



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Thursday, May 30, 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
Thursday, May 30, 2019 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

AGENDA

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentation..... 6 - 16**
 - A. Report on the Teach for America 2019 Rural Education Convening
 - B. Presentation on Celebration of May 17 – 18, 2019 Commencement Ceremonies and Recognition of Faculty, Staff, Administration, and Board Support of Graduates
 - C. Presentation on South Texas College Brand Roll-Out
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 17 - 61
 - 1. April 23, 2019 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 62 - 65
 - 1) Texas Holocaust and Genocide Commission, Hate, Hope and Healing Grant in the amount of \$2,300
 - 2) Region One Education Services Center, Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Agreement with South Texas College in the amount of \$140,000
 - 3) Texas Workforce Commission, High Demand Job Training Grant Agreement Between Workforce Solutions, South Texas College, and the Edinburg Economic Development Corporation in the amount of \$93,110
 - 4) Texas Workforce Commission, Self Sufficiency Fund Grant in the amount of \$140,860
 - 5) Texas Education Agency, Carl D. Perkins Reserve Grant Sub-award in the amount of \$500,923
 - 6) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review of Presentations Delivered at May 14, 2019 Education and Workforce Development Committee Meeting 66 - 70
 - A. Presentation on the South Texas College Culinary Arts Program
 - B. Presentation on South Texas College Guided Pathways Project

B. Finance, Audit, and Human Resources Committee

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 - A. Award of Proposals
 - 1) Food Service – Starr County Campus (Award)
 - 2) Nursing and Allied Health Campus – Active Learning Classroom Audio Visual Project (Award)
 - 3) Purchase of Industrial Equipment (Award)
 - 4) Temporary Personnel Services (Award)
 - 5) Vehicle Maintenance and Repair Services (Award)
 - B. Instructional Items
 - 6) Instructional Equipment (Purchase)
 - 7) Learning Systems (Purchase)
 - 8) Radiology Equipment Maintenance Agreement (Purchase)
 - 9) Recording Systems (Purchase)
 - 10)3D Printer (Purchase)
 - 11)Books and Educational Materials (Renewal)
 - C. Non – Instructional Items
 - 12)Furniture (Purchase)
 - 13)Medical Office Skills Training (Renewal)
 - 14)Small Business Skills Training (Renewal)
 - D. Technology Items
 - 15)Computers, Monitors, Laptops, and Tablets (Purchase)
 - 16)Course Management Support Services (Purchase)
 - 17)Security Software Solution and Implementation (Purchase)
 - 18)Server Virtualization Management Console Maintenance Agreement (Renewal)
 - E. Interlocal Agreement
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 - b. New Policy 4160: *Non-Faculty Employee Performance Appraisal*
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 - c. La Joya Windpower, LLC
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A. Next Meetings:

- Tuesday, June 11, 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, June 25, 2019
 - 5:30 p.m. – Regular Board Meeting

Presentations

A. Report on the Teach for America 2019 Rural Education Convening

Teach for America (TFA) hosted the 2019 Annual Rural Education Convening on April 3 – 5, 2019, in Boise, ID.

The Rural Education Convening provided an opportunity for community leaders, philanthropists, and TFA staff and alumni in rural and Native communities to build relations to create a robust network of rural and Native communities, elevate the often underrepresented voices of such communities, and speak to the issues that matter most to serving those communities.

TFA invited Vice Chair Rose Benavidez to attend and speak on South Texas College and the Starr County Industrial Foundation, and their respective roles in providing economic development and higher education opportunities for the Rio Grande Valley. Ms. Benavidez shared the deep South Texas story, highlighting the many challenges and opportunities, and the successes and lessons learned.

B. Presentation on Celebration of May 17 – 18, 2019 Commencement Ceremonies and Recognition of Faculty, Staff, Administration, and Board Support of Graduates

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present on the May 2019 Commencement Ceremonies.

Over 3,700 certificates and degrees are expected to be conferred at the conclusion of the Spring 2019 semester. These graduates were recognized at six separate commencement ceremonies on Friday, May 17 and Saturday, May 18, 2019 at the State Farm Arena in Hidalgo, Texas.

Mr. Hebbard has coordinated with the Office of Public Relations and Marketing to develop a “behind the scenes” video, showcasing the hard work, long hours, and extraordinary logistics that continue to improve South Texas College’s recognition of its graduates.

Special thanks to Mr. Paul R. Rodriguez, Chairman of the Board, who joined Dr. Reed, administration, and staff at every ceremony.

C. Presentation on South Texas College Brand Roll-Out

Mr. Daniel Ramirez, Director for Public Relations and Marketing, will provide a Brand and Campaign update.

At the December 13, 2018 Regular Board Meeting, Mr. Ramirez presented on the rebranding campaign goals and the metrics that would be used to measure its effectiveness.

At the January 29, 2019 Regular Board Meeting, Mr. Ray Pedraza, Assistant Director of Public Relations and Marketing, was joined by representation from Interact Communication to introduce the *Experience Exceptional* campaign and to solicit feedback from the trustees. They discussed the research that went into the brand development, and the media purchasing strategies and technology that will support an effective campaign launch.

Mr. Ramirez will discuss the elements of the ongoing brand roll-out, including a review of the ads, branded materials, and examples of the new brand “in action” at the May 2019 Commencement Ceremonies and around the region.

Mr. Ramirez will discuss the current and upcoming marketing efforts, designed to support student retention and new student recruitment for the College’s overall enrollment strategy.

While this presentation is focused on the brand roll-out and upcoming campaign, Mr. Ramirez is gathering data on the preliminary advertising, and will be delivering a full accountability report presentation to share this data with the Board at a subsequent meeting.

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



SOUTH TEXAS COLLEGE

Experience Exceptional

BRAND & CAMPAIGN UPDATE

May 30, 2019

PROGRESS REPORT

	2018					2019							
	August	September	October	November	December	January	February	March	April	May	June	July	August
Marketing Retreat & Creation of Marketing and Communication Plan	Completed												
Editorial Calendar	Completed												
Brand Research Focus Groups		Completed											
Community Attitudes Research		Completed	Completed										
Media Preferences		Completed	Completed	Completed									
Student Satisfaction Survey			Completed	Completed									
Emotional Resonance, Test Brand & Message Statements				Completed									
Communication Audit		Completed	Completed	Completed	Completed	Completed							
Brand Preview					Completed	Completed							
Finalize Graphic Treatment							In-Progress						
Creative Collateral and Messaging Development								In-Progress					
Brand Rollouts									In-Progress	In-Progress	In-Progress		
Campaign Launch (Summer/Fall)										In-Progress	In-Progress	In-Progress	In-Progress

Legend

-
 Previously Completed

-
 Completed Since Last Update

-
 In-Progress



GRAPHICAL TREATMENT



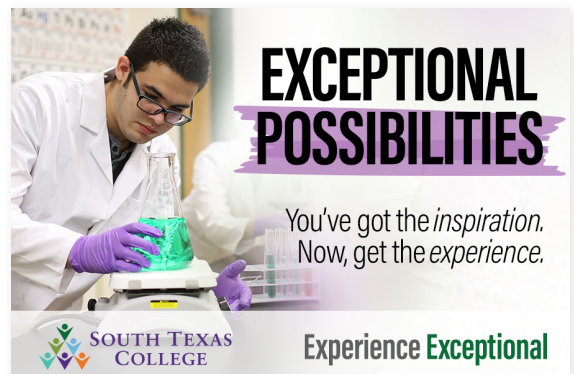
DRAFT LOGO LOCKUP: PRESENTED JAN. 2019



STANDARD LOGO LOCKUP: FINALIZED FEB. 2019



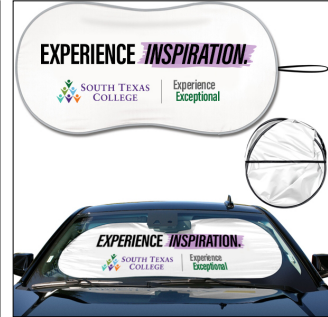
AD TREATMENT



SIGNATURE
LOGO & WORDMARK



ADDITIONAL COLLATERAL



EXPERIENCE EXCEPTIONAL



EXPERIENCE EXCEPTIONAL



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SUMMER & FALL MARKETING EFFORTS

	2019				
	April	May	June	July	August
PR Activities	[Active]				
Billboards		[Active]			
Radio		[Active]			
Television		[Active]			
Print	[Active]				
Display (Custom, GeoFence and Retargeting)	[Active]				
Pay Per Click (Custom and Competitor)	[Active]				
Facebook / Instagram	[Active]				
YouTube (English & Spanish)	[Active]				
SnapChat		[Active]			



**xperience
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OUT OF HOME: BILLBOARDS

Summary

- May 13th - Aug 27th
- 9 panels
- 2.4 MM Weekly Impressions



BILLBOARD: GENERAL



OUT OF HOME: BILLBOARDS



TRADITIONAL: RADIO

Summary

- April 23rd - Aug 27th
- 1629x spots
- Stations
 - *Q94.5 The Rock*
 - *La Nueva 99.5*
 - *KTEX 100.3*
 - *Digital 101.5*
 - *La Ley 102.5 / 92.7*
 - *Wild 104 + "Live" reads with Johnny O*
 - *Kiss 106.3*
 - *Mix 107.9*



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DIGITAL: PANDORA



PANDORA: TRADITIONAL

Summary

- April 23rd - Aug 27th
- 2.6MM impressions
- Audiences (16-18, 18-34, Eng/Span, Hidalgo/Starr)



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TRADITIONAL: TELEVISION

Summary

- May 7th - Aug 27th
- 1125x spots
- Stations
 - *KTLM/Telemundo + value added news interviews*
 - *KWCT/CW*
 - *KRGV/ABC*
 - *KNVO/Univision*
 - *KGBT/CBS + "Fill the Bus" sponsorship*
 - *KVEO/NBC*



TV: PARENTS



Experience
Exceptional

TRADITIONAL: TELEVISION



TV: TRADITIONAL



Experience
Exceptional

TRADITIONAL: PRINT



THE STC EXPERIENCE

We're more than a college. We're a community.

EXCEPTIONAL CONNECTIONS...
Encounter new cultures. Forge new friendships.
Build new networks.

EXCEPTIONAL SUPPORT...
Need academic, financial or administrative assistance?
STC is always happy to help!

EXCEPTIONAL OUTCOMES...
South Texas College grads can boost their earning
power by \$15,000 per year or more!

To experience STC is to Experience Exceptional!

 SOUTH TEXAS COLLEGE | Experience Exceptional

JOIN US FOR A STRESS-FREE SUMMER.
BUT HURRY - CLASSES START SOON!

PRINT: GENERAL

Summary

- Monthly Distribution
- Publications:
 - Texas Border Business
 - Mega Doctor News
 - RGVision
 - The Monitor (Spadea)



DIGITAL MEDIA

Summer / Fall

- Facebook / Instagram
- YouTube / YouTube Spanish
- Pay Per Click (PPC) / PPC Competitor
- Custom Display
- Geofencing & Retargeting
- SnapChat Filters (Commencement)



EXPERIENCE AWESOME

Connections to last a lifetime.

APPLY NOW!

 SOUTH TEXAS COLLEGE | Experience Exceptional

DISPLAY: TRADITIONAL

Plans, reports, documents, ads for the entire year can be found online at:

<https://clients.interactcom.com/SouthTexas/Deliverables/>



QUESTIONS?



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Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) April 23, 2019 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the April 23, 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 April 23, 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, April 23, 2019 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Nomination of a Temporary Chair to Preside over Meeting

Prior to calling the meeting to order, it was noted that a quorum of the Board of Trustees was present; however, no Board Officers were in attendance to preside over the meeting.

Mr. Gary Gurwitz read the following statement: "As per quorum present for the purpose of conducting a regular meeting of the Board of Trustees of South Texas College on the 23rd day of April, 2019, and in the absence of all officers, it is my suggestion that Dr. Alejo Salinas be appointed Temporary Chair, and that such action be ratified by consensus vote by show of hand. This nomination was unanimously approved by consensus vote.

Dr. Salinas noted that this process was necessary because no Board Officers were in attendance.

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, April 23, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

Members absent: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mr. Matthew Hebbard, Dr. David Plummer, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Ms. Myriam Lopez, Mr. Paul Varville, Mrs. Brenda Balderaz, Dr. Rebecca De Leon, Dr. Jesus Campos, Mr. Lucio Gonzalez, Mr. Robert Cuellar, Mr. David Valdez, Mrs. Kelly Salazar, Ms. Susan Anderson, Mr. David Perez, Mr. Julio Macias, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, said the invocation.

Public Comments

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

Presentations

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

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, presented on the 14th Annual South Texas College Summit on College and Career Readiness, held on Monday, April 15, 2019, 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, presented the agenda for the May 2019 Graduation Ceremonies to the Board of Trustees.

Over 3,600 certificates and degrees were 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:*

04/23/2019

Regular Board Meeting Minutes

- *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 were for the Board's information, and no action was requested.

Approval of Board Meeting Minutes

The March 26, 2019 Regular Board Meeting Minutes were submitted for approval:

- 1) March 26, 2019 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the March 26, 2019 Regular Board Meeting Minutes as written. The motion carried.

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

The Board was 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, 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.

Upon a motion by Mr. Gary Gurwitz and a second by March 26, 2019 Regular Board Meeting, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested from the Board.

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

The Board of Trustees was 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* included 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 was 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 had procedures in place for the development of curriculum and new educational programs, was 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* was included in the packet for the Board’s review.

The *Academic Program Summary Overview* was provided in the packet, after the proposed new policy, and summarized 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the proposed new Policy #3100: *Educational Program Development* as presented, and which supersedes any previously adopted Board policy. The motion carried.

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 was 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 was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented 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 presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended 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) reviewed the information as presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 28, 2019 was provided in the packet for the Board's information and review.

04/23/2019

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

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended February 28, 2019, as presented. The motion carried.

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

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

Ms. Salazar noted that taxes are due at the end of January each year, and delinquent accounts are not assigned for collection until July 1st of that year.

Mr. Gary Gurwitz asked whether any collection efforts are made during that period, and whether penalties begin to accrue before the accounts are assigned for collection.

Ms. Salazar stated that she needed to verify the notification processes undertaken by county tax collectors before assigning accounts for collection, and agreed to provide a response to the trustees.

No action was required.

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 was requested.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP requested 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 were 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 submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive for Starr County properties was \$3,111.47.

As of the publication of the Board Meeting packet, the bids were approved by the City of Rio Grande City, and were 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 were provided under separate cover for the Board's information and review.

Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP attended 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.

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 Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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 was requested.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP requested 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 submitted the analysis of the bid received for the Board of Trustees' consideration. The total amount the College would receive for this property was \$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 was 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 were provided under separate cover for the Board's information and review.

Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP attended 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Hidalgo County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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

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

- 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 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

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 **Technologent** (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 was \$1,535,208.50.

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 all award of proposals, purchases, renewals, and interlocal agreement in the amount of \$1,535,208.50 as presented. The motion carried.

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

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

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

Justification – The request for the revision to the policy was 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 was reviewed by staff, President's Cabinet, and President's Administrative Staff.

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

The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4714: Acceptable Use of Information Resources as presented and which supersede any previously adopted Board policy. The motion carried.

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 was 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 would 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 would remain at

\$103,212.00. The monthly collection fee of approximately \$8,601.00 would be reduced from taxes collected during the month and the remaining funds would be 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 was 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 would be reduced monthly from taxes collected during the month.

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

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

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 was 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 would remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2020 was estimated to be \$155,811.42. The monthly collection fee of approximately \$12,984.29 would 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%
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 would be reduced monthly from taxes collected during the month. Funds for these expenditures would 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 was provided 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

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 was 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 was approximately \$934,072, which was 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, were 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 totaled \$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 were 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 attended 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

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 was requested.

Purpose – The College proposed amending 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 were no longer serving as the South Texas College Board of Trustees; therefore, the College needed to amend the Foundation's Board of Directors to align with the Board of Trustees 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 were required to reflect changes due to the May 2018 Board Election, and the subsequent June 2018 Board Officers Election. The changes were 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 were provided in the packet for the Board's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the South Texas College Education Foundation's Form 802, Periodic Report of a Nonprofit Corporation with revised Board of Directors as presented. The motion carried.

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 was requested.

Purpose

The acceptance of the Updated Wage Scale Determination of Fiscal Years 2019 through 2022 as prepared by Broaddus & Associates was 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 was valid for a three year period until April 2019, and needed to 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 was using the previously approved Wage Scale Determination, and would use the updated version, which would 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 was provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and accepted the Updated Wage Scale Determination of Fiscal Years 2019 through 2022 as presented. The motion carried.

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, was requested.

Purpose

The acceptance of the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report would acknowledge the findings and recommendations of the report prepared by the engineer. Authorization to proceed with design of the Phase I drainage improvements

was needed to allow an 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 provided a presentation of their findings and recommendations for drainage improvements for the entire campus. The engineers noted that the existing detention ponds and areas were correctly sized to meet the City of Weslaco's building codes. They also found that portions of the existing underground storm drainage infrastructure would need to be upgraded. Some of the upgrades included:

- 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 separated the drainage improvements into three recommended phases. The phases were 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

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 included 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, would 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 would 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 Board's review and information. The full report was 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. He also attended the April 23, 2019 Regular Board Meeting to be available for questions.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and accepted 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 motion carried.

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 included improvements associated with Building A at an estimated construction cost of \$290,000, was requested.

Purpose

With the Board's previous action accepting the report and authorizing staff to proceed with the design, authorization was 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 was 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 experienced 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 noted that the existing detention ponds and areas were correctly sized to meet the City of Weslaco's building codes. They have also found that portions of the existing underground storm drainage infrastructure would need to be upgraded. Some of the upgrades included:

- 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 recommended separating the drainage improvements into three phases. The phases were 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

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 was 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.

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, would 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 were available in the Renewals & Replacements Fund budget for FY 2018-2019. Funds for the construction of the recommended drainage improvements for Phase I would 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, was available to 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 recommended 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.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the publication of a Request for Proposals 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 as presented. The motion carried.

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 was requested.

Purpose

The procurement of a contractor would 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 was vacated, and after demolition it would 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 recommended 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 were budgeted in the Unexpended Construction Plant Fund budget for fiscal year 2018-2019.

Reviewers

The proposals were 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 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 RL Abatement, Inc. in the amount of \$47,775 for the Pecan Campus Demolition of Dr. Casso Property project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting construction services with RL Abatement, Inc. in the amount of \$47,775 for the Pecan Campus Demolition of Dr. Casso Property project as presented. The motion carried.

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 were 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 were 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 included:

- **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 were 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 was provided for the Board's review and information.

Presenters

Dr. Jesus Campos, Dean of Library & Learning Support Services, attended the meeting to respond to any questions from the Board.

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 recommended 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the 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, and that the application include that the applicant has the requisite expertise to do the necessary library design, either in-house or associated with the architect as part of the architect's fee and responsibility. The motion carried.

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 was 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 was provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized final completion for the Technology Campus Advanced Technical Careers Building B Fire Sprinkler Replacement project and authorized payment of the remaining balance of \$63,893.50 to G&G Contractors, as presented. The motion carried.

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.

Mr. Gary Gurwitz read into the record that Mr. Paul R. Rodriguez, Chairman of the Board, appointed a committee comprised of Mr. Gary Gurwitz, Mrs. Victoria Cantú, and Mr. Paul R. Rodriguez 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.

No Board action was required.

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 were present to respond to questions and address concerns of the committee.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of March 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.

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

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Rene Guajardo, 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 March 2019. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:56 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

Mr. Gary Gurwitz abstained from the executive session deliberation.

1. Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications and Agreements
2. Review and Recommend Action as Necessary on 2013 Bond Construction Program Warranty Items - Starr County Campus - Thermal Plant Vault Water Issue
3. 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
4. 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

5. Review and Action as Necessary on Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC.
6. Review and Action as Necessary on Claim Submitted by ServPro to South Texas College

Open Session:

The South Texas College Board of Trustees returned to Open Session at 8:00 p.m. No action was taken in Executive Session.

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 was scheduled to meet on Tuesday, April 23, 2019, and it was possible that the Committee members would have the opportunity to discuss any action that the County might take, and report to the Board.

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

The Committee was 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.

The Board did not take action on this item, pending a recommendation from the Tax Abatement Review Committee.

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 was 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.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the installation of a sump pump in the thermal plant vault, at the College's expense, to ameliorate ongoing water penetration issues at that location. The motion carried.

**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 was 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 was asked to take action as necessary following the discussion with Dannenbaum Engineers.

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

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the remediation for the Regional Center for Public Safety Excellence – Parking and Site Improvements asphalt failures at the cityscape drives as recommended by Dannenbaum Engineering, Raba-Kistner, and College staff, subject to negotiation of a one-year warranty with the contractor. The motion carried.

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, provided 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

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

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Rene Guajardo, 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 motion carried.

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, provided an update on the 2013 Bond Construction Starr County Campus Thermal Plant Chiller System Incidents.

Mr. Gary Gurwitz abstained from the executive session deliberation on this item.

No action was taken.

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 had 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 filed a claim against South Texas College, seeking payment of the invoice in the amount of \$20,000.

Mr. Jesus Ramirez, Legal Counsel, provided an update on a claim filed by ServPro against South Texas College.

Mr. Gary Gurwitz abstained from the executive session deliberation on this item.

No action was taken.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:07 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 23, 2019 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Texas Holocaust and Genocide Commission, Hate, Hope and Healing Grant in the Amount of \$2,300

The Texas Holocaust and Genocide Commission provides funding for projects that educate and engage the community about the Holocaust. This grant enables South Texas College's Music Department to produce multimedia musical performances and community outreach activities to area high schools that educate the community about the prevention of hate and genocide. This award is for the period of May 1, 2019 – April 30, 2020.

This grant aligns to Strategic Direction #2, Access and Success by expanding community awareness, engagement, and support for the South Texas College Music Department performances.

This grant also aligns to Strategic Direction #5, Collaboration by providing performances that educate and engage high schools in our community.

2. Region One Education Service Center (ESC), Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Agreement with South Texas College in the amount of \$140,000

This agreement between the South Texas College's Department of Continuing, Professional, and Workforce Education Department and Region One ESC supports meeting the purposes of the federal GEAR-UP grant awarded to Region One ESC. Through this agreement, South Texas College will provide customized training for entry-level positions for at least 100 former GEAR UP students in various areas, including Certified Nurse Assistant, First Responder, Forklift Operator, Mobile Programming, Phlebotomy, Web Developer and Welding. Students must be enrolled by August 31, 2019. Funds will help cover tuition, supplies, GED, TSIA testing and staff salaries. The funding cycle is from February 1, 2019, to August 31, 2019.

This award aligns with Strategic Direction # 3, High Success Rate by training individuals and developing their knowledge and skills to help them in their current employment and increase their potential for economic and social mobility.

3. Texas Workforce Commission, High Demand Job Training Grant, Agreement Between Workforce Solutions, South Texas College, and the Edinburg Economic Development Corporation in the amount of \$93,110

Through this grant, Workforce Solutions, in collaboration with South Texas College's Institute for Advanced Manufacturing and the Edinburg Economic Development Corporation will provide training for 53 new and incumbent workers from businesses in Edinburg. Funding will be used to develop a first-of-its-kind maintenance program for biomedical equipment in the City of Edinburg. Additionally, a customized Certified Nursing Assistance Program will provide trainees who successfully complete the program with a Phlebotomy Certification from the National Health Care Association for Phlebotomy Technicians. Additional training areas include Customer Service and Cybersecurity. The Edinburg Economic Development Corporation has also committed matching funds for this grant in the amount of \$93,110.56 for a total of \$186,220.56 for this project. This award is for the period of February 1, 2019 to May 30, 2020.

This grant aligns to Strategic Direction #1, Clear Pathways, by offering technical skills training toward high demand occupations in Healthcare, Advanced Manufacturing, and Information Technology.

4. Texas Workforce Commission, Self Sufficiency Fund Grant in the amount of \$140,860.00

Through this grant, the Department of Continuing Education, Professional and Workforce Education will provide training leading to high demand occupations for 70 participants in the areas of Welding, Phlebotomy and EKG Technician. Workforce Solutions will provide daily case management services and career advancement opportunities for all participants. The funds will help cover tuition, program supplies, and supportive services funds such as fuel stipends. This award is for the period of April 22, 2019 to April 30, 2020.

This grant aligns to Strategic Direction #1, Clear Pathways, by offering technical skills training toward high demand occupations.

5. Texas Education Agency, Carl D. Perkins Reserve Grant Sub-award from the Pharr-San Juan-Alamo Independent School District (PSJA ISD) in the amount of \$500,923

The Pharr-San Juan-Alamo Independent School District (PSJA ISD) was awarded the Carl D. Perkins Reserve grant to implement a project entitled College and Career Regional Cybersecurity Pathway (CCRCP) in partnership with South Texas College, Hidalgo ISD, Valley View ISD, the Texas Valley Communities Foundation as the

Intermediary organization, and five industry/business employer partners (Frontera Consulting LLC, CODE RFG, the City of Pharr, AFT Federal Credit Union, RGV Med, LLC (dba Doctors Hospital at Renaissance (DHR), and R3ST Cyber Compliance Solutions). The goal of the CCRCP is to create, monitor, and sustain a cross-sector partnership and implement multiple exit-entrance pathways aligned to the needs of a cybersecurity workforce.

The total amount awarded to PSJA ISD for the CCRCP project is \$700,000, and STC will receive a sub-award in the amount of \$500,923. Approximately 75% of the funds are dedicated to equipping a Cybersecurity laboratory for courses taught at South Texas College's Regional Center for Public Safety Excellence. Thirty-five high school students will have the opportunity to earn a Cybersecurity Specialist Certificate leading to an Associate's Degree and a Bachelors of Applied Technology in Computer Information Technologies. The CCRCP project aligns to regional labor market demands and will provide work-based learning opportunities and career coaching support for students. The grant period is from July 1, 2019, to August 31, 2020.

This grant aligns to Strategic Direction #4, Collaboration, by committing to effective collaborations and advances mutually community and educational partnerships that create a collective impact on student success.

6. Any Additional Grants Pending Official Award

Summary of Grant Award Funding

The presented grants would provide up to \$877,193 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. Texas Holocaust and Genocide Commission, Hate, Hope and Healing Grant in the amount of \$2,300
2. Region One Education Services Center, Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Agreement with South Texas College in the amount of \$140,000

3. Texas Workforce Commission, High Demand Job Training Grant Agreement Between Workforce Solutions, South Texas College, and the Edinburg Economic Development Corporation in the amount of \$93,110
4. Texas Workforce Commission, Self Sufficiency Fund Grant in the amount of \$140,860
5. Texas Education Agency, Carl D. Perkins Reserve Grant Sub-award in the amount of \$500,923

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

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

1. Texas Holocaust and Genocide Commission, Hate, Hope and Healing Grant in the amount of \$2,300
2. Region One Education Services Center, Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Agreement with South Texas College in the amount of \$140,000
3. Texas Workforce Commission, High Demand Job Training Grant Agreement Between Workforce Solutions, South Texas College, and the Edinburg Economic Development Corporation in the amount of \$93,110
4. Texas Workforce Commission, Self Sufficiency Fund Grant in the amount of \$140,860
5. Texas Education Agency, Carl D. Perkins Reserve Grant Sub-award in the amount of \$500,923

Approval Recommended:

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

Review of Presentations Delivered at May 14, 2019 Education and Workforce Development Committee Meeting

On May 14, 2019, the Education and Workforce Development Committee received the following presentation:

A. Presentation on the South Texas College Culinary Arts Program

The South Texas College Culinary Arts Program has offered a Commercial Cooking Certificate and an Associate of Applied Science (AAS) Degree in Culinary Arts since 1997. In recent years, a specialized certificate in Commercial Baking and an AAS Degree in Baking and Pastry Arts were added to the offered degree plans.

