



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, April 23, 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, April 23, 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:”

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- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
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 - A. Presentation on the South Texas College *14th Annual Summit on College and Career Readiness*
 - B. Presentation on May 2019 Graduation Ceremonies
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 - 4) Furniture (Purchase)
 - 5) Training Services (Purchase)
 - 6) Engineering Services – Geotechnical and Materials Testing (Renewal)
 - D. Technology Items
 - 7) Computers, Laptops, and Printers (Purchase)
 - 8) Information Security Services (Purchase)
 - 9) Network Hardware Equipment (Purchase)
 - 10) Servers and Phones (Purchase)
 - 11) Telephone Services (Purchase)
 - 12) VMware vRealize Operations Software (Purchase)
 - 13) Email Backup Online Subscription (Renewal)
 - 14) Security Software (Renewal)
 - 15) Server Hardware Maintenance Agreement (Renewal)
 - 16) Server Virtualization Management Console Maintenance Agreement (Renewal)
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A. Next Meetings:

- Tuesday, May 14, 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, May 28, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Spring 2019 Graduation Ceremonies will be held on Friday, May 17, 2019 – Dual Credit Graduates
 - 9:00 a.m.
 - 1:00 p.m.
 - 5:00 p.m.

Saturday, May 18, 2019

 - 9:00 a.m.
 - 1:00 p.m.
 - 5:00 p.m.

- The College will be closed on Monday, May 27, 2019, in observance of Memorial Day.

Presentations

A. Presentation on the South Texas College 14th Annual Summit on College and Career Readiness

On Monday, April 15, 2019, South Texas College hosted the 14th Annual Summit on College and Career Readiness at the Mission Event Center.

This was the largest attendance to date, with over 320 attendees, representing partners in secondary and higher education, workforce development, and regional development of educational and career pathways.

There were 23 presentations and round-table discussions, drawn from leadership at South Texas College, area hospitals and local government, local businesses, philanthropic organizations, and state agencies. These volunteer leaders provided valuable information for secondary and higher education participants who are instrumental in guiding students that are seeking success in pursuit of their higher education and workforce career goals.

B. Presentation on May 2019 Graduation Ceremonies

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present the agenda for the May 2019 Graduation Ceremonies to the Board of Trustees.

Over 3,600 certificates and degrees are expected to be conferred at the conclusion of the Spring 2019 semester, with graduation ceremonies on Friday, May 17 and Saturday, May 18, 2019 at the State Farm Arena in Hidalgo, Texas as follows:

Friday, May 17, 2018

9:00 a.m. *Dual Credit Graduates from:*

- Charter Schools
- Edcouch-Elsa ISD
- PSJA ISD
- Valley View ISD

1:00 p.m. *Dual Credit Graduates from:*

- Edinburg CISD
- McAllen ISD
- Mission CISD
- Progreso ISD
- Weslaco ISD

5:00 p.m. *Dual Credit Graduates from:*

- Donna ISD
- Hidalgo ISD
- La Joya ISD
- La Villa ISD
- Mercedes ISD
- Monte Alto ISD
- Rio Grande City CISD
- Roma ISD
- Sharyland ISD
- South Texas ISD

Saturday, May 18, 2019

- 9:00 a.m.** *Graduates from the Divisions of:*
- *Bachelor Programs*
 - *Business, Public Safety, and Technology*
- 1:00 p.m.** *Graduates from the Division of:*
- *Liberal Arts and Social Behavioral Sciences*
- 5:00 p.m.** *Graduates from the Divisions of:*
- *Math and Science*
 - *Nursing and Allied Health*

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) March 26, 2019 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the March 26, 2019 Regular Board Meeting Minutes as presented.

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

The Board of Trustees of South Texas College approves and adopts the March 26, 2019 Regular 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, March 26, 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, March 26, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. David Plummer, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Ms. Myriam Lopez, Mr. Paul Varville, Mr. Ray Pedraza, Dr. Ali Esmaeili, Dr. Fernando Chapa, Dr. Virginia Champion, Dr. Benjamin Mark Allen, Dr. Aaron Wilson, Mr. Robert Cuellar, Mr. David Valdez, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) February 26, 2019 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and adopted the February 26, 2019 Regular 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, Explore STEM! for Students with Disabilities, in the amount of \$45,558

This grant was awarded to the Institute for Advanced Manufacturing to provide five Science, Technology, Engineering, and Math (STEM) camps designed to provide students with disabilities (ages 14-22) the opportunity to learn about STEM occupations through instruction, hands-on activities, and interaction with guest speakers who work in STEM fields. This grant would give the South Texas College Institute for Advanced Manufacturing an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies. Business partners FESTO Didactic, McAllen Flight Academy, and FIRST RGV, would provide curriculum development, industry standards development and feedback related to industrial needs.

This grant was aligned to Strategic Direction #1 Clear Pathways by providing middle and high school students with disabilities, the opportunity to facilitate coherent educational experiences in the Science, Technology, Engineering and Math (STEM) learning camps that encourage them to a pursue higher education in STEM-related occupations. The funding period was from March 1, 2019 to February 29, 2020.

2. The RGV Focus Sub-award from RGV Focus in Collaboration with Educate Texas and the Communities Foundation of Texas in the amount of \$35,000

This sub-award was provided to South Texas College to engage in and collaborate with the University of Texas Rio Grande Valley and Texas Southmost College in a Talent Hub Initiative. The Talent Hub Initiative would create multiple pathways to postsecondary success by identifying strategies for degree completion.

The Lumina Foundation designated the Rio Grande Valley a Talent Hub in recognition of the partnerships through which the Communities Foundation of Texas, STC, UTRGV, and TSC re-engage students who have stopped attending higher education prior to graduating. Additionally, these partnerships support reverse transfer students, which allows South Texas College to award credentials to students who transfer to UTRGV prior to graduation, but subsequently complete the necessary work to earn an associate degree or certificate from South Texas College. The Talent Hub Initiative would fund continued collaboration and development of additional support for student completion of their higher education goals in the Rio Grande Valley.

This sub-award aligned to Strategic Direction #5 Collaboration by advancing mutually beneficial community and educational partnerships to create a collective impact on student success. The funding period was from March 2019 to October 31, 2020.

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

The presented grants will provide up to \$80,558 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 Mrs. Victoria Cantú, 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, Workforce Commission, Explore STEM! for Students with Disabilities Grant, in the amount of \$45,558
2. The RGV Focus Sub-award from RGV Focus in Collaboration with Educate Texas and the Communities Foundation of Texas in the amount of \$35,000

The motion carried.

Review of Presentation Delivered at March 19, 2019 Education and Workforce Development Committee meeting

On March 19, 2019, the Education and Workforce Development Committee received the following presentation:

A. Review and Update on the Southern Association of College and Schools Commission on Colleges (SACSCOC) Reaffirmation Visit

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional body for the accreditation of degree-granting higher education

institutions in the Southern states. To gain or maintain accreditation with the Commission on Colleges, an institution must comply with the standards contained in the *Principles of Accreditation: Foundations for Quality Enhancement* and with the policies and procedures of the Commission on Colleges.

Dr. David Plummer, Vice President for Information Services, Planning, Performance, & Strategic Initiatives, reviewed the upcoming SACSCOC reaffirmation visit.

SACSCOC 2021 Reaffirmation Activities and Timeline

South Texas College is beginning to prepare for upcoming reaffirmation. South Texas College is regionally accredited by the (SACSCOC). To maintain accreditation, South Texas College must be reaffirmed every ten years and submit an interim report at the fifth year between reaffirmation years. South Texas College is up for reaffirmation in 2021.

South Texas College has begun preparing for the reaffirmation process. The general reaffirmation timeline is provided:

- March 1st 2020 – Compliance Certification Due
- August 3rd 2020 – Focused Report and Quality Enhancement Plan Due
- September 14th – September 17th 2020 – SACSCOC On-Site Visit
- June 1st 2021 – Final Review and Decision by SACSCOC Board

Compliance Certification

The first phase of Reaffirmation process is to submit Compliance Certification. Compliance Certification is a document that is submitted to SACSCOC evaluators in which institutions are tasked to demonstrate compliance with all SACSCOC standards. Findings of compliance or non-compliance are given for each standard. SACSCOC Standards are grouped into 14 topic areas:

1. The Principle of Integrity
2. Mission
3. Basic Eligibility Standard
4. Governing Board
5. Administration and Organization
6. Faculty
7. Institutional Planning and Effectiveness
8. Student Achievement
9. Educational Program Structure and Content
10. Educational Policies, Procedures, and Practices
11. Library and Learning/Information Resources
12. Academic and Student Support Services

- 13. Financial and Physical Resources
- 14. Transparency and Institutional Representation

In December 2017, SACSCOC adopted the new *Principles of Accreditation: Foundations for Quality Enhancement* and with it, two new standards were introduced:

- Standard 4.2 (Board Self-Evaluation): The governing board defines and regularly evaluates its responsibilities and expectations
- Standard 12.6 (Student Debt): The institution provides information and guidance to help student borrowers understand how to manage their debt and repay their loans.

On-Site Visit

As part of reaffirmation, STC will also receive a site visit. The site visit will be conducted from September 14th through September 17th 2020. During the site visit, a group of SACSCOC peer reviewers will visit the college to interview various college constituents, visit and observe facilities, follow up on selected standards, and review the Quality Enhancement Plan. In June 2021 the SACSCOC Board will deliver its final decision on our continued reaffirmation.

Quality Enhancement Plan

Standard 7.2 requires that STC “has a Quality Enhancement Plan (QEP) that:

- (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes;
- (b) has broad-based support of institutional constituencies;
- (c) focuses on improving specific students learning outcomes and/or student success;
- (d) commits resources to initiate, implement, and complete the QEP; and
- (e) includes a plan to assess achievement.

A QEP is required by the SACSCOC Principles of Accreditation. A QEP is a five-year focused commitment to enhance overall institutional quality and effectiveness by focusing on an in issue of great importance to the service to student learning outcomes and student success.

The College recently completed its past QEP “Math Today – the World Tomorrow” which led to dramatic improvements to the delivery of developmental education in mathematics, and the successful transition of developmental math students to college level math coursework.

STC is currently in the process of selecting a QEP topic area. The chosen topic will be targeted on improving a specific student learning or student success metric through

specific improvement strategies. The QEP document will detail the proposed strategies, desired outcomes, budget and resource allocation to sustain the strategies, and an evaluation plan. The QEP document is due on August 3rd to SACSCOC and will be reviewed by the on-site evaluators.

The presentation was provided for the Committee's review, and no action was requested from the Board.

Review and Action as Necessary on Requests for Sabbatical Leave

Approval and authorization for the requests for sabbatical leave submitted by Dr. Benjamin Mark Allen, Associate Professor of History, for Fall 2019 semester and submitted by Dr. Aaron Wilson, Associate Professor of Philosophy for Spring 2020 Semester was requested.

As per the Professional Development Plan, sabbatical leave may be granted to administrators, full-time faculty members, and professional-technical staff by the South Texas College Board of Trustees upon the recommendation of the President. Sabbatical leave may be granted for the purpose of self-improvement through study, through acquisition of new skills to stay abreast with new technologies and through research or community service.

Eligibility is based on service to the institution for six consecutive full-time years and an agreement in writing to serve South Texas College for a period of two times the length of the leave following the completion of the sabbatical.

The number of sabbatical leaves granted to full-time faculty is restricted to no more than two full-time faculty members for each year.

The Sabbatical Leave Approval Process includes several levels of comprehensive review:

1. Academic Classification Committee
2. Vice President for Academic Affairs
3. College President
4. Education and Workforce Development Committee
5. Board of Trustees

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, recommended that requests for sabbatical leave submitted by Dr. Benjamin Mark Allen and Dr. Aaron Wilson be approved as presented. Dr. Reed reviewed the sabbatical leave requests and recommends Board approval as follows:

Dr. Benjamin Mark Allen's Sabbatical Request for the Fall 2019 Semester:

- Dr. Allen is an Associate Professor of History at South Texas College, with 15 years of service, and is eligible for sabbatical leave under the Professional Development Plan guidelines.
- Dr. Allen anticipates a Mellon/ACLS Community College Faculty Fellowship, which would allow substantial travel and research into the history of the Talon family around Matagorda Bay, Texas in the 17th century.
- Dr. Allen intends to publish the results of his research in a book-length manuscript and to incorporate elements in his History courses and professional development offerings to South Texas College faculty.
- The proposed sabbatical leave would be contingent upon the award of the faculty fellowship as described.

Dr. Aaron Wilson's Sabbatical Request for the Spring 2020 Semester.

- Dr. Wilson is an Associate Professor of Philosophy at South Texas College, with 6 years of service, and is eligible for sabbatical leave under the Professional Development Plan guidelines.
- Dr. Wilson will conduct research on American philosophy C. S. Pierce, focused on his work related to the problem of consciousness.
- Pierce's work touches on areas of mathematics and science, and Dr. Wilson hopes to help students better bridge their studies of arts and humanities with STEM subject areas.
- Dr. Wilson intends to publish the results of his research in a book-length manuscript and to incorporate elements in his Philosophy courses and professional development offerings to South Texas College faculty.

The Education and Workforce Development Committee recommended Board approval of the sabbatical leave requests for Dr. Benjamin Mark Allen for the Fall 2019 Semester and Dr. Aaron Wilson for the Spring 2020 Semester as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the sabbatical leave requests for Dr. Benjamin Mark Allen for the Fall 2019 Semester and Dr. Aaron Wilson for the Spring 2020 Semester as presented. The motion carried.

Review and Action as Necessary on Proposed Revisions to the 2019 - 2020 Academic Calendar and the 2018 - 2019 Board Meeting and Committee Meeting Calendar

Approval of the proposed revisions to 2019 - 2020 Academic Calendar and the Board Meeting and Committee Meeting Calendar for 2018 – 2019 was requested.

- The 2019 – 2020 Academic Calendar was approved by the Board on July 24, 2018.
- The Board Meeting and Committee Meeting Calendar for 2018 – 2019 was approved by the Board on August 28, 2018.

Staff identified a scheduling conflict with the McAllen Convention Center, which serves as the venue for the College-Wide Organizational Development Day. College-Wide Organizational Development Day was originally scheduled for Friday, September 20, 2019, and was included on both calendars showing that date.

On March 19, 2019, the Education and Workforce Development Committee recommended Board approval of the proposed revisions to the 2019 - 2020 Academic Calendar and to the Board Meeting and Committee Meeting Calendar for FY 2018 – 2019 at the March 26, 2019 Board meeting to reflect the new date of Friday, September 27, 2019 for College-Wide Organizational Development Day.

The revised 2019 - 2020 Academic Calendar was provided in the packet, with the proposed changes shown in yellow highlighting.

The Board Meeting and Committee Meeting Calendar for FY 2018 – 2019 was provided in the packet, with the changes circled in red.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the proposed revisions to the 2019 - 2020 Academic Calendar and to the Board Meeting and Committee Meeting Calendar for FY 2018 – 2019 at the March 26, 2019 Board meeting as presented. The motion carried.

Review and Action as Necessary on Proposed Revisions to Policy 3347: Substantive Change Reporting

Board approval of the proposed revisions to Policy 3347: *Substantive Change Reporting* was requested.

Substantive Change Reporting references the requirement by the Southern Association of College and Schools Commission on Colleges (SACSCOC) requirement that accredited institutions seek approval from SACSCOC prior to the initiation of substantial changes to accredited programs. SACSCOC defines substantive change as follows:

“Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution

- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs"

The proposed revisions to Policy #3447 were necessary to update the College's policy to current SACSCOC Standards, including updating a reference from the now-outdated "Comprehensive Standard 3.12."

The proposed revision were provided in the packet, with the additional language highlighted in yellow and italicized and deletions marked with red strikethrough.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3347: *Substantive Change Reporting* as presented, and which supersedes any previously adopted Board policy.

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 proposed revisions to Policy #3347: *Substantive Change Reporting* as presented, and which supersedes any previously adopted Board policy. The motion carried.

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

Board approval of the proposed revisions to Policy #3232: *Dual Credit Student Eligibility Requirements* was requested.

Previous Revisions to Policy #3232

This Policy was revised previously to help provide clear pathways to dual credit students, and to minimize the amount of courses they take outside their degree plan. Even when dual credit tuition and fees are waived, dual credit coursework impacts financial aid eligibility when they later enroll as traditional students.

In December 2018, the Board approved a revision that sought to reduce independent enrollment of dual credit students into courses not specifically intended for them. Bypassing their school counselors, some students had enrolled in courses that did not align with their declared major, or were taking courses out of sequence, which led to scheduling issues for the schools. Courses intended for dual credit program students are called (S) section courses, and all other courses are (non-S) section courses.

These changes required dual credit students to apply for approval by the South Texas College Dean of Dual Credit Programs and School District Partnerships for enrollment into any (non-S) section course. The revision further assessed the independent student tuition and fee rates for (non-S) section courses, to incentivize students to enroll in (S) section courses in coordination with their school district programs and to discourage enrollment in (non-S) section courses.

Proposed New Revision to Policy #3232

There have been instances in which dual credit students need a specific course to complete their degree program at South Texas College, but there are not enough students or resources at the high school campus to establish a dual credit (S) section course for them, thus an alternate option needs to be available.

Dr. Rebecca De Leon, Dean of Dual Credit Programs and School District Partnerships, would use specific criteria for the evaluation of requests, and would consider academic standing, whether the course is necessary for graduation, whether the course is in the student's degree plan, whether the course is available at the student's high school campus, and other factors as appropriate.

- Dr. De Leon sought a revision requiring prior approval from the Dean, prior to waiving the independent student tuition and fee for those students, if they enroll in a (non-S) section course.

- Dual credit program students who wish to take a (non-S) section course without approval by the Dean would still be assessed the independent student tuition and fees.

The proposed revision was provided in the packet, with the additional language highlighted in yellow and italicized and deletions marked with red strikethrough.

Upon Board approval of the proposed revision, administration further recommended Board approval of a revised Tuition and Fee Schedule, to allow the assessment of the independent student tuition and fees to students registered for (non-S) section courses without approval by the Dean. This revision was provided for in a separate Board agenda item.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3232: *Dual Credit Student Eligibility Requirements* as presented, and which supersedes any previously adopted Board policy.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3232: *Dual Credit Student Eligibility Requirements* as presented, and which supersedes any previously adopted Board policy. The motion carried.

Discussion and Action as Necessary on Revised Independent Dual Credit Student Tuition and Fees for FY 2018 – 2019

The Education and Workforce Development Committee recommended Board approval of revisions to Policy #3232: *Dual Credit Student Eligibility Requirements*.

The proposed revisions provided an opportunity for dual credit students at partnering school districts to enroll in (non-S) section courses, with approval by the South Texas College Dean of Dual Credit Programs and School District Partnerships.

The revisions also clarified that dual credit students at partnering school districts who enroll in (non-S) section courses without approval by the South Texas College Dean of Dual Credit Programs and School District Partnerships would be assessed the same tuition and fees as an independent dual credit student.

Upon Board approval of the revisions to Policy #3232 as described, It was necessary to revise the Tuition and Fee Schedule for 2018 – 2019, to allow for the assessment of the independent dual credit student tuition and fees in the Summer 2019 terms.

Administration further recommended clarifying that independent dual credit students who are assessed tuition and fees would be assessed course fees in addition to incidental fees. The current Tuition and Fee schedule failed to explicitly state that course fees were included, though it did mention that incidental fees were included.

The proposed revision to the Independent Dual Credit Tuition and Fees for FY 2018 – 2019 were provided on the packet. The new language supporting the revisions to Policy #3232 were highlighted in yellow.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the revised Independent Dual Credit Student Tuition and Fees for FY 2018 – 2019 as presented. The motion carried.

**Review and Action as Necessary to Revise and Rename Policy #900:
Comprehensive Mission Incorporating Institutional Vision, Mission,
and Core Values ~~Purposes, Guiding Principles, and Strategic~~
~~Directions~~**

Board approval of the proposed revisions to Policy #900: *Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values ~~Purposes, Guiding Principles, and Strategic Directions~~* was requested.

The Board adopted revisions to the Vision, Mission, and Core Values of South Texas College on December 13, 2018.

The Board also participated in a strategic planning session at the February 16, 2019 Board Retreat, at which opportunities and threats to the College's comprehensive mission were discussed.

Administration has noted that Board Policy #900 was last reviewed in August 2008, and recommendd the following revisions to update the nomenclature used within the Comprehensive Mission.

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 proposed revisions to Policy #900: Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values ~~Purposes, Guiding Principles, and Strategic Directions~~ as presented, and which supersedes any previously adopted Board policy. The motion carried.

Review and Action as Necessary on Award of Proposals, Purchases, and Renewals

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

A. Award of Proposals

- 1) Network Cabling Services for Building Renovation Projects (Award):** award the proposal for network cabling services for building renovation projects to **BridgeNet Communications** (Donna, TX) and **Telepro Communications** (Mission, TX), for the period beginning March 27, 2019 through March 26, 2020 with two one-year options to renew, at an estimated amount of \$592,000.00;
- 2) Pecan Campus Building J Analog to Digital Audiovisual Upgrade – Phase II (Award):** award the proposal for the Pecan Campus Building J analog to digital audiovisual upgrade – phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$474,249.00;
- 3) Purchase of Utility Terrain Vehicles (Award):** award the proposal for the purchase of utility terrain vehicles to **Amigo Power Equipment** (Edinburg, TX), at a total amount of \$49,947.00;
- 4) Pecan Campus Athletic Field Fence Enclosure (Reject):** reject all proposals received for the Pecan Campus athletic field fence enclosure due to the re-advertisement of the project with multiple options;

B. Instructional Items

- 5) Classroom Instructional Podiums (Purchase):** purchase classroom instructional podiums from **Computer Comforts, Inc.** (Kemah, TX), from The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$77,677.05;
- 6) Instructional Equipment (Purchase):** purchase of instructional equipment from **Snap-On Industrial** (Crystal Lake, IL), a sole source vendor, at a total amount of \$65,577.20;
- 7) Ultrasound Equipment and Radiology Equipment Maintenance (Purchase):** purchase ultrasound equipment and radiology equipment maintenance from **GE Healthcare/ dba GE Medical Systems Ultrasound & Primary Care Diagnostic, LLC. and GE Precision Healthcare, LLC.** (Chicago, IL), a sole source vendor, at an equipment amount of \$19,440.00 and maintenance amount of \$32,345.00 for the period beginning February 1, 2019 through March 14, 2021, at a total amount of \$51,785.00;
- 8) Metal Products for Welding Programs (Renewal):** renew the contracts for metal products for welding programs for the period beginning May 29, 2019 through May 28, 2020, at an estimated amount of \$50,000.00, based on prior year expenditures. The vendors are as follows:
 - **Alamo Iron Works** (Brownsville, TX)

- **Industrial Supplier Larey, Inc. / dba International Industrial Supply, Co.** (Brownsville, TX)
- **Rio Grande Steel** (Edinburg, TX)

C. Non-Instructional Item

- 9) Travel Services (Renewal):** renew the contract for travel services with **Shands-Brooks Travel** (McAllen, TX), for the period beginning May 20, 2019 through May 19, 2020, at a service fee of \$25.00 per airline ticket;

D. Technology Items

- 10)Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), and **CDW Government, Inc.** (Vernon, IL) a Sourcewell approved vendor, in the total amount of \$183,941.61;
- 11)Adobe License Subscription Agreement (Renewal/Purchase):** renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR), Texas Association of School Boards – Buyboard and/or Purchasing Cooperative of America (PCA) approved vendors, for the period beginning April 6, 2019 through April 5, 2020, at an estimated amount of \$60,000.00.

The total for all award of proposals, purchases, and renewals was \$1,605,176.86.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees approves and authorizes the award of proposals, purchases, and renewals in the amount \$1,605,176.86 as presented. The motion carried.

Review and Discussion of Preliminary Projected Revenues and Expenditures for FY 2019 - 2020

The packet included the Summary of Preliminary Projected Revenues and Expenditures for FY 2019 – 2020 for the Board’s information and review.

For Fiscal Year 2019 - 2020, instructional program costs were analyzed and differential tuition revenues were evaluated against program expenditures. Adjustments to differential tuition rates were proposed to reduce sustainability gaps.

In addition, a tuition rate increase of \$7 per semester credit hour and a change to the Registration Fee from two rates based on payment date of \$100 and \$160 to one rate of \$150 per student per semester was proposed.

The proposed changes for FY 2019 - 2020 were provided in the packet.

Projected Budget Summary

- The impact of the proposed changes on revenues and expenditures for FY 2019 – FY 2020 were enclosed.
 - Revenues – Projected state appropriation revenue increase, property tax revenue increase, In-District and Out-of-District tuition rate of \$7, increase Differential Tuition rates, and Registration Fee of \$150 increase
 - Expenditures – Increase of salary and benefit budget for Faculty and Staff 3% salary increase adjustment, Student Direct Wage Pool, \$1 increase in the direct wage rate, increase of temporary agency staff in operating budget, and increase of 3.5% in operating budget

a. Proposed Tuition

- Increase the FY 2019 – FY 2020 tuition rates for In-District and Out-of-District by \$7 per semester credit hour

b. Proposed Fees

- Change the Registration Fee from two rates based on payment date of \$100 and \$160 to one rate of \$150 per student per semester

c. Proposed Differential Tuition

- Increase differential tuition rates per credit hour for FY 2019 – FY 2020 for 17 programs
- Add new differential tuition rates per credit hour for FY 2019 – FY 2020 for four programs

d. Proposed Expenditures

- Establish FY 2019 – FY 2020 salary and benefit expenditure budgets for a Student Direct Wage Pool of \$200,000 and \$18,000, respectively.
- Increase the FY 2019 – FY 2020 salary and benefits expenditure budgets for Faculty and Staff 3% salary increase adjustment, new positions and position salary adjustments, a \$1 increase in the direct wage salary rate by \$120,000 and \$10,800, respectively.
- Increase the FY 2019 – FY 2020 operating expenditure budget for temporary agency staff and information technology maintenance and other increased costs by \$600,000 and \$1,236,968 (or 3.5% of total operating expenditures), respectively.

e. Instructional Program Cost Analysis

- A listing of the instructional programs generating a loss and the proposed differential tuition rate increase by program is enclosed.

The Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2019 – 2020 was provided in the packet for the Board of Trustee’s review and information. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2019 - 2020.

The Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2019 - 2020 were presented for information and review by the Board of Trustees. No action was required from the Board of Trustees.

Discussion and Action as Necessary on Proposed Tuition, Differential Tuition, and Fees for FY 2019 – 2020

- a) **Student Tuition and Fees**
- b) **Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts**
- c) **Employee Fees**
- d) **Other (Non-Student/Non-Employee) Fees**

Approval to adopt the revised Tuition and Fees Schedules for FY 2019 - 2020 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) was requested.

For Fiscal Year 2019 - 2020, program costs were analyzed and differential tuition revenues were evaluated against program expenditures to reduce sustainability gaps.

The recommended changes for FY 2019 - 2020 are as follows:

a. Student Tuition and Fees

Tuition	Current Rate	Increase	Proposed Rate
Resident Tuition- In-District Hidalgo & Starr Counties Per Credit Hour	\$70.00	\$7.00	\$77.00
Resident Tuition- Out Of District-Other Texas Counties Per Credit Hour	\$80.00	\$7.00	\$87.00

- Increase differential tuition per credit hour as follows:

Differential Tuition	Current Rate	Increase	Proposed Rate
Associate Degree Nursing	\$55.00	\$20.00	\$75.00
Emergency/Medical Technology (EMT)	\$45.00	\$10.00	\$55.00
Occupational Therapy Assistant	\$45.00	\$10.00	\$55.00
Patient Care Assistant	\$25.00	\$10.00	\$35.00
Pharmacy Tech	\$45.00	\$10.00	\$55.00
Physical Therapist Assistant	\$45.00	\$10.00	\$55.00
Radiologic Technology/Sonography	\$45.00	\$20.00	\$65.00
Respiratory Therapy	\$45.00	\$20.00	\$65.00
Vocational Nursing	\$55.00	\$20.00	\$75.00
Architectural & Engineering Design Technology	\$20.00	\$10.00	\$30.00
Automotive & Diesel Technology	\$10.00	\$10.00	\$20.00
Heating, Ventilation & Air Conditioning	\$10.00	\$10.00	\$20.00
Physical Science	\$15.00	\$5.00	\$20.00
Chemistry	\$15.00	\$5.00	\$20.00
Physics	\$10.00	\$10.00	\$20.00
Engineering	\$10.00	\$10.00	\$20.00
Geology	\$15.00	\$5.00	\$20.00
New:			
Legal Assisting	\$0.00	\$10.00	\$10.00
Manufacturing Technology	\$0.00	\$10.00	\$10.00
Child Care and Development	\$0.00	\$20.00	\$20.00
Drama	\$0.00	\$10.00	\$10.00

- Revise Mandatory Fees as follows:

Mandatory Fees	Current Rate	Proposed Rate
Registration Fee: <ul style="list-style-type: none"> • If registered and paid or registered and financial aid processed BEFORE July 1st, December 1st, May 15th and June 15th 	\$100.00	\$0.00
Registration Fee: <ul style="list-style-type: none"> • If registered and paid or financial aid processed ON or AFTER July 1st, December 1st, May 15th and June 15th 	\$160.00	\$0.00
Registration Fee per student per semester	\$0.00	\$150.00

b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts

- Increase differential tuition per credit hour for courses offered on a South Texas College campus or facility as follows:

Differential Tuition	Current Rate	Increase	Proposed Rate
Associate Degree Nursing	\$55.00	\$20.00	\$75.00
Emergency/Medical Technology (EMT)	\$45.00	\$10.00	\$55.00
Occupational Therapy Assistant	\$45.00	\$10.00	\$55.00
Patient Care Assistant	\$25.00	\$10.00	\$35.00
Pharmacy Tech	\$45.00	\$10.00	\$55.00
Physical Therapist Assistant	\$45.00	\$10.00	\$55.00
Radiologic Technology/Sonography	\$45.00	\$20.00	\$65.00
Respiratory Therapy	\$45.00	\$20.00	\$65.00
Vocational Nursing	\$55.00	\$20.00	\$75.00

c. Employee Fees

- No changes recommended to current schedule.

d. Other (Non-Student/Non-Employee) Fees

- No changes recommended to current schedule.

Reviewers - The revised Tuition and Fees Schedules for FY 2019 - 2020 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) have been reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2019 - 2020 were provided in the packet for the Board's information and review. The proposed revisions for FY 2019 - 2020 were highlighted in yellow.

The item was presented at the Finance, Audit, and Human Resources Committee on March 19, 2019 the Committee recommended for staff to add additional information and present to Board of Trustees for approval.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the revised Tuition and Fees Schedules for FY 2019 - 2020 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented. The motion carried.

Review and Action as Necessary on the Portable Buildings Expansion Plan and Engagement of Engineering Firms for the Regional Center for Public Safety Excellence

Approval of an expansion plan to provide portable buildings and extend mechanical, electrical, plumbing, communication, and civil infrastructure for portable buildings at the Regional Center for Public Safety Excellence (RCPSE), including the engagement of engineering firms as necessary, was requested.

Mr. Gary Gurwitz recused himself from this discussion and from the Board's action on this item.

Purpose

Authorization was requested to move forward with an expansion plan to provide the portable buildings, including the associated design and construction for mechanical, electrical, plumbing, communication, and civil infrastructure, for the RCPSE.

Justification

Additional instructional and support services spaces were requested due to the demand for the courses being offered at the RCPSE. Portable buildings and the associated infrastructure were necessary to provide the needed spaces.

Background

The RCPSE was in use since the 2018 Fall semester. The portable buildings were needed due to larger than anticipated demand for the use of the existing facility for Continuing Education for law enforcement, Border Patrol, Customs personnel, and for Dual Credit. As the RCPSE continues to add programs and grow enrollment, the Library and Learning Support Services department would need to increase services in order to meet the SACSCOC accreditation standards on providing adequate facilities and resources to off-campus instructional sites.

Approval to install a total of five (5) portable buildings was requested. The portable buildings would be used for a virtual target room (utilizing laser practice equipment); the development of a cyber-security lab; student services spaces, including tutoring, library services, and an open lab; additional office spaces for technicians, staff, and instructors; and a restroom area.

Library and Learning Support Services proposed the use of a portable building to provide library services, tutoring services, and an open computer lab for faculty and student use.

- Library services would include library orientation, library instruction sessions, support using the online databases and online catalog.
- Tutoring services would include individual and group tutoring, content-specific and learning skills workshops, and access to knowledgeable, well-trained staff.

- The open lab would provide up-to-date computers complete with the current educational software needed for students to complete their coursework.

Proposed Portable Buildings Usage Regional Center for Public Safety Excellence	
Portable Building	Proposed Use
PB-1	Restroom
PB-2	Classrooms (2)
PB-3	Virtual Target Lab
PB-4	Student Support Services/Library Services/Open Lab
PB-5	Offices

The proposed schedule was to have the portables operational for instruction in time for the start of the Fall 2019 semester. The infrastructure for the portable buildings would require engineering design for infrastructure of mechanical, electrical, plumbing, communication, civil, and structural anchoring. The total fees were estimated to be less than \$16,000. Due to the schedule constraints and the total estimated engineering fee amount, it was proposed to contract these services individually for each of the disciplines.

Recommended Engineers

Upon Board approval of the plan and the proposed engagement of engineers, the College President would contract with each firm as proposed. No further procurement processes would be required.

Staff recommended engagement of the engineers that worked previously on the Regional Center for Public Safety Excellence building and site projects. Staff requested proposals from the following firms, and have provided estimated costs of services from each:

<u>Firm</u>	<u>Services</u>	<u>Estimated Proposal</u>
DBR Engineering	MEP and communication design (mechanical, electrical, plumbing)	\$4,860.00
Dannenbaum Engineering	civil design (infrastructure/sidewalks)	\$4,728.08
Chanin Engineering, LLC	structural design (anchoring/support)	\$6,125.00
Total:		\$15,713.08

Landscaping and Irrigation Services

Minor landscaping and irrigation around the portables and sidewalks can be provided using the College’s contracted lawn maintenance vendor.

Estimated Costs

The associated infrastructure for the five portable buildings would include electrical lines, data/fiber lines, electrical panels within the new building, water lines, sewer lines, and sidewalks. The estimated costs for the portable buildings, relocation, and the infrastructure were as follows:

Portable Buildings Expansion Plan Regional Center for Public Safety Excellence	
Construction Item	Estimated Cost
Portable Buildings (5)	To be determined
Relocation	\$70,000
Infrastructure for mechanical, electrical, plumbing, and sidewalks	125,000
Engineering / Design - Mechanical, plumbing, & electrical - Civil - Structural	16,000
FFE	120,000 ¹
Technology	100,000
Landscaping and Irrigation	10,000
Estimated Total	\$430,000²
¹ Cost may vary, depending on method for acquiring portable buildings	
² Does not include potential costs for the purchase of portable building(s)	

Funding Source

Funds were available in the FY 2018–2019 Unexpended Construction Plant Fund budget.

Enclosed Documents

A site plan was provided for the Board’s review and information.

Presenters

College staff were available at the Board meeting to respond to questions from the trustees.

The Facilities Committee recommended Board approval the expansion plan to provide portable buildings including the design and construction to extend mechanical, electrical,

plumbing, communication, and civil infrastructure at the Regional Center of Public Safety Excellence project as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the expansion plan and engagement of engineering firms to provide portable buildings including the design and construction, including DBR Engineering to extend mechanical, electrical, plumbing, and communication design services, and Dannenbaum Engineering to provide civil design services, and Chanin Engineering, LLC to provide infrastructure design services at the Regional Center of Public Safety Excellence project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Nursing and Allied Health Campus Center for Learning Excellence / Student Success Center Renovations Project

Approval to contract construction services for the Nursing and Allied Health Campus Center for Learning Excellence / Student Success Center Renovations project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Nursing and Allied Health Campus Center for Learning Excellence / Student Success Center Renovations project.

Background

The proposed Nursing and Allied Health Campus Center for Learning Excellence / Student Success Center Renovation project was an approved Capital Improvement Project (CIP) and has been budgeted for Fiscal Year 2018-2019.

This project was needed to retrofit the former Center for Learning Excellence (CLE) into office spaces for advisors, Student Success specialists, and Clinical Affairs specialists. The Nursing & Allied Health (NAH) Division requested these renovations to have a centralized location for all student needs related to advising for NAH Programs. The CLE was relocated to the vacated library space in the east wing of East Building A. The library was moved to the new library space in the new West Building B, which was part of the 2013 Bond Construction Program.

On April 24, 2018, the Board of Trustees approved the selection of Boultinghouse Simpson Gates Architects (BSGA) to prepare the necessary plans and specifications for the proposed project. BSGA met with College staff to develop the revised layout and scope of the renovations and have 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 February 4, 2019. A total of seven (7) sets of construction documents were issued to three (3) general contractors, one (1) subcontractor, and three (3) plan rooms. A total of five (5) proposals were received on February 19, 2019.

Timeline for Solicitation of Competitive Sealed Proposals	
February 4, 2019	Solicitation of competitive sealed proposals began.
February 19, 2019	Five (5) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Tri-Gen Construction, LLC as the highest ranked in the amount of \$170,000.

Funding Source

Source of Funding	Amount Budgeted	Highest Ranked Proposal Tri-Gen Construction, LLC	Budget Variance
Unexpended Construction Plant Fund	\$111,360	\$170,000	(\$58,640)

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

Reviewers

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

Enclosed Documents

The packet included documentation of the project location, plan, entrance view, and proposal summary. Staff evaluated the proposal and recommended that the top ranked contractor be recommended for Board approval.

The Facilities Committee recommended Board approval to contract construction services with Tri-Gen Construction, LLC in the amount of \$170,000 for the Nursing and Allied Health Campus Center for Learning Excellence / Student Success Center Renovations project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting construction services with Tri-Gen Construction, LLC in the amount of \$170,000 for the Nursing and

Allied Health Campus Center for Learning Excellence / Student Success Center Renovations project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the District Wide Marker Board Replacements at Technology Campus and Starr County Campus Buildings

Approval to contract construction services for the District Wide Marker Board Replacements at Technology Campus and Starr County Campus Buildings was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the District Wide Marker Board Replacements at Technology Campus and Starr County Campus Buildings.

Background

As part of the College's Renewal and Replacement program, staff planned and budgeted for the replacement of the current marker board material. The existing marker material was in need of replacement. Staff will be replacing this material with the College's standard marker board product. On May 23, 2017, the Board of Trustees approved the first phase of the replacement of the existing marker board material. This was the second phase of the marker board replacement process. Staff recommended performing this work at the Technology Campus and Starr County Campus in the buildings listed below.

Technology Campus

- Emerging Technologies Building A

Starr County Campus

- Workforce Center Building D
- South Academic Building E

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

Solicitation of competitive sealed proposals for this project began on February 4, 2019. A total of eight (8) sets of construction documents were issued to seven (7) general contractors and one (1) plan room a total of five (5) proposals were received on February 19, 2019.

Timeline for Solicitation of Competitive Sealed Proposals	
February 4, 2019	Solicitation of competitive sealed proposals began.
February 19, 2019	Five (5) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Noble Texas Builders, LLC as the highest ranked in the amount of \$122,500.

Funding Source

Source of Funding	Amount Budgeted	Highest Ranked Proposal Noble Texas Builders, LLC	Budget Variance
Renewals & Replacements Fund	\$200,000	\$122,500	\$77,500

Funds were budgeted in the Renewals & Replacements budget for fiscal year 2018-2019.

Reviewers

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

Enclosed Documents

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

The Facilities Committee recommended Board approval to contract construction services with Noble Texas Builders, LLC in the amount of \$122,500 for the District Wide Marker Board Replacements at Technology Campus and Starr County Campus Buildings project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting construction services with Noble Texas Builders, LLC in the amount of \$122,500 for the District Wide Marker Board Replacements at Technology Campus and Starr County Campus Buildings project as presented. The motion carried.

Review and Action as Necessary on Proposed Change Order for the Technology Campus Advanced Technical Careers Building B Concrete Floor Repairs

Approval of a proposed change order with 5 Star GC Construction, LLC for the Technology Campus Advanced Technical Careers (ATC) Building B Concrete Floor Repairs project was requested.

Purpose

The purpose of this change order was to request authorization to begin work on the proposed modifications to the construction scope.

Justification

The depth of the drilled piers needed to be increased from the original depth as shown on construction documents based on new soils report and engineer recommendations.

Background

The project consisted of repairing the existing southeast portion of the Technology Campus ATC Building due to a shift in the floor and foundation system. CLH Engineering, Inc. was contracted to provide drawings for the structural reinforcement which included the installation of fifteen (15) reinforced concrete piers. The original depth of the piers as shown on the construction documents was fourteen (14) feet deep. The contractor encountered water at around twelve (12) feet below grade during construction. The engineer requested additional boring tests to be performed to verify the existing soils conditions.

