



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Thursday, December 13, 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
Thursday, December 13, 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 - 26**
 - A. Presentation of \$10,290 TASB BuyBoard Rebate Payment Check by the Texas Association of School Boards
 - B. Report on the 2018 Texas Higher Education Leadership Conference
 - C. Presentation on Office of Public Relations & Marketing Campaign Goals and Metrics
 - D. Delinquent Tax Collection Report for the Period Ending August 31, 2018
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 27 - 74
 - 1. October 30, 2018 Regular Board Meeting
 - 2. December 4, 2018 Special Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 75 - 79
 - 1) Texas Workforce Commission, Pell Grant Ability to Benefit Capacity Building in the amount of \$159,445.83
 - 2) Texas Workforce Commission, ApprenticeshipTexas Grant Partnership with the Lower Rio Workforce Development Board in the amount of \$173,470.60
 - 3) Texas Workforce Commission, Accelerate Texas IV: Integrated Education and Training Grant in the amount of \$499,859
 - 4) State Farm, Good Neighbor Citizenship Grant in the amount of \$5,000

- 5) Texas Workforce Commission, Governor’s Summer Merit Program in the amount of \$46,552
- 6) The Wells Fargo Rea Charitable Trust Foundation Grant in the amount of \$60,000
- 7) The Gene Haas Foundation Scholarship Fund in the amount of \$20,000
- 8) The Department of Commerce, Economic Development Administration Planning Grant Matching Funds from the Starr County Industrial Foundation in the amount of \$5,000
- 9) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review and Action as Necessary on Proposed Revisions to Policy #3232: *Dual Credit Student Eligibility Requirements* 80 - 83
2. Review and Action as Necessary on the Proposed Revisions to the Vision, Mission, and Core Values of South Texas College 84 - 87
3. Review and Approval of the Diagnostic Medical Sonography Associate of Applied Science Program 88 - 122

B. Finance, Audit, and Human Resources Committee

1. Review and Action as Necessary Regarding the Fiscal Year 2018 Financial Audit..... 123
2. Review and Action as Necessary on Disposal of Surplus Property Valued at \$5,000 and Over 124 - 126
3. Review and Action as Necessary on 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties..... 127 - 136
4. Review and Acceptance of Internal Audit Report in the Area of Fleet Fuel Card Use..... 137 - 144

C. Facilities Committee

2013 Bond Construction Program – Accountability Status

1. Review and Action as Necessary on 2013 Bond Construction Program Warranty Items Action Plan 145 - 146

Non-Bond Facilities Planning & Construction Items

2. Review and Action as Necessary on Substantial Completion for the Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E & J Crisis Management Center Generator 147 - 150
3. Review and Action as Necessary on Contracting Architectural Services for the Pecan Campus Information Technology Building M Office and Work Space Renovation 151 - 161

4. Review and Action as Necessary on Contracting Civil Engineering Services for the Nursing & Allied Health Campus Parking Lot 1 Resurfacing 162 - 170
5. Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Sand Volleyball Courts 171 - 175
6. Review and Action as Necessary on Contracting Construction Services for the District-Wide Basketball Court Repainting 176 - 178
7. Review and Action as Necessary on Contract under Texas Education Codes 44.031 and Texas Government Code 791 for the Construction Related to Goods and Services for Roof Coating for the Mid Valley, Nursing and Allied Health and Starr County Campuses..... 183 - 196
8. Discussion and Action as Necessary on Ratifying the Agreement with Halff Associates for the 2013 Bond Construction Pecan Campus Thermal Plant Chiller Incident 197
9. Update on Status of Non-Bond Construction Projects 198 - 206

VIII. Consideration and Approval of Checks and Financial Reports 207 - 205

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

IX. Informational Items

- President’s Report 210 - 218

X. Announcements 219

A. Next Meetings:

- Tuesday, January 15, 2019
 - 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, January 29, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Monday, December 17, 2018 – Wednesday, January 2, 2019 in observance of Winter Break.
- South Texas College will host a Board Appreciation Breakfast for local school district partners on Friday, January 18, 2018 at 8:30 a.m. at the Cooper Center for Performing Arts.

Presentations

A. Presentation of \$10,290 TASB BuyBoard Rebate Payment Check by the Texas Association of School Boards

Angel Magallanes, Consultant at the Texas Association of School Boards (TASB) Buyboard program, will present South Texas College with a check for \$10,290, as a rebate incentive for the College's participation in the TASB BuyBoard Purchasing Cooperative.

TASB BuyBoard delivers economy of scale and purchasing power to secure better pricing on products, equipment, and services.

The rebate is calculated based upon total volume of purchase orders, as outlined in their purchasing cooperative agreement.

STC's participation in the TASB BuyBoard Purchasing Cooperative increased significantly during fiscal year 2017-2018, due to the completion of the bond construction projects. While the College has previously received annual rebates from TASB BuyBoard, the current rebate of \$10,290 far exceeds previous years, and TASB requested this opportunity to personally present this rebate to the Board.

These funds will be deposited in the general fund to support the College's operation.

B. Report on the 2018 Texas Higher Education Leadership Conference

Mr. Paul R. Rodriguez, Chairman of the Board, attended the Texas Higher Education Coordinating Board's (THECB) 2018 Texas Higher Education Leadership Conference in Austin, Texas.

The conference was themed *60x30TX: Ways to Get There from Here*, and included valuable information for higher education leadership. This included a review of key issues for board governance and the role of leadership in supporting the goals of their institutions in serving students, increasing retention and completion, and meeting targets in line with the 60x30TX goal of ensuring that 60 percent of young adults have earned a higher education credential by the year 20130.

C. Presentation on Office of Public Relations & Marketing Campaign Goals and Metrics

Mr. Daniel Ramirez, Director of Public Relations and Marketing, will present on the College's marketing campaign goals and metrics, as requested by the Board.

South Texas College has partnered with Interact Communication to undertake research and develop a branding and marketing campaign geared toward increased student enrollment, improved regional perceptions, and reinforcement of community pride in South Texas College.

Mr. Ramirez will discuss the media and technology used in the ongoing campaign, and will review the metrics used to track effectiveness and value of that various strategies.

D. Delinquent Tax Collection Report for the Period Ending August 31, 2018

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report through August 31, 2018

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



**SOUTH TEXAS
COLLEGE**

THE OFFICE OF PUBLIC RELATIONS & MARKETING

DECEMBER 13, 2018

Marketing Goals

Create positive messaging about South Texas College that, when used consistently, will support the college's ongoing branding efforts and goals to:

Support **student enrollment**

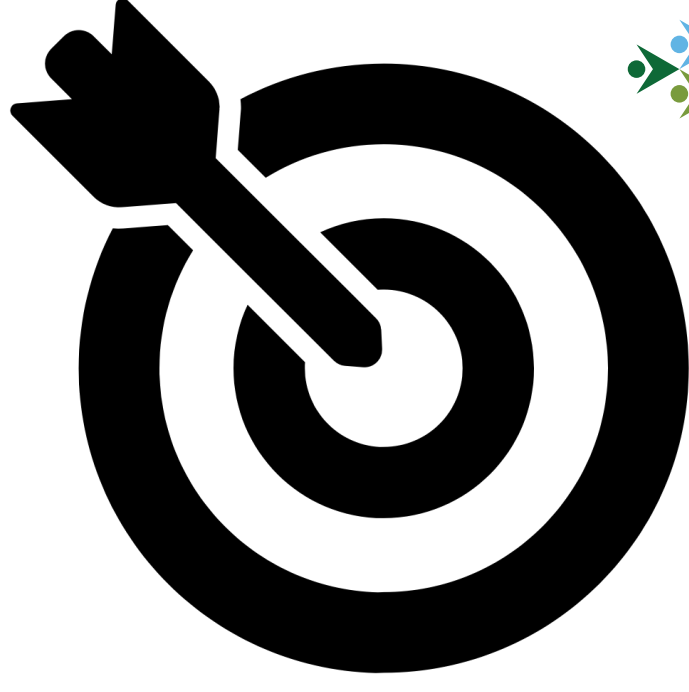
Inquiries

Leads

Applications

Build positive **regional perceptions**

Reinforce **community pride** in the institution



Interact Communications

STC has partnered with Interact Communication to develop long-term marketing and branding strategies.

The core focus of the marketing plan is to integrate traditional and digital media, as well as public relations activities, to leverage PR and

- Marketing's advertising budget for the greatest possible impact on awareness and enrollment.

Research and Brand Development Progress Report

	2018								2019	
	August	September	October	November	December	January	February			
Marketing Retreat & Creation of Marketing and Communication Plan	Completed									
Editorial Calendar	Completed									
Brand Research Focus Groups		Completed								
Community Attitudes Research		Completed	Completed							
Media Preferences		Completed	Completed	Completed						
Student Satisfaction Survey			Completed	Completed						
Emotional Resonance, Test Brand & Message Statements				Completed						
Communication Audit					In-Progress					
Brand Preview					Completed					
Brand Rollouts									Proposed	

Legend
Completed
In-Progress
Proposed



Project: On Track and On Budget

Campaign Overview

Billboards

- 10 billboards + 1 Digital Panel
- Starr & Hidalgo Counties

≈ **Television**

- 387 commercials
- 10 stations (English / Spanish)

Radio

- 742 broadcast spots including “live” DJ reads
- 6 stations (English / Spanish) + Pandora
- 1.3M Impressions (Pandora)

Digital

- 8 active campaigns

Marketing & Communication Efforts: Spring 2019 Enrollment

	2018						2019	
	August	September	October	November	December	January	February	
PR Activities								
Billboards								
Radio								
Television								
Print								
Display (Custom and GeoFence)								
Pay Per Click (Custom and Competitor)								
Facebook / Instagram								
YouTube (English & Spanish)								
SnapChat								



Campaign Highlights: October 1 - November 30

Digital Campaigns

- Enrollment funnel entry pages: 81,408

- 2.6M+ impressions

- 19.8K clicks

- 548 calls

- 1,419 walk-ins

- Performance at or better than industry benchmarks

Inquiries (Organic and Paid)

- 1,663 online inquiries

- 1,095 calls

- 602 chats

Unique Pageviews

- Homepage: 931,664

- Campaign landing pages: 22,168

Campaign Highlights: October 1 - November 30

Custom Display Campaign

- Drove 2,870 visits to the website
- 1,127,276 impressions
- CPM (cost per thousand impressions) is \$4.58 (Industry Average between \$8-\$12)
- 31,521 completed video views

Social Media Facebook/Instagram Campaign

- 732,399 impressions
- Drove 8,216 visits to the website and 9,050 completed video views
- CPC (cost per click) just \$0.85
- CTR (click-through-rate) is 1.12% (Industry average is 0.73%)

Campaign Highlights: October 1 - November 30

Pay Per Click Campaign

- Drove 6,199 visits to the website with average cost per visit \$1.37 (Industry Average is \$4.53)
- 362 calls and 196 form submits - direct from ads
- 14.16% CTR (click-through-rate) (Industry Average is 2.20%)

Pay Per Click Competitor Campaign

- Drove 1,441 visits to the website with average cost per visit \$1.81 (Industry Average is \$4.53)
- 13.63% CTR (click-through-rate) (Industry Average is 2.20%)

Campaign Highlights: October 1 - November 30

YouTube Campaign English

- 144,639 impressions
- 72,218 completed video views
- 49.86% completed video view rate (Industry average is 15%)
- \$0.07 CPV (cost per completed view) (Industry average is \$0.05-\$0.08)

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YouTube Campaign Spanish

- 56,580 impressions
- 28,028 completed video views
- 49.28% completed video view rate (Industry average is 15%)
- \$0.07 CPV (cost per completed view) (Industry average is \$0.05-\$0.08)

Campaign Highlights: October 1 - November 30

GeoFencing Mobile Display Ads Campaign

- Drove 746 visits to the website
- 492,262 impressions
- CPM (cost per thousand impressions) is \$6.47 (Industry average is between \$5-\$8)
- 1,419 walk-ins onto campus from targeted locations

Snapchat Geofilters - Graduation

- 2,993 swipes (times filters were seen)
- 978 uses (filter used or sent to a friend)
- 68,000 views (filter seen, sent to a friend, or used in a story)

Added Value

Over \$30,800.00 Added Value

- \$22,400.00 - Additional ads and radio remote
- \$7,200.00 - Additional research
- \$1,200.00 - Radio production

Added Value (or Value Added) refers to extra inventory or services added to a media buy at no cost to the client.

QUESTIONS?

THE OFFICE OF PUBLIC RELATIONS & MARKETING



**Fiscal Year End
Delinquent Tax Collection Report**

Linebarger Goggan Blair & Sampson, LLP

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Phone: 956-383-4500

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Mr. Paul R. Rodriguez, Chairman
Rose Benavidez, Vice Chair
Roy de León, Secretary
Victoria Cantu, Member
Gary Gurwitz, Member
Dr. Alejo Salinas, Jr., Member
Rene Guajardo, Member
South Texas College
3201 West Pecan Boulevard
McAllen, Texas 78501

RE: Delinquent Tax Collection Report from September 1, 2017 through August 31, 2018

Dear Dr. Reed:

Our firm is pleased to submit a summary of our collection efforts on behalf of **South Texas College**. We present this summary in an effort to keep you and the **Board of Trustees** informed as to our efforts and activities.

Enclosed, you will find summaries of the different collection efforts made by our office. Understanding the need of each County is unique, we have developed a team approach that individualizes the collection efforts in each area. The **Hidalgo County** team is led by Mrs. Lucy Canales and the **Starr County** team is led by Ms. Kelly R. Salazar. Each attorney brings many years of experience to this endeavor and coordinates a team effort in which will result in better collections for **South Texas College**.

Very Truly Yours,



Lucy G. Canales
Capital Partner

Very Truly Yours,



Kelly R. Salazar
Partner

LINEBARGER GOGGAN BLAIR & SAMPSON APPROACH

The delinquent tax collection program for South Texas College continues to emphasize two basic premises: work with individual taxpayers to collect taxes owed to South Texas College and use tool of litigation as a final option.

DEMAND MAILINGS

Our extensive mailing program is designed to advise people who have not paid their South Texas College taxes of their delinquency. During the course of this reporting period we sent delinquent notices with varying degrees of intensity to the delinquent taxpayer. The intensity of the notice varies on factors, such as, time of year, type of property and the particular needs of the jurisdiction.

- Hidalgo County— 6 Demand Mailing – 110,713 Statements Mailed
- Starr County—4 Demand Mailings—60,612 Statements Mailed

LITIGATION SUMMARY

Filing a lawsuit to collect delinquent taxes is used as a final resort; after diligent efforts to contact and work with taxpayers are fully exhausted. Once the decision to file suit has been made, a complete property title search is conducted, the taxable property is further identified and all interested parties including all lien holders, are identified and served with notice of the lawsuit.

Hidalgo County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits/Interventions Filed	1,481	\$832,752
• Lawsuits Disposed	1,514	\$919,989
• Judgments Taken	879	\$618,744
• Tax Warrants	114	\$126,159

- *Demand Mailings*
- *Litigation Statistics*
- *Taxpayer Contact*
- *Personal Visits*
- *Constable's Sales*

- *Over 44,734 Incoming/Outgoing Calls*
- *Over 11,191 Taxpayer Walk-Ins*
- *Over 8,311 Property Inspections*
- *Over 578 Payment Agreements Initiated*

- *Over 4,428 Incoming/Outgoing Calls*
- *Over 644 Property Inspections*
- *Over 1,136 Taxpayer Walk-Ins*

Starr County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	142	\$157,269
• Lawsuits Disposed	165	\$250,849
• Judgments Taken	88	\$112,383
• Tax Warrants	7	\$17,398

Tax Sale Activity

Hidalgo County

Our Office regularly monitors all judgments we take on behalf of South Texas College. During this reporting period, **nine (9)** tax sales were conducted in Hidalgo County placing **two hundred ninety eight (298) properties for sale.**

Tax Sale Result	Number of Properties	Base, Penalty and Interest
• Sold	112	\$102,514
• Pulled-Paid Before Sale	32	\$29,179
• Pulled-Payment Agreement	20	\$8,769
• Struck Off	61	\$93,235
• Pulled-Other	17	13,343

Tax Resale Program

Our resale program for struck-off properties to the taxing entities and then sold at auction is part of our successful collection program conducted on behalf of the South Texas College. At our expense, the firm markets these struck-off properties through newspaper advertising, our firm's website, www.lgbs.com; a mailing list maintained by our office and conducts a resale of these properties struck-off throughout the year.

Tax Resale Program

- **3 Tax Resales**
- **88 properties sold**
- **\$53,221 collected in base tax**

Starr County

During this reporting period, **two (2)** tax sales were conducted in Starr County placing **sixty six (66)** properties for sale.

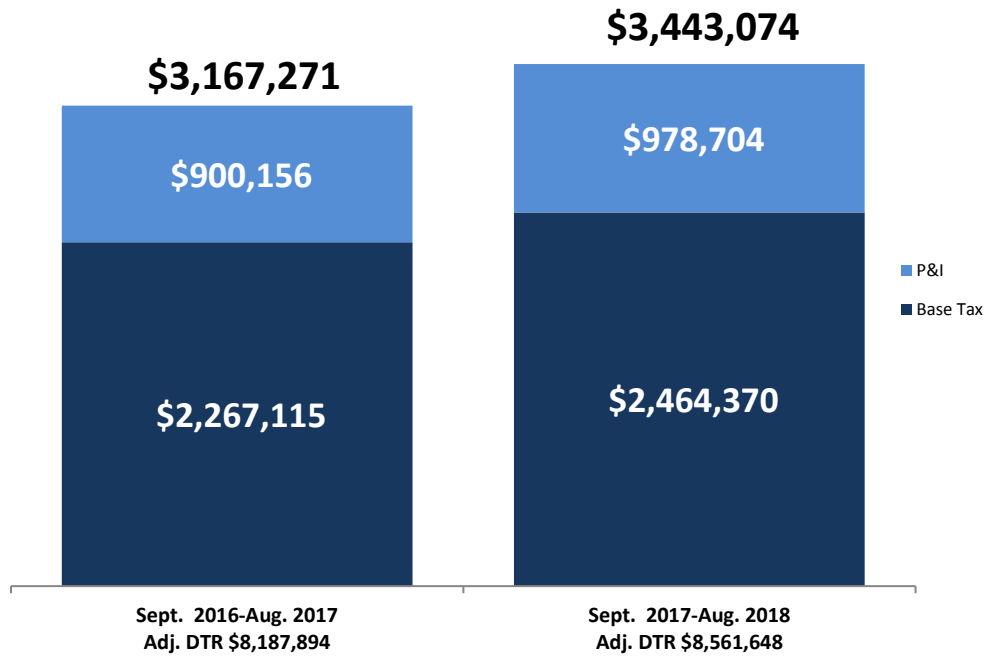
Tax Resale Program

- 1 Tax Resale
- 40 properties sold
- \$7,813 collected in base tax

Tax Sale Result	Number of Properties	Base, Penalty and Interest
• Sold	5	\$2,963
• Pulled-Paid Before Sale	7	\$3,950
• Pulled-Payment Agreement	10	\$4,370
• Struck Off	24	\$20,895
• Pulled-Other	20	\$13,759

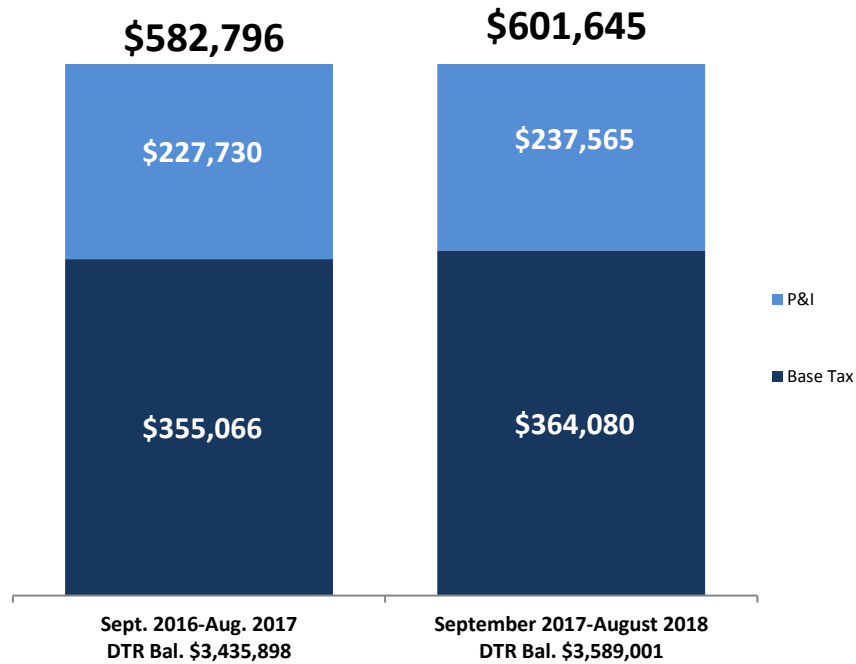
COLLECTION HIGHLIGHTS

Hidalgo County Collections



Source: Hidalgo Co. Tax Office

Starr County Collections



Source: Starr Co. Tax Office

FUTURE OVERVIEW

Review of Pending Judgments and the Filing of Additional Lawsuits

- During the next quarter, we will continue to work pending lawsuits for full payment or payment agreements. We will also continue researching the delinquent tax roll for possible new lawsuits; both real and personal property accounts.
- We will place high priority on top delinquent accounts for collections that are in litigation.
- We will continue filing lawsuits every month on delinquent accounts owing 3 or more years.

Continued Monitoring of Bankruptcy Accounts

- As a continuation of our standard operating practice, we will actively monitor and verify accounts in bankruptcy for the payment of taxes, penalties, and interest owed to South Texas College.
- We will continue to represent the District in court on all bankruptcy matters.

Scheduling of Property Sales

As properties are taken to judgment, they will be reviewed and checked for payment. Those judgments with no taxpayer response will be further reviewed and scheduled for possible tax sale.

Property Visits

On site visits are being conducted on targeted accounts weekly.

Execution of the work plan established for the South Texas College will include the constant monitoring of collection figures in order to adjust resources and enforce the collection of delinquent taxes. Our collection efforts will also include prosecuting pending suits to conclusion, mailing monthly letters, and filing new suits in order to maximize the collection of taxes. We will continue to work closely with you and your administrative staff to provide assistance and advice on all property tax matters, including changes in the law brought about by amendments to the Texas Property Tax Code.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) October 30, 2018 Regular Board Meeting Minutes
- 2) December 4, 2018 Special Board Meeting

Due to the cancellation of the scheduled Regular Board Meeting on November 27, 2018, the Minutes for the October 30, 2018 Regular Board Meeting are presented to the Board for approval and adoption.

On December 4, 2018, the Board met in a special session to take action on those items deferred from November 2018 that could not wait until the December 13, 2018 Regular Board Meeting. The Minutes from that meeting are also presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the October 30, 2018 Regular Board Meeting Minutes and the December 4, 2018 Special Board Meeting Minutes as presented.

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

The Board of Trustees of South Texas College approves and adopts the October 30, 2018 Regular Board Meeting Minutes and the December 4, 2018 Special Board Meeting Minutes as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 30, 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, October 30, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: Mr. Roy de León

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, Mrs. Myriam Lopez, Mrs. Brenda Balderaz, Mr. Luis de la Garza, Mr. Robert Cuellar, Dr. Brett Millan, Dr. Rebecca Millan, Dr. Ali Esmaeili, Dr. Christopher Nelson, Mr. Khalil Abdullah, Dr. Virginia Champion, Mr. Paul Varville, Ms. Jessica Garcia, Ms. Michelle Guajardo, Mrs. Diane Teter, Mr. Tim Weldon, Mr. Jeff Neves, Mr. Evan Horn, Mr. Eric Briones, Mr. Mat Dorson, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

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

Public Comments

Mrs. Diane Teter, Associate Professor of Biology and President of the Faculty Senate, provided an overview of different teaching strategies and technologies used by faculty at South Texas College.

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

Mr. Paul R. Rodriguez, Chairman of the Board, noted that there were College administration, faculty, and staff who regularly attend meetings and who had not been properly introduced to the Board, especially the trustees elected in 2018.

Mr. Rodriguez called upon the employees to briefly introduce themselves.

Presentations

The following presentations were provided for the Board's information and feedback to staff, and no action was requested:

1. Report on the Association of Community College Trustees (ACCT) 2018 National Leadership Congress

A delegation of South Texas College Trustees attended the Association of Community College Trustees (ACCT) 2018 National Leadership Congress in New York City, New York.

The Trustees attended presentations from peer institutions, and delivered the presentation "*Building and Sustaining the Power of Partnerships in Education*" to an audience of Trustees, CEOs, and administration from among the ACCT's 1200 member colleges, sharing South Texas Colleges programs and achievements with leaders from peer institutions throughout the continent.

Mr. Paul Rodriguez, Ms. Rose Benavidez, and Mr. Rene Guajardo commented on their experiences at the trip and the topics that particularly interested them among the presentations, including tuition and fee structuring, the future of Pell grant availability for students, and a variety of issues affecting public and private institutions of higher education.

It was also noted that Mr. Rodriguez now serves on the Executive Committee of the Latino Caucus at the ACCT, and Ms. Rose Benavidez serves on the ACCT Board of Directors.

2. Recognition of Dr. Shirley A. Reed, Honored by the Association of Community College Trustees (ACCT)

Dr. Shirley A. Reed, Founding President of South Texas College, was honored on October 26, 2018 as the 2018 Western Region CEO by the Association of Community College Trustees.

This was a long-overdue recognition of Dr. Reed's service to the students, faculty, and staff of South Texas College, and the communities it supports. South Texas College was recognized by ACCT and its member institutions for its outstanding successes, innovative programs, and world-class accomplishments.

The Board recognized Dr. Reed, and shared the phenomenal reputation of her leadership and of South Texas College's successes in the national arena.

3. Report on the 2017 – 2018 South Texas College Faculty Spotlight

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Dr. Brett J. Millan, Professor of English and Co-Editor-in-Chief of the South Texas College *Faculty Spotlight for Academic Year 2017 - 2018*.

Dr. Petrosian also introduced Dr. Christopher Nelson, Professor of Philosophy and Assistant Dean of Humanities, who chaired the Academic Classification Committee. This committee reviews faculty members' applications for consideration of reclassification as Assistant Professor, Associate Professor, or Professor.

Together, they provided the Board with a report on the *Faculty Spotlight*, a recognition of some of our many talented and successful faculty at South Texas College.

4. Report on the 13th Annual A Night with the Stars Gala

Ms. Jessica S. Garcia, Academic Excellence Programs Officer, provided a brief summary of the Valley Scholars Program's 13th Annual A Night with the Stars scholarship gala, which was held on Thursday, October 11th, 2018.

For the past 21 years, the Valley Scholars Program has provided personal advisement, leadership development, scholarships, and community engagement to high achieving students from Hidalgo and Starr counties. Since 1997, over \$1.4 Million in scholarships have been awarded to 929 Rio Grande Valley students. Many successful alumni have graduated from the Program, continued their education, and moved on to successful careers. This fall, the Program accepted 49 new students into the twenty-second class of Valley Scholars.

The “A Night with the Stars” scholarship gala is held annually to raise scholarship funds for the Valley Scholars Program. This year’s event highlighted the 25th Anniversary of South Texas College by recognizing successful alumni from the Program who have chosen careers where their higher education journey began. Valley Scholars Alumni with over ten years of serving the students of South Texas College were recognized for their commitment to student success. The Program raised over \$116,000 in monetary and in-kind donations. All net proceeds from the event will benefit Valley Scholars Program scholarships.

These presentations were for the Board’s information and feedback to staff, and no action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) Revision to the August 28, 2018 Regular Board Meeting Minutes
- 2) September 25, 2018 Regular Board Meeting

The August 28, 2018 Regular Board Meeting Minutes were presented to the Board on September 25, 2018. After their adoption, staff noted two separate errors that need to be corrected to set a clear and accurate record of the Board’s action, as follows:

1. Under the agenda item Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement (Non-Bond Proceeds), the renewal of Commercial Card Services with BBVA Compass Bank incorrectly noted the period from September 1, 2018 – August 31, 2018.

This must be revised to the correct term of September 1, 2018 – August 31, 2019.

2. Under the agenda item Review and Action as Necessary on Final Completion for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements, nine new Change Orders were presented to the Board at the Board Meeting. Staff included the wrong change order amounts, and needed to revise them as follows:

Change Order #	Original 9/28 Minutes	Correction
10	-\$8,075	<i>No correction needed</i>
11	-\$2,500	<i>No correction needed</i>
12	-\$699	<i>No correction needed</i>
13	-\$1,801	<i>No correction needed</i>
14	-\$2,500	<i>No correction needed</i>
15	-\$8,133	-\$14,163
16	\$0	-\$8,000

Change Order #	Original 9/28 Minutes	Correction
17	-\$4,500	-\$420
18	\$0	\$0 (buyout \$2,081)
19	-\$0	Delete
20	-\$0	Delete

The original and revised pages of the August 28, 2018 Regular Board Meeting Minutes and the proposed September 25, 2018 Regular Board Meeting Minutes follow in the packet.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the revised August 28, 2018 Regular Board Meeting Minutes and the September 25, 2018 Regular Board Meeting Minutes as presented. The motion carried.

Approval and Authorization to Accept Grant Awards

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

1. Texas Department of Agriculture, Child and Adult Care Food Program (CACFP) Grant in the amount of \$53,972.82

Funding from this grant renewal will support the purchase of food, preparation of meals, staff time, supplies and equipment for children enrolled in the Mid-Valley Child Development Center, which provides childcare for students, parents, faculty, staff, and community as well as serves as a practicum lab site for students.

The CACFP reimburses childcare centers, day care home providers, and adult day care centers for part of the cost associated with serving approved meals and snacks to children and adults in Texas. The goal of the CACFP is to improve and maintain the health and nutritional status of children and adults, promote development of good eating habits, and integrate nutritious food service with organized child and adult day care services.

The funding period is from October 1, 2018 through September 30, 2019. This award aligns to Strategic Direction #4, Collective Responsibility by providing eligible children who are enrolled at the Mid Valley Child Care Center with nutritious meals.

2. Additional funds from U.S. Department of Education, STC In Focus Grant – Developing Hispanic Serving Institutions (DHSI) Supplemental Award, in the amount of \$115,722

Funding from the Department of Education will be used to promote, recruit and support the development and delivery of financial literacy training for college students. The proposed project will be conducted in Active Learning Classrooms to maximize student engagement, interest in training topics, and to utilize technology to enrich the learning experience.

This grant aligns to Strategic Direction #3 High Success Rate, by supporting efforts that ensure student success in achieving milestones in order to increase the economic and social mobility of residents in our region.

3. Texas Workforce Commission, Skills Development Fund Grant, in the amount of \$409,890

Through this grant, The Texas Workforce Commission supports South Texas College's Institute for Advanced Manufacturing to provide customized training that meets the specific workforce needs of business partners. This grant will provide 18,108 hours of training for TST NA Trim and WoodCrafters Home Products LLC during an 18-month grant period. This grant contributes toward building a skilled workforce. The award is for the period of November 1, 2018 through April 30, 2020.

This grant aligns to Strategic Direction #5, Collaboration, by offering beneficial community and educational partnerships to create a collective impact.

4. Texas Workforce Commission, Skills for Small Business Grant, in the amount of \$157,500

This grant will fund training for small businesses from the college's Department of Continuing, Professional Workforce Education. This grant enables the college to support small businesses with fewer than 100 employees with training that upgrades their employees' skills through courses such as accounting, computers, strategic management, HIPAA regulations, and customer service. The funding period for this grant is November 1, 2018 through, November 30, 2019.

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

The presented grants would provide up to \$737,084.82 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized accepting the following grant award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate.

1. Texas Department of Agriculture, Child and Adult Care Food Program (CACFP) Grant in the amount of \$44,188.02
2. Additional funds from Department of Education, STC In Focus Grant, in the amount of \$115,722
3. Texas Workforce Commission, Skills Development Fund Grant, in the amount of \$409,890
4. Texas Workforce Commission, Skills for Small Business Grant, in the amount of \$157,500

The motion carried.

Review of Presentation Delivered at October 9, 2018 Education and Workforce Development Committee meeting

The following presentation was delivered at the October 9, 2018 Education and Workforce Development Committee meeting:

1. Presentation and Discussion on Developmental Math Co-Requisites

Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs, was joined by Mr. Pablo Cortez, Program chair for Developmental Mathematics, and Mr. Mario Morin, Program Chair for Academic Mathematics. Together, they presented an overview of Developmental Math Co-Requisites at South Texas College.

On Tuesday, September 11, 2018, Dr. Margaretha Bischoff, Dean for Liberal Arts and Social Sciences, and Dr. Chris Nelson, Assistant Dean of Humanities, provided an overview of Developmental Education and co-requisite courses generally, and then spoke about the implementation of co-requisite courses for students needing remedial assistance in reading and writing.

Due to core differences in the teaching of developmental mathematics, Dr. Esmaeili, Mr. Cortez, and Mr. Morin were invited to present specifically on the development of co-requisite courses for students requiring remedial education in mathematics.

They provided background information related to developmental mathematics, and reviewed House Bill 2223. This is the bill that has required delivery of co-requisite courses to at least 25% of all developmental education students by Fall 2018, increasing to 50% in Fall 2019, and 75% in Fall 2020.

The presenters discussed the Texas Success Initiatives (TSI) Placement exam, which determines whether students are “college ready” or whether they are required to take remedial mathematics. The team then introduced the implementation of co-requisite math pathway options at South Texas College.

Finally, they reviewed current enrollment and success rates, before looking forward to the next steps in helping students achieve success in college level mathematics.

Developmental Math Overview

South Texas College has long been focused on improving the delivery of developmental math instruction to students who require remedial education in math. While the College followed a mainstream 3-course sequence starting in 1993, administration and faculty took a long look at restructuring developmental mathematics to better serve students.

Working with other pioneers in developmental mathematics, such as Dr. Uri Treisman at the UT Austin Charles A. Dana Center, South Texas College committed to improving math pathways for students. As part of the College’s re-accreditation process in 2009, developmental mathematics was restructured into a 2-course sequence.

In the pursuit of the co-requisite model, the College was now pursuing the development of a single 1-course sequence to help students become college ready. This was projected for implementation in Fall 2019.

Developmental Education Overview

The percentage of First Time in College (FTIC) students requiring developmental education had been declining.

In 1997, 81% of all FTIC entering South Texas College required at least one Developmental Education course. 60% of FTIC students required Developmental Math.

Working with school district partnerships, the number of FTIC requiring Developmental Education courses was dropping. In Fall 2018, 53% of FTIC students required at least one course, and 46% of FTIC required Developmental Math.

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.

The presenters reviewed the requirements of HB 2223, and the College's plans to serve students in compliance with the law.

One strategy would include providing 2 hours of supplementary lab work for co-requisite courses, and issuing an academic and developmental grade to each enrolled student.

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 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.

Depending on a student's placement during the TSI assessment, they may be placed in various courses.

- Students scoring 310 - 341 would be placed on a developmental math pathway leading toward algebraic math, or non-algebraic math.
- Students scoring 342 - 349 may be placed in Development Math or might be placed into a Co-requisite option.
- Students scoring at 350 or higher are considered college-ready, and could enroll in college level math courses.

Co-Requisite Math Pathways

Faculty and administration have identified separate Co-Requisite Math Pathways for students depending on their majors. The presenters described the pathways for each.

Mathematics Co-Requisite Options

The presenters outlined two separate co-requisite options: the Front Load Approach, and the Blended Approach.

Students enrolled in the Front Load Approach would receive supplementary lab instruction during the first four weeks of the semester, which would prepare them with the skills to complete the academic course during the final 12 weeks.

Students enrolled in the Blended Approach would continue to receive supplementary lab instruction throughout the semester to reinforce the skills and objectives required to complete their academic course objectives.

Success Rates in Mathway Courses

The presenters discussed the performance of students in traditional verses co-requisite courses on the Algebra, Statistics, and Contemporary Math pathways, with a review of the data for available semesters for each.

Next Steps

The presenters concluded with an overview of the next steps to help faculty continue delivering effective developmental education to the students that require it, including the data-driven analysis of effective methods, and improved marketing to students about alternative pathways.

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

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

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

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

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

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

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

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

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

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended August 31, 2018, as presented. The motion carried.

Review and Recommend Action to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Approval to revise Policy #5120: *Investment Policy* and Investment Strategy Statement was requested.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement were last approved and authorized on October 24, 2017. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required, with recommended revisions.

Background – The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). In July 2016, the College was awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for the Investment Policy. This Certificate is for a two-year period ending August 31, 2018.

Reviewers – The Investment Policy and the Investment Strategy Statement were reviewed by staff and by South Texas College's legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

The revisions recommended by the Investment Advisor were necessary to update the Investment Policy and Investment Strategy Statement to comply with changes made to

the PFIA by the 85th Legislation. The revisions also included minor changes to wording in an effort to provide clarification.

The minor revisions included in the Investment Policy were as follows:

	Section	From	To
1	On page 11, Section III G 5		added "The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports."
2	On page 12, Section III G 9		added "The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports."

Enclosed Documents – The revised Policy was provided in the packet for the Board's information and review. The additions to the Policy were in italics and highlighted in yellow and the deletions were designated with a red strikeout.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy. The motion carried.

Discussion and Action as Necessary on Mesteño Windpower, LLC, Tax Abatement Application, Agreement, and Resolution

Due to her work at the Starr County Industrial Foundation and out of an abundance of caution, Ms. Rose Benavidez abstained from the Finance, Audit, and Human Resources Committee's discussion and recommendation on this item. She noted that she did not have any personal stake or other conflict of interests in the project or the vendors. Mr. Paul R. Rodriguez introduced the item to the Board of Trustees as follows.