Mr. Mario Reyna, Dean for Business, Public Safety, and Technology, and Chef Jennifer Guerra, Program Chair for Culinary Arts, presented on the program's accomplishments and its challenges meeting student demand.

Faculty and Staff

Four full-time regular faculty and three full-time temporary faculty serve in the Culinary Arts Program, supported by a part-time lab assistant, provided instruction to 250 Culinary Arts Majors in Fall 2018.

Due to resource limitations and competition for kitchen space between the Baking Pastry Arts courses and the general Culinary Arts majors, scheduling of courses was a challenge, and enrollment was impacted.

Partnerships and Opportunities for Students and Graduates

The Program included 45 current dual credit students pursuing a Commercial Cooking Certificate in Donna ISD, and identified additional possible dual credit programs with Hidalgo ISD and La Joya ISD.

Graduates from the South Texas College Culinary Arts Program have strong workforce opportunities, or may choose to transfer into the UTRGV Bachelor Degree in Hospitality and Tourism. Graduates with a credential in baking have a 77.6% employment placement rate, and Culinary Arts graduates have a 75.6% placement rate.

Events and Outreach Activities

Each year, the Program participates in a number of events designed to market the program to new students, to engage current students in innovative ways, and to provide students with practical experience at high-profile local events.

The Program also hosted a Thanksgiving Buffet in 2018, which generated close to \$3,000 in funding to support the South Texas College Food Pantry, serving the College's students facing food security issues.

Recognition and Alumni

The Program has received prestigious recognition.

- In 2017, Advisory HQ placed South Texas College in the top 6 Best Affordable Culinary Schools in the United States;
- A team of Faculty and Students won *Most Original Dish* in the Starr County Fair's Wild Game Dinner;
- Student Nadia Casaperalta took home the Gold Medal from the Texas Chefs Association Convention Competition in 2017; and
- Student Fernanda Leal won 1st place in the 2018 Paella Competition.

Several Program alumni were included for special recognition during the presentation, each of whom is applying their South Texas College training as business owners and chefs.

Program Facilities

Dean Reyna and Chef Guerra focused on the current facilities. They outlined a proposal to retrofit the former Pecan Campus Cafeteria in the Student Activities Building (Building H) to include faculty offices, which were housed in portable buildings, and to establish a new Baking Lab and to update existing kitchen equipment to meet current industry standards.

B. Presentation on South Texas College Guided Pathways Project

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Dr. Christopher Nelson, Associate Dean for Curriculum and Student Learning, presented on South Texas College's implementation of Guided Pathways.

Texas Pathways Project - A Guided Pathways Strategy

Guided Pathways are a statewide strategy to provide clear academic and career pathways to help students choose, enter, and complete a program of study that is well aligned with their personal educational and career goals. Based on the American Association of Community College's (AACC) Pathways Project, this model starts with the student's goals, and works from that point backward toward student enrollment. This will help the institutions identify and provide the information and resources students need to achieve their individual goals.

Led by the Texas Success Center, the Texas implementation of Guided Pathways will support the Texas Association of Higher Education Coordinating Board's

(THECB) TX 60x30 plan, which sets the goal of 60% of young adults possessing a higher education credential by the year 2030.

South Texas College was one of twelve member colleges selected to be part of the first cadre in this innovative program. Through this selection, South Texas College participated in six institutes designed to help develop and implement guided pathways in community colleges statewide.

Need for Guided Pathways

Traditionally, students often enter college without a clear goal in mind, and use their first semesters as an opportunity to explore various fields of study. This leads to delayed graduation, and a large amount of excessive time, money, and earned/attempted credits on the student's transcripts.

At South Texas College, a student needs 60 hours to graduate with an Associate Degree. A first time in college, full-time student must complete the degree plan within 3 years to count as a graduate for South Texas College.

Dr. Petrosian and Dr. Nelson discussed the student data on completion of an associate degree, with benchmarks in 2015 and 2018.

South Texas College Institutional Support of Guided Pathways

On March 6, 2018, administration presented on the Texas Pathways Project to the Education and Workforce Development Committee, and solicited feedback on an institutional commitment to support the College's role in developing guided pathways.

On March 26 – 28, 2018, Mr. Paul R. Rodriguez and Mrs. Graciela Farias attended the Board of Trustees Institute (BOTI) *Enabling Front Door Pathways to Student Success*. The BOTI was hosted by the Texas Association of Community Colleges, with support from the Houston Endowment, Inc., and the Greater Texas Foundation. There, Mr. Rodriguez and Mrs. Farias were introduced to the perspectives of other members of the first cadre of the Texas Pathways Project, and reviewed the various implementations of guided pathways being developed by each institution.

On May 8, 2018, administration returned to the Education and Workforce Development Committee to discuss the Texas Pathways Project and its integration into the THECB TX 60x30 plan. They then reported on the work underway at South Texas College, including the development of a cross-divisional leadership team, close coordination with colleagues statewide, and participation in statewide institutes.

The Education and Workforce Development Committee discussed the immediate and long-term project plans, including the coordination with local partners, development of student support resources, and the identification of “meta-majors.”

Meta-Majors – Guided Pathways at South Texas College

South Texas College’s approach to Guided Pathways included the mapping of meta-majors, which aligned in a broad sense with academic and workforce career goals.

Students entering into a meta-major were provided with options for a range of courses that apply to a number of inter-related credentials within that broad meta-major. This allowed students to explore options within the meta-major, and the courses they completed during this exploration applied toward any credential they end up pursuing within that meta-major, thus reducing time and expense for completion.

Dr. Petrosian and Dr. Nelson discussed the specific meta-majors and their component degree plans as listed in the presentation.

Broad-Based Participation in Development of Guided Pathways

The central goal of the Guided Pathways project was to help students choose, enter, and complete a program of study that is aligned with their educational and career goals.

South Texas College worked closely with faculty and staff, as well as local school districts and partnering institutions of higher education, to develop the advising and transfer resources and procedures that best served these students.

School District Engagement

In August 2018, South Texas College presented Guided Pathways to school district Superintendents at the *Superintendent Leadership Meeting*, and to high school Principals, Administrators, and Counselors, at the *Principals’ Summit*.

In November 2018, the Career and Technical Education (CTE) meta-majors and Guided Pathways were presented to the CTE Principals, Directors, and Counselors.

Partnering districts were asked to review and assess the information provided, and to bring their assessments to the Dual Credit Summit, where the College engaged each of them in a discussion of the alignment of meta-majors with their high school endorsements.

University of Texas – Rio Grande Valley (UTRGV) Engagement

South Texas College administration was in discussion with UTRGV administration, and would identify a meeting in Fall 2019 to formally present on Guided Pathways for the UTRGV leadership team.

This would help South Texas College ensure that Guided Pathways benefit students who plan to enroll at UTRGV upon graduating from South Texas College, by considering their objectives at the University within the College's meta-major framework and other Guided Pathways resources.

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

Review and Action as Necessary on the Award of Proposal for the Student/ Faculty Medical Professional Liability Insurance

Approval to award the proposal for the Student / Faculty Medical Professional Liability Insurance is requested.

Purpose - The basic purpose of the Student / Faculty Medical Professional Liability Insurance is to provide coverage for those students enrolled in the Nursing Allied Health and Child Development Programs as well as associated faculty.

Justification - Every year, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

Background - At the May 8, 2018 Special Board of Trustees Meeting, the Board awarded the Student / Faculty Medical Professional Liability Insurance to Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading, PA at a premium of \$22,278, which was \$10 per student, based on 2,227 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate.

The request for proposals (RFP) for the insurance was advertised on April 8, 2019 and April 15, 2019 and issued to six (6) vendors. One (1) response was received on April 23, 2019 and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, and the Purchasing Department.

The College's Risk Management Consultant, Mr. Raul Cabaza III, was present at the May 14, 2019 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommends the following award:

- **Student / Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2019 through August 26, 2020. The annual premium is \$23,550, which is \$10 per student. The recommendation is based on 2,355 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no cost to the student or to the College.**

Reviewers – This item was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services,

Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, the Purchasing Department, and South Texas College legal counsel.

Enclosed Documents - The recommendation provided by Mr. Raul Cabaza, III and the vendor's response to the request for proposal follow in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposal for Student / Faculty Medical Professional Liability Insurance to Affinity Insurance Services Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2019 through August 26, 2020 at no cost to the College and as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding the proposal for Student / Faculty Medical Professional Liability Insurance to Affinity Insurance Services Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2019 through August 26, 2020 at no cost to the College and as presented.

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

The Board of Trustees approves and authorizes awarding the proposal for Student / Faculty Medical Professional Liability Insurance to Affinity Insurance Services Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2019 through August 26, 2020 at no cost to the College and as presented.

Approval Recommended:

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

SHEPARD WALTON KING
INSURANCE GROUP
Bob Shepard • Raul Cabaza III • Chris Graham • Josh Fields • Cynthia Cabaza

April 26, 2019

Ms. Mary Elizondo
Vice President for Finance & Administrative Services
South Texas College
PO Box 9701
McAllen, TX 78501

Re: Medical Professional Liability RFP #18-19-1058

Dear Ms. Elizondo:

One proposal was received for Medical Professional Liability Insurance. The market place for such coverage is specialized and is cost effective when it is offered by national purchasing groups.

There are more than one million nurses, therapists and allied professionals insured in this program and it offers professional liability insurance to students, the faculty who instruct and supervise them, and the school.

Affinity Insurance Services, Inc. offered terms through American Casualty Company of Reading PA, Rated XV by A.M. Best. The following options based on 2,355 students were offered:

Limits:	Premium:	Cost per Student:
\$1,000,000/\$5,000,000.	\$23,550	\$10.00
\$2,000,000/\$5,000,000.	\$28,995	\$12.31

Coverage Highlights:

- Defense Costs (Legal Representation) – Outside the Liability Limits
- Zero Deductible

Recommendation: Purchase of coverage for the year August 26, 2019 to August 26, 2020 at an annual premium of \$23,550.00 from American Casualty Company of Reading PA. The limit of insurance is \$1,000,000 per occurrence/\$5,000,000 aggregate. The cost for the medical professional liability insurance is paid by the students enrolled in the allied health and child development programs.

Sincerely,



Raul Cabaza III, CIC
President

April 16, 2019

Ms. Becky Cavazos
Director of Purchasing
Purchasing Department
South Texas College
3200 W. Pecan, Bldg. N, Ste. 145
McAllen, TX 78501

Re: School Blanket Liability Insurance
RFP Number 18-19-1058

Dear Ms. Cavazos:

I am pleased to present the following insurance proposal for your organization.

Named Insured: South Texas College

Policy Term: August 26, 2019 to August 26, 2020

Coverage: Professional Liability

Explanation of Coverage:

Professional Liability insurance protects the named insured against claims arising from real or alleged errors or omissions, including negligence, in the course of your professional activities. Because this is “*occurrence form*” coverage, it provides coverage for future claims arising from incidents which occurred while the policy was in force.



Ms. Becky Cavazos
April 16, 2019
Page Two

Limits of Coverage: See limits options below.

Deductible: \$0

Defense Costs: Outside the limits of liability

Insurer: American Casualty Company of Reading, PA (a CNA Company)
Rated "A" (XV) by A.M. Best

It is the leading provider of individual and corporate professional liability coverage for allied healthcare professionals and firms.

Affinity Insurance Services, Inc. Profile:

AIS (an AON company) is the largest provider of professional liability coverage for allied health care professionals, including nurses, therapists and allied healthcare students nationwide.

It insures over a million nurses, therapists, and other allied healthcare professionals on a program basis nationwide.

The Healthcare Providers Service Organization (HPSO) is an insurance purchasing group managed by the AIS and is endorsed by several professional associations.

Premium Quotations:

\$1,000,000/\$5,000,000	\$ 23,550
\$2,000,000/\$5,000,000	\$ 28,995

Quotation is based on 2,355 allied healthcare students (compared to 2,227 in expiring) and contemplates 10% size of school discount, 10% claims free discount, and 5% longevity discount.



Ms. Becky Cavazos
April 16, 2019
Page Three

Description of Coverages:

- **Professional Liability Limits**

Students, the faculty who instruct and supervise them, and your school are covered up to the limits of the policy for amounts that you become legally obligated to pay as a result of a professional liability claim arising out of a medical incident.

- **Legal Representation**

Legal fees will be paid for covered claims, in addition to your liability limits.

- **Personal Injury Protection**

Protects you, up to the applicable limits of liability, against covered claims arising from charges of privacy violation, slander, libel, assault and battery, and other alleged personal injuries.

- **School Grievance/Disciplinary Hearing**

Reimburses you up to \$10,000 aggregate, up to \$1,000 per proceeding for covered expenses incurred for your defense of a school grievance or academic disciplinary hearing/proceeding.

- **Damage To Property of Others**

Provides up to \$10,000 aggregate, up to \$250 per incident for damage caused accidentally by you to the property of others at your location.

- **Assault Coverage**

Covers your medical expenses or reimburses you for damage to your property up to \$25,000 aggregate, up to \$1,000 per incident if you are assaulted at your location. (Assault coverage not available in Texas.)

- **Medical Payments**

Pays up to \$100,000 aggregate, up to \$2,000 per person for reimbursement of medical expenses to others injured on your location.

- **First Aid Expenses**

Reimburses up to \$25,000 aggregate, up to \$500 per incident for expenses you incur in rendering first aid to others.



Ms. Becky Cavazos
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- **Defendant Expense Benefit**

Reimburses you up to \$10,000 aggregate for lost wages and covered expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim.

- **Deposition Representation**

Reimburses you up to \$5,000 aggregate, up to \$1,000 per deposition for attorney's fees as a result of your required appearance at a deposition that arises out of professional services.

If you accept the proposal, please send along your acceptance along with the completed C N A application, which is enclosed.

Also enclosed is the specimen policy for this program.

Thank you for your interest in our program and the opportunity to participate in this RFP process.

Please call me to discuss any questions regarding the proposal at your convenience.

Regards,

Eul Mendoza, RPLU, ARM
Vice President

South Texas College
Student Faculty Professional Liability

Vendor Name AFFINITY INSURANCE SERVICES, INC.
 Address 200 E. RANDOLPH STREET, 4TH FLOOR
 City CHICAGO, IL 60601
 Contact EUL MENDOZA
 Carrier AMERICAN COSMETIC COMPANY OF READING, PA

Program	Estimated # of Students
Medical Assistant/MOS	110
Childcare Development	300
Coding / Medical Billing/HT	80
EMT Basic/Intermediate/Paramedic	300
Nursing ADN	950
Nursing VN	250
PCA/EKG/Nurse Aide/Phleb (PTCA)	200
Pharmacy Tech	25
OTA	25
PTA	25
Radiologic Tech	25
DMS	25
Respiratory Therapist	40
Total	2,355

We request a rate per student.

	Deductible	Premium	Rate Per Student
Limit : \$1,000,000 Occurrence \$3,000,000 Aggregate or \$5,000,000	\$ 0	\$ 23,550 PROPOSAL ATTACHED	\$ 10 PER STUDENT

Cost to add school as additional insured? NONE
 Is this an occurrence policy? YES
 Is the faculty covered? If not, what is cost to add? YES, AT NO ADDITIONAL COST
 Is it possible to pay the premium on a semester basis? NO
 Is defense coverage in addition to the limit of liability or within the limit of liability? IN ADDITION TO
 Does the policy provide coverage for HIPAA fines and penalties and notification costs? Yes No. If
 yes, advise limit: _____
 (Based on final enrollment – need rate per student) \$ 10 PER STUDENT

1.10 Agency Questionnaire

Each proposing agent must complete the following:

1. Name of Agency: AFFINITY INSURANCE SERVICES, INC.
2. Did you attach a certificate showing the required limits of your errors & omissions policy?
Yes No
3. Have you disclosed the names of the service team assigned to this account? Yes No
4. Have you attached information regarding your agency experience? Yes No
5. Will you provide monthly claim reports? Yes No
6. If applicable will you provide 2000 packets for registration? Yes No
7. Did you include full policy and full explanation of Benefits information? Yes No

Agent Signature

Eul Mendoza
Name EUL MENDOZA Title VICE-PRESIDENT, SALES
Date of Signature 4/16/19



**SCHOOL POLICY
FOR HEALTHCARE PROVIDER STUDENTS**

OCCURRENCE

THIS IS AN OCCURRENCE POLICY AND, SUBJECT TO ITS PROVISIONS, APPLIES ONLY TO THOSE CLAIMS WHICH ARE THE RESULT OF MEDICAL INCIDENTS THAT OCCURRED ON OR AFTER THE EFFECTIVE DATE OF COVERAGE, AND BEFORE THE EXPIRATION DATE STATED ON THE CERTIFICATE OF INSURANCE. CLAIM EXPENSES SHALL BE IN ADDITION TO THE LIMIT OF LIABILITY.

"We" are the stock insurance company designated on the **certificate of insurance**. In consideration of the premium charged, and in reliance upon all statements made and information furnished to us, and subject to the provisions of this Policy, we agree that:

I. COVERAGE AGREEMENT

Coverage under any of the following coverage agreements apply only to acts, errors or omissions, including **medical incidents** or **personal injury**, which occurred on or after the effective date of coverage, and before the expiration date of the **policy period** stated on the **certificate of insurance**.

In addition to the limit of liability, we will also pay **claim expenses**.

A. PROFESSIONAL LIABILITY

We will pay all amounts, up to the Professional Liability limit of liability stated on the **certificate of insurance**, that **you** become legally obligated to pay as **damages** as a result of a **professional liability claim** arising out of a **medical incident** in the rendering of **professional services** by **you** or by someone for whose **professional services you** are legally responsible.

We will also pay all amounts, up to the Professional Liability limit of liability as stated on the **certificate of insurance**, that the **named insured** becomes legally obligated to pay as **damages**, but only as respects the **named insured's** liability for **your medical incidents** and solely to the extent that:

1. a **professional liability claim** is made against **you** and the **named insured**; and
2. in any ensuing litigation arising out of such **professional liability claim**, **you** and the **named insured** remain as co-defendants.

In no event is there any coverage provided under this Policy for a **medical incident** that is the direct liability of the **named insured**.

B. PERSONAL INJURY LIABILITY

We will pay all amounts, up to the **Personal Injury** Liability limit of liability stated on the **certificate of insurance**, that **you** become legally obligated to pay as **damages** as a result of a **personal injury claim** arising out of **personal injury**.

II. COVERAGE EXTENSIONS

Although payment does not arise from **claims**, we will pay amounts provided by these Coverage Extensions as follows:

A. GRIEVANCE PROCEEDINGS

We will pay **you** up to the **Grievance Proceedings** limit of liability stated on the **certificate of insurance**, for attorney fees incurred by **you**, for **your** investigation and defense of a **grievance proceeding**. **Notice** of such **grievance proceeding** must:

1. arise from a **medical incident** and must have occurred on or after the effective date and on or before the expiration date of the **policy period** stated on the **certificate of insurance**; and
2. be made to **you** by the **named insured**.

In no event shall the amount payable hereunder exceed the per proceeding and aggregate **grievance proceedings** limits of liability shown on the **certificate of insurance** regardless of the number of **you** or the number of such proceedings.

The amount payable for attorney fees will not exceed \$150 per hour.

You have the right to select **your** legal defense counsel, but only for the purpose of **your** defense of a covered **grievance proceeding** under this Coverage Extension.

B. DEFENDANT EXPENSE BENEFIT

We will pay **you** or the **named insured** up to the Defendant Expense Benefit limit of liability stated on the **certificate of insurance**, for all **covered expenses** incurred by **you** or the **named insured** as a result of a covered **claim**.

These amounts must result from **you** or the **named insured** being required by us or by the defense attorney we designate, to attend a trial, hearing or proceeding. In no event shall the amount payable hereunder exceed the aggregate Defendant Expense Benefit limits of liability shown on the **certificate of insurance** regardless of the number of **you** or the number of such proceedings.

C. DEPOSITION REPRESENTATION

We will pay up to the Deposition Representation limit of liability stated on the **certificate of insurance**, for attorney fees, charged by an attorney we designate, to prepare **you** for deposition provided:

1. **you** receive a subpoena, during the **policy period**, for documents or testimony arising out of **professional services**;
2. **you** provide us with a copy of the subpoena;
3. the subpoena arises out of a lawsuit to which **you** are not a party; and
4. **you** have not been engaged to provide advice or testimony in connection with the lawsuit, nor have **you** provided such advice or testimony in the past.

Any notice **you** give us of such subpoena shall be deemed notification of a potential **claim** under the **DUTIES IN THE EVENT OF A CLAIM** section of this Coverage Part.

D. ASSAULT

We will pay **you** up to the **Assault** limit of liability stated on the **certificate of insurance**, for:

1. medical expenses **you** incur, for **injury to you**; or
2. reimbursement for **property damage to your personal property** resulting from an **assault** on **you** at the **insured location**, provided that:
 1. such **assault** occurs during the **policy period**;

2. **you**, or someone acting on **your** behalf, give us written proof of **claim** and as soon as practicable, under oath if required, and execute authorizations to allow us to obtain copies of all medical documents relating to such **assault**; and
3. **you** submit to physical examination by a physician(s) selected by us when, and as often as, we may reasonably require.

This coverage does not apply to **property damage** to any mode of transportation used by **you** or **property damage** to any business or **personal property** owned, leased or rented by any other person or business enterprise while in **your** possession.

This coverage does not apply to any **personal property** lost or stolen during an **assault** on **you**.

E. MEDICAL PAYMENTS

We will pay up to the Medical Payments limit of liability stated on the **certificate of insurance**, regardless of fault, for necessary medical expenses caused by an incident, other than a **medical incident**, provided that:

1. the incident occurs during the **policy period**;
2. the expenses are incurred or medically ascertained within a three (3) year period from the date of the incident;
3. the incident results in **injury** to a person other than **you**, while such person is:
 - a. at the **insured location** with the permission of the **named insured**; or
 - b. away from the **insured location** provided that the **injury** arises out of a condition at the **insured location**;
4. the injured person(s), or someone acting on their behalf gives us written proof of **claim** and as soon as practicable, under oath if required, and execute authorizations to allow us to obtain copies of all medical documents relating to such **injury**;
5. the injured person submits to physical examination by a physician(s) selected by us when, and as often as, we may reasonably require; and
6. **you** are not the injured party.

F. FIRST AID

We will pay **you** up to the First Aid limit of liability stated on the **certificate of insurance**, amounts for which **you** voluntarily make payment or incur for first aid rendered to a person, other than **you**, as a result of **injury** caused by an incident, other than a **medical incident**, that occurs during the **policy period** and that **you** promptly report to us. The first aid must be provided within a 48-hour period after the **injury** occurred.

G. DAMAGE TO PROPERTY OF OTHERS

We will pay up to the Damage to Property of Others limit of liability stated on the **certificate of insurance**, for **property damage** that occurs during the **policy period** and is caused by **you** to the property of others provided such **property damage**:

1. was not caused intentionally; and
2. occurred only at the **insured location**.

Within sixty (60) days from the date of **property damage**, **you** must submit a sworn statement of such loss to us. **You** must also exhibit the damaged or destroyed property if such property is in **your** possession or control.

III. DEFENSE AND SETTLEMENT

We have the right and duty to defend any **claim** that is a **professional liability claim** or **personal injury claim**. We will:

- A. do this even if any of the charges of such **claim** are groundless, false or fraudulent; and
- B. investigate and settle any **claim**, as we feel appropriate.

Our payment of the applicable limit of liability ends our duty to defend or settle. We have no duty to defend any **claims** not covered by this Policy.

IV. DEFINITIONS

For purposes of this Coverage Part only, words in bold have the meaning set forth below:

“Application” means all signed **applications** and any attachments thereto for this Policy and for any Policy in an uninterrupted series of policies issued by us, or one of our affiliated companies, or any predecessors of ours or their affiliated companies for which this Policy is a renewal or replacement and any materials submitted with such **applications**, which shall be maintained on file by us, and be deemed to be attached hereto as if physically attached.

“Asbestos” means the mineral in any form whether or not the **asbestos** was at any time:

1. airborne as a fiber, particle or dust;
2. contained in or formed a part of a product, structure or other real or personal property;
3. carried on clothing;
4. inhaled or ingested; or
5. transmitted by any other means.

“Assault” means any willful attempt to inflict physical harm on **you** by another, which results in **injury** or **property damage**.

“Auto” means a land motor vehicle, trailer or semi-trailer designed for use on public roads. Any attached apparatus or machinery is included. Mobile equipment is not included.

“Certificate of Insurance” means the page of the Policy, containing specific information about the **named insured**, including, but not limited to its **policy period**, limits of liability, premium, endorsements and Policy number.

“Claim” means a demand for money or services alleging **injury** or **property damage**. **Claim** also means the filing of a suit or the starting of arbitration proceedings naming **you** and alleging **injury** or **property damage**

“Claim Expenses” means:

1. fees charged by an attorney we designate; and
2. all other fees, costs and expenses which result from the investigation, adjustment, defense and appeal of a **claim**.

These expenses must be incurred by us, or by **you** or the **named insured** with our prior written consent.

“Claim Expenses” does not include:

1. salary charges of our regular **employees** or company officials; or
2. fees and expenses of independent adjusters.
3. Interest on any amount above the **named insured’s** limit of liability.

“Covered Expenses” means only expenses for travel, food, lodging, and wage loss. **You** must provide us with written documentation containing sufficient information and detail to identify **you**, the time, place and circumstances that resulted in such expenses. **You** must also identify the court and all parties to the action before the court.

“Curriculum” means a course or group of related courses of study offered by the **named insured** to **students** seeking a professional designation or a refresher course for healthcare providers, as listed on the **application** or amended by endorsement.

“Damages” means judgments, awards and settlements **you** or the **named insured** are legally obligated to pay because of a covered **claim** provided any settlement is made with our prior written consent.

“Damages” does not include:

1. the return or restitution of fees, expenses or costs;
2. the return or restitution of government payments imposed directly upon **you**;
3. civil or criminal fines, sanctions, penalties or forfeitures, whether pursuant to law, statute, regulation or court rule;
4. the multiplied portion of multiplied awards;
5. injunctive or declaratory relief;
6. punitive or exemplary amounts; or
7. **plaintiff’s attorneys fees associated with any of the above.**

“Employee” means an individual whose work is engaged and directed by the **named insured**.

“Faculty and Advisors” means individuals who train, advise or supervise **students** in the healthcare **curriculum** of the **named insured**.

“Family Member” means any person related to **you** by blood, marriage or adoption, whether or not living in **your** residence, including wards and foster children. It also means any person not related to **you** who is residing in **your** home.

“Grievance Proceeding” means a hearing or professional review arising from a **medical incident** conducted by the **named insured**.

“Grievance Proceeding” does not mean a complaint from the State Board of Medical Practice or State Licensing Board or any matters involving **your** license protection.

“Hazardous Properties” means any radioactive, toxic or explosive properties.

“Hostile Fire” means one that becomes uncontrollable or breaks out from where it was intended to be.

“Injury” means bodily **injury**, sickness, disease, mental or emotional distress sustained by a person, or death.

“Insured Location” means that part of any premises, structures, or grounds used by **you** in the course of participation in the **curriculum**, and used at the direction and permission of the **named insured**.

“Medical Incident” means any act, error or omission in **your** providing of **professional services** which results in **injury** or **property damage**. **Medical incident** does not include **personal injury**.

“Named Insured” means the school named on the **certificate of insurance**.

“Notice” means the official documentation **you** receive from the **named insured** which initiates a **grievance proceeding**.

