



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, February 26, 2019  
5:30 p.m.**

**Pecan Campus  
Ann Richards Administration Building  
Board Room  
McAllen, Texas**

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, February 26, 2019 @ 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**
  - A. Report on the Association of Community College Trustees (ACCT) 2019 National Legislative Summit
- VI. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes ..... 6 - 42
    - 1. January 29, Regular Board Meeting
    - 2. February 16, 2019 Board Retreat
    - 3. February 19, 2019 Special Board Meeting
  - B. Approval and Authorization to Accept Grant Awards and Agreements .. 43 - 44
    - 1) Texas Workforce Commission, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) in the amount of \$1,057,620
    - 2) Additional Grant(s) Received/Pending Official Award
- VII. Consideration and Action on Committee Items**
  - A. Education and Workforce Development Committee**
    - 1. Review of Reports and Presentations Delivered at February 19, 2019 Education and Workforce Development Committee meeting..... 45 - 49
      - a. Review and Discussion of Academic and Workforce Instructional Program Review Process
      - b. Review and Discussion of South Texas College Summer Camps for Elementary, Middle, and High School Students for Summer 2019

- c. Presentation on South Texas College Food Pantries and Partnerships
- d. Update on Instructional Activities at Regional Center for Public Safety Excellence

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

- 1. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Rescission of Award ..... 50 - 58
  - A. Award of Proposals
    - 1) Purchase of Medium Duty Trucks (Award)
    - 2) Security Cameras (Award)
  - B. Instructional Items
    - 3) Clinical Skills Mannequins (Purchase)
    - 4) Training Simulator (Purchase)
  - C. Non-Instructional Items
    - 5) Police and Security Vehicle Emergency Lighting and Equipment (Purchase)
    - 6) Shuttle Bus (Purchase)
    - 7) Food and Related Non-Food Products (Renewal)
    - 8) Risk Management and Consultant Services (Renewal)
  - D. Technology Items
    - 9) Computers and Laptops (Purchase)
    - 10) Network Equipment Replacements (Purchase)
  - E. Interlocal Agreements
    - 11) Facility Usage Interlocal Agreements (Lease/Rental)
  - F. Rescission of Award
    - 12) Food Service - Starr County Campus (Rescind Award)
- 2. Review and Action as Necessary on Disposal of Surplus Property Valued at \$5,000 and Over ..... 59 - 61
- 3. Review and Action as Necessary on Disposal/Recycling of Technology and Electronic Items with an Original Value of \$5,000 and Over ..... 62 - 65
- 4. Review and Action as Necessary on Award of Investment Advisory Services ..... 66 - 76
- 5. Review and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2018..... 77 - 84
- 6. Review and Action as Necessary on Acceptance of Internal Audit Report in the Area of Accounts Payable Commercial Card Use ..... 85 - 94

**C. Facilities Committee**

**2013 Bond Construction Program – Accountability Status**

- 1. Review and Discussion on 2013 Bond Construction Program Warranty Items Action Plan ..... 95 - 97

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

- 2. Review and Action as Necessary on Contracting Architectural Services for the Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas..... 98 - 108
- 3. Review and Action as Necessary on Contracting Architectural Services for the Regional Center for Public Safety Excellence Target Range.. 109 - 117
- 4. Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Athletic Field Fence Enclosure – II ..... 118 - 132
- 5. Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space ..... 133 - 139
- 6. Review and Action as Necessary on Substantial Completion for the Mid Valley Campus Child Care Development Canopy Replacement .. 140 - 142
- 7. Update on Status of Non-Bond Construction Projects ..... 143 - 151

**VIII. Consideration and Approval of Checks and Financial Reports ..... 152 - 154**

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

**IX. Informational Items**

- President’s Report ..... 155 - 161

**X. Announcements ..... 162**

A. Next Meetings:

- Tuesday, March 5, 2019
  - 3:30 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, March 26, 2019
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Monday, March 11 – Sunday, March 17 in observance of Spring Break

## **Presentations**

### **A. Report on the Association of Community College Trustees (ACCT) 2019 National Legislative Summit**

Ms. Rose Benavidez, Vice Chair, represented South Texas College at the Association of Community College Trustees (ACCT) 2019 National Legislative Summit in Washington D.C.

The Summit provides community college leaders with timely information on federal legislation and other initiatives, as well as the opportunity to meet with peer leaders and advocates from around the nation.

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

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) January 29, Regular Board Meeting
- 2) February 16, 2019 Board Retreat
- 3) February 19, 2019 Special Board Meeting

There was also a Special Board Meeting scheduled for Tuesday, February 12, 2019; however, this meeting did not occur due to lack of quorum.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the January 29, 2019 Regular Board Meeting Minutes, the February 16, 2019 Board Retreat Minutes, and the February 19, 2019 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 January 29, 2019 Regular Board Meeting Minutes, the February 16, 2019 Board Retreat Minutes, and the February 19, 2019 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, January 29, 2019 @ 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, January 29, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: None

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, Ms. Becky Cavazos, Ms. Myriam Lopez, Ms. Alicia Gomez, Dr. Ety Bischoff, Dr. Ali Esmaeili, Mr. Paul Varville, Mr. Ray Pedraza, Dr. Virginia Champion, Ms. Diane Teter, Dr. Bill Carter, Mr. Bruce Griffiths, Ms. Sandra Ledesma, Mr. Robert Cuellar, Ms. Dimitra Trejo, Mr. Ben Briones, Mr. Bill Starnes, Mrs. Kelly Salazar, Ms. Alejandra Navarro, Mr. Mark Mastej, Mrs. Laura Warren, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Mr. Ray Pedraza, Assistant Director of Public Relations and Marketing, said the invocation.

## Public Comments

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

## Presentations

To accommodate scheduling conflicts, the Board heard the presentations in the following order:

**A. Expression of Appreciation to Trustees for Their Service and Contributions to South Texas College**

Dr. Shirley Reed, College President, presented an expression of appreciation to the Board of Trustees on the behalf of faculty, staff, students, and constituents for their continued contributions to making South Texas College a world-class, innovative, and responsive community college.

**D. Presentation on Recognition of South Texas College Department of Public Safety by the City of McAllen**

Mr. Paul Varville, Chief Administrator for the Department of Public Safety and the Regional Center for Public Safety Excellence, presented a recognition by the City of McAllen.

On January 14, 2019, the City of McAllen formally recognized the South Texas College Department of Public Safety, along with other participating law enforcement agencies, for their support and contributions to the *2018 McAllen Holiday Parade*. Other agencies recognized included the Federal Bureau of Investigation, US Customs and Border Protection, Federal Air Marshal Service, Texas Department of Public Safety, and the Hidalgo County Sheriff's Department.

2018 was the fourth year that South Texas College has assisted the City of McAllen with their annual parade. This year, 23 police officers and 36 security guards from South Texas College provided support staffing to the city, helping ensure the safety of approximately 250,000 visitors, including traffic control and additional parking at the Pecan Campus.

**C. Presentation of Artwork for Student Union by Laura Warren and The Warren Group Architects, Inc.**

Mrs. Laura Warren, principal and architect with The Warren Group Architects, Inc., donated the beautiful painting "Perception 5" by artist Fernando Giron to South Texas College, for display in the Student Union Building.



Mrs. Warren and her team designed this building as part of the 2013 Bond Construction Program, and she purchased this painting because, in her words, it reminds her “of STC students breaking barriers and making a difference, in spite of perceptions. The colors are vibrant and strong, very much like our students’ dreams and character.”

Administration invited Mrs. Warren to first present this lovely painting to the Board of Trustees, and then it would be proudly and prominently displayed in the Student Union Building, for enjoyment by the students, faculty, and staff.

**E. Introduction of South Texas College Faculty Senate Executive Officers**

Mrs. Diane Teter, President of the South Texas College Faculty Senate, requested the opportunity to introduce each of the current Faculty Senate Executive Officers to the Board of Trustees.

South Texas College Faculty Senators and the Executive Committee are elected each Spring Semester, for the following academic year. The current executive officers were as follows:

- Diane Teter, President (Associate Professor of Biology)
- Bruce Griffiths, Vice President (Computer and Advanced Technology Instructor)
- Dr. Sandra Ledesma, Secretary (Associate Professor of Education)
- Dr. William Carter, Past President (Professor of History)
- Nathan England, President-Elect (Art Instructor)

Ms. Teter, Mr. Griffiths, Dr. Ledesma, and Dr. Carter introduced themselves to the Board and thanked the Board for the opportunity. Mr. England was unable to attend

**B. Presentation on South Texas College Public Relations and Marketing Strategies with Interact Communications**

Mr. Ray Pedraza, Assistant Director of Public Relations and Marketing, introduced the leadership team from Interact Communications, who were working with the South Texas College Public Relations and Marketing on the new institutional marketing strategies:

- Mr. Mark Mastej, Head of Research, and
- Alehandra Navarro, Director of Communications

South Texas College 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. Mastej and Ms. Navarro discussed the research, media purchasing strategies, and technology used in the ongoing campaign, and reviewed the metrics used to track effectiveness and value of that various strategies.

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 are submitted for approval:

- 1) December 13, 2018 Regular Board Meeting Minutes
- 2) January 15, 2019 Special Board Meeting

Upon a motion by Mr. Roy de León and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the December 13, 2018 Regular Board Meeting Minutes as presented. The motion carried.

Upon a motion by Mr. Roy de León and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the January 15, 2019 Special Board Meeting Minutes as presented. The motion carried.

### **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 was requested:

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

The JET grant from the Texas Workforce Commission would help address the current needs of the region by providing students enrolled in South Texas College's Associate Degree Nursing (ADN) Program with the opportunity to gain experience using specialized equipment used by in-demand occupations. The simulation equipment would enable students to practice technical nursing skills safely and competently. The grant funding period was from August 2018 to August 2019.

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

**2. Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation) in the amount of \$259,286**

The purpose of the Carl D. Perkins Basic Grant was to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs.

Each year, after initial allocations to selected programs, the THECB issues a reallocation of the available remaining funds. These funds would be used for instructional resources and equipment for CTE programs. Access to books and state of the art equipment and materials would support CTE students in developing skills for emerging technologies in CTE programs. The funding period was from September 1, 2018 to August 31, 2019.

With this reallocation, the Carl D. Perkins Basic Grant award to South Texas College for this funding period totaled to \$2,082,415.

This award aligned to Strategic Direction #1, Clear Pathways, by providing students with opportunities in career and technical education, including extensive support to complete programs successfully. This award also aligns to Strategic Direction #2, Access and Success, by increasing community awareness and access to Career and Technical Education training and programs.

**3. Texas Higher Education Coordinating Board (THECB), 2018 College Readiness and Success Models for 60x30TX, Additional Funds in the amount of \$175,088**

This grant was to enhance and scale co-requisite model offerings for Integrated Reading and Writing classes with History, Political Science, Arts, and Academic English to meet or exceed the requirements of House Bill 2223. The proposed project supported student success by offering co-requisite models concurrently leading to successful course completion of both academic and developmental classes.

At the time of initial Board approval, the Board was informed that there was a possibility of additional funds being provided by THECB. These additional funds were being awarded to cover the remaining 25% (\$66,638) of funds requested in the application and 50% (\$108,450) for anticipated completion funding as requested in the application. Total funding from THECB for this grant would not exceed \$250,088, which included initial funds previously authorized in the amount of \$75,000. The funding period was from August 15, 2018 to August 31, 2020.

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

**4. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) in the amount of \$40,575**

This grant from Workforce Solutions provided funding for Child Development Associates Credential courses to be taken by employees of Child Care Services Vendors in Starr, Hidalgo and Willacy Counties. These funds would be used for tuition, fees and textbooks for up to 25 candidates for the Fall 2019 semester. If more participants expressed interest in the CDA program, Workforce Solutions would allow South Texas College to request additional funds. This award was for the period of January 1, 2019 to December 31, 2019.

This grant aligned to Strategic Direction #2, Access and Success, through coordinated efforts with Workforce Solutions to outreach prospective students to enroll at South Texas College in a Child Development Program.

**5. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Childhood Conferences Participant Scholarship Funds in the amount of \$10,000**

This grant provided funding for registration for 50 participants to attend the Special Needs and Leadership Conference and for 100 participants to attend the Child Care and Early Childhood Conference (conducted in Spanish), which was hosted by South Texas College's Child Development and Early Childhood Program. If additional participants expressed interest in registering for the conferences, Workforce Solutions would allow South Texas College to request additional funds. Conferences would take place on the following dates: April 2019, June 2019 and October 2019. This award was for the period of January 1, 2019 to December 31, 2019.

This grant aligned to Strategic Direction #2, Access and Success, by promoting a college-going culture through proactive outreach targeting prospective students to attend conferences.

**6. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation in the amount of \$67,733**

This grant provided funds to increase the number of courses offered in the competency-based (CB) format for the CB Bachelor's Programs in Organizational Leadership and Technology Management. Upper division and general education courses would be converted to the CB format to ensure the programs offer the same

quality and resources as traditional bachelor's programs. The funding period was from January 2019 to January 1, 2024.

This grant was aligned to Strategic Direction #2, Access and Success by increasing the number of competency-based courses in the Bachelor's of Applied Technology and Science Programs.

**7. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation in the amount of \$14,906**

Grant funds would be used to create a handbook that standardizes and codifies guidelines for creating and administering competency-based (CB) programs for South Texas College (STC) faculty, staff, and administrators and other institutions of higher learning in accordance with pertinent accreditation standards, College policies and procedures, and best practices. The funding period was from January 2019 to February 28, 2020.

This award aligned to Strategic Direction #4, Collective Responsibility, as it encourages South Texas College faculty in the Division of Math, Science, and Bachelor Programs to work together within and across disciplines to design the best learning experiences for students, leading to their academic success, career readiness, and timely completion.

**8. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation, University of Texas Rio Grande Valley (UTRGV) Subaward in the amount of \$40,065**

South Texas College and the University of Texas Rio Grande Valley (UTRGV) would collaborate to develop a 100% online competency-based (CB) Bachelor of Science Degree in Early Care and Early Childhood Studies (ECEC).

The benefits of this project were increased enrollment, expanded inventory of CB courses, and additional pathways for students to earn bachelor's degree that are affordable, accessible, and accelerated. In addition, STC would contribute \$5,855 in-kind support for overseeing the planning, implementation and evaluation of the project. The funding period is from January 2019 to January 1, 2024.

This award aligned to Strategic Direction #2, Access and Success, by creating a competency-based Bachelor of Science Degree in Early Care and Early Childhood Studies as an affordable, accessible, and accelerated path to completion of the bachelor degree program.

The presented grants would provide up to \$856,749 in additional funding for the College to provide services and opportunities throughout the region.

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

1. Texas Workforce Commission, Jobs and Education for Texans (JET) in the amount of \$249,096
2. Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation), in the amount of \$259,286
3. Texas Higher Education Coordinating Board (THECB), 2018 College Readiness and Success Models for 60x30TX, Additional funds, in the amount of \$175,088
4. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) in the amount of \$40,575
5. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Childhood Conferences, participant scholarship funds in the amount of \$10,000
6. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation in the Amount of \$67,733
7. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation in the Amount of \$14,906
8. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation, University of Texas Rio Grande Valley (UTRGV) Subaward in the Amount of \$40,065

The motion carried.

### **Review and Discussion on Quarterly Investment Report**

A report on the College's Quarterly Investment Report for the Quarter Ended November 30, 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 November 30, 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 presented a brief review and update of the College's Quarterly Investment Report for the Quarter Ended November 30, 2018 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2018 was included 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 Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended November 30, 2018, as presented. The motion carried.

### **Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2018**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the updated Delinquent Tax Collection Report through November 30, 2018.

No action was required.

### **Review and Action as Necessary on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County**

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo and Starr counties at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2019 through April 30, 2020 was requested.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP would expire on April 30, 2019. Approval to renew the contract for a one-year period was needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney’s compensation is set in the contract, but the

total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the January 31, 2017 Board meeting for the contract period beginning May 1, 2017 through April 30, 2018 with two (2) one-year renewal options. This is the last renewal of the two (2) one-year renewal options.

Funding Source – The delinquent tax collection services fee of 15 percent is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy was presented in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2019 to April 30, 2020 as presented.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2019 to April 30, 2020 as presented. The motion carried.

**Review and Action as Necessary on Resolution to Impose a 15%  
Penalty for Collection of Delinquent Taxes as Authorized Under  
Section 33.07 of the Texas Property Tax Code for Delinquent Tax  
Attorney Fees and Expenses**

Approval of the Resolution imposing a 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney fees and expenses was requested.

Purpose – A resolution authorizing the College to levy an additional penalty of 15 percent to the delinquent 2018 district taxes was needed in order to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2018 taxes which remained delinquent on July 1, 2019.



Justification – Board action was necessary on the Resolution previously prepared by legal counsel to approve the 15 percent additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15 percent penalty for the collection of tax year 2017 delinquent taxes, the College's prior levy tax year, was approved by the Board on January 30, 2018.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded was provided in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

### **Review and Action as Necessary on Renewal Agreement with Access Esperanza Clinic on Outpatient Clinic at the Mid Valley Campus**

Approval of renewal agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2019 to January 31, 2020, with a yearly review and renewal of services was requested.

Purpose – The Access Esperanza Clinics at the Mid Valley Campus provided students easy access to healthcare education, affordable, and high-quality preventive health care at no or very low cost.

Justification – The outpatient clinic at the Mid Valley Campus offered preventive health care services for the Mid Valley students, 18 years of age and older, which provided convenient for easy student access for health services and a healthy lifestyle.

Under the revised agreement, students, faculty, and staff would have access to following services:

- health screening services, testing, and basic management for diabetes, high cholesterol, and high blood pressure
- urinary tract infection testing and treatment
- cancer screening exams both men and women
- HIV screening test
- sexually transmitted infections testing and treatment
- pregnancy testing and educational instruction
- health care education
- community referral for complex medical treatment and social services

### **Current Terms**

- The clinic was available to all South Texas College students 18 years of age and older, and is open one day per week, unless the demand is greater. Students below the age of 18 are referred to another clinic as appropriate.
- Access Esperanza Clinics covered all clinical and staffing costs and operated the clinic. South Texas College promoted the clinic's availability and provided two adjacent classrooms as the clinic site.
- The clinic used classrooms 211 and 213 at the Mid Valley Campus Nursing and Allied Health Building B and were charged a monthly facility use rate of \$1.00 per square feet. The charge was based on two classrooms of 672 square feet each, for a total monthly charge of \$1,344.00 and a total annual charge of \$16,128.00. The Nursing and Allied Health Building B was located in the North West corner of the campus.

### **Renewal Terms Requested by Access Esperanza Clinics**

Access Esperanza Clinics requested changes to the lease agreement and College staff is recommending the following changes to the renewal terms:

- Due to low participation, Access Esperanza Clinics requested modification to the lease agreement by allowing the clinic to serve faculty and staff, in addition to students.
- Due to low participation, Access Esperanza Clinics is requested modification to Section 3.01 of the lease agreement by reducing rental cost for clinic rooms at South Texas College. The requested monthly facility use rate requested was \$0.50 per square feet, reduced from \$1.00 per square feet. The clinic uses two

classrooms of 672 square feet each. As a result, the total monthly charge would be \$672.00 with a total annual charge of \$8,064.00.

- In an effort to increase participation, Access Esperanza Clinics requested the following outreach and awareness efforts for Spring 2019:
  - ⇒ Host an open house the first week of classes
  - ⇒ Co-host an event with Student Engagement (brand awareness)
  - ⇒ Update clinic flyers to focus more on diabetes testing and management services
  - ⇒ Give presentations to the student leadership and the Student Ambassador groups and encourage members to distribute clinic flyers
  - ⇒ Promote clinic on campus TV screens
  - ⇒ Promote clinic to students, faculty, and staff at the Pecan campus
  - ⇒ Give more class presentations (core classes)
  - ⇒ Host a focus group at the beginning of the semester to better understand students' attitudes about the clinic and its services

Background - The Board awarded the contract to enter into an agreement with Access Esperanza Clinics at the September 19, 2017 Board of Trustees meeting for one year with a yearly review and renewal of services. The renewal period would be for February 1, 2019 to January 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/19/17	2/01/18 – 1/31/19	
Renewal	01/29/19		2/01/19 – 1/31/20

Reviewers – The renewal agreement with Access Esperanza Clinics was reviewed by Mary Elizondo, Vice President for Finance and Administrative Services, Purchasing Department staff, and South Texas College's legal counsel.

Enclosed Documents – The items below were presented in the packet for the Board's information and review.

1. Draft Lease Agreement prepared by administration from South Texas College
2. Exhibit A - STC Facility Use Charges Schedule
3. Exhibit B - Collaboration Letter from Access Esperanza Clinics
4. Exhibit C – Exhibit to the Agreement
5. Exhibit D – Statement of Confidentiality Acknowledgment Statement

Kathryn Hearn, Community Services Director from Access Esperanza Clinics, attended the January 15, 2019 Finance, Audit, and Human Resources Committee meeting to address questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed renewal of agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2019 to January 31, 2020, with a yearly review and renewal of services as presented.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2019 to January 31, 2020, with a yearly review and renewal of services as presented. The motion carried.

### **Review and Action as Necessary on Contract for Electric Power Services**

Review and action was necessary on contracting for electric power services through the Texas General Land Office.

Purpose - Approval to contract with the Texas General Land Office (GLO) State Power Program for the purchase of electricity is requested. The terms may be for a period of three (3) year through five (5) years at varying kilowatt rates. Pricing on electric power and associated services from the State Power Program is administered by Cavallo Energy Texas, LLC. (Houston, TX).

Justification - The electric sales agreement, through the General Land Office (GLO), will provide electric power to all South Texas College locations, which includes eighty-two (82) meters. By contracting with the GLO, the College will meet the State procurement requirements. The GLO contract includes an exemption to the following charges: gross receipt tax, PUC assessment fee, and sales tax. The exemption of gross receipt tax and PUC assessment fee is not available through other providers.

The General Land Office provider provided the following rates, which vary by term length on Friday, January 25, 2019:

Start Date	6/1/2019	6/1/2019	6/1/2019
Term	36 months	48 months	60 months
Effective Rate	\$ 0.04831	\$ 0.04665	\$ 0.04513

Background - The following is South Texas College's history on providers and rates:

Method	Service Provider	Period	Rate per kWh
General Land Office	Reliant	04/1/02 - 03/31/04	\$0.03944

Method	Service Provider	Period	Rate per kWh
General Land Office	Reliant	04/1/04 - 05/31/06	\$0.05397
RFP	Hino Electric	06/1/06 - 05/31/07	\$0.08099
RFP	Hino Electric	06/1/07 - 05/31/08	\$0.08650
RFP	Gexa Energy	06/1/08 - 05/31/11	\$0.10200
RFP/General Land Office	Cavallo Energy Texas	06/1/11 – 05/31/14	\$0.05676
General Land Office	Cavallo Energy Texas	06/01/14 - 05/31/19	\$0.05482

Funds for this expenditure were available in the Utilities budget for FY 2018 - 2019.

The Committee requested pricing from the General Land Office (GLO) / Cavallo Energy Texas to determine whether to contract with the GLO or to solicit competitive bids from retailers.

Pricing on electric power and associated services from the State Power Program was administered by Cavallo Energy Texas, LLC. (Houston, TX).

Pricing with executable rates for different term periods was provided by Cavallo Energy Texas no later than 5:00 p.m. on Tuesday, January 29, 2019 and was presented at the Board meeting. These rates would be valid for a period of twenty-four (24) hours. If the Board approves a specific rate and term, it was requested that the President be authorized to sign an agreement.

Mr. Bill Starnes, Senior Management Consultant with ReSolved Energy Consulting (formerly RJ Covington), was available at the meeting to provide information and respond to questions.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing, attended the January 29, 2019 Board of Trustees meeting to address any questions.

Mr. George McCaleb recommended Board approval of the 60 month rate of \$0.04451 as provided by Cavallo Energy Texas, through the Texas General Land Office State Power Program.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting with the Texas General Land Office State Power Program for the purchase of electricity for a contract period of 60 months at the effective rate of \$0.04451. The motion carried.

## Review and Action as Necessary on Award of Proposals, Purchases, Renewal, and Interlocal Agreements

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewal, and interlocal agreement as listed below:

### A. Awards

- 1) **Purchase of Motor Vehicles (Award):** award the proposal for the purchase of motor vehicles totaling \$138,880.00 to the following vendors:
  - **Caldwell Country Chevrolet** (Caldwell, TX)           \$ 31,392.00
  - **Spikes Motor, Co.** (Mission, TX)                   \$106,948.00
- 2) **Food Services – Starr County Campus (Award):** award the proposal for food services – Starr County Campus to **Taqueria Hidalgo, LLC.** (Rio Grande City, TX), for the period beginning February 1, 2019 through January 31, 2020 with two one-year options to renew, with a 10% commission on the net sales;

### B. Instructional Item

- 3) **Science Models, Equipment, and Supplies (Purchase):** purchase of science models, equipment, and supplies from **VWR International, Inc.** (Radnor, PA), for a total amount of \$56,992.90 as follows:

#	Vendor	Contract	Amount
1	VWR International, Inc. (Radnor, PA)	E&I Cooperative Services	\$31,248.48
2	VWR International, Inc. (Radnor, PA)	Board Approved Vendor	\$25,744.42

### C. Non – Instructional Item

- 4) **LED Lamps (Purchase):** purchase LED lamps from **Crawford Electric Supply** (San Antonio, TX/Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$113,946.75;

### D. Technology Items

- 5) **Servers (Purchase):** purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$111,374.38;
- 6) **Software Licenses and Maintenance Agreement (Renewal):** renew the software licenses and maintenance agreement with **DLT Solutions, LLC.** (Herndon, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 27, 2019 through February 26, 2020, at a total amount of \$81,124.96;

**E. Interlocal Agreement**

- 7) **Facility Usage Interlocal Agreement (Lease/Rental):** lease/rental facility usage interlocal agreement with **Region One Education Service Center (ESC)**, for Friday, February 15, 2019, at an estimated amount of \$5,390.00.

Recommend Action - The total for all award of proposals, purchases, renewal, and interlocal agreement is \$507,708.99.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the award of proposals, purchases, renewal, and interlocal agreement in the amount of \$507,708.99 as presented. The motion carried.

**Discussion and Action as Necessary on External Auditor Services**

Approval to renew the contract with Carr, Riggs & Ingram, LLC. (McAllen, TX) for the external auditor services for the fiscal year ending August 31, 2019 was requested.

Purpose – The external auditor services contract renewal was requested to perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller were requesting the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the April 24, 2017 Board of Trustees meeting for one year with four one-year annual renewals. The second renewal period will be for the fiscal year ending August 31, 2019 for the audit of Fiscal Year 2018 - 2019.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	4/24/17	4/25/17- 12/31/17	4 – one year options	9/01/16 – 8/31/17
1 <sup>st</sup> Renewal	2/27/18		1/1/18 – 12/31/18	9/01/17 – 8/31/18
2 <sup>nd</sup> Renewal	1/29/2019		1/1/19 – 12/31/19	9/1/18 – 8/31/19

The total amount paid in FY 2017 and FY 2018, was \$108,000 and \$132,000, respectively.

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

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2018 - 2019 budget and FY 2019 - 2020 pending Board approval of the budget.

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$140,000.00 for the fiscal year ending August 31, 2019 as presented.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized renewal of the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$140,000.00 for the fiscal year ending August 31, 2019 as presented. The motion carried.

### **Review and Action as Necessary on Solicitation of Architectural Services for Deferred Maintenance for District Wide Roofs**

The Board was asked to approve the solicitation of architectural services for deferred maintenance for district wide roofs. The approved architect would first be contracted to review the specified roofing projects and recommend recoating or reroofing as appropriate per location. The architect would then serve as the architect of record for each roof within this project, as necessary.

#### **Background**

The proposed District Wide Deferred Maintenance for District Wide Roofs project was part of the College's Deferred Maintenance Plan for the proper maintenance of the College's facilities. The buildings that would be part of this project were built or renovated between the years of 1998 and 2008. The roofs for these buildings were between ten (10) and twenty (20) years old and their current roof warranties were nearing their expiration periods. The buildings that were part of this project are listed below:

<b>Mid Valley Campus</b>		
<b>Building Letter</b>	<b>Building Name</b>	<b>Year of Roof Installation</b>
Building D	Workforce Innovation Center	2004
Building E	Library	2004
Building F	Student Union (previously Student Services)	2004
Building G	North Academic	2004



<b>Nursing and Allied Health Campus</b>		
<b>Building Letter</b>	<b>Building Name</b>	<b>Year of Roof Installation</b>
Building A	NAH East	2000 and 2004

<b>Starr County Campus</b>		
<b>Building Letter</b>	<b>Building Name</b>	<b>Year of Roof Installation</b>
Building A	Admin Bookstore	1998
Building B	Center for Learning Excellence	1998
Building C	North Academic	1998
Building D	Workforce Innovation	2004
Building E	South Academic	2004
Building F	Cultural Arts	2004
Building G	Student Services	2004
Building H	Student Activity Center	2004

At the December 4, 2018 Facilities Committee meeting, College staff recommended the process for procurement of services on providing a roof coating for the Deferred Maintenance of the District Wide roofs. College staff proposed using the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities for procurement of these services. During the meeting, the Facilities Committee and legal counsel had additional questions regarding the procurement of the roof coating services which staff and legal counsel have since met to review and discuss.

As a result from various discussions with U.S. Communities, Garland, College's legal counsel, College administration, and staff from the departments of Purchasing, Facilities Operations & Maintenance, and Facilities Planning & Construction, College staff determined the need to solicit for the professional services of an architectural firm. The architect will provide a recommendation to move forward with one of the following options along with an estimate of the costs for each and will serve as the Architect of Record for the project. The possible options are as follows:

**Option 1 – Coating:**

Provides a coating material over the existing roofs to include a minimum 15-year manufacturer's warranty.

**Option 2 – Reroofing:**

Provide reroofing of the existing roofs to include a minimum 15-year manufacturer's warranty.

On January 15, 2019, the Facilities Committee recommended Board approval to direct staff to move forward with the solicitation of an architect to evaluate the identified roofs and recommend maintenance options, and to further serve as the architect of record for the maintenance project, incorporating each roof as necessary.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the solicitation of architectural services to evaluate and to serve as the architect of record for deferred maintenance of district wide roofs within this project, as presented. The motion carried.

### **Update on Status of Non-Bond Construction Projects**

The Facilities Planning and Construction staff provided a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the 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 December 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 December 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 **December 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 Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of December 2018. The motion carried.

## Announcements

### A. Next Meetings:

- Tuesday, February 12, 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
  
- Saturday, February 16, 2019
  - 8:00 a.m. – 12:00 p.m. – Work Session at the Pecan Campus Student Union
  
- Tuesday, February 26, 2019
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- Spring 2019 Census Day is Wednesday, February 6
- South Texas College will be closed Friday, February 15, 2019 for College Wide Professional Development Day

## Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:33 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 29, 2019 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr Roy de León  
Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES RETREAT  
Saturday, February 16, 2019 @ 8:00 a.m.  
Student Union Building Conference 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 Saturday, February 16, 2019 in the Student Union Building Conference Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 8:35 a.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Matthew Hebbard, Dr. David Plummer, Mrs. Mary Elizondo, Dr. Anahid Petrosian, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**In the interest of time, Dr. Shirley Reed, College President, proposed to combine and discuss the first two agenda items, as follows:**

**Review and Discussion of Comprehensive Operational Plan for FY  
2018 – 2019 to FY 2021- 2022**

Updated annually, the South Texas College Comprehensive Operational Plan provides the detailed planning and framework for the College's next four years of growth, programs, and other goals. This document provides a consistent foundation for strategic planning, and a benchmark against which to compare the College's successes as well as opportunities for improvement or innovation.

By reviewing and revising the Comprehensive Operational Plan annually, administration is able to keep the College's focus on target with the changing needs of the community and the changing regulations and practices from local, state, regional, and federal partners and oversight agencies.

Developed with the broad participation of faculty, staff, and students throughout the South Texas College district, this plan provides an accurate, detailed, and thorough resource for the College's operations, and how those operations are designed to meet the overall mission and specific goals established by the Board of Trustees.

Dr. Shirley A. Reed, College President, oversees the development and publication of the Comprehensive Operational Plan, and reviewed the planning process with the Board.

### **Review and Discussion of the FY 2017 – 2018 Status Report for the Comprehensive Operational Plan**

Each year, College administration undertakes a thorough review of the College's progress in the implementation of the established Comprehensive Operational Plan. This provides administration with a benchmark against which the College's performance in various areas can be measured.

An annual status report is published to document and share the results of this review. In support of the College's commitment to evidence-based decision making, these results are then evaluated by administration and used to reinforce successful programs and to make appropriate corrections where needed.

This mindful and careful planning and regular review of performance allows the College to remain one of the nation's leading innovators in the service of our students.

Dr. Shirley A. Reed, College President, will review the FY 2017 – 2018 Status Report and respond to questions.

#### **Graduation Rate Calculation**

The Board noted that the calculation of graduation rates for community colleges did not count the College's Dual Credit Program graduates toward South Texas College's rates, and was not an accurate reflection of the College's success.

Dr. Reed and administration agreed, noting that the definition was established by federal law, and was used in various reporting structures nation wide. Nonetheless, South Texas College had one of the highest graduation rates of large community college's in the state of Texas.

Mrs. Victoria Cantú asked what could be done to change the graduation rate calculation method, and offered to lobby for such changes for the benefit of South Texas College.

#### **South Texas College Foundation / Alumni Association**

The trustees asked whether the College had an active alumni association or other funding source for general purpose funds and special projects. Administration confirmed that there was no activity with the existing foundation.

Dr. Alejo Salinas, Jr. noted that he had established a fundraising mechanism while Superintendent of Schools at Hidalgo ISD, and had great success by encouraging faculty to contribute to the fund.

### **Facilities Priorities**

The Board briefly discussed the facilities priorities and master planning of the College.

Mr. Gary Gurwitz noted that the Pecan Campus Library and the proposed bridge to cross Pecan Boulevard were among his top priorities.

These agenda items were presented for the Board's discussion and feedback to staff, and no action was requested.

## **Review and Discussion of Enrollment Assumptions and Projections for Next Five Years**

In an effort to balance desired future results with future uncertainties, South Texas College utilizes Assumption Based Planning. The Traditional Enrollment Assumptions help the college to identify the most important assumptions that either may positively or negatively impact future traditional student enrollment growth. The Traditional Enrollment Assumptions were recently reviewed and updated based on the changing enrollment landscape and will be periodically reviewed given the uncertainties over the next five years.

Mr. Matthew S. Hebbard, Vice President of Student Affairs and Enrollment Management presented the Spring 2019 Enrollment Report, which was finalized on February 6, 2019 (Census Day).

Mr. Hebbard also provided an excerpt from the National Student Clearinghouse Research Center, compiling estimated national enrollment trends. Significantly, there was a nationwide average decrease of 3.2 percent in two-year public institutions of higher education from the previous fall, and postsecondary education overall was down approximately 1.7 percent from the previous fall.

Mr. Hebbard then presented the institutional Traditional Enrollment Assumptions and reviewed the overall enrollment Projections for the Next Five Years.

Finally, Mr. Hebbard discussed how both the Traditional Enrollment Assumptions and Projections are used to inform the Strategic Enrollment Management plan development.

This agenda item was presented for the Board's discussion and feedback to staff, and no action was requested.

## **Review and Discussion of FY 2019 – 2025 Strategic Plan**

South Texas College initiated the process of updating its 2019-2025 Strategic Plan during the 2018 Spring semester.

During the initial planning phase, a cross-functional committee began with a review of the current College Comprehensive Mission Statement and then developed a draft version of a new institutional Vision Statement, Mission Statement, and Core Values. The draft version was then shared with various internal and external stakeholders for input. The committee took this input and developed a final version for Board review and approval.

In December 2019, the South Texas College Board of Trustees formally approved a new Vision, Mission and Cores Values. The Strategic Planning process will continue through Spring 2019 with internal and external stakeholders input. Formal adoption and Board approval of the 2019-2025 Strategic Plan is anticipated in early Fall 2019.

At the Board Retreat, the Board of Trustees was updated on the status of the current strategic planning process. The trustees were asked to participate in a modified Strengths, Weaknesses, Opportunities, and Threats External Elements (SWOT) Analysis. Board members were asked to identify key external elements that affect the College, in the form of Opportunities and Threats:

### **External Elements**

- **Opportunities:** elements in the environment that the business or project could exploit to its advantage.
- **Threats:** elements in the environment that could cause trouble for the business or project.