Approval of the Mesteño Windpower, LLC, Tax Abatement Application, Agreement, and Resolution, and action as necessary regarding the terms and exception to the New Capital Investment minimum threshold of \$200 million requirement was requested.

Purpose – Mesteño Windpower, LLC, submitted an application for tax abatement for their wind powered electric generating facility in Starr County. Approval of the tax abatement application and resolution was needed in order for the College to participate in a tax abatement agreement with a wind power renewable energy company.

Justification – Property Tax Code Chapter 312 authorizes a taxing unit to enter into a tax abatement agreement in order to offer a temporary real property and/or tangible personal property tax abatement for a limited period of time as an inducement for financial investment in the development or redevelopment of certain taxable property. The property tax code requires that a taxing unit establish guidelines and criteria governing tax abatement agreements and approve a resolution to allow the College to participate in tax abatements.

Background – The Board of Trustees adopted the current guidelines and criteria, and resolution electing to participate in Tax Abatement Agreements on November 28, 2017. The College’s Guidelines and Criteria for Granting Tax Abatements are effective for a two-year period from the adoption date. The current New Capital Investment minimum threshold is \$200 million.

Mesteño Windpower, LLC presented the proposed wind power Mesteño Project at the September 11, 2018 Finance, Audit, and Human Resources committee meeting.

The proposed terms presented by Mesteño Windpower, LLC were as follows.

Proposed Terms	
Estimated Value	\$159,800,000
Estimated Megawatts	201.6
Estimated Number of Wind Turbines	56
Length of Tax Abatement	10 Years
Tax Abatement Percentage	75%
Annual Payments in Lieu of Taxes (Year 1 – Year 10)	\$25,805

Under the originally proposed terms, the financial impact was as follows.

Financial Impact – Original Proposal	
Funds Abated:	
Estimated M&O Tax Abated (Year 1 - Year 10)	\$1,290,263
Payments in Lieu of Taxes (PILOT) (Year 1 - Year 10)	\$(258,050)
Funds Abated Less PILOT	\$1,032,213
Funds Collected:	
Estimated M&O Tax Not Abated (Year 1 - Year 10)	\$430,088
Payments in Lieu of Taxes (PILOT) (Year 1 - Year 10)	\$258,050
Total Funds Collected	\$688,138
Difference-Funds Collected and Funds Abated Less PILOT (Year 1 - Year 10)	\$(344,075)
Estimated M&O Tax After Abatement Period (Year 11 -Year 25)	\$1,214,445

The tax abatement proposed by Mesteño Windpower, LLC reflected the following:

- According to Mesteño Windpower, LLC representatives, the proposed terms are based on previous tax abatement project terms accepted by the College and on this particular project's size.
- The New Capital Investment of \$159.8 million does not meet the estimated New Capital Investment minimum threshold of \$200 million per the College's Guidelines and Criteria for Granting Tax Abatements.
- Approval for an exception to the College's guidelines is required from the Board of Trustees because the estimated value of the proposed tax abatement project is below the minimum threshold.
- The PILOT amount represents \$1,280.01 per megawatt. The PILOT amounts for Los Vientos and Rio Bravo were \$1,274.51 and \$1,281.51 per megawatt, respectively.
- The total funds abated exceed the funds collected by the College by \$344,075 during the period of Year 1 through Year 10.

The Committee did not make a recommendation at the September 11, 2018 Finance, Audit, and Human Resources committee meeting.

In negotiating the terms of the proposed tax abatement, the College requested that Mesteño Windpower, LLC include an up-front lump sum scholarship payment in the amount of \$50,000. Under the College's counter proposal, the financial impact is as follows.

Financial Impact – New Terms	
Funds Abated:	
Estimated M&O Tax Abated (Year 1 - Year 10)	\$1,290,263
Payments in Lieu of Taxes (PILOT) (Year 1 - Year 10)	\$(258,050)
Funds Abated Less PILOT	\$1,032,213
Funds Collected:	
Estimated M&O Tax Not Abated (Year 1 - Year 10)	\$430,088
Payments in Lieu of Taxes (PILOT) (Year 1 - Year 10)	\$258,050
Up Front Lump Sum Scholarship Payment	\$50,000
Total Funds Collected	\$738,138
Difference-Funds Collected and Funds Abated Less PILOT (Year 1 - Year 10)	\$(294,075)
Estimated M&O Tax After Abatement Period (Year 11 -Year 25)	\$1,214,445

Mesteño Windpower, LLC accepted the College's counter proposal that included a \$50,000 up front lump sum scholarship payment.

Mr. Graham Furlong, Managing Director for Duke Energy Renewables Wind, LLC, Evan Horn, Manager Indirect Tax Services - Property Tax for Ernst & Young LLP, and Mr. Jeff Neves, Vice President for Amshore US Wind, LLC attended the Committee meeting to discuss their proposal and answer any questions.

Reviewers – Mr. Jesus Ramirez, South Texas College's Legal Counsel, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed this item and were available discuss and provide additional information and address questions by the Board as needed.

Enclosed Documents – The tax abatement resolution, the tax abatement agreement, the tax abatement guidelines, and the tax abatement application were provided in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Mesteño Windpower, LLC, Tax Abatement Application, Agreement, and Resolution, and action as necessary regarding the terms and exception to the New Capital Investment minimum threshold of \$200 million requirement as presented.

Mr. Evan Horn reviewed the impact and the terms of the proposed agreement.

The Board discussed the terms, and noted that the information laid out in the Board packet seemed to credit the Mesteno Windpower, LLC proposal twice for their payments in lieu of taxes (PILOT) for the first ten years of the project, by presenting the Funds Abated Less PILOT, and also presenting the Funds Collected, which included the PILOT.

The Board asked the presenters for clarification on the terms of the abatement, and verified that the College would forgo an estimated \$1,290,263 in property tax levy in the first ten years of the project.

The College anticipated collecting \$738,138 during this same first ten-year time period, in levied taxes, PILOT, and an up-front lump sum scholarship payment. Furthermore, the College was projected to collect \$1,214,445 in levied property taxes during the 11th – 25th year of the project.

The Board asked whether the College's approval of the tax abatement was critical to the success of the project. The presenters confirmed that the competitive pricing on the energy market made abatement agreements like this critical to energy producers when determining where to invest in production infrastructure, and noted that this project may not be successful without abatements from local governments.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Mesteño Windpower, LLC, Tax Abatement Application, Agreement, and Resolution, accepting the terms and authorizing the necessary exception to the New Capital Investment minimum threshold of \$200 million requirement as presented. The motion carried, with four trustees voting in favor, and one opposed.

Review and Action as Necessary on Award of Proposal, Purchase, Renewal, Interlocal Agreement, and Release of Contract

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal, purchase, renewal, interlocal agreement, and release of contract as listed below:

A. Award

- 1) **Industrial Supplies, Materials, and Accessories (Award):** award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2018 through November 24, 2019 with two one-year options to renew, at an estimated amount of \$90,000.00 based on prior year expenditures. The vendors are as follows:
 - **Burton Companies** (Weslaco, TX)
 - **Industrial Supplier Larey, Inc./dba International Industrial Supply Company** (Brownsville, TX)
 - **MSC Industrial Supply Company** (Harlingen, TX)
 - **Rex Supply Company** (Pharr, TX)

B. Technology Items

- 2) **Computers, Monitors, Laptops, and Tablets (Purchase):** purchase computers, monitors, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, Inc.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX) and **GovConnection, Inc.** (Rockville, MD) a National Intergovernmental Purchasing Alliance (NIPA) approved vendor, at a total amount of \$79,331.52;
- 3) **Microsoft Campus License Agreement (Renewal):** renew the Microsoft Campus License agreement with **Software House International Government Solution, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2018 through October 31, 2019, at a total amount of \$131,513.67;

C. Interlocal Agreement

- 4) **Graduation Facility (Lease Agreement):** lease the graduation facility from the **City of Hidalgo/ dba State Farm Arena** (Hidalgo, TX) through an interlocal license agreement from May 16, 2019 at 8:00 a.m. through May 19, 2019 at midnight, at an estimate amount of \$38,500.00;

D. Release of Contract

- 5) **Food Service – Starr County Campus (Release of Contract):** release Cactus Restaurant, the food service contractor at the Starr County Campus, from the contract as of September 27, 2018, as per their request, and authorize the advertisement of a new solicitation for these services.

Recommend Action - The total for all award of proposal, purchase, renewal, interlocal agreement, and release of contract was \$339,345.19.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the award of proposal, purchase, renewal, interlocal agreement, and release of contract in the amount of \$339,345.19 as presented. The motion carried.

Review and Action as Necessary on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over

Approval to dispose of/recycle technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items was requested.

Purpose – The Fixed Asset/Inventory Department requested the disposal/recycle of technology and electronic items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items were located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D, McAllen, Texas.

Reviewers – These items were inspected by the Information Technology, Educational Technologies, and approved by the Vice President for Information Services, Planning and Strategic Initiatives to be disposed after Board approval.

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled was provided in the packet for Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. David Plummer, Vice President for Information Services, Planning and Strategic Initiatives, attended the meeting to address any questions.

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. The motion carried.

Review and Discussion on Governmental Accounting Standards Board (GASB) 75 Impact, Other Post Employment Benefits Liability

Administration reviewed the implementation of new Governmental Accounting Standards Board (GASB) 75 pronouncement in financial statements for fiscal year ending August 31, 2018. No Board action was necessary for this implementation.

Purpose – To comply with new financial statement pronouncement regarding reporting of other Postemployment Benefits at the employer level and employer proportionate share.

Justification – South Texas College must comply with GASB 75 as an employer offering other postemployment benefits (OPEB) through Employees Retirement Services of Texas (ERS), for the liability related to the postemployment expense for retiring employees. OPEB are benefits other than pensions that the College provides to retirees. For South Texas College the benefits only consist of health insurance.

Background – In June 2015, the GASB approved Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The guidance contained in this Statement changes how governments calculate and report the costs and obligations associated with postemployment benefits other than pensions. It is designed to improve the decision-usefulness of reported pension information and to increase the transparency, consistency, and comparability of benefit information across governments. It is effective for fiscal years beginning on or after June 15, 2017. For the College, this pronouncement is effective for fiscal year 2017-2018.

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

GASB Statement 75 requires reporting entities to recognize their proportionate share of the net OPEB liability. On September 10, 2018, the State Comptroller of Public Accounts provided the following information regarding ERS and the College's OPEB liability:

Net OPEB Liability Calculation	
ERS' Total Net OPEB Liability as of 8/31/17	\$ 34,073,012,000
South Texas College's Allocation Percentage	0.03884268%
South Texas College's Net OPEB Liability	\$13,234,871

The unrestricted fund balance would decrease by an amount approximately equal to the OPEB liability, estimated to be \$13,234,871.

Board Policy #5350, Unrestricted Fund Balance, requires the College to maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures. The College would remain in compliance with this Policy, after the GASB 75 OPEB liability and related activity were recorded as follows:

Unrestricted Fund Balance - Reserve Requirement Policy #5350 Unrestricted Fund Balance		
Current Unrestricted Undesignated Fund Balance as of August 31, 2017 (including GASB 75 estimate)	Fiscal Year 2019 Budgeted Unrestricted Expenditures (excluding transfers, contingencies, and other reserves)	Number of Months in Reserve
\$77,885,973	\$182,124,817	5.1 months

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

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

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

Review and Acceptance of Internal Audit Report in the Area of Time Keeping System Compliance

Mr. Khalil Abdullah, Internal Auditor, attended the Board Meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Time Keeping System Compliance.

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 October 9, 2018. The committee was not asked for a formal recommendation of Board acceptance or other action.

Upon a motion by Ms. Rose Benavidez 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 Time Keeping System Compliance as presented. The motion carried.

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

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

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

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

Campus Specific Warranty Items:

1. Starr County Campus - Thermal Plant Vault Water Issue

Mr. Tim Weldon with Broaddus & Associates reported that D. Wilson Construction Co. hired a third-party engineer to examine the design and installation of the vault, and to recommend any remediation.

Broaddus & Associates would review any proposed solution before any work would proceed.

2. Regional Center for Public Safety Excellence – Parking and Site Improvements Asphalt failures at Cityscape drives

Mr. Weldon reported that there were no updates on this issue.

No action was taken on the warranty items.

Review and Recommend Action on U.S. Fish and Wildlife Service, Texas Parks and Wildlife Department, Phase I Planning - Target Range Program Grant

The South Texas College Board of Trustees was asked to accept and authorize the use of a *Phase I Planning* grant from the Texas Parks and Wildlife Department (TPWD), with funding from the US Fish and Wildlife Services (USFWS), in the amount of \$307,219. This Phase I Planning grant would fund 75% of the cost of engineering and architectural fees, as well as costs associated with an environmental assessment as required by the NEPA (National Environmental Policy Act) for this grant program.

The TPWD indicated that South Texas College should anticipate receiving official award notification early November. The award period would be for no less than six months and no more than twelve months. This grant would serve as the foundation for the construction

of the target range that was included in South Texas College’s Master Plan for the Regional Center for Public Safety Excellence. This grant included a 25% match requirement, which equaled \$102,406 to be funded by South Texas College, for a total of \$409,625 in funding to complete Phase I.

Upon completion of Phase I and approval of required environmental compliance from the USFWS, South Texas College would be eligible for a Target Range Program grant in the amount of \$2,447,382 for the construction of a 12-lane covered target range.

This grant was aligned to Strategic Direction #5 Collaboration, by advancing mutually beneficial community and educational partnerships in the planning phase with the TPWD for the construction of a covered target range that was included in the college’s Master Plan for the Regional Center for Public Safety Excellence.

The total budget to design and construct the target range is \$4,035,376. The grant award would total \$2,754,601, which provides 75% of the eligible costs for federal funding. Eligible costs include 100% of the design and 90% of the construction costs.

The College would be responsible to fund the remaining balance of \$1,280,775.

Proposed Budget

<u>Costs</u>	<u>Target Range Grant Program</u>	<u>South Texas College</u>	<u>Total</u>
Phase I Planning:	\$307,219	\$102,406	\$409,625
Phase II Construction:	\$2,447,382	\$1,178,369	\$3,625,751
Planning + Construction:	\$2,754,601	\$1,280,775	\$4,035,376

Purpose of the Target Range at the South Texas College Regional Center for Public Safety Excellence

South Texas College proposed to construct a safe, well-managed, state-of-the art indoor target range that would be accessible to the public and that would promote hunter education, including training of students and instructors and enhancement of the public’s knowledge and proficiency in the use of firearms. The college would provide online and face-to-face hunter education approved by TPWD, and planned to offer other educational activities and events related to the areas of gun safety, hunting and shooting.

Proposed Target Range Facility

The initial concept for a target range at the Regional Center for Public Safety Excellence was designed as a high quality 10 lane target range with state-of-the art equipment. The TPWD funding would enable the college to construct a 12-lane target range state-of-the-art target range with the following specifications:

- A 13,300 sq. ft. indoor target range, compliant with state and federal environmental and safety requirements

- 12 shooting lanes, including 50 yard and 25-yard shooting lanes
- Floor to ceiling engineering to protect users, provide acoustic dampening, and minimize lead contamination
- Target and range controls to offer custom training programs

This range would be the most technically advanced and user-friendly indoor target range in this region of the state of Texas.

Proposed Scope of Target Range Program Grant Activity

The target range would be utilized for hunter education, including training of students, instructors, and the public in the use of firearms. The TPWD will support South Texas College with instruction and instructional materials in Hunter Education at no cost to the college. The college also requested 10% of the target range access exclusively for the College’s Law Enforcement Academy, the College Department of Public Safety, and any other law enforcement activity. College students, staff, faculty and other members of the public may access the range 90% of its hours of operation.

Proposed Schedules for Public Access and Hunter Education

The proposed hours of operation were organized to accommodate access for law enforcement activity and the public. The target range schedule included a total of 49 hours of weekly operation, with 44 public access hours, and 5 hours exclusively for the College’s Law Enforcement Academy, the College Department of Public Safety and other law enforcement activity. Administration estimated that five hours per week with 12 lanes were sufficient to accommodate the training needs of the Law Enforcement Academy, South Texas College police officers, and other law enforcement agencies.

***Public Schedule**

<u>Day(s)</u>	<u>Times</u>	<u>Number of Hours</u>
Sunday	1:00 p.m. – 6 p.m.	5 hours
Tuesday	12:00 p.m. – 9 p.m.	9 hours
Wednesday	12:00 p.m. – 9 p.m.	9 hours
Thursday	12:00 p.m. – 9 p.m.	9 hours
Saturday	9:00 a.m. – 9:00 p.m.	<u>12 hours</u>
		44 hours

**Students, faculty, staff and any other community members may use the range as members of the public.*

****College Law Enforcement Schedule**

<u>Day(s)</u>	<u>Times</u>	<u>Number of Hours</u>
Monday	8:00 a.m. – 1:00 p.m.	5 hours

***access exclusively for the College’s Law Enforcement Academy, the College Department of Public Safety, and any other law enforcement activity*

Projected Revenue

Upon completion of Phase I Planning and meeting environmental assessment compliance requirements, South Texas College would be eligible for a Phase II construction grant.

South Texas College, and TPWD would then enter into a 25-year term agreement, which included the provision that the college would be responsible for the range operation and maintenance.

College administration identified potential expert consultants to conduct a Market Analysis for the target range. Additionally, college administrators were developing a Business Plan for the Regional Center for Public Safety Excellence. The Business Plan would include a fee structure for range use.

Fees would generate revenue to offset operating and maintenance costs. College administrators have preliminarily based estimated numbers of target range users to calculate projected revenue on data from a national Hispanic Market Study for firearms and shooting sports published by the National Shooting Sports Foundation, but these figures would be updated in the Business Plan once a Market Analysis has been completed.

National Shooting Sports Foundation Hispanic Market Study & Projected Number of Range Users

In 2015, the National Shooting Sports Foundation published a report titled *A Hispanic Market Study: Firearms and the Shooting Sports* that provides relevant data and information from a study of Hispanics 21 years and older. This report states that:

- 18% of Hispanics own a firearm;
- An additional 25% would like to own a firearm in the future;
- 32% of Hispanics participate in firearms related activity (shooting, hunting, etc.)

Demographic data for Hidalgo County for individuals 18 years and over were used to estimate the population of community members likely to use the range if constructed.

Hidalgo County Demographic Profile

- The total population estimate, July 1, 2017 is 860,661
- The population is majority Hispanic (92.2%)
- Age 18 and over population in Hidalgo County is 576,471

Data Source: US Census Bureau Quickfacts Hidalgo County (July 1, 2017) Retrieved from

<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

	NSSF Hispanic Market Study Findings	Hidalgo County Estimates for individuals 18 years and over (576,471)
Population of Hispanic firearm owners	18% of Hispanics	103,765
Interest in owning a firearm in the future	25% of Hispanics	144,118
Population among firearm owners, (18% of total population), that shoot at an organized shooting range	42% of Hispanic firearm owners	43,581

It was estimated that 103,765 Hispanics in Hidalgo County own firearms, and that another 144,118 of adults ages 18 and over were interested in owning a firearm in the future. If forty-two percent of Hispanic firearm owners in Hidalgo County were interested in shooting at an organized facility, this would equate to approximately 43,581 persons. If around twenty-five percent of those individuals were to visit the proposed target range at least once per year, that could yield a conservative minimum of 11,250 hours of range usage in that year. This assumes a single one-hour visit per individual, and administration expects a much higher estimated public usage once a market analysis is completed.

Currently, the target range was scheduled to be in operation 5 days a week during the 52 weeks of the year (260 days minus 35 days for holidays and college closings) for a total of 225 days. Using the conservative minimum estimate of 11,250 members of the public using the range for one hour each year, during the 225 days of public access per year, this yields an estimated minimum of 50 hours of daily public use, across twelve shooting lanes. The projected revenue from daily use fees from adults, as shown below, is based on this estimate.

Projected Revenue from Annual Membership Fees

Administration proposes establishing annual individual memberships at \$125. Members would be allowed to use the range during public hours at a reduced cost. The estimated revenue from 600 annual memberships is \$75,000.

Projected Revenue from Annual Hourly Use Fees (Adults & Youth)

A comparison of fees charged by local indoor target ranges is shown below.

- Hole in the Wall, McAllen - \$15.00 per hour range fee.
- Shooters Alley, Mission - \$15.00 per hour range fee.

The proposed state of the art target range would also charge a \$15.00 per hour range fee and offer advanced equipment over that currently offered in the area, drawing gun owners to the facility.

Non-members would be permitted to use the range at an hourly fee of \$15.00/hour for users age 12 and over. The estimated revenue from adults' hourly use fees was \$168,750. Children under 11 would require close adult supervision, and a fee of \$8.00/hour would be charged for their use. The estimated revenue from youth hourly use fees was \$18,000, and the total revenue projected each year from hourly range fees was \$186,750.

Projected Revenue from Face-to-Face Hunter Education

Under Texas law, all hunters are required to take a one-time Hunter Education course; hunters born prior to September 2, 1971 are exempt from this requirement.

The TPWD Target Range Program would require South Texas College to provide Hunter Education, to include online training at no fee to participants and fee based face-to-face training. Online training also requires a 4-hour minimum "field day" component, which includes live-fire and other skill based activities, which could be completed at the College's target range.

South Texas College would charge a fee of \$10 per student for face-to-face training and estimates that approximately 15 students would attend each class and at least 8 classes would be offered annually. The estimated annual revenue for hunter education was \$1,600.

Projected Revenue for Firearm Safety Training

This grant would support the purpose of the TPWD Target Range Program, which includes building partnerships with our community and promoting public safety. South Texas College would offer at least 12 firearm safety classes annually with approximately 15 students per class at a cost of \$40 per student. The estimated annual revenue was \$7,200.

Projected Revenue from Club Use Fees (4H, FFA, Scouts, etc.)

Clubs would be able to reserve the range for 2 hours at a cost of \$200 for up to 15 students. We estimated that at least six agreements would be established with clubs, such as 4H and FFA clubs, Scouts, etc. The estimated annual revenue from club fees was \$1,200.

Projected Revenue from Event Fees

South Texas College would outreach to the public and would host events at the Target Range that would promote the safe use of firearms, particularly to females. The college would annually schedule a Target Range Women's Day, a Female Firearms Safety Day, and other events for the diverse population in the communities of south Texas. A fee of \$20 per person with at least 25 participants per event would be assessed. The estimated annual revenue from event fees was \$2,000.

Revenue from Law Enforcement

Law enforcement agencies may lease the range to conduct mandatory qualifications and training sessions at a cost of \$1,000 per 5-hour training block. South Texas College estimated approximately 5 contracts would be established annually, which would generate \$20,000 in revenue from law enforcement.

Projected Annual Revenue

Revenue from Public Access		
Annual Membership	\$125 * 600 members	\$75,000
Adult User Hourly Use Fee	11,250 hours per year x \$15.00 (50 hours of daily usage x 225 days per year)	\$168,750
Age 11 and under Hourly Use Fee	2,250 hours per year x \$8.00 (10 hours of daily youth usage x 225 days per year)	\$18,000
Face-to-Face Hunter Education	\$10 / student @ 20 students per class (*8 classes)	\$1,600
Firearm Safety Training	\$40 / student @ 15 students per class (*12 classes)	\$7,200
Club Use Fee (4H, FFA, Scouts, etc.)	\$200 for up to 15 students (*6 clubs) for 2 hours	\$1,200
Event Fees	\$20 / person @ 25 participants (*4 events)	\$2,000
Public Use Revenue		\$273,750
Revenue from Law Enforcement		
Target Range Reservations (Mandatory Officer Qualifications and Training Sessions)	\$1,000 / 5-hour training block	\$20,000
Total Revenue:		\$293,750

Operating & Maintenance Costs

Providing a public target range would require the addition of a full time Range Safety Officer to oversee public use, membership, maintenance, and scheduling of the target range. The proposed schedule would provide for 44 hours of oversight at the range by a Range Safety Officer. The Range Safety Officer would closely monitor all public use of the target range, and would be responsible to respond to any unsafe or otherwise questionable practices. The Range Safety Officer would be authorized to exercise his or her judgement to prohibit any individual from use of the target range. Appeals to any decision of the Range Safety Officer would be made through the South Texas College Department of Public Safety, and a process would be developed accordingly.

Additionally, the College would create a Training and Event Coordinator position to coordinate training and events in the areas of hunter education, firearm safety, and hunting and shooting club activity.

Personnel Cost Estimate

Range Safety Officer	Salary	\$47,380
	Benefits	\$14,214
	4 hours weekly over time	<u>\$6,120</u>
	Subtotal:	\$67,714

Training and Event Coordinator	Salary	\$46,000
	Benefits	<u>\$13,800</u>
	Subtotal:	\$59,800

Personnel Cost Total: \$127,514

Standard Maintenance and Operations Cost Estimate

South Texas College developed a cost analysis for the use of facilities. This cost has been determined to be \$13.89 per sq. ft. annually and includes the following expenses:

- Operations
- Maintenance
- Custodial
- Utilities
- Grounds
- Insurance
- Contracts
- IT/Tele
- Police
- Safety
- P&C
- Leases
- S&R
- Personnel

Lead Removal Cost Estimate (4 times per year)

A consultant contracted by the College Planning and Construction Department determined that the average cost of removing a barrel of lead from a target range was \$125.00 per service. The average number of removals per year was four.

Maintenance & HEPA Filter Replacement Cost Estimate

The average cost of replacing HEPA (High Efficiency Particulate Air) filters and normal target range maintenance was \$5,000 annually.

Additional Insurance Cost Estimates

South Texas College was protected from general liability claims through sovereign immunity. Research was being conducted to determine if additional insurance should be obtained.

<u>M & O Cost Line Item</u>	<u>Note</u>	<u>Estimated Cost</u>
Standard Maintenance & Operations	13,300 sq. ft. x \$13.89	\$184,737
Lead removal	4 removals @ \$125.00	\$500.00
Maintenance & HEPA Filter Replacement	Annual cost	\$5,000
Total Maintenance & Operations Cost		\$190,237

Total Estimated Costs

The total annual cost to operate the proposed state-of-the-art target range was estimated at \$317,751. This included an annual personnel cost of \$127,514 and an annual maintenance & operation cost of \$190,237, including lead removal and HEPA filter replacement.

Personnel Cost	\$127,514
Maintenance & Operations Cost	<u>\$190,237</u>
Total Projected Costs	\$317,751

Summary of Revenue & Operating & Maintenance Costs

The total projected annual revenue was estimated conservatively at \$293,750, which included revenue from public access and from law enforcement training partners.

The total projected annual cost was estimated at \$317,751.

The projected costs and revenue may result in the need for additional operating funds in the amount of approximately \$24,001 to cover first year start-up costs. This may decrease over time with outreach and marketing through the college's Department of Public Relations and Marketing that would work in coordination with the Regional Center for Public Safety Excellence.

Projected Revenue	\$293,750
Projected Costs	<u>- \$317,751</u>
Estimated Shortfall:	- \$24,001

Presenters

Mr. Paul Varville, Chief Administrator of the Department of Public Safety and Dr. Virginia Champion, Director for Grant Development, Compliance and Management were present at the Board meeting to discuss the grant and the proposed facility and programs.

The Facilities Committee reviewed a presentation on a comprehensive planning and construction grant proposal. Due to questions raised at the meeting, the Committee did not recommend Board action, and asked administration and legal counsel to address those issues and bring a proposal to the Board for consideration.

While there were ongoing discussions to resolve potential liability insurance issues, administration narrowed the request to the planning portion of the grant, which would be ready for award by the TPWD in early November. Should the Board authorize the acceptance of this grant and the use of matching funds by the College, administration would continue working with the College's legal counsel and the TPWD legal counsel to resolve any pending questions prior to the grant award.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College accepted the U.S. Fish and Wildlife Service, Texas Parks

and Wildlife Department, Phase I Planning - Target Range Program Grant in the amount of \$307,219 (75% of costs) and approved a 25% cash match from South Texas College in the amount of \$102,406 for total project costs in the amount of \$409,625, as presented. The motion carried.

Review and Action as Necessary on Contracting Engineering Services for the Demolition of Dr. Casso Property

Approval to contract civil engineering services for the demolition of the Dr. Casso property was requested.

Purpose

The procurement of an engineer would provide for civil engineering services necessary for the demolition of the Dr. Casso property.

Justification

The procurement of a civil engineer would allow the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. Construction documents would then be issued for solicitation of construction proposals for the proper demolition of the property. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a demolition contract.

Background

The Dr. Casso property was purchased on November 21, 2002. The southern portion of the property was occupied by the Dr. Casso family until July 2018 as part of the real estate contract with the College. The northern portion of the property was used by the College as part of its current building and site facilities. The College had since taken full occupancy of the property and was prepared to demolish the existing residence and its site improvements. The College would include this remaining property in any future plans for facility improvements as appropriate and approved by the Board.

Funding Source

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

Reviewers

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

Enclosed Documents

Site plan of the Dr. Casso Property was included in the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

Due to time constraints, the Facilities Committee took no action on this item, and it was presented for Board consideration without a recommendation from that committee.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting engineering services with Perez Consulting Engineers, LLC for civil engineering services for the demolition of the Dr. Casso property project as presented. The motion carried.

Review and Action as Necessary on Contracting Architectural Services for the Mid Valley Campus Student Services Renovation and Thermal Plant Renovation

Approval to contract architect design services to prepare plans for the Mid Valley Campus Student Services Renovation and Thermal Plant Renovation project was requested.

Purpose

Upon the completion of renovations under the 2013 Bond Construction Program, two locations at the Mid Valley Campus can now be refurbished, as included in the Capital Improvement Projects plan:

- Student Services Building: The former cashier, admission, and quiet room areas will be redesigned for use by Veterans, Career Placement, and Cashier Departments.
- Thermal Plant – The previous chiller enclosure will be retrofitted for use as a storage facility.

Architectural design services were necessary for design and construction administration services for the Mid Valley Campus Student Services Renovation and Thermal Plant Renovation project. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Background

On September 10, 2018, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Mid Valley Campus Student Services Renovation and Thermal Plant Renovation project. A total of twenty-two (22) firms received a copy of the RFQ and a total of seven (7) firms submitted their responses on September 25, 2018.

Funding Source

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

Reviewers

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

Enclosed Documents

Site plans indicating the location of the proposed Mid Valley Campus Student Services Renovation and Thermal Plant Renovation were included in the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

Due to time constraints, the Facilities Committee took no action on this item, and it was presented for Board consideration without a recommendation from that committee.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting architectural design services with Rike Ogden Figueroa Alex Architects, Inc. for preparation of plans and specifications for the Mid Valley Campus Student Services Renovation and Thermal Plant Renovation project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Childcare Center Canopy Replacement

Approval to contract construction services for the Mid Valley Campus Childcare Center Canopy Replacement project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Mid Valley Campus Childcare Center Canopy Replacement project.

Background

The Mid Valley Campus Childcare Center Canopy Replacement project was approved as part of the Renewals and Replacements Fund projects. The canopy to be replaced was part of the existing building purchased from Weslaco ISD which was built over 30 years ago and in need of replacement. A new metal canopy was proposed to match the adjacent canopies that were previously installed.

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 September 10, 2018. A total of nine (9) sets of construction documents were issued to general contractors and a total of five (5) proposals were received on September 25, 2018.

Timeline for Solicitation of Competitive Sealed Proposals	
September 10, 2018	Solicitation of competitive sealed proposals began.
September 25, 2018	Five (5) proposals 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 \$42,010.

Funding Source

Source of Funding	Amount Budgeted	Highest Ranked Proposal Tri-Gen Construction, LLC	Budget Variance
Renewal and Replacement Plant Fund	\$60,000	\$42,010	\$17,990
Total Amount	\$60,000	\$42,010	\$17,990

Funds were budgeted in the Renewal and Replacement Plant Fund budget for fiscal year 2018-2019.

Reviewers

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

Enclosed Documents

Staff evaluated the proposal and provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Due to time constraints, the Facilities Committee took no action on this item, and it was presented for Board consideration without a recommendation from that committee.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting construction services with Tri-Gen Construction, LLC in the amount of \$42,010 for the Mid Valley Campus Childcare Center Canopy Replacement project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Technology Campus Building B Concrete Floor Repairs

Approval to contract construction services for the Technology Campus Advanced Technical Careers (ATC) Building B Concrete Floor Repairs project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Technology Campus ATC Building B Concrete Floor Repairs project.

Background

The Technology Campus ATC Building B Concrete Floor Repairs project was approved as part of the Renewals and Replacements Fund projects. The existing southeast portion the Technology Campus ATC Building B experienced a shift in the concrete floor and foundation system. The portion of the building that shifted was a previous addition to the main building prior to when the College took ownership from the City of McAllen. This shift caused the floor to be uneven and cracks have appeared on the walls and ceiling at the expansion joint where the two structures are adjoined.

CLH Engineering, Inc. was contracted to provide an analysis of the existing structure and provide engineering drawings to provide structural reinforcement as necessary. CLH Engineering, Inc. 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 August 14, 2018. A total of nine (9) sets of construction documents were issued to general contractors & plan rooms and a total of four (4) proposals were received on August 28, 2018.

Timeline for Solicitation of Competitive Sealed Proposals	
August 14, 2018	Solicitation of competitive sealed proposals began.
August 28, 2018	Four (4) 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 \$64,300.

Funding Source

Source of Funding	Amount Budgeted	Highest Ranked Proposal 5 Star GC Construction, LLC	Budget Variance
Renewal and Replacement Plant Fund	\$400,000	\$64,300	\$335,700
Total Amount	\$400,000	\$64,300	\$335,700

Funds were budgeted in the Renewal and Replacement Plant Fund budget for fiscal year 2018-2019.

The recommended construction proposal was far less than budgeted since it only includes the costs for work to level the building. Separate costs for repairing the ceilings, walls, and floors in the interior spaces were not included. The additional repair costs would be performed in a separate proposal process. In addition, when the budgets were developed, staff was not sure on the method the engineer would recommend to perform the floor leveling repairs.

Reviewers

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

Enclosed Documents

Staff evaluated the proposal and provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Due to time constraints, the Facilities Committee took no action on this item, and it was presented for Board consideration without a recommendation from that committee.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting construction services with 5 Star GC Construction, LLC in the amount of \$64,300 for the Technology Campus ATC Building B Concrete Floor Repairs project 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.

Consideration and Approval of Checks and Financial Reports

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

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

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

Upon a motion by Ms. Rose Benavidez 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, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of September 2018. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, November 6, 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, November 27, 2018
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Thursday, November 22 – Sunday, November 25, 2018 in observance of Thanksgiving.
- The December 2018 Graduation Ceremonies will be held on Saturday, December 1, 2018 at the State Farm Arena in Hidalgo, Texas.
- South Texas College will be closed Monday, December 17, 2018 – Wednesday, January 2, 2019 in observance of Winter Break.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:50 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 30, 2018 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, December 4, 2018 @ 6:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, December 4, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 7:00 p.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: Mr. Roy de León

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, Mrs. Myriam Lopez, Mrs. Becky Cavazos, Mr. Ray Pedraza, Mr. Khalil Abdullah, Mr. Paul Varville, and Mr. Andrew Fish.