Two bores were conducted by Raba-Kistner Consultants, Inc. (RKCI), one at 40 feet deep and one at 30 feet deep, and groundwater was encountered at 15 feet and 13 feet. Per the RKCI representative, the soils beneath the 13-foot groundwater presence was identified as wet sand for the length of the two bores. Based on the presence of the groundwater, RKCI made recommendations for the engineer to redesign the lengths of the piers to establish the proper stabilization of the foundation.

As a result of the tests, the engineer recommended to increase the depth of the concrete piers from fourteen (14) feet to twenty (20) feet deep. The contractor provided the change order in the amount of \$14,375 with an additional 90 days for the additional work associated with the increased depths of the concrete piers as recommended due to the soils conditions. Below is a description of the proposed change order item.

Technology Campus ATC Building B Concrete Floor Repairs			
Proposed Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
1	<ul style="list-style-type: none"> Description: Change fifteen reinforced concrete piers from 14' deep to 20' deep. 	\$14,375 90 days	Renewals & Replacements Plant Fund
Total Proposed Change Order No. 1		\$14,375 90 days	Renewals & Replacements Plant Fund

Funding Source

There were funds budgeted in the FY 1819 Renewals & Replacements Plant Fund for this project.

Enclosed Documents

The proposed change order was included in the packet.

The Facilities Committee recommended Board approval of the proposed change order with 5 Star GC Construction, LLC in the amount of \$14,375 and 90 additional days for the Technology Campus ATC Building B Concrete Floor Repairs project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed change order with 5 Star GC Construction, LLC in the amount of \$14,375 and 90 additional days for the Technology Campus ATC Building B Concrete Floor Repairs project as presented. The motion carried.

Update on Status of Non-Bond Construction Projects

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

No action was taken.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:26 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 - Section 551.082, Deliberation regarding economic development negotiations
1. Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:09 p.m. No action was taken in Executive Session.

Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications

On March 19, 2019, Terra-Gen Development Company, LLC, and Mr. Robert Pena, President of Texas Energy, presented four applications for tax abatement of wind power projects proposed for construction primarily in Hidalgo County, with portions in Cameron County and Starr County.

The Finance, Audit, and Human Resources Committee did not take action on this presentation. Committee Chairman Roy de León recommends the appointment of a committee of no more than three trustees to discuss the projects and negotiate terms of a tax abatement agreement with the applicants. This committee would have no binding authority, and would make a recommendation to the Board of Trustees for any formal action to be taken.

Under Board Policy #1110: *Board Committees*, the Chairman of the Board may create committees to advise the Board and facilitate the efficient operation of the Board. Membership of the committees is established by action of the Chair.

Mr. Pena advised the Committee that they would need to have an agreement in place at the April 23, 2019 Regular Board Meeting or their projects would not be successful.

The Board of Trustees was asked to discuss the proposed projects and tax abatement applications, to identify no more than three trustees who would serve on the committee, and to provide the committee members with guidance on their negotiations.

Mr. Jesus Ramirez, Legal Counsel, was present to provide guidance as needed.

Mr. Paul R. Rodriguez appointed a committee comprised of Ms. Rose Benavidez, Mr. Roy de León, and Dr. Alejo Salinas, Jr. to present recommendations to the Board regarding the projects submitted by Terra-Gen Development Company, LLC, and to recommend Board action as necessary at the April 23, 2019 Regular Board Meeting.

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 February 2019. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **February 2019**, and was available for questions posed by the Board.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by 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 February 2019. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, April 9, 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, April 23, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- o South Texas College will be closed Thursday, April 18 – Sunday, April 21 in observance of Semester Break

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:11 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 26, 2019 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees

The Board is asked to conduct an assessment of the College President and the Self-Assessment of the Board of Trustees.

These assessments are a valuable process to help the Board in their stewardship and to provide the College President with feedback as necessary. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* calls for regular Board evaluation of the College President (Principle 4.2.c) and Board self-evaluation (Principle 4.2.g).

The previous evaluation of the Board of Trustees and the College President was conducted in 2018. The updated evaluation forms for the Board of Trustees and the College President are provided under separate cover for the Board's information and review.

Mr. Paul R. Rodriguez, Chairman of the Board, has asked that the Trustees complete the evaluation forms and submit them for his review by Tuesday, May 14, 2019. The Board may opt to review the evaluation results at a subsequent Board meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the assessment of the College President and the Self-Assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

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 assessment of the College President and the Self-Assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

Approval Recommended:

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

Review of Presentations Delivered at April 9, 2019 Education and Workforce Development Committee Meeting

On April 9, 2019, the Education and Workforce Development Committee received the following presentation:

A. Presentation on the South Texas College Institute for Advanced Manufacturing

The South Texas College Institute for Advanced Manufacturing develops and operates programs that support the long-term growth of regional prosperity. These programs provide workforce training to partners in a wide range of industry sectors, with training for newly hired personnel and advanced training for incumbent workers, serving an average of 3,200 locally-employed industry professionals annually.

Dr. Carlos Margo, Associate Dean for Industrial Training and Economic Development, presented on the Institute for Advanced Manufacturing's programs, partnerships, and the history of state grant funding programs that have provided a significant boost to the region's productivity and growth.

Industry Credentials

Through the Institute for Advanced Manufacturing, South Texas College offers a varied of highly sought-after credentials to regional industry partners, including workplace safety, maintenance, logistics, process efficiency, and advanced technical skills.

Notably, South Texas College was the first Festo Certified Training Center in North America, providing training for robotics and industrial automation skills in high demand among leading international manufacturers.

Grant Support for Local Training Programs

Many of these training programs are supported by funding from the Texas Workforce Commission, local school district partners, local municipal entities, and other granting authorities, with \$1.5M in grant-funded training currently taking place. These grants help provide skills and opportunities for increased earnings for the local workforce, and thereby support the industry partners investing in the region.

Youth Robotics and Automation Programs

Dr. Margo discussed the Youth Robotics and Automation programs, which provide hands-on learning opportunities for local youths interested in industrial careers such as robotics, computer science, engineering, math, automation technology, and advanced manufacturing. Dr. Margo reviewed a number of these programs, and the packet included a more detailed handout following the presentation.

South Texas College projected that more than 1,300 area students, ages 8 – 17, would participate in these programs during FY 2018 - 2019.

The Future of the Institute for Advanced Manufacturing

The IAM was developing more than \$2.5M in grant funded opportunities for implementation in FY 20 – 21, which would support a variety of partners in the College's service region.

IAM staff was also working to develop new programs and partnerships, which would help support local industry and would help recruit new partners to invest in the region.

Recognition of the Institute for Advanced Manufacturing

The IAM was recognized for its achievements and contributions to the region by the Texas Workforce Commission (TWC). This recognition included:

- recognition at the TWC Annual State Conference for the College's role in the Small Business Grant program;
- an invitation to present at the Apprenticeship Texas State Conference; and
- an invitation to participate in the first annual Legislative Career and Technical Education (CTE) Signing Day on the Texas House Floor.

The IAM was active in working with the TWC in developing and presenting workforce related legislative priorities to lawmakers across the state.

B. Presentation on Results of Student Enrollment Management Strategies Audit and Proposed Strategies to Increase Enrollment

Due to recent enrollment stagnation, South Texas College hired a Strategic Enrollment Management (SEM) Consultant, Dr. Jim Black with SEM Works, to conduct an audit, on-site visit, and a leadership retreat to share his findings and recommendations.

Dr. Black conducted on-site meetings with various College teams focused on enrollment strategies, including:

- Student Affairs & Enrollment Management;
- Academic Affairs;
- PR & marketing; and
- Continuing Education

During a leadership retreat with core South Texas College administration focused on SEM strategies, Dr. Black presented his assessment and insights. This included a review of the College's strengths and external opportunities, and the development of Strategic Opportunities.

The administrative team discussed the top priorities, focusing on the student population impacted by each priority, and potential for greatest impact to increase enrollment and retention over the next three years. They identified four strategic opportunities to serve as the foundation for a three-year SEM Plan.

Dr. Black concluded his visit in a meeting with the Executive Leadership Team, where he presented a draft SEM Plan to the College. The Executive team is reviewing the plan with key staff. They are working to finalize a SEM Plan for immediate implementation and continuing for three years, and seeks the Education and Workforce Development Committee's review and feedback on the plan.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, presented the results of the Student Enrollment Strategies audit to the Education and Workforce Development Committee.

Mr. Hebbard then presented the proposed SEM Plan to the Committee, for their review and feedback on the proposed strategies to improve student enrollment.

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

Review and Action as Necessary to Approve Proposed New Policy #3100: *Educational Program Development*

The Board of Trustees is asked to approve and adopt the proposed new Policy #3100: *Educational Program Development*.

Justification

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* includes Principle 10.4:

“The institution (a) publishes and implements policies on the authority of faculty in academic and governance matters, (b) demonstrates that educational programs for which academic credit is awarded are approved consistent with institutional policy, and (c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.”

This principle is formulated in recognition of faculty as content experts, with the primary responsibility for the content, quality, and effectiveness of the curriculum. Administrative oversight maintains program alignment with the institutional mission, policies, and strategic planning.

While the College has procedures in place for the development of curriculum and new educational programs, there is currently no Board policy addressing educational program development. The proposed new policy would establish the College’s commitment to this SACSCOC Principle of Accreditation.

Role of the Board of Trustees

State law and accreditation sets forth requirements for oversight and review of new program development and implementation by the local Board of Trustees, the Texas Higher Education Coordinating Board, and accrediting institutions as appropriate. These requirements are included within the procedures established for development of curriculum and educational programs.

The proposed new Policy #3100: *Educational Program Development* is included in the packet for the Board’s review.

The *Academic Program Summary Overview* is provided in the packet, after the proposed new policy, and summarizes the procedure currently in place for new program development.

The Education and Workforce Development Committee recommended Board approval and adoption of the proposed new Policy #3100: *Educational Program Development* as presented, and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the proposed new Policy #3100: *Educational Program Development* as presented, and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and adopts the proposed new Policy #3100: *Educational Program Development* as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title: Educational Program Development 3100

Legal Authority: Approval of the Board of Trustees Page 1 of 1

Date Approved by Board: Board Minute Order dated April 23, 2019

I. Purpose

In the tradition of American higher education, this policy recognizes the importance of both faculty and administrative involvement in the creation of curriculum and approval of educational programs (degrees, certificates, and diplomas).

II. Policy

Primary responsibility of curriculum and educational program development lies with the faculty. The College will create and maintain procedures that ensure the involvement of both faculty and administration in approving programs consistent with the college's mission.

These procedures will outline the role of the Board Committees, Board of Trustees, Texas Higher Education Coordinating Board, and other entities as appropriate.

III. Definitions

Educational Program – Any transfer or non-transfer program that the college grants as specified in **Board Policy 3340 – Degree, Certificate, and Award Designations**.

IV. History

This section is a record of the policy history. Include Month, Day and Year (ex: January 1, 2017).

Origination Date Approved by Board	April 23, 2019
Date Reviewed and Approved by Board	April 23, 2019
Date Approved by President Non-substantive Changes	
5-Year Review Cycle Completion Dates	

Program Development

The Office of Curriculum and Student Learning guides and facilitates the development of new academic and workforce education programs at South Texas College. Faculty members interested in developing new certificates or degrees should gain approval from their Department/Program Chair and Dean before initiating the program development process. The Dean of each Instructional Division identifies the certificates, degrees, and specializations that will be developed each academic year. A list of the Proposed Instructional Programs is included within South Texas College's Comprehensive Plan.

Program Developer

The Dean will assign a Department/Program Chair or faculty member to serve as the Program Developer for any proposed certificate or degree. The Program Developer is tasked with collecting information and conducting the research that is required for the program development process. The Program Developer must contact the Office of Curriculum and Student Learning in order to initiate the program development process. The Office of Curriculum & Student Learning will host annual workshops to begin the program development process. Information regarding deadlines and requirements will be communicated to the developers during the workshop. The complete program development process generally lasts one to two academic years; Program Developers are advised to keep their target implementation date in mind and begin the development process early.

Program Development Checklist

The Office of Curriculum and Student Learning maintains the Program Development Checklists for academic and workforce education programs. The checklists include the standards that new programs are required to meet in order to be approved for development. The Program Developer, in partnership with the Office of Curriculum and Student Learning, conducts the research necessary to complete the checklist. The Office of Curriculum & Student Learning reviews the completed checklist and determines whether the proposed program meets the criteria to proceed with program development. In cases where the proposed program does not meet the criteria, the Office of Curriculum & Student Learning provides recommendations regarding how the program can be strengthened. The recommendations are shared with the Program Developer, the Dean, and the Vice President of Academic Affairs. A completed and approved checklist forms the basis of the Program Summary.

Program Summary

The Program Summary is a multi-part document that includes the information required by the Texas Higher Education Coordination Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for all new programs. The Office of Curriculum & Student Learning works collaboratively with Program Developers to create the Program Summary.

Program Summaries for Workforce Education Programs contain the following components:

- Program Description & Objective
- Description of Curriculum & Curriculum Outline
- Documentation of Workforce Demand (highly emphasized for workforce programs)
- Documentation of Student Demand
- Program Linkages and Opportunities for Further Education
- Demonstration of Non-Duplication (Existing Programs)
- Enrollment Management Plan with Enrollment & Graduation Projections
- Assurance of Adequate Funding & Resources
- Program Review and Improvement Plans
- External Agency Approval, Certification, and Accreditation
- Assurance of Basic and Workforce Skills
- Advisory Committee Minutes

Program Developers for Workforce Education Programs may also utilize the THECB's Guidelines for Instructional Programs in Workforce Education (GIPWE) as a resource.

Program Summaries for Academic Programs contain the following components:

- Program Description & Objective

- Description of Curriculum & Curriculum Outline
- Documentation of Workforce Demand
- Documentation of Student Demand
- Program Linkages, Opportunities for Further Education, & Articulation Agreements (highly emphasized for academic programs)
- Demonstration of Non-Duplication (Existing Programs)
- Enrollment Management Plan with Enrollment & Graduation Projections
- Assurance of Adequate Funding & Resources
- Program Review and Improvement Plans
- External Agency Approval, Certification, and Accreditation

Program Developers for Academic Programs may also utilize the THECB's *Standards for Academic Associate Degree Programs* as a resource.

Program Approval Process*

The following individuals and groups at South Texas College must review the Program Summary and relevant documentation for approval:

- Program/Department Chair
- Dean
- Vice President for Academic Affairs
- Advisory Committee (Workforce Education programs only)
- Division Curriculum Committee
- Academic Council
- College-Wide Curriculum Committee
- Planning and Development Council
- Education & Workforce Development Board Committee
- Board of Trustees

*A separate approval process is required for proposed Workforce Education programs in a new CIP code area and for new A.A.S. degrees in an area in which the College currently only offers a certificate. A description of this extended process can be found below.

After the proposed program has received approval by the Division Curriculum Committee, the Office of Curriculum and Student Learning will oversee the remainder of the program approval process and will submit the required documentation to the reviewers for approval. The Program Developer is expected to attend all group meetings during which the new Program will be reviewed in order to share information about the proposed program and to address any questions or concerns that arise.

The internal program approval process can take between 3-6 months. If revisions are recommended or required by the reviewers, the process may take longer.

The Two-Phase Program Approval Process for Workforce Education Programs in a New CIP code Area or a New A.A.S. Degree in an Area in Which the College only offers a Certificate

An extended, two-phase program approval process is required under the following circumstances:

- To create a certificate or A.A.S. /A.A.A. degree in a four-or six-digit CIP code area for which the college has no current offerings on its inventory.
- To create an A.A.S. /A.A.A. degree in a four- or six-digit CIP code area in which the college has only certificate offerings on its inventory.

Phase I: Approval to Develop New Program During Phase I, the Program Developer will seek to gain approval to develop the new program. A Program Advisory Committee may not yet be in place at this time and the curriculum will not have been developed. The Program Developer will serve the same role as described above. The Program Checklist will be completed with support from the Office of Curriculum and Student Learning, which will form the basis of the Program Brief.

Program Briefs for Workforce Education Programs during Phase I of development will contain the following components:

- Program Description & Objective
- Documentation of Workforce Demand (highly emphasized for workforce programs)
- Documentation of Student Demand
- Program Linkages and Opportunities for Further Education
- Demonstration of Non-Duplication (Existing Programs)
- Enrollment Management Plan with Enrollment & Graduation Projections
- Assurance of Adequate Funding & Resources
- External Agency Approval, Certification, and Accreditation

Program Approval

The following individuals and groups at South Texas College must review the Program Brief and relevant documentation for approval during Phase I:

- Program/Department Chair
- Dean
- Vice President for Academic Affairs
- Division Curriculum Committee
- Academic Council
- College-Wide Curriculum Committee
- Planning and Development Council
- Education & Workforce Development Board Committee
- Board of Trustees

Phase II: Approval of New Program

After receiving approval to develop the new program, the process enters Phase II. At this time, the Program Developer will complete the following tasks:

- Study the GIPWE: Review the New Program Approval Process found in the Guidelines for Instructional Programs in Workforce Education (GIPWE), Chapter 5.
- Selection of Advisory Committee Members: Collect 10 to 15 names of potential Advisory Committee members from leaders in the program area who work in Hidalgo and Starr Counties. Advisory Committees should also represent the demographics, including the ethnic and gender diversity, of the institution's service area as well as the demographics of the occupational field. Study "Effective Use of Advisory Committees" from GIPWE, Chapter 3, Organize agenda, members' packets, sign-in sheets, and minutes for each Advisory Committee meeting.
- Curriculum Design: The Advisory Committee will structure curriculum upon industry standards, if available, and upon competencies identified.
- Advisory Committee Meetings Schedule: A recommended committee meeting schedule for new Advisory Committees (with related agenda items and goals) is available from the Office of Curriculum and Student Learning.
- Program Summary: The Program Developer will create the Program Summary in collaboration with the Office of Curriculum and Student Learning.

Program Summaries for Workforce Education Programs during Phase II of development contain the following components:

- Program Description & Objective
- Description of Curriculum & Curriculum Outline
- Documentation of Workforce Demand (highly emphasized for workforce programs)
- Documentation of Student Demand
- Program Linkages and Opportunities for Further Education
- Demonstration of Non-Duplication (Existing Programs)

- Enrollment Management Plan with Enrollment & Graduation Projections
- Assurance of Adequate Funding & Resources
- Program Review and Improvement Plans
- External Agency Approval, Certification, and Accreditation
- Assurance of Basic and Workforce Skills
- Advisory Committee Minutes

Program Approval

The following individuals and groups at South Texas College must review the Program Summary and relevant documentation for approval during Phase II:

- Program/Department Chair
- Dean
- Vice President for Academic Affairs
- Advisory Committee
- Division Curriculum Committee
- Academic Council
- College-Wide Curriculum Committee
- Planning and Development Council
- Education & Workforce Development Board Committee
- Board of Trustees

After the proposed program has received approval by the Division Curriculum Committee, the Office of Curriculum and Student Learning will oversee the remainder of the program approval process and will submit the required documentation to the reviewers for approval. The Program Developer is expected to attend all group meetings during which the new Program will be reviewed in order to share information about the proposed program and to address any questions or concerns that arise.

The Two-Phase internal program development process can take between 1 to 2 years. If revisions are recommended or required by the reviewers, the process may take longer.

Submission to the THECB

Following the internal approval process, the Certification Form is submitted to the Texas Higher Education Coordinating Board (THECB). The THECB will post the application to the Coordinating Board website for 30 days for public comment. Colleges will receive notification of approval by the THECB 30-45 days after the comment period ends, provided there are no unresolved objections.

South Texas Regional Higher Education Council

The Vice President of Academic Affairs will notify the South Texas Regional Higher Education Council of any new programs to be offered each year.

SACSCOC Notification

By March 1st of each academic year, the Associate Dean of Curriculum and Student Learning will communicate to the SACSCOC Liaison the list of new programs or Online Delivery or program deactivations/closures for which a Letter of Notification will need to be sent to the Southern Associate of Colleges and Schools, Commission on Colleges.

Submission to Department of Education

If the new workforce program includes a Level I or Level II Certificate, a notification must be submitted to the Department of Education to request approval for the certificate to be eligible for federal financial aid funding (Pell). The Associate Dean of Curriculum and Student Learning will submit this notification to the Office of Student Financial Services by the required deadline.

Review of Presentation Delivered at April 9, 2019 Finance, Audit, and Human Resources Committee Meeting

On April 9, 2019, the Finance, Audit, and Human Resources Committee received the following presentation:

A. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to City of Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College administration has prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration has also provided a summary of the benefit recipients' performance and demographic information.

The history of awards shows that since its inception the MEDA Scholarship has benefited 420 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Spring 2019, resulting in a total of 653 scholarship awards to those 420 students, totaling \$782,500.00.

The attached PowerPoint provides a breakdown of graduation/enrollment status, showing that of these 420 students, 81% (340 students) have either graduated or are still enrolled, while the remaining 19% (80 students) are not enrolled in Spring 2019 and have not yet graduated. This is a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

Mike Carranza, Interim Dean of Enrollment Services, presented an update on the revenue and distribution of the scholarship funds. Additional data was provided in the packet to showcase the demographic profile of the MEDA Scholarship participants. These demographic profiles were provided to demonstrate the impact that the availability of these funds have in helping provide access to higher education for students who have a greater need for financial support, and are highly motivated and successful when that support is available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 is provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$68,599.75 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Summer 2019.

The MEDA Scholarship is advertised to eligible students through the College's scholarship website, the Mission CISD, and announcements in various media outlets, as identified below:

- STC Scholarship website
- STC Social Media Accounts
- Texas Border Business
- Rio Grande Guardian
- Mission CISD
- 710 KURV
- Telemundo 40
- The Monitor
- Progress Times
- Direct Mail
- Email

The presentation was provided for the Committee's review, and no action is requested from the Board.

Review and Discussion on Quarterly Investment Report

A report on the College's Quarterly Investment Report for the Quarter Ended February 28, 2019, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended February 28, 2019 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended February 28, 2019 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 February 28, 2019 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended February 28, 2019, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended February 28, 2019, as presented.

Approval Recommended:

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



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

February 28, 2019

Prepared by

Valley View Consulting, L.L.C.

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

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

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

Summary

Quarter End Results by Investment Category:

Asset Type	November 30, 2018			February 28, 2019		
	Book Value	Market Value	Ave. Yield	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW Pools	\$ 85,920,445.77	\$ 85,920,445.77	1.64%	\$ 92,123,198.34	\$ 92,123,198.34	1.64%
CD/Security	12,028,057.76	12,028,057.76	2.40%	12,098,084.91	12,098,084.91	2.40%
	140,607,156.08	140,607,156.08	2.42%	174,929,502.92	174,929,502.92	2.42%
Totals	\$ 238,555,659.61	\$ 238,555,659.61		\$ 279,150,786.17	\$ 279,150,786.17	

Quarterly Portfolio Performance

Average Quarterly Yield 2.16%

Rolling Three Month Treasury 2.43%
 Rolling Six Month Treasury 2.48%

Year-to-Date Portfolio Performance

Average Quarter End Yield 2.11%

Rolling Three Month Treasury 2.35%
 Rolling Six Month Treasury 2.39%
 TexPool 2.30%

INTEREST EARNINGS

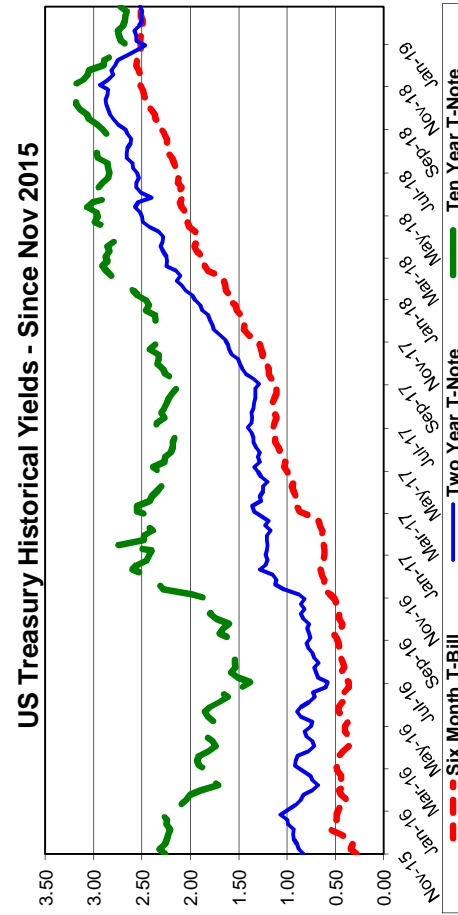
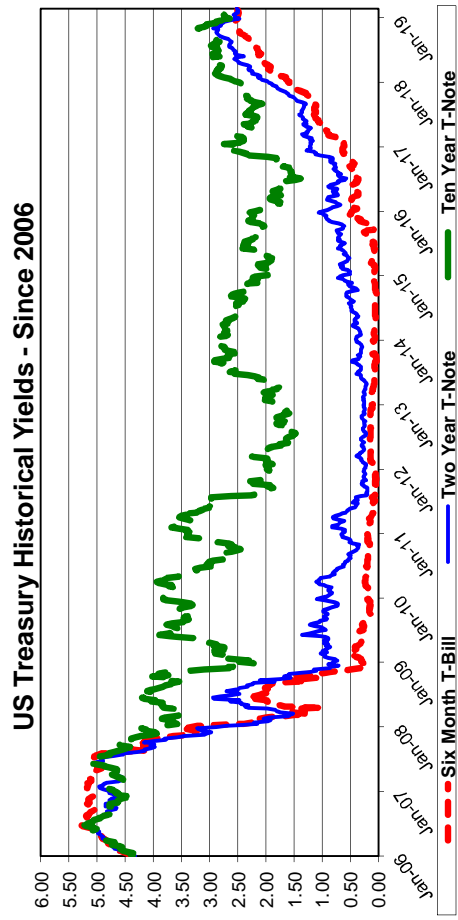
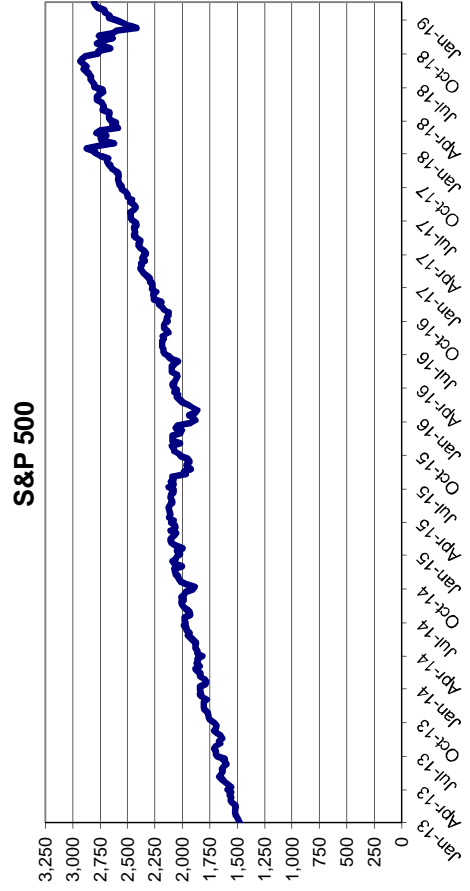
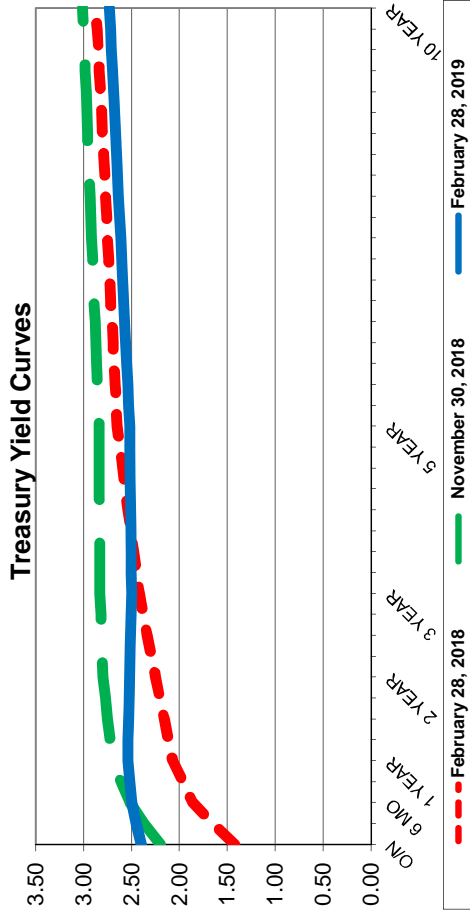
	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>
Quarterly Interest Received	\$559,917.00 (Unaudited)	\$1,371,302.39 (Unaudited)
Accrued Interest-End of Quarter	\$153,083.00 (Unaudited)	\$110,675.37 (Unaudited)
Fiscal YTD Interest Received	\$1,036,617.00 (Unaudited)	\$2,551,470.44 (Unaudited)

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

Economic Overview

2/28/2019

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range to 2.25% - 2.50% (Effective Fed Funds are trading +/-2.40%). The official outlook changed radically to almost eliminate the outlook for additional increases during 2019. Gradual FRB portfolio reduction continues by limiting reinvestment of maturing holdings, but that strategy is under discussion. Even with the Federal government shut-down Employment/ Unemployment remain solid with January adding 304k new jobs and a 241k three month average. First estimate fourth quarter GDP registered 2.6% (market estimate was 2.2%). Crude oil remained +/-\$.55. The Stock Markets continued higher from December lows. Housing strengthened slightly. The mid-maturity yield curve is still sway-backed.



**Investment Holdings
February 28, 2019**

Description	Coupon/ Rating	Maturity Discount	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating	1.41%		03/01/19	\$ 20,595,337.43	\$ 20,595,337.43	1.00	\$ 20,595,337.43	1	1.41%
BBVA - Payroll	1.41%		03/01/19	311,697.31	311,697.31	1.00	311,697.31	1	1.41%
BBVA - Student	1.41%		03/01/19	626,901.19	626,901.19	1.00	626,901.19	1	1.41%
BBVA - Operating Reserve (3)	0.00%		03/01/19	20,000,000.00	20,000,000.00	1.00	20,000,000.00	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.41%		03/01/19	4,233,173.44	4,233,173.44	1.00	4,233,173.44	1	1.41%
BBVA - I&S Bond 99 & 07	1.41%		03/01/19	680.18	680.18	1.00	680.18	1	1.41%
BBVA - Construction E&G Transfer	1.41%		03/01/19	5,358,183.34	5,358,183.34	1.00	5,358,183.34	1	1.41%
BBVA - Construction LT Bonds Series 2015	1.41%		03/01/19	146,092.30	146,092.30	1.00	146,092.30	1	1.41%
Green Bank MMA	2.56%		03/01/19	10,286,615.05	10,286,615.05	1.00	10,286,615.05	1	2.56%
NexBank MMA	2.65%		03/01/19	30,564,518.10	30,564,518.10	1.00	30,564,518.10	1	2.65%
TexPool LGIP	2.40%	AAA	03/01/19	12,098,084.91	12,098,084.91	1.00	12,098,084.91	1	2.40%
BBVA Compass Bank CD	1.42%		03/01/19	5,126,252.90	5,126,252.90	1.00	5,126,252.90	1	1.42%
BBVA Compass Bank CD	2.20%		03/01/19	5,102,597.02	5,102,597.02	1.00	5,102,597.02	1	2.20%
BBVA Compass Bank CD	1.43%		04/01/19	5,127,153.18	5,127,153.18	1.00	5,127,153.18	32	1.43%
LegacyTexas Bank CD	1.48%		05/01/19	5,131,576.93	5,131,576.93	1.00	5,131,576.93	62	1.48%
East West Bank CD	2.69%		05/01/19	5,042,183.61	5,042,183.61	1.00	5,042,183.61	62	2.69%
BBVA Compass Bank CD	2.35%		05/04/19	1,526,892.14	1,526,892.14	1.00	1,526,892.14	65	2.35%
LegacyTexas Bank CD	1.63%		06/03/19	5,130,421.59	5,130,421.59	1.00	5,130,421.59	95	1.63%
East West Bank CD	2.74%		06/03/19	5,042,971.04	5,042,971.04	1.00	5,042,971.04	95	2.74%
LegacyTexas Bank CD	1.65%		07/01/19	5,132,041.69	5,132,041.69	1.00	5,132,041.69	123	1.65%
East West Bank CD	2.78%		07/01/19	5,043,601.06	5,043,601.06	1.00	5,043,601.06	123	2.78%
LegacyTexas Bank CD	2.38%		07/31/19	6,644,267.80	6,644,267.80	1.00	6,644,267.80	153	2.38%
East West Bank CD	2.65%		07/31/19	9,515,185.54	9,515,185.54	1.00	9,515,185.54	153	2.65%
LegacyTexas Bank CD	2.12%		08/01/19	10,231,276.44	10,231,276.44	1.00	10,231,276.44	154	2.12%
BBVA Compass Bank CD	2.72%		08/31/19	15,305.04	15,305.04	1.00	15,305.04	184	2.72%
BBVA Compass Bank CD	2.72%		08/31/19	202,818.55	202,818.55	1.00	202,818.55	184	2.72%
BBVA Compass Bank CD	2.72%		08/31/19	118,285.20	118,285.20	1.00	118,285.20	184	2.72%
LegacyTexas Bank CD	2.42%		09/03/19	5,112,859.34	5,112,859.34	1.00	5,112,859.34	187	2.42%
Southside Bank CD	1.50%		09/06/19	5,094,403.35	5,094,403.35	1.00	5,094,403.35	190	1.50%
LegacyTexas Bank CD	2.16%		10/01/19	10,235,687.22	10,235,687.22	1.00	10,235,687.22	215	2.16%
East West Bank CD	2.87%		11/01/19	5,045,018.86	5,045,018.86	1.00	5,045,018.86	246	2.87%
LegacyTexas Bank CD	2.21%		11/01/19	3,072,360.95	3,072,360.95	1.00	3,072,360.95	246	2.21%
LegacyTexas Bank CD	2.35%		11/01/19	3,065,737.54	3,065,737.54	1.00	3,065,737.54	246	2.35%
LegacyTexas Bank CD	2.67%		01/07/20	505,621.13	505,621.13	1.00	505,621.13	246	2.67%
East West Bank CD	2.91%		01/07/20	1,010,337.31	1,010,337.31	1.00	1,010,337.31	313	2.91%
LegacyTexas Bank CD	2.55%		03/20/20	5,118,987.07	5,118,987.07	1.00	5,118,987.07	386	2.55%
LegacyTexas Bank CD	2.68%		04/01/20	5,102,243.43	5,102,243.43	1.00	5,102,243.43	398	2.68%
LegacyTexas Bank CD	2.70%		05/01/20	5,103,013.37	5,103,013.37	1.00	5,103,013.37	428	2.70%
East West Bank CD	2.71%		06/02/20	7,011,442.89	7,011,442.89	1.00	7,011,442.89	460	2.71%

**Investment Holdings
February 28, 2019**

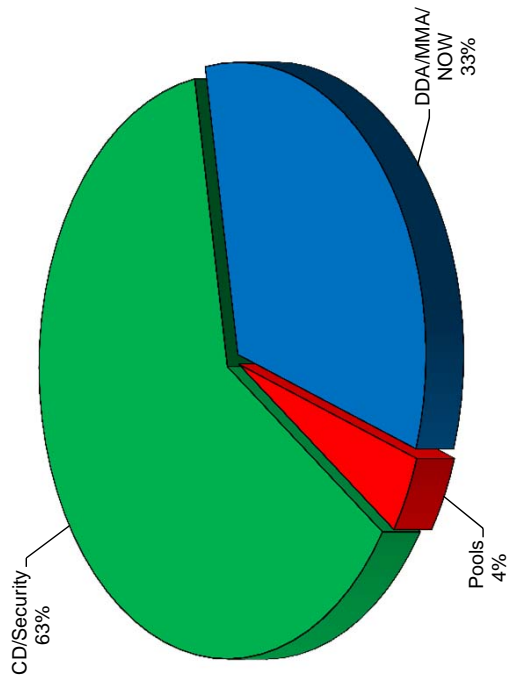
Description	Coupon/ Rating	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
East West Bank CD	2.99%	07/01/20	10/23/18	5,053,114.95	5,053,114.95	1.00	5,053,114.95	489	2.99%
East West Bank CD	2.72%	07/02/20	02/07/19	10,016,407.34	10,016,407.34	1.00	10,016,407.34	490	2.72%
LegacyTexas Bank CD	2.94%	08/03/20	09/11/18	5,061,923.66	5,061,923.66	1.00	5,061,923.66	522	2.94%
LegacyTexas Bank CD	2.96%	09/01/20	09/11/18	5,062,347.00	5,062,347.00	1.00	5,062,347.00	551	2.96%
East West Bank CD	3.06%	10/01/20	10/23/18	10,108,730.25	10,108,730.25	1.00	10,108,730.25	581	3.06%
East West Bank CD	2.73%	11/02/20	02/07/19	10,016,437.53	10,016,437.53	1.00	10,016,437.53	613	2.73%
				<u>\$ 279,150,786.17</u>	<u>\$ 279,150,786.17</u>		<u>\$ 279,150,786.17</u>	<u>175</u>	<u>2.16%</u>
								<u>(1)</u>	<u>(2)</u>

(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

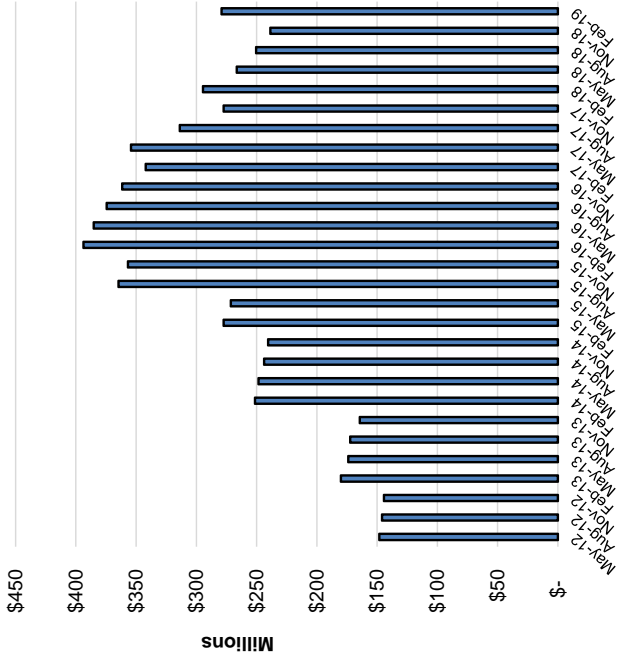
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

(3) **Compensating Balances** - although shown as a 0% coupon/discount, the account generates an earnings credit to offset depository bank fees.