“Nuclear Facility” means:

1. any **nuclear reactor**;
2. any equipment or device designed or used for:
 - a. separating the isotopes of uranium or plutonium,
 - b. processing or utilizing **spent fuel**, or
 - c. handling, processing or packaging **waste**;
3. any equipment or device used for the processing, fabricating or alloying of special **nuclear material** if at any time the total amount of such material in the **named insured’s** custody at the premises where such equipment or device is located consists of or contains more than 25 grams of plutonium or uranium 233 or any combination thereof, or more than 250 grams of uranium 235;
4. any structure, basin, excavation, premises or place prepared or used for the storage or disposal of **waste**;
or
5. any site on which any of the foregoing is located, all operations conducted on such site and all premises used for such operations.

“Nuclear Material” means “byproduct material”, “source material”, and/or “special nuclear material” as defined in the Atomic Energy Act of 1954 and any of its amendments.

“Nuclear Reactor” means any apparatus designed or used to sustain nuclear fission in a self-supporting chain reaction or to contain a critical mass of fissionable material. With respect to **property damage** to or destruction of property, the word **property damage** or destruction includes all forms of radioactive contamination of property or loss of use.

“Personal Injury” means **injury** arising out of one or more of the following offenses committed in the conduct of **your professional services**:

1. testimony given at or arising out of inquests;
2. malicious prosecution;
3. false arrest, detention, imprisonment, wrongful entry or eviction or other invasion of the right of private occupancy;
4. libel, slander or other disparaging materials;
5. a violation of an individual’s or entity’s right to privacy;
6. **assault**, battery, mental anguish, mental shock or humiliation;
7. misappropriation of advertising ideas, trade secrets, or style of doing business; or
8. infringement of patent, copyright, trademark, trade name, trade dress, service mark, service name, logo, title or slogan.

“Personal Injury Claim” means a **claim** arising out of **personal injury**.

“Personal Property” means those items owned and used by **you** in the **curriculum** of the **named insured**.

“Policy Period” means the time from 12:01 A.M. on the inception date of this Policy to the earlier of 12:01 A.M. of the expiration, termination or cancellation date of this Policy. All times are determined by the **named insured’s** address as set forth in the **certificate of insurance**.

“Pollutants” means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapors, soot, fumes, acids, alkalis, chemicals and **waste**. **Waste** includes materials to be recycled, reconditioned or reclaimed. **Pollutants** do not mean heat, smoke or fumes from a **hostile fire**.

"Professional Liability Claim" means a **claim** arising out of a **medical incident**.

"Professional Services" means:

1. the furnishing of healthcare services, including the furnishing of food, beverages, medications or appliances in connection with such services, and the post-mortem handling of human bodies by a **student**; or
2. the training, advising or supervising of **students** by **faculty and advisors**.

"Professional Services" does not mean:

1. providing healthcare services as a licensed, certified, accredited, trained or qualified healthcare provider, except as noted above; or
2. services as a member of a formal accreditation, standards review, or similar professional board or committee, including the directives of such board or committee.

"Property Damage" means:

1. physical **injury** to tangible property, including all resulting loss of use of that property; or
2. loss of use of tangible property that is not physically injured.

"Related Claim" means all **claims** arising out of a single act, error or omission or arising out of **related acts, errors or omissions** in the rendering of **professional services**.

"Related acts, errors or omissions" mean all acts, errors or omissions in the rendering of **professional services** or placement services that are logically or causally connected by any common fact, circumstance, situation, transaction, event, advice or decision.

"Spent Fuel" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a **nuclear reactor**.

"Student" means an individual who:

1. is enrolled and engaged in the healthcare **curriculum** of the **named insured** with the intent of receiving a professional designation;
2. has graduated from the **named insured** within the past six (6) months and is a candidate for certification and/or licensing as a healthcare provider; or
3. has already received a professional designation, but is enrolled and engaged in healthcare provider refresher courses with the **named insured**.

"Waste" means any product containing **nuclear material** other than the tailings produced by the extraction or concentration of uranium or thorium from any ore processed primarily for its **nuclear material** content; or resulting from the operation by any entity of any **nuclear facility** included under the first two paragraphs of the definition of **nuclear facility**.

"You" or **"Your"** means:

1. a **student**; or
2. the **faculty and advisors**.

V. EXCLUSIONS

We will not defend any **claim** for, or pay any amounts, **damages** or **claim expenses**, based on, arising out of, or related to:

- A. **injury** to: an **employee** of the **faculty and advisors** or the **named insured** arising out of and in the course of employment by the **faculty and advisors** or the **named insured**; or
 1. a family member of that employee as a consequence of 1 above; or your family member;

This exclusion applies:

1. whether the **faculty and advisors** or the **named insured** may be liable as an employer or in any other capacity; or
 2. to any obligation to share amounts with or repay someone else who must pay amounts because of the **injury**;
- B. any **unemployment, workers' compensation, disability benefits, or other similar law**;
- C. any of **your** acts, errors or omissions in any professional capacity except that of a **student or faculty and advisors** .
- D. any **curriculum** other than that which is indicated on the **application**.
- E. any liability that the **you** or the **named insured** assume under any contract or agreement. This exclusion does not apply to:
1. liability **you** or the **named insured** assumes under a contract with a Health Maintenance Organization, Preferred Provider Organization, Independent Practice Association, or any other similar organization; but only for such liability as is attributable to **your** alleged negligence; or
 2. a warranty of fitness or quality of any therapeutic agents or supplies **you** or the **named insured** have furnished or supplied in connection with treatment **you** have performed;
- F. any liability **you** or the **named insured** has for a business or profession, other than that named on the **certificate of insurance**;
- G. a willful violation of a statute, ordinance or regulation imposing criminal penalties. We will defend any civil suit against **you** or the **named insured** seeking amounts, which would be covered if this exclusion did not apply. In such case, we will pay only **claim expenses**;
- H. **injury or property damage** based upon, arising out of, directly or indirectly resulting from, in consequence of, or in any way involving **you** or the **named insured** owning, using, taking care of, operating, leasing or renting, loading or unloading of patients or property from, transporting patients in, or entrusting to others an **auto**, mobile equipment, watercraft or aircraft, including an **auto**, mobile equipment, watercraft or aircraft which is loaned to **you** or the **named insured** or which is operated for the **named insured** by **you**, including an **auto** owned by **you**.
- I. any **injury, or property damage**:
1. with respect to which **you** or the **named insured** are also an insured under a Nuclear Energy Liability Policy issued by:
 - a. Nuclear Energy Liability Insurance Association; or
 - b. Mutual Atomic Energy Liability Underwriters; or
 - c. Nuclear Insurance Association of Canada,or any of their successors, or would be an insured under any such Policy if it had not terminated due to exhaustion of its limits of liability; or
 2. resulting from the **hazardous properties of nuclear material** and with respect to which:
 - a. any person, organization or entity is required to maintain financial protection pursuant to the Atomic Energy Act of 1954 or any of its amendments, or
 - b. **you** or the **named insured** are, or had this Policy not been issued would be, entitled to indemnity from the United States of America or any of its agencies, under any agreement entered into by the United States of America or any of its agencies with any person, organization or entity;
 3. resulting from the **hazardous properties of nuclear material** if:
 - a. the **nuclear material**:
 - i) is at any **nuclear facility** owned or operated by or on behalf of **you** or the **named insured**; or

- ii) has been discharged or dispersed therefrom; or
 - iii) is contained in **spent fuel** or **waste** at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of **you** or the **named insured**;
 - b. the **injury** or destruction arises out of the furnishing by **you** or the **named insured** of services, materials, parts or equipment in connection with the planning, construction, maintenance, operation or use of any **nuclear facility**. If such facility is within the United States of America, its territories, possessions or Canada, this subparagraph 3.b. applies only to **injury** to or destruction of property at such **nuclear facility**.
- J. liability resulting from **professional services you** provide while **your** license or certification to practice is suspended, revoked, or no longer valid;
- K. **injury** or **property damage you** or the **named insured** expected or intended, or which a reasonable person would have expected. This exclusion does not apply to **injury** or **property damage** resulting from the use of reasonable force to protect persons or property;
- L. actual or alleged involvement in any:
- 1. federal or state anti-trust law violation; or
 - 2. agreement or conspiracy to restrain trade.
- This exclusion does not apply to **claims** arising from **your** activity as a member of any committee, panel, or board which provides underwriting or claims advice or recommendations, provided **your** activity is within the scope of the committee's, panel's, or board's established guidelines;
- M. any loss, cost or expense:
- 1. which would not have happened in whole or in part, but for the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of **pollutants** at any time; or
 - 2. arising out of any:
 - a. **claim** or suit by or on behalf of a governmental authority for amounts because of testing for, monitoring, cleaning up, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of **pollutants**; or
 - b. request, demand or order that **you**, the **named insured**, or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effect of **pollutants**;
- N. any **claim** arising out of any act, error or omission, including a **medical incident** or **personal injury**, that happened before the effective date of this Policy;
- O. any **property damage** to, or loss of use of, tangible property unless caused by a **medical incident** during the **policy period**;
- P. any direct or consequential **injury** or **property damage** arising out of any:
- 1. refusal to employ; or
 - 2. termination of employment; or
 - 3. coercion, demotion, reassignment, defamation, harassment, humiliation, discrimination or other employment related practices, policies, acts or omissions;
- Q. any act of sexual intimacy, sexual molestation or sexual **assault**. We shall provide **you** or the **named insured** with a defense of such **claim** unless or until such act has been determined to have occurred, by any trial verdict, court ruling, regulatory ruling or legal admission, whether appealed or not. Such defense will not waive any of our rights under this Policy. Criminal proceedings are not covered under this Policy regardless of the allegations made against **you** or the **named insured**;
- R. any loss, cost or expense arising out of, relating to, or involving the actual, alleged or threatened exposure at any time to **asbestos**; or that may be awarded or incurred:
- 1. by reason of a **claim** or suit relating to **asbestos**; or

2. in complying with a governmental directive or request to test for, monitor, clean up, remove, contain, or dispose of **asbestos**.

VI. LIMIT OF LIABILITY

A. Each Claim

Our limits of liability for **damages** for each **claim** shall not exceed the amount stated on the **certificate of insurance as applicable to "each claim"**.

B. Aggregate

Subject to provision A. above, our limits of liability for **damages** for all **claims** in the aggregate shall not exceed the amount stated on the **certificate of insurance as applicable to "all claims in the aggregate"**.

C. Claim Expenses

Claim expenses are in addition to our limits of liability.

D. Multiple Insureds, Claims and Claimants

The limits of liability shown on the **certificate of insurance** is the maximum amount we will pay regardless of the number of **you** insured under this Coverage Part, **claims** made or persons or entities making **claims**.

E. Related Claims

If **related claims** are made against **you**, all such **related claims** shall be considered a single **claim**, and the limits of liability shall be the limits applicable to the policy period in force when the act, error or omission, or earliest of **related acts, errors or omissions**, occurred.

VII. DUTIES IN THE EVENT OF A CLAIM

The **named insured** must notify us, or our program administrator, in writing, as soon as practicable, of any act, error or omission, including **medical incidents**, that may result in a **claim**. To the extent possible, notice should include:

- A. How, when and where such act, error or omission or **claim** took place;
- B. The names and addresses of any injured persons or witnesses; and
- C. The nature and location of any **injury** or **property damage** arising out of such act, error or omission or **claim**.

VIII. GENERAL CONDITIONS

A. DUTIES AS THE NAMED INSURED ON THE CERTIFICATE OF INSURANCE

The **named insured**, on behalf of all of **you**, will be:

1. authorized to make changes in the terms of this Policy with our consent;
2. the payee of any premiums we refund;
3. responsible for:
 - a. the payment of all premiums due;
 - b. keeping records of the information we need for premium computation, and sending us copies at such times as we may request;
 - c. notifying us that the **named insured** wants to cancel this Policy.

B. ASSISTANCE AND COOPERATION

In the event of a **claim**, **you** and the **named insured** shall:

1. fully cooperate with us, or our designee, in the making of settlements, the conduct of suits or other proceedings, enforcing any right of contribution or indemnity against another who may be liable to **you** because of **injury or property damage**;
2. attend hearings, deposition and trials, assist in securing and giving of evidence, and assist in obtaining the attendance of witnesses;
3. refuse, except at **your** own cost to voluntarily make any payment, assume any obligation or incur any expense without our written consent.

C. SEPARATION OF INSURED

This Policy applies separately to each of **you** and the **named insured** against whom a **claim** is brought except with respect to:

1. the limits of liability; and
2. any of **your** duties as the **named insured** on the **certificate of insurance**.

D. CHANGES

Notice to any person, other than our program administrator, or knowledge possessed by such person, shall not act as a waiver or change any part of this Policy. It also will not prevent us from asserting any rights under the provisions of this Policy. None of the provisions of this Policy will be waived, changed or modified except by written endorsement issued to form a part of this Policy.

At some time, we may make changes in our insurance Policy forms. Where appropriate, these changes must conform to and be filed with state insurance supervisory authorities for approval. If, during the **policy period**, we make a Policy change that extends or broadens coverage, without increasing premium, coverage will automatically include such extension or broadening, on the effective date the change is approved in the **named insured's** state, except that this will not apply to **claims** that were reported to us prior to the effective date of such revision.

E. TRANSFER OF INTEREST

You and the **named insured** must first obtain our written consent to transfer or assign this Policy. If **you** die, the Policy will continue for the remaining part of the **policy period**; first, for the benefit of **your** legal representative while acting within their duties as such, and second, for the benefit of anyone having proper temporary custody of **your** property until a legal representative is appointed.

F. CONCEALMENT, MISREPRESENTATION, FRAUD

This Policy is void in any case of fraud by **you** or the **named insured** relating to it. It is also void if **you** or the **named insured** intentionally conceal or misrepresent a material fact or circumstance concerning:

1. this Policy;
2. any covered property or **your** interest in the covered property; or
3. this insurance.

G. OTHER INSURANCE AND RISK TRANSFER ARRANGEMENTS

If there is any other insurance Policy or risk transfer instrument, including but not limited to, self-insured **retentions, deductibles or other alternative arrangements** ("**other insurance**"), **that applies to any amount payable under this Policy, such other insurance must pay first.** It is the intent of this Policy to apply only to the amounts covered under this Policy which exceed the available limit of all deductibles, limits of liability or self-insured amounts of the other insurance, whether primary, contributory, excess, contingent, or otherwise. This insurance will not contribute with any other insurance. In no event will we pay more than our limit of liability.

These provisions do not apply to other insurance written as specific excess insurance over the limits of liability of this policy.

H. INSURANCE UNDER MORE THAN ONE COVERAGE

If more than one of this Policy's coverages apply to the same **injury or property damage**, we will not pay more than the limit of liability of the Coverage Part most applicable to the type of **injury or property damage** sustained, or the actual amount of the **injury or property damage**, whichever is less.

I. TRANSFER OF RIGHTS OF RECOVERY

If any of **you** for whom we make payment under this Policy have rights to recover amounts from another, those rights are transferred to us to the extent of our payment. **You** or the **named insured** must do everything necessary to secure our rights and must do nothing after **injury or property damage** to impair them.

J. LEGAL ACTION LIMITATION

You or the **named insured** may not bring any legal action against us concerning this Policy until:

1. **you** or the **named insured** have fully complied with all the provisions of this Policy; and
2. the amount of the **named insured** or **your** obligation to pay has been decided. Such amount can be set by judgment against **you** or the **named insured** after actual trial or by written agreement between **you**, the **named insured**, the claimant and us.

Any entity, or their legal representative, is entitled to recover under this Policy after they have secured a judgment or written agreement. Recovery is limited to the extent of the insurance afforded by this Policy. No entity has any right under this Policy to include us in any action against **you** or the **named insured** to determine the **named insured** or **your** liability, nor will we be brought into such an action by **you** or **your** or the **named insured's** representative. If **you** or **your** estate or the **named insured** becomes bankrupt or insolvent, it does not change any of our obligations under this Policy.

K. PREMIUM

All premium charges under this Policy will be computed according to our rules and rating plans that apply at the inception of the current **policy period**. All premiums are fixed and payable when due. They may be paid to us or our program administrator. The first premium is due on the inception date of the Policy. We compute the premium the **named insured** pays for this Policy using information available prior to the effective date of the Policy.

L. NON-RENEWAL/CANCELLATION

This Policy may be non-renewed or cancelled by us in accordance with requirements specified by the **named insured's** state insurance supervisory authorities and attached by amendatory endorsement to this Policy.

The **named insured** can cancel this Policy at any time. To do so, such **named insured** must mail a written notice to us, telling us when the cancellation is to be effective.

M. RIGHT TO CLAIM INFORMATION

Upon the written request of the **named insured**, we will provide the **named insured** with the following information relating to this and any preceding Policy we have issued to the **named insured** during the previous three years:

1. A list or other record of each **claim**, not previously reported to any other insurer, of which we were notified in accordance with these Policy Conditions. We will include the date and brief description of the **claim** if that information was in the notice we received.
2. A summary by Policy year, of **claim** status and payments made, stated separately, for each Aggregate Limit of Liability shown on the **certificate of insurance**.

The **named insured** must not disclose this information to any claimant or their representative without our written consent.

We compile **claim** information for our own business purposes and exercise reasonable care in doing so. In providing this information to the **named insured**, we and our program administrator make no

representations or warranties to insureds, insurers, or others to whom this information is furnished by or on the **named insured's** behalf. Cancellation or non-renewal will be effective even if we inadvertently provide inaccurate information.


N. TERRITORY


This Policy applies to **claims** brought against **you** or the **named insured** in the United States of America, including its territories and possessions, Puerto Rico or Canada.

O. HEADINGS

The descriptions in the headings and subheadings of this Policy are solely for convenience, and form no part of the terms and conditions of coverage.

IN WITNESS WHEREOF, we have caused this Policy to be executed by our Chairperson and Secretary, but this Policy shall not be binding upon us unless completed by the attachment of the **Certificate of Insurance** and payment of the applicable premium.

Chairperson 

Secretary 

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

A. Award of Proposals

1) Food Service – Starr County Campus (Award)

Award the proposal for food service – Starr County Campus to **MUY Pizza Tejas, LLC.** (San Antonio, TX), for the period beginning August 1, 2019 through July 31, 2020 with two one-year options to renew, with a 0% commission.

Purpose – Food services must be available for the South Texas College faculty, staff, and students at the Starr County Campus.

Justification and Benefit – The Starr County Campus must have food service Monday through Friday for lunch. It will include some of the following items: pizza, pasta, and wings.

Background – Proposal documents were advertised on April 1, 2019 and April 8, 2019 and issued to twenty-four (24) vendors. One (1) response was received on April 16, 2019 and reviewed by the Vice President for Finance and Administrative Services, Starr County Campus Coordinator, Food Services, and Purchasing Department.

2) Nursing and Allied Health Campus – Active Learning Classroom Audio Visual Project (Award)

Award the proposal for the Nursing and Allied Health Campus – active learning classroom audio visual project to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$39,241.50.

Purpose – The Title V Hispanic Serving Institute (HSI) grant is requesting the purchase of audio visual equipment for student instruction at an Active Learning Classroom (ALC) located at the Nursing and Allied Health campus.

Justification and Benefit – The equipment includes displays, wall mounts, speakers, keyboards, receiver, switcher, cables, click share response system, shipping/handling, and installation for seven (7) student pods, which will serve forty-two (42) students.

It will be used as both an ALC and a training room to improve efficiency of use when not scheduled for courses. The ALCs have proven to provide higher student success rates when compared to the same courses taught in traditional classrooms. Students and faculty have expressed that the rooms elevate the teaching learning experience and promote a sense of belonging. Faculty shared that level of student questions and discussion was higher in an ALC than a traditional classroom due to the collaborative design of the room. Better attendance and increase in student study groups outside of class were also attributed to the community environment facilitated by the ALC design. At this time, the Nursing and Allied Health campus has one ALC with a student capacity of 36. Faculty requested a larger ALC to accommodate cohorts greater than 40.

Background – Proposal documents were advertised on April 1, 2019 and April 8, 2019 and issued to nine (9) vendors. Three (3) responses were received on April 17, 2018 and reviewed by the STC In-Focus Title V HSI grant office, Educational Technologies, and Purchasing Department.

Funds for this expenditure are budgeted in the STC In-Focus Title V HSI grant budget for FY 2018 – 2019.

3) Purchase of Industrial Equipment (Award)

Award the proposal for purchase of industrial equipment, at a total amount of \$277,238.65 as follows:

- **Champions Machine Tools Sales, Inc.** (Spring, TX) \$188,730.00
- **FARO Technologies, Inc.** (Lake Mary, FL) (New) \$ 88,508.65

Purpose – The Advanced Manufacturing Technology Program is requesting the purchase of industrial equipment for student instruction at the Technology Campus.

Justification and Benefit – The equipment includes one (1) computer numerical control (CNC) vertical milling machine and one (1) coordinate measuring machine. The CNC vertical milling machine has 5-axis capability, which will allow larger and more complicated parts to be machined. The coordinate measuring machine is a portable, non-contact, articulated arm-type machine that allows for the inspection of more delicate materials and the ability to measure parts while in the machining process. The acquisition of both machines will allow the program to apply industry best practices and follow current trends in manufacturing.

Background – Proposal documents were advertised on March 25, 2019 and April 1, 2019 and issued to five (5) vendors. Two (2) responses were received on April 9, 2019 and

reviewed by the Advanced Manufacturing Technology Program and Purchasing Department.

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

4) Temporary Personnel Services (Award)

Award the proposal for temporary personnel services for the period beginning June 29, 2019 through June 28, 2020 with two one-year options to renew, at an estimated amount of \$600,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

Vendor (City, State)	Vendor (City, State)
AMP Personnel Services, LLC. (McAllen, TX)	Elite Employment Services, LLC. (Pharr, TX) (New)
Express Employment Professionals (McAllen, TX)	Extra Extras, Inc. (Weslaco, TX)
Fewell Professional Services, LLC./ dba FPS Staffing (Harlingen, TX) (New)	Link Staffing Services (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing (McAllen, TX)
R&D Contracting, Inc./ dba R&D Personnel (McAllen, TX)	Region Staffing (Pharr, TX)
Select Staff (Edinburg, TX)	Temps Plus Staffing Services, LLC. (McAllen, TX) (New)
Texas Staffing Pros, LLC. (McAllen, TX)	

Purpose – The Office of Human Resources is requesting the purchase of temporary personnel services for instructional programs and support services departments requesting personnel.

Justification and Benefit – The proposals were reviewed to ensure compliance with South Texas College’s requirements that the agencies provide documentation of their liability and worker’s compensation coverage. Additionally, South Texas College requested that the agency prescreen prospective employees and make this information available to the College. All agencies that submitted proposals were in compliance with the requirements.

The College typically approves all vendors submitting qualified proposals. These vendors form a pool of eligible staffing agencies. The Office of Human Resources maintains this pool and the proposed prices for various skill sets/job types. This provides access to wide candidate pools when services are needed.

All personnel temporary services requests from College programs and departments are submitted to the Office of Human Resources and the following process is completed:

- The requesting department provides the Office of Human Resources the job description of the position being requested, experience preferred, and dates needed;
- The requirements are sent to several vendors that have that type of position and pricing is requested. Responses from the temporary services agencies are reviewed, including pricing, and one or more agency is selected to provide applicant resumes;
- If an employee or employees are available for the requesting position, resumes are returned from the vendor(s) to the Office of Human Resources;
- The requesting department will review the resume(s), conduct interviews if applicable, and make their selection.

Background – Proposal documents were advertised on March 8, 2019 and March 15, 2019 and issued to seventeen (17) vendors. Thirteen (13) responses were received on March 28, 2019 and reviewed by the Office and Human Resources and Purchasing Department.

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

5) Vehicle Maintenance and Repair Services (Award)

Award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2019 through May 28, 2020 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Charles Clark Chevrolet, Co. (McAllen, TX)	Firestone Complete Auto Care (McAllen, TX)
Pan American Auto, LLC. (McAllen, TX)	Spikes Motor Co, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Weslaco Motors (Weslaco, TX)

Purpose – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Police Academy, Fire Science Program, Food Service, Emergency Medical Technician Program, and Mail Services are requesting maintenance and repair services for College owned vehicles.

Justification and Benefit – The maintenance and repair will include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine oil changes. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles.

Background – Proposal documents were advertised on April 11, 2019 and April 18, 2019 and issued to seventeen (17) vendors. Seven (7) responses were received on April 26,

2019 (one proposal was incomplete) and were reviewed by the Facilities Operations and Maintenance, Central Receiving, Department of Public Safety, and Purchasing Department.

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

B. Instructional Items

6) Instructional Equipment (Purchase)

Purchase instructional equipment from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$77,654.00.

Purpose – The Construction Supervisor program in the Division of Business and Technology is requesting the purchase of a laser cutter system for student instruction at the Technology Campus.

Justification and Benefit – The laser cutter system is innovative technology in the construction field, which will prepare students for the future growth in the construction field. By learning and using new and innovative equipment, it will increase job placement rates and ensure that employers will seek out graduating students.

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

7) Learning Systems (Purchase)

Purchase learning systems from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education - Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$181,840.00.

Purpose – The Mechatronics Technology program in the Division of Technology is requesting the purchase of various learning systems for student instruction and training at the Technology Campus. It will include the following systems: electrical learning systems, portable power and control electronics learning systems, oscilloscopes, electric motor control learning system, centrifugal pump learning system, mechanical drives 1 and 2 learning systems, and a robot.

Justification and Benefit – The systems are needed to ensure the program can remain current with industry stands. As the program is in a period of expansion, additional equipment is needed to ensure each student is allotted enough time to be completely familiar with the various systems.

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

8) Radiology Equipment Maintenance Agreement (Purchase)

Purchase a radiology equipment maintenance agreement from **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning June 1, 2019 through May 31, 2024, at an annual amount of \$21,976.00 and a total contract amount of \$109,880.00. A multiple year contract is available at a significant savings.

Purpose – The Radiologic Technology program in the Division of Nursing and Allied Health is requesting the purchase of a multi-year maintenance agreement for x-ray machines and flash pad digital wireless detectors used for student instruction.

Justification and Benefit – The maintenance agreement will cover two (2) x-ray machines and three (3) flash pad digital wireless detectors. It will also cover the x-ray table, peripheral devices, printers, workstations, and battery replacements with services Monday through Friday 8:00 a.m. until 5:00 p.m. This equipment must be in working order to best serve the students and provide them with appropriate training and instruction.

Funds for this expenditure are budgeted in the Radiology Program budget for FY 2018 – 2019 and FY2020 – FY2024 pending Board approval of the budget.

9) Recording Systems (Purchase)

Purchase recording systems from **KbPort, LLC.** (Pittsburgh, PA), a sole source vendor, at a total amount of \$88,674.14.

Purpose – The Division of Nursing and Allied Health is requesting the purchase of recording systems, which will be used for student instruction in the Simulation Hospital for all students in the Nursing and Allied Health programs.

Justification and Benefit – The systems will be used to capture audio / video from simulation activities skills and manikins data during live scenarios and in real time instruction, live streaming video, instantaneous debriefing from anywhere, and the ability to navigate through saved videos on mp4 format. This will ensure that the students reinforce theory and skills that help with the board exam and/or certification. Finally, this simulation clinical instruction ensures that students be exposed to different patient situations that students might not always have an opportunity to experience in real hospital or clinical settings.

Funds for this expenditure are budgeted in the HEAL2-i3 grant, Nursing and Allied Health, and Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

10) 3D Printer (Purchase)

Purchase a 3D printer from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$28,263.00.

Purpose – The Engineering Program in the Division of Math and Science is requesting the purchase of a 3D printer for student instruction at the Pecan Campus.

Justification and Benefit – The printer is needed in the Intro to Engineering and Engineering Graphics courses to create models and functional prototypes which will enhance the student experience in learning about design. It is also capable of design verification for a wide range of applications.

