

Section 3. Term of Resolution.

The Resolution is effective for the term of September 1, 2018 through January 31, 2019.

PASSED AND APPROVED this \_\_\_ day of \_\_\_\_\_, 2018.

SOUTH TEXAS COLLEGE

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Paul R. Rodriguez, Board of Trustees Chairman

ATTEST:

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Roy de León, Board of Trustees Secretary

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

As of September 19, 2018, the current total budget shortfall is estimated to be at \$1,944,317. 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 \$1,585,014.

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

South Texas College staff has raised questions regarding the reporting of Owner Controlled Insurance Program (OCIP). The preliminary review lead to an increase to the shortfall deficit of approximately \$23,300.

No action is requested.



## 2013 - Bond Program Shortfall Summary

<b>Current Shortfall Less Contingency Balance</b>	
<b><i>September Shortfall</i></b>	<b>\$ (1,944,317)</b>
Design Contingency Balance (September)	\$ -
Owner's Contingency Balance (September)	\$ -
<b><i>Current Shortfall Less Contingency Balances</i></b>	<b>\$ (1,944,317)</b>

<b>Projected Savings</b>	
Projected Miscellaneous Savings	\$ 359,303
<b><i>Projected Savings Total</i></b>	<b>\$ 359,303</b>

<b>Shortfall With Projected Savings</b>	
<b><i>Current Shortfall Less Contingency Balances</i></b>	<b>\$ (1,944,317)</b>
<b><i>Projected Savings Total</i></b>	<b>\$ 359,303</b>
	<b>\$ (1,585,014)</b>

<b>Shortfall</b>	
Shortfall With Projected Savings	<b>\$ (1,585,014)</b>

\*RCPSE Building and Site Projects include Non-Bond A/E fee adjustments

## 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)
	<b>Revised Amounts</b>	<b>\$ 155,013,434</b>

Construction Project Description	Total Project Cost Summary		
	Bond Total Cost	Ytd. Total Project Costs	Variance [Ytd. Total Project Costs to Bond Total Cost]
<b>Pecan Campus</b>			
North Academic Building	\$ 14,843,110	\$ 12,744,450	\$ 2,098,660
South Academic Building	\$ 9,454,426	\$ 8,347,318	\$ 1,107,108
STEM	\$ 13,103,319	\$ 13,077,972	\$ 25,347
Student Activities / Cafeteria "Student Union"	\$ 8,828,254	\$ 8,495,220	\$ 333,034
Thermal Plant Expansion	\$ 5,542,049	\$ 5,319,949	\$ 222,100
Parking & Site Improvements	\$ 2,490,261	\$ 2,967,822	\$ (477,561)
Subtotal	<b>\$ 54,261,419</b>	<b>\$ 50,952,730</b>	<b>\$ 3,308,689</b>
<b>Nursing &amp; Allied Health Campus</b>			
Expansion for Nursing & Allied Health	\$ 21,773,439	\$ 20,418,441	\$ 1,354,998
Thermal Plant Expansion	\$ 601,877	\$ 816,797	\$ (214,920)
Parking & Site Improvements	\$ 1,717,717	\$ 2,416,034	\$ (698,317)
Subtotal	<b>\$ 24,093,033</b>	<b>\$ 23,651,271</b>	<b>\$ 441,762</b>
<b>Technology Campus</b>			
Expansion for Technical & Workforce	\$ 14,864,990	\$ 11,292,542	\$ 3,572,448
Parking & Site Improvements	\$ 905,324	\$ 1,694,567	\$ (789,243)
Subtotal	<b>\$ 15,770,314</b>	<b>\$ 12,987,109</b>	<b>\$ 2,783,205</b>
<b>Mid Valley Campus</b>			
Health Professional & Science Bldg.	\$ 17,277,682	\$ 17,687,269	\$ (409,587)
Expansion for Technical & Workforce	\$ 151,868	\$ 151,868	\$ -
Library Expansion	\$ 2,288,968	\$ 3,580,359	\$ (1,291,391)
Student Services Bldg. Expansion	\$ 4,114,228	\$ 4,922,409	\$ (808,181)
Thermal Plant Expansion	\$ 5,042,398	\$ 5,029,372	\$ 13,026
Parking & Site Improvements	\$ 2,796,035	\$ 2,741,425	\$ 54,610
Subtotal	<b>\$ 31,671,179</b>	<b>\$ 34,112,702</b>	<b>\$ (2,441,523)</b>
<b>Starr County Campus</b>			
Health Professions	\$ 11,267,182	\$ 11,396,858	\$ (129,676)
Workforce	\$ 141,972	\$ 141,972	\$ -
Library Building	\$ 3,732,378	\$ 4,423,509	\$ (691,131)
Student Services	\$ 1,162,522	\$ 1,462,496	\$ (299,974)
Student Activities	\$ 1,166,402	\$ 1,486,161	\$ (319,759)
Thermal Plant Expansion	\$ 4,938,772	\$ 4,512,604	\$ 426,168
Parking & Site Improvements	\$ 1,397,789	\$ 3,549,336	\$ (2,151,547)
Subtotal	<b>\$ 23,807,017</b>	<b>\$ 26,972,937</b>	<b>\$ (3,165,920)</b>
<b>Regional Center for Public Safety Excellence</b>			
Building	\$ 3,655,134	\$ 4,275,149	\$ (620,015)
Parking & Site Improvements	\$ 319,337	\$ 2,307,544	\$ (1,988,207)
Subtotal	<b>\$ 3,974,471</b>	<b>\$ 6,582,693</b>	<b>\$ (2,608,222)</b>
<b>STC La Joya Higher Education</b>			
STEM labs & Welding Lab	\$ 1,436,000	\$ 1,698,307	\$ (262,307)
Subtotal	<b>\$ 1,436,000</b>	<b>\$ 1,698,307</b>	<b>\$ (262,307)</b>
<b>Total</b>	<b>\$ 155,013,434</b>	<b>\$ 156,957,751</b>	<b>\$ (1,944,317)</b>

**Total    \$    155,013,434    \$    156,957,751    \$    (1,944,317)**

## **Review and Discussion 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 September 11, 2018, Broaddus & Associates confirmed that the project punch list did not include these damages, and therefore recommended that the repairs be undertaken by College staff, at the cost of the College.

### **Motion for consideration by the Board of Trustees:**

#### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize College staff to undertake the repair of the still damaged stair treads at the Pecan Campus Student Union Building at the College's cost, including appropriate procurement procedures, and report to the Board as necessary.

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

The Board of Trustees approves and authorizes College staff to undertake the repair of the still damaged stair treads at the Pecan Campus Student Union Building at the College's cost, including appropriate procurement procedures, and report to the Board as necessary.

## **2 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.
- On September 11, 2018, Broaddus & Associates recommended that the ADA compliance issues be resolved by College staff, at the cost of the College.

### **Motion for consideration by the Board of Trustees:**

#### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize College staff to undertake the necessary steps to resolve the ADA compliance issues at the Pecan Campus Thermal Plant Building at the College's cost, including appropriate procurement procedures, and report to the Board as necessary.

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

The Board of Trustees approves and authorizes College staff to undertake the necessary steps to resolve the ADA compliance issues at the Pecan Campus Thermal Plant Building at the College's cost, including appropriate procurement procedures, and report to the Board as necessary.

### **District Wide - All Bond Projects**

#### **3 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 September 11, 2018, Broaddus & Associates reported that they anticipated receipt of the pending reports within the following two weeks.

Staff expects Broaddus & Associates to report the reports have been delivered, and no action should be necessary, though the agenda item provides the Board an opportunity to take any action as necessary.

**2013 Bond Construction Program Outstanding Issues - Action Plan**  
**September 25, 2018 Board Meeting**  
*as of September 19, 2018*

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<b>Pecan Campus</b>						
1	Pecan Campus Student Union Bldg. - Replacement of Damage Stair Treads	B&A, BSGA and D.Wilson	Pending	<del>3/27/2018</del> <del>7/2/18</del> <del>8/8/2018</del> 9/11/2018	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 Coilege staff will review pending treads. 8/21/2018(Weekly Meeting): B&A reported that they will inspect the stairs to verify status of repairs 8/28/2018(Board Meeting): B&A will continue to work on item 9/4/2018: B&A to request a price to replace treads <i>9/6/2018: College staff will request quotes for the installation of the replacement treads</i>	<i>B&amp;A will provide an update at the September 25, 2018 Board meeting.</i>
2	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 8/21/2018(Weekly Meeting): B&A reported that D. Wilson will not be addressing this item 8/28/2018(Board Meeting): B&A would be working with D.Wilson to repair work and College would pay for work. Estimated cost to be \$2500. 9/4/2018: B&A to work with PCE to provide a drawing for pricing. <i>9/6/2018: College staff will request quotes for the installation of the handrails as required</i>	<i>B&amp;A will coordinate with D. Wilson to provide cost and install work at an estimated cost of \$2500. B&amp;A will provide an update at the September 25, 2018 Board meeting.</i>
<b>District Wide - All Bond Projects</b>						
3	Final Test & Balance Reports Still Pending for all Bond Construction Program projects	B&A and Testing & Balancing Companies	Pending	9/11/2018	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. 8/7/18 (Weekly Meeting): College staff requested status of the reports which are still pending to be provided. 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>8/28/2018:B&amp;A reported that they are working on getting the reports from the two contracted Testing and Balancing companies.</i>	<i>B&amp;A will follow up with the Testing and Balancing Companies to provide the reports. B&amp;A will provide an update at the September 25, 2018 Board meeting.</i>

## **Review and Discussion 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.
- On August 28, 2018, Mr. Gilbert Gallegos announced that D. Wilson Construction Company would not address this item any further.
- On September 11, 2018, Broaddus & Associates recommended that the bent louvers be replaced by College staff, at the cost of the College, estimated at \$1,800.

### **Motion for consideration by the Board of Trustees:**

#### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize College staff to undertake the necessary steps to replace the bent louvers at the Pecan Campus STEM Building at the College's cost, including appropriate procurement procedures, and report to the Board as necessary.

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

The Board of Trustees approves and authorizes College staff to undertake the necessary steps to replace the bent louvers at the Pecan Campus STEM Building at the College's cost, including appropriate procurement procedures, and report to the Board as necessary.

## **Starr County Campus**

### **2 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.
- On September 11, 2018, Broaddus & Associates advised that Sigma HN Engineers would follow up on the repairs and verify the issues were resolved.
- Broaddus & Associates will provide an update at the September 25, 2018 Regular Board Meeting.

Staff expects Broaddus & Associates to report the issue is resolved, and no action should be necessary, though the agenda item provides the Board an opportunity to take any action as necessary.

## **South Texas College Regional Center for Public Safety Excellence**

### **3 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.
- On September 11, 2018, Broaddus & Associates stated that the asphalt and foundation problems at the City Scape are the responsibility of the contractor, and recommended the hiring of a forensic engineer to determine the cause of the issues and any recommendation for remediation.
- Broaddus & Associates will provide an update at the September 25, 2018 Regular Board Meeting.

Staff expects Broaddus & Associates to report on the item. The Board is asked to take any action as necessary.

**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**  
**September 25, 2018 Board Meeting**  
*as of September 19, 2018*

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<b>Pecan Campus</b>						
1	Pecan Campus STEM Bldg. - Bent Louvers on EF#3	D. Wilson	Pending	<del>6/18/2018</del> <del>6/26/2018</del> 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. 8/21/2018(Weekly Meeting): B&A reported that D. Wilson will not be addressing this item. 8/28/2018(Board Meeting): B&A would be working with D.Wilson to repair work and College would pay for work. Estimated cost to be \$1800 9/6/2018: <i>College staff will request quotes for the installation of a new louver</i>	B&A will coordinate with D. Wilson to ensure work is completed. <i>B&amp;A will provide an update at the September 25, 2018 Board meeting.</i>
<b>Starr County Campus</b>						
2	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. 8/21/2018(Weekly Meeting): B&A reported that D. Wilson is correcting this item 8/28/2018; <i>B&amp;A to verify with engineers that corrective work is complete.</i>	B&A will provide an update at the September 25, 2018 Board meeting.
<b>Regional Center for Public Safety Excellence Center</b>						
3	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 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. 8/28/2018(Board Meeting): <i>B&amp;A will request Geotechnical Testing of the asphalt drives to verify existing conditions and provide recommendations to the engineer as necessary. Noble Texas Builders will be providing an asphaltic coating over the current crack repairs.</i>	B&A will follow up with the project team for possible recommendations from the Geotechnical Lab reports when available. <i>B&amp;A will provide an update at the September 25, 2018 Board meeting.</i>

## **Review and Action as Necessary on Ratification of Change Order for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements Project**

Ratification of a proposed change order for use of construction contingency for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project is requested.

### **Purpose**

The transfer of funds by this proposed change order has already been noted on Skanska's pay applications but not formally approved by the Board of Trustees.

### **Justification**

Change order was needed to complete the construction of the project and transfer funds from the Construction Contingency to the Cost of Work in the Construction Manager at Risk's (CMR's) contracted GMP, and 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 Parking and Site Improvements project was presented to the Board of Trustees at the April 24, 2018 Board meeting. The proposed change order was not approved on that date because the Program Manager had withdrawn their recommendation for approval. This project has been completed and the Board is asked to ratify the change order as prepared.

<b>Bond Projects</b>	
Total Transfer of Construction Contingency funds for September 2018	\$43,360

### **Enclosed Documents**

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

The Facilities Committee recommended Board ratification of the proposed change order for use of construction contingency totaling \$43,360 for work already completed for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented..

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and ratify the proposed change order #9 for use of construction contingency totaling \$43,360 for work already completed for the 2013 Bond Construction Program 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 ratifies the proposed change order #9 for use of construction contingency totaling \$43,360 for work already completed for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented.

**Approval Recommended:**

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



## CHANGE ORDER

NUMBER: 9

PROJECT NAME: Mid Valley Campus  
Parking and Site

DATE: April 24, 2018

PROJECT NO.: N.A.

To: Skanska USA Building, Inc.  
18615 Tuscany Stone  
San Antonio, TX 78258

**YOU ARE HEREBY AUTHORIZED TO PERFORM THE FOLLOWING ITEM (S) OF WORK AND TO ADJUST THE OWNER'S CONSTRUCTION CONTINGENCY SUM ACCORDINGLY, AS INDICATED BELOW:**

SCOPE OF WORK:	<u>Owner's Construction Contingency:</u>	
	Trasfer of Owner's Contingency funds to offset Cost of Work overrun due to Premature Buy-out Savings Return	<b>\$ (43,360)</b>
	<b>Sub Total</b>	<b>\$ (43,360)</b>

ATTACHMENTS: Subcontractor's quote and pricing breakdown and verification correspondence.

ORIGINAL OWNER'S CONSTRUCTION CONTINGENCY	\$ 31,731
OWNER'S CONSTRUCTION CONTINGENCY PRIOR TO THIS AUTHORIZATION	\$ 40,594
OWNER'S CONSTRUCTION CONTINGENCY BALANCE PRIOR TO THIS AUTHORIZATION	\$ 72,325
OWNER'S CONSTRUCTION CONTINGENCY SUM WILL BE <b>DECREASED</b> BY THIS AUTHORIZATION	<b>\$ (43,360)</b>
REMAINING OWNER'S CONSTRUCTION CONTINGENCY	<u>\$ 28,965</u>

**ODR RECOMMENDATION:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Broaddus & Associates*

**ENGINEER APPROVED:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Halff & Associates*

**CMR ACCEPTANCE:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Skanska USA Building, Inc.*

**OWNER ACCEPTANCE:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*South Texas College*

## **Review and Action as Necessary on Payment for Additional Architectural Design Services for the 2013 Bond Construction Pecan Campus Thermal Plant Screen Enclosure**

Approval of payment for additional services with Halff Associates for additional architectural design services for the 2013 Bond Construction Pecan Campus Thermal Plant Screen Enclosure is requested.

### **Purpose**

Authorization is requested to approve the payment for additional services with Halff Associates for design services for the 2013 Bond Construction Pecan Campus Thermal Plant Screen Enclosure design.

### **Justification**

Payment for additional services is requested by Halff Associates for their work in providing additional screen enclosure designs as requested by the Board.

### **Background**

Halff Associates provided the architectural and engineering work for the 2013 Bond Construction Pecan Campus Thermal Plant. The schematic design of the project, which was approved at the July 28, 2015 Board meeting, included exterior renderings of the cooling tower screen enclosure which included a wave design and the illustrations provided did not show the top portions of the cooling towers.

The original wave design was then excluded from the Guaranteed Maximum Price (GMP) as a cost saving effort by Broaddus & Associates without clearly notifying the Board when the GMP was approved at the November 24, 2015 Board meeting.

When the enclosure was under construction, it became apparent that the enclosure was designed too low to conceal the top portion of the cooling towers and did not include the wave design.

The Board instructed Broaddus & Associates to develop recommendations to meet the original intention of the approved schematic design, and Broaddus & Associates requested designs from Halff Associates that would meet the original schematic design intent as approved by the Board. Halff developed plans sufficient to obtain pricing for presentation to the Board, but no action was taken on the revised schematic design options.

Halff Associates is requesting a payment in the amount of \$13,198 for the additional work performed for providing the revised designs. Broaddus & Associates is recommending that the additional services request be paid as requested.

Below is a table detailing the fee calculation methodology from Halff Associates.

Pecan Campus Thermal Plant Screen Enclosure Fee Calculation Methodology		
Estimated Cost of Additional Construction	Fee Percentage	Additional Services Fee
\$270,0000	7.52%	\$20,304
Additional Services Fee	Estimated Completion %	Revised Fee Total
\$20,304	65%	<b>\$13,198</b>

**Funding Source**

Funds are available in the 2013 Bond Construction Program FY 2018 – 2019 budget.

**Committee Discussion**

Representatives from Broaddus & Associates and Halff Associates attended the Facilities Committee meeting to address questions regarding the requested payment and the work.

The Facilities Committee confirmed with Mr. Trey Murray with Halff Associates that the revised fee represented an “equitable resolution” of the balance of Halff Associates’ fee and any pending claim for this project and would settle the matter with his firm.

Broaddus & Associates confirmed that Halff Associates had achieved approximately 65% completion of the engineering drawings, and that the College would have the rights to use these documents to complete this project, at the College’s discretion. Gilbert Gallegos of Broaddus suggested that the payment by STC would entitle STC to the benefit of the portion the engineering work which had been provided.

Mr. Jesus Ramirez, Legal Counsel for South Texas College, asked whether an engineering firm other than Halff, would be able to use the delivered drawings, and Halff Associates confirmed that another firm would not likely be able to use those drawings, and recommended that the College would need to contract with Halff Associates to complete the drawings, if the College wished to recover the value of those drawings.

Mr. Ramirez asked whether an agreement needed to be drawn up to clarify that Halff would be obligated to finish the engineering design should the College decide to continue with that project. He asked with Mr. Murray was authorized by his firm to commit to that legal obligation for at least a two year period, suggesting that Halff would agree, upon payment of the current fee for \$13,198, to be prepared to remobilize on this project if contracted by the College within 24 months.

Mr. Trey Murray agreed that the terms would be agreeable, and that while there might be remobilization fees as well as fees to complete the design in any future contract, the College would receive credit for the substantial portion of the \$13,198 fee if the current drawings were used.

Subsequent to the September 11, 2018 Facilities Committee meeting, Mr. Jesus Ramirez advised that a formal agreement would not be necessary, and suggested that this synopsis be included in the record.

This synopsis has been presented to Mr. Ramirez and Mr. Trey Murray, and both have agreed to the facts as presented.

The Facilities Committee recommended Board approval of the payment in the amount of \$13,198.00 for architectural design services from Halff Associates for the 2013 Bond Construction Pecan Campus Thermal Plant Screen Enclosure as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the payment in the amount of \$13,198.00 for architectural design services from Halff Associates for the 2013 Bond Construction Pecan Campus Thermal Plant Screen Enclosure as presented.

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

The Board of Trustees approves and authorizes the payment in the amount of \$13,198.00 for architectural design services from Halff Associates for the 2013 Bond Construction Pecan Campus Thermal Plant Screen Enclosure as presented.

**Approval Recommended:**

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

## Review and Action as Necessary on Final A/E Fee Adjustments for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements

Approval to amend the existing engineering agreement with Halff Associates to include the additional scope items designed is requested.

### Purpose

Authorization is requested to amend the current engineering agreement with Halff Associates to include the design of the additional scope at the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements.

### Justification

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

### Background

The current engineering agreement with Halff Associates for the Mid Valley Campus Parking and Site Improvements provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$2,000,000, and the fee was negotiated at 8.5%, for a total of \$170,000 plus additional services and reimbursable cost totaling \$27,975. The total project cost is \$2,367,696. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

The Engineer has accepted a reduction in design scope which has been deducted from the additional fee adjustment:

Project Name	Adjustment Description	Amount
Mid Valley Campus Parking and Site Improvements	Landscape Irrigation Design Scope	\$4,375
<b>Total</b>		<b>\$4,375</b>

Halff Associates requests an additional fee of \$26,879.16, which would result in a total fee of \$224,854.16, including additional services.

Original Fee:	\$170,000.00
Reimbursable Expenses:	27,975.00
<u>Additional Fee:</u>	<u>26,879.16</u>
<b>Revised Fee</b>	<b>\$224,854.16</b>



**Funding Source**

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

**Presenters**

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

Board approval is necessary to amend the current A/E contract with Halff Associates to a revised fixed fee of \$224,854.16. No additional costs are anticipated for this project.

The Facilities Committee recommended Board approval to amend the current A/E contract with Halff Associates for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project to a total revised fixed fee of \$224,854.16, of which all has already been paid, except for \$26,879.16 which should be paid immediately.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current A/E contract with Halff Associates for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project to a revised fixed fee of \$224,854.16 and the payment of the unpaid balance of \$26,879.16.

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

The Board of Trustees approves and authorizes amending the current A/E contract with Halff Associates for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project to a revised fixed fee of \$224,854.16 and the payment of the unpaid balance of \$26,879.16.

**Approval Recommended:**

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

## Half - Fee Adjustment Summary - Mid-Valley Campus Parking and Site

<b>Company Name:</b>	Half
<b>Campus:</b>	STC Mid Valley
<b>Project Name:</b>	Parking and Site
<b>Original CCL:</b>	\$ 2,000,000.00
<b>Contract Construction Contingency</b>	\$ 31,731.00
<b>Contract Design Contingency</b>	\$ 31,731.00
<b>Original Fee Percent</b>	8.50%
<b>Calculated Fee:</b>	\$ 170,000.00

<b>Approved GMP:</b>	\$ 2,479,153.00
<b>Alternates - None</b>	\$ -
<b>Less Returned Design Contingency Balance</b>	\$ -
<b>Less Returned Buy Out Savings (Cooling Tower)</b>	\$ (109,376.00)
<b>Less Returned Construction Contingency Balance</b>	\$ (2,081.00)
<b>Construction Contingency Utilized Amount</b>	\$ -
<b>Total Adjusted Scope of Work Amount:</b>	\$ 2,367,696.00

<b>Original Base Contract Fee:</b>	\$ 170,000.00
<b>ASR #1 - Surveying</b>	\$ 10,000.00
<b>ASR #2 - Landscape &amp; Irrigation</b>	\$ 17,000.00

<b>Adjusted Contract Fee (Scope Total x Fee %)</b>	\$ 201,254.16
<b>ASR #1 - Surveying</b>	\$ 10,000.00
<b>ASR #2 - Landscape &amp; Irrigation</b>	\$ 17,000.00

<b>Reimbursable Expense - TAS</b>	\$ 975.00
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<b>Reimbursable Expense - TAS</b>	\$ 975.00
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**Total to Date:** \$ 197,975.00

**Proposed Total Fee Adjustment:** \$ 229,229.16

**Net Adjusted Increase Amount** \$ 31,254.16  
 Minus Landscape Irrigation Design Scope ASR 2 \$ (4,375.00)  
 Less Error Cost Contribution \$ -

**Net Adjusted Increase Amount** \$ 31,254.16  
 Minus Landscape Irrigation Design Scope ASR 2 \$ (4,375.00)  
 Less Error Cost Contribution \$ -

**Net Adjusted Increase Amount** \$ 26,879.16

**Net Adjusted Increase Amount** \$ 26,879.16

**Total Revised Contract Amount** \$ 224,854.16

**Total Revised Contract Amount** \$ 224,854.16

## Review and Action as Necessary on Release of Revised Final Retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Building

Approval of release of revised final retainage for the following 2013 Bond Construction Regional Center for Public Safety Excellence Building project is requested.