Determination of a Quorum

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

Review and Action as Necessary on Award of Proposals, Rejection of a Proposal, Purchases, Renewals, and Interlocal Agreements

On November 6, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, rejection of a proposal, purchases, renewals, and Interlocal agreements as listed below:

A. Awards and Rejection

- 1) **Active Learning Classrooms Audiovisual Upgrades (Award):** award the proposal for the active learning classrooms audiovisual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$65,133.50;

- 2) Catering Services (Award):** award the proposal for catering services for the period beginning November 28, 2018 through November 27, 2019 with two one-year options to renew, at an estimated amount of \$85,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
Atencion Selecta, LLC./ dba Teresita's at Los Lagos (Edinburg, TX)	Bar-B-Cutie Smokehouse (Pharr, TX)
Chick-Fil-A 27th & Nolana (McAllen, TX)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cowboy Chicken (McAllen, TX)	El Reno Investments, LLC./ dba Subway and / dba Pizza Patron (Mission, TX)
Hospitable Chicken, LLC./ dba Chick-Fil-A Weslaco (Weslaco, TX)	Muy Pizzas Tejas, LLC./ dba Pizza Hut (San Antonio, TX)
Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)	Riverwinds, Inc./ dba Subway (Rio Grande City, TX)
Subs World, Inc./ dba Subway (McAllen, TX)	

- 3) Promotional Items for Student Outreach (Award):** award the proposal for promotional items for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew, at an estimated cost of \$75,000.00 with the following top rated vendors:

- ⇒ **Authentic Promotion.com** (Carmichael, CA)
- ⇒ **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- ⇒ **Promo Universal, LLC.** (Corpus Christi, TX)

- 4) Promotional T-Shirts for Student Outreach (Award):** award the proposal for promotional t-shirts for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew at an estimated cost of \$84,000.00 with the following vendors:

- ⇒ **Authentic Promotions.com** (Carmichael, CA)
- ⇒ **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX) (New)
- ⇒ **Imprezos Pro Uniform, LLC.** (Pharr, TX)
- ⇒ **Images In Ink, Inc.** (McAllen, TX)

- 5) Reprographic Services (Award):** award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX), for the period beginning December 12, 2018 through December 11, 2019 with two one-year options to renew, at an estimated amount of \$15,000.00;

- 6) Business Skills Training Services (Reject):** reject the three (3) proposals that were received for business skills training services request for proposal (RFP) that was advertised. The bid amounts received were above customary levels and would likely not attract students in the classes for the Department of Continuing and Professional Education;

B. Instructional Items

- 7) **Automotive Equipment (Purchase):** purchase automotive equipment from **Petroleum Solutions, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard, at a total amount of \$85,676.62;
- 8) **Diagnostic Medical Ultrasound Systems (Purchase):** purchase diagnostic medical ultrasound systems from **Philips Healthcare / A Division of Philips North America, LLC.** (Bothell, WA), a sole source vendor, at a total amount of \$63,270.00;
- 9) **Instructional Microscopes (Purchase):** purchase instructional microscopes from **Lieca Microsystems, Inc.** (Chicago, IL), a State of Texas Procurement Term Contract approved vendor, at a total amount of \$66,988.00;
- 10) **Nursing Lab Equipment and Supplies (Purchase):** purchase nursing lab equipment and supplies from **Pocket Nurse Enterprise, Inc./dba Pocket Nurse** (Monaca, PA), a Board approved vendor, for the period beginning November 1, 2018 through August 31, 2019, at an estimated amount of \$110,000.00;
- 11) **Science Models, Equipment, and Supplies (Purchase):** purchase science models, equipment, and supplies for the period beginning November 28, 2018 through August 31, 2019, at an estimated amount of \$676,186.49 as follows:

#	Vendor	Contract	Quantity	Amount
Pecan Campus				
1	VWR International, Inc. (Radnor, PA)	Board Approved	653 models and supplies	\$132,635.70
2	VWR International, Inc. (Radnor, PA)	E&I Cooperative	18 models and equipment	\$49,121.44
3	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	156 models	\$77,332.00
4	Carolina Biological Supply, Co. (Burlington, NC)	TASB-Buyboard	35 models	\$60,335.00
Mid Valley Campus				
5	VWR International, Inc. (Radnor, PA)	Board Approved	628 models and supplies	\$123,733.35
6	VWR International, Inc. (Radnor, PA)	E&I Cooperative	17 models and equipment	\$79,827.76
7	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	155 models	\$79,620.00
8	Carolina Biological Supply, Co. (Burlington, NC)	TASB-Buyboard	43 models	\$73,581.24

- 12)3-D Printers and Laser Cutter System (Purchase):** purchase 3-D printers and a laser cutter system from **Technical Laboratory Systems** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$95,813.00;
- 13)Training Phantoms (Purchase):** purchase training phantoms from **Supertech, Inc.** (Elkhart, IN), a sole source vendor, at a total amount of \$57,532.00;
- 14)Ultrasound Training Models (Purchase):** purchase ultrasound training models from **CAE Healthcare, Inc.** (Sarasota, FL), a sole source vendor, at a total amount of \$53,661.92;

C. Non – Instructional Items

- 15)Fire Suppression Systems and Alarm Monitoring (Renewal):** renew the fire suppression systems and alarm monitoring contracts for the period beginning November 29, 2018 through November 28, 2019, at an estimated amount of \$275,665.86. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	Strongline Security & Fire (San Juan, TX)	\$27,900.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods Repairs	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00
4	Fire Sprinklers Inspection	1st FP Services, LLC. (McAllen, TX)	\$19,000.00
5	Fire Sprinklers Repairs	1st FP Services, LLC. (McAllen, TX)	\$70,000.00
6	Fire Extinguishers/Inspection Rates	El Fire & Safety, Inc. (Hidalgo, TX)	\$10,000.00
7	Fire Sprinklers – Hydro Test Rates	El Fire & Safety, Inc. (Hidalgo, TX)	\$10,000.00
8	Fire Extinguishers – Recharge Rates	El Fire & Safety, Inc. (Hidalgo, TX)	\$10,000.00
9	Fire Alarm Equipment and Monitoring	Strongline Security & Fire (San Juan, TX)	\$55,915.86
10	Fire Alarm Monitoring	Strongline Security & Fire (San Juan, TX)	\$2,850.00

- 16)Graduation Caps and Gowns (Renewal):** renew the contract for graduation caps and gowns with **Jostens, Inc. (Minneapolis, MN)**, for the period beginning February 1, 2019 through January 31, 2020, at an estimated amount of \$70,000.00;
- 17)Signs, Banners, and Related Products (Renewal):** renew the contracts for signs, banners, and related products for the period beginning February 1, 2019 through January 31, 2020, at an estimated amount of \$50,000.00. The vendors are as follows:
 - a. **AGAS, Mfg.** (Philadelphia, PA)
 - b. **FedEx Office** (McAllen, TX)

- c. **Huntington Sky Production dba/Fastsigns** (McAllen, TX)
- d. **The Sign Depot** (McAllen, TX)

18)Vehicle Fuel Program (Renewal): renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2019 through December 31, 2019, at an estimated amount of \$90,000.00 which is based on prior year expenditures;

D. Interlocal Agreements

19)Facility Usage Interlocal Agreements (Lease/Rental): lease/rental facility usage interlocal agreements with the **City of Edinburg – Auditorium and City of McAllen – Performing Arts Center and Convention Center**, for the period beginning November 10, 2018 through August 31, 2019, at an estimated amount of \$16,803.00.

Recommend Action - The total for all award of proposals, rejection of a proposal, purchases, renewals, and Interlocal agreements was \$2,020,730.39.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the award of proposals, rejection of a proposal, purchases, renewals, and Interlocal agreements in the amount of \$2,020,730.39 as presented. The motion carried.

Review and Action as Necessary on Recording the Disposal of the Nursing and Allied Health Chillers Assets

Approval on recording the disposal of the Nursing and Allied Health chillers assets was requested.

Purpose – During the 2013 Bond Construction Program, the construction documents specified the removal of the existing chillers at the Nursing and Allied Health Campus. To construct the new chiller plant, the contractor had to dismantle each chiller in order to remove them. The total value of the Nursing and Allied Health Building A is \$13,814,974.83, which includes the cost of the four (4) chillers.

Justification – The value of the existing asset needed to be adjusted by the estimated value of the four (4) assets that were removed from the building and will need to be written-off the general ledger. The value of the asset would need to be reduced by the estimated value of the four (4) chillers, which totaled \$108,000.00.

Background – On August 31, 2001, an asset was created for the Nursing and Allied Health Campus Building A at a total value of \$13,814,974.83, which included the four (4) chillers.

Since the chillers were removed, it was now necessary to adjust the asset by the estimated value of the chillers. Based on the current estimated value of the same units for resale, the amount of the existing asset needed to be adjusted as follows:

Manufacturer/Model	Qty	Tonnage	Type	Value
York YCRZ77COO-46PA	1	80	Air-Cooled	\$34,000.00
York YCRZ77COO-46PA	1	80	Air-Cooled	\$34,000.00
McQuay WGZ080AA27-ER10	1	78	Air-Cooled	\$20,000.00
McQuay WGX080AA27-ER10	1	78	Air-Cooled	\$20,000.00
Total				\$108,000.00

The value for this asset was \$13,814,974.83 and the net book value was \$9,598,604.55, which would both be adjusted by \$108,000.00.

On November 6, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval to record the disposal of the Nursing and Allied Health chillers as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized recording the disposal of the Nursing and Allied Health chillers as presented. The motion carried.

Review and Action as Necessary on Annual Investment Report for FY 2017 – 2018

Approval of the Annual Investment Report for FY 2017 - 2018 was requested.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brought the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College’s Investments were reviewed and approved by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office was provided in the packet for the Board’s information and review.

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

On November 6, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2017 – 2018, as presented.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Annual Investment Report for FY 2017 – 2018, as presented. The motion carried.

Review and Action as Necessary on Options for Contracting for Electric Power Services

Review and discussion on the procurement method for contracting electric power services was requested for feedback.

Due to time constraints, this discussion was deferred until the January 2019 Board meeting.

Review and Action as Necessary on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, was requested.

Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services was provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District were considered a sole source and the College and other taxing entities were required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County's Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: "Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year."

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2018 estimated allocations, per the District's budgets, are \$621,038.00 for Hidalgo County Appraisal District and \$128,917.35 for Starr County Appraisal District, for a total of \$749,955.35. The first quarterly invoice is due by December 31, 2018 for Starr County and by February 2, 2019 for Hidalgo County.

The Tax Year 2017 and Tax Year 2018 allocations are as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2017	\$629,964.00	\$127,631.47	\$757,595.47
2018	621,038.00	128,917.35	749,955.35
Increase/(Decrease)	<u>\$(8,926.00)</u>	<u>\$1,285.88</u>	<u>\$(7,640.12)</u>

The changes were based on the new year budgets of each Appraisal District.

The budget for Hidalgo County increased by \$191,543 from \$8,512,333 to \$8,703,876 and the budget for Starr County decreased by \$22,323 from \$1,741,221 to \$1,718,898.

Funding Source – Funds for these expenditures were budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2018-2019.

Enclosed Documents – The allocation payments for Tax Year 2018 was provided in the packet for the Board's information and review.

On December 4, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval of the Hidalgo County Appraisal District and the Starr

County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented. The motion carried.

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. South Texas College Legal Counsel has been in communication with counsel for CPSE.

The Board did not discuss or take action on this item.

Consideration and Approval of Checks and Financial Reports

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

These checks and financial reports were scheduled for presentation to the Board on November 27, 2018, but that meeting was cancelled due to scheduling conflicts.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **October 2018**.

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

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, 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 October 2018. The motion carried.

Announcements

A. Next Meetings:

- Thursday, December 13, 2018
 - 5:30 p.m. – Regular Board Meeting

- Tuesday, January 15, 2019
 - 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, January 29, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Monday, December 17, 2018 – Tuesday, January 1, 2019 in observance of Winter Break.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 7:13 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, December 4, 2018 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. Texas Workforce Commission, Pell Grant Ability to Benefit Capacity Building in the amount of \$159,445.83

This award will help deliver innovative Career Pathways to seventy-seven participants that will result in increased attainment of High School Equivalency Credentials, Recognized Postsecondary Credentials, and reduced student debt for college credit coursework. Partners for this program include the Lower Rio Workforce Development Board, Region One Education Service Center, Rio Grande Valley Literacy Center, University of Texas Rio Grande Valley High School Equivalency Program, Motivation Education and Training Inc., Goodwill Industries, Sandia Depot, Ramos Trucking Services, Curly's Towing Service, Bio-Ops, On Target Transportation, McAllen Country Club, Rio Grande Regional Hospital, Knapp Medical Center and Valley Regional Medical Center. The funding period for this grant is from January 1, 2019 to December 31, 2020.

This award aligns to Strategic Direction #2, Access and Success by providing innovative workforce training opportunities for students in a Career Pathway Programs.

2. Texas Workforce Commission, Apprenticeship Texas Grant Partnership with the Lower Rio Workforce Development Board in the amount of \$173,470.60

This grant was awarded to the Lower Rio Workforce Development Board in partnership with South Texas College for the college to develop four Registered Apprenticeship (RA) training programs for local employers. Training will focus on occupations including Auto Service Technician, Industrial Maintenance, Heating, Ventilation, Air Conditioning (HVAC), Maintenance and Machinist for 8-10 new apprentices (per occupation) for a total of thirty-five new apprentices. The total amount awarded to the Lower Rio Workforce Development Board was \$199,388 of which \$173,470.60 will fund South Texas College to develop and conducting training. The Institute of Advanced Manufacturing is identifying prospective employers including HVAC contractors, local manufacturing companies and automobile dealerships to serve as employment sites and provide RA On-the-Job Training. The funding period for this grant is from December 20, 2018 to November 30, 2019.

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

3. Texas Workforce Commission, Accelerate Texas IV: Integrated Education and Training Grant in the amount of \$499,859

This grant will provide concurrent enrollment for 200 participants in Workforce Training and Adult Education and Literacy (AEL) services. This program is designed to build the college's capacity to expand, develop, and implement the Integrated Education and Training (IET) model. Project funding will support the core components of IET, including Workforce Training, Workforce Preparation Activities, AEL Activities, related coordination, staffing, curriculum development and educational and career counseling services. The funding period for this grant is from November 1, 2018 to October 31, 2020.

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

4. State Farm, Good Neighbor Citizenship Grant in the amount of \$5,000

This award is to compliment previous work done through another grant from State Farm and South Texas College was invited to apply. The Student Activities and Wellness Department will use funds to provide *Financial Smarts* Literacy workshops for students throughout the year. This award is for the period of December 1, 2018 to November 31, 2019.

This grant aligns to Strategic Direction #4, Collective Responsibility, by providing learning experiences that will help students increase their knowledge about managing their finances and how to be debt-free.

5. Texas Workforce Commission, Governor's Summer Merit Program in the amount of \$46,552

This grant will provide funding for a total of fifty freshman and sophomore high school students to participate in a six-week South Texas College Texas Pre-Freshman Engineering Program (TexPREP). Students from Weslaco ISD and PSJA ISD will participate at the Pecan Campus, students from Weslaco ISD will participate at the Mid Valley Campus and students from Roma ISD at the Starr County Campus. Participants will develop knowledge and skills by participating in hands-on, problem-based learning activities for science, technology, pre-engineering and math. This highly innovative, collaborative, and academically rigorous program provides students the opportunity to be engaged in upper level mathematics and computer science curriculum. This award is for the period of January 1, 2019 to December 31, 2019.

This grant aligns to Strategic Direction #2, Access and Success by providing freshman and sophomore high school students with the opportunity to participate in a TexPREP program.

6. The Wells Fargo Rea Charitable Trust Foundation Grant in the amount of \$60,000

This grant will help the Music Department expand the existing South Texas College Band program with funds to purchase high-quality instruments for use in the Symphonic Band, as well as in the Brass Ensemble, Woodwind Ensemble, and applied music lessons. The Music Department plans to host performances throughout STC's service area in an effort to expand access to the performing arts. This award is for the period of December 1, 2019 to May 16, 2019.

This grant aligns to Strategic Direction #2, Access and Success by providing students an opportunity to learn and engage in the visual and performing arts at South Texas College.

7. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000

This award will fund twenty scholarships at \$1,000 each from the Gene Haas Foundation to focus on manufacturing education students. Eligible students enrolled in South Texas College's Certificate Program in Manufacturing with plans to pursue an Associate Degree in Precision Manufacturing Technology or students enrolled in the Associate Degree in Precision Manufacturing Program. The funding period is October 11, 2018 to October 10, 2019.

This grant aligns to Strategic Direction # 2, Access and Success by providing students with scholarship opportunities.

8. The Department of Commerce, Economic Development Administration Planning Grant Matching Funds from the Starr County Industrial Foundation in the amount of \$5,000

The award from the Department of Commerce was previously authorized by the Board in the amount of \$120,000 of which \$100,000 are federal funds and \$20,000 are an in-kind match from South Texas College. Funds will be used to develop an Asset Map for Starr County and to engage community stakeholders in an Economic and Workforce Development 2025 Strategic Planning Conference in partnership with the Starr County Industrial Foundation. It is requested that the Board of Trustees of South Texas College authorize an additional \$5,000 in match funds from the Starr County Industrial Foundation to the college to meet the 20% match required by the funding agency, which brings the project budget to \$125,000.

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

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

The presented grants would provide up to \$969,327.43 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. Texas Workforce Commission, Pell Grant Ability to Benefit Capacity Building in the amount of \$159,445.83
2. Texas Workforce Commission, ApprenticeshipTexas Grant Partnership with the Lower Rio Workforce Development Board in the amount of \$173,470.60
3. Texas Workforce Commission, Accelerate Texas IV: Integrated Education and Training Grant in the amount of \$499,859
4. State Farm, Good Neighbor Citizenship Grant in the amount of \$5,000
5. Texas Workforce Commission, Governor's Summer Merit Program in the amount of \$46,552
6. The Wells Fargo Rea Charitable Trust Foundation Grant in the amount of \$60,000
7. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000
8. The Department of Commerce, Economic Development Administration Planning Grant Matching Funds from the Starr County Industrial Foundation in the amount of \$5,000
9. Additional Grant(s) Received/Pending Official Award

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

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

1. Texas Workforce Commission, Pell Grant Ability to Benefit Capacity Building in the amount of \$159,445.83
2. Texas Workforce Commission, ApprenticeshipTexas Grant Partnership with the Lower Rio Workforce Development Board in the amount of \$173,470.60

3. Texas Workforce Commission, Accelerate Texas IV: Integrated Education and Training Grant in the amount of \$499,859
4. State Farm, Good Neighbor Citizenship Grant in the amount of \$5,000
5. Texas Workforce Commission, Governor's Summer Merit Program in the amount of \$46,552
6. The Wells Fargo Rea Charitable Trust Foundation Grant in the amount of \$60,000
7. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000
8. The Department of Commerce, Economic Development Administration Planning Grant Matching Funds
9. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

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

Approval of the proposed revisions to Policy #3232: *Dual Credit Student Eligibility Requirements* is requested.

Purpose – The proposed policy revisions were necessary to further improve the success of dual credit students by limiting “self-enrollment” in regular (non-S) sections, to ensure students receive academic advising and prior approval.

A combination of policy revisions and tuition and fee schedule revisions had been implemented to help partnering districts and the College guide students toward successful completion of their dual credit courses and programs, and to help prevent students from accumulating a poor performance record that will negatively impact their higher education opportunities.

The Board previously approved policy revisions that:

- Limited students to enrollment in courses within their declared major and degree plan
- Limited students to up to 68 attempted credit hours, or completion of an associate degree

Justification - The revision adhered with the SACSCOC Dual Credit Policy and the National Alliance of Concurrent Enrollment Partnership Accreditation Standards. In addition, revisions to the policy were necessary for the following reasons:

- The number of courses students may enroll in is not clearly defined for Summer sessions, which currently permits dual credit students to register for courses exceeding the recommended number.
- Dual credit students who enroll in regular college courses, categorized as Independent dual credit students, are doing so without the knowledge of the school districts and without consultation with STC’s Dual Credit Program staff. The College has recently experienced an increase of Independent dual credit students who enroll in regular college sections without academic advising.

Current Proposed Revisions to Policy #3232

During the Summer 2018 sessions, administration noticed that a significant number of dual credit students were able to enroll in courses outside the scope of the policy and the Memorandum of Understanding signed with the partnering school districts. While administration was happy to observe that the students were largely successful in these courses, some of them taking as many as four courses during each summer session, administration must ensure that students are properly advised according to accreditation standards. Proper advisement ensures that students are aware of the potential impact on financial aid and are following their degree plan.

Furthermore, high school students were able to sign up for sections that were not set up for dual credit courses, which should be restricted for case-by-case approval by the College and School District administration of each student's academic needs.

The proposed revisions to Policy #3232 included:

- Providing an exemption to the 68-credit hour cap on dual credit courses for students pursuing the Associate of Science in Pre-Pharmacy.
- Limiting the enrollment of dual credit students during summer sessions to two courses for Summer I and III, and to two courses for Summer II, to close the "loophole" in the policy.
- Providing an internal approval process for dual credit students to sign up for courses outside the scope of Dual Credit Program agreements with partnering districts, upon approval by the STC Dean of Dual Credit Programs and School District Partnerships, and clarifying that tuition and fees will not be waived for such regular courses taken outside the scope of Dual Credit Program agreements.

At the November 6, 2018 Education and Workforce Development Committee meeting, Mr. Gary Gurwitz reviewed the proposed revisions, and provided suggestions that clarified the language and intention of the changes. These suggestions have been incorporated into the proposed revisions presented in this packet.

The proposed revision are provided in the packet, with the revisions as discussed at the committee meeting.

On November 6, 2018, the Education and Workforce Development Committee recommended Board approval of the proposed revision of Policy #3232: *Dual Credit Student Eligibility Requirements* as presented and which would supersede any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revision of Policy #3232: *Dual Credit Student Eligibility Requirements* as presented and which would supersede any previously adopted Board policy.

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

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

Approval Recommended:

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

MANUAL OF POLICY

Title	Dual Credit Student Eligibility Requirements	3232
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated January 21, 1999 As Amended by Board Minute Order dated August 19, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated June 28, 2016 As Amended by Board Minute Order dated July 26, 2016 As Amended by Board Minute Order dated December 13, 2016 As Amended by Board Minute Order dated May 29, 2018 As Amended by Board Minute Order dated December 13, 2018	

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

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

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

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

Dual credit students may not enroll in college level courses until the spring semester of their 9th grade, and then limited to no more than two (2) **dual credit** courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per **Fall and Spring semester.** ~~and~~ All 11th and 12th grade students should not exceed **four (4) dual credit courses** ~~16 credit hours~~ per Fall and Spring semesters. **Summer session is limited to two (2) dual credit courses for Summer Term I/III and two dual credit courses (2) for Summer Term II.**

MANUAL OF POLICY

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

Dual Credit students are not allowed to enroll in regular (non-S) section(s). Students who want to enroll in regular (non-S) section(s) must be approved by the Dean of Dual Credit Programs and School District Partnerships. Students can only be enrolled into courses within their declared major. Any student approved to enroll in a regular (non-S) section(s) will be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule.

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

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

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

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

Review and Action as Necessary on the Proposed Revisions to the Vision, Mission, and Core Values of South Texas College

The Board is asked to approve the proposed revisions to the Vision, Mission, and Core Values of South Texas College, as presented.

South Texas College Board Policy #900 calls upon the College to have a Comprehensive Mission, including an institutional Vision, Purpose, Core Values, Guiding Principles, and Strategic Directions. These serve as the foundation for all institutional operations, programs, and activities, which must all be consistent with the framework provided by the Comprehensive Mission.

This is consistent with the College's accreditation requirement, by the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC), which will review the institutional mission as part of their principles of accreditation review. As stated by SACSCOC:

“A clearly defined and comprehensive mission guides the public’s perception of the institution. It conveys a sense of the institutions uniqueness and identifies the qualities, characteristics, and values that define its role and distinctiveness within the diverse higher education community. Fundamental to the structure of an institutions effectiveness, the mission reflects a clear understanding of the institution by its governing board, administration, faculty, students, staff, and all constituents.”

– 2018 Principles of Accreditation, SACSCOC, Section 2

Presentation to the Education and Workforce Development Committee

Dr. David Plummer, Vice President for Information Services, Planning, Performance, & Strategic Initiatives, and Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, & Strategic Planning, presented the proposed revisions to the South Texas College *Vision, Mission, Core Values* at the November 6, 2018 Education and Workforce Development Committee meeting. This presentation reviewed:

Vision, Mission, Core Values (VMV) Committee Development and Process

The South Texas College *Vision, Mission, Core Values (VMV) Committee* is comprised of representatives from each Division, campus, and employee classification throughout the College. The VMV Committee was formed in March 2018 to begin the development of the revised institutional Vision, Mission, and Core Values.

The VMV Committee was charged with developing an aspirational vision statement, a shared understanding of the institution's intended direction (mission), and a set of core values that communicate the essence of the institution's identify and support the vision.

Throughout the Spring and Summer 2018 semesters, the VMV Committee met to develop and refine a draft document and solicit feedback from stakeholders throughout the College. After several cycles of such feedback and revision, the VMV Committee brought the document to various institutional committees, such as:

- President's Cabinet,
- President's Administrative Staff,
- Planning & Development Committee,
- Academic Council, and
- Professional Development Day Fall 2018

At each presentation, further feedback and comment were solicited and incorporated as appropriate. This process was again repeated through the conclusion of the drafting process in September 2018. The finalized document would be used by the Strategic Planning Committee as a guide in developing the formal 2019 – 2025 Strategic Directions and Strategic Goals for South Texas College.

Proposed Revisions to the Vision, Institutional Mission, and Core Values

Dr. Plummer and Dr. Chapa reviewed the process with the Education and Workforce Development Committee for preliminary feedback.

Mr. Gurwitz, as the sole attending Committee member, was supportive of the effort to generally improve upon and make more efficient the College's Vision, Mission, and Core Values.

Mr. Gurwitz' feedback was incorporated into the revisions proposed below for the Board's consideration:

Vision

Current:

South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.

Proposed Revision:

South Texas College will be a global model in educational innovation serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve.

Main Purpose

Current:

South Texas College is an innovative, public, post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development, and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.

Proposed Revision:

South Texas College is a public institution of higher education that provides educational opportunities through excellence in teaching and learning, workforce development, cultural enrichment, community service, and regional and global collaborations.

Core Values

Current:

1. **Student Success:** *We promote student success and completion through the implementation of diverse strategies and initiatives.*
2. **Opportunity:** *We value providing access and opportunities to students to meet the needs of our communities.*
3. **Excellence:** *We value excellence in teaching, learning, and all support services.*
4. **Innovation:** *We encourage creativity and champion innovative approaches to teaching, learning, and services.*
5. **Community:** *We value engaging the community in students' learning experiences and in the positive transformation of our region.*
6. **Professionalism:** *We demonstrate professionalism through collegiality, respect, and recognition for each other.*
7. **Collaboration:** *We value collaboration and communication among STC employees and STC constituents.*
8. **Integrity:** *We value integrity through honest and transparent communication and courageous dialogue.*

Proposed Revision:

1. **Student Success:** *We are committed to the personal, academic and career goals of each student.*
2. **Excellence:** *We are committed to excellence and innovation in teaching, learning, and services.*
3. **Opportunity:** *We are committed to providing access and support for students to achieve their academic and career goals.*
4. **Community:** *We are committed to equitable results through inclusion, diversity, collaboration, and engagement.*
5. **Integrity:** *We are committed to being respectful, professional, honest, accountable, and transparent.*

On November 6, 2018, the Education and Workforce Development Committee recommended Board approval of the proposed revisions to the Vision, Mission, and Core Values of South Texas College as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the proposed revisions to the Vision, Mission, and Core Values of South Texas College as presented.

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

The Board of Trustees approves and adopts the proposed revisions to the Vision, Mission, and Core Values of South Texas College as presented.

Approval Recommended:

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

Review and Approval of the Diagnostic Medical Sonography Associate of Applied Science Program

The Board is asked to approve and authorize administration to offer the Diagnostic Medical Sonography Associate of Applied Science program.

The proposed Diagnostic Medical Sonography Associate of Applied Science Degree would allow students to gain the knowledge and skills necessary to seek employment as a certified diagnostic medical sonographer, including extensive knowledge in ultrasound physics and instrumentation, use of Doppler imaging, cross-sectional anatomy and pathophysiology. Clinical and practicum aspects of the program will include hands-on training with experienced sonographers in various medical facilities.

EMSI data indicates a strong demand for Diagnostic Medical Sonographers in the local region, with an expected 24.7% growth in demand in the Lower Rio Grande Valley from 2018 – 2028.

Upon completion, students with the Diagnostic Medical Sonography Associate of Applied Science Degree would be eligible and prepared for the American Registry for Diagnostic Medical Sonography (ARDMS) national examination

Program implementation costs would be low, as South Texas College currently offers the necessary coursework, including for its current Advanced Technical Certificate in Diagnostic Medical Sonography.

The following pages contain the Program Development Packet, which includes:

- Program Development Checklist
- Program Demand and Projected Outcomes
- Program Summary
- Enrollment Management Plan
- Student Survey
- Proposed Curriculum & Course Descriptions
- Instructional Costs and Projected Revenues
- Supporting Documents:
 - Advisory Committee Members List
 - Letters of Support

Dr. Anahid Petrosian, Vice President for Academic Affairs, Dr. Murad Odeh Interim Administrator for Curriculum & Student Learning, and Ms. Crystal Bird, Radiologic Technology Clinical Coordinator Instructor, reviewed the proposed new program and the development process with the Education and Workforce Development Committee on December 4, 2018, and responded to questions.

On December 4, 2018, the Education and Workforce Development Committee recommended Board approval to offer the Diagnostic Medical Sonography Associate of Applied Science program as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize offering the Diagnostic Medical Sonography Associate of Applied Science program as presented.

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

The Board of Trustees approves and authorizes offering the Diagnostic Medical Sonography Associate of Applied Science program as presented.

Approval Recommended:

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



SOUTH TEXAS
COLLEGE

Program Development Packet
for
Diagnostic Medical Sonography
Associate of Applied Science

Academic Affairs Division
Office of Curriculum & Student Learning

November 9, 2018



Diagnostic Medical Sonography AAS

Program Development Approval Checklist.....	3
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Instructional Costs and Projected Revenue	25
Supporting Documentation	28
• Advisory Committee Members List	
• Letters of Support	

Diagnostic Medical Sonography AAS

APPROVAL PROCESS FOR IMPLEMENTATION		DATE
✓	Advisory Committee	9/11/2018
✓	Division Committee	10/3/2018
✓	Department Chair Approval	10/16/2018
✓	Dean Approval	10/16/2018
✓	College-Wide Curriculum Committee	10/16/2018
✓	Academic Council	10/29/2018
✓	Planning and Development Council (PDC)	11/9/2018
<input type="checkbox"/>	Education and Workforce Development Committee (EWDC)	12/4/2018
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	12/13/2018
<input type="checkbox"/>	Higher Education Regional Council	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-
<input type="checkbox"/>	Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC)	-

Program Development Process

Proposed instructional programs at South Texas College are identified either at the college or divisional level through environmental scans, documented workforce needs, recommendations by Program Advisory Committees, or local business and industry demands. All proposed programs undergo a review process before being approved for development. The approval process includes reviews by department, division, and college-wide curriculum committees, and Academic Council. Programs that receive approval to proceed are then presented to the Planning and Development Council (PDC) for review and recommendation. A program that receives PDC approval to move forward is presented to the Board of Trustees' Education Workforce Development Committee (EWDC) for review and recommendation. Following review by the EWDC, programs are presented to the full Board of Trustees for final review and approval.

Recommendation: AAS - Diagnostic Medical Sonography

At this point in the process, the AAS in Diagnostic Medical Sonography has received a recommendation to proceed from the department's Program Advisory Committee, and the department, division, and college-wide curriculum committees. After reviewing all required documentation submitted by the department, the Office of Curriculum & Student Learning recommends that South Texas College continue with the established approval process for the Associate of Applied Science (AAS) degree in Diagnostic Medical Sonography.

The proposed AAS degree would allow graduates to gain the skills and competencies required for employment as a certified diagnostic medical sonographer. According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, Diagnostic Medical Sonographer positions are expected to grow by 24.7% from 2018 to 2028 in the Lower Rio Grande Regional Area. In addition, Diagnostic Medical Sonographers are listed on the Texas Workforce 2016 Target Occupation List for the Lower Rio Grande area. Letters of support from South Texas Health Systems (McAllen Medical/McAllen Heart Hospital), Rio

Grande Regional Hospital, Mission Regional Medical Center, and Edinburg Regional Medical Center & Children's Hospital have demonstrated strong employer support to address healthcare sector needs for the growing population of the Rio Grande Valley.

Student demand exists and is documented through student survey data. According to a survey conducted by South Texas College's Research & Analytical Services department, there is high student interest in enrolling in the AAS degree in Diagnostic Medical Sonography. Additionally, student demand is supported by high enrollment in related programs such as the Radiologic Technology AAS degree. The cost to implement this program would be moderately low as STC currently offers all of the courses required for this degree through the currently offered Advanced Technical Certificate (ATC) in Diagnostic Medical Sonography. Current faculty, who are teaching in the ATC, will teach the sections for this program, as the Certificate and AAS share the same courses. In addition, one to two adjunct faculty will be employed to support the additional introductory course sections required for program admission. Current classroom and lab facilities will be used for all courses required by this program. However, additional sections, classrooms and lab supplies will be needed to accommodate the expected increase of student capacity in the cohort.

A review conducted by the Curriculum & Student Learning department indicates the program complies with the criteria set forth from the Texas Higher Education Coordinating Board and recommends the proposed Associate of Applied Science in Diagnostic Medical Sonography continue through the approval process.

Career & Technical Education/Workforce Programs

Program Demand and Projected Outcomes must be documented prior to the development of any new workforce or academic program. The following questions and checklist serve as an initial guide for program developers that must be completed at the start of the development process.

Proposed Award:

Program Title: AAS – Diagnostic Medical Sonography

Program Location: NAH Campus

Academic Year to be Implemented: 2019-2020 (Spring 2020)

Please list any similar programs currently offered by STC in this subject area, if applicable (stackable certificates or degrees, AAS Specializations, etc.)

ATC- Diagnostic Medical Sonography

For Curriculum Office Use Only

Program Developer Info:

Name: Crystal Bird

Title: Program Chair – Diagnostic Imaging.

Division: NAH

Phone: 872-3101

Proposed CIP Code: 51.0910

Substantive Change: ___ ___
 Yes No

1. Documentation of Program Checklist:

Category	Standard	Met the Standard	Did not meet the Standard	Comments	
1. Occupational Need	A) *EMSI data (provided by the Office of Curriculum & Student Learning) projects at least a 15% occupational growth rate in South Texas, the state, and/or nationally.	X		South Texas – 24.7% (+ 48 jobs) Texas – 29.7% (1,657 + jobs) Nation – 21.9% (15,460 +jobs)	
	A-1)*Wage data			South Texas - \$33.80/hr Texas - \$33.61/hr National - \$33.49/hr	
	A-2)*Job Posting Intensity (Average posting intensity is 6:1)			South Texas – 5:1 (99 unique postings out of a total of 479 postings) Texas – 5:1 (1,847 unique postings out of 9,883 Total Postings)	
	<i>*Growth rates and wage data are estimated projections for a 10-year period from 2018-2028. Job Posting Intensity is derived from the time period of March 2018 – September 2018. Data sources include the U.S. Department of Commerce, U.S. Department of Labor, U.S. Census Bureau, U.S. Department of Education. For a complete list, refer to the EMSI Data Source Appendix.</i>				
		B) Occupational Outlook Handbook indicates graduates will have an average or above average job outlook for the next 5 to 10 years (national data).	X		17% (much faster than average of 7% for all occupations)

Category	Standard	Met the Standard	Did not meet the Standard	Comments
	C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission’s Labor Market and Career Information.	X		The Diagnostic Medical Sonographers occupation is listed on the Texas Workforce 2016 Target Occupation List for the Lower Rio Grande area.
	D) Job demand and wage data is documented through the survey of 8-12 top local employers.	Due to high demand exemplified in items (B) and (C), the employer survey was not needed.		
	E) High employer demand exists and is documented through letters of support.	X		Received 4 letters of support from South Texas Health Systems (McAllen Medical/McAllen Heart Hospital), Rio Grande Regional Hospital, Mission Regional Medical Center, and Edinburg Regional Medical Center & Children’s Hospital.
	F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.	X		Career Education Colleges and Universities: https://www.career.org/news/shortage-of-skills-high-growth-for-diagnostic-medical-sonographers AMN Healthcare: https://www.amnhealthcare.com/latest-healthcare-news/sonography-technician-jobs/
2. Student Demand	Student demand exists and is documented through the use of student surveys.	X		The proposed AAS – Diagnostic Medical Sonography ranked above the average rating in all interest & perception measures. For additional information, refer to the RAS Student Survey Report.
	High enrollment exists in related programs (Stackable certificates or degrees).	X		During the Fall 2017 semester there were: 352 students enrolled in the Radiologic Technology AAS degree.
	High number of graduates are produced in related programs within the past 5 years (Stackable certificates or degrees).	X		Within the 2012-2013 through 2016-2017 academic years there were: 190 graduates in the Diagnostic Imaging department.
3. Existing Programs	Similar programs do not exist at public institutions within STC’s service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).	X		Texas Southmost College (which is approximately 60 miles from McAllen) offers an AAS-DMS. Del Mar College (which is approximately 157 miles from McAllen) offers an AAS-DMS/Echocardiography.

Category	Standard	Met the Standard	Did not meet the Standard	Comments
4. Program Linkage & Opportunities for Further Education	Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program. (Please provide a list of schools and/or districts)		X	Dual enrollment for this program is not anticipated due to the following reasons: <ul style="list-style-type: none"> • Lack of faculty with required American Registry for Diagnostic Medical Sonography (ARDMS) certifications in Abdomen (AB) and Obstetrics and Gynecology (OB/GYN) in the K-12 setting. • Current clinical affiliates were contacted in regards to clinical/practicum courses and students must be a minimum of 18 years of age in order to practice at the many of the clinical sites.
	Program-specific articulation agreements with other institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)	X		The technical coursework from the AAS in Diagnostic Sonography would be accepted as the lower division elective requirements for the STC's Bachelor's in Medical and Health Services Management and Technology Management and the Bachelor's in Organizational Leadership. In addition, STC would pursue the potential transfer of coursework to Bachelor of Applied Arts and Sciences (BAAS) degrees including: <ul style="list-style-type: none"> • University of North Texas • Sam Houston State University • Texas Woman's University • University of Houston – Downtown • University of Houston Victoria • UT-Tyler • Texas A&M Commerce • Texas State University

2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	X		
2. Number of Graduates	Program Review Standard: The Program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5-year period.	X		
3. Graduate Earnings	EMSI data (provided by the Office of Curriculum & Student Learning) projects that program graduates will earn a median hourly earnings wage that is above the “living wage” for South Texas, the state, and/or nationally.	X		<p>South Texas - \$33.80/hr Texas - \$33.61/hr National - \$33.49/hr</p> <p>According to the Bureau of Labor Statistics, Diagnostic Medical Sonographers earned a median salary of \$65,620 as of 2017.</p> <p>Living wage calculation for Texas - \$11.03 per hour Source: http://livingwage.mit.edu/states/48</p>

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Associate of Applied Science in Diagnostic Medical Sonography

PROGRAM DESCRIPTION

Program Objective: The objective of the Diagnostic Medical Sonography program is to provide students with the knowledge and skills necessary for employment as a certified diagnostic medical sonographer. The program provides educational and clinical experience that result in extensive knowledge in ultrasound physics and instrumentation, use of Doppler imaging, cross-sectional anatomy and pathophysiology in the abdomen, pelvis, obstetrics, gynecology, and superficial structures. Throughout the clinical and practicum aspects of the program, students will train in various medical facilities with experienced sonographers in mastery of patient care and procedural skills. Upon successful completion of the program, students will be competent to challenge the abdomen and obstetrics specialty examinations offered by the American Registry for Diagnostic Medical Sonography (ARDMS) national examination.

Curriculum: The Associate of Applied Science in Diagnostic Medical Sonography degree includes 60 semester credit hours (SCH) of course work. Twenty credit hours are derived from the Academic Course Guide Manual and include the 15 semester credit hours in general education required by the regional accreditation. Forty semester credit hours are derived from the Workforce Education Course Manual (WECM) to account for the technical coursework of the program.