Trustees were asked to focus on the external elements of the SWOT analysis, to help administration identify and cultivate opportunities and mitigate threats in the College's growth and service to the community. This input will be used along with other feedback gathered from internal and external stakeholders to develop the STC 2019-2025 Strategic Plan.

The Trustees provided valuable feedback, primarily focused on communication with the stakeholders, including parents/families of students in addition to the students themselves.

### **Examples of Opportunities included:**

- Align programs with emerging fields and workforce opportunities
  - Emphasize IT, AI and cybersecurity
  - Promote growth in emerging job and workforce
  - STC's state of the Art Facilities for Students & Staff

- Expand offerings at the RCPSE
- Parental Communication
  - Workshops for parents to help them help their kids go to college
  - Communication plans for students and parents “outside the loop”
  - Parental sessions on college life
  - Communicate cost benefit of dual enrollment programs
- Community Communication
  - Quality and affordability of STC
  - Increase awareness of programs
  - Communicate success of workforce grants
  - Communicate all STC has to offer
  - Performance of our students at the next level
  - Better marketing, more opportunities and community involvement in Western Hidalgo
  - Communicate employer satisfaction with STC graduates
- ISD Partner Communication
  - Improved messaging to HS counselors on benefits of dual enrollment
  - Support ISDs with parental involvement programs
  - Grow additional partnerships with ISDs
  - Offer TSI and summer camps
  - Strengthen ISD partnerships

Examples of Threats included:

- Competing Institutions
  - Short courses offered by proprietary institutions
  - UTRGV competing in Workforce, Developmental Ed
  - UTRGV not fully recruiting STC students
  - Texas A&M McAllen programs
  - Other institutions recruiting in the RGV
  - Complacent recruiting efforts at ISDs
- Legislative Influences
  - Reduced funding
  - Mandates
  - Advocate for adequate funding
  - Legislative interference
- Economic Geographical Region
  - Enter workforce first then college
  - Students want to leave the valley
  - Maintain and promote industry training and alignment
  - Strengthening economy
- Communication Issues
  - Failure to communicate what STC is all about



- Not communicating value of STC
- Need to improve customer service skills
- Limited awareness of success by local community
- Lack of HR resources (Unfilled open positions and retention)
- Lack of alignment for training between industry and STC

This agenda item was presented for the Board's discussion and feedback to staff, and no action is requested.

### **Review and Discussion of Financial Forecasting for the Next Five Years**

The budget development process for FY 2019-2020 has begun. The first step in the budget development process is to project the three major sources of revenue consisting of state appropriations, tuition and fees, and property taxes. In order to project these revenues, historical trends, current year actuals, and future anticipated factors are considered. Based on these analyses, College staff has also developed preliminary five-year financial projections.

This information was presented to the Board of Trustees by Mary Elizondo, Vice President for Finance and Administrative Services.

The Board was concerned about the limitations on revenue sources and the slight decline to enrollment. They asked administration to consider working with the legislature to discuss funding of community colleges, and considered alternative options for increasing revenue, including possibly instantiating limited tuition and fees or other cost-recovery structures for dual credit programs; however, the Board was sensitive to the fact that any costs added to dual credit programs would likely exclude some families from participating.

This agenda item was presented for the Board's discussion and feedback to staff, and no action is requested.

### **Review and Discussion of Electronic Board Packet Proposal and Timeline**

Computer laptops have been purchased and are available to be utilized by the Board of Trustees to view the committee and board meetings agenda items. The use of computer laptops to view the agenda items is anticipated to reduce the time and cost involved in printing, collating, binding, and physical delivery of the board packets.

Mary Elizondo, Vice President for Finance and Administrative Services presented the proposed plan for consideration by the Board of Trustees.

Mr. Roy de León and Mr. Rene Guajardo were willing to receive tablets issued by South Texas College for the use of electronic Board Packets.

The remaining trustees preferred to utilize their own technology or continue to receive hard copy packets.

This agenda item was presented for the Board's discussion and feedback to staff, and no action was requested.

**The Board of Trustees discussed the following items out of the posted agenda order and as listed below:**

### **Review and Discussion of Board Assessment Instrument**

Dr. Alejo Salinas, Jr. requested an agenda item for the review and discussion of the instrument used by the Board in their assessment of the Board of Trustees.

This instrument was last reviewed by the Board on February 27, 2018, and it was approved for the assessment of the Board of Trustees at that time. The assessment was completed and accepted by the Board by May 8, 2018.

The assessment instrument used at that time was provided in this packet for review by the Board of Trustees.

Dr. Salinas noted that the assessment instrument was not directly tied to related policies, and suggested that revisions could be made to align the assessment metrics with policies.

This agenda item was presented for the Board's discussion and feedback to staff, and no action was requested.

### **Review and Discussion of President's Assessment Instrument**

Dr. Alejo Salinas, Jr. requested an agenda item for the review and discussion of the instrument used by the Board in their assessment of the President.

This instrument was last reviewed by the Board on February 27, 2018, and it was approved for the assessment of the President at that time. The assessment was completed and accepted by the Board by May 8, 2018.

The assessment instrument used at that time was provided in this packet for review by the Board of Trustees.

Dr. Salinas noted that the assessment instrument was not directly tied to related policies, and suggested that revisions could be made to align the assessment metrics with policies.

This agenda item was presented for the Board's discussion and feedback to staff, and no action was requested.

### **Review and Discussion of Policy #6105: *Naming of College Facilities***

Dr. Alejo Salinas, Jr. requested an agenda item for the Board to discuss the naming of a facility in honor of a former Board Member.

Policy #6105: *Naming of College Facilities* was provided in the packet for the Board's review and to facilitate discussion.

Dr. Alejo Salinas, Jr. suggested renaming the Mid Valley Campus Library in honor of Mr. Jesse Villarreal, former trustee.

Mr. Gary Gurwitz suggested renaming the Technology Campus in honor of Mr. Mike Allen, former trustee.

Mr. Gary Gurwitz suggested renaming a facility at the Pecan Campus in honor of Mr. Glen Roney, former trustee.

Mr. Gary Gurwitz suggested renaming a facility at the Pecan Campus in honor of Mr. Othal Brand, former Mayor of the City of McAllen.

This agenda item was presented for the Board's discussion and feedback to staff, and no action was requested.

### **The Board did not deliberate on the following agenda items:**

- 7. Review and Discussion of Governance Policies**
- 8. Review and Discussion of Policies Related to Procurement Contracts**
- 9. Review and Discussion of Procedures for Employment of Administrative Personnel**
- 13. Review and Discussion of Administrative Succession Planning**
- 14. Review and Discussion of Board Communication and Planning Strategies**
- 15. Review and Discussion of Strategies to Reduce Information and Repetitiveness for Board and Board Committee Meetings**

## Announcements

### A. Next Meetings:

- Tuesday, February 19, 2019
  - 4:00 p.m. – Education and Workforce Development Committee Meeting
  - 5:30 p.m. – Special Board Meeting
  
- Tuesday, February 26, 2019
  - 5:30 p.m. – Regular Board Meeting

## Adjournment

There being no further business to discuss, the South Texas College Board of Trustees adjourned the Board Retreat at 1:28 p.m.

I certify the foregoing are the true and correct minutes of the Saturday, February 16, 2019 Board Retreat of the South Texas College Board of Trustees.

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Mr Roy de León  
Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING  
Tuesday, February 19, 2019 @ 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, February 19, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Paul R. Rodriguez presiding.

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

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

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Ricardo De La Garza, Mr. George McCaleb, Mrs. Becky Cavazos, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Discussion and Action as Necessary on Electric Power Service**

Review and action as necessary on electric power service was requested.

Purpose – The Board was asked to rescind the previous approval to contract with the Texas General Land Office (GLO) State Power Program for the purchase of electric power services and also to either enter into a newly proposed interlocal agreement with the General Land Office (Option 1) or authorize administration to solicit competitive sealed proposals and contract with a consultant (Option 2).

Justification – On January 29, 2019, administration presented electrical power service contract rates that were not accurate, and could not be executed with the vendor.

In reviewing the rates proposed by the Texas General Land Office (GLO) State Power Program / Cavallo Energy Texas, administration provided the Board with the “effective rates.” The Board acted upon the rates provided by administration, and the College subsequently discovered that those were not executable contract rates.

**Effective Vs. Executable Rates**

As the GLO provider, contracting with Cavallo would exempt the College from paying two additional costs:

- Gross Receipt Tax (GRT) – assessed to recover the miscellaneous gross receipts tax imposed on retail electric providers operating in an incorporated city or town having a population of more than 1000
- Public Utility Commission Assessment (PUCA) Fee – assessed to recover the statutory fee for administering the Public Utility Regulatory Act

Any non-GLO provider would assess both costs to the College in addition to their executed contract rate.

The effective rate was provided by Cavallo for the sole purpose of comparing a competitor’s rate against the GLO rate.

The executable rate was calculated by Cavallo as follows:

Cavallo Executable Rate	\$0.04665
Less: Assessed Cost (if-non-GLO provider)	\$0.00214
Effective Rate	\$0.04451

As per Cavallo, any competing quote that exceeded the effective rate would, once taxes and fees were assessed, cost the College more than Cavallo’s executable contract rate.

**Presentation of Effective Rate instead of Executable Rate**

When staff presented the rates to the Board on January 29, 2019, the effective rate was provided for the Board’s consideration and action, instead of Cavallo’s executable contract rate. The action taken by the Board cannot be honored by Cavallo Energy Texas, and should be rescinded.

The sixty (60) month effective rate and the final executable contract price at January 29, 2019 were \$0.04451 and \$0.04665, respectively, a difference of \$0.00214.

Start Date	6/1/2019	6/1/2019	6/1/2019
Term (months)	36	48	60
\$kWh Renewal Effective Rate	\$0.04751	\$0.04594	\$0.04451
\$kWh Renewal Contract Rate	\$0.04972	\$0.04811	\$0.04665
Existing GLO Contract Price	\$0.05482	\$0.05482	\$0.05482

New Executable Contract Rate

For the Board’s reference, Cavallo was asked to provide an updated executable contract price as of February 7, 2019. The rates are as follows:

Start Date	6/1/2019	6/1/2019	6/1/2019
Term (months)	36	48	60
\$kWh Renewal Contract Rate	\$0.04878	\$0.04723	\$0.04590
Existing GLO Contract Price	\$0.05482	\$0.05482	\$0.05482

A procurement method for electric services must be selected to secure a contract for the electric power services prior to the end of the existing contract on May 31, 2019. It is requested that the Board of Trustees make a recommendation for the procurement of the electric power services by selecting one of the two options below:

- Option 1: Enter into a newly proposed interlocal agreement with the General Land Office with updated rates as of February 19, 2019  
 ⇒ This option could be acted on immediately upon Board approval
- Option 2: Authorize administration to solicit competitive sealed proposals for electric power services, which requires contracting with a consultant  
 ⇒ This option is approximately a six week procurement process

Background – The following is South Texas College’s history on providers and rates:

Method	Service Provider	Period	Rate per kWh
General Land Office	Reliant	04/1/02 - 03/31/04	\$0.03944
General Land Office	Reliant	04/1/04 - 05/31/06	\$0.05397
RFP	Hino Electric	06/1/06 - 05/31/07	\$0.08099
RFP	Hino Electric	06/1/07 - 05/31/08	\$0.08650
RFP	Gexa Energy	06/1/08 - 05/31/11	\$0.10200
RFP/General Land Office	Cavallo Energy Texas	06/1/11 - 05/31/14	\$0.05676
General Land Office	Cavallo Energy Texas	06/1/14 - 05/31/19	\$0.05482

Funds for this expenditure were available in the Utilities budget for FY 2018 - 2019.

George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing, attended the February 19, 2019 Special Board of Trustees meeting to address any questions.

On Tuesday, February 12, 2019, the Finance, Audit, and Human Resources Committee was asked to recommend Board approval to rescind the January 29, 2019 approval to contract with the Texas General Land Office (GLO) State Power Program for the

purchase of electric power services and further recommend that the Board of Trustees approve either the proposed new interlocal agreement with the GLO at the current executable rate of \$0.04590 or authorize administration to solicit competitive sealed proposals for electrical power services and contracting with a consultant as presented.

Due to a lack of quorum for a Special Board Meeting to act upon that recommendation the same evening, the Finance, Audit, and Human Resources asked what impact a delay might have.

Mr. Bill Starnes, Senior Management Consultant with ReSolved Energy Consulting (formerly RJ Covington), stated that while he could not be certain about future pricing, the weather reports predicted mild temperatures across the state in the near future, and he was comfortable that pricing would not begin to increase significantly until energy consumption began to rise in response to warming temperatures.

The Committee declined to make a formal recommendation, and asked that pricing be provided directly to the Board at the next opportunity.

On Tuesday, February 19, 2019, Cavallo Energy provided a contract through the Texas General Land Office, matching the Board approved rate of \$0.04451 per kWh for a five-year term, with the same terms approved by the Board on January 29, 2019.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College rescinded the January 29, 2019 approval to contract with the Texas General Land Office (GLO) State Power Program for the purchase of electric power services and further approved the proposed new interlocal agreement with the GLO at the current executable rate of \$0.04451 for a five-year period starting June 1, 2019, as presented. The motion carried.



### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 5:36 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
  1. Discussion and Action as Necessary Regarding the Pecan Campus 2013 Bond Construction Program Thermal Plant Project Incident
  2. Discussion and Action as Necessary on 2013 Bond Construction Starr County Campus Thermal Plant Chiller System Incidents

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 5:54 p.m. No action was taken in Executive Session.

#### **Discussion and Action as Necessary Regarding the Pecan Campus 2013 Bond Construction Program Thermal Plant Project Incident**

Mr. Jesus Ramirez, Legal Counsel, provided an update on Pecan Campus 2013 Bond Construction Program Thermal Plant Project Incident.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the College President to engage an expert witness for the Pecan Campus 2013 Bond Construction Program Thermal Plant Project Incident. The motion carried.

#### **Discussion and Action as Necessary on 2013 Bond Construction Starr County Campus Thermal Plant Chiller System Incidents**

The Board will discuss and take action as necessary on matters regarding the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System incidents.

No action was taken.

## Announcements

### A. Next Meetings:

- Tuesday, February 26, 2019
  - 5:30 p.m. – Regular Board Meeting

## Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:55 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 19, 2019 Special Board Meeting of the South Texas College Board of Trustees.

X

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Mr Roy de León  
Board Secretary

## Approval and Authorization to Accept Grant 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, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) in the amount of \$1,057,620**

This grant will help provide customized training through a variety of healthcare areas for at least 3,999 new and existing participating employees of RGV Med, L. L. C. (dba Doctors Hospital at Renaissance). These funds will help pay for salaries, benefits, tuition, fees, books, instructional supplies, consumables, curriculum development, and equipment.

There will be two training programs administered under and supported by this grant funding:

<u>Funding</u>	<u>Program</u>
\$561,352	South Texas College Training provided to DHR
\$496,268	DHR Internal Training program, reviewed and reported by South Texas College
<b>\$1,057,620</b>	<b>Total grant funding</b>

The first program will encompass training in a variety of healthcare areas provided by South Texas College to DHR employees.

The second program will include a Memorandum of Understanding with RGV Med, L.L.C. for \$496,268 whereby DHR will provide highly specialized customized training to their employees. South Texas College will receive this funding and will assist DHR with grant management and accountability and disbursements of funding as training is completed. South Texas College would receive a 10% administrative fee from the grant and would receive \$2,650 for equipment used during covered training.

The funding cycle is from March 1, 2019 to September 30, 2020.

This award aligns with Strategic Direction # 3, High Success Rate. Participating trainees will develop knowledge and skills that will help them in their current employment, which can also increase the potential for economic and social mobility among residents in our region.

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

The presented grant would provide up to \$1,057,620 in additional funding for the College to provide services and opportunities throughout the region.

**Recommendation:**

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

1. Texas Workforce Commission, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) in the amount of \$1,057,620
2. 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 award(s) and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. Texas Workforce Commission, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) in the amount of \$1,057,620
2. Additional Grant(s) Received/Pending Official Award

**Approval Recommended:**

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

## **Review of Reports and Presentations Delivered at February 19, 2019 Education and Workforce Development Committee meeting**

On February 19, 2019, the Education and Workforce Development Committee received the following reports and presentations:

### **a) Review and Discussion of Academic and Workforce Instructional Program Review Process**

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, provided an overview of the Instruction Program Review Process.

An Academic or Technical program may include a single credential, or might include a number of related or even stackable awards, such as certificates leading to associate degrees.

- Academic programs are developed for transfer to other institutions of higher education.
- Technical programs are developed to meet local business and industry workforce needs.

### **New Program Development**

Programs at South Texas College are developed in close alignment to the College's mission and strategic direction and in response to the needs of the communities served. The College also complies with relevant rules and regulations from:

- Texas Higher Education Coordinating Board (THECB),
- Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC),
- Professional accreditation agencies; and
- Federal regulations

### **Program Review Process**

Once programs are implemented, they are reviewed annually on the following standards:

- Graduation Numbers
  - 25 Graduates from the program within the past 5 years
- Placement Rates (Workforce Programs only)
  - 80% of graduates enrolled in higher education *or* working with one year of graduation
- Licensure / Credential Exam Pass Rates
  - Pass rate is no more than 5% below the state average for the past 3 years *or* meets the pass rate set by program accreditation agency
- Transfer Rates

- Program graduates' transfer rates will exceed the STC average rate for the past 3 years

### **Ongoing Program Support**

Each workforce education department has standing committees including broad-based community participation in related fields. These committees focus on program quality measures to ensure programs remain relevant to the fields they represent.

The College's Research and Analytical Services Department compiles data for each standard, and develops an annual *Program Review Report*, a copy of which follows the presentation in this packet. This provides an accurate lens of the program, and gives faculty and administration the ability to assess each program on the identified standards.

### **Program Monitoring Status**

Programs that fail to meet the established standards are placed on monitoring status and action plans are developed to improve their performance.

It is worth noting that new programs are provided five academic years, during which they are encouraged to utilize marketing and outreach resources to attract students to participate in the new programs.

Further, some programs may have low enrollment statistics due to a low headcount of students actively pursuing a credential in that program, even if there are a large number of students taking courses within the field of study as either core curriculum or elective courses.

The aforementioned *Program Review Report* identifies nine programs currently under monitoring status, and administration will respond to the issues with each.

Administration also discussed the strategies for program improvement that can be included within the action plans, including marketing, enhanced advising, curriculum review, and other measures that help keep the programs aligned toward serving student success.

### **Program Deactivation & Closing**

In the event that a program is no longer viable, administration follows a deactivation process, including notification to the Texas Higher Education Coordinating Board and the accrediting body, SACSCOC.

Programs are given three academic years to deactivate, during which time no new students are admitted into the program, and current students are provided the opportunity to complete their credential.

During the 2014 – 2018 review cycle, only the Plumber Assistant program was closed, and this was due to low enrollment.

**b) Review and Discussion of South Texas College Summer Camps for Elementary, Middle, and High School Students for Summer 2019**

Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships, presented on the South Texas College Summer Camps scheduled for summer 2019.

Summer camps have proven to be an excellent outreach to students of all ages at the College's partnering school districts, and are an outstanding way to cultivate a college-going culture and an excitement for learning among participating students.

The Summer Camps scheduled for Summer 2019 were provided by various teams at South Texas College:

- Academic Departments
- Workforce Departments
- Continuing Professional Workforce and Education Departments
- Institute for Advanced Manufacturing

These camps were designed for elementary-, middle-, and high-school aged students, with some camps open to all students, and others designed in partnership with specific school districts.

A Summer Campus booklet provided under separate cover was shared with partnering districts and throughout the College's communities. Dr. De Leon reviewed the booklet and the programs, and responded to questions from the Committee.

**c) Presentation on South Texas College Food Pantries and Partnerships**

Mr. Elibariki Nguma, Director of Student Activities and Wellness, reviewed the South Texas College Food Pantries and Partnerships.

South Texas College partnered with the Food Bank of the Rio Grande Valley, Inc. and the South Texas Food Bank to address food insecurity faced by some of the College's students.

Food insecurity is defined as a “lack of access, at times, to enough food for an active, healthy life for all household members and a limited or uncertain availability of nutritionally adequate foods.”

Students and households facing food insecurity are forced to make trade-offs between important basic needs, such as housing or medical bills, and purchasing nutritionally adequate foods.” Higher education and workforce training often suffer in homes facing food insecurity.

In 2016, *Feeding America* projected that 13.9% of the population of Hidalgo County and 15.1% of the population of Starr County faced food insecurity. To provide much needed assistance to students affected by this serious issue, South Texas College partnered with the Food Bank of the Rio Grande Valley in Fall 2017 to open a food pantry at Pecan Campus.

While this first food pantry was available to all students from each campus, it was simply a starting point. Administration is proud that with recent support and approval from the Board of Trustees, two additional food pantries are being established at South Texas College campuses, with plans to open in Spring 2019:

- Mid Valley Campus, through Food Bank of the Rio Grande Valley, Inc.
- Starr County Campus, through South Texas College Food Bank

Mr. Nguma reported on use of the South Texas College Food Pantry to date, as well as efforts to sustain these operations, and expand them to serve all students in need.

Mr. Nguma also discussed other assistance and support programs that are available to students in need. South Texas College counselors and support staff provide education to students about resources available to them at the College and through other providers.

**d) Update on Instructional Activities at Regional Center for Public Safety Excellence**

Mr. Paul Varville, Chief Administrator for the Department of Public Safety and Regional Center for Public Safety Excellence, provided an update on the instructional activities at the Regional Center for Public Safety Excellence.

Through ongoing collaboration with federal, state, county, and local agencies participating on an advisory board, a number of instructional programs were identified as a top priority for the regional center.



### **Continuing Education for Law Enforcement Professionals**

For January 2019, 260 law enforcement officers participate in training programs, and two of the listed courses were closed when the maximum class enrollments were reached. Mr. Varville reviewed the past and upcoming training programs with the Committee, as outlined in flyers provided in the following pages.

### **Police Academy Cadet Programs**

The first police academy cohort at the Regional Center for Public Safety Excellence included 28 cadets, and future projections call for the operation of two concurrent cohorts to accommodate the demand for this program.

### **Facilities Usage**

The Regional Center for Public Safety Excellence was constructed with the following classroom spaces:

- Five standard classrooms;
- One large training/conference room that can be subdivided into three temporary classrooms; and,
- One computer lab.

Through a leasing agreement with PSJA ISD and in recognition of their significant support for the construction of the Regional Center for Public Safety Excellence, which included 10 acres of property and \$1M in direct funding, four of the standard classrooms are made available to PSJA ISD programs when needed. While the College has access to these classrooms when they are vacant, priority scheduling is given to the school district.

Of the remaining classroom facilities, one standard classroom was used by the police academy, one subdivided classroom was provided for use by the fire science academy, and the remaining two subdivided classrooms were used by the law enforcement continuing education programs.

### **Forecast of Facilities Needs**

Administration anticipated the need for an additional 3 portable buildings to provide necessary facilities for:

- the second concurrent police academy cohort;
- a virtual target room (utilizing laser practice equipment);
- the development of a cyber security lab;
- student services spaces (tutoring, library assistance, and an open lab); and
- additional office spaces for technicians, staff, and instructors.

These presentations were provided for the Committee's review, and no action is requested from the Board.

## **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Rescission of Award**

Approval of the following award of proposals, purchases, renewals, interlocal agreements, and rescission of an award is requested as follows:

- A. Award of Proposals**
- B. Instructional Items**
- C. Non-Instructional Items**
- D. Technology Items**
- E. Interlocal Agreements**
- F. Rescission of Award**

### **A. Award of Proposals**

#### **1) Purchase of Medium Duty Trucks (Award)**

Award the proposal for the purchase of medium duty trucks to **Weslaco Motors, LP**. (Weslaco, TX), at a total amount of \$89,716.82.

Purpose – Central Receiving is requesting the purchase of two (2) medium duty cargo trucks for the daily deliveries throughout the College district of equipment, furniture, and supplies.

Justification and Benefits – The medium duty truck will replace existing vehicles used daily with high mileage and reduced reliability. These vehicles will conduct daily deliveries to all campuses and centers and are also available to various departments as needed.

Central Receiving will use the existing vehicles as backups for local deliveries and pickups as needed.

Background – Proposal documents were advertised on January 17, 2019, and January 24, 2019, and issued to six (6) local vendors. Three (3) responses were received on February 1, 2019 and reviewed by Central Receiving and the Purchasing Department.

Funds for this expenditure are budgeted in the Central Receiving budget for FY 2018 - 2019.

#### **2) Security Cameras (Award)**

Award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$94,850.00.

Purpose – The Department of Public Safety is requesting the purchase of ninety-four (94) surveillance cameras and camera licenses to replace cameras throughout the College district that were acquired in the 1990's and are no longer working.

Justification and Benefits – College surveillance cameras are a deterrent to crime, including acts of violence. The cameras are used to identify individuals involved in

nefarious acts on campus and provide the documentation necessary prosecute violators. Currently there are ninety-four (94) cameras throughout the college district that no longer work and cannot be repaired, since replacement parts are no longer available.

Background – Proposal documents were advertised on January 14, 2019, and January 21, 2019, and issued to eight (8) vendors. Three (3) responses were received on January 29, 2019, and reviewed by the Department of Public Safety and Purchasing Department.

Funds for this expenditure are budgeted in the Construction – District Wide Surveillance Camera budget for FY 2018 - 2019.

## **B. Instructional Items**

### **3) Clinical Skills Mannequins (Purchase)**

Purchase clinical skills mannequins from **CAE Healthcare Inc.** (Sarasota, FL), a sole source vendor, at a total amount of \$79,796.72.

Purpose – The Associate Degree Nursing program in the Division of Nursing & Allied Health are requesting the purchase of nine (9) clinical skills mannequins for student instruction in the skills lab.

Justification and Benefit – Clinical skill mannequins will offer students a fully immerse experience in patient care practice skills. This equipment is also part of the overall simulation experience that has become a widely accepted method of instruction by accrediting bodies to better help prepare students for real-life experiences in a safe and non-threatening environment. It is designed to provide “real” experience. It is equipped with realistic articulation, airway ventilation, oral/dental hygiene, breathing (chest rise and fall), Cardiac defibrillation and real monitoring 4-lead ECG, blood pressure measurement, and ostomy care. This equipment will provide advanced training on how to handle different patient care practices that are critical in our community.

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

### **4) Training Simulator (Purchase)**

Purchase a training simulator from **CAE Healthcare Inc.** (Sarasota, FL), a sole source vendor, at a total amount of \$56,280.85.

Purpose – The Emergency Medical Technology (EMT) program in the Division of Nursing & Allied Health is requesting the purchase of a high-fidelity trauma simulator for student instruction in the simulation center.

Justification and Benefit – Although students attend to real emergencies in their practicum and hospital rotations, they are not always exposed to scenarios that require the use a specific knowledge or skill gained in the classroom. By using a simulator with the

capabilities of simulating a wide range of trauma complications such as tension pneumothorax, difficult trauma airway requiring cricothyrotomy, rapid intraosseous access, and control of major bleeding. Instructors are able to create simulated scenarios that provide students the hands on practice on critical trauma situations and hone in on critical thinking skills. A training simulator provides the flexibility of creating scenarios in a safe environment that allows the instructor to breakdown curriculum objectives without placing any patient at risk.

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

### **C. Non – Instructional Items**

#### **5) Police and Security Vehicle Emergency Lighting and Equipment (Purchase)**

Purchase of police and security vehicle emergency lighting and equipment from **Fleet Safety Equipment** (La Feria, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning February 27, 2019 through August 31, 2019, at a total amount of \$89,500.00.

Purpose – The Department of Public Safety received Board approval in 2019 for the acquisition of five (5) police and security vehicles that require emergency lighting and equipment. These vehicles will be used throughout the College district responding to incidents, conducting patrols, and traffic stops.

Justification and Benefits – The South Texas College Department of Public Safety is a law enforcement agency licensed by the Texas Commission on Law Enforcement (TCOLE) and is required to operate vehicles that are capable of responding to emergencies. The College police and security vehicles need emergency lighting and equipment for the performance of police officer and security personnel duties at campuses throughout the District.

Background – With the addition of the Regional Center for Public Safety Excellence (RCPSE) to the number of college properties, the Department of Public Safety is responsible for patrolling and responding to incidents at the Center and five campuses. The new vehicles with emergency lighting and equipment will enhance the security program implemented by the Department.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2018 - 2019.

#### **6) Shuttle Bus (Purchase)**

Purchase a shuttle bus from **Creative Bus Sales, Inc.** (Irving, TX), a Houston-Galveston Area Council (HGAC) approved vendor, at a total amount of \$85,860.00.

Purpose – The South Texas College Department of Public Safety is requesting to purchase a shuttle bus that will replace a bus that has frequent breakdowns and is at the

end of its useful life. The shuttle bus will provide seating for a total of sixteen (16) passengers and two (2) wheelchair spaces.

Justification and Benefit – The Federal Transit Administration categorizes the useful life of buses by size. The light duty, midsize bus the college purchased in 2010 has a minimum useful life of 5 years. This bus is eight (8) years old with a mileage of 91,848 and unknown number of idling hours. With frequent breakdowns and increasing repair costs, this bus should be removed from the fleet and replaced. Under the current grant received from the Federal Transit Administration, eighty-five (85) percent of the cost of the new bus will be reimbursed to the college.

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

**7) Food and Related Non-Food Products (Renewal)**

Renew the food and related non-food contracts for the period beginning April 27, 2019 through April 26, 2020, at an estimated amount of \$320,000.00, based on prior year expenditures. The vendors are as follows:

- a. **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
- b. **Labatt Food Service** (Harlingen, TX)
- c. **Sysco Central Texas, Inc.** (New Braunfels, TX)
- d. **Valley Grocers, LLC.** (Brownsville, TX)

Purpose – Food Services and Mid-Valley Childcare Center are requesting to renew the contracts for the purchases of food products and supplies for the operation of the Pecan Campus, Technology Campus, Mid-Valley Campus, and Nursing and Allied Health Campus cafeterias and the Mid-Valley Childcare Center.

Justification and Benefit – The food products are necessary for the operation of the South Texas College cafeterias. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food costs down, to obtain the best quality products, and to ensure availability.

The Mid-Valley Campus Childcare Center purchases food products and prepared meals that are delivered to the Center and served to attending students.

Background – The Board awarded the contracts for food and related non-food products at the March 28, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins April 27, 2019 through April 26, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	4/27/17 – 4/26/18	2 – one year options
1 <sup>st</sup> Renewal	2/27/18		4/27/18 – 4/26/19
2 <sup>nd</sup> Renewal	2/26/19		4/27/19 – 4/26/20

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

Funds for this expenditure are budgeted in the Food Services – Auxiliary and Mid-Valley Childcare Center – Auxiliary budgets for FY 2018 – 2019 and FY 2019 – 2020 pending Board approval of the budget.

**8) Risk Management Consultant Services (Renewal)**

Renew the risk management consultant services contract with **Cameron Investment Company/dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2019 through April 30, 2020, at an estimated amount of \$19,500.00.

Purpose – The Office of Accountability and Risk Management is requesting to renew the contract for risk management consultant services for the annual review and recommendations concerning the College’s insurances.

Justification and Benefit – The risk management services consultant will assist the College with identifying property and casualty risk, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.

Background – The Board awarded the contract for risk management consultant services at the March 28, 2017 Board of Trustees meeting for a one-year period with four one-year annual renewals. The second renewal period begins May 1, 2019 through April 30, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	5/1/17 – 4/30/18	4 – one year options
1 <sup>st</sup> Renewal	2/06/18		5/1/18 – 4/30/19
2 <sup>nd</sup> Renewal	2/26/19		5/1/19 – 4/30/20

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

Funds for this expenditure are budgeted in the Insurance budget for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

**D. Technology Items**

**9) Computers and Laptops (Purchase)**

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$88,211.56.

All purchase requests for computers and tablets have been evaluated by Technology Resources and the Chief Information Officer. Technology Resources does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

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

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

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

The purchases can be summarized as follows:

- Staff Computers
  - ⇒ 1 Computer for Facilities, Operations, & Maintenance
  - ⇒ 2 Computers for Computer Science Program
- Student Computers
  - ⇒ 105 Computers for Learning Commons & Open Labs
- Faculty Laptops
  - ⇒ 1 Laptop for Chemistry Program
  - ⇒ 1 Laptop for Physics Program
- Staff Laptops
  - ⇒ 1 Laptop for Business Office
  - ⇒ 1 Laptop for Department of Public Safety
  - ⇒ 1 Laptop for Student Assessment Center
  - ⇒ 1 Laptop for Accountability, Risk, & Compliance
  - ⇒ 1 Laptop for Educational Technologies
  - ⇒ 1 Laptop for Chemistry Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Facilities, Operations, & Maintenance Department, Computer Science Department, Learning Commons & Open Labs, Business Office, Department of Public Safety, Student Assessment Center, Accountability, Risk, & Compliance, Physics, and Educational Technologies.

**10) Network Equipment Replacements (Purchase)**

Purchase network equipment replacements from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a Department of Information Resources (DIR) approved vendor, at a total amount of \$184,240.46.

Purpose - Information Technology is requesting the purchase of thirty-seven (37) network switches, forty-six (46) fiber module connectors, twenty-one (21) uninterrupted power supplies, and one-hundred (100) desktop/office phones to replace end of life and out of support equipment college-wide.

Justification and Benefit - Information Technology needs to purchase the network switches, fiber connectors, uninterrupted power supplies, and phones to replace existing end of life and end of support equipment. The network switches provides network connectivity to our different building as well as connect security cameras for surveillance. The fiber connectors are used to connect our network switches from floor to floor and building to buildings at high speeds. The UPSs are used to prevent data loss on network devices due to power outages, power surges and spikes. The Cisco phones will be used to replace existing outdated office phones. This equipment will be installed district wide.

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

**E. Interlocal Agreements**

**11) Facility Usage Interlocal Agreements (Lease/Rental)**

Lease/Rental facility usage interlocal agreements with the **City of Mission – Mission Event Center** (Mission, TX), for the period beginning June 14, 2019 through August 24, 2019, at an estimated amount of \$6,500.00.

Purpose – The Office of Professional Development is requesting lease/rental of facilities for various South Texas College professional development events.

Justification and Benefit – The two (2) facility usage interlocal agreements are for South Texas College Office of Professional Development events held throughout the year for STC faculty and staff. The events are as follows:

Date	Location	Events	Amount
6/14/19	Mission Event Center	South Texas Leadership Academy for Staff	\$ 3,250.00
8/24/19	Mission Event Center	Adjunct/Dual Enrollment Professional Development Day	\$ 3,250.00

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



## F. Rescission of Award

### 12) Food Service - Starr County Campus (Rescind Award)

Rescind the award to **Taqueria Hidalgo, LLC.** (Rio Grande City, TX) for the Food Service -Starr County Campus cafeteria. The awarded vendor indicated to College staff that he made an error on the commission proposed to the College. The vendor proposed a 10% commission to the College based on net sales. After the award notification was made, the vendor informed the College that his intent was to propose a commission based on net profit.