### **2013 Bond Construction Regional Center for Public Safety Excellence Building**

Final completion for this project with Noble Texas Builders was approved at the August 28, 2018 Board meeting.

Broaddus & Associates and PBK Architects recommended and the Board approved withholding \$49,864 for items that were still not completed at the August 28, 2018 Board meeting. These funds will be withheld until those items are completed.

### **Revision of Final Retainage**

Broaddus & Associates provided a final amount owed to Noble Texas Builders on August 28, 2018 to the Board but understated that amount. The final construction amount stated to the Board was \$215,511.60, but was actually \$254,375.60. This is an increase of \$38,864.00. The Board is asked to approve the release of revised final retainage in the amount of \$254,375.60 to Noble Texas Builders.

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid as of August 27, 2018	Remaining Balance as of August 27, 2018
\$4,494,426.00	(\$115,675.00)	\$4,378,751.00	\$4,383,751.00	\$ 4,122,892.65	\$255,858.35
				Less Failed Testing Reimbursement	1,482.75
				<b>Revised Final Retainage for Approval September 25, 2018</b>	<b>\$ 254,375.60</b>
				Previously Approved Retainage on August 28, 2018	\$ 215,511.60
				Retainage Increase	\$ 38,864.00

The Facilities Committee recommended Board approval to revise the previously approved retainage amount of \$215,511.60 to \$254,375.60, and that it all be paid except for \$49,864 retainage to be used against specific reserved items as agreed to by the contractor.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize revising the previously approved retainage amount of \$215,511.60 to the corrected final retainage amount of \$254,375.60, less a withholding amount of \$49,864 to be withheld pending completion of specific reserved items as agreed to by Noble Texas Builders, 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 revising the previously approved retainage amount of \$215,511.60 to the corrected final retainage amount of \$254,375.60, less a withholding amount of \$49,864 to be withheld pending completion of specific reserved items as agreed to by Noble Texas Builders, 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 A/E Fee Adjustments for the 2013 Bond Construction Regional Center for Public Safety Excellence Building**

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

### **Purpose**

Authorization is requested to amend the current architectural agreement with PBK Architects to include the design of the additional scope at the 2013 Bond Construction Regional Center for Public Safety Excellence Building.

### **Justification**

The Architect needs to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs are finalized. This increase in compensation is the result of additional construction costs to complete the Regional Center for Public Safety Excellence Building as approved.

### **Background**

The current architectural agreement with PBK Architects for the Regional Center for Public Safety Excellence Building provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$3,910,000, and the fee was negotiated at 6.41%, for a total of \$250,600 plus additional services and reimbursable costs of \$18,488.79. The total project cost is \$4,378,751. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

PBK Architects is requesting an additional fee of \$30,043.35, which would result in a total fee of \$299,132.14, including additional services.

Original Fee:	\$250,600.00
Reimbursable Expenses:	18,488.79
<u>Additional Fee:</u>	<u>30,043.35</u>
<b>Revised Fee</b>	<b>\$299,132.14</b>

### **Funding Source**

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

### **Presenters**

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

Board approval is necessary to amend the current A/E contract with PBK Architects to a revised fixed fee of \$299,132.14. No additional costs are anticipated for this project.

The Facilities Committee recommended Board approval to amend the current A/E contract with PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence Building project to reflect the increase of \$30,043.35 for a total fee of \$299,132.14, of which \$210,921.29 has already been paid, leaving a balance to be paid of \$88,210.85.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current A/E contract with PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence Building project to reflect the increase of \$30,043.35 for a total fee of \$299,132.14, of which \$210,921.29 has already been paid, leaving a balance to be paid of \$88,210.85.

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

The Board of Trustees approves and authorizes amending the current A/E contract with PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence Building project to reflect the increase of \$30,043.35 for a total fee of \$299,132.14, of which \$210,921.29 has already been paid, leaving a balance to be paid of \$88,210.85.

**Approval Recommended:**

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

## PBK - Fee Adjustment Summary - Pharr RCPSE Building

Company Name:	PBK
Campus:	RCPSE
Project Name:	Building
Original CCL:	\$ 3,910,000.00
Contract Construction Contingency	\$ 89,889.00
Contract Design Contingency	\$ 68,315.00
Original Fee Percent	6.40921%
Calculated Fee:	\$ 250,600.00
Original Base Contract Fee:	\$ 250,600.00
ASR Master Plan Services	\$ 17,000.00
ASR Master Plan Reimbursable	\$ 1,043.79
Reimbursable Expenses - TAS	\$ 445.00

Total to Date: \$ 269,088.79

Comments:

Approved GMP:	\$ 3,494,426.00
Add for PSJA Scope (Four Classrooms)	\$ 1,000,000.00
	\$ -
	\$ -
Less Returned Design Contingency Balance	\$ -
Less Returned Net Final Buy Out Savings	\$ (47,960.00)
Less Returned Construction Contingency Balance	\$ (67,715.00)
Total Adjusted Scope of Work Amount:	\$ 4,378,751.00
Adjusted Contract Fee (Scope Total x Fee %)	\$ 280,643.35
ASR Master Plan Services	\$ 17,000.00
ASR Master Plan Reimbursable	\$ 1,043.79
Reimbursable Expenses - TAS	\$ 445.00

Proposed Total Fee Adjustment:  
 Fee Adjustment @ Project Closeout \$ 299,132.14

Net Adjusted Increase Amount \$ 30,043.35  
 Less Design Error Contribution \$ -

Total Revised Contract Amount \$ 299,132.14

## Review and Action as Necessary on Release of Revised Final Retainage for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

Approval of release of revised final retainage for the following 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project is requested.

### **2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements**

Final completion for this project with Noble Texas Builders was approved at the August 28, 2018 Board meeting.

Broaddus & Associates and Dannenbaum Engineering also recommended withholding \$27,508.55 for items that were still not completed at the August 28, 2018 Board meeting. These funds will be withheld until those items are completed.

### **Revision of Final Retainage**

Broaddus & Associates provided a final amount owed to Noble Texas Builders on August 28, 2018 to the Board but understated that amount. The final construction amount stated to the Board was \$97,863.12 and was actually \$132,853.67. This is an increase of \$34,990.55. The Committee is asked to recommend for approval the release of revised final retainage in the amount of \$132,853.67 to Noble Texas Builders.

The following chart summarizes the above information:

Guaranteed Maximum Price	Net Total Change Orders	Final Project Cost	Final Project Cost including Pre-construction Services	Previous Amount Paid as of August 27, 2018	Remaining Balance as of August 27, 2018
\$1,887,866.00	\$120,522.00	\$2,008,388.00	\$2,013,388.00	\$1,874,727.58	\$133,660.42
				Less Failed Testing Reimbursement	806.75
				<b>Revised Final Retainage for Approval September 25, 2018</b>	<b>132,853.67</b>
				Previously Approved Retainage on August 28, 2018	\$ 97,863.12
				Retainage Increase	\$34,990.55



The Facilities Committee recommended Board approval to release the revised final retainage in the amount of \$132,853.67, less a withholding amount of \$27,508.55 for work still pending completion for the 2013 Bond Construction Program Regional Center for Public Safety Excellence Parking & Site Improvements project, which would include a payment now of \$105,345.12.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised final retainage in the amount of \$132,853.67, less a withholding amount of \$27,508.55 for work still pending completion, for an immediate payment of \$105,345.12 to Noble Texas Builders 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 the revised final retainage in the amount of \$132,853.67, less a withholding amount of \$27,508.55 for work still pending completion, for an immediate payment of \$105,345.12 to Noble Texas Builders 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 A/E Fee Adjustments for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements**

Approval to amend the existing engineering agreement with Dannenbaum Engineering to include the additional scope items designed is requested.

### **Purpose**

Authorization is requested to amend the current engineering agreement with Dannenbaum Engineering to include the design of the additional scope at the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements.

### **Justification**

The Engineer needs to be compensated based on a percentage of the Construction Cost Limitation and the compensation adjusted once the construction costs are finalized. This increase in compensation is the result of additional construction costs to complete the Regional Center for Public Safety Excellence Parking and Site Improvements as approved.

### **Background**

The current engineering agreement with Dannenbaum Engineering for the Regional Center for Public Safety Excellence Parking and Site Improvements provides for an additional fee if the final construction cost exceeds the Construction Cost Limitation (CCL) by more than 5%.

The CCL for the project was \$1,350,000, and the fee was negotiated at 8.6%, for a total of \$116,100 plus additional services and reimbursable costs of \$19,263.99. The total project cost is \$3,148,388. No additional costs are anticipated for the project, which exceeded the CCL by the 5% contract threshold.

Dannenbaum Engineering is requesting an additional fee of \$154,661.37, which would result in a total fee of \$290,025.36.

Original Fee:	\$116,100.00
Reimbursable Expenses:	19,263.99
Additional Fee:	154,661.37
<b>Revised Fee</b>	<b>\$290,025.36</b>

The Engineer was previously paid \$98,040 for a partial fee adjustment, approved at the May 29, 2018 Board meeting, resulting in a pending additional fee balance of \$56,621.37.

Additional Fee:	\$154,661.37
Previously Paid:	<u>98,040.00</u>
<b>Additional Fee Balance</b>	<b>\$56,621.37</b>

### **Funding Source**

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

### **Presenters**

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

Board approval is necessary to amend the current A/E contract with Dannenbaum Engineering to a revised fixed fee of \$290,025.36. No additional costs are anticipated for this project.

The Facilities Committee recommended Board approval to amend the current A/E contract with Dannenbaum Engineering for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project from the previously approved \$98,040.00 to a revised fixed fee of \$290,025.36, of which all has been paid except for \$56,621.37, which should be paid immediately

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current A/E contract with Dannenbaum Engineering for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project to a revised fixed fee of \$290,025.36 and the payment of the unpaid balance of \$56,621.37.

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

The Board of Trustees approves and authorizes amending the current A/E contract with Dannenbaum Engineering for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project to a revised fixed fee of \$290,025.36 and the payment of the unpaid balance of \$56,621.37.

### **Approval Recommended:**

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

## Dannenbaum - Fee Adjustment Summary - Pharr RCPSE Parking and Site

<b>Company Name:</b>	Dannenbaum
<b>Campus:</b>	Pharr RCPSE
<b>Project Name:</b>	Parking and Site
<b>Original CCL:</b>	\$ 1,350,000.00
<b>Contract Construction Contingency</b>	\$ 28,696.00
<b>Contract Design Contingency</b>	\$ 37,757.00
<b>Original Fee Percent</b>	8.60%
<b>Calculated Fee:</b>	\$ 116,100.00

<b>Original Base Contract Fee:</b>	\$ 116,100.00
<b>Additional Services</b>	\$ 18,209.49

<b>Reimbursable Expenses</b>	\$ 1,054.50
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**Total to Date:** \$ 135,363.99

**Comments:**

<b>Approved GMP:</b>	\$ 1,887,866.00
<b>Add for TxDPS Scope (Skills Pad, EVOG, Citiscape)</b>	\$ 1,140,000.00
<b>Add for Lightpole Bases</b>	\$ 110,496.00
<b>Add for Landscape Scope</b>	\$ 18,934.00
<b>Less Returned Design Contingency Balance</b>	\$ (4,149.00)
<b>Less Returned Net Final Buy Out Savings</b>	\$ (2,057.00)
<b>Less Returned Construction Contingency Balance</b>	\$ (2,702.00)
<b>Total Adjusted Scope of Work Amount:</b>	\$ 3,148,388.00

<b>Adjusted Contract Fee (Scope Total x Fee %)</b>	\$ 270,761.37
<b>Additional Services</b>	\$ 18,209.49

<b>Reimbursable Expenses</b>	\$ 1,054.50
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**Proposed Total Fee Adjustment:** \$ 290,025.36  
 Fee Adjustment @ Project Closeout

**Net Adjusted Increase Amount** \$ 154,661.37  
 Less Previously Paid Partial Adjustment \$ (98,040.00)

**Current Adjustment Balance Due** \$ 56,621.37

**Total Revised Contract Amount** \$ 290,025.36

### **Exit Presentation on 2013 Bond Construction Program by Construction Program Manager Broaddus & Associates**

The South Texas College Board of Trustees contracted Broaddus & Associates as the Construction Program Manager for the 2013 Bond Construction Program.

With the 2013 Bond Construction Program nearing completion, the Board has asked Broaddus & Associates to deliver a final presentation to compare the original scope of the program to the final projects as built under the program.

Broaddus & Associates has prepared a presentation, provided with the Board Packet under separate cover, on the following topics:

1. Campus Projects
2. Facts
3. Absorbed Scope
4. Value Added

South Texas College staff has raised questions regarding the Exit Presentation prepared by Broaddus & Associates. Broaddus & Associates has been asked to provide any revision as necessary at the September 25, 2018 Regular Board Meeting.

This presentation is delivered for the Board's information and official record. No action is requested.

## **Review and Action as Necessary on Contracting Engineering Services for the Mid Valley Campus Evaluation and Recommendation of Existing Site Drainage**

Approval to contract engineering services to evaluate and make recommendations for the Mid Valley Campus Existing Site Drainage is requested.

### **Purpose**

Engineering services are necessary for evaluating and obtaining recommendations for the Mid Valley Campus Existing Site Drainage. The design scope of work includes, but is not limited to, design, analysis, surveys, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### **Justification**

The solicitation of qualifications for engineering services for the Mid Valley Campus Evaluation and Recommendations of Existing Site Drainage project was approved by the Board to evaluate the drainage conditions after the recent rain event at the Mid Valley Campus.

### **Background**

On August 13, 2018, South Texas College began soliciting for engineering design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Mid Valley Campus Evaluation and Recommendations of Existing Site Drainage project. A total of eleven (11) firms received a copy of the RFQ and a total of six (6) firms submitted their responses on August 28, 2018.

### **Funding Source**

Funds for these expenditures are available in the unexpended construction budget for FY 2018-2019.

### **Reviewers**

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

### **Enclosed Documents**

A site plan of the Mid Valley Campus is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract engineering services with Perez Consulting Engineers, LLC for evaluation and recommendations for the Mid Valley Campus Evaluation and Recommendations of Existing Site Drainage project as presented.

**Recommendation:**

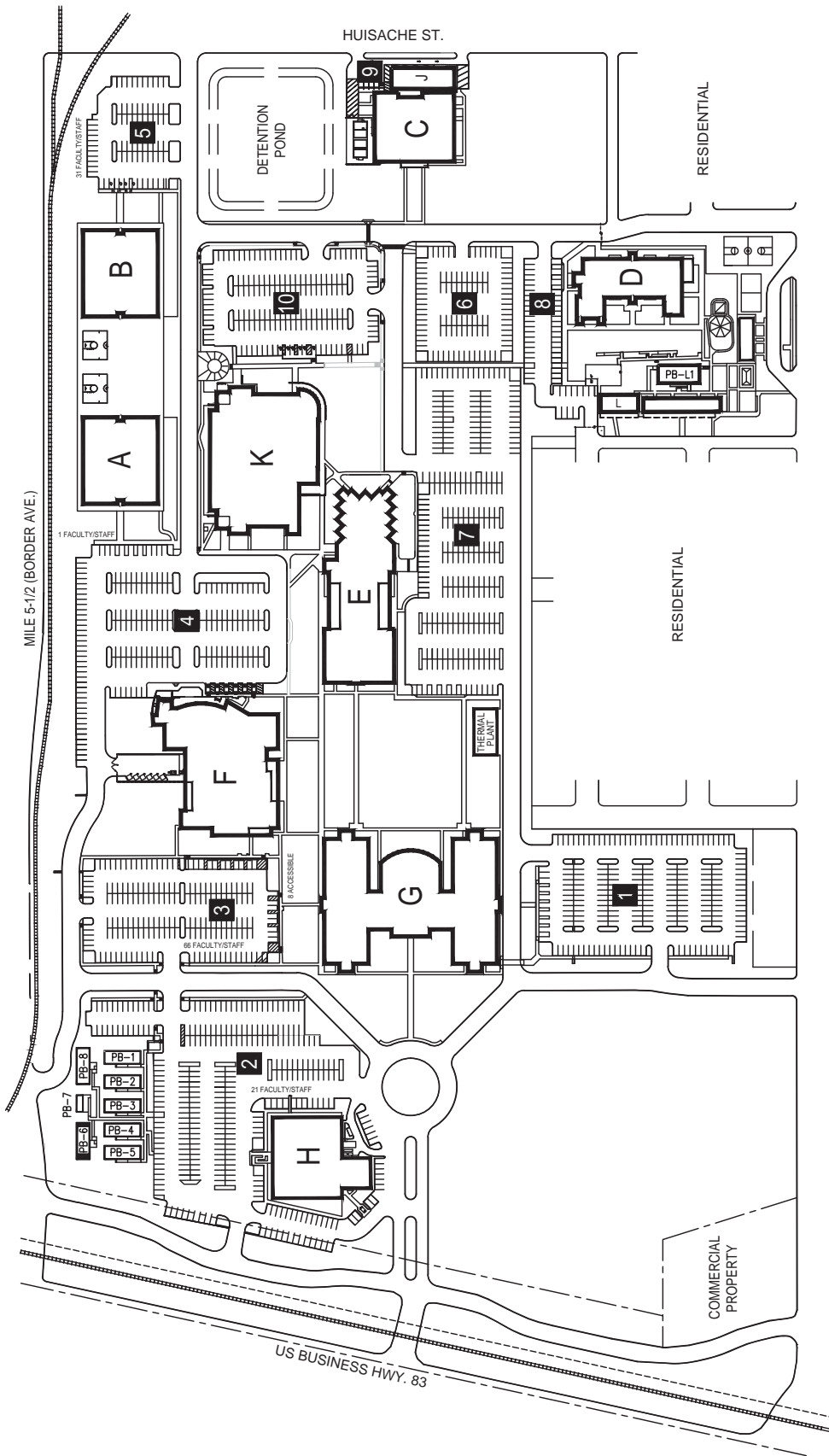
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting engineering services with Perez Consulting Engineers, LLC for evaluation and recommendations for the Mid Valley Campus Evaluation and Recommendations of Existing Site Drainage project as presented.

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

The Board of Trustees approves and authorizes contracting engineering services with Perez Consulting Engineers, LLC for evaluation and recommendations for the Mid Valley Campus Evaluation and Recommendations of Existing Site Drainage project as presented.

**Approval Recommended:**

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




**SOUTH TEXAS COLLEGE**  
**MID VALLEY CAMPUS**


 PARKING LOT NUMBER



**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES FOR MID VALLEY CAMPUS EVALUATION AND RECOMMENDATION OF EXISTING SITE DRAINAGE  
PROJECT NO. 18-19-1017**