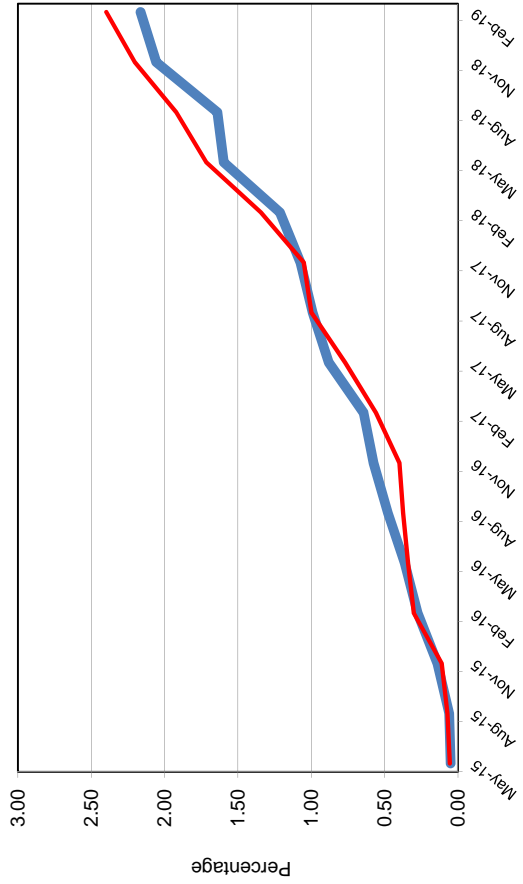
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	November 30, 2018			February 28, 2019		
			Original Face/ Par Value	Book Value	Purchases/ Adjustments	Sales/Adjust/ Maturities	Original Face/ Par Value	Book Value
BBVA - Operating	1.41%	03/01/19	\$ 16,623,623.93	\$ 16,623,623.93	\$ 3,971,713.50	\$ (19,089.20)	\$ 20,595,337.43	\$ 20,595,337.43
BBVA - Payroll	1.41%	03/01/19	330,786.51	330,786.51			311,697.31	311,697.31
BBVA - Student	1.41%	03/01/19	298,135.73	298,135.73	328,765.46		626,901.19	626,901.19
BBVA - Operating Reserve (3)	0.00%	03/01/19	20,000,000.00	20,000,000.00			20,000,000.00	20,000,000.00
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.41%	03/01/19	2,449,501.32	2,449,501.32	1,783,672.12		4,233,173.44	4,233,173.44
BBVA - I&S Bond 99 & 07	1.41%	03/01/19	676.62	676.62	3.56		680.18	680.18
BBVA - Construction E&G Transfer	1.41%	03/01/19	5,435,625.19	5,435,625.19		(77,441.85)	5,358,183.34	5,358,183.34
BBVA - Construction LT Bonds Series 2015	1.41%	03/01/19	209,016.27	209,016.27		(62,923.97)	146,092.30	146,092.30
Green Bank MMA	2.56%	03/01/19	10,203,733.46	10,203,733.46	82,881.59		10,286,615.05	10,286,615.05
NexBank MMA	2.65%	03/01/19	30,369,346.74	30,369,346.74	195,171.36		30,564,518.10	30,564,518.10
TexPool LGIP	2.40%	03/01/19	12,028,057.76	12,028,057.76	70,027.15		12,098,084.91	12,098,084.91
BBVA Compass Bank CD	2.15%	01/31/19	3,043,607.14	3,043,607.14		(3,043,607.14)	-	-
BBVA Compass Bank CD	1.42%	03/01/19	5,107,938.28	5,107,938.28	18,314.62		5,126,252.90	5,126,252.90
BBVA Compass Bank CD	2.20%	03/01/19	5,074,381.22	5,074,381.22	28,215.80		5,102,597.02	5,102,597.02
BBVA Compass Bank CD	1.43%	04/01/19	5,108,706.58	5,108,706.58	18,446.60		5,127,153.18	5,127,153.18
LegacyTexas Bank CD	1.48%	05/01/19	5,112,481.55	5,112,481.55	19,095.38		5,131,576.93	5,131,576.93
East West Bank CD	2.69%	05/01/19	5,008,851.33	5,008,851.33	33,332.28		5,042,183.61	5,042,183.61
BBVA Compass Bank CD	2.35%	05/04/19	1,517,874.95	1,517,874.95	9,017.19		1,526,892.14	1,526,892.14
LegacyTexas Bank CD	1.63%	06/03/19	5,109,856.67	5,109,856.67	20,564.92		5,130,421.59	5,130,421.59
East West Bank CD	2.74%	06/03/19	5,009,016.00	5,009,016.00	33,955.04		5,042,971.04	5,042,971.04
LegacyTexas Bank CD	1.65%	07/01/19	5,111,218.55	5,111,218.55	20,823.14		5,132,041.69	5,132,041.69
East West Bank CD	2.78%	07/01/19	5,009,147.74	5,009,147.74	34,453.32		5,043,601.06	5,043,601.06
LegacyTexas Bank CD	2.38%	07/31/19	6,604,568.36	6,604,568.36	39,699.44		6,644,267.80	6,644,267.80
East West Bank CD	2.65%	07/31/19	-	-	9,515,185.54		9,515,185.54	9,515,185.54
LegacyTexas Bank CD	2.12%	08/01/19	10,177,979.37	10,177,979.37	53,297.07		10,231,276.44	10,231,276.44
BBVA Compass Bank CD	2.72%	08/31/19	15,202.74	15,202.74	102.30		15,305.04	15,305.04
BBVA Compass Bank CD	2.72%	08/31/19	201,432.86	201,432.86	1,385.69		202,818.55	202,818.55
BBVA Compass Bank CD	2.72%	08/31/19	117,477.05	117,477.05	808.15		118,285.20	118,285.20
LegacyTexas Bank CD	2.42%	09/03/19	5,081,798.70	5,081,798.70	31,060.64		5,112,859.34	5,112,859.34
Southside Bank CD	1.50%	09/06/19	5,075,422.66	5,075,422.66	18,980.69		5,094,403.35	5,094,403.35
LegacyTexas Bank CD	2.16%	10/01/19	10,181,364.70	10,181,364.70	54,322.52		10,235,687.22	10,235,687.22
East West Bank CD	2.87%	11/01/19	5,009,444.15	5,009,444.15	35,574.71		5,045,018.86	5,045,018.86
LegacyTexas Bank CD	2.21%	11/01/19	3,055,679.34	3,055,679.34	16,681.61		3,072,360.95	3,072,360.95
LegacyTexas Bank CD	2.35%	11/01/19	3,047,649.77	3,047,649.77	18,087.77		3,065,737.54	3,065,737.54
LegacyTexas Bank CD	2.67%	01/07/20	502,233.58	502,233.58	3,387.55		505,621.13	505,621.13
East West Bank CD	2.91%	01/07/20	1,003,114.03	1,003,114.03	7,223.28		1,010,337.31	1,010,337.31
LegacyTexas Bank CD	2.55%	03/20/20	5,086,225.79	5,086,225.79	32,761.28		5,118,987.07	5,118,987.07
LegacyTexas Bank CD	2.68%	04/01/20	5,067,932.07	5,067,932.07	34,311.36		5,102,243.43	5,102,243.43
LegacyTexas Bank CD	2.70%	05/01/20	5,068,441.90	5,068,441.90	34,571.47		5,103,013.37	5,103,013.37
East West Bank CD	2.71%	06/02/20	-	-	7,011,442.89		7,011,442.89	7,011,442.89
East West Bank CD	2.99%	07/01/20	5,015,998.86	5,015,998.86	37,116.09		5,053,114.95	5,053,114.95

Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	November 30, 2018			February 28, 2019		
			Original Face\	Book Value	Purchases/ Adjustments	Sales/Adjust/ Maturities	Original Face\	Book Value
			Par Value				Par Value	
East West Bank CD	2.72%	07/02/20	-	-	10,016,407.34	10,016,407.34		10,016,407.34
LegacyTexas Bank CD	2.94%	08/03/20	5,024,597.29	5,024,597.29	37,326.37	5,061,923.66	5,061,923.66	5,061,923.66
LegacyTexas Bank CD	2.96%	09/01/20	5,024,764.83	5,024,764.83	37,582.17	5,062,347.00	5,062,347.00	5,062,347.00
East West Bank CD	3.06%	10/01/20	10,032,748.02	10,032,748.02	75,982.23	10,108,730.25	10,108,730.25	10,108,730.25
East West Bank CD	2.73%	11/02/20	-	-	10,016,437.53	10,016,437.53		10,016,437.53
TOTAL			\$ 238,555,659.61	\$ 238,555,659.61	\$ 43,798,188.72	\$ (3,203,062.16)	\$ 279,150,786.17	\$ 279,150,786.17

**Allocation
February 28, 2019
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
BBVA - Operating	\$ 20,595,337.43	\$ 20,595,337.43	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	311,697.31	311,697.31	-	-	-	-
BBVA - Student	626,901.19	626,901.19	-	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	4,233,173.44	-	-	-	4,233,173.44	-
BBVA - I&S Bond 99 & 07	680.18	-	-	-	680.18	-
BBVA - Construction E&G Transfer	5,358,183.34	-	5,358,183.34	-	-	-
BBVA - Construction LT Bonds Series 2015	146,092.30	-	-	-	-	146,092.30
Green Bank MMA	10,286,615.05	-	10,286,615.05	-	-	-
NexBank MMA	30,564,518.10	29,466,543.98	-	-	1,097,974.12	-
TexPool LGIP	12,098,084.91	-	11,479,785.66	-	618,299.25	-
03/01/19-BBVA Compass Bank CD	5,126,252.90	5,126,252.90	-	-	-	-
03/01/19-BBVA Compass Bank CD	5,102,597.02	5,102,597.02	-	-	-	-
04/01/19-BBVA Compass Bank CD	5,127,153.18	5,127,153.18	-	-	-	-
05/01/19-LegacyTexas Bank CD	5,131,576.93	5,131,576.93	-	-	-	-
05/01/19-East West Bank CD	5,042,183.61	5,042,183.61	-	-	-	-
05/04/19-BBVA Compass Bank CD	1,526,892.14	-	1,526,892.14	-	-	-
06/03/19-LegacyTexas Bank CD	5,130,421.59	5,130,421.59	-	-	-	-
06/03/19-East West Bank CD	5,042,971.04	5,042,971.04	-	-	-	-
07/01/19-LegacyTexas Bank CD	5,132,041.69	5,132,041.69	-	-	-	-
07/01/19-East West Bank CD	5,043,601.06	5,043,601.06	-	-	-	-
07/31/19-LegacyTexas Bank CD	6,644,267.80	-	-	-	6,644,267.80	-
07/31/19-East West Bank CD	9,515,185.54	-	-	-	9,515,185.54	-
08/01/19-LegacyTexas Bank CD	10,231,276.44	10,231,276.44	-	-	-	-
08/31/19-BBVA Compass Bank CD	15,305.04	-	-	15,305.04	-	-
08/31/19-BBVA Compass Bank CD	202,818.55	-	-	202,818.55	-	-
08/31/19-BBVA Compass Bank CD	118,285.20	-	-	118,285.20	-	-
09/03/19-LegacyTexas Bank CD	5,112,859.34	5,112,859.34	-	-	-	-
09/06/19-Southside Bank CD	5,094,403.35	5,094,403.35	-	-	-	-
10/01/19-LegacyTexas Bank CD	10,235,687.22	10,235,687.22	-	-	-	-
11/01/19-East West Bank CD	5,045,018.86	5,045,018.86	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,072,360.95	3,072,360.95	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,065,737.54	-	3,065,737.54	-	-	-
01/07/20-LegacyTexas Bank CD	505,621.13	-	505,621.13	-	-	-
01/07/20-East West Bank CD	1,010,337.31	-	1,010,337.31	-	-	-
03/20/20-LegacyTexas Bank CD	5,118,987.07	5,118,987.07	-	-	-	-
04/01/20-LegacyTexas Bank CD	5,102,243.43	5,102,243.43	-	-	-	-
05/01/20-LegacyTexas Bank CD	5,103,013.37	5,103,013.37	-	-	-	-

**Allocation
February 28, 2019
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
06/02/20–East West Bank CD	7,011,442.89	7,011,442.89	–	–	–	–
07/01/20–East West Bank CD	5,053,114.95	–	5,053,114.95	–	–	–
07/02/20–East West Bank CD	10,016,407.34	10,016,407.34	–	–	–	–
08/03/20–Legacy Texas Bank CD	5,061,923.66	5,061,923.66	–	–	–	–
09/01/20–Legacy Texas Bank CD	5,062,347.00	5,062,347.00	–	–	–	–
10/01/20–East West Bank CD	10,108,730.25	10,108,730.25	–	–	–	–
11/02/20–East West Bank CD	10,016,437.53	10,016,437.53	–	–	–	–
Totals \$	279,150,786.17	218,272,417.63	38,286,287.12	336,408.79	22,109,580.33	146,092.30

**Allocation
November 30, 2008
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
BBVA - Operating	\$ 16,623,623.93	\$ 16,623,623.93	-	-	-	-
BBVA - Payroll	330,786.51	330,786.51	-	-	-	-
BBVA - Student	298,135.73	298,135.73	-	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	2,449,501.32	-	-	-	2,449,501.32	-
BBVA - I&S Bond 99 & 07	676.62	-	-	-	676.62	-
BBVA - Construction E&G Transfer	5,435,625.19	-	5,435,625.19	-	-	-
BBVA - Construction LT Bonds Series 2015	209,016.27	-	-	-	-	209,016.27
Green Bank MMA	10,203,733.46	-	10,203,733.46	-	-	-
NexBank MMA	30,369,346.74	29,278,383.95	-	-	1,090,962.79	-
TexPool LGIP	12,028,057.76	-	11,413,337.37	-	614,720.39	-
01/31/19-BBVA Compass Bank CD	3,043,607.14	-	-	-	3,043,607.14	-
03/01/19-BBVA Compass Bank CD	5,107,938.28	5,107,938.28	-	-	-	-
03/01/19-BBVA Compass Bank CD	5,074,381.22	5,074,381.22	-	-	-	-
04/01/19-BBVA Compass Bank CD	5,108,706.58	5,108,706.58	-	-	-	-
05/01/19-LegacyTexas Bank CD	5,112,481.55	5,112,481.55	-	-	-	-
05/01/19-East West Bank CD	5,008,851.33	5,008,851.33	-	-	-	-
05/04/19-BBVA Compass Bank CD	1,517,874.95	-	1,517,874.95	-	-	-
06/03/19-LegacyTexas Bank CD	5,109,856.67	5,109,856.67	-	-	-	-
06/03/19-East West Bank CD	5,009,016.00	5,009,016.00	-	-	-	-
07/01/19-LegacyTexas Bank CD	5,111,218.55	5,111,218.55	-	-	-	-
07/01/19-East West Bank CD	5,009,147.74	5,009,147.74	-	-	-	-
07/31/19-LegacyTexas Bank CD	6,604,568.36	-	-	-	6,604,568.36	-
08/01/19-LegacyTexas Bank CD	10,177,979.37	10,177,979.37	-	-	-	-
08/31/19-BBVA Compass Bank CD	15,202.74	-	-	15,202.74	-	-
08/31/19-BBVA Compass Bank CD	201,432.86	-	-	201,432.86	-	-
08/31/19-BBVA Compass Bank CD	117,477.05	-	-	117,477.05	-	-
09/03/19-LegacyTexas Bank CD	5,081,798.70	5,081,798.70	-	-	-	-
09/06/19-Southside Bank CD	5,075,422.66	5,075,422.66	-	-	-	-
10/01/19-LegacyTexas Bank CD	10,181,364.70	10,181,364.70	-	-	-	-
11/01/19-East West Bank CD	5,009,444.15	5,009,444.15	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,055,679.34	3,055,679.34	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,047,649.77	-	3,047,649.77	-	-	-
01/07/20-LegacyTexas Bank CD	502,233.58	-	502,233.58	-	-	-
01/07/20-East West Bank CD	1,003,114.03	-	1,003,114.03	-	-	-
03/20/20-LegacyTexas Bank CD	5,086,225.79	5,086,225.79	-	-	-	-
04/01/20-LegacyTexas Bank CD	5,067,932.07	5,067,932.07	-	-	-	-
05/01/20-LegacyTexas Bank CD	5,068,441.90	5,068,441.90	-	-	-	-

**Allocation
November 30, 2008
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
07/01/20–East West Bank CD	5,015,998.86	–	5,015,998.86	–	–	–
08/03/20–LegacyTexas Bank CD	5,024,597.29	5,024,597.29	–	–	–	–
09/01/20–LegacyTexas Bank CD	5,024,764.83	5,024,764.83	–	–	–	–
10/01/20–East West Bank CD	10,032,748.02	10,032,748.02	–	–	–	–
Totals \$	238,555,659.61	\$ 186,068,926.86	\$ 38,139,567.21	\$ 334,112.65	\$ 13,804,036.62	\$ 209,016.27

**Presentation of the Delinquent Tax Collection Report for the Period
Ending February 28, 2019**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report through February 28, 2019.

No action is required.



South Texas College Delinquent Tax Collection Report

Prepared for:

Dr. Shirley A. Reed, President

Mr. Paul R. Rodriguez, Chairman

Rose Benavidez, Vice Chair

Roy de León, Secretary

Victoria Cantú, Member

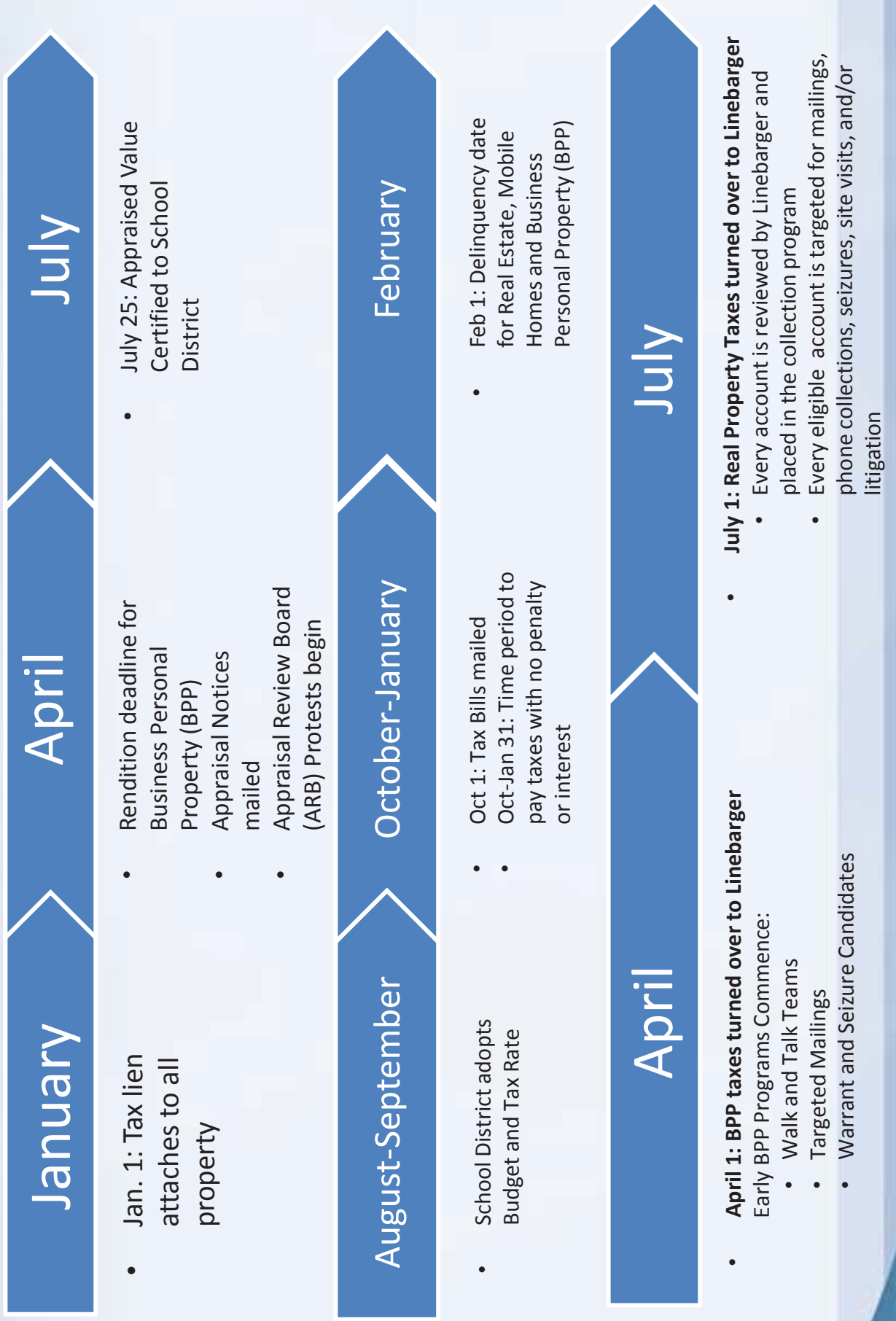
Gary Gurwitz, Member

Dr. Alejo Salinas, Jr., Member

Rene Guajardo, Member

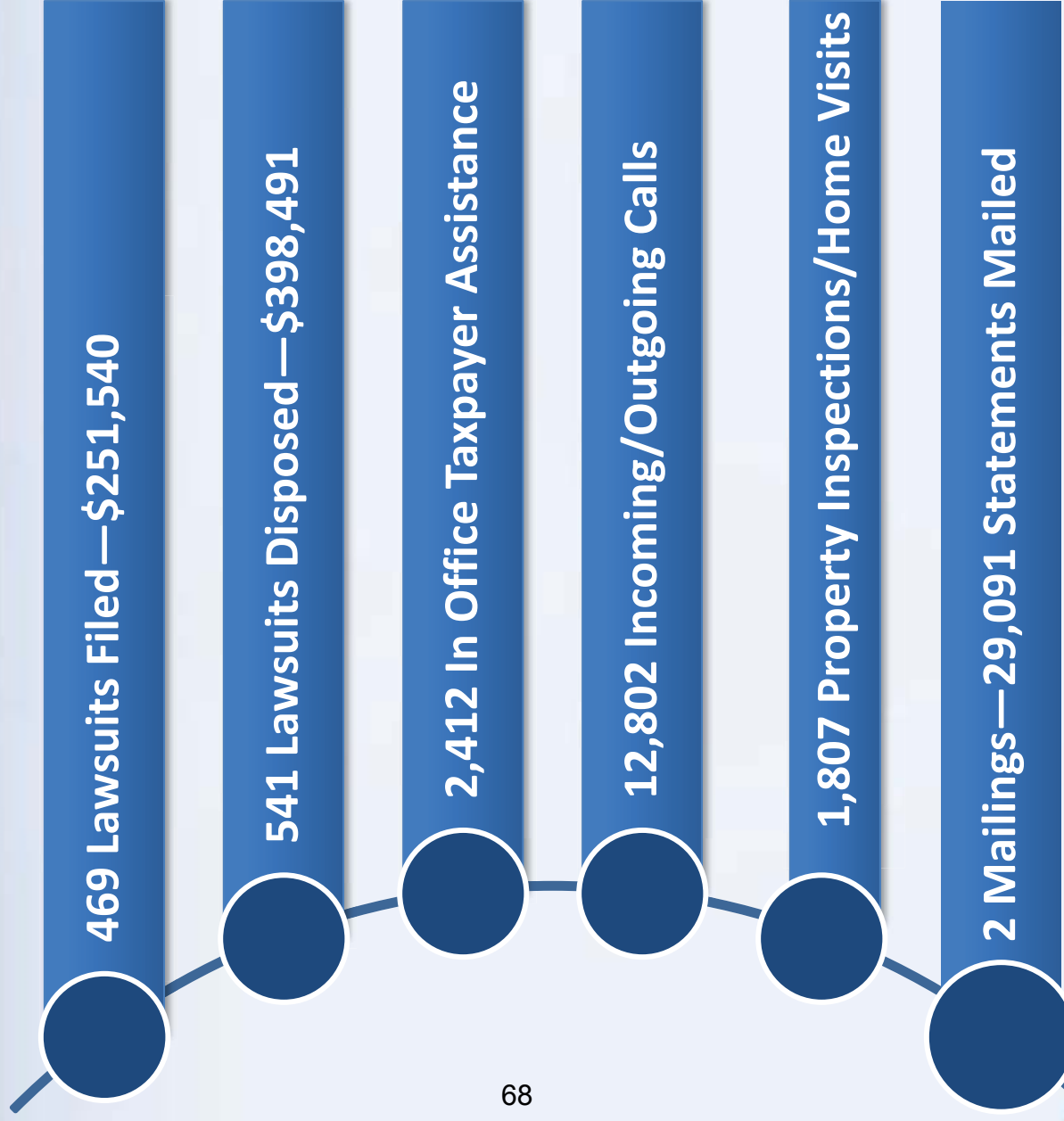


Important Tax Cycle Dates



Collection Activities –Hidalgo County

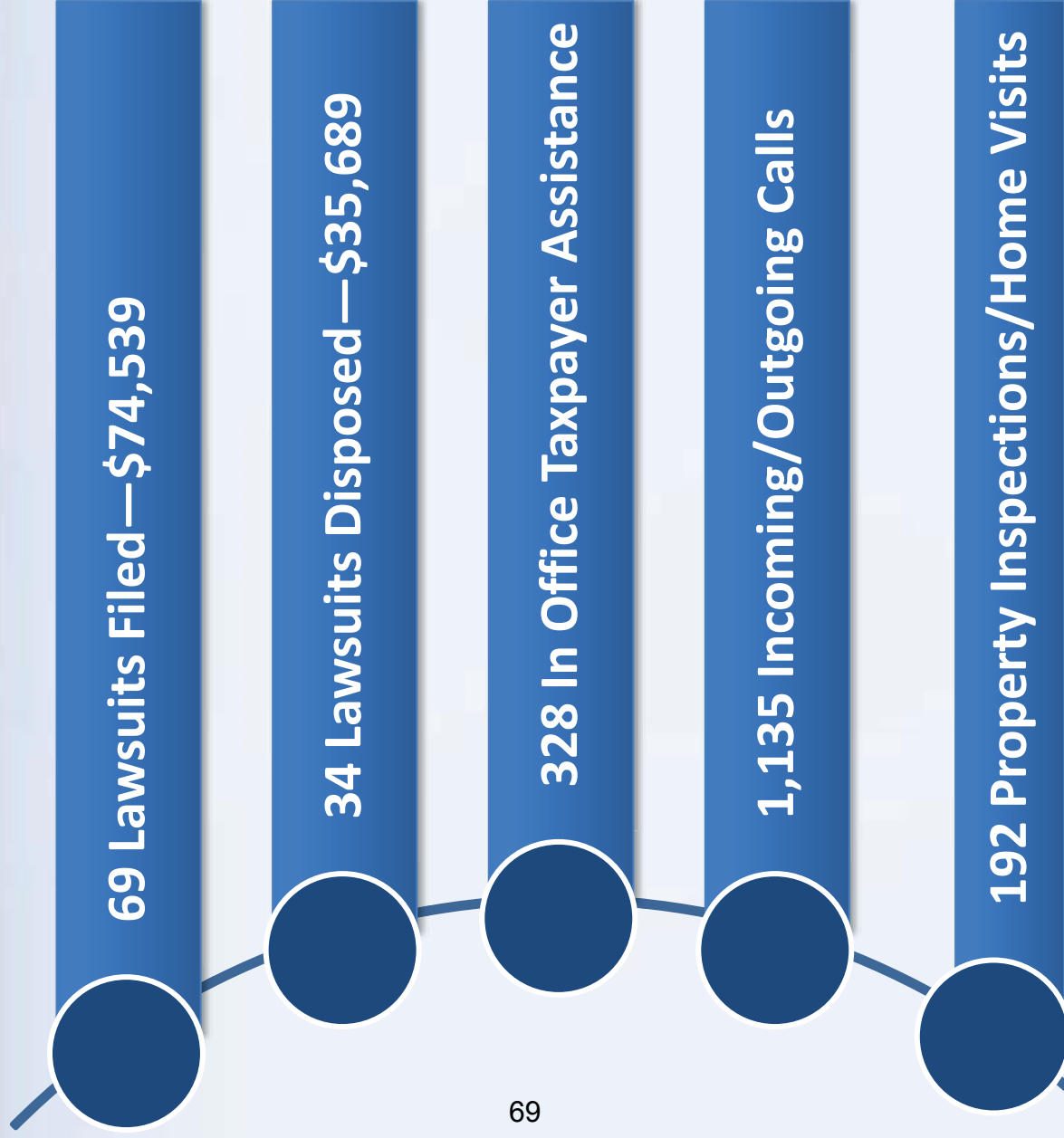
December 2018—February 2019



Fiscal Year to Date
Linebarger collected
\$1,847,797
in base, penalty & interest
in Hidalgo County

Collection Activities – Starr County

December 2018—February 2019

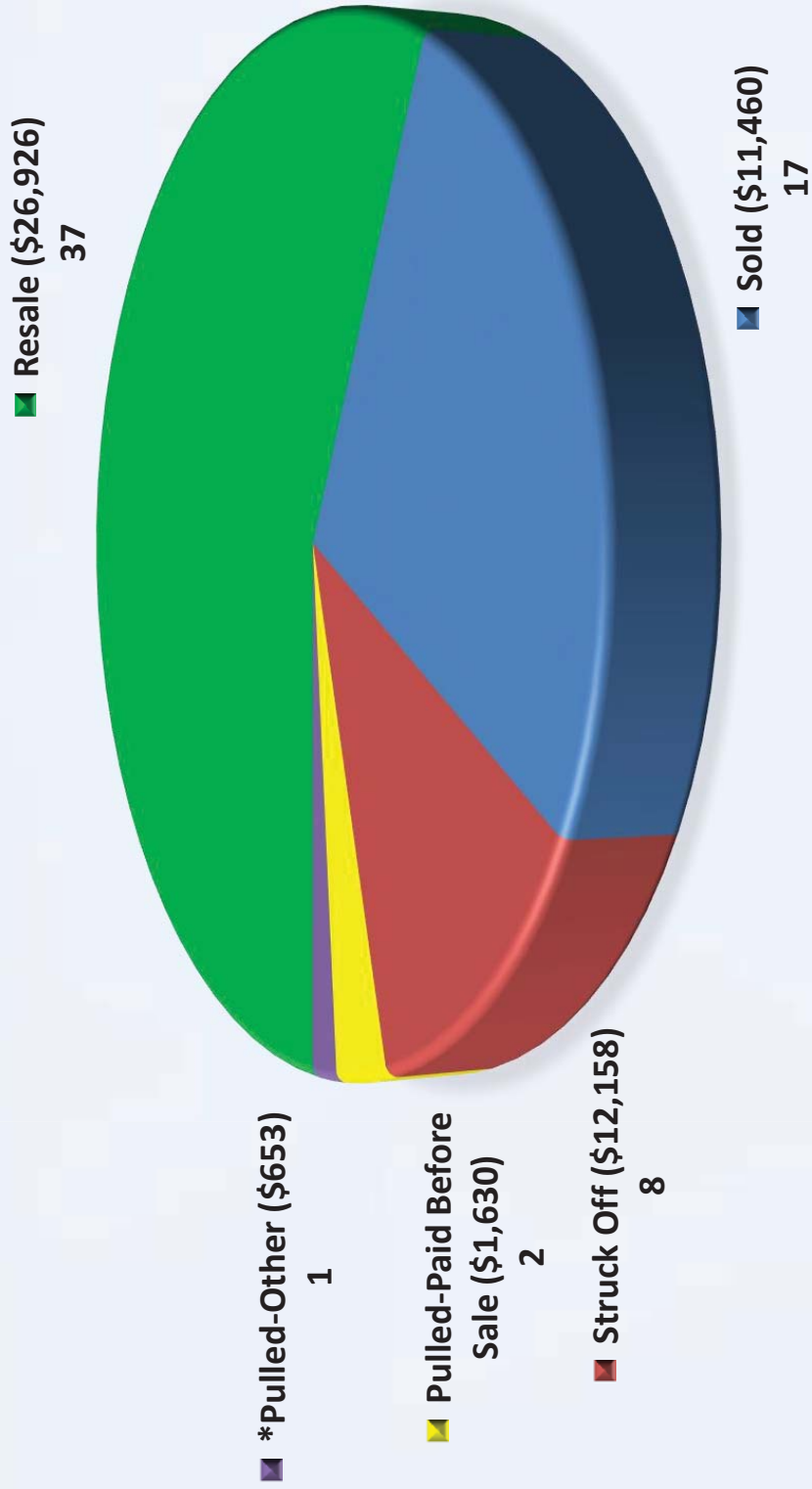


Fiscal Year to Date
Linebarger collected
\$306,962
in base, penalty & interest
in Starr County

Tax Sale and Resale Program Results—Hidalgo County

December-February

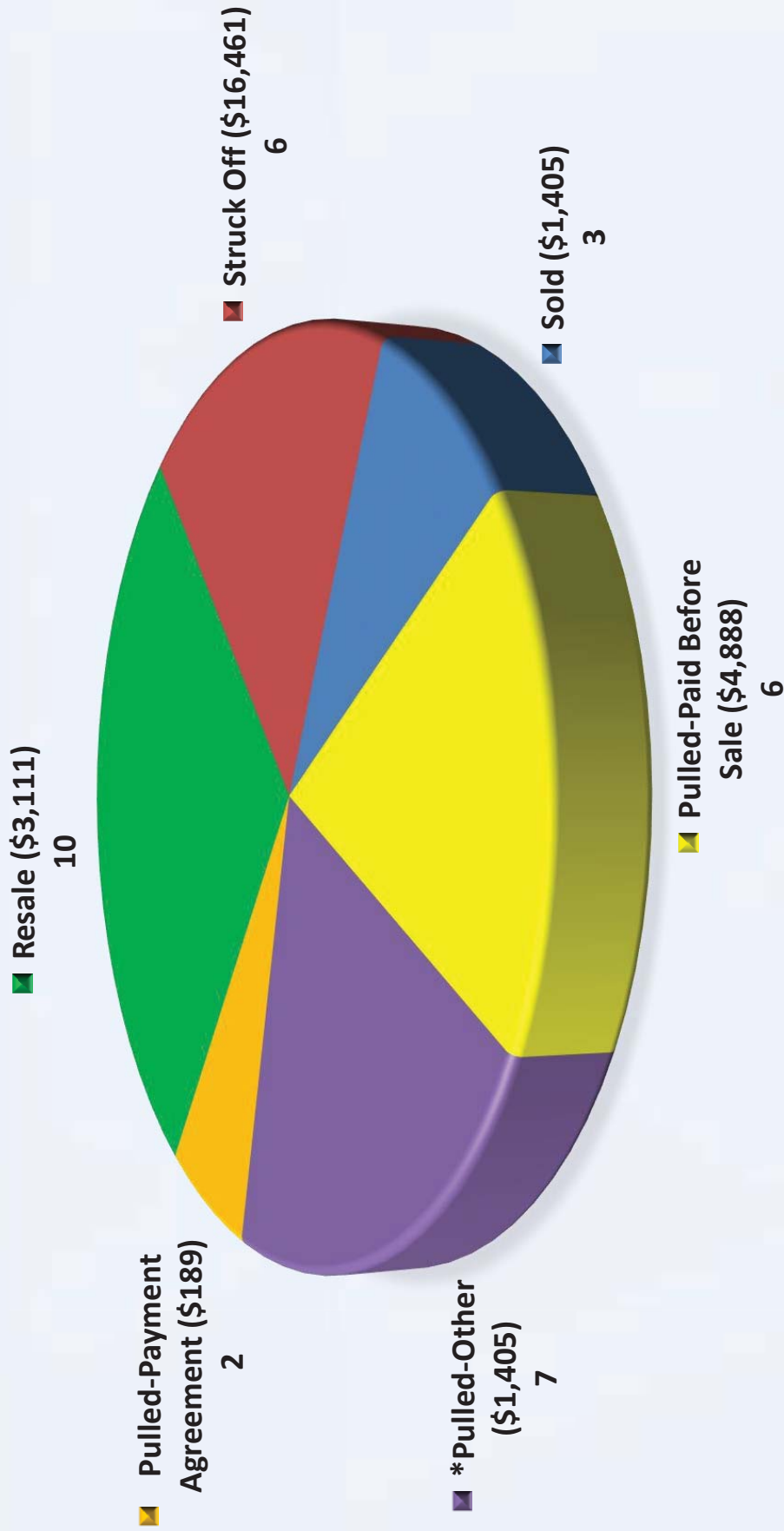
Base Tax, Penalty and Interest



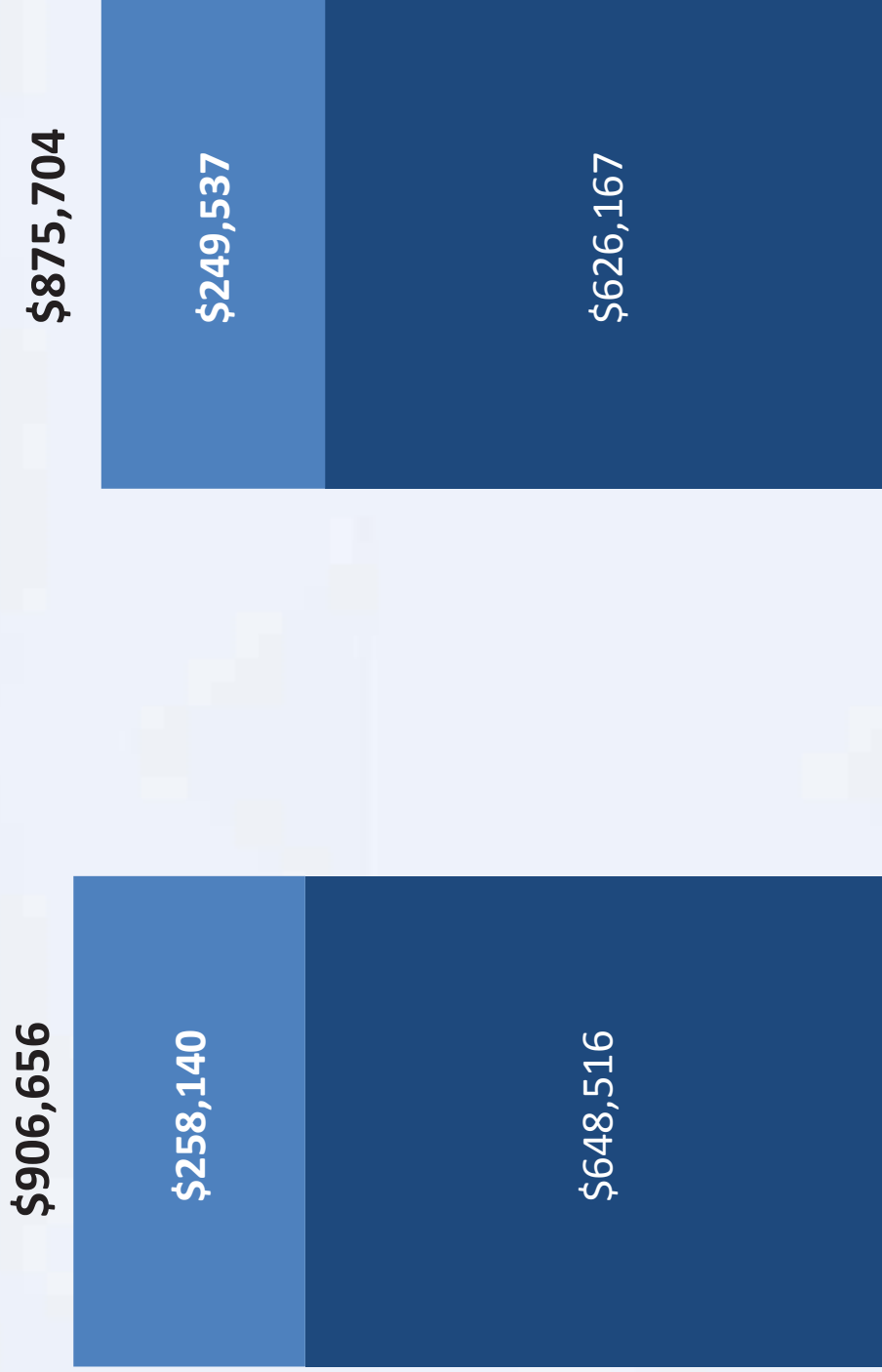
Tax Sale and Resale Program Results—Starr County

December-February

Base Tax, Penalty and Interest



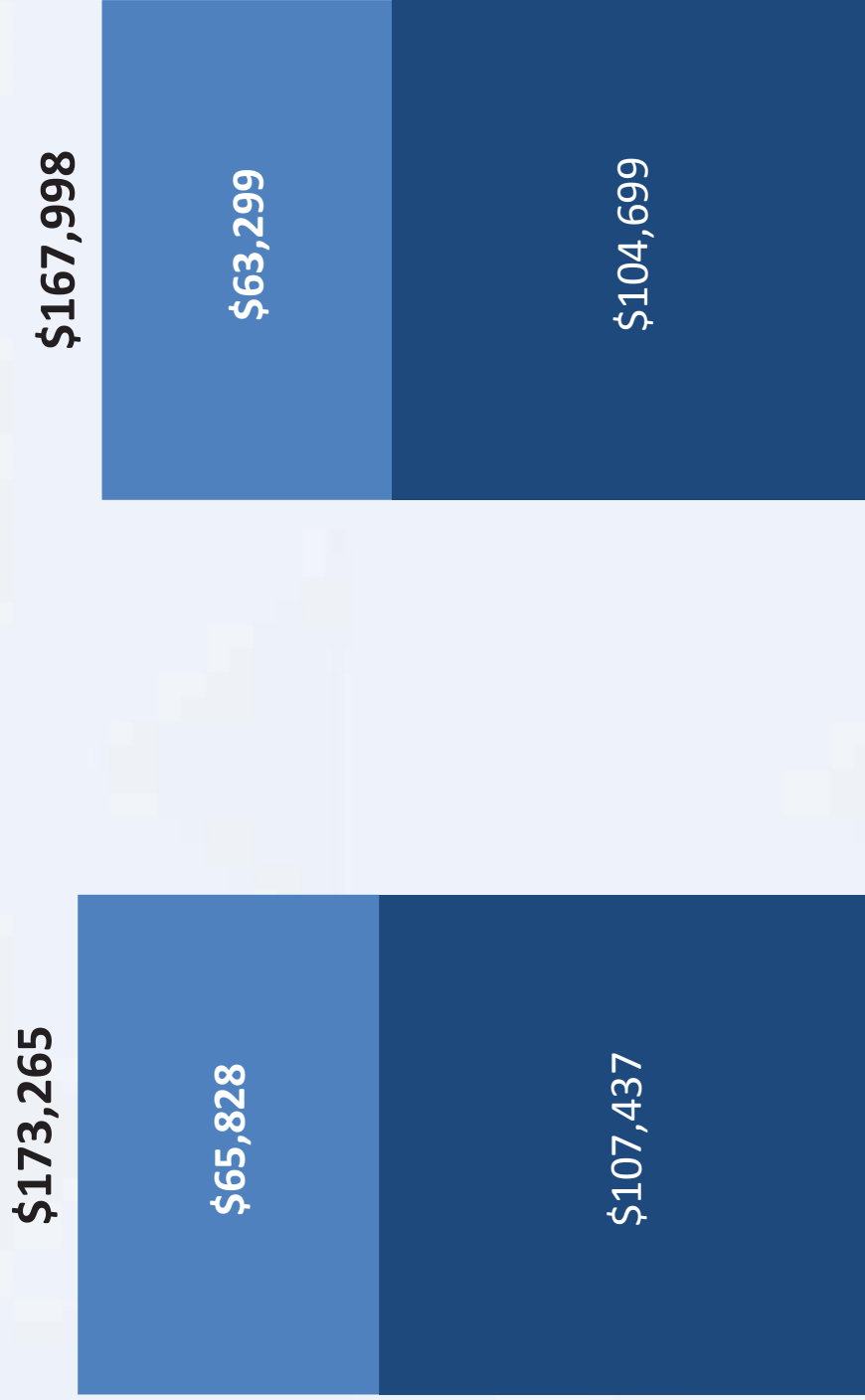
Collection Comparison—Hidalgo County December through February



DECEMBER 2017 - FEBRUARY 2018
DTR: \$8,821,939

DECEMBER 2018 - FEBRUARY 2019
DTR: \$8,904,079

Collection Comparison—Starr County December through February



DECEMBER 2017 - FEBRUARY 2018
DTR: \$3,588,927

DECEMBER 2018 - FEBRUARY 2019
DTR: \$3,736,542



South Texas College Delinquent Tax Collection Report

Prepared for:

Dr. Shirley A. Reed, President

Mr. Paul R. Rodriguez, Chairman

Rose Benavidez, Vice Chair

Roy de León, Secretary

Victoria Cantú, Member

Gary Gurwitz, Member

Dr. Alejo Salinas, Jr., Member

Rene Guajardo, Member



LINEBARGER

ATTORNEYS AT LAW

Discussion and Action as Necessary on Starr County Tax Resale Properties and Resolution Authorizing Tax Resale

Approval of the Starr County Tax Resale Properties and the Resolution Authorizing the Tax Resale is requested.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and possible action on the tax resale of ten (10) properties in Starr County.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On December 4, 2018 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for twenty (20) struck off properties located within Starr County. Ten (10) properties are presented for consideration. The tax resale auction was published in the Starr County Town Crier newspaper in Rio Grande City.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bids received. The total amount the College will receive is \$3,111.47 for Starr County properties.