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

11)Books and Educational Materials (Renewal)

Renew the books and educational materials contracts for the period beginning August 27, 2019 through August 26, 2020, at an estimated amount of \$400,000.00, which is based on prior year expenditures. The vendors are as follows:

	Vendor (City, State)		Vendor (City, State)
a.	Barnes & Noble Booksellers, Inc. (New York, NY)	b.	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
c.	Complete Book & Media Supply, LLC. (Cedar Park, TX)	d.	Kamico Instructional Media, Inc. (Salado, TX)
e.	Kaplan Early Learning Company (Lewisville, NC)	f.	Lakeshore Learning Materials (Carson, CA)

Purpose – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting the purchase of books and educational materials for qualifying students.

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2019, Spring 2020, and Summer 2020 semesters.

Background – The Board awarded the contracts for books and educational materials at the June 27, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins August 27, 2019 and ends August 26, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/27/17	8/27/17 – 8/26/18	2 – one year options
1 st Renewal	5/29/18		8/27/18 – 8/26/19
2 nd Renewal	5/28/19		8/27/19 – 8/26/20

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

Funds for this expenditure are budgeted in the Carl Perkins grant budget, Continuing Education, and other department budgets for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

C. Non – Instructional Items

12)Furniture (Purchase)

Purchase furniture from Texas Association of School Boards - BuyBoard, OMNIA Partner formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), a total amount of \$151,502.84.

#	Vendor	Amount
A	Allsteel, Inc. / Broussard Group (Muscatine, IA/San Antonio, TX)	\$45,196.97
B	Computer Comforts, Inc. (Kemah, TX)	\$10,403.28
C	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$17,320.90
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,156.80
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$53,194.64
F	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$9,581.25
G	Wenger Corporation (Owatonna, MN)	\$14,649.00
Furniture Total		\$151,502.84

The purchases can be summarized as follows:

- Allsteel, Inc. / Broussard Group (Muscatine, IA/San Antonio, TX)
 - ⇒ Nursing and Allied Health Campus
 - 22 Tables for the Active Learning Classroom
 - ⇒ Pecan Campus
 - 48 Conference Chairs for Instructional Technologies
 - 3 Tables for the Chemistry Program
 - 18 Tables for the Centers for Learning Excellence
- Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Mid Valley Campus
 - 4 Tables for the Centers for Learning Excellence
 - ⇒ Pecan Campus
 - 6 Glass Boards for the Centers for Learning Excellence

- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 12 Chairs for the Center of the Learning Commons and Open Labs
 - ⇒ Technology Campus
 - 46 Chairs for the Center of the Learning Commons and Open Labs
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Vertical File Cabinet and 1 Bookcase for the Business Office
 - 1 Storage Cabinet for the Art Program
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 37 Chairs for the Learning Commons and Open Labs
 - ⇒ Pecan Campus
 - 1 Faculty/Staff Desk for the Continuing Education Department
 - 1 Table for the Learning Commons and Open Labs
 - 38 Chairs for the Centers of Learning Excellence
 - 6 Chairs for Dual Credit Program
 - 2 Chairs and 1 Table for the Learning Commons and Open Labs
 - 2 Conference Tables for Dual Credit Program
 - ⇒ Starr County Campus
 - 1 Table and 4 Chairs for the Division of Nursing and Allied Health
 - ⇒ Technology Campus
 - 2 Stools for the Architectural & Engineering Design Technology Program
 - 48 Classroom chairs and 2 stools for the Division of Technology
- National Office Furniture / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 5 Sofa Chairs for Student Affairs
- Wenger Corporation (Owatonna, MN)
 - ⇒ Pecan Campus
 - 1 Instrument Storage Cabinet for the Music Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Architectural & Engineering Design Tech (AEDT), Art, Business Office, Centers for Learning Excellence, Chemistry, Client Services, CPWE Carryover, FFE Unallocated - Academic Support, Learning Commons and Open Labs, Music, New Furniture, STC in Focus, and Student Affairs.

13)Medical Office Skills Training (Renewal)

Renew the medical office skills training contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2019 through June 30, 2020, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting renewal of the contract for medical office skills training that allows the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will make a medical office more efficient.

Justification and Benefit – This contract allows the department to supplement its offering and meet the need of the customer base.

Background – The Board awarded the contract for medical office skills training at the June 20, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 1, 2019 and ends June 30, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/20/18	7/1/18 – 6/30/19	2 – one year options
1 st Renewal	5/28/19		7/1/19 – 6/30/20

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

Funds for this expenditure are budgeted in the Continuing, Professional, and Workforce Education department budget for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

14)Small Business Skills Training (Renewal)

Renew the small business skills training contracts for the period beginning July 1, 2019 through June 30, 2020, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:

- **Claudio A. Hinojosa III** (Mercedes, TX)
- **World-Class Training** (Brownsville, TX)

Purpose – Continuing, Professional, and Workforce Education is requesting renewal of the contracts for small business skills training that allows the College to reach out to more small businesses and provide them with training such as managing a business, communications skills, and handling difficult customers.

Justification and Benefit – This contract benefits not only Continuing Education by helping the department supplement its customer base, but also many small businesses that are part of the community.

Background – The Board awarded the contract for small business skills training at the June 20, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 1, 2019 and ends June 30, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/20/18	7/1/18 – 6/30/19	2 – one year options
1 st Renewal	5/28/19		7/1/19 – 6/30/20

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

Funds for this expenditure are budgeted in the Continuing, Professional, and Workforce Education department budget for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

D. Technology Items

15)Computers, Monitors, Laptops, and Tablets (Purchase)

Purchase of computers, monitors, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) **Apple, Inc.** (Dallas, TX), and Double Map (Indianapolis, IN) at a total amount of \$123,509.32.

All purchase requests for computers, monitors, laptops, and tablets have been evaluated by the 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
 - ⇒ 6 Computers for Regional Center for Public Safety Excellence
 - ⇒ 5 Computers for Department of Public Safety
 - ⇒ 1 Computer for Student Affairs & Enrollment Management
 - ⇒ 5 Computers for Research and Analytical Services
 - ⇒ 2 Computers for Office of Institutional Equity

- Student Computers
 - ⇒ 2 Computers for Art Program
 - ⇒ 7 Computers for Learning Commons & Opens Labs
 - ⇒ 7 Computers for Title V Hispanic Serving Institute (HSI) Grant
- Faculty Computers
 - ⇒ 5 Computers for English Program
 - ⇒ 13 Computers for Developmental English Program
- Staff Monitors
 - ⇒ 11 Monitors for Research and Analytical Services
 - ⇒ 10 Monitors for Department of Public Safety
- Staff Laptops
 - ⇒ 1 Laptop for Comprehensive Advising Department
 - ⇒ 3 Laptops for Counseling and Student Disability Services
 - ⇒ 1 Laptop for Facility Maintenance Department
 - ⇒ 1 Laptop for the Office of Professional & Organizational Development
 - ⇒ 1 Laptop for Student Assessment Center
 - ⇒ 1 Laptop for Dual Credit Programs
 - ⇒ 4 Laptops for Student Financial Services
- Student Laptops
 - ⇒ 4 Laptops for Title V Hispanic Serving Institute (HSI) Grant
 - ⇒ 45 Laptops for Educational Technologies
- Faculty Laptops
 - ⇒ 2 Laptops for Psychological Science Program
 - ⇒ 5 Laptops for Mathematics Program
- Student Tablets
 - ⇒ 10 Tablets for Heating, Ventilation, Air Conditioning, and Refrigeration Program
- Staff Tablet
 - ⇒ 1 Tablet for Student Transportation Services

Funds for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Regional Center for Public Safety Excellence, Department of Public Safety, Art Program, Learning Commons & Opens Labs, HSI Grant, English Program, Developmental English Program, Comprehensive Advising Department, Counseling and Student Disability Services, Facility Maintenance Department, Psychological Science Program, Heating, Ventilation, Air Conditioning, and Refrigeration Program, Student Affairs & Enrollment Management Department, Research and Analytical Services, Office of Institutional Equity, Office of Professional & Organizational

Development, Student Assessment Center, Mathematics Program, Dual Credit Programs, Student Financial Services, Educational Technologies, Student Transportation Services.

16)Course Management Support Services (Purchase)

Purchase course management support services from **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning June 1, 2019 through August 31, 2020, at a total amount of \$58,560.30.

Purpose – Distance Learning is requesting the purchase of Eesysoft, a Blackboard communication tool that supports faculty and student inquiries via Blackboard. This self-service support agreement is requested for fifteen (15) months. Distance Learning is requesting to amend the initial Blackboard Student Services – HelpDesk Support agreement, which allows for reduced pricing.

Justification and Benefit - The Eesysoft software provides faculty, students, and staff with generic automated responses, along with FAQs and alerts created by the Distance Learning Department based on immediate feedback through the Blackboard system. The in-application support will provide the Distance Learning Department immediate and detailed feedback to increase user satisfaction and in the process, lower support costs. The Distance Learning Department will utilize the software to communicate more effectively with students and faculty using targeted, proactive messages within Blackboard to increase technology adoption. In addition, this software allows for real-time data on tool usage, identify areas for improvement, provide targeted messaging and personalize support to drive greater adoption and value.

The Student Services- HelpDesk Support provides students and faculty with the after hour Blackboard support needed for the online campus (South Texas College Online). Faculty and students are able to call-in or chat with a live representative twenty-four (24) hours a day, seven (7) days a week regarding inquiries to online courses taught through the online campus (South Texas College Online). This support service is needed to keep up with the growth and success of the online campus (South Texas College Online).

These support services complement one another. Eesysoft software provides a generic response for faculty, staff, and students navigating through the Blackboard system. If the generic automated response is not satisfactory to the end user, then the HelpDesk Support will provide a live representative via phone or chat.

Funds for this expenditure are budgeted in the Distance Education budget for FY 2018 – 2019 and FY 2019 – 2020.

17)Security Software Solution and Implementation (Purchase)

Purchase a security software solution and implementation from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR)

approved vendor, for the period beginning April 13, 2019 through April 12, 2020, at a total amount of \$51,734.46.

Purpose – Information Technology is requesting to purchase a security software solution and implementation consulting which will provide a first line of defense against online threats and proactively protect students, faculty, and staff against malware.

Justification and Benefit – The software solution is needed to provide an internet-wide layer of security that protects against malware infections. The Cisco Umbrella software solution will provide a secure internet gateway with the visibility to protect internet access for students, faculty, and staff throughout the College district. The implementation consulting will assure the setup and configuration is completed accordingly with best practices and is ready to provide internet usage protection for students, faculty, and staff against malware.

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

18) Server Virtualization Management Console Maintenance Agreement (Renewal)
Renew the server virtualization management console maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 1, 2019 through May 31, 2020, at a total amount of \$83,307.90.

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 our virtual servers. The virtual management console manages servers that host the College's applications and websites. The maintenance agreement office 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

19) Graduation Facility (Lease Agreement)
Lease the graduation facility from the **City of Hidalgo, Texas dba State Farm Hidalgo Arena** (Hidalgo, TX), through an interlocal license agreement for December 13, 2019 beginning at 8:00 a.m. through December 15, 2019 at midnight, at an estimated amount of \$23,000.00.

Purpose – The Division of Student Services is requesting a license agreement for the rental of a facility for graduation ceremonies, which will be held on Saturday, December 14, 2019 at 10:00 a.m. and 2:00 p.m.

Justification and Benefit – The facility will be used for South Texas College graduation ceremonies in December 2019. The cost includes the use of the facility, audiovisual equipment and personnel.

Funds for this expenditure are budgeted in the Graduation 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 Items**
- C. Non-Instructional Items**
- D. Technology Items**
- E. Interlocal Agreement**

A. Award of Proposals

- 1) Food Service – Starr County Campus (Award):** award the proposal for food service – Starr County Campus to **MUY Pizza Tejas, LLC.** (San Antonio, TX), for the period beginning August 1, 2019 through July 31, 2020 with two one-year options to renew, with a 0% commission;
- 2) Nursing and Allied Health Campus – Active Learning Classroom Audio Visual Project (Award):** award the proposal for the Nursing and Allied Health Campus – active learning classroom audio visual project to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$39,241.50;
- 3) Purchase of Industrial Equipment (Award):** award the proposal for the purchase of industrial equipment, at a total amount of \$277,238.65 as follows:
 - **Champions Machine Tools Sales, Inc.** (Spring, TX) \$188,730.00
 - **FARO Technologies, Inc.** (Lake Mary, FL) (New) \$ 88,508.65
- 4) Temporary Personnel Services (Award):** award the proposal for temporary personnel service beginning June 29, 2019 through June 28, 2020 with two one-year options to renew, at an estimated amount of \$600,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

Vendor (City, State)	Vendor (City, State)
AMP Personnel Services, LLC. (McAllen, TX)	Elite Employment Services, LLC. (Pharr, TX)
Express Employment Professionals (McAllen, TX)	Extra Extras, Inc. (Weslaco, TX)

Vendor (City, State)	Vendor (City, State)
Fewell Professional Services, LLC./ dba FPS Staffing (Harlingen, TX) (New)	Link Staffing Services (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing (McAllen, TX)
R&D Contracting, Inc./ dba R&D Personnel (McAllen, TX)	Region Staffing (Pharr, TX)
Select Staff (Edinburg, TX)	Temps Plus Staffing Services, LLC. (McAllen, TX) (New)
Texas Staffing Pros, LLC. (McAllen, TX)	

- 5) **Vehicle Maintenance and Repair Services (Award):** award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2019 through May 28, 2020 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Charles Clark Chevrolet, Co. (McAllen, TX)	Firestone Complete Auto Care (McAllen, TX)
Pan American Auto, LLC. (McAllen, TX)	Spikes Motor Co, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Weslaco Motors (Weslaco, TX)

B. Instructional Items

- 6) **Instructional Equipment (Purchase):** purchase instructional equipment from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$77,654.00;
- 7) **Learning Systems (Purchase):** purchase learning systems from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$181,840.00;
- 8) **Radiology Equipment Maintenance Agreement (Purchase):** purchase a radiology equipment maintenance agreement from **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning June 1, 2019 through May 31, 2024, at an annual amount of \$21,976.00 and a total contract amount of \$109,880.00. A multiple year contract is available at a significant savings;
- 9) **Recording Systems (Purchase):** purchase recording systems from **KbPort, LLC.** (Pittsburgh, PA), a sole source vendor, at a total amount of \$88,674.14;
- 10) **3D Printer (Purchase):** purchase a 3D printer from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$28,263.00;

11)Books and Educational Materials (Renewal): renew the books and educational materials contracts for the period beginning August 27, 2019 through August 26, 2020 at an estimated amount of \$400,000.00, which is based on prior year expenditures. The vendors are as follows:

	Vendor (City, State)		Vendor (City, State)
a.	Barnes & Noble Booksellers, Inc. (New York, NY)	b.	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
c.	Complete Book & Media Supply, LLC. (Cedar Park, TX)	d.	Kamico Instructional Media, Inc. (Salado, TX)
e.	Kaplan Early Learning Company (Lewisville, NC)	f.	Lakeshore Learning Materials (Carson, CA)

C. Non – Instructional Items

12)Furniture (Purchase): purchase furniture from Texas Association of School Boards - BuyBoard, OMNIA Partner formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), a total amount of \$151,502.84.

#	Vendor	Amount
A	Allsteel, Inc./ Broussard Group (Muscatine, IA/San Antonio, TX)	\$45,196.97
B	Computer Comforts, Inc. (Kemah, TX)	\$10,403.28
C	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$17,320.90
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,156.80
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$53,194.64
F	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$9,581.25
G	Wenger Corporation (Owatonna, MN)	\$14,649.00
Furniture Total		\$151,502.84

13)Medical Office Skills Training (Renewal): renew the medical office skills training contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2019 through June 30 2020, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission;

14)Small Business Skills Training (Renewal): renew the small business skills training contracts for the period beginning July 1, 2019 through June 30, 2020, at no charge to the College. The student or employee participating in the training

program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:

- **Claudio A. Hinojosa, III** (Mercedes, TX)
- **World-Class Training** (Brownsville, TX)

D. Technology Items

- 15) **Computers, Monitors, Laptops, and Tablets (Purchase):** purchase computers, monitors, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), and **Apple, Inc.** (Dallas, TX), and Double Map (Indianapolis, IN) at a total amount of \$123,509.32;
- 16) **Course Management Support Services (Purchase):** purchase course management support services from **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning June 1, 2019 and August 31, 2020, at a total amount of \$58,560.30;
- 17) **Security Software Solution and Implementation (Purchase):** purchase a security software solution and implementation from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 13, 2019 through April 12, 2020, at a total amount of \$51,734.46;
- 18) **Server Virtualization Management Console Maintenance Agreement (Renewal):** renew the server virtualization management console maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 1, 2019 through May 31, 2020, at a total amount of \$83,307.90;

E. Interlocal Agreement

- 19) **Graduation Facility (Lease Agreement):** lease the graduation facility from the **City of Hidalgo, Texas dba State Farm Hidalgo Arena** (Hidalgo, TX), through an interlocal license agreement for December 13, 2019 beginning at 8:00 a.m. through December 15, 2019 at midnight, at an estimated amount of \$23,000.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$2,256,502.11.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the award of proposals, purchases, renewals, and interlocal agreement in the amount of \$2,256,502.11 as presented.

Approval Recommended:

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

Review and Action as Necessary to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over

Approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over is requested.

Purpose – The Fixed Asset/Inventory Department is requesting approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over, for obsolete and no longer in use software programs. These assets totaling \$157,256.89 will be removed, as applicable, from the College's inventory system and general ledger.

Justification – As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written-off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2019.

Reviewers – These items have not been located and the software is no longer in use. The equipment managers listed are no longer at the College.

Enclosed Documents - A listing of the fixed assets/capital assets valued at \$5,000 and above follows in the packet for the Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize writing-off obsolete fixed assets/capital assets valued at \$5,000 and over as presented.

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

The Board of Trustees approves and authorizes writing-off obsolete fixed assets/capital assets valued at \$5,000 and over as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
WRITE-OFF LIST OF ASSETS VALUED AT \$5,000 AND OVER - LIST #FA6
APRIL 10, 2019

Plag	Custodian	Equipment Manager ID	Equipment Manager	Orgn	Purchase Order	Asset Description	Serial Number	Silver Tag	Green Tag	Acquisition Date	Total	Net Book Value
000001279	Gregg, Cody	A00000049	Gregg, Cody	530013		Sharp Copier SF9750	6201676	34131		8/31/1995	\$ 5,500.00	\$ -
000001494	Sesin, Armandina	A00000052	Sesin, Armandina	530001	P600989	Sun Netra 1625 Server		0000000513		1/29/1996	\$ 18,664.34	\$ -
000000762	Gregg, Cody	A00000049	Gregg, Cody	530013	P701053	Texas Transaction Guide #714 - Library Books		34129		1/10/1997	\$ 1,036.75	\$ -
000000763	Gregg, Cody	A00000049	Gregg, Cody	530013	P701053	Texas Litigation Package #715 - Library Books		34130		1/10/1997	\$ 2,083.25	\$ -
000001628	Sesin, Armandina	A00000052	Sesin, Armandina	441000	P703048	PC Server 325	23DZ685	0000001196		6/17/1997	\$ 9,527.00	\$ -
000001631	Sesin, Armandina	A00000052	Sesin, Armandina	441000	P703048	IBM PC 330 Server - 200 MHz Pentium	23NR641	0000001198		6/17/1997	\$ 11,777.20	\$ -
000002121	Gregg, Cody	A00000049	Gregg, Cody	530013	P800771	Audio Visual Compact Shelving		0000001416		1/21/1998	\$ 6,400.00	\$ -
000002564	Garcia, Ricardo	A00000009	Garcia, Ricardo	611000	P804765	HP Color Laser 5 Printer P/N HPC3962A	JPHF184752	0000001799		8/5/1998	\$ 5,996.00	\$ -
000004693	Gregg, Cody	A00000049	Gregg, Cody	530013	P201890	Steel Shelving 3-Unit Section w/Canopy		0000004169		6/1/2000	\$ 8,630.35	\$ -
000006390	Garcia, Ricardo	A00000009	Garcia, Ricardo	611000	P105863	Neon Sign		22345		5/31/2001	\$ 9,150.00	\$ -
000009007	Garcia, Ricardo	A00000009	Garcia, Ricardo	611000	P300130	Pyxis Medication System 2000	8000024476	0000007839		1/27/2003	\$ 28,497.00	\$ -
000009221	Husain, Maria	A00000865	Husain, Maria	R14300	P300929	SCT Connection for WebCT		25969		5/29/2003	\$ 36,950.00	\$ -
N00012770	Olvera, Maria	A00000009	Garcia, Ricardo	611000	P0003770	Autodesk Design Institute 7 (25 Seats) Software		22346	Untaggable	1/30/2006	\$ 7,045.00	\$ -
N00012777	Harris, Marleen	A00000049	Gregg, Cody	570001	P0004916	Plato Technical Software Support Fee		32199		7/1/2006	\$ 6,000.00	\$ -
											\$ 157,256.89	

Grant Funded Asset

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

Approval of membership agreement to participate in the OMNIA Partners Purchasing Cooperative formerly National Intergovernmental Purchasing Alliance (NIPA) and U. S. Communities Purchasing Cooperative is requested.

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

Justification – The Board of Trustees previously approved the purchasing cooperative participation with NIPA at the May 24, 2016 Board of Trustees meeting and U. S. Communities at the February 19, 2009 Board of Trustees meeting. NIPA became OMNIA Partners. OMNIA Partners has acquired U. S. Communities to provide a greater number of products and services for public agencies.

OMNIA Partners is also available to all levels of the state and local government, higher education, K-12, non-profit organizations, and the private sector to provide a greater number of products and services.

The following are some of the benefits:

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

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

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

- Krueger International – Furniture
- Auto Zone – Automotive parts

- Grainger and Lowe's – Maintenance materials and supplies
- CDW-Government – Printers, Monitors, Toner Cartridges, and USBs.

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

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, will be attend the meeting to address any questions by the Trustees.

The Finance, Audit, and Human Resources Committee recommended Board approval of the membership agreement to participate in the OMNIA Partners Purchasing Cooperative formerly National Intergovernmental Purchasing Alliance (NIPA) and U. S. Communities Purchasing Cooperative as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the membership agreement to participate in the OMNIA Partners Purchasing Cooperative formerly National Intergovernmental Purchasing Alliance (NIPA) and U. S. Communities Purchasing Cooperative as presented.

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

The Board of Trustees approves and authorizes the membership agreement to participate in the OMNIA Partners Purchasing Cooperative formerly National Intergovernmental Purchasing Alliance (NIPA) and U. S. Communities Purchasing Cooperative as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed New Policies

Approval of proposed new policies is requested.

Purpose – To adopt new policies as needed.

Justification – The request for the proposed new policies is necessary for the following reasons:

A. New Policy 2250: *Evaluation of the Internal Auditor*

- The new policy is necessary to document compliance regarding the regular evaluation of non-faculty personnel for the Internal Auditor position, which reports to the Board of Trustees.

B. New Policy 4160: *Non-Faculty Employee Performance Appraisal*

- The new policy is necessary to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) new comprehensive Standard 5.5 of the Principles of Accreditation, which calls for an institution to publish and implement policies regarding the appointment, employment, and regular evaluation of non-faculty personnel.

Background –No policies are currently in place to address Evaluation of the Internal Auditor and Non-Faculty Employee Performance Appraisal.

Reviewers – The proposed new policies have been reviewed by staff, President’s Cabinet, President’s Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

Enclosed Documents – The proposed new policies follow in the packet for the Board’s review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed new Policies #2250: *Evaluation of the Internal Auditor* and #4160: *Non-Faculty Employee Performance Appraisal* 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 adopt the proposed new Policies #2250: *Evaluation of the Internal Auditor* and #4160: *Non-Faculty Employee Performance Appraisal* 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 adopts the proposed new Policies #2250: *Evaluation of the Internal Auditor* and #4160: *Non-Faculty Employee Performance Appraisal* 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	Evaluation of the Internal Auditor	2250
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated May 28, 2019	

I. Purpose

Performance appraisals are an integral part of the College's ongoing commitment to annually measure the extent to which the employee's performance meets the requirements of their employment and to establish goals for the future; strengthen the relationship between the supervisor and the employee; facilitate clear channels of communication; appraise and recognize performance; identify areas that might require improvement; and assess communication and supervisory skills.

II. Policy

It is the policy of South Texas College that the Board meets in executive session to conduct a performance appraisal of the Internal Auditor annually. In reviewing the performance, the Board provides feedback to the Internal Auditor on observed strengths and any areas needing improvement for the upcoming academic year.

The performance appraisal will be retained at the Office of the President upon completion.

III. History

Origination Date Approved by Board:
May 28, 2019

Date Amended and Approved by Board:

MANUAL OF POLICY

Title	Non-Faculty Performance Appraisal	4160
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated May 28, 2019	

I. Purpose

Performance appraisals are an integral part of the College's ongoing commitment to annually measure the extent to which the employee's performance meets the requirements of their employment and to establish goals for the future; strengthen the relationship between the supervisor and the employee; facilitate clear channels of communication; appraise and recognize performance; identify areas that might require improvement; and assess communication and supervisory skills.

II. Policy

It is the policy of South Texas College to provide a process for performance appraisal of full-time non-faculty personnel. Full-time non-faculty personnel include Classified, Professional Support, Administrative, and Executive positions. Each non-faculty full time employee shall be evaluated annually in accordance with the established guidelines and procedures as maintained by the Office of Human Resources and approved by the President. Performance appraisals will be retained at the Office of Human Resources upon completion.

Performance appraisals are expected to be a fair, accurate, and complete reflection of the employee's performance. If an employee disagrees with the performance appraisal, the employee may submit a statement within three (3) business days of the performance appraisal meeting and the statement will be attached to the performance appraisal to be included in the employee's personnel file. The employee may also elect to submit a grievance as per Policy #4904 Employee Complainant Procedure.

Faculty appraisals will follow the Faculty Evaluation procedures as per Policy #3812 Faculty Evaluation.

The President's appraisal will follow Policy #2140 Evaluation of the President.

The Internal Auditor's appraisal will follow Policy #2250 Evaluation of the Internal Auditor.

III. History

Origination Date Approved by Board:
May 28, 2019

Date Amended and Approved by Board:

Review and Action as Necessary on Revision of Policy #2200: *Legal Counsel*

Approval of the proposed revision of Policy #2200: *Legal Counsel* is requested.

Purpose – To revise current Policy #2200: *Legal Counsel* as needed.

Justification – The request for the revisions to the policy are necessary for the following reason:

A. Revise Policy 2200: Legal Counsel

- To provide authorization for the President to engage alternate legal counsel, in accordance with Purchasing policies, in the event that currently engaged legal counsel must recuse themselves from representing the College on any matter.
- To authorize the President to engage legal counsel services for specialized legal needs or any other legal needs, after consultation with contracted legal counsel, and in accordance with Purchasing Policies.

Background – The current Policy #2200: Legal Counsel was last approved by the Board on November 9, 1995 and last amended on November 24, 2015.

Reviewers – The proposed revisions to Policy #2200: *Legal Counsel* has been reviewed by staff, President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

Due to ongoing discussion at the meeting, the Finance, Audit, and Human Resources Committee declined to recommend the proposed revisions, and asked that they be presented to the Board for formal action.

Enclosed Documents – The proposed revised policy follows in the packet for the Board's review and information. The proposed additions to the policy are highlighted, with blue highlights showing the changes added in response to the Finance, Audit, and Human Resources Committee review of the proposal.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the proposed revisions to Policy #2200: *Legal Counsel* 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 adopts the proposed revisions to Policy #2200: *Legal Counsel* 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	Legal Counsel	2200
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	As Amended by Board Minute Order dated May 28, 2019	

I. Purpose

The purpose of the policy is to provide the roles and responsibilities for the engagement of legal counsel services for the College.

II. Policy

The Board of Trustees shall retain an attorney(s), as necessary, to serve in the capacity of legal counsel for the College and to represent and advise the Board and Administration on legal matters referred for legal counsel.