<b>VENDOR</b>	Ambioce Civil Engineering Group, Inc. 5420 Paredes Line Rd Brownsville, TX 78526 956-548-9333	Dannenbaum Engineering Corporation 1109 W Nolana Ave Ste 208 McAllen, Texas 78504 956-682-3677	Guzman & Minor Engineering and Surveying, Inc. 2020 E Expressway 83 Mercedes, TX 78570 956-565-4637	Perez Consulting Engineers, LLC. 808 Dallas Ave McAllen, TX 78501 956-631-4482	R. Gutierrez Engineering Corporation 130 E Park Ave Pharr, TX 78877 956-782-2557 956-782-2558	South Texas Infrastructure Group, LLC. 900 S Stewart Rd, Ste 13 Mission, TX 78572 956-424-3335
<b>CITY/STATE/ZIP</b>						
<b>PHONE</b>						
<b>FAX</b>						
<b>CONTACT</b>	Vicente Mendez	Louis H. Jones, Jr.	Jose L. Minor	J. David Perez	Ramiro Gutierrez	Julio Cerda
<b>3.1. Statement of Interest</b>						
<b>3.1.1 Statement of Interest for Project</b>	The firm presented their interest by summarizing their qualifications and experience of their staff. They indicate that all work would be performed by local staff and that the principals would be directly involved in providing services.	Stated the firm's eagerness to work on the project. They emphasized their firm's ability to coordinate work with other organizations involved in the project and their ability to complete the project on time and within budget.	The firm expressed their interest in the project and summarized the firm's different types of services it provides to show their capabilities.	Stated they are very interested in assisting STC with the evaluation and recommendation of existing site drainage at the Mid Valley Camps. Having worked with STC, they are familiar with the procedures for a smooth project design and construction.	Firm stated their interest in the project. They summarized their firm's capability in various aspects of services required for the project.	Firm stated their interest in the project and summarized the firm's history and capabilities. They have a goal to provide STC with a strong pro-active Design Team.
<b>3.1.2 History and Statistics of Firm</b>	- Established in 1986 - Staff of 24 - Located in Brownsville, TX with office in Harlingen	- Established in 1945 - Staff of over 80 professionals - Texas based consulting engineering companies that has offices in El Paso, Houston, Austin, San Antonio, Dallas, Ft. Worth and McAllen	- Located in Mercedes, Texas - Has been providing services since 1973 - Staff of approx. 20 employees	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Established in 1998 - Staff of 10 Employees with three professional engineers - Located in Pharr, Texas	- Staff of 13 - Located in Mission, Texas - 20 years of experience
<b>3.1.3 Narrative describing the design team's unique specialized design experience as it relates to the project</b>	Indicated they are the largest engineering firm in Cameron County and has over 70 years of cumulative experience in planning, permitting, design, construction and surveying services. Pointed to work provided previously to institutions of higher education.	Pointed out the firm's work in other projects within the cities where STC has campuses, which has given them the knowledge of the ordinances and regulations governing construction within those cities.	Indicated that firm has a broad range of engineering, surveying, and construction and inspection related services and have provided services to many non-profit organizations.	Pointed to the firm's experience throughout the Rio Grande Valley area in various aspects of services. Provided an example of the type of work already provided to the STC previously.	The firm described the specific details needed for the work and provided a list of previous similar work they have provided for STC.	The firm described their various areas of experience and how it pertains to the project at hand. They listed a couple of projects that they have worked on to show their experience.
<b>3.1.4 Statement of Availability and Commitment</b>	Stated their team is dedicating the resources required to complete the project on-time and within budget. Indicated that project will be given highest priority.	Stated their team will provide experienced professional and technical personnel to competently and efficiently perform the work required to successfully meet or exceed the project schedule.	Indicated that there are not potential conflicts with current work. Stated that key personnel are working under an average 60% workload.	Indicated that they are involved in other work, but is approx. 85% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they consider STC to be an extremely valuable and important client and it will receive the best in priority and attention.	Listed the roles and percentage of time each employee will deliver to the project at hand.
<b>3.2. Prime Firm</b>						
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Carlos M. Marin, Ph.D., P.E., Principal-In-Charge/Technical Review Committee - Vicente Mendez, P.E., R.P.L.S., Principal Engineer/Project Manager - John W. Clint, P.E., Principal Engineer/Project Manager - Lupe Nunez, R.P.L.S., Surveying Manager - Joseph Tanayo, P.E., Civil Engineering - Marc Haws, P.G., Sr., Geologist/Environmental Consultant/Project Manager - Jude Benavides, Ph.D., Senior Project Engineer/Technical Review Committee - Annemarie Whitko, M.S., Project Scientist - Robert Anzak, Senior Designer - Miguel Garcia, Surveying/CAD Manager/Ambioce - Homer Trevino, Construction Inspection	Included resumes for the following staff: - Jose L. Minor, P.E., S.I.T., President - Rodolfo Montero, Senior Project Manager - Oscar Herrera, E.I.T. - Carlos Aguilar, R.P.L.S., Surveyor - Dan Hamilton, Senior Project Manager for Construction - Chris Lopez, Administrative Project Coordinator	Included resumes for the following staff: - Jorge D. Perez, P.E., R.P.L.S. - J. David Perez, P.E. - Rene Gonzalez, P.E. - Alfonso Gonzalez, P.E.	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lago, PE, CFM - Pablo Soto, Jr., PE, RPLS, Survey Project Manager	Included resumes for the following staff: - Julio C. Cerda, P.E., Projected Manager - Victor Trevino, P.E. - Jonathan D. Garcia Zamudio, Graduate Engineer	
<b>3.2.2 Project Assignments and Lines of Authority</b>	Listed key personnel, role and percent of time they can commit to this project.	Listed two key personnel who would be involved in the project.		Listed key Personnel and each role that they play within the company. Indicated the percentage of time the principal-in-charge will be involved as well as project manager and assistant project manager.	Named three key personnel and the roles each will play in the project. Indicated they will spend as much time needed to meet all scheduled milestones for the project.	Listed three personnel and a summary of their expertise, and named the main person who would be the point of contact. They also listed the percentage of time each personnel would have for the project.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	Firm has its prime office located in Brownsville with an additional office in Harlingen. Indicated that both offices are less than an hours drive to STC and will be available through all phases of the project.	Firms McAllen office is located within three miles of the Building N on STC's Pecan Campus.	The firm did not directly address item, but their office is located in Mercedes, Texas.	Firm has stated that they are less than 10 minutes away from Pecan Campus which makes them readily available for scheduled and unplanned meetings.	Firm is located in Pharr. They indicated that they can be at the STC Planning & Construction office or the Mid Valley Campus within 15 minutes of leaving their office.	Firm is located in Mission, Texas and is 6 miles from STC and are able to respond to planned and/or unexpected meetings.
<b>3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.</b>	Indicated that firm has not been involved in litigation disputes that would affect ability to provide services to STC.	Indicated that firm has not been involved in litigation disputes.	Indicated that they have no pending litigations.	Firm states they are not involved in any litigation.	Firm is not currently involved in any litigation.	Indicated that firm has only had 1 automobile insurance claim. The accident occurred on June 17, 2015 and claim was settled.
<b>3.3 Project Team</b>	Included organization chart which showed the firm's prime staff and employee levels.	Included organization chart showing prime firm and following consultants: - AnafTerm Environmental, Inc. - Heifer Design Team, PLLC. - CLH Engineering, Inc. - Ferracon Consultants, Inc.	Included organization chart with the roles of the firm and sub consultant firms if required.	Included organizational chart showing prime firm and employee roles.	Included organizational chart showing prime firm and the employee roles.	Included organizational chart showing prime firm and the following consultants: - R.O.W Surveying Services, LLC.
<b>3.4 Representative Projects</b>						
<b>3.4.1 Organization chart with Role of Prime Firm and each consultants firm</b>	- Harlingen ISD - Dr. Abraham P. Cano Freshman Academy (\$26.8 Million) - Brownsville ISD - Performing Arts Building at Hanna High School (\$2.8 Million) - Brownsville ISD - BISD Early College (\$5.7 Million) - South Texas ISD - Cameron County Med High School (\$28.1 Million) - UTRGV - Multipurpose Academic Center (\$23 Million)	- South Texas College - Pecan Campus Parking Lot Expansion and Parking and Street Improvements (\$121,947,49) - Edinburg ISD - Edinburg High School Drainage Reconfiguration (\$250,000) - La Joya ISD - Transportation Roadway Improvement Project (\$113,789,15) - La Joya ISD - Diaz Villarreal, Kika De La Garza & Bentsen Elementary (\$164,740,80) - South Texas ISD - Cameron County Middle School (\$281,000,000) - UTRGV - Multipurpose Academic Center (\$23 Million)	- City of Mercedes - Provide Surveying, Engineering Design, Construction and Inspection Services for various street projects - Project 1 - Street Program West Side (\$1,693,502,65) - Project 2 - Street Program East Side (\$2,191,074,99) - City of Raymondville - Provide Surveying, Engineering Design, Construction and Inspection Services - Project 1 - Replacement of LS 18 and Elimination of LS 3 (\$2306,476) - Project 2 - Street Overlay Projects (\$246,883)	- South Texas College - STC Nursing & Allied Health Center - UTRGV - Lamar Parking Lot - UTRGV - FRM Drainage Project - South Texas College - North Pecan Campus Infrastructure Improvements Project (\$3 Million) - PSJA ISD - T-STEM Early College & Football Stadium Parking Lot (\$1,800 parking space)	- South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) - South Texas College - Pecan Plaza Parking Area for Police Vehicle Project (\$202,500.00) - PSJA ISD - Liberty Middle School Athletic Fields (\$3.7 Million) - PSJA ISD - Jaime Escalante Middle School (\$3,694,980) - PSJA ISD - LBI Middle School Renovations and Additions (\$1,100,000)	- Sharyland ISD - Pioneer High School Subdivision, Shary Road and 6 Mile Line Road in City of McAllen ETJ (\$40,500,000.00) - Sharyland ISD - Support Services Bus and Staff Parking Lot Improvements, US Business 83 and Bryan Road in City of Mission (\$460,000.00) - IDEA Public Schools - McAllen Subdivision, US Business 83 and Bentsen Road in City of McAllen (\$4,788,000.00) - Hidalgo County Precinct 4 - Endowment Center at San Carlos Phase II (Sunflower Park) (\$1,000,000.00)
<b>3.4.2 Minimum of 5 projects firm has worked on</b>						
<b>3.5 References</b>						
<b>3.5.1 References for five projects</b>	- Harlingen ISD - Brownsville ISD - South Texas ISD - UTRGV - City of Brownsville	- Edinburg CISD - Hidalgo City Drainage District No. 1 - Burns Brothers LTD - City of McAllen - City of Edinburg	- City of Mercedes - City of Raymondville - Harlingen Water Works - Mercedes Builders - Raymondville County Judge	- South Texas College - UTRGV - PSJA ISD	- PSJA ISD - City of Pharr	- Orchard States - Marvel Plaza, Edinburg, TX - Rockingham Subdivision - City of Mission - City of Edinburg
<b>3.6 Project Execution</b>						
<b>3.6.1 Willingness and ability to expedite services. Ability to supplement production.</b>	Stated their commitment to providing quality services to STC in an expedited manner. They summarized their process for maintaining projects on time and within budget.	Stated that they have more than adequate personnel from which to supplement the Team they will assign to the project. They pointed to the use of Critical Path Scheduling to complete the project on time.	Firm did not directly address item, but it indicated elsewhere that additional staff will be added if the volume of work for project team affect the performance on work on STC's project.	Stated the firm's understanding of the growth of STC's student population and recent drainage issues call for Fast-Track Engineering. Provided a detailed summary of the firm's tasks and schedules for the project.	Stated the firm's willingness and ability to commence work on the project. The firm does not foresee a need to supplement work capability, but they have the resources to do so in needs presents itself.	The firm did not give a response to expediting of services; however they did list their plan of action if they were to be awarded the project. They also provided a statement on their quality control practices.
<b>Total Evaluation Points</b>	545.3	528.31	530.99	557.64	547.9	527.48
<b>Ranking</b>	3	5	4	1	2	6

SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES FOR MID VALLEY CAMPUS EVALUATION AND RECOMMENDATION OF EXISTING SITE DRAINAGE  
PROJECT NO. 18-19-1017  
EVALUATION SUMMARY

VENDOR	Ambiolec Civil Engineering Group, Inc.	Dannenbaum Engineering Company - McAllen, LLC.	Guzman & Munoz Engineering and Surveying, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	South Texas Infrastructure Group, LLC.
ADDRESS	5420 Paredes Line Rd Brownsville, TX 78526	1109 W Nolana Ave Ste 208 McAllen, TX 78504	2020 E Expressway 83 Mercedes, TX 78570	808 Dallas Ave McAllen, TX 78501	130 E Park Ave Pharr, TX 78577	900 S Stewart Rd Ste 13 Mission, TX 78572
CITY/STATE/ZIP	956-548-9333	956-682-3677	956-565-4637	956-631-4482	956-782-2557	956-424-3335
PHONE	956-548-9399	956-686-1822	956-565-4636		956-782-2558	
FAX	Vicente Mendez	Louis H. Jones, Jr.	Jose L. Munoz	J. David Perez	Ramiro Gutierrez	Julio Cerda
CONTACT						
<b>3.1 Statement of Interest (up to 100 points)</b>						
3.1.1 Statement of interest on projects	94	90	94	97	96.5	95.5
3.1.2 Firm History including credentials	90	80	85	95	90	85
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	85	85	88	93	93	85
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	90	80	80	90	85	80
	93	94	92	94	94	90
	93	91	88	93	92	90
<b>3.2 Prime Firm (up to 100 points)</b>						
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	94	90	95	97	97	96
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	88	88	88	93	90	85
3.2.3 Prime Firm proximity and meeting availability	90	85	85	90	85	80
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	93	93	91	94	93	90
	94	92	90	95	94	90
<b>3.3 Project Team (up to 100 points)</b>						
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included. Identify the consultant and provide a brief history about the consultant.	94	90	95	97	96.5	95.5
-Describe the consultant's proposed role in the project and its related project experience	90	80	90	95	90	80
-List a project(s) that the prime firm and the consultant have worked together on during the last five years	90	90	90	93	90	85
-Provide a statement of the consultant's availability for the project(s)	90	85	85	90	90	85
-Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	90	88.16	90	93.83	91.91	87.58
3.3.2 Provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any.	90	85	85	90	90	85
-List the consultant and provide a brief history about the consultant and their area of design expertise	92	92	90	94	92	90
-Describe the consultant's proposed role in the project	94	92	90	94	93	90
-List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise						
-List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years						
-Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project						
<b>3.4 Representative Projects (up to 100 points)</b>						
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting	95	85	95	97	96.5	96
-Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	90	80	88	95	88	80
	90	88	88	90	90	90
	85	90	80	80	80	80
	89	94	89	90	90	89
	92	92	88	92	91	88
	96	90	95	96	96.5	95
	88	85	90	95	90	85
	90	90	90	95	93	88
	85	85	85	90	90	85
	90	90	90	92	92	90
	95	94	87	95	94	94
<b>3.5 Five References (up to 100 points)</b>						
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: -Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	96	90	95	96	96.5	95
	88	85	90	95	90	85
	90	90	90	95	93	88
	85	85	85	90	90	85
	90	90	90	92	92	90
	95	94	87	95	94	94
<b>3.6 Project Execution (up to 100 points)</b>						
3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	96	90	95	97	96.5	96
	85	80	88	90	90	85
	90	90	80	93	93	80
	90	85	80	85	80	85
	92	92	92	92	92	92
	92	93	85	93	93	90
<b>TOTAL EVALUATION POINTS</b>	545.3	528.31	530.99	557.64	547.9	527.48
<b>RANKING</b>	3	5	4	1	2	6

## Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Covered Bus Drop Off Improvements

Approval to contract construction services for the Mid Valley Campus Covered Bus Drop Off Improvements project is requested.

### Purpose

The procurement of a contractor will provide for construction services necessary for the Mid Valley Campus Covered Bus Drop Off Improvements project.

### Background

The Mid Valley Campus Covered Bus Drop Off project has been approved as part of the Capital Improvement Proposal process for FY17-18. The project was proposed to provide a covered area for students being dropped off or picked up. The project is located on the northeast area of the campus along Republic Street. The area has an existing drop off loop drive and covered canopies that were part of the purchase from Weslaco ISD. The scope of the project will include upgrades to the existing covered structure, sidewalks, and concrete flooring.

Staff from the Facilities Planning and Construction and Purchasing Departments prepared and issued the necessary plans and specifications for the solicitation of competitive sealed proposals for this phase.

Solicitation of competitive sealed proposals for this project began on July 30, 2018. A total of ten (10) sets of construction documents were issued to general contractors and a total of five (5) proposals were received on August 21, 2018.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
July 30, 2018	Solicitation of competitive sealed proposals began.
August 21, 2018	Five (5) proposal(s) were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Tri-Gen Construction, LLC as the highest ranked in the amount of \$46,633.18.

### Funding Source

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Tri-Gen Construction, LLC</b>	<b>Budget Variance</b>
Unexpended Construction Plant Fund	\$75,000	\$46,633.18	\$28,366.82
<b>Total Amount</b>	<b>\$75,000</b>	<b>\$46,633.18</b>	<b>\$28,366.82</b>

Funds are budgeted in the Unexpended Construction Plant Fund budget for fiscal year 2018-2019.

**Reviewers**

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

**Enclosed Documents**

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

The Facilities Committee recommended Board approval to contract construction services with Tri-Gen Construction, LLC in the amount of \$46,633.18 for the Mid Valley Campus Covered Bus Drop Off Improvements project as presented.

**Recommendation:**

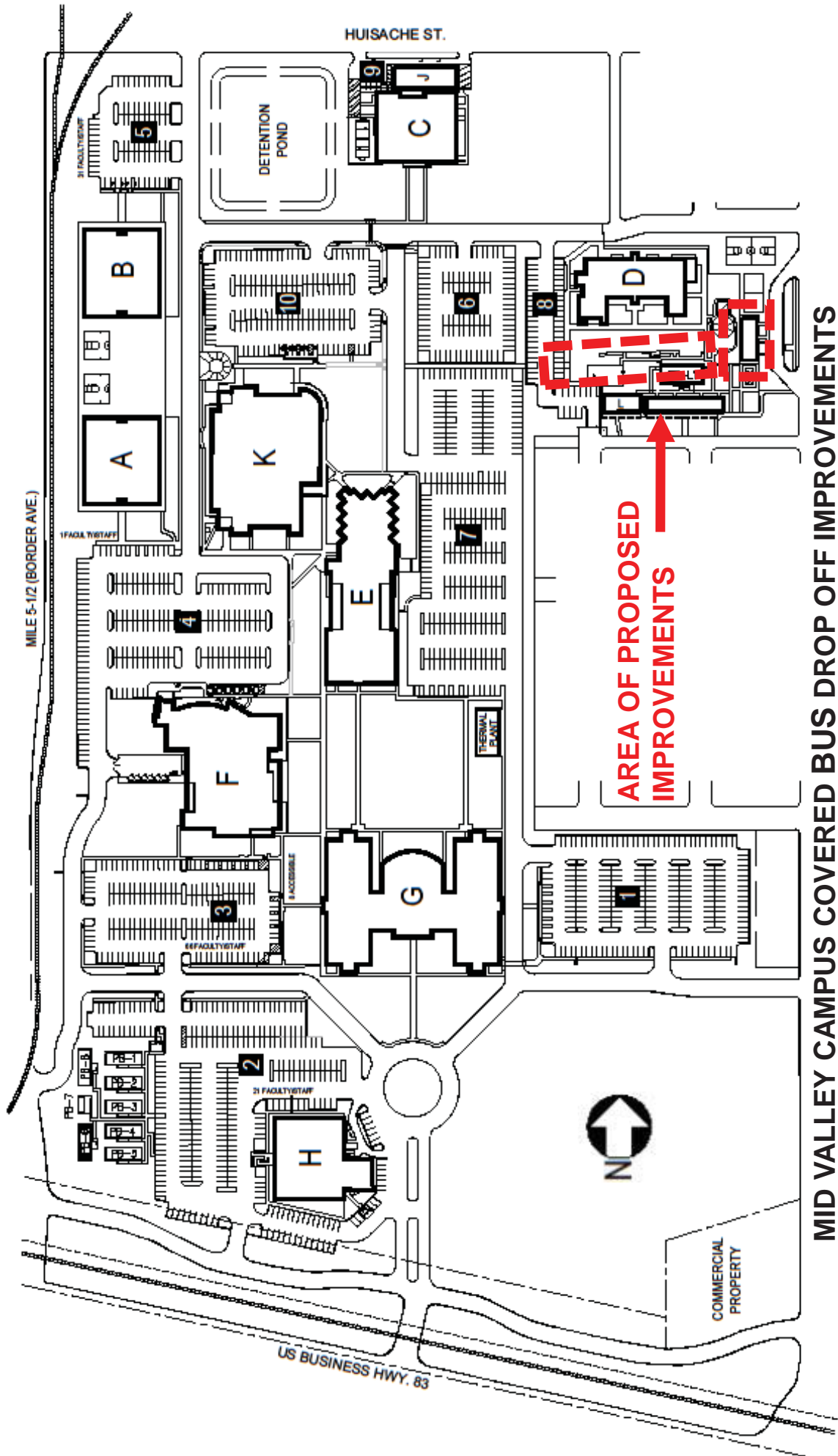
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Tri-Gen Construction, LLC in the amount of \$46,633.18 for the Mid Valley Campus Covered Bus Drop Off Improvements project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Tri-Gen Construction, LLC in the amount of \$46,633.18 for the Mid Valley Campus Covered Bus Drop Off Improvements project as presented.

**Approval Recommended:**

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



**MID VALLEY CAMPUS COVERED BUS DROP OFF IMPROVEMENTS**

**SOUTH TEXAS COLLEGE  
MID VALLEY CAMPUS - COVERED BUS DROP OFF IMPROVEMENTS  
PROJECT NO. 18-19-1013**

<b>VENDOR</b>	5 Star GC Construction, LLC.	Golden Key Construction Services, LLC.	Herrcon, LLC.	RG Enterprises, LLC./ dba G&G Contractors	Tri-Gen Construction, LLC.
<b>ADDRESS</b>	3209 Melody Ln	3409 S Jackson Rd	1333 E Jasmine Ave	712 E Wisconsin Rd	2900 N Texas Blvd Ste 201
<b>CITY/STATE/ZIP</b>	Mission, TX 78574	Pharr, TX 78577	McAllen, TX 78501	Edinburg, TX 78539	Weslaco, TX 78599
<b>PHONE</b>	956-867-5040	956-393-0960	956-330-5566	956-283-7040	956-447-1048
<b>FAX</b>	956-599-9055			956-259-8046	956-447-2003
<b>CONTACT</b>	Alan Oakley	Raul Aguirre	Gilbert Herrera	Rene Garza	J. Gonzalez
<b>#</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Mid Valley Campus- Covered Bus Drop Off Improvements	\$ 57,000.00	\$ 57,233.08	\$ 50,900.00	\$ 46,633.18
2	Begin Work Within	15 Working Days	10 Working Days	10 Working Days	10 Working Days
3	Completion of Work Within	50 Calendar Days	45 Calendar Days	60 Calendar Days	30 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 57,000.00	\$ 57,233.08	\$ 50,900.00	\$ 46,633.18
<b>TOTAL EVALUATION POINTS</b>		82.3	71	83.4	72.4
<b>RANKING</b>		3	5	2	4
					1

**SOUTH TEXAS COLLEGE  
MID VALLEY CAMPUS BUS DROP OFF IMPROVEMENTS  
PROJECT NO. 18-19-1013  
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.	Golden Key Construction Services, LLC.	Herrcon, LLC.	RG Enterprises, LLC./ dba G&G Contractors	Tri-Gen Construction, LLC.
ADDRESS		3209 Melody Ln	3409 S Jackson Rd	1333 E Jasmine Ave	712 E Wisconsin Rd	2900 N Texas Blvd Ste 201
CITY/STATE/ZIP		Mission, TX 78574	Pharr, TX 78577	McAllen, TX 78501	Edinburg, TX 78539	Weslaco, TX 78599
PHONE		956-867-5040	956-393-0960	956-330-5566	956-283-7040	956-447-1048
FAX		956-599-9055			956-259-8046	956-447-2003
CONTACT		Alan Oakley	Raul Aguirre	Gilbert Herrera	Rene Garza	J. Gonzalez
1	The Respondent's price proposal. (up to 45 points)	36.8	36.7	41.2	32.3	45
		36.8	36.7	41.2	32.3	45
		36.8	36.7	41.2	32.3	45
		36.8	36.7	41.2	32.3	45
		36.8	36.7	41.2	32.3	45
2	The Respondent's experience and reputation. (up to 10 points)	9	7	8.5	8	9
		9	7	8.5	8	9.5
		9	8.5	8.5	8.5	9
		8	6	7	9	9
		9	6	8	8	8.5
3	The quality of the Respondent's goods or services. (up to 10 points)	9	7	9	9	9
		9.5	7	9	7	9
		9	6.5	8	7	8
		8	5	8	8	8
		8.5	5	8	6	8.5
4	The Respondent's safety record (up to 5 points)	3.5	3	3.5	3.5	4.5
		4.5	3.5	3.5	3	4.5
		4	4	4.5	3	4.5
		4	3	4.5	4	4
		4	3	4	3	4.5
5	The Respondent's proposed personnel. (up to 8 points)	7	5.5	6	6.5	6.5
		7	6	7	6	7
		7	7	6.5	7	7
		7	5	6	7	8
		7	5	6	5	7
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	4	6	7	7.5
		8	7	5	7	8
		7	5	6	7	8
		7	5	8	7	7
		8	4	6.5	6	7
7	The Respondent's organization and approach to the project. (up to 6 points)	5.5	1	4	5	2
		5	3	5	5	3
		5	4	4	5	5
		5	3	5	4	5
		5	2	4	3.5	2.5
8	The Respondent's time frame for completing the project. (up to 7 points)	4.2	4.7	4.7	3.5	7
		4.2	4.7	4.7	3.5	7
		4.2	4.7	4.7	3.5	7
		4.2	4.7	4.7	3.5	7
		4.2	4.7	4.7	3.5	7
<b>TOTAL EVALUATION POINTS</b>		82.3	71	83.4	72.4	92
<b>RANKING</b>		3	5	2	4	1



## Review and Action as Necessary on Contracting Construction Services for the District Wide Automatic Door Openers – Phase III

Approval to contract construction services for the District Wide Automatic Door Openers – Phase III project is requested.

### Purpose

The procurement of a contractor will provide for construction services necessary for the District Wide Automatic Door Openers – Phase III project.

### Background

Although not required by current ADA code, automatic door openers are being installed at high traffic building entrances. Staff has surveyed all campus buildings to determine where the automatic door openers will be most beneficial. The installation of these openers provides convenience for faculty, staff, and students with disabilities or who may have difficulty opening a standard exterior door.

Ethos Engineering prepared the plans and specifications necessary for the solicitation of competitive sealed proposals for this phase.

Solicitation of competitive sealed proposals for this project began on August 14, 2018. A total of eight (8) sets of construction documents were issued to general contractors and a total of three (3) proposal was received on August 28, 2018.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
August 14, 2018	Solicitation of competitive sealed proposals began.
August 28, 2018	Three (3) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend 5 Star GC Construction, LLC as the highest ranked in the amount of \$128,000.