#### Recommendation:

The Finance, Audit, and Human Resources Committee recommended the award of proposals, purchases, renewals, interlocal agreements, and rescission of an award as listed below:

#### A. Award of Proposals

- 1) **Purchase of Medium Duty Trucks (Award):** award the proposal for the purchase of medium duty trucks to **Weslaco Motors, LP.** (Weslaco, TX), at a total amount of \$89,716.82;
- 2) **Security Cameras (Award):** award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$94,850.00;

#### B. Instructional Items

- 3) **Clinical Skills Mannequins (Purchase):** purchase clinical skills mannequins from **CAE Healthcare, Inc.** (Sarasota, FL), a sole source vendor, at a total amount of \$79,796.72;
- 4) **Training Simulator (Purchase):** purchase a training simulator from **CAE Healthcare, Inc.** (Sarasota, FL), a sole source vendor, at a total amount of \$56,280.85;

#### C. Non-Instructional Items

- 5) **Police and Security Vehicle Emergency Lighting and Equipment (Purchase):** purchase of police and security vehicle emergency lighting and equipment from **Fleet Safety Equipment** (La Feria, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning February 27, 2019 through August 31, 2019, at a total amount of \$89,500.00;
- 6) **Shuttle Bus (Purchase):** purchase a shuttle bus from **Creative Bus Sales, Inc.** (Irving, TX), a Houston-Galveston Area Council (HGAC) approved vendor, at a total amount of \$85,860.00;
- 7) **Food and Related Non-Food Products (Renewal):** renew the food and related non-food products contracts for the period beginning April 27, 2019 through April 26, 2020, at an estimated amount of \$320,000.00, based on prior year expenditures. The vendors are as follows:
  - **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
  - **Labatt Food Service** (Harlingen, TX)
  - **Sysco Central Texas, Inc.** (New Braunfels, TX)
  - **Valley Grocers, LLC.** (Brownsville, TX)

- 8) Risk Management and Consultant Services (Renewal):** renew the risk management and consultant services contract with **Cameron Investment Company/ dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2019 through April 30, 2020, at an estimated amount of \$19,500.00;

**D. Technology Items**

- 9) Computers and Laptops (Purchase):** purchase computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$88,211.56;
- 10) Network Equipment Replacements (Purchase):** purchase network equipment replacements from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a Department of Information Resources (DIR) approved vendor, at a total amount of \$184,240.46;

**E. Interlocal Agreements**

- 11) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of Mission – Mission Event Center** (Mission, TX), for the period beginning June 14, 2019 through August 24, 2019, at an estimated amount of \$6,500.00;

**F. Rescind of Award**

- 12) Food Service - Starr County Campus (Rescind Award):** rescind the award to **Taqueria Hidalgo, LLC.** (Rio Grande City, TX) for the Food Service - Starr County Campus cafeteria. The awarded vendor indicated to College staff that he made an error on the commission proposed to the College. The vendor proposed a 10% commission to the College based on net sales. After the award notification was made, the vendor informed the College that his intent was to propose a commission based on net profit.

Recommend Action - The total for all award of proposals, purchases, renewals, interlocal agreements, and rescind of award is \$1,114,456.41.

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

The Board of Trustees approves and authorizes the award of proposals, purchases, renewals, interlocal agreements, and rescission of a previous award to Taqueria Hidalgo, LLC, in the total amount of \$1,114,456.41 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 – 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 be 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, Central Receiving, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled in the Spring at the auctioneers' site due to lack of space at the Central Receiving Warehouse.

Reviewers – These items have been inspected by the Central Receiving staff and pending to be disposed after Board approval.

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.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, will be present at the Board Meeting to address any questions by the trustees.

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 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 OVER LIST 56 AND 3  
FEBRUARY 4, 2019**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
27	1 ea	Commercial Refrigerator Trainer		000000019		8/31/1993	\$ 5,631.00	000001061	\$ -	Obsolete
1	1 ea	CPR-4050 Mega Codre ACLS: Deluxe Plus		0000001810		8/11/1998	\$ 6,249.11	000002368	\$ -	Obsolete
25	1 ea	Hampden H-IMD-1 Ice Machine Demonstrator	71390	0000002951	5000000187	10/2/1998	\$ 7,694.75	000003002	\$ -	Obsolete
26	1 ea	Hampden H-MACK-9C Refrigeration Demonstrator	71391	0000002953	5000000186	10/2/1998	\$ 5,632.00	000003003	\$ -	Obsolete
1	1 ea	Retractable Bed Advanced Series	110547M08A	0000002959		2/5/1999	\$ 5,800.20	000003008	\$ -	Obsolete
1	1 ea	Chevallier Surface Grinder P/N FSG-618M	A3885023	0000003062		8/30/1999	\$ 6,866.50	000003872	\$ -	Obsolete
1	1 ea	Chevalier AC Freq Drive P/N FM-3FS	BM882314	0000003063		8/30/1999	\$ 9,049.75	000003873	\$ -	Obsolete
1	1 ea	1105F-59 Hillrom Hospital Bed	1105-40P92-A	0000003618		4/12/2000	\$ 6,217.69	000004331	\$ -	Obsolete
32	1 ea	Cathsim Intravenous Trainer #32100	SFST0290339	32418	5000001791	5/10/2001	\$ 16,235.00	000006277	\$ -	Incomplete
21	1 ea	Hampden H-CRT-3 Refrigeration Demonstrator	79675	0000006097	5000002646	7/10/2001	\$ 9,235.30	000006461	\$ -	Obsolete
1	1 ea	Tandberg 800 Elmo EV2000	804471	0000006458		7/25/2001	\$ 14,988.00	000006570	\$ -	Obsolete
20	1 ea	Hampden H-IMD-1 Ice Machine Demonstrator	80333	0000005736	5000001137	8/20/2001	\$ 5,917.00	000006632	\$ -	Obsolete
28	1 ea	TECUMSEH BHL 1175 Refrigeration Trainer	K01410071	0000006158		2/28/2002	\$ 5,537.50	000007478	\$ -	Obsolete
28	1 ea	TECUMSEH BHL1175 Refrigeration Trainer	D01406616	0000006159		2/28/2002	\$ 5,537.50	000007479	\$ -	Obsolete
1	1 ea	Goprint Paystation P/N GS-1		6755		3/5/2002	\$ 5,643.47	000007267	\$ -	Obsolete
1	1 ea	Goprint Paystation P/N GS-1		6757		3/5/2002	\$ 5,643.49	000007269	\$ -	Obsolete
1	1 ea	Goprint Paystation P/N Gs-1		0000006758		3/5/2002	\$ 5,643.49	000007270	\$ -	Obsolete
1	1 ea	Video Pro VP300	6712477	0000006840		3/5/2002	\$ 6,723.40	000007556	\$ -	Obsolete
1	1 ea	Video Pro VP300	6712465	0000006839		4/8/2002	\$ 6,723.40	000007555	\$ -	Obsolete
1	1 ea	Snap-On Brake Lathe P/N Eebr105b	VBG22056	0000007777		6/24/2002	\$ 5,780.00	000007804	\$ -	Obsolete
1	1 ea	Exp Multimed Cabinet Smart SE1-503	SE1-2490	0000008428		7/24/2003	\$ 5,408.00	000009226	\$ -	Obsolete
24	1 ea	Drykor UDT 7.5 Dehumidifier	1527-04	15868	5000007441	4/21/2006	\$ 5,025.00	N00012792	\$ -	Obsolete

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

Approval of 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, is requested.

Purpose – The Fixed Asset/Inventory Department is requesting 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. In addition, these capital assets will be removed from the College's fixed assets ledger.

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.

Background – The surplus technology and electronics goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be 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. Central Receiving evaluates the technology and confirms that the technology is ready for recycling.

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

Reviewers – These items have been 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 follows in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, will be present at the Board meeting to address any questions by the trustees.

The Finance, Audit, and Human Resources Committee recommended Board approval to dispose/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 and for these 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/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 and for these 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/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 and for these 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  
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED OVER \$5,000.00 LIST #4  
FEBRUARY 4, 2019**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
G1	1 ea	HP 750C Plotter	ESA6610634	0000000545		2/20/1997	\$ 5,203.50	000000870	\$ -	Obsolete
G1	1 ea	MP/16 Modem Pool V.34	21KGB9M7RZJL	0000001506		7/14/1998	\$ 5,311.00	000002541	\$ -	Obsolete
G1	1 ea	ID Color Card Printer Fargo	A0102374	0000004870		8/8/2000	\$ 5,223.00	000004712	\$ -	Obsolete
G1	1 ea	ID Color Card Printer Fargo	A0102367	0000004871		8/8/2000	\$ 5,223.00	000004713	\$ -	Obsolete
G1	1 ea	IBM PC Cash Drawer	23GVZ09	0000005289		8/31/2000	\$ 7,433.96	000005703	\$ -	Obsolete
G1	1 ea	IBM PC Cash Drawer	23GVZ03	0000005290		8/31/2000	\$ 7,433.96	000005704	\$ -	Obsolete
G1	1 ea	IBM PC Cash Drawer	23GVY94	0000005294		8/31/2000	\$ 7,433.96	000005708	\$ -	Obsolete
G1	1 ea	IBM PC Cash Drawer	23GVY82	0000005297		8/31/2000	\$ 7,433.96	000005711	\$ -	Obsolete
G1	1 ea	IBM PC Cash Drawer	23GVX18	0000005299		8/31/2000	\$ 7,433.96	000005713	\$ -	Obsolete
G1	1 ea	3.7 Aluminum Dish	AP02195	0000005082		1/23/2001	\$ 17,399.98	000006030	\$ -	Obsolete
G1	1 ea	HP Printer C779C DJ800PS 24"	568A85104P	0000004643		4/16/2001	\$ 5,495.00	000006191	\$ -	Obsolete
G1	1 ea	Toshiba Phone System		0000005711		4/26/2001	\$ 21,934.93	000006299	\$ -	Obsolete
G1	1 ea	Compaq Pc M1530 2 Pentium iii Xeon	D115FPWOK009	0000004575		6/7/2001	\$ 12,678.18	000006363	\$ -	Obsolete
G1	1 ea	Programmable Camera P/N AD8ECSX	24652875	0000005240		8/31/2001	\$ 71,272.22	000006693	\$ -	Obsolete
G1	1 ea	Dual Ethernet Router	GRX0532K63T	0000006445		8/24/2001	\$ 8,970.30	000006705	\$ -	Obsolete
G1	1 ea	Teaching System Robotel	83097	0000004714		8/2/2001	\$ 15,098.00	000006714	\$ -	Obsolete
G1	1 ea	IBM Register	41-WKW77	0000004686		8/31/2001	\$ 6,460.25	000006896	\$ -	Obsolete
G1	1 ea	Panasonic Scanner	6141XCC1316	0000007757		8/31/2001	\$ 6,563.33	000006966	\$ -	Obsolete
G1	1 ea	HP Printer C7097A LJ Network Ready	JPMB031486	0000006741		1/22/2002	\$ 5,546.00	000007275	\$ -	Obsolete
G1	1 ea	LCD Sony Projector		0000006935		11/13/2001	\$ 5,019.05	000007517	\$ -	Obsolete
G1	1 ea	Sharp XGA LCD Projector 1700 Ansi Lumens	109324683	0000006944		1/16/2002	\$ 5,643.32	000007539	\$ -	Obsolete
G1	1 ea	Sharp XGA LCD Projector 1700 Ansi Lumens	102317777	0000006932		1/16/2002	\$ 5,643.32	000007541	\$ -	Obsolete
G1	1 ea	Sony LCD Projector	105320636	0000006927		11/13/2001	\$ 5,019.05	000007546	\$ -	Obsolete
G1	1 ea	Dell PC Precision 530	75YIL11	0000007077		6/24/2002	\$ 5,861.45	000007790	\$ -	Obsolete
G1	1 ea	Sharp XGA LCD Projector		0000007264		7/31/2002	\$ 5,030.00	000007791	\$ -	Obsolete
G2	1 ea	Server Adapter Proliant M1330 G2	6J26KH33000C	0000007238		7/17/2002	\$ 6,161.00	000008306	\$ -	Obsolete
G2	1 ea	Sharp XGA LCD Projector	111326048	0000007882	5000004490	8/28/2002	\$ 5,210.00	000008430	\$ -	Obsolete
G2	1 ea	Sharp XGA LCD Projector	5932	0000007880		8/28/2002	\$ 5,210.00	000008431	\$ -	Obsolete
G2	1 ea	Ethernet Router Cisco 2621	JMX0628K3LIN	0000007857		6/21/2002	\$ 6,653.39	000008439	\$ -	Obsolete
G2	1 ea	Polycom Viewstation	12729080	0000021147	5000004873	1/9/2003	\$ 10,362.06	000008928	\$ -	Obsolete

Grant Funded Assets



**SOUTH TEXAS COLLEGE  
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED OVER \$5,000.00 LIST #4  
FEBRUARY 4, 2019**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
G2	1 ea	Xerox Color Printer 7700	LGM404159	0000007542		12/3/2002	\$ 8,715.04	000008965	\$ -	Obsolete
G2	1 ea	HP Color LaserJet Printer C9663A	JPBKF20815	0000007606		11/6/2002	\$ 6,353.00	000008972	\$ -	Obsolete
G2	1 ea	Concurrent Connection Ax-Sc-Sw/Wx-Sc-Sw	CQ300782	0000007602		11/21/2002	\$ 8,861.00	000008976	\$ -	Obsolete
G2	1 ea	Compact Proliant ML350 Server	6J27KQV6T004	0000007590		9/19/2002	\$ 6,344.00	000009156	\$ -	Obsolete
G2	1 ea	Proliant Server	D252KJN2D146	0000008336		1/10/2003	\$ 5,175.00	000009186	\$ -	Obsolete
G2	1 ea	HP LJ 5500HDN Printer	JPFK000808	0000008411		6/16/2003	\$ 5,150.00	000009220	\$ -	Obsolete
G2	1 ea	Proliant D1380 Processor P/N 257917-001	D323KJN2H96H	0000008517		8/28/2003	\$ 7,198.81	000009327	\$ -	Obsolete
G2	1 ea	Proliant D1380 Processor P/N 257917-001	D327KJN2H089	0000008518		8/28/2003	\$ 5,630.81	000009328	\$ -	Obsolete
G2	1 ea	HP Proliant Server 72.8 GB 286778-B22	D350MFG51655	0000008319		1/9/2004	\$ 5,182.00	000009422	\$ -	Obsolete
G2	1 ea	HP LaserJet 9000 Printer	JPBQN09375	0000008629		11/5/2003	\$ 7,368.00	000009425	\$ -	Obsolete
G2	1 ea	Test Console	E9U15329	0000008531		11/20/2003	\$ 5,250.00	000009426	\$ -	Obsolete
G2	1 ea	Test Console	E9U15327	0000008528		11/20/2003	\$ 5,250.00	000009427	\$ -	Obsolete
G2	1 ea	Test Console	E9U15328	0000008529		11/20/2003	\$ 5,250.00	000009428	\$ -	Obsolete
G2	1 ea	Test Console	E9U15326	0000008530		11/20/2003	\$ 5,250.00	000009429	\$ -	Obsolete
G2	1 ea	Test Console	E9U15330	0000008526		11/20/2003	\$ 5,250.00	000009430	\$ -	Obsolete
G2	1 ea	Kodak I260 Duplex Scanners	12650901	0000008892		1/30/2004	\$ 5,029.91	000009755	\$ -	Obsolete
G2	1 ea	Catalyst 3560	CAT0822Y1PE	0000010834		6/8/2004	\$ 5,450.11	000010271	\$ -	Obsolete
G2	1 ea	Catalyst 6509	CNM3AZ0BRA	0000009244		6/8/2004	\$ 67,953.33	000010273	\$ -	Obsolete
G2	1 ea	Cisco System 3560 Catalyst	CAT082020ZD	0000009249		6/8/2004	\$ 5,449.60	000010279	\$ -	Obsolete
G2	1 ea	Catalyst 3560	CAT0822Y1X8	0000009252		6/8/2004	\$ 5,408.10	000010291	\$ -	Obsolete
G2	1 ea	Catalyst 2950	FKH0819YOCQ	0000009261		6/8/2004	\$ 5,376.09	000010308	\$ -	Obsolete
G2	1 ea	Cisco System 3500 Series XL Catalyst	CAT0834X296	0000009286		6/8/2004	\$ 6,292.33	000010455	\$ -	Obsolete
G2	1 ea	Catalyst 3560	CAT0822Y1QM	0000009302		8/31/2004	\$ 5,234.42	000010543	\$ -	Obsolete
G2	1 ea	Proliant D1380	EA3FLDN73D	0000010891		10/29/2004	\$ 5,317.00	000010702	\$ -	Obsolete
G2	1 ea	Proliant D1380	EA3CLDN73D	0000010892		10/29/2004	\$ 5,116.00	000010703	\$ -	Obsolete
G2	1 ea	Extron Switcher	816766027	0000011110		12/15/2004	\$ 5,207.55	000012287	\$ -	Obsolete

Grant Funded Assets

## **Review and Action as Necessary on Award of Investment Advisory Services**

Approval of proposal for investment advisory services to Valley View Consulting, L.L.C. for the initial period of April 1, 2019 through March 31, 2021 with two one-year options to renew is requested.

Purpose - The services of an investment advisory firm provide the College with professional advice related to investments, yield rate, risks, accuracy and completeness of College's investment policy and other important information on an as needed basis. The firm will act as a strategic investment planner for the College and develop an investment portfolio plan that is diversified and consistent with the College's Investment Policy, objectives and guidelines and Texas State Law.

Justification - In order to properly and safely expand into new types of investments and maximize the yield rate on the College's investment, administration recommended that the services of an investment advisor provides professional guidance regarding the College's investment portfolio.

The investment advisor augments the College's effort to be fiscally responsible and minimize risk in its investment activities. The investment advisor stays abreast of investment markets and provides the investment options to the College for review by the Finance and Human Resource Committee and approval by the Board of Trustees, if applicable.

Background - Proposal documents were advertised on November 29, 2018 and December 6, 2018, and issued to seven (7) vendors. Four (4) responses were received on December 14, 2018 and evaluated by the Vice President for Finance and Administrative Services, Business Office, and Purchasing Department. The respondents were:

- First Southwest Asset Management, LLC
- Patterson & Associates
- Public Trust Advisors, LLC
- Valley View Consulting, LLC

The staff proposal evaluation committee evaluated the proposals submitted and determined that the top ranked firm is Valley View Consulting, L.L.C. They are a Securities and Exchange Commission (SEC) registered investment advisory firm serving public entities in a variety of cash and investment management and consulting role. They have a total of 9 senior managers and associates with a combined Texas public funds experience exceeding 200 years. Each member would play an integral role in providing their expertise to fulfill the investment contract objectives of the College. Valley View

Consulting, L.L.C.'s office of record and registration is in Virginia and maintains an office in Horseshoe Bay, Texas.

Additional positive information related to Valley View Consulting L.L.C. is as follows:

- Exclusively provided investment and consulting services to public entities since inception (1998).
- Two Investment Advisors, Richard Long and Susan Anderson, have proved Public Funds Investment Acct (PFIA) required public fund investor training through the University of North Texas for almost two decades and were involved with the original drafting of the PFIA and subsequent reviews of proposed amendments.
- Several of the Investment Advisors are Certified Government Finance Officer and members of the Government Finance Officers Association of Texas and Government Treasurers' Association of Texas.
- One of the Investment Advisors, Susan Anderson, held an officer position in the Government Treasurers' Organization of Texas and also chaired their Legislative Committee.
- Maintains an online reporting system that the College staff may access for real-time data.
- Maintains a client/consultant ratio of 8 to 1.
- The firm provides a customized client relationship.

Funds for this expenditure are budgeted in the Investment Advisor budget for FY 2018 – 2019 and FY 2019 -2020 pending Board approval of budget

Reviewers – Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, Myriam Lopez, Comptroller, Katarina Bugariu, Associate Comptroller and Dalinda Gamboa, Accounting Group Manager reviewed the four (4) responses.

Enclosed Documents – The Summary of Proposals and the Evaluation follow in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing and Myriam Lopez, Comptroller will be present at the Board meeting to address any questions by the trustees.

The Finance, Audit and Human Resources Committee recommended Board approval of the proposal for investment advisory services to Valley View Consulting, L.L.C. for the initial period beginning April 1, 2019 through March 31, 2021 with two one-year options to renew.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposal for investment advisory services to Valley View Consulting, L.L.C. for the initial period beginning April 1, 2019 through March 31, 2021 with two one-year options to renew.

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

The Board of Trustees approves and authorizes the proposal for investment advisory services to Valley View Consulting, L.L.C. for the initial period beginning April 1, 2019 through March 31, 2021 with two one-year options to renew.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
INVESTMENT ADVISORY SERVICES  
PROJECT NO. 18-19-1031**

<b>NAME</b>	First Southwest Asset Management, LLC.	Patterson Capital Management, LP.	Public Trust Advisors, LLC.	Valley View Consulting, LLC.
<b>ADDRESS</b>	1201 Elm St Ste 3500	901 S MoPac Ste 195	707 17th St Ste 1850	2428 Carters Mill Rd
<b>CITY/STATE/ZIP</b>	Dallas, TX 75270	Austin, TX 78746	Denver, CO 80202	Huddleston, VA 24104
<b>PHONE</b>	214-953-8874	512-320-5042	513-823-2023	540-297-3419
<b>FAX</b>	512-481-2020		303-292-3492	
<b>CONTACT</b>	Vickie Hall	Linda Patterson	Chris DeBow	Richard G. Long, Jr.
<b>4.1 COMPANY INFORMATION</b>				
<b>A. Provide the following information</b>				
1. The full, legal name of the firm	First Southwest Asset Management, LLC.	Patterson Capital Management, LP.	Public Trust Advisors, LLC.	Valley View Consulting, LLC.
2. The firm address and contact information (headquarters and branch offices)	1201 Elm Street Suite 3500, Dallas, TX 75270 / 300 West Sixth Street Suite 1940, Austin, TX 78701	Barton Oaks Plaza II, 901 S MoPac Expway Ste 195, Austin, TX 78746	707 17th Street Suite 1850, Denver, CO 80202	2428 Carters Mill Road, Huddleston, VA 24104
3. The location of the office from which the work will be done if firm is selected	Austin, Texas	Austin, Texas	Denver, Colorado	Horseshoe Bay, Texas
4. The number of years in business	28	25	7.5	20
5. The type of organization (Individual, Partnership, Corporation, etc.)	Limited Liability Company	Limited Partnership	Limited Liability Company	Limited Liability Company
6. The number of employees	840 (26 in investment management) - 7 investment professional in Austin Office will work with the college	4	56	9 team members
B. Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis), which indicates the financial stability of your company.	Registered with the SEC but doesn't have a separate credit rating. As of 11/30/18, First Southwest's Excess Net Capital position is \$195.19 million (at 12/31/16 -\$125.52 million, 12/31/17-\$176.25 million)	Privately held company and is not rated	As a limited liability company, Public Trust does not have a rating. Provided most recent audited financial statements.	Small, privately held LLC has been a service provider for over 20 years and is committed to allocating the resources necessary to complete the Colleges objectives; confident we have the ability, commitment, and financial resources to provide the services the College desires; DUNS #133480298
C. Confirm that your organization is registered under the Investment Advisors Act of 1940 or with the Texas Security Board.	Registered with the SEC as an investment advisor (SEC #/01-40189) and has notice filed with the Texas State Securities Board.	Registered with the SEC , CRD # at SEC is 110735.	Registered with SEC , CRD# 159189	Qualifies for national registration - SEC registration file # 801-56181. THE SEC registration includes a Notice Filing to the State of Texas.
D. Confirm that your company either carries professional liability insurance with limits of \$10,000,000 each occurrence or, if selected by STC, would be able to obtain such insurance coverage prior to the execution of the Agreement.	FSAM maintains professional liability coverage for a limit of \$10,000,000 (includes purchase or sale of securities as approved by FSAM)	Carries \$5 million in E&O professional insurance through Chubb Insurance. Industry standard for investment advisory firms which are not connected to a brokerage firm or are structured as an affiliate of a brokerage firm because of the risk associated with such a relationship.	Excess Professional Liability insurance in the amount of \$10,000,000.	Maintains \$2,000,000 General Liability and \$4,000,000 Professional Liability insurance. Given the service requirements of the College, these levels have been acceptable in the past.
E. Confirm that your company is independent of any financial institution or any securities brokerage firm or that it shall fully and continuously disclose any such relationships with such financial institution and/or securities brokerage firm and further disclose any commissions, bonuses, or soft dollar payments resulting from the firm's relationship with STC.	Does not act broker or a dealer in securities. FSAM does not solicit bids, or purchase investments from affiliate. All transactions made for clients are performed on a competitive best execution basis with non-affiliated brokers/dealers. There are no other business affiliations that will affect the investment management or performance. Does not pay any finder's fees or share any revenues with other firms. FSAM does not receive any soft-dollar compensation.	Is an independent firm. Allows total access to all broker/dealer trading desk on a daily basis. Able to gather information from many sources, and execute trades with the dealer who provides the best value to our client with conflicting considerations.	Does not have conflicts of interest that may arise with firms that serve and are compensated from serving multiple roles within the public sector. Does not transfer revenues or profits from asset management firm to other joint ventures, subsidiaries or owner owned companies affiliated under a parent company structure. Prohibits the use of third party soft dollar arrangements. Customers are never charged for soft dollar research. Adopted written policies and procedures regarding trading and brokerage selection. The firm performs periodic reviews of all trading practices to help ensure that transactions are executed in the best interest of each individual client.	Valley View provides independent advice and consultation and is not affiliated with any investment pool, mutual fund, broker/dealer, financial institution, investment provider, or securities brokerage firm. Does not generate additional revenue, income, soft dollar, or other form of compensation , either disclosed or undisclosed, related to performing investment advisor services (with exception of rare, but fully disclosed "flex repo" or similar structured portfolio fees). No transactions will flow through an affiliated trading desk or be subject to additional price mark-up. No pool management or referral fees will be generated. No deposit broker or placement fees will be received. Recommendation and transactions are based on fulfilling the College's objective. Valley View's independence means that they derive revenues from their clients and from no other sources.
<b>4.2 REFERENCES</b>				
Provide a customer reference list of no less than five (5) organizations with whom you currently have a contract to provide services of equal type and scope as requested herein. The reference list is to include company name, contact person, telephone number and length of business relationship. References in higher education are preferred.	Yes (2 Colleges included) Alamo College Central Texas	Yes (4 Colleges included) Collin Del Mar San Jacinto Wharton	Yes (0 Colleges included)	Yes (1 College included) Austin

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<b>4.3 QUESTIONNAIRE</b>				
<b>HISTORY &amp; ORGANIZATION</b>				
A. Describe the ownership structure of your organization, giving specific details with regard to your parent and any affiliated companies and include an explanation of lines of authority and communication.	First Southwest Asset Management, LLC, First Southwest Company, LLC and FSW Advisory Services, Inc., are wholly-owned subsidiaries of First Southwest Holdings LLC, which is a wholly-owned subsidiary of Hilltop Holding Securities LLC, which is wholly-owned by Hilltop Holdings Inc. (a publicly-traded company on the NYSE under ticker symbol HTH).	Small firm made up by a general Partner and a Limited Partner (which are owned by Ms. Patterson. She is a hands-on President of the firm and is involved daily in the operations and control of the firm and its transactions. Internally, the firm is managed and operates as a team of professional.	Founded in 2011 with single goal of providing relationship-focused asset management and advisory services. Firm is led by a team of individuals that bring a wealth of experience serving in senior level positions with some of that nation's largest fixed income investment management and financial advisory firms. Public Trust's experienced and well-resourced team combines significant portfolio management experience and robust credit research analysis to structure portfolios that meet each client's investment objectives and enhance the potential for higher returns. Has the size and scale to offer clients significant resources, technology and investment expertise. At the same time, provides highly personalized service investing the time to develop meaningful, long-term relationships with each client to fully serve their needs and ensure that each client receives value and service that exceeds expectations. Independent and privately owned, which ensures that the firm remains accountable to only the clients and not a parent company or outside investor. Goal and mission is to serve clients as we would serve ourselves, add value, manage risk and enhance returns through a focused and repeatable investment process.	SEC registered investment advisory firm serving public entities in a variety of cash and investment management and consulting roles. Company provides independent advice and consultation. Founded in 1998 and registered with SEC in 1999. Mr. Long owns the firm and has teamed with eight (8) members with a combined experience exceeding 200 years primarily working with Texas local governments. Since 2015, The Valley View team has been fully assessed the needs of the College, examine the current cash management policies and practices, review and manage bank relationships, and develop effective and comprehensive investment strategies. Utilizes a team approach involving all team members. 3 members will primarily provide investment strategy development and implementation. 2 members will support bank relationship selection and documentation. 1 member will provide monthly accounting and quarterly investment portfolio reporting. 2 members will assist as needed. Specific areas of focus are provided, but at any time another team member may provide any or all services to the College as needed.
B. Within the past three years, have there been any significant developments in your organization, such as changes in ownership, restructuring, or personnel reorganizations? Do you anticipate future significant changes in your organization?	There has been no significant developments in FSAM's organization, and no material changes affecting FSAM's ownership, structure or personnel are anticipated within the near future.	No	On 3/31/16, completed the acquisition of the investment management practice of BLX Group, LLC, a California based fixed income specialist with a successful 15-year track record of providing a full range of investment management solutions to the public sector. Strengthened platform and allowed to build upon its National presence by providing truly customized investment management , administrative and advisory solutions to the public sector. Do not anticipate future significant changes in organization.	Valley View has added staff to meet growing client base and anticipate maintaining the business objective. There have been no ownership, restructuring, or personnel reorganizations since inception, and none are anticipated.
C. Provide copies of your company's ADV Part I and II, as on file with the SEC, and proof of registration with the Texas State Securities Board.	See attached Form ADV As of 1/10/19 FSAM has not received the updated Certificate of Registration but will provide it to the College upon receipt.	Attached link to copies of forms.	Form ADV 2A is attached. Registered to do business in Texas	See attached forms ADV 1 & 2 Qualifies for national registration - SEC registration file # 801-56181. The SEC registration included a Notice Filing to the State of Texas.
D. Provide a list, along with any details and explanation , of all past, or pending litigation or claims filed against your company.	None	None	None	None
E. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.	No	No	No	No
F. Are there any circumstances specifically related to your investment consulting activities under which your firm, its officers or employees receive direct or indirect compensation from investment managers or brokers/dealers? If so, describe in detail.	No, none. FSAM does not receive any soft-dollar compensation or any other form of additional compensation for client transactions aside from the direct fee paid by clients.	No. Code of Ethics and operational and compliance controls prohibit any soft dollar transactions with any financial institution or broker/dealer or any other party.	No - as a truly independent management firm, Public Trust has a single revenue source -from the investment management and advisory services provided to clients.	Valley View is not affiliated with , nor receives direct or indirect compensation, from any investment managers or broker/dealers.
G. Summarize fidelity bond coverage, errors and omissions, employee dishonesty, fiduciary liability insurance, or other fiduciary coverage your firm carries.	FSAM maintains professional liability coverage for a limit of \$10,000,000, covering claims made in connections with its professional services. Covered professional services include the purchase or sale of securities as approved by FSAM.	Standard Commercial General Liability, automobile liability & umbrella coverage for \$2 million through State Farm; Worker's Compensation and employer's liability insurance through State Farm \$1 million; E&O Professional liability insurance \$5 million through Federal Insurance Company. Certificate of Insurance may be provided.	Maintains insurance required for Errors and Omissions, employee dishonesty, fiduciary liability insurance, or other fiduciary coverage. See Appendix B.	General Liability \$2,000,000; Professional Liability \$4,000,000; As needs or industry requirements increase, we are committed to maintaining the necessary coverages. In-line with industry standards.



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H. What is your firm's experience in developing portfolio investment guidelines for universities/colleges, foundations, not for profits and/or public entities?	Since 1988, FSAM has assisted hundreds of governmental entities with development and implementation of investment policies, separate written investment strategies, and internal procedures. As a firm, have worked actively with representatives from state legislatures to adopt and make subsequent revisions to state investment laws. Vast experience with municipalities from debt issuance to arbitrage rebate compliance. Will be prepared as investment advisor, to revise, refine and clarify College's policy. Investment guidelines and procedures are developed or fine-tuned soon after initial contract is signed. Investment policies reviewed on annual basis for all clients. Over past 20 years, countless policies have been amended, clarified and refined based on FSAM suggestions.	The firm manages over 40 entities, directly involved in the development and annual reviews of the investment policy and all the factors on which the policy is based including the cash flows supporting the portfolio and the risk tolerance of the entity. The owner co-authored the Public Funds Investment Act and teaches nationally on investment policies and their importance to a safe and functioning investment program. Works with each of its clients to create or review their investment policy (reviewed for practicality and compliance each year ). Reviewing and updating policies and guideline is done on an on-going basis to reflect changes in the marketplace as well as internally to the College. Ms. Patterson co-authored the Texas Public Funds Investment Act & Public Funds Collateral Act and served on the FGOA national Cash Committee (TIM) during the crucial years that the nationally recognized investment policy formats were established.	Significant experience in Texas and throughout the country in developing portfolio investment guidelines for universities/colleges and other public institutions. Believes that there should be clear policy constraints on sector/issuer concentrations, credit quality and maturity parameters, in order to prudently manage risk. In reviewing an investment policy they following a checklist to make sure all components are covered, including risk management. Also cite statute and Best Practices as published by GFOA. Complete thorough review of STC's policy and work with finance staff to discuss areas where policy may need standard updates or other changes to improve investment options, risk management, reporting, transparency, compliance etc. Ms. Duffy would lead the relationship team, has worked within and complied with extensive oversight and the governing bodies responsible for that oversight when managing funds for the New Mexico State Treasurer as Chief Investment Officer. Led the effort to update the investment policy, after the market lesson of 2008.	Team members have extensive Texas local government experience providing cash and investment management in conformance with the PFIA. 2 team members provide PFIA-required investment training to public sector investments officers through the University of North Texas. 3 members have served significant portions of their careers working for Texas governmental entities and have an knowledge of the inner workings of government finance departments. Valley View exclusively manages public sector portfolios and focuses all efforts on the types of investments and strategies that are appropriate for government entities. In addition they perform other substantial consulting activities that include cash and investment -related projects, but do not meet the definition of investment advisory services. These activities have direct beneficial application to the College's service requirements. Specializing in serving public fund investors and recognizes the challenges facing these clients are significantly different from non-governmental investors. Public fund investors face cash flow constraints, few staff resources and more limited investment options. Investment strategies and preferred investment products for governmental investor can be different.
I. Describe the in-house technical and research support services you have available. What other sources are used by the firm on a regular basis?	External research from S&P, Moody's and Fitch, and relies heavily on Bloomberg Information Systems for modeling, analysis and security research. Access to in-house research on certain municipal offerings, regional and sector market data, as well as internal "white papers" on money market reform to municipal advisory rule. Structured product desk in Dallas can perform bidding agent services if interest in Guaranteed Investment Contract or Flexible Repurchase Agreement. In-house continuing disclosure and arbitrage compliance-separate services.	Online real-time source, Bloomberg Analytics, multiple firms and their economists, utilize full resources of the market and connections to multiple firms. Broad and daily monitoring of the market sectors.	Utilizes in house research and modeling capabilities in addition to external sources for credit research. Systems provide significant information that is used during credit review process and for ultimate security selection and maturity decision. Including Standard and Poor's, Bloomberg provide additional data and information. Firm structure provides for on-going informal credit research discussions between credit team and portfolio management team. 85% credit research is generated internally. Supplements with well-known industry external research platforms and sophisticated risk management technology. Risk management is an enterprise wide process with formalized policies and procedures to protect and support client's interest by covering actual activities engaged in and risks exposed to. Customizing risk management has mitigated most commonly unmanaged risks with Local Government Investment Pools and separately managed accounts have been exposed during previous business cycles.  Risk Architecture, Risk Strategy, and Risk Protocols. In risk hierarchy, believes that credit risk and portfolio management approach/execution rank as the most significant sources of risk - devote significant resources to manage these functions. Human approach is having a dedicated credit team that works closely with members of Public Trust's credit committee and portfolio managers. Each member of committee is responsible for understanding of permitted credits within clients' portfolios. Information is vetted formal and informal between credit committee and portfolio managers.	Utilizes cash-flow based individual portfolio strategy development. All recommendations will be customized and implemented specifically to achieve the College's objectives. Independent research for effective risk/return decisions; Bloomberg Investor Services, MuniOs, Treasury.gov, the Bond Buyer, The wall Street Journal, Reuters, The Laffer Report, Business Insider, Investor's Business Daily and select local/regional periodicals. Client specific approach and flexible implementation expand risk /return research to all client's authorized investment options. Ex. Researching direct-placed financial institution deposits and significant interest income advantage they provide. Searches for potential banks then negotiates acceptable documentation and collateralization.
J. Does your firm, its parent or affiliate sell information or any other services to investment managers? If so, describe in detail.	No	No	No	No
K. Describe the firms' policy and process for identifying, resolving and disclosing conflicts of interest.	Conflict checks are conducted internally within the organization and the firm's Compliance department also monitors potential conflicts of interest pursuant to internal policies and procedures and MSRB rules. Should a conflict of interest arise, First Southwest would establish information barriers between certain FSAM personnel. Precise terms of policies that are implemented in the creation and maintenance of the information barrier is determined based on the facts and circumstances as they exist at the time and are tailored to meet specific requests, needs and requirements of clients.	Code of Ethics establishes all interactions on a competitive basis there should never be a conflict of interest because the interest of the client comes first. Any conflict would be investigated directly by the President and action would involve disciplinary and up to termination of the employee.	Independent Investment Advisor and does not have conflicts of interest that may arise with firms that serve and are compensated from serving multiple roles within the public sector. Do not transfer revenues or profits from asset management firm t other joint ventures, subsidiaries or owner owned companies affiliated under a parent company structure. The firm's Code of Ethics details policies and procedures for dealing with potential conflicts of interest.	In accordance with the SEC regulations, a Code of Ethics is maintained to ensure professional behavior of all representatives and to establish controls over conflicts of interest, among other things. All licensed representatives of Valley View are required to undergo annual review of the Code of Ethics and other compliance-related rules, to sign a certification that they have received, read and commit to abide by the document, and must disclose all relevant personal investment holdings to Valley View's Chief Compliance Officer on a quarterly basis.