The attorney(s) shall be reasonably compensated and shall serve at the pleasure of the Board. The attorney(s) shall be available to handle all legal matters for the Board and the administration of the College, and shall be responsible to the Board. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract/letter of engagement between the Board and the attorney(s).

Staff requests for legal advice from the College's legal counsel shall be submitted through the College President or designee.

The attorney(s) shall attend Board meetings when requested by the Board or by the President and shall be available for consultation with members of the Board, the President, and individual staff members designated by the President, and shall undertake to represent the Board and the College in all matters referred by the Board and the President.

In the event that engaged legal counsel recuses them self from representing the College on any matter, the President is authorized to engage legal counsel for that specific matter, in accordance with Purchasing Policies.

In addition, the President is authorized to engage legal counsel services for specialized legal needs or any other legal needs, after consultation with contracted legal counsel, and in accordance with Purchasing Policies.

III. History

Origination Date Approved by Board:
November 9, 1995

Date Amended and Approved by Board:
November 24, 2015
May 28, 2019

Discussion and Action as Necessary on Revisions to Current Agreements for Legal Counsel Services

Approval of revisions to the current agreements for legal counsel services is requested.

Purpose – To revise the current agreements for legal counsel services as follows:

- ⇒ The J. Ramirez Law Firm – Continue with hourly rate of \$200.00, and include hourly rate of \$250.00 for legal litigation services, paralegal services of \$50.00 for Legal Assistant 1 and \$80.00 for Legal Assistant 2, and reimbursement of out-of-pocket expenses at actual cost.
- ⇒ Guerrero Law Firm – Change in hourly rate from \$175.00 to \$185.00 and reimbursement of out-of-pocket expenses at actual cost.

Justification – Under Board Policy #2200: *Legal Counsel*, the Board is able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continues to grow and expand and in doing so must maintain adequate legal coverage in today's rapidly changing environment. Legal counsel services allow the College to manage legal risk, and develop plans and programs to manage and address legal matters that may arise. The scope and volume of legal work has increased alongside the College's growth and increased accountability from state and federal agencies.

Legal counsel services include but are not limited to the following:

- Attending Board and Board Committee meetings as necessary
- Providing legal counsel and guidance to Board of Trustees and administrative staff on such matters as:
 - ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
 - ⇒ Personnel matters (Development, review and recommendation for updates of personnel policies)
 - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance
 - ⇒ Elections
 - ⇒ Texas Open Meetings Act
 - ⇒ Texas Public Information Act
 - ⇒ Construction contracts
 - ⇒ Litigation representation
 - ⇒ Other such as Tax Abatement Agreements and IRS examinations
 - ⇒ Policy Drafting and Advising
 - ⇒ Legal Counsel Advising
 - ⇒ Public Information Response

- Other work as authorized by the Board, or as necessary to carry out their duties and responsibilities as legal counsel

The College must also respond to specialized legal issues, such as the following:

- Title IX issues
- Trademark issues
- Administrative rules and cost principles on the use of federal funds
- Other specialized complex types of legal counsel services requirements

Background – At the November 24, 2015 Board Meeting, the Board of Trustees approved the legal counsel services with The J. Ramirez Law Firm and Guerrero Law Firm.

Each firm is authorized to represent the College on specific matters as designated by the Board or President. The J. Ramirez Law Firm serves as general counsel and the Guerrero Law Firm offers counsel and representation specifically related to personnel matters.

The contracted legal counsels have requested revisions to their agreements as follows:

Rates/Services	Current Terms	Proposed New Terms
The J. Ramirez Law Firm		
Services	General Counsel	General Counsel
Hourly Rate	\$200.00	\$200.00
Litigation (Hourly Rate)	N/A	\$250.00
Paralegal Services (Hourly Rate)	N/A	\$50.00 for Legal Assistant 1 \$80.00 for Legal Assistant 2
Reimbursements	N/A	Reimbursement of out-of-pocket expenses at actual cost
Guerrero Law Firm		
Services	Counsel and representation specifically related to personnel matters	Counsel and representation specifically related to personnel matters
Hourly Rate	\$175.00	\$185.00
Litigation (Hourly Rate)	N/A	Separate Agreement Needed
Paralegal Services (Hourly Rate)	N/A	N/A
Reimbursements	N/A	Reimbursement of out-of-pocket expenses at actual cost

South Texas College’s need for specialized legal counsel services continues to grow and the College must ensure that adequate legal coverage is maintained. In addition, as needed, the College has engaged with outside legal firm that represents and provides the best guidance. The firms used are as follows:

- Bickerstaff Heath Delgado Acosta LLP – Target Range Information, Mexico Partnership, Texas Higher Education Coordinating Board Audit of Continuing Education Program, and Petitions and Elections
- Pirkey Barber PLLC – Trademark Dispute

The hourly rates for the specialized legal counsels needs are as follows:

Legal Firm	Hourly Rate
Bickerstaff Heath Delgado Acosta LLP	Attorneys \$215.00 to \$435.00 Legal Assistants/Specialists \$175.00
Pirkey Barber PLLC	Attorneys \$250.00 to \$700.00 Paralegal \$180.00 to \$300.00

These firms are engaged as needed, for specific issues, and no revisions to the terms of their individual engagements with the College are requested.

Funding Source – Expenditures are budgeted in the Legal Services budget for FY 2018 - 2019 and for FY 2019 – 2020, pending board approval of the budget.

Enclosed Documents - The revised Agreements with The J. Ramirez Law Firm and with Guerrero Law Firm follow in the packet for the Board’s review and information.

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

The Finance, Audit, and Human Resources Committee discussed the proposed revisions to the current legal services agreements, as well as proposed revisions to Policy #2200: Legal Counsel. While the Committee did not take formal action, they provided feedback to administration. This feedback has been incorporated into the proposed revisions to the policy, as previously presented, and to the agreements submitted for revision.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revisions to the current agreements for legal counsel services to include hourly rate of \$250.00 for legal litigation services, \$50.00 and \$80.00 for legal assistants, and reimbursement of out-of-pocket expenses at actual cost for The J. Ramirez Law Firm and to include a change in hourly rate from \$175.00 to \$185.00 for the Guerrero Law Firm as presented.

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

The Board of Trustees approves and authorizes the revisions to the current agreements for legal counsel services to include hourly rate of \$250.00 for legal litigation services, \$50.00 and \$80.00 for legal assistants, and reimbursement of out-of-pocket expenses at actual cost for The J. Ramirez Law Firm and to include a change in hourly rate from \$175.00 to \$185.00 for the Guerrero Law Firm as presented.

Approval Recommended:

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

THE J. RAMIREZ LAW FIRM
700 N. Veterans Blvd., Suite B
San Juan, Texas 78589
Phone: (956) 502-5424 Fax: (956) 502-5007
Writer's e-mail address: ramirezbook@gmail.com

April 12, 2019

Via Email: sareed@southtexascollge.edu

Dr. Shirley A. Reed
President
South Texas College
3201 W. Pecan Boulevard
McAllen, Texas 78501

Re: Legal Services Agreement

Dear Dr. Reed:

This is our proposal to serve as legal counsel for South Texas College (the "College"). Our firm's services will generally encompass attending board meetings; and upon request, providing legal counsel and guidance to administrative staff on such matters as employment law, personnel matters, procurement procedures and contracts, elections, Texas Open Meetings Act, Texas Open Records Act, construction contracts; representing the College in litigation; and providing other legal work authorized by the board directly or through its administrative staff. This agreement may be terminated by either party by providing 10 day written notice.

Mr. Jesus Ramirez will be primary contact attorney and will also be the attorney attending the monthly board meetings.

Our fees for general counsel services will be \$200.00 per hour and legal assistant fees of \$80.00 for Patty Huerta and \$50.00 for David Cepeda per hour. Our fees for litigation services will be \$250. Our firm will also expect reimbursement of out-of-pocket expenses at actual costs. Usual out-of-pocket expenses generally include photocopies, fax, long-distance telephone calls, postage, Westlaw on-line research and download fees, courier fees for deliveries to third parties on behalf of the College.

We will supply an errors and omission policy for the sum of at least \$1 million. Should a potential conflict arise in our representation of a party, we will advise the College for approval to continue any representation or withdraw from such representation.

If the board should approve this agreement, please signify the board's approval by

signing in the space provided below. A signed copy for our files would be appreciated. We look forward to a successful working relationship with the College.

Please call me if you have any questions.

Very truly yours,

THE J. RAMIREZ LAW FIRM

/s/ Jesus Ramirez_____

APPROVED:

SOUTH TEXAS COLLEGE

By: _____
Dr. Shirley A. Reed, President

DATE

LEGAL SERVICES AGREEMENT

This Agreement is made this ___ day of _____, 2019, by and between South Texas College, a political subdivision of the State of Texas, hereafter referred to as “STC”, and the Guerrero Law Firm, hereafter referred to as “Attorney”.

1. SCOPE OF SERVICES

STC hereby secures the services of Attorney to perform and render Legal Services to STC. The Attorney agrees to perform legal services related to the following:

- a. Advising the Board of Trustees and the staff of STC on legal matters in the areas of personnel, labor, and employment as requested by the College President or designee.
- b. Drafting new policies and amendments to existing policies relating to personnel and other human resources matters, as may be requested by STC Administration, to be submitted to the STC Board for approval and adoption.
- c. Advising the Board of Trustees and the staff of STC on legal matters related to student issues under Title IX and the Family Educational Rights and Privacy Act of 1974.
- d. Assisting STC administration in responding to requests under the Texas Public Information Act related to employee or student information.
- e. Advising or assisting the STC President’s Office with any other matters as may be requested.
- f. Representing STC as a plaintiff or as a defendant in any civil action or civil lawsuit is not included within the Attorney’s scope of services under this Agreement. Any such representation would be the subject of a separate agreement between STC and Attorney.

2. ATTORNEY’S DUTIES AND REPRESENTATIONS

- a. STC and Attorney agree and acknowledge that STC is entering into this Agreement in reliance on Attorney’s special abilities. The Attorney accepts the relationship of trust and confidence established between it and STC by this Agreement. Attorney agrees to use its best efforts, skill, judgment and abilities, in accordance with the highest standards of Attorney’s profession or business and in compliance with all applicable laws, regulations, codes, and ordinances.
- b. The Attorney warrants, represents, and agrees that all services to be performed by the Attorney under or pursuant to this Agreement shall be of the standard and quality which prevail among similar businesses and organizations engaged in providing similar services.
- c. The Attorney warrants, represents and agrees that all persons connected with the Attorney directly in charge of services are duly registered and/or licensed under the laws, rules and regulations of any authority having jurisdiction, if so required by such laws, rules and regulations.
- d. Attorney warrants, represents and agrees that all services shall be performed in a minimum of time consistent with the highest customs, standards and practices of Attorney’s business or profession.

3. **COMPENSATION**

As compensation for services to be rendered by Attorney, STC shall pay according to the rate(s) below. Attorney shall submit monthly itemized billings to STC which billing shall reflect the services which attorney has rendered for STC and the time spent in rendering such services.

Attorney Fees \$185.00 per hour
(Fractional hours will be billed in increments of .25 hours)

STC agrees to reimburse to Attorney any and all costs and reasonable and necessary expenses which may be incurred and advanced by Attorney in the due course of providing services under this Agreement. Attorney is authorized, but not obligated, to advance such costs and expenses on behalf of STC.

The rates of compensation may be adjusted by mutual agreement of both parties. Such adjustment shall be subject to the approval of the STC Board of Trustees and shall require a written amendment to this Agreement.

4. **TERM AND TERMINATION**

This Agreement shall be in effect until terminated by either party. Either party may terminate this Agreement by giving thirty (30) days' advance written notice to the other party.

5. **INSURANCE**

Attorney shall furnish proof of professional liability insurance in an amount not less than \$1 Million per occurrence.

6. **REPORTS AND INFORMATION**

At such times in and such forms as STC may require, Attorney shall furnish to STC such statements, records, reports, data, and information, as STC may request pertaining to matters covered by this Agreement.

7. **COMPLIANCE WITH LAW**

In providing the scope of services outlined herein, Attorney shall comply with all applicable laws, ordinances, and codes of the federal, state, and local governments.

8. **AMENDMENTS**

STC may, from time to time, request changes in the scope of any services to be performed hereunder, or other changes to the terms and conditions of this Agreement. Such changes, which are mutually agreed upon by and between STC and Attorney shall be incorporated by written amendment to this Agreement

9. **INDEPENDENT CONTRACTOR**

Attorney is an independent contractor in the performance of the services described in this Agreement. He/she further agrees that he/she is not entitled to any benefits granted to employees of STC.

10. **ASSIGNMENT**

Attorney shall not assign or transfer any interest in this Agreement, nor assign or transfer any of the services to be performed under this Agreement.

11. **CONFLICTS OF INTEREST**

In the event the Attorney is engaged to represent or advise any person, firm, or other entity which

may conflict with the services provided to STC, Attorney shall disclose such a relationship to STC. In the event of the such a relationship, STC may retain other legal counsel to represent and advise STC.

12. CERTIFICATION

In accordance with Chapter 2270 of the Texas Government Code, by signature hereon, Attorney certifies that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

IN WITNESS WHEREOF, STC and Attorney have executed this Agreement as of the date first above written.

SOUTH TEXAS COLLEGE:

ATTORNEY:

By: _____
Dr. Shirley A. Reed
President

By: _____
Printed Name: _____

Review and Action as Necessary on Schematic Design of the Pecan Campus Student Activities Building H Renovation for Culinary Arts

Approval of schematic design by EGV Architects, Inc. for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, EGV Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

As part of the 2013 Bond Construction program, a new cafeteria was constructed in the new Pecan Campus Student Union Building and the existing cafeteria spaces in the Pecan Campus Student Activities Building H were programmed to be retrofitted for use by the College's Culinary Arts program. On July 24, 2018, the Board of Trustees approved to contract with EGV Architects, Inc. to prepare plans for Pecan Campus Student Activities Building H Renovation for the Culinary Arts program. EGV Architects, Inc. has been working with College staff and has prepared a schematic presentation of the proposed design for the Facilities Committee's review and recommendation to the Board for approval.

Funding Source

As part of the FY 2018-2019 construction budget, funds in the amount of \$600,000 are included for construction for this project. The design team has met with staff and faculty several times to review the project scope and the architect has developed a schematic design that is estimated to be within the construction budget.

Pecan Campus Student Activities Building H Renovation for Culinary Arts	
Construction Budget	Cost
Budgeted Amount	\$600,000
Schematic Design Estimated Amount	597,332
Variance	\$2,668

Reviewers

The proposed schematic design has been reviewed by staff from the Culinary Arts, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

Enclosed Documents

EGV Architects, Inc. has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, floor plans, and interior views.

Presenters

EGV Architects, Inc. has developed a schematic presentation describing the proposed design. Representatives from EGV Architects, Inc. will be present at the meeting to present the schematic design of the proposed improvement project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

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

The Board of Trustees approves and authorizes the proposed schematic design of the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE

PECAN CAMPUS BUILDING “H” RENOVATION

FOR CULINARY ARTS

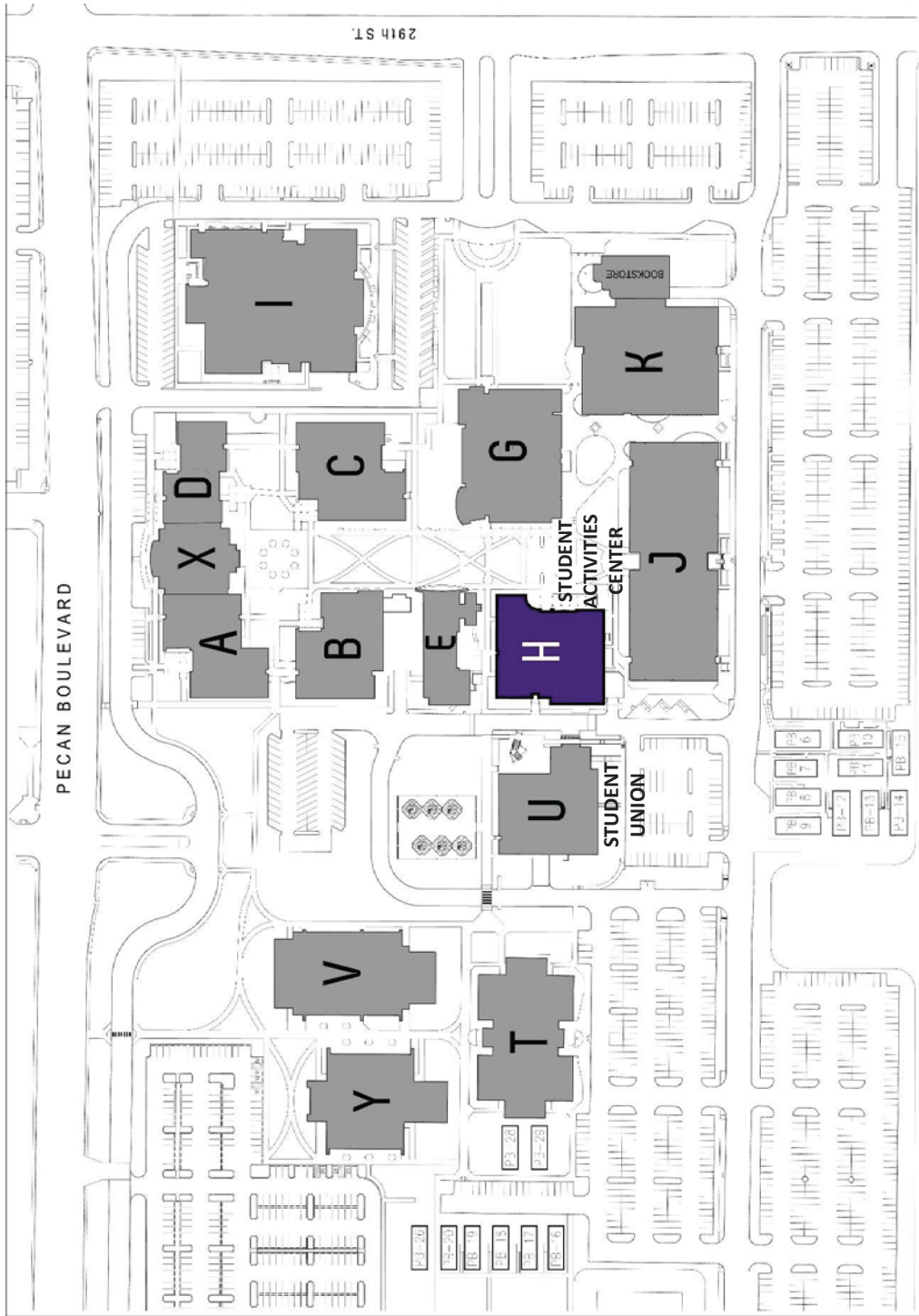
MAY 14, 2019



SOUTH TEXAS
COLLEGE



ARCHITECTS, INC.



SITE PLAN



LEGEND

- BAKING LAB
- SERVICE
- KITCHEN
- WASH ROOM
- HALL
- OFFICE SPACE
- STORAGE

COLORED AREAS ARE PART OF PROJECT SCOPE

EXISTING TO REMAIN



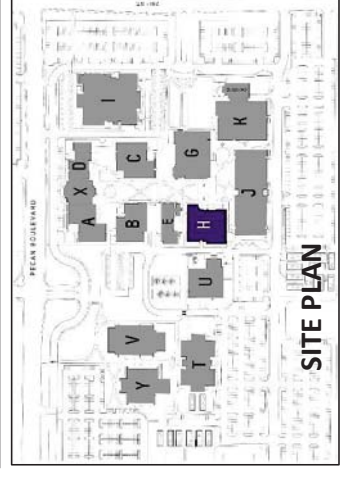
EXISTING FLOOR PLAN/ PROGRAM



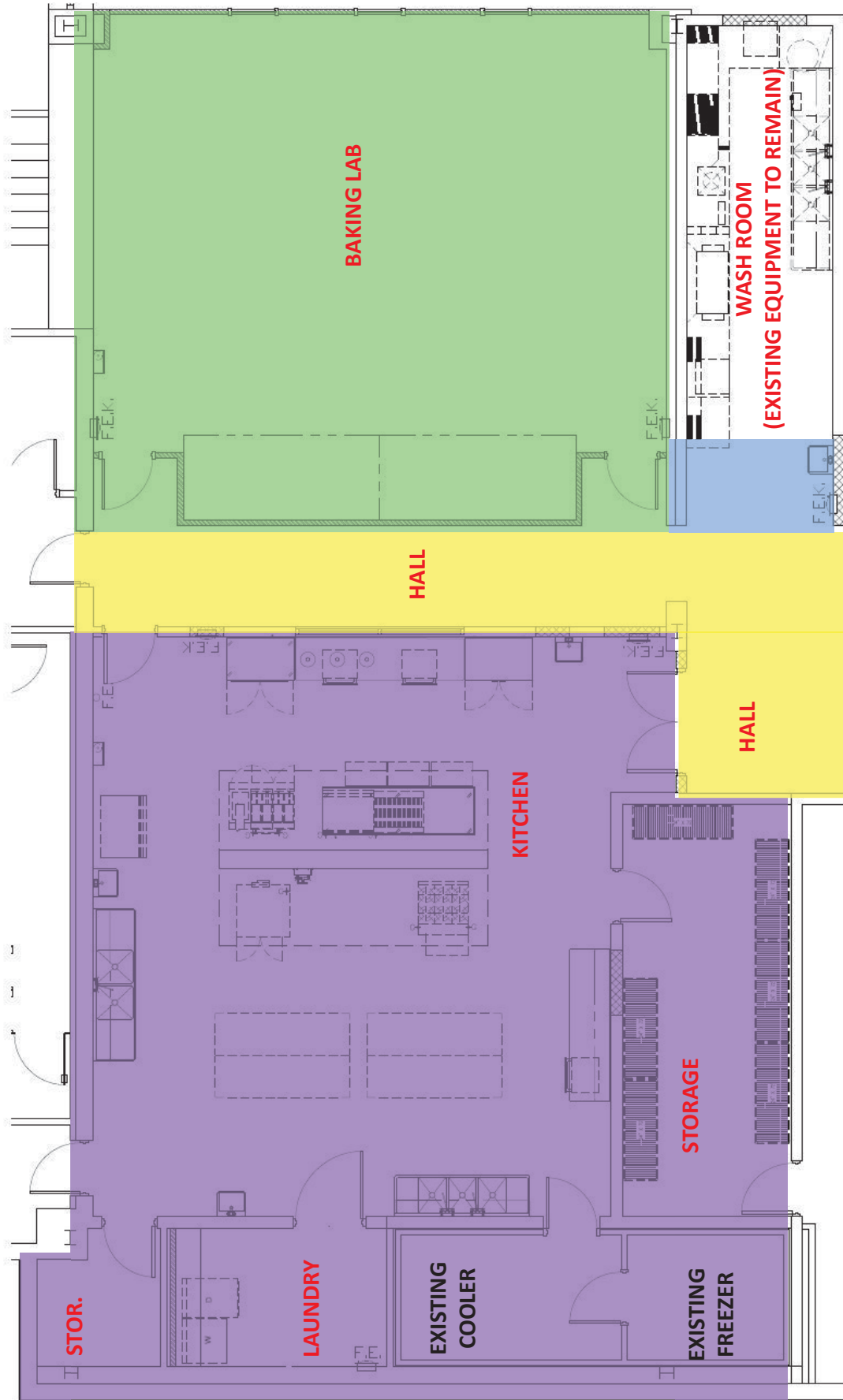
LEGEND

- BAKING LAB
 - SERVICE
 - KITCHEN
 - WASH ROOM (EXISTING EQUIPMENT TO REMAIN)
 - HALL
 - OFFICE SPACE BY OTHERS
 - STORAGE BY OTHERS
- COLORED AREAS ARE PART OF PROJECT SCOPE

- EXISTING TO REMAIN



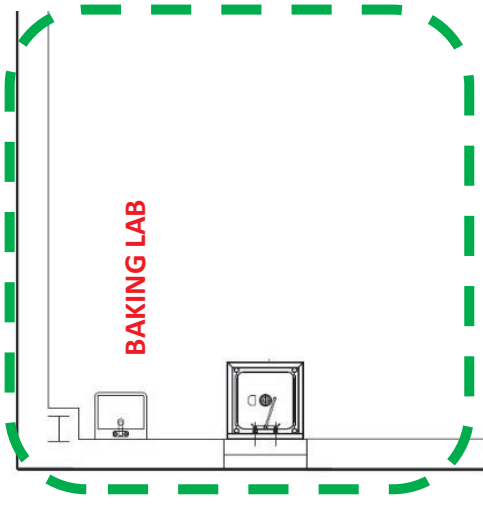
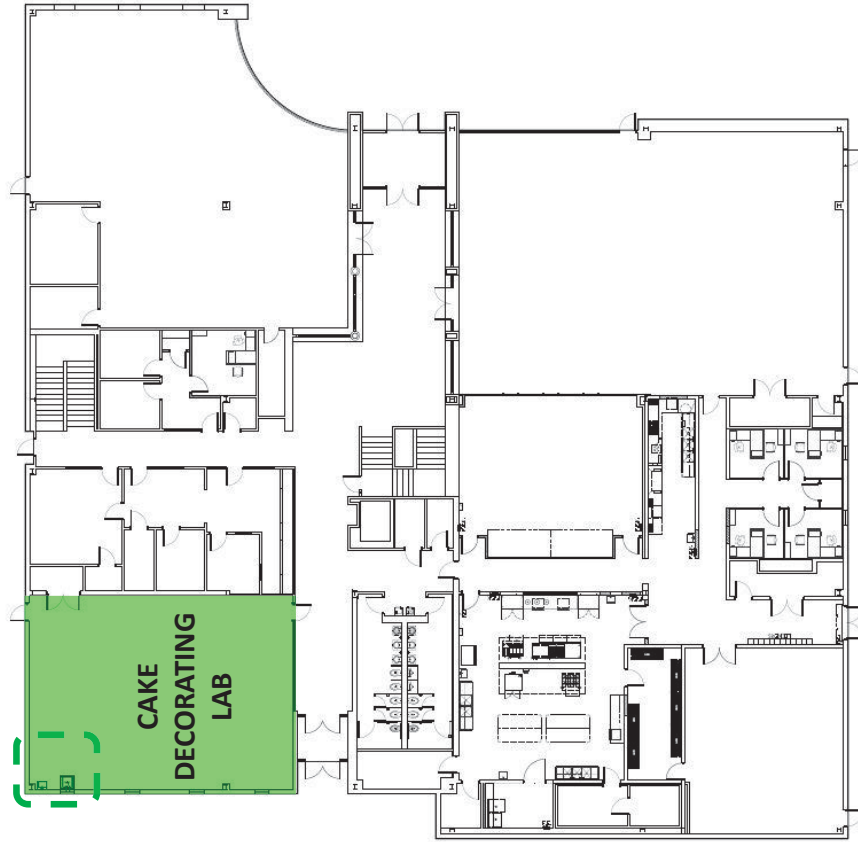
PROPOSED FLOOR PLAN



PROPOSED KITCHEN, BAKING LAB, AND WASH ROOM 



PROPOSED KITCHEN, BAKING LAB, AND WASH ROOM 



PROPOSED HAND SINK AND
PREP SINK AT CAKE
DECORATING LAB

EXISTING CAKE DECORATING LAB 



**WASH ROOM
(EXISTING EQUIPMENT
TO REMAIN)**

HALL

OFFICE

HALL

STOR.