### Funding Source

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal 5 Star GC Construction, LLC</b>	<b>Budget Variance</b>
Unexpended Construction Plant Fund	\$65,000	\$128,000	\$63,000
<b>Total Amount</b>	<b>\$65,000</b>	<b>\$128,000</b>	<b>\$63,000</b>

Funds are budgeted and additional funds are available in the Unexpended Construction Plant Fund budget for fiscal year 2018-2019.



**Reviewers**

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

**Enclosed Documents**

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

The Facilities Committee recommended Board approval to contract construction services with 5 Star GC Construction, LLC in the amount of \$128,000 for the District Wide Automatic Door Openers – Phase III project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with 5 Star GC Construction, LLC in the amount of \$128,000 for the District Wide Automatic Door Openers – Phase III project as presented.

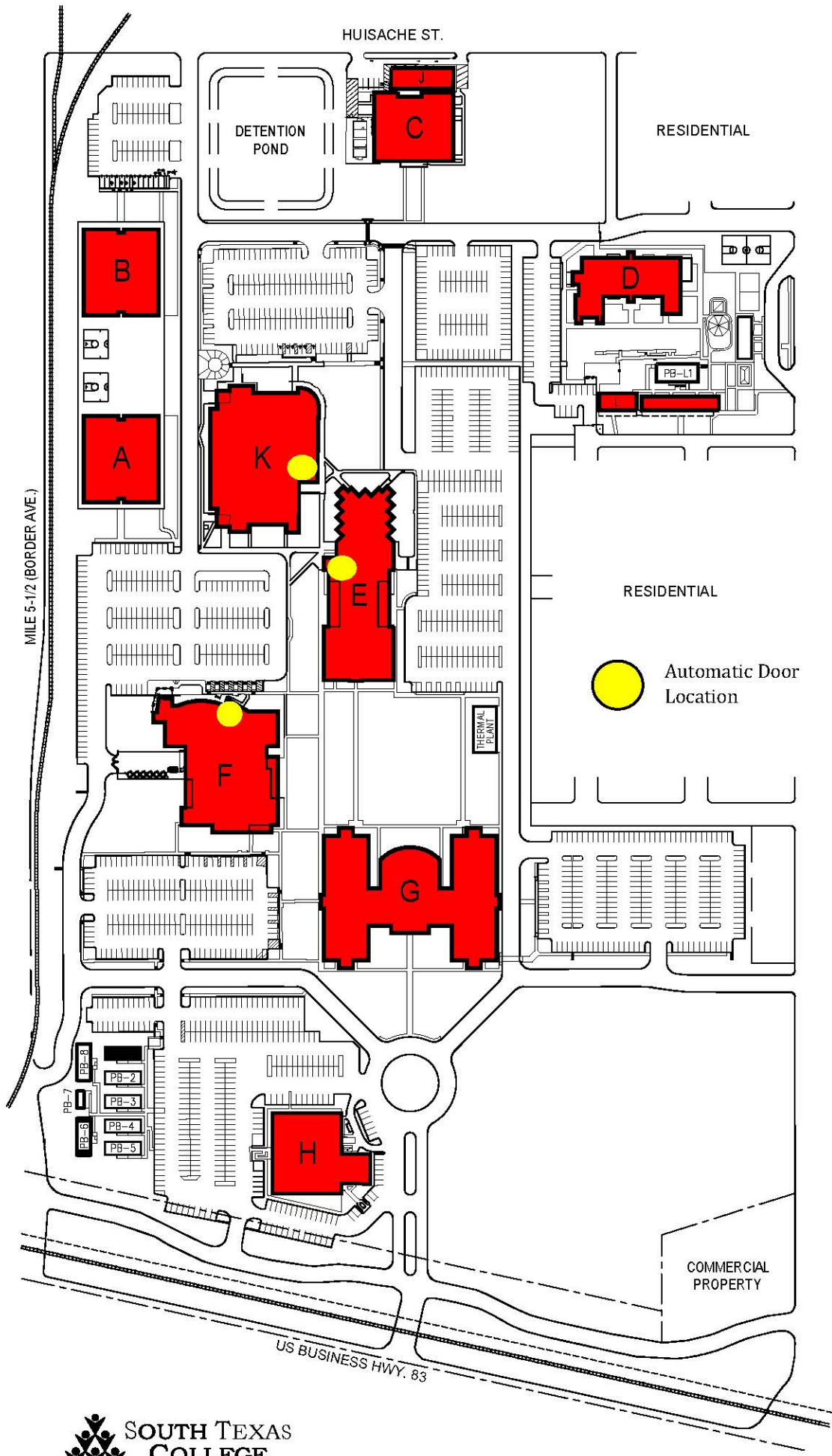
**The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes contracting construction services with 5 Star GC Construction, LLC in the amount of \$128,000 for the District Wide Automatic Door Openers – Phase III project as presented.

**Approval Recommended:**

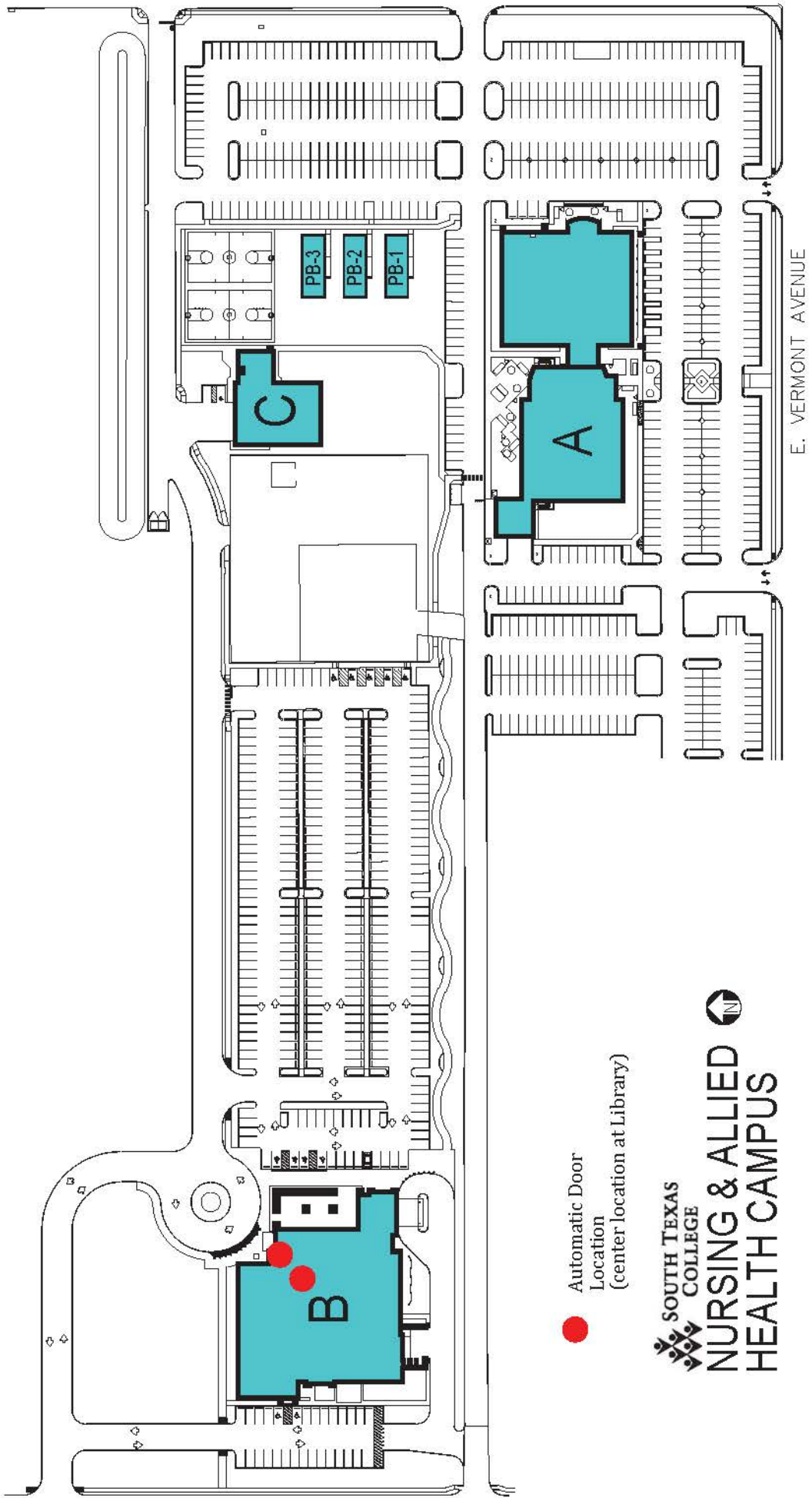
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**





# MID VALLEY CAMPUS





Automatic Door  
Location  
(center location at Library)


**SOUTH TEXAS  
COLLEGE**  
**NURSING & ALLIED  
HEALTH CAMPUS**



HIGH SCHOOL



# STARR COUNTY CAMPUS

 Automatic Door  
Location

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE AUTOMATIC DOOR OPENERS - PHASE III  
PROJECT NO. 18-19-1015**

<b>VENDOR</b>		5 Star GC Construction, LLC.	Golden Key Construction Services, LLC.	RG Enterprises, LLC./ dba G&G Contractors
<b>ADDRESS</b>		3209 Melody Ln	3409 S Jackson Rd	712 E Wisconsin Rd
<b>CITY/STATE/ZIP</b>		Mission, TX 78574	Pharr, TX 78577	Edinburg, TX 78539
<b>PHONE</b>		956-867-5040	956-393-0960	956-283-7040
<b>FAX</b>		956-599-9055		956-259-8046
<b>CONTACT</b>		Alan Oakley	Raul Aguirre	Rene Garza
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	District Wide Automatic Door Openers - Phase III	\$ 128,000.00	\$ 82,922.00	\$ 188,400.00
2	Begin Work Within	15 Working Days	10 Working Days	
3	Completion of Work Within	75 Calendar Days	35 Calendar Days	
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 128,000.00	\$ 82,922.00	\$ 188,400.00
<b>TOTAL EVALUATION POINTS</b>		72.9	68.7	56.9
<b>RANKING</b>		1	2	3

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE AUTOMATIC DOOR OPENERS - PHASE III  
PROJECT NO. 18-19-1015  
EVALUATION SUMMARY**

<b>VENDOR</b>		5 Star GC Construction, LLC.	Golden Key Construction Services, LLC.	RG Enterprises, LLC./ dba G&G Contractors	
<b>ADDRESS</b>		3209 Melody Ln	3409 S Jackson Rd	712 E Wisconsin Rd	
<b>CITY/STATE/ZIP</b>		Mission, TX 78574	Pharr, TX 78577	Edinburg, TX 78539	
<b>PHONE</b>		956-867-5040	956-393-0960	956-283-7040	
<b>FAX</b>		956-599-9055		956-259-8046	
<b>CONTACT</b>		Alan Oakley	Raul Aguirre	Rene Garza	
1	The Respondent's price proposal. (up to 45 points)	29.2	45	19.8	19.8
		29.2	45	19.8	
		29.2	45	19.8	
		29.2	45	19.8	
		29.2	45	19.8	
2	The Respondent's experience and reputation. (up to 10 points)	9	7	9	8.4
		10	3	10	
		9	5	8	
		9	7	7	
		8	5	8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	5	8	7.4
		8	3	8	
		8.5	5	6	
		9	3	8	
		8	5	7	
4	The Respondent's safety record (up to 5 points)	3.5	2	4	4
		5	2	5	
		4	2.5	3	
		4	2	4	
		3	2	4	
5	The Respondent's proposed personnel. (up to 8 points)	7	2	7	5.8
		7	0	6	
		7	3	5	
		7	2	5	
		6	3	6	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	2	8	7
		8	2	8	
		8	3	6	
		8	5	6	
		6	3	7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	0	5	4.5
		5	0	5	
		5	0	3.5	
		5	0	4	
		4	0	5	
8	The Respondent's time frame for completing the project. (up to 7 points)	3.3	7	0	0
		3.3	7	0	
		3.3	7	0	
		3.3	7	0	
		3.3	7	0	
<b>TOTAL EVALUATION POINTS</b>		72.9	68.7	56.9	
<b>RANKING</b>		1	2	3	

**Review and R Action as Necessary on El Milagro Clinic Parking Lot License Agreement between El Milagro Clinic, the City of McAllen, and South Texas College for the Nursing and Allied Health Campus**

Approval of a license agreement between El Milagro Clinic, the City of McAllen, and South Texas College for use of the El Milagro Clinic Parking Lot is requested.

**Background**

On September 21, 2014, the Board of Trustees approved a license agreement for use of an 80 space vehicle parking lot located on the El Milagro Clinic property adjacent to the Nursing & Allied Health Campus. The current license agreement will expire on October 20, 2018 and a new agreement will need to be approved in order for the College to continue using the parking area.

The El Milagro Director, Ms. Marisol Resendez, has been contacted regarding this renewal and the El Milagro Board of Directors has approved the renewal of the license agreement. Approval of the new agreement from the City of McAllen, who are co-owners of the property, will be coordinated. The license agreement allows for the use of the parking lot for two years and the option to renew for two additional years, at the cost of \$1,250 annually.

**Enclosed Documents**

Enclosed is a copy of the proposed license agreement for the Board's review and information.

The Facilities Committee recommended Board approval of the El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College.

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

The Board of Trustees approves and authorizes the El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College.

**Approval Recommended:**

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



## LICENSE AGREEMENT

**STATE OF TEXAS           §**

**KNOW ALL MEN BY THESE PRESENTS**

**COUNTY OF HIDALGO   §**

The Lower Rio Grande Valley Community Health Management Corporation, Inc. d/b/a El Milagro, a non-profit corporation of the State of Texas (hereinafter "LICENSOR") and the City of McAllen, Texas, a Lessor of the Licensor (hereinafter "LESSOR"), for and in consideration of the sum of One Thousand Two Hundred Fifty Dollars (\$1250) paid to LICENSOR upon execution of this agreement and One Thousand Two Hundred Fifty Dollars (\$1250) annually, thereafter, and other good and valuable consideration to it in hand by SOUTH TEXAS COLLEGE, (hereinafter "LICENSEE"), the receipt of which is hereby acknowledged and confessed, has GRANTED and ISSUED and by these presents does GRANT and CONVEY to the said LICENSEE, a license for the use of an 80-space parking lot composed as constructed by LESSOR, a party hereto, on the vacant area located east of the El Milagro Clinic building on Lot 2, Medical Treatment and Education Center Subdivision, McAllen, Texas, and it is further provided that no other permanent improvement of whatsoever nature shall be placed on the property covered herein during this use of the property as a parking area by the LICENSEE.

THIS LICENSE AGREEMENT shall be effective on October 21, 2018 for a period of 24 months, so long as LICENSEE shall maintain the parking area, or until LICENSOR requires the use of the property for the expansion of its facilities or for any other foreseeable use. This agreement will be reviewed by both parties at the end of this 24-month period, and LICENSEE shall have the option to renew this License for an additional 24-month term. LICENSEE agrees to otherwise comply with LESSOR'S ordinances in the maintenance and security of such parking area. LICENSEE shall bear all the cost of all maintenance, of the property and bear the cost of any repairs needed during the period of this agreement as well as any and all other costs incurred directly or indirectly as a result of this license agreement. LICENSEE hereby agrees to restore the property covered herein to its original condition upon the expiration hereof and in any event not later than thirty (30) days after LICENSOR makes demand therefore. LICENSOR may enter upon the premises covered hereby and restore the property the same for the purposes stated above without damages being owed to LICENSEE upon LICENSEE'S failure to abandon the premises at the request of LICENSOR hereunder, and LICENSEE shall then be liable to LICENSOR for the reasonable costs of restoration and in any event not later than thirty (30) days after LICENSOR makes demand therefore. This License Agreement may be recorded in the Official Records of Hidalgo County. This License Agreement shall be cancelable by any of the parties, upon 90 days written notice to the other parties.

It is the specific and express intent and the agreement of the parties that in the event LICENSEE or any of its students, employees, agents, invitees and any other foreseeable party should cause, either directly or indirectly, damage, loss, destruction, liability, or claims against LICENSOR as a result of intentional conduct, negligence or

otherwise, LICENSEE shall, to the extent permitted by applicable law, hold harmless and indemnify LICENSOR from any and all obligations, liabilities, causes of action, lawsuits, damages, and assessments, including legal fees, etc., that result from LICENSEE'S intentional actions or negligence. LICENSEE shall bear the cost of any/all legal fees associated with negotiating, enforcing or renewing this agreement.

This indemnification clause shall survive this Agreement and be enforceable as a separate agreement in the event its survival and enforcement becomes necessary. Both parties shall each list a contact person and address for purposes of this agreement.

WITNESS our hands:

**LICENSOR**

LOWER RIO GRANDE VALLEY COMMUNITY  
HEALTH MANAGEMENT CORPORATION, INC.

By: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT AND NON-OBJECTION BY THE CITY OF MCALLEN, TEXAS**

The City of McAllen, Texas, as Lessor of the Licensor, hereby acknowledges and does not object to the License Agreement for use of the 80-space parking lot described above.

By: \_\_\_\_\_

Typed/Printed Name:

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LICENSEE:**

SOUTH TEXAS COLLEGE

By: \_\_\_\_\_  
Dr. Shirley A. Reed, STC President

Date: \_\_\_\_\_

**CORPORATE ACKNOWLEDGMENT**

**STATE OF TEXAS  
COUNTY OF HIDALGO**

This instrument was acknowledged before me by \_\_\_\_\_, on behalf of the Community Health Management Corporation, Inc., this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public, State of Texas

**CORPORATE ACKNOWLEDGMENT**

**STATE OF TEXAS  
COUNTY OF HIDALGO**

This instrument was acknowledged before me by \_\_\_\_\_, on behalf of the City of McAllen, Texas, a home-rule municipality, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public, State of Texas

**CORPORATE ACKNOWLEDGMENT**

**STATE OF TEXAS  
COUNTY OF HIDALGO**

This instrument was acknowledged before me by Dr. Shirley A. Reed, on behalf of South Texas College, a junior college district, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public, State of Texas

## **Review and Action as Necessary on Approval of Revisions to Board Policy #6326: Concealed Carry and Weapons on Campus**

Approval of proposed revisions to Board Policy #6326: *Concealed Carry and Weapons on Campus* will be requested at the September 25, 2018 Board meeting.

Board Policy #6326 prescribes the conditions under which weapons may be allowed or prohibited on campus, by whom they may be carried, and where they may be carried.

Administration has proposed revisions to the Permanent Exclusions within the Policy Exclusion Zones, to remove Achieve Early College High School which is no longer located at the Pecan Campus and therefore is not covered by this policy. The Facilities Committee is asked to recommend any further changes to the policy as appropriate.

### **Purpose**

The Achieve Early College High School program is no longer located at the Pecan Campus, and the Board Policy guidelines regarding restrictions on College campuses need to be updated to remove this area as an exclusion.

### **Enclosed Documents**

The policy, with revisions noted, is enclosed for the Board's review and information.

### **Presenters**

Mr. Paul Varville, Chief Administrator of the Department of Public Safety, will be present at the meeting to discuss the existing policy and the proposed revision.

The Facilities Committee recommended Board approval of the proposed revisions to Policy #6326: *Concealed Carry and Weapons on Campus* as presented and which supersedes any previously adopted Board policy.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #6326: *Concealed Carry and Weapons on Campus* as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revisions to Policy #6326: *Concealed Carry and Weapons on Campus* as presented and which supersedes any previously adopted Board policy.

### **Approval Recommended:**

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

**MANUAL OF POLICY**

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated April 24, 2017 As Amended by Board Minute Order dated -----</b>	

South Texas College is committed to providing a safe environment for students, employees, college affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas.

Subject to applicable Texas or federal laws, effective August 1, 2017, South Texas College shall allow individuals who hold a valid license to carry a concealed handgun (Concealed Handgun License or License to Carry) on land and in buildings owned or leased by South Texas College subject to the reasonable rules, regulations, and other provisions regarding the carrying of concealed handguns by license holders as established by the President of South Texas College and approved by South Texas College Board of Trustees.

The College President established these rules, regulations, and other provisions after consulting with South Texas College students, staff, and faculty regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The provisions do not generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns. The President may amend the provisions as necessary for campus safety. Any changes to this policy shall be submitted to the Board of Trustees for approval.

This policy applies to all students, employees, college affiliates, and visitors of the college while on land or in buildings owned or leased by South Texas College. This policy does not apply to those individuals exempted by law.

License holders carrying a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately owned or leased motor vehicle. No handgun storage shall be provided for license holders.

At all times, the responsibility of maintaining ownership and control of a concealed handgun rests with the holder. A license holder is responsible for complying with the applicable state and federal laws.

State law strictly prohibits open carry of a handgun or other prohibited weapons on the campuses of an institution of higher education. Open carry of a handgun or unlicensed individuals carrying a handgun are not permitted on South Texas College campuses.

## MANUAL OF POLICY

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees As Amended by Board Minute Order dated -----</b>	<b>Page 2 of 4</b>

### Policy Exclusion Zones

A license holder is prohibited from carrying a concealed handgun on the following premises.

Temporary Exclusion:

a) Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either “Polling Place” or “Vote Here”.

Permanent Exclusions:

~~a) Achieve Early College High School—The concealed carry of handguns is prohibited on the premises of the Pecan Campus Achieve Early College High School to ensure safety to minors.~~

~~b~~a) Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.

~~e~~b) Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.

~~d~~c) Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.

~~e~~d) Other areas where contractual obligations prohibit concealed carry of handguns.

~~f~~e) Other areas prohibited by state or federal law.

Effective notice under Section 30.06, Penal Code shall be provided for each of these premises.

### Distribution of Rules, Regulations, or other Provisions

1. South Texas College shall widely distribute the rules, regulations, or other provisions as

**MANUAL OF POLICY**

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees As Amended by Board Minute Order dated -----</b>	<b>Page 3 of 4</b>

required by law to the college students, faculty, and any college visitors including the publishing of the provisions on the College website and on student and employee handbooks.

2. South Texas College shall display, in conformance with state law, a notice both in English and Spanish, to the buildings/premises where a concealed handgun is prohibited.
3. All notices/signage and other documentation used to indicate Policy Exclusion Zones shall be approved by the College President.
4. Any individual who, without authorization, modifies or removes, tampers with, defaces any notice/signage provided under this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment or termination of a business relationship, and may be subject to criminal prosecution.

**Reporting Requirements**

The President of South Texas College shall submit a report by September 1<sup>st</sup> of each even numbered year to the legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of the campus carry policy, which explains the reasons the College has established the provisions. Any changes to this policy shall be submitted by the College President to the Board of Trustees for approval in accordance with the timelines provided by state law.

**Policy Violations**

Any violations to South Texas College policy regarding the carrying or storage of firearms is considered an offense and may be subject to criminal prosecution under state law. Any individual who violates this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment, or termination of a business relationship.

**Definitions**

- a) License Holder – “License Holder” means a person licensed to carry a handgun under Subchapter H, Chapter 411, Government Code.
- b) Handgun – “Handgun” means any firearm that is designed, made, or adapted to be fired with one hand.