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<b>PERFORMANCE &amp; EMPLOYEES</b>				
L. Explain your firm's strategies and practices for delivering a high level of customer service. Describe how the firm handles complaints, comments, or suggestions received. How is the firm managed for these types of services?	Highly personal. Manage all accounts on individual basis, and strive to be responsive at all times. Anticipate that College staff will speak with the same familiar group in Austin during the duration of the contract period. Listen carefully to client comments; responsive to suggestions on everything from communication methods to reporting; if complaint received it is formally reported to compliance department, a compliance officer would then contact client to determine if corrective action required.	Comments, suggestions and complaints are taken under advisement and discussion by the whole team to identify any applicability as well as any unforeseen problems. Complaints are addressed immediately. The owner is hands-on and attends immediately to any complain or problem, as well as comments and ideas.	Founded on the principal of client focused investment management and advisory services. Regards client servicing to be as important as the safety of the assets we manage on behalf of clients. Dedicated Team consists of 8 full time staff members and 2 portfolio managers for STC. Client service staff is available M-F 7:30-5 and customer service center is located in Denver, CO. Approach is to serve as an extension of staff and be considered internal resource for staff. Enhances clients' cash and investment management programs through efficiency and effectiveness. Public Trust is the manager and administrator of the Texas CLASS local government investment pool. As such there is unique opportunity of offer solution for STC's funds, both liquid and longer-term funds using Texas CLASS pools. If STC chooses to utilize one or both Texas CLASS pools, there is a pricing advantage for the blended solution model of investment management services. Any issues raised by client would be addressed with their relationship manager or portfolio manager. An issue needing escalation would go to the Managing Director of Sales. All disputes are documented, and resolution shared with the client.	Ability to provide a customized relationship with that client by fully understanding the client's unique needs and must be able to develop a investment portfolio that meets or exceeds that client's expectations. Must be able to communicate complex financial concepts in a way that is easily understood by client and their governing body, and must be readily available to address any question or issue that may arise. A small list of select clients is kept to deliver the high degree of customer service. Compliance Manual establishes how comments, suggestions, and complaints are to be handled. It states that all complaints must be reported to the Chief Compliance Officer immediately. Chief Compliance Officer is responsible for ensuring all client complaints are handled in accordance with applicable laws, rules and regulations.
M. How many clients does the firm currently have using this service and how many employees are assigned?	48 asset management clients with 7 professionals-added staff when workload increases	43 public entity clients - portfolios are assigned to a one of our three lead portfolio managers. The assignment addresses similar portfolio needs and structures as well as geographic location which affects the ratio. The ratio cannot be reduced to an arithmetic formula but reflects the individual management needs and structures of the portfolios. Assignment is based on needs and designed for the best service available.	71 Clients as of 9/30/18. The firms employees 8 investment advisory professional. Advisor/client ratio is ~1:9	56 full investment advisory clients and 7 registered advisor representatives, the average client/advisor rate is 8
N. How many portfolios has the firm added in the past year? Please provide details. In addition, please provide the names of all new client relationships gained in the last three (3) years.	Austin, ISD, City of Buda, Frisco ISD, City of New Braunfels, Ysleta ISD, Spring ISD, West Harris Country Regional Water Authority, North Texas Municipal Water District and North Fort Bend Water Authority.	2018 - 5 (3 ISDs and 2 Cities) 2016 - 2017 - 2 (1 College and 1 City)	During 2018 - 6 new clients Public Trust does not share client information without permission due to confidentiality clauses in contracts. References provided for 5 clients (who gave permission)	2018 - 8 investment advisory clients (1 College, 2 cities, 1 town, 4 ISD) 2016-2017 8 investment clients (4 Cities, 1 county, 1 utility, 1 water, 1 town)
O. How many portfolios has the firm lost in the past year? Please provide details. In addition, please provide the names of all clients who have terminated your firm's services in the last three (3) years. In each case, provide details of the reason terminated.	None	2018 - 1 portfolio (ISD) - brought in-house 2016-2017 2 portfolios (City & ISD) - RFP lost to other advisor.	Public Trust has not been terminated by any clients since inception of the firm.	2 ( County & City) - change of elected official and senior management. Neither was the result of poor performance.
P. Has your firm in the last year, lost an investment account due to malfeasance, lack of adherence to professional standard or general neglect?	No - Never lost an investment account due to malfeasance, lack of adherence to professional standards or neglect.	No - Never lost an investment account due to malfeasance, lack of adherence to professional standards or neglect.	No - Never lost an investment account due to malfeasance, lack of adherence to professional standards or neglect.	No - Never lost an investment account due to malfeasance, lack of adherence to professional standards or neglect.
Q. Include resumes indicating the qualifications of the staff that would be assigned to perform work for STC.	Included	Included	Included	Included
R. List senior staff hires and departures over the last three (3) years. For departures, indicate the reason for leaving.	None	One portfolio manager left in 2016 to move back to California and join his finance. David Meserve took that position when he joined.	In November 2017 Mr. Alton VP and Portfolio Manager left the firm to pursue other opportunities outside the governmental investment landscape. In March 2018 Mr. Toney Managing Director, Head of Credit Research left the firm. In March 2018, Mr. Gebel, CFA Director, joined the firm as a portfolio manager. In June 2018, Public Trust appointed Mr. Berents to the role of Head of Credit Research. Mr. Hunter, CFA and Mr. Harter joined within the past 12 months as part of the expansion of the credit research team.	No departures since inception. Mr. Hufstедler and Ms. Upshaw joined staff in 2016.



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S. Does your firm have a written code of conduct or ethics? How is it monitored and enforced?	Yes. All employees are required to sign a statement acknowledging they have read and understand written ethics requirements. Registered reps maintain continuing education on topics centering on ethics, conduct and industry practice. Compliance department monitors and enforces conduct. SEC oversees FSAM as a registered investment advisor. FSAM adheres to the Code of Professional and Ethical Standards as described by CFA Institute.	Written Code of Ethics is required for SEC registration. Been in place since 1994 and amended as conditions warranted. Compliance schedule is rigorously managed and upheld, requires each employee to review and certify to that review of the Code of Ethics, as well as other internal policies, each year. Copy is available upon request.	Maintains a Code of Ethics for the firm that all employees are required to adhere to which establishes the firm's expectations of its employees and sets forth a clear standard for them to follow. The principle of the Code of Ethics is to ensure the fiduciary obligations of all employees to our clients. The Code of Professional Conduct is reviewed at least annually by the compliance team and the CEO, with all employees required to provide annual acknowledgement. Material breach of the Code of Ethics by any employee may constitute grounds for disciplinary actions. Monitoring the provisions of Code of Ethics is conducted by members of the compliance team with testing and reviews being completed at various intervals throughout the year. Employee training on certain topics are conducted at least annually by the members of the compliance team.	Yes, maintains Code of Ethics to ensure professional behavior of all representatives and to establish controls over conflict of interests. All licensed representatives are required to undergo annual review of the Code of Ethics and other compliance-related rules to sign a certification that they have received, read and commit to abide by the document, and must disclose all relevant personal investment holdings to Valley View's COO on a quarterly basis. THE COO is responsible for monitoring and enforcement, and maintains a random and scheduled review routine.
T. Give a brief overview of the hardware and software systems used in producing reports? Do you offer on-line access to clients?	SS&C Technologies' CAMRA investment accounting and portfolio management system. CAMRA reports are AIMR-compliant and will be produced on monthly basis. Reports are available in an electronic medium format distributed monthly and quarterly in PDF and many reports can be exported in Excel format. Security market prices are obtained from independent sources-subscribe to Interactive Data Corporation to price most investment securities and use Bloomberg Financial Markets for pricing commercial paper and other instruments. All client data and CAMRA system are stored on secure network file server and backed up nightly.	SymPro - stand-alone system for fixed income investment portfolios; no online direct access into SymPro; choice to receive all monthly and quarterly reports electronically	Offers a reporting platform that allows multiple reporting options regarding investment activity within the portfolio in addition to portfolio analytics. The system also prepares GASB 40 and 72 information for annual reporting requirements. Statements also provide accounting information for cash basis and accrual basis accounting methods. Month end statements include: Summary of Investment activity and Detail Security Level Reports. Comprehensive online reporting platform with advanced capabilities that provide required industry standard information with client specific information. Detail Quarterly and annual reports incl quarterly/annual review and historical portfolio trends. Online reporting with PDF and excel download capabilities.	Quarterly Investment Reports will be prepared in compliance with PFIA and STC Investment Policy. Monthly accounting reports will be prepared. Tracker System, a web-based investment reporting system, is used. Reports are in PDF or downloaded into Excel. College staff can access data and reports on-line through Tracker website. Tracker portfolio software system utilizes a market standard calculation method. Rate of return is calculated within the system and verified by Valley View no less than quarterly. Market valuations are provided by the custody/safekeeping agent of the client, but can be compared to Bloomberg valuations to check for reasonableness. Provide a brief market overview as a component of the quarterly report and prepares monthly commentary article to review economic updates.
U. Describe your plans and methodology for performing the services requested, including an explanation of the frequency of communication between your company's staff and STC personnel.	Will meet with College staff within days of contract. We'll share information on our processes, set up reporting accounts and open a clearing account. We'll talk to your safekeeping agent and obtain wiring instructions. Expect to begin reviewing policy as soon as the decision is made and will provide written evaluation within days. Will work with the College on its cash flow so we have understanding of limitations. Next start discussing risk tolerance and strategy. Introduce staff and provide example trade tickets. Input existing investments into our reporting system and generate a prior period report set for review. Provide the approved broker/dealer list, a signed certification of policy and a contact list. Evaluate investments daily, and monitor existing portfolios regularly. Keep clients informed through regular economic e-mails, quarterly recaps, bi-weekly strategy calls and calls with our external economist. Happy to attend board quarterly meetings to present investment reports or present economic update and interest rate outlooks and answer questions.	Begin its needs and operational analysis by evaluating cash flows, statutes, strategies, policies, procedures and expectations. Cooperative effort between managers and client. Communication is key to initiate and maintain a good information flow as well as the needs of the portfolio. Each point is analyzed for feasibility and practical implementation. Establish an effective level of communications through the client's operations. Important to understand each client's unique goals, objectives, cash flows, risk tolerance levels. Intensive treasury review of the investment policy, systems, and reporting along with legal and policy compliance. On-site time with staff and management allows us to analyze the current procedures and systems. After initial policy decisions and information flows are determined they focus on (a) providing timely market information that affects the portfolio, (b) providing ongoing communication regarding the specific portfolio and its results. Provide a weekly newsletters with news and its interpretation as to how it will affect your portfolio. Will contact client when see value that will fit portfolio needs or cash flows. Will go into market for multiple competitive offers (after client approval) to get the best value available. Provide general understanding of the market. Will help create a customized, multi-use reporting package including daily details, weekly /monthly and quarterly reports in compliance with all legal requirements. Liquidity, diversification and yield are important and priorities. Quarterly reports include a market analysis and all reports comply with PFIA requirements. Annual GASB reporting for Statements 31, 40 and 72.	Complete initial and ongoing review of current investment program. Seek to understand the particular goals of the client's treasury management program. Develop and implement a program that is compliant with state and local laws and is inline with the risk tolerance of the client and meets the minimum requirements in the areas of asset allocation and maturity requirements, reporting, benchmarking, establishing roles and responsibilities, internal controls and investment procedures and competitive selection of investment. Client relationship approach is designed to be proactive and dynamic with the goal of building a relationship that involves several experienced investment professionals within the key aspects of the investment management function. Ensure client's investment objective and goals are met and also provide additional human and technical resources for more efficient and effective overall treasury management program. Analysis, Development and Implementation Cycle approach to investment management. Review portfolio holdings daily. Maintain detailed records and compliance is monitored daily. In addition to month end and quarter end reports, SC staff will have online access to the accounts. The cycle ensures the client's portfolio strategy continually seeks to minimize market value volatility, maximize investment return, prevent exposure to noncompliant securities and provide complete transparency. Structure is designed to provide a more in-dept understanding of the specific characteristics for each client's program.	Believe in the principles stressed by the PFIA and College's Investment Policy: Preservation and safety of principal, liquidity, cash flow requirements, diversity & Yield (risk appropriate). Portfolio strategy development will be suggested after thorough analysis and conclusive evidence that the adjustment provides long-term benefit to the College. Interest rate cycle timing and appropriate yield curve positioning provide the most effective and consistent yield enhancement. Services include research and analysis necessary for the College to formulate strategy recommendations. <b>Operating:</b> Review & recommend modifications to the Investment Policy, Assist in cash flow forecasting, analyze available products and institutions, interpret market conditions and trends, determine appropriate asset allocations, advise on long-range strategy selections, implement strategy within a competitive pricing environment, prepare calculations, accruals and reports, provide independent sources for investment market valuations, comply with Investment Policy and state and federal regulations, review procedures and documentation for management control, monitor broker/dealer and safekeeping relationships, attend occasional meetings an educate college staff on pertinent investment topics. <b>Bond Proceeds:</b> Developing and analyzing projected expenditure patterns, estimating expenditure period interest earnings, determining any appropriate investment policy changes, analyzing the effects of various investment strategies on the potential arbitrage liability, developing the optimum strategy,

**SOUTH TEXAS COLLEGE  
INVESTMENT ADVISORY SERVICES  
PROJECT NO. 18-19-1031**

NAME	First Southwest Asset Management, LLC.	Patterson Capital Management, LP.	Public Trust Advisors, LLC.	Valley View Consulting, LLC.
(Continuation)  U. Describe your plans and methodology for performing the services requested, including an explanation of the frequency of communication between your company's staff and STC personnel.			<p><b>Analysis:</b> In-depth review of current program and Cash flow Analysis / Investment Strategy</p> <p><b>Development:</b> Consult with Client/Strategy Recommendations and Investment Strategy Development</p> <p><b>Implementation:</b> Trades/ Compliance Review and Annual Comprehensive Review / Update</p> <p>Extensive experience specializing in short-duration, fixed-income investing specifically for the public-sector. Comfortable in public environment and understand the importance of compliance with statute and policy.</p> <p>Client Communication - Meet with STC staff on an ongoing basis at STC offices. Meet with clients in person on a quarterly basis, recognize that more frequent interactions, specifically during the initial phases of the relationship may warrant additional meetings. Meetings may include, planning sessions, quarterly reviews, School Board meetings, or other meetings as directed by STC. goal is to deliver comprehensive services to STC as if were an extension of STC's staff.</p>	<p>reviewing the draw schedule and portfolio performance as the projects progress, identifying potential arbitrage concerns and implementing any debt service fund investment strategies.</p> <p>Combining all concepts into active portfolio management will enhance portfolio return over long run. Main focus is on maintaining a discipline to protect and preserve assets over the long term without taking inordinate amounts of risk.</p> <p><b>Maturity Distribution:</b> Before maturity extensions can be executed, an analysis of the cash flows must be instituted to ensure that adequate liquidity and safety remain at the forefront of the strategy and objectives.</p> <p><b>Managing Market Risk by Limiting Investment Maturities:</b> Maintain a disciplined approach of regular investment purchases through a variety of market conditions. Allows the portfolio to offset unrealized losses with unrealized gains to reach a net mark-to-market spread that is lower than that of any individual security.</p> <p><b>Adjusting to Market Movements:</b> Gradual targeted implementation of portfolio strategy hedges the portfolio against the uncertainty and allows portfolio to build towards its optimum long-term yield curve position. Same time, portfolio's weighted average maturity can be strategically adjusted to economic market movements.</p> <p>Adding potential returns through investment selections: Generally prefers diversified investment portfolios and works with each client to establish the optimal mix for their portfolio. As market condition change, they will adjust the selection process. Recognize that economic and market conditions over past few years have been extremely challenging and unique. Most important strategy to keep in mind is to ensure that all cash flow needs are covered and that a laddered approach to investing is practiced. Sector selection, becomes a secondary consideration as long as the portfolios invest in the types allowed by the PFIA and individual client investment policies. Understands that each client may have individual preferences for the communication of portfolio information. and economic update</p>
<b>CLIENTELE</b>				
V. Please provide a list of your major current clients, including universities/colleges, foundations, not-for profits and/or public entities.	Provided (2 colleges included)	Provided (4 colleges included)	5 clients provided (same as references and no Colleges or Universities in their list).	Provided (3 College)
W. What is the total market value of the portfolios you provide investment advisory services for your clients?	As of 9/30/18, FSAM managed approx. \$11.3 billion in assets for 48 public sector clients; served as investment advisor on \$5.5 billion for a total of \$16.8 billion in assets under management or advisory services	Total value of assets under management is \$5.5 billion. These are all public entities with the preponderance in Texas.	As of 9/30/18 \$30.9 billion in assets for 71 clients with more than 252 individual portfolios, exclusively for public entities.	49 clients as of 12/31/17 - approx. \$4.5 Billion assets under management (12.31.18 data is still being accumulated but 56 clients)
<b>PORTFOLIO PERFORMANCE</b>				
X. Submit anonymous illustrations of portfolio performance of three (3) current clients' portfolios. Provide details of the market characteristics, investment returns and risk assumed for each portfolio.	Provided	Provided	Provided	Provided

**SOUTH TEXAS COLLEGE  
INVESTMENT ADVISORY SERVICES  
PROJECT NO. 18-19-1031**

NAME	First Southwest Asset Management, LLC.	Patterson Capital Management, LP.	Public Trust Advisors, LLC.	Valley View Consulting, LLC.
Y. Continue the performances of the sample portfolios according to the market conditions that existed at that time. Identify the risk of tolerances of the client and the impact of the client's risk tolerance on recommended investments. What would have been recommended if the client's risk tolerances had been higher or lower?	All clients subject to Texas PFIA as well as investment policies designed to protect principal. All cases, cash flow restrictions further limit how far maturity can be extended and how much credit risk can be assumed. With the Fed raising rates four times in 2018, those portfolios with short WAM's benefited most. As the year progressed, the bond market started pricing-in more and more of the expected increases. In early October, three rate hikes were fully priced into the market. As an investment manager, this is an ideal situation to invest funds, as you are being paid upfront for increases that may or may not occur. Unfortunately, early October is poor timing for public funds as balances are typically quite low. It wasn't risk tolerance so much as cash flow restrictions that prevented us from extending at that time. Market yields have since retreated from their highs. If cash flows permitted, we would have liked to add Treasury and non-callable agency positions in the 24-30 month area yielding 3% or better. The proposed risk tolerance will be conservative, with safety of principal being the primary objective.	The risk tolerance levels of each of the portfolios is reactively low. In addition to risk tolerance they are guided by their cash flow needs. Reflect a buy-and-hold mentality. In almost all cases had them extend their maximum maturity policy limits in order to take advantage of market opportunities or adjust to current market realities. In addition, as they become more comfortable with the more pro-active management style which an investment advisor can provide they tend to extend slightly as well as use more types of investments *such as commercial paper) which they might not have used when managing the portfolios internally. Risk comes from the markets but also their own conditions. As client risk tolerance levels rise we discuss all potential risks with clients and most often move towards a slightly higher credit risk, for example a A ratings versus AA on corporate or municipal debt,. Extensions are made if cash flows can handle them. If risk tolerances are lowered then we move to the portfolio back to the highest of credit quality and even a an shortening of weighted average maturities and maximum maturities. We do recommend building flexibility in to the investment policy so that changes in risk tolerance levels as well as market conditions can be made. Important factor in risk in a portfolio is that everyone understands the risks. Place education and understanding as high priority to make sure all parties are comfortable with approach, investment method/process and philosophy.	The primary characteristics that impact market risk for most public fund investment portfolios are sector allocation (credit risk) and duration (market risk). Believe in a very interactive process with sufficient review of statute, policy, cash flow and risk tolerance assessment in order to build a customized strategy for each and every client. Portfolio advisors consider the current portfolio structure with view of interest rate trends along with the client's risk tolerance and policy parameters to establish a strategy for investment portfolios liquidity and core. Dynamic process that is ongoing, key element in minimizing the impact of market (and other risks) associated with a fixed income portfolio. Considers the various types of risk associated with any fixed income investment portfolio and then actively manages those risks as part of investment strategy. <b>Risk Management Strategies</b> Credit Risk: Seek to minimize credit risk by investing in high quality securities and credit research. Market Risk: Use active portfolio management to immunize exposure to market risk based on target duration strategy. Reinvestment Risk: Utilize multiple duration strategies based on liquidity needs and market conditions while limiting reinvestment risk as appropriate. <b>Long Term Portfolio Strategies</b> High Quality Permitted Investments: Create portfolios with based on state statutes, investment policy requirements, and market conditions. Manage Liquidity: Maturity distribution based on the cash flow analysis. Establish multiple duration approach to seek to enhance the performance. Historical Performance: Manage portfolio in accordance with established strategy and compare to appropriate benchmark.	The historical performance data occurred over various time frames. Since 2008 interest rates fell, remained low, and then rose quickly. Recent FOMC actions and the unintended consequence of a flattening yield curve raise current volatility. Future conditions will substantially influence strategy decisions. All clients adhere to investment objectives similar or identical to the College's and have chosen more restrictive policies and/or strategies than allowed by state legislation. In each case, portfolio enhancement focused on cash flow and yield curve management, versus credit risk elevation. FDIC insured and collateralized financial institution deposits have added measurable enhancement without increased credit risk. Risk tolerance, higher or lower, would primarily impact the amount and term of any laddering and not necessarily issuer (credit risk ) selection. Valley View's client tend to rely on cash flow-related maturity allocation as disciplined strategy to control risk while adding favorable performance results.
<b>TOTAL EVALUATION POINTS</b>	79.5	79.18	77.88	83.02
<b>RANKING</b>	2	3	4	1

**SOUTH TEXAS COLLEGE  
INVESTMENT ADVISORY SERVICES  
PROJECT NO. 18-19-1031 -- EVALUATION SUMMARY**

<b>VENDOR</b>		First Southwest Asset Management, LLC.	Patterson Capital Management, LP.	Public Trust Advisors, LLC.	Valley View Consulting, LLC.				
<b>ADDRESS</b>		1201Elm St Ste 3500	901 S MoPac Ste 195	707 17th St Ste 1850	2428 Carters Mill Rd				
<b>CITY/STATE/ZIP</b>		Dallas, TX 75270	Austin, TX 78746	Denver, CO 80202	Huddleston, VA 24104				
<b>PHONE</b>		214-953-8874	512-320-5042	513-823-2023	540-297-3419				
<b>FAX</b>		512-481-2020		303-292-3492					
<b>CONTACT</b>		Vickie Hall	Linda Patterson	Chris DeBow	Richard G. Long, Jr.				
1	The experience, expertise, and capability of the firm in performing the services requested. (up to 10 points)	10	9.7	9.8	8.96	9.1	7.92	9.9	9.58
		9.5		9		8.5		9	
		10		9		7		10	
		9		8		8		9	
		10		9		7		10	
2	The quality of references from past and current customers/clients. (up to 10 points)	9	7.4	9.5	8.9	8.3	7.26	10	9.8
		8		10		9		10	
		6		6		6		10	
		8		9		7		9	
		6		10		6		10	
3	The completeness and thoroughness of the response and the demonstrated ability to provide the services and satisfy the requirements. (up to 10 points)	9	9.1	9	9.1	8	7.8	9	9.1
		9.5		9.5		9		9.5	
		9		9		7		9	
		9		9		8		9	
		9		9		7		9	
4	The respondent's experience working with and representing educational institutions. (up to 10 points)	8	7.8	9	9	9	8.4	10	9.8
		10		10		9		10	
		7		7		8		10	
		7		9		8		9	
		7		10		8		10	
5	Adherence to South Texas College's policies and procedures. (up to 10 points)	9	8.1	9	8	9.7	8.24	10	9.7
		9.5		9		9.5		9.5	
		7		7		7		10	
		8		8		8		9	
		7		7		7		10	
6	Investment performance and transaction pricing within accepted risk constraints. (up to 10 points)	9	9.4	7	7.7	9	9.5	10	6.1
		9		9.5		9.5		9.5	
		10		10		10		3	
		9		9		9		5	
		10		3		10		3	
7	Responsiveness to South Texas College's requests for services, information, and open communication. (up to 10 point)	9.5	8.6	9.3	8.36	9.3	9.46	10	9.7
		9.5		8.5		9		9.5	
		8		8		10		10	
		8		8		9		9	
		8		8		10		10	
8	Understanding of the inherent fiduciary responsibility of investing public funds. (up to 10 point)	10	9.7	9.3	9.46	10	9.6	9.7	9.54
		9.5		9		9		9	
		10		10		10		10	
		9		9		9		9	
		10		10		10		10	
9	Similarity in philosophy and strategy with South Texas College's objectives. (up to 10 point)	10	9.7	10	9.7	10	9.7	10	9.7
		9.5		9.5		9.5		9.5	
		10		10		10		10	
		9		9		9		9	
		10		10		10		10	
<b>TOTAL EVALUATION POINTS</b>		79.5		79.18		77.88		83.02	
<b>RANKING</b>		2		3		4		1	

## **Review and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2018**

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2018 is requested.

Purpose – The [Code of Criminal Procedure Article 2.131–2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

Justification – During calendar year 2018, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background – Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131–2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
- (A) The Texas Commission on Law Enforcement; and
  - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics – Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted

One of the traffic stops resulted in a search, when the operator was observed driving recklessly in circles at a high rate of speed on the Pecan Campus, losing control and nearly striking a vehicle in the opposite lane, endangering pedestrians, and other drivers. The operator, who had no driver's license or valid insurance, consented to a search of his person and vehicle, however no drugs were found. The driver was arrested for reckless driving in violation of Transportation Code Section 545.401.

- Street address or approximate location of the stop

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The location of traffic stops is as follows:

- ⇒ 90 stops were adjacent to campuses – On streets paralleling the campus to address safety threats to students.
- ⇒ 10 stops were on the entering/leaving campuses - Driving infractions on college property.

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

Enclosed Documents – The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2018 and the Comparative Analysis follow in the packet for the Board's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

South Texas College Chief Administrator for the Department of Public Safety, Paul Varville, presented the report at the February 12, 2019 Finance, Audit, and Human Resources Committee Meeting and responded to questions from the Committee.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2018 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College accept the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2018 as presented.

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

The Board of Trustees accepts the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2018 as presented.

**Approval Recommended:**

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



# Racial Profiling Report | Full report

**Agency Name:** South Texas College Department of Public Safety  
**Reporting Date:** 01/09/2019  
**TCOLE Agency Number:** 215006  
**Chief Administrator:** Paul Varville  
**Agency Contact Information:**  
**Phone:** 956-872-2330  
**Email:** pbvarvil@southtexascollege.edu  
**Mailing Address:** 2509 W. Pecan Blvd.  
McAllen Texas 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the South Texas College Department of Public Safety from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the South Texas College Department of Public Safety if the individual believes that a peace officer employed by the South Texas College Department of Public Safety has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Department of Public Safety who, after an investigation, is shown to have engaged in racial profiling in violation of the South Texas College Department of Public Safety's policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
  - a.) the race or ethnicity of the individual detained;
  - b.) whether a search was conducted and, if so, whether the individual detained



consented to the search; and

c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:

a.) the Commission on Law Enforcement; and

b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

**Executed by:** Paul Varville

Chief Administrator

**South Texas College Department of Public Safety**

**Date:** 01/09/2019

South Texas College Department of Public Safety Motor Vehicle Racial Profiling  
Information

Total stops: 100

Gender

**Female:** 43

**Male:** 57

Race or ethnicity

**Black:** 0

**Asian/Pacific Islander:** 1

**White:** 8

**Hispanic/Latino:** 90

**Alaska Native/American Indian:** 1

Was race or ethnicity known prior to stop?

**Yes:** 0

**No:** 100

Reason for stop?

**Violation of law:** 2

**Pre existing knowledge:** 0

**Moving traffic violation:** 94

**Vehicle traffic violation:** 4

Street address or approximate location of the stop

**City street:** 90

**US highway:** 0

**State highway:** 0

**County road:** 0

**Private property or other:** 10

Was a search conducted?

**Yes:** 1

**No:** 99

Reason for Search?

**Consent:** 1

**Contraband:** 0  
**Probable cause:** 0  
**Inventory:** 0  
**Incident to arrest:** 0

Was Contraband discovered?

**Yes:** 0  
**No:** 1

Description of contraband

**Drugs:** 0  
**Currency:** 0  
**Weapons:** 0  
**Alcohol:** 0  
**Stolen property:** 0  
**Other:** 0

Result of the stop

**Verbal warning:** 4  
**Written warning:** 95  
**Citation:** 0  
**Written warning and arrest:** 0  
**Citation and arrest:** 1  
**Arrest:** 0

Arrest Total

**Total:** 1

Arrest based on

**Violation of Penal Code:** 0  
**Violation of Traffic Law:** 1  
**Violation of City Ordinance:** 0  
**Outstanding Warrant** 0

Was physical force resulting in bodily injury used during stop

**Yes:** 0  
**No:** 100

Submitted electronically to the



The Texas Commission on Law Enforcement

South Texas College Department of Public Safety  
**2018 Racial Profiling Report Comparative Analysis**

The ethnicity of South Texas College students reflects the large population of Hispanics in the Rio Grande Valley. In addition all college police officers are Hispanic.

<b>Traffic Stops</b>			<b>College Students</b>		
<b>Ethnicity</b>	<b>Population</b>	<b>Percentage</b>	<b>Ethnicity</b>	<b>Population</b>	<b>Percentage</b>
African	0	0.00%	African	96	0.30%
Asian	1	1%	Asian	265	0.82%
Caucasian	8	8%	Caucasian	739	2.28%
Hispanic	90	90%	Hispanic	30,877	95.21%
Middle Eastern	1	1%	Middle Eastern	0	0.00%
Native American	0	0.00%	Native American	27	0.08%
Other	0	0.00%	Other	427	1.32%
<b>Total</b>	<b>100</b>	<b>100%</b>	<b>Total</b>	<b>32,431</b>	<b>100%</b>

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Paul Varville

Chief Administrator, South Texas College Department of Public Safety

**Review and Action as Necessary on Acceptance of Internal Audit  
Report in the Area of Accounts Payable Commercial Card Use**

Mr. Khalil Abdullah, Internal Auditor, will be attending the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Accounts Payable Commercial Card Use.

The Internal Audit Report in the area of Accounts Payable Commercial Card Use follows in the packet for the Board's review.

The Finance, Audit, and Human Resources Committee reviewed the internal audit report on February 12, 2019. 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 i in the area of Accounts Payable Commercial 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 i in the area of Accounts Payable Commercial Card Use as presented.

**Approval Recommended:**

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

**OFFICE OF INTERNAL AUDITS**  
**ACCOUNTS PAYABLE**  
**COMMERCIAL CARD USE AUDIT**



**SOUTH TEXAS**  
**COLLEGE**



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### EXECUTIVE SUMMARY

The Accounts Payable Commercial Card Use Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2019 Audit Plan. The audit included a review of the Business Office's internal controls associated with the College's use of commercial cards.

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

The scope of the audit included activity from September 1, 2016 through December 31, 2017. The audit was not designed nor 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 department established an adequate system of internal controls. The College Business Office's Account Payable established effective monitoring controls such as frequent commercial card transaction reconciliations as well as other internal controls designed to mitigate the inappropriate use of the College's commercial cards. We observed the following internal controls related to the use of the College's commercial cards:

- Monthly reconciliations of commercial card transactions;
- Multiple layers of management approval/sign-off on completed reconciliations;
- Retention of support documentation for commercial card transactions;
- Commercial card use restricted to employees working within the Business Office;
- Established formal written procedures over the card's appropriate use;
- Credit limit increases allowed only after authorization from either the Comptroller or Asst. Comptroller.



### BACKGROUND

The College uses seven commercial cards (e.g. credit cards) to expedite payment to vendors. Importantly, the commercial cards are only used as a method of payment depending on whether or not the vendor accepts credit cards without assessing an additional fee. In order to utilize the College's commercial card as a payment option, all regular procedures have to be adhered with (e.g. approved purchase order must be completed, restrictions on purchase limits, normal documentation workflows, etc.). There are several advantages to utilizing the commercial cards as a method of payment as opposed to other methods. Vendors that accept credit cards as a method of payment receive their money quicker than they otherwise would using a different payment method. Additionally, the College receives a benefit for utilizing the commercial cards by way of credit card rewards.

The College's use of the commercial cards over the past three fiscal years can be seen in the table below:

<b>Fiscal Year</b>	<b>Total Annual Commercial Card Transactions</b>	<b>Increase/(Decrease) over Prior Year</b>	<b>Percentage Increase from Prior Year</b>
2016	\$3,826,693	-	-
2017	\$6,639,047	\$2,812,354	73%
2018	\$9,966,318	\$3,327,271	50%

### AUDIT OBJECTIVE

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

### AUDIT SCOPE & METHODOLOGY

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

- Obtained and reviewed the Business Offices AP commercial card procedures;



- Used data analytics to identify higher risk transactions for testing;
- Verified that monthly account reconciliations were completed and reviewed by management;
- Verified that transactions were supported by adequate documentation;
- Ensured that commercial card transactions were only initiated by employees working within the Business Office;
- Verified that the items purchased were properly classified to the correct general ledger account comparing account usage with STC's Chart of Accounts;
- Reviewed prior year's audit reports associated with commercial card use;
- Compared current period data to similar information from prior periods as part of analytical procedures;

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

##### **Control Conscience Environment:**

A control conscious environment encompasses technical competence and ethical commitment, and is necessary for the establishment of effective internal controls. The commercial cards have some built in controls that allow the College's employees to restrict purchases of certain items. The merchant category code (MCC) is a four-digit number used to classify a business by the type of goods or services it provides. By limiting or even restricting the purchase of certain goods and services using the MCC, it allows the Business Office to limit the improper use of the cards and provides management with some assurances that the cards are being used appropriately. In terms of establishing an effective control conscience environment, we found that the Business Office established formal written procedures over the handling and appropriate use of the College's commercial cards. We determined that the Business Office established an adequate control conscience environment with respect to the use of commercial cards. No exceptions noted in this area.

##### **Approval & Authorization:**

Adequately established approval and authorization controls help to ensure that expenditures are allowable and appropriate. We reviewed the College's commercial card transactions for compliance with the Business Office's procedures. Additionally, we compared all of the College's

commercial card transactions within the audit scope to their expected statistical frequencies using Benford's Law. Examining large sets of data using Benford's Law enabled us to focus on anomalies within the data set, and to quickly identify transactions that warrant additional scrutiny on a statistical basis. Within the audit scope, the College used the commercial cards to process 6,342 payments. We found that the distribution of the College's commercial card transactions aligned closely with the expected statistical predictions in Benford's Law. Additional information on the College's commercial card transactions and how they compared to Benford's Law are presented in the graph in Appendix A.

We judgmentally selecting a sample of 40 commercial card transactions representing 16% of the total dollar value of the population. We tested the sample of transactions and examined support documentation for proper approval, accuracy, and reasonableness. We found that all of the tested transactions were properly approved, appropriate, and supported with adequate documentation. No exceptions noted in this area.

**Monitoring:**

Monitoring the commercial card transactions help to ensure that errors or fraudulent transactions are identified and immediate actions can be taken to resolve identified issues. The Business Office Accounts Payable department is responsible for monitoring all commercial card transactions. Additionally, the Accounting Group Supervisor completes a review on approximately 5% of each day's commercial card transactions. This review requires that the supervisor check each transaction's details (e.g. invoice, amounts, signatures, direct payments, etc.). An Accountant working in the Business Office completes a reconciliation of commercial card transactions on a monthly basis. We selected a sample of 3 months within the audit scope and requested to review the completed reconciliations. The Business Office was able to provide us with documentation to support that reconciliations were being completed and reviewed by management. No exceptions noted in this area.