OFFICE

STORAGE

OFFICE

**EXISTING
HALL**

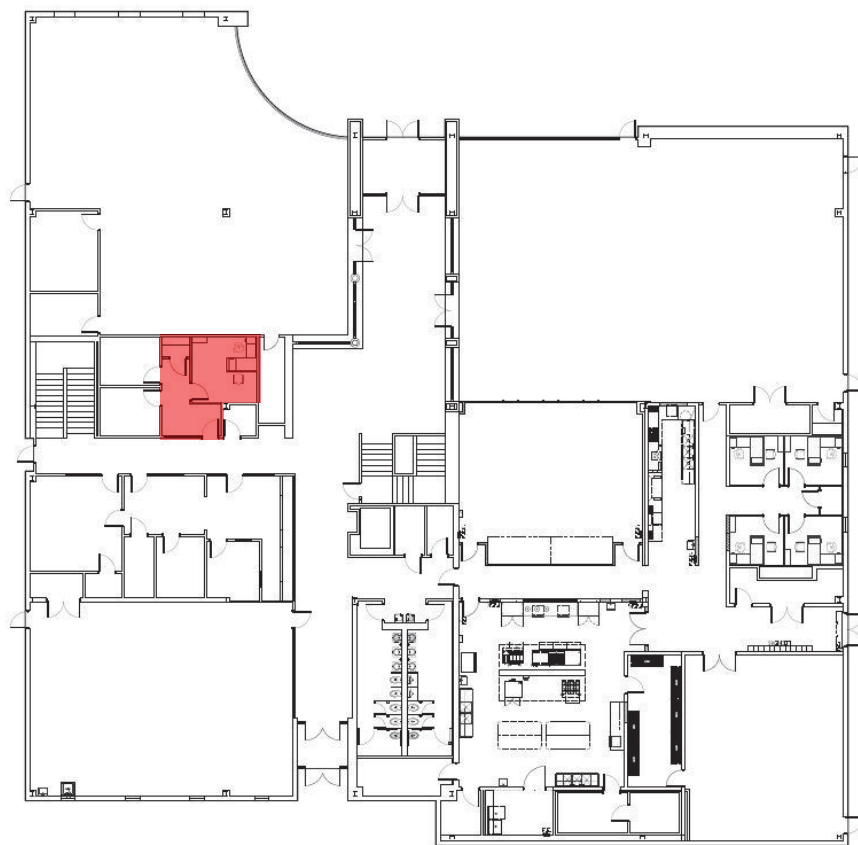
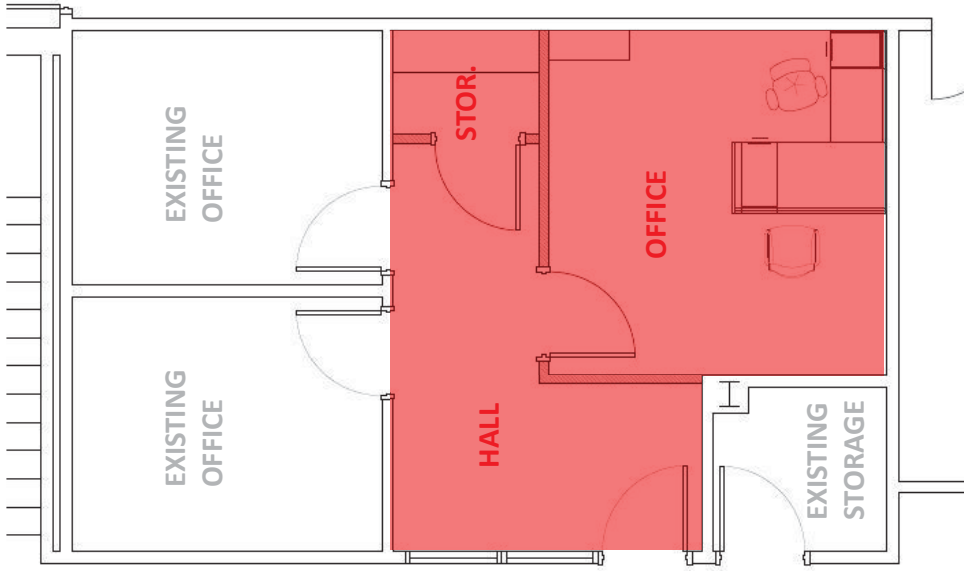
**EXISTING
MECH.
ROOM**

**EXISTING
STORAGE**

FREEK.



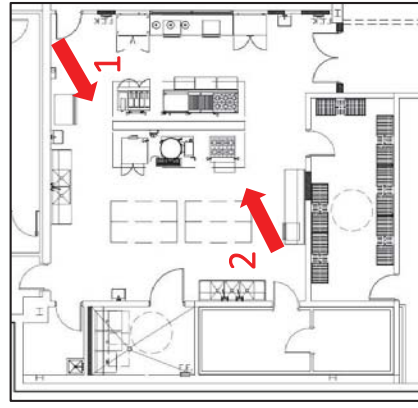
OFFICE LAYOUT (BY OTHERS)



OFFICE LAYOUT (BY OTHERS)



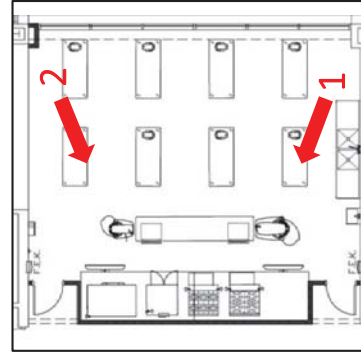
PROPOSED KITCHEN VIEWS
KITCHEN EQUIPMENT – EXISTING



KITCHEN FLOOR PLAN



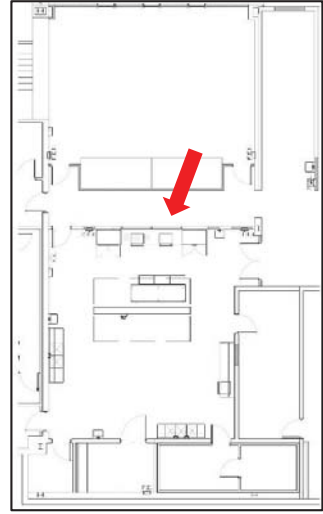
PROPOSED BAKING LAB VIEWS
KITCHEN EQUIPMENT NOT INCLUDED -- FUTURE PURCHASE



BAKING LAB FLOOR PLAN



PROPOSED HALL VIEW INTO KITCHEN



HALL FLOOR PLAN 

Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts

Approval of authorization to proceed with the solicitation of construction services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project is requested.

On May 30, 2019, the Board of Trustees will be asked to approve the schematic design of the project. If approved, EGV Architects will then proceed with design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Upon the architect's completion of the construction documents, the documents can be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff is requesting approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications are completed by the Architect.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize staff to proceed with the solicitation of construction services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

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

The Board of Trustees approves and authorizes staff to proceed with the solicitation of construction services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

Approval Recommended:

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

Review and Action as Necessary on Schematic Design of the Pecan Campus Information Technology Building M Office and Work Space Renovation

Approval of schematic design by Boultinghouse Simpson Gates Architects for the Pecan Campus Information Technology Building M Office and Work Space Renovation project is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, Boultinghouse Simpson Gates Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

As part of the 2013 Bond Construction Program, a total of four (4) computer labs were relocated from the Pecan Campus Information Technology Building M, two (2) to the North Academic Building P and two (2) to the General Academic Building Y. During the design phase of the 2013 Bond Construction Program, the four (4) vacated existing computer labs on the second floor of Building M, totaling 4,222 square feet, were planned for renovation into office spaces to be used by staff from the Institutional Research & Effectiveness and Research & Analytical Services departments, currently located at Pecan Plaza.

On December 13, 2018, the Board of Trustees approved to contract with Boultinghouse Simpson Gates Architects, Inc. to prepare plans for Pecan Campus Information Technology Building M Office and Work Space Renovation project. Boultinghouse Simpson Gates Architects has been working with College staff and has prepared a schematic presentation of the proposed design for the Facilities Committee's review and recommendation to the Board for approval. The project's construction budget is \$324,000 and the Architect's construction estimate of the schematic design as prepared is \$415,000. College staff under-budgeted the construction cost for this project which was based on previous project costs for similar projects completed by the College. The Architect's estimate is based on the current construction market costs for similar renovation projects. The project team has reviewed the schematic design and have

verified that the Architect's design is within the project's scope. Additional funding is available in the FY 2018-2019 Unexpended Construction Fund budget.

Funding Source

As part of the FY 2018-2019 construction budget, funds in the amount of \$324,000 are included for this project. Additional funds are available in the construction budget.

Pecan Campus Information Technology Building M Office and Work Space Renovation	
Construction Budget	Cost
Budgeted Amount	\$324,000
Schematic Design Estimated Amount	415,000
Variance	(\$91,000)

Reviewers

The proposed schematic design has been reviewed by staff from the Institutional Effectiveness & Assessment, Research and Analytical Services, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

Enclosed Documents

Boultinghouse Simpson Gates Architects has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, floor plans, and interior views.

Presenters

Boultinghouse Simpson Gates Architects has developed a schematic presentation describing the proposed design. Representatives from Boultinghouse Simpson Gates Architects will be present at the meeting to present the schematic design of the proposed improvement project and respond to questions from the trustees.

The Facilities Committee recommended Board approval of the proposed schematic design of the Pecan Campus Information Technology Building M Office and Work Space Renovation project subject to the modifications to increase the size of the conference room, as included in this proposal.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed schematic design of the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented.

Approval Recommended:

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



PECAN CAMPUS

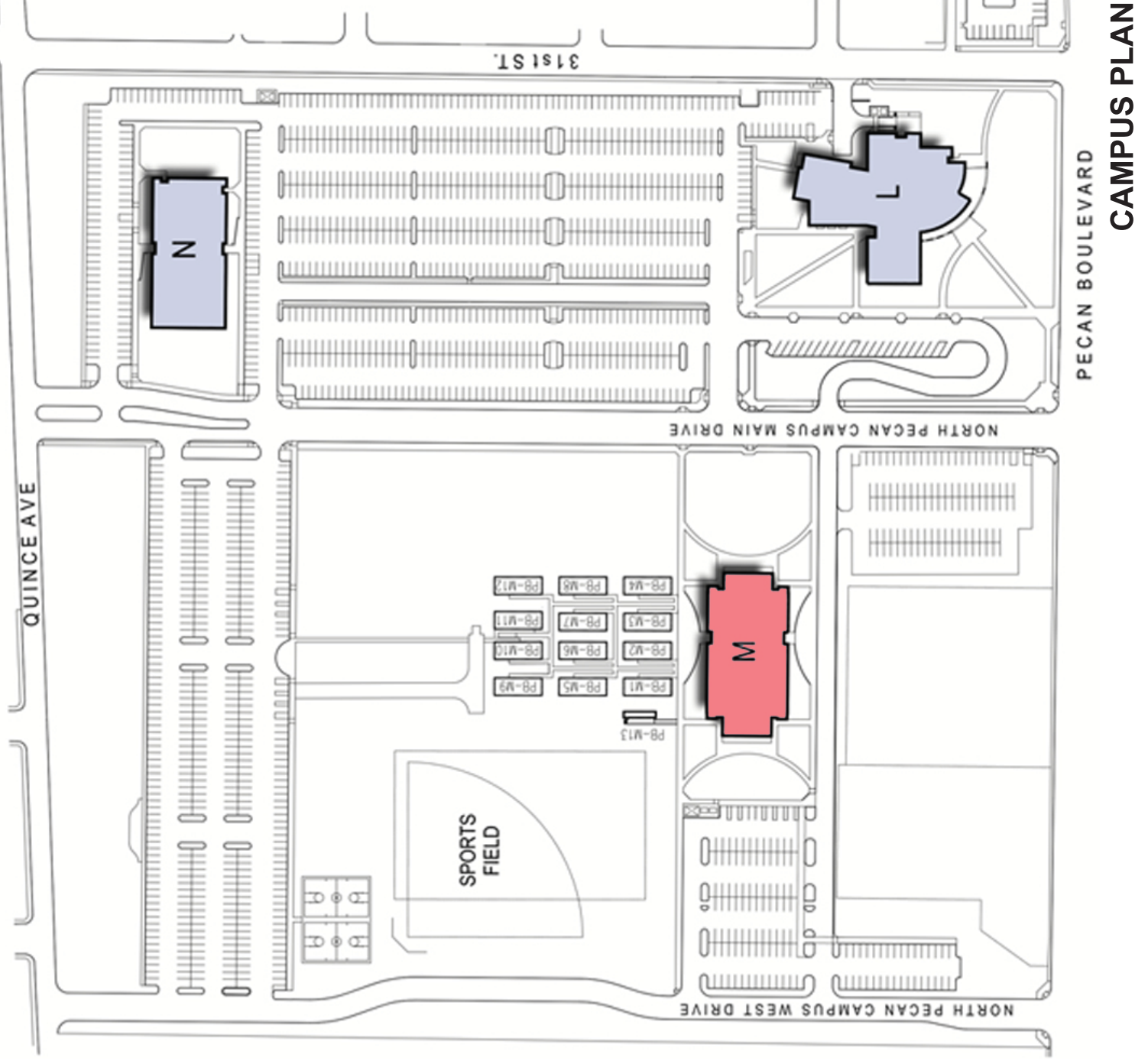
INFORMATION TECHNOLOGY BUILDING M

OFFICE & WORKSPACE

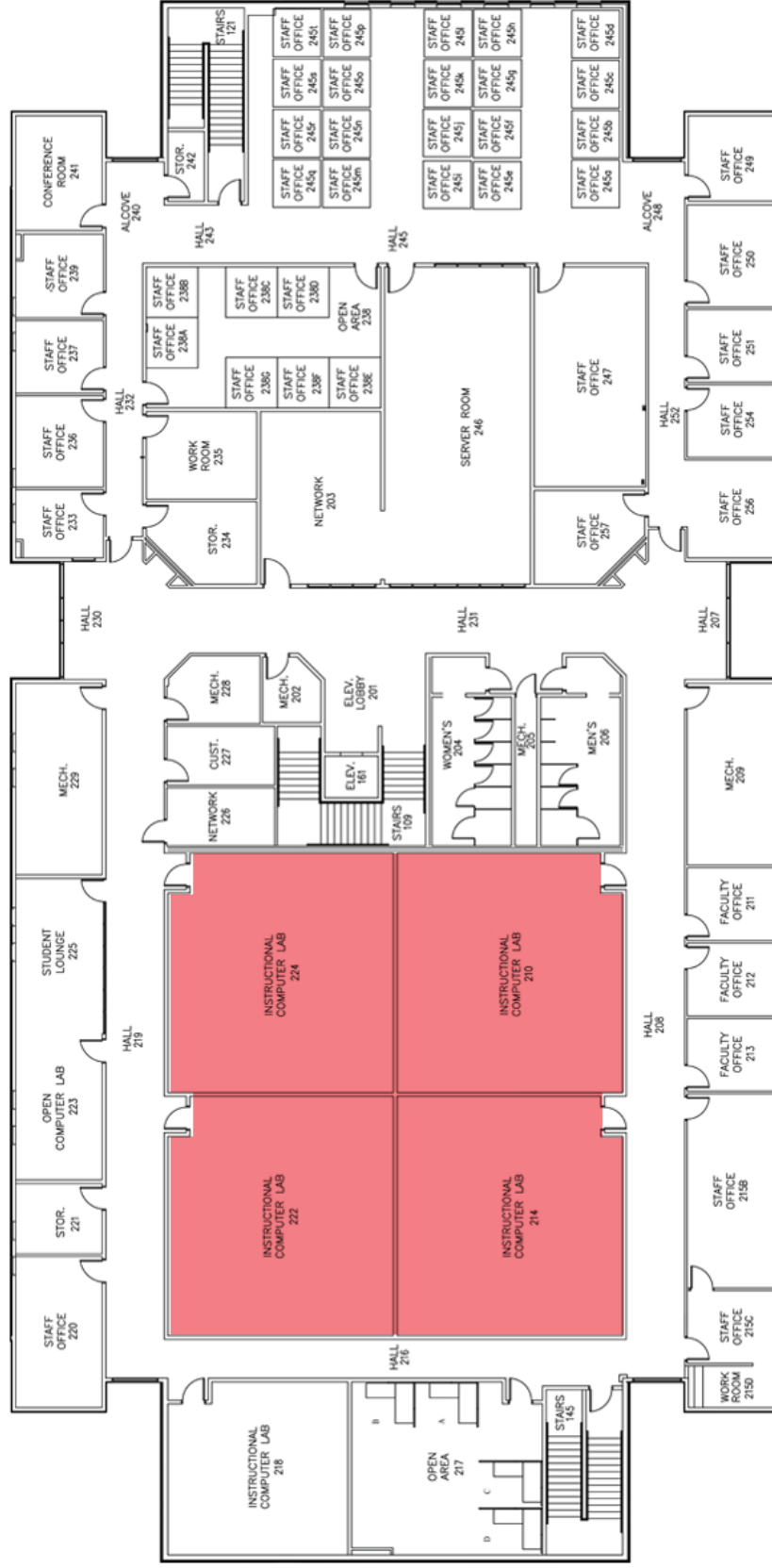
RENOVATION

SOUTH TEXAS
COLLEGE

PECAN
CAMPUS
**INFORMATION
TECHNOLOGY
BUILDING M**
OFFICE &
WORKSPACE
RENOVATIONS



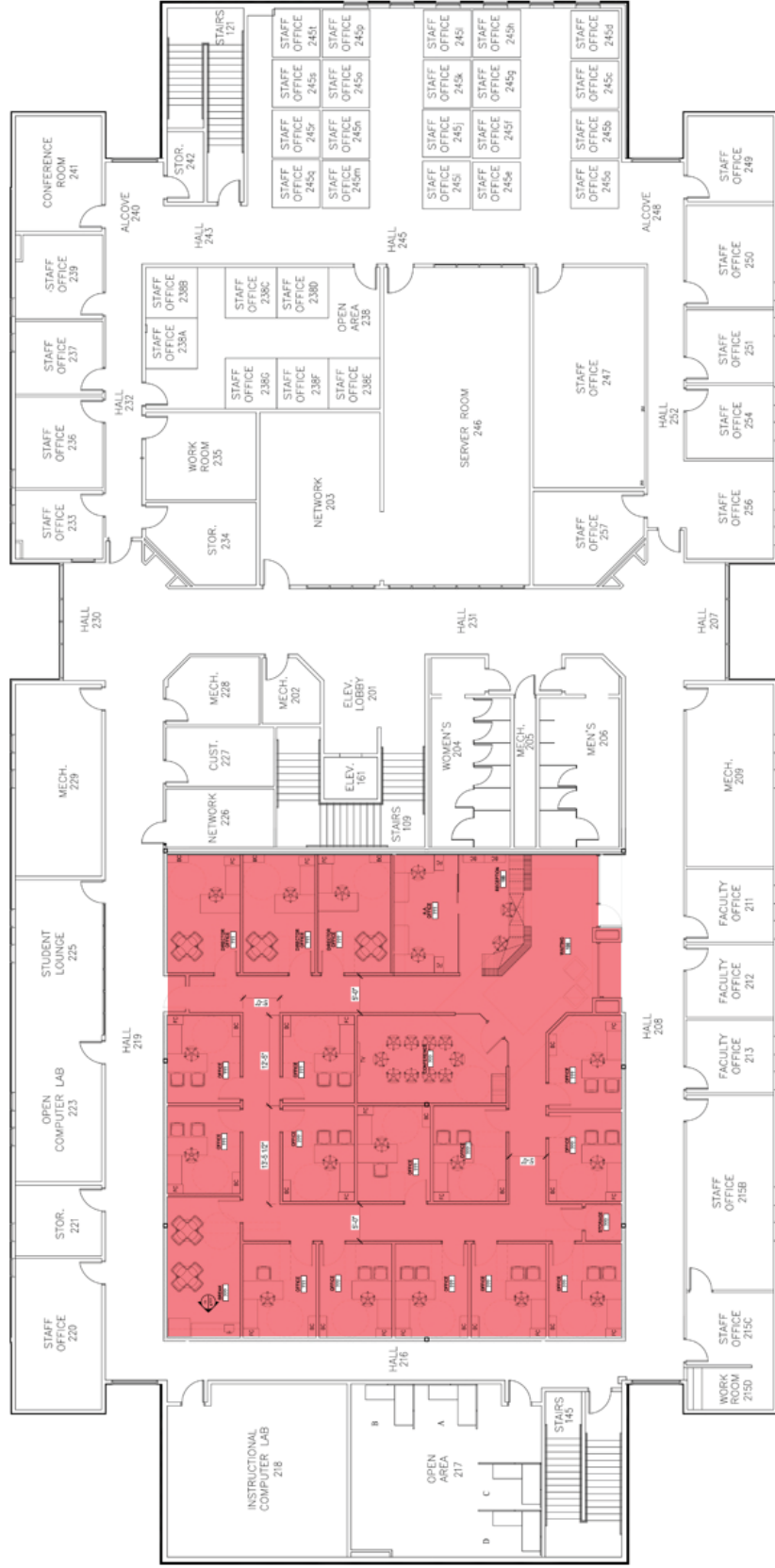
PECAN
CAMPUS
**INFORMATION
TECHNOLOGY**
BUILDING M
OFFICE &
WORKSPACE
RENOVATIONS