Admissions Requirements: The admissions requirements for this program would follow the general admissions policies set forth in the South Texas College catalog. However, this award falls under a selective program that has a competitive entry selection process based on a competitive point system. Program admission requirements will apply.

PROGRAM DEMAND

Occupational Need:

Diagnostic Medical Sonographers is currently listed on the Texas Workforce 2016 Target Occupation List for the Lower Rio Grande Area. According to the 2016 Target Occupation List for the Lower Rio Grande region, Diagnostic Medical Sonographers earn a median hourly wage of \$31.92 with an entry hourly wage of \$28.05. The typical education requirement for this occupation is an Associate's Degree.

EMSI Summary of Data

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Diagnostic Medical Sonographers are expected to experience a 24.7% growth from 2018 to 2028 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 48 additional job openings expected during this time period; a 29.7% growth between 2018 and 2028 in State of Texas with 1,657 additional job openings expected during this time period; and a 21.9% growth between 2018 and 2028 nationally with a total of 15,460 job openings expected during this time period. Sample reported job titles include Ultrasound Technologist, Ultrasound Technician, Staff Sonographer and Cardiac/Vascular Sonographer.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Diagnostic Medical Sonographers is \$33.80/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$33.61/hr. for the State of Texas; and \$33.49/hr. as a national average.

According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of Diagnostic Medical Sonographers are expected to grow by 17% over the 2016-2026 decade. The 2017 median annual earnings for Diagnostic Medical Sonographers was \$65,620 nationally.

The job posting intensity for this occupation for the region was 5:1, meaning for every 5 job postings, there was 1 unique job to fill for a total of 99 unique job postings. The job posting intensity for the state was 5:1, with a total of 1,847 unique job postings.

Publications:

According to AMN Healthcare news, the driving force behind the demand for Diagnostic Medical Sonographers are the “aging baby boomers, who rely on ultrasound technology to diagnose blood clots and heart disease.” Ultrasound technology is less expensive and less invasive than other procedures. Career.org reports that Diagnostic Medical Sonography is one of the professions in which employers demand job-ready employees but the prospects are not able to bridge the skills gap without the appropriate training, which causes a shortage of skills.

Student Demand:

A survey sample of 2000 student yielded 287 responses (14%). The margin of error associated with this survey is plus/minus 6%. The survey revealed the following results:

- Thirty-three percent (33%) of students preferred AAS Diagnostic Medical Sonography to their current major;
- Eighty-seven percent (87%) felt it sounded like a good-paying job;
- Eighty percent (80%) felt it sounded like a job that would make their family proud; and
- Seventy-six percent (76%) felt it sounded like the kind of job that employers are hiring for in the Rio Grande Valley.

Existing Programs:

- Texas Southmost College (approximately 60 miles from McAllen) offers an Associate of Applied Science degree in Diagnostic Medical Sonography.
- Del Mar College (approximately 157 miles from McAllen) offers an Associate of Applied Science in Diagnostic Medical Sonography/Echocardiography.

Program Linkage and Opportunities for Further Education: Coursework from the Workforce Education Course manual (WECM) should transfer to other community or technical colleges offering the same courses within a Diagnostic Medical Sonography program. Currently, the South Texas College Bachelors of Applied Technology in Medical Health and Services Management, Technology Management and the Bachelors of Applied Science in Organizational Leadership would accept credits from the technical coursework for the Associate of Applied Science (AAS) in Diagnostic Medical Sonography towards the lower-division requirements for the degrees. The AAS for Diagnostic Medical Sonography would have a minimum 15-credit general education requirement to comply with the Southern Association of Colleges and Schools Commission on Colleges accreditation requirements. This 15-credit general education requirement could also be applied towards the Core Curriculum requirements of the Bachelor degrees.

The technical coursework for the proposed associate’s degree will not be offered as a dual credit due to the following reasons:

1. Insufficient faculty with required American Registry for Diagnostic Medical Sonography (ARDMS) certifications in Abdomen (AB) and Obstetrics and Gynecology (OB/GYN) in the K-12 setting.
2. Current clinical affiliates require a minimum of 18 years of age in order to practice at the clinical sites for the clinical/practicum courses required to complete the degree.

Therefore, the admission requirements for this proposed degree would require students to have a High School diploma or GED, be 18 years of age to participate in the clinicals.

Expected Enrollment:

The projected enrollment is based on availability of training opportunities in the local clinical affiliates. Students are required to work under the supervision of certified sonographers throughout the duration of the program.

Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Freshman	14	15	16	18	20
Sophomore	0	14	15	16	18

PROGRAM SUPPORT

Faculty: South Texas College currently offers all of the courses required for the Associate of Applied Science in Diagnostic Medical Sonography through the currently offered advanced technical certificate. The program anticipates offering additional course sections due to increase in the introduction course DMSO 1210 – Introduction to Sonography, which is recommended for students prior to applying to the program. A total of 6 additional sections are anticipated for the first year with a gradual increase in subsequent years. Current full-time faculty would be utilized

to cover some of the extra sections along with adding an additional adjunct instructor in the later years.

Facilities and Equipment: Current classroom and lab facilities will be used for all courses required by this program. Additional classroom and lab supplies will be needed to accommodate the increase of the student capacity in the cohort. Costs for equipment will be used to cover the purchase of imaging phantoms, which are specialized pieces of equipment used for calibration and testing to perform scans.

New Costs: Total costs for this program are projected to be \$83,172.60. The funding to defray the costs of this program will come from state appropriations: \$236,444.16 and tuition: \$409,860.00. The total projected 5-year revenue is \$646,304.16. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The Associate of Applied Science in Diagnostic Medical Sonography is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges and Schools (SACSCOC).

Enrollment Management Plan

POTENTIAL SOURCE OF STUDENTS

The number of students identified as potential participants for the DMS Program Associate of Applied Science include various sources. Students in the program will be comprised of the general current STC student body, nursing & allied health graduates, and various members of the health care workforce who would like to extend their skills as a diagnostic medical sonographer. The student applicant pool will include, but not be limited to: current students, high school graduates, adults completing GED education programs, health care professionals currently working in the Rio Grande Valley, and individuals with undergraduate, graduate degrees or higher who are seeking an extension and/or change in career.

MARKETING

The Diagnostic Medical Sonography Program will be marketed to various members of the public for continued growth of potential applicants and graduates. Targeted individuals will include high school/dual enrollment students, STC student population, nursing and allied health graduates, and additional members of the health care community. The program will be promoted through various activities that will include student advising sessions, presentations at various STC campuses, distribution of flyers, brochures, rack cards, and additional advertisement of the program in coordination with the STC Public Relations and Marketing Department.

RETENTION

Faculty support, assistance, and tutoring will continue to be the primary resource for high retention and graduation rates for the program. Faculty will continue to utilize student-centered learning techniques, encourage active participation, and promote outside student learning activities. For additional resources, students will also continue to be referred to the NAH Student Success Specialist, Center for Learning Excellence (CLE) and additional student services available within the college.

ENROLLMENT PROJECTIONS

The projected enrollment is based on availability of training opportunities in the local clinical affiliates. Students are required to work under the supervision of certified sonographers throughout the duration of the program.

Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Freshman	14	15	16	18	20
Sophomore	0	14	15	16	18

PROJECTED NUMBER OF GRADUATES

The department projects that 90% of students enrolled in the program will complete the associate degree.

Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Freshman	14	15	16	18	20
Sophomore	0	14	15	16	18
Graduates (90% target)	0	13	14	16	17



Research & Analytical Services

Student Survey

Diagnostic Medical Sonography New Program

Field Dates: August 28-September 8, 2018

Sample Size: 287, margin of error +/- 6%

Matt Dabrowski, Qualitative Researcher

Summary

Research & Analytical Services conducted a survey of students for the Curriculum & Student Learning Office. The eligible cohort was traditional students aged 18 and over, from which a sample of 2,000 was drawn. Two hundred and eighty-seven students (n=287, 14%) responded. The sample was post-stratified and weighted by gender and program division to create a representative portrait of all traditional students for the Fall 2018 semester. The margin of error associated with this survey is plus/minus 6%.

Student interest in an *AAS Diagnostic Medical Sonography* program was assessed. RAS tested six programs this semester, and the correct interpretation of the data is to compare against the average of this cohort.

For this cohort, AAS Diagnostic Medical Sonography was the top program tested across all measures. Students expressed an average interest of 5.0 on a 1-to-10, compared to 4.3 for the cohort average (cohort maximum 5.0). Allied Health (NAH) majors expressed an average interest of 5.7. Students rated the program on attributes that included *Prefer this program to my current major* (33% vs. cohort average 28%, cohort maximum 33%, NAH 43%), *Sounds like a good-paying job* (87% vs. cohort average 70%, cohort maximum 87%, NAH 88%), *Sounds like the kind of job that would make my family proud* (80% vs. cohort average 64%, cohort maximum 80%, NAH 81%), and *Sounds like the kind of job that employers are hiring for here in the Valley* (76% vs. cohort average 59%, cohort maximum 80%, NAH 79%).

The core market for the program is among female students (interest of 5.4 vs. males 4.0), as well as Math & Science (5.8) and Allied Health majors (5.7). Both males and females have a positive perception of the program, but *intensity* across measures is far higher among female students. For example, on the good-paying job measure, females were 33 points more likely to *strongly agree* than males (57% to 24%). The data reported in this document is weighted.

Proposed Curriculum & Course Descriptions

Diagnostic Medical Sonography

Associate Degree in Applied Science Proposal

AY 2020-2021

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Credit Hrs
PREREQUISITE TERM					
DMSO 1210 Introduction to Sonography	2	0	0	32	2
<u>BIOL 2401 Anatomy & Physiology I</u>	3	3	0	96	4
<u>BIOL 2402 Anatomy & Physiology II</u>	3	3	0	96	4
<u>ENGL 1301 Composition</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Totals:	11	6	0	272	13
FIRST YEAR					
SPRING SEMESTER					
DMSO 1460 Clinical	0	0	12	192	4
DMSO 1302 Basic Ultrasound Physics	3	0	0	48	3
DMSO 1441 Abdominopelvic Sonography	4	1	0	80	4
DMSO 2405 Sonography of Obstetrics/Gynecology	<u>4</u>	<u>1</u>	<u>0</u>	<u>80</u>	<u>4</u>
Totals:	11	0	12	368	15
SUMMER I SESSION					
<u>SBS Elective</u>	3	0	0	48	3
DMSO 1166 Practicum I	0	0	7	112	1
DMSO 2351 Doppler Physics	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Totals:	6	0	7	208	7
SUMMER II SESSION					
<u>Humanities Elective</u>	3	0	0	48	3
DMSO 1167 Practicum II	0	0	7	112	1
DMSO 2353 Sonography of Superficial Structures	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Totals:	6	0	7	208	7
FALL SEMESTER					
DMSO 2366 Practicum III	0	0	23	368	3
DMSO 1342 Intermediate Ultrasound Physics	3	1	0	64	3
DMSO 2342 Sonography of High Risk Obstetrics	3	1	0	64	3
DMSO 2441 Sonography of Abdominopelvic Pathology	<u>4</u>	<u>1</u>	<u>0</u>	<u>80</u>	<u>4</u>
Totals:	10	3	23	576	13
SECOND YEAR					
SPRING SEMESTER					
DMSO 2367 Practicum IV	0	0	23	368	3
DMSO 2230 CAPSTONE: Advanced Ultrasound and Review	<u>2</u>	<u>1</u>	<u>0</u>	<u>48</u>	<u>2</u>
Totals:	2	1	23	416	5

Total Contact Hours: 2048
 Total Credits Hours: **60**

Meets 15 credit hour General Education Requirement

AAS Diagnostic Medical Sonography

Application Requirements:

- A.** Meet general admission requirements to South Texas College.
- B.** Have a high school diploma or GED.
- C.** Be TSI Complete or TSI Exempt via State approved exam scores.
- D.** Complete the ACT exam including the writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT exemptions are not permitted.
- E.** Complete all prerequisite courses with a minimum grade of "B" as listed in the Diagnostic Medical Sonography degree plan. BIOL 2401 and BIOL 2402 courses must be current within the last 5 years. DMSO 1210 must be current within 2 years from the application date. ACT exam scores are required prior to registration to DMSO 1210. No minimum score is required for entry in this course.
- F.** Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses listed in the Diagnostic Medical Sonography degree plan. This includes courses completed through South Texas College and transfer courses.
- G.** Participate in student advisement per program requirements. Students are required to attend advising sessions held by the Diagnostic Medical Sonography Program faculty and staff at the Nursing & Allied Health Campus.
- H.** Submit a completed Program application by the stated deadline.
- I.** Pass a background check, conduct check and drug screen through approved providers. Students with criminal histories must provide proof of certification eligibility from the American Registry for Diagnostic Medical Sonography (ARDMS) prior to application.
- J.** Meet technical standards as stated by the Diagnostic Medical Sonography Program.
- K.** Satisfy healthcare agency requirements prior to clinical practice.

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program. A new applicant pool is established for each admission period. Applicants who were not admitted for the current application period must re-apply to be considered for a later application period.

AAS Diagnostic Medical Sonography

Course Descriptions

DMSO 1210 – INTRODUCTION TO SONOGRAPHY

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an introduction to the profession of sonography and the role of the sonographer. Emphasis is on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

Course Learning Outcomes:

- Describe the historical development of ultrasound.
- List related professional organizations.
- Identify registry and lab accreditation requirements and process.
- Discuss clinical practice guidelines for sonographers.
- Explain medical, legal, and ethical aspects of the profession.

BIOL 2401 - ANATOMY & PHYSIOLOGY I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.

Course Learning Outcomes:

- Describe and apply anatomical terminology.
- Describe multi-cellular organization.
- Identify the components and explain the importance of homeostasis, and give specific examples for the integumentary, skeletal, muscular, and nervous systems
- Name, distinguish, and describe the structure of the major tissue types, and outline their functions.
- Describe the structure and function of the integumentary, skeletal, muscular, and nervous systems.

BIOL 2402 – ANATOMY & PHYSIOLOGY II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

Course Learning Outcomes:

- Identify the structure, location and regulation of the body's various endocrine cells and glands and describe the body's various hormones.
- Describe the structures and functions of the respiratory and cardiovascular systems.
- Describe the function of the lymphatic, immune systems, the composition and the function of blood, including the formed elements.
- Describe the structures and functions of the digestive, urinary systems with consideration given to metabolism, electrolyte and fluid balance.
- Describe the reproductive systems with consideration given to and human development.

- Analyze and evaluate various observations, facts and other information about a phenomenon of anatomy and physiology through creative thinking, innovation and inquiry, and synthesize ideas consistent with the information.
- Develop, interpret and express ideas concerning a topic of anatomy and physiology or results of laboratory work through written, oral and/or visual communication.
- Collect, manipulate and analyze anatomical and physiological data, and employ scientific reasoning, resulting in informed conclusions.
- Work effectively with others including ability to lead or participate, to consider different points of view, and to assign or carry out individual tasks, to support a shared purpose or goal in a field in anatomy and physiology.

ENGL 1301 - COMPOSITION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an intensive study of and practice in writing processes, from invention and research to drafting, revision, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Course Learning Outcomes:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

DMSO 1460 – CLINICAL

CRT HRS:43 LEC HRS:00 LAB HRS:00 EXT HRS:12

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Course Learning Outcomes:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 1302 – BASIC ULTRASOUND PHYSICS

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is about the basic acoustical physics and acoustical waves in human tissue. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission and resolution of sound beams.

Course Learning Outcomes:

- Describe the interaction of sound and soft tissues.
- Explain sound production and propagation.
- Summarize the basic principles and techniques of ultrasound.

DMSO 1441 – ABDOMINOPELVIC SONOGRAPHY

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course includes an overview of normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

Course Learning Outcomes:

- Identify the sonographic appearances of normal abdominal and pelvic structures.
- Explain physiology of abdominal and pelvic organs.
- Describe the appropriate scanning techniques according to standard protocol guidelines.

DMSO 2405 SONOGRAPHY OF OBSTETRICS/GYNECOLOGY

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course provides a detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Course Learning Outcomes:

- Identify the sonographic appearances of normal and abnormal female pelvis.
- Identify normal and abnormal obstetrical findings.
- Demonstrate appropriate scanning techniques using standard protocols.
- Evaluate patient history and laboratory data as it relates to sonography.

DMSO 1166 PRACTICUM I

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Learning Outcomes:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 2351 - DOPPLER PHYSICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an overview of the Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

Course Learning Outcomes:

- Describe Doppler and hemodynamic principles and actions.
- Identify instrument options and transducer selection.
- Interpret methods of Doppler flow analysis.
- Differentiate common image artifacts.
- Describe potential bioeffects.

DMSO 1167 - PRACTICUM II

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Learning Outcomes:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 2353 - SONOGRAPHY OF SUPERFICIAL STRUCTURES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Course Learning Outcomes:

- Identify sonographic appearance of normal and abnormal superficial structures.
- Identify appropriate scanning technique using standard protocol guidelines.
- Evaluate patient history and laboratory data as it relates to sonography.

DMSO 2366 - PRACTICUM III

CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:24

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Learning Outcomes:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 1342 - INTERMEDIATE ULTRASOUND PHYSICS

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course offers a continuation of Basic Ultrasound Physics, which includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. It may introduce methods of Doppler flow analysis.

Course Learning Outcomes:

- Describe pulse-echo principles and actions
- Identify instrument options and transducer selection; identify common image artifacts; and describe potential bioeffects.

DMSO 2342 - SONOGRAPHY OF HIGH RISK OBSTETRICS

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course provides an overview of maternal disease and fetal abnormalities. It includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Course Learning Outcomes:

- Identify and differentiate normal and abnormal fetal and maternal structures.
- Demonstrate pertinent measurement techniques and scanning techniques using standard protocols.
- Evaluate patient history and laboratory data as it relates to ultrasound.
- Select appropriate transducer for area of interest.

DMSO 2441 - SONOGRAPHY OF ABDOMINOPELVIC PATHOLOGY

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course provides an overview of the pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasis in the endocavity sonographic anatomy and procedures including pregnancy.

Course Learning Outcomes:

- Identify abnormal abdominal and pelvic structures.
- Identify scanning techniques using standard protocol guidelines.
- Evaluate patient history and laboratory data as it relates to sonography.

DMSO 2367 - PRACTICUM IV

CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:24

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Learning Outcomes:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

DMSO 2230 - ADVANCED ULTRASOUND AND REVIEW

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course covers knowledge, skills and professional values within a legal and ethical framework addressing emerging technologies and professional development.

Course Learning Outcomes:

- Apply problem solving and critical thinking skills in the context of professional transition
- Demonstrate registry preparedness.
- Examine sonography practice within a collaborative ethical and legal framework.

Instructional Costs & Projected Revenue

Instructional Costs and Projected Revenue for AAS in Diagnostic Medical Sonography

Faculty Salary & Benefits	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Totals
LHE Rate	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	
# of LHE's per Course	3.5	3.5	3.5	3.5	3.5	
Subtotal	\$ 2,012.50	\$ 2,012.50	\$ 2,012.50	\$ 2,012.50	\$ 2,012.50	
# of Sections Taught by Current Faculty	10	11	10	10	10	
# of Sections Taught by Adjunct	6	6	8	8	8	
# of Sections Taught by F/T	0	0	0	0	0	
Adjunct Salary	\$ 12,075.00	\$ 12,075.00	\$ 16,100.00	\$ 16,100.00	\$ 16,100.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ 13,862.10	\$ 13,862.10	\$ 18,482.80	\$ 18,482.80	\$ 18,482.80	
F/T Faculty @ \$42,000	\$0	\$0	\$0	\$0	\$0	
Benefit Rate (F/T Salary X 30%=\$12,600.00)	\$0	\$0	\$0	\$0	\$0	
Cost for Faculty Salary/Benefits	\$ 13,862.10	\$ 13,862.10	\$ 18,482.80	\$ 18,482.80	\$ 18,482.80	\$ 83,172.60

Projected Revenue	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Totals
State Appropriations *						
# of Sections	16	17	18	18	18	
# of Students per Section	12	12	14	14	16	
Total # of Students per Year	192	204	252	252	288	
# of Contact Hours per Student	96	96	96	96	96	
Total Contact Hours	18432	19584	24192	24192	27648	
Multiplied by State Funding Rate (2.73)	\$ 2.73	\$ 2.73	\$ 2.73	\$ 2.73	\$ 2.73	
State Appropriations Generated	\$ 50,319.36	\$ 53,464.32	\$ 66,044.16	\$ 66,044.16	\$ 75,479.04	
State Appropriations Received	\$ 13,152.00	\$ 50,319.36	\$ 53,464.32	\$ 53,464.32	\$ 66,044.16	\$ 236,444.16

* State Appropriations funding is based on average funding per contact hour from previous biennium

Tuition	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Totals
Enrollment # Projected	192	204	252	252	288	
Tuition Rate per Credit Hour	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	
Differential Tuition per Credit Hour	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	
Subtotal	\$ 22,080.00	\$ 23,460.00	\$ 28,980.00	\$ 28,980.00	\$ 33,120.00	\$ 136,620.00
# of Credit Hours per Course	3	3	3	3	3	
Total Tuition	\$ 66,240.00	\$ 70,380.00	\$ 86,940.00	\$ 86,940.00	\$ 99,360.00	\$ 409,860.00

Notes: LHE rate of \$575 was used as this program would need faculty with a minimum of an associate's degree to teach, as per Board Policy 4151. The number of sections are the additional sections that the program is anticipating in the conversion of the ATC to AAS award. The number of LHEs per course was taken as an average based on the proposed curriculum in which most of the DMSO courses averaged 3.5 LHEs. Contact Hours per student was derived from an average of 96 contact hours per course section.

**Operating Costs and Revenue Projections
for
AAS - Diagnostic Medical Sonography**

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2019-2024
Faculty Salaries and Benefits	\$13,862.10	\$13,862.10	\$18,482.80	\$18,482.80	\$18,482.80	\$83,172.60
Supplies and Materials (Operating)	\$5,000.00	\$5,500.00	\$6,000.00	\$6,500.00	\$7,000.00	\$30,000.00
Library Resources	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
Equipment and Software (Capital)	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$100,000.00
Facilities (Furniture) (Operating)	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00
Faculty Professional Development/(Travel)	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$27,000.00
Subtotal - Instructional & Operating Budget	\$46,262.10	\$47,262.10	\$52,382.80	\$52,882.80	\$53,382.80	\$252,172.60
Total Budget Per Year	\$46,262.10	\$47,262.10	\$52,382.80	\$52,882.80	\$53,382.80	\$252,172.60

CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2019-2024
State Appropriations	\$ 13,152.00	\$ 50,319.36	\$ 53,464.32	\$ 53,464.32	\$ 66,044.16	\$ 236,444.16
Tuition	\$ 66,240.00	\$ 70,380.00	\$ 86,940.00	\$ 86,940.00	\$ 99,360.00	\$ 409,860.00
TOTAL REVENUE	\$ 79,392.00	\$ 120,699.36	\$ 140,404.32	\$ 140,404.32	\$ 165,404.16	\$ 646,304.16

Supporting Documentation

- Advisory Committee List
- Letters of Support

AAS Diagnostic Sonography Advisory Committee Membership

Name	Title	Email
Joe Martinez, BS, RT(R)	Director of Radiology, Rio Grande Regional Hospital	joe.martinez@hcahealthcare.com
Kathleen Levy, ARRT(R)(N)	Director of Radiology, McAllen Medical Center and McAllen Heart Hospital	kathleen.levy@uhsrgv.com
Robert D. Gonzalez, RT(R), RDMS, RVT	Radiology Coordinator, McAllen Heart Hospital	Robert.D.Gonzalez@uhsrgv.com
Juan Aguirre, RT(R)	Radiology Supervisor, McAllen Medical Center	juan.aguirre@uhsrgv.com
Ralph Martinez, RT(R), BSN	Director of Radiology, Mission Regional Medical Center	rmartinez27@primehealthcare.com
Juan Medina, RT(R)	Supervisor of Radiology, Mission Regional Medical Center	jmedina2@primehealthcare.com
Laurence Weinreich, MA, CRA, RT(R)	Director of Radiology, Edinburg Regional Medical Center and Children's Hospital	Laurence.Weinreich@uhsrgv.com
Sandra Yanez, RT(R)	Assistant Director of Radiology, Doctors Hospital at Renaissance	s.yanez@dhr-rgv.com
Maribel Tharp, RT(R)(M)	Radiology Manager, Doctors Hospital at Renaissance	m.tharp@dhr-rgv.com



Crystal Bird, MA, R.T.(R) (M)
Chair, Diagnostic Imaging Department
South Texas College
1101 E. Vermont Ave.
McAllen, Tx 78503

9 July 2018

Dear Mrs. Bird,

South Texas Health System Edinburg and Children's Hospital extends our support for South Texas College (STC), Ultrasound program and their program graduates.

The Edinburg and Children's hospital radiology department understands the importance of providing adults with a quality education to allow them to fill skilled workforce positions in healthcare and contribute to the economic vitality of the area. We are committed to assisting South Texas College with the clinical instruction of imaging students, and student placement when applicable.

We are thrilled to hear that your school is considering adding an AAS ultrasound program. This will not only benefit your students, but the entire Valley region as well. I applaud this commitment to even higher learning from your institution.

If you have any questions, or require additional information regarding our ongoing support for STC's imaging program, please do not hesitate to call.

Sincerely,

Laurence A Weinreich, MA, BAS, R.T. (R), CRA
Director of Radiology
Edinburg Regional Medical Center and Children's Hospital
1102 W Trenton Road
Edinburg, TX 78539
Office Phone: 956-388-6831
Fax: 956-388-6030
Excellence in serving patients
<http://www.edinburgregional.com/>

Members of  South Texas Health System

Edinburg Regional Medical Center - McAllen Heart Hospital - McAllen Medical Center - South Texas Behavioral Health Center
South Texas Rehabilitation Pavilion and coming soon.....Edinburg Children's Hospital

DMS Program Development Packet - 30



Mission Regional Medical Center

Crystal Bird, M.A., R.T. (R) (M)
Chair Diagnostic Imaging Department
South Texas College
1901 S. McColl Rd.
McAllen, TX. 78503
cbird@southtexascollege.edu

July 9, 2018

Dear Mrs. Bird

Mission Regional Medical Center extends our support to South Texas College for the Diagnostic Medical Sonography (DMS) AAS Program. This change will increase the application pool, and give qualified applicants a chance to enroll in this program. I also believe this change will allow the student an opportunity to continue on a academic path.

Mission Regional recognizes the need for qualified Diagnostic Medical Sonographers. Mission Regional stands by STC in assisting with clinical instruction, and placement of registered sonographers as the need arises.

If I can answer any further questions in regards of our support, please do no hesitate to contact me, my contact information is below.

Respectfully,

Ralph E. Martinez, R.T.R., B.S.B.
Director of Radiology/ Cath Lab
Mission Regional Medical Center
rmartinez27@primehealthcare.com



Crystal Bird, MA, R.T. (R)(M)
Chair, Diagnostic Imaging Department
South Texas College
1101 E. Vermont Ave.
McAllen, TX 78503

June 28, 2018

Dear Ms. Bird,

Rio Grande Regional Hospital extends our support for South Texas College (STC), Diagnostic Sonography Program.

Rio Grande Regional Hospital understands the importance of providing adults with a quality education to fill skilled workforce positions in healthcare and contribute to the economic vitality of the area. We are committed to assisting South Texas College with clinical instruction of Diagnostic Sonography student and the development of the AAS.

If you have any questions, or require additional information regarding our ongoing support for STC's ultrasound program, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Saenz".

Dr. Jorge Saenz, M.D.
Radiology Medical Director

A handwritten signature in black ink, appearing to be "Joe Martinez".

Joe Martinez, B.S. R.T. (R) (MR)
Director of Diagnostic Imaging Service



Crystal Bird, MA, R.T.(R) (M)
Chair, Diagnostic Imaging Department
South Texas College
1101 E. Vermont Ave.
McAllen, Tx 78503

9 July 2018

Dear Mrs. Bird,

South Texas Health System, McAllen Medical Center and McAllen Heart Hospital, extend our support for the South Texas College (STC), Ultrasound program and their program graduates.


McAllen Medical and McAllen Heart imaging departments understand the importance of providing adults with a quality education to allow them to fill skilled workforce positions in healthcare and contribute to the economic vitality of the area. We are committed to assisting South Texas College with the clinical instruction of imaging students, and student placement when applicable.

We are thrilled to hear that your school is considering adding an AAS ultrasound program. This will not only benefit your students, but all Valley hospitals.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Levy".

*Kathy Levy ARRT(R)(N) CRA
Director of Radiology
McAllen Medical Center/McAllen Heart Hospital*

Members of  South Texas Health System

Edinburg Regional Medical Center - McAllen Heart Hospital - McAllen Medical Center - South Texas Behavioral Health Center
South Texas Rehabilitation Pavilion and coming soon.....Edinburg Children's Hospital

DMS Program Development Packet - 33

Review and Action as Necessary Regarding the Fiscal Year 2018 Financial Audit

On December 4, 2018, Mr. David Segovia and staff from Carr, Riggs & Ingram, LLC reviewed the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2018 and 2017 with the Finance, Audit, and Human Resources and responded to any questions the Trustees.

The auditors reported an “unmodified” opinion, and informed the Committee that this is highest opinion available, formerly labelled an “unqualified opinion.”

The external financial auditors presented on the FY 2018 net position, revenues and expenditures, and on tuition, fees, and student enrollment trends.

The auditors also gave a strong commendation to the College’s business office for the implementation and adherence to strong fiscal controls.

No action was taken at the Committee meeting.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2018 and 2017 is included under separate cover.

The Fiscal Year 2018 Financial Audit will be presented at the December 13, 2018 Board Meeting for review and to take action.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Fiscal Year 2018 Financial Audit as presented.

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

The Board of Trustees accepts the Fiscal Year 2018 Financial Audit as presented.

Approval Recommended:

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

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

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

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at \$5,000 and over. In addition, these capital assets will be removed from the College's fixed assets ledger.

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

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

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

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

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

On November 6, 2018, 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 and for these capital assets to be removed from the College's fixed assets ledger as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT \$5,000 AND ABOVE - LIST 49 and 53
OCTOBER 16, 2018

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
13A	1 ea	Shelving Unit 9161 (Set)		10848		3/18/2005	\$ 8,686.66	11976	\$-	Incomplete
13A	1 ea	Shelving Unit 8961 (Set)		10846		3/18/2005	\$ 8,924.24	11974	\$-	Incomplete
13A	1 ea	Shelving Unit 9161 (Set)		10847		3/18/2005	\$ 8,686.66	11975	\$-	Incomplete
13B	1 ea	Shelving Unit (Set) 9000027860								Incomplete
13B	1 ea	Shelving Unit (Set) 9000027862								Incomplete
13C	1 ea	Shelving Unit (Set) 9000027857								Incomplete
13D	1 ea	Shelving Unit (Set) 9000027861								Incomplete
13D	1 ea	Shelving Unit (Set) 9000027858								Incomplete
13E	1 ea	Shelving Unit (Set) 9000027858								Incomplete
13E	1 ea	Shelving Unit (Set) 9000027809								Incomplete
13F	1 ea	Shelving Unit (Set) 9000027869								Incomplete
13G	1 ea	Shelving Unit (Set)								Incomplete
13H	1 ea	Shelving Unit (Set)								Incomplete
13I	1 ea	Shelving Unit (Set)								Incomplete
13J	1 ea	Shelving Unit (Set)								Incomplete
13K	1 ea	Shelving Unit (Set)								Incomplete
13L	1 ea	Shelving Unit (Set)								Incomplete
13M	1 ea	Shelving Unit (Set)								Incomplete

List #49

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
14	1 ea	2-Seat Sofa		13983		4/22/2008	\$ 6,161.27	N00016671	\$-	Obsolete
15	1 ea	Hampden Multi-Zone Building Management Trainer	97430	13788	5000010732	8/29/2008	\$ 15,148.00	N00017048	\$-	Obsolete
15	1 ea	Hampden Trainers H-SZCT	89615	0000010172	5000005630	2/8/2005	\$ 5,665.50	11046	\$-	Obsolete
15	1 ea	Single Zone Control System	87721	0000008853	5000005365	5/21/2004	\$ 5,665.50	9807	\$-	Obsolete
16	1 ea	Hampden Trainers H-SZCT	89613	0000010170	5000005628	2/8/2005	\$ 5,665.50	11044	\$-	Obsolete
16	1 ea	Hampden Trainers H-SZCT	89617	0000010177	5000005635	2/8/2005	\$ 5,665.50	11051	\$-	Obsolete
16	1 ea	Hampden Trainers H-SZCT	89608	0000010178	5000005636	2/8/2005	\$ 5,665.50	11052	\$-	Obsolete
16	1 ea	Single Zone Control System	87724	0000008851	5000005363	5/21/2004	\$ 5,665.50	9805	\$-	Obsolete
17	1 ea	Hampden Trainers H-SZCT	89614	0000010176	5000005634	2/8/2005	\$ 5,665.50	11050	\$-	Obsolete
17	1 ea	Single Zone Control System	87719	0000008850	5000005362	5/21/2004	\$ 5,665.50	9804	\$-	Obsolete
17	1 ea	Single Zone Control System	87720	0000008854	5000005366	5/21/2004	\$ 5,665.50	9808	\$-	Obsolete
17	1 ea	Hampden Trainers H-SZCT	89611	0000010168	5000005626	2/8/2005	\$ 5,665.50	11042	\$-	Obsolete
18	1 ea	Hampden Trainers H-SZCT	89607	0000010169	5000005627	2/8/2005	\$ 5,665.50	11043	\$-	Obsolete
18	1 ea	Hampden Trainers H-SZCT	89609	0000010173	5000005631	2/8/2005	\$ 5,665.50	11047	\$-	Obsolete
18	1 ea	Hampden Trainers H-SZCT	89610	0000010174	5000005632	2/8/2005	\$ 5,665.50	11048	\$-	Obsolete
18	1 ea	Hampden Trainers H-SZCT	89612	0000010175	5000005633	4/11/2005	\$ 8,255.00	11079	\$-	Obsolete
19	1 ea	Single Zone Control System	87722	0000008848	5000005360	5/21/2004	\$ 5,665.50	9802	\$-	Obsolete
19	1 ea	Single Zone Control System	87723	0000008849	5000005361	5/21/2004	\$ 5,665.50	9803	\$-	Obsolete
19	1 ea	Single Zone Control System	87725	0000008852	5000005364	5/21/2004	\$ 5,665.50	9806	\$-	Obsolete
19	1 ea	Hampden Trainers H-SZCT	89616	0000010171	5000005629	2/8/2005	\$ 5,665.50	11045	\$-	Obsolete

List #53

Review and Action as Necessary on 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties

Approval of the 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties is requested.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector have provided the 2018 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Ameida Salinas, TAC, Assessor-Collector of Starr County, have entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$67,294,779.57.

The tax rolls for Tax Year 2017 and 2018 are as follows:

	Hidalgo County	Starr County	Total
2017	\$62,624,834.26	\$3,983,974.12	\$66,608,808.38
2018	63,236,679.08	4,058,100.49	67,294,779.57
Increase/(Decrease)	\$611,844.82	\$74,126.37	\$685,971.19

Enclosed Documents - The 2018 Tax Roll Totals documents from each county follows in the packet for the Committee’s information and review.

Upon a recommendation by the Finance, Audit, and Human Resources Committee, the Board approved the allocated costs payments for Hidalgo and Starr Counties on December 4, 2018. This allowed staff adequate time to submit the first payment to Starr County prior to December 31, 2018, before the College closes for Winter Break.