**CONCLUSION**

Overall it was determined that an adequate system of internal controls was established related to the use of the College's commercial cards. All of the commercial card transactions reviewed were supported by sufficient documentation. Additionally, the Business Office established formal written procedures as well as utilized the commercial card's build in controls to restrict purchases and reduce the risk of the cards being used inappropriately.



South Texas College  
Office of Internal Audits  
Accounts Payable Commercial Card Use

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

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

1/29/2019

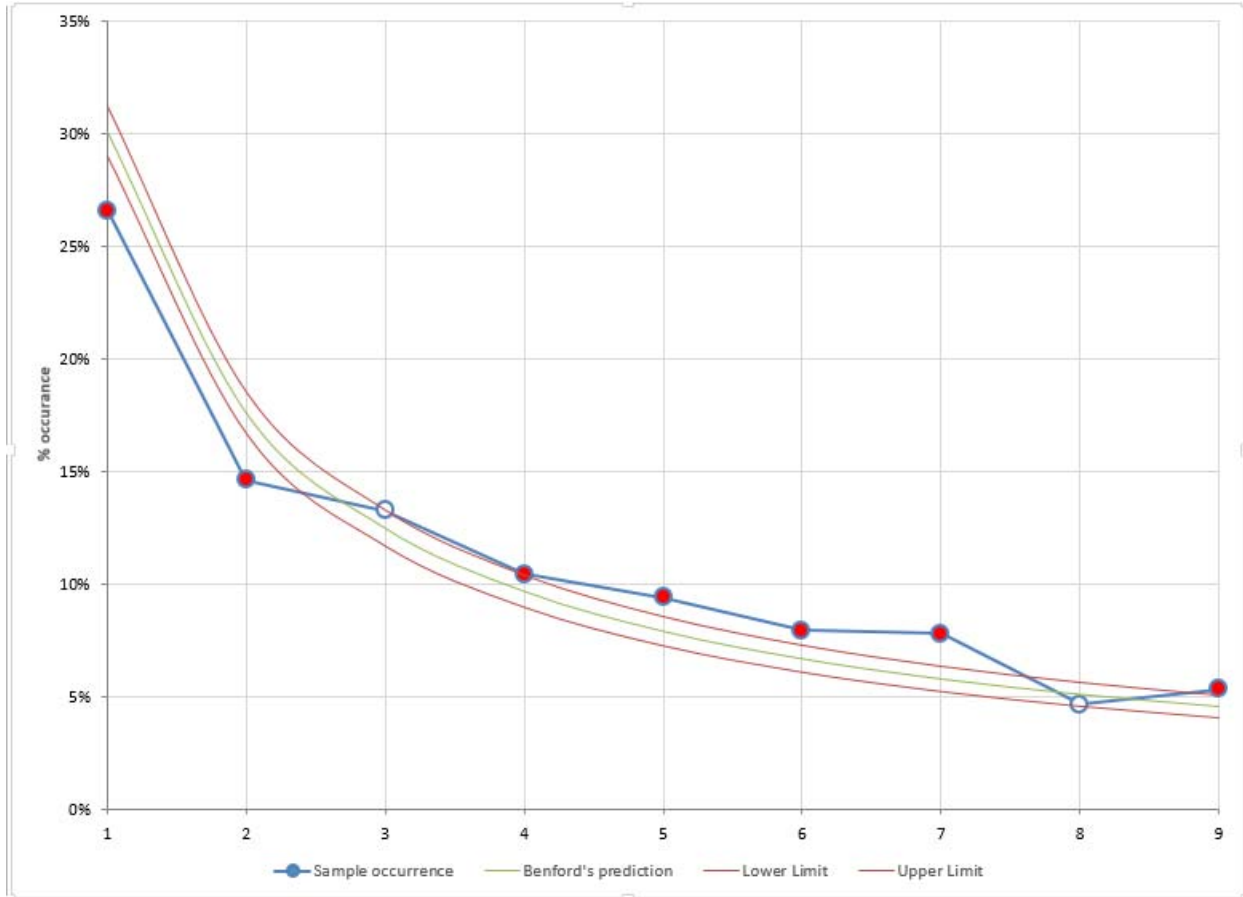
A handwritten signature in blue ink, appearing to read "Jose Luis Silva".

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Jose Luis Silva CIA, CFE, CGAP  
Staff Audit Specialist

1/29/2019

Appendix A



Count of 1st digit		First digit	Sample occurrence	Benford's prediction	z score	% diff	Lower Limit	Upper Limit
TC_BENFORD	Total							
1	26.54%	1	26.54%	30.10%	6.17	-0.12	28.97%	31.23%
2	14.62%	2	14.62%	17.61%	6.23	-0.17	16.67%	18.55%
3	13.27%	3	13.27%	12.49%	1.85	0.06	11.68%	13.31%
4	10.45%	4	10.45%	9.69%	2.03	0.08	8.96%	10.42%
5	9.40%	5	9.40%	7.92%	4.34	0.19	7.25%	8.58%
6	7.93%	6	7.93%	6.69%	3.91	0.18	6.08%	7.31%
7	7.80%	7	7.80%	5.80%	6.79	0.35	5.22%	6.37%
8	4.64%	8	4.64%	5.12%	1.69	-0.09	4.57%	5.66%
9	5.34%	9	5.34%	4.58%	2.89	0.17	4.06%	5.09%
<b>Grand Total</b>	<b>100.00%</b>							

Total Population

6,342

## **Review and Discussion on 2013 Bond Construction Program Warranty Items Action Plan**

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

Broaddus & Associates will be asked to provide updates for each warranty item.

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

Representatives from Broaddus & Associates will be present to respond to any questions from the Board.

**2013 Bond Construction Program Warranty Items - Action Plan**  
**February 12, 2019 Facilities Committee Meeting**  
*as of February 4, 2019*

#	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 <del>10/31/2018</del> 2/28/2019	<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 &amp; Associates' email stating information on what needs to be done to resolve the issue.</p> <p>8/08/2018: Broaddus &amp; 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&amp;A reported that D. Wilson is correcting this item</p> <p>8/28/2018: B&amp;A to verify with engineers that corrective work is complete.</p> <p>9/26/2018 (Board Meeting): B&amp;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&amp;A is working with Sigma HN Engineers on the status of an acceptable remediation. B&amp;A has not received a further comment from D. Wilson.</p> <p>10/30/2018:B&amp;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&amp;A for approval.</p> <p>11/29/2018: B&amp;A is currently working with Sigma HN Engineers and D.Wilson to find a solution to remediating the vault. Options are being discussed.</p> <p>1/8/2019: B&amp;A received an option for the vault remediation from D. Wilson and Sigma HN Engineers has provided direction on the proposed option.</p> <p><i>1/15/2019(Board Meeting):B&amp;A reported to the Board that D.Wilson had received direction from Sigma HN Engineers to proceed with the proposed option to remediate the vault issue.</i></p>	<i>B&amp;A will provide an update at the February 2019 Facilities Committee meeting.</i>



**2013 Bond Construction Program Warranty Items - Action Plan**  
**February 12, 2019 Facilities Committee Meeting**  
*as of February 4, 2019*

#	Description of Issues	Responsible Parties	Status	Due Date	Resolution / Action Item
<i>Regional Center for Public Safety Excellence</i>					
2	RCPSE PSI- Asphalt failures at Cityscape drives	Noble Texas Builders	Pending	<del>8/27/2018</del> <del>10/31/2018</del> 2/28/2019	<p>7/10/2018: Site visit noted that cracks were on asphalt paving</p> <p>7/19/2018: B&amp;A instructed College staff to issue a warranty request for the asphalt cracks</p> <p>7/24/2018: B&amp;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&amp;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&amp;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&amp;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&amp;A will request Geotechnical Testing of the asphalt drives to verify existing conditions and provide recommendations to the engineer as necessary. Noble Texas Builders will be providing an asphaltic coating over the current crack repairs</p> <p>9/26/2018(Board Meeting);B&amp;A updated the Board that Dannenbaum a letter recommending forensic testing to be done by the Geotechnical &amp; Material testing lab, Raba-Kistner, Inc.. B&amp;A has contacted Raba-Kistner for a proposal to do the recommended testing.</p> <p>10/2/2018: B&amp;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&amp;A had provided the proposal from Raba-Kistner, Inc. and the College has prepared a requisition. B&amp;A has also contacted Dannenbaum to perform the topographic survey as recommended by Raba-Kistner, Inc.</p> <p>10/30/2018: B&amp;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.</p> <p>11/29/2018: B&amp;A has received 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.</p> <p>1 /8/2018: B&amp;A and the College have received the report from Raba-Kistner, Inc. and the additional topographic information from Dannenbaum. The information is currently under review. B&amp;A will provide an update to the Facilities Committee at the January meeting.</p> <p><i>1/25/2019: B&amp;A met with the Contractor, Engineer, and RKCI to discuss the reports. The Contractor requested additional testing of the asphalt and base conditions by a 3rd party materials testing company. The additional testing requested by Noble Texas Builders was performed on February 4, 2019.</i></p>

## **Review and Action as Necessary on Contracting Architectural Services for the Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas**

Approval to contract architect design services to prepare plans for the Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects is requested.

### **Purpose**

Architectural design services are necessary for design and construction administration services for the Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### **Justification**

The proposed Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects are approved Capital Improvement Projects and have been budgeted for Fiscal Year 2018-2019.

### ***Nursing & Allied Health Campus East Building Student Services Renovation***

*The scope of work will include the redesign of existing spaces listed below to create an Enrollment Center and department office spaces with an estimated construction cost of \$275,000.*

- Admissions and Information
- Advising
- Counseling
- Financial Aid
- Testing
- Cashier

### ***Starr County Campus Student Services Building G Renovation***

*The scope of work will include the retrofit of existing spaces listed below due to 2013 Bond Construction expansion of existing building with an estimated construction cost of \$160,000.*

- Cashier area to be redesigned for use by Veterans Affairs
- Admissions area to be redesigned for use by Cashiers
- Career Planning redesign

### **Background**

On January 7, 2019, 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 Nursing & Allied Health Campus East Building Renovation of

Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects. A total of seventeen (17) firms received a copy of the RFQ and a total of nine (9) firms submitted their responses on January 24, 2019.

**Funding Source**

Funds for these expenditures are budgeted in the Non-Bond Unexpended Construction budget for FY 2018-2019.

**Reviewers**

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

**Enclosed Documents**

Plans for the proposed Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary for the Board's review and information.

The Facilities Committee recommended Board approval to contract architectural design services with Gignac & Associates, LLP. for preparation of plans and specifications for the Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with Gignac & Associates, LLP. for preparation of plans and specifications for the Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects as presented.

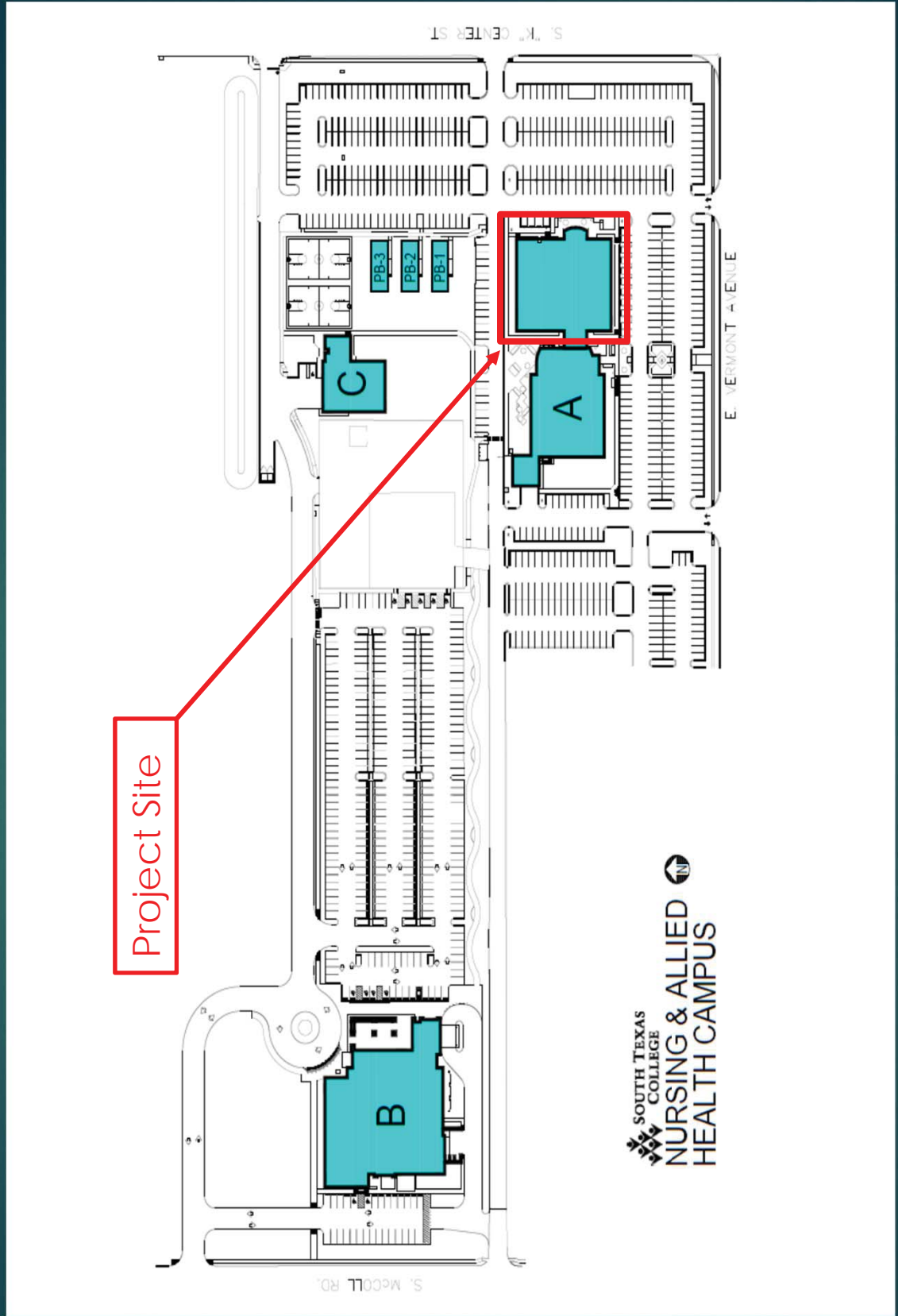
**The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes contracting architectural design services with Gignac & Associates, LLP. for preparation of plans and specifications for the Nursing & Allied Health Campus East Building Renovation of Student Services Space and Starr County Campus Student Services Building G Renovation of Admissions and Cashier Areas projects as presented.

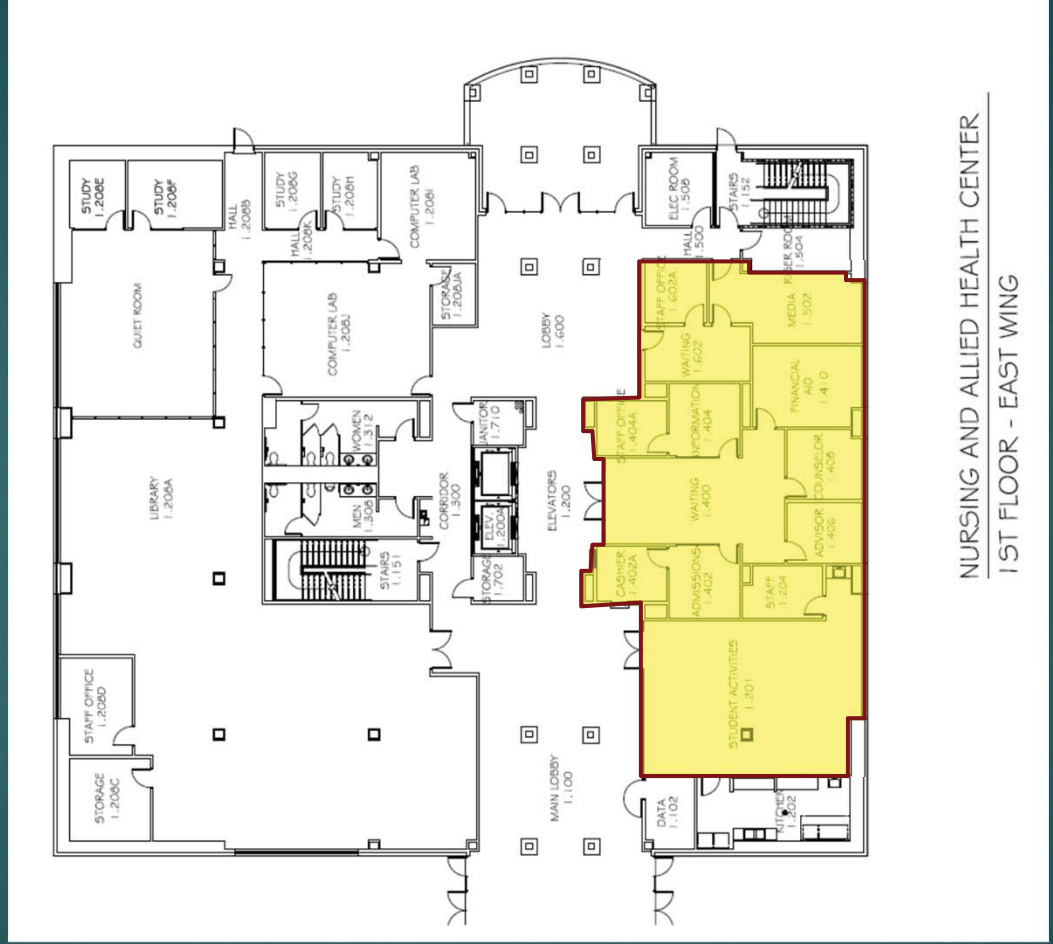
**Approval Recommended:**

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

# NAH CAMPUS SITE MAP



# NAH CAMPUS EXISTING FLOOR PLAN



Area to be renovated

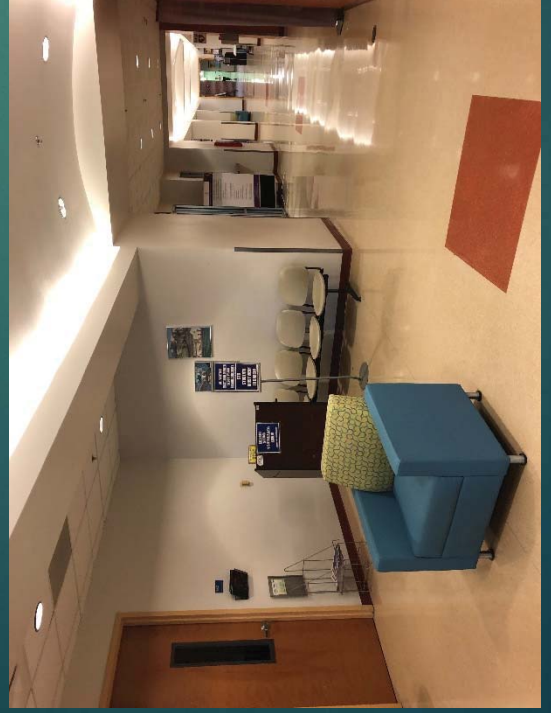
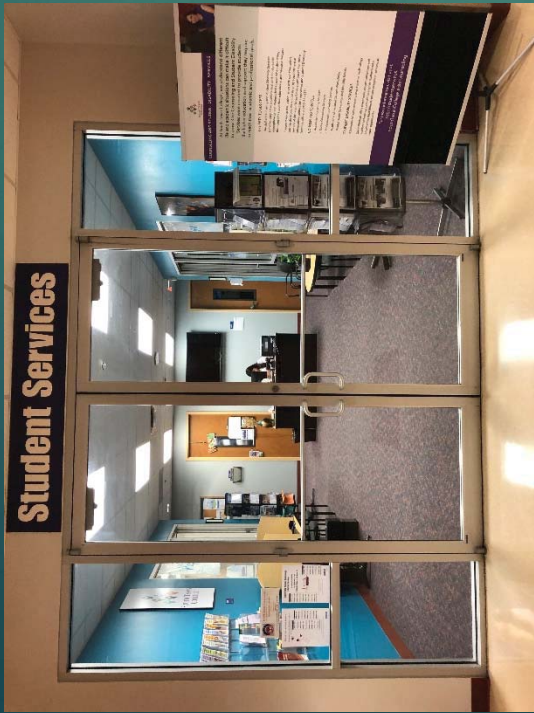
NURSING AND ALLIED HEALTH CENTER  
1ST FLOOR - EAST WING

Approximately  
3,090 sqft.

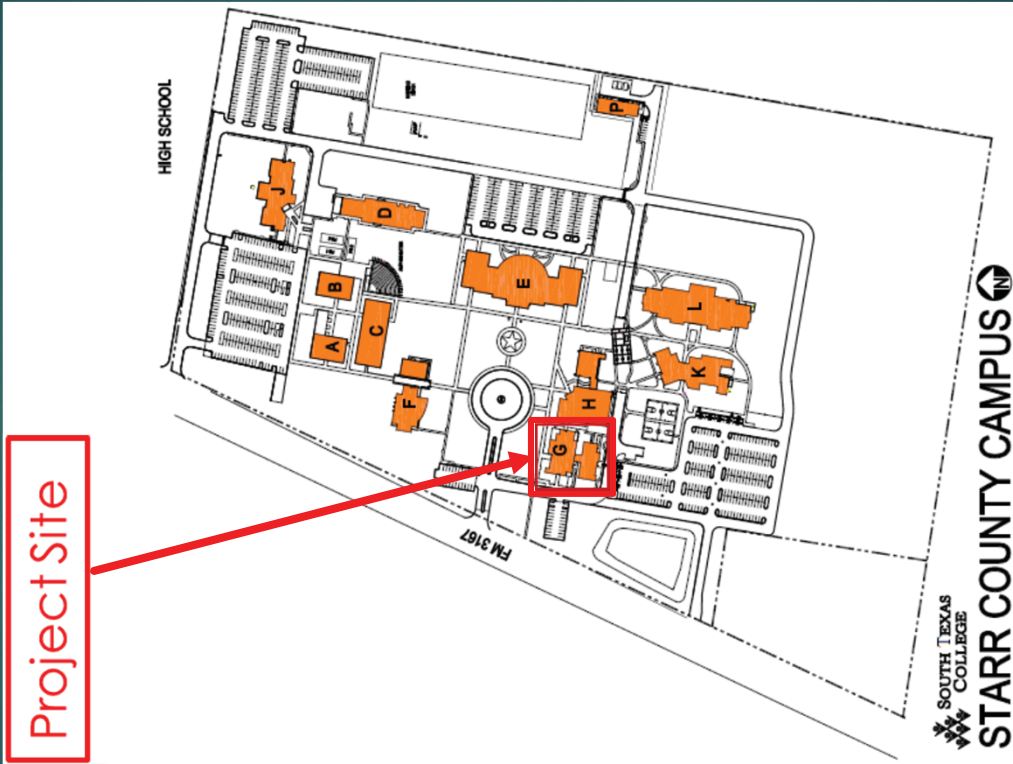
BUILDING A  
1ST FLOOR



# NAH CAMPUS BUILDING A INTERIOR PHOTOS



# STARR COUNTY CAMPUS SITE MAP



# STARR COUNTY CAMPUS EXISTING FLOOR PLAN



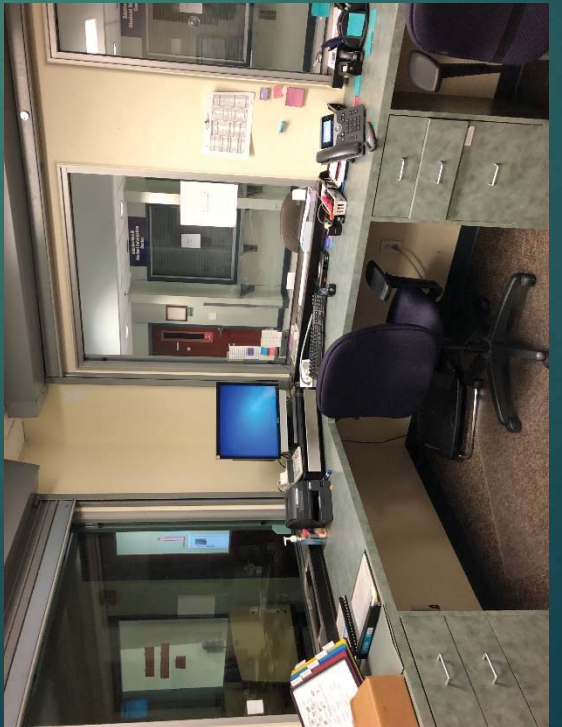
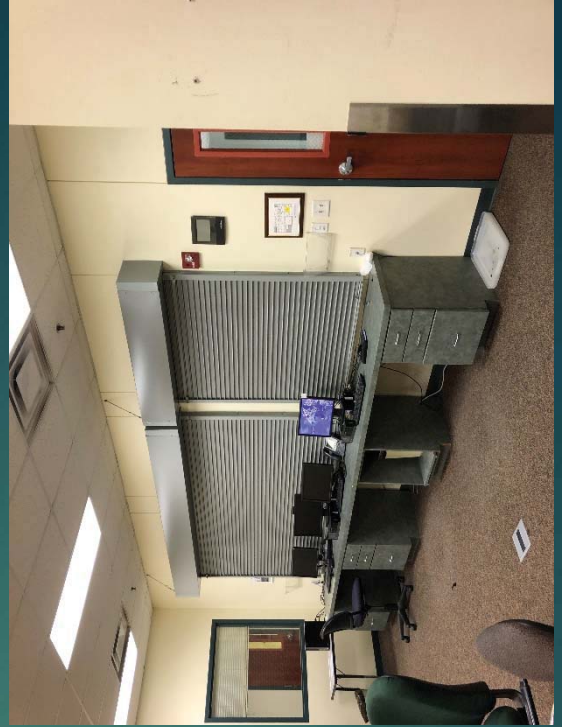
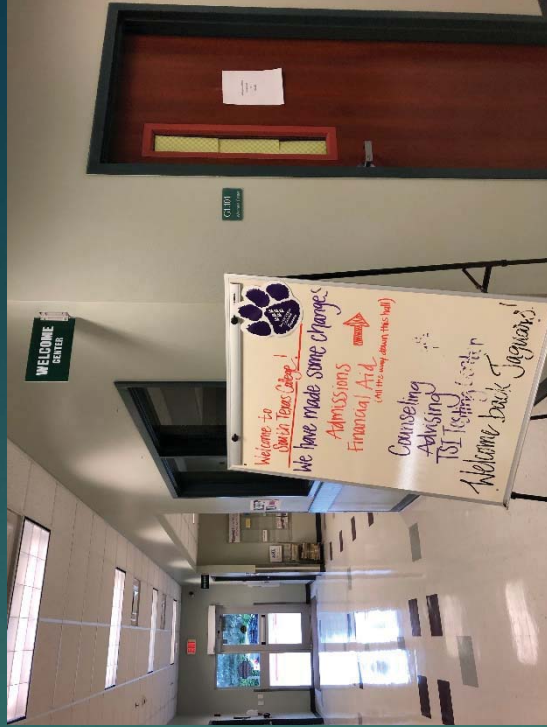
Areas to be renovated

Approximately  
1,673 sqft.

BUILDING G



# STARR COUNTRY CAMPUS BUILDING G INTERIOR PHOTOS



SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - NURSING AND ALLIED HEALTH AND STARR COUNTY CAMPUSES - STUDENT SERVICES RENOVATION  
PROJECT NO. 18-19-1039

<b>VENDOR</b>	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	Mata+Garcia Architects, LLP.	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
<b>ADDRESS</b>	3301 N McColl Rd	220 S Bridge St	300 S 8th St	3700 N 10th St	1314 Ivy Ave	608 S 12th St	204 E Stubbs St	200 S 10th St Ste 1602	1801 S 2nd St Ste 330
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78503
<b>PHONE</b>	956-630-9494	956-843-2987	956-655-6455	956-686-0100	956-631-1945	956-688-5656	512-461-8810	956-631-8327	956-994-1900
<b>FAX</b>	956-630-2058	956-843-9726	956-661-0401	956-622-7313	956-631-1968	956-687-9289	956-386-0613		956-994-1962
<b>CONTACT</b>	Danny Boultinghouse	Eduardo G. Vela	Eli R. Ochoa	Raymond Gignac	Hector R. Garcia	Rodolfo R. Molina, Jr.	David Negrete	Sam R. Garcia, Jr.	Laura N. Warren
<b>3.1 Statement of Interest</b>									
<b>3.1.1 Statement of Interest for Project</b>	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.	Indicated they have the perfect set of skills, from professional services through construction administration, to service STC's construction needs. Pointed out their familiarity with STC processes based on previous work on several projects.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that sustainable design is a regular practice for the firm.	Indicated that are organized in what they call a "flexible studio system". As they start a new project a studio team is created. Stated that their on-time completion rate is 98% and their on-budget rate is 92%.	The company pointed out their experience working with higher education and institutional projects and indicated that the company specializes in renovation projects.	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.
<b>3.1.2 History and Statistics of Firm</b>	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Established in 1994 - Specializes in educational facilities	- Created in 2001 - Headquartered in McAllen, TX - Professional staff of 26 has completed more than 225 educational projects since 2001.	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - over 400 successful educational projects	- Firm originally established in 1981 - Identify themselves as medium-sized firm with two principals	- Established in 2000 - Pointed out experience in educational design. - Pointed out the 34 years experience of principal	- 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
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	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.	Presented their holistic approach to projects in which clients are considered strategic partners. They state that they specialize in the education sector.	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.	Indicate that as a medium size firm with two principals, STC is assured of senior level involvement in the project. They also state that they are especially sensitive to the complexities of remodeling facilities.	Pointed to prior experience with STC and their specialization in renovation projects.	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.
<b>3.1.4 Statement of Availability and Commitment</b>	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.	Indicated all assigned principals and professionals are available and commits to engaging staff as necessary.	Stated that they will commit the work force necessary to complete project within the designated schedule.	Indicated their entire professional staff can make themselves available to STC at a moment's notice and undertake the commitment required to complete the proposed projects based on the timeline(s) set by the college.	State that they do not pursue projects unless certain of capabilities to produce on or ahead of schedule. Indicated that staff are immediately available for the project.	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.
<b>3.2 Prime Firm</b>									
<b>3.2.1 Resumes of Principals and Key Members</b>	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: - Eli R. Ochoa, Principal-In-Charge and Planning Architect - Maria O. Scurry, Project Manager - Gabriel Herrera, Associate Architect - Roberto Pruneda, Director of 3D Design and Visualization - Jose Luis Rios, 3D Designer and Modeler - Manny Zamora, Associate Architect, 3D Modeling and Production - Gerardo "Jerry" Garcia, Partner and Construction Administration Management	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/ Project Director - Rolando Garza, Architectural Design Mgr - Carolyn James, Interior Designer - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - David Majda, Construction Administrator - Ana Salas-Luksa, Architectural Associate - David Majda - Construction Administrator - Hector Guevara - Production/ Architectural Intern	Included resumes for the following staff: - Hector R. Garcia, Coordinating Architect - Fernando Mata, Partner/Director of Administration - Rey Zamora, Architect, Project Manager	Included resumes for the following staff: - Rodolfo R. Molina, Jr. - President - Ramon Villalobos, Project Manager - Juan Martinez, Project Designer - Mirtha Uranga, Interior design	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 - Sergio Castillo, Project 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
<b>3.2.2 Project Assignments and Lines of Authority</b>	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.	Duties and time assignments for eight team members were included.	Lines of authority and assignments within firm are shown in an organization chart that includes six staff members.	Lines of authority and project assignments were shown in organization chart.	Listed four staff, including the president, who will be involved. Pointed out a range in time commitment by each staff member, but the range varied widely.	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%.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	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 2.6 miles away from STC Planning and Construction office. STC will have direct access to any of our principals and the team at a moment's notice.	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.	Located 12 and 60 minutes from the project sites, Hector Rene Garcia will be able to respond efficiently for planned meetings with STC and within the hour for unexpected meetings.	Indicated that the firm is approximately 8 minutes from the Pecan Campus.	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.
<b>3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC</b>	Firm did not address this item.	Indicated that firm has never been involved in litigation disputes.	Indicated that the firm is not involved in any litigation.	Indicated they are not currently involved in any litigation that will affect ability to provide services.	Indicated they have one project under litigation at this time.	Indicated that the firm is not involved in any litigation.	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.