As of the publication of the Board Meeting packet, the bids have been approved by the City of Rio Grande City, and were in process of being submitted to Starr County, Rio Grande City CISD, City of Roma, and Roma ISD for their consideration.

Documents - The Resolutions Authorizing the Tax Resale, a listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received are provided under separate cover for the Board's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Approval Recommended:

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

LAW OFFICES
OF
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
1512 S. LONE STAR WAY
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500
Facsimile: (956) 383-7820

April 23, 2019

Paul R. Rodriguez
Board Chairman
South Texas College
3201 W. Pecan Blvd.
McAllen, Texas 78501

RE: TAX RESALE PROPERTIES

Dear Mr. Rodriguez:

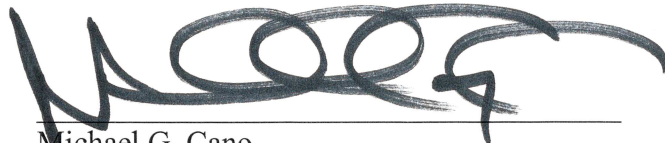
On December 4, 2018, our firm held a Tax Resale at the Starr County Courthouse. We placed twenty (20) previously struck-off properties for resale throughout Starr County. The resale of these properties was published in the Starr County Town Crier.

We received bids on ten (10) previously struck off properties We are enclosing for the consideration of the Board of Trustees, an analysis of the bids received which indicates the amount to be prorated amongst the District and all other taxing jurisdictions. We are also in the process of submitting the bids to Starr County, Rio Grande City CISD, City of Roma and Roma ISD for their consideration. The City of Rio Grande City has already approved their bids.

If you have any questions or require further information, please do not hesitate to call me.

Very truly yours,

**LINEBARGER GOGGAN BLAIR
& SAMPSON, LLP**



Michael G. Cano
Partner

SOUTH TEXAS COLLEGE

RESOLUTION NO. _____

On the 23rd day of April, 2019, at the regularly scheduled meeting of the South Texas College Board of Trustees , a motion was duly made and seconded to resell the property described on the attached list, which was acquired by the College through previous tax foreclosure proceedings. The property was sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same the South Texas College Board President called for a vote on the motion, and the same was passed by majority. Now therefore:

BE IT RESOLVED that the South Texas College Board of Trustees approved the bid received on the property described in the attached list and authorizes the South Texas College Board President to execute the tax resale deed conveying the approved property.

SIGNED on this _____ day of April, 2019.

Paul R. Rodriguez
Board Chairman
South Texas College

ATTEST:

Mr. Roy de León
Board Secretary

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
DECEMBER 4, 2018 TAX RESALE LIST
SOUTH TEXAS COLLEGE

SUIT NO.	LEGAL DESCRIPTION	ACCOUNT NUMBER	TAXES & FEES OWED	AMOUNT OF BID	AMOUNT FOR COUNTY
TS-09-26 2	0.154 acre, more or less, being Lot 12, Moraida Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 719, Page 660, Deed Records of Starr County, Texas	0068825	\$20,691.20	\$19,000.00	\$345.39
TS-13-41 3	Abstract 325, Porcion 104, J De La Garza, Share 92, .4470-08475-03000-000000	0013247	\$9,228.91	\$6,500.00	\$191.44
TS-15-233 4	0.215 acre, more or less, out of Share No. 16-B, Porcion No. 72, Starr County, Texas, as described in deed dated August 14, 1989, from Yolanda Perez Vecchio to Eisai Perez Vecchio Jr., in Volume 600, Page 178, Official Records of Starr County, Texas.	0057625	\$53,573.81	\$5,000.00	\$206.81
TS-98-133 5	Lot 7, Block ' B ' SOLIS-Subdivision, Town of Grulla, according to the map or plat thereof recorded in Volume 1, Page 135, Map Records of Starr County Texas	0004051	\$29,106.51	\$2,500.00	\$3.39
TS-08-156 12	.0745 acre, more or less, situated in Porcion 78, D. Garcia Survey, Abstract 82, Starr County, Texas, as described in deed dated March 17, 1986, from Ageo Morales, et al. to Rosa M. Acevedo, et al., in Volume 529, Page 854, Official Records of Starr County, Texas	0046019	\$22,791.60	\$6,000.00	\$199.33
TS-10-27 13	A portion of Lot 3, known as Lot 3-A, Block 10, Mike's Subdivision, a subdivision in Starr County, Texas, as described in Volume 903, Page 150, Official Records of Starr County, Texas, AND Improvements only situated on Lot Three (3), Block Ten (10), Mike's Subdivision, Located in Starr County, Texas	0080070 AND 0068378	\$37,616.99	\$16,000.00	\$833.61

TS-10-112 17	The East one-half of Lot 9, Block 112, Town of Rio Grande City, Starr County, Texas, as described in Volume 530, Page 832, Official Records of Starr County, Texas AND Lot 10, Block 112, Town of Rio Grande City, Starr County, Texas, as described in Volume 530, Page 832, Official Records of Starr County, Texas	0002358 AND 0062372	\$20,609.51	\$3,500.00	\$43.14
TS-10-114 18	Lot 8, Block 1, Gomez Addition, an addition to the City of Rio Grande City, Starr County, Texas, as described in Volume 578, Page 702, Official Records of Starr County, Texas	0055139	\$11,524.76	\$4,500.00	\$138.36
TS-11-68 19	Lots 2 and 3, San Antonio Subdivision, an addition to Starr County, Texas, as described in Volume 443, Page 861, Deed Records of Starr County, Texas	0000716	\$98,287.28	\$14,000.00	\$466.52
TS-14-77 20	All that certain tract of land situated in Porcion No. 78, Abstract 82, Ancient Jurisdiction of Camargo, now Starr County, Texas, and described as 0.50 acres, more or less, being the Second Tract, in deed dated December 20, 1980, from Ruben Ellert to Rodolfo Ellert, in Volume 435, Page 281, Deed Records of Starr County, Texas; SAVE & EXCEPT however, that certain 0.19 acre tract, described in Volume 435, Page 281, Deed Records of Starr County, Texas, leaving herein a residue of 0.31 acres, more or less	0005701	\$17,070.39	\$10,500.00	\$683.48
Total \$3,111.47					

Discussion and Action as Necessary on Hidalgo County Tax Resale Private Bid and Resolution Authorizing Tax Resale Bid

Approval of the Hidalgo County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale Bid is requested.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and possible action on the tax resale private bid for one (1) property in Hidalgo County.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On September 26, 2018, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Alamo for one (1) struck off property located within Hidalgo County and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$7.43.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Finance, Audit, and Human Resources Committee packet, the private bid has been approved by Hidalgo County, South Texas Independent School District and Pharr-San Juan-Alamo ISD.

Documents - The Resolution Authorizing the Tax Resale, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received are provided under separate cover for the Board's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Hidalgo County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the Hidalgo County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Approval Recommended:

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

LAW OFFICES
OF
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
1512 S. LONE STAR WAY
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500
Facsimile: (956) 383-7820

April 23, 2019

Mr. Paul R. Rodriguez
Board Chair
Ann Richards Admin. Building Board Room
Pecan Campus, McAllen, Tx 78501

RE: PRIVATE BID

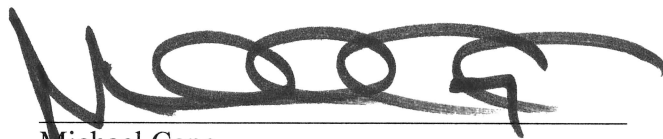
Dear Mr. Rodriguez:

On September 26, 2018, our firm received a private bid from the City of Alamo on One (1) previously struck off property. We are enclosing for the consideration of the Board of Trustees an analysis of the bid received which indicates the amount to be prorated amongst the District and all other taxing jurisdictions. This private bid has already been approved by Hidalgo County, South Texas Independent School District and Pharr-San Juan-Alamo ISD.

If you have any questions or require further information, please do not hesitate to call me.

Very truly yours,

**LINEBARGER GOGGAN BLAIR
& SAMPSON, LLP**

A handwritten signature in black ink, appearing to read 'M. Cano', written over a horizontal line.

Michael Cano
Partner

SOUTH TEXAS COLLEGE

RESOLUTION NO. _____

On the 23rd day of April, 2019, at the regularly scheduled meeting of the South Texas College Board of Trustees , a motion was duly made and seconded to resell the property described on the attached list, which was acquired by the College through previous tax foreclosure proceedings. The property was sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same the South Texas College Board President called for a vote on the motion, and the same was passed by majority. Now therefore:

BE IT RESOLVED that the South Texas College Board of Trustees approved the bid received on the property described in the attached list and authorizes the South Texas College Board President to execute the tax resale deed conveying the approved property.

SIGNED on this _____ day of April, 2019.

Paul R. Rodriguez
Board Chairman
South Texas College

ATTEST:

Mr. Roy de León
Board Secretary

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
SEPTEMBER 26, 2018 PRIVATE BID
SOUTH TEXAS COLLEGE

SUIT NO.	LEGAL DESCRIPTION	ACCOUNT NUMBER	TAXES & FEES OWED	AMOUNT OF BID	AMOUNT TO STC
T-1603-12-H	The green area lying West of and Adjacent to all of Lot 1, Alamo Trails Subdivision, an addition to the City of Alamo, Hidalgo County, Texas, according to the map or plat thereof, recorded in Volume 47, Page 33, Map Records of Hidalgo County, Texas.	A2170-00-000-0000-00	\$5,236.58	\$1,500.00	\$7.43

Total \$7.43

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement

Approval of the following award of proposals, purchases, renewals, and interlocal agreement is requested.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

- A. Award of Proposals**
- B. Instructional Item**
- C. Non-Instructional Items**
- D. Technology Items**
- E. Interlocal Agreement**

A. Award of Proposals

1) Building Moving Services (Award)

Award the proposal for building moving services to **Iglesias Bros. House Movers** (Edinburg, TX), and **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2019 through April 30, 2020 with two one-year options to renew, at an estimated amount of \$70,000.00.

Purpose – Facilities Planning and Construction is requesting building moving services for the relocation of portable buildings through the college district as needed.

Justification and Benefit – It is necessary to move portable buildings to accommodate enrollment needs at various campuses. The award to each vendor will be based on their pricing and their availability.

Background – Proposal documents were advertised on February 25, 2019 and March 4, 2019 and issued to three (3) vendors. Two (2) responses were received on March 19, 2019 and reviewed by Facilities Planning and Construction and the Purchasing Department.

Funds for this expenditure are budgeted in the Construction – Portable Building Relocation and Moving Services budgets for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

2) Online Continuing Education Services (Award)

Award the proposal for online continuing education services to **Cengage Learning, Inc. /dba ed2go** (Temecula, CA), for the period beginning May 1, 2019 through April 30, 2020 with two one-year options to renew, at an estimated cost of \$36.00 to \$4,595.00 charged to students per class. There are no deposits required, no minimum orders or any initial

inventory to purchase. A percentage of tuition is paid to the College, based on the total cost, and ranging from 15% to 30%.

Purpose – Continuing Professional and Workforce Education is requesting online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, writing and publishing, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment.

Background – Proposal documents were advertised on March 8, 2019 and March 15, 2019 and issued to two (2) vendors. One (1) response was received on March 28, 2019 and reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Continuing Education – State and Continuing Education – Non State budgets for FY 2018 – 2019 and FY 2019 – 2020 pending Board approval of the budget.

B. Instructional Items

3) Birthing and Pediatric Simulator Manikins (Purchase)

Purchase a birthing and a pediatric simulator manikin from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of \$92,583.00.

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

Justification and Benefit – The manikins are needed to ensure that students are getting hands-on experience with equipment located at hospital sites. This equipment is also part of the overall simulation experience that has become a widely accepted method of instruction by accrediting bodies to better prepare students for real-life experience in a safe and non-threatening environment.

The birthing manikin is designed to provide “real” and complete birthing simulation experience before, during, and after delivery. It is equipped with fetal heart sounds, cervix dilation, perinatal monitor, realistic uterus, placental delivery, and complicated pregnancy deliveries like shoulder dystocia and indubitable newborn baby.

The pediatric manikin is designed for physiologic scenarios designed to help providers of all levels to develop the specialized skills needed to effectively communicate, diagnose,

and treat young patients in all clinical areas. Students will be able to experience, emergency interventions, real patient support, lung sounds, heart sounds, and stomach distension.

Funds for this expenditure are budgeted in the i3 HEAL2 Project grant for FY 2018 – 2019.

C. Non – Instructional Items

4) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), The Interlocal Purchasing System (TIPS), and Sourcewell Purchasing Cooperatives approved vendors, at a total amount of \$189,318.75.

#	Vendor	Amount
A	Allsteel, Inc./Broussard Group (Muscatine, IA/San Antonio, TX)	\$4,218.64
B	Clarus Glassboards/Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$ 15,389.50
C	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$4,142.24
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$ 36,207.44
E	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$15,102.50
F	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$90,483.38
G	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$8,098.90
H	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$14,044.80
I	Via Seating/Gateway Printing and Office Supply, Inc. (Sparks, NV/Edinburg, TX)	\$1,631.35
Furniture Total		\$189,318.75

The purchases can be summarized as follows:

- Allsteel, Inc./Broussard Group (Muscatine, IA/San Antonio, TX)
 - ⇒ Pecan Campus
 - 8 Conference Chairs for Curriculum & Student Learning and Dual Enrollment Offices

- Clarus Glassboards/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 10 Mobile Glassboards for the Active Learning Classrooms at NAH Building B
- Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Open Shelving Units for Curriculum & Student Learning and Dual Enrollment Offices
 - ⇒ Nursing and Allied Health Campus
 - 4 Open Shelving Units for the Office of Student Advising
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Faculty/Staff Office Chair for the Center of Learning Excellence
 - 1 Faculty/Staff Office Chair for the Computer Information Technology Program
 - 1 Faculty/Staff Office Chair for the Technology Management Program
 - 8 Faculty/Staff Office Chairs for Curriculum & Student Learning and Dual Enrollment Offices
 - ⇒ Mid Valley Campus
 - 105 Chairs for the Center of Learning Excellence
 - ⇒ Nursing and Allied Health Campus
 - 9 Faculty/Staff Office Chairs for the Office of Student Advising
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Faculty/Staff Desk for the Computer Information Technology Program
 - 5 Bookcases for the Facilities Planning and Construction
 - 1 Faculty/Staff Desk for the Physic Program
 - 1 Faculty/Staff Desk for the Technology Management Program
 - 10 Vertical File Cabinets and 8 Bookcases for Curriculum & Student Learning and Dual Enrollment
 - ⇒ Nursing and Allied Health Campus
 - 8 Vertical File Cabinets and 8 Bookcases for the Office of Student Advising
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Computer Lab Chairs for the Division of Math and Science
 - 1 Faculty/Staff Desk for the Center of Learning Excellence
 - Cubicles for the Business Office
 - 8 Chairs for the Chemistry Program
 - 11 Faculty/Staff Desks, 17 Guest Chairs, and 3 Tables for Curriculum & Student Learning and Dual Enrollment
 - ⇒ Nursing and Allied Health Campus
 - 30 Chairs for the Centers for Learning Excellence
 - 43 Chairs for the Active Learning Classrooms at Building B
 - 8 Faculty/Staff Desks and 8 Guest Chairs for the Office of Student Advising

- ⇒ Technology Campus
 - 2 Guest Chairs for the Centers for Learning Excellence
- National Office Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 2 Tables and 4 Open Area Seats for the Office of Student Advising
- Versteel/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 12 Tables for the Centers for Learning Excellence
- Via Seating/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Director Chair for Grant Development, Management and Compliance
 - 2 Director Chairs for the Curriculum & Student Learning and Dual Enrollment Offices

Fund for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Business Office, Centers for Learning Excellence, Chemistry, Computer Information Technology, Facilities Planning and Construction, Division of Math & Science, NAH Student Success Center Lib Repurpose-FFE, New Furniture, Pecan Building D Renovations-FFE, Physics, STC in Focus (Grant), and Technology Management Program.

5) Training Services (Purchase)

Purchase training services from **Evolve High Performance Academy** (McAllen, TX), a sole source vendor, for the period beginning May 1, 2019 through August 31, 2019, at an estimated amount of \$50,000.00.

Purpose – Continuing Education, Professional, and Workforce Education is requesting to purchase training services for insurance agencies. The training is completely customized for the insurance industry to meet their specific needs.

Justification and Benefit – Since Continuing Education does not have the expertise in house to provide this type of customized training, this contract will allow us to expand our customer base by providing training to businesses in the insurance industry.

Funds for this expenditure are budgeted in the Continuing Education - State budget for FY 2018 – 2019.

6) Engineering Services-Geotechnical and Materials Testing (Renewal)

Renew the engineering services-geotechnical and materials testing contracts for the period beginning May 22, 2019 through May 21, 2020 with the following vendors:

- **Millennium Engineering Group, Inc.** (Pharr, TX)
- **Raba Kistner, Inc.** (McAllen, TX)
- **Terracon Consultants, Inc.** (Pharr, TX)

Purpose – Facilities Planning and Construction is requesting to renew the engineering services-geotechnical and materials testing contracts for district wide projects.

Justification and Benefit – The services will include some of the following tests: soil conditions for proper foundation design, select fill dirt for proper compaction, concrete samples for concrete pours, sub-grades, caliche base and asphalt parking areas, structural steel reinforcing, steel welding, floors for levelness, fireproof materials, environmental conditions including air quality, and identifying asbestos type materials.

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project.

Background – The Board awarded the contracts for engineering services-geotechnical and materials testing at the May 29, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins May 22, 2019 and ends May 21, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/29/18	5/22/18 – 5/21/19	2 – one year options
1 st Renewal	4/23/19		5/22/19 – 5/21/20

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 various Construction budgets for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

D. Technology Items

7) Computers, Laptops, and Printers (Purchase)

Purchase of computers, laptops, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **CRC Computer Repair Center** (McAllen, TX), at a total amount of \$445,706.95.

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

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

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

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

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 2 Computers for Central Receiving Department
 - ⇒ 5 Computers for Purchasing Department
- Student Computers
 - ⇒ 540 Computers for Information Technology
 - ⇒ 36 Computers for Computer Science Program
 - ⇒ 8 Computers for Pharmacy Technology Program
- Student Laptops
 - ⇒ 1 Laptop for Radiologic Technology Program
- Faculty Laptops
 - ⇒ 2 Laptops for Computer Science Program
 - ⇒ 4 Laptops for NAH Simulation Lab
 - ⇒ 1 Laptop for Medical and Health Services Mgmt Bachelor Program
 - ⇒ 5 Laptops for Developmental Mathematics
- Student Printers
 - ⇒ 6 Printers for Learning Commons and Open Labs

Funds for these expenditures are budgeted in the requesting programs and departments budgets for FY 2018 - 2019 as follows: Central Receiving, Purchasing Department, Computer Science, Information Technology, Learning Commons and Open Labs, Pharmacy Technology, Radiologic Technology, NAH Simulation, MSB Bachelor Program, and Developmental Mathematics.

8) Information Security Services (Purchase)

Purchase information security services from **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and a Choice Partners Purchasing Cooperative approved vendor, for the period beginning May 1, 2019 through August 31, 2019, at an estimated amount of \$48,178.00.

Purpose – Information Security is requesting the purchase of professional services in the areas of security incidents and configuring redundancy on applications.

Justification and Benefit – Professional services to assist with redundancy and disaster recovery capabilities for our critical password management solution that Information

Technology and Information Security uses to manage all credentials. In addition, incident response services for digital forensic penetration assessments and specified security training to Information Technology (IT) staff.

Funds for this expenditure are budgeted in the Information Technology Project Management, Risk, and Security budget for FY 2018 – 2019.

9) Network Hardware Equipment (Purchase)

Purchase network hardware equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) and U. S. Communities Government Purchasing Alliance approved vendor, at a total amount of \$78,206.24.

Purpose – Information Technology is requesting the purchase of four (4) network switches, nineteen (19) connection modules, four (4) patch cables, and one (1) uninterruptible power supply (UPS) to support the Starr County Campus disaster recovery area.

Justification and Benefit – The network switches, connection modules, and cables will be used to support the network connectivity for business continuity of Banner applications and various databases. The UPS will prevent data loss on network devices due to power outages, power surges, and spikes in power.

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

10) Servers and Phones (Purchase)

Purchase servers and phones from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$215,574.10.

Purpose – Information Technology is requesting the purchase of four (4) servers, which will be installed at the Starr County Campus disaster recovery area.

One hundred (100) office phones will be purchased for replacement of current office phones which are non-functioning, or are approaching their functional end of life.

The servers will host Banner applications and databases for disaster recovery purposes and the phones will be installed as needed for faculty and staff.

Justification and Benefit – The servers are needed to provide business continuity to our Banner applications in case of a disaster or power outage at the Pecan Campus.

The office phones are needed as part of the regular technology replacement cycle.

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

11)Telephone Services (Purchase)

Purchase telephone services from **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning May 1, 2019 through June 20, 2020, at an estimated monthly amount of \$11,700.00 and an estimated amount of \$163,800.00.

Purpose – At the July 25, 2017 Board of Trustees meeting, the telephone services contract was awarded to Smartcom Telephone, LLC. for three years and two one-year options to renew, at an annual amount of \$68,400.00. Due to the addition of the new bond building and new added services, Information Technology is requesting the approval to increase the telephone services contract amount.

Justification and Benefit – The services include local and long distance, 1-800, and POTS lines for fire and elevator and alarms and faxes. Some of the new added services are as follows: emergency response locations, number of call center agents, help desk call center upgrade, police department call center modification, and additional 1-800 numbers.

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

12)VMware vRealize Operations Software (Purchase)

Purchase VMware vRealize operations software from **Dell Marketing, L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$30,658.88.

Purpose – Information Technology is requesting the purchase of this software in order to gather performance metrics and log analytics from the College's virtual server infrastructure.

Justification and Benefit – The VMware vRealize operations software delivers real-time performance metrics, log analytics, and proactive capacity management, which allows for faster incident resolution and compliance monitoring activities. This functionality for Banner, Jagnet, and college wide applications.

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

13)Email Backup Online Subscription (Renewal)

Renew the email backup online subscription from **Technogent** (Irving, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2019 through August 31, 2020, at a total amount of \$49,304.64.

Purpose – Information Technology is requesting to renew the email backup online subscription to support email retention and archiving.

Justification and Benefit – This solution provides the functionality to backup, archive, and restore email online. This allow for the long retention of email and for a faster recovery of emails as needed.

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

14)Security Software (Renewal)

Renew the security software contract with **Software House International (SHI) Government Solutions** (Austin, TX), for the period beginning March 15, 2019 through December 14, 2019, at a total amount of \$12,220.40.

Purpose – Information Security is requesting to renew DUO security software to continue having two-factor authentication (also known as 2FA) for critical applications and services.

Justification and Benefit – DUO adds another layer of security for user passwords; it reduces the risk for compromised credentials by adding a second factor other than something they have or something they are. It adds an extra step to the login process for multiply College applications.

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

15)Server Hardware Maintenance Agreement (Renewal)

Renew the server hardware maintenance agreement with **Dell Marketing, L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 5, 2019 through May 4, 2020, at a total amount of \$12,259.24.

Purpose – Information Technology is requesting to renew the server hardware maintenance agreement for the Dell servers used for the virtual computing at all campuses. These servers support instruction computers, call center computers, and enrollment center computers.

Justification and Benefit – The hardware maintenance agreement supports and maintains the College's servers that support computers district wide. This agreement provides twenty-four (24) hour year round technical support.

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

16) Server Virtualization Management Console Maintenance Agreement (Renewal)

Renew the server virtualization management console maintenance agreement with **Dell Marketing, L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2019 through April 30, 2020, at a total amount of \$37,398.30.

Purpose – Information Technology is requesting to renew the maintenance agreement for the server virtualization management console for the College's virtual server infrastructure.

Justification and Benefit – The server virtualization management console maintenance agreement supports the monitoring, troubleshooting, and management of the College's virtual servers. The virtual management console manages servers that host the College's applications and websites. The maintenance agreement offers twenty-four (24) hour year round technical support.

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

E. Interlocal Agreement

17) Data Collection and Strategic Planning Support Services for Starr County Strategic Planning Project (Interlocal Agreement/Purchase)

Purchase data collection and strategic planning support services for Starr County strategic planning project through an interlocal agreement between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV) – Data and Information Services Center (DISC)** (Edinburg, TX), for the period beginning April 30, 2019 through December 31, 2019, at a total amount of \$40,000.00.

Purpose – The Division of Information Services, Planning, Performance, and Strategic Initiatives is requesting the data collection and strategic planning support services, which will be used to create an interactive, cloud-based asset map. The asset map will allow users to display the assets such as highways, bridges, cities, education institutions, economic development organizations, businesses, etc., that support economic development in Starr County to facilitate the development of the strategic plan and the report. This includes participating in the scheduled community meetings, meetings with the strategic planning team, the strategic stakeholders conference, creating charts, tables, and graphics, and writing the report. This will also support the creation of a strategic economic development plan for Starr County.

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

Background – DISC has worked on several asset mapping projects such as Ignite, an asset map and comprehensive economic development strategy focused on the health care industry in Hidalgo County in 2009 (Hidalgo County Judge's Office), and STRREDs,

an asset map and rural economic development strategy for the agriculture industry in the Rio Grande Valley in 2011 (UDSA), and has the personnel and experience to successfully complete the proposed projects. STC and UTRGV had worked collaboratively on a similar grant in 2005 and 2009 that focused on the development of an asset map for the advanced manufacturing industry for “Rio South Texas”, an area of seven (7) counties including Cameron, Hidalgo, Starr, and Willacy (Rio Grande Valley), Jim Hogg, Zapata, and Webb (Laredo). As part of that project, UTRGV and consultants gathered data on the assets related to advanced manufacturing in Rio South Texas, created a Rio South Texas Asset Mapping website with data on the advanced manufacturing industry, and prepared a report on the findings.

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

Recommendation:

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

- A. Award of Proposals**
- B. Instructional Item**
- C. Non-Instructional Items**
- D. Technology Items**
- E. Interlocal Agreement**

A. Award of Proposals

- 1) Building Moving Services (Award):** award the proposal for building moving services to **Iglesias Bros. House Movers** (Edinburg, TX), and **Zuniga’s House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2019 through April 30, 2020 with two one-year options to renew, at an estimated amount of \$70,000.00;
- 2) Online Continuing Education Services (Award):** award the proposal for online continuing education services to **Cengage Learning, Inc. /dba ed2go** (Temecula, CA), for the period beginning May 1, 2019 through April 30, 2020 with two one-year options to renew, at an estimated amount cost of \$36.00 to \$4,595.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase;

B. Instructional Item

- 3) Birthing and Pediatric Simulator Manikins (Purchase):** purchase a birthing and a pediatric simulator manikin from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of \$92,583.00;

C. Non – Instructional Items

4) Furniture (Purchase): purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), The Interlocal Purchasing System (TIPS), and Sourcwell Purchasing Cooperatives approved vendors, at a total amount of \$189,318.75;

#	Vendor	Amount
A	Allsteel, Inc./Broussard Group (Muscatine, IA/San Antonio, TX)	\$4,218.64
B	Clarus Glassboards/Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$ 15,389.50
C	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$4,142.24
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$ 36,207.44
E	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$15,102.50
F	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$90,483.38
G	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$8,098.90
H	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$14,044.80
I	Via Seating/Gateway Printing and Office Supply, Inc. (Sparks, NV/Edinburg, TX)	\$1,631.35
Furniture Total		\$189,318.75

5) Training Services (Purchase): purchase training services from **Evolve High Performance Academy** (McAllen, TX), a sole source vendor, for the period beginning May 1, 2019 through August 31, 2019, at an estimated amount of \$50,000.00;

6) Engineering Services – Geotechnical and Materials Testing (Renewal): renew the engineering services – geotechnical and materials testing contracts for the period beginning May 22, 2019 through May 21, 2020, with the following vendors:

- a. **Millennium Engineers Group, Inc.** (Pharr, TX)
- b. **Raba Kistner, Inc.** (McAllen, TX)
- c. **Terracon Consultants, Inc.** (Pharr, TX)

D. Technology Items

7) Computers, Laptops, and Printers (Purchase): purchase computers, laptops, and printers from the State of Texas Department of Information Resources (DIR)

approved vendors **Dell Marketing, LP.** (Dallas, TX) and **CRC Computer Repair Center** (McAllen, TX), at a total amount of \$445,706.95;

- 8) **Information Security Services (Purchase):** purchase information security services from **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and a Choice Partners Purchasing Cooperative approved vendor, for the period beginning May 1, 2019 through August 31, 2019, at an estimated amount of \$48,178.00;
- 9) **Network Hardware Equipment (Purchase):** purchase network hardware equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) and U. S. Communities Government Purchasing Alliance approved vendor, at a total amount of \$78,206.24;
- 10) **Servers and Phones (Purchase):** purchase servers and phones from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$215,574.10;
- 11) **Telephone Services (Purchase):** purchase telephone services from **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning May 1, 2019 through June 20, 2020, at an estimated monthly amount of \$11,700.00 and an estimated amount of \$163,800.00;
- 12) **VWware vRealize Operations Software (Purchase):** purchase VMware vRealize operations software from **Dell Marketing, L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$30,658.88;
- 13) **Email Backup Online Subscription (Renewal):** renew the email backup online subscription from **Technogent** (Irving, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2019 through August 31, 2020, at a total amount of \$49,304.64;
- 14) **Security Software (Renewal):** renew the security software contract with **Software House International (SHI) Government Solutions** (Austin, TX), for the period beginning March 15, 2019 through December 14, 2019, at a total amount of \$12,220.40;
- 15) **Server Hardware Maintenance Agreement (Renewal):** renew the server hardware maintenance agreement with **Dell Marketing, L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 5, 2019 through May 4, 2020, at a total amount of \$12,259.24;
- 16) **Server Virtualization Management Console Maintenance Agreement (Renewal):** renew the server virtualization management console maintenance agreement with **Dell Marketing, L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2019 through April 30, 2020, at a total amount of \$37,398.30;

E. Interlocal Agreement

17)Data Collection and Strategic Planning Support Services for Starr County Strategic Planning Project (Interlocal Agreement/Purchase): purchase data collection and strategic planning support services for Starr County strategic planning project through an interlocal agreement between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV) – Data and Information Services Center (DISC)** (Edinburg, TX), for the period beginning April 30, 2019 through December 31, 2019, at a total amount of \$40,000.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$1,535,208.50.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize all award of proposals, purchases, renewals, and interlocal agreement in the amount of \$1,535,208.50 as presented.

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

The Board of Trustees approves and authorizes all award of proposals, purchases, renewals, and interlocal agreement in the amount of \$1,535,208.50 as presented.

Approval Recommended:

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

Review and Action as Necessary to Revise Policy #4714: *Acceptable Use of Information Resources*

Approval to revise Policy #4714: Acceptable Use of Information Resources is requested.

Purpose – The proposed policy revisions update the policy to be current and relevant.

Justification – The request for the revision to the policy is necessary for the following reasons:

- To include board members as a user under the scope section.
- To clarify users subject to the policy and better clarify user responsibilities and information monitoring.

Background – Policy #4714: Acceptable Use of Information Resources was approved by the Board of Trustees on March 27, 2018.

Reviewers – The revised policy has been reviewed by staff, President's Cabinet, and President's Administrative Staff.

Enclosed Documents – The revised policy and the Information Resources Security Guidelines follow in the packet for the Board's review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikethrough.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4714: Acceptable Use of Information Resources as presented and which supersede any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4714: Acceptable Use of Information Resources as presented and which supersede any previously adopted Board policy

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

The Board of Trustees approves and authorizes the proposed revisions to Policy #4714: Acceptable Use of Information Resources as presented and which supersede any previously adopted Board policy

Approval Recommended:

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

MANUAL OF POLICY

Title	Acceptable Use of Information Resources	4714
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Amended by Board Minute Order dated April 23, 2019	

I. Purpose

The purpose of this policy is to protect the College network and information resources. Inappropriate use exposes South Texas College to risks including virus attacks, compromise of network systems and services, and legal issues. The intent of this policy is not to impose restrictions that are contrary to the institutions established culture of openness, trust and integrity. South Texas College endeavors to protect employees, students and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of everyone at the college who deals with information resources.

II. Policy

Scope

This policy applies to all users of information resources, including but not limited to: students, employees, **Board members**, contractors, consultants, temporaries and guests, including all personnel affiliated with third parties, whether on campus or from remote locations.

Passwords for college information resources are considered as a type of key to access an information resource. For this reason, passwords are considered as an extension of an information resource that are a direct responsibility of the assigned individual.

Acceptable Use

State law provides protection against abuse of information resources or against unauthorized use. In the same manner, the College shall define activities that are not acceptable and that might break the law, impact operations or create a negative environment.

1. Responsibilities of User of College Information Resources

- Protect information that is classified as confidential or protected by law.
- Protect the user identification and password that is assigned **or updated**.
- Adhere to the Information Security Mobile Device Security Standard when connecting personal devices to college information resources.
- Immediately report lost or stolen devices that are owned by the College or personal devices that contain College data.
- Respect intellectual property rights.
- Adhere to the terms of software licensed by the College or installed on College information resources.
- Use information resources in a manner that complies with State and Federal law.

2. Prohibited Uses of College Information Resources

- Sharing the password for your College user accounts.
- Attempting to gain or gaining unauthorized access to information resources.
- Sending unsolicited email messages unrelated to College functions.
- Intercepting electronic communications.
- Disabling or tampering with the security controls applied to information resources.
- Performing actions on information resources that result in disruption or performance degradation.
- Transmitting or displaying media content in a manner that violates the College's policy, including, but not limited to, Policy 4216 Harassment, Discrimination, and Sexual Misconduct.

MANUAL OF POLICY

Title Acceptable Use of Information Resources 4714

Legal Authority Approval of the Board of Trustees Page 2 of 2

Date Approved by Board As Amended by Board Minute Order dated April 23, 2019

- h) Copyright infringement by illegally downloading, streaming, or sharing protected material.
- i) Use of information resources for personal profit, commercial reasons, non-College fundraising, political campaigning or any illegal activity, with the exception of activities sponsored by the College.
- j) Intentionally or knowingly installing, executing, or providing to another user, a program or file that could result in the damage or unauthorized modification of an information resource.
- k) Personally owned devices can only connect via our wireless network.

Administrative Discretion

The Board of Trustees grants the President and the Administration of the College the authority to develop and adopt guidelines implementing this policy and assuring that Users are advised of the guidelines and the penalties for their violation.

Enforcement

Any User violating this policy or related guidelines is subject to immediate disciplinary action, which may include loss of privileges, termination of employment, student expulsion or termination of a contract. Notwithstanding the foregoing, a User violating this policy may be subject to civil damages and criminal liability.

Monitoring

To ensure compliance with College policies and laws related to the use and security of information resources, information security personnel have the authority and responsibility to monitor network traffic and use of information resources. **Electronic mail transmissions and other use of the College's information resources shall not be considered private and may be subject to Public Information Requests.**

III. Definitions

Information Resources – Any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, mainframes, servers, Network Infrastructure, personal computers, notebook computers, handheld computers, pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, and printers. Additionally, it is the procedures, equipment, facilities, software, and Data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

User – A person or entity which has been given the privilege to access the College's Information Resources.

IV. History

Origination Date Approved by Board	March 27, 2018
Date Reviewed and Approved by Board	March 27, 2018 April 23, 2019

Information Resources Security Guidelines

1. General

These guidelines, under the authority of South Texas College *Policy #4712- Information Resources Security*, set forth the framework for a comprehensive Information Security Program as required under Texas Administrative Code and other applicable regulatory requirements.

2. Scope

Information Resources Security Guidelines apply to all individuals that have, or may require, access to the college's information resources and those with responsibility for maintaining the information resources.

Information Resources are: Any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistants (PDA), pagers, distributed processing systems, network-attached and computer-controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers. Additionally, included are the procedures, equipment, facilities, software and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

3. Responsibilities

3.1 Information Resource Manager (IRM)

The chief information officer (CIO) is designated as the college's information resources manager (IRM) as required in the Texas Administrative Code §211.20(b). The IRM is responsible for management of the college's information resources. The designation of a college IRM is intended to establish clear accountability for setting policy for information resources management activities, provide for greater coordination of the college's information activities, and ensure greater visibility of such activities within and between institutions.

3.2 Information Security Officer (ISO)

The chief information security officer (CISO) is designated as the college's Information Security Officer (ISO) as required in Texas Administrative Code §202.71(b) to document and maintain an up-to-date information security program for the college. It is the duty and responsibility of the CISO, under the authority of the vice president for information services and planning, to:

1. Cultivate, review, and interpret new sources of information on current and emerging laws, rules, regulations, and industry practice in relation to information technology security. Liaison with local, state and federal authorities requiring information and reports on security incidents.

2. Develop and recommend policies and establish procedures and practices, in cooperation with owners and custodians, necessary to ensure the security of information resources assets against unauthorized or accidental modification, destruction, or disclosure.
3. Monitor the effectiveness of defined controls for mission critical information and report, at least annually, to the vice president for information services and planning the status and effectiveness of information resources security controls.
4. Design, implement, and provide training policies, standards, guidelines, and security monitoring processes in relation to general control, security programs, privacy regulations, and development and operation of the college's technology infrastructure.

3.3 Owner of an Information Resource (Data Owner)

The owner of an information resource is a person responsible for a business function and for determining controls and access to information resources supporting that business function. Owners are responsible for and authorized to approve access and to formally assign custody of an information asset, judge the asset's value, specify data control requirements and convey them to users and custodians, and ensure compliance with applicable controls. College owners will, typically, be South Texas College administrators.

3.4 Custodian of an Information Resource (Data Custodian)

A custodian of an information resource is a person responsible for implementing owner-defined controls and access to an information resource. Custodians also provide physical and procedural safeguards for information resources, assist owners in evaluating the cost-effectiveness of controls and monitoring, and implement monitoring techniques and procedures for detecting, reporting and investigating breaches in information security.

Because custodians, by virtue of their system responsibilities, have access to information resources that are generally outside the scope of their positions, they also have additional ethical and procedural responsibilities, shown in the Administrative and Privileged Access Users section 3.6 below. College custodians, typically, will have database management and server administration responsibilities.

3.5 User of an Information Resource

All individuals accessing information resources at South Texas College must formally acknowledge and abide by the Guidelines for the Acceptable Use of Information Resources. Formal acknowledgement by all individuals accessing information resources is a requirement of the Texas Administrative Code §202.72(3) and serves as a compliance and enforcement tool. Devices designated for public access shall be configured to enforce security policies and procedures without the requirement for formal acknowledgement. Users of information resources have the following responsibilities:

1. Individuals authorized to use college computing resources are prohibited from attempting to violate the security of other computer users on any system accessible via the college computer network. The violation or attempted violation of system security is grounds for revocation of computer access privileges, suspension or discharge of employees, suspension or expulsion of students and possible prosecution under federal or state law.