## MANUAL OF POLICY

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees As Amended by Board Minute Order dated -----</b>	<b>Page 4 of 4</b>

c) Concealed Handgun Carry – “Concealed Handgun Carry” means a handgun not openly discernable to the ordinary observation of a reasonable person.

d) Exclusion Zone – “Exclusion Zone” means any premise in which the carry of a concealed handgun is prohibited by virtue of Texas statute or these rules.

e) Entry – “Entry” means the intrusion of the entire body.

f) Notice – “Notice” means a sign or signs posted on the property or at the entrance to the building, reasonably likely to come to the attention of intruders, indicating that entry is forbidden.

g) Minor – “Minor” means a person younger than 17 years of age.

h) Campus – "Campus" means all land and buildings owned or leased by an institution of higher education. Gov't Code 411.2031(a) (1), .2032.

i) Premises – “Premises” means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Penal Code 46.03(c) (1), .035(f) (3); Gov't Code 411.2031(a) (3).

j) Firearm – A “firearm” is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. Penal Code 46.01(3).

k) College Affiliates – “College Affiliates” includes, but not limited to, volunteers, contractors, contractor employees, governmental agency employees, vendors, independent contractors, independent contractor employees, service providers and all College visitors.

The College will maintain guidelines and information including frequently asked questions, for reference that will be posted on the College website and may be obtained from the Department of Public Safety.

### **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 - September 2, 2018**

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Architect/Engineer	Project Manager	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%
<b>Pecan Campus</b>																			
15-1-R03	Pecan - Athor Brick Columns Repair & Replacement (RR)																	David	N/A
16-1-014	Pecan - Sand Volleyball Courts																	David	
	Pecan - Building A Renovation																	Robert	FPC
	Pecan - Athletic Field Fence Enclosure																	David	FPC/Charlitt Engineering
	Pecan - Building D Renovation																	Robert	EGV Architects
	Pecan - Building H Cafeteria Renovations																	Robert	EGV Architects
	Pecan - Demolition of Dr. Casso Property																	Marlin	
<b>Pecan Plaza</b>																			
15-1-003	Pecan Plaza - Emergency Generator and Wiring																	Sam	DBR Engineering
18-1-008	Pecan Plaza - Building C 2601 Test Site Renovations																	Sam	DBR Engineering
																		Robert	M&O
<b>Mid Valley Campus</b>																			
16-2-R06	MV - Building B Carpet Replacement (RR)																	Sam	
16-2-R08	MV - Childcare Canopy Replacement (RR)																	Sam	
	MV - Thermal Plant Renovation																	Sam	
	MV - Resurfacing Northwest Drive (RR)																	Sam	PCE
	MV - Covered Walkway for Bus Drop Off (RR)																	Sam	
	MV - Student Services Renovation																	Sam	
<b>Technology Campus</b>																			
16-2-011	TC - Automotive Lab Exhaust System																	Sam	TBD
15-3-R03	TC - Building B Repair Concrete Floor Mechanical Room (RR)																	David	CLH Engineering
15-3-R03	TC - Building B Concrete Floor Repairs (RR)																	David	CLH Engineering
16-2-R13	TC - Building B Domestic Fire Sprinkler Lines (RR)																	Sam	Half Associates
	TC - Shipping and Receiving Building D Office Renovation																	Robert	
<b>Nursing and Allied Health Campus</b>																			
	NAH - Student Success Center Renovation																	Sam	Boullinghouse Simpson Gates Architects
																		Sam	
<b>Starr County Campus</b>																			
15-5-x45	Starr - Building E & J Crisis Mgt Center Generator																	Sam	DBR Engineering
	Starr - Student Services Renovation																	Sam	
<b>Regional Center for Public Safety Excellence</b>																			
	RCPSE - Signage																	Robert	FPC
	RCPSE - Chiller Relocation																		M&O
<b>District Wide Improvements</b>																			
13-6-003	DW - Automatic Doors Phase III																	Robert	Elthos Engineering
14-6-R014	DW - Marker Boards Replacement (RR)																	Sam	N/A
14-6-R015	DW - Irrigation System Controls Upgrade (RR)																	Sam	M&O
15-4-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)																	Sam	M&O
	DW - Interior LED Lighting Ph I (RR)																	Rick	M&O
15-4-001	DW - Outdoor Furniture																	Sam	N/A
15-4-002	DW - Directional Signage																	David	N/A



# 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
<b>Pecan Campus</b>								
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
Pecan Plaza Police Department Emergency Generator	93%	September 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%	December 2018	1. Design Phase 2. Design in Progress	\$ 18,000.00	TBD	TBD	\$ -	TBD
Building H Renovations	5%	December 2019	1. Design Phase 2. Design in Progress	\$ 60,000.00	TBD	TBD	\$ -	TBD
<b>Pecan Campus Total</b>				<b>\$ 773,000.00</b>	<b>\$ 33,513.00</b>	<b>\$ 224,811.00</b>	<b>\$ 208,980.00</b>	<b>\$ 11,209.00</b>
<b>Mid Valley Campus Total</b>								
Childcare Canopy Replacement (RR)	75%	October 2018	1. Project Development 2. Design in Progress	\$ 3,000.00	TBD	TBD	\$ -	TBD
Covered Walkway for Bus Drop Off	100%	August 2018	1. Project Development 2. Design in Progress	\$ 5,000.00	TBD	TBD	\$ -	TBD
<b>Mid Valley Campus Total</b>				<b>\$ 73,000.00</b>	<b>\$ 73,872.00</b>	<b>\$ 65,000.00</b>	<b>\$ 73,872.00</b>	<b>\$ -</b>

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
<b>Technology Campus</b>								
Ford Lab Exhaust System	5%	October 2018	1. Project Development 2. Design in Progress	\$ 10,000.00	TBD	TBD	\$ -	TBD
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	20%	November 2018	1. Construction Phase 2. Construction in Progress	\$ 900,000.00	\$ 638,935.00	\$ 261,065.00	\$ 5,586.00	\$ 633,349.00
<b>Technology Campus Total</b>				<b>\$ 985,000.00</b>	<b>\$ 656,878.13</b>	<b>\$ 288,121.87</b>	<b>\$ 21,979.13</b>	<b>\$ 634,899.00</b>
<b>Nursing and Allied Health Campus</b>								
Student Success Center Retrofit	5%	September 2018	1. Design Phase 2. Contract Negotiations	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -	TBD
<b>Nursing and Allied Health Campus Total</b>				<b>\$ 11,000.00</b>	<b>\$ 11,000.00</b>	<b>\$ 11,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Starr County Campus</b>								
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	\$ 241,103.35	\$ 211,471.95
<b>Starr County Campus Total</b>				<b>\$ 450,000.00</b>	<b>\$ 304,443.00</b>	<b>\$ 145,557.00</b>	<b>\$ 263,903.35</b>	<b>\$ 235,321.95</b>

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
<b>District Wide</b>								
Automatic Doors Phase III	5%	August 2018	1. Construction Phase 2. Bidding in Progress	\$ 65,000.00	TBD	TBD	\$ -	TBD
Marker Boards Replacement	5%	September 2018	1. Project Development 2. Design in Progress	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
Irrigation System Controls Upgrade (RR)	5%	December 2018	1. Project Development 2. Design in Progress	\$ 70,000.00	TBD	TBD	\$ -	TBD
Fire Alarm Panel Replacement / Upgrades (RR)	5%	August 2018	1. Project Development 2. Design 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. Construction Phase 2. Bidding in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Walkway LED Lighting Upgrade	5%	August 2018	1. Project Development 2. Design in Progress	\$ 35,000.00	TBD	TBD	\$ 10,687.50	TBD
FOCUS on Active Learning (RR)	5%	July 2018	1. Project Development 2. Design in Progress	\$ 30,000.00	\$ 676.90	\$ 29,323.10	\$ 676.90	\$ -
Interior Controls Upgrade (RR)	5%	August 2018	1. Project Development 2. Design in Progress	\$ 75,000.00	TBD	TBD	\$ -	TBD
Flooring Replacement Phase I (RR)	5%	July 2018	1. Project Development 2. Design in Progress	\$ 500,000.00	TBD	TBD	\$ 22,323.23	TBD
Restroom Fixtures Replacement & Upgrade	5%	August 2018	1. Project Development 2. Design in Progress	\$ 25,000.00	\$ 4,047.68	\$ 20,952.32	\$ 4,047.68	\$ -
Water Heater Replacement & Upgrade	5%	August 2018	1. Project Development 2. Design in Progress	\$ 20,000.00	\$ 13,372.47	\$ -	\$ 3,532.63	\$ 13,372.47

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Door Access Controls Replacement (RR)	5%	August 2018	1. Project Development 2. Design in Progress	\$ 30,000.00	TBD	TBD	\$ -	TBD
HVAC Upgrades (RR)	5%	August 2018	1. Project Development 2. Design 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. Project Development 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Exterior Lighting Upgrade (RR)	5%	August 2018	1. Project Development 2. Design in Progress	\$ 250,000.00	TBD	TBD	\$ -	TBD
<b>District Wide Total</b>				\$ 1,880,000.00	\$ 62,811.40	\$ 105,561.07	\$ 62,732.79	\$ 36,621.97
<b>Non-Bond Construction Project Total</b>				\$ 4,172,000.00	\$ 1,142,517.53	\$ 840,050.94	\$ 631,467.27	\$ 918,051.92
<b>For FY 2018 - 2019, 27 non-bond projects are currently in progress, 0 has been completed and 52 pending start up - 79 Total</b>								



## **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 August 2018. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **August 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, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of August 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, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of August 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 August 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for August 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for August 2018
- D. Release of Construction Fund Checks for August 2018
- E. Quarterly Investment Report for August 2018
- F. Summary of Revenue for August 2018
- G. Summary of State Appropriations Income for August 2018
- H. Summary of Property Tax Income for August 2018
- I. Summary of Expenditures by Classification for August 2018
- J. Summary of Expenditures by Function for August 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for August 2018
- L. Summary of Grant Revenues and Expenditures, August 2018
- M. Summary of Bid Solicitations
- N. Check Register for August 2018

## **FINANCIAL REPORTS**

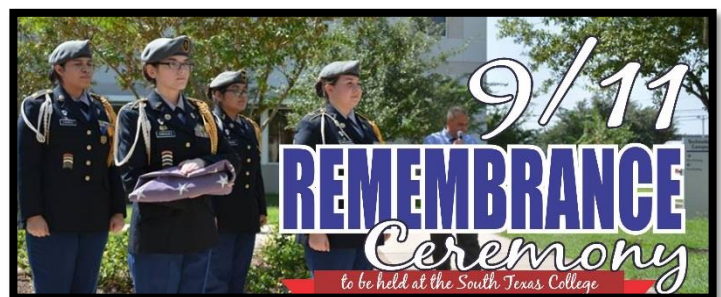
**The Financial Reports are provided under separate cover.**



The **Fall 2018** semester is officially underway! South Texas College began the semester with a student enrollment of over 32,000 students. **Welcome Week** activities were coordinated across all South Texas College campuses by the Office of Student Activities and Wellness. These events provide fun games, music, food, program information and opportunities for new and returning students. Through Welcome Week, students are also able to become involved in intramural sports and stop by informational tables to get guidance on available programs and resources the college offers.



South Texas College held remembrance ceremonies across all five campuses on September 11<sup>th</sup> in honor of all those who lost their lives on a day we will never forget. All faculty, staff and students were invited to join the 9/11 Remembrance Ceremony at each campus.





South Texas College  
**Regional Center for  
Public Safety Excellence**

*Dedication Ceremony*

The dedication ceremony for the South Texas College Regional Center for Public Safety Excellence was held on September 18<sup>th</sup>. The ceremony was attended by the Honorable Gregg Abbot, 48<sup>th</sup> Governor of Texas, who provided the Keynote Address. Additional speakers included Senator Juan “Chuy” Hinojosa and Representative Eddie Lucio Jr. The ceremony was concluded by the unveiling of the facility signage.

The Regional Center for Public Safety Excellence provides shooting and driving simulation labs, as well as the only vehicle driving track south of San Antonio. The Regional Center for Public Safety Excellence will make South Texas College the first border community college in the nation to establish integrative training along the US/Mexico border.





The Wonder Woman in the Making Speaker Series event was held on September 20<sup>th</sup> and highlighted the exciting careers in the STEM industry. The distinguished speaker panel featured men and women STEM professionals sharing their experiences, stories and successes. Speakers aimed to expose and encourage young adults to pursue a career in the fields of science, technology, engineering and mathematics.

During the week of September 10 -14th, the Student Activities and Wellness hosted a number of events across all the College campuses for students.

- Club Recruitment activities were coordinated across all campuses to inform students of the wide variety of available clubs and organizations at South Texas College and share how they may join and become involved.
- Held Mexican Independence Day Celebrations where students were provided food, mariachi music, and could participate in a grito contest.
- Hosted Video Game Day activities at STC campuses, which included game tournaments for student competition.



The College Connections Department hosted a 2018 Counselor's update meeting. The Counselors' Update is an annual event that is hosted to set the tone for the coming year with the community and partner schools. Counselors are provided updates regarding enrollment and provided important information regarding financial aid, admissions, testing, etc. that counselors use to help students transition into the college. Over 100 counselors registered to attend from throughout the Valley.



The Office of External Affairs coordinated a retreat for the Regional Center for Public Safety Excellence President's Advisory Council on August 30<sup>th</sup> at the Mission Event Center. The retreat was facilitated by Becky Rose, Senior Policy Advisor, and Pam Cammarata, Consultant, from the Bureau of Justice Assistance. Members participated in facilitated group discussions focused on the barriers to success, and critical issues that must be addressed to achieve desired outcomes.



The annual fall College Wide Professional and Organizational Development Day event was held on September 21, 2018 at the McAllen Convention Center. I provided a State of the College address titled "We Built This College".

This year's theme highlighted the College's historic achievements across the past 25 years. Afternoon Breakout Sessions with keynote speakers were provided. Staff and faculty were asked to select and participate in one of the sessions.

South Texas College was ranked 1<sup>st</sup> in Texas and 8<sup>th</sup> in the nation by a recent ranking from the Equality of Opportunity Project, which aggregated statistics on students' earnings and their parents' incomes of every college in America. This ranking reflects the college's role as a catalyst for regional economic prosperity and social mobility in its service area in Hidalgo and Starr counties.



South Texas College and the Starr County Industrial Foundation (SCIF) received a \$100,000 federal planning grant from the Economic Development Administration (EDA), a bureau within the U.S. Department of Commerce. The grant will support the college and the Starr County Industrial Foundation's interest in the development of a current Asset Map of Starr County and to facilitate a Strategic Planning Conference with key leaders and stakeholders.



A forum was held on September 17<sup>th</sup> at the Mid Valley Campus in honor of Constitution Day. Constitution Day is a time for us to continue the legacy of the thirty-nine brave men who changed the course of history and develop habits of citizenship in a new generation of Americans.

Library Services kicked off Hispanic Heritage Month with the screening of two films:

- "The Rise and Fall of the Brown Buffalo" is a genre-defying film about the life of a radical Chicano lawyer, author and countercultural icon, Oscar Zeta Acosta.
- "Latino Americans" chronicles the rich and varied history of Latinos, who have helped shaped our nation and have become, with more than fifty million people, the largest minority in the United States.



Parents of South Texas College students were invited to participate in a Parent Focus Group to discuss and share their opinion, knowledge and experiences related to South Texas College.

- Attended the retreat for the Regional Center for Public Safety Excellence President's Advisory Council on August 30th at the Mission Event Center. The retreat involved discussions with leaders in local law enforcement agencies regarding proposed programs and initiatives at the Regional Center for Public Safety Excellence.



- Participated in final interviews for the Search Committee for the Dean of Institutional Research, Effectiveness, and Strategic Planning.
- Met with Sue McMillin, CEO of the Greater Texas Foundation, to discuss current initiatives in the Rio Grande Valley and future priorities for the region.
- Met with Wanda Garza, Executive Officer for External Affairs, and Paul Varville, Chief Administrator, Department of Public Safety and RCPSE, to discuss training requests and associated costs from the Texas Department of Public Safety.
- Attended an Executive Leadership Meeting at Region One ESC to discuss reports and review information related to the Project Heal2 grant.
- Met with External Auditors in the Pecan Campus Board Room to review and discuss the upcoming FY 2017-2018 Fiscal Audit.
- Met with Wanda Garza, Executive Officer for External Affairs, to discuss preparations for the Regional Center for Public Safety Excellence dedication ceremony event planning and the Regional Center for Public Safety Excellence Advisory Council Retreat event.
- Met with Leticia Van De Putte to discuss lobbying options in preparation for the next Legislative Session.
- Provided the Welcome address at the 2018 Counselor's update meeting where over 100 counselors were in attendance. This event provides important enrollment information to counselors in preparation for the upcoming school year.
- Met with Juan Carlos Aguirre, Dean for Continuing Education, to review an update on the Continuing Education Department and Office of Industry Training and Economic Development programs.
- Attended the RAND Site Visit with Dr. Lindsay Daugherty, Policy Researcher from RAND. The meeting included a presentation on the final data findings from the RAND study, and a discussion on best practices and lessons learned from the college's pilot programs and plans for serving ABE developmental students.
- Met with Paul Rodriguez, Chairman of the Board, Wanda Garza, Executive Officer for External Affairs, and Leslie Howland, Community Relations Coordinator, to discuss final preparations for the Regional Center for Public Safety Excellence dedication ceremony.

- Participated in a United Way Charitable Campaign recognition of South Texas College for its contributions to the State Employee Charitable Campaign (SECC). The college was the only public entity in the Rio Grande Valley to receive such recognition.
- Met with Dr. Virginia Champion, Director of Grant Development, Management and Compliance, Johnnie Smith, Director of Outreach and Education, and Renan Zambrano, Program Coordinator, from the Texas Parks and Wildlife regarding an upcoming grant opportunity to secure funding to an indoor target range.
- Served as MC for the Regional Center for Public Safety Excellence dedication ceremony on September 18. The ceremony featured a Keynote Address by the Honorable Gregg Abbot, 48<sup>th</sup> Governor of Texas, and the unveiling of the center signage.
- Participated and provided opening remarks at the 2018 Women in the Making Speaker Series on September 20<sup>th</sup>. The event included a distinguished speakers panel of STEM professionals who discussed and promoted careers in the fields of science, technology, engineering and mathematics.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the September 25, 2018 Regular Board meeting.
- Presented the State of the College Address to all South Texas College faculty and staff at the September 21, 2018 College- Wide Professional and Organizational Development Day.
- 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 August 25 to September 24, 2018 included:
  - Update on Fall 2018 Student Enrollment
  - Discussion of Board and Committee Meeting Schedule
  - Discussion of Opportunities to Expand Articulation Activities for Veterans
  - Discussion of HB 5 Alignment with Selected Industry Certifications

- Discussion of Cashier Computer Lab Space in Building K
- Discussion of Participation in the Student Wellness Survey sponsored by the Texas Success Center Pathways Project
- Discussion of ATD Coaching Services Contract
- Discussion of STC Signage on Jimmy Carter Early College High School
- Discussion of In-District Tuition for Veterans and Spouses
- Discussion of Letter to Editor Regarding NACEP Accreditation
- Review and Discussion of Academic Holds for Dual Credit Students
- Review and Discussion of Traditional Dual Enrollment Advising Process Map
- Review and Discussion of TEA/Industry Certifications
- Discussion of IDEA Enrollment and Performance Data
- Discussion of Project Heal2 Case Study Report
- Review and Discussion of Criteria for Prioritizing Construction and Capital Improvement Projects
- Demo on STC Updated News Website
- Discussion of Interact Communications Survey Related to Your Knowledge, Opinions, and Experiences as they Relate to South Texas College
- Review and Discussion of Compliance with IRS 20-Point Checklist for Independent Contractors
- Review and Discussion of Process Mapping for Dual Credit Advising
- Review and Discussion of Library Consultant's Report on Feasibility of Expanding Pecan Campus Library
- Review and Discussion on the STC Mission, Vision, and Core Values
- Review and Evaluation of Construction Program as Compared to Master Plan
- Review of Criteria for Determining New Facility Needs
- Review and Discussion of Future Facility Needs
- Review and Prioritization of CIP Construction Projects
- Discussion of Accreditation Oversight for Specific Programs
- Discussion of Insights into RAND Report
- Discussion of Delta Area Request for a Survey to Determine Community Interest in STC Courses
- Discussion of Strategic Planning Committee Membership

## Announcements

### A. Next Meetings:

- Tuesday, October 9, 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, October 30, 2018
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- The Valley Scholars Program will host the *A Night with the Stars* gala at 6:00 p.m. on Thursday, October 11, 2018 at the Corinthian Event Center, 1516 E Expy 83, Mission, Texas
- The Association of Community College Trustees will host the 2018 Leadership Congress from October 24 – 27, 2018 in New York City.

*The following documents  
were provided as  
handouts at the meeting.*

TEXAS PROPERTY TAX CODE

TITLE 1. PROPERTY TAX CODE

SUBTITLE E. COLLECTIONS AND DELINQUENCY

CHAPTER 34. TAX SALES AND REDEMPTION

SUBCHAPTER A. TAX SALES

Sec. 34.05. RESALE BY TAXING UNIT.

(a) If property is sold to a taxing unit that is a party to the judgment, the taxing unit may sell the property at any time by public or private sale. In selling the property, the taxing unit may, but is not required to, use the procedures provided by Section 263.001, Local Government Code, or Section 272.001, Local Government Code. The sale is subject to any right of redemption of the former owner. The redemption period begins on the date the deed to the taxing unit is filed for record.

(b) Property sold pursuant to Subsections (c) and (d) of this section may be sold for any amount. This subsection does not authorize a sale of property in violation of Section 52, Article III, Texas Constitution.

(c) The taxing unit purchasing the property by resolution of its governing body may request the sheriff or a constable to sell the property at a public sale. **If the purchasing taxing unit has not sold the property within six months after the date on which the owner's right of redemption terminates, any taxing unit that is entitled to receive proceeds of the sale by resolution of its governing body may request the sheriff or a constable in writing to sell the property at a public sale.** On receipt of a request made under this subsection, the sheriff or constable shall sell the property as provided by Subsection (d), unless the property is sold under Subsection (h) or (i) before the date set for the public sale.

(d) Except as provided by this subsection, all public sales requested as provided by Subsection (c) shall be conducted in the manner prescribed by the Texas Rules of Civil Procedure for the sale of property under execution. The notice of the sale must contain a description of the property to be sold, the number and style of the suit under which the property was sold at the tax foreclosure sale, and the date of the tax foreclosure sale. The description of the property in the notice is sufficient if it is stated in the manner provided by Section 34.01(f). If the commissioners court of a county by order specifies the date or time at which or location in the county where a public sale requested under Subsection (c) shall be conducted, the sale shall be conducted on the date and at the time and location specified in the order. **The acceptance of a bid by the officer conducting the sale is conclusive and binding on the question of its sufficiency.** An action to set aside the sale on the grounds that the bid is insufficient may not be sustained in court, except that a taxing unit that participates in distribution of proceeds of the sale may file an action before the first anniversary of the date of the sale to set aside the sale on the grounds of fraud or collusion between the officer making the sale and the purchaser. **On conclusion of the sale, the officer making the sale shall prepare a deed to the purchaser.** The taxing unit that requested the sale may elect to prepare a deed for execution by the officer. If the taxing unit prepares the deed, the officer shall execute that deed. An officer who executes a deed prepared by the taxing unit is not responsible or liable for any inconsistency, error, or other defect in the form of the deed. As soon as practicable after a deed is executed by the officer, the officer shall either file the deed for recording with the county clerk or deliver the executed deed to the taxing unit that requested the sale, which shall file the deed for recording with the county clerk. The county clerk shall file and record each deed under this subsection and after recording shall return the deed to the grantee.