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - NURSING AND ALLIED HEALTH AND STARR COUNTY CAMPUSES - STUDENT SERVICES RENOVATION  
PROJECT NO. 18-19-1039**

VENDOR	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	Mata+Garcia Architects, LLP.	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
<b>3.3 Project Team</b>									
<b>3.3.1 Organization chart with Role of Prime Firm and each consultants firm</b>	Included organization chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity MEP Engineering - MEP	Included organizational chart showing prime firm and the following consultants: - Half Associates - MEP/Technology	Included organization chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity Engineering - MEP - Melden & Hunt - Civil	Included organization chart showing prime firm and the following consultant: - Sigma HN Engineers - MEP Engineer	Included organization chart showing prime firm and the following consultants: - DBR Engineering - MEP Engineer - Solorio, Inc. - Structural Engineer - Civil Engineer (As Designated by Owner)	Included organizational chart showing prime firm and the following consultant: - HALFF Associates - MEP & Structural Engineering	Included organizational chart showing prime firm and the following consultant: - Half Associates - Mechanical/Electrical /ITS Engineering	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Perez Consulting Engineers - Civil - DBR Engineering - MEP Engineer
<b>3.4 Representative Projects</b>									
<b>3.4.1 Minimum of 5 projects firm has worked on</b>	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - UTRGV - Hagggar 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)	- 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)	- South Texas College - Nursing and Allied Health Professions Expansion Phase I at 1101 E. Vermont Ave (\$16,037,086.69) - South Texas College - Re-purposing of STC Mid-Valley Campus Building C (\$2,020,012) - UTRGV- Repurposing the Edinburg Campus Bookstore (\$2,289,490) - South Texas College - Renovation of the Pecan Campus Student Services Building Renovations (\$402,960) - Texas State Technical College at Harlingen - Renovation and Code Compliance for the Student Services Center (\$1,800,000)	- Cameron County - Courthouse Administrative Annex Addition & Renovations (\$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)	- City of Mercedes - Fire Department (\$2,616,015) - Weslaco ISD - Weslaco High School Music Halls (\$3,832,000) - HCHA - Hidalgo County Housing Authority Administration Building (\$1,500,000) - Hidalgo County Precinct No.4 - Hidalgo County Community Resource Center & Linn San Manuel Fire Station (\$2,500,000) - South Texas College - Starr County Campus (\$11,500,000)	- Texas State Technical College - Engineering Center Phase II (\$3,400,000) - PSJA ISD - Daniel Ramirez Elementary School (\$12,747,800) - Edinburg CISD - Robert Vela HS - New Science Wing Addition & Renovations (\$9,727,637) - Brooks County ISD - Falfurrias High School Phase I & II Renovations (\$9,958,322) - Edinburg CISD - Barrientes MS - Rine Arts Addition (\$3,752,899)	- 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) - Edinburg CISD - Central Administration Building and Network Operating & IT Training Center (\$10,200,000) - Edinburg CISD - Industrial Arts Building Conversion Masterplan (\$6.8million)	- Bicentennial Crossing, LTD - College of Health Care Professions (\$2,400,000) - IDEA Public Schools IDEA Camp Rio (\$15,000,000) - Cavazos Sports Institute (\$1,200,000)	- South Texas College - Student Activities and Cafeteria Building (\$6,897,227) - UTRGV-DHR - Multi-Disciplinary Medical Research Facility (\$36,000,000) - Our Lady of Sorrows - Campus Master Plan (cost to be determined) - 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)
<b>3.5 References</b>									
<b>3.5.1 References for five (5) projects</b>	- University of Texas Pan American - City of McAllen	- PSJA ISD - Mission CISD - Roma ISD - Hidalgo ISD - City of Hidalgo	- PSJA ISD - Texas State Technical College - Brownsville PUB - UT-RGV - Harlingen CISD	- Del Mar College - City of Corpus Christi - PSJA ISD - Corpus Christi ISD - Idea Public Schools	- Edcouch-Elsa ISD - Mercedes Housing Authority - Alice Housing Authority - Brownsville ISD - Hidalgo County Housing Authority	- Texas State Technical College - Brooks County ISD - Edinburg CISD - PSJA ISD - City of McAllen	- UT-Rio Grande Valley - Edinburg CISD - City of McAllen	- Bicentennial Crossing, LTD - IDEA Public Schools - Cavazos Sports Institute - Rhodes Enterprises, Inc. - 1845 Capitol of Raymond James	-UTRGV - Cantu Construction & Development Company - Mission Center for Education and Economic Development - Juan Diego Academy - The Reverend Monsignor Gustavo Barrera
<b>3.6 Project Execution</b>									
<b>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</b>	Firm did not address this item.	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.	Indicated they will make it their priority to understand the scope, owner values, and requirements, community needs, and costs of our projects, before any design ever begins. Provided details on their project delivery process.	Provided very detailed project approach process and part of it addresses timely completion of project.	Provided a project timeline that covers key events of entire project.	Included details on phases in the management of the project and their quality control statement.	Firm did not address this item.	Firm emphasized communication between the design team, the client and other stakeholders.	Firm did not address this item.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	Reiterated the availability of the firm's staff and agree to add staff if required by project demands.	Stated that they will acquire additional help as necessary to ensure on time delivery of project.	Stated their ability and willingness to expedite the design and construction administration.	Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.	Indicated they have the experience and resources on-staff to execute any project within the program constraints.	Stated their ability to complete projects with tight deadlines. Currently our staff workload is at 60%. Made a statement on the scheduling of regular meetings to ensure project momentum.	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.
<b>TOTAL EVALUATION POINTS</b>	559.20	561.80	561.40	567.40	560.20	559.40	556.60	554.60	555.80
<b>RANKING</b>	6	2	3	1	4	5	7	9	8



**SOUTH TEXAS COLLEGE  
HEALTH AND STARR COUNTY CAMPUSES - STUDENT SERVICES RENOVATION  
PROJECT NO. 18-10-1039  
EVALUATION SUMMARY**

<b>VENDOR</b>	Boultinghouse Simpson Gaus Architects	EGY Architects, Inc.	goERO International, LLC/dba ERO Architects	Gignac & Associates, LLP.	Mata+Garcia Architects, LLP.	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Sam Garcia Architect, LLC.	The Warren Group Architects, Inc.
<b>ADDRESS</b>	3301 N. McCall Rd	220 S Bridge St	300 S 8th St	3700 N 10th St	1314 Ivy Ave	608 S 12th St	204 E Stubbs St	200 S 10th St Ste 1602	1801 S 2nd St Ste 330
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78503
<b>PHONE</b>	956-630-9494	956-843-2987	956-655-6455	956-686-0100	956-631-1945	956-688-5656	512-461-8810	956-631-8327	956-994-1900
<b>FAX</b>	956-630-2058	956-843-9726	956-661-0401	956-622-7313	956-631-1968				
<b>CONTACT</b>	Danny Boultinghouse	Eduardo G. Vela	Eli R. Ochoa	Raymond Gignac	Hector R. Garcia	Rodolfo R. Molina Jr.	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	96	96	96	96	95	95	95	95	93
3.1.2 Firm History including credentials	95	92	92	92	95	93	94	93	93
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	90	94	95	94.20	94	95	90	92.60	92.40
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	93	92	93	93	93	92	92	92	92
	94	93	95	95	94	95	90	91	92

**3.2 Prime Firm (up to 100 points)**

3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	96	94	95	96	96	94	95	93	91
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).	92	94	94	94.00	93	94	92	90	94
3.2.3 Prime Firm proximity and meeting availability	92	92	93	93	91	91	92	91	92
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	90	94	93	93	94	94	92	95	95

**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.	92	95	92	94	90	92	92	92	91
-Identify the consultant and provide a brief history about the consultant	92	94	92	92	92	93	92	92	93
-Describe the consultant's proposed role in the project and its related project experience	92	94	92	92	92	92	94	92	92
-List a project(s) that the prime firm and the consultant have worked together on during the last five years	92	94	92	92	92	92	94	92	92
-Provide a statement of the consultant's availability for the project(s)	92	94	92	92	92	92	94	92	92
-Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	92	94	92	92	92	92	94	92	92
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.	92	94	92	94	92	92	94	92	94
-Identify the consultant and provide a brief history about the consultant and their area of design expertise	92	92	92	92	91	92	93	92	92
-Describe the consultant's proposed role in the project	92	92	92	92	91	92	93	92	92
-List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise.	92	93	93	93	93	93	93	93	93
-List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years	93	93	93	93	93	93	93	93	93
-Provide a statement of the consultant's availability for the project	93	93	93	93	93	93	93	93	93
-Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project	93	93	93	93	93	93	93	93	93

**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	97	95	92	96	96	95	95	93	94
-Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed;	95	91	95	92	92	91	92	94	92
Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	94	94	94	95	95	94	94	94	95
	95	88	94	88	88	94	92	88	90
	95	95	95	95	95	95	92	90	95

**3.5 Five References (up to 100 points)**

3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: -Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	92	93	93	94	94	93	94	93	93
	96	96	94	96	96	96	95	95	95
	95	95	90	95	95	91	95	92	92
	95	95	95	94	94	92	95	93	93
	92	94	95	94	92	90	88	92	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.	97	95	94	97	97	94	94	94	93
	92	95	93	96	95	92	93	93	92
	95	95	95	95	94	94	94	94	95
	88	92	93	94	92	93	91	92	89
	85	93	93	95	94	95	85	93	88

<b>TOTAL EVALUATION POINTS</b>	559.20	561.80	561.40	567.40	560.20	559.40	556.60	554.60	555.80
<b>RANKING</b>	6	2	3	1	4	5	7	9	8

## Review and Action as Necessary on Contracting Architectural Services for the Regional Center for Public Safety Excellence Target Range

Approval to contract architect design services to prepare plans for the Regional Center for Public Safety Excellence Target Range project is requested.

### Purpose

Architectural design services are necessary for design and construction administration services for the Regional Center for Public Safety Excellence Target Range project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### Justification

The proposed Regional Center for Public Safety Excellence Target Range project is an approved Capital Improvement Project and has been budgeted for Fiscal Year 2018-2019. The funding for this project includes a grant from the Texas Parks and Wildlife Department (TPWD) for the planning phase of a 13,300 square feet indoor 12-lane proposed target range in the amount of \$307,219. The TPWD will be providing 75% of the funding through the grant and the College will be responsible for the remaining 25% which is \$102,406.

Funding Source	Texas Parks and Wildlife Department	South Texas College	Total
Amount	\$307,219	102,406	<b>\$409,625</b>

Below is the breakdown of the estimated planning phase costs based on the grant from the TPWD:

<b>Breakdown of RCPSE Target Range Planning Phase Costs</b>	
Type of Cost	Amount
Architectural Fees	\$349,625
Miscellaneous Costs:	
NEPA	40,000
Testing Services, Printing, Advertising, etc.	20,000
<b>Total</b>	<b>\$409,625</b>

### Background

The Board of Trustees accepted and authorized the use of a grant from the TPWD on October 30, 2018. The TPWD awarded the grant to the College on November 29, 2018. As part of the planning phase, professional design services are required and on January 10, 2019, 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 Regional Center for Public Safety Excellence Target Range project. A total of eighteen

(18) firms received a copy of the RFQ and a total of six (6) firms submitted their responses on January 24, 2019.

### **Funding Source**

Funds for these expenditures are budgeted in the Non-Bond Unexpended Construction budget for FY 2018-2019.

### **Reviewers**

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

### **Enclosed Documents**

Plans for the proposed Regional Center for Public Safety Excellence Target Range are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary for the Committee's review and information.

At the Facilities Committee meeting, Legal Counsel clarified with administration that there was no obligation for the College to continue to the construction phase of the project if the Board did not wish to proceed, and administration agreed.

The Facilities Committee noted that the architect would likely need to engage a specialized consultant in this project, and administration noted that PBK Architects, Inc., would include G2 Solutions as their consultant. The Committee noted that fees for services by consultants would need to be included in the architect's contract, and not to exceed the design budget for the project.

Administration agreed that the architect would be advised to design the project to be within the construction budget estimated at \$3M, and to keep planning phase costs within budget as well.

The Facilities Committee recommended Board approval to contract architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the Regional Center for Public Safety Excellence Target Range project as presented and subject to the firm keeping planning phase costs within the \$409,625 budget.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the Regional Center for Public Safety Excellence Target Range project, subject to keeping planning phase costs within the \$409,625 budget, 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 PBK Architects, Inc. for preparation of plans and specifications for the Regional Center for Public Safety Excellence Target Range project, subject to keeping planning phase costs within the \$409,625 budget, as presented.

**Approval Recommended:**

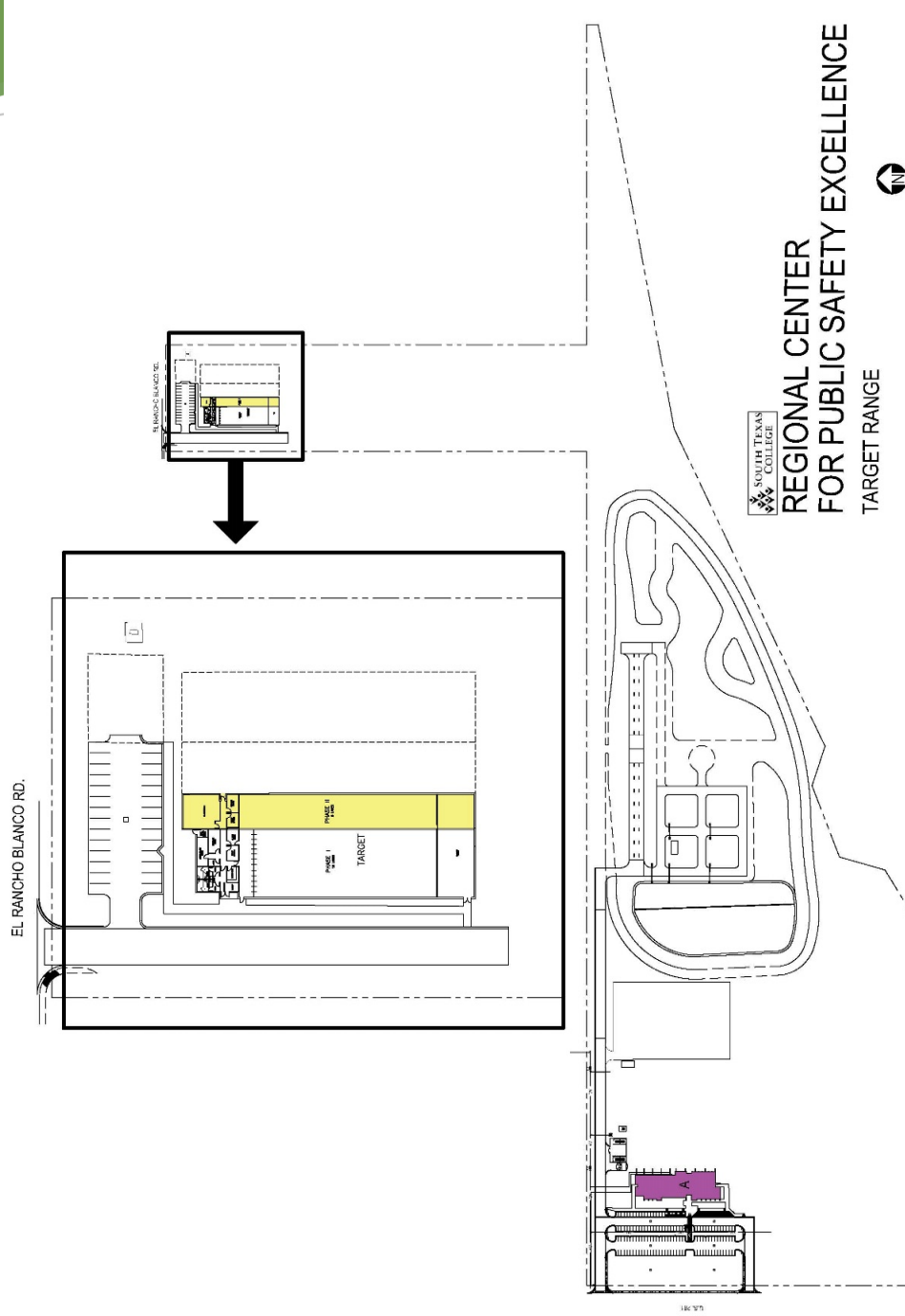
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**



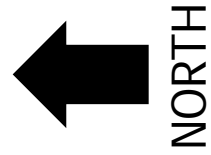
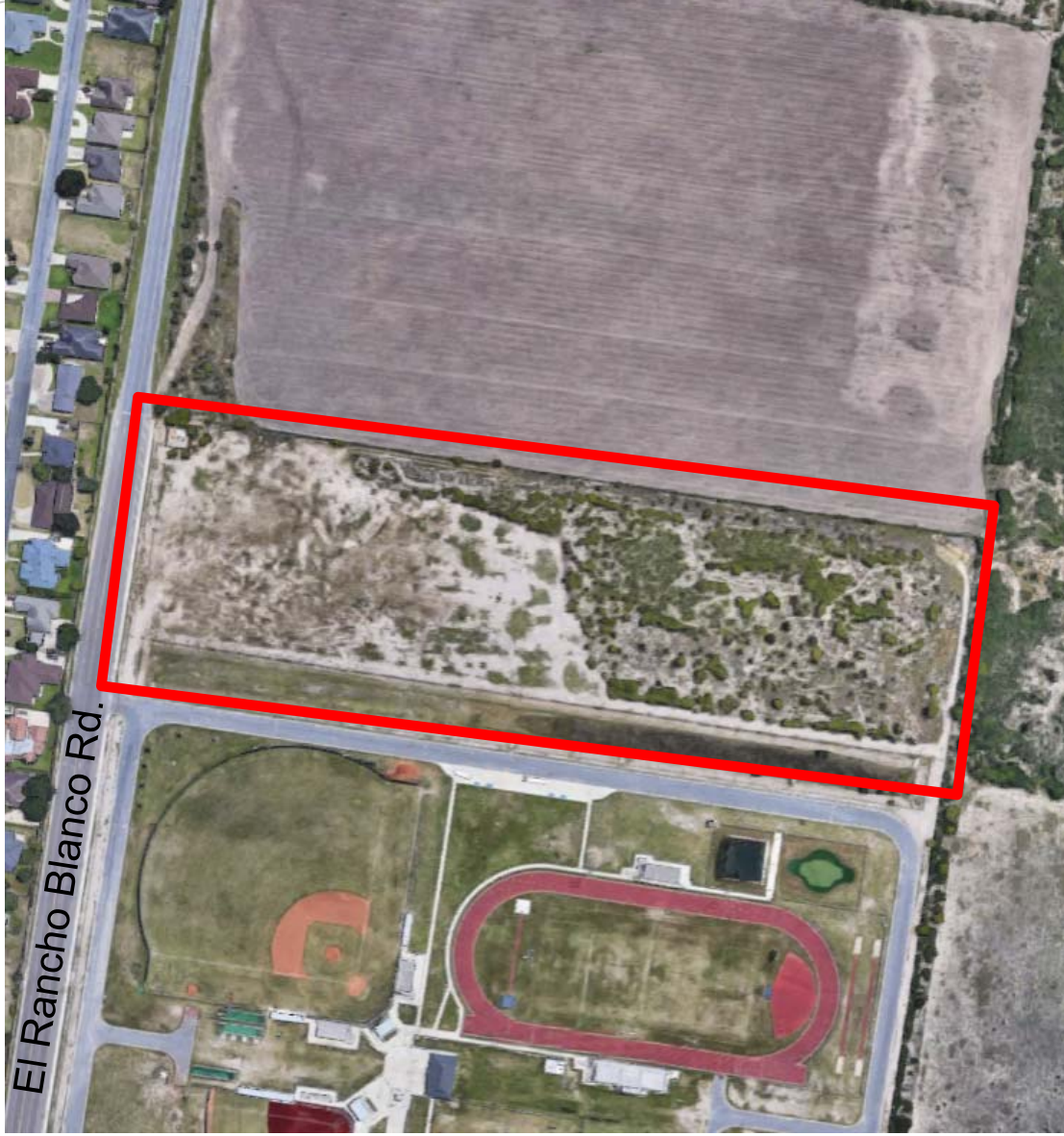
# REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE MASTER PLAN



# REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE TARGET RANGE



REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE  
TARGET RANGE - SITE LOCATION



SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE TARGET RANGE  
PROJECT NO. 18-19-1041

<b>VENDOR</b>	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	LLC./ dba ERO Architects	PBK Architects, Inc.	The Warren Group Architects, Inc.
<b>ADDRESS</b>	307 S Main St	3301 N McCoil Rd	3700 N 10th St	300 S 8th St	3900 N 10th St Ste 810	1801 S 2nd St Ste 330
<b>CITY/STATE/ZIP</b>	Donna, TX 78537	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78503
<b>PHONE</b>	956-464-8258	956-630-9494	956-686-0100	956-655-6455	956-687-1330	956-994-1900
<b>FAX</b>		956-630-2058	956-622-7313	956-661-0401		956-994-1962
<b>CONTACT</b>	Erasmio Eli Alvarado III	Danny Boultinghouse	Raymond Gignac	Eli R. Ochoa	Cliff Whittingstall	Laura N. Warren
<b>3.1 Statement of Interest</b>						
<b>3.1.1 Statement of Interest for Project</b>	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.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that sustainable design is a regular practice for the firm. Also indicated their experience with target ranges.	Indicated they have the perfect set of skills to service to STC based on experience with previous projects at STC and therefore familiarity with STC processes, systems and buildings.	Indicated they have significant experience designing target ranges, public safety training facilities, completing multiple similar projects for various government and education institutions.	Pointed to the recent work the firm provided to STC and welcome the opportunity to continue providing services.
<b>3.1.2 History and Statistics of Firm</b>	- 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	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988	- Created in 2001 - Headquartered in McAllen, TX - Professional staff of 26 has completed more than 225 educational projects since 2001.	- Established in the Rio Grande Valley in 2006 - PBK McAllen is a full service office providing architecture, interior design, engineering, planning, graphics/visualization, programming, planning and facility consulting	- Established in 2004 - Offices in McAllen and Austin
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	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 firm's experience with educational facilities. Cited the firm's team has a vast amount of experience designing target ranges and public safety facilities nationwide for colleges and agencies.	Presented their holistic approach to projects in which clients are considered strategic partners. They state that they specialize in the education sector.	Pointed out work on similar facilities. Also pointed out the experience of the subconsultant who specialized in the design of public safety facilities.	Indicated that the firm is known state-wide for educational and research facilities, Public, and Federal Facilities.
<b>3.1.4 Statement of Availability and Commitment</b>	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 for 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.	Indicated the commitment of the Principal, Raymond Gignac, AIA and Mark Graham, AIA, of G2 Solutions Group, as well as consultants to the entirety of this project.	Indicated all assigned principals and professionals are available and committed to led and manage the proposed STC project.	Indicated that timing of project is ideal for their schedule. Stated their commitment of necessary time and resources for the project.	Indicated their commitment to allocate the best members of the staff to STC projects.
<b>3.2 Prime Firm</b>						
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Erasmio D. Alvarado, Jr - President - Erasmio Eli Alvarado, III - Vice-President - Pedro G. Ayala - Associate Manager - Mario Garza, Jr - Project Manager	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	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 Mejida, Construction Administrator - Ana Salas-Luksa, Architectural Associate - Hector Guevara, Production/Architectural Intern	Included resumes for the following staff: - Eli R. Ochoa, Principal-In-Charge and Planning Architect - Maria O. Scurry, Project Manager - Gabriel Herrera, Associate Architect - Roberto Pruneda, Director of 3D Design and Visualization - Jose Luis Rios, 3D Designer and Modeler - Manny Zamora, Associate Architect, 3D Modeling and Production - Gerardo "Jerry" Garcia, Partner and Construction Administration Management	Included resumes for the following staff: - Cliff Whittingstall, Principal Director of Higher Education - David Iglesias, Manager - Andre F. De Mattos, Project Manager - Scott Adams, Design Leader - A. Todd Scrimpsmer, Director - Sarah Bustamante, Project Architect, Higher Education Division	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
<b>3.2.2 Project Assignments and Lines of Authority</b>	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 eleven staff members.	Lines of authority and assignments within firm are shown in an organization chart that includes six staff members.	Duties and time assignments for each staff member were included.	Duties and time assignments for each staff member were included.	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%.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	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 manner to any planned or unexpected meetings with STC.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Indicated they are 2.6 miles away from STC Planning and Construction office. STC will have direct access to any of our principals and the team at a moment's notice.	Indicated they are located in McAllen, so they will be able to respond quickly to any item that may arise.	Firm is located in McAllen and is about 10 minutes from STC Pecan Campus.
<b>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</b>	Indicated that the firm is not involved in any litigation that would affect performance under a contract with STC.	Firm did not address this item.	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 that might affect ability to perform for STC.	Indicated that the firm is not involved in any litigation.	Indicated that the firm has not been involved in any litigation.



**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE TARGET RANGE  
PROJECT NO. 18-19-1041**

VENDOR	Alvarado Architects & Associates, Inc.	Boulinghouse Simpson Gates Architects	Gignac & Associates, LLP.	LLC./ dba ERO Architects	PBK Architects, Inc.	The Warren Group Architects, Inc.
<b>3.3 Project Team</b>						
<b>3.3.1 Organization chart with Role of Prime Firm and each basic services consultant firm</b>	Included organization chart which showed the following consultants: - Melden and Hunt - Civil - Chanin Engineering - Structural - WJHW - Acoustical - VME Engineering - MEP/Technology	Included organization chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity Engineering - MEP - Melden & Hunt - Civil	Included organizational chart showing prime firm and the following consultants: - Half Associates - MEP/Technology	Included organizational chart showing the prime firm and the following consultants: - Jones*DBR - MEP, Technology and Security - SSP Design - Landscape - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Perez Consulting Engineers - Civil - Chanin Engineering - Structural - MEP Solutions Engineer
<b>3.3.2 Organization chart with role of prime firm and each specialized consultant.</b>	No specialized services consultant was named.	Action Target - Shooting Range Facilities	G2 Solutions Group - Public Safety Design Specialist	No specialized services consultant was named.	G2 Solutions Group, Inc. - Public Safety Consultant	No specialized services consultant was named.
<b>3.4 Representative Projects</b>						
<b>3.4.1 Minimum of 5 projects firm has worked on</b>	- 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) - Mission CISD - Eight Lane Firing Range for JROTC at Mission High School (\$24,000,000) - McAllen ISD - Additions and renovations to McAllen High School (\$1,500,000) - PSJA ISD - Pharr North High School - Harlingen CISD - Additions to Dixie Land High School - Donna ISD- Additions to Donna High School	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - UTRGV - Haggard 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)	- City of Eagle Pass - Public Safety Headquarters Complex (\$3.6 million) - City of Round Rock - Public Safety Training Center (\$28.7 million) - Collin College - Public Safety Facility - HACC - Public Safety & Target Range Facility (\$11.8 million) - City of Harlingen - Fire Station No. 4 (\$1.5 million)	- South Texas College - Nursing and Allied Health Professions Expansion Phase I at 1101 E. Vermont Ave (\$16,037,086.69) - South Texas College - Repurposing of STC Mid-Valley Campus Building C (\$2,020,012) - Hidalgo County - PCT 2 New Vehicle Maintenance and Administration Bldgs (\$13,900,000) - Texas A&M University McAllen (\$31,664,455) - City of San Juan Public Safety (\$1,800,000)	- Collin College - Public Safety Training Center (\$28,500,000) - South Texas College - Regional Center for Public Safety (\$4,494,426) - Tarrant County College District - Fire Technology Training Center (\$13,900,000) - Texas A&M University McAllen (\$31,664,455) - City of San Juan Public Safety (\$1,800,000)	- South Texas College - Student Activities and Cafeteria Building (\$6,897,227) - General Services Administration - U.S. General Services Administration Facility (\$3,500,000) - City of McAllen - McAllen Miller International Airport Renovations and Additions (\$26,000,000) - Hidalgo County - New Hidalgo County Courthouse (\$150,000,000) - Mission EDC - Mission Center for Education and Economic Development (\$3,602,638)
<b>3.5 References</b>						
<b>3.5.1 References for five projects</b>	- Taft ISD - Weslaco ISD - Mission CISD - UTRGV - Texas State Technical College - Texas Southmost College	- Del Mar College Emerging Tech. Expansion - City of Corpus Christi Parks - City of Harlingen Fire Station No. 4 - Cameron County Courthouse - City of Eagle Pass Police & Fire Stations	- PSJA ISD - Texas State Technical College - Brownsville PUB - UT-RGV - Harlingen CISD	- Lone Star College System - Texas State Technical College System - Angelo State University - Houston Community College - Texas A&M University	- U.S. General Services Administration Facility - Hidalgo County Courthouse - McAllen Miller International Airport - Renovations and Additions - Mission Center for Education and Economic Development - Our Lady of Sorrows Campus Master Plan	
<b>3.6 Project Execution</b>						
<b>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</b>	Firm did not address this item.	Firm did not address this item.	Provided details on their project approach, which is presented in an 11 step process.	Indicated they will make it their priority to understand the scope, owner values, and requirements, community needs, and costs of our projects, before any design ever begins. Provided details on their project delivery process.	Firm summarized their process for communication during the design phase and management of the project.	Firm did not address this item.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	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.	Indicated they are willing and able to expedite design services and construction administration. Provided very detailed project approach process and part of it addresses timely completion of project.	Stated their ability and willingness to expedite the design and construction administration.	Indicated that McAllen office will be the primary contact, but that it will utilize the 400+ company-wide staff to meet schedule demands.	Stated that staff can be assigned to the project immediately. Are able and committed to begin work on project upon 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.
<b>EVALUATION POINTS</b>	535.40	549.80	561.60	548.60	563.60	534.00
<b>RANKING</b>	5	3	2	4	1	6

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE TARGET RANGE  
PROJECT NO. 18-19-1041  
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boutinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC.(dba ERO Architects	PBK Architects, Inc.	The Warren Group Architects, Inc.
ADDRESS	307 S Main St Donna, TX 78537	3301 N McCoil Rd McAllen, TX 78501	3700 N 10th St McAllen, TX 78504	300 S 8th St McAllen, TX 78501	3900 N 10th St Ste 810 McAllen, TX 78501	1801 S 2nd St Ste 330 McAllen, TX 78503
CITY/STATE/ZIP						
PHONE	956-464-8258	956-630-9494	956-686-0100	956-655-6455	956-687-1330	956-994-1900
FAX		956-630-2058	956-622-7313	956-661-0401		956-994-1962
CONTACT	Erasmo Eli Alvarado III	Danny Boutinghouse	Raymond Gignac	Eli R. Ochoa	Cliff Whittingstall	Laura N. Warren
<b>3.1 Statement of Interest (up to 100 points)</b>						
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	90	90	90	90	90	90
	89	91	95	92	95	92
	85	90	95	90	95	90
	92	92	94	93	94	92
	88	92	92	91	93	90
<b>3.2 Prime Firm (up to 100 points)</b>						
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 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	90	93	93	91	94	90
	90	90	94	90	95	91
	85	90	95	90	90	85
	92	93	93	93	93	92
	85	91	92	90	93	88
<b>3.3 Project Team (up to 100 points)</b>						
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included. -Identify the consultant and provide a brief history about the consultant -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 project(s) -Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s) 3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. -Identify the consultant and provide a brief history about the consultant and their area of design expertise -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	88	93	94	90	95	90
	90	93	93	90	95	90
	85	90	95	85	94.00	88.80
	90	95	95	91	95	91
	85	94	93	88	94	88
<b>3.4 Representative Projects (up to 100 points)</b>						
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting -Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	90	90	92	90	95	89
	92	93	92	90	95	90
	85	90	95	90	95	85
	92	88	94	90	93	88
	88	95	94	87	95	85
<b>3.5 Five References (up to 100 points)</b>						
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: -Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	95	95	95	95	95	90
	92	94	94	95	95	92
	95	95	95	95	95	90
	94	95	95	95	95	92
	90	95	94	95	95	90
<b>3.6 Project Execution (up to 100 points)</b>						
3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	90	90	90	90	90	90
	85	85	95	97	85	85
	85	90	95	95	95	85
	90	88	92	92	92	90
	90	89	93	93	92	90
<b>TOTAL EVALUATION POINTS</b>	535.40	549.80	561.60	548.60	563.60	534.00
<b>RANKING</b>	5	3	2	4	1	6

## **Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Athletic Field Fence Enclosure - II**

Approval to contract construction services for the Pecan Campus Athletic Field Fence Enclosure - II project is requested.

This item was provided to the Facilities Committee on February 12, 2019. The Committee deferred discussion at that time, and instructed to present this item to the full Board to solicit input from each trustee.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Athletic Field Fence Enclosure - II project.

### **Background**

At the December 13, 2018 Board meeting, College staff presented three options for construction proposals for a new fence enclosure at the Pecan Campus Athletic Fields. The Board did not act on accepting any of the options and requested staff to solicit an alternate fence product with two different column spacing distances. College staff developed a new solicitation of proposals using two metal fence types along with two column spacing distances.

Staff from the Facilities Planning & 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 January 8, 2019. A total of seven (7) sets of construction documents were issued to three (3) general contractors and four (4) plan rooms and a total of eight (8) proposals were received on January 25, 2019.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 8, 2019	Solicitation of competitive sealed proposals began.
January 25, 2019	Eight (8) proposals were received.

**Option No. 1:** Board approval of NM Contracting, LLC. to provide the metal fencing with masonry columns. The fence product would be Deacero DMF Classic fencing with 16"x16" burnished concrete masonry units at 48' spacing.

<b>Pecan Campus Athletic Field Fence Enclosure Type 1 – Deacero DMF Classic Fencing at 48' Column Spacing</b>			
<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal NM Contracting, LLC.</b>	<b>Budget Variance</b>
Unexpended Construction Plant Fund	\$106,500	\$80,470	\$26,030

**Option No. 2:** Board approval of Roth Excavating, Inc. to provide the metal fencing with masonry columns. The fence product would be Deacero DMF Classic fencing with 16"x16" burnished concrete masonry units at 32' spacing.

<b>Pecan Campus Athletic Field Fence Enclosure Type 1 – Deacero DMF Classic Fencing with Alternate No. 1 at 32' Column Spacing</b>			
<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Roth Excavating, Inc.</b>	<b>Budget Variance</b>
Unexpended Construction Plant Fund	\$106,500	\$120,000	(\$13,500)

**Option No. 3:** Board approval of Roth Excavating, Inc. to provide the metal fencing with masonry columns. The fence product would be Ameristar Montage II fencing with 16"x16" burnished concrete masonry units at 48' spacing.

<b>Pecan Campus Athletic Field Fence Enclosure Type 2 – Ameristar Montage II Fencing at 48' Column Spacing</b>			
<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Roth Excavating, Inc.</b>	<b>Budget Variance</b>
Unexpended Construction Plant Fund	\$106,500	\$153,000	(\$46,500)

**Option No. 4:** Board approval of Roth Excavating, Inc. to provide the metal fencing with masonry columns. The fence product would be Ameristar Montage II fencing with 16"x16" burnished concrete masonry units at 32' spacing.

<b>Pecan Campus Athletic Field Fence Enclosure Type 2 – Ameristar Montage II Fencing with Alternate No. 1 at 32' Column Spacing</b>			
<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Roth Excavating, Inc.</b>	<b>Budget Variance</b>
Unexpended Construction Plant Fund	\$106,500	\$168,000	(\$61,500)

College staff reviewed and evaluated the competitive sealed proposals and have provided the highest ranked contractor for each of the four options listed. The list is provided for the Board's review and selection of an option for approval.

**Funding Source**

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

**Reviewers**

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

**Enclosed Documents**

Staff evaluated the proposals and prepared the enclosed proposal summary.

The Facilities Committee recommended presenting to the full Board for their review and action.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize one of the four options for the Pecan Campus Athletic Field Fence Enclosure - II project as presented.

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

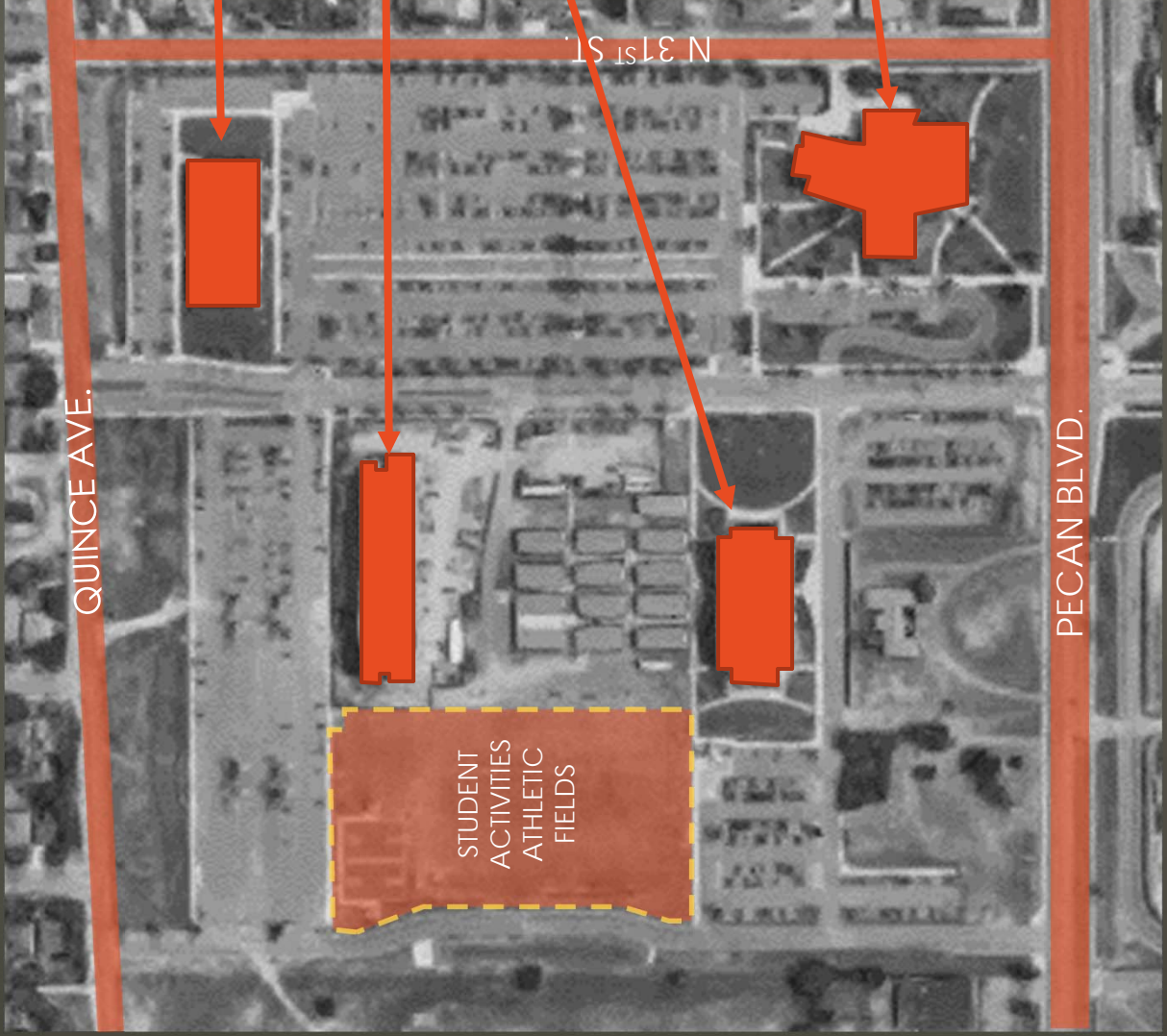
The Board of Trustees approves and authorizes one of the four options for the Pecan Campus Athletic Field Fence Enclosure - II project as presented.