BUILDING M (2ND FLOOR) EXISTING PLAN

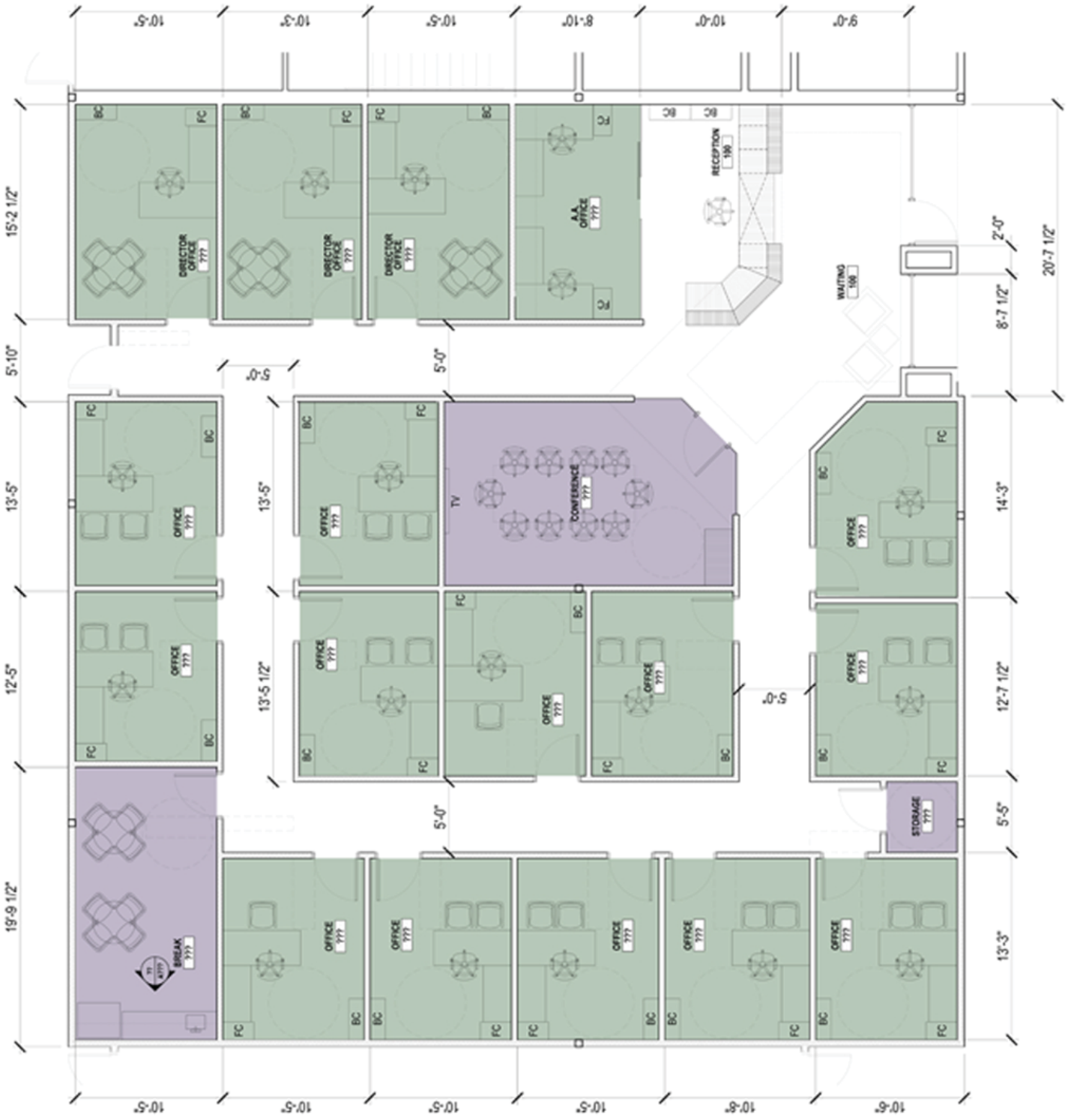


**PECAN
CAMPUS
INFORMATION
TECHNOLOGY
BUILDING M
OFFICE &
WORKSPACE
RENOVATIONS**

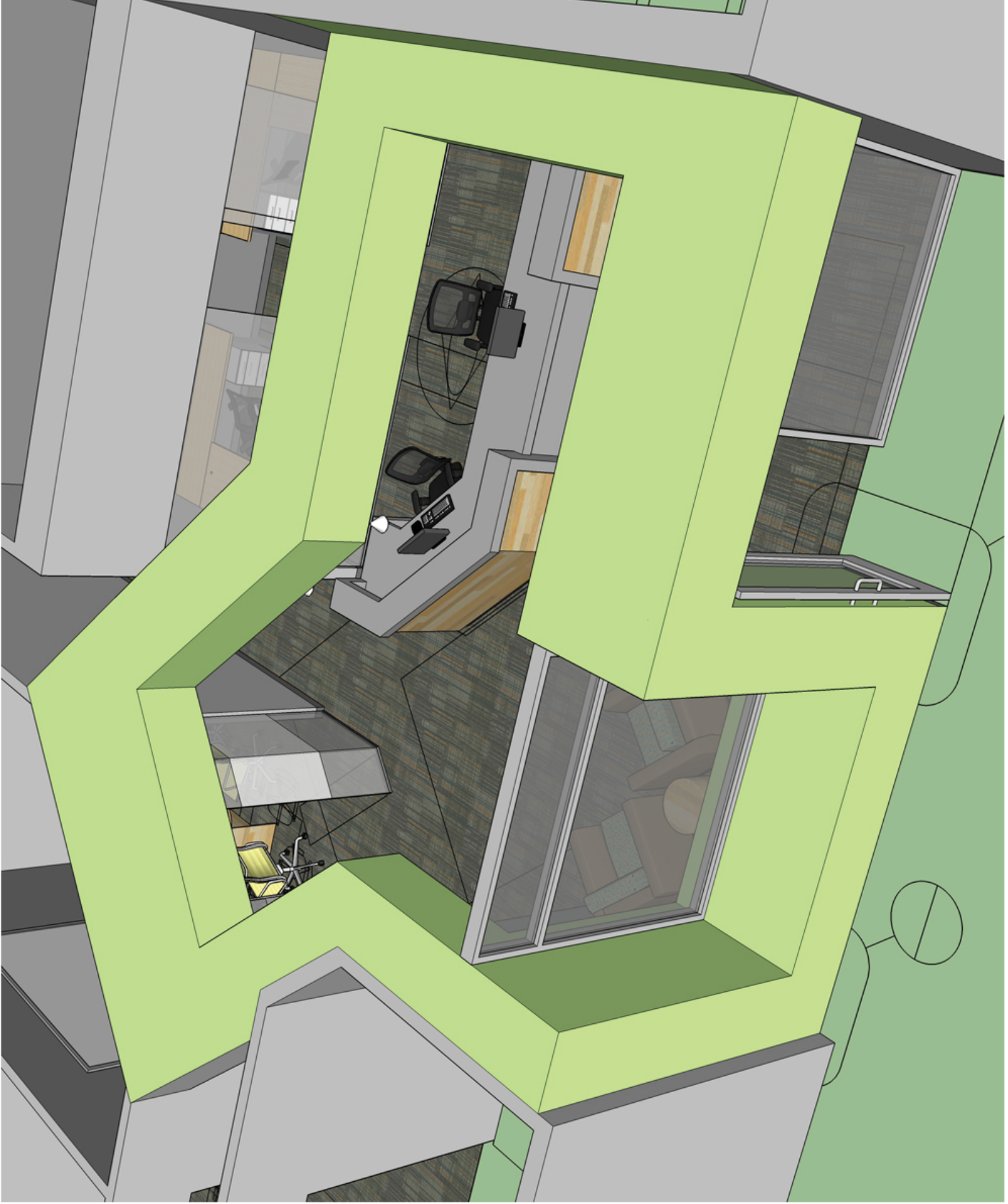


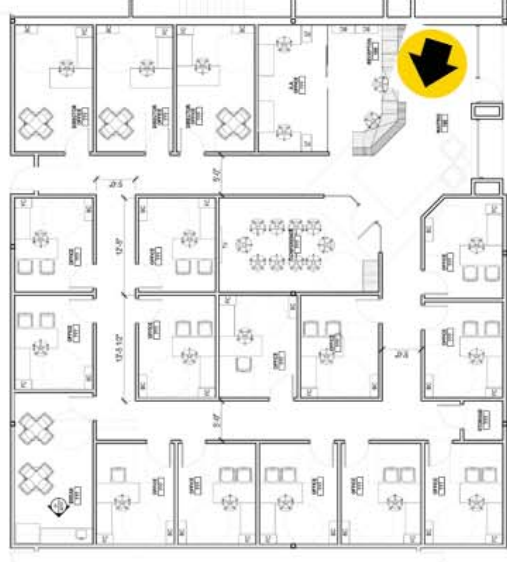
BUILDING M (2ND FLOOR) PROPOSED PLAN



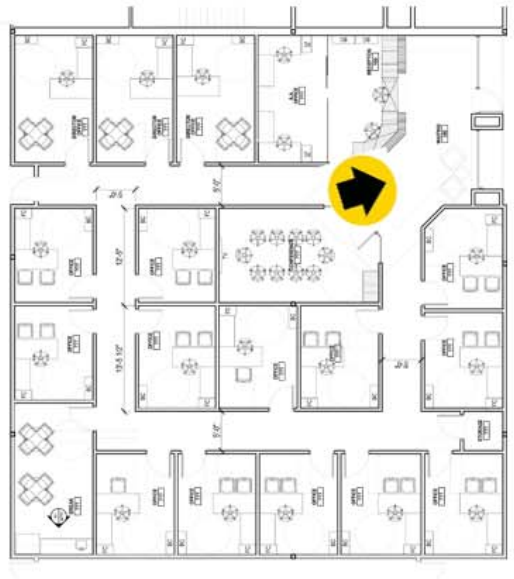


ENLARGED PROPOSED FLOOR PLAN

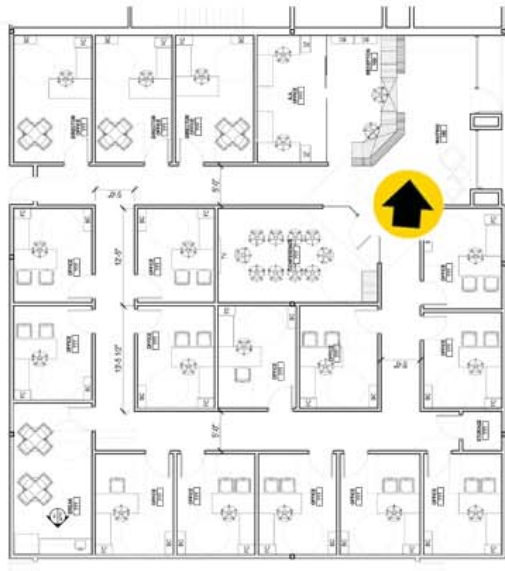




INTERIOR PERSPECTIVE RENDERING

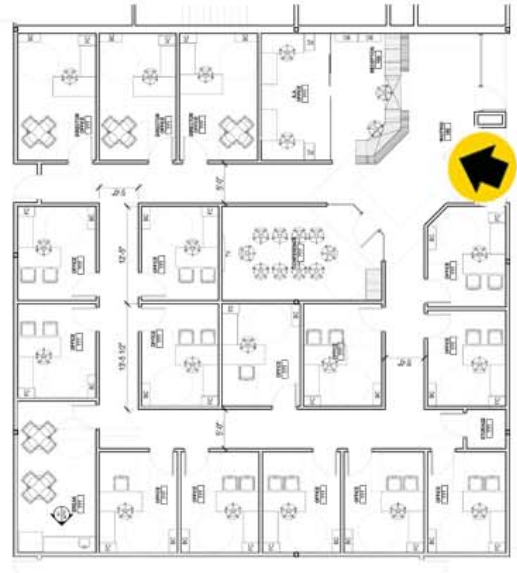


INTERIOR PERSPECTIVE RENDERING



INTERIOR PERSPECTIVE RENDERING

PECAN
CAMPUS
**INFORMATION
TECHNOLOGY
& BUILDING M**
OFFICE &
WORKSPACE
RENOVATIONS



INTERIOR PERSPECTIVE RENDERING

Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Information Technology Building M Office and Work Space Renovation

Approval of authorization to proceed with the solicitation of construction services for the Pecan Campus Information Technology Building M Office and Work Space Renovation project is requested.

On May 30, 2019, the Board of Trustees will be asked to approve the schematic design of the project. If approved, Boultinghouse Simpson Gates Architects, Inc. will then proceed with design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Upon the architect's completion of the construction documents, the documents can be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff is requesting approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications are completed by the Architect.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Pecan Campus Information Technology Building M Office and Work Space Renovation project, subject to approval of the schematic design.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize staff to proceed with the solicitation of construction services for the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented.

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

The Board of Trustees approves and authorizes staff to proceed with the solicitation of construction services for the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented.

Approval Recommended:

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

Review and Action as Necessary on Contracting Architectural Services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus

Approval to contract architectural design services to evaluate the existing roofs, provide recommendations to the Board, and prepare construction documents accordingly for the Deferred Maintenance of District Wide Roofs project at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus is requested.

Purpose

The proposed Deferred Maintenance of District Wide Roofs project at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus is needed to provide necessary maintenance of roofs that are between fifteen (15) and twenty-one (21) years old, and to extend their warranty periods for an additional fifteen (15) years. The design scope of work includes, but is not limited to design, analysis and evaluation, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The procurement of an architect will allow for the architect to work with staff to evaluate the existing roofs, provide recommendations to the Board, and prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Facilities Committee with a proposed recommendation to the Board to award a construction contract.

Background

On April 1, 2019, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Deferred Maintenance of District Wide Roofs project. A total of thirteen (13) firms received a copy of the RFQ and a total of eight (8) firms submitted their responses on April 22, 2019. The roofs within the scope of work are listed below:

Mid Valley Campus		
Building Letter	Building Name	Year of Roof Installation
Building D	Workforce Center	2004
Building E	Library (partial roof)	2004
Building F	Student Union (previously Student Services-partial roof)	2004
Building G	North Academic	2004

Dr. Ramiro R. Casso Nursing and Allied Health Campus		
Building Letter	Building Name	Year of Roof Installation
Building A	NAH East	2000 and 2004

Starr County Campus		
Building Letter	Building Name	Year of Roof Installation
Building A	Administration/Bookstore	1998
Building B	Center for Learning Excellence	1998
Building C	North Academic	1998
Building D	Workforce Center	2004
Building E	South Academic	2004
Building F	Cultural Arts Center	2004
Building G	Student Services (partial roof)	2004
Building H	Student Activities Center (partial roof)	2004

Funding Source

Funds for the construction expenditures in the amount of \$1,880,000 are budgeted in the Renewals & Replacements Plant Fund.

Deferred Maintenance of District Wide Roofs Project Construction Budget		
Construction	Amount Budgeted	Actual Cost
Mid Valley Campus	\$860,000	Actual cost will be determined after the solicitation of construction proposals.
Dr. Ramiro R. Casso Nursing and Allied Health Campus	\$250,000	Actual cost will be determined after the solicitation of construction proposals.
Starr County Campus	\$770,000	Actual cost will be determined after the solicitation of construction proposals.
Total Construction Budget	\$1,880,000	

The costs of the architectural design services for the Deferred Maintenance of District Wide Roofs project are estimated to be \$188,000, or 10% of the estimated construction costs, and funds are available in the Renewal & Replacement Plant Fund.

Reviewers

College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments completed evaluations for the eight (8) firms and prepared a scoring and ranking summary; as a result of these evaluations, BEAM Professionals, a PBK Company, is recommended for Board approval.

Enclosed Documents

Enclosed are the scoring and ranking summaries and plans indicating the areas of the proposed renovations for the Board's review and information.

The Facilities Committee recommended Board approval contracting architectural design services with BEAM Professionals, a PBK Company, to evaluate the existing roofs, provide recommendations to the Board, and prepare construction documents accordingly for the Deferred Maintenance of District Wide Roofs project at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus as presented.

Recommendation:

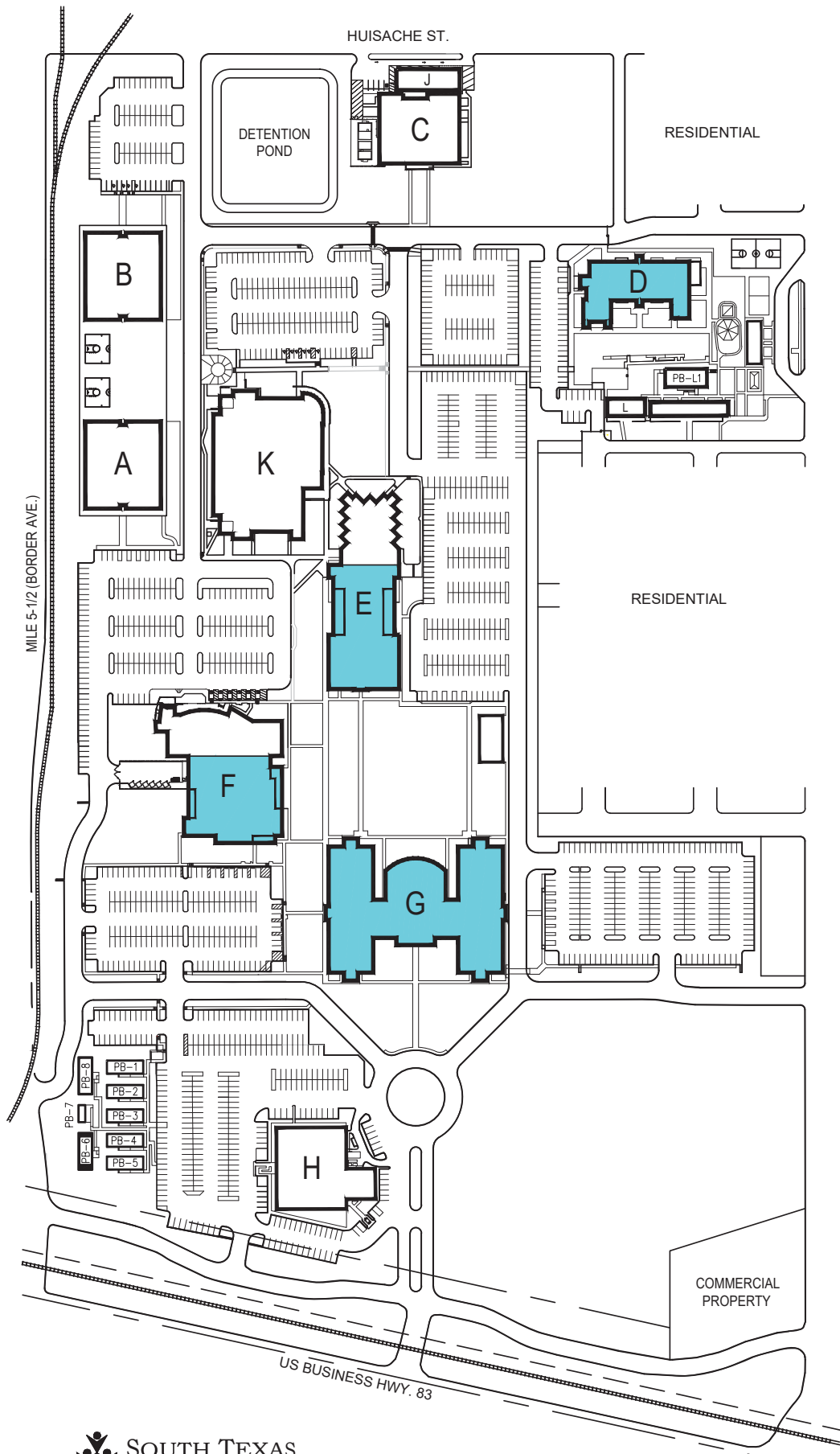
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with BEAM Professionals, a PBK Company, to evaluate the existing roofs, provide recommendations to the Board, and prepare construction documents accordingly for the Deferred Maintenance of District Wide Roofs project at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus as presented.

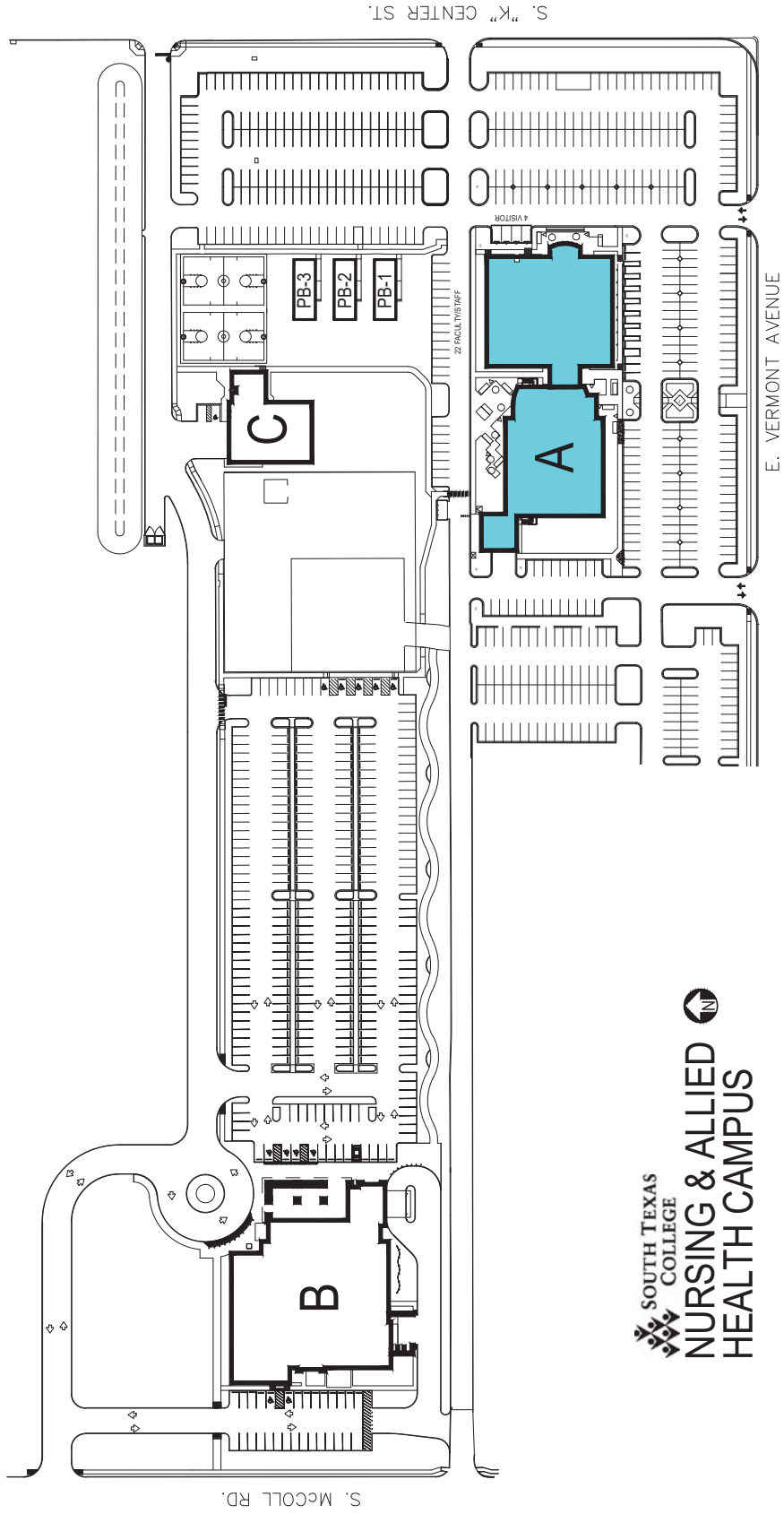
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes contracting architectural design services with BEAM Professionals, a PBK Company, to evaluate the existing roofs, provide recommendations to the Board, and prepare construction documents accordingly for the Deferred Maintenance of District Wide Roofs project at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus as presented.

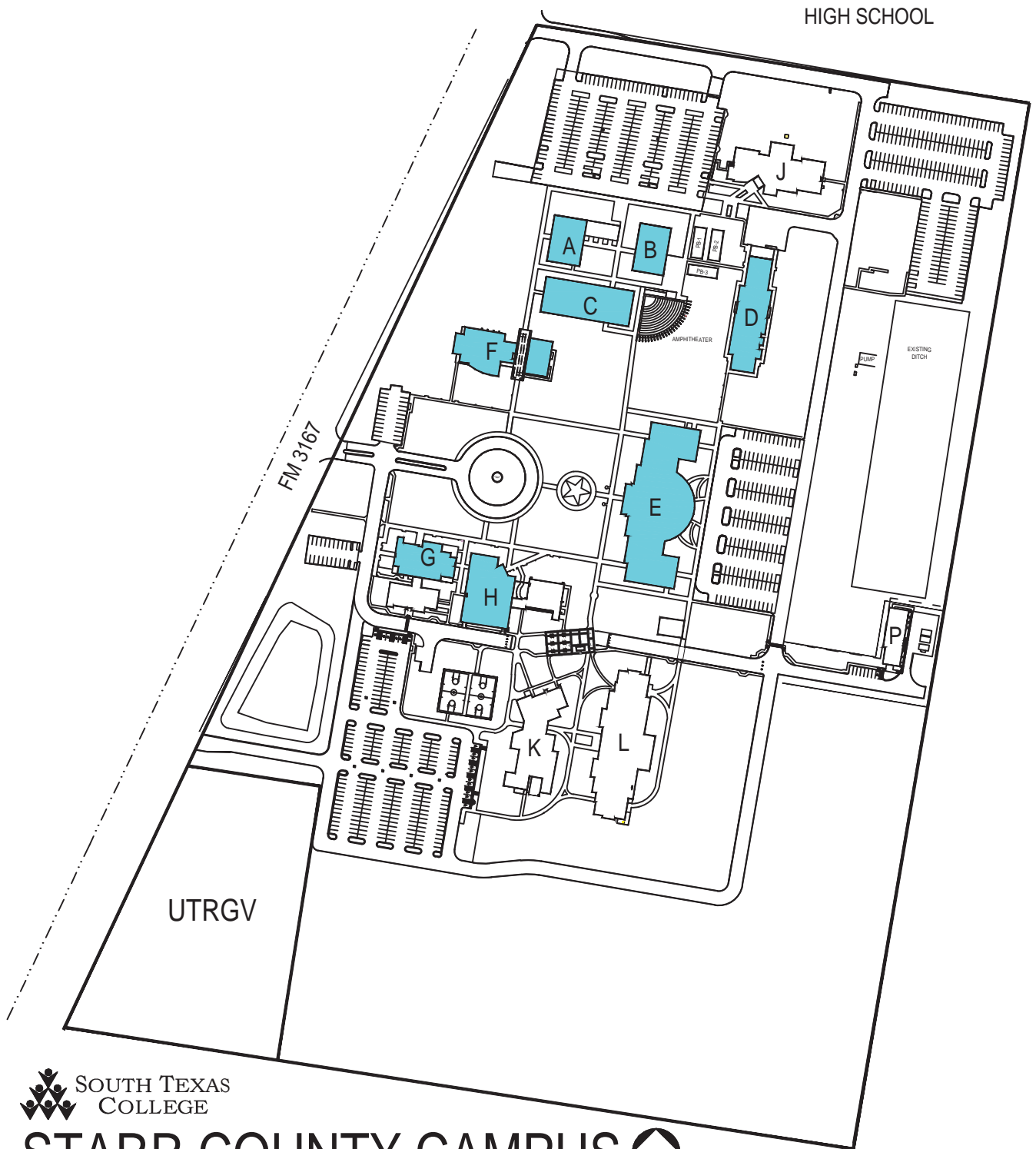
Approval Recommended:

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






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



 SOUTH TEXAS
COLLEGE

STARR COUNTY CAMPUS

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - DEFERRED MAINTENANCE OF DISTRICT WIDE ROOFS
PROJECT NO. 18-19-1049**

VENDOR	Armko Industries, Inc.	Boultinghouse Simpson Gates Architects	goERO International, LLC./ dba ERO Architects	Gignac & Associates, LLP.	BEAM Professionals, A PBK Company	Raba Kistner, Inc.	Sam Garcia Architect, LLC.	Terracon Consultants, Inc.
ADDRESS	1320 Spinks Rd	3301 N McColl Rd	300 S 8th St	3700 N 10th St	3900 N 10th St Ste 810	800 E Hackberry	200 S 10th St Ste 1602	1506 Mid Cities Dr
CITY/STATE/ZIP	Flower Mound, TX 75028	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Pharr, TX 78577
PHONE	982-874-1388	956-630-9494	956-655-6455	956-686-0100	956-687-1330	956-682-5332	956-631-8327	210-714-2102
FAX		956-630-2058		956-622-7313				
CONTACT	Christine Stromberg	Danny Boultinghouse	Eli R. Ochoa	Raymond Gignac	A. Todd Scrimpsheer	Isidoro Arjona	Sam R. Garcia, Jr.	Jesse Aguilar
3.1 Statement of Interest								
3.1.1 Statement of Interest for Project	Indicated that their firm specializes in roof consulting and the building envelope. They are a full-service organization that has the ability to take the project from the initial assessment and budgeting phase to the specifications, plans, details, and bid package phase.	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 18 years and therefore the familiarity of STC's requirements and expectations.	Indicated their ability to provide services to STC due to familiarity with its processes, systems and buildings. This listed the projects they have worked on for STC.	Pointed to their expertise with educational facilities, including roofing projects. Indicated the use of a roofing design consultant who would be involved in the project.	Stated they have assembled a group of talented individuals who are uniquely qualified to fulfill all assignments. Their team approach will be executed with the high level of professionalism, collaboration and integrity.	Indicated that they perform consulting services on numerous roofs for K-16 clients every year. Pointed out the large number of projects the firm has performed for STC over 21 years.	Indicated they are looking forward to the opportunity to work closely with STC and show the firm's capabilities. Stated they are available and well-qualified for this project.	Indicated that they are eager and available to meet the needs of STC. Stated that they have performed building envelope design, review and consulting for many projects in Texas.
3.1.2 History and Statistics of Firm	- Firm established in 1983 - Offices in Lubbock, El Paso and McAllen - 37 Company Employees	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Created in 2001 - Headquartered in McAllen, TX - Professional staff of 26 has completed more than 225 educational projects since 2001.	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - over 400 successful educational projects	- Firm established in 1981 - Six Offices across Texas and California	- Founded in 1968 - Engineering News Record "Top 500 Firm" of more than 500 employees - Operates in Texas, Utah, Nebraska, Arizona, New York, California and Mexico	- Founded in 2013 - Based in McAllen, TX	- Founded in 1965 - Ranked 24th on Engineering News-Record's List of Top Design Firms - 4,500 Employees
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated they provide a "Roof Management Program" (RMP), which is an all-inclusive assessment and evaluation of the Owner's building roofs. This includes information on prioritization and classification of each facility with anticipated budget estimates for maintenance and upkeep, repair and/or replacement costs spanned over the next 5,10, or 15 years.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Presented their holistic approach to projects in which clients are considered strategic partners. They state that they specialize in the education sector.	Pointed out the firm's experience with educational facilities. Cited the firm's design of facilities in the Rio Grande Valley and their familiarity with geotechnical and civil engineering firms and their understanding of local codes and ordinances.	Pointed out that they are educational building envelope design specialists. They provide the client with a Facility Management report that serves as a master maintenance list for each building that includes all corrective measures and routine building component replacements.	Pointed out the firm's experience in roof design, and specifically mentioned the experience of their staff member who provide Building Envelope Consulting Services.	Cited the principal's 15 years' experience and his personal involvement in a project throughout the entire process.	Offers clients a planned and proactive approach to managing their building envelope needs. Stated they can use either of two types of facility management software. The local Project Manager has extensive experience managing projects for STC.
3.1.4 Statement of Availability and Commitment	Indicated that the firm is prepared to move forward immediately in providing consulting services.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Indicated all assigned principals and professionals are available and committed to the proposed projects.	Stated the availability of their team members for the duration of the project. Indicated that with multiple offices in South Texas, they have the resources to complete the project on schedule and within budget.	Indicated they have sufficient staff and resources to work on this contract and is very familiar with STC's Design and Construction guidelines.	Stated they are committed to providing high quality services and has the staffing necessary to serve this project in an efficient and timely manner.	Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.	Stated they are committed to providing the essential staff, equipment and other resources to be available and responsive to providing building envelope design, review, and consulting services for STC's projects.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - DEFERRED MAINTENANCE OF DISTRICT WIDE ROOFS
PROJECT NO. 18-19-1049**