(e) The presiding officer of a taxing unit selling real property under Subsection (h) or (i), under Section 34.051, or under Section 253.010, Local Government Code, or the sheriff or constable selling real

property under Subsections (c) and (d) shall execute a deed to the property conveying to the purchaser the right, title, and interest acquired or held by each taxing unit that was a party to the judgment foreclosing tax liens on the property. The conveyance shall be made subject to any remaining right of redemption at the time of the sale.

(f) An action attacking the validity of a resale of property pursuant to this section may not be instituted after the expiration of one year after the date of the resale.

(g) A taxing unit to which property is bid off may recover its costs of upkeep, maintenance, and environmental cleanup from the resale proceeds without further court order.

(h) In lieu of a sale pursuant to Subsections (c) and (d) of this section, the taxing unit that purchased the property may sell the property at a **private sale**. Consent of each taxing unit entitled to receive proceeds of the sale under the judgment is not required. Property sold under this subsection **may not be sold for an amount that is less than the lesser of:**

(1) **the market value specified in the judgment of foreclosure;** or

(2) **the total amount of the judgments against the property.**

(i) In lieu of a sale pursuant to Subsections (c) and (d) of this section, the taxing unit that purchased the property **may sell the property at a private sale for an amount less than required under Subsection (h) of this section with the consent of each taxing unit entitled to receive proceeds of the sale under the judgment.** This subsection does not authorize a sale of property in violation of Section 52, Article III, Texas Constitution.

(j) In lieu of a sale pursuant to Subsections (c) and (d), the taxing unit that purchased the property may sell the property at a private sale for an amount equal to or greater than its market value, as shown by the most recent certified appraisal roll, if:

(1) the sum of the amount of the judgment plus post-judgment taxes, penalties, and interest owing against the property exceeds the market value; and

(2) each taxing unit entitled to receive proceeds of the sale consents to the sale for that amount.

(k) A sale under Subsection (j) discharges and extinguishes all liens foreclosed by the judgment and, with the exception of the prorated tax for the current year that is assessed under Section 26.10, the liens for post-judgment taxes that accrued from the date of judgment until the date the taxing unit purchased the property. The presiding officer of a taxing unit selling real property under Subsection (j) shall execute a deed to the property conveying to the purchaser the right, title, and interest acquired or held by each taxing unit that was a party to the judgment foreclosing tax liens on the property. The conveyance is subject to any remaining right of redemption at the time of the sale and to the purchaser's obligation to pay the prorated taxes for the current year as provided by Section 26.10. The deed must recite that the liens foreclosed by the judgment and the post-judgment tax liens are discharged and extinguished by virtue of the conveyance.

(l) A taxing unit that does not consent to a sale under Subsection (j) is liable to the taxing unit that purchased the property for a pro rata share of the costs incurred by the purchasing unit in maintaining the property, including the costs of preventing the property from becoming a public nuisance, a danger to the public, or a threat to the public health. The nonconsenting unit's share of the costs described by this subsection is calculated from the date the unit fails to consent to the sale and is equal to the percentage of the proceeds from a sale of the property to which the nonconsenting unit would be entitled multiplied by the costs incurred by the purchasing unit to maintain the property.

Acts 1979, 66th Leg., p. 2298, ch. 841, Sec. 1, eff. Jan. 1, 1982. Amended by Acts 1983, 68th Leg., p. 4829, ch. 851, Sec. 27, eff. Aug. 29, 1983; Acts 1995, 74th Leg., ch. 499, Sec. 1, eff. Aug. 28, 1995; Acts 1997, 75th Leg., ch. 310, Sec. 1, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 712, Sec. 3, 4, eff. June 17, 1997; Acts 1997, 75th Leg., ch. 906, Sec. 9, eff. Jan. 1, 1998; Acts 1997, 75th Leg., ch. 1111, Sec. 5, 8, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1136, Sec. 2, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1192, Sec. 2, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 1481, Sec. 27 to 29, 42(2), eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1430, Sec. 28, eff. Sept. 1, 2001.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 740 (H.B. 1118), Sec. 2, eff. June 17, 2011.



# 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)
	<b>Revised Amounts</b>	<b>\$ 155,013,434</b>

Construction Project Description	Total Project Cost Summary		
	Bond Total Cost	Ytd. Total Project Costs	Variance [Ytd. Total Project Costs to Bond Total Cost]
<b>Pecan Campus</b>			
North Academic Building	\$ 14,843,110	\$ 12,673,427	\$ 2,169,683
South Academic Building	\$ 9,454,426	\$ 8,294,973	\$ 1,159,453
STEM	\$ 13,103,319	\$ 12,968,683	\$ 134,636
Student Activities / Cafeteria "Student Union"	\$ 8,828,254	\$ 8,454,774	\$ 373,480
Thermal Plant Expansion	\$ 5,542,049	\$ 5,358,702	\$ 183,347
Parking & Site Improvements	\$ 2,490,261	\$ 2,948,967	\$ (458,706)
Subtotal	<b>\$ 54,261,419</b>	<b>\$ 50,699,526</b>	<b>\$ 3,561,893</b>
<b>Nursing &amp; Allied Health Campus</b>			
Expansion for Nursing & Allied Health	\$ 21,773,439	\$ 20,431,980	\$ 1,341,459
Thermal Plant Expansion	\$ 601,877	\$ 822,425	\$ (220,548)
Parking & Site Improvements	\$ 1,717,717	\$ 2,484,839	\$ (767,122)
Subtotal	<b>\$ 24,093,033</b>	<b>\$ 23,739,245</b>	<b>\$ 353,788</b>
<b>Technology Campus</b>			
Expansion for Technical & Workforce	\$ 14,864,990	\$ 11,217,328	\$ 3,647,662
Parking & Site Improvements	\$ 905,324	\$ 1,708,539	\$ (803,215)
Subtotal	<b>\$ 15,770,314</b>	<b>\$ 12,925,867</b>	<b>\$ 2,844,447</b>
<b>Mid Valley Campus</b>			
Health Professional & Science Bldg.	\$ 17,277,682	\$ 17,659,537	\$ (381,855)
Expansion for Technical & Workforce	\$ 151,868	\$ 151,868	\$ 0
Library Expansion	\$ 2,288,968	\$ 3,574,530	\$ (1,285,562)
Student Services Bldg. Expansion	\$ 4,114,228	\$ 4,909,087	\$ (794,859)
Thermal Plant Expansion	\$ 5,042,398	\$ 5,010,521	\$ 31,877
Parking & Site Improvements	\$ 2,796,035	\$ 2,730,687	\$ 65,348
Subtotal	<b>\$ 31,671,179</b>	<b>\$ 34,036,230</b>	<b>\$ (2,365,051)</b>
<b>Starr County Campus</b>			
Health Professions	\$ 11,267,182	\$ 11,374,357	\$ (107,175)
Workforce	\$ 141,972	\$ 141,972	\$ (0)
Library Building	\$ 3,732,378	\$ 4,418,129	\$ (685,751)
Student Services	\$ 1,162,522	\$ 1,474,688	\$ (312,166)
Student Activities	\$ 1,166,402	\$ 1,499,932	\$ (333,530)
Thermal Plant Expansion	\$ 4,938,772	\$ 4,512,608	\$ 426,164
Parking & Site Improvements	\$ 1,397,789	\$ 3,562,635	\$ (2,164,846)
Subtotal	<b>\$ 23,807,017</b>	<b>\$ 26,984,322</b>	<b>\$ (3,177,305)</b>
<b>Regional Center for Public Safety Excellence</b>			
Building	\$ 3,655,134	\$ 4,283,089	\$ (627,955)
Parking & Site Improvements	\$ 319,337	\$ 2,338,349	\$ (2,019,012)
Subtotal	<b>\$ 3,974,471</b>	<b>\$ 6,621,438</b>	<b>\$ (2,646,967)</b>
<b>STC La Joya Higher Education</b>			
STEM labs & Welding Lab	\$ 1,436,000	\$ 1,689,520	\$ (253,520)
Subtotal	<b>\$ 1,436,000</b>	<b>\$ 1,689,520</b>	<b>\$ (253,520)</b>
<b>Total</b>	<b>\$ 155,013,434</b>	<b>\$ 156,696,148</b>	<b>\$ (1,682,714)</b>

## 2013 - Bond Program Shortfall Summary

Current Shortfall	
<i>September Shortfall</i>	\$ (1,682,714)

Projected Cost Expenditures or Savings	
<i>N/A</i>	\$ -
<i>N/A</i>	\$ -
<b>Total</b>	\$ -

Shortfall	
Shortfall	\$ (1,682,714)

\*RCPSE Building and Site Projects include Non-Bond A/E fee adjustments

SOUTH TEXAS COLLEGE

2013 BOND PROGRAM

BOARD OF TRUSTEES - EXIT PRESENTATION

SEPTEMBER 25, 2018



SOUTH TEXAS  
COLLEGE

## Index:



Campus Projects



Facts



Absorbed Scope



Technologies



Value Added

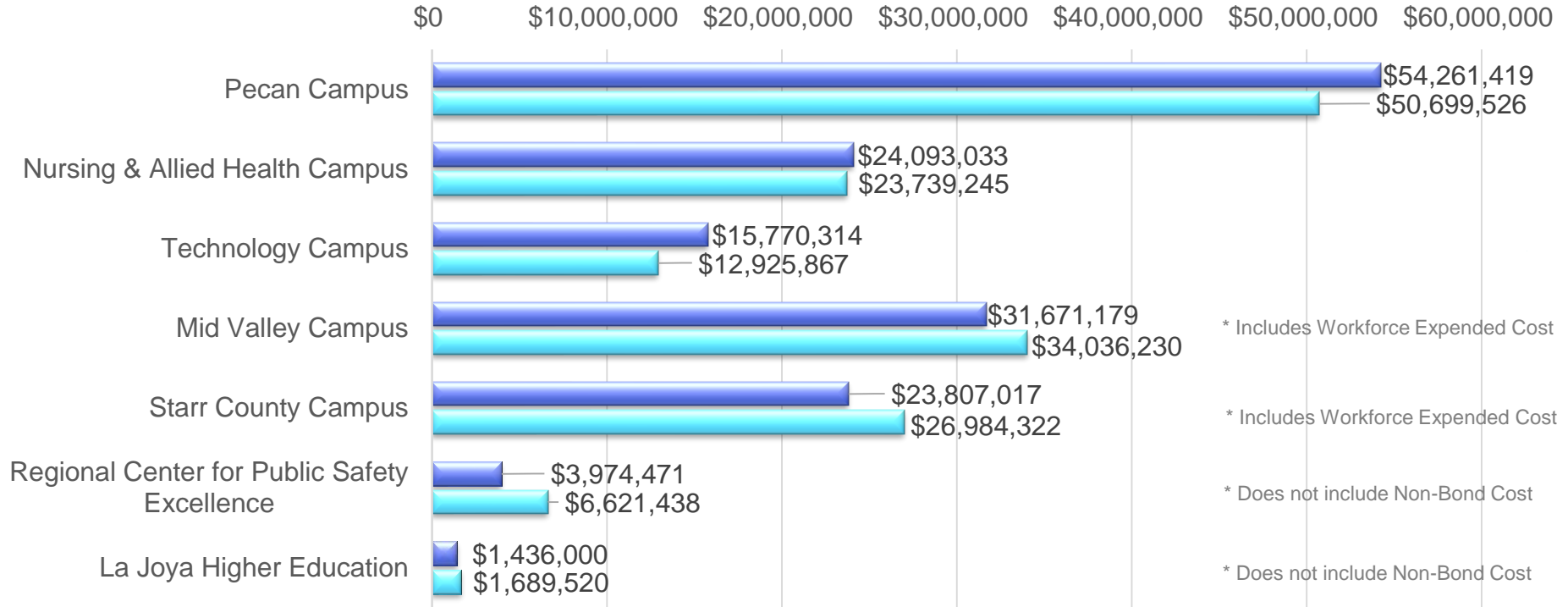


Closing

# The Original Bond Program - \$159,028,940

## 27 Projects at 7 Campus Locations

### Total Project Cost



\* Includes Workforce Expended Cost

\* Includes Workforce Expended Cost

\* Does not include Non-Bond Cost

\* Does not include Non-Bond Cost

■ Proposed Budget   ■ Actual Project Cost

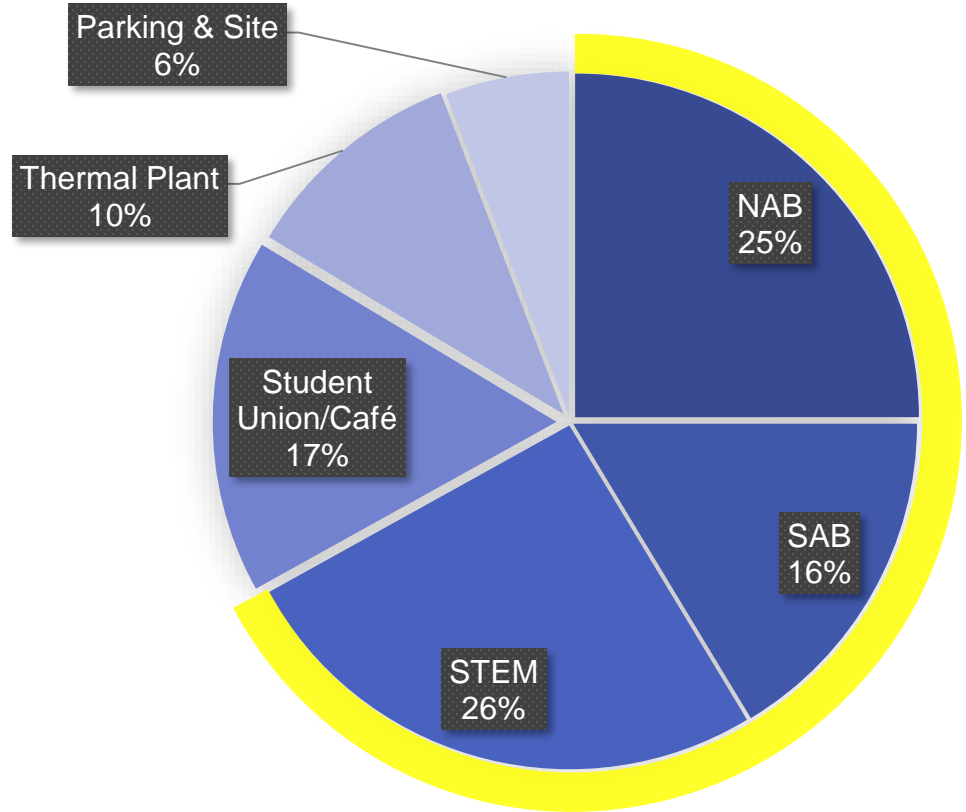
# CAMPUS PROJECTS



# Pecan Campus Total Project Cost

\*Includes Soft Cost

\$12,673,427	■ NAB
\$8,294,973	■ SAB
\$12,968,683	■ STEM
\$8,454,774	■ Student Union/Café
\$5,358,702	■ Thermal Plant
\$2,948,967	■ Parking & Site
	■ Academic Projects



# Pecan Campus Construction Cost Summary

Project	Proposed Sq. Ft.	Actual Sq. Ft.	Difference	Board Approved GMP	Final GMP	Returned Funds	Cost per Sq. Ft.
North Academic	61,267	64,299	3,032	\$10,951,000	\$9,846,740	-\$1,104,260	\$153
South Academic	40,000	41,694	1,694	\$6,657,834	\$6,509,180	-\$148,654	\$156
STEM	48,879	50,614	1,735	\$10,417,059	\$10,768,803	+\$351,744	\$213
Student Union	33,042	31,219	(1,823)	\$6,888,179	\$6,689,693	-\$198,486	\$214
Thermal Plant	1,440	3,105	1,665	\$4,194,000	\$4,132,409	-\$61,591	N/A
Parking & Site	N/A	N/A	N/A	\$2,618,800	\$2,597,474	-\$21,326	N/A
Total	183,188	187,826	+6,303	\$41,726,872	\$40,544,299	-\$1,182,573	\$184



# Nursing & Allied Health Campus Total Project Cost

\*Includes Soft Cost

\$20,431,980

\$822,425

\$2,484,839

■ NAH

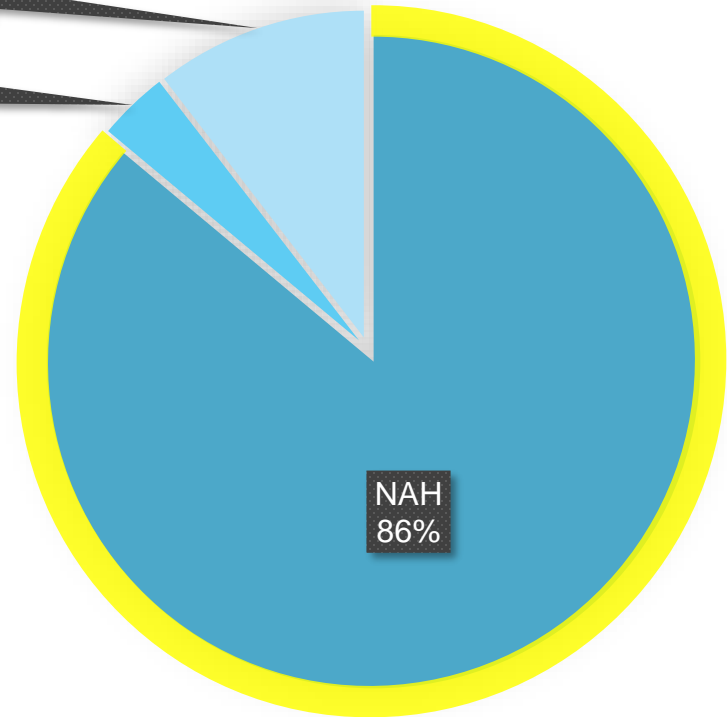
■ Thermal Plant

■ Parking & Site

■ Academic Projects

Parking & Site  
11%

Thermal Plant  
3%



NAH  
86%

# Nursing & Allied Health Campus Construction Cost Summary

Project	Proposed Sq. Ft.	Actual Sq. Ft.	Difference	Board Approved GMP	Final GMP	Returned Funds	Cost per Sq. Ft.
Building	87,222	93,296	6,074	\$17,009,860	\$16,037,088	-\$972,772	\$172
Thermal Plant	0	6,535	6,535	\$230,788	\$227,151	-\$3,637	N/A
Parking & Site	N/A	N/A	N/A	\$2,205,963	\$2,141,440	-\$64,523	N/A
Total	87,222	93,296	+12,609	\$19,446,611	\$18,405,679	-\$1,040,932	\$172

# Technology Campus Total Project Cost

\*Includes Soft Cost

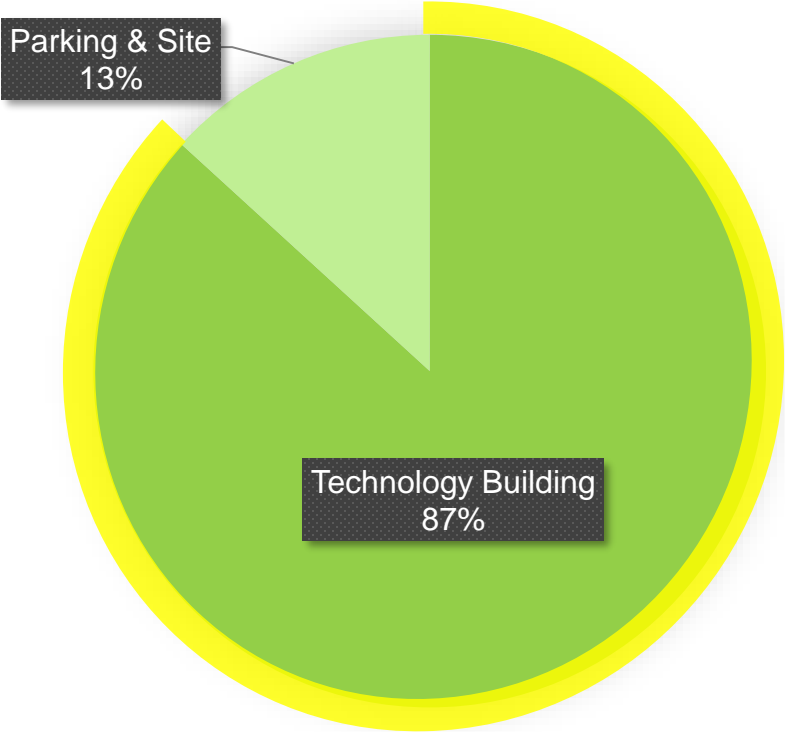
\$11,217,328

■ Technology Building

\$1,708,539

■ Parking & Site

■ Academic Projects





# Technology Campus Construction Cost Summary

Project	Proposed Sq. Ft.	Actual Sq. Ft.	Difference	Board Approved GMP	Final GMP	Returned Funds	Cost per Sq. Ft.
Building Renovation	72,000	72,000	0	\$10,533,587	\$8,658,429	-\$1,875,158	\$120
Parking & Site	N/A	N/A	N/A	\$1,985,820	\$1,549,410	-\$436,410	N/A
Total	72,000	72,000	0	\$12,519,407	\$10,207,839	-\$2,311,568	\$120

# Mid-Valley Campus Total Project Cost

\*Includes Soft Cost

\$17,659,537

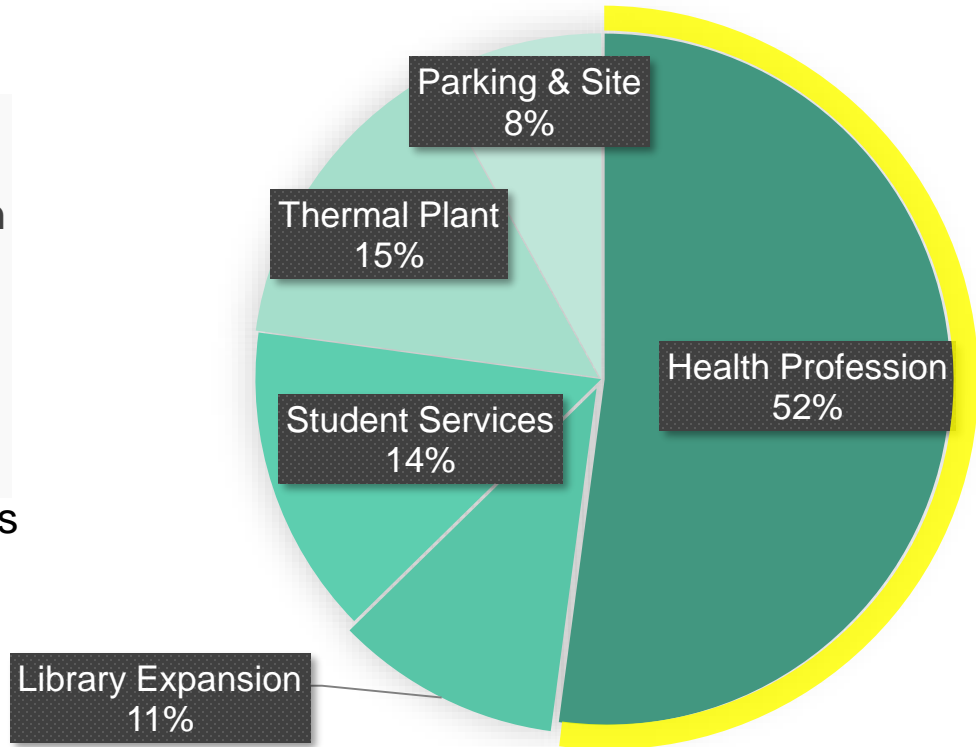
\$3,574,530

\$4,909,087

\$5,010,521

\$2,730,687

- Health Profession
- Library Expansion
- Student Services
- Thermal Plant
- Parking & Site
- Academic Projects