**Approval Recommended:**

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



# Pecan Campus – Athletic Field Fence



## Athletic Field Fence Location



# Option 1 - Deacero Design Master Fence Classic with 48' Column Spacing

## Features:

- Galvanized wire with zirconium protection and polyester powder coating
- Uniform welding on cross sections
- Available in a variety of colors
- 10 year warranty on all components



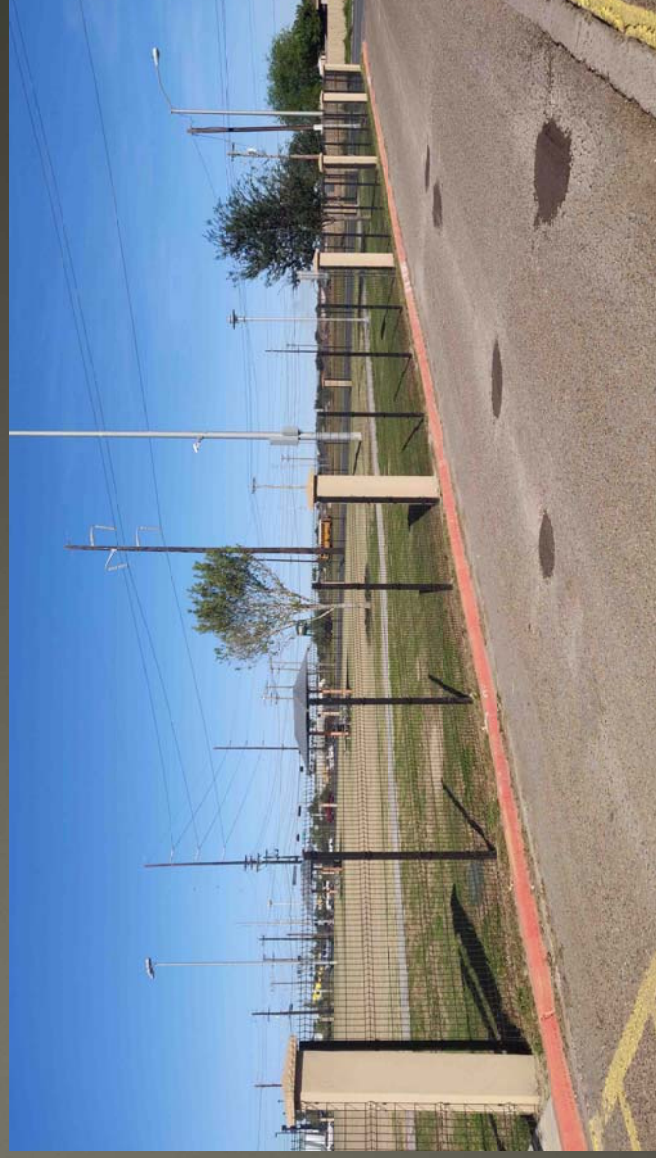
City of McAllen Sports Complex  
An example of 48' column spacing



# Option 2 - Deacero Design Master Fence Classic with 32' Column Spacing

## Features:

- Galvanized wire with zirconium protection and polyester powder coating
- Uniform welding on cross sections
- Available in a variety of colors
- 10 year warranty on all components



City of McAllen Sports Complex  
An example of 32' column spacing



# Option 3 – Ameristar Montage I with 48’ Column Spacing

## Features:

- Fully Welded Panel
- E-Coat Surface Protection
- Easy Installation
- Sustainable Materials
- 2 available colors – Black and Bronze
- 20 Year Limited Warranty



McAllen ISD -  
Milam Elementary

An example of 48’  
column spacing





# Option 4 – Ameristar Montage I with 32’ Column Spacing

## Features:

- Fully Welded Panel
- E-Coat Surface Protection
- Easy Installation
- Sustainable Materials
- 2 available colors – Black and Bronze
- 20 Year Limited Warranty



McAllen ISD -  
Milam Elementary

An example of 32’  
column spacing

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS ATHLETIC FIELD FENCE ENCLOSURE - II  
PROJECT NO. RFP 18-19-1040**

	NAME	Hector Balderas, LLC.	Hurricane Fence Company	J Pena Construction, Ltd.	NM Contracting, LLC.	R.E. Friedrichs Company	Rockwood Construction, LLC.	RG Enterprises, LLC./ dba G&G Contractors	Roth Excavating, Inc.
	ADDRESS	927 W Expressway 83	3440 Spur 54	5808 N 23rd St	2022 Orchid Ave	3409 S Jackson Rd	406 S Nebraska Ave Ste B	711 E Wisconsin Rd	5820 N Cage Blvd Ste 1
	CITY/STATE/ZIP	Donna, TX 78537	Harlingen, TX 78552	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Weslaco, TX 78596	Edinburg, TX 78539	Pharr, TX 78577
	PHONE	956-715-4856	956-423-8364	956-971-8705	956-631-5667	956-687-8261	956-472-6120	956-283-7040	956-787-2742
	FAX		956-425-1306		956-627-3959	956-687-6164		956-259-8046	956-787-5152
	CONTACT	Hector Balderas	Roy E. Garrison III	Jose Pena	Noel Munoz	Raul Aguirre	Israel Ortiz	Rene Garza	Tyler Wolf
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>Type 1 Fencing (Deacero DMF Classic)</b>									
1	<b>Base Bid:</b> 6' Deacero DMF Classic Fence with Embedded Posts 16" x 16" x 6' Burnished Block Column with Concrete Top at 48' Spacing	\$ 66,500.00	\$126,344.00	\$ 88,750.00	\$ 80,470.00	\$90,000.00	\$ 107,386.00	\$128,792.00	\$105,000.00
2	<b>Alternate No. 1:</b> 16" x 16" x 6' Burnished Block Column with Concrete Top at 32' Spacing	\$ 48,500.00	\$ 26,928.00	\$ 37,117.00	\$ 44,190.00	\$ 29,756.00	\$ 15,365.00	\$ 141,557.00	\$ 15,000.00
3	<b>Total Base Bid Type 1 with Alternate</b>	\$ 115,000.00	\$ 153,272.00	\$ 125,867.00	\$ 124,660.00	\$ 119,756.00	\$ 122,751.00	\$ 270,349.00	\$ 120,000.00
4	Begin Work In	30 Days	10 Days	10 Days	10 Days	10 Days	15 Days	10 Days	7 Days
5	Complete Work In	30 Calendar Days	90 Calendar Days	70 Calendar Days	90 Calendar Days	60 Calendar Days	45 Calendar Days	90 Calendar Days	60 Calendar Days
6	Additional Days Needed for Alternate 1	30 Calendar Days	15 Calendar Days	30 Calendar Days	10 Calendar Days	0 Calendar Days	10 Calendar Days	30 Calendar Days	10 Calendar Days

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS ATHLETIC FIELD FENCE ENCLOSURE - II  
PROJECT NO. RFP 18-19-1040**

	NAME	Hector Balderas, LLC.	Hurricane Fence Company	J Pena Construction, Ltd.	NM Contracting, LLC.	R.E. Friedrichs Company	Rockwood Construction, LLC.	RG Enterprises, LLC./ dba G&G Contractors	Roth Excavating, Inc.
	ADDRESS	927 W Expressway 83	3440 Spur 54	5808 N 23rd St	2022 Orchid Ave	3409 S Jackson Rd	406 S Nebraska Ave Ste B	711 E Wisconsin Rd	5820 N Cage Blvd Ste 1
	CITY/STATE/ZIP	Donna, TX 78537	Harlingen, TX 78552	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Weslaco, TX 78596	Edinburg, TX 78539	Pharr, TX 78577
	PHONE	956-715-4856	956-423-8364	956-971-8705	956-631-5667	956-687-8261	956-472-6120	956-283-7040	956-787-2742
	FAX		956-425-1306		956-627-3959	956-687-6164		956-259-8046	956-787-5152
	CONTACT	Hector Balderas	Roy E. Garrison III	Jose Pena	Noel Munoz	Raul Aguirre	Israel Ortiz	Rene Garza	Tyler Wolf
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>Type 2 Fencing (Ameristar Montage)</b>									
7	<b>Base Bid:</b> 6' Ameristar Montage II 16" x 16" x 6' Burnished Block Column with Concrete Top at 48' Spacing	\$ 222,500.00	\$232,085.00	\$ 174,800.00	\$ 188,092.00	\$205,413.00	\$ 160,723.00	\$223,777.00	\$153,000.00
8	<b>Alternate No. 1:</b> 16" x 16" x 6' Burnished Block Column with Concrete Top at 32' Spacing	\$ 48,500.00	\$ 26,928.00	\$ 37,117.00	\$ 44,190.00	\$ 29,756.00	\$ 15,365.00	\$ 241,542.00	\$ 15,000.00
9	<b>Total Base Bid Type 2 with Alternate</b>	\$ 271,000.00	\$ 259,013.00	\$ 211,917.00	\$ 232,282.00	\$ 235,169.00	\$ 176,088.00	\$ 465,319.00	\$ 168,000.00
10	Begin Work In	30 Days	10 Days	10 Days	10 Days	10 Days	15 Days	10 Days	7 Days
11	Complete Work In	30 Calendar Days	90 Calendar Days	70 Calendar Days	90 Calendar Days	60 Calendar Days	45 Calendar Days	90 Calendar Days	60 Calendar Days
12	Additional Days Needed for Alternate 1	30 Calendar Days	15 Calendar Days	30 Calendar Days	10 Calendar Days	0 Calendar Days	10 Calendar Days	30 Calendar Days	10 Calendar Days
13	Provided a Bid Bond	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes



**SOUTH TEXAS COLLEGE  
PECAN CAMPUS ATHLETIC FIELD FENCE ENCLOSURE - II  
PROJECT NO. RFP 18-19-1040**

NAME	Hector Balderas, LLC.	Hurricane Fence Company	J Pena Construction, Ltd.	NM Contracting, LLC.	R.E. Friedrichs Company	Rockwood Construction, LLC.	RG Enterprises, LLC./ dba G&G Contractors	Roth Excavating, Inc.
ADDRESS	927 W Expressway 83	3440 Spur 54	5808 N 23rd St	2022 Orchid Ave	3409 S Jackson Rd	406 S Nebraska Ave Ste B	711 E Wisconsin Rd	5820 N Cage Blvd Ste 1
CITY/STATE/ZIP	Donna, TX 78537	Harlingen, TX 78552	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Weslaco, TX 78596	Edinburg, TX 78539	Pharr, TX 78577
PHONE	956-715-4856	956-423-8364	956-971-8705	956-631-5667	956-687-8261	956-472-6120	956-283-7040	956-787-2742
FAX		956-425-1306		956-627-3959	956-687-6164		956-259-8046	956-787-5152
CONTACT	Hector Balderas	Roy E. Garrison III	Jose Pena	Noel Munoz	Raul Aguirre	Israel Ortiz	Rene Garza	Tyler Wolf
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>SUMMARY OF PROPOSALS</b>								
<b>TOTAL AMOUNT PROPOSED TYPE 1</b>	\$ 66,500.00	\$126,344.00	\$ 88,750.00	\$ 80,470.00	\$90,000.00	\$ 107,386.00	\$128,792.00	\$105,000.00
<b>TOTAL AMOUNT PROPOSED TYPE 1 WITH ALTERNATE 1</b>	\$ 115,000.00	\$ 153,272.00	\$ 125,867.00	\$ 124,660.00	\$ 119,756.00	\$ 122,751.00	\$ 270,349.00	\$ 120,000.00
<b>TOTAL AMOUNT PROPOSED TYPE 2</b>	\$ 222,500.00	\$232,085.00	\$ 174,800.00	\$ 188,092.00	\$205,413.00	\$ 160,723.00	\$223,777.00	\$153,000.00
<b>TOTAL AMOUNT PROPOSED TYPE 2 WITH ALTERNATE 1</b>	\$ 271,000.00	\$ 259,013.00	\$ 211,917.00	\$ 232,282.00	\$ 235,169.00	\$ 176,088.00	\$ 465,319.00	\$ 168,000.00
<b>EVALUATIONS AND RANKINGS</b>								
<b>TOTAL EVALUATION POINTS TYPE 1</b>	****	65.26	77.35	85.2	66.62	71.434	47.12	79.36
<b>RANKING TYPE 1</b>	****	6	3	1	5	4	7	2
<b>TOTAL EVALUATION POINTS TYPE 1 WITH ALTERNATE 1</b>	****	76.82	78.57	83.68	72.4	62.9	57.3	89.87
<b>RANKING TYPE 1 WITH ALTERNATE 1</b>	****	4	3	2	5	6	7	1
<b>TOTAL EVALUATION POINTS TYPE 2</b>	****	62.27	66.59	68.2	53.72	65.17	49.24	79
<b>RANKING TYPE 2</b>	****	5	3	2	6	4	7	1
<b>TOTAL EVALUATION POINTS TYPE 2 WITH ALTERNATE 1</b>	****	61.79	62.7	64.15	52.35	50.65	49.33	79
<b>RANKING TYPE 2 WITH ALTERNATE 1</b>	****	4	3	2	5	6	7	1

\*\*\*\*The vendor did not complete the required forms therefore was not evaluated.



**SOUTH TEXAS COLLEGE**  
**PECAN CAMPUS - ATHLETIC FIELD FENCE ENCLOSURE - II - BASE BID OPTION 1**  
**PROJECT NO. 18-19-1040**  
**EVALUATION SUMMARY**

<b>VENDOR</b>		Hurricane Fence Company	J Pena Construction, Ltd.	NM Contracting, LLC.	R.E. Friedrichs Company	RG Enterprises, LLC./ dba G&G Contractors	Rockwood Construction, LLC.	Roth Excavating, Inc.							
<b>ADDRESS</b>		3440 Spur 54	5808 N 23rd St	2022 Orchid Ave	3409 S Jackson Rd	711 E Wisconsin Rd	406 S Nebraska Ave Ste B	5820 N Cage Blvd Ste 1							
<b>CITY/STATE/ZIP</b>		Harlingen, TX 78552	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Edinburg, TX 78539	Weslaco, TX 78596	Pharr, TX 78577							
<b>PHONE</b>		956-423-8364	956-971-8705	956-631-5667	956-687-8261	956-283-7040	956-472-6120	956-787-2742							
<b>FAX</b>		956-425-1306		956-627-3959	956-687-6164	956-259-8046		956-787-5152							
<b>CONTACT</b>		Roy E. Garrison	Jose Pena	Noel Munoz	Raul Aguirre	Rene Garza	Israel Ortiz	Tyler Wolf							
1	The Respondent's price proposal. (up to 45 points)	23.66	23.66	40.8	40.8	45	45	40.23	40.23	28.12	28.12	33.72	33.72	34.49	34.49
		23.66		40.8		45		40.23		28.12		33.72		34.49	
		23.66		40.8		45		40.23		28.12		33.72		34.49	
		23.66		40.8		45		40.23		28.12		33.72		34.49	
		23.66		40.8		45		40.23		28.12		33.72		34.49	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.2	7	7.4	7	7	8.5	7.6	8.5	8.2	6	5.2	8.5	8.3
		9		8		7		8		9		5		9	
		8		7		8		8.5		8.5		5		9	
		8		7		6		7		7		6		8	
		7		8		7		6		8		4		7	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	7.7	7	6.8	8	6.8	6	4.8	8	7.9	0	0	8.5	7.5
		8		8		7		3		8.5		0		8	
		7.5		7		7		5		8		0		8	
		7		7		6		6		7		0		7	
		7		5		6		4		8		0		6	
4	The Respondent's safety record (up to 5 points)	3.5	3.6	3	3.4	4	3.8	2	1	4	4.1	1	0.6	4.5	4.3
		3.5		3		4		2		4		1		4.5	
		4		3		4		0		4.5		1		4.5	
		4		4		4		1		4		0		4	
		3		4		3		0		4		0		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.7	5	5	6	6.7	4	4	5	6.6	0	0	7	6.5
		6.5		4		6.5		4		7		0		7	
		7		5		7		3		7		0		7.5	
		7		6		7		6		7		0		5	
		7		5		7		3		7		0		6	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	5	6.4	4	4.6	7	7.3	3	2.8	7.5	7.6	1	0.6	8	7.4
		8		3		7.5		2		8.5		1		8	
		6		5		8		2		8		1		8	
		6		6		7		4		7		0		7	
		7		5		7		3		7		0		6	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.8	4	4.1	3.5	4.4	0	0.2	4.5	4.8	0	0	5	4.6
		5		4.5		4.5		0		5		0		5	
		5		4		5		0		5.5		0		5	
		5		4		5		1		4		0		4	
		4		4		4		0		5		0		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	4.2	4.2	5.25	5.25	4.2	4.2	5.99	5.99	3.77	4.114	7	7	6.27	6.27
		4.2		5.25		4.2		5.99		4.2		7		6.27	
		4.2		5.25		4.2		5.99		4.2		7		6.27	
		4.2		5.25		4.2		5.99		4.2		7		6.27	
		4.2		5.25		4.2		5.99		4.2		7		6.27	
<b>TOTAL EVALUATION POINTS</b>		65.26	77.35	85.2	66.62	71.434	47.12	79.36							
<b>RANKING</b>		6	3	1	5	4	7	2							

**SOUTH TEXAS COLLEGE**  
**PECAN CAMPUS - ATHLETIC FIELD FENCE ENCLOSURE - II - BASE BID OPTION 1 ALTERNATE 1**  
**PROJECT NO. 18-19-1040**  
**EVALUATION SUMMARY**

<b>VENDOR</b>		Hurricane Fence Company	J Pena Construction, Ltd.	NM Contracting, LLC.	R.E. Friedrichs Company	RG Enterprises, LLC./ dba G&G Contractors	Rockwood Construction, LLC.	Roth Excavating, Inc.									
<b>ADDRESS</b>		3440 Spur 54	5808 N 23rd St	2022 Orchid Ave	3409 S Jackson Rd	711 E Wisconsin Rd	406 S Nebraska Ave Ste B	5820 N Cage Blvd Ste 1									
<b>CITY/STATE/ZIP</b>		Harlingen, TX 78552	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Edinburg, TX 78539	Weslaco, TX 78596	Pharr, TX 78577									
<b>PHONE</b>		956-423-8364	956-971-8705	956-631-5667	956-687-8261	956-283-7040	956-472-6120	956-787-2742									
<b>FAX</b>		956-425-1306		956-627-3959	956-687-6164	956-259-8046		956-787-5152									
<b>CONTACT</b>		Roy E. Garrison	Jose Pena	Noel Munoz	Raul Aguirre	Rene Garza	Israel Ortiz	Tyler Wolf									
1	The Respondent's price proposal. (up to 45 points)	35.16	35.16	42.82	42.82	43.23	43.23	45	45	45	45	19.93	19.93	43.9	43.9	44.91	44.91
		35.16		42.82		43.23		45		19.93		43.9		44.91			
		35.16		42.82		43.23		45		19.93		43.9		44.91			
		35.16		42.82		43.23		45		19.93		43.9		44.91			
		35.16		42.82		43.23		45		19.93		43.9		44.91			
2	The Respondent's experience and reputation. (up to 10 points)	9	8.2	7	7.4	7	7	8.5	7.6	8.5	8.2	6	5.2	8.5	8.3		
		9		8		7		8		9		5		9			
		8		7		8		8.5		8.5		5		9			
		8		7		6		7		7		6		8			
		7		8		7		6		8		4		7			
3	The quality of the Respondent's goods or services. (up to 10 points)	9	7.7	7	6.8	8	6.8	6	4.8	8	7.9	0	0	8.5	7.5		
		8		8		7		3		8.5		0		8			
		7.5		7		7		5		8		0		8			
		7		7		6		6		7		0		7			
		7		5		6		4		8		0		6			
4	The Respondent's safety record (up to 5 points)	3.5	3.6	3	3.4	4	3.8	2	1	4	4.1	1	0.6	4.5	4.3		
		3.5		3		4		2		4		1		4.5			
		4		3		4		0		4.5		1		4.5			
		4		4		4		1		4		0		4			
		3		4		3		0		4		0		4			
5	The Respondent's proposed personnel. (up to 8 points)	6	6.7	5	5	6	6.7	4	4	5	6.6	0	0	7	6.5		
		6.5		4		6.5		4		7		0		7			
		7		5		7		3		7		0		7.5			
		7		6		7		6		7		0		5			
		7		5		7		3		7		0		6			
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	5	6.4	4	4.6	7	7.3	3	2.8	7.5	7.6	1	0.6	8	7.4		
		8		3		7.5		2		8.5		1		8			
		6		5		8		2		8		1		8			
		6		6		7		4		7		0		7			
		7		5		7		3		7		0		6			
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.8	4	4.1	3.5	4.4	0	0.2	4.5	4.8	0	0	5	4.6		
		5		4.5		4.5		0		5		0		5			
		5		4		5		0		5.5		0		5			
		5		4		5		1		4		0		4			
		4		4		4		0		5		0		4			
8	The Respondent's time frame for completing the project. (up to 7 points)	4.26	4.26	4.45	4.45	4.45	4.45	7	7	3.77	3.77	7	7	6.36	6.36		
		4.26		4.45		4.45		7		3.77		7		6.36			
		4.26		4.45		4.45		7		3.77		7		6.36			
		4.26		4.45		4.45		7		3.77		7		6.36			
		4.26		4.45		4.45		7		3.77		7		6.36			
<b>TOTAL EVALUATION POINT</b>		76.82	78.57	83.68	72.4	62.9	57.3	89.87									
<b>RANKING</b>		4	3	2	5	6	7	1									

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS - ATHLETIC FIELD FENCE ENCLOSURE - II - BASE BID OPTION 2  
PROJECT NO. 18-19-1040  
EVALUATION SUMMARY**

VENDOR		Hurricane Fence Company	J Pena Construction, Ltd.	NM Contracting, LLC.	R.E. Friedrichs Company	RG Enterprises, LLC./ dba G&G Contractors	Rockwood Construction, LLC.	Roth Excavating, Inc.							
ADDRESS		3440 Spur 54	5808 N 23rd St	2022 Orchid Ave	3409 S Jackson Rd	711 E Wisconsin Rd	406 S Nebraska Ave Ste B	5820 N Cage Blvd Ste 1							
CITY/STATE/ZIP		Harlingen, TX 78552	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Edinburg, TX 78539	Weslaco, TX 78596	Pharr, TX 78577							
PHONE		956-423-8364	956-971-8705	956-631-5667	956-687-8261	956-283-7040	956-472-6120	956-787-2742							
FAX		956-425-1306		956-627-3959	956-687-6164	956-259-8046		956-787-5152							
CONTACT		Roy E. Garrison	Jose Pena	Noel Munoz	Raul Aguirre	Rene Garza	Israel Ortiz	Tyler Wolf							
1	The Respondent's price proposal. (up to 45 points)	29.67	29.67	39.39	39.39	36.6	36.6	33.52	33.52	30.77	30.77	42.84	42.84	45	45
		29.67		39.39		36.6		33.52		30.77		42.84		45	
		29.67		39.39		36.6		33.52		30.77		42.84		45	
		29.67		39.39		36.6		33.52		30.77		42.84		45	
		29.67		39.39		36.6		33.52		30.77		42.84		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.2	8	7.4	7	7	8	7.6	9	8.2	5	5.2	9	8.3
		8		7		8		8.5		8.5		5		9	
		8		7		6		7		7		6		8	
		7		8		7		6		8		4		7	
		9		7		7		8.5		8.5		6		8.5	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	7.7	8	6.8	7	6.8	3	4.8	8.5	7.9	0	0	8	7.5
		7.5		7		5		8		0		8			
		7		7		6		7		0		7			
		7		5		4		8		0		6			
		9		7		8		6		8		0		8.5	
4	The Respondent's safety record. (up to 5 points)	3.5	3.6	3	3.4	4	3.8	2	1	4	4.1	1	0.6	4.5	4.3
		4		3		4		0		4.5		1		4.5	
		4		4		4		1		4		0		4	
		3		4		3		0		4		0		4	
		3.5		3		4		2		4		1		4.5	
5	The Respondent's proposed personnel. (up to 8 points)	6.5	6.7	4	5	6.5	6.7	4	4	7	6.6	0	0	7	6.5
		7		5		7		3		7		0		7.5	
		7		6		7		6		7		0		5	
		7		5		7		3		7		0		6	
		6		5		6		4		5		0		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	6.4	3	4.6	7.5	7.3	2	2.8	8.5	7.6	1	0.6	8	7.4
		6		5		8		2		8		1		8	
		6		6		7		4		7		0		7	
		7		5		7		3		7		0		6	
		5		4		7		3		7.5		1		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.8	4.5	4.1	4.5	4.4	0	0.2	5	4.8	0	0	5	4.6
		5		4		5		0		5.5		0		5	
		5		4		5		1		4		0		4	
		4		4		4		0		5		0		4	
		5		4		3.5		0		4.5		0		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	4.2	4.2	5.25	5.25	4.2	4.2	5.99	5.99	4.2	4.2	7	7	6.27	6.288
		4.2		5.25		4.2		5.99		4.2		7		6.27	
		4.2		5.25		4.2		5.99		4.2		7		6.27	
		4.2		5.25		4.2		5.99		4.2		7		6.36	
		4.2		5.25		4.2		5.99		4.2		7		6.27	
<b>TOTAL EVALUATION POIN</b>		62.27	66.59	68.2	53.72	65.17	49.24	79							
<b>RANKING</b>		5	3	2	6	4	7	1							

**SOUTH TEXAS COLLEGE**  
**PECAN CAMPUS - ATHLETIC FIELD FENCE ENCLOSURE - II - BASE BID OPTION 2 ALTERNATE 1**  
**PROJECT NO. 18-19-1040**  
**EVALUATION SUMMARY**

<b>VENDOR</b>	Hurricane Fence Company	J Pena Construction, Ltd.	NM Contracting, LLC.	R.E. Friedrichs Company	RG Enterprises, LLC./ dba G&G Contractors	Rockwood Construction, LLC.	Roth Excavating, Inc.	
<b>ADDRESS</b>	3440 Spur 54	5808 N 23rd St	2022 Orchid Ave	3409 S Jackson Rd	711 E Wisconsin Rd	406 S Nebraska Ave Ste B	5820 N Cage Blvd Ste 1	
<b>CITY/STATE/ZIP</b>	Harlingen, TX 78552	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Edinburg, TX 78539	Weslaco, TX 78596	Pharr, TX 78577	
<b>PHONE</b>	956-423-8364	956-971-8705	956-631-5667	956-687-8261	956-283-7040	956-472-6120	956-787-2742	
<b>FAX</b>	956-425-1306		956-627-3959	956-687-6164	956-259-8046		956-787-5152	
<b>CONTACT</b>	Roy E. Garrison	Jose Pena	Noel Munoz	Raul Aguirre	Rene Garza	Israel Ortiz	Tyler Wolf	
1	The Respondent's price proposal. (up to 45 points)	29.19	35.67	32.55	32.15	16.25	42.93	45
		29.19	35.67	32.55	32.15	16.25	42.93	45
		29.19	35.67	32.55	32.15	16.25	42.93	45
		29.19	35.67	32.55	32.15	16.25	42.93	45
		29.19	35.67	32.55	32.15	16.25	42.93	45
2	The Respondent's experience and reputation. (up to 10 points)	9	7	7	8.5	8.5	6	8.5
		9	8	7	8	9	5	9
		8	7	8	8.5	8.5	5	9
		8	7	6	7	7	6	8
		7	8	7	6	8	4	7
3	The quality of the Respondent's goods or services. (up to 10 points)	9	7	8	6	8	0	8.5
		8	8	7	3	8.5	0	8
		7.5	7	7	5	8	0	8
		7	7	6	6	7	0	7
		7	5	6	4	8	0	6
4	The Respondent's safety record. (up to 5 points)	3.5	3	4	2	4	1	4.5
		3.5	3	4	2	4	1	4.5
		4	3	4	0	4.5	1	4.5
		4	4	4	1	4	0	4
		3	4	3	0	4	0	4
5	The Respondent's proposed personnel. (up to 8 points)	6	5	6	4	5	0	7
		6.5	4	6.5	4	7	0	7
		7	5	7	3	7	0	7.5
		7	6	7	6	7	0	5
		7	5	7	3	7	0	6
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	5	4	7	3	7.5	1	8
		8	3	7.5	2	8.5	1	8
		6	5	8	2	8	1	8
		6	6	7	4	7	0	7
		7	5	7	3	7	0	6
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4	3.5	0	4.5	0	5
		5	4.5	4.5	0	5	0	5
		5	4	5	0	5.5	0	5
		5	4	5	1	4	0	4
		4	4	4	0	5	0	4
8	The Respondent's time frame for completing the project. (up to 7 points)	4.26	4.45	4.45	7	3.77	7	6.36
		4.26	4.45	4.45	7	3.77	7	6.36
		4.26	4.45	4.45	7	3.77	7	6.36
		4.26	4.45	4.45	7	3.77	7	6.36
		4.26	4.45	4.45	7	3.77	7	6.36
<b>TOTAL EVALUATION POINT</b>	61.79	62.87	64.15	52.35	50.65	49.33	79	
<b>RANKING</b>	4	3	2	5	6	7	1	

## **Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space**

Approval to contract construction services for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project.

### **Background**

On July 24, 2018, the Board of Trustees approved contracting architectural services with EGV Architects, Inc. for the design and preparation of plans and specifications for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project. The project consists of renovating the existing office space on the east side of the building. The existing space was in need of renovation to meet the College's material and design standards including the concrete infill of an existing floor space void. The new office spaces will be used by staff and faculty from the College's Academic Affairs Division.

EGV Architects, 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 January 7, 2019. A total of ten (10) sets of construction documents were issued to seven (7) general contractors and three (3) plan rooms a total of twelve (12) proposals were received on January 24, 2019.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 7, 2019	Solicitation of competitive sealed proposals began.
January 12, 2019	Twelve (12) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Noble Texas Builders as the highest ranked in the amount of \$204,925.

**Funding Source**

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Noble Texas Builders</b>	<b>Budget Variance</b>
Unexpended Construction Fund	\$180,000	\$204,925	(\$24,925)
<b>Total Amount</b>	<b>\$180,000</b>	<b>\$204,925</b>	<b>(\$24,925)</b>

Funds are budgeted in the Unexpended Construction 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. Administration recommends that the top ranked contractor be recommended for Board approval.

The Facilities Committee recommended Board approval to contract construction services with Noble Texas Builders in the amount of \$204,925 for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project as presented.

**Recommendation:**

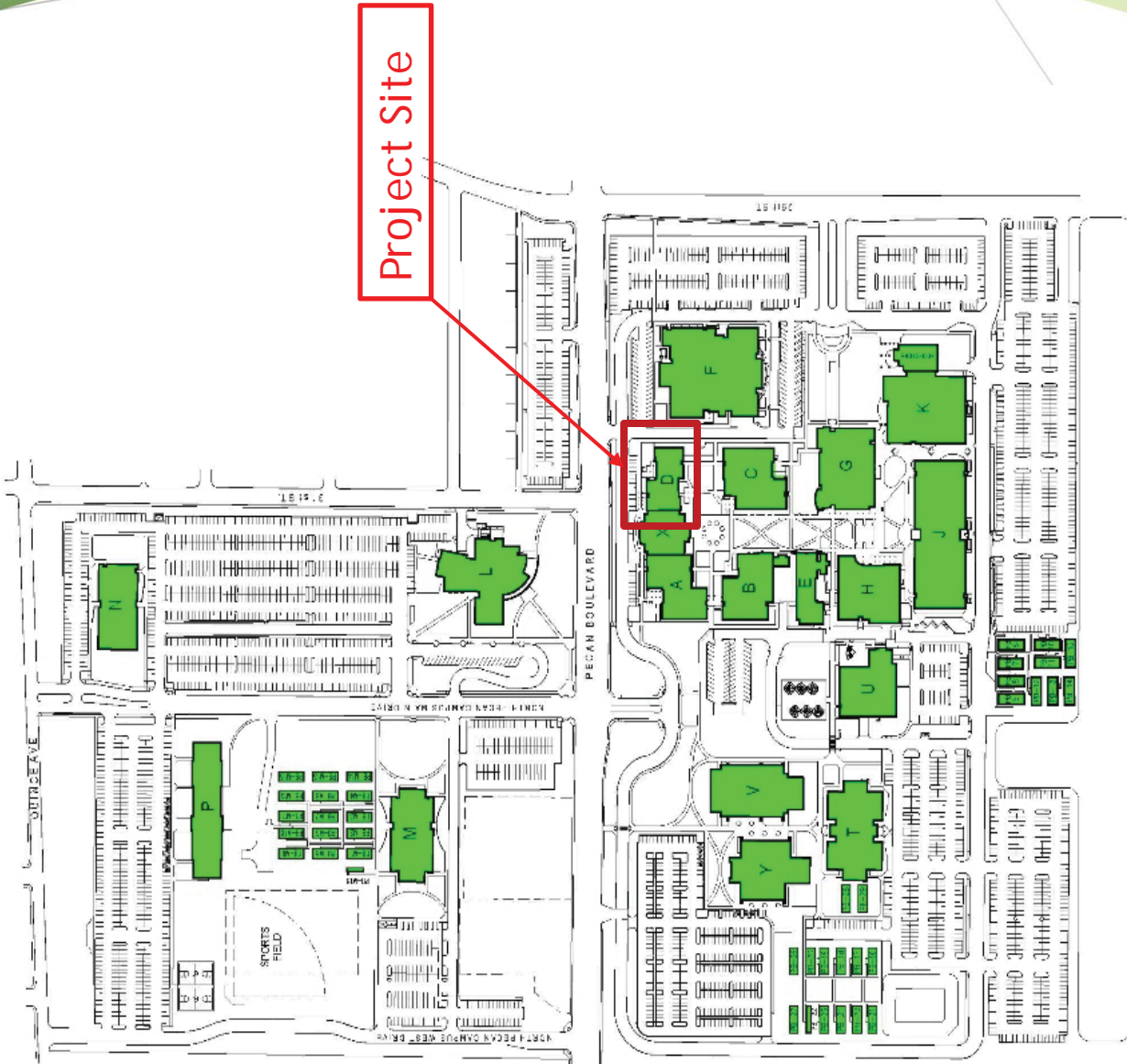
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Noble Texas Builders in the amount of \$204,925 for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Noble Texas Builders in the amount of \$204,925 for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project as presented.