On December 4, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval of the 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

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

The Board of Trustees approves and authorizes the 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

Approval Recommended:

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

South Texas College
2018 Tax Roll/Tax Levy
Fiscal Year 2018 - 2019

	Hidalgo County	Starr County	Total
Land	\$ 17,703,388,928.00	\$ 1,733,421,239.00	\$ 19,436,810,167.00
Improvements	24,198,561,762.00	875,549,898.00	25,074,111,660.00
Personal Property	4,553,530,095.00	1,198,992,650.00	5,752,522,745.00
Minerals & Utility Rolls	262,248,495.00	321,680,770.00	583,929,265.00
Gross - Total Market Value	\$ 46,717,729,280.00	\$ 4,129,644,557.00	\$ 50,847,373,837.00
Total Homestead Cap Adjustment	190,116,120.00	34,274,965.00	224,391,085.00
AG Exclusion	4,101,512,185.00	1,205,512,058.00	5,307,024,243.00
Total Assessed	\$ 42,426,100,975.00	\$ 2,889,857,534.00	\$ 45,315,958,509.00
Less Exemptions:			
Abatement	-	602,139,975.00	602,139,975.00
Total Exempt Property	5,382,837,507.00	1,197,618.00	5,384,035,125.00
Vet Full Exemption	200,520,227.00	4,372,272.00	204,892,499.00
Disable Veteran (Part)	39,283,264.00	2,029,677.00	41,312,941.00
House Bill 366	55,910.00	-	55,910.00
Freeport	469,402,797.00	-	469,402,797.00
Pollution	61,637,363.00	105,740.00	61,743,103.00
Community Housing Development Organizations (CHDO) Exemption	12,138,822.00	-	12,138,822.00
Primarily Charitable	2,039,175.00	-	2,039,175.00
Solar	31,730.00	-	31,730.00
Total Full Exemptions	56,883,928.00	-	56,883,928.00
Total Partial Exemptions	-	99,383,836.00	99,383,836.00
First Responder Surviving Spouse	65,821.00	-	65,821.00
Total Exemptions	\$ 6,224,896,544.00	\$ 709,229,118.00	\$ 6,934,125,662.00
2018 Taxable Value	36,201,204,431.00	2,180,628,416.00	38,381,832,847.00
2018 Tax Levy	\$ 64,438,143.89	\$ 4,110,331.77	\$ 68,548,475.66
Taxable Value	\$ 36,201,204,431.00	\$ 2,782,768,391.00	38,983,972,822.00
Taxable Value-Abatement (85%)	-	(602,139,975.00)	(602,139,975.00)
2018 Taxable Value	\$ 36,201,204,431.00	\$ 2,180,628,416.00	\$ 38,381,832,847.00
Frozen Taxable	(3,373,608,076.00)	(145,555,315.00)	(3,519,163,391.00)
New Imp/Pers with Ceiling	-	-	-
Net Taxable Value	\$ 32,827,596,355.00	\$ 2,035,073,101.00	\$ 34,862,669,456.00
Tax Rate	0.1780	0.1780	0.1780
Tax Rate (Abatement)	-	0.1400	0.1400
Levy (Before Frozen Levy Loss)	\$ 58,433,121.51	\$ 3,851,243.31	\$ 62,284,364.82
Unfrozen Levy Amount	6,005,022.53	259,088.46	6,264,110.99
Levy Loss due to Freeze	(1,262,817.20)	(52,231.28)	(1,315,048.48)
Frozen Levy Amount	4,742,205.33	206,857.18	4,949,062.51
Late AG	2,675.06	-	2,675.06
Late Rendition Amount	58,666.02	-	58,666.02
Adjustments	22.47	-	22.47
Rounding	(11.31)	-	(11.31)
Total Levy Amount	\$ 63,236,679.08	\$ 4,058,100.49	\$ 67,294,779.57
Percentages			
M&O 0.1400 / 0.1780 = 78.65%	\$ 49,736,713.88	\$ 3,191,764.62	\$ 52,928,478.50
I&S 0.0380 / 0.1780 = 21.35%	13,499,965.20	866,335.87	14,366,301.07
Total	\$ 63,236,679.08	\$ 4,058,100.49	\$ 67,294,779.57

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



October 19, 2018

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Shirley A. Reed, President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

Dear Mrs. Reed,


Enclosed please find the 2018 Tax Roll Totals for your district.

Be advised these totals do not include totals for accounts currently under protest. Those totals will be added once the protests are resolved.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,


Pablo (Paul) Villarreal Jr., PCC
Hidalgo County Tax Assessor-Collector

Xc: Hon. Maria Arcilia Duran, CPA
Hidalgo County Auditor



2804 S. Bus. Hwy 281 • Edinburg, Texas 78539

SOUTH TEXAS COLLEGE

ENTITY

The Following information is furnished as requested.

NOTE: IT IS IMPORTANT YOU COMPLETE EACH SECTION SEPARATELY.

Itemized 2018 Tax Rate (per \$100 valuation):

(A) Maintenance and Operation (M and O) \$ 0.1400

(B) Debt Service (I and S) \$ 0.0380

Total TAX RATE (A + B) FOR 2018 \$ 0.1780

Total TAX LEVY FOR 2018 \$ 63,236,679.08

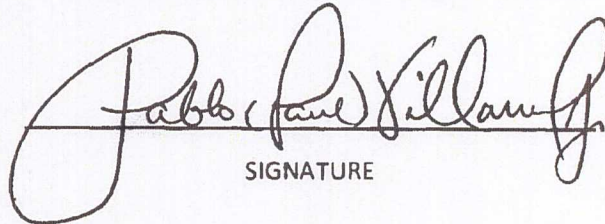
Effective Tax Rate 2018 \$ 0.1819

Rollback Tax Rate 2018 \$ 0.1891

Average Residential Value 2018 \$ 101,389

10-5-18

DATE


SIGNATURE

HIDALGO COUNTY TAX ASSESSOR-COLLECTOR

TITLE

PLEASE RETURN AS SOON AS POSSIBLE TO:

HIDALGO COUNTY APPRAISAL DISTRICT
Attn: Lydia Elizondo, Finance/Personnel Director
PO BOX 208
EDINBURG, TX 78540-0208
FAX: (956) 289-2120

ENTITY South Texas College
 JURISDICTION 55

2018

EXEMPT VALUE (EXXV)		TOTAL PARCELS	340,052
AG EXCLUSION	4,101,512,185	TOTAL MARKET VALUE	46,717,729,280
HS CAPPED AMOUNT	190,116,120	TOTAL EXEMPT PROPERTY	- 10,516,524,849
ABATED AMOUNT		TAXABLE VALUE	= 36,201,204,431
FREEPORT VALUE	469,402,797	TAX RATE PER \$100	* 0.1780
HB366 VALUE	55,910	LEVY (Before Frozen Levy Loss)	= 64,438,143.89
POLLUTION VALUE	61,637,363	LEVY LOSS DUE TO FREEZE	- 1,262,817.20
CHDO EXEMPTION	12,138,822	LATE AG	+ 2,675.06
PRO CHARITABLE ORG	1,078,767	LATE RENDITION	+ 58,666.02
PRO CHARITBLE FUNCT	73,271	LEVY	= 63,236,667.77
VETERAN FULL EXEMP	200,520,227	TOTAL LEVY (From TC502)	= 63,236,679.08
HOMESTEAD OVER 65 HOMESTEAD EXEMPTION OVER 65 HOMESTEAD SURVIVING SPOUSE		VARIANCE	+/- -11.31
DISABLED			
VETERAN EXEMPTIONS SURVIVING SPOUSE 1ST RESPONDER	39,283,264 65,821		
PRORATED EXXV	5,297,508,532		
PRORATED EXXA			
PRO MISC EXEMPTS	32,877,668		
PRO YOUTH ASSOC	668,255		
SOLAR EXEMPTION	31,730		
PRO SCHOOLS	32,242,586		
EXEMPT	56,883,928		
PRO NON PROFIT	17,240,789		
CHARITABLE ORG	2,039,175		
VET CHARITABLE HS DP			
PRORATED EXXL	1,147,639		
TOTAL EXEMPT PROPERTY	10,516,524,849		

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

November 19, 2018

Dr. Shirley A. Reed, President
South Texas College
P.O. Box 9701
McAllen, Texas 78502

Dear Dr. Reed:

Enclosed please find the 2018 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Maria Ameida Salinas
Starr County Tax Assessor/Collector



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

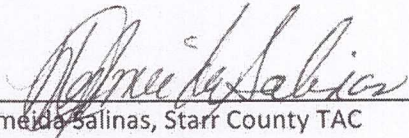
11/19/2018

2018 Starr County Tax Levy

Entity	Tax Levy
Starr Co. M&O	\$ 10,687,631.98
Starr Co. FM/FC	\$ 5,189,673.14
Starr Co. Drainage District	\$ 278,306.21
City of Escobares	\$ 140,828.37
Starr Co. Memorial Hospital	\$ 5,847,628.83
South Texas College	\$ 4,058,100.49



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR


Ameida Salinas, Starr County TAC

2018 CERTIFIED TOTALS

Property Count: 83,850

62 - SO TEXAS COLLEGE
ARB Approved Totals

7/20/2018 4:38:30PM

Land		Value				
Homesite:		148,403,607				
Non Homesite:		309,364,715				
Ag Market:		1,275,652,917				
Timber Market:		0		Total Land	(+)	1,733,421,239
Improvement		Value				
Homesite:		675,793,560				
Non Homesite:		199,756,338		Total Improvements	(+)	875,549,898
Non Real		Count	Value			
Personal Property:		3,783	1,198,992,650			
Mineral Property:		30,452	321,680,770			
Autos:		0	0	Total Non Real	(+)	1,520,673,420
				Market Value	=	4,129,644,557
Ag	Non Exempt	Exempt				
Total Productivity Market:	1,275,652,917	0				
Ag Use:	70,140,859	0		Productivity Loss	(-)	1,205,512,058
Timber Use:	0	0		Appraised Value	=	2,924,132,499
Productivity Loss:	1,205,512,058	0				
				Homestead Cap	(-)	34,274,965
				Assessed Value	=	2,889,857,534
				Total Exemptions Amount (Breakdown on Next Page)	(-)	709,229,118
				Net Taxable	=	2,180,628,416

Freeze	Assessed	Taxable	Actual Tax	Ceiling	Count			
DP	36,746,871	35,715,812	48,785.39	49,985.00	1,034			
OV65	112,040,406	109,839,503	159,529.74	162,463.32	3,082			
Total	148,787,277	145,555,315	208,315.13	212,448.32	4,116	Freeze Taxable	(-) 145,555,315	
Tax Rate	0.185000							
						Freeze Adjusted Taxable	= 2,035,073,101	

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE * (TAX RATE / 100)) + ACTUAL TAX
 3,973,200.37 = 2,035,073,101 * (0.185000 / 100) + 208,315.13

Tax Increment Finance Value: 0
 Tax Increment Finance Levy: 0.00

2018 CERTIFIED TOTALS

Property Count: 83,850

62 - SO TEXAS COLLEGE
ARB Approved Totals

7/20/2018

4:39:06PM

Exemption Breakdown

Exemption	Count	Local	State	Total
AB	5	602,139,975	0	602,139,975
DP	1,072	0	0	0
DV1	39	0	177,990	177,990
DV2	18	0	139,940	139,940
DV3	17	0	151,180	151,180
DV4	153	0	1,560,567	1,560,567
DVHS	73	0	4,372,272	4,372,272
EX	1,791	0	99,383,836	99,383,836
EX-XV	8	0	832,488	832,488
EX366	6,073	0	365,130	365,130
HS	12,752	0	0	0
OV65	3,293	0	0	0
OV65S	18	0	0	0
PC	1	105,740	0	105,740
Totals		602,245,715	106,983,403	709,229,118

Review and Acceptance of Internal Audit Report in the Area of Fleet Fuel Card Use

Mr. Khalil Abdullah, Internal Auditor, attended the November 6, 2018 Finance, Audit, and Human Resources Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Fleet Fuel Card Use.

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

The Finance, Audit, and Human Resources Committee reviewed the internal audit report on November 6, 2018. The committee was not asked for a formal recommendation of Board acceptance or other action.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Report in the area of Fleet Fuel Card Use as presented.

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

The Board of Trustees accepts the Internal Audit Report in the area of Fleet Fuel Card Use as presented.

Approval Recommended:

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

OFFICE OF INTERNAL AUDITS
FLEET FUEL CARD USE AUDIT REPORT



**SOUTH TEXAS
COLLEGE**



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AUDIT SCOPE & METHODOLOGY	4
AUDIT RESULTS.....	5
CONCLUSION.....	6

EXECUTIVE SUMMARY

The Fleet Fuel Card Use Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2018 Audit Plan. The audit included a review of the internal controls established by the Business Office as well as other departments that utilize fuel cards.

The objective of the audit is to evaluate the adequacy and effectiveness of the system of internal controls over the use of the College's fuel cards.

The scope of the audit included activity from September 1, 2016 through December 31, 2017. The audit was not designed or intended to be a detailed study of every relevant control system, procedure, or transaction. The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the Business Office established an adequate system of internal controls over the use of fuel cards. The College Business Office's Account Payable has established effective monitoring controls that include a detailed review of monthly fuel card transactions as well as the preparation of the fuel usage analysis report. In addition to the controls established within the Business Office, the departments that utilize the Colleges fuel cards have established several controls including, formal written procedures for the proper use of the cards as well as physical safeguards to secure the cards from unauthorized use. The cards also have built in controls that require individuals to input a unique personal identification number as well as the vehicles current mileage prior to their use. We observed the following internal controls related to the use of the fuel cards:

- Completion of monthly account reconciliations including management's review evidenced by multiple layers of approvals;
- Completion of the fuel usage analysis report;
- Fuel cards secured in a safe or double lock (e.g. locked desk in a locked office) while stored at the department level;
- Sign-out/sign-in logs that require the user to record several pieces of information with each use (e.g. date, current mileage, amount of the transaction, etc.);
- Document retention for all fuel card transactions (e.g. logs, receipts, etc.)



BACKGROUND

South Texas College uses several fuel cards to purchase gasoline for police vehicles, transport buses, filling gas containers needed to run lawnmowers, weed eaters, and to fuel up sport utility vehicles. The vendors, USA Band Voyager Fleet (Voyager) and Writher Express (Exxon) supply the cards and issue monthly transaction statements to the Business Office.

The majority of cards are issued by Voyager which are used to pay for refueling vehicles (e.g. police patrol units, transportation buses, central receiving vehicles, etc.) while the Exxon cards are used primarily to fill the gasoline storage tanks. Once a vehicle is purchased it is assigned a fuel card. Each time the Voyage fuel card is used, the employee is required to input a personal identification number (PIN) along with the vehicles current mileage. Some of the Voyager card users maintain cards within the department, while other users rely on the Business Office to maintain their cards and sign-out the cards when needed. A list of the departments that utilize the fuel cards is provided in the table below:

Department	Financial Manager	Maintained at the dept. or with the Business Office
Facility Maintenance	Asst. Director of Facilities Maintenance Services	Business Office
Educational Technologies	Director of Educational Technologies	Business Office
Fire Science	Law Enforcement Instructor	Card kept at Department
Emergency Medical Technology (EMT)	Emergency Medical Technology Instructor	Business Office
Planning & Construction	Director of Facilities Planning & Construction	Business Office
Student Activities & Wellness	Director of Student Activities & Wellness	Card kept at Department
Distribution Center	Director of Purchasing	Card kept at Department
Campus Police	Chief Admin. for Dept. of Public Safety	Card kept at Department
Law Enforcement	Chief Admin. for Dept. of Public Safety	Card kept at Department
Safety & Security	Chief Admin. for Dept. of Public Safety	Card kept at Department
Student Transportation Services	Chief Admin. for Dept. of Public Safety	Card kept at Department



The College's total fuel card costs over the past four fiscal years can be seen in the table below:

Fiscal Year	Total Annual Fuel Cost	Increase/(Decrease) over Prior Year	Percentage Increase over Prior Year
2015	\$69,987	-	-
2016	\$86,381	\$16,397	23%
2017	\$103,615	\$17,234	20%
2018	\$147,033	\$4,418	42%

AUDIT OBJECTIVE

The objective of the audit is to evaluate the adequacy and effectiveness of the system of internal controls over the use of the College's fuel cards.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from September 1, 2016 through December 31, 2017. To accomplish the audit objective, the Internal Auditor performed the following:

- Interviewed employees to obtain a better understanding of existing internal controls;
- Obtained and reviewed agreed-upon procedures report "In The Area of Fuel Cards & Related Expenditures" dated August 15, 2008;
- Obtained and reviewed 'Section H Chapter 7 Fuel Cards' from Accounts Payable;
- Reviewed the Business Office fuel card reconciliations and fuel usage analysis reports;
- Examined support documentation (e.g. receipts, gas logs, usage and irregularities analysis worksheet, usage analysis worksheets, etc.);

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

AUDIT RESULTS

Physical Safeguards & Transaction Support Documentation:

The departments that control their own fuel cards (e.g. maintain full control of fuel cards within the dept.) are responsible for establishing their own system of internal controls for safeguarding the cards against unauthorized use as well as ensuring that sufficient documentation is maintained such as transaction receipts, fuel usage logs, sign-out logs, etc.

The Department of Public Safety (e.g. campus police, law enforcement, safety & security, and student transportation services) along with the Receiving & Distribution Services departments account for approximately 80% of the College's fuel card transaction costs each month. We selected both departments and interviewed employees to develop a better understanding of the department's controls over their use of fuel cards. Additionally, we completed a walk-through of each department to observe physical safeguards in place to secure the cards. We determined that each of the departments established formal written procedures to help ensure that the cards were used appropriately, secured the fuel cards against unauthorized use, and maintained sufficient documentation to support each authorized fuel card transaction. No exceptions were noted.

Monitoring:

Monitoring fuel card transactions helps to ensure that errors or fraudulent transactions are identified and immediate actions can be taken to resolve identified issues. The College's Business Office Accounts Payable department is responsible for monitoring all fuel card transactions. In addition to monitoring the fuel card transactions through the completion of monthly reconciliations, Accounts Payable employees prepare reasonableness tests such as the fuel usage analysis reports which compares each vehicle's tank capacity to the number of gallons of fuel purchased. Accounts Payable employees also work with the departments to resolve identified discrepancies, such as the following:

- Instances where the amount of fuel exceeds the recorded vehicle fuel tank capacity;
- Instances in which the wrong fuel card is used - each fuel card is assigned to a vehicle therefore if the wrong card is used to fuel up a different vehicle the Business Office will question the transaction;
- Instances in which the departments fail to submit transaction support documentation.



We selected a sample of months within the audit scope (e.g. November 2016, March and September of 2017) and reviewed support documentation in order to verify the completion of fuel card reconciliations. For each of the months selected, we confirmed that a fuel card reconciliation was completed and signed-off by the employee that prepared the document, the preparer's supervisor, as well as the Comptroller. The Business Office was able to provide sufficient documentation to support that monthly fuel card transactions were reconciled, reviewed and approved. No exceptions were noted.

CONCLUSION

Overall it was determined that the Business Office established an adequate system of internal controls over the use of the College's fuel cards. Additionally, the departments that incur the majority of fuel card expenditures have also established an adequate system of controls. The Business Office actively monitors all fuel card transactions by conducting fuel usage analysis reports as well as monthly reconciliations. Completed reconciliations are reviewed and signed-off by management. Both the Business Office and the individual departments have established formal written procedures over the appropriate use of fuel cards.

10/23/2018

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

10/23/2018

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

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

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

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

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

Campus Specific Warranty Items:

1. Starr County Campus - Thermal Plant Vault Water Issue
2. Regional Center for Public Safety Excellence – Parking and Site Improvements Asphalt failures at Cityscape drives

There were no recommendations from the Facilities Committee, and no action is expected.

2013 Bond Construction Program Warranty Items - Action Plan
October 9, 2018 Facilities Committee Meeting
as of October 25, 2018

#	Description of Issues	Responsible Parties	Status	Due Date	Resolution / Action Item
<i>Starr County Campus</i>					
1	Thermal Plant - Vault Water Issues	Sigma HN, Siemens, and D. Wilson	Pending	8/31/2018 10/31/2018	<p>5/14/18: Notified contractor and engineer of first rain event with pictures showing how the vault was completely submerged underwater</p> <p>6/25/18: Warranty request issued for this item after a second rain event occurred which caused the vault to become fully submerged underwater</p> <p>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</p> <p>7/09/18: Contractor requested for the owner to provide a response to an RFI on how to proceed.</p> <p>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</p> <p>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.</p> <p>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.</p> <p>8/08/2018: Broaddus & Associates forwarded Engineer's response to the CM@R and to the Controls subcontractor.</p> <p>8/8/2018: D. Wilson subcontractors have responded to the Engineer's response clarifying controls.</p> <p>8/9/2018: Awaiting response from D. Wilson regarding water infiltration into the vault.</p> <p>8/21/2018(Weekly Meeting): B&A reported that D. Wilson is correcting this item</p> <p>8/28/2018: B&A to verify with engineers that corrective work is complete.</p> <p>9/26/2018 (Board Meeting): B&A reported to the Board that Sigma HN Engineers had verified that the vault was still not properly sealed. D. Wilson will need to seal vault as per the contract document. College staff had submitted a second warranty request to repair the vault.</p> <p>10/2/2018:D.Wilson has made a third attempt to properly seal the vault but based on FPC staff observations, water is still entering the vault.</p> <p>10/16/2018: B&A is working with Sigma HN Engineers on the status of an acceptable remediation. B&A has not received a further comment from D. Wilson.</p> <p>10/30/2018:B&A reported to the Board that D. Wilson would be engaging a third party engineer to provide an option for remediating the vault and would consult with Engineer of Record and B&A for approval.</p> <p><i>11/29/2018: B&A is currently working with Sigma HN Engineers and D.Wilson to find a solution to remediating the vault.Options are being discussed.</i></p>
2	RCPSE PSI- Asphalt failures at Cityscape drives	Noble Texas Builders	Pending	8/27/2018 10/31/2018	<p>7/10/2018: Site visit noted that cracks were on asphalt paving</p> <p>7/19/2018: B&A instructed College staff to issue a warranty request for the asphalt cracks</p> <p>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..</p> <p>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.</p> <p>8/7/2018 (Weekly Meeting): B&A stated that the work was still under warranty and Noble Texas Builders would be repairing the damage</p> <p>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.</p> <p>8/28/2018(Board Meeting: B&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</p> <p>9/26/2018(Board Meeting);B&A updated the Board that Dannenbaum a letter recommending forensic testing to be done by the Geotechnical & Material testing lab, Raba-Kistner, inc.. B&A has contacted Raba-Kistner for a proposal to do the recommended testing.</p> <p>10/2/2018: B&A met with Raba-Kistner, Inc. on Tuesday and requested a proposal to conduct an assessment of the asphalt and base material of the existing cityscape drives.</p> <p>10/16/2018: B&A had provided the proposal from Raba-Kistner, Inc. and the College has prepared a requisition. B&A has also contacted Dannenbaum to perform the topographic survey as recommended by Raba-Kistner, Inc.</p> <p><i>10/30/2018:B&A reported to Board that approval for additional services from Raba-Kistner, Inc.were approved and Dannenbaum was performing the As-Built topographic survey of the area surrounding the City Scape area.</i></p> <p><i>11/29/2018 B&A has recieved an As-Built topographic survey and a written response from Dannenbaum. A meeting is scheduled for Friday, November 30, 2018 with the project team and Raba-Kistner to meet on site to review the survey and existing site conditions.</i></p>

Review and Action as Necessary on Substantial Completion for the Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E & J Crisis Management Center Generator

Approval of substantial completion for the following Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E & J Crisis Management Center Generator projects is requested.

	Project	Completion Recommended	Date Received
1.	Pecan Plaza Emergency Generator and Wiring Engineer: DBR Engineering Construction Manager at Risk: McDonald Electric	Substantial Completion Recommended	TBD-Week of November 5, 2018
2.	Starr County Campus Buildings E & J Crisis Management Center Generator Engineer: DBR Engineering Construction Manager at Risk: McDonald Electric	Substantial Completion Recommended	September 20, 2018

Pecan Plaza Emergency Generator and Wiring

DBR Engineering and college staff visited the site and developed a construction punch list. The contractor is pending a factory start-up for the generator, which is expected to be performed during the week of November 5, 2018. A draft Certificate of Substantial Completion has been issued and will be finalized once pending work is completed.

Starr County Campus Buildings E & J Crisis Management Center Generator

DBR Engineering and college staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the engineer on September 20, 2018. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

Enclosed is a copy of the Substantial Completion Certificate for the Starr County Campus Buildings E & J Crisis Management Center Generator and a copy of the Substantial Completion Certificate for the Pecan Plaza Emergency Generator and Wiring.

On November 6, 2018, the Facilities Committee refrained from recommending Board action on this item, pending delivery of a signed copy of the Substantial Completion Certificate for the Pecan Plaza Emergency Generator and Wiring portion of the project. That certification has since been finalized, and staff has received the necessary documentation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion for the Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E & J Crisis Management Center Generator projects as presented.

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

The Board of Trustees approves and authorizes substantial completion for the Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E & J Crisis Management Center Generator projects as presented.

Approval Recommended:

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



AIA[®] Document G704[™] – 2000

Certificate of Substantial Completion

PROJECT:*(Name and address)*

Starr County Campus – Building E
&J Crisis Management Center
Generator
142 FM 3167
Rio Grande City, TX 79852

PROJECT NUMBER: 178003.000/**CONTRACT FOR:** General Construction**CONTRACT DATE:** September 10, 2018OWNER: ARCHITECT: CONTRACTOR: FIELD: OTHER: **TO OWNER:***(Name and address)*

South Texas College
3201 West Pecan Boulevard
McAllen, Texas 78501

TO CONTRACTOR:*(Name and address)*

C.F. McDonald Electric, Inc.
5044 Timber Creek Dr.
Houston, Texas 77017

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty**Date of Commencement**

DBR Engineering Consultants,
Inc

09/20/2018

ARCHITECT

BY

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Zero (0) days from the above date of Substantial Completion.

C.F. McDonald Electric, Inc.

09/20/2018

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at _____ (time) on _____ (date).

South Texas College

09/20/2018

OWNER

BY

DATE



AIA® Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
South Texas College - Pecan Plaza
– Emergency Generator

PROJECT NUMBER: 168025.000/
CONTRACT FOR: Construction Contractor
CONTRACT DATE: September 10, 2018

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO OWNER:
(Name and address)
South Texas College
3201 West Pecan Boulevard
McAllen, Texas 78501

TO CONTRACTOR:
(Name and address)
C.F. McDonald Electric, Inc.
5044 Timber Creek Dr.
Houston, Texas 77017

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

DBR Engineering Consultants,
Inc

ARCHITECT

BY

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Zero (0) days from the above date of Substantial Completion.

C.F. McDonald Electric, Inc.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at _____ (time) on _____ (date).

South Texas College

OWNER

BY

DATE

Review and Action as Necessary on Contracting Architectural Services for the Pecan Campus Information Technology Building M Office and Work Space Renovation

Approval to contract architectural design services to prepare plans for the Pecan Campus Information Technology Building M Office and Work Space Renovation project is requested.

Purpose

The proposed Pecan Campus Information Technology Building M Office and Work Space Renovation project is needed to renovate four (4) existing classrooms totaling 4,222 square feet into office spaces on the second floor of Building M to be used for relocating staff from the Institutional Research & Effectiveness and Research & Analytical Services departments, currently located at Pecan Plaza. The design scope of work includes, but is not limited to design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The procurement of an architect will allow for the architect to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Facilities Committee with a proposed recommendation to the Board to award a construction contract.

Background

On October 22, 2018, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Pecan Campus Building M Office and Work Space Renovation project. A total of twenty-two (22) firms received a copy of the RFQ and a total of seven (7) firms submitted their responses on October 29, 2018.

Funding Source

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

Pecan Campus Information Technology Building M Office and Work Space Renovation Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$32,400	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$324,000	Actual cost will be determined after the solicitation of construction proposals.

Reviewers

College staff from the Facilities Planning & Construction and Purchasing departments completed evaluations for the seven (7) firms and prepared a scoring and ranking summary; as a result of these evaluations, Boultinghouse Simpson Gates Architects is recommended for Board approval.

Enclosed Documents

Enclosed are the scoring and ranking summaries and plans indicating the areas of the proposed renovations for the Board's review and information.

On December 4, 2018, the Facilities Committee recommended Board approval to contract architectural design services with Boultinghouse Simpson Gates Architects for preparation of plans and specifications for the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with Boultinghouse Simpson Gates Architects for preparation of plans and specifications for the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented.

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

The Board of Trustees approves and authorizes contracting architectural design services with Boultinghouse Simpson Gates Architects for preparation of plans and specifications for the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented.

Approval Recommended:

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

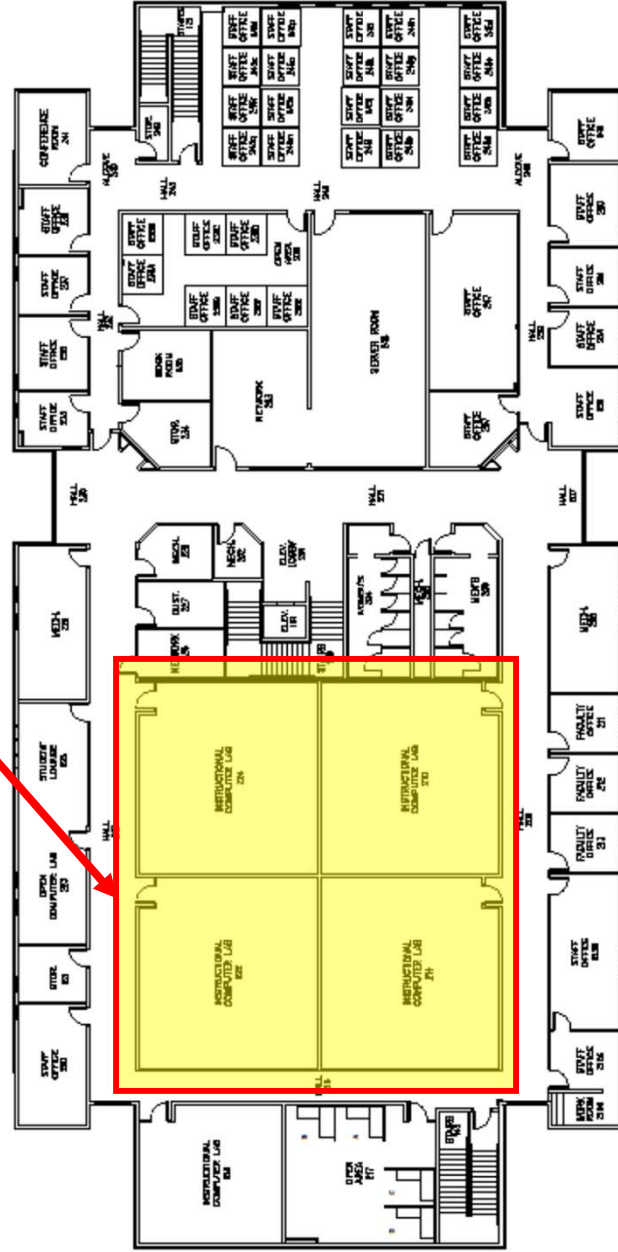


Project
Location



**PECAN CAMPUS
INFORMATION TECHNOLOGY BUILDING M SECOND FLOOR**

Project Area

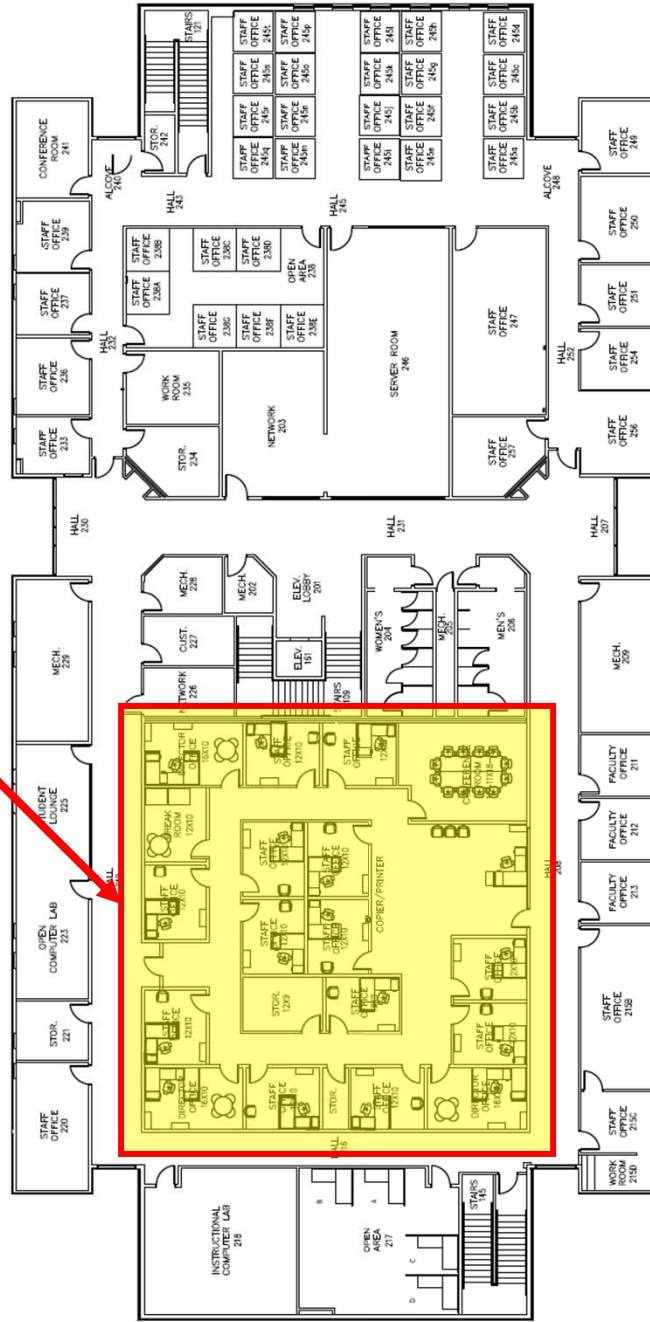


PECAN CAMPUS
BLDG. M SECOND FLOOR

Approximately 4,284 sqft.
EXISTING FLOOR PLAN

PECAN CAMPUS INFORMATION TECHNOLOGY BUILDING M SECOND FLOOR

Project Area



PECAN CAMPUS
BLDG. M SECOND FLOOR

PROPOSED FLOOR PLAN

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 18-19-1032**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
ADDRESS	307 S Main St	3301 N McColl Rd	220 S Bridge St	3700 N 10th St	204 E Stubbs St	200 S 10th St Ste 1602	1801 S 2nd St Ste 330
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78504	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78503
PHONE	956-464-8258	956-630-9494	956-843-2987	956-686-0100	512-461-8810	956-631-8227	956-994-1900
FAX		956-630-2058		956-622-7313			
CONTACT	Erasmus Eli Alvarado III	Danny Boultinghouse	Eduardo G. Vela	Raymond Gignac	David Negrete	Sam R. Garcia	Laura N. Warren
3.1 Statement of Interest							
3.1.1 Statement of Interest for Project	Pointed out that their team members have prior experience working in South Texas and that the selection of the consultants was based on their relevant experience and working relationship with South Texas College.	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 18 years and therefore the familiarity of STC's requirements and expectations.	The firm emphasized their quality control program in their projects. They indicated that they are immediately available to perform design needs for the college.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that sustainable design is a regular practice for the firm.	Indicated that their qualifications demonstrates a long resume of conversion, repurpose and renovation of facilities.	Indicated they are looking forward to the opportunity to work closely with STC and show the firm's capabilities. Stated they are available and well-qualified for this project.	Pointed to the recent work the firm provided to STC and welcome the opportunity to continue providing services.
3.1.2 History and Statistics of Firm	- Firm founded in 1991 - Pointed out 25+ years of experience	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Established in 1994 - Specializes in educational facilities	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988	- Offices in Austin and Edinburg - Principal has 30+ years experience - Established in 2003	- Founded in 2013 - Based in McAllen, TX	- Established in 2004 - Offices in McAllen and Austin
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated that firm offers multiple services within a single source, which allows increased flexibility to react quickly to a variety of options and considerations.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Pointed out the following four items that sets firm apart: 1) local firm which always makes itself available; 2) personalized attention at every phase of project; 3) collaboration between all members of design team; and 4) emphasis on design of construction documents to minimize changes.	Pointed out the firm's experience with educational facilities. Cited the firm's design of facilities in the Rio Grande Valley and their familiarity with geotechnical and civil engineering firms and their understanding of local codes and ordinances.	Pointed out the 18+ year collaboration with one of the engineering firms in office conversion projects and how this has resulted in delivery of design and construction document excellence.	Cited the principal's 15 years' experience and his personal involvement in a project throughout the entire process.	Indicated that the firm is known state-wide for educational and research facility design.
3.1.4 Statement of Availability and Commitment	Indicated their team is ready to begin work on the project immediately and ready to provide the proposed staff and any other resources necessary to perform architectural services to this project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Stated that they are available for any planning and design work for South Texas College.	Stated that they will commit the work force necessary to complete project within the designated schedule.	Indicated that the firm will commit to having the staff available according to the schedules determined.	Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.	Indicated their commitment to allocate the best members of the staff to STC projects.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 18-19-1032**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
3.2 Prime Firm							
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Erasmo D. Alvarado, Jr - President - Erasmo Eli Alvarado, III - Vice President - Pedro G. Ayala - Associate - Mario Garza, Jr - Project Manager	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following: - Eduardo G. Vela, President/Registered Architect - Alejandra Mina, Senior Project Manager - Rebecca Acuña, Project Manager - Ramiro E. Ramos, Project Manager - Yahaira N. Davila, Project Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/Project Director - Rolando Garza, Architectural Design Manager - Carolyn James, Interior Designer - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - David Majda, Construction Administrator - Ana Salas-Luksa, Architectural Associate - Richard Tagle, Construction Manager	Included resumes for the following staff: - David N. Negrete, Principal Partner - Andres L Mata, Jr., Project Manager - Esteban Zamora, Project Designer - Bruce W. Menke, Project Manager - Jason T. George, Architect Project Manager	Included resumes for the following: - Sam R. Garcia, Principal in Charge - Fernanda Aragon, Project Manager - Sergio Castillo, Production Manager	Included resumes for the following staff: - Laura Nassri Warren - President/Principal - Andrina De Anda - Associate Architect Director - Natanael Perez - Senior Project Manager - Maritza Cardenas - Senior Project Manager - Crystal Chavez - Project Manager - Nicole Reyman - Architectural Intern
3.2.2 Project Assignments and Lines of Authority	Duties and time assignments for each staff member were included, with 100% commitment from three of the named staff and 50% for the fourth named staff member.	Lines of authority and assignments within firm are shown in an organization chart that includes eight staff members.	Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.	Lines of authority and assignments within firm are shown in an organization chart that includes six staff members.	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Indicated duties and time assignments for the key team members.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table. Time assignments for most of the staff range from 40% to 80%.
3.2.3 Prime Firm proximity and meeting availability	Firm is located in Donna, TX which is only 20 minutes away from the STC Pecan Campus.	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Firm is local located in Hidalgo, Texas. Indicated that their proximity has allowed them to immediately meet to resolve any unforeseen circumstances.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Firm is located within 11 miles of the work site.	Indicated that he firm is 2.5 miles away from the Pecan Campus.	Firm is located in McAllen and is about 10 minutes from STC Pecan Campus.
3.2.5 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation.	Firm did not address this item.	Indicated that firm has not been involved in litigation disputes.	Indicated they are not currently involved in any litigation that will affect ability to provide services.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that firm has not been involved in litigation disputes.
3.3 Project Team							
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - M Garcia Engineering - Civil - Chanin Engineering - Structural - Jones*DBR-MEP	Included organization chart which showed the following consultants: - Halff Associates - MEP - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity MEP Engineering - MEP	Included organization chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Sigma - MEP - Melden & Hunt - Civil	Included organizational chart showing prime firm and the following consultant: - HALFF Associates - MEP & Structural Engineering	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Halff Associates - Mechanical Engineering	Included organizational chart showing prime firm and the following consultants: - Solorio - Structural - DBR Engineering - MEP Engineer