# Mid-Valley Campus Construction Cost Summary

Project	Proposed Sq. Ft.	Actual Sq. Ft.	Difference	Board Approved GMP	Final GMP	Returned Funds	Cost per Sq. Ft.
Health Professions	76,069	78,649	2,580	\$14,453,388	\$14,434,707	-\$18,681	\$184
Library Expansion	10,369	10,814	445	\$2,462,776	\$2,774,257	+\$311,481	\$257
Student Services	14,269	17,929	3,660	\$3,850,923	\$3,844,706	-\$6,217	\$214
Thermal Plant	4,000	3,088	(912)	\$3,787,322	\$3,691,487	-\$95,835	N/A
Parking & Site	N/A	N/A	N/A	\$2,479,153	\$2,367,696	-\$111,457	N/A
Total	100,707	107,392	+5,773	\$27,033,561	\$27,112,852	+\$79,291	\$218

# Starr County Campus Total Project Cost

\*Includes Soft Cost

\$11,374,357

\$4,418,129

\$1,474,688

\$1,499,932

\$4,512,608

\$3,562,635

Health Professions

Library

Student Services

Student Activities

Thermal Plant

Parking & Site

Academic Projects

Student Activities  
6%

Student Services  
6%

Thermal Plant  
17%

Parking &  
Site  
13%

Library  
16%

Health Professions  
42%

# Starr County Campus Construction Cost Summary

Project	Proposed Sq. Ft.	Actual Sq. Ft.	Difference	Board Approved GMP	Final GMP	Returned Funds	Cost per Sq. Ft.
Health Professions	48,690	51,789	3,099	\$9,521,000	\$9,263,511	-\$257,489	\$179
Library	15,103	18,381	3,278	\$3,700,000	\$3,307,045	-\$392,955	\$180
Student Services	5,000	5,310	310	\$1,320,000	\$1,174,159	-\$145,841	\$221
Student Activities	4,923	4,670	-253	\$1,365,000	\$1,148,686	-\$216,314	\$246
Thermal Plant	4,000	4,267	267	\$3,911,000	\$3,322,984	-\$588,016	N/A
Parking & Site	N/A	N/A	N/A	\$3,496,950	\$3,199,919	-\$297,031	N/A
Total	73,716	80,150	+6,701	\$23,313,950	\$21,416,304	-\$1,897,646	\$207



# Regional Center for Public Safety Excellence Total Project Cost

\*Includes Soft Cost

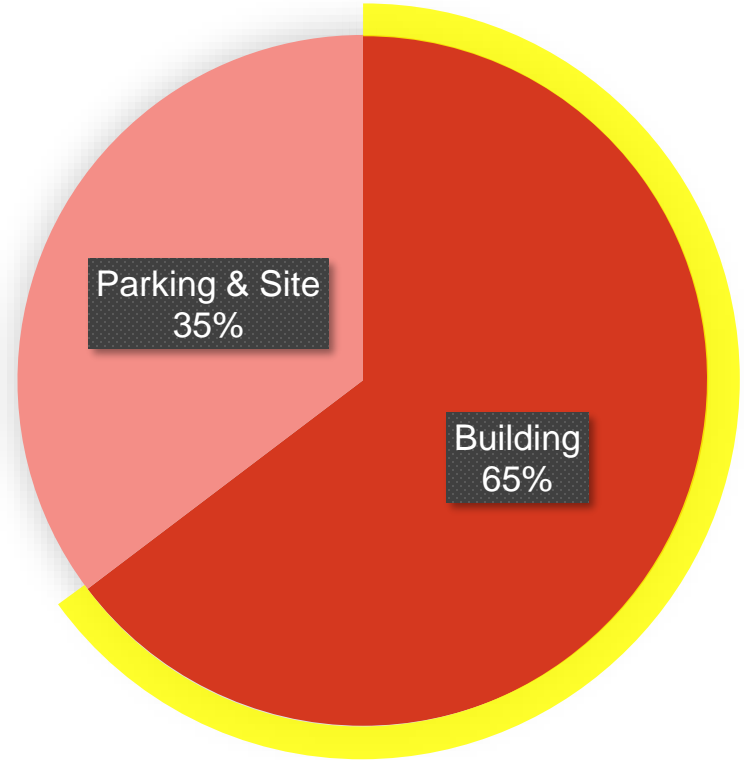
\$4,283,089

\$2,338,349

■ Building

■ Parking & Site

■ Academic Projects



# Regional Center for Public Safety Excellence

## Construction Cost Summary

Project	Proposed Sq. Ft.	Actual Sq. Ft.	Difference	Board Approved GMP	Final GMP	Returned Funds	Cost per Sq. Ft.
Building (Bond)	-	-	-	\$3,326,426	\$3,210,751	-\$115,675	-
Building (Non-Bond)	-	-	-	\$1,168,000	\$1,168,000	0	-
Building Total	16,000	19,375	3,375	\$4,494,426	\$4,378,751	-\$115,675	\$226
Parking & Site	N/A	N/A	N/A	\$1,887,866	\$2,008,388	+\$120,522	N/A
Total	16,000	19,375	+3,375	\$6,382,292	\$6,387,139	+\$4,847	\$226

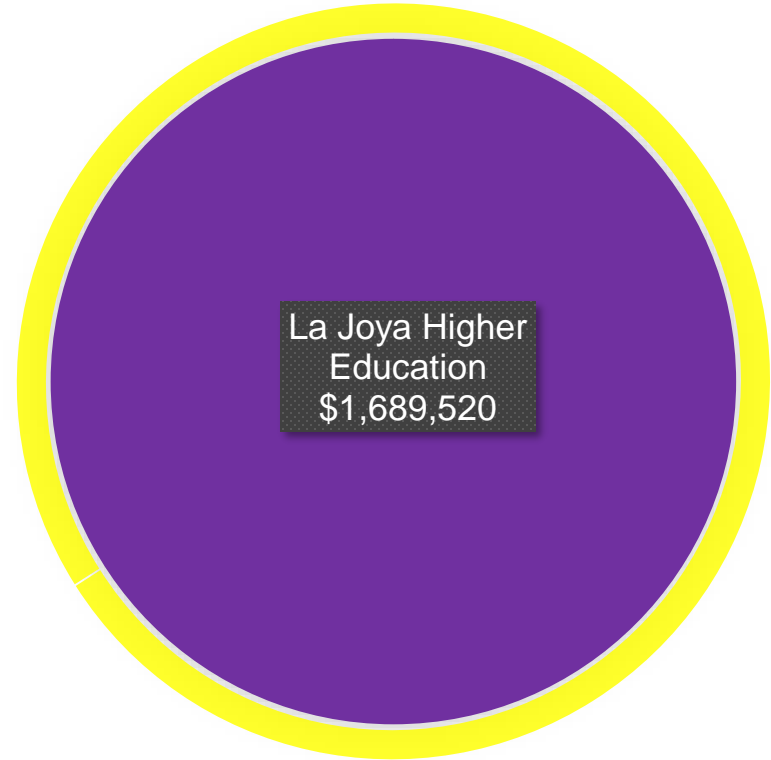
# La Joya Higher Education Total Project Cost

\*Includes Soft Cost

\$1,689,520

■ La Joya Higher Education

■ Academic Projects



# La Joya Higher Education Campus Construction Cost Summary

Project	Proposed Sq. Ft.	Actual Sq. Ft.	Difference	Board Approved GMP	Final GMP	Returned Funds	Cost per Sq. Ft.
Building Renovation (Bond)	-	-	-	\$1,163,000	\$1,165,650	+\$2,650	N/A
Building Renovation (Non-Bond)	-	-	-	\$352,500	\$356,972	+\$4,472	N/A
Total	11,000	11,000	0	\$1,515,500	\$1,522,622	+7,122	N/A

\*Please note the cost per square foot is not applicable due to exterior welding shop that did not increase the square footage but is included in the Final GMP amount.

# Additional Non-Bond Construction Scope



Total Non-Bond \$9,001,389

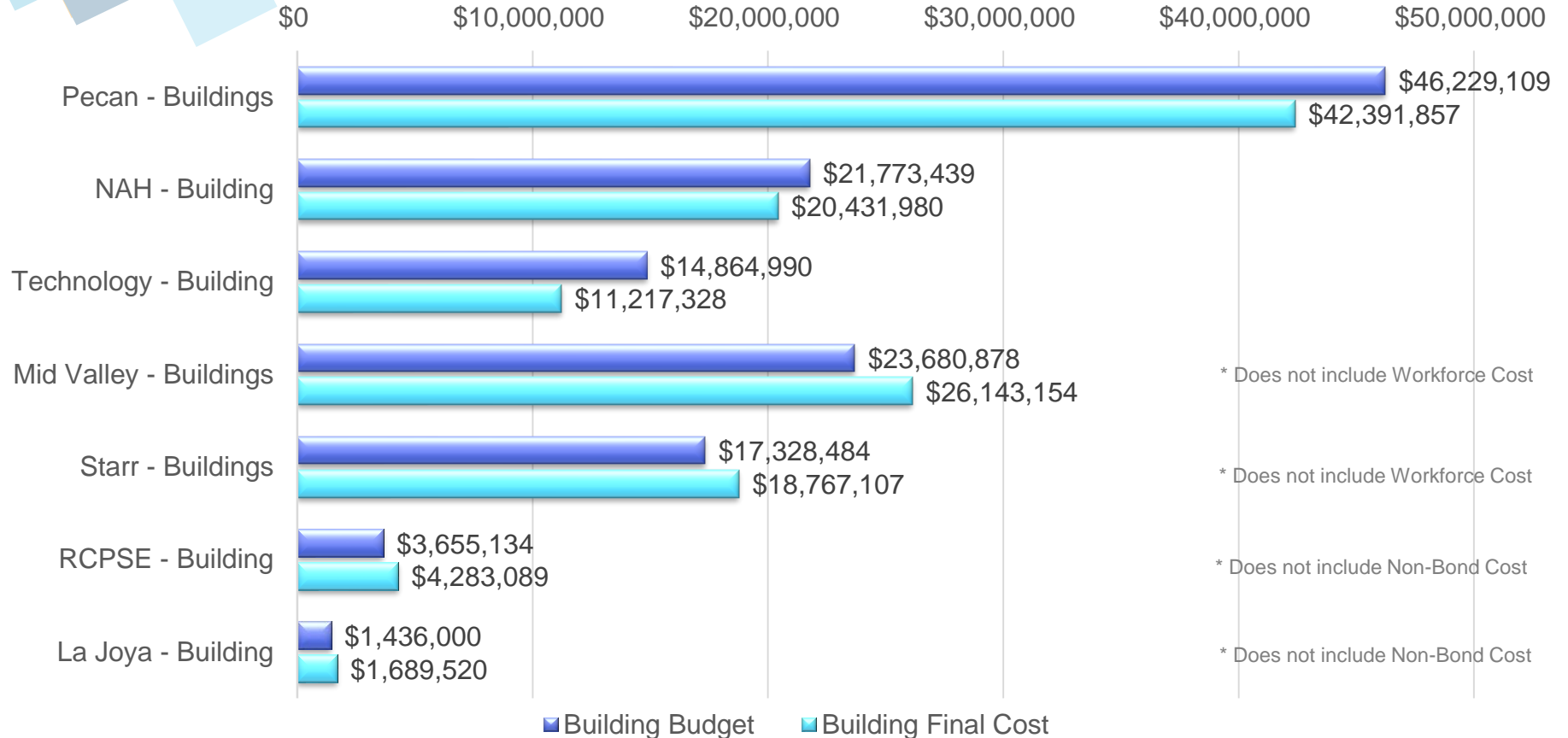
Managed by Broaddus & Associates

# FACTS

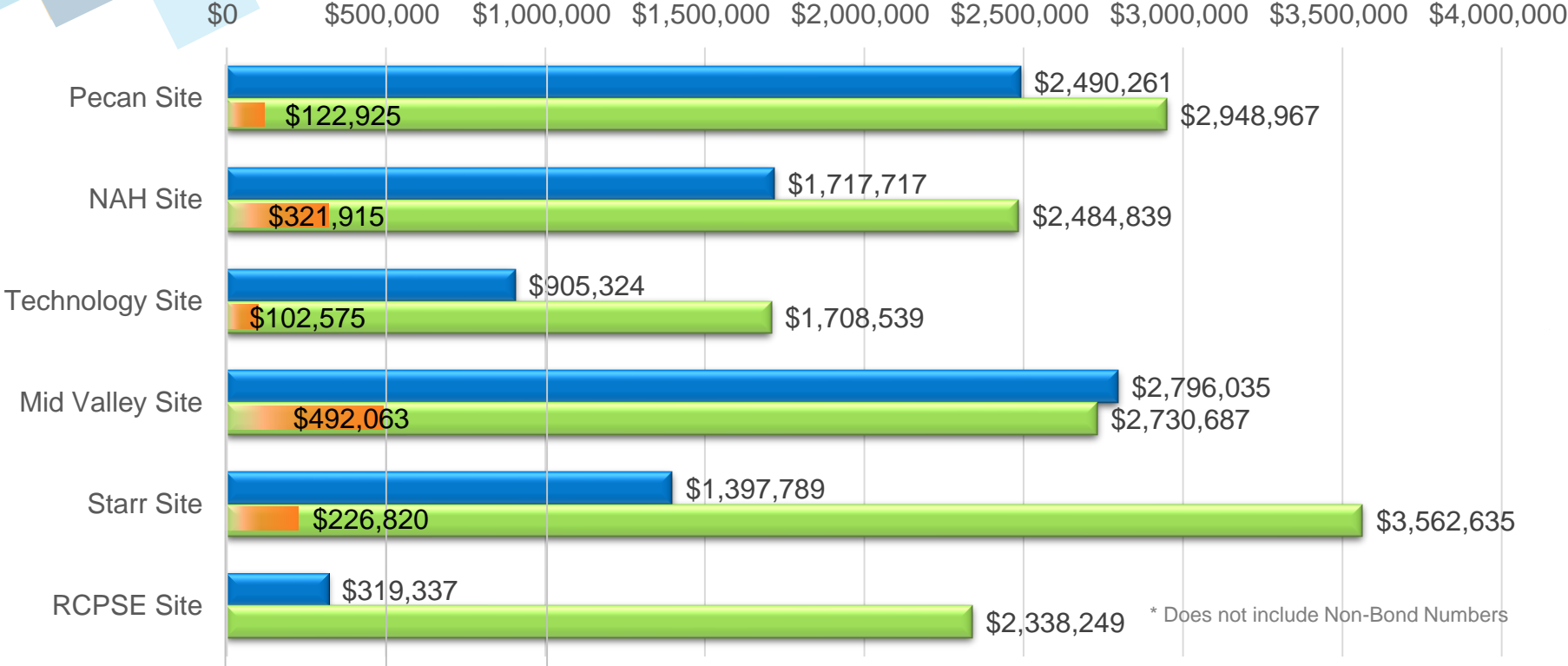


# Total Building Project Costs

(Does not include Thermal Plants and Site Projects)



# Total Site Project Costs



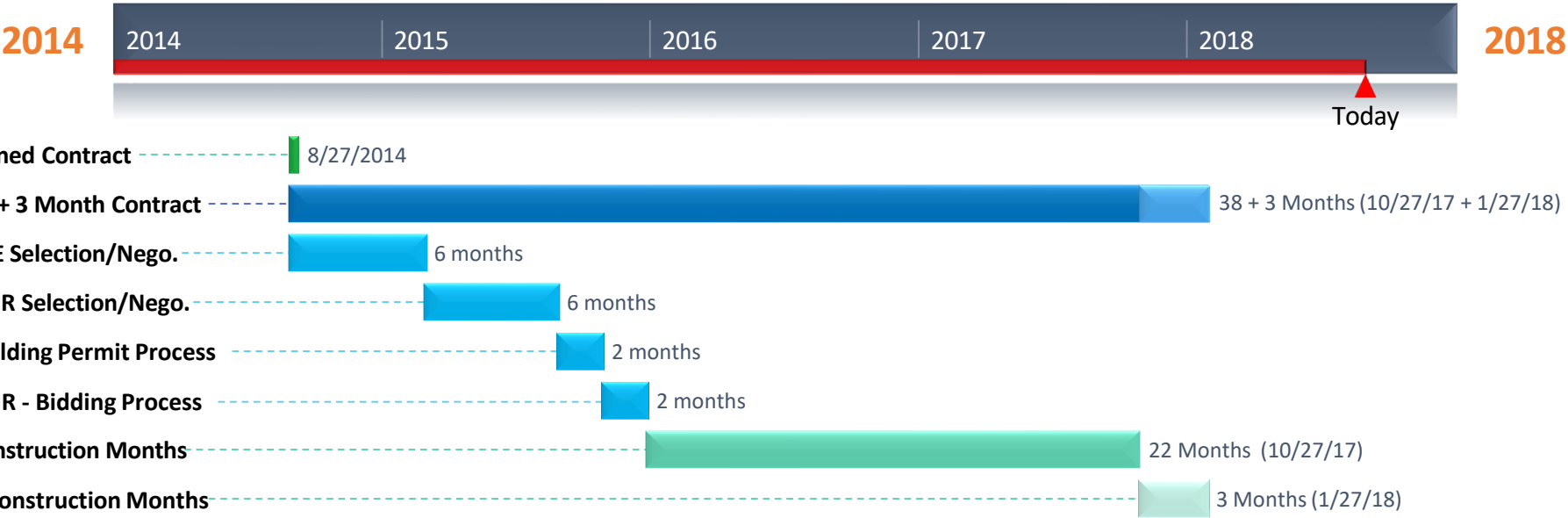
\* Does not include Non-Bond Numbers

■ Budget Cost   ■ Final Cost   ■ IT Duct Banks



# Schedule Execution

- » 27 Total Bond Projects
- » 2 Workforce Projects did not proceed into construction
- » 21 Projects were completed on or before January 27, 2018



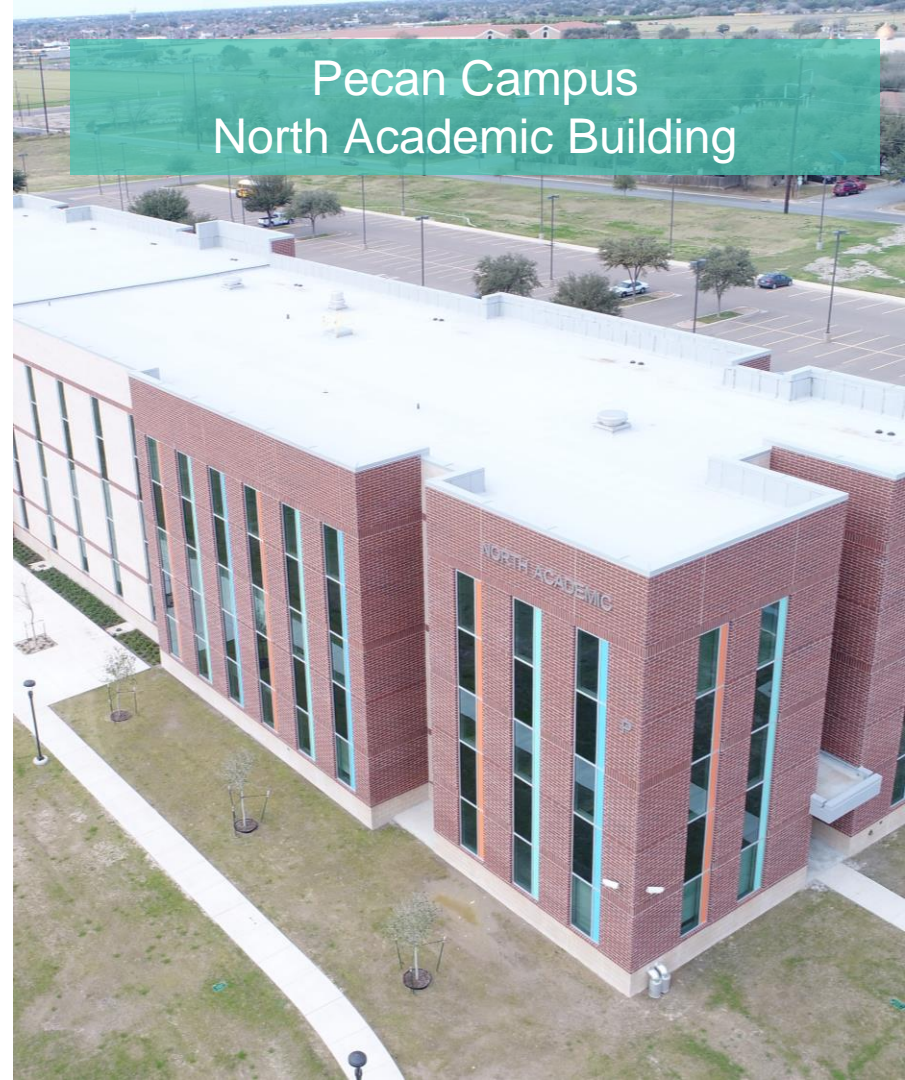
# ABSORBED SCOPE



# Additional Academic and Support Services Building Square Feet

Campus	Added Sq. Ft.	Avg. Cost per Sq. Ft.
Pecan	4,638	\$184
Nursing	6,074	\$172
Technology	N/A	N/A
Mid-Valley	6,685	\$218
Starr	6,434	\$207
Regional Center	3,375	\$226
La Joya	N/A	N/A
<b>Total</b>	<b>27,206 sq. ft.</b>	<b>\$201</b>

Added Value of \$5,468,406



# Additional Furniture Procured

Project	Cost
Nursing & Allied Health Library	\$40,608
Mid-Valley Library Expansion	\$39,204
Starr County Library	\$22,876
NAH – Additional Lobby Furniture	\$13,386
Pecan Student Union – Additional Office Furniture	\$8,470
Total	\$124,544

Mid Valley – Non Bond Library Renovation	\$39,615
--	----------

## Nursing & Allied Health





# Kitchen Equipment

## Bond Projects (CFI) – total \$678,827

Campus	Cost
Pecan	\$351,500
Nursing & Allied Health	\$164,255
Mid-Valley	\$163,072