2. Individuals are responsible for the security of any computer account issued to them and will be held accountable for any activity that takes place in their accounts. Any discovered violation or attempted violation of system security must be reported immediately to the CISO.
3. Each faculty and staff member (including student staff) who has access to the college's central computer systems or any terminal or workstation device connected to the college computer network is responsible for using only those resources and materials required to fulfill his or her job functions. Moreover, such use must be appropriate and consistent with those job functions and must not violate or compromise the privacy or security of any data and/or systems accessible via the college computer network.
4. Users must follow recommended security procedures for machines under their control, including, but not limited to, the use of virus scanning software and application of software and operating systems updates, and will be held accountable for any activity that takes place on those machines.
5. Users are responsible for ensuring that backup copies of essential data and software used on personal computers under their control are made frequently enough to prevent unacceptable loss of such data and software.
6. Each person having access to an administrative database is responsible for ensuring the privacy and security of any information accessible to him/her in the normal course of his/her work.
7. Each person is responsible for the security of any terminal or workstation device accessible to him/her in the normal course of his/her work.

3.6 Administrative and Privileged Access Users

Certain designated persons are given broader access to information resources because their job responsibilities require such access. Typically, such persons are responsible for providing administrative service such as system maintenance, data management, and user support. The term "broader access" covers a range from wider access than given to an ordinary system user, up to and including complete access to all resources on the computer system. These responsibilities are considered additions to the responsibilities acknowledged by all ordinary computer users and by the authorizers of computer privileges.

1. Not to "browse" through the computer information of system users while using the powers of privileged access unless such browsing: is a specific part of their job description; is required during file system repair, management, or restoration; is necessary to investigate suspicious or system-impairing behavior or possible violations of college policy; or is specifically requested by, or has the approval of, the person who authorized their privileged access.
2. Not to disclose, to any unauthorized person, computer information observed while operating with privileged access.
3. Not to copy any computer information for any purpose other than those authorized under their defined job responsibilities or pursuant to an authorized investigation or review.

4. Not to do any special favors for any user, member of management, friend, or any other person regarding access to college computers. Such a favor would be anything that circumvents prevailing security protections or standards.
5. Not to tell or disclose to any unauthorized person the information required to gain privileged access, or to engage in careless practices that would reveal that information to unauthorized persons.
6. Not to attempt to gain or use privileged access outside of assigned responsibility (e.g., on other machines) or beyond the time when such access is no longer required in assigned job functions.
7. Not to change or develop any computer software in a way that would disclose computer information to persons not authorized to have it, or make it possible to retain any special access privilege once that authorized privilege has been terminated by management.
8. Not to make arrangements on computer system(s) under their charge that will impair the security of other systems. In order to comply with this restriction, a system administrator setting up authorized networking connections should make use of available controls and protections as fully as reasonably possible.

Furthermore, all other persons given broader-than-normal access privileges on college computer systems agree that they will:

1. Report all suspicious requests, incidents, and situations regarding a college computer to an appropriate member of local management, CISO, CIO, or IS&P Client Services.
2. Use all available software protections to safeguard computer system(s) under their charge from unauthorized access by any person or another computer.
3. Take steps to the best of their ability to comply with all computer security standards and policies in force and furthermore, advise management and/or designated computer security representatives of deficiencies in these standards.
4. Conduct themselves in a manner that will foster security awareness and understanding among users.

4. Classification and Management of Electronic Data

Information resource security safeguards must be applied based on the confidentiality requirements of the data and systems. Information containing any confidential data must be identified, documented, and adequately protected. Data Classification Guidelines shall be used to identify and manage electronic data. All data owners are responsible for classifying electronic data processed by systems under their purview based on data sensitivity and risk so that the appropriate security controls can be applied.

5. Risk Management

Risk management is intended to ensure that reasonable steps have been taken to prevent situations that can interfere with accomplishing the college's mission. To that end, the following measures shall be taken:

1. In accordance with Texas Administrative Code §202.75 a security risk analysis of information resources shall be performed and documented. The frequency of the risk analysis shall be dependent upon the criticality of the resource and the magnitude of any changes to the information resource infrastructure.
2. The performance and frequency of both internal and external information resource security audits and vulnerability assessments shall be consistent with all regulatory and non-regulatory requirements applicable to the college, such as the Payment Card Industry Data Security Standard (PCI-DSS).
3. The vice president for information services and planning, acting as the president's designated representative, shall make the final security risk management decisions and must approve the security risk management plan.

6. Change Management

Change management ensures that changes do not introduce any new vulnerability to systems or processes, and that changes do not negatively impact the availability of information resources. Change control management procedures must be implemented, at a minimum, for systems handling confidential information, to monitor and control hardware and software configuration changes.

The CIO shall develop and implement change control procedures. All college units shall adhere to the change control procedures prescribed.

7. Information Resources Security Safeguards

1. All computer systems, networks connections, hardware, and software are the property of South Texas College.
2. Every information resource must have an owner responsible for the security of the resource. The owner must as a minimum address information security issues related to planning, implementing, maintaining, and disposing of the information resource.
3. Information resources systems which use passwords shall be based on industry best practices on password usage and documented security risk management decisions.
4. When confidential or sensitive information from another college or state agency is received by South Texas College in connection with the transaction of official business, the confidentiality or sensitivity of the information shall be maintained in accordance with the conditions imposed by the providing agency or college.

5. Appropriate audit trails shall be maintained to provide accountability for updates to mission critical information, hardware and software and for all changes to automated security or access rules.
6. A sufficiently complete history of transactions shall be maintained to permit an audit of the college's mission critical information resources system by logging and tracing the activities of individuals through the system.
7. Test functions shall be kept either physically or logically separate from production functions. Copies of production data shall not be used for testing unless the data has been declassified or unless all personnel involved in testing are otherwise authorized access to the production data.
8. Supervisors are responsible for ensuring that access privileges are revoked or modified as appropriate for any employee in their charge who is terminating, transferring, and/or changing duties. Supervisors should provide notification to the appropriate custodian of an information resource whenever an employee's access privileges should be revoked or changed as a result of the employee's change in status. The custodian of each information resource shall establish procedures to ensure that all security privileges associated with an employee's job function are revoked once it is known that the employee has ceased employment with the college. The separating employee shall cease to have any further access to confidential and sensitive information via college computing resources.
9. Appropriate information security and audit controls shall be incorporated into new systems. Each phase of systems acquisition shall incorporate corresponding development or assurances of security controls.

8. Network & Telecommunications

Technology Resources is designated the responsibility for the networking infrastructure at South Texas College, which includes all cabling, wireless signaling, and connected electronic devices, to ensure reliability of operations, proper accessibility to resources, and protection of data integrity.

Technology Resources is required to approve all access methods, installation of all network hardware connected to the local-area network, and methods and requirements for attachment of any computer systems or devices to any college network to ensure that access to the network does not compromise the operations and reliability of the network, or compromise the integrity of use of information contained within the network.

9. Portable Computing and Remote Access

To preserve the confidentiality, integrity, and availability of college information, users accessing the college's networking infrastructure remotely must do so in accordance with these guidelines and all college policies, standards, and/or procedures regarding acceptable use of information resources. All college and non-college owned portable computing devices storing college data must also comply with the college's Wireless Access Guidelines.

10. Business Continuity

The college shall develop and maintain a written business continuity plan in accordance with the Texas Administrative Code §202.74 so effects of a disaster are minimized and to provide for the timely resumption of mission-critical functions. For the purposes of this rule, the authority and responsibility for reviewing and approving South Texas College's business continuity plan has been delegated by the president to the chief project administrator.

As part of the college business continuity plan, the CIO shall be responsible for maintaining a written disaster recovery plan for information resources. The disaster recovery plan will:

1. Contain measures which address the impact and magnitude of loss or harm resulting from an interruption;
2. Identify recovery resources and a source for each;
3. Contain step-by-step instructions for implementing the Plan;
4. Be tested either formally or informally at least annually. Information learned from tests conducted will be used to update the existing plan.

Backups are a business requirement to enable the recovery of data and applications in the case of events such as natural disasters, system disk drive failures, espionage, data entry errors, human error, or systems operations errors.

Backup practices shall be commensurate with the risk and value of the system and data in accordance with risk management decisions implemented by the Data Owner. Mission critical data shall be backed up on a scheduled basis and stored off site in a secure, environmentally safe, locked facility accessible only to authorized college personnel.

11. Physical Controls

Without physical control over the access to information resources, there can be no security from unauthorized use of those resources because malicious or inexperienced persons could obtain access to the operating system of servers and/or desktop machines and thereby view, copy, delete, or otherwise cause harm to the files on the system. Therefore, the following procedures are critical to protecting the college's information resources:

1. All college information processing areas must be protected by physical controls appropriate for the size and complexity of the operations and the criticality or sensitivity of the systems operated at those locations.
2. Managers shall conduct reviews of physical security measures annually, as well as whenever facilities or security procedures are significantly modified.
3. Physical access to centrally administered computer facilities is restricted to individuals having prior authorization from Technology Resources. Authorized visitors shall be supervised.

4. The responsibility for securing departmentally administered computer facilities and/or equipment from unauthorized physical access and/or improper use rests with the manager responsible for the facility and/or equipment.
5. Information resources shall be protected from environmental hazards. Designated employees shall be trained to monitor environmental control procedures and equipment and shall be trained in appropriate responses in case of emergencies or equipment problems. Emergency procedures shall be developed and regularly tested at least annually.
6. No terminal or workstation logged in to a current job session capable of accessing confidential or sensitive information shall be left unattended unless appropriate measures, such as password protected keyboard locking, have been taken to prevent unauthorized use. The owner of the logged-in account is responsible for any activity that occurs during a job session logged-in under that account.
7. Data and software essential to the continued operation of critical college functions will be backed up. The security controls over the backup resources will be as stringent as the protection required of the primary resources. Backup of data and software stored on centrally administered computer systems is the responsibility of Technology Resources. Mission critical data shall be backed up on a scheduled basis and stored off site in a secure, environmentally safe, locked facility accessible only to authorized personnel.

12. Vendor Access

Vendors serve an important function in the support of hardware and software and in some cases even the operations of computer networks, servers, and/or applications. Those responsible for the third party service procurement activities and other affected departments must be aware of security implications of the service, and must institute methods for selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for the information resources to which they will have access.

Contracts must require that vendors comply with all applicable college rules associated with these guidelines, practice standards and agreements, and address all federal and state laws to which South Texas College must adhere to ensure that the college remains in compliance with such law.

The college shall control vendor access to its data based on data sensitivity, confidentiality, and risk (as determined in accordance with Section 5 of these guidelines). Any deviation from these standard provisions will require the approval of the college president.

13. Security Training

New employee orientation will be used to introduce information awareness and inform new employees of information security policies and procedures. The college shall also provide an ongoing information security awareness education program for all users. The CISO is responsible for oversight of the training program to ensure compliance with the training requirements set forth in Texas Administrative Code §202.71.

14. Security Monitoring

Pursuant to Texas Administrative Code §202.72(2) and to ensure compliance with these guidelines and state laws and regulations related to the use and security of information resources, Technology Resources personnel have the authority and responsibility to monitor network traffic and use of information resources to confirm that security practices and controls are adhered to and are effective.

15. Incident Management

Incidents involving computer security will be managed by the chief information security officer and will be reported as required by federal or state law or regulation. The CISO is required to establish and follow Incident Management Procedures to ensure that each incident is reported, documented and resolved in a manner that restores operation quickly and if required, maintains evidence for further disciplinary, legal, or law enforcement actions.

16. Software Licensing

All software used on college computers will be used in accordance with the applicable software license. Unauthorized or unlicensed use of software is regarded as a serious violation subject to disciplinary action and any such use is without the consent of the college.

Systems administrators have the right to remove software from college computers for cause. For example, if a user is unable to show proof of license, or if the software is not required for college business purposes, or causes problems on the college-owned computer.

All departments or individuals managing college-owned computers will periodically audit all computers to inventory and document all installed software. All departments are responsible for the accurate accounting of software purchased by the department and must ensure that the installation of the software complies with the license agreement of the software. For audit purposes, departments must maintain proof of purchase and/or original installation media for each software package.

17. Violations

Machines on the campus data communications network will be disconnected if they are deemed by the chief information security officer to be dangerous to the remainder of campus or to the Internet in general.

Penalties for violation of this procedure range from loss of computer resource usage privileges to dismissal from the college, prosecution, and/or civil action. Each case will be determined separately on its merits and in accordance with existing college disciplinary policies and procedures. Violations will be reported to the CIO or the vice president for information services & planning.

18. References

- Texas Administrative Code, Chapter 202
- FTC Safeguards Rule and the Gramm-Leach-Bliley Act (“GLBA”)
- Texas Government Code, Section 441
- Payment Card Industry (PCI) Data Security Standard
- IRM Act, 2054.075(b)
- The State of Texas Penal Code, Chapters 33 and 33A
- DIR Practices for Protecting Information Resources Assets
- Copyright Act of 1976
- Computer Fraud and Abuse Act of 1986
- Computer Security Act of 1987

19. Change History

Date	Name	Description
10/29/2009	Steven Bourdon	Minor grammatical edits, edited last sentence of section 17.
11/09/2009	Steven Bourdon	Removed Data Stewards, corrected sentence spacing.
01/25/2010	Steven Bourdon	Section 3.5 – minor grammatical edits.
02/16/2016	Victor Gonzalez	Adjusted references to TAC 202 to match the revised version of the document.

Review and Action as Necessary to Renew the Hidalgo County Agreement for Tax Assessment Collection

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2019 through August 31, 2020 is requested.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2019. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection indicates that, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (c) Tax Assessment and Collection indicates that, the tax assessor and tax collector shall receive compensation in an amount agreed on between the appropriate parties, but not to exceed two percent of the ad valorem taxes assessed. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 24, 2018, and the annual fee approved was \$103,212.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2019 will remain at \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fee increases charged by Hidalgo County during the period of FY 2010 – FY 2011 and FY 2019 – FY 2020. Also included is the percentage of the fee to the assessed levy.

The Total Tax Levy and the Percent of Total Tax Levy for FY 2018 – 2019, on the Ten Year History of Fees table, presented at the April 9, 2019 Finance, Audit, and Human Resources Committee Meeting was incorrectly stated and has been updated from \$62,236,679.08 and 0.17% to \$63,236,679.08 and 0.16%, respectively.

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection				
Year	Fee	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2019 - 2020	\$103,212.00	0%	Not Available	Not Available
2018 - 2019	\$103,212.00	0%	\$63,236,679.08	0.16%
2017 - 2018	\$103,212.00	5%	\$62,624,834.26	0.16%
2016 - 2017	\$98,304.00	0%	\$59,701,217.59	0.16%
2015 - 2016	\$98,304.00	0%	\$56,408,070.41	0.17%
2014 - 2015	\$98,304.00	5%	\$52,781,657.49	0.19%
2013 - 2014	\$93,626.00	0%	\$42,343,115.93	0.23%
2012 - 2013	\$93,626.00	0%	\$41,616,411.41	0.22%
2011 - 2012	\$93,626.00	0%	\$41,248,920.80	0.23%
2010 - 2011	\$93,626.00	5%	\$41,499,214.55	0.23%

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month.

Enclosed Documents – The Hidalgo County Collection of Taxes Contract follows in the packet for the Board’s information and review. The Inter-Local Cooperation Agreement for Tax Assessment and Collections follows in the packet for the Board’s review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2019 through August 31, 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2019 through August 31, 2020 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2019 through August 31, 2020 as presented.

Approval Recommended:

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

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



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

April 2, 2019

Ms. Shirley A. Reed, M.B.A., Ed. D, President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

Dear Ms. Reed:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2019 will remain at **\$103,212.00**. Effective September 1, 2019

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Pablo (Paul) Villarreal Jr.



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

XC: Hon. Ramon Garcia
Hidalgo County Judge

Mr. Ray Eufrazio
Hidalgo County Auditor

Accepted & Agreed:



Signature

Title

Date

Review and Action as Necessary to Renew the Starr County Agreement for Tax Assessment Collection

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2019 through August 31, 2020 is requested.

Purpose – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2019. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on August 14, 2017, with an option to renew for subsequent tax years. The contract was last renewed on April 24, 2018, and the annual fee approved was 3.5% of the College’s total tax collections for the period of September 1, 2018 through August 31, 2019 for tax year 2018. The annual fee for Fiscal Year 2019 is estimated to be \$149,887.98. Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2019 will remain at 3.5% of the College’s total tax collections. The annual fee for Fiscal Year 2020 is estimated to be \$155,811.42. The monthly collection fee of approximately \$12,984.29 will be reduced from taxes collected during the month and the remaining funds collected are paid to the College.

Below is a summary of fees charged by Starr County each year for the past nine years and the estimated fee for Fiscal Year 2019 and Fiscal Year 2020 based on a rate of 3.5% of total tax collections.

Ten Year History of Fees for Starr County Tax Assessment and Collection					
Year	Flat Fee or Percent of Total Collections	Fee Amount	Percent Increase over Previous Year	Total Tax Levy	Percent of Total Tax Levy
2019 – 2020	3.5%	\$155,811.42**	3.95%	Not Available	Not Available
2018 – 2019	3.5%	\$149,887.98**	1.37%	\$4,058,100.49	3.69%
2017 – 2018*	3.5%	\$147,862.05	68.24%	\$3,933,751.72	3.76%

Ten Year History of Fees for Starr County Tax Assessment and Collection					
Year	Flat Fee or Percent of Total Collections	Fee Amount	Percent Increase over Previous Year	Total Tax Levy	Percent of Total Tax Levy
2016 - 2017	Flat	\$87,886.00	0%	\$3,494,095.10	2.52%
2015 - 2016	Flat	\$87,886.00	0%	\$3,871,198.83	2.27%
2014 - 2015	Flat	\$87,886.00	0%	\$3,352,380.96	2.62%
2013 - 2014	Flat	\$87,886.00	0%	\$2,735,855.80	3.21%
2012 - 2013	Flat	\$87,886.00	0%	\$2,735,414.30	3.21%
2011 - 2012	Flat	\$87,886.00	0%	\$2,978,854.04	2.95%
2010 - 2011	Flat	\$87,886.00	0%	\$3,307,592.42	2.66%

*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

**Estimated Fee Amount

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for FY 2019 – 2020, pending Board approval of the budget.

Enclosed Documents – The Starr County Collection of Taxes Contract follows in the packet for the Committee’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College’s total tax collection, or approximately \$155,811.42, pending approval from the Starr County Commissioners Court from September 1, 2019 through August 31, 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College’s total tax collection, or approximately \$155,811.42, pending approval from the Starr County Commissioners Court from September 1, 2019 through August 31, 2020 as presented.

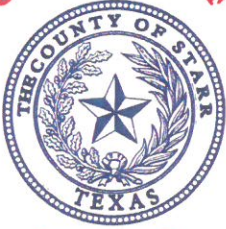
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College's total tax collection, or approximately \$155,811.42, pending approval from the Starr County Commissioners Court from September 1, 2019 through August 31, 2020 as presented.

Approval Recommended:

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

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

March 28, 2019

Dr. Shirley A. Reed, President

South Texas College
3201 W. Pecan Blvd
McAllen, Texas 78501

Dear Dr. Reed:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2019 will be 3.5% of all current and delinquent base taxes collected from September 1, 2019 through August 31, 2020 as per Commissioner's Court approval on March 11th, 2019.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Ma. Ameida Salinas, TAC
Starr County Tax Assessor/Collector



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

ACCEPTED & AGREED

By: _____
South Texas College

Date: _____

Discussion and Action as Necessary on Proposed Annual Salary Adjustment for Faculty and Non-Faculty Personnel for FY 2019 – 2020

Approval of Proposed Annual Salary Adjustment for Faculty and Non-Faculty Personnel for FY 2019 – 2020 is requested.

1. Faculty Salary Adjustment

The College has a Faculty Salary Schedule that includes steps based on degree attainment and years of service with the College.

The approved Faculty Salary Plan for FY 2018 - 2019 was based on an average increase of 3%. The base for a master’s degree was increased from \$42,166 to \$42,657 or by an additional \$491.00. The average 3% increase and step adjustments were approved by the Board for FY 2018 - 2019 at a total cost of approximately \$926,280.

In keeping with the College’s commitment to retain and recruit qualified Faculty, the proposed preliminary faculty salary increase for FY 2019 - 2020 is approximately \$934,072, which is based on an average increase of 3%. The proposed faculty salary increases may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Faculty Salary Increases				
Category	Number of Faculty	Average Increase Percentage	FY 2018 - 2019 Increase Amount	FY 2019 - 2020 Proposed Increase Amount
Faculty	533	3%	\$926,280	\$934,072

2. Non-Faculty Personnel Salary Adjustment

In Fiscal Year 2018 - 2019, salary increases in the amount of approximately \$1,088,895 were awarded for existing non-faculty positions which were based on a 3% increase.

In keeping with the College’s commitment to recruit and retain qualified non-faculty personnel, the following estimated salary increases for Fiscal Year 2019 - 2020 totaling \$1,185,859, based on 3% increase for eligible personnel, are proposed. The proposed salary increases may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Non-Faculty Personnel Salary Increases				
Category	Number of Employees	Increase Percentage	FY 2018 - 2019 Increase Amount	FY 2019 - 2020 Proposed Increase Amount
Classified	393	3%	\$298,577	\$333,657
Professional/Technical	493	3%	635,797	685,982
Administrative	52	3%	132,429	140,760
Executive	5	3%	22,092	25,460
Total	933		\$1,088,895	\$1,185,859

The FY 2019 - 2020 proposed estimated annual salary increases total \$934,072 for Faculty and \$1,185,859 for Non-Faculty Personnel, for a grand total of \$2,119,931.

Proposed Annual Salary Adjustment for Faculty and Non-Faculty Personnel for FY 2019 - 2020 are subject to the availability of funding and Board approval of the final budget.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Annual Salary Increases averaging 3% for Faculty in the estimated amount of \$934,072 and at 3% for Non-Faculty Personnel in the estimated amount of \$1,185,859 for FY 2019 - 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Annual Salary Increases averaging 3% for Faculty in the estimated amount of \$934,072 and at 3% for Non-Faculty Personnel in the estimated amount of \$1,185,859 for FY 2019 - 2020 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the Proposed Annual Salary Increases averaging 3% for Faculty in the estimated amount of \$934,072 and at 3% for Non-Faculty Personnel in the estimated amount of \$1,185,859 for FY 2019 - 2020 as presented.

Approval Recommended:

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

Discussion and Action as Necessary on South Texas College Education Foundation’s Form 802, Periodic Report of a Nonprofit Corporation with Revised Board of Directors

Approval of South Texas College Education Foundation’s Form 802, Periodic Report of a Nonprofit Corporation with revised Board of Directors is requested.

Purpose – The College is proposing to amend the Registered Directors on Form 802, Periodic Report of a Nonprofit Corporation on file with the Office of Secretary of State.

Justification – A nonprofit corporation is required by Section 22.357 of the Texas Business Organization Code to file a period report (Form 802, Periodic Report of a Nonprofit Corporation) every four years in order for the organization to stay active, that lists the names and addresses of the Registered Agent and all Directors and Officers of the corporation. A minimum of three Board of Directors is required and must include a President and a Secretary. Two of the Board of Directors listed for the South Texas College Education Foundation are no longer serving as the South Texas College Board of Directors’, the College would like to amend the Foundation’s Board of Directors to align with the Board of Directors currently serving South Texas College.

Background – The College amended the name of the foundation, Registered Agent/Registered Office, and the Articles of Incorporation in May 2016 to align with the name change from South Texas Community College to South Texas College. The name of the Board members were also amended in Form 802, Periodic Report of a Non Profit Corporation in 2016.

The revisions to Form 802 are required to reflect changes due to the May 2018 Board Election, and the subsequent June 2018 Board Officers Election. The changes are as follows:

<u>District</u>	<u>Previous</u>	<u>Current</u>
1	Ms. Rose Benavidez, Member	Ms. Rose Benavidez, Vice Chair
2	Mrs. Graciela Farias, Vice Chair	Mrs. Victoria Cantú, Member
3	Mr. Paul R. Rodriguez, Member	Mr. Paul R. Rodriguez, Chairman
4	Mr. Gary Gurwitz, Member	Mr. Gary Gurwitz, Member
5	Dr. Alejo Salinas, Jr., Chairman	Dr. Alejo Salinas, Jr., Member
6	Mr. Jesse Villarreal, Secretary	Mr. Rene Guajardo, Member
7	Mr. Roy de León, Member	Mr. Roy de León, Secretary

Enclosed Documents – The Current Form 802 on file with the Office of Secretary of State and the proposed revisions to Form 802, Periodic Report of a Nonprofit Corporation follow in the packet for the Board’s information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the South Texas College Education Foundation's Form 802, Periodic Report of a Nonprofit Corporation with revised Board of Directors as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the South Texas College Education Foundation's Form 802, Periodic Report of a Nonprofit Corporation with revised Board of Directors as presented.

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

The Board of Trustees approves and authorizes the South Texas College Education Foundation's Form 802, Periodic Report of a Nonprofit Corporation with revised Board of Directors as presented.

Approval Recommended:

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

Review and Action as Necessary on Acceptance of the Updated Wage Scale Determination

Approval of acceptance of the Updated Wage Scale Determination of Fiscal Years 2019 through 2022 is requested.

Purpose

The acceptance of the Updated Wage Scale Determination of Fiscal Years 2019 through 2022 as prepared by Broaddus & Associates is needed for the College to adhere to the prevailing wage rates in the region.

Justification

The requirement to enforce Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates (referenced in Article III of the College's Uniform General Conditions specified in the construction contract). In summary, the Code mandates that localities pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the United States conduct Prevailing Wage Determining Surveys annually, however, Texas does not.

The currently approved wage scale determination is valid for a three year period until April 2019, and must be updated to remain valid for the next three years.

Background

At the November 24, 2015 Board meeting, the Board of Trustees approved additional services with Broaddus & Associates (B&A) for a Wage Scale Determination Survey for the 2013 Bond Construction program. Broaddus & Associates completed the study and it was approved on April 26, 2016. Hidalgo County requested the use of the College's Wage Scale Determination Survey and the Board agreed to allow the use through an interlocal agreement on the condition that Hidalgo County would be responsible for the fees associated with updating the Wage Scale Determination Survey for an additional three years. On January 30, 2018, the Board authorized Broaddus & Associates to update the Wage Scale Determination for use by the College and to be shared with Hidalgo County as part of the interlocal agreement, which was approved by South Texas College on June 15, 2018, and adopted by Hidalgo County on June 19, 2018. B&A has charged a fee of \$15,260 for updating the Wage Scale Determination, and the County has paid the College for those fees as per the interlocal agreement. The County is currently using the previously approved Wage Scale Determination, and will use the updated version, which will be valid for an additional three year period from the date of issuance, upon approval of acceptance.

Enclosed Documents

The updated wage scale determination survey is enclosed for the Board's review and information.

The Facilities Committee recommended Board acceptance of the Updated Wage Scale Determination of Fiscal Years 2019 through 2022 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and accept the Updated Wage Scale Determination of Fiscal Years 2019 through 2022 as presented.

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

The Board of Trustees approves and accepts the Updated Wage Scale Determination of Fiscal Years 2019 through 2022 as presented.

Approval Recommended:

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

Building Construction Trades Prevailing Wage Rates Determination - Update

SOUTH TEXAS COLLEGE



South Texas
College District

March 01, 2019

Broadus & Associates
1100 E. Jasmine
Suite 102
McAllen, Texas 78503

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I. PURPOSE

The purpose of this initiative is to establish legitimate prevailing wages associated with the various construction worker classifications. The requirement to employ Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates. In summary, the Code mandates that localities (which may include a municipality, county or district) pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the US conduct Prevailing Wage Determining Surveys annually – Texas does not.

The consequences of relying on DB wage determinations (common practice in the Valley) are severe, but most notably to owners is the cost impact. Therefore, South Texas College recognizing that it was in their best interest to conduct this survey authorized Broaddus & Associates to execute this endeavor. In addition, the Uniform General Conditions used as part of the 2013 Bond Program Construction Contract, which can be used on future projects, is very specific on the requirements to be followed for compliance and enforcement of Prevailing Wage Rate Laws. The following is the context that was part of contract:

Uniform General Conditions

Article III- Compliance with and Enforcement of Prevailing Wage Laws

3.1 Duty to Pay Prevailing Wage Rates. The Contractor shall pay not less than the wage scale of the various classes of labor as shown on the “Prevailing Wage Schedule” provided by the Owner. The specified wage rates are minimum rates only. The Owner will not consider any claims for additional compensation made by any Contractor because the Contractor pays wages in excess of the applicable minimum rate contained in the Contract. The “Prevailing Wage Schedule” is not a representation that quantities of qualified labor adequate to perform the Work may be found locally at the specified wage rates.

3.1.1 Each worker shall be classified in one of the classifications in the prevailing wage rate table. The Contractor shall notify each worker commencing work on the contract the worker’s job classification and the established minimum wage rate required to be paid, as well as the actual amount being paid. The notice must be delivered to and signed in acknowledgement of receipt by the employee and must list both the monetary wages and fringe benefits to be paid or furnished for each classification in which the worker is assigned duties. When requested, competent evidence of compliance with the Texas Prevailing Wage Law shall be furnished.

3.1.2 A copy of each worker wage rate notification shall be submitted to the ODR with the application for progress payment for the period during which the worker began on-site activities.

3.2 Prevailing Wage Schedule. The “Prevailing Wage Schedule” shall be determined by the Owner in compliance with Chapter 2258, Texas Government Code. Should the Contractor at any time become aware that a particular skill or trade not reflected on the Owner’s Prevailing Wage Schedule will be or is being employed in the Work, whether by the Contractor or by a subcontractor, the Contractor shall promptly inform the Owner’s Designated Representative

(ODR) and the Owner shall specify a wage rate for that skill or trade, which shall bind the Contractor.

3.3 Penalty for Violation. The Contractor and any Subcontractor shall pay to the Owner a penalty of sixty dollars (\$60.00) for each worker employed for each calendar day, or portion thereof, that the worker is paid less than the wage rates stipulated in the Prevailing Wage Schedule or any supplement thereto pursuant to §3.2. The Contractor and each Subcontractor shall keep, or cause to be kept, an accurate record showing the names and occupations of all workers employed in connection with the Work, and showing the actual per diem wages paid to each worker, which records shall be open at all reasonable hours for the inspection by the Owner.

3.4 Complaints of Violations of Prevailing Wage Rates.

3.4.1. Owner's Determination of Good Cause. Within 31 days of receipt of information concerning a violation of Chapter 2258, Texas Government Code, the Owner shall make an initial determination as to whether good cause exists to believe a violation occurred. The Owner's decision on the initial determination shall be reduced to writing and sent to the Contractor or Subcontractor against whom the violation was alleged, and to the affected worker. When a good cause finding is made, the Owner shall retain the full amounts claimed by the claimant or claimants as the difference between wages paid and wages due under the Prevailing Wage Schedule and any supplements thereto, together with the applicable penalties, such amounts being subtracted from successive progress payments pending a final decision on the violation.

3.4.2 Arbitration Required if Violation not Resolved. After the Owner makes its initial determination, the affected Contractor or Subcontractor and worker have 14 days in which to resolve the issue of whether a violation occurred, including the amount that should be retained by Owner or paid to the affected worker. If the Contractor or Subcontractor and affected worker reach an agreement concerning the worker's claim, the Contractor shall promptly notify the Owner in a written document signed by the worker. If the Contractor or Subcontractor and affected worker do not agree before the 15th day after the Owner's determination, the Contractor or Subcontractor and affected worker must participate in binding arbitration in accordance with the Texas General Arbitration Act, Chapter 171, Tex. Civ. Prac. & Rev. Code. The parties to the arbitration have 10 days after the expiration of the 15 days referred to above, to agree on an arbitrator; if by the 11th day there is no agreement to an arbitrator, a district court shall appoint an arbitrator on the petition of any of the parties to the arbitration.

3.4.3 Arbitration Award. If an arbitrator determines that a violation has occurred, the arbitrator shall assess and award against the Contractor or Subcontractor the amount of penalty as provided in § 3.4.1 thereof and the amount owed the worker. The Owner may use any amounts retained under § 3.2 hereof to pay the worker the amount as designated in the arbitration award. If the Owner has not retained enough from the Contractor or Subcontractor to pay the worker in accordance with the arbitration award, the worker has a right of action against the Contractor and Subcontractor as appropriate, and the surety of either to receive the amount owed, attorney's fees and court costs. The Contractor shall promptly furnish a copy of the arbitration award to the Owner.

3.5 Prevailing Wage Retainage. Money retained pursuant to §3.4 shall be used to pay the claimant or claimants the difference between the amount the worker received in wages for labor on the Project at the rate paid by the Contractor or Subcontractor and the amount the worker would have received at the general prevailing wage rate as provided by the agreement of the claimant and the Contractor or Subcontractor affected, or in the arbitrator's award. The full statutory penalty of \$60.00 per day of violation per worker shall be retained by the Owner to offset its administrative costs, pursuant to Texas Government Code §2258.023. Any retained funds in excess of these amounts shall be paid to the Contractor on the earlier of the next progress payment or final payment. Provided, however, that the Owner shall have no duty to release any funds to either the claimant or the Contractor until it has received the notices of agreement or the arbitration award as provided under §§3.4.2 and 3.4.3.

3.6 No Extension of Time. If the Owner determines that good cause exists to believe a violation has occurred, the Contractor shall not be entitled to an extension of time for any delay arising directly or indirectly from of the procedures set forth in §3.4.

II. SURVEY METHODOLOGY

The Wage Rate Survey Update methodology involved several steps. These included:

- Identification of the relevant resources within Hidalgo & Starr Counties
- Development of protocol for estimating District wide wage rates
- Creation of proper forms for worker classification response
- Strategy to generate enough response interest

The Survey Team identified methodology and approach on how to reach out to construction workers within the two county college district. In addition, several resources were utilized to maximize response since other local jurisdictions have not been successful in having enough data to quantify current market conditions. The outreach strategy included:

1. Partner with Rio Grande Valley AGC to communicate survey intent and further outreach to local subcontractors soliciting request for response(s).
2. Enlist the support of local General Contractors.
3. Office phone solicitation to request response(s).
4. Email solicitation to request response(s).

In essence, this effort used several mechanism and tools to distribute both hard copies and electronic copies of the wage rate questionnaire. The emphasis to each respondent was that this information was confidential and not to be used or provided outside of this gathering of information.

The wage survey questionnaires identified twenty-seven categories for worker classification and several blank categories were provided to allow gathering of as much information to reflect worker classification market. Respondents were instructed to provide only hourly payroll data for all workers in each job classification and to provide wage data. Respondents were instructed not to guess or estimate the payroll data. If they did not have all of the payroll data in hand, they were asked to contact the relevant subcontractor decision makers to secure the data.

A. Respondant Profiles

The wage rates are based on survey data from Eighty-eight responses from thirty-one companies. As might be expected, the worker classification that accumulated the greatest response was laborer.

In some instances, the research team directly contacted subcontractors in particular counties and requested entry level wages for selected trades for which the survey data was insufficient.

B. Prevailing Wage Rates

The estimation of the prevailing wage rate is based on reported per hour wages and applicable fringe benefits paid by the contractor (i.e., health, pension, and vacation). Since the prevailing wage is a minimum wage, and since there is considerable variation in reported wages within each

job classification, the Survey Team adopted two strategies for providing realistic, statistically valid prevailing wages. First, for each job classification, we excluded supervisors, superintendents, and foremen, unless otherwise required for construction oversight. This strategy was implemented in order to obtain the wages for typical workers in each trade or job classification.

The second strategy involved using the mean or average as the estimate for the prevailing wage in each job classification. The mean or average is a statistical estimate of the wage for an "average" worker in a job classification.

The prevailing wage rates report may not apply (i.e., they may be too high) for some entry level apprentices or trainees with very little (or no) wage rates presented in Table A are not inclusive of all possible trades on a construction project. In each case, it is the responsibility of the Contractor to determine satisfactory prevailing wage rates for these situations.

C. Updating the Wage Rate Data Base

According to Texas Government Code, prevailing wages are valid for up to three years once adopted by Governing Board. Thus, the wages established herein will need to be periodically updated as deemed necessary. The Survey Team proposes the following recommendations to facilitate the process for updating prevailing wages.

SOUTH TEXAS COLLEGE

Texas Building Construction Trades

Prevailing Wage Rate Determination - Update

March 01, 2019

Code	Classification	Davis Bacon Rates (01/04/19)	Prevailing Wage Rate (04/14/16)	Prevailing Wage Rate (03/01/19)	Prevailing Wage Rate Delta
A-001	Carpenter	\$ 14.21	\$ 12.71	\$ 11.88	\$(0.83)
A-002	Flooring Installer	\$ 11.22	\$ 12.63	\$ 18.72	\$ 6.09
A-003	Concrete Finisher	\$ 12.46	\$ 11.10	\$ 14.75	\$ 3.65
A-004	Datacom/Telecom		\$ 13.17	\$ 13.00	\$(0.17)
A-005	Drywall/Ceiling Installer		\$ 10.45	\$ 11.42	\$ 0.97
A-006	Electrician (Journeyman)	\$ 18.44	\$ 15.67	\$ 16.46	\$ 0.79
A-007	Electrician (Apprentice)		\$ 10.65	\$ 11.80	\$ 1.15
A-008	HVAC Mechanic		\$ 16.42	\$ 17.50	\$ 1.08
A-009	HVAC Mechanic (Helper)		\$ 11.80	\$ 12.00	\$ 0.20
A-010	Glazier		\$ 10.60	\$ 12.00	\$ 1.40
A-011	Heavy Equipment Operator	\$ 28.75	\$ 12.75	\$ 14.11	\$ 1.36
A-012	Piping/Ductwork Insulator	\$ 11.54	\$ 11.61	\$ 14.44	\$ 2.83
A-013	Iron Worker	\$ 16.94	\$ 10.63	\$ 10.50	\$(0.13)
A-014	Laborer	\$ 8.00	\$ 8.98	\$ 9.66	\$ 0.68
A-015	Lather/Plasterer		\$ 11.00	\$ 13.00	\$ 2.00
A-016	Light Equipment Operator	\$ 14.04	\$ 10.95	\$ 10.75	\$(0.20)
A-017	Mason/Bricklayer	\$ 16.17	\$ 12.25	\$ 18.00	\$ 5.75
A-018	Pipefitter	\$ 15.22	\$ 15.21	\$ 11.24	\$(3.97)
A-019	Plumber (Journeyman)	\$ 31.14	\$ 15.61	\$ 17.64	\$ 2.03
A-020	Plumber (Apprentice)		\$ 11.86	\$ 12.17	\$ 0.31
A-021	Roofer	\$ 11.42	\$ 10.25	\$ 10.17	\$(0.08)
A-022	Sheetmetal Worker	\$ 19.77	\$ 11.77	\$ 9.13	\$(2.64)
A-023	Tile Setter	\$ 12.15	\$ 15.38	\$ 16.00	\$ 0.62
A-024	Waterproofing		\$ 10.38	\$ 9.13	\$(1.25)
A-025	Painter	\$ 11.27	\$ 13.17	\$ 13.85	\$ 0.68
A-026	Millwork		\$ 10.50	\$ 13.00	\$ 2.50
	Write In Classification				
	Elevator Mechanic			No Response	
	Fire Proofing Installer			\$ 17.00	

The greatest challenges that the research team encountered in conducting this survey were lack of cooperation/ participation on the part of some contractors, and unavailability of data. If all contractors had been eager and willing to participate and had they produced complete payroll records for the projects that were solicited, this survey could have been completed with more information. Recommendations for going forward include the following:

- South Texas College should consider obtaining written agreement from contractors to participate in future wage surveys. Language to that effect could be incorporated into construction contracts with contractors and their subcontractors.
- South Texas College should enforce the contract requirement for contractors to secure payroll data for projects. The payroll data should be easily accessible so that researchers may obtain the data in a timely manner, and it should be provided at the close of the project. This would require (or some other entity) to archive the records, however they would be readily accessible.
- **WORKER WAGE RATE NOTIFICATION FORMS** should be maintained for all craftsmen working on the project for the duration of the project. These forms should be provided to STC at the completion of the project. Consider standard form automation to load a predetermined project information database.

While the Texas Workforce Commission (TWC) data are extremely useful for benchmarking the survey, the TWC data are not sufficient for a local wage survey for two reasons. First, the TWC reports wages for a very limited number of job classifications. Second, the trades that are included in the TWC data base vary tremendously across counties, precluding the estimation of local wage rates based on state wide wage rates for all but a limited number of job classifications.