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 18-19-1032**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
3.4 Representative Projects							
3.4.1 Minimum of 5 projects firm has worked on	<ul style="list-style-type: none"> - South Texas College - Pecan Plaza Police Department Headquarters Renovation (\$864,000) - UTB Texas Southmost College - Oliveira Library Interior Renovations (\$1,700,000) - Texas A&M University at Kingsville - BES 100 Interiors Modifications (\$368,000) - Laredo Community College - Second Campus (\$35,000,000) 	<ul style="list-style-type: none"> - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - UTRGV - Haggar Building Renovation (\$2,200,000) - STC - Building D Auditorium Remodel (\$565,802) - STC - 2501 Pecan Plaza Renovation (\$2,026,926) - UTRGV - Annex Building Renovation (\$2,727,000) 	<ul style="list-style-type: none"> - Mission CISD - Mission Collegiate High School (\$13,626,000) - Roma ISD - Anna S Canavan Elementary School (\$14,495,610) - PSJA ISD - New Garza-Peña Elementary School (\$12,446,800) - City of Hidalgo - Rio Grande Valley Border Security and Technology Training Center (\$1,866,903) - Hidalgo ISD - Diaz Jr. High & Hidalgo Early College High School New Learning Resource Centers (\$2,830,000) 	<ul style="list-style-type: none"> - Cameron County - Courthouse Administrative Addition / Annex (\$2.4 million) - Region One ESC - Laredo & Edinburg Offices (\$1.6 million) - Datalogic - Administrative Office Repurpose / Renovation (\$1.2 million) - Del Mar College - Emerging Technology Expansion (\$8 million) - Susser Holdings - Stripes Headquarters & Service Center - (\$2.4 million) 	<ul style="list-style-type: none"> - UTRGV - Marialice Shary Shivers (Mass) Administration Building Interior Renovations (\$2,345,000) - UTPA - UTPA Health Sciences Center (\$1,600,000) - City of McAllen - McAllen Transnational Intelligence / Anti-Gang Center (\$2,500,000) - Washington Alliance Capitol - GSA/ICE Big Spring Area Office (\$4,200,000) - Edinburg CISD - Central Administration Building and Network Operating & IT Training Center (\$10,200,000) 	<ul style="list-style-type: none"> - Bicentennial Crossing, LTD - College of Health Care Professions (\$2,400,000) - IDEA Public Schools IDEA Camp Rio (\$15,000,000) - Rio Vista Ambulatory Surgery Center, LLC - Rio Vista Surgery Center (\$1,092,356) - Cavazos Sports Institute (\$1,200,000) 	<ul style="list-style-type: none"> - South Texas College - Student Activities and Cafeteria Building (\$6,897,227) - UTRGV-DHR - Multi-Disciplinary Medical Research Facility (\$36,000,000) - City of McAllen - McAllen Miller International Airport Renovations and Additions (\$26,000,000) - Mission EDC - CEED Mission Economic Development Corporation (\$3,602,638) - Juan Diego Academy - Juan Diego Academy Catholic Regional High School, Gymnasium Building & Campus Master Plan (\$1,719,000)
3.5 References							
3.5.1 References for five projects	<ul style="list-style-type: none"> - Taft ISD - Weslaco ISD - Mission CISD - UTRGV - Texas State Technical College - Texas Southmost College 	<ul style="list-style-type: none"> - University of Texas Pan American - City of McAllen 	<ul style="list-style-type: none"> - PSJA ISD - Mission CISD - Roma ISD - Hidalgo ISD - City of Hidalgo 	<ul style="list-style-type: none"> - Del Mar College - City of Corpus Christi - PSJA ISD - Corpus Christi ISD - La Joya ISD 	<ul style="list-style-type: none"> - UT-Rio Grande Valley - Edinburg CISD - Washington Alliance Capital - City of McAllen - Edinburg Transit Terminal 	<ul style="list-style-type: none"> - Bicentennial Crossing, LTD - IDEA Public Schools - Cavazos Sports Institute 	<ul style="list-style-type: none"> - UTRGV - Cantu Construction & Development Company - McAllen Miller International Airport Renovations and Additions - Mission Center for Education and Economic Development - South Texas College - Juan Diego Academy
3.6 Project Execution							
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Stated that they have implemented step-by-step procedures to ensure a project stays on schedule. Will work closely with Owner to ensure project timelines are met. Will supplement production capability to meet schedule demands, if necessary.	Reiterated the availability of the firm's staff and agree to add staff if required by project demands.	Stated their process of "architecture-by-team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project. Stated that they will acquire additional help as necessary to ensure on time delivery of project.	Indicated they are willing and able to expedite design services and construction administration. Provided very detailed project approach process and part of it addresses timely completion of project.	Indicated that they will assign staff as needed to meet STC's goals. Stated that firm is currently underutilized and fully capable of undertaking the services to meet the College's needs.	Indicated they have completed projects requiring expedited design services on projects that have accelerated time-lines. Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.	Stated that staff can be assigned to the project immediately. Are able and committed to begin work on your project the moment we receive notice of award. Indicated that team has no need to supplement production capability as they are able to provide services through all phases of the project.
Total Evaluation Points	560.40	565.60	564.00	564.00	565.20	555.40	563.00
Ranking	5	1	3	3	2	6	4

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 18-19-1032
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.							
ADDRESS	307 S Main St	3301 N McColl Rd	220 S Bridge St	3700 N 10th St	204 E Stubbs St	200 S 10th St Ste 1602	1801 S 2nd St Ste 330							
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78504	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78503							
PHONE	956-464-8258	956-630-9494	956-843-2987	956-686-0100	512-461-8810	956-631-8327	956-994-1900							
FAX		956-630-2058		956-622-7313										
CONTACT	Erasmus Eli Alvarado III	Danny Boultinghouse	Eduardo G. Vela	Raymond Gignac	David Negrete	Sam R. Garcia	Laura N. Warren							
3.1 Statement of Interest (up to 100 points)														
3.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications 3.1.2 Firm History including credentials 3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s) and key professionals	91	93.20	95	95.00	95	94.60	95	94.80	94	94.60	91	93.80	94	94.60
	93		95		95		93		93		94			
	92		93		91		93		94		92			
	95		96		98		96		97		98			
	95		96		94		97		95		94			
3.2 Prime Firm (up to 100 points)														
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	93	93.00	94	94.80	93	94.00	93	94.00	93	94.80	92	93.60	94	93.40
	91		95		95		92		95		92			
	90		91		91		92		94		94			
	96		98		96		96		97		96			
	95		96		95		97		95		94			

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 18-19-1032
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
3.3 Project Team (up to 100 points)							
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience	94	93	94	92	93	92	92
--List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s)	95	93	95	92	92	92	95
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	93	91	92	86	92	94	91
	94	94	95	93	93	96	96
	95	92	95	92	92	92	94
	94.20	92.60	94.20	91.00	92.40	93.20	93.60
3.4 Representative Projects (up to 100 points)							
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	95	95	90	93	94	90	93
	91	98	95	96	94	90	97
	91	92	88	90	94	90	91
	94	96	95	96	95	97	94
	95	96	95	95	95	92	94
	93.20	95.40	92.60	94.00	94.40	91.80	93.80

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 18-19-1032
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.							
3.5 Five References (up to 100 points)														
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	95	94.20	95	94.80	94	94.80	95	94.80	96	94.60	90	90.80	94	94.00
	92		94		94		92		92		91			
	95		95		95		95		96		89			
	94		98		96		96		94		92			
	95		92		95		96		95		92			
3.6 Project Execution (up to 100 points)														
3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	93	92.60	92	93.00	94	93.80	97	95.40	94	94.40	92	92.20	93	93.60
	95		95		95		95		95		95			
	89		91		90		93		94		88			
	94		92		95		96		94		92			
	92		95		95		96		95		94			
TOTAL EVALUATION POINTS	560.40	565.60	564.00	564.00	565.20	555.40	563.00							
RANKING	5	1	3	3	2	6	4							

Review and Action as Necessary on Contracting Civil Engineering Services for the Nursing & Allied Health Campus Parking Lot 1 Resurfacing

Approval to contract civil engineering design services to prepare plans for the Nursing & Allied Health Campus Parking Lot 1 Resurfacing project is requested.

Purpose

The proposed Nursing & Allied Health Campus Parking Lot 1 Resurfacing project is part of the College's Deferred Maintenance Plan for the proper maintenance of the College's facilities. The procurement of a civil engineer will provide for design services necessary for the Nursing & Allied Health Campus Parking Lot 1 Resurfacing project. The design scope of work includes, but is not limited to design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The procurement of a civil engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On November 1, 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 Nursing & Allied Health Campus Parking Lot 1 Resurfacing project. A total of thirteen (13) firms received a copy of the RFQ and a total of seven (7) firms submitted their responses on November 15, 2018.

Funding Source

Funds for these expenditures are budgeted and available in the renewals and replacement budget for FY 2018-2019.

Nursing & Allied Health Campus Parking Lot #1 Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$25,000	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$250,000	Actual cost will be determined after the solicitation of construction proposals.

Reviewers

College staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments completed evaluations for the seven (7) firms and prepared a scoring and ranking summary; as a result of these evaluations, R. Gutierrez Engineering Corporation is recommended for Board approval.

Enclosed Documents

Enclosed are the scoring and ranking summaries and a site plan indicating the proposed resurfacing locations for the Board's review and information.

On December 4, 2018, the Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineering Corporation for the Nursing & Allied Health Campus Parking Lot 1 Resurfacing project as presented.

Recommendation:

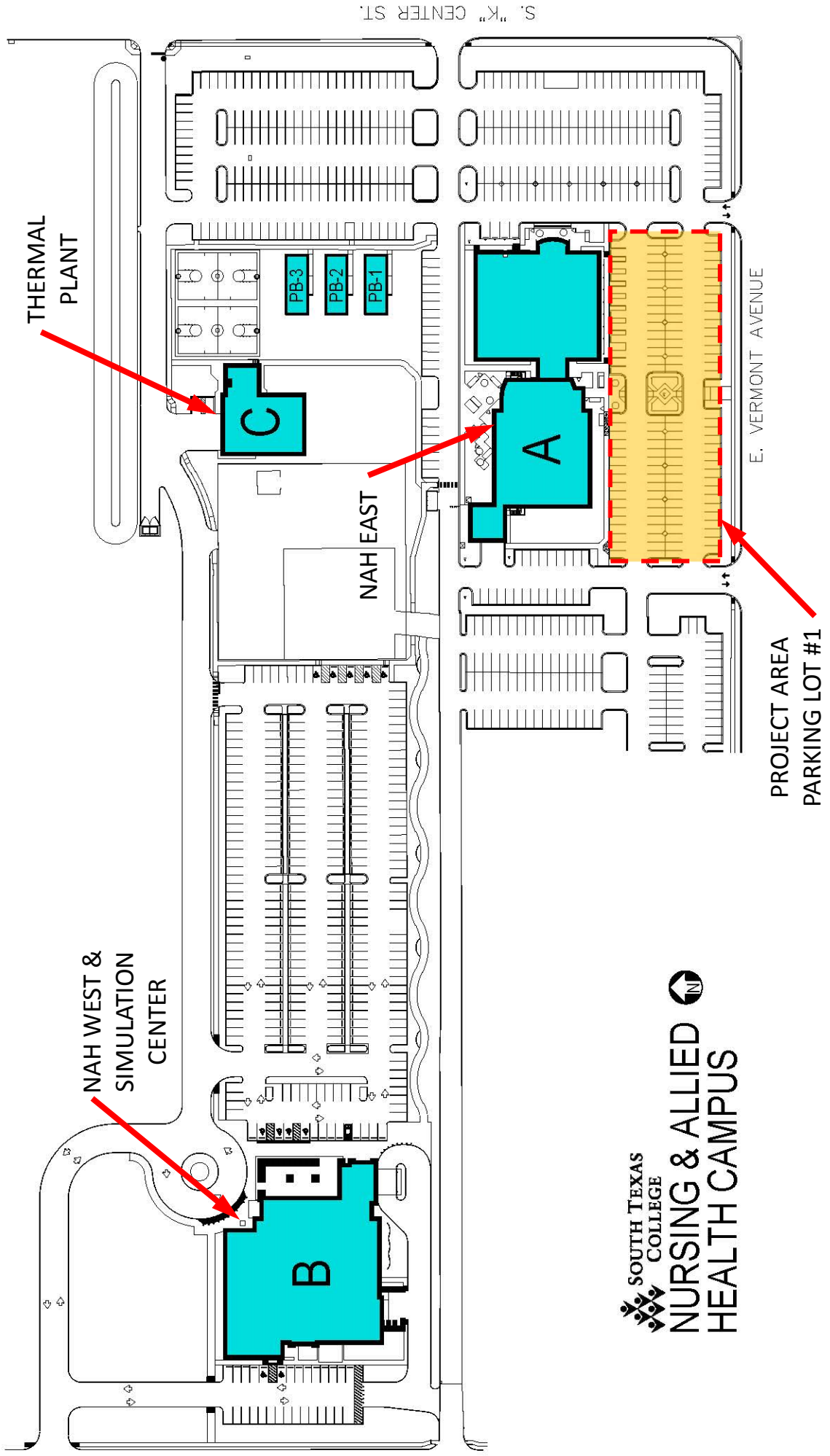
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with R. Gutierrez Engineering Corporation for the Nursing & Allied Health Campus Parking Lot 1 Resurfacing project as presented.


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

The Board of Trustees approves and authorizes contracting civil engineering services with R. Gutierrez Engineering Corporation for the Nursing & Allied Health Campus Parking Lot 1 Resurfacing project as presented.

Approval Recommended:

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




SOUTH TEXAS COLLEGE
NURSING & ALLIED HEALTH CAMPUS



**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS RESURFACE PARKING LOT #1
PROJECT NO. 18-19-1035**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
ADDRESS	1109 W Nolana Ave Ste 208	2020 E Expressway 83	416 E Dove Ave.	P O Box 5069	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500
CITY/STATE/ZIP	McAllen, Texas 78504	Mercedes, TX 78570	McAllen, TX 78504	McAllen, TX 78502	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501
PHONE	956-682-3677	956-565-4637	956-668-1588	956-227-5327	956-631-4482	956-782-2557	956-702-8880
FAX	956-686-1822	956-565-4636	956-994-8102			956-782-2558	956-702-8883
CONTACT	Richard D. Seitz	Jose L. Muñoz	Javier Hinojosa	Emigdio Salinas	J. David Perez	Ramiro Gutierrez	Samuel D. Maldonado
3.1 Statement of Interest							
3.1.1 Statement of Interest for Project	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.	Indicated that they have assembled a team and approach that will bring the proper focus and sensitivity to the Engineering services we require.	Firm submitted a summary of qualifications and experience of the firm and its principal as their statement of interest.	Stated they are very interested in assisting STC with the Nursing & Allied Heath Campus Resurface Parking lot #1. 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 firms 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. The included a listing of the firm's services.
3.1.2 History and Statistics of Firm	- Originally founded in Houston in 1945 - Texas based consulting engineering companies that has been providing professional services to municipal, State and federal agencies, and private clients for over 70 years.	- Located in Mercedes, Texas with satellite office in Houston, Texas - Has been providing services since 1973 - Staff of approx. 22 employees	- Established in 1996 - 30+ years experience	- Established in 2018 - Office located in Palmview, TX - 12+ year experience	- 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	- Established in 2008 - Located in McAllen, Texas - has four licensed engineers - has 45 total employees
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	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 may non-profit organizations.	Firm did not directly address this item.	Included their Certificate of Registration for Texas Board of Professional Engineers.	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.	Made a statement of firm's complete range of professional services they provide, including planning, design, financial analysis, surveying, permit acquisition, project management, contract administration, quality control and construction inspections.
3.1.4 Statement of Availability and Commitment	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 they can begin work immediately and stand committed to see each project to a successful completion.	Firm did not directly address this item.	Indicated that 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.	Made a general statement of committing the firm's team to work alongside South Texas College.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS RESURFACE PARKING LOT #1
PROJECT NO. 18-19-1035**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
3.2 Prime Firm							
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Wayne G. Ahrens, P.E. - Principal-In-Charge - Richard D. Seitz, P.E., Project Manager/Project Engineer/Drainage - Gustavo O. Lopez, P.E. - Nathaniel Olivarez, P.E., Project Engineer/Civil - Alejandro C. Flores, PE, CFM, D.WRE, Hydrology/Hydraulics - Arturo Garcia, EIT- Resident Engineer	Included resumes for the following staff: - Jose L. Munoz, P.E., S.I.T., President, Project Director - Rodolfo Montero, Senior Project Manager - Carlos Aguilar, R.P.L.S., Surveyor - Oscar Herrera, E.I.T - Dan Hamilton, Senior Project Manager for Construction	Included a resume for the principal: - Javier Hinojosa, P.E.	No formal resume was submitted. Firm did submit a biographical sketch of the principal in the introductory section of the statement of qualifications.	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President - Alfonso A. Gonzalez, P.E., Project Engineer	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lugo, PE, CFM - Pablo Soto, Jr. pe, RPLS, Survey Project Manager	Included resumes for the following staff: - Saul D. Maldonado, PE, SIT, Principal In Charge - Samuel D. Maldonado, PE, RPLS, RME, Survey Manager - Jessica M. Maldonado, PE, PMP, Project Manager - Ricardo A. Leal, EIT, Assistant Project Manager - Martin M. Rodriguez, Lead Drafter
3.2.2 Project Assignments and Lines of Authority	Listed key personnel, role and percent of time they can commit to this project.	Listed five key personnel who would be involved in the project and indicated the percentage time assignment for four of the named staff.	Listed 3 personnel who would be involved in the project.	Firm did not directly address this item.	Named key personnel in an organization chart.	Named two key personnel and the roles each will play in the project. Indicated that the percentage time of the project team will be as much as may be needed.	Listed five personnel and a summary of their expertise, and named the main person who would be responsible for providing services as well as the time commitment.
3.2.3 Prime Firm proximity and meeting availability	Firms McAllen office is located within three miles of the Building N on STC's Pecan Campus.	The firm is located in Mercedes, Texas. The indicated that they can respond STC quickly and efficiently for planned and unexpected meetings.	Firm did not directly address this item, but has its office in McAllen, Texas.	Firm did not directly address this item, but they are located in McAllen, 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 Nursing & Allied Health Campus within 15 minutes of leaving their office.	Firm is located in McAllen, Texas and is 7 minutes from STC.
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	Indicated "Non Applicable" on response to this item.	Indicated that they have no pending litigations.	Firm did not address this item.	Indicated they have never been in litigation or arbitration for any past or current projects.	Firm states they are not involved in any litigation.	Firm is not currently involved in any litigation.	Indicated that firm has not been involved in litigation disputes.
3.3 Project Team							
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart showing prime firm and the following consultants: - Trinity MEP Engineering - Heffner Design Team, PLLC -Anthony Covacevich Consultants -Andrew T. Heffner - Project Landscape Architect	Included organizational chart showing firm staff and indicated they would acquire Structural Engineering, Architectural, and Geotechnical subconsultants if required.	Included organizational chart showing prime firm staff and their positions. They did not include any subconsultants.	Included organizational chart showing prime firm and the following consultants (if needed): - SigmaHN Engineers - MEP - Solorio Engineering- Structural	Included organizational chart showing prime firm. Indicated they don't have a Subconsultant but if one was needed they would consult with South Texas College on their preference.	Included organizational chart showing prime firm. They did not include any subconsultants.	Included organizational chart showing prime firm. They did not include any subconsultants.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS RESURFACE PARKING LOT #1
PROJECT NO. 18-19-1035**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
3.4 Representative Projects							
3.4.1 Minimum of 5 projects firm has worked on	- La Joya ISD - Transportation Roadway Improvement Project (\$113,789.15) - La Joya ISD - Diaz Villarreal, Kika De La Garza & Bentsen Elementary (\$164,740.80) - Aguila Village Housing Development, LP - Jardines De La Fuentes Apartment Complex (\$614,747.70) - South Texas Educational Technologies, Inc. - Horizon Montessori McAllen Middle School (\$875,000.00) - South Texas College - Pecan Campus Parking Lot Expansion and Parking and Street Improvements (\$121,947.49)	- Southmost College & University of Texas at Brownsville - ITECC Remodel Project (\$2.4 Million) - Weslaco ISD - Bob Lackey Parking Lot (\$400,000) - Harlingen CISD - Parking Lot, Sidewalks and Site Improvements at Various Schools in the District (\$800,000) - City of Mercedes- Walter Collier Park (\$600,000) - International Boundary and Water Commission United States Section - Parking Lot and Site Improvements for the USIBWC Mercedes Field Office (\$50,000)	- McAllen ISD - Brown Middle School Paving Improvements (\$172,390) - McAllen ISD - Milam Elementary, Morris Middle School and Bulldog Drive (\$572,050) - McAllen ISD - Jackson Elementary and Escandon Elementary Schools (\$227,992.50) - Mission CISD - Tom Landry Stadium/Leo Najo Baseball Park Parking Lot Improvements (\$712,381) - PSJA ISD - Doedyns Elementary Paving Improvements (\$350,000)	- Hidalgo County PCT No. 4 - Sunflower Park - Brooks County ISD - 2013 Bond Project - Lasater Elementary, Jr. High School, Elementary School - City of Alton - Townsite Drainage Project - Hidalgo County Precinct No. 1 - Spanish Palm Subdivision - Hidalgo Urban County & Precinct No. 1 - East Lateral Drainage Project - Hidalgo County Urban County Program- Old La Blanca Road Project - McAllen Public Utilities Board - North McAllen Wastewater Reuse Line Improvements - City of Peñitas - New City Hall Project	- South Texas College - North Pecan Campus Infrastructure Improvements Project (\$3 Million) - South Texas College - Northeast Parking Lot - (\$414,913.10) - PSJA ISD - 320 Space Parking Lot - (\$1,800/parking space) - South Texas College - Nursing & Allied Health Center Plat and Parking Lot Addition - UTRGV - Lamar Parking Lot	- South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) - South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500) - PSJA ISD - Liberty Middle School Athletic Fields (\$3.7 Million) - PSJA ISD - Carnahan Elementary School Parking Lot Additions (\$184,497.90) - PSJA ISD - LBJ Middle School Renovations and Additions (\$1,100,000)	- Edinburg CISD - New Edinburg High School Site Civil Improvements (\$300,000.00) - Edinburg CISD - Site Civil Improvements for Anne McGee Elementary (\$150,000.00) - Edinburg CISD - Elementary Campus - Parking Lot Improvement - Brewster Elementary, Canterbury Elementary and Travis Elementary (\$300,000.00) - IDEA Academy Public Schools - Parking Lot Expansion Project (\$219,000.00) - Edinburg CISD - Economedes High School Paving Improvements Project (\$96,227.50)
3.5 References							
3.5.1 References for five projects	- Edinburg CISD - South Texas Educational Technologies - Burns Brothers LTD - City of McAllen - City of Edinburg	- City of Raymondville - Harlingen Water Works - Harlingen ISD - City of Mercedes - Mercedes Builders - County Judge - Willacy County	- McAllen ISD - Mission ISD - PSJA ISD	- Hidalgo County Urban County - City of Mission - City of Mercedes - La Joya ISD	- ERO Architects - Boultinghouse Simpson Architects - UTRGV - PSJA ISD	- PSJA ISD - City of Pharr	-City of Pharr - Hidalgo County Precinct 2 - City of Escobares - City of McAllen - Hidalgo County Urban County Program
3.6 Project Execution							
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	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.	Stated that firm has the resources to commence and to fast-track any project. They submitted a detailed description, in phases, of the methodology followed on projects.	Stated that firm has the experience, resources, personnel, knowledge and commitment to perform the services.	Stated the principal's ability to multi-task and provide and accelerate project design to meet any schedule demands STC.	Stated that firm is cognizant of deadline and schedules and will add personnel as workload increases. 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 do not foresee a need to supplement work capability, but they have the resources to do so in needs presents itself.	Stated that the staffing plan will allow the firm to focus on STC's particular project and is willing and able to expedite services and construction administration, if needed.
Total Evaluation Points	567.8	559.8	551	532	566.8	576.4	551
Ranking	2	4	5	6	3	1	5

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES - NURSING AND ALLIED HEALTH RESURFACE PARKING LOT #1
PROJECT NO. 18-19-1035
EVALUATION SUMMARY**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Munoz Engineering and Surveying, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.							
ADDRESS	1109 W Nolana Ave Ste 208	2020 E Expressway 83	416 E Dove Ave	P O Box 5069	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500							
CITY/STATE/ZIP	McAllen, TX 78504	Mercedes, TX 78570	McAllen, TX 78504	McAllen, TX 78502	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501							
PHONE	956-682-3677	956-565-4637	956-668-1588	956-227-5327	956-631-4482	956-782-2557	956-702-8880							
FAX	956-686-1822	956-565-4636	956-994-8102			956-782-2558	956-702-8883							
CONTACT	Richard D. Seitz	Jose L. Munoz	Javier Hinojosa	Emigdio Salinas	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado							
3.1 Statement of Interest (up to 100 points)														
3.1.1 Statement of interest on projects	94		92		93		90		94		94		92	
3.1.2 Firm History including credentials	92		90		89		85		92		92		90	
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	98	95.4	95	93	90	92.8	85	88.4	98	94.6	98	95.4	95	91.6
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	98		95		98		90		95		98		90	
	95		93		94		92		94		95		91	
3.2 Prime Firm (up to 100 points)														
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	93		92		86		89		94		94		92	
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).	90		94		88		90		96		96		92	
3.2.3 Prime Firm proximity and meeting availability	95	94	95	94.2	85	86.8	80	88.6	95	94	98	96.4	85	90.4
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.	98		95		90		90		90		98		90	
	94		95		85		94		95		96		93	

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES - NURSING AND ALLIED HEALTH RESURFACE PARKING LOT #1
PROJECT NO. 18-19-1035
EVALUATION SUMMARY**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Munoz Engineering and Surveying, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.								
3.3 Project Team (up to 100 points)															
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s)	94	93	92	90	94	95	91								
	92	94	90	90	94	96	90								
	3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	90	93	95	93.4	90	91.4	85	89.8	95	93.6	98	96.6	90	91
		95	90	90	90	90	90	98	90						
94	95	95	95	94	95	96	94								
3.4 Representative Projects (up to 100 points)															
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	94	93	93	90	94	94	92								
	94	92	92	94	96	97	92								
	95	90	90	85	90	95	85								
	98	98	98	88	95	98	98								
	95	95	95	90	95	95	94								

**SOUTH TEXAS COLLEGE
 CIVIL ENGINEERING SERVICES - NURSING AND ALLIED HEALTH RESURFACE PARKING LOT #1
 PROJECT NO. 18-19-1035
 EVALUATION SUMMARY**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Munoz Engineering and Surveying, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.							
3.5 Five References (up to 100 points)														
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	94		93		95		85		95		95		93	
	94		92		92		88		93		94		93	
	95	94.8	90	92	95	93.2	85	86.2	95	95.2	98	96.2	90	93.6
	98		95		90		88		95		98		98	
	93		90		94		85		98		96		94	
3.6 Project Execution (up to 100 points)														
3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	94		94		94		93		95		95		93	
	92		94		92		85		94		94		90	
	98	95.4	95	93.6	95	93.2	85	89.6	95	95.4	98	96	85	92.2
	98		90		90		90		98		98		98	
	95		95		95		95		95		95		95	
TOTAL EVALUATION POINTS	567.8	559.8	551	532	566.8	576.4	551							
RANKING	2	4	5	6	3	1	5							

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Sand Volleyball Courts

Approval to contract construction services for the Pecan Campus Sand Volleyball Courts project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Sand Volleyball Courts project.

Background

The Pecan Campus Sand Volleyball Courts project was requested by the College's Student Activities department and approved as a Capital Improvement Project for use as part of their athletic activities program. On February 27, 2018, the Board of Trustees approved Alvarado Architects & Associates, Inc. for design services for the Pecan Campus Sand Volleyball Courts project. The architects 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 October 30, 2018. A total of eight (8) sets of construction documents were issued to general contractors and a total of four (4) proposals were received on November 19, 2018.

Timeline for Solicitation of Competitive Sealed Proposals	
October 30, 2018	Solicitation of competitive sealed proposals began.
November 19, 2018	Four (4) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend NM Contracting, LLC as the highest ranked in the amount of \$95,532.

Funding Source

Source of Funding	Amount Budgeted	Highest Ranked Proposal NM Contracting, LLC	Budget Variance
Unexpended Construction Plant Fund	\$50,000	\$95,532	(\$45,532)
Total Amount	\$50,000	\$95,532	(\$45,532)

Funds are available in the Unexpended Construction Plant Fund budget for fiscal year 2018-2019. The recommended construction proposal is higher than the budgeted amount

due to the specialized sand material and rubberized perimeter protection surface recommended and specified by the architect.

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 for the Board's review and information. It is recommended that the top ranked contractor be recommended for Board approval.

On December 4, 2018, the Facilities Committee recommended Board approval to contract construction services with NM Contracting, LLC in the amount of \$95,532 for the Pecan Campus Sand Volleyball Courts project as presented.

Recommendation:

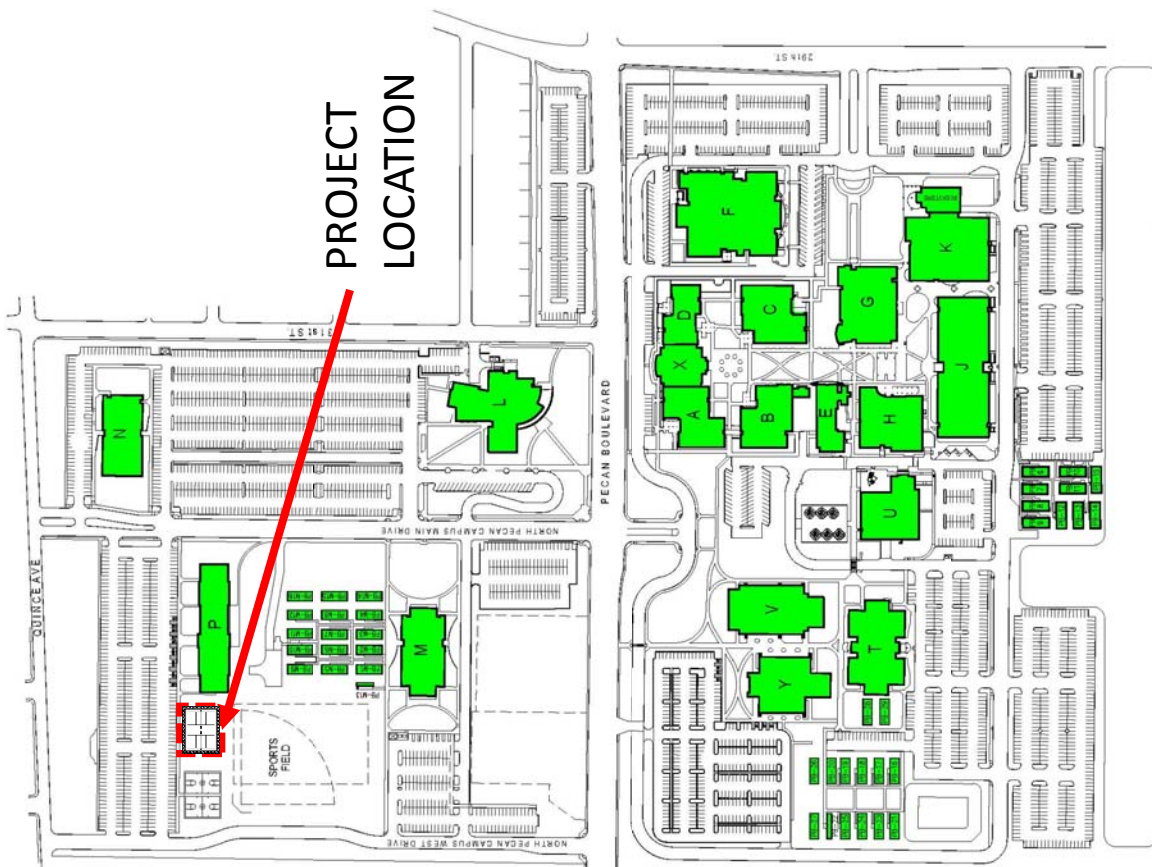
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with NM Contracting, LLC in the amount of \$95,532 for the Pecan Campus Sand Volleyball Courts project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with NM Contracting, LLC in the amount of \$95,532 for the Pecan Campus Sand Volleyball Courts project as presented.

Approval Recommended:

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



**SOUTH TEXAS COLLEGE
PECAN CAMPUS - SAND VOLLEYBALL COURTS
PROJECT NO. RFP 18-19-1033**

NAME		Holmont, LLC.		Mid Valley Paving, Inc.		NM Contracting, LLC.		Tri-Gen Construction, LLC.	
ADDRESS		18703 Starbuck Rd		306 S Illinois		2022 Orchid Ave		2900 N Texas Blvd Ste 201	
CITY/STATE/ZIP		Harlingen, TX 78552		Mercedes, TX 78570		McAllen, TX 78504		Weslaco, TX 78599	
PHONE		956-412-4001		956-565-4892		956-631-5667		956-447-1048	
FAX		956-412-4003		956-565-3357		956-627-3959		956-447-2003	
CONTACT		Aurelio Turribiates		William R. Mize		Noel Munoz		Jorge Gonzalez	
#	Description	Proposed		Proposed		Proposed		Proposed	
1	Base Bid: Pecan Campus- Sand Volleyball Courts	\$	149,000.00	\$	156,111.00	\$	95,532.00	\$	107,000.00
2	Provided a Bid Bond	Yes		Yes		Yes		Yes	
3	Begin Work In	10 Days		10 Days		10 Days		15 Days	
4	Complete Project In	45 Calendar Days		90 Calendar Days		120 Calendar Days		45 Calendar Days	
TOTAL AMOUNT PROPOSED		\$	149,000.00	\$	156,111.00	\$	95,532.00	\$	107,000.00
TOTAL EVALUATION POINTS		35.8		74.9		88.4		86.7	
RANKING		4		3		1		2	

**SOUTH TEXAS COLLEGE
PECAN CAMPUS - SAND VOLLEYBALL COURTS
PROJECT NO. 18-19-1033
EVALUATION SUMMARY**

VENDOR		Holmont, LLC.	Mid Valley Paving, Inc.	NM Contracting, LLC.	Tri-Gen Construction, LLC.				
ADDRESS		18703 Starbuck Rd	306 S Illinois	2022 Orchid Ave	2900 N. Texas Blvd Ste 201				
CITY/STATE/ZIP		Harlingen, TX 78552	Mercedes, TX 78570	McAllen, TX 78504	Weslaco, TX 78599				
PHONE		956-412-4001	956-565-4892	956-631-5667	956-447-1048				
FAX		956-412-4003	956-565-3357	956-627-3959	956-447-2003				
CONTACT		Aurelio Turmbiates	William R. Mize	Noel Munoz	Jorge Gonzalez				
1	The Respondent's price proposal. (up to 45 points)	28.8	28.8	27.5	27.5	45	45	40.2	40.2
		28.8				45		40.2	
		28.8				45		40.2	
		28.8				45		40.2	
		28.8				45		40.2	
2	The Respondent's experience and reputation. (up to 10 points)	0	0	9	8.9	9	9	8	8
		0				9		8	
		0				8		8	
		0				9		8	
		0				9.5		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	0	0	9	9	8	7.4	9	8.6
		0				9		8	
		0				9		9	
		0				9		8	
		0				9		9	
4	The Respondent's safety record. (up to 5 points)	0	0	4.5	4.7	4.5	4.6	4	4
		0				4		4	
		0				5		4	
		0				5		4	
		0				5		4	
5	The Respondent's proposed personnel. (up to 8 points)	0	0	7	7.5	7	7.2	6	6.3
		0				7		6	
		0				8		7	
		0				8		6	
		0				7.5		6.5	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	0	0	8.5	8.6	8	8.2	7	7.6
		0				8		7	
		0				9		8	
		0				9		8	
		0				8.5		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	0	0	5	5.2	4	4.4	5	5
		0				5		5	
		0				5		5	
		0				6		5	
		0				5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	3.5	3.5	2.6	2.6	7	7
		7				2.6		7	
		7				2.6		7	
		7				2.6		7	
		7				2.6		7	
TOTAL EVALUATION POINTS		35.8	74.9	88.4	86.7				
RANKING		4	3	1	2				

Note: The value zero (0) indicates that the respondent failed to submit required proposal evaluation information.

Review and Action as Necessary on Contracting Construction Services for the District-Wide Basketball Court Repainting

Approval to contract construction services for the District-Wide Basketball Court Repainting project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the District-Wide Basketball Court Repainting project.

Background

The proposed District-Wide Basketball Court Repainting project is part of the College's Deferred Maintenance Plan for the proper maintenance of the College's facilities. The College has outdoor basketball court facilities at the Pecan Campus, Nursing and Allied Health Campus, Starr County Campus, and the Technology Campus. They were constructed in 2006 and the basketball court surfaces are in need of repainting and minor surface repairs.

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 October 8, 2018. A total of six (6) sets of construction documents were issued to general contractors and a total of two (2) proposals were received on October 26, 2018.

Timeline for Solicitation of Competitive Sealed Proposals	
October 8, 2018	Solicitation of competitive sealed proposals began.
October 26, 2018	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Teni-Trak, Inc. as the highest ranked in the amount of \$53,125.