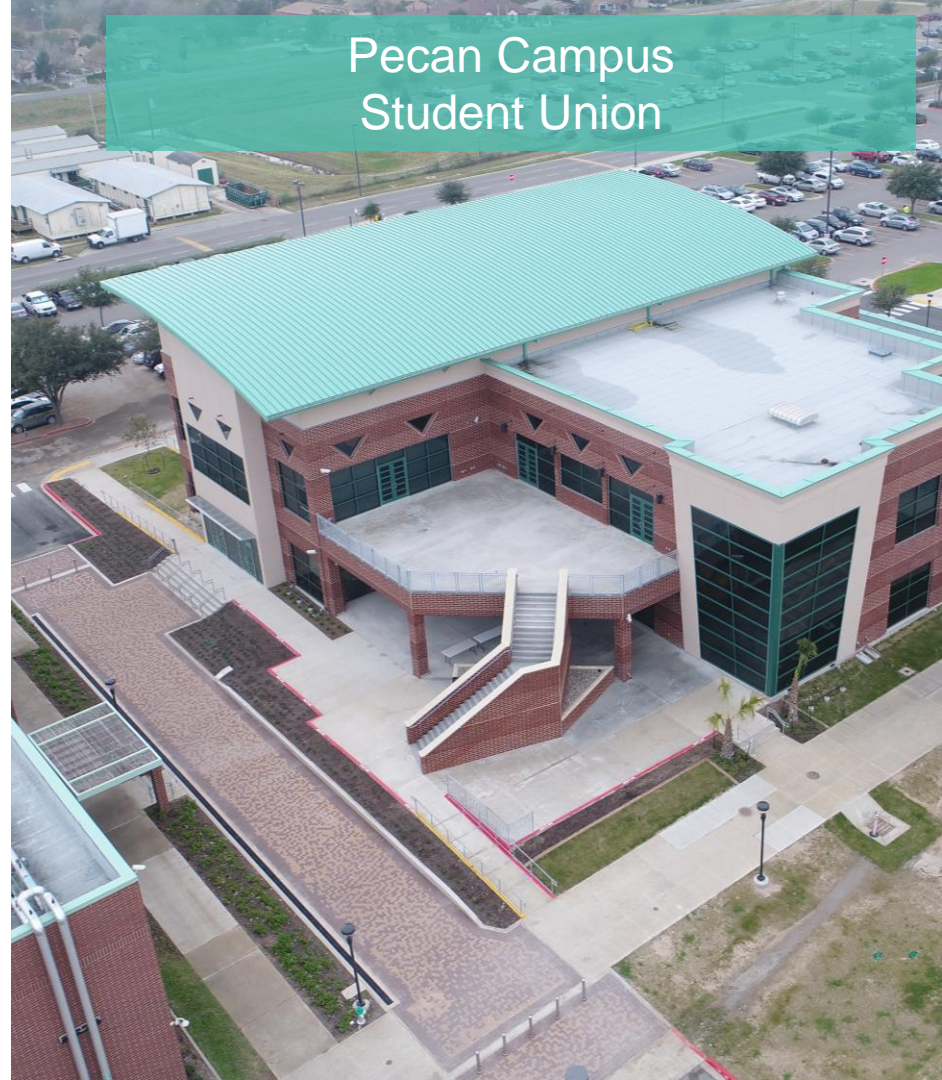
## Bond Projects (OFOI) – total \$594,279

Campus	Cost
Pecan	\$265,593
Nursing & Allied Health	\$141,913
Mid-Valley	\$186,773

## Non-Bond Projects (OFOI) – total \$754,216

Campus	Cost
Pecan	\$304,453
Nursing & Allied Health	\$183,267
Mid-Valley	\$266,496

**Total \$2,027,322**



# Thermal Energy Plant Project Cost Summary

Campus	Total Sq. Ft.	Total Cost per Sq. Ft.
Pecan	3,105	\$1,784
NAH	3,761	\$973
Mid-Valley	3,088	\$1,633
Starr County	4,267	\$1,157
Total	14,221 sq. ft.	\$1,387

Note: Includes Soft Costs and Chillers



Mid-Valley Campus  
Thermal Plant

# Bond Additional Scope Summary

Campus	Additional Scope	Cost
Pecan/NAH/MV/Starr/RCPSE	Additional Square Feet	\$5,468,406
Pecan/NAH/MV/Starr	Additional Furniture	\$124,544
Pecan/NAH/MV	Additional Kitchen Equipment	\$1,273,106
Pecan Cafe	Additional service Kitchen on the 2 <sup>nd</sup> floor	
NAH Cafe	Added Kitchen from Wellness Center to full kitchen	
Pecan/NAH/Tech/MV/Starr	Additional IT Duct Bank	\$1,266,298
All	A/E Fee	\$536,871
Pecan SAB	Added roller shades	\$65,880
Technology	Added Landscape along Military Highway	\$16,487
Technology	Additional Northwest 'Driving Training' Parking Lot	\$136,255
Mid-Valley	Added cooling tower	\$109,000
Starr Campus	Additional Landscape, added pump, added pavilion, Added STC Logo, Added parking	\$478,194
Pecan/MV/Starr	Electrical Hot Plates	\$616,617
RCPSE	Added parking lot, new site	\$2,008,986
	<b>Total</b>	<b>\$12,100,644</b>

# TECHNOLOGIES





# STC Bond Program - T2O Insights

- ◇ First time in US higher education market (public or private) with Bond program delivered facility information commissioning and import.
- ◇ Added over 130% bond assets to existing assets.
- ◇ All T2O project information imported into operational platforms prior to substantial completion.
- ◇ Compared to previous STC Bond, facility operations launch is immediate with all OM information in real-time.

**2010**  
MASTER PLAN  
**2013**  
BOND



**1.5M**  
EXISTING GSF  
**614k**  
ADDED GSF

**27**  
PROJECTS  
**17**  
BUILDINGS

**\$155**  
MILLION

**394k**  
GSF NEW  
**220k**  
GSF EXPANSION

**6**  
CAMPUSES  
**609**  
UNIQUE SPACES



**46**  
ASSET MFGs  
**402**  
MODEL #s

**96**  
EXISTING FOM STAFF  
**180+**  
NEW FOM STAFF

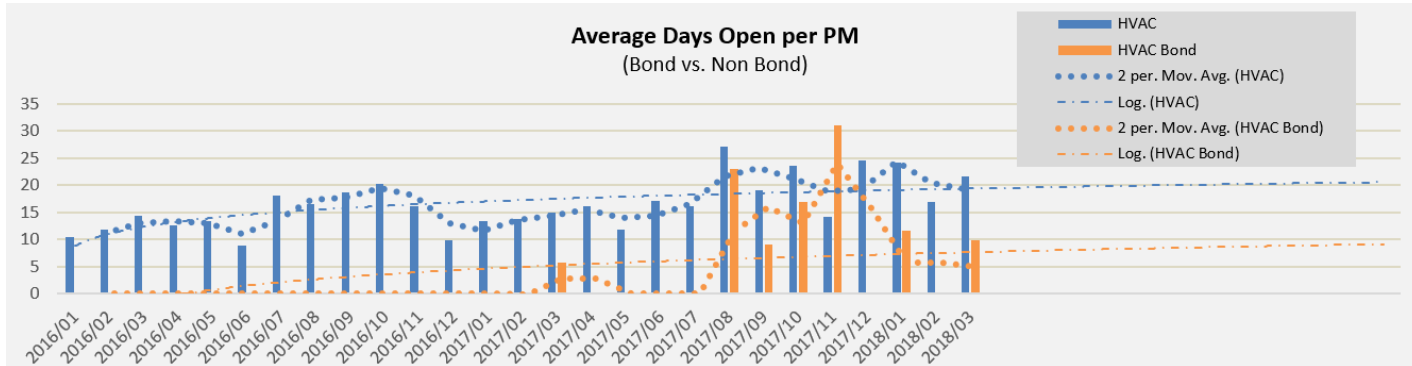
**1,066**  
EXISTING ASSETS  
**1,401**  
NEW ASSETS

# STC Bond Program - T20 Details

Project	GSF	Construction Start	Construction Finish	Scan Plant	Scan Tower	% Complete	STC Accepted	Prior to Substantial Completion	Assets	Attributes
<b>Pecan Campus</b>	<b>190,931</b>								<b>497</b>	<b>6,447</b>
North Academic Building	64,299	8/5/2016	11/15/2017	NA	NA	100%	11/13/2017	TRUE	125	1,621
South Academic Building	41,694	11/1/2016	10/30/2017	NA	NA	100%	11/13/2017	TRUE	89	1,156
STEM	50,614	11/1/2016	12/18/2017	NA	NA	100%	11/13/2017	TRUE	164	2,125
Student Activities / Cafeteria "Student Union"	31,219	10/20/2016	11/19/2017	NA	NA	100%	11/13/2017	TRUE	76	985
Thermal Plant Expansion	3,105	NA	12/16/2016	Plant	Tower	100%	11/3/2016	TRUE	43	560
Parking & Site Improvements	-	NA	NA	NA	NA	NA	NA	NA	-	-
<b>Nursing &amp; Allied Health Campus</b>	<b>97,057</b>								<b>231</b>	<b>2,993</b>
Expansion for Nursing & Allied Health	93,296	7/16/2016	12/8/2017	NA	NA	100%	3/22/2018	TRUE	199	2,582
Thermal Plant Expansion	3,761	3/1/2017	11/30/2017	Plant	TBD	100%	3/22/2018	TRUE	32	411
Parking & Site Improvements	-	NA	NA	NA	NA	NA	NA	NA	-	-
<b>Technology Campus</b>	<b>72,000</b>								<b>140</b>	<b>1,812</b>
Expansion for Technical & Workforce	72,000	NA	9/21/2017	NA	NA	100%	7/6/2017	TRUE	140	1,812
Parking & Site Improvements	-	NA	NA	NA	NA	NA	NA	NA	-	-
<b>Mid Valley Campus</b>	<b>122,290</b>								<b>257</b>	<b>3,414</b>
Health Professional & Science Bldg.	78,649	8/15/2016	11/30/2017	NA	NA	100%	3/22/2018	TRUE	134	1,742
Expansion for Technical & Workforce	11,810	NA	NA	NA	NA	NA	NA	NA	-	-
Library Expansion	10,814	2/6/2017	1/23/2018	NA	NA	100%	3/22/2018	TRUE	21	268
Student Services Bldg. Expansion	17,929	8/15/2016	10/13/2017	NA	NA	100%	11/13/2017	TRUE	42	572
Thermal Plant Expansion	3,088	5/9/2016	8/18/2017	Plant	Tower	100%	7/6/2017	TRUE	60	832
Parking & Site Improvements	-	NA	NA	NA	NA	NA	NA	NA	-	-
<b>Starr County Campus</b>	<b>101,286</b>								<b>230</b>	<b>2,967</b>
Health Professions	51,789	2/1/2016	11/30/2017	NA	NA	100%	3/22/2018	TRUE	107	1,386
Workforce	16,869	NA	NA	NA	NA	NA	NA	NA	-	-
Library Building	18,381	3/3/2017	1/10/2018	NA	NA	100%	3/22/2018	TRUE	39	502
Student Services	5,310	2/1/2017	12/26/2017	NA	NA	100%	3/22/2018	TRUE	21	268
Student Activities	4,670	1/6/2017	12/22/2017	NA	NA	100%	3/22/2018	TRUE	10	125
Thermal Plant Expansion	4,267	8/10/2016	11/6/2017	Plant	TBD	100%	3/22/2018	TRUE	53	686
Parking & Site Improvements	-	NA	NA	NA	NA	NA	NA	NA	-	-
<b>Regional Center for Public Safety Excellence</b>	<b>19,375</b>								<b>46</b>	<b>552</b>
Building	19,375	NA	8/14/2018	NA	NA	100%	7/30/2018	TRUE	46	552
Parking & Site Improvements	-	NA	NA	NA	NA	NA	NA	NA	-	-
<b>STC La Joya Higher Education</b>	<b>11,000</b>								<b>-</b>	<b>-</b>
STEM labs & Welding Lab	11,000	NA	NA	NA	NA	NA	NA	NA	-	-
<b>TOTAL</b>	<b>613,939</b>								<b>1,401</b>	<b>18,185</b>

# STC Bond Program - T2O Value

- ◇ Monthly Average Hours Spent on Preventative Maintenance **reduced to 66%** of hours spent on pre-2013 Bond assets.
- ◇ Average Days Open per Preventative Maintenance Work Orders **reduced to 55%** of days open on pre-2013 Bond assets.
- ◇ **10 to 30-minute reduction** per Work Order discovery (documentation discovery and preliminary site visits to thermal plants and yards).
- ◇ Added Installed Date and Installed Cost to asset data.
- ◇ Continuous ongoing FOM data monitoring and metrics.





















# As-Built 3D Scanning

- ◇ In place of BIM-based (model) deliverable.
- ◇ Thermal Plants and Yards only (critical assets).
- ◇ Benefits of As-Built Scanning:
  - ◇ Coordinated with construction schedules to capture prior to any in-wall and above-ceiling closures.
  - ◇ Photorealistic & navigable scans (comparable to Google Maps – Street View).
  - ◇ Critical asset tagging in 3D model.
  - ◇ Bi-directional hyperlinking in model and CMMS (navigate to asset in model and click on asset tag link to launch asset in CMMS and vice versa, receive WO or PM in CMMS and click on model view link and launch model at asset).
  - ◇ Model maintenance simplified to rescanning physical renovation or newly installed asset and cropping into existing model (requires equipment and 2-hour training).
  - ◇ Secure, web-based (AWS) model hosting means accessibility from anywhere on any device, in addition to ongoing remote support.



# As-Built 3D Scanning - Demo

The screenshot displays the Matterport Cloud interface. At the top, the Matterport Cloud logo is on the left, and the user profile 'Broaddus Technologies' is on the right. Below the navigation bar, the breadcrumb 'Spaces / STC / +' is visible. The main content area is titled 'STC' and features a search bar, a dropdown menu set to 'Name & Description', and a search icon. To the right of the search bar, it indicates '7 Spaces'. Below this, there is a '+ Invite Collaborator' button. A table lists the scanned spaces, with a 'Date Created' header and a 'Select All' checkbox. The table contains six entries, each with a thumbnail image, a title, a subtitle, and creation details.

Date Created ▲		Select All <input type="checkbox"/>
	<b>STC-Starr Thermal</b> Starr Thermal Created Dec 8, 2017 by Broaddus Technologies	  <input type="checkbox"/>
	<b>STC-Nursing Thermal</b> Nursing Thermal Created Dec 8, 2017 by Broaddus Technologies	  <input type="checkbox"/>
	<b>STC-Mid Valley Thermal Plant</b> STC-Mid Valley Thermal Plant Created Aug 3, 2017 by Broaddus Technologies	  <input type="checkbox"/>
	<b>STC-Mid-Valley Thermal- Cooling Towers</b> STC-Mid-Valley Thermal- Cooling Towers Created Aug 3, 2017 by Broaddus Technologies	  <input type="checkbox"/>
	<b>STC-Pecan Thermal</b> Created Mar 6, 2017 by Broaddus Technologies	  <input type="checkbox"/>
	<b>STC-PE-Cooling Towers</b> Created Nov 3, 2016 by Broaddus Technologies	  <input type="checkbox"/>

# VALUE ADDED





# Broaddus & Associates Add Services – at No Cost

- ◇ Owner Insite Accounting
- ◇ Owner Insite Web Based Info Management System
- ◇ Communication Tools
  - ◇ Drone Videos
- ◇ Thermal Plant 3D Scans



Mid-Valley Campus

# Delivery Method

- » Construction Manager at Risk:
  - ◇ Pre-Con Negotiation reduction
  - ◇ Sub-Contractor P&P Bonds
  - ◇ CMR selection per campus to save on general conditions
  - ◇ Open book accounting
  - ◇ Returned Funds
  - ◇ OCIP savings
    - ◇ Estimated \$380,000
  - ◇ CMR fee Negotiations
    - ◇ \$350,200

Campus	Returned Funds
Pecan	-\$1,182,573
Nursing	-\$1,040,932
Technology	-\$2,311,568
Mid-Valley	+\$79,291
Starr	-\$1,897,646
RCPSE	+4,847
La Joya	+\$2,650
Total	-\$6,345,931



# Budget Strategy

- » Original Budgets should include Contingency funds
  - ◇ Program Contingency
    - ◇ Design Contingency
    - ◇ Owner/Construction Contingency
- » CMR's GMP
  - ◇ CCL Challenged
  - ◇ Expedited Approach
- » Budget Accounts
  - ◇ Six Original Accounts
  - ◇ Eighteen Accounts Tracked



Starr Campus

# Value Added Log

#	Campus	Item Description	Estimated Value	Remarks
1	General	Maximize Local Participation through Business Development Forums		
2	General	Web-Based Information System (Owner In-Site)		Expedited RFI & Submittal process
3	General	Assisted in Completion of STC Guidelines		
4	General	Schedule Execution		23 out of 29 Bond and Non-Bond Projects completed by January 27, 2018.
5	General	Owner Procured Reprographic Centralization	25,000	No A/E Markup of 10%
6	General	Localized Wage Rate Survey Determination	3,767,902	Assume Labor 40% of Construction Cost x 7.5%
7	General	Owner Controlled Insurance Program Savings	187,374	Savings from CMR Due to Centralization
8	General	Removal of P&P Bonding of Sub-Contractors by CMR's	1,400,000	
9	All Campuses	Increase square footage above original program by 27,206 x \$201	5,468,406	Total not including Thermal Plants and Not including Deducts. Average Square Footage \$201
10	All Campuses	Pre-Construction Services CMR Fee Negotiations/Reduction	35,913	
11	All Campuses	A/E Fee Schedule Negotiations	566,848	From STC fee schedule; revised and reduced by 0.5%. Board Approved Negotiated Amount of 0.21% Lower. Does not include Workforce Projects.
12	All Campuses	A/E Fee Negotiations (Error Recovery)	(536,871)	Final A/E Fee includes Additional Services, all of RCPSE fee increase of \$340,094, N&AH Thermal Plant Expansion (Non-Bond) increase of \$156,700, La Joya Higher Education increase of \$47,820 and various Site Scope Increases = \$544,614
13	All Campuses	Final A/E Fee Negotiations (Error Recovery)	70,769	Board Approved. Does not include Pecan Thermal Energy Plant A/E direct pay.

# Value Added Log

#	Campus	Item Description	Estimated Value	Remarks
14	All Campuses	CMR Change Proposal Management & Negotiations	309,534	Revisions/Reduction 10% of expended change order contingencies
15	All Campuses	Volume Procurement	180,000	Roof Price cost Standard Reduction @ \$1 per Sq. Ft.
16	All Campuses	Additional Furniture Procured due to additional fund availability	124,544	Plus \$39,615 for MVC Non-Bond Library
17	All Campuses	Kitchen Equipment Inclusion	2,054,667	Scope Increase
18	All Campuses	Absorbed Additional Scope Increase - IT Duck Bank	1,266,298	Included in Site Scope of Work not initially defined
19	All Campuses	Monthly billing of CPM Fee Removed	20,000	Negotiated Contract allowed for monthly billing in lieu of project breakdown
20	All Campuses	Additional Non-Bond Scope Managed by BA	200,000	\$8M Cap x Fee of 2.5%
21	All Campuses	B&A's non inclusion of 10% allowable mark-up	94,000	Including Add Service, BIM and AV/IT WJHW
22	All Campuses	Absorbed Additional Site Scope of Work	4,839,174	Final Site Cost Vs. Budgeted Site Amount. Not including Mid Valley and minus IT Duct bank #9 Above
23	All Campuses	Total Returned Contingency, Buyout and Cost of Work Funds	6,345,931	CMR Process allowed for Open Book Process and Cost Plus Contract with cost
24	Thermal Plants	BIM FM (tech) 3D Scans	9,700	Thermal Plants Scans provided by Technology Division
25	Thermal Plants	Owner Procured Chillers	800,000	Reduction in cost, no CMR markup which allowed addition redundant Chillers Towers Pumps
26	Pecan	Face Brick\Volume Procurement	500,000	Delivered on Rail Cars - One standard brick for entire campus

# Value Added Log

#	Campus	Item Description	Estimated Value	Remarks
27	Pecan	Substitute Piers to Slab on Grade Structural Slab Modification	200,000	STEM Building
28	NAH	Coordinate Building Permit Review Process w/City of McAllen - Bldg. Orientation agreement		NAH- Running along McColl Rd and A&M Bldg. – Easements Coordination
29	NAH	Absorbed Additional Kitchen Equipment		Included in #18 Above
30	NAH	IT Connection	70,000	
31	NAH	Negotiated Construction Material Testing Fee	183,750	Reduced by 15%
32	Tech Center	Site drainage issues resolved @ no Cost	4,400	
33	Tech Center	Absorbed scope increased of Truck Driving Course	240,000	
34	Tech Center	Coordinate existing equipment transfers		
35	Tech Center	Structure modifications mitigation - Kickers	50,000	Reduced Structural Modifications to reduce cost
36	Tech Center	Expedite schedule via assurance & Demo Package		

# Value Added Log

#	Campus	Item Description	Estimated Value	Remarks
37	Mid-Valley	Elec. & IT 60% -100% Design Modifications	200,000	
38	Mid-Valley	Parking lot alternate at no cost	192,074	Additional Parking included in Cost of Work
39	Mid-Valley	Coordinate Building Permit Review Process w/City of Weslaco		Neg. w/City Manager to expedite Early Start of HPS Building and Certificate of Occupancy along with landscape negotiations.
40	Mid-Valley	Savings transfer/return for purchased of additional cooling tower	109,376	Additional Cooling Tower Alternated included as part of Site Saving Costs
41	Mid-Valley	Final negotiations with CMR as Site Additional Cost "additional items"	41,431	
42	Mid-Valley	Health Prof. Save oak trees on main drive via reduction of 5' over excavation requirement		Coordinate with Structural Engineer option on over excavation to save trees
43	Starr County	Managed Multiple Designs	-	Multiple Options for Student Services from original scope
44	Starr County	Expedite schedule via Early Delivery Demo package		Board Approval of Foundation and Structural Steel Partial GMP for early start
45	Starr County	Absorbed Scope Increases - Plaza & Loop Drive	-	Included in #29 Above
46	RCPSE	Coordinate Subdivision, Platting Building Permit Review Process w/City of Pharr		Site Planning Process (No Site included as part of Bond Construction Program)
47	RCPSE	Code Enforcement Negotiations – Landscaping	126,706	Deferred until Further Site Development
48	RCPSE	City Code Review - Sanitary Sewer Line Tap	220,000	PSJA ISD "local" tap vs. new line
		<b>Total Value Added</b>	<b>29,366,926</b>	

## ◇ Our Value:

- ◇ Broaddus & Associates' Program Management Team practices saved 6X our fee amount, allowing for scope increases in the amount of \$12,100,644 minimum which was absorbed within the \$159 Million Bond Program.
- ◇ Broaddus & Associates Bond Fee = \$3,927,586
- ◇ Broaddus & Associates Add Service Bond Fee = \$915,972
- ◇ Broaddus & Associates Non-Bond Additional Service Fee = \$97,339
- ◇ Total Broaddus & Associates Bond Fee = \$4,843,558
- ◇ Broaddus & Associates Value Added = \$29,366,926
- ◇ Value Added 6X our fee

# CLOSING





# Lessons Learned

1. Include the OIS accounting module
2. Establish a Contingency
3. Wage scale
4. Higher level of programing – better up-front programing
  - ◇ Include furniture
  - ◇ AVIT
  - ◇ Site Infrastructure
  - ◇ Definitive space requirements
5. Process – Change Order Approval
  - ◇ Streamline
6. Include other elements in Program Schedule
  - ◇ Bidding
  - ◇ Negotiations
  - ◇ Permit
  - ◇ Close-out
  - ◇ Move in time

## Pecan Campus – STEM & SAB





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Recognize Broaddus & Associates Employees:

- ◇ Zach Adams
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38,500 Man Hrs.



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  - ◇ Paul Rodriguez – Chairman
  - ◇ Rose Benavidez – Vice Chair
  - ◇ Roy De Leon – Secretary
  - ◇ Victoria Cantu – Member
  - ◇ Gary Gurwitz – Member
  - ◇ Dr. Alejo Salinas Jr. - Member
  - ◇ Rene Guajardo – Member
- ◇ Former Board Members
  - ◇ Graciela Farias
  - ◇ Jesus Villarreal
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  - ◇ Myriam Lopez
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- » Special Thanks to Local Design Professionals, Contractors, Subcontractors, Suppliers and Consultants involved in Program Execution
- » Percentage of Bond Program Local Participation =  $85\% \times \$170M = \$145M$  impact on Local Economy Impact



*“South Texas College is a world-class institution  
advancing regional prosperity through education for a  
better quality of life in our community”*

*Mission Accomplished!*