Table A – Description of Categories

Description of Categories		
Code	Classification	Trade Description
A-001	Carpenter	Builds wood structures and wood framing.
A-002	Flooring Installer	Lays carpet, rugs, and other flooring materials.
A-003	Concrete Finisher	Worker who floats, trowels and finishes concrete.
A-004	Datacom/Telecom	Lays out, assembles, installs and test apparatus, control equipment, etc.
A-005	Drywall/Ceiling Installer	Hangs gypsum board, sheathing and suspended acoustic tile ceiling; lays out work.
A-006	Electrician (Journeyman)	A master who lays out, assembles, installs and test electrical wiring, devices, and systems.
A-007	Electrician (Apprentice)	A learner who lays out, assembles, installs and test electrical wiring, devices, and systems.
A-008	Elevator Mechanic	Installs lays out elevators and componenetry.
A-009	Fire Proofing Installer	Installs fire proofing materials.
A-010	Glazier	Worker who installs glass, glazing and glass forming.
A-011	Heavy Equipment Operator	Operates heavy equipment used in engineering and construction projects.
A-012	Piping/Ductwork Insulator	Installs insulating materials upon duct and piping systems.
A-013	Iron Worker	Installs/erects/dismantles the structural steel framework of structural steel frame buildings.
A-014	Laborer	Traditionally considered unskilled manual labor.
A-015	Lather/Plasterer	Layout and installs lath and plaster.
A-016	Light Equipment Operator	Operates light equipment used in engineering and construction projects.
A-017	Mason/Bricklayer	Bricklayer/stonemason installing materials to construct or repair walls, partitions, arches, etc.
A-018	Pipefitter	Worker who installs hangers and piping systems.
A-019	Plumber (Journeyman)	A master person who installs and repairs the pipes and fittings of water supply, sanitation, or heating systems.
A-020	Plumber (Apprentice)	A learner who installs and repairs the pipes and fittings of water supply, sanitation, or heating systems.
A-021	Roofer	Worker who installs roofing materials, felts, flashings, membranes, etc.
A-022	Sheet Metal Worker	Fabricating structures, cutting, drilling, bending, rolling, punching and welding operations.
A-023	Tile Setter	Prepares bases, including waterproof membranes, metal lath and fasteners, back-up materials pertaining to tile, mixing use of cement motars.
A-024	Water Proofer	Installs materials for waterproofing.
A-025	Painter	Installs paint or other coating onto surfaces by spray, brush, roller, etc.
A-026	HVAC Mechanic	Installes services and repairs HVAC systems.
A-027	HVAC Mechanic (Helper)	A learner or worker semi-skilled in this craft, who works under direction.
NOTE:		
1) If your category is not identified above please insert in blank space.		
2) Information related to completion of this survey is CONFIDENTIAL and will used for internal use only.		

Table B – Employee Pay Rates

Employee Pay Rates								
FIRM NAME								
COUNTY								
TRADE CLASSIFICATION								
Code	Classification	# of Employees	Hourly Wage Rate	Health & Welfare	Pension	Vacation	Total Fringes	Total Package
A-001	Carpenter						\$ -	\$ -
A-002	Flooring Installer							
A-003	Concrete Finisher							
A-004	Datacom/Telecom							
A-005	Drywall/Ceiling Installer							
A-006	Electrician (Journeyman)							
A-007	Electrician (Apprentice)							
A-008	Elevator Mechanic							
A-009	Fire Proofing Installer							
A-010	Glazier							
A-011	Heavy Equipment Operator							
A-012	Piping/Ductwork Insulator							
A-013	Iron Worker							
A-014	Laborer							
A-015	Lather/Plasterer							
A-016	Light Equipment Operator							
A-017	Mason/Bricklayer							
A-018	Pipefitter							
A-019	Plumber (Journeyman)							
A-020	Plumber (Apprentice)							
A-021	Roofer							
A-022	Sheet Metal Worker							
A-023	Tile Setter							
A-024	Water Proofer							
A-025	Painter							
A-026	HVAC Mechanic							
A-027	HVAC Mechanic (Helper)							
NOTE:								
1) If your category is not identified above please insert in blank space.								
2) Information related to completion of this survey is CONFIDENTIAL and will be used for internal use only.								

Review and Action as Necessary on Acceptance of the Mid Valley Campus Evaluation of Existing Drainage Conditions Report and Authorization to Proceed with Design of Phase I Drainage Improvements

Acceptance of the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report and authorization to proceed with the design of Phase I drainage improvements associated with Building A, at an estimated construction cost of \$290,000, is requested.

Purpose

The acceptance of the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report will acknowledge the findings and recommendations of the report prepared by the engineer. Authorization to proceed with design of the Phase I drainage improvements is needed to allow the engineer to move forward with design work for addressing the recommendations in the report.

Background

In response to extensive flooding during and after heavy rains on June 20 – 21, 2018, the Board of Trustees approved contracting Perez Consulting Engineers, LLC to perform civil engineering services to evaluate and provide recommendations for the existing drainage conditions at the Mid Valley Campus on September 25, 2018. The engineer provided an update of their progress at the February 12, 2019 Facilities Committee meeting, and has since completed their evaluation of the existing drainage conditions.

Perez Consulting Engineers, LLC is prepared to provide a presentation of their findings and recommendations for drainage improvements for the entire campus. The engineers have noted that the existing detention ponds and areas are correctly sized to meet the City of Weslaco's building codes. They have also found that portions of the existing underground storm drainage infrastructure will need to be upgraded. Some of the upgrades include:

- Upsizing existing storm sewer piping on the west side of campus to provide the proper flow of storm water to the existing north detention pond
- Upgrading existing east drainage swales to underground storm sewer piping and connecting to the existing north detention pond
- Relocating the existing south detention pond and providing new storm sewer piping to connect to an existing city outfall on Republic Street

The engineer has separated the drainage improvements into three phases. The phases are as follows:

- **Phase 1** – West Campus; storm water improvements associated with Building A.
Opinion of Probable Construction Cost: \$290,000
- **Phase II** – East Campus; storm drainage system improvements associated with Parking Lots 6 & 7.
Opinion of Probable Construction Cost: \$206,000
- **Phase III** – South Campus; storm water system improvements and detention pond relocation associated with the future expansion of that area.
Opinion of Probable Construction Cost: \$ 120,000

The Facilities Committee was asked to recommend approval of the acceptance of the evaluation report and authorization to proceed with the design for Phase I of the drainage improvements. The engineer has also included construction estimates for the proposed drainage improvements.

The current scope of the contract with the engineer includes only the Evaluation of the Existing Drainage Conditions Report. The construction of the improvements would not begin until the Fall 2019 semester. Additional funding for the project, including funds for construction, will need to be budgeted in the FY 2019-2020 Renewals and Replacement Fund budget. Design and construction for Phases II and III would begin at a later date upon approval and authorization from the Board.

Funding Source

Funds for the recommended drainage improvements will need to be budgeted in the Renewals & Replacements Fund budget for FY 2019-2020.

Enclosed Documents

An executive summary and site plan of the Mid Valley Campus are enclosed for the Committee's review and information. The full report is provided under separate cover.

Presenters

David Perez, of Perez Consulting Engineers, LLC, attended the Facilities Committee meeting to provide a presentation of the report and respond to any questions from the Committee.

The Facilities Committee recommended Board acceptance of the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report and authorization to proceed with the design of Phase I drainage improvements associated with Building A, at an estimated construction cost of \$290,000, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and accept the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report and further authorize proceeding with the design of Phase I drainage improvements associated with Building A, at an estimated construction cost of \$290,000, as presented.

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

The Board of Trustees approves and accepts the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report and further authorizes proceeding with the design of Phase I drainage improvements associated with Building A, at an estimated construction cost of \$290,000, as presented.

Approval Recommended:

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

EXECUTIVE SUMMARY

The June 2018 storm water flood event in the Lower Rio Grande Valley reported some damages to Building A and Parking Lot 7 of the South Texas College's Mid-Valley Campus in Weslaco, Texas. South Texas College (STC) contracted Perez Consulting Engineers, LLC (PCE) to conduct a Drainage Study to determine possible causes for these damages and to provide solutions and recommendations for the mitigation of causes causing these damages.

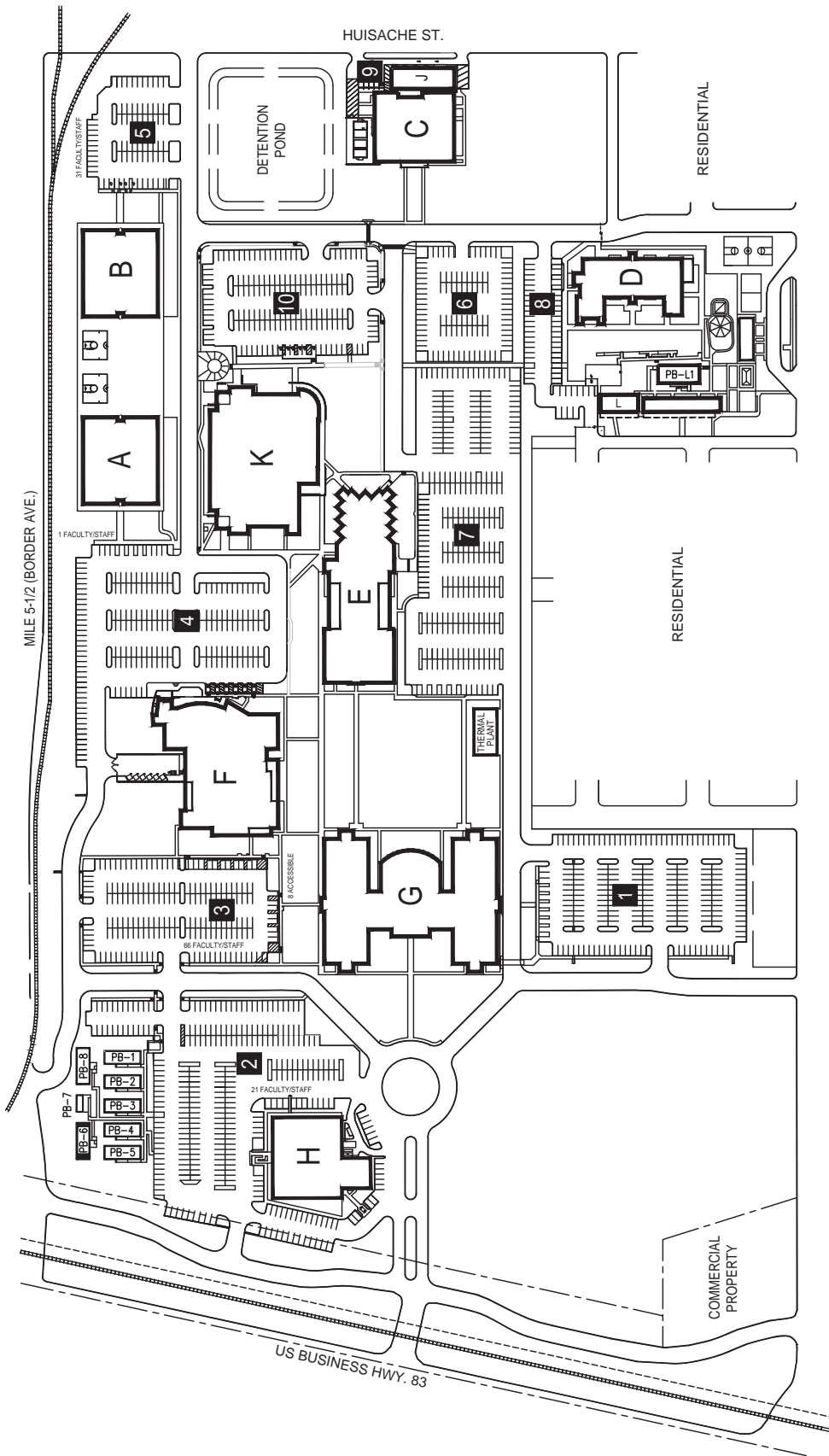
To aid in the analysis of the specific identified targeted areas of concern, PCE performed an in-depth, detailed watershed analysis with the aid of an aerial survey implementing *Laser Imaging Detection and Ranging Technology (LIDAR)* for the entire campus to provide a better and complete understanding of the entire campus' drainage pattern characteristics.

By using record drawings of the existing campus and external storm sewer systems obtained from STC and the City of Weslaco, PCE then proceeded to input the system data into hydraulic modeling software for a 10-year existing development storm frequency and calculated the flow capacities for the different pipes and storm water detention facilities. The system modeling results identified several instances of undersized storm drainage pipes that failed to convey the design 10-year storm capacity flows. (These undersized lines are shown in Figure 6A of the Report.)

The recommendations contained in this Report include the upsizing of those identified undersized storm sewer systems (shown in Figure 8A of the Report). These recommendations are based on the hydraulic model's pipe network analysis for the 10-year storm for the "fully developed", ultimate campus build-out condition as shown in the "Campus Master Plan".

We recommend that the proposed improvements contained in the Report be implemented in three phases:

- **Phase 1** – West Campus; storm water improvements associated with Building A
Opinion of Probable Construction Cost: **\$290,000**
- **Phase II** – East Campus; storm drainage system improvements associated with Parking Lots 6 & 7.
Opinion of Probable Construction Cost: **\$206,000**
- **Phase III** – South Campus; storm water system improvements and detention pond relocation associated with the future expansion of that area.
Opinion of Probable Construction Cost: **\$ 120,000**




SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS


Review and Action as Necessary on Solicitation of Request for Qualifications for Civil Engineering Services for the Mid Valley Campus Drainage Improvements Phase I Project

Approval to solicit civil engineering services for the design of the Mid Valley Campus Drainage Improvements Phase I, which includes improvements associated with Building A at an estimated construction cost of \$290,000, is requested.

Purpose

If the Board accepts the report and authorizes staff to proceed with the design, authorization is requested to solicit civil engineering services to develop the construction documents for the Mid Valley Campus Drainage Improvements Phase I drainage improvements as outlined.

Justification

Solicitation of Request for Qualifications (RFQ) for civil engineering services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction to address the recommended improvements of the existing drainage conditions.

Background

On June 20 – 21, 2018, the City of Weslaco experiences substantial rainfall, which led to flooding at the Mid Valley Campus. This flooding included several inches of standing water in the Center for Learning Excellence Building A, and required emergency remediation. The cost for this remediation was \$193,611, and personnel and services were displaced from the building for over three months (93 days).

On September 25, 2018, the Board of Trustees contracted Perez Consulting Engineers (PCE) to perform civil engineering services to evaluate and provide recommendations for the existing drainage conditions at the Mid Valley Campus.

Presentation of Report and Recommendations

PCE presented their findings and recommendations for drainage improvements for the entire campus at the April 9, 2019 Facilities Committee meeting.

The engineers have noted that the existing detention ponds and areas are correctly sized to meet the City of Weslaco's building codes. They have also found that portions of the existing underground storm drainage infrastructure will need to be upgraded. Some of the upgrades include:

- Upsizing existing storm sewer piping on the west side of campus to provide the proper flow of storm water to the existing north detention pond

- Upgrading existing east drainage swales to underground storm sewer piping and connecting to the existing north detention pond
- Relocating the existing south detention pond and providing new storm sewer piping to connect to an existing city outfall on Republic Street

PCE has recommended separating the drainage improvements into three phases. The phases are as follows:

- **Phase I** – West Campus; storm water improvements associated with Building A.
Opinion of Probable Construction Cost: \$290,000
- **Phase II** – East Campus; storm drainage system improvements associated with Parking Lots 6 & 7.
Opinion of Probable Construction Cost: \$206,000
- **Phase III** – South Campus; storm water system improvements and detention pond relocation associated with the future expansion of that area.
Opinion of Probable Construction Cost: \$ 120,000

Prior Request for Qualifications (RFQ) was Limited to Report and Recommendation

The Request for Qualifications (RFQ) under which PCE was hired to conduct the study and recommend remediation did not include the development of construction documents and overseeing related construction work in the scope of services.

Recommendation for a new RFQ

It is now necessary to hire an engineer for the design of construction documents for the Phase I scope of work.

On April 9, 2019, the Facilities Committee considered whether this scope of work could be added to the contract under which PCE analyzed and reported on the drainage issues and recommended a plan for remediation.

It was determined that because this scope of work was not included in the initial RFQ, additional engineers should be provided an opportunity to submit qualifications for Phase I of the project.

Mr. Jesus Ramirez, Legal Counsel, advised the Facilities Committee that they might consider limiting the new RFQ only to those firms who submitted responses to the initial solicitation for the completion of the report and recommendation. This would potentially provide interested firms an equitable opportunity to provide qualifications, and would facilitate a quick review and recommendation of the most highly qualified firm for this project.

College's Legal Counsel further recommended that the RFQ could require that any responding firm would adhere to the Phase I construction scope as outlined in the report provided by PCE, which includes developing plans and specifications for the drainage improvements associated with Building A and the west side of the campus.

Upon further discussion with legal counsel, College staff recommends to follow the current established procedures for the solicitation of an RFQ, with the Phase I construction scope of the project as outlined in PCE's report.

Request for Proposals for Phase I Contractors

Upon successful contracting of an engineer for this Phase I project, a Request for Proposals would be publicly published to acquire proposals from contractors for construction.

The construction of the improvements would not begin until the Fall 2019 semester. Additional funding for the project, including funds for construction, will need to be budgeted in the FY 2019-2020 Renewals and Replacement Fund budget.

Subsequent Completion of Phase II and Phase III Scopes of Work

Design and construction for Phases II and III would begin at a later date upon approval and authorization from the Board.

Funding Source

Funds for the design of the recommended drainage improvements for Phase I are available in the Renewals & Replacements Fund budget for FY 2018-2019. Funds for the construction of the recommended drainage improvements for Phase I will need to be budgeted in the Renewals & Replacements Fund budget for FY 2019-2020.

Enclosed Documents

An executive summary and site plan of the Mid Valley Campus were provided for the discussion of the acceptance of the report and authorization of Phase I design.

Presenters

Mr. Rick De La Garza, Director of Facilities Planning & Construction, will respond to questions from the Board.

Committee Recommendation

The Facilities Committee recommended Board approval of a Request for Qualifications to proceed with the design of Phase I drainage improvements associated with Building A, at an estimated construction cost of \$290,000, as presented.

Upon further discussion with Legal Counsel, administration recommends Board approval of a Request for Qualifications from the engineers who responded to the initial RFQ for the Drainage Report project, for a project to design the Phase I drainage improvements associated with Building A, at an estimated construction cost of \$290,000, as presented.

Upon additional discussions between Legal Counsel and the College, Administration recommends to follow the current established procedures for the solicitation of an RFQ to allow an opportunity for any interested engineering firm to submit qualifications.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of civil engineering services for the design of the Mid Valley Campus Drainage Improvements Phase I, which includes improvements associated with Building A at an estimated construction cost of \$290,000 as presented.

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

The Board of Trustees approves and authorizes the publication of a Request for Qualifications for the solicitation of civil engineering services for the design of the Mid Valley Campus Drainage Improvements Phase I, which includes improvements associated with Building A at an estimated construction cost of \$290,000, as presented.

Approval Recommended:

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

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

Approval to contract construction services for the Pecan Campus Demolition of Dr. Casso Property project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Demolition of Dr. Casso Property project.

Background

On October 30, 2018, the Board of Trustees approved contracting civil engineering services with Perez Consulting Engineers, LLC for the demolition of Dr. Casso property. The property is currently vacated and after demolition, it will be included as part of any future plans for facility improvements as appropriate and approved by the Board.

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

Solicitation of competitive sealed proposals for this project began on February 4, 2019. A total of eight (8) sets of construction documents were issued to five (5) general contractors and three (3) plan rooms. A total of four (4) proposals were received on February 21, 2019.

Timeline for Solicitation of Competitive Sealed Proposals	
February 4, 2019	Solicitation of competitive sealed proposals began.
February 21, 2019	Four (4) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend RL Abatement, Inc. as the highest ranked in the amount of \$47,775.

Funding Source

Source of Funding	Amount Budgeted	Highest Ranked Proposal RL Abatement, Inc.	Budget Variance
Unexpended Construction Plant Fund	\$60,000	\$47,775	\$12,225

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

Reviewers

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

Enclosed Documents

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

The Facilities Committee recommended Board approval to contract construction services with RL Abatement, Inc. in the amount of \$47,775 for the Pecan Campus Demolition of Dr. Casso Property project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with RL Abatement, Inc. in the amount of \$47,775 for the Pecan Campus Demolition of Dr. Casso Property 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 RL Abatement, Inc. in the amount of \$47,775 for the Pecan Campus Demolition of Dr. Casso Property project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
PECAN CAMPUS - DEMOLITION OF CASSO PROPERTY
PROJECT NO. 18-19-1046**

NAME		5 Star GC Construction, LLC.	HiLo Contractor, LLC.	RG Enterprises, LLC/ dba G&G Contractors	R. L. Abatement, Inc.
ADDRESS		3209 Melody Ln	1817 N Broadway Ave	711 E Wisconsin Rd	P O Box 332
CITY/STATE/ZIP		Mission, TX 78574	Elsa, TX 78543	Edinburg, TX 78539	Weslaco, TX 78599
PHONE		956-655-6829	956-331-7502	956-283-7040	956-968-2265
FAX		956-599-9055		956-259-8046	956-968-3301
CONTACT		Peyton Oakley	Victor Hernandez	Rene Garza	Roberto Valladares, Jr.
#	Description	Proposed	Proposed	Proposed	Proposed
1	Pecan Campus - Demolition of Casso Property	\$ 72,000.00	\$ 77,979.43	\$ 101,847.00	\$ 47,775.00
2	Begin Work Within	10 Days	10 Days	10 Days	10 Days
3	Completion of Work Within	30 Calendar Days	90 Calendar Days	60 Calendar Days	35 Calendar Days
4	Bid Bond	Yes	Yes	Yes	Yes
TOTAL AMOUNT PROPOSED		\$ 72,000.00	\$ 77,979.43	\$ 101,847.00	\$ 47,775.00
TOTAL EVALUATION POINTS		75	54.45	64.65	93.3
RANKING		2	4	3	1

**SOUTH TEXAS COLLEGE
PECAN CAMPUS - DEMOLITION OF CASSO PROPERTY
PROJECT NO. 18-19-1046
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.	HiLo Contractor, LLC.	RG Enterprises, LLC./ dba G&G Contractors	R.L. Abatement, Inc.				
ADDRESS		3209 Melody Ln	1817 N Broadway Ave	711 E Wisconsin Rd	P O Box 332				
CITY/STATE/ZIP		Mission, TX 78574	Elsa, TX 78543	Edinburg, TX 78539	Weslaco, TX 78599				
PHONE		956-655-6829	956-331-7502	956-283-7040	956-968-2265				
FAX		956-599-9055		956-259-8046	956-968-3301				
CONTACT		Peyton Oakley	Victor Hernandez	Rene Garza	Roberto Valladares, Jr.				
1	The Respondent's price proposal. (up to 45 points)	29.7	29.7	27.45	27.45	21.15	21.15	45	45
		29.7		27.45		21.15		45	
		29.7		27.45		21.15		45	
		29.7		27.45		21.15		45	
		29.7		27.45		21.15		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.4	7	6.4	9	8.1	8.5	8.9
		9		5		8		9	
		6		5		8		9	
		9		8		8		9	
		9		7		7.5		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8	3	4.6	9	8.2	9	9
		8		5		8		9	
		7		4		9		9	
		9		6		9		9	
		8		5		6		9	
4	The Respondent's safety record. (up to 5 points)	3.5	3.6	1	2	4	4.2	4.5	4.2
		4		3		4		4	
		3		1		5		4	
		4		3		4		4.5	
		3.5		2		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.1	3	5.2	7	6.8	7	7
		6		5		7		7	
		4		6		7		7	
		7.5		6		7		7	
		7		6		6		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.3	2	3.8	8	7.6	8	8
		8		5		7		8	
		7		2		8		9	
		8		5		8		8	
		6.5		5		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	4.9	2	2.2	5	4.6	5	5
		5		3		4		5	
		5		1		5		5	
		5.5		3		5		5	
		5		2		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	2.8	2.8	4	4	6.2	6.2
		7		2.8		4		6.2	
		7		2.8		4		6.2	
		7		2.8		4		6.2	
		7		2.8		4		6.2	
TOTAL EVALUATION POINTS		75	54.45	64.65	93.3				
RANKING		2	4	3	1				

Update and Action as Necessary on the Solicitation of Architectural Services for the Renovation and Expansion of the Existing Pecan Campus Library

The Board is asked to authorize the publication of a Request for Qualifications to solicit architectural services for a two-phase project for the renovation and expansion of the existing Library and CLE facilities. The first phase of the project would be to assess at least three expansion options, including expansion to the west, south, or east of the current Library, and to recommend Board approval of an expansion option. Upon Board approval of an expansion option, the second phase of the project would be to serve as the architect of record, including the development of construction documents, solicitation of construction services, and oversight of construction for the project.

Purpose

The Facilities Committee reviewed the findings on the assessment of the existing Pecan Campus Library facility, work done to determine needs for an expanded Pecan Campus Library, and options explored for expanding the existing facility. It is clear that the Library must be expanded, and it appears that the best option is to expand the current facility.

The first phase of the project would be to assess at least three expansion options, including expansion to the west, south, or east of the current Library, and to recommend Board approval of an expansion option.

Upon Board approval of an expansion option, the second phase of the project would be to serve as the architect of record, including the review and refinement of the draft building program and development of design documents for the renovation and expansion of the existing Pecan Campus Library.

Justification

Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and recommend an architect to the Facilities Committee at a later date.

Background

The Pecan Campus Library is a two-story building with 67,266 gross square feet dating back to the inception of the College. Since 1993, the Library has undergone two construction additions in an effort to keep up with growth at South Texas College's Pecan Campus. In the 13 years since its last addition, library users, operations, and services have evolved and expanded.

The College's existing Master Plan, developed by Freese & Nichols in 2010, suggested that the Pecan Campus should have a library of at least 100,000 square feet. The Board of Trustees approved retaining architectural consultant Patrick Deaton on September 19, 2017, to assess the adequacy of the existing Pecan Campus Library facility to meet current and projected needs of the College and in support of the accreditation requirements from the Southern Association of Colleges and Schools Commission on

Colleges (SACSCOC). Deaton determined that the Pecan Campus Library is “severely overcrowded” and that a library of approximately 79,625 assignable square feet (ASF) would be needed by 2020 and one of approximately 102,375 ASF would be needed to meet estimated needs by 2030. The existing Library currently has approximately 41,840 ASF.

At its January 30, 2018 meeting, the Board accepted the Deaton report and approved staff recommendation to engage another consultant to determine whether facility could be renovated to accommodate the additional space. Godfrey’s Associates was tasked with this assessment.

On October 9, 2018, the Facilities Committee was briefed on Consultant Godfrey’s Associates determinations that the existing Pecan Campus Library is in good condition, that previous expansions have exceeded minimum building code requirements, and that the existing Library can be efficiently expanded. Godfrey’s Associates found that the existing Library could be renovated to accommodate the additional space and that building space efficiency could be improved, reducing the square footage needs recommended by Deaton to approximately 99,904 gross square feet, and approximately 79,747 ASF to meet the projected 2030 needs. This recommendation assumed an expansion/renovation with an ASF to GSF efficiency of 79.9%, which may be overstated.

The impact of the growth of the physical collection versus digital collections at the Pecan Campus Library was raised at the October 9, 2018 Facilities Committee meeting. Library Services staff anticipate that the STC collection at the Pecan Campus will continue to grow, mostly because some library materials are available only in physical form. However, Library staff anticipate that this growth in the physical collection will be a modest 2% per year, owing the focus of collection development to digital resources such as e-books and streaming video/audio. Most of the library collection at the Pecan Campus Library is held in three compact shelving units, each of which contains approximately 2,922 feet of shelving. At the current and anticipated rate of growth, adding a fourth compact shelving unit to the three units already in place should adequately provide for future anticipated growth.

Renovation and Expansion Options

The main objectives for the renovation and expansion of the Library building are as follows:

- Increasing the number of students the facility can accommodate from 616 to approximately 1,300 if possible;
- Updating the functionality of the space to keep up with changes in the types of spaces that are conducive to student learning:
 - Study Rooms
 - Consultation Area
 - Quiet Study / Reading Room
 - Emerging technology spaces including AR/VR, 3-D printing, and other;

- Improving the adjacency and flow of functions, among other things, to minimize unnecessary flow of traffic and noise through study areas;
- Providing an adequate library facility that appropriately serves the College's educational and mission-related activities in compliance with SACSCOC standard (13.7).

Current options for the Library renovation and expansion include:

- **Expansion West** - Though this option was favored initially because it made it possible to connect the Library and the CLE buildings and maximize the use of those building spaces, an examination by STC Maintenance and Operations and Facilities Planning and Construction staff members determined that extending the Library building west to connect with the CLE building, would require that utilities be interrupted and rerouted at an excessive financial cost. This option also would impair drainage in the north west area of the campus.

At the April 9, 2019 Facilities Committee, Committee Chairman Gary Gurwitz suggested that an architect might propose a solution for an elevated expansion/interconnection between the Library and CLE, that would leave traffic, utilities, and drainage unimpeded. Any architect contracted for this project should consider and provide cost estimates for such a solution under the first phase of the evaluation of expansion options.

- **Expansion South** – Expansion south would require extensive renovation work to the existing south entrance of the Library building.
- **Expansion East** – Expansion east would require rerouting part of internal drive and result in the loss of some parking space near the northeast corner of the building. This option would involve the least expense in building demolition, renovation, and rerouting of existing utilities and thus maximize the space that could be added to the building. This option also would allow space for additional future expansion if needed.

At the April 9, 2019 Facilities Committee, Committee Chairman Gary Gurwitz noted that this option would take up valuable property, including parking spaces, and require the re-routing of the interior loop road. Any architect contracted for this project should consider and provide cost estimates for such a solution under the first phase of the evaluation of expansion options.

The Facilities Committee recommended contracting a design expert, whether an architect or other engineer, to evaluate the options for renovation and expansion of the Pecan Campus Library.

Once a renovation and expansion plan has been selected, architectural design services would be needed to review and refine the draft building space program, preliminary space adjacency diagrams, cost estimates, and to develop design and construction documents for the renovation and expansion of the existing Pecan Campus Library.

Funding Source

Funds are available in the FY 2018 – 2019 Unexpended Plant Fund budget.

Enclosed Documents

A presentation of the status update of the Pecan Campus Library Facilities Assessment is enclosed for the Board's review and information.

Presenters

Dr. Jesus Campos, Dean of Library & Learning Support Services, will attend the meeting to provide a presentation of the renovation and expansion options and respond to any questions from the Board.

Recommended Action

It is requested that the Facilities Committee recommend action as necessary for Board approval at the April 30, 2019 Board meeting, on the status update on the assessment of the Pecan Campus Library and the potential renovation and expansion of the existing Library and CLE facilities, and solicitation of architectural design services for the renovation and expansion of the existing Pecan Campus Library as presented.

The Facilities Committee recommended Board authorization of a Request for Qualifications and/or Request for Proposals as necessary for an architect or engineer to conduct a feasibility study for the Pecan Campus Library expansion options.

Administration recommends Board approval of an RFQ for architectural services for a two-phase project: the completion of the feasibility study as described by the Facilities Committee, and the design services to carry out an expansion option as approved.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the publication of an RFQ soliciting architectural services to conduct an expansion feasibility study and recommendation on the proposed expansion of the Pecan Campus Library, including at least the three options identified, and to serve as the architect of record for the subsequent design for construction of any expansion proposal as approved by the Board.

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

The Board of Trustees approves and authorizes the publication of an RFQ soliciting architectural services to conduct an expansion feasibility study and recommendation on the proposed expansion of the Pecan Campus Library, including at least the three options identified, and to serve as the architect of record for the subsequent design for construction of any expansion proposal as approved by the Board.

Approval Recommended:

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

Pecan Campus
Library
Facilities
Assessment:
Status Update

April 9, 2019

Dr. Jesús H. Campos, Dean of
Library and Learning Support
Services

Ricardo De La Garza, Director of
Facilities Planning and Construction



SOUTH TEXAS
COLLEGE

Site Layout



Building F Highlights



- Gross Square Feet (GSF): 65,990 sq. ft. (46,070 1st floor, 19,920 2nd floor)
- Assignable (usable) Square Feet (ASF): 41,840 sq. ft.
- GSF to ASF efficiency ratio: approximately 63%
- Existing building houses library public services operations such as circulation, reference, and reserves; collection of about 69,000 print books; materials processing and library automation; a computer lab, staff offices, an internet café, art gallery, multi-purpose space, quiet study spaces, study rooms, humanities tutoring, and Educational Technologies operations.
- Since 1993, it has undergone two construction additions, the last of which was completed in 2004.
- Seats approximately 616 students

Background on Pecan Campus Library Assessment

- **2010** - Freese and Nichols 2010 Master Plan recommended for the Pecan Campus 100,500 gross square foot library (or 75,375 assignable square feet (ASF) using the 75% gross to assignable square feet efficiency ratio for new construction).
- **September 2017** - STC Board approved retaining a consultant to assess the adequacy of the current Pecan Campus Library facility (Building F) to meet current and projected needs in support of the accreditation requirements by SACS-COC.
- **Fall 2017** – Consultant Patrick Deaton assessed Building F and determined the existing Pecan Campus Library building is severely overcrowded and that a new or renovated building to accommodate future needs should contain approximately 102,375 ASF
- **January 2018** – The STC Board accepted the Deaton report and approved engaging a consultant to examine whether the existing Pecan Campus Library facility could be renovated to accommodate the additional space. Godfrey's Associates was tasked with this assessment.
- **September 19, 2018** – The STC Board was briefed on the determination of Godfrey's Associates that Building F could be renovated to accommodate the additional space and that building space efficiency could be improved. The Board directed staff to explore options for renovating the Pecan Campus Library facility.

Review of Renovation Options

- Library and Learning Support Services staff in collaboration with Facilities Planning and Construction staff members developed a building program listing the functions for a renovated library and assigned square footage requirements to each area.
- Key objectives for a renovation and expansion of building are
 - **Increasing the number of students the facility can accommodate from 616 to approximately 1,300 if possible;**
 - **Updating the functionality of the space to keep up with changes in the types of spaces that are conducive to student learning**
 - Study Rooms
 - Consultation Area
 - Quiet Study / Reading Room
 - Emerging technology spaces including AR/VR, 3-D printing, and other;
 - **Improving the adjacency and flow of functions**, among other things, to minimize unnecessary flow of traffic and noise through study areas and to bring together related learning support services such as library referenced assistance, computer lab support, and tutoring support.
 - **Providing an adequate library facility that appropriately serves the College’s educational and mission-related activities in compliance with SACSCOC standard (13.7).**

Site Initially Set Aside for a Possible New Library

The site in front of the chillers facing the entrance to the south side of College was previously considered by the Board as a possible location for a new Pecan Campus Library building.

The site straddles an easement that would prevent the construction of a building at that location.

The site is too narrow for a library building.

This site is thus not feasible.



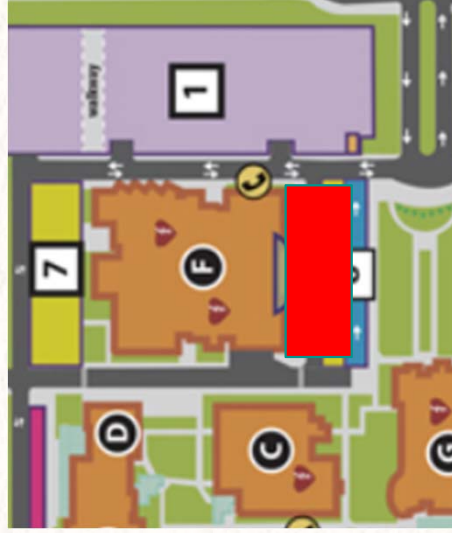
Feasibility of Options Considered

Expansion West - Though this option was favored initially because it made it possible to connect the library and the CLE buildings and maximize the use of those building spaces, an examination by STC Maintenance and Operations and Facilities Planning and Construction staff members determined that extending Buildings F west to connect with Building C, would require that utilities be interrupted and rerouted at an excessive financial cost. This option also would impair drainage in the north west area of the campus.



Feasibility of Options Considered

Expansion South – Expansion south would require extensive renovation work to the existing south entrance of the building.



Feasibility of Options Considered

Expansion East – Expansion east would require rerouting part of internal drive and would result in the loss of some parking space on the north east corner. This option would involve the least expense in building demolition, renovation, and rerouting of existing utilities and thus maximize the space that could be added to the building. This option also would allow space for additional future expansion if needed.



Review and Action as Necessary on Final Completion for the Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement Project

Approval of final completion for the Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement project is requested.

	Project	Completion Recommended	Date Received
1.	Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement Engineer: Halff Associates Contractor: G&G Contractors	Final Completion Recommended	March 20, 2019

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with G&G Contractors be approved. The original cost approved for this project was in the amount of \$805,587.

The following charts summarize the above information:

Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$805,587	\$638,935	\$0	\$638,935	\$575,041.50	\$63,893.50

Enclosed Documents

A copy of the letter of Final Completion is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion for the Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion for the Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes final completion for the Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement project as presented.

Approval Recommended:

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



March 20, 2019
AVO 32128

South Texas College
3200 W. Pecan Blvd., Building N, Room 179
McAllen, Texas 78501

Attn: Mr. Ricardo De La Garza
STC-Facilities Planning and Construction

RE: Letter of Final Acceptance Recommendation for
STC – Fire Sprinkler Lines Replacement

Dear Mr. De La Garza:

This letter is to serve as written notice that G & G Contractors Company has completed the punch list items established at Substantial Completion with punch list dated February 25, 2019. To the best of my knowledge, all close-out documents have been submitted, reviewed, and delivered to STC Facilities. As such, the contractor has completed all requirements of his Contract. Accordingly, we recommend the project be approved for final completion and final payment be released in accordance with the contract requirements.

If you have any questions, please feel free to contact our office.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Avila", is written over a faint blue grid background.

Hugo H. Avila, PE
Mechanical Team Leader

Copy: File

Review and Action as Necessary on Revisions to Policy #6105: *Naming of College Facilities*

At the February 16, 2019 Board Retreat and the March 19, 2019 Facilities Committee meeting, the trustees discussed the naming of College facilities and campuses in honor of past trustees and other prominent supporters of South Texas College.

Policy #6105: *Naming of College Facilities* establishes the following five criteria for consideration of any nomination:

- 1) The name may indicate the function of the building/facility.
- 2) The name may honor an employee or former employee of the College who has served the College and has made exceptional contributions to the College. The individual must have won the respect of fellow staff members for outstanding performance beyond ordinary duties.
- 3) The name may honor a substantial benefactor of the College as recommended by administration.
- 4) The name may honor any member or members of the community whom the Board recognizes as having provided exceptional, financial or non-financial support for the advancement of the College.
- 5) The name may honor any member or former member of the Board who has served a minimum of 12 years (two full terms)

In the packet for the April 9, 2019 Facilities Committee meeting, Administration provided the similar policies from nine other community colleges in Texas. The documentation included a table summarizing these responses, followed by the responses themselves.

The Facilities Committee recommended asking the Chairman of the Board to appoint a committee to thoroughly review the example policies for other community colleges, and to recommend any revisions as necessary to South Texas College's policy.

Under Board Policy #1110: *Board Committees*, the Chairman of the Board may create committees to advise the Board and facilitate the efficient operation of the Board. Membership of the committees is established by action of the Chair.

Recommendation:

It is recommended that the Chairman of the Board appoint a committee comprised of no more than three trustees to review policies and issues related to the renaming of college facilities, and to report their recommended action at a future meeting of the Board of Trustees.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Chairman of the Board appoints a committee comprised of no more than three trustees to review policies and issues related to the renaming of college facilities, and to report their recommended action at a future meeting of the Board of Trustees.

Approval Recommended:

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

MANUAL OF POLICY

Title	Naming of College Facilities	6105
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated February 15, 2001	

This policy covers the naming of buildings, wings of buildings and facilities such as areas or rooms within buildings, plazas/courtyards, recreational fields, and the like on STC campuses and centers.

Nominations may be received by the College President or any member of the Board. The authority to name buildings, rooms, special areas, and/or other College facilities is reserved solely for the Board and shall conform to one of the following criteria:

1. The name may indicate the function of the building/facility.
2. The name may honor an employee or former employee of the College who has served the College and has made exceptional contributions to the College. The individual must have won the respect of fellow staff members for outstanding performance beyond ordinary duties.
3. The name may honor a substantial benefactor of the College as recommended by administration.
4. The name may honor any member or members of the community whom the Board recognizes as having provided exceptional, financial or non-financial support for the advancement of the College.
5. The name may honor any member or former member of the Board who has served a minimum of 12 years (two full terms)

It should be recognized that buildings and other facilities may undergo significant renovation or even demolition over the course of time. It is STC policy that even though the physical space may no longer exist, recognition for the individual recognized in that space will continue in perpetuity.

The President's Office will maintain a log of all named spaces and plaques to ensure that plaques that must be removed because of renovation will be displayed in another appropriate place of honor as recommended by the Administration and approved by the Board.