Funding Source

Source of Funding	Amount Budgeted	Highest Ranked Proposal Teni-Trak, Inc.	Budget Variance
Renewal and Replacement Plant Fund	\$55,000	\$53,125	\$1,875
Total Amount	\$55,000	\$53,125	\$1,875

Funds are budgeted in the Renewal and Replacement 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 for the Board's review and information. It is recommended that the top ranked contractor be recommended for Board approval.

The Facilities Committee recommended Board approval to contract construction services with Teni-Trak, Inc. in the amount of \$53,125 for the District-Wide Basketball Court Repainting project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Teni-Trak, Inc. in the amount of \$53,125 for the District-Wide Basketball Court Repainting project as presented.

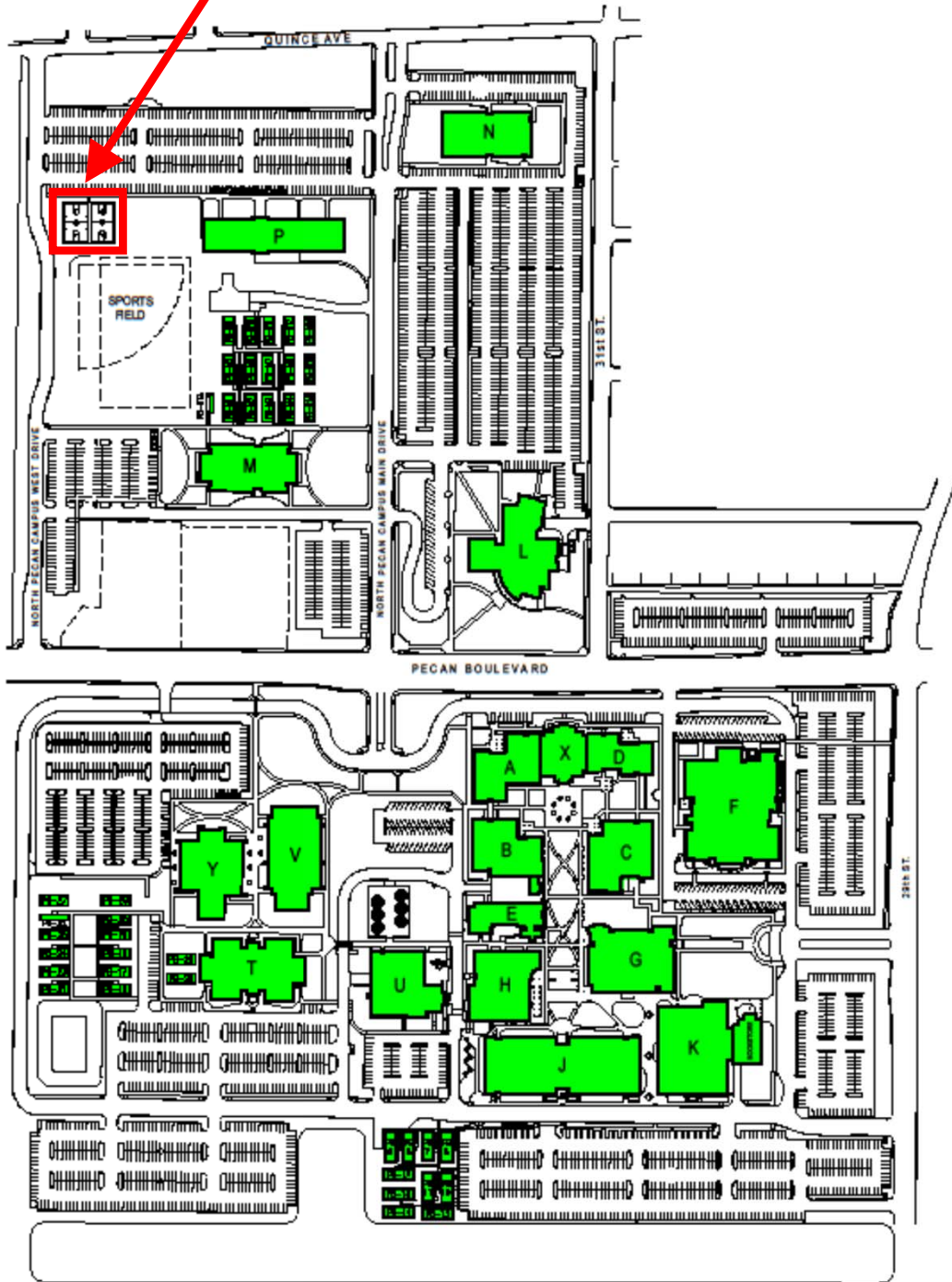
The Following Minute Order is proposed for consideration by the Board of Trustees:

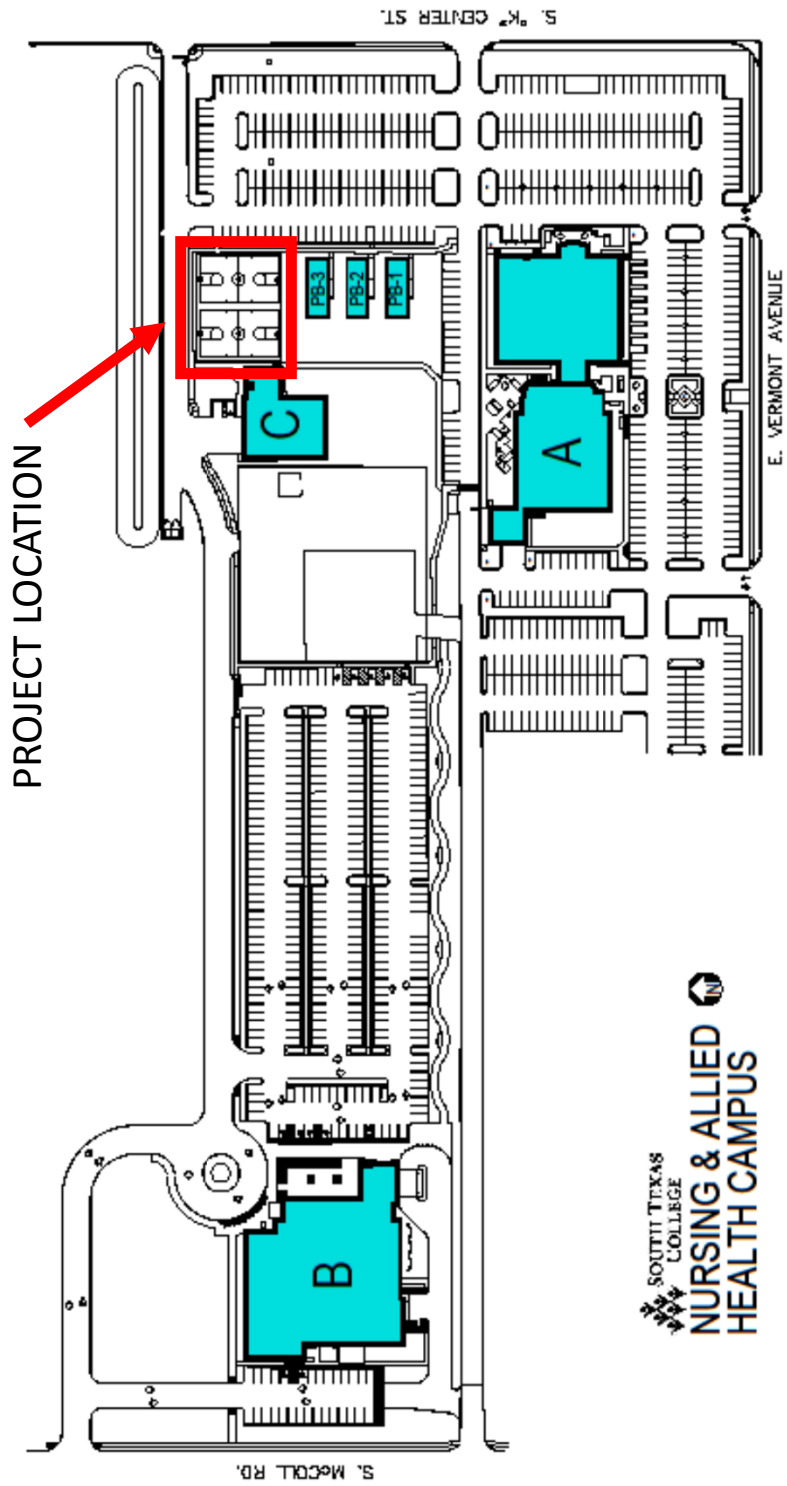
The Board of Trustees approves and authorizes contracting construction services with Teni-Trak, Inc. in the amount of \$53,125 for the District-Wide Basketball Court Repainting project as presented.

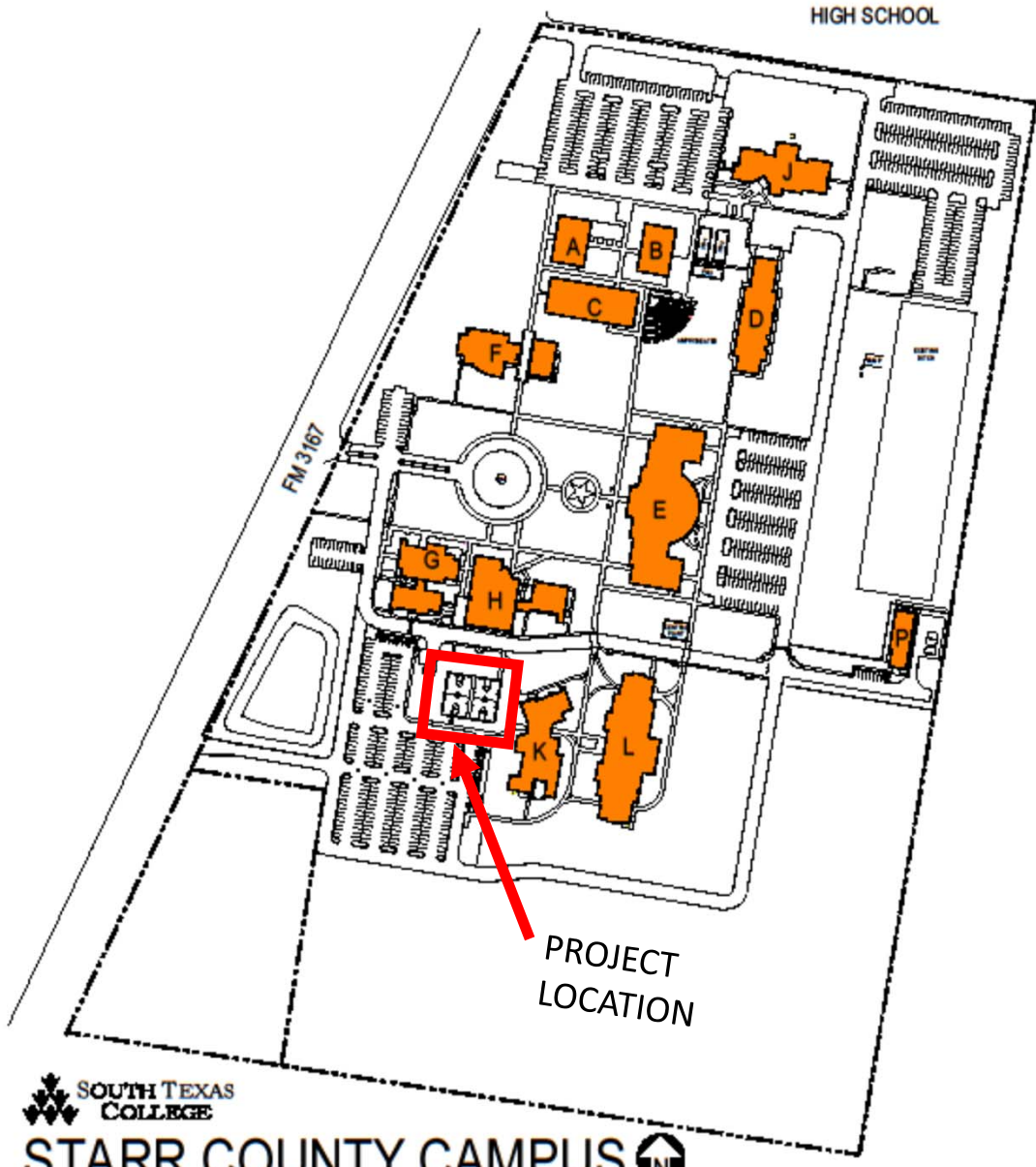
Approval Recommended:

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

PROJECT
LOCATION

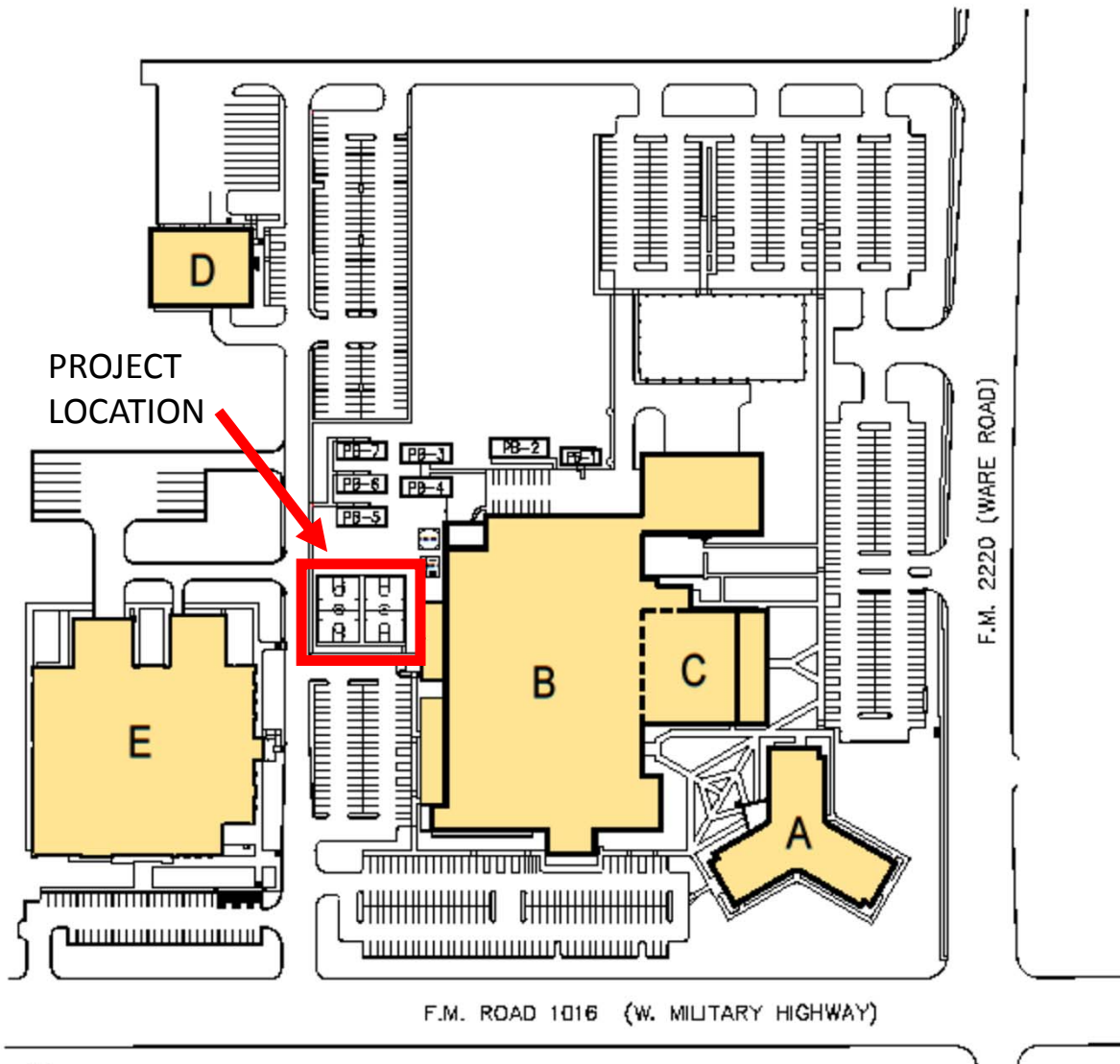






 SOUTH TEXAS
COLLEGE

STARR COUNTY CAMPUS 



TECHNOLOGY CAMPUS



Existing Pecan Campus Basketball Courts



Existing Technology Campus Basketball Courts



Existing NAH Campus Basketball Courts



Existing Starr County Campus Basketball Courts

Review and Action as Necessary on Contracting Maintenance Services for District-Wide Roof Recoating

Approval to obtain maintenance services for district-wide roof recoating will be requested at the December 13, 2018 Board meeting.

Purpose

The roof maintenance services are necessary for buildings at the following locations:

Mid Valley Campus

- Mid Valley Campus, Building D - Workforce Innovation Center (2004)
- Mid Valley Campus, Building E – Library (2004)
- Mid Valley Campus, Building F - Student Union (previously Student Services) (2004)
- Mid Valley Campus, Building G - North Academic (2004)

Nursing & Allied Health Campus

- Nursing & Allied Health, Building A – NAH East (2000 and 2004)

Starr County Campus

- Starr Campus, Building A - Admin Bookstore (1998)
- Starr Campus, Building B - Center for Learning Experience (1998)
- Starr Campus, Building C - North Academic (1998)
- Starr Campus, Building D - Workforce Innovation (2004)
- Starr Campus, Building E - South Academic (2004)
- Starr Campus, Building F - Cultural Arts (2004)
- Starr Campus, Building G - Student Services (2004)
- Starr Campus, Building H - Student Activity Center (2004)

Background

The proposed roof recoating services are part of the College's Deferred Maintenance Plan for the proper maintenance of the College's facilities.

- The buildings that will undergo this maintenance were built between 1998 and 2004.
- The roofs for these buildings are between fourteen (14) and twenty (20) years old and their current roof warranties are nearing their expiration periods.

Recommendation for Recoating instead of Roof Replacements

Currently, the College's standard roof product is a modified bitumen roof system by Garland Industries, and administration recommends maintaining this system and standard.

College staff recommends recoating the existing roofs in lieu of replacing the roofs.

Roof Replacement

The estimated cost of recoating the roofs is approximately one-third of the cost of replacing the roofs, not including any remediation costs for code compliance issues that might be involved in a full roof replacement.

Roof Recoating

The recoating product that is being proposed is by Garland/DBS, Inc. and will extend the existing warranties for an additional fifteen years.

Some advantages for using the recoating system are as follows:

- Includes an additional 15 year warranty to the existing roof
- Garland/DBS, Inc. will manage the project to ensure the proper installation and will certify the warranty
- By recoating the existing roofs, it will provide a 15 year warranty for 1/3 the cost of replacing the roof
- Extends the life cycle of roof by preventing aging and deterioration due to UV damage
- Reduced energy costs - Highly reflective, aluminum coating that can reduce roof temperatures by 15 degrees
- Reduced construction installation time frames
- Allows for use of facility during installation with minimal disruption
- Does not require complete removal of existing roof system
- Does not require need for possible additional insulation required by new building codes

Funding Sources

Funds in the amount of \$1,880,000 are budgeted in the Renewal and Replacement Plant Fund for these roof recoating projects for fiscal year 2018-2019.

Renewal and Replacement Plant Fund	Amount Budgeted
Mid Valley Campus Roof Recoating projects	\$860,000
Nursing & Allied Health Campus Roof Recoating projects	250,000
Renewal and Replacement Plant Fund	770,000
Total Amount	\$1,880,000

Procurement Process

Garland/DBS, Inc. has provided a proposal through U.S. Communities that reflects material and installation costs have been established through the purchasing cooperative. In addition, these roofing projects will include performance bonds as per the cost proposal.

U.S. Communities is a national non-profit governmental purchasing cooperative program based out of Georgia that represents local and state government agencies, school districts, higher education institutions, and non-profits nationwide. The Board of Trustees approved the College's participation in and membership with the U.S. Communities Cooperative Purchasing Program on February 19, 2009.

The procurement process was provided through the use of pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with U.S. Communities.

Wage Scale Determination

At the December 4, 2018 Facilities Committee meeting, the committee asked whether Garland/DBS, Inc. subcontractors used a federal wage scale survey for their proposals, or whether they used the College's local wage scale determination study, which was completed during the 2013 Bond Construction Program and recently updated. Garland has confirmed that they used the federal prevailing wage study, as required by federal law. The College has provided the College's local wage scale to Garland/DBS, Inc. for reference and comparison.

Authority for Purchasing Cooperative Firm to Conduct Competitive Bids

Legal Counsel inquired into whether appropriate competitive procurement procedures were followed by the cooperative in making an award to Garland/DBS, Inc. so that they met the requirements of Texas Procurement Laws.

Legal Counsel has reviewed the acquisition of services with administration and has suggested that the Board consider acquiring the services through the cooperative or authorize staff to conduct competitive procurement.

Review of Proposals Submitted to Garland

As part of Garland/DBS, Inc. awarded contract with U. S. Communities, it offers set pricing for its product and installation services. In order to obtain more favorable pricing, the cooperative authorizes Garland/DBS, Inc. to obtain competitive bids for the installation services. Garland has complied with this by obtaining bids from three local certified firms.

These firms were:

- American Contracting USA, Inc.;
- Western Specialty Contractors of America; and
- TADCO Roofing

Each firm provided separate pricing for each of the three campuses. Each firm offered a discount that would be applied in the event that they were awarded the projects at all three campuses.

The following tables summarize the pricing proposals from each firm, which are provided in more detail in Garland’s Roofing Material and Services Proposal later within this packet. The lowest price at each campus is highlighted in yellow.

	American Contracting USA, Inc.	Western Specialty Contractors of America	TADCO Roofing
Mid Valley Campus	\$690,242	\$743,733	\$801,689
NAH Campus	\$774,341	\$829,013	\$906,054
Starr County Campus	\$216,009	\$189,703	\$212,567
Sub Total	\$1,680,592	\$1,762,449	\$1,920,310
Discount	\$14,828	\$16,350	\$66,845
Total	\$1,665,764	\$1,746,099	\$1,853,465

At the December 4, 2018 Facilities Committee, administration presented a recommendation for the authorization of Garland’s proposal that included the award of all three projects to American Contracting USA, Inc., who provided the lowest pricing on two of the three projects. With the discount applied, the total price would be \$1,665,764.

Mr. Gary Gurwitz noted that the difference between American Contracting USA, Inc.’s price for the Starr County Campus portion exceeded the price submitted by Western Specialty Contractors of America by a greater total than the discount they offered for the award of all three campuses.

Administration has confirmed that the lowest pricing would be available by authorizing Garland/DBS, Inc. to proceed with the proposals from American Contracting USA, Inc. at the Mid Valley Campus (\$690,242) and the Nursing & Allied Health Campus (\$774,341) and with the proposal from Western Specialty Contractors of America at the Starr County Campus (\$189,703), for a total cost of \$1,654,286.

<u>Project Site</u>	<u>Lowest Price Proposal</u>	<u>Cost</u>
Mid Valley Campus	American Contracting USA, Inc.	\$690,242
NAH Campus	American Contracting USA, Inc.	\$774,341
Starr County Campus	Western Specialty Contractors of America	\$189,703
	Total:	\$1,654,286

Reviewers

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

Legal Counsel has been asked to review the questions he raised regarding the legality of the proposed procurement, and to provide an opinion at the Board meeting.

Enclosed Documents

Site plans indicating building locations to be recoated and the proposal from Garland/DBS, Inc. are enclosed for the Committee's review and information.

Presenters

George McCaleb, Director of Facilities Maintenance and Operations, and representatives from Garland/DBS, Inc. and from U. S. Communities will attend the meeting to respond to questions from the Board.

Recommendation:

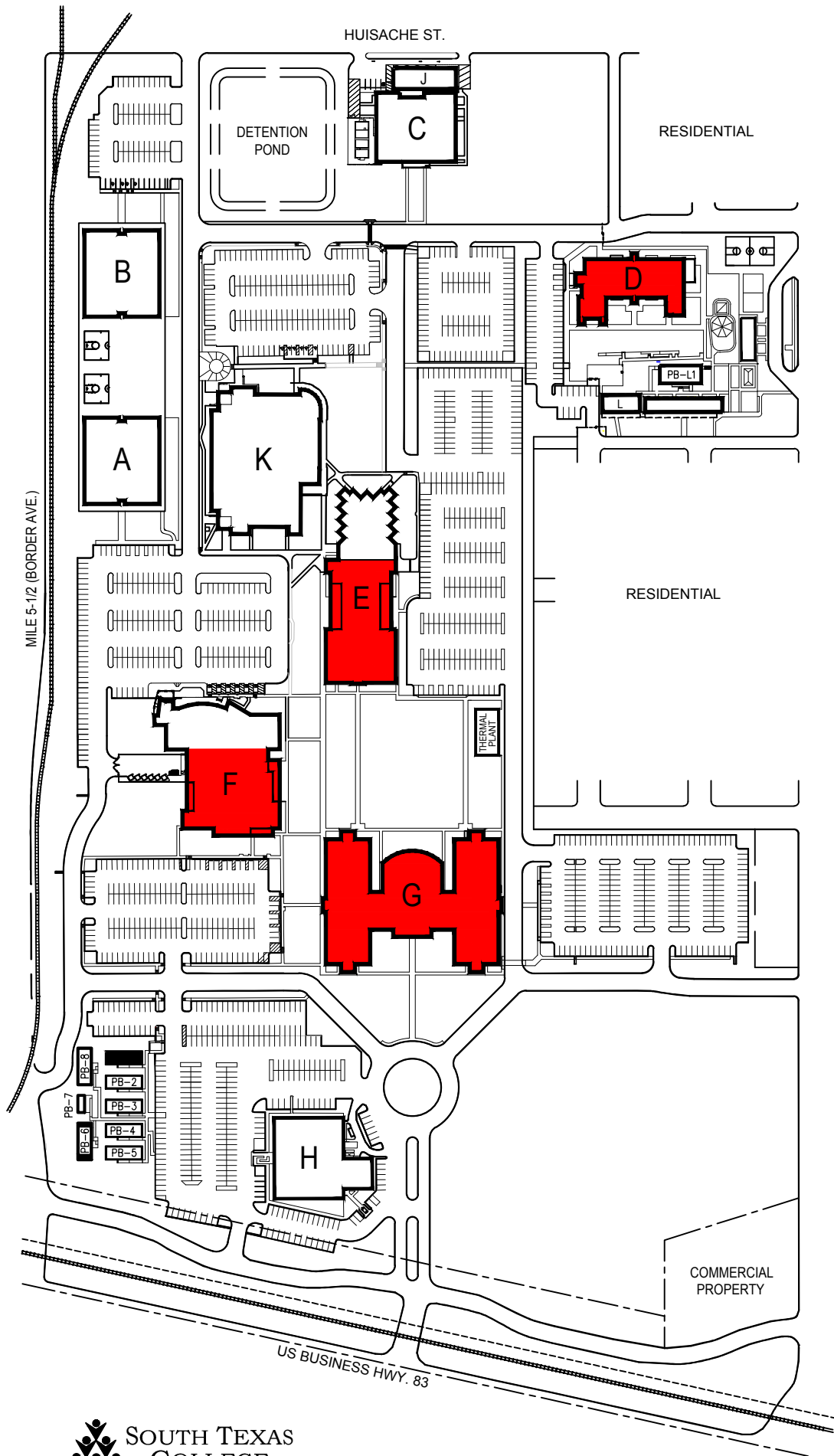
It is recommended that the Board of Trustees of South Texas College approve and authorize the award of the District-Wide Roof Recoating contracts to Garland/DBS, Inc., and authorize Garland/DBS, Inc. to proceed with the proposals from American Contracting USA, Inc. at the Mid Valley Campus (\$690,242) and the Nursing & Allied Health Campus (\$774,341) and with the proposal from Western Specialty Contractors of America at the Starr County Campus (\$189,703), for a total cost of \$1,654,286.

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

The Board of Trustees approves and authorizes the award of the District-Wide Roof Recoating contracts to Garland/DBS, Inc., and authorize Garland/DBS, Inc. to proceed with the proposals from American Contracting USA, Inc. at the Mid Valley Campus (\$690,242) and the Nursing & Allied Health Campus (\$774,341) and with the proposal from Western Specialty Contractors of America at the Starr County Campus (\$189,703), for a total cost of \$1,654,286.

Approval Recommended:

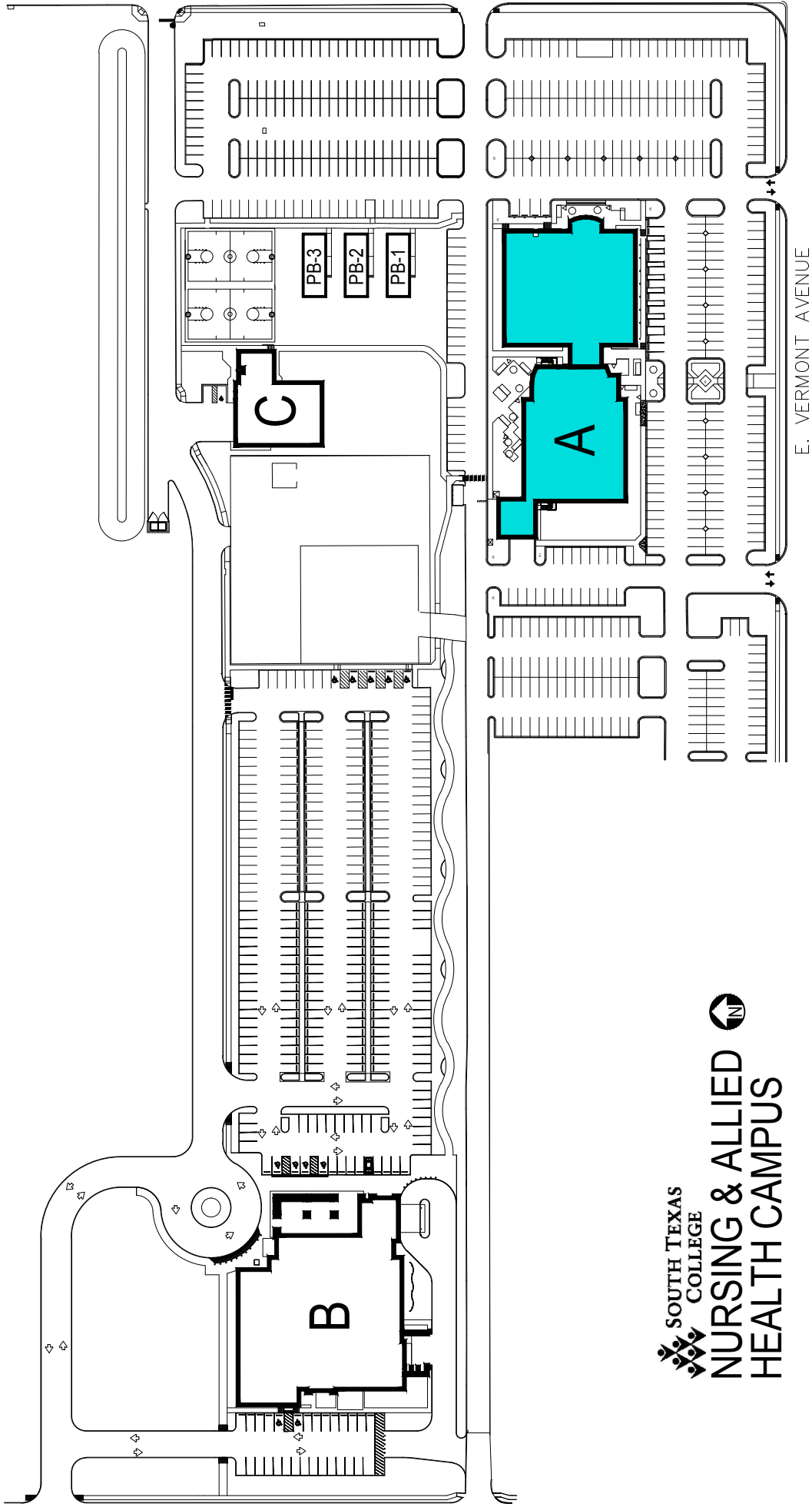
Shirley A. Reed, M.B.A., Ed.D.
President



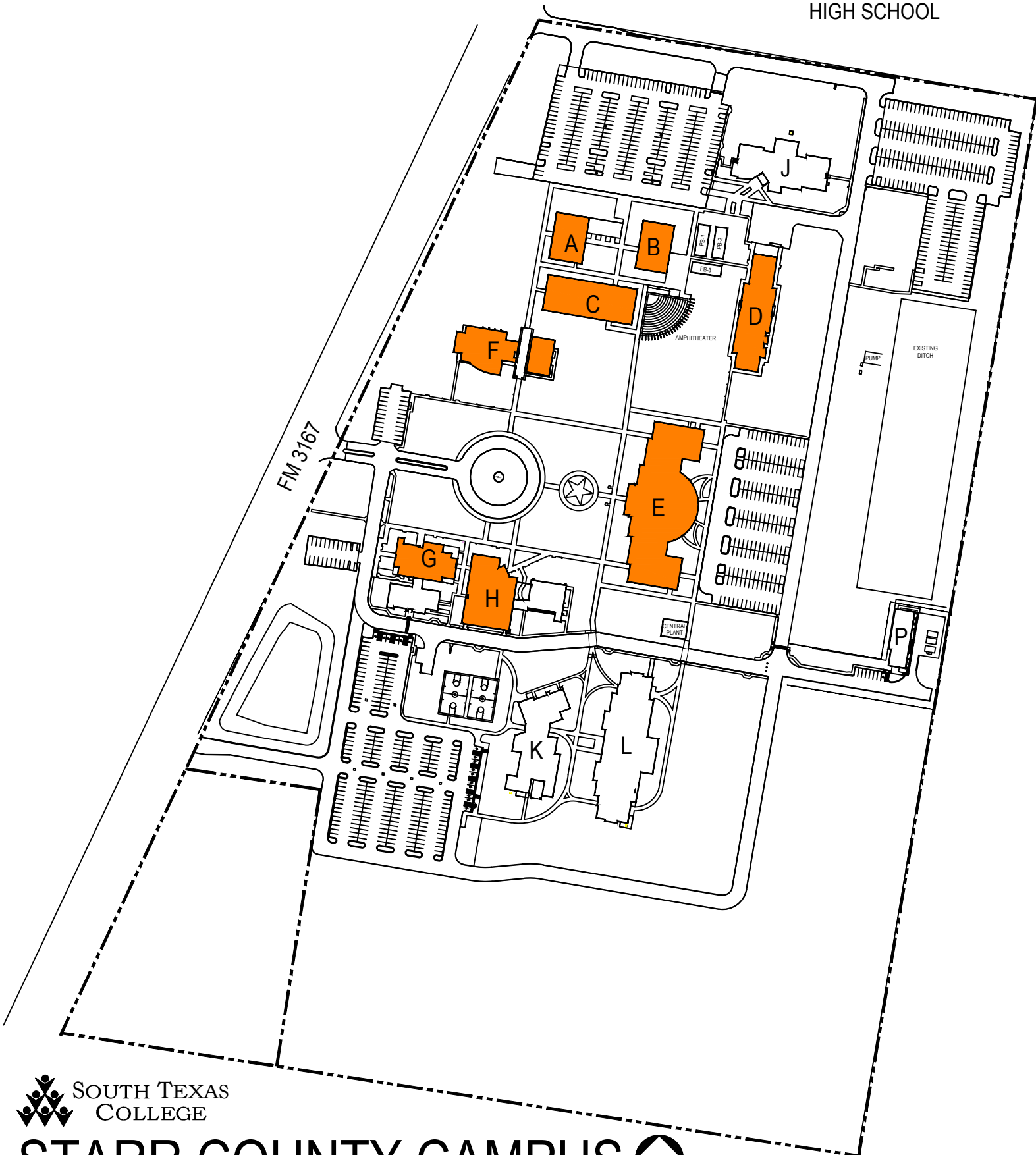
SOUTH TEXAS
COLLEGE

MID VALLEY CAMPUS





HIGH SCHOOL



STARR COUNTY CAMPUS 



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

South Texas College Mid Valley, Nursing & Starr Campuses - Roof Restorations

Date Submitted: 11/29/2018
Proposal #: 25-TX-181069
MICPA # 14-5903

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work: Roof Surface Restoration and Coating

Restoration including but may not be limited to:

1. The surface will be inspected and repaired if needed. Loose membrane, blisters, peeling coating and or damaged areas shall be removed, primed and patched with additional Stressply mineral surfaced membrane in cold process adhesive. For peeling coating, the coating shall be scraped clean from the surface until no loose coating exists. It is suggested a power broom be used on the surface that has stiff bristle brushes.
2. The existing roof surface shall be cleaned, including as much of the black algae as possible, using a regular water hose and simple solution such as simple green and water, 10 to 1 ratio and or TSP and water, ratio as specified on TSP instructions. The intention is not to force water into the cracks of the existing membrane. Therefore, a suggested cleaning technique of using a medium to soft bristle shop broom should be used. The Broom shall be dipped into cleaning solution and the surface lightly broomed / scrubbed with the cleaning solution and shop broom, removing as much black algae as possible. Additional cleaning techniques will be entertained if the process does not force water into the cracks and therefore any exposed scrim. The roof shall immediately be thoroughly rinsed free of the solution and allowed to dry a minimum of 24 hours.
3. The cleaned and "Dry" surface shall be primed with Garla-Prime at the rate of one gallon per one hundred square feet. Do not cut prime. Primer shall be allowed to dry, tact-free to the touch. Application rate will vary; however, it is estimated that only .75 to 1.0 gallons per one hundred square feet will be needed.