**Approval Recommended:**

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









**SOUTH TEXAS COLLEGE  
PECAN CAMPUS - BUILDING D RENOVATION  
PROJECT NO. RFP 18-19-1038**

	<b>NAME</b>	Bougambillias Construction, LLC.	Buffalo Construction, LLC.	Celso Gonzalez Construction, Inc.	5 Star GC Construction, LLC.	Holchemont, Ltd.	J Pena Construction, Ltd.	NM Contracting, LLC.	Noble Texas Builders, LLC.	Peacock General Contractor, Inc.	RG Enterprises, LLC./dba G&G Contractors	SpawGlass Contractors, Inc.	Tri-Gen Construction, LLC.
	<b>ADDRESS</b>	1775 Central Blvd Ste B	3514 N Mile 5 1/2 West	614 N Conway Ave	3209 Melody Ln	900 N Main St	5808 N 23rd St	2022 Orchid Ave	435 S Texas Blvd	P O Box 530098	711 E Wisconsin Rd	4909 E Grimes Ste 116	2900 N Texas Blvd Ste 201
	<b>CITY/STATE/ZIP</b>	Brownsville, TX 78520	Weslaco, TX 78599	Mission, TX 78572	Mission, TX 78574	McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78504	Weslaco, TX 78596	Harlingen, TX 78553	Edinburg, TX 78539	Harlingen, TX 78550	Weslaco, TX 78599
	<b>PHONE</b>	956-541-1390	956-472-0290	956-585-3848	956-867-5040	956-686-2901	956-971-7805	956-631-5667	956-520-8183	956-423-6733	956-283-7040	956-412-9880	956-447-1048
	<b>FAX</b>	956-541-1925	800-572-5843	956-585-7773	956-599-9055	956-686-2925		956-627-3959	956-520-8238	956-425-5683	956-259-8046	956-412-3581	956-447-2003
	<b>CONTACT</b>	Miguel A Cisneros	Alfredo Guerra	Celso Gonzalez, Jr.	Alan Oakley	Michael Montalvo	Jose Pena	Noel Munoz	Alfredo Garcia, Jr.	Tre Peacock	Rene Garza	Eric Kennedy	Juan Gonzalez
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Base Bid:</b> Pecan Campus - Building D Renovation	\$308,500.00	\$259,000.00	\$ 188,900.00	\$ 228,500.00	\$ 243,000.00	\$ 220,094.00	\$ 198,276.00	\$207,600.00	\$ 240,500.00	\$223,488.00	\$379,000.00	\$191,000.00
2	<b>Deduct Alternate No. 1:</b> Delete door and wall to convert to office	\$ (6,500.00)	\$ (3,500.00)	\$ (1,275.00)	\$ (2,150.00)	\$ (3,255.00)	\$ (2,596.00)	\$ (2,500.00)	\$ (2,675.00)	\$ (3,300.00)	\$ (1,700.00)	\$ (600.00)	\$ (886.00)
3	Bid Bond	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Begin Work Within	10 Working Days	7 Working Days	10 Working Days	10 Working Days	5 Working Days	10 Working Days	10 Days	2 Working Days	5 Working Days	10 Working Days	10 Working Days	110 Working Days
5	Completion of Work Within	60 Calendar Days	150 Calendar Days	105 Calendar Days	80 Calendar Days	122 Calendar Days	90 Calendar Days	120 Calendar Days	63 Calendar Days	180 Calendar Days	120 Calendar Days	151 Calendar Days	10 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 308,500.00	\$ 259,000.00	\$ 188,900.00	\$ 228,500.00	\$ 243,000.00	\$ 220,094.00	\$ 198,276.00	\$ 207,600.00	\$ 240,500.00	\$ 223,488.00	\$ 379,000.00	\$ 191,000.00
<b>TOTAL AMOUNT PROPOSED WITH ALTERNATE</b>		\$ 302,000.00	\$ 255,500.00	\$ 187,625.00	\$ 226,350.00	\$ 239,745.00	\$ 217,498.00	\$ 195,776.00	\$ 204,925.00	\$ 237,200.00	\$ 221,788.00	\$ 378,400.00	\$ 190,114.00
<b>TOTAL EVALUATION POINTS</b>		64.65	67.14	86.15	81.85	77.6	73.87	86.13	90	78.94	80.77	63.93	88.4
<b>RANKING</b>		11	10	3	5	8	9	4	1	7	6	12	2

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS - BUILDING D RENOVATION  
PROJECT NO. 18-19-1038  
EVALUATION SUMMARY**

VENDOR		Bougambillias Construction, LLC.	Buffalo Construction, LLC.	Celso Gonzalez Construction, Inc.	5 Star GC Construction, LLC.	Holchemont, Ltd.	J Pena Construction, Ltd.	NM Contracting, LLC.	Noble Texas Builders, LLC.	Peacock General Contractor, Inc.	RG Enterprises, LLC./ dba G&G Contractors	SpawGlass Contractors, Inc.	Tri-Gen Construction, LLC.												
ADDRESS		1775 Central Blvd Ste B	3514 N Mile 5 1/2 W	614 N Conway Ave	3209 Melody Ln	900 N Main St	5808 N 23rd St	2022 Orchid Ave	435 S Texas Blvd	P O Box 530098	711 E Wisconsin Rd	4909 E Grimes Ste 116	2900 N Texas Blvd Ste 201												
CITY/STATE/ZIP		Brownsville, TX 78520	Weslaco, TX 78599	Mission, TX 78572	Mission, TX 78574	McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78504	Weslaco, TX 78596	Harlingen, TX 78553	Edinburg, TX 78539	Harlingen, TX 78550	Weslaco, TX 78599												
PHONE		956-541-1390	956-472-0290	956-585-3848	956-867-5040	956-686-2901	956-971-7805	956-631-5667	956-520-8183	956-423-6733	956-283-7040	956-412-9880	956-447-1048												
FAX		956-541-1925	800-572-5843	956-585-7773	956-599-9055	956-686-2901		956-627-3959	956-520-8238	956-425-5683	956-259-8046	956-412-3581	956-447-2003												
CONTACT		Miguel A Cisneros	Alfredo Guerra	Celso Gonzalez Jr	Alan Oakley	Michael Montalvo	Jose Pena	Noel Munoz	Alfredo Garcia Jr	Tre Peacock	Rene Garza	Eric Kennedy	Juan Gonzalez												
1	The Respondent's price proposal. (up to 45 points)	27.96	27.96	33.05	33.05	45	45	37.3	37.3	35.22	35.22	38.82	38.82	43.13	43.13	41.2	41.2	35.59	35.59	38.07	38.07	22.31	22.31	44.41	44.41
		27.96		33.05		45		37.3		35.22		38.82		43.13		41.2		35.59		38.07		22.31		44.41	
		27.96		33.05		45		37.3		35.22		38.82		43.13		41.2		35.59		38.07		22.31		44.41	
		27.96		33.05		45		37.3		35.22		38.82		43.13		41.2		35.59		38.07		22.31		44.41	
		27.96		33.05		45		37.3		35.22		38.82		43.13		41.2		35.59		38.07		22.31		44.41	
2	The Respondent's experience and reputation. (up to 10 points)	7	7.6	8	7.5	6	6.2	9	8.6	8	8.4	7	6.8	8	8.5	9	9	9	8.6	8	8.2	7	7.3	8.5	8.7
		6		7		7		8		8		5		9		9		9		7		9			
		8		7		8		9		9		7		9		9		9		8		9			
		8		7		5		7		8		7		8		7		7		8		8			
		9		8.5		5		9		9		8		8.5		9		9		9		9			
3	The quality of the Respondent's goods or services. (up to 10 points)	4	5.2	7	7.2	6	7.2	9	8.2	8.5	7.9	5	6.4	9	8.1	9	8.7	8.5	8.3	8	7.8	7	7.3	8	8.4
		7		8		8		8		5		8.5		9		8		8		7.5		9			
		6		6		9		9		8		7		9		9		8		8		8			
		5		8		7		6		7		6		6		7		6		6		7			
		4		7		6		9		9		8		8		9		9		9		7			
4	The Respondent's safety record (up to 5 points)	3	3.2	3	3.7	3.5	4	4	3.5	4.5	4.2	3	3.7	4	4	3.5	3.6	4	4.2	4	3.9	4.5	4.3	3	3.6
		3		3.5		4.5		3		4		3		4.5		4		3.5		4		4			
		3		4		4		4		3		4		4		4		4		4		4			
		3		4		4.5		3		4.5		6		3.5		4		4		4		4.5			
		4		4		3.5		3.5		4		3.5		4		4.5		4		4		4.5			
5	The Respondent's proposed personnel. (up to 8 points)	6	5	7	6	7	7	7	6.6	7	6.6	5	4.6	7	7	7	7.2	6	6.6	7	6.7	7	6.9	7	7
		6		6		7		7		5		7		7		7		7		7					
		5		6		7		7		5		8		7		8		7		7					
		5		6		7		6		3		7		7		7		6		6.5		7			
		3		5		7		6		5		6		7		7		7		7		7			
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	6.2	6	6.8	8	7.8	8	7.8	7.5	7.1	5	5.2	7	7.2	8	8	7.5	7.8	8	7.7	8	7.7	8	7.9
		5		7		8		8		5		8		8		8		8		7		8			
		6		7		8		8		7		7		6		7		7		7		8			
		7		7		7		7		5		5		8		8		7		7		8			
		6		7		8		8		4		8		8		8.5		8.5		8.5		7.5			
7	The Respondent's organization and approach to the project. (up to 6 points)	3	3	0	0	5	5	4	4.8	5	4.6	5	3.8	4	4.7	5	5.3	5	5.4	4	4.9	5	5.3	5	4.6
		4		0		4		5		4		3		5		5		5		5					
		3		0		6		6		4		5		5		6		6		6					
		3		0		5		4		4		4		5		5		5		4					
		2		0		5		5		5		3		4.5		6		5.5		5.5					
8	The Respondent's time frame for completing the project. (up to 7 points)	6.49	6.49	2.89	2.89	3.95	3.95	5.05	5.05	3.58	3.58	4.55	4.55	3.5	3.5	7	7	2.45	2.45	3.5	3.5	2.82	2.82	3.79	3.79
		6.49		2.89		3.95		5.05		3.58		4.55		3.5		2.45		3.5		2.82		3.79			
		6.49		2.89		3.95		5.05		3.58		4.55		3.5		2.45		3.5		2.82		3.79			
		6.49		2.89		3.95		5.05		3.58		4.55		3.5		2.45		3.5		2.82		3.79			
		6.49		2.89		3.95		5.05		3.58		4.55		3.5		2.45		3.5		2.82		3.79			
<b>TOTAL EVALUATION POINTS</b>		64.65	67.14	86.15	81.85	77.6	73.87	86.13	90	78.94	80.77	63.93	88.4												
<b>RANKING</b>		11	10	3	5	8	9	4	1	7	6	12	2												

## **Review and Action as Necessary on Substantial Completion for the Mid Valley Campus Child Care Development Canopy Replacement**

Approval of substantial completion for the following Mid Valley Campus Child Care Development Canopy Replacement project is requested.

	<b>Project</b>	<b>Completion Recommended</b>	<b>Date Received</b>
1.	Mid Valley Campus Child Care Development Canopy Replacement  Contractor: Tri-Gen Construction, LLC.	Substantial Completion Recommended	January 18, 2019

Facilities Planning & Construction staff visited the site and developed a construction punch list on January 18, 2019. 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**

A copy of the Substantial Completion Certificate and a photo are enclosed for the Committee's review and information.

The Facilities Committee recommended Board approval of substantial completion for the Mid Valley Campus Child Care Development Canopy Replacement project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion for the Mid Valley Campus Child Care Development Canopy Replacement project 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 Mid Valley Campus Child Care Development Canopy Replacement project as presented.

### **Approval Recommended:**

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

# Substantial Completion Acceptance

**Project Name:** Mid Valley Campus - Child Care Development - Canopy Replacement

**Project No.:** 18-19-1019

**Owner:** South Texas College

**Contractor:** Tri-Gen Construction, LLC

**A/E Firm:** N/A

**Scope of Work Covered by This Acceptance:**

Replace existing canopy with new metal canopy and add additional roof over handicamp ramp on the the existing portable building on the north side of child care development center.

Effective Date of Acceptance: 1/18/2019

This constitutes the Owner's acceptance for Beneficial Occupancy:    Yes        No   

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The <b>Contractor</b> shall complete/correct the items identified on the punch list(s) within		30
Calendar days from the Effective Date of this Acceptance.		
<i>Connie Bearden</i>	<i>Connie Bearden PM</i>	<i>2/5/19</i>
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

The <b>Architect/Engineer</b> agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
N/A		
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

With the exception of those items noted on the attached "punch list(s)", the <b>Owner</b> accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>







Mid Valley Campus Child Care Development Center Canopy Replacement

### **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 - February 7, 2019**

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer/Designer	Contractor
		Project Development	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%	75%			
<b>Pecan Campus</b>																		
15-1.R03	Pecan - Arbor Brick Columns Repair & Replacement (RR)	N/A														David	Solorio, Inc.	
16-1.014	Pecan - Sand Volleyball Courts				N/A											David	Alvarado Architects	NM Contracting, LLC.
16-1.x42	Pecan - Library (Renovation/Expansion)															Robert	TBD	
	Pecan - Building A Renovation				N/A	N/A										Robert	FPC	M&O
	Pecan - Building M Office and Work Space Renovation															Robert	BSGA	
	Pecan - Athletic Field Fence Enclosure				N/A											David	FPC/Chanlin Engineering	
	Pecan - Building D Renovation				N/A											Robert	EGV Architects	
	Pecan - Building H Cafeteria Renovations															Robert	EGV Architects	
	Pecan - Demolition of Dr. Casso Property				N/A											Martin	PCE	
	Pecan - Building X Data Cabling Infrastructure Replacement (RR)				N/A	N/A	N/A									RdIG	IS&P	
<b>Pecan Plaza</b>																		
15-1.003	Pecan Plaza - Emergency Generator and Wiring															Sam	DBR Engineering	McDonald Municipal and Industrial
18-1.008	Pecan Plaza - Building C 2601 Test Site Renovations				N/A	N/A										Robert	FPC	M&O
<b>Mid Valley Campus</b>																		
16-2.R06	MV - Building B Carpet Replacement (RR)				N/A	N/A										Sam	FPC	Diaz Flooring
16-2.R08	MV - Childcare Canopy Replacement (RR)				N/A	N/A										Sam	FPC	Tri-Gen
16-2.005)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	Tri-Gen
	MV - Student Services Renovation															Sam	ROFA	
	MV - Roofing Replacement (RR)															Martin	TBD	
<b>Technology Campus</b>																		
15-3.R03	TC - Building B Repair Concrete Floor Mechanical Room (RR)				N/A											David	CLH Engineering	5 Star Construction
15-3.R03	TC - Building B Concrete Floor Repairs (RR)				N/A											David	CLH Engineering	5 Star Construction
16-2.R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)															Sam	Halif Associates	G&G Contractors
	TC - Shipping and Receiving Building D Office Renovation				N/A	N/A	N/A									Robert	FPC	M&O
<b>Nursing and Allied Health Campus</b>																		
15-4.R02	NAH - West Side Window Waterproofing (RR)															RdIG	M&O	
16-3.XX	NAH - Resurface Parking Lot #1 (RR)															David	R. Gutierrez Engineering	
	NAH - Student Success Center Renovation															Sam	BSGA	
	NAH - Student Services Renovation															Sam	TBD	
	NAH - West Entry Campus Sign				N/A	N/A										David	FPC	
	NAH - Roofing Replacement (RR)															Martin	TBD	
<b>Starr County Campus</b>																		
15-5.x05	Starr - Building E & J Crisis Mgt Center Generator															Sam	DBR Engineering	McDonald Municipal and Industrial
	Starr - Student Services Renovation															David	TBD	
	Starr - Roofing Replacement (RR)															Martin	TBD	



**CONSTRUCTION PROJECTS PROGRESS REPORT - February 7, 2019**

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer/Designer	Contractor	
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%				75%
	<b>Regional Center for Public Safety Excellence</b>																		
	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	TBD	
	RCPSE - Signage																Robert	FPC	Monument Signs
	RCPSE - Chiller Relocation	N/A	N/A	N/A	N/A	N/A											Robert	M&O	
	<b>Higher Education Center La Joya</b>																		
	Exterior Building and Wayfinding Signage	N/A	N/A	N/A													David	FPC	
	<b>District Wide Improvements</b>																		
15-6-001	DW - Outdoor Furniture	N/A	N/A	N/A	N/A	N/A											Sam	N/A	NM Contracting, LLC.
15-6-002	DW - Directional Signage	N/A	N/A	N/A	N/A	N/A											David	FPC	Interface
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													TBD
14-6-0014	DW - Marker Boards Replacement (RR)	N/A	N/A	N/A	N/A	N/A											Sam	FPC	TBD
	DW - Interior LED Lighting Ph I (RR)	N/A	N/A	N/A	N/A	N/A											Rick	N/A	TBD
	DW - Flooring Replacement (RR)	N/A	N/A	N/A	N/A	N/A											Rick	N/A	TBD
	DW - Restroom Fixtures Replacement & Upgrade (RR)	N/A	N/A	N/A	N/A	N/A											Rick	N/A	TBD
	DW - Water Heater Replacement & Upgrade (RR)	N/A	N/A	N/A	N/A	N/A											Rick	N/A	TBD
	DW - HVAC Upgrades (RR)	N/A	N/A	N/A	N/A	N/A											Rick	N/A	TBD
	DW - Exterior Lighting Upgrade (RR)	N/A	N/A	N/A	N/A	N/A											Rick	N/A	TBD
	DW - Basketball Court Repairing (RR)	N/A	N/A	N/A	N/A	N/A											Martin	FPC	Ten-Trak
For FY 2018-19, 40 non-bond projects are currently in progress, 10 project(s) completed and 29 pending start up - 79 Total																			

# Status of Non-Bond Construction Projects in Progress February 2019

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	95%	April 2019	1. Project Development 2. Contract Negotiations	\$ 20,000.00	TBD	TBD	\$ -	TBD
Sand Volleyball Courts	5%	July 2019	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$95,532	\$45,532	\$ -	TBD
Library	10%	March 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	5%	April 2019	1. Project Development 2. Design in Progress	\$ 32,400.00	TBD	TBD	\$ -	\$ 32,400.00
Athletic Field Fence Enclosure	95%	February 2019	1. Construction Phase 2. Bidding in Progress	\$ 106,500.00	TBD	TBD	\$ -	\$ 106,500.00
Building D Renovations	95%	February 2019	1. Construction Phase 2. Bidding in Progress	\$ 18,000.00	\$ 17,550.00	\$ 18,000.00	\$ 3,510.00	\$ 14,040.00
Building H Renovations	15%	April 2019	1. Design Phase 2. Design in Progress	\$ 60,000.00	\$ 55,500.00	\$ 60,000.00	\$ 2,497.00	\$ -
Demolition of Dr. Casso Property	5%	March 2019	1. Construction Phase 2. Bidding in Progress	\$ 60,000.00	\$ -		\$ -	\$ 60,000.00
Building X Data Cabling Infrastructure Replacement	5%	March 2019	1. Design Phase 2. Design in Progress	\$ -	TBD	TBD	TBD	TBD
<b>Pecan Campus Total</b>				<b>\$ 836,900.00</b>	<b>\$ 168,582.00</b>	<b>\$ 123,532.00</b>	<b>\$ 10,358.00</b>	<b>\$ 178,589.00</b>

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
<b>Pecan Plaza</b>								
Pecan Plaza Police Department Emergency Generator	100%	January 2019	1. Construction Complete	\$ 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
<b>Pecan Plaza Total</b>				<b>\$ 500,000.00</b>	<b>\$ -</b>	<b>\$ 213,324.00</b>	<b>\$ 223,003.56</b>	<b>\$ 63,672.44</b>
<b>Mid Valley Campus Total</b>								
Childcare Canopy Replacement (RR)	95%	February 2019	1. Construction Phase 2. Construction in progress	\$ 60,000.00	\$ 44,746.37	\$ 60,000.00	\$ -	\$ -
Covered Walkway for Bus Drop Off	100%	January 2019	1. Construction Complete	\$ 75,000.00	\$ 45,357.77	\$ 75,000.00	\$ 40,220.34	\$ 5,137.43
Resurfacing Parking Lot #3 (RR)	5%	March 2019	1. Project Development 2. Contract Negotiations	\$ 5,000.00	TBD	TBD	TBD	TBD
Thermal Plant Renovation	5%	April 2019	1. Project Development 2. Contract Negotiations	\$ 8,000.00	TBD	TBD	TBD	TBD
Resurfacing Northwest Drive (RR)	5%	March 2019	1. Project Development 2. Contract Negotiations	\$ 8,000.00	TBD	TBD	TBD	TBD
Student Services Renovation	5%	April 2019	1. Project Development 2. Contract Negotiations	\$ 20,000.00	TBD	TBD	TBD	TBD
Roofing Replacement (RR)	5%	March 2019	1. Project Development 2. Programming in Progress	TBD	TBD	TBD	TBD	TBD
<b>Mid Valley Campus Total</b>				<b>\$ 241,000.00</b>	<b>\$ 163,976.14</b>	<b>\$ 200,000.00</b>	<b>\$ 114,092.34</b>	<b>\$ 5,137.43</b>

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
<b>Technology Campus</b>								
Repair Concrete Floor Mechanical Room	100%	December 2018	1. Construction Complete	\$ 30,000.00	\$ 9,800.00	\$ 30,000.00	\$ 8,844.50	\$ 955.50
Building B Concrete Floor Repairs	5%	April 2019	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ 64,300.00	\$ 400,000.00	\$ -	\$ -
Building B Domestic/Fire Sprinkler Lines	100%	February 2019	1. Construction Complete	\$ 900,000.00	\$ 638,935.00	\$ 600,000.00	\$ 550,598.90	\$ 88,336.10
Shipping and Receiving Building D Office Renovation	5%	February 2019	1. Construction Phase 2. Bidding in Progress	TBD	TBD	TBD	TBD	TBD
<b>Technology Campus Total</b>				<b>\$ 1,375,000.00</b>	<b>\$ 726,228.13</b>	<b>\$ 1,051,806.87</b>	<b>\$ 572,636.53</b>	<b>\$ 89,291.60</b>
<b>Nursing and Allied Health Campus</b>								
Student Success Center Renovation	50%	February 2019	1. Design Phase 2. Design in Progress	\$ 11,000.00	\$ 11,136.00	\$ 7,500.00	\$ -	TBD
Resurface Parking Lot #1	10%	January 2019	1. Design Phase 2. Contract Negotiations	\$ 25,000.00	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)	5%	March 2019	1. Project Development 2. Programming in Progress	\$ 250,000.00	TBD	TBD	TBD	TBD
<b>Nursing and Allied Health Campus Total</b>				<b>\$ 286,000.00</b>	<b>\$ 11,136.00</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>\$ -</b>

Project	% Complete	Date to Complete	Current Activity	Original Budget	Contract Amount	Comparison to Budget	Amount Paid	Contract Balance
<b>Starr County Campus</b>								
Bldg E & J Crisis Management Center with Generator	100%	January 2019	1. Construction Complete	\$ 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)	5%	March 2019	1. Project Development 2. Programming in Progress	TBD	TBD	TBD	TBD	TBD
<b>Starr County Campus Total</b>				<b>\$ 450,000.00</b>	<b>\$ 332,143.00</b>	<b>\$ 145,557.00</b>	<b>\$ 294,018.35</b>	<b>\$ 38,124.65</b>
<b>Regional Center for Public Safety Excellence</b>								
Target Range	5%	February 2019	1. Project Development 2. Programming in Progress		TBD	TBD	TBD	TBD
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
<b>RCPSE Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,280.00</b>	<b>\$ -</b>

Project	% Complete	Date to Complete	Current Activity	District Wide					Comparison to Budget	Amount Paid	Contract Balance
				Original Budget	Contract Amount	Contract Amount	Comparison to Budget	Amount Paid			
Automatic Doors Phase III	75%	August 2018	1. Construction Phase 2. Construction in Progress	\$ 65,000.00	\$ 128,000.00	\$ -	\$ -	\$ 9,500.00	\$ -		
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	\$ -	TBD		
Fire Alarm Panel Replacement / Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 180,000.00	TBD	TBD	TBD	\$ -	TBD		
Outdoor Furniture	100%	February 2019	1. Construction Complete	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Directional Signage Updates	95%	February 2019	1. Construction Phase 2. Bidding in Progress	\$ 25,000.00	TBD	TBD	TBD	\$ -	TBD		
Walkway LED Lighting Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 35,000.00	TBD	TBD	TBD	\$ -	TBD		
FOCUS on Active Learning (RR)	5%	March 2019	1. Project Development 2. Design in Progress	\$ 30,000.00	\$ 676.90	\$ 29,323.10	\$ -	\$ -	\$ -		
Interior Controls Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 75,000.00	TBD	TBD	TBD	\$ 31,669.15	\$ 43,330.85		
Flooring Replacement Phase I (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 500,000.00	TBD	TBD	TBD	\$ 25,691.03	\$ 472,389.20		
Restroom Fixtures Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 25,000.00	\$ 4,047.68	\$ 20,952.32	\$ -	\$ -	\$ -		
Water Heater Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 20,000.00	\$ 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	\$ 17,810.00	TBD
HVAC Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 100,000.00	\$ 13,372.47	\$ 86,627.53	\$ 12,481.68	\$ -
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)	5%	April 2019	1. Construction Phase 2. Contract in Progress	\$ 55,000.00	TBD	TBD	TBD	TBD
<b>District Wide Total</b>				<b>\$ 1,935,000.00</b>	<b>\$ 190,811.40</b>	<b>\$ 105,561.07</b>	<b>\$ 97,151.86</b>	<b>\$ 547,061.93</b>
<b>Non-Bond Construction Project Total</b>				<b>\$ 4,787,000.00</b>	<b>\$ 1,424,294.67</b>	<b>\$ 1,723,748.94</b>	<b>\$ 1,373,182.64</b>	<b>\$ 743,288.05</b>
<b>For FY 2018 - 2019, 27 non-bond projects are currently in progress, 0 has been completed and 52 pending start up - 79 Total</b>								

## **Consideration and Approval of Checks and Financial Reports**

Board action is requested to approve the checks for release and the financial reports for the month of January 2019. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **January 2019**, 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 January 2019.

### **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 January 2019.

### **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 January 2019
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for January 2019
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for January 2019
- D. Release of Construction Fund Checks for January 2019
- E. Quarterly Investment Report for January 2019
- F. Summary of Revenue for January 2019
- G. Summary of State Appropriations Income for January 2019
- H. Summary of Property Tax Income for January 2019
- I. Summary of Expenditures by Classification for January 2019
- J. Summary of Expenditures by Function for January 2019
- K. Summary of Auxiliary Fund Revenues and Expenditures for January 2019
- L. Summary of Grant Revenues and Expenditures, January 2019
- M. Summary of Bid Solicitations
- N. Check Register for January 2019

## **FINANCIAL REPORTS**

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



RGVision Magazine celebrated their 10th anniversary by hosting the Honor Roll: Teach For America Homecoming Gala on Friday, February 1st, 2019 at the McAllen Convention Center. The gala was an opportunity to reflect back on a decade of coverage and service while commemorating remarkable education growth in the Rio Grande Valley and beyond. Dr. Shirley Reed was honored for her contribution to the improvement of the region over the past decade. Also honored, were Dr. Art Cavazos of Harlingen CISD, Dr. Daniel P. King of PSJA ISD, and Thomas Torkelson of IDEA Public Schools. All funds served to benefit Teach for America. STC student and Valley Scholar, Eduardo Salinas contributed an interview with Dr. Shirley Reed as part of RGVision's feature story in their January 2019 edition.

South Texas College and the Office of U.S. Congressman Henry Cuellar announced that STC and the Starr County Industrial Foundation (SCIF) received \$100,000 in federal funding from the U.S. Department of Commerce through Economic Development Administration's (EDA) Technical Assistance



Program. The award will be used to develop a Starr County Strategic Plan focusing on workforce and economic development by the year 2025. STC and SCIF also contributed \$25,000 in matching funds. Once complete, the strategic plan will help diversify and boost economic development throughout the Starr County region, according to economic leaders.



The Texas Association of Community Colleges (TACC) and the Texas Association of Community College Marketers (TACCM) celebrated the annual Community College Day at the Capitol. This was an opportunity for Texas college students to engage with elected officials and discuss issues relevant to them and higher education. South Texas College students traveled to Austin and met with legislators regarding legislative priorities and issues that will affect students. They also had the opportunity to hear remarks from higher education leaders and interview various state senators and representatives.



ON Saturday, February 23, 2019, South Texas College will be hosting the 13th annual Rio Grande Valley Regional Science Olympiad at the Pecan Campus. A total of 23 teams registered for the event, including teams from McAllen, Pharr, Brownsville, Mercedes, Weslaco, Houston and San Antonio. The Science Olympiad is a nonprofit organization developed over 30 years ago to improve the quality of science education for students. The Olympiad consists of interscholastic competitions for students in grades 6th-12th.



The Office of Career & Employer Services hosted the 2019 Declare Your Major Day on January 30<sup>th</sup> at the Pecan Campus.

The goal of the event is to align degree-seeking students with intention as they define their major before census. College departments participated and represented their program, communicated valuable services that are offered, and provided information about program requirements to students.



South Texas College will be hosting the Volunteer Income Tax Assistance (VITA) program, to help taxpayers process their returns ahead of the filing deadline on April 15. The VITA office will be open Feb. 4 – March 8 from 11 a.m. to 5 p.m. and will be located at the Pecan campus portable building #27B on the west side of campus.

VITA works in cooperation with United Way of South Texas and the Internal Revenue Service (IRS) and is a free income tax service. The program offers free tax assistance to people who make approximately \$55,000 or less.

Spring 2019 College Fairs were held throughout South Texas College campuses to encourage students to learn more about the transfer options that are available. Students had an opportunity to meet with state and private university representatives, learn about transferring for undergraduate & graduate programs and more.



South Texas College and Roma ISD held a flag raising ceremony at the Rafaela T. Barrera Elementary School on February 11 in Roma. The South Texas College flag was proudly raised next to the American flag that towers over the elementary to remind students that college is within reach.

The ceremony was part of South Texas College's College-Bound Elementary Initiative that strives to provide young students with clear pathways to facilitate coherent educational experiences.

The Information Services, Planning, Performance & Strategic Initiatives and Library Service hosted a Heart Centered Leadership Lecture Series, presented by Susan Steinbrecher. The event was held on Thursday, February 14 in the Pecan Campus Library Rainbow Room. Attendees heard from Ms. Stenbrecher who is the author of Heart Centered Leadership: Lead Well, Live Well and shared the book's seven underlying principles and virtues for successful leadership.



- Joined Dr. David Plummer, VP for Information Services, Planning & Strategic Initiatives, on a conference call with the Achieving the Dream Coaches to discuss and review their feedback on their recent visit to South Texas College.
- Met with Dr. Rebecca de Leon, Dean for Dual Credit Programs and School District Partnerships, to coordinate Dual Credit events in Starr County and changes to the Early College High School blueprint.
- Attended a SACSCOC Compliance Certification Update organized by the Office of Institutional Research and Effectiveness. The meeting provided the leadership team with the most recent information and developments for the college's reaffirmation.
- Met with Mr. Robert Vackar, President of the Bert Ogden Group, and Mr. Gary Gurwitz, Board Member, to discuss opportunities for On Campus Recruitment and workforce training for the Bert Ogden Group.
- Participated in a conference call with Dr. Carlos Margo, Associate Dean of Industry Training and Economic Development, to discuss job description recommendations for the Continuing, Professional, and Workforce Education Department.
- Honored at RGVision's Honor Roll: Teach For America Homecoming Gala. RGVision Magazine celebrated their 10<sup>th</sup> anniversary and honored educational leaders for their contributions to the improvement of the region.
- Joined Bill Buhidar, Music-String Instructor, in meeting with Kevin Dobreff, a consultant with the National Association of Schools of Music (NASM). Mr. Dobreff conducted an early pre-evaluation for the national accreditation of the South Texas College music program.
- Participated in a legislative call with the Texas Association of Community Colleges regarding the 86<sup>th</sup> Legislative Session priorities to review submitted legislation and proposed legislative strategies.
- Meet with Ann Beeson, CEO for the Center for Public Policy Priorities, about higher education policy in the Rio Grande Valley.
- Met with Ricardo de la Garza, Director of Facilities Planning and Construction, and Facilities Planning and Construction Managers Robert Cuellar and David Valdez, to develop plans for a proposed expansion site.
- Attended and provided remarks at the EDA Grant Presentation to South Texas College and Starr County Industrial Foundation on February 4<sup>th</sup>. STC and the Starr County Industrial Foundation (SCIF) were the recipients of \$100,000 in federal funding from the U.S. Department of Commerce through the Economic Development Administration's (EDA) Technical Assistance Program.
- Attended the U.S. Border Patrol's State of the Border Address "A Comprehensive Approach to Securing the Border in South Texas" at the Mission Event Center. RGV Sector Chief Patrol Agent Rodolfo Kariach provided an address focused on partnerships and transparency.

- Provided welcome remarks at the Roma ISD Flag Raising Ceremony. The Department of College Connections adopted Roma ISD into their College Bound Program and organized a Flag Raising Ceremony to kick off the partnership.
- Met with Mary Elizondo, VP for Finance and Administrative Services and Dr. Carlos Margo, Associate Dean of Industry & Economic Development, to review the IIES Language and Tutoring Center licensing agreement and alternative options.
- Attended the McAllen State of the City Address “Magic of McAllen” where a featured video of South Texas College was shown to attendees.
- Coordinated a tour of the former Brightwood College facility with STC administration to evaluate the building and determine if and how this facility might serve South Texas College.
- Participated in a tour of the PSJA College & University Center with Dr. Rebeca de Leon, Dean for Dual Credit Programs and School District Partnerships, to discuss opportunities the facility can provide to our students and the community through our partnership.
- Meet with Ray Pedraza, Assistant Director of Public Relations and Marketing, to review proposed changes to faculty/staff email guidelines.
- Met with Wanda Garza, Executive Officer for External Affairs, regarding proposed bills and ongoing activities for the 86<sup>th</sup> Legislative Session.
- Attended the Heart-Centered Leadership session led by Susan Steinbrecher at the College-Wide Professional Development Day. Ms. Steinbrecher the author of Heart-Centered Leadership: Lead Well, Live Well and encourages emotional connections between managers and employees to increase performance and improve employee engagement.
- Joined Dr. Anahid Petrosian, Vice President for Academic Affairs in meeting with the Accreditation Commission for Education in Nursing during their onsite visit for the initial accreditation of the associate degree nursing program at South Texas College.
- Was the recipient of the 2019 Pioneer Award by the Community College Baccalaureate Association during their annual conference held in New York City, NY. The Pioneer Award is presented every year to the leader who has moved the agenda, of making baccalaureates accessible to all individuals, forward.
- Participated in a conference call organized by McWilliams Governmental Affairs, to discuss the 86th Legislative Session to improve legislation and funding for Baccalaureate degree programs.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance and Human Resources Committees, as well as the February 26, 2019 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 January 29 to February 25, 2019 included:

- Update on Spring 2019 Student Enrollment
- Review and Discussion of Proposed Changes to Student Reinstatement Process
- Review and Discussion of:
  - Policy 4901: Standards of Conduct
  - Policy 4904: Employee Complaint Procedure
  - Policy 6320: Prohibition of Drugs and Alcohol on Campus
- Update on Blocking Traditional Course Registration in Banner for Dual Enrollment Students
- Review and Discussion of Program Review by CIP
- Review and Discussion on Quality Enhancement Plan (QEP) Topics
- Presentation: New Frontiers in STC Survey Research
- Review and Discussion of the District Wide Signage Plan
- Review and Discussion of Schematic Design for the Pecan Campus Student Activities Bldg H. Renovation
- Review and Discussion of FY19 Capital Improvement Projects
- Review and Discussion of FY19 Renewal & Replacement Projects
- Review and Discussion of the Proposed Uses for Real Estate Opportunities
- Review and Discussion of HB 879: Automatic Admission of ECHS Graduates
- Review and Discussion of Proposed Revised Rules from Coordinating Board
- Discussion of Licensing Agreement with IIES
- Review and Discussion of Section 2 of MOU for Dual Credit and Early College High Schools
- Review and Discussion of Proposed Changes to Student Reinstatement Process
- Review and Discussion of Board Retreat Scheduled for February 16, 2019
  - Comprehensive Operational Plan and Status Report
  - Strategic Planning
  - Financial Forecast
  - Marketing Campaign Strategies
  - Electronic Board Packet
  - Regional Center Target Range Grant
- Discussion of Nomination for Examples of Excelencia in Education
- Discussion of Task Force on Increasing Student Employment Opportunities on Campus
- Discussion of International Travel
- Discussion of HB2- Limiting Increases in Property Tax Revenue
- Continued Discussion of Reinstatement Process
- Discussion on Aspen Institute's Economic Strategy Group Policy Paper
- Update on Meeting with ERP
- Discussion on Policy Revisions for SACSCOC:
  - Policy 900: Comprehensive Mission Incorporating Institutional Vision, Purpose, Core Values, Guiding Principles and Strategic Directions
  - Policy 1020: Goals for Trustees
  - Policy 3650: Student Conduct and Discipline
  - Policy 3812: Faculty Evaluation
  - Policy 4115: Personnel Appointments
  - Policy 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
- Discussion on Revealing Institutional Strengths and Challenges Survey
- Review and Feedback on College-Wide Professional and Organizational Development Day
- Discussion and Feedback on Legislative Activity:
  - Potential Changes to SB2118 by Seliger /Davis
  - SB501: Cost of Dual Credit Programs



- Discussion of Regional Center Target Range Planning Grant:
  - Development of Business Plan
  - Market Demand Report
  - Local Consultant for Business Feasibility Plan
- Discussion of Basic Budget Assumptions for FY 2019-2020
  - Enrollment
  - Revenue
  - Expenditures
  - M&O
  - Personnel
- Discussion of Coordinating Board Online Virtual Advising Project
- Review of Report from ATD Consultants
- Discussion of Potential Uses for Brightwood Facility
- Discussion of Partnership Potential with PSJA College and University Center
- Discussion of Participation at Amarillo College – 2019 Culture of Caring Summit
- Updates:
  - Student Affairs and Enrollment Management
  - Finance and Administrative Services
  - Academic Affairs
  - Information Services, Planning, Performance and Strategic Initiatives

## Announcements

### A. Next Meetings:

- Tuesday, March 5, 2019
  - 3:30 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee
  
- Tuesday, March 26, 2019
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- South Texas College will be closed Monday, March 11 – Sunday, March 17 in observance of Spring Break