Naming of Buildings Policies and Procedures

Texas Association of Community College Responses

School Name	Policy or Procedure	Naming Practices	Requirement for naming
1. Alvin College	Policy	<ul style="list-style-type: none"> Recognize a person, organization, trust fund 	<ul style="list-style-type: none"> Made a significant financial contribution, service contribution, or gave many years of service to the college as an employee or regent.
2. Blinn College	Policy	<ul style="list-style-type: none"> Recognize individuals, families, organizations, foundations, or corporations that support its mission. 	<ul style="list-style-type: none"> Naming recommendations shall be submitted to Board for review Naming of a new or current building may require a financial donation. Prior approval for solicitation of private donations through a development campaign or individual to name building.
3. Central Texas College	Policy	<ul style="list-style-type: none"> Not provided 	<ul style="list-style-type: none"> General: \$1 million donation. Board may override by majority vote on donation amount.
4. Del Mar College	Policy	<ul style="list-style-type: none"> Primarily, a functional, descriptive name Occasionally, after an individual, group, or company in recognition of a monetary gift, or extensive service to College. 	<ul style="list-style-type: none"> Monetary gift: 50% of building or renovation cost Service to College: Naming under this category to be infrequent. Extensive or exemplary service to College over extended period of time.

School Name	Policy or Procedure	Naming Practices	Requirement for naming
5. McLennan Community College	Policy	<ul style="list-style-type: none"> Major functions associated with each building or facility Individual or organization providing significant financial support or service. Exception, Naming of President, who must not provide financial support but have served 20 years. 	<ul style="list-style-type: none"> Newly constructed buildings/facility: Minimum gift commitment of 25% of total cost of building. A 75% of this minimum must have been received by College and/or Foundation for naming to proceed. Existing building/facility: Minimum gift of 51% of current fair market value. A 75% of this minimum must have been received by College and/or Foundation for naming to proceed.
6. Midland College	Procedure	<ul style="list-style-type: none"> Not provided 	<ul style="list-style-type: none"> General procedure: \$1 million donation. Current new buildings planned, requirement will be \$3 million
7. North Central Texas Community College District	Policy	<ul style="list-style-type: none"> Major functions associated with each building or facility Memorialize a person closely associated to college (Employees or volunteers permissible with 10 years of service and extraordinary service) Memorialize or recognize substantial gifts and donors or individuals designated by those donors Establish a special private fund development campaign, at which the proposed naming and associated private fund contributions have had prior Board approval. 	<ul style="list-style-type: none"> Newly constructed buildings/facility: Minimum gift commitment of 25% of total cost of building. A 75% of this minimum must have been received by College and/or Foundation for naming to proceed. Existing building/facility: Minimum gift commitment of 10% of current fair market value. A 75% of this minimum must have been received by College and/or Foundation for naming to proceed.

School Name	Policy or Procedure	Naming Practices	Requirement for naming
8. San Jacinto College	Policy	<ul style="list-style-type: none"> Major functions associated with each building or facility After an individual, group, or company in recognition of a monetary gift or monetary gift and extensive service to College. 	<ul style="list-style-type: none"> Gift related naming: Minimum 25% of cost of construction Honorific Naming: Combination of financial and service contribution. <p>**Note: A guideline with gift minimums and ranges is attached to policy for each type of building naming opportunity.</p>
9. Tarrant County College District	Policy	<ul style="list-style-type: none"> Honorary Naming Individuals who have made extraordinary gifts of time, talent, or service over extended years of service. Philanthropic Naming Gift of monetary value appropriate for facility, program, or fund being named. 	<ul style="list-style-type: none"> Newly constructed buildings/facility: Monetary gift must be <u>substantial</u> to the cost or renovation. A substantial gift would mean: <ul style="list-style-type: none"> Majority of cost of building– 51% A monetary contribution that may not meet the 51% request but would have not been available through any other source or was integral to project completion. <p>**Note: A guideline with gift minimums and ranges is attached to policy for each type of building naming opportunity.</p>

CLA (LOCAL)

FACILITY PLANNING
FACILITY STANDARDS

NAMING OF COLLEGE
DISTRICT FACILITIES

The Board shall give consideration for naming College District building, classrooms, grounds, and other College District facilities in honor of a person(s), organization, trust fund, and the like that has:

1. Made a significant financial contribution to the College District;
2. Made a significant service contribution to the College District; or
3. Given many years of service to the College District as an employee or Regent.

APPROPRIATIONS AND REVENUE SOURCES
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

Gifts

Any gift with a cost or market value of \$10,000 or more, any gift that the potential donor has expressly made conditional upon the College District's use for a specified purpose, or any gift of real property shall require Board approval. The Chancellor shall make recommendations to the Board regarding the acceptance of the gift. The authority to accept gifts with a value greater than \$10,000 shall be vested solely with the Board. The Chancellor or designee shall have the authority to accept gifts on behalf of the College District with a value under \$10,000. The Chancellor shall inform the Board on a regular basis of all accepted gifts.

Criteria for
Acceptance

The College District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law. The College District shall not accept gifts that discriminate against any person on the grounds of sex, gender, race, color, religion, national origin, age, or disability. The College District shall not solicit nor accept a grant, gift, fund, donation, or any item or service of value from a manufacturer, distributor, or retailer whose principle business is tobacco, smoke, or nicotine vapor products and devices.

Before the Chancellor accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Chancellor shall consider whether the gift:

1. Has a purpose consistent with the College District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or College District program;
3. Would support a program that the College District may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the College District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GE for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among College District schools or programs;
8. Obligates the College District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the College District.

APPROPRIATIONS AND REVENUE SOURCES
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

Upon Acceptance Once accepted, a gift becomes the sole property of the College District.

Solicitations

An employee who solicits gifts on behalf of the College District or to use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and College District policy and regulations, including those addressing the use of names or images of the College District, campuses, employees, or students.

All donations solicited on behalf of the College District, including solicitations in the name of the College District or a campus, or donations solicited using College District or campus resources, become the sole property of the College District for use consistent with the terms of the solicitation.

Any bequests, gifts, or donations made by a donor totaling at least \$10,000 within the calendar year shall be acknowledged.

Naming Recognition

The College District may honor and recognize outstanding support of the institution by individuals, families, organizations, foundations, or corporations by the naming of facilities, property, scholarships, and endowments that support its mission.

The Board shall have the authority to reject any gift, including real property or financial donation, for any reason as a matter of absolute discretion.

The Board retains the exclusive authority to name all College District facilities, property, scholarships, and endowments. Recommendations shall be submitted and vetted in accordance with administrative regulations.

The Board may remove or change a name for any reason at any time. The closure or demolition of a facility or renovation of space may result in termination of the named recognition. Should this occur, an appropriate form of recognition may be provided. The name may also be forfeited if actions of the contributor or named entity call into question the public respect of the College District.

A new building shall be one that is one- to five-years-old, and a current building shall be one that is six-years-old or older. The naming of a new or current building, including rooms within a new or current building, may require a financial donation.

The Board shall not be bound by representations, promises, or guarantees by individual Board members, foundation board members, or employees of the College District or foundation regarding naming rights and opportunities. To the extent permitted by law and out of respect for the individuals, corporations, or organizations

APPROPRIATIONS AND REVENUE SOURCES
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

who may be recommended for naming rights or who may be proposing to invest in a particular naming opportunity, the nominating process and related deliberations shall be held in confidence until such time as the Chancellor presents a recommendation to the Board. The decisions of the Board shall be final.

Solicitation

The Chancellor, in consultation with the College District foundation board, shall provide prior approval before initiation of any proposed development campaign to solicit private donations to name a building or other College District property. This proposed development campaign shall include elements of the campaign, property designated for naming, nature of the private donation, and other relevant information. Prior approval by the Chancellor, in consultation with the foundation board, shall also be required when donations are solicited from an individual who wishes to name a building or other College District property. During the development process, the request shall be treated confidentially, and possible naming commitments shall be reviewed carefully for full compliance with applicable laws and ethical principles.

Type of Gifts
Accepted

The following gifts may be accepted for the naming rights of a college facility or property:

1. Cash;
2. Stock;
3. Land;
4. Pledges (may be paid over a two- to five-year period); and
5. Assets (to be reviewed on a case-by-case basis).

Plaques on New or
Remodeled College
District Facilities

Any plaque to be placed on a new or remodeled facility shall include the following information:

1. Date of facility's dedication or re-dedication;
2. Board officers and members as of the date of dedication or rededication;
3. Chancellor as of the date of dedication or rededication;
4. Architectural firm(s) responsible for the final design of the facility;
5. Construction firm(s) responsible for the substantial final completion of the facility; and
6. Additional information as identified by the Chancellor.

APPROPRIATIONS AND REVENUE SOURCES
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

Naming Opportunity
Agreement

The naming opportunity agreement shall consist, at a minimum, of the following elements:

1. The amount donated;
2. The balance to be donated (if applicable);
3. The term of payments;
4. The type of gift;
5. The nature and duration of recognition;
6. The terms and procedures for rescission of recognition;
7. The signature of the donor; and
8. The signature of the Chancellor.

The Chancellor shall be responsible for ensuring the naming opportunity agreements are implemented.

From: [Yeonopolus, Jim](#)
To: [Dr. Shirley A. Reed](#)
Subject: RE: Name of Buildings - Policy/Procedure
Date: Tuesday, March 19, 2019 10:17:03 AM

CAUTION: This email originated from outside South Texas College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Shirley,

We require a dollar donation of \$1M in order to name a building – the Board of Trustees can override that policy by a majority vote.

Jim

From: CEO [mailto:ceo-bounces+jim.yeonopolus=ctcd.edu@mailman.tacc.org] **On Behalf Of** Dr. Shirley A. Reed via CEO
Sent: Monday, March 18, 2019 4:16 PM
To: CEO Email Address
Subject: [CEO] Name of Buildings - Policy/Procedure

Fellow Presidents,

Hope everyone is well rested from Spring Break.

I wanted to inquire if anyone can share with me your process, policy, or criteria used for naming a building in honor of a particular person. We are embarking on the honorary naming of selected buildings, and we are off to a rough start.

I would appreciate any information you can share with me.

Thank you,
Dr. Reed

From: [Mary Mc Queen](#)
To: [Dr. Shirley A. Reed](#)
Cc: [Mark Escamilla](#); [Delia Perez](#)
Subject: Naming of Buildings -- Policy/Procedure
Date: Monday, March 18, 2019 5:39:06 PM
Attachments: [bor101.pdf](#)

CAUTION: This email originated from outside South Texas College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Dr. Reed,

Dr. Mark Escamilla requested I provide information regarding the building naming policy and process. Below is the official Board Policy and I have attached the form which is submitted to the Board of Regents for consideration of naming. Generally, an individual or committee makes the recommendation, completing the nomination form and providing the compelling support documentation and case for support of the naming opportunity. The proposal is provided to the Board of Regents and put on the agenda for a presentation and action. As you can see, the current naming policy is relatively broad.

B3.7 Naming of Building and Other Facilities: Buildings and other facilities at Del Mar College will ordinarily bear a functional, descriptive name assigned by the Board of Regents. Functional names will communicate clearly to students and the general public the ordinary use of the building. Occasionally the Board may name a building, room, special area, or other College facility, equipment, or furnishing after an individual, group, or company in recognition of a monetary gift or extensive service to the College.

The power to name all facilities at the College resides solely with the Board of Regents. The Board, however, is under no obligation to assign any name to a building or other facility, beyond the descriptive name required for the practical function of the College. At any time, the Board may choose not to name a building or other facility beyond its required functional, descriptive name. In order to maintain excellence and integrity at the College, the Board will exercise the power to name judiciously and maintain a very high standard for assigning names.

Ordinarily, the names of buildings and other facilities are maintained for as long as the naming continues to honor both the individual for whom a building or facility is named and the College. The Board reserves the right to rename buildings as needed and is under no obligation to preserve the use of a name after the useful life of a building or other facility has been exhausted.

B3.7.1 Monetary Gifts: The Board may name the facilities described in B3.7 in recognition of a monetary gift to the College. The gift must be substantial and will ordinarily represent at least 50 percent of the building or renovation cost. Other substantial monetary gifts may be acknowledged by naming, as well, but in all cases the Board is obligated to ensure that the gift is a substantial contribution to the well being of the College.

B3.7.2 Service to the College: The Board may name the facilities described in B3.7 in recognition of extensive and exemplary service to the College over a significant period of time. To maintain the integrity of those honored by naming under this section, the Board is obligated to ensure that honorees have reached the highest standard of direct service and contribution to the College, ordinarily over an extended period of time; accordingly, naming under this section will be relatively infrequent.

B3.7.3 Nominations for Naming Candidates: Regents, the College administration, faculty, staff, as well as the general public, may nominate candidates for acknowledgment by naming. The burden of proof for the worthiness of a nomination belongs to the nominator. At any point in the naming process, the Board may choose to end the naming process and name any building with a functional, descriptive name. Nominations must be submitted to the Board through the President's Office in writing and may be accompanied by supporting documents favoring the nomination. Forms for nominations and other guidelines may be obtained in the President's Office. In each case, the Board will develop a timeline and consider each nominee carefully. The decision of the Board is final.

I hope this helps, but feel free to contact me if you need further information.

Sincerely

Mary C. McQueen, CFRE

Executive Director of Development

Del Mar College/Del Mar College Foundation

101 Baldwin Blvd., Corpus Christi, Texas 78404

Physical address: Center for Economic Development, 3209 S. Staples, Corpus Christi, Texas 78404

Email: mmcqueen2@delmar.edu

Office: 361-698-1317

Cell: 361-815-1157



From: "Dr. Shirley A. Reed via CEO" <ceo@mailman.tacc.org>
Date: March 18, 2019 at 4:16:18 PM CDT
To: CEO Email Address <ceo@mailman.tacc.org>
Subject: **[CEO] Name of Buildings - Policy/Procedure**
Reply-To: "Dr. Shirley A. Reed" <sareed@southtexascollege.edu>

Fellow Presidents,

Hope everyone is well rested from Spring Break.

I wanted to inquire if anyone can share with me your process, policy, or criteria used for naming a building in honor of a particular person. We are embarking on the honorary naming of selected buildings, and we are off to a rough start.

I would appreciate any information you can share with me.

Thank you,
Dr. Reed

POLICIES AND PROCEDURES

Subject: Naming Buildings Policy Reference: C-V

Source: Board of Trustees Eff. Date: April 30, 2009

Approval Auth: Board of Trustees Approved: _____

Remarks: Replaces previous policy dated January 30, 1996

Date: April 30, 2009

The McLennan Community College Board of Trustees reserves the final right of approval for the name or names designated for campus buildings or any section, division, or other area of campus buildings and facilities. The MCC Foundation Board of Directors, acting as a group or as an Executive Committee, may recommend minimum gift levels and proposed guidelines for gift naming opportunities to the McLennan Community College Board of Trustees.

- A. The naming of buildings or areas on the McLennan Community College campus or on properties affiliated with the college must be consistent with the following college guidelines:
 - 1. The general policy of the College shall be to name buildings and portions of buildings after the major functions associated with each building or facility.
 - 2. Upon approval of the Board of Trustees, a building or a portion thereof or other campus facility or enhancement may be named in honor or memory of an individual or organization providing significant financial support or service to the college. Such naming will require financial support as outlined in the criteria in "B", with the exception of a naming in conjunction with a President who has served McLennan Community College for at least 20 years for which no financial support shall be required.
 - 3. The naming of any building or college facility, or any division, section, or area of college buildings or

facilities must be approved by the MCC Board of Trustees.

4. Proposals to name buildings as a result of a private gift to the MCC Foundation should be submitted to the Executive Director of the MCC Foundation, who then will collaborate with the executive committee of the MCC Foundation to submit a proposal for approval by the College President with a final commitment being made with the approval of the MCC Board of Trustees.
 5. Except in extraordinary circumstances, the Board of Trustees will not approve renaming of buildings.
- B. In addition, the following specific criteria will be used in the naming of campus buildings as any section, division, or other area of campus buildings and facilities:
1. To name a newly constructed building, or facility, a minimum gift commitment of 51% of the total cost of the building is required from donors interested in memorializing or placing in perpetuity their name or the name of a family member, or other individual. Further, 75% of this minimum must have been received by the College and/or Foundation for the naming to proceed. Should the full amount of the pledged gift not be received as agreed, the MCC Board of Trustees reserves the right to cancel the plans for or remove the name from the campus facility.
 2. To name an existing campus building or facility, a minimum gift of 51% of the current fair market value of the existing campus building will be required, subject to final board approval. Further, 75% of this minimum amount must have been received by the College and/or Foundation for the naming to proceed. Should the full amount of the pledged gift not be received as agreed, the MCC Board of Trustees reserves the right to cancel the plans for or remove the name from the campus facility.
 3. To name an area, division, or section of a current building, such as a classroom or laboratory, foyer, athletic facility, plaza, garden, art feature or other building or environmental enhancement, a minimum gift of 51% of the approximate appraised value of the area to be named or a minimum of \$100,000, whichever is greater, will be required, subject to final MCC Board of Trustees approval.

4. If a building or facility has been previously named and the facility must subsequently be demolished or substantially rebuilt, the name on the demolished facility may be moved to another appropriate place as determined by the MCC Board of Trustees in collaboration with the donor or his family or descendents. If a new donor is facilitating the rehab of the old facility and has qualified for the naming of the new facility, the new donor, old donor or his family or descendents along with the MCC Board of Trustees shall determine the most satisfactory way to honor the new and old donors with appropriate naming.
5. If a name has been designated and used on any facility and that name later is changed through divorce, marriage or remarriage, the Board of Trustees of MCC reserves the right to retain the original name used on the facility. If the name originally designated and used on any MCC facility later becomes discredited so as to embarrass McLennan Community College, the MCC Board of Trustees reserves the right to remove the name from the designated facility.
6. The MCC Board of Trustees will determine in collaboration with the donor the appropriate signage desired for the designated facility and will determine, again in collaboration with the donor, any appropriate abbreviated naming that might be necessary on campus maps, catalogs, directories or any other published materials.

From: [Rebecca Bell](#)
To: [Dr. Shirley A. Reed](#)
Cc: [Stephen Thomas](#)
Subject: FW: [CEO] Name of Buildings - Policy/Procedure
Date: Tuesday, March 19, 2019 9:01:39 AM

CAUTION: This email originated from outside South Texas College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dr. Reed:

Steve Thomas at Midland College forwarded your email to me regarding naming of buildings. We do not have a specific written policy for naming buildings. In the past, it has been our general procedure to secure a minimum of a \$1 million donation for the naming of a building. However, with new planned buildings and current/future capital campaigns, the goal of the Midland College Foundation Board of Directors is to require a minimum of a \$3 million donation.

Rebecca

#StartStriveSucceed

Rebecca C. Bell
Executive Director
Institutional Advancement
Midland College Foundation
rbell@midland.edu
432/685-4556 (office)
432/853-7099 (cell)
www.midland.edu

From: Stephen Thomas
Sent: Tuesday, March 19, 2019 6:48 AM
To: Rebecca Bell <rbell@midland.edu>
Subject: Fwd: [CEO] Name of Buildings - Policy/Procedure

Sent from my iPhone

Begin forwarded message:

From: "Dr. Shirley A. Reed via CEO" <ceo@mailman.tacc.org>
Date: March 18, 2019 at 4:16:18 PM CDT
To: CEO Email Address <ceo@mailman.tacc.org>
Subject: [CEO] Name of Buildings - Policy/Procedure
Reply-To: "Dr. Shirley A. Reed" <sareed@southtexascollege.edu>

Fellow Presidents,

Hope everyone is well rested from Spring Break.

I wanted to inquire if anyone can share with me your process, policy, or criteria used for naming a building in honor of a particular person. We are embarking on the honorary naming of selected buildings, and we are off to a rough start.

I would appreciate any information you can share with me.

Thank you,
Dr. Reed

CEO Email List
CEO@mailman.tacc.org

Building Naming Opportunities

Board of Regents Policy

CM Local:

The Board reserves the final right of approval for naming College District buildings or any portion thereof. The naming of buildings or areas on College District campuses must be consistent with the following guidelines:

1. Proposals to name buildings shall be submitted to the College President for submission to the Board.
2. The name may indicate the function of the building.
3. Upon approval by the Board, a building or portion thereof may be named to memorialize a person closely associated with the College District or to memorialize or otherwise recognize substantial gifts and significant donors or individuals designated by those donors. When the naming of buildings or other major facilities is contemplated as part of a special private fund development campaign, that campaign, the proposed naming, and the associated private fund contributions to be sought shall have prior approval of the Board.
4. Except in extraordinary circumstances, the Board shall not approve renaming of buildings.
5. Exceptional individual service to the institution may be recognized by a special permanent commemorative placed in a facility with which the individual is closely identified.
6. The College District's Institutional Advancement Procedures Manual shall contain guidelines and procedures related to the naming of facilities.

Proposed option for procedures for naming facilities to be included in the Institutional Advancement Manual:

The naming of buildings or areas on the North Central Texas College campus or on properties affiliated with the College must be consistent with the following college guidelines:

1. The general policy of the College shall be to name buildings and portions of buildings after the major functions associated with each building or facility.
2. Upon approval of the Board of Regents, a building or a portion thereof or other campus facility or enhancement may be named in honor or memory of an individual or organization providing significant financial support or service to the College. The Board of Regents has the authority to name a facility to provide recognition for outstanding support or service to NCTC. In addition, individuals and corporations may also provide financial support to have a building/facility named as outlined below.

Approved April, 2014

NORTH CENTRAL COMMUNITY COLLEGE DISTRICT

3. Naming a facility, space, endowed chair or program for an individual, organization or corporation is one of the highest honors NCTC can bestow. To preserve the integrity of all buildings named at the College, this honor must be reserved for individuals of recognized accomplishment and character, consistent with the values and mission of the College and in compliance with Southern Association of Colleges and Schools Commission on Colleges regulations.

4. Proposals to name buildings as a result of a private gift to the NCTC Foundation should be submitted to the Executive Director of the NCTC Foundation, who then will collaborate with the Strategic Planning Committee of the NCTC Foundation to submit a proposal for approval by the College President with a final commitment being made with the approval of the NCTC Board of Regents.

5. Except in extraordinary circumstances, the Board of Regents will not approve renaming of buildings.

In addition, the following specific criteria will be used in the naming of campus buildings as any section, division, or other area of campus buildings and facilities:

1. To name a newly constructed building, or facility, a minimum gift commitment of 25% of the total cost of the building is required from donors interested in memorializing or placing in perpetuity their name or the name of a family member, or other individual. Furthermore, 75% of this minimum must have been received by the College and/or Foundation for the naming to proceed. Should the full amount of the pledged gift not be received as agreed, the NCTC Board of Regents reserves the right to cancel the plans for or to remove the name from the campus facility.

2. To name an existing campus building or facility, a minimum gift of 10% of the current fair market value of the existing campus building will be required, subject to final board approval. Furthermore, 75% of this minimum amount must have been received by the College and/or Foundation for the naming to proceed. Should the full amount of the pledged gift not be received as agreed, the NCTC Board of Regents reserves the right to cancel the plans for or to remove the name from the campus facility.

3. To name an area, division, or section of a current building, such as a classroom or laboratory, foyer, athletic facility, plaza, garden, art feature or other building or environmental enhancement, a minimum gift of 10% of the current fair market value of the area to be named or a minimum of \$25,000, whichever is greater, will be required, subject to final NCTC Board of Regents approval. The minimum gift for a naming commitment as to a portion of a facility should take into account the location, visibility, and prestige associated with the space.

4. Building or facilities may be named for corporations or other business entities, if the business entity's overall history and activities are consistent with values for which North Central Texas College stands. When naming buildings and facilities for business entities, the appropriateness of the business' name in a public context should be taken into consideration. In circumstances where a facility is named for a corporation in recognition for a charitable contribution and the corporation subsequently changes names, the facility's name will not be changed unless a

NORTH CENTRAL COMMUNITY COLLEGE DISTRICT

change is requested by the corporation. If such a request is made, the name change would require Board of Regents approval in accordance with the naming policies and procedures.

5. Certain NCTC facilities may provide naming opportunities through corporate sponsorship. Depending on the facilities, appropriate sponsorship levels will be defined and length of the naming rights will be included in the sponsorship agreement.

6. The number of years during which the building or area will be named may be limited, normally to a period not to exceed 25 years. The proposed number of years for naming the project will be identified when the name is presented to the Board of Regents for approval. The gift agreement will specify the number of years during which the building or area or space will be named and will include the clause that any name changes during that period will be at the College's sole discretion, subject to approval by the Board of Regents.

7. If a building or facility has been previously named and the facility must subsequently be demolished or substantially rebuilt, the naming rights of this facility will be terminated.

8. If a name has been designated and used on any facility and that name later is changed through divorce, marriage or remarriage, the Board of Regents of NCTC reserves the right to retain the original name used on the facility. If the name originally designated and used on any NCTC facility later becomes discredited so as to embarrass North Central Texas College, the NCTC Board of Regents reserves the right to remove the name from the designated facility.

9. In order for a volunteer or former college employee to be considered for naming recognition, the prospective honoree must have been employed with or have volunteered for the College for at least 10 years and must have given extraordinary service to NCTC.

10. NCTC Foundation and NCTC staff will determine in collaboration with the donor the appropriate signage desired for the designated facility and will determine, again in collaboration with the donor, any appropriate abbreviated naming that might be necessary on campus maps, catalogs, directories or any other published materials.

Procedure 3-23: Naming College Facilities and Academic and Support Entities

Approval by the Board of Trustees for San Jacinto Community College District ("College") is required before the naming of any college property pursuant to Board Policy VI-S Policy on Naming College Facilities and Academic and Support Entities. Generally, College property and entities shall be named based on the major functions of the facility or academic and support entities. At times, the Board of Trustees may recognize individuals, corporations, and organizations that support the College's mission and vision and have contributed to the measurable good of the College by providing a naming opportunity.

These procedures establish the criteria to guide the process for such naming opportunities at the College. The final authority for any naming, memorial, or tribute decision rests with the Board of Trustees.

1) Procedures for Naming Tributes:

a) **Gift Related Naming:** The primary consideration for naming College facilities and academic and support entities is given to individuals or organizations that make monetary contributions to the College or Foundation. Accordingly, a gift related naming occurs when a donor makes a monetary contribution to the College or the Foundation and is recognized with a naming.

- i. Specific contribution levels may be established with either fixed or minimum dollar amounts or significant monetary contributions to actual cost for construction or renovation, if any, or towards a fundraising goal.
- ii. Proposals for gift related naming should comply with minimum gift levels defined in section 2 but consideration will be given to proposals outside minimum contribution levels with other considerations identified such as location, architecture, character, and prominence of the building or space.
- iii. Pledges related to gift related naming must be paid at 75% of the committed and agreed upon amount prior to any signage, public announcement, or publicity.
- iv. Amounts for these naming opportunities shall be reviewed periodically by the Chancellor, College Board of Trustees, and the Foundation Board of Directors.

b) **Honorific Naming:** On occasion, the Board of Trustees may determine a naming opportunity should be bestowed on an individual, corporation, or organization providing a combination of significant financial support and distinguished contribution of time or talent that has had a noteworthy positive impact on the institution. Normally, such contributions will occur over an extended period of years but may also include an unusual or heroic activity during a shorter period of time.

- i. Generally, a period of not less than two years shall lapse between the end of the individual or organization's service to San Jacinto College and consideration by the Board of Trustees.

- ii. Naming opportunities are limited and a very high standard should be applied in nominating honorees. Individuals whose nominations are based merely on professional achievements and /or long service that, while unusual or laudable also are shared by significant numbers of other employees or volunteers, should be recognized in some other, more appropriate way such as memorials or scholarships.

2) Procedures for Gift Related Naming based on Monetary Contributions:

Commemoration Opportunities	Gift Minimums and Ranges
New building, center, or major renovation	Minimum 25% of cost of construction
Existing building	\$1,000,000 minimum
Building wing or floor	\$500,000 minimum
Athletic facility or field	\$250,000 minimum
Major lecture hall, teaching theater, laboratory, or similar building feature	\$25,000 minimum
Auditorium, theater, entrance hall, portico, lobby, or similar major building feature	\$50,000 minimum
Classroom or laboratory space	\$15,000 minimum
Conference Room	\$20,000 minimum
Restaurant, Bookstore, Art Gallery	\$50,000 minimum
Fountain, garden, bell tower, benches, other architectural features	\$10,000 minimum
Streets	\$10,000 minimum
Endowed Chairs	\$50,000 minimum
Endowed Scholarships	\$25,000 minimum
Divisions, Departments, Centers, Academies, Institutes, and Programs	\$25,000 minimum
Other Areas or Initiatives	To be determined as needed

- a) This list may not be all inclusive and will be reviewed for currency periodically.

3) Permanency of Names:

- a. When a gift from an individual or family is involved, a facility ordinarily will receive a designation that shall last the lifetime of the facility, subject to section 3 (c) of this procedure. The terms and conditions of the designation, including the name to be displayed and expected duration of the designation, shall be specified in a written agreement between the College and the donor.

- i) Demolition or significant renovation shall terminate the designation.
 - ii) In the case of demolition or significant renovation, the individual or family involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
- b) When a gift from a corporation or organization is involved, the corporation or organization may be eligible to purchase a naming license for a period of time to be negotiated between the College and the donor. The terms and conditions of the designation, including the name to be displayed and the expected duration of the designation, shall be specified in a written agreement between the College and the donor.
- c) In the event that a donor engages in conduct that would bring dishonor or undue adverse publicity to the College, or in the event that a corporate donor ceases to exist as a going concern, the College reserves the right to revoke the naming opportunity or designation.

4) Nominating Process:

- a. Proposals for naming should be submitted to or prepared by the Executive Director of the Foundation, who will then collaborate with college leadership and the executive committee of the Foundation Board to submit a proposal for review, input, and approval by the appropriate college personnel and Chancellor. Prior to the final request for approval, the Chancellor will collaborate with the Strategic Leadership Team. If deemed appropriate, the Chancellor may establish a review committee of employees and students.
- b. Nominations for naming rights will be reviewed with the College's legal counsel.
- c. The Vice Chancellor of Fiscal Affairs will conduct a review with emphasis on the costs associated with granting the naming rights including necessary legal or insurance expenses, facility preparation and maintenance expenses, signage costs, etc.
- d. The Chancellor approved proposal will be presented to Board's Building and Finance Committees. Final approval rests with the College Board of Trustees with action taken at a public board meeting.

5) Authority and Approvals:

- a. Prior to approval, the College Board of Trustees shall have reasonable assurance that:
 - i) The proposed name shall bring additional honor and distinction to the College.
 - ii) Any philanthropic commitments connected with the naming shall be realized.
- b. The Chancellor, upon advice and consent from the College Board of Trustees, may require that a background check be performed on a donor (living or deceased) or designee based upon particular facts and circumstances.
 - i) The donor, donor's executor, or designee shall be required to sign an authorization allowing the background check, if a background check is determined to be necessary.

c. The Chancellor, in collaboration with the Foundation and the College's communications and facilities departments, has the right to:

i) Determine content, timing, location and frequency of any public announcements associated with the gift.

ii) Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.

iii) Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.

d. The final authority for any naming, memorial or tribute decision rests with the Board of Trustees.

e. The items set forth in these procedures shall not be deemed all-inclusive.

f. The Chancellor and/or the Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the facilities or academic or support entities of the College as particular acts and circumstances warrant. Decisions will be made consistent with the stated vision, mission, and values of the College.

6. **Agreement:** A written agreement between the College and the donor and, if necessary, the Foundation, shall be prepared to memorialize the terms and conditions of the naming, including, but not limited to, the location, duration, and design. Copies of the agreement shall be maintained by the College's facilities office and the Foundation office, as deemed appropriate.

7. **Sign Design Procedures:** All interior and exterior signage on college property will conform to the Interior and Exterior Campus Sign Design Procedures and Standards of the College. The procedures control the location, size, materials, and text of interior and exterior campus signage. Off-campus property signage shall also have the name of the institution incorporated into the name.

8. **Ownership of Gifted or Purchased Items:** All named property is property of San Jacinto Community College District.

9. **Confidentiality:** Authority for granting naming rights is reserved to the Board of Trustees and its action in this regard must be taken at a public board meeting. Representations, promises, or guarantees by College employees and Foundation employees regarding naming rights and opportunities are not binding on the Board of Trustees. To the extent permitted by law, out of respect for the individual, individuals, corporations, or organizations who may be recommended for naming rights or who may be proposing to invest in a particular naming opportunity, the nominating process and deliberations shall be held in confidence until such time as the Chancellor presents a recommendation for naming rights approval to the Board of Trustees. Any person or persons making a recommendation to the Chancellor or Board of Trustee shall exercise the utmost discretion and caution in communicating with potential donors.

**PROPOSAL FOR THE NAMING OF SAN JACINTO COLLEGE
FACILITIES AND ACADEMIC AND SUPPORT ENTITIES**

In making a proposal for the naming of any San Jacinto College (SJC) property, any person or persons making such proposal should exercise the utmost discretion and caution so as not to create any undue expectations on the part of a person, persons, or organization (designee) for whom the proposal is being made.

A proposal does not assure that the requested naming will occur. Accordingly, this form should be submitted in confidentiality to the Executive Director of the San Jacinto College Foundation for consideration by the College's Board of Trustees. The Board of Trustees is the only entity with the authority to approve the naming of any San Jacinto College property, and reserves the right to accept or reject naming proposals.

Please answer the following questions:

1. *What is the name of the person, persons, or organization (designee) you are proposing to have SJC property named? (Give full name and nickname if appropriate.)*

2. *What SJC property are you proposing be named for the designee (s) you are recommending? (Be specific about location, size, description, campus, and address.)*

3. *What justification, based on Policy VI-S, is met by the designee(s) that merit naming? Please be as specific and detailed as possible, citing the specific criteria set forth in Policy VI-S. (Use additional pages if needed.)*

4. *Gift History Related to Designee(s):*
 - a. *Have gifts been made on behalf of designee? Yes/No (please describe)*
 - b. *Is designee the donor? Yes/No*
 - c. *Purpose of the Gift: Annual Capital Endowment Other (Specify)*
 - d. *Date of Original Commitment: _____*
 - e. *Amount of Total Commitment: _____*
 - f. *Payment terms: _____*
 - g. *Total Paid: _____*
 - h. *Pledge amount outstanding: _____*
 - i. *Define in detail any special arrangements or expectations the donor may have resulting from this gift.*
 - j. *If the gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.*
 - k. *Attached supporting documents as appropriate.*

5. *Provide any additional support or analysis to support request.*

Submitted by:

Type or Print Name: _____

If representing a group, indicate the group: _____

Contact telephone number: _____ Email: _____

Signature Date submitted

Procedure #:	3-23
Procedure Name:	Naming College Facilities and Academic and Support Entities
Pages:	4
Adopted Date:	March 4, 2013
Revision/Reviewed Date:	
Effective Date:	March 4, 2013
Associated Policy:	VI-S

Approved -- TCC Board of Trustees 10-20-11

Tarrant County College District
and
Tarrant County College Foundation

Policy on Naming of Institutional Facilities, Academic and Non-Academic Programs

Tarrant County College District (TCCD) Trustees and Chancellor, as well as the Directors of the Tarrant County College Foundation (the “Foundation”), seek private funds to enhance TCCD’s ability to meet the higher education needs of its community, particularly toward a level of excellence that would otherwise not be possible given state funding and local tax assessments, as well as commitment to limit student tuition and fees. The Foundation is the designated entity/receiver of all charitable gifts benefiting TCCD and the Foundation is therefore responsible for distributing these funds to TCCD for their intended use. To that end, TCCD and the Foundation seek to provide appropriate recognition to donors for their generosity. Although such recognition may take many forms, this policy seeks to establish guidelines for the naming of facilities and programs as donor recognition.

Naming Policy

Purpose

This policy serves as a guideline for the solicitation of charitable gifts, which serve to name facilities, programs, etc. It is established to assure an appropriate reflection of the history of TCCD as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of TCCD. As gifts can encourage others to give, this policy is intended only as a guide and allows for flexibility on a case-by-case-basis.

Naming Tributes

TCCD will consider the following two general categories of naming opportunities.

1. Honorary Naming – TCCD considers the naming of a building, part of a building or other property in honor of an individual to be one of the highest recognitions TCCD can bestow. In that context, only in extraordinary circumstances will property be named to give tribute or memorialize individuals who have made extraordinary gifts of time, talent, or service over an extended period of years. The Chancellor of TCCD, or a committee appointed by the Chancellor, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to TCCD Trustees for approval.
2. Philanthropic Naming – A gift of monetary value appropriate to the facility, program or fund being named.

a. Physical Property

- i. Giving levels for the naming of physical property should be established through consultation among Chancellor and TCCD Trustees, and where appropriate campus presidents.
- ii. New construction, building or improvements may be named for a donor who has made a substantial monetary gift towards the cost of the project. In respect to naming of a TCCD building currently being constructed or renovated, such gifts must comprise a substantial part of the cost of building or renovating the facility. "Substantial" is deemed to mean either a significant majority of the costs (51%) or a contribution which, while not being a significant majority, would not have been available from another source or in some way was integral to project completion. A guide for naming may be based on cost of the area per square foot with appropriate adjustments on visibility of space to be named and other considerations.
- iii. For existing buildings and facilities, gift amounts will be established for a selected number of naming opportunities based on institutional priorities set by the Chancellor and TCCD Trustees. Such property may also include pavers, benches, planters, fountains, gardens, equipment, meeting rooms, theaters, artwork, lounges, outdoor facilities, streets, and outdoor plazas. Amounts for these naming opportunities will be set and adjusted periodically in consultation among Chancellor and TCCD Trustees.
- iv. Gifts given for naming rights of existing buildings and faculties can be allocated to scholarship fund(s) or program support per designation of donor and per approval of Chancellor and TCCD Trustees.

b. Programs and Funds

Dollar amounts will be established for naming rights for various levels of programs—both academic and non-academic—within TCCD based on institutional priorities set by the Chancellor, TCCD Trustees, and where appropriate campus presidents. Gifts are to be held by the Foundation as an endowed fund allocated for support of the designated program. These funds are coordinated by the Foundation in accordance with their investment and Gift Acceptance policies. Endowment minimums are established by the Foundation and are regularly reviewed for currency and appropriateness.

Donors

Donors to be honored with naming opportunities may reflect individuals, families, organization, foundations or corporations (i.e. Smith Family, ABC Corp., etc.)

General Provisions

1. All naming recognition must be consistent with TCCD's mission and role as a public trust. In this regard, due attention shall be given to both long-term and short-term appropriateness of naming. No naming will be approved or (once approved) sustained that will call into serious question the public respect of TCCD.
2. Names of facilities, areas, or programs should lend prestige to TCCD and to staff, students and community. The credentials, character and reputation of each individual, organization or corporation for whom the naming is being considered shall be carefully scrutinized and evaluated.
3. Where a building or part has been named, TCCD will continue to use the name so long as the building, part or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance. When the use of a building, room or facility is changed such that it must be demolished, substantially renovated or rebuilt, TCCD may retain the use of the name or name another comparable facility.
4. Gifts received for equipping or furnishing a classroom, lab or work space, that do not include the cost of building or renovating the space, can be given recognition through an appropriate plaque or alternative means within or adjacent to the space. This shall not constitute the "naming" of the space and thus does not fall under the naming process and/or guidelines. When the equipment or furnishing becomes outdated, dysfunctional or is retired, the recognition will be withdrawn.
5. Commitments made prior to adoption of this policy shall be honored.

Final Authority

The final authority for any facility or program naming or tribute decisions rests with the TCCD Trustees. The guidelines set forth in this policy statement are not to be deemed all-inclusive. The TCCD Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program or physical aspect of Tarrant County College District as particular acts and circumstances warrant.