4. All existing pitch pans, including "Chem Curbs®", shall be cleaned of old pitch pan sealer and primed with M.E.K. or other solvent-based cleaner/primer. The pan shall then be refilled with Garland Seal-Tite®, two-part urethane sealant. Once the sealant has set the pitch pan shall then receive a metal cover of either stainless steel for square pitch pans and or 4-pound lead sheathing can be formed over the Chem-Curb® pitch pans. The intent is to provide a solid protection for the sealant. The top of the metal bonnet and or lead sheathing shall be caulked with Garland Al-Seal sealant. Any pitch pans that are rusted shall be replaced.
5. All membrane base flashings shall be inspected, and any loose membrane removed, primed and replaced with Stressply mineral membrane or Stressply IV Mineral. For Stressply membrane use Greenlock Flashing Adhesive. The intent is to insure all membrane flashings are tight, blemish free and in condition to be coated and perform for additional extended warranty duration. All laps in the membrane shall be covered with an additional 6" strip of Stressply IV Mineral.
6. Miscellaneous penetration flashings shall be inspected and repaired if needed.
7. All roof drains will be re-flashed with new leads and target cap sheet. All clamping ring bolts shall be replaced with new bolts. New bolts shall have new nuts installed, two (2) for each nut. As the last punch list item, all new bolts/clamping rings shall be both nuts re-tightened.
8. Coating System: Revitalizer, Polyester Soft scrim, Revitalizer, generic ceramic minerals, and SilverShield fibrated aluminum coating.
 - a) Ensure that wet conditions do not exist. Once the surface is cleaned as recommended above and the surface completely dry, the surface shall be primed with Garla-Prime at the rate of .75 to 1.0 gallons per one hundred square feet for the field and 1 gallon per 100sf for the base flashings. Do not cut primer with any solvents. Allow primer to thoroughly dry, tact free to the touch. If necessary to allow primer to dry overnight than no more than one night can pass prior to coating installation. Should rain happen on the primer, an additional application of .5 gallons per one hundred square feet shall be applied and allowed to dry.
 - b) Once primed and dry, the surface shall receive an application of Revitalizer at a rate of three (3) gal./100 sq/ft. Thoroughly work the coating over the surface, ensuring material fills in any and all cracks and or blemishes. The most common application technique is using a 36" wide, notched squeegee.
 - c) A layer of HPR Polyester Soft shall be applied into the Revitalize and broomed smooth. Polyester shall be worked into the Revitalizer coating, making sure there are no voids, dry pockets and or wrinkles in the membrane. Do not walk on the polyester once in place.
 - d) Over the polyester, another application of Revitalizer @ Two (2) gallons per 100 sf shall be applied. Revitalizer can be applied with commercial spray rig, squeegee or snake and broom application techniques. (Please see Revitalizer Data sheet).

- e) Once the material is applied and allowed to flash for +/-15 minutes, apply 50# of white ceramic roofing granules into the coating. The flash time can or may vary depending on ambient conditions. If minerals sink into the coating the flash cure time shall be adjusted. The intent is for the minerals to stick into the coating, not sink and be buried. Take care to not apply minerals to primed roof surface before Revitalizer is applied. Loose minerals on the surface will affect Revitalizer coating adhesion and properties. Allow the minerals and coating to cure for three weeks.
- f) Once cured, the surface shall be coated with Silver-Shield fibrated, aluminum coating. Prior to Silver-Shield application, the surface shall be air-broom free of loose granules. Loose granules shall be gathered and removed from the roof. The prepared surface shall receive a solid coating of Silver-Shield at the rate of two (2) gallons per one hundred square feet. (2.0 Gallons per 100 sf)
- g) The base flashings shall receive 6" strips of Stressply IV Mineral, heat applied, mineral surface membrane over/at the laps, corners and end closures. The flashings shall receive two (2) separate coats of Silver-Shield fibrated aluminum coating at the rate of two (2.0) gallons per 100 sf., per coat, for a total of four (4.0) gallons per 100 sf. Both coats must be applied the same day, with no more the 12 hours cure time between coating applications. Applying both coats in one day will prevent trapping solvents,

Precautions:

- i) Do not apply unless temperatures are at least 50°F (10°C) and rising
- ii) Do not apply if there is a threat of rain, dew or temperatures below 50°F (10°C) forecasted within 24 hours
- iii) Avoid over working the material, which can interfere with the leafing of the aluminum and cause the material to appear bronze or darker than desired
- iv) Mix material with a Jiffy Mixer attached to a low speed drill. Mix until the material is consistent; do not over mix
- v) Do not apply coating when temperatures are more than 98° F. as the coating will flash cure, which will trap the solvents, and not allow the coating to properly cure.

Proposal Item #1 - Building List (#6 through #18)

- #6 Mid Valley Campus, Building D - Workforce Innovation Center
- #7 Mid Valley Campus, Building E - Library
- #8 Mid Valley Campus, Building F - Student Union
- #9 Mid Valley Campus, Building G - North Academic
- #10 Starr Campus, Building A - Admin Bookstore
- #11 Starr Campus, Building B - Center for Learning Experience
- #12 Starr Campus, Building C - North Academic
- #13 Starr Campus, Building D - Workforce Innovation
- #14 Starr Campus, Building E - South Academic
- #15 Starr Campus, Building F - Cultural Arts
- #16 Starr Campus, Building G - Student Services
- #17 Starr Campus, Building H - Student Activity Center
- #18 Nursing Campus: School of Nursing

PROPOSAL ITEM #1:

Proposal Price Based Upon Market Experience: \$ 1,665,764

Garland/DBS Price Based Upon Local Market Competition (PROPOSAL ITEM #1):

American Contracting USA, Inc.	\$ 1,665,764
Western Specialty Contractors of America	\$ 1,746,099
TADCO Roofing	\$ 1,853,465

***Discount Offered by Contractor**

American Contracting USA, Inc.	\$ 14,828
Western Specialty Contractors of America	\$ 16,350
TADCO Roofing	\$ 66,845

***Discount is already factored into the final price for PROPOSAL ITEM #1 listed above.**

Proposal Item #2 - Building List (#6 through #9)

- #6 Mid Valley Campus, Building D - Workforce Innovation Center
- #7 Mid Valley Campus, Building E - Library
- #8 Mid Valley Campus, Building F - Student Union
- #9 Mid Valley Campus, Building G - North Academic

PROPOSAL ITEM #2:

Proposal Price Based Upon Market Experience: \$ 690,242

Garland/DBS Price Based Upon Local Market Competition (PROPOSAL ITEM #2):

American Contracting USA, Inc.	\$ 690,242
Western Specialty Contractors of America	\$ 743,733
TADCO Roofing	\$ 801,689

Proposal Item #3 - Building List (#10 through #17)

- #10 Starr Campus, Building A - Admin Bookstore
- #11 Starr Campus, Building B - Center for Learning Experience
- #12 Starr Campus, Building C - North Academic
- #13 Starr Campus, Building D - Workforce Innovation
- #14 Starr Campus, Building E - South Academic
- #15 Starr Campus, Building F - Cultural Arts
- #16 Starr Campus, Building G - Student Services
- #17 Starr Campus, Building H - Student Activity Center

PROPOSAL ITEM #3:

Proposal Price Based Upon Market Experience: \$ 774,341

Garland/DBS Price Based Upon Local Market Competition (PROPOSAL ITEM #3):

American Contracting USA, Inc.	\$ 774,341
Western Specialty Contractors of America	\$ 829,013
TADCO Roofing	\$ 906,054

Unforeseen Site Conditions (American Contracting USA, Inc.):

Replacement of Damaged Roofing Insulation & Membrane	\$ 18.24
Through Wall Scupper Replacement (12' x 6" - 24 Ga. Stainless Steel, including exterior escutcheon plate, welded seams and miters, and all necessary materials to strip the scupper)	\$ 399.00
Remove and Repalce Rusted and/or deteriorated Pitch Pans with Stainless Steel Pitch Pans (Includes hoods up to 6" x 6" using Seal-Tite two-part sealant)	\$ 399.00

Proposal Item #4 - Building List (#18)

- #18 Nursing Campus: School of Nursing

PROPOSAL ITEM #4:

Proposal Price Based Upon Market Experience: \$ 189,703

Garland/DBS Price Based Upon Local Market Competition (PROPOSAL ITEM #4):

Western Specialty Contractors of America	\$ 189,703
TADCO Roofing	\$ 212,567
American Contracting USA, Inc.	\$ 216,009

Unforeseen Site Conditions (Western Specialty Contractors of America):

Replacement of Damaged Roofing Insulation & Membrane	\$ 36.48
Through Wall Scupper Replacement (12' x 6" - 24 Ga. Stainless Steel, including exterior escutcheon plate, welded seams and miters, and all necessary materials to strip the scupper)	\$ 1,464.90
Remove and Repalce Rusted and/or deteriorated Pitch Pans with Stainless Steel Pitch Pans (Includes hoods up to 6" x 6" using Seal-Tite two-part sealant)	\$ 963.30

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid 60 Days from date listed above.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Temporary protection is excluded.
7. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662

Discussion and Action as Necessary on Ratifying the Agreement with Halff Associates for the 2013 Bond Construction Pecan Campus Thermal Plant Chiller Incident

On August 22, 2017, the Board of Trustees authorized Legal Counsel to give notice of claim to all potential parties and authorized the College President to engage a forensic expert as necessary regarding the Pecan Campus Thermal Plant Chiller Incident.

Mr. Jesus Ramirez, Legal Counsel, will provide an update on the legal case of South Texas College v. Johnson Controls, Inc., Zitro Electric, LLC, and D. Wilson Construction (Cause No. C-0700-18-H) at the December 13, 2018 Regular Board Meeting.

Mr. Ramirez has recommended approval of an agreement with Halff Associates for expert advice concerning the Pecan Campus Thermal Plant Chiller Incident. Upon the advice of Legal Counsel, Dr. Reed has executed the agreement, and now presents it for ratification by the Board of Trustees.

The Facilities Committee did not take action on this item.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and ratify the agreement with Halff Associates for expert advice concerning the Pecan Campus Thermal Plant Chiller Incident.

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

The Board of Trustees approves and ratifies agreement with Halff Associates for expert advice concerning the Pecan Campus Thermal Plant Chiller Incident.

Approval Recommended:

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

Update on Status of Non-Bond Construction Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the committee.

CONSTRUCTION PROJECTS PROGRESS REPORT - November 28, 2018

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Architect/Engineer	Contractor	
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%			75%
Pecan Campus																		
15-1.R03	Pecan - Arbor Brick Columns Repair & Replacement (RR)		N/A														David	
16-1.014	Pecan - Sand Volleyball Courts				N/A												David	Alvarado Architects
16-1.042	Pecan - Library (Renovation/Expansion)																Robert	
	Pecan - Building A Renovation		N/A	N/A	N/A												Robert	M&O
	Pecan - Building M Office and Work Space Renovation																Robert	
	Pecan - Athletic Field Fence Enclosure		N/A														David	FPC/Chanlin Engineering
	Pecan - Building D Renovation																Robert	EGV Architects
	Pecan - Building H Cafeteria Renovations																Robert	EGV Architects
	Pecan - Demolition of Dr. Casso Property																Martin	PCE
	Pecan - Building X Data Cabling Infrastructure Replacement (RR)		N/A	N/A	N/A												RdIG	IS&P
Pecan Plaza																		
15-1.R03	Pecan Plaza - Emergency Generator and Wiring																Sam	DBR Engineering
18-1.008	Pecan Plaza - Building C 2601 Test Site Renovations		N/A	N/A	N/A												Robert	M&O
Mid Valley Campus																		
16-2.R06	MV - Building B Carpet Replacement (RR)		N/A	N/A	N/A												Sam	FPC
16-2.R08	MV - Childcare Canopy Replacement (RR)		N/A	N/A	N/A												Sam	FPC
16-2.003.R09	MV - Resurfacing Parking Lot #3 (RR)																Sam	PCE
	MV - Thermal Plant Renovation																Sam	ROFA
	MV - Resurfacing Northwest Drive (RR)																Sam	PCE
	MV - Covered Walkway for Bus Drop Off (RR)																Sam	FPC
	MV - Student Services Renovation																Sam	ROFA
	MV - Roofing Replacement (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Martin	M&O
Technology Campus																		
15-3.R03	TC - Building B Repair Concrete Floor Mechanical Room (RR)		N/A														David	CLH Engineering
15-3.R03	TC - Building B Concrete Floor Repairs (RR)		N/A														David	CLH Engineering
16-2.R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)																Sam	Halif Associates
	TC - Shipping and Receiving Building D Office Renovation		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Robert	FPC
Nursing and Allied Health Campus																		
15-4.R02	NAH - West Side Window Waterproofing (RR)																RdIG	M&O
16-3.XX	NAH - Resurface Parking Lot #1 (RR)																David	
	NAH - Student Success Center Renovation																Sam	BSGA
	NAH - Student Services Renovation																Sam	
	NAH - West Entry Campus Sign		N/A	N/A													David	
	NAH - Roofing Replacement (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Martin	M&O
Starr County Campus																		
15-5.X05	Starr - Building E & J Crisis Mgt Center Generator																Sam	DBR Engineering
	Starr - Student Services Renovation																David	
	Starr - Roofing Replacement (RR)		N/A	N/A	N/A	N/A	N/A	N/A	N/A								Martin	M&O
																		McDonald Municipal and Industrial

CONSTRUCTION PROJECTS PROGRESS REPORT - November 28, 2018																			
Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Solicitation of Proposals			Construction Phase				Project Manager	Architect/Engineer	Contractor
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%	75%			
Regional Center for Public Safety Excellence																			
	RCPSE - RCPSE Building (PSJA ISD)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	RelG	N/A Receiving funds from PSJA only	
	RCPSE - Target Range																Robert		
	RCPSE - Signage																Robert	FPC	Monument Signs
	RCPSE - Chiller Relocation	N/A	N/A	N/A	N/A	N/A											Robert	M&O	
Higher Education Center La Joya																			
	Exterior Building and Wayfinding Signage	N/A	N/A														David	FPC	
District Wide Improvements																			
15-6-001	DW - Outdoor Furniture	N/A	N/A	N/A	N/A	N/A											Sam	N/A	TBD
15-6-002	DW - Directional Signage	N/A	N/A	N/A	N/A	N/A											David	N/A	TBD
13-6-003	DW - Automatic Doors Phase III	N/A	N/A	N/A	N/A	N/A											Robert	Elthos Engineering	5 Star Construction
	DW - Bus Drop Off Areas	N/A	N/A	N/A	N/A	N/A													
14-6-0014	DW - Marker Boards Replacement (RR)	N/A	N/A	N/A	N/A	N/A											Sam	N/A	TBD
	DW - Interior LED Lighting Ph I (RR)	N/A	N/A	N/A	N/A	N/A											Rick	M&O	TBD
	DW - Flooring Replacement (RR)	N/A	N/A	N/A	N/A	N/A											Rick	N/A	
	DW - Restroom Fixtures Replacement & Upgrade (RR)	N/A	N/A	N/A	N/A	N/A											Rick	M&O	TBD
	DW - Water Heater Replacement & Upgrade (RR)	N/A	N/A	N/A	N/A	N/A											Rick	M&O	TBD
	DW - HVAC Upgrades (RR)	N/A	N/A	N/A	N/A	N/A											Rick	M&O	TBD
	DW - Exterior Lighting Upgrade (RR)	N/A	N/A	N/A	N/A	N/A											Rick	M&O	TBD
	DW - Basketball Court Repairing (RR)	N/A	N/A	N/A	N/A	N/A											Rick	M&O	TBD
For FY 2018-19, 46 non-bond projects are currently in progress, 4 project(s) completed and 29 pending start up - 79 Total																			

Status of Non-Bond Construction Projects in Progress November 2018

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Pecan Campus								
Arbor Brick Columns Repair and Replacement	5%	February 2019	1. Project Development 2. Design in Progress	\$ 20,000.00	TBD	TBD	\$ -	TBD
Sand Volleyball Courts	100%	November 2018	1. Design Phase 2. Bidding in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Library	10%	February 2019	1. Project Development 2. Programming in Progress	\$ 495,000.00	TBD	TBD	\$ -	TBD
Building A Renovation	100%	November 2018	1. Construction Complete	\$ 55,000.00	TBD	TBD	\$ 4,351.00	\$ 25,649.00
Building M Office and Work Space Renovation	10%	April 2018	1. Project Development 2. Design in Progress	\$ 32,400.00	TBD	TBD	\$ -	\$ 32,400.00
Athletic Field Fence Enclosure	95%	December 2018	1. Construction Phase 2. Bidding in Progress	\$ 106,500.00	TBD	TBD	\$ -	\$ 106,500.00
Building D Renovations	30%	December 2018	1. Design Phase 2. Design in Progress	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -
Building H Renovations	5%	January 2019	1. Design Phase 2. Design in Progress	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -
Demolition of Dr. Casso Property	95%	November 2018	1. Construction Phase 2. Bidding in Progress	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 60,000.00
Building X Data Cabling Infrastructure Replacement	5%	February 2019	1. Design Phase 2. Design in Progress	\$ -	TBD	TBD	TBD	TBD
Pecan Campus Total				\$ 836,900.00	\$ -	\$ -	\$ 4,351.00	\$ 164,549.00

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Pecan Plaza								
Pecan Plaza Police Department Emergency Generator	95%	November 2018	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ -	\$ 213,324.00	\$ 177,342.20	\$ 9,333.80
Building C 2601 Test Site Renovation	100%	November 2018	1. Construction Complete	\$ 100,000.00	\$ -	\$ -	\$ 45,661.36	\$ 54,338.64
Pecan Plaza Total				\$ 500,000.00	\$ -	\$ 213,324.00	\$ 223,003.56	\$ 63,672.44
Mid Valley Campus Total								
Childcare Canopy Replacement (RR)	100%	October 2018	1. Bidding completed 2. Project Awarded	\$ 3,000.00	TBD	TBD	\$ -	TBD
Covered Walkway for Bus Drop Off	20%	December 2018	1. Construction Phase 2. Construction in progress	\$ 5,000.00	TBD	TBD	\$ -	TBD
Resurfacing Parking Lot #3 (RR)	5%	December 2018	1. Project Development 2. Contract Negotiations	TBD	TBD	TBD	TBD	TBD
Thermal Plant Renovation	5%	December 2018	1. Project Development 2. Contract Negotiations	TBD	TBD	TBD	TBD	TBD
Resurfacing Northwest Drive (RR)	5%	December 2018	1. Project Development 2. Contract Negotiations	TBD	TBD	TBD	TBD	TBD
Student Services Renovation	5%	December 2018	1. Project Development 2. Contract Negotiations	TBD	TBD	TBD	TBD	TBD
Roofing Replacement (RR)	95%	December 2018	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
Mid Valley Campus Total				\$ 73,000.00	\$ 73,872.00	\$ 65,000.00	\$ 73,872.00	\$ -

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Technology Campus								
Repair Concrete Floor Mechanical Room	95%	November 2018	1. Construction Phase 2. Construction in Progress	\$ 30,000.00		\$ -	\$ -	\$ -
Building B Concrete Floor Repairs	100%	October 2018	1. Design Phase 2. Project Awarded	\$ 10,000.00		\$ -	\$ -	\$ 10,000.00
Building B Domestic/Fire Sprinkler Lines	75%	November 2018	1. Construction Phase 2. Construction in Progress	\$ 900,000.00	\$ 638,935.00	\$ 261,065.00	\$ 429,013.06	\$ 209,921.94
Shipping and Receiving Building D Office Renovation	5%	January 2019	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
Technology Campus Total				\$ 985,000.00	\$ 652,128.13	\$ 282,871.87	\$ 442,206.19	\$ 219,921.94
Nursing and Allied Health Campus								
Student Success Center Renovation	50%	November 2018	1. Design Phase 2. Design in Progress	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -	TBD
Resurface Parking Lot #1	95%	November 2018	1. Project Development 2. Contract Negotiations	TBD	TBD	TBD	TBD	TBD
Student Services Renovation	5%	February 2019	1. Project Development 2. Programming in Progress	TBD	TBD	TBD	TBD	TBD
West Entry Campus Sign	5%	February 2019	1. Project Development 2. Programming in Progress	TBD	TBD	TBD	TBD	TBD
Roofing Replacement (RR)	95%	December 2018	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Total				\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -	\$ -

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	95%	October 2018	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ 285,493.00	\$ 142,207.00	\$ 271,218.35	\$ 14,274.65
Student Services Renovation	5%	February 2019	1. Project Development 2. Programming in Progress	TBD	TBD	TBD	TBD	TBD
Roofing Replacement (RR)	95%	December 2018	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
Starr County Campus Total				\$ 450,000.00	\$ 332,143.00	\$ 145,557.00	\$ 294,018.35	\$ 38,124.65
Regional Center for Public Safety Excellence								
Target Range	5%		1. Project Development 2. Programming in Progress		\$ 38,000.00			
Signage	100%	September 2018	1. Construction Complete				\$ 72,280.00	
Chiller Relocation	5%	february 2019	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
RCPSE Total				\$ -	\$ 38,000.00	\$ -	\$ 72,280.00	\$ -

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
Automatic Doors Phase III	5%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 65,000.00	\$ 128,000.00	\$ -	\$ -	\$ -
Marker Boards Replacement (RR)	85%	February 2019	1. Project Development 2. Design in Progress	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
Irrigation System Controls Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 70,000.00	TBD	TBD	\$ -	TBD
Fire Alarm Panel Replacement / Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 180,000.00	TBD	TBD	\$ -	TBD
Outdoor Furniture	60%	February 2019	1. Construction Phase 2. Construction in Progress	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -
Directional Signage Updates	95%	February 2019	1. Construction Phase 2. Bidding in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Walkway LED Lighting Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 35,000.00	TBD	TBD	\$ 10,687.50	TBD
FOCUS on Active Learning (RR)	5%	March 2019	1. Project Development 2. Design in Progress	\$ 30,000.00	\$ 676.90	\$ 29,323.10	\$ 676.90	\$ -
Interior Controls Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 75,000.00	TBD	TBD	\$ -	TBD
Flooring Replacement Phase I (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 500,000.00	TBD	TBD	\$ 24,186.92	TBD
Restroom Fixtures Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 25,000.00	\$ 4,047.68	\$ 20,952.32	\$ 4,047.68	\$ -
Water Heater Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding 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 2019	1. Construction Phase 2. Bidding in Progress	\$ 30,000.00	TBD	TBD	\$ -	TBD
HVAC Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 100,000.00	\$ 13,372.47	\$ 86,627.53	\$ 21,464.85	\$ (8,092.38)
Water Pump Stations (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Exterior Lighting Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 250,000.00	TBD	TBD	\$ -	TBD
Basketball Court Repairing (RR)	95%	December 2018	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
District Wide Total				\$ 1,880,000.00	\$ 190,811.40	\$ 105,561.07	\$ 64,596.48	\$ 36,621.97
Non-Bond Construction Project Total				\$ 3,899,000.00	\$ 1,297,954.53	\$ 823,313.94	\$ 1,169,976.58	\$ 358,341.00
For FY 2018 - 2019, 27 non-bond projects are currently in progress, 0 has been completed and 52 pending start up - 79 Total								

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of November 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.

These checks and financial reports were scheduled for presentation to the Board on November 27, 2018, but that meeting was cancelled due to scheduling conflicts.

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

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.



South Texas College closed its 25th anniversary year with two commencement celebrations in which **2,194 degrees** were awarded during the December commencement ceremonies on Saturday, December 1st, 2018. As part of South Texas College's 25th anniversary celebration, students were given a keepsake gift during the ceremony.

Graduation took place at the State Farm Hidalgo Arena. 1,161 students crossed the stage in the 9 a.m ceremony for the Divisions of Business, Public Safety and Technology, Nursing and Allied Health, and Bachelor Programs. The afternoon commencement for the Divisions of Liberal Arts and Social Behavioral Sciences, and Mathematics and Science presented degrees to 1,033 students and took place at 1 p.m.



On October 30th, the annual Fall Festival was held at the STC Pecan Campus. Faculty, Staff, Students, families, and the general public were invited to attend the annual community event and enjoy the food, play games, participate in a costume contest and listen to live music.



The Kinesiology Department held their 13th annual Turkey Trot on Saturday, November 17th at the Pecan Campus. Registration began at 6:30am with an admission fee of 8 cans of food for the Food Bank of the Rio Grande Valley. Participants walked or ran a 2.2 mile course and were eligible for prizes in women's and men's divisions.

The Culinary Arts program held a Thanksgiving Buffet in support of the South Texas College Student Food Pantry, which reached its one year anniversary. Faculty, staff, and students were asked to show their support by making a donation in order to enjoy the delicious food prepared by the Culinary Arts Program. Proceeds of the event allowed the Student Food Pantry to continue its mission of assisting students in need by providing meals and connecting them to available community resources.



On November 8th and 9th, the Veterans Affairs and Student Activities and Wellness departments held Veteran's Day celebrations across all five South Texas College campuses. The celebrations were held in honor of the men and women who have served and continue to serve our country.

The College held the 5th Annual Public Safety and First Responders Expo at the Regional Center for Public Safety Excellence on November 27, 2018. The event was aimed to promote recruitment and to support and highlight careers in first responder fields. The event was free and open to the public and consisted of informational booths with agencies from the local, state, and federal level.



The 11th Annual Harvest of Health Fair was held on November 15th at the Nursing and Allied Health Campus with the theme “Treasure your Health”. The event provided outreach to the community and information to the community of available programs at South Texas College and promoted continued health and wellness. The fair also offered door prizes, a scavenger hunt, puppet show, haunted house, 911 services (McAllen Fire Department Smoke Trailer, McAllen Police Department, Air-Evac Helicopter), face painting, dementia tour, karaoke, photo booth, massage bar, and food.



South Texas College, the McAllen Chamber of Commerce, and McAllen Independent School District held a ceremonial signing for the Youth Apprenticeship Program on October 31st. The youth apprenticeships are a collaborative effort intended to provide college instruction and paid, on-the-job training for students who are enrolled in STC's U.S. Department of Labor Registered Apprenticeship Program. Apprentice occupations include Auto Technician, Heating, Ventilation, Air Conditioning (HVAC), Hotel Operations, and Culinary Arts.

The Law Enforcement and Fire Science program held a Future Heroes 5k Rail Run event on Saturday, November 10th at the Regional Center for Public Safety Excellence.

The event offered participants six categories to place in and benefited the Police and Fire cadets in their journey to becoming public servants.



The Information Technology Program at South Texas College held its Annual Walk/Run event benefiting underprivileged children from the Rio Grande Valley. All participants were asked to donate a new unwrapped toy. The event was held at the Technology Campus on Friday, November 30th.

The EDC of Weslaco has awarded South Texas College/IAM a \$100,000 workforce training grant to increase the number of individuals with advanced skills and credentials in the City of Weslaco. South Texas College shall provide training for 150 new and incumbent workers in Weslaco-based companies in support of job creation and retention activities under this initiative. Training will target small businesses in the retail, manufacturing, and logistics sectors within the city limits of Weslaco. The type of training will include: Computer Applications, Leadership/supervision, Quality Assurance, Logistics, Supply Chain Management, Lean Sigma, Customer Service, Industrial Maintenance and Automation.



South Texas College has collaborated with the Texas Parks and Wildlife Department (TPWD) on a grant-funded opportunity, which will allow the College to prioritize the construction of an indoor target range as the next construction project at the South Texas College Regional Center for Public Safety Excellence.

The proposed project would provide a state-of-the-art \$4M target range, including 12 shooting lanes with full controls and environmental protections, in the City of

Pharr at the site of the South Texas College Regional Center for Public Safety Excellence. The current grant would be for the design portion only, which will provide for the project analysis and architectural and engineering plans.

Dual Credit Programs held a Career Technical Education (CTE) Summit on November 8th. The Summit included information on cultivating partnerships through grants, an opportunity to visit with program faculty, a tour of the Technology campus, and opportunities for collaboration with local school districts. Local school district CTE directors, CTE counselors, and other CTE staff were invited to attend.

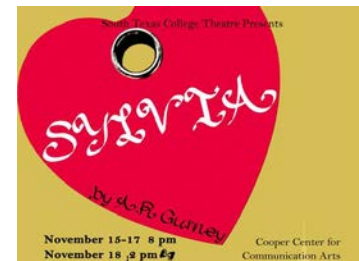




The Culinary Arts program held their Culinary Wars events on November 15th and 16th where students competed for best dishes. Their final competition was held on November 21st. Students, Faculty, and Staff were able to sample dishes and cast their vote for the best dish, which included main entrees, desserts, and appetizers.

South Texas College culinary students also had an opportunity to showcase their artful skills and compete to win the Culinary Wars' Cake Decorating Contest.

South Texas College Theatre presents A. R. Gurney's play *Sylvia*, which tells the story of the marriage of Greg and Kate and a street-smart dog named Sylvia. The production ran from November 15-18 and took place at STC's Cooper Center for Communication Arts Main Stage Theatre.



Ballet Folklórico at South Texas College presented their Amistades Concert Series on Saturday, November 10th. This semester, they were joined by the dance programs of the City of McAllen and the City of Palmview. The purpose of Amistades (Friendships) is to share the stage with dance programs and schools from across the South Texas College district, in an effort to create outreach opportunities and to prove that within the fine arts, there should be no rivalries.

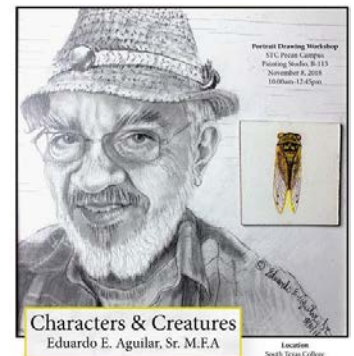
The Starr County Campus Psychology Club of South Texas hosted the 13th Starr County Role Models Get Inspired Conference at the STC Starr County Campus Auditorium on November 20th. Panelists shared their achievements and obstacles they faced in pursuit of their goals. This year five panelists were Joel Hinjosa, Dr. Matilde Barrera-Alaniz, Sam Vale, Rosa Gutierrez-Sarabia, and Jay Pena.





The Student Activities and Wellness department held Jerry's Winter Wonderland event at the STC Pecan campus and invited students to join in the festivities. Students could attend from November 27 through the 28. The event included ice skating, curling, Snowzilla Jr ride, and a life size snow globe.

The South Texas College Art Department presented "Characters & Creatures," an art exhibition featuring works by artist, Eduardo E. Aguilar, Sr. The exhibition ran from November 5th through the 29th at the Art Department Gallery in the Pecan Campus. The work represented in this exhibition was a revised theme first explored during Aguilar's graduate MFA creative project entitled "Life-Size Portraits of My Family," executed primarily in graphite and mixed media on gessoed surfaces. The single portraits of family, friends, and colleagues are juxtaposed with life-size creatures, such as insects, birds, etc. Colored, drawing media is used to emphasize the small creatures.



- Attended the ceremonial signing for South Texas College, the McAllen Chamber of Commerce, and McAllen Independent School District's Youth Apprenticeship Program on October 31st. The youth apprenticeships are a collaborative effort intended to provide college instruction and paid, on-the-job training for students who are enrolled in STC's U.S. Department of Labor Registered Apprenticeship Program.
- Joined Vice Presidents and Academic Deans in a meeting with Dr. Bob Paxton from EduGrasp to discuss future collaborations in building systems and processes that provide students with a seamless pathway from STC associate degrees and bachelor degrees into graduate degree programs.
- Attended the 30th Annual McAllen ISD Partners in Excellence breakfast on November 1st at McAllen Country Club. The breakfast brought together school district partners to discuss current and continued collaborations.
- Provided Expression of Appreciation at the Check Presentation for a \$100,000 Job Training Grant awarded by the Economic Development Corporation of Weslaco.
- Attended a Farewell reception for Chief Manuel Padilla who had served as Chief of the Rio Grande Valley Sector since 2015 and was selected to serve as the new Director of the Joint Task Force-West, in San Antonio. Chief Padilla was presented with a South Texas College plaque communicating his contribution and expressing appreciation for all of his support of the Regional Center for Public Safety Excellence.



- Participated in a photo session with RGVision for their Jan/Feb 2019 magazine which will recognize educational disrupters/leaders in the Rio Grande Valley. RGVision will be doing a write up on how the educational land scape has shifted over the past 10 years through the eyes of educational leaders who will be honored in their Anniversary issue.
 - Met with Mary Elizondo, Vice President for Finance and Administrative Services, regarding proposed revisions to policies.
 - Spoke with Dr. Virginia Champion, Director of Grant Development, Management and Compliance, regarding arrangements for a grant press conference with Texas Parks and Wildlife Department and draft correspondence.
 - Traveled to Austin, TX to take part in a Dual Credit Discussion arranged by the Office of the Governor. The discussion involved college presidents from across the state and facilitated dialogue regarding the effectiveness of dual credit models and long-term benefits to students who participate.
 - Attended the Career Technical Education (CTE) Summit hosted by Dual Credit Programs on November 8th. The Summit included workforce program updates and opportunities for collaboration. The audience consisted of school district CTE directors, CTE counselors, and other CTE staff.
 - Met with Mary Elizondo, Vice President for Finance and Administrative Services, to review the S&P Global credit rating process on South Texas College District's limited tax bonds.
 - Attended the 54th annual Access to Hope Gala held by Access Esperanza Clinic at the McAllen Country Club. The Access to Hope Gala is a celebration of the preventive healthcare services the Access Esperanza Clinics offer to men and women of low-income communities.
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- Participated in a conference call with Sarita Brown, President, Deborah Santiago, CEO, and Dr. Joanna Sanchez, Program Manager, from Excelencia in Education. The call covered the planned launch of the Seal of Excelencia in early 2019, which is a voluntary certification system that signifies an institution has an intentional and comprehensive approach in data, practice and leadership to serve Latino students and seeks to raise the bar by which institutions are considered serving Latino students.
 - Attended the Texas Association of Community Colleges (TACC) Legislative Committee meeting in Austin, TX to review the current legislative positions by TACC and discuss the overview on Interim House and Senate Hearings for the 85th Legislature.
 - Supported a press conference with the Texas Parks and Wildlife Department regarding the award for a grant-funded opportunity, which would allow the College to prioritize the construction of an indoor target range as the next construction project at the South Texas College Regional Center for Public Safety Excellence.
 - Coordinated a conference call with representatives from S&P Global Ratings and Mary Elizondo, Vice President for Finance and Administrative Services, to review the audit surveillance process and update disclosure documents related to South Texas College District's limited tax bonds.

- Met with Dr. Fernando Chapa, Director of Institutional Effectiveness, Assessment & Accreditation, to review the 2017-2019 Institutional Effectiveness (IE) Mid-Biennium Report for South Texas College. The mid-biennium report is an opportunity for college departments to reflect on what has been done during the first year of implementation of the 2017-2019 IE plan. It provides a chance to reflect, update data on progress, report on successes along the way, modify plans, and to also list any challenges that have been encountered.
- Attended the check presentation with the Development Corporation of McAllen Inc., who have awarded the STC Institute for Advanced Manufacturing and Economic Development department a grant in the amount of \$259,440. 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.
- Hosted the President's Annual Administrative Holiday Luncheon at the Cimarron Country Club for college administrative staff in appreciation of another successful year serving our students and community.
- Coordinated staff participation in the annual SACSCOC meeting from December 8th through the 11th. The annual meeting will feature finance trainings, workshops on fostering an assessment culture, and faculty development information in preparation for South Texas College's reaffirmation site visit.
- Participated in the President's Advisory Council Committee meeting for the Regional Center for Public Safety Excellence. The meeting involved discussions with leaders in local law enforcement agencies regarding proposed programs and initiatives at the Regional Center for Public Safety Excellence.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the December 13, 2018 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from October 30 to December 12, 2018 included:
 - Enrollment Update for Spring 2019
 - Discussion of Faculty Credential Review Process
 - Review and Discussion of Dual Credit Traditional Advising Process
 - Review and Discussion of Policy 3315: Scholastic Achievement Awards
 - Dual Credit Students
 - Continuing Education Students
 - Discussion and Follow-up Strategies for Locating Students Not Identified on the CB116 Student Follow-up Report (Placement)

- Discussion of Articulation Opportunities with Western Governors University
- Review and Discussion of Program Development Brief for Associate of Applied Science in Diagnostic Medical Sonography
- Review and Discussion of Student Financial Aid Verification Process
- Discussion of Opportunity for Faculty to Assist Students with Financial Aid Verification Process
- Update on SACSCOC Reaffirmation
- Review and Discussion of Proposed Revisions to Policy 6320: Prohibition of Drugs and Alcohol on Campus
- Discussion of Policy 4901: Standards of Conduct
- Review and Discussion of Proposed Key Performance Indicators
- Review and Discussion of Proposed Revisions to Policy 3232: Dual Credit Student Eligibility Requirements
- Presentation on New Online Move/Setup System
- Update on Culinary Arts Thanksgiving Buffet to Benefit South Texas College Student Food Pantry
- Review and Discussion of Proposed Revisions to Policy 1700: Board Policies
- Update on Signage
 - Nursing and Allied Health Campus
 - Technology Campus Building E
 - La Joya Higher Education Center
 - District Wide Exterior Wayfinding Signage
- Update on College Workflow for Moves
- Update on Facilities Planning & Construction Website - CIP Process and Space Modification Process
- Update on District Wide Outdoor Furniture
- Update on FY 2019 CIP Projects
- Discussion of Building Availability
 - Feldman's Building on Pecan
 - Vacant Lone Star Bank on Pecan and 281
- Updates:
 - Student Affairs and Enrollment Management
 - Finance and Administrative Services
 - Academic Affairs
 - Information Services, Planning, Performance and Strategic Initiatives

Announcements

A. Next Meetings:

- Tuesday, January 15, 2019
 - 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, January 29, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Monday, December 17, 2018 – Wednesday, January 2, 2019 in observance of Winter Break.
- South Texas College will host a Board Appreciation Breakfast for local school district partners on Friday, January 18, 2018 at 8:30 a.m. at the Cooper Center for Performing Arts.