Naming Opportunities

Facility Naming Opportunities

New building	51% of cost construction
Existing building	\$1,000,000 to \$2,000,000
Auditorium	\$500,000
Library	\$500,000
Welcome Center	\$500,000
Entrance hall, portico, lobby	\$150,000 to \$500,000 (range of options)
Cafeteria, Art Gallery	\$100,000 to \$250,000
Fountain, bell tower, other architectural features, gardens	\$100,000 to \$250,000 (range of options)
Classroom or laboratory	\$75,000 to \$250,000 (range of options)
Conference room	\$50,000 to \$100,000 (range of options)

Gift Minimums and Ranges

Academic and Program Naming Opportunities

Academies and Centers	\$500,000 to \$1,000,000
Lecture Series	\$500,000
Distinguished Teaching Award	\$250,000
Awards Competition (i.e. Bolen Competition)	\$100,000
Endowed Faculty –Learning Leadership Chair (2 year appointment)	\$75,000
Faculty/Staff Development Fund	\$50,000

Gift Minimum and Ranges (Endowment)

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 - April 5, 2019

Project number	PROJECT DESCRIPTION	Project Development				Design Phase				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%
Pecan Campus																	
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-xx2	Pecan - Library (Renovation/Expansion)														Robert TBD		
	Pecan - Building A Renovation	N/A	N/A	N/A	N/A	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				N/A									David FPC/Chanin Engineering	NM Contracting, LLC.	
	Pecan - Building D Renovation														Robert EGV Architects	Noble Texas Builders	
	Pecan - Building H Cafeteria Renovations														Robert EGV Architects		
	Pecan - Demolition of Dr. Casso Property					N/A									Martin PCE		
	Pecan - Park and Ride Portable Renovation and Fence Enclosure for College Vehicles														Martin		
	Pecan - Building X Data Cabling Infrastructure Replacement (RR)	N/A	N/A	N/A	N/A										RollG	IS&P	
Pecan Plaza																	
15-1-003	Pecan Plaza - Emergency Generator and Wiring					N/A									Sam	McDonald Municipal and Industrial	
18-1-008	Pecan Plaza - Building C 2601 Test Site Renovations	N/A	N/A	N/A	N/A										Robert FPC	M&O	
Mid Valley Campus																	
16-2-R06	MV - Building B Carpet Replacement (RR)	N/A	N/A	N/A	N/A										Sam FPC	Diaz Flooring	
16-2-R08	MV - Childcare Canopy Replacement (RR)	N/A	N/A	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		
Technology Campus																	
15-3-R03	TC - Building B Repair Concrete Floor Mechanical Room (RR)	N/A				N/A									David	CLH Engineering	5 Star Construction
15-3-R03	TC - Building B Concrete Floor Repairs (RR)	N/A				N/A									David	CLH Engineering	5 Star Construction
16-2-R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)														Sam	Half Associates	G&G Contractors
	TC - Shipping and Receiving Building D Office Renovation	N/A	N/A	N/A	N/A										Robert FPC		M&O

CONSTRUCTION PROJECTS PROGRESS REPORT - April 5, 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	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%			
Nursing and Allied Health Campus																
15-4-R02	NAH - West Side Window Waterproofing (RR)													RdIG	M&O	
16-xxx	NAH - Resurface Parking Lot #1 (RR)				N/A									David	R. Gutierrez Engineering	
	NAH - Student Success Center Renovation				N/A									Sam	BSGA	
	NAH - Student Services Renovation													Sam	Gignac & Associates	
	NAH - West Entry Campus Sign				N/A	N/A								David	FPC	
	NAH - Roofing Replacement (RR)													Martin	TBD	
Starr County Campus																
15-5-xx5	Starr - Building E & J Crisis Mgt Center Generator				N/A									Sam	DBR Engineering	McDonald Municipal and Industrial
	Starr - Student Services Renovation													David	Gignac & Associates	
	Starr - Roofing Replacement (RR)													Martin	TBD	
Regional Center for Public Safety Excellence																
	RCPSE - RCPSE Building (PSJA ISD)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	RdIG	N/A-Receiving funds from PSJA only	
	RCPSE - Target Range													Robert	PBK	
	RCPSE - Signage													Robert	FPC	Monument Signs
	RCPSE - Portables															
	RCPSE - Chiller Relocation	N/A	N/A											Robert	M&O	
Higher Education Center La Joya																
	Exterior Building and Wayfinding Signage				N/A	N/A								David	FPC	
District Wide Improvements																
15-6-001	DW - Outdoor Furniture	N/A	N/A		N/A									Sam	N/A	NM Contracting, LLC.
15-6-002	DW - Directional Signage	N/A	N/A		N/A				N/A					David	FPC	Interface
13-6-003	DW - Automatic Doors Phase III	N/A			N/A									Robert	Ethos Engineering	5 Star Construction
	DW - Bus Drop Off Areas	N/A	N/A		N/A										FPC	TBD
14-6-R014	DW - Marker Boards Replacement (RR)	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	N/A	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	N/A	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	N/A	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	N/A	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	N/A	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	N/A	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	N/A	N/A	N/A	N/A	N/A	N/A	Rick	N/A	TBD
		N/A	N/A		N/A									Martin	FPC	Tent-trak
For FY 2018-19, 40 non-bond projects are currently in progress, 11 project(s) completed and 28 pending start up - 79 Total																

Status of Unexpended Plant Fund Construction Projects in Progress April 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	5%	July 2019	1. Construction Phase 2. Construction in Progress	\$ 60,500.00	\$ 8,088.03	\$ 52,411.97
Library	15%	May 2019	1. Project Development 2. Programming in Progress	\$ 497,000.00	\$ -	\$ 497,000.00
Building A Renovation	100%	November 2018	1. Construction Complete	\$ 155,000.00	\$ 93,388.63	\$ 61,611.37
Building M Office and Work Space Renovation	5%	May 2019	1. Project Development 2. Design in Progress	\$ 433,800.00	\$ 615.30	\$ 433,184.70
Athletic Field Fence Enclosure	0%	July 2019	1. Construction Phase 2. Construction in Progress	\$ 111,500.00	\$ 3,129.06	\$ 108,370.94
Building D Renovations	0%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 247,800.00	\$ 16,970.15	\$ 230,829.85
Building H Renovations	15%	July 2019	1. Design Phase 2. Design in Progress	\$ 183,750.00	\$ 19,002.28	\$ 164,747.72
Demolition of Dr. Casso Property	95%	April 2019	1. Construction Phase 2. Bidding in Progress	\$ 74,000.00	\$ 16,012.05	\$ 57,987.95
Pecan Campus Total				\$ 1,763,350.00	\$ 141,193.45	\$ 1,548,156.55
Pecan Plaza						
Pecan Plaza Police Department Emergency Generator	100%	January 2019	1. Construction Complete	\$ 230,043.00	\$ 207,248.64	\$ 22,794.36
Building C 2601 Test Site Renovation	100%	November 2018	1. Construction Complete	\$ 156,650.00	\$ 27,159.00	\$ 129,491.00
Pecan Plaza Total				\$ 386,693.00	\$ 234,407.64	\$ 152,285.36
Mid Valley Campus						
Covered Walkway for Bus Drop Off	100%	March 2019	1. Construction Complete	\$ 88,900.00	\$ 73,872.00	\$ 15,028.00
Thermal Plant Renovation	5%	June 2019	1. Design Phase 2. Design in Progress	\$ 95,200.00	\$ 1,011.60	\$ 94,188.40
Student Services Renovation	5%	June 2019	1. Design Phase 2. Design in Progress	\$ 355,000.00	\$ 1,251.60	\$ 353,748.40
Mid Valley Campus Total				\$ 617,100.00	\$ 150,007.20	\$ 462,964.80
Technology Campus						
Shipping and Receiving Building D Office Renovation	25%	May 2019	1. Construction Phase 2. Construction in Progress	\$ 82,000.00	\$ 6,054.98	\$ 75,945.02
Technology Campus Total				\$ 127,000.00	\$ 19,248.11	\$ 75,945.02

Status of Unexpended Plant Fund Construction Projects in Progress April 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Nursing and Allied Health Campus						
Student Success Center Renovation	0%	April 2019	1. Construction Phase 2. Contract Negotiations	\$ 197,066.00	\$ 2,080.40	\$ 194,985.60
Student Services Renovation	5%	April 2019	1. Project Development 2. Contract Negotiations	\$ 427,500.00	\$ 1,988.37	\$ 425,511.63
West Entry Campus Sign	5%	May 2019	1. Project Development 2. Programming in Progress	\$ 26,000.00	\$ -	\$ 26,000.00
Nursing and Allied Health Campus Total				\$ 650,566.00	\$ 4,068.77	\$ 646,497.23
Starr County Campus						
Bldg E & J Crisis Management Center with Generator	100%	January 2019	1. Construction Complete	\$ 331,477.00	\$ 301,807.81	\$ 29,669.19
Student Services Renovation	5%	April 2019	1. Project Development 2. Contract Negotiations	\$ 225,000.00	\$ 395.55	\$ 224,604.45
Starr County Campus Total				\$ 606,477.00	\$ 325,003.36	\$ 278,123.64
Regional Center for Public Safety Excellence						
Target Range	5%	April 2019	1. Project Development 2. Contract Negotiations	\$ 349,625.00	\$ 761.80	\$ 348,863.20
Signage	100%	September 2018	1. Construction Complete	\$ 77,000.00	\$ 75,260.00	\$ 1,740.00
Chiller Relocation	50%	June 2019	1. Construction Phase 2. Construction in Progress	\$ 170,000.00	\$ -	\$ 170,000.00
RCPSE Total				\$ 596,625.00	\$ 76,021.80	\$ 520,603.20
District Wide						
Automatic Doors Phase III	95%	May 2019	1. Construction Phase 2. Construction in Progress	\$ 81,575.00	\$ 20,700.00	\$ 60,875.00
Outdoor Furniture	100%	February 2019	1. Construction Complete	\$ 25,000.00	\$ -	\$ 25,000.00
Directional Signage Updates	0%	August 2019	1. Project Development 2. Programming in Progress	\$ 50,000.00	\$ -	\$ 50,000.00
District Wide Total				\$ 156,575.00	\$ 20,700.00	\$ 106,341.88
Unexpended Plant Fund Construction Project Total				\$ 4,904,386.00	\$ 970,650.33	\$ 3,790,917.68

Status of Renewals & Replacements Projects in Progress April 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Arbor Brick Columns Repair and Replacement	5%	April 2019	1. Project Development 2. Design in Progress	\$ 47,000.00	\$ -	\$ 47,000.00
Building X Data Cabling Infrastructure Replacement	5%	March 2019	1. Design Phase 2. Design in Progress	\$ 90,000.00	\$ -	\$ 90,000.00
Pecan Campus Total				\$ 137,000.00	\$ -	\$ 47,000.00
Mid Valley Campus						
Childcare Canopy Replacement (RR)	100%	March 2019	1. Construction Complete	\$ 66,000.00	\$ 45,153.37	\$ 20,846.63
Resurfacing Parking Lot #3 (RR)	95%	June 2019	1. Project Development 2. Contract Negotiations	\$ 59,308.00	\$ 307.65	\$ 59,000.35
Resurfacing Northwest Drive (RR)	95%	June 2019	1. Project Development 2. Contract Negotiations	\$ 194,308.00	\$ 1,128.05	\$ 193,179.95
Roofing Replacement (RR)	25%	May 2019	1. Project Development 2. Solicitation of Design Consultant	\$ 860,000.00	\$ -	\$ 860,000.00
Mid Valley Campus Total				\$ 1,257,616.00	\$ 120,461.07	\$ 1,133,026.93
Technology Campus						
Repair Concrete Floor Mechanical Room (RR)	100%	December 2018	1. Construction Complete	\$ 34,300.00	\$ 11,208.78	\$ 23,091.22
Building B Concrete Floor Repairs (RR)	15%	June 2019	1. Construction Phase 2. Construction in Progress	\$ 422,750.00	\$ 7,320.23	\$ 415,429.77
Building B Domestic/Fire Sprinkler Lines (RR)	100%	February 2019	1. Construction Complete	\$ 874,275.00	\$ 644,021.34	\$ 230,253.66
Technology Campus Total				\$ 1,376,325.00	\$ 675,743.48	\$ 668,774.65
Nursing and Allied Health Campus						
Resurface Parking Lot #1 (RR)	75%	May 2019	1. Design Phase 2. Design in Progress	\$ 282,000.00	\$ 2,739.66	\$ 279,260.34
Roofing Replacement (RR)	25%	May 2019	1. Project Development 2. Solicitation of Design Consultant	\$ 250,000.00	\$ -	\$ 250,000.00
Nursing and Allied Health Campus Total				\$ 532,000.00	\$ 2,739.66	\$ 529,260.34
Starr County Campus						
Roofing Replacement (RR)	25%	May 2019	1. Project Development 2. Solicitation of Design Consultant	\$ 770,000.00	\$ -	\$ 770,000.00
Starr County Campus Total				\$ 770,000.00	\$ -	\$ 770,000.00

Status of Renewals & Replacements Projects in Progress April 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
District Wide						
Marker Boards Replacement (RR)	95%	April 2019	1. Construction Phase 2. Contract Negotiations	\$ 211,841.00	\$ -	\$ 211,841.00
Irrigation System Controls Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 76,200.00	\$ -	\$ 76,200.00
Fire Alarm Panel Replacement / Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 200,000.00	\$ -	\$ 200,000.00
Ext Walkway LED Lighting Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 45,687.00	\$ 12,488.84	\$ 33,198.16
FOCUS on Active Learning (RR)	5%	June 2019	1. Project Development 2. Design in Progress	\$ 30,977.00	\$ -	\$ 30,977.00
Interior Controls Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 906,907.00	\$ 31,669.15	\$ 875,237.85
Flooring Replacement Phase I (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 612,983.00	\$ 2,691.03	\$ 610,291.97
Restroom Fixtures Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 29,048.00	\$ 13,143.00	\$ 15,905.00
Water Heater Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 23,533.00	\$ 10,386.51	\$ 13,146.49
Door Access Controls Replacement (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 38,308.00	\$ 18,169.76	\$ 20,138.24
HVAC Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 654,139.00	\$ 12,481.68	\$ 641,657.32
Water Pump Stations (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 15,000.00	\$ -	\$ 15,000.00
Exterior Lighting Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 279,000.00	\$ -	\$ 279,000.00
Basketball Court Repairing (RR)	50%	May 2019	1. Construction Phase 2. Construction in Progress	\$ 55,000.00	\$ 703.20	\$ 54,296.80
District Wide Total				\$ 3,178,623.00	\$ 101,733.17	\$ 3,108,231.71
Renewal and Replacement Project Total				\$ 7,251,564.00	\$ 900,677.38	\$ 6,256,293.63

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

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.

Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications and Agreements

On March 19, 2019, Terra-Gen Development Company, LLC, and Mr. Robert Pena, President of Texas Energy, presented four applications for tax abatement of wind power projects proposed for construction primarily in Hidalgo County, with portions in Cameron County and Starr County.

On March 26, 2019, Mr. Paul R. Rodriguez, Chairman of the Board, appointed Mr. Roy de León, Ms. Rose Benavidez, and Dr. Alejo Salinas, Jr. to this Committee, and asked them to take the necessary steps to recommend appropriate Board action.

The Tax Abatement Review Committee met on Tuesday, April 9, 2019 to discuss the tax abatement applications and potential agreement terms. At that meeting, they noted:

- The County of Hidalgo had not yet approved tax abatements for these projects, though the applicant did state that this approval had been granted for each project;
- The College could consider tax abatement applications based on the specific projects and the current financial forecast of the College, and independent of any prior action; and
- The Committee and Board may wish to review the financial report for each project to better ascertain whether a partial abatement of South Texas College tax levy were necessary for the viability of the proposed projects, and at what abatement percentage.

The Committee noted that the applicant requested action on the request by April 23, 2019; however, the Committee did not consider this adequate time for their review, when the County of Hidalgo has still not taken action, and had been given significantly longer to evaluate the request.

The Hidalgo County Commissioners Court will meet on Tuesday, April 23, 2019, and it is possible that the Committee members will have the opportunity to discuss any action that the County might take, and report to the Board.

Mr. Jesus Ramirez, Legal Counsel, will be present to provide guidance as needed.

The Committee will be provided the opportunity to present any information as necessary to the Board, including any recommendation action as necessary regarding the tax abatement applications submitted by Terra-Gen Development Company, LLC.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the tax abatement applications submitted by Terra-Gen Development Company, LLC.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes action as necessary regarding the tax abatement applications submitted by Terra-Gen Development Company, LLC.

Approval Recommended:

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

Review and Recommend Action as Necessary on 2013 Bond Construction Program Warranty Items - Starr County Campus - Thermal Plant Vault Water Issue

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

Broaddus & Associates has been asked to provide regular updates for each warranty item at Facilities Committee meetings and Board Meetings as necessary.

The Thermal Plant Vault is a concrete vault built below ground level to provide access to buried thermal plant water lines, for maintenance and inspection.

In May 2018, staff notified the contractor and engineer of flooding of this vault after rainfall – the vault and equipment within it were completely submerged. The equipment inside was damaged by the thorough penetration of the concrete by standing water.

Since that time, Broaddus & Associates has been working with the engineer and contractor on a solution to replace damaged equipment and prevent future recurrence of the issue.

In March 2019, Broaddus & Associates provided an update to the Facilities Committee, reporting that D. Wilson Construction Company had applied a sealant to the concrete vault as an interim approach to prevent future water penetration, and damaged components had been replaced.

In April 2019, staff expressed concern about the status of the interim approach, and a recommendation from Broaddus & Associates for the installation of a sump pump in the vault, to prevent future flooding from any recurrence of water penetration and prevent damage to the electronic valves. The sump pump as proposed would be paid by the College.

On April 9, 2019, the Facilities Committee recommended Board authorization for the installation of a sump pump in the thermal plant vault, to ameliorate ongoing water penetration issues at that location.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the installation of a sump pump in the thermal plant vault, to ameliorate ongoing water penetration issues at that location.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the installation of a sump pump in the thermal plant vault, to ameliorate ongoing water penetration issues at that location.

Approval Recommended:

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

2013 Bond Construction Program Warranty Items - Action Plan
February 12, 2019 Facilities Committee Meeting
as of March 1, 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 10/31/2018 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 & Associates' email stating information on what needs to be done to resolve the issue.</p> <p>8/08/2018: Broaddus & Associates forwarded Engineer's response to the CM@R and to the Controls subcontractor.</p> <p>8/8/2018: D. Wilson subcontractors have responded to the Engineer's response clarifying controls.</p> <p>8/9/2018: Awaiting response from D. Wilson regarding water infiltration into the vault.</p> <p>8/21/2018(Weekly Meeting): B&A reported that D. Wilson is correcting this item</p> <p>8/28/2018: B&A to verify with engineers that corrective work is complete.</p> <p>9/26/2018 (Board Meeting): B&A reported to the Board that Sigma HN Engineers had verified that the vault was still not properly sealed. D. Wilson will need to seal vault as per the contract document. College staff had submitted a second warranty request to repair the vault.</p> <p>10/2/2018:D.Wilson has made a third attempt to properly seal the vault but based on FPC staff observations, water is still entering the vault.</p> <p>10/16/2018: B&A is working with Sigma HN Engineers on the status of an acceptable remediation. B&A has not received a further comment from D. Wilson.</p> <p>10/30/2018:B&A reported to the Board that D. Wilson would be engaging a third party engineer to provide an option for remediating the vault and would consult with Engineer of Record and B&A for approval.</p> <p>11/29/2018: B&A is currently working with Sigma HN Engineers and D.Wilson to find a solution to remediating the vault. Options are being discussed.</p> <p>1/8/2019: B&A received an option for the vault remediation from D. Wilson and Sigma HN Engineers has provided direction on the proposed option.</p> <p>1/15/2019(Board Meeting):B&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.</p> <p>2/27/2019: B&A was previously notified by D.Wilson that the new watertight vault lid was installed. The sealant that was approved by Sigma HN Engineers has been ordered and we will be notified when the sealant would be installed. In addition, D.Wilson has also installed a gravel type trench drain to divert water from the roof drain nozzle.</p> <p>3/5/2019: B&A provided an update to the Facilities Committee reporting that D. Wilson applied a sealant material to the concrete vault, and damaged components within the vault have been replaced. College staff will continue to monitor the vault to access any further water penetration. B&A also reported that the previously installed drain has been removed and the contractor will need to restore the immediate site to its original condition.</p> <p><i>4/4/2019: College staff has confirmed the area where the drain was removed has been restored.</i></p>

**Review and Recommend Action as Necessary on 2013 Bond
Construction Program Warranty Items - Regional Center for Public
Safety Excellence – Parking and Site Improvements Asphalt Failures
at Cityscape drives**

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

Broaddus & Associates has been asked to provide regular updates for each warranty item at Facilities Committee meetings and Board Meetings as necessary.

The Regional Center for Public Safety Excellence – Parking and Site Improvements Asphalt City Scape drive was a portion of the scope of the Parking and Site Improvements built under the 2013 Bond Construction Program. This was additional scope added to the initial project and supported by funding provided by the Texas Department of Public Safety.

In July 2018, cracks in the asphalt paving were noted, and Broaddus & Associates instructed the College to issue a warranty request.

In September 2018, Broaddus & Associates contracted Raba-Kistner, Inc., to provide forensic testing to determine the cause of the asphalt failures.

In January 2019, Broaddus & Associates reported that Raba-Kistner, Inc., had submitted their report and an as-built topographic survey had been conducted to determine whether drainage at the site was sufficient.

- Broaddus & Associates reported that the subgrade had not been constructed to the engineering specifications, as determined by multiple core samples.
- Noble Texas Builders, the Construction Manager-At-Risk, requested approval to hire an additional 3rd party materials testing company to perform forensic analysis.

In March 2019, Broaddus & Associates reported that the additional round of testing, performed at the request of Noble Texas Builders, confirmed the initial finding of deficiencies.

- Broaddus & Associates reported a recommendation by Raba-Kistner, Inc. that a geotextile fabric and new asphalt overcoat be applied to correct the current asphalt failure and to prevent future recurrence.
- Broaddus & Associates has reported that Dannenbaum Engineering, the project engineer of record, has concurred with the recommended geotextile fabric and a new asphalt overcoat remediation proposed by Raba-Kistner, Inc.

- This recommendation may have an effect on the warranty of the cityscape area. Broaddus & Associates and Dannenbaum Engineers will be asked to provide further details.

On April 9, 2019, the Facilities Committee recommended that Dannenbaum Engineers be invited to the April 23, 2019 Regular Board Meeting to provide a review of the issues and respond to questions from the Board.

The Board is asked to take action as necessary following the discussion with Dannenbaum Engineers.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Regional Center for Public Safety Excellence – Parking and Site Improvements asphalt failures at the cityscape drives.

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

The Board of Trustees approves and authorizes action as necessary regarding the Regional Center for Public Safety Excellence – Parking and Site Improvements asphalt failures at the cityscape drives.

Approval Recommended:

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

2013 Bond Construction Program Warranty Items - Action Plan
February 12, 2019 Facilities Committee Meeting
as of March 1, 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	8/27/2018 10/31/2018 2/28/2019	<p>7/10/2018: Site visit noted that cracks were on asphalt paving</p> <p>7/19/2018: B&A instructed College staff to issue a warranty request for the asphalt cracks</p> <p>7/24/2018: B&A provided College staff with email from Dannenbaum for the College to engage the services of a forensic engineer to verify the cause of the asphalt and substrate failures. Dannenbaum would also be requesting a fee adjustment for this work..</p> <p>8/1/2018 (Weekly Meeting-conference call): B&A informed the College that the area was under water during the recent rain events and may have been the cause of the failures.</p> <p>8/7/2018 (Weekly Meeting): B&A stated that the work was still under warranty and Noble Texas Builders would be repairing the damage</p> <p>8/21/2018(Weekly Meeting): B&A reported that the Dannenbaum and Noble Texas Builders are inspecting the site and the engineer will be providing any directives as necessary.</p> <p>8/28/2018(Board Meeting: B&A will request Geotechnical Testing of the asphalt drives to verify existing conditions and provide recommendations to the engineer as necessary. Noble Texas Builders will be providing an asphaltic coating over the current crack repairs</p> <p>9/26/2018(Board Meeting);B&A updated the Board that Dannenbaum a letter recommending forensic testing to be done by the Geotechnical & Material testing lab, Raba-Kistner, Inc.. B&A has contacted Raba-Kistner for a proposal to do the recommended testing.</p> <p>10/2/2018: B&A met with Raba-Kistner, Inc. on Tuesday and requested a proposal to conduct an assessment of the asphalt and base material of the existing cityscape drives.</p> <p>10/16/2018: B&A had provided the proposal from Raba-Kistner, Inc. and the College has prepared a requisition. B&A has also contacted Dannenbaum to perform the topographic survey as recommended by Raba-Kistner, Inc.</p> <p>10/30/2018: B&A reported to Board that approval for additional services from Raba-Kistner, Inc. were approved and Dannenbaum was performing the As-Built topographic survey of the area surrounding the City Scape area.</p> <p>11/29/2018: B&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&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&A will provide an update to the Facilities Committee at the January meeting.</p> <p>1/25/2019: B&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.</p> <p>2/27/2019:B&A met with the Contractor, Engineer, and RKCE to discuss the results of the reports and to develop options for the repairs. B&A will provide an update at the March Facilities Committee meeting.</p> <p><i>3/19/2019: B&A provided an update at the Facilities Committee meeting. B&A reported that a second round of third party tests as requested by Noble Texas Builders were performed of which confirmed the deficiencies that were reported by RKCI. RKCI recommended an overlay of geotextile fabric and a new asphalt overcoat to correct the current asphalt separation and prevent future separation. B&A further reported that an intense review of drainage at the site had been conducted, and the installed drainage as designed exceeded the City of Pharr requirements.</i></p> <p><i>4/4/2109: B&A has since recieved a letter from Dannenbaum stating that they concur with the remediation requirements set out by RKCI.</i></p>	<i>B&A will provide an update at the April 2019 Facilities Committee meeting.</i>

April 2, 2019

Broaddus & Associates
1100 E Jasmine Ave #102
McAllen, Texas 78501

ATTN: *Mr. Tim Weldon*

REF: South Texas College – Regional Center for Public Safety Excellence Parking and Site

SUBJ: *Requirements for Remediation of Cityscape Asphalt Pavement*

Dear Mr. Weldon,

I am in receipt of Isidoro Arjona's email of March 14, 2019 sent at 1:06 PM regarding the remediation of the Cityscape asphalt pavement.

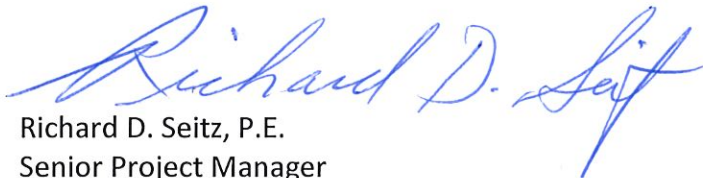
I have read the email and the three (3) attachments thereto regarding Raba Kistner, Inc's (rkci) recommendation for the remediation of the Cityscape asphalt Pavement and concur with the remediation requirements set out by Mr. Arjona.

Attached herewith is a copy of Mr. Arjona's email and the three (3) attachments thereto.

Should you have any questions or require any additional information please give me a call at (956) 682-3677.

Respectfully,

DANNENBAUM ENGINEERING COMPANY – McALLEN, LLC.



Richard D. Seitz, P.E.
Senior Project Manager

Attachments: Fabric Underseal.pdf (TxDOT - Silt Fence, Filter Fabric, and Fabric Underseal S340.pdf (TxDOT – Item 340 Dense-Graded Hot-Mix Asphalt (Small Quantity) S356.pdf (TxDOT – Item 356 Fabric Underseal)

Cc:

Ricardo De La Garza	Director of Facilities, Planning, & Construction	South Texas College
Robert Cuellar	Project Manager	South Texas College
Juan Delgado	LEED	Noble Texas Builders
Julian Lopez	Sr. Project Manager	Noble Texas Builders
Julio Macias	Project Engineer	Dannenbaum
File No. 4945-01	File Copy	Dannenbaum

**Review and Action as Necessary on the Proposed Settlement of
Cause No. C-700-18-H; South Texas College v. Johnson Controls, Inc.,
Zitro Electric, LLC and D. Wilson Construction Company**

Mr. Jesus Ramirez, Legal Counsel, will provide an update on the 2013 Bond Construction Pecan Campus Thermal Plant Project Incident, including a review of the proposed settlement of Cause No. C-700-18-H; South Texas College v. Johnson Controls, Inc., Zitro Electric, LLC and D. Wilson Construction Company

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed settlement of Cause No. C-700-18-H; South Texas College v. Johnson Controls, Inc., Zitro Electric, LLC and D. Wilson Construction Company.

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

The Board of Trustees approves and authorizes the proposed settlement of Cause No. C-700-18-H; South Texas College v. Johnson Controls, Inc., Zitro Electric, LLC and D. Wilson Construction Company.

Approval Recommended:

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

Review and Action as Necessary Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC

Mr. Jesus Ramirez, Legal Counsel, will provide an update on the 2013 Bond Construction Starr County Campus Thermal Plant Chiller System Incidents.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC.

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

The Board of Trustees approves and authorizes action as necessary regarding Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC.

Approval Recommended:

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

Review and Action as Necessary on Claim Submitted by ServPro to South Texas College

In May 2018, a hot water tank leaked at the Starr County Campus, during the 2013 Bond Construction Program.

The subcontracted plumber hired ServPro to clean the site, but has allegedly not paid ServPro's invoice of \$20,000.

The subcontractor attempted to file a claim to cover this under their own insurance, who denied the claim, asserting that the subcontractor was not at fault.

The subcontractor subsequently attempted to file a claim under the College's Owner Controlled Insurance Program (OCIP), but the claim was closed, as the \$20,000 cost did not exceed the \$25,000 OCIP deductible.

Finally, the claim cannot be filed under the College's property insurance as the deductible for that policy is \$100,000.

ServPro has filed a claim against South Texas College, seeking payment of the invoice in the amount of \$20,000.

Mr. Jesus Ramirez, Legal Counsel, will provide an update on a claim filed by ServPro against South Texas College.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding a claim submitted by ServPro against South Texas College.

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

The Board of Trustees approves and authorizes action as necessary regarding a claim submitted by ServPro against South Texas College.

Approval Recommended:

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



The 14th Annual Summit on College and Career Readiness was held on April 15, 2019 at the Mission Event Center. The Summit provides a forum for higher education, public and private schools, and the business community to engage in a dialogue on college and career readiness for our high school graduates in deep South Texas. Key presenters included Dr. Joel Vargas, Vice President for Jobs For the Future, Serkan Celtek, Director of Research and Analytical Services, South Texas College, and Dr. Chris Nelson, Assistant Dean of Humanities and Professor of Philosophy, South Texas College. Two panels consisting of both local employers, leaders, professionals, and former students were invited to share the need for the development of a high skill workforce and their success as former graduates of South Texas College. The event continues to grow each year and attendance has steadily increased with positive remarks and comments.



A check presentation for grants by the Texas Workforce Commission to South Texas College and Hidalgo I.S.D. was conducted on March 28, 2019 at the Technology Campus. The awarded funds will assist in providing equipment and technology to students in the manufacturing and pharmacy technology fields. A total of \$166,000 award funds were provided to South Texas College and Hidalgo ISD for the High Demand Job Training Grant and the Jobs and Education for Texans (JET) Grant. South Texas College received \$71,250 in funds, and will utilize funding for training in industrial maintenance and industrial robotic automation. Hidalgo ISD received \$ 95,323 from the JET grant, and will utilize the awarded funds towards funding of equipment and training for their pharmacy technician program.



South Texas College and Texas A&M Kingsville held a Articulation Agreement ceremony on March 26, 2019 at Texas A&M Kingsville. Collaboration between both institutions will focus on expanding the existing relationship and efforts to continue to create clear pathways for students pursuing careers in Engineering, Computer Science, and related Science, Technology, Engineering, and Math (STEM) fields. This articulation agreement will benefit students by allowing students a seamless transfer between institutions. TAMUK representatives included Dr. Mohammad Alam, Dean of the Frank H. Dotterweich College of Engineering, Dr. Mark A. Hussey, President, and Dr. Alan Rasmussen, Provost and Vice President for Academic Affairs.



The Regional Center for Public Safety Excellence President's Advisory Council Committee met on March 28, 2019. With the Regional Center for Public Service Excellence nearly a year in operation, the meeting provided local, state and federal committee members with an update on current training and future continuing education initiatives, an update on the educational partnership with the Federal Law Enforcement Training Center (FLETC), and a round table discussion on joint agency training and incident command. The Council will continue to develop and identify strategies for the Regional Center for Public Service Excellence for recruitment and development of skilled professionals in the field of public safety. The meeting was well attended by professionals in the various public safety and law enforcement sectors.

On April 16, 2019, South Texas College and Stark College and Ministry signed an Articulation Agreement providing students from Stark College and Ministry the ability to attain general education credits towards their Bachelor of Arts in Ministry. This articulation agreement is the first for STC and Stark College and Ministry. Stark College and Ministry opened its McAllen campus in 2012 and are in the process of expanding partnerships with other higher education institutions. Dr. Tony Celelli, President, Dr. Julio Guarneri, Trustee and Committee Chair of Student Services, Dr. Celeste Gonzalez-Moreno, Director of Undergraduate and Diploma Programs and Mr. Primitivo Pagayon, Registrars were in attendance.



The 14th Annual Human Trafficking Symposium titled, “The Nexus of Exploitation: The Global Economy, Human Trafficking, and the Marginalized,” took place on April 1-2, 2019 at the Cooper Center. This year's conference focused on exploring the connection between the global economy and human trafficking. Presenters discussed the economic variables that contribute to the international market that is facilitating human trafficking and how raising awareness of these factors is crucial for impeding this crime from occurring. Jenny Clark, Political Science Associate Professor and Chair of Women's Studies, serves as the Chair on the Committee and has organized the event since its inception. Keynote speakers included Sister Norma Pimentel, Executive Director of Catholic Charities, and Dr. Sean Colum, Lecturer in Law from the University of Liverpool, and opening remarks from U.S. Congressman Vicente Gonzalez. The event was very well attended.

McAllen ISD and South Texas College partnered to host two Migrant Program Technology Workshops in March. The camp was held at South Texas College's Technology Campus. The camp is part of the Colleges' "college for all initiative" that aims to create a college going culture for all students. Migrant students were introduced and exposed to what going to college means with the goal of increasing awareness and exposure to higher education and its benefits. The camp students were from grades third through eighth.



The Music Department was the recipients of a \$60,000 grant from the Rea Charitable Trust Foundation. The grant funds will be used to purchase high quality instruments for music majors and for utilization in concerts conducted during the semesters. This is the second and largest grant awarded to South Texas College by the Rea Charitable Trust Foundation, who primary purpose is the promotion of the arts.

The Truth Initiative Tobacco-Free College Program has awarded South Texas College a \$20,000 grant to form a taskforce to develop project activities that include education and engagement of students, faculty, and staff. Two students from South Texas College were selected as Ambassadors for the project and traveled to Washington D.C. to received training. The project will consist of student orientations and activities to be held at the Nursing and Allied Health Campus with future plans for expansion into all campuses. A total of 2,000 STC students will be engaged in the project.





The 7th Annual Pursuing Higher Education Fair was held at the Mid-Valley Campus on April 9, 2019. The fair provides information and one to one interaction with faculty for students of all stages in their pursuit of a degree. Student are provided information about College services available to them, learn about the various programs and majors from faculty, and learn about post-graduation opportunities available to them. The fair assists in providing current and potential future students information about different career pathways.

South Texas College celebrated Student Employment Appreciation Week from April 8 through April 12, 2019. Departments and Supervisors were encouraged to acknowledge their contributions to the College and show appreciation for their hard work. A Work Study of the Year was selected by nominations that were submitted. This year's Work Study of the year was Ms. Bernice Padilla. Ms. Padilla works in the Physics Department under the supervision of Dr. Ravindra Nandigam.



- Met with Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, Dr. David C. Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, Dr. Ali Esmaeili, Dean for Math, Science, and Bachelor Programs, Mario Reyna, Dean for Business, Public Safety, and Technology, and Wanda Garza, Executive Officer of External Affairs to discuss and strategize on House Bill 2193, which would authorize South Texas College to expand the offering of baccalaureate degrees from a maximum of five to seven.
- Attended the RGV Partnership Luncheon with hospital executives hosting Texas Workforce Commissioner Julian Alvarez and Commissioner Robert D. Thomas with Dr. Jayson Valerio, Dean for Nursing and Allied Health, and Dr. Theresa Garza, Pharmacy Program Chair, to discuss current and future workforce needs and to inquire how the Texas Workforce Commission could assist with those needs. Took the opportunity to express specific concerns regarding Higher Education and the expansion of partners participating in JET and TWC grants.
- Provided the welcoming address at the 14th Annual Human Trafficking Conference held April 1 – 2, 2019 at the Cooper Center.

- Met with William Buhidar, Assistant Dean for the Fine and Performing Arts to discuss the accreditation requirements for national level accreditation in music.
- Met with Dr. Virginia Champion, Director of Grant Development, Management, and Compliance, regarding restructuring of the department, grant projects, and resource development applications.
- Met with Daniel Ramirez, Director of Public Relations and Marketing, to discuss staffing and project requests from the departments and services provided to the College at large.
- Participated in the Texas Association of Community Colleges Legislative Committee Conference Call to discuss current and pending status of legislative bills relating to baccalaureate degrees.
- Participated in an interview with Alexandra Suich Bass, Staff Writer for *The Economist*. Ms. Bass is currently working on an article on the comparison of public education between the states of California and Texas. Data was shared with Ms. Bass providing demographics, fields of study provided, graduation rates, etc.
- Participated in a conference call with Dean McWilliams regarding the various baccalaureate bills, their status, and his required services to move the College's baccalaureate degree forward.
- Met Mr. Gary Gurwitz, as Chair of Facilities Committee, to tour existing Library.
- Traveled to the State Capitol with Dr. Daniel King, Superintendent for P.S.J.A. Independent School District, and Dr. David Plummer, Vice-President for Information Services, Planning, Performance and Strategic Initiatives, to testify before the House Higher Education Committee on Bill 2193 to expand the number of approved baccalaureate degrees from five to seven.
- Hosted, and was the master of ceremonies for the 14th Annual Summit on College and Career Readiness with 360 participants.
- Reviewed with Mary Elizondo, Vice-President for Finance and Administrative Services, the results of faculty costs and strategies for gaining greater insight to continuing these costs.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance, Audit, and Human Resources Committees, as well as the April 23, 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 March 23 to April 17, 2019 included:

- Discussion and Review of Dr. Jim Black's SEM Plan
- Discussion of Possible Options for Additional BAT Programs
- Discussion of Department of Defense Voluntary Educational Institutional Compliance Program
- Discussion of Policy 4714: Acceptable Use of Information Resources
- Discussion of SB 18: Prohibiting Controversial Speakers on Higher Education Campuses
- Discussion and Review of Revisions and Proposed Policies:
 - #4714: Acceptable Use Of Information Resources
 - #3100: Educational Program Development
 - #3800: Full-time Regular Faculty (On Board Approved Staffing Plan)
 - Assignments and Workloads As Conditions of Employment
 - #3803: Conditions of Employment Of Full-Time Faculty Teaching During Summer Terms
- Discussion of Recognition by La Joya ISD of their Partnership with STC
- Discussion of Status of BSN Program Approval
- Discussion of *Leading from the Middle* Conference
- Update on Legislative Formula and Performance Based Funding Proposals
- Update on Legislative Recommendations Regarding Transfer
- Discussion of Participation in SACSCOC Summer Institute
- Discussion and Review of Board Meeting
- Discussion on Feedback on Summit for College and Career Readiness
- Discussion of Using Faculty and Staff News for Promoting Student Activities and Events
- Discussion of Cybersecurity BAT
- Discussion and Plan of Action for Submitting Application for Seal of *Excelencia* as a Hispanic Serving Institution
- Discussion of Proposed Policy 4213: Drug-Free Workplace and Campuses
- Discussion of Tuition Exemption Waivers for Firefighters and Peace Officers
- Discussion and Review of Faculty Pool Costs in S-Section Dual Credit Courses
- Update on Renovation and Expansion of Pecan Campus Library
- Review and Discussion of Mid Valley Campus Evaluation of Existing Drainage Conditions Report
- Review and Discussion of Screen Enclosures for District-wide Generators and Transformers
- Review and Discussion of Proposed Capital Improvement Projects and Budget for FY 2019-2020
- Update and Review on Status of FY 2018-2019 Capital Improvement Projects
- Presentation on AdmitHub Mascot Bot
- Discussion of Student Enrollment Management Strategies Audit
- Review and Discussion of Revisions and Proposed Policies:
 - #3100: Educational Program Development
 - #4160: Non-Faculty Employee Performance Appraisal
 - #4714: Acceptable Use Of Information Resources
- Discussion of External Media Coverage Protocols
- Update on Status of National Alliance of Concurrent Enrollment Partnerships Accreditation
- Update on Legislative Formula and Performance Based Funding Proposals
- Update on Legislative Recommendations Regarding Transfer and the Common Core
- Discussion of Policy Proposals Regarding Consensual Relationships for STC Faculty and Staff
- Discussion of Board Approved Tuition, Differential Tuition, and Fee Adjustments for FY 2019-2020

- Discussion of Proposed Revision to Policy 6320: Prohibition of Drugs and Alcohol on Campus
- Discussion of Student Enrollment Management Strategies Audit and Development of Long Range Plan
- Review and Discussion on Quality Enhancement Plan (QEP) Topics and Selection Process
- Discussion on Strategies for Promoting Strident Events and Activities
- Updates:
 - Student Affairs and Enrollment Management
 - Finance and Administrative Services
 - Academic Affairs
 - Information Services, Planning, Performance and Strategic Initiatives

Announcements

A. Next Meetings:

- Tuesday, May 14, 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, May 28, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Spring 2019 Graduation Ceremonies will be held on
Friday, May 17, 2019 – Dual Credit Graduates
 - 9:00 a.m.
 - 1:00 p.m.
 - 5:00 p.m.Saturday, May 18, 2019
 - 9:00 a.m.
 - 1:00 p.m.
 - 5:00 p.m.

- The College will be closed on Monday, May 27, 2019, in observance of Memorial Day.