VENDOR	Armko Industries, Inc.	Boultinghouse Simpson Gates Architects	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	BEAM Professionals, A PBK Company	Raba Kistner, Inc.	Sam Garcia Architect, LLC.	Terracon Consultants, Inc.
3.2 Prime Firm								
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Travis Jones, RRO - Dennis Parker, Quality Assurance Inspector - H. Ray Stringer Jr, Corporate Architect & Vice President of Operations - Dean Brown, Professional Engineer - Brad Glaesmann, Architect - John Hansen, Architect	Included resumes for the following: - Robert S. Simpson, Principal Architect/ Manager - John Gates, Architect/ Manager	Included resumes for the following staff: - Eli R. Ochoa, Principal-In-Charge - Maria O. Scurry, Project Manager - Roberto Pruneda, Director of 3D Design and Visualization - Gerardo "Jerry" Garcia, Partner and Chief Facilities Officer - Joel D. Galindo, Project Manager Structural	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/Project Director - Rolando Garza, Architectural Design Manager - Carolyn James, Interior Designer - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - Ana Salas-Luksa, Architectural Associate - Hector Guevara - Production/Architectural Intern	Included resumes for the following: - A. Todd Scrimpsheer, Director of Facilities - Robert "Bobby" Hernandez, Project Manager - Cliff Whittingstall, Partner/ Director of Higher Education - Dean Wiederstein, Project Manager	Included resumes for the following staff: - Isidoro Arjona, Senior Vice President/ Project Principal - Michael D. Hovar, Senior Architect/ Project Manager/Building Envelope - David White, Manager/ Building Envelope - Albert White, Building Envelope - Hilario Anta Jr., Designer/Intern Architect, Building Envelope Consulting Services - Alfredo Garcia, Building Envelope Consultant - Steve Charles, Building Envelope Consultant	Included resumes for the following: - Sam R. Garcia, Principal in Charge - Sergio Castillo, Production Manager	Included resumes for the following: - Alejandro Folchi, Project Manager/Assessment and Investigation/ Design/Construction Observation/Testing - Greg Walterscheid, Project Principal - Jesse Aguilar, Quality assurance/Quality Control - Manuel Rodriguez, Assessment and Investigation - Jesse Bondoc, Assessment and Investigation/Design - Javier Parral, Assessment and Investigation/Design - Kyle Brown, Thermographer - John Posenecker, Senior Design - Keith Simon, Senior Architect - Kayla C. Maines, Architect - Matt Castillo, Senior CAD Operator - Scott Lefton, Structural Engineer - Kim Morris - Structural Engineer - Jerry Nelson - Construction Observation/Testing
3.2.2 Project Assignments and Lines of Authority	Lines of authority and assignments within firm are shown in an organization chart.	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	Duties and time assignments for 9 staff members were included.	Lines of authority and assignments within firm are shown in an organization chart that includes seven staff members.	Lines of authority and assignments within firm are shown in a table for all staff on the project team.	Lines of authority and time assignments within firm are shown in an organization chart.	Indicated duties and time assignments for the two key team members.	Indicated duties and time assignments for the key team members.
3.2.3 Prime Firm proximity and meeting availability	Firm did not address this item.	Based in McAllen. Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Indicated they are 2.6 miles away from STC Planning and Construction office. STC will have direct access to any of our principals and the team at a moment's notice.	Indicated they are located in McAllen, TX, a 10 minute drive from STC campus, and will be very accessible for meeting throughout the entire project.	Indicated they have an office in McAllen and will be able to respond quickly to any item that may arise.	Indicated they are located in McAllen, TX, 10 minutes away from the Pecan Campus.	Indicated that he firm is 2.5 miles away from the Pecan Campus.	Indicated that with a Pharr location, they are able to quickly mobilize a workforce to respond to accelerated schedules and/or STC's changing needs on any of its campuses.
3.2.5 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Firm did not address this item.	Firm did not address this item.	Indicated that the firm is not involved in any litigation that would affect their ability to perform for STC.	Indicated they are not currently involved in any litigation that will affect ability to provide services.	Indicated that the firm is not involved in any litigation.	Indicated they are not currently involved in any litigation that will affect ability to provide services.	Indicated that the firm is not involved in any litigation.	Indicated that as a large firm, they are subject to period claims and litigation, but the number is very small compared to the overall number of projects performed.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - DEFERRED MAINTENANCE OF DISTRICT WIDE ROOFS
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3.3 Project Team								
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Firm did not address this item.	Included organization chart which showed the following consultant: - Michael L. Hamilton, Inc. Roofing	Stated they do not intend to use any sub consultants as all professional services will be provided by the firm.	Included organization chart showing prime firm and the following consultants: - Weatherproofing Tech, Inc. - Roofing Engineering / Design If required: - Chanin Engineering - Structural - Trinity Engineering - MEP - Melden & Hunt - Civil	Included organizational chart and stated they will not be subcontracting any portion of these proposed project.	Stated they would provide all services with in house resources.	Included organizational chart showing prime firm and the following consultants: - Half Associates - Mechanical/Electrical /ITS Engineering - Chanin Engineering - Structural Engineer	Included organizational chart showing the staff who would work on project. Stated that they are a full-service consulting firm and they don't anticipate the need for sub consultants.
3.4 Representative Projects								
3.4.1 Minimum of 5 projects firm has worked on	- Texas A& M International University - Killam Building Roof Project (\$175,000) - Brownsville ISD - Multi-Campus Roof Replacement Phase I (TBD Bid Phase) - Laredo ISD - Cigarroa HA and MS Roof Replacement Phase I (\$811,000) - Texas Health and Human Services - Rio Grande State Center Building 515 Roof Replacement (\$515,000) - Rio Hondo ISD - Roof Replacement (Hail Storm Damage) for Rio Hondo High School Campus Facilities (\$1,957,600)	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - UTRGV - Haggard Building Renovation (\$2,200,000) - STC - Building D Auditorium Remodel (\$565,802) - STC - 2501 Pecan Plaza Renovation (\$2,026,926) - UTRGV - Annex Building Renovation (\$2,727,000)	- US Army Corp - Corpus Christi Army Depot Bldg. 8 and Roof Wind Load Design - McAllen ISD - McAllen High School Re-roofing (\$3,679,275) - PSJA ISD North High School Re-roofing and Renovations (\$13,464,982) - McAllen ISD - James Nikki Rowe High School Re-roofing (\$2,677,000) - Weslaco ISD - Re-roofing (\$1,896,053)	- La Joya ISD - Juarez-Lincoln High School & Roofing (\$57.3 million) - Corpus Christi ISD - Veterans Memorial High School & Roofing (\$93,204,494) - Corpus Christi ISD - Dorothy Adkins Middle School & Roofing (\$30,727,438) - PSJA ISD - Collegiate Academy Campus Re-purpose (\$17 million) - PSJA ISD - Austin Middle School (\$23.7 million)	- Waco ISD - Tennyson Middle School (\$452,700) - Kerrville ISD - Alamo Community College Building (\$236,500) - Weslaco ISD - Margo Elementary School Misc. Roofing Projects (\$815,549) - Brownsville ISD - Southmost Elementary School Roof Replacement (\$865,100) - Edinburg CISD - Memorial Middle School Gymnasium Roof Improvements (\$290,000)	- Alamo Colleges District - District Roofing/Waterproofing Program (\$7,440,654) - Texas A&M University System - TAMU Multi-Purpose Academic Facility (\$20,000,000) - Alamo Colleges District - St. Philip's College Health & Fitness Center (\$800,000) - Northside ISD - John Glenn Elementary School (\$625,000) - Northside ISD - John Jay High School (\$2,300,000)	- Bicentennial Crossing, LTD - College of Health Care Professions (\$2,400,000) - IDEA Public Schools IDEA Camp Rio (\$15,000,000) - Cavazos Sports Institute (\$1,200,000) - Hidalgo County Sheriff's Office - Hidalgo County Adult Detention Center & Law Enforcement Facility Repairs and/or Replacement (\$5,990,000)	- Alamo Colleges - Building Envelope Program (\$113,508) - Central Texas College (\$113,508) - South Texas College - Pecan Campus Hail Damage Repairs (\$12,910) - San Jacinto College - Re-roof Program (\$250,000 - \$1.6 Million) - University of Houston - Campus Expansions
3.5 References								
3.5.1 References for five projects	- Texas Health and Human Services Commissions - Mission CISD - City of McAllen - PSJA ISD - City of Mission	- University of Rio Grande Valley - City of McAllen	- PSJA ISD - Texas State Technical College - Brownsville PUB - UT-RGV - Harlingen CISD	- Del Mar College - City of Corpus Christi - PSJA ISD - Idea Public Schools - Corpus Christi ISD	- Kerrville ISD - Brownsville ISD - Edinburg CISD - Weslaco ISD - Central Texas College	- Alamo Colleges - Texas A&M University System - Edinburg CISD - Brownsville ISD	- Bicentennial Crossing, LTD - IDEA Public Schools - Cavazos Sports Institute - Rhodes Enterprises, Inc. - 1845 Capitol of Raymond James	- Alamo Colleges - Central Texas College - San Jacinto College District - University of Houston System - Lone Star College

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - DEFERRED MAINTENANCE OF DISTRICT WIDE ROOFS
PROJECT NO. 18-19-1049

VENDOR	Armko Industries, Inc.	Boultinghouse Simpson Gates Architects	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	BEAM Professionals, A PBK Company	Raba Kistner, Inc.	Sam Garcia Architect, LLC.	Terracon Consultants, Inc.
3.6 Project Execution								
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Firm submitted detailed descriptions of initial evaluation of roof conditions and method of maintaining quality control on project.	Firm did not address this item.	Indicated they make it their priority to understand the scope, owner values and requirements, community needs, and costs of projects, before and design ever begins. Provided details on their project delivery process.	Provided a detailed step-by-step process in their performance of a project.	Firm did not address this item.	Included details on phases in the project outline that covers events of the entire project.	Firm indicated that their project approach emphasizes communication between the design team, the client and other stakeholders.	Provided a detailed statement on the evaluation of roofs, design services, bidding, construction management and post construction services.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated they have worked on numerous public and private sector clients and are familiar with requirements for proper handling of both project budgeting and bidding. They want to allow reasonable time for the contractor to preform sound roofing practices to the project documents but finish in a timely manner.	Stated they will commit whatever resources are necessary to fulfill its obligations for completion of the work.	Stated their ability and willingness to expedite the design and construction administration.	Stated that they accept the responsibility of maintaining project schedules. Indicated they can make their team available to meet owner deadline	Indicated that McAllen office will be the primary contact, but will utilize the firm's total staff of 20+ to meet schedule demands. Stated that firm is known for their ability to fact-track projects through the design phase while maintaining quality and schedule control.	Indicated they will do everything required to meet the needs of STC, including performing overtime work to meet the schedule demands.	Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.	Stated they do not anticipate the need to supplement our production capabilities beyond the firm's internal resources.
Total Evaluation Points	543.40	541.80	545.20	543.20	548.80	546.00	529.80	544.00
Ranking	5	7	3	6	1	2	8	4

The Director of Purchasing has reviewed all vendor responses and evaluations completed.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - DEFERRED MAINTENANCE OF DISTRICT WIDE ROOFS
PROJECT NO. 18-19-1049
EVALUATION SUMMARY**

VENDOR	Armko Industries, Inc.	Boultinghouse Simpson Gates Architects	goERO International, LLC./ dba ERO Architects	Gignac & Associates, LLP.	BEAM Professionals, A PBK Company	Raba Kistner, Inc.	Sam Garcia Architect, LLC.	Terracon Consultants, Inc.
ADDRESS	1320 Spinks Rd	3301 N McColl Rd	300 S 8th St	3700 N 10th St	3900 N 10th St Ste 810	800 E Hackberry	200 S 10th St Ste 1602	1506 Mid Cities Dr
CITY/STATE/ZIP	Flower Mound, TX 75028	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Pharr, TX 78577
PHONE	982-874-1388	956-630-9494	956-655-6455	956-686-0100	956-687-1330	956-682-5332	956-631-8327	210-714-2102
FAX		956-630-2058		956-622-7313				
CONTACT	Christine Stromberg	Danny Boultinghouse	Eli R. Ochoa	Raymond Gignac	A. Todd Scrimpsheer	Isidoro Arjona	Sam R. Garcia, Jr.	Jesse Aguilar
3.1 Statement of Interest (up to 100 points)								
3.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications	93		94		94		94	
3.1.2 Firm History including credentials	89		92		90		90	
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	92	90.80	87	90.40	90	91.40	90	91.20
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	94		94		94		95	
	86		85		89		88	
3.2 Prime Firm (up to 100 points)								
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	92		92		93		92	
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	88		91		91		89	
3.2.3 Prime Firm proximity and meeting availability	92	87.80	90	91.60	90	92.20	89	91.20
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	93		95		95		94	
	74		90		92		92	
3.3 Project Team (up to 100 points)								
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.	92		94		93		90	
--Identify the consultant and provide a brief history about the consultant								
--Describe the consultant's proposed role in the project and its related project experience								
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	89		92		91		92	
--Provide a statement of the consultant's availability for the project(s)								
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)								
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any.	90	91.00	87	91.60	90	88.40	91	90.40
--Identify the consultant and provide a brief history about the consultant and their area of design expertise								
--Describe the consultant's proposed role in the project								
--List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise	94		95		93		94	
--List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years								
--Provide a statement of the consultant's availability for the project								
--Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	90		90		75		85	

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - DEFERRED MAINTENANCE OF DISTRICT WIDE ROOFS
PROJECT NO. 18-19-1049
EVALUATION SUMMARY**

VENDOR	Armko Industries, Inc.	Boultinghouse Simpson Gates Architects	goERO International, LLC./ dba ERO Architects	Gignac & Associates, LLP.	BEAM Professionals, A PBK Company	Raba Kistner, Inc.	Sam Garcia Architect, LLC.	Terracon Consultants, Inc.									
3.4 Representative Projects (up to 100 points)																	
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	95	91.60	85	89.20	90	90.60	88	88.80	94	92.80	94	91.00	88	88.00	92	91.40	
	88		90		90		90		92		88		88		88		
	85		87		90		85		90		90		85		85		91
	97		95		95		93		95		95		94		93		
	93		89		88		88		93		88		85		93		
3.5 Five References (up to 100 points)																	
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	90	90.60	95	91.00	95	91.80	95	91.20	94	91.80	92	90.80	80	86.80	90	89.60	
	90		90		90		91		92		90		90		90		
	90		92		92		90		90		90		90		87		89
	95		93		94		95		95		94		92		94		
	88		85		88		85		88		88		85		85		
3.6 Project Execution (up to 100 points)																	
3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	94	91.60	85	88.00	95	90.80	94	90.40	90	89.20	94	90.20	92	90.20	94	90.80	
	88		90		90		90		91		85		87		85		
	92		89		90		85		86		92		89		91		
	94		91		94		94		94		95		93		94		
	90		85		85		89		85		85		90		90		
TOTAL EVALUATION POINTS	543.40	541.80	545.20	543.20	548.80	546.00	529.80	544.00									
RANKING	5	7	3	6	1	2	8	4									

The Director of Purchasing has reviewed all vendor responses and evaluations completed.

Review and Action as Necessary on Contracting Construction Services for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing

Approval to contract construction services for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project.

Justification

As part of the College's Deferred Maintenance Plan, staff has planned and budgeted for the resurfacing of Parking Lot #1 at the Nursing and Allied Health Campus. The existing parking lot is 19 years old.

Background

Facilities Planning and Construction staff worked with the Purchasing department to develop the Request for Proposal documents for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project.

Solicitation of competitive sealed proposals for these projects began on April 10, 2019. Sets of construction documents were issued to general contractors and subcontractors. A total of eight (8) proposals were received on April 25, 2019. The highest ranked proposal was from Gonzalez Enterprises, LLC in the amount of \$90,650.

Timeline for Solicitation of Competitive Sealed Proposals	
April 10, 2019	Solicitation of competitive sealed proposals began.
April 25, 2019	Eight (8) proposals were received.

Funding Source

Funds are available in the FY 2018-2019 renewals and replacements budget.

Reviewers

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

Enclosed Documents

Staff evaluated these proposals and prepared the attached 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 Gonzalez Enterprises, LLC in the amount of \$90,650 for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented.

Recommendation:

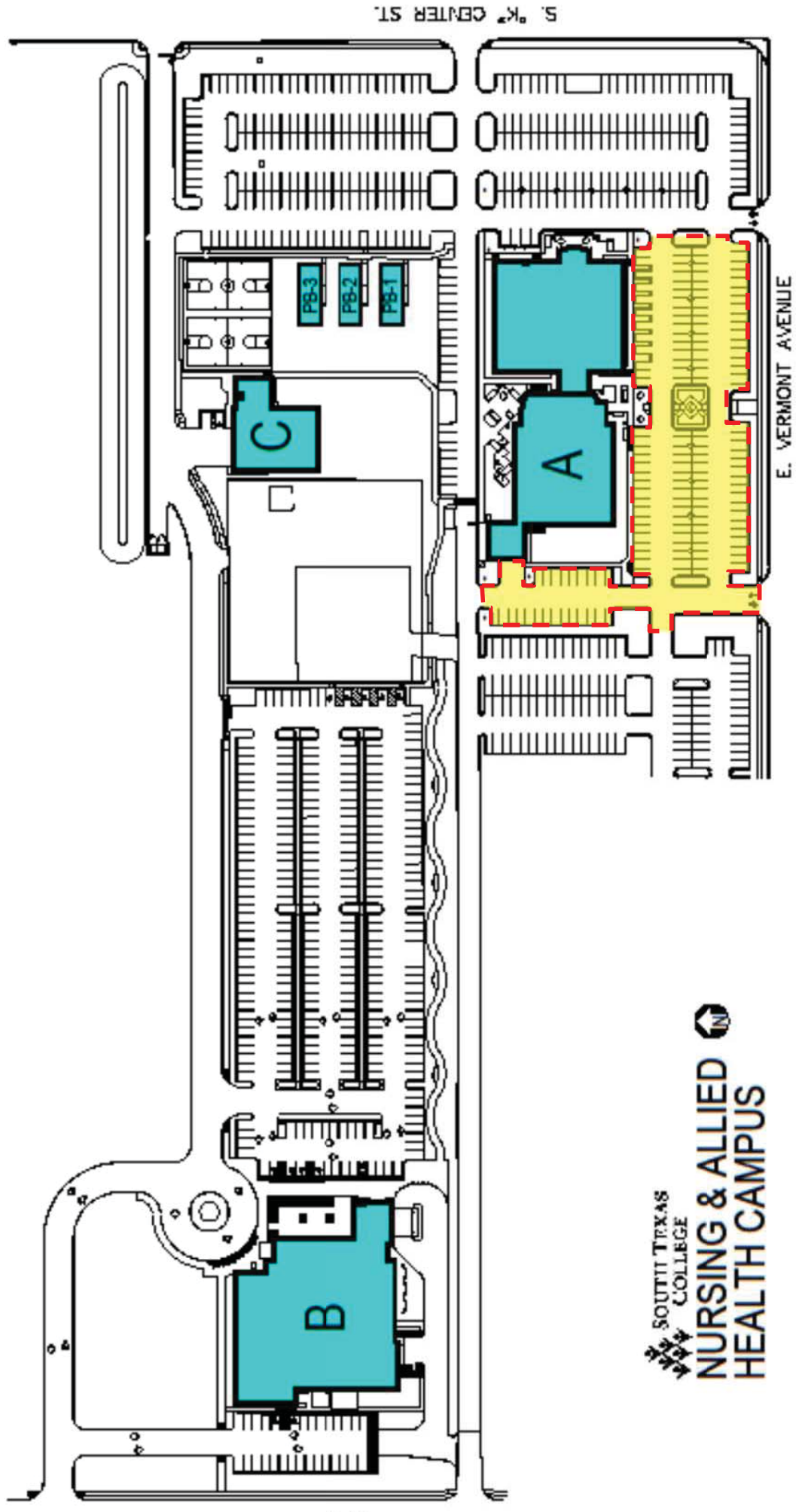
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Gonzalez Enterprises, LLC in the amount of \$90,650 for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Gonzalez Enterprises, LLC in the amount of \$90,650 for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented.

Approval Recommended:

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




 SOUTH TEXAS
 COLLEGE
NURSING & ALLIED
HEALTH CAMPUS

**SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS - RESURFACE OF PARKING LOT #1
PROJECT NO. 18-19-1060**

NAME	Diamond Eight Industries, LLC.	5 Star GC Construction, LLC.	Foremost Paving, Inc.	Gonzalez Enterprises, LLC.	Holchemont, Ltd.	Noble Texas Builders, LLC.	RG Enterprises, LLC./dba G&G Contractors	Rovan Texas, LLC.
ADDRESS	20880 N Parker Rd Santa Rosa, TX 78593	3209 Melody Ln Mission, TX 78574	22630 N FM 88 Elsa, TX 78542	P O Box 808 Edinburg, TX 78540	900 N Main St McAllen, TX 78501	108 S Main St La Feria, TX 78559	711 E Wisconsin Rd Edinburg, TX 78539	220 N Ohio Ave Mercedes, TX 78570
CITY/STATE/ZIP								
PHONE	956-636-1429	956-867-5040	956-316-8900	956-587-1971	956-686-2901 Michael C. Montalvo	956-277-0708	956-283-7040	956-514-2914
CONTACT	Alissa Perez	Alan Oakley	Trey Pebley	Nicolas Gonzalez	Alfredo Garcia, Jr.	Rene Garza		Ryan Schwarz
#	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
Base Bid:								
1	\$ 159,999.00	\$ 172,000.00	\$ 98,875.00	\$ 90,650.00	\$ 157,000.00	\$ 168,550.00	\$ 175,000.00	\$ 129,585.00
2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	5 Days	10 Days	10 Days	10 Days	10 Days	10 Days	10 Days	5 Days
4	30 Calendar Days	60 Calendar Days	20 Calendar Days	30 Calendar Days	55 Calendar Days	50 Calendar Days	90 Calendar Days	14 Calendar Days
TOTAL AMOUNT PROPOSED	\$ 159,999.00	\$ 172,000.00	\$ 98,875.00	\$ 90,650.00	\$ 157,000.00	\$ 168,550.00	\$ 175,000.00	\$ 129,585.00
TOTAL EVALUATION POINTS	64.59	63.22	58.78	82.66	68.94	65.77	60.77	71.56
RANKING	5	6	8	1	3	4	7	2

The Director of Purchasing has reviewed all vendor responses and evaluations completed.

**SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS - RESURFACE OF PARKING LOT #1
PROJECT NO. 18-19-1060**

EVALUATION SUMMARY

		Diamond Eight Industries, LLC.	5 Star GC Construction, LLC.	Foremost Paving, Inc.	Gonzalez Enterprises, LLC.	Holchemont, Ltd.	Noble Texas Builders, LLC.	RG Enterprises, LLC./dba G&G Contractors	Rovan Texas, LLC.
VENDOR ADDRESS		20880 N Parker Rd Santa Rosa, TX 78593	3209 Melody Ln Mission, TX 78574	22630 N FM 88 Elisa, TX 78542	P O Box 808 Edinburg, TX 78540	900 N Main St McAllen, TX 78501	108 S Main St La Feria, TX 78559	711 E Wisconsin Rd Edinburg, TX 78539	220 N Ohio Ave Mercedes, TX 78570
CITY/STATE/ZIP		956-636-1429	956-867-5040	956-316-8900	956-587-1971	956-686-2901	956-277-0708	956-283-7040	956-514-2914
PHONE		Alissa Perez	Alan Oakley	Trey Pebley	Nicolas Gonzalez	Michael C. Montalvo	Alfredo Garcia, Jr.	Rene Garza	Ryan Schwarz
CONTACT		25.65 25.65 25.65 25.65 25.65 25.65	23.85 23.85 23.85 23.85 23.85 23.85	41.4 41.4 41.4 41.4 41.4 41.4	45 45 45 45 45 45	26.1 26.1 26.1 26.1 26.1 26.1	24.3 24.3 24.3 24.3 24.3 24.3	23.4 23.4 23.4 23.4 23.4 23.4	31.5 31.5 31.5 31.5 31.5 31.5
1	The Respondent's price proposal. (up to 45 points)	8 8.5 7 6.5 8 7	8 9 9 9 9 8	9 9 9 9 8 8	7.91	8.66	8.16	6.91	8 8.5 9 7.5 7.5 8
2	The Respondent's experience and reputation. (up to 10 points)	8 8.5 9 7 8.5 7	8 9 9 9 8 7	3 3 3 3 3 3	7.41	8.83	8.66	6.83	8 8.5 8 8 8 7
3	The quality of the Respondent's goods or services. (up to 10 points)	4 3 4 3.5 4 4	3 3 3 3 3 3	1 0 0 0 0 0	3.41	4	3.08	4	4 4 4 3.5 4 3.5
4	The Respondent's safety record (up to 5 points)	6 6 5 4.5 7 4	7 7 6 7 7 7	1 0 0 0 0 0	4.5	6.83	7	6.58	7 7 5 7 7 6.5
5	The Respondent's proposed personnel. (up to 8 points)	4	7	0	5	7	7	6.5	7 7 6 6 6 5

**SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS - RESURFACE OF PARKING LOT #1
PROJECT NO. 18-19-1060**

EVALUATION SUMMARY

VENDOR	Diamond Eight Industries, LLC.	5 Star GC Construction, LLC.	Foremost Paving, Inc.	Gonzalez Enterprises, LLC.	Holchemont, Ltd.	Noble Texas Builders, LLC.	RG Enterprises, LLC./dba G&G Contractors	Rovan Texas, LLC.
ADDRESS	20880 N Parker Rd Santa Rosa, TX 78593	3209 Melody Ln Mission, TX 78574	22630 N FM 88 Elsa, TX 78542	P O Box 808 Edinburg, TX 78540	900 N Main St McAllen, TX 78501	108 S Main St La Feria, TX 78559	711 E Wisconsin Rd Edinburg, TX 78539	220 N Ohio Ave Mercedes, TX 78570
CITY/STATE/ZIP	956-636-1429	956-867-5040	956-316-8900	956-587-1971	956-686-2901	956-277-0708	956-283-7040	956-514-2914
PHONE	Alissa Perez	Alan Oakley	Trey Pebley	Nicolas Gonzalez	Michael C. Montalvo	Alfredo Garcia, Jr.	Rene Garza	Ryan Schwarz
CONTACT								
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	1	4	8	5	9	7
		5	2	7.5	8	8	7	4
		7	0	6	7	8	6	6
		5	2	7	8	8	6	5
		6	0	7	8	8	8	6
		6	0	7	7	7	7.5	4
7	The Respondent's organization and approach to the project. (up to 6 points)	5	1	3	5	5	5	3
		4	0	5	5	5	4	0
		4	0	5	5	5	4	0
		5	0	5	5	5	4	2
		5	0	5	5	5	5	3
		4	0	5	5	4	5	2.5
8	The Respondent's time frame for completing the project. (up to 7 points)	3.78	4.41	3.36	2.03	2.24	1.3	7
		3.78	4.41	3.36	2.03	2.24	1.3	7
		3.78	4.41	3.36	2.03	2.24	1.3	7
		3.78	4.41	3.36	2.03	2.24	1.3	7
		3.78	4.41	3.36	2.03	2.24	1.3	7
		3.78	4.41	3.36	2.03	2.24	1.3	7
TOTAL EVALUATION POINTS	64.59	63.22	58.78	82.66	68.94	65.77	60.77	71.56
RANKING	5	6	8	1	3	4	7	2

The Director of Purchasing has reviewed all vendor responses and evaluations completed.

Review and Action as Necessary to Purchase Portable Buildings for the Regional Center for Public Safety Excellence for Fall 2019

Approval to purchase six (6) refurbished used portable buildings for the Regional Center for Public Safety Excellence (RCPSE) for Fall 2019 through a purchasing cooperative from Mobile Modular Management Corporation is requested.

Purpose

Authorization is being requested to purchase refurbished used portable buildings through a purchasing cooperative from Mobile Modular Management Corporation, a Texas Association of School Boards – Buyboard approved vendor.

Justification

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

Background

On March 26, 2019, the Board of Trustees approved the expansion plan to provide five (5) portable buildings at the RCPSE and the engagement of engineering firms to provide engineering design for the infrastructure necessary for the portable buildings. College staff has since recommended the purchase of an additional portable building, for a total of six (6). The proposed portable buildings are listed in the table as follows:

Proposed Portable Buildings Usage Regional Center for Public Safety Excellence	
Portable Building	Proposed Use
PB-1	Restroom
PB-2	Classrooms (2)
PB-3	Classrooms (2)
PB-4	Virtual Target Lab / Breakroom
PB-5	Student Support Services/Library Services/Open Lab
PB-6	Offices

The proposed schedule is to have the portables operational for instruction in time for the start of the Fall 2019 semester.

Facilities Committee Review of Options

The Facilities Committee reviewed several options for the procurement of the needed portable buildings:

Option 1. Purchase five refurbished used classroom portable buildings and a refurbished used restroom portable building, and ramps for each portable building from Mobile Modular Management Corporation through a purchasing cooperative.

Option 2. The purchase of five (5) used classroom portable buildings, a used restroom portable building, and ramps for each portable building from McAllen Independent School District (MISD).

Option 3. The relocation of four (4) existing College classroom portable buildings and ramps, the purchase of a new classroom portable building, a new restroom portable building, and two (2) ramps from Mobile Modular Management Corporation.

Committee Recommendation – Purchasing Option 1

On May 14, 2019, the Facilities Committee recommended Board approval of the first option, which includes the purchase of five (5) refurbished used classroom portable buildings, a used restroom portable building, and ramps for each portable building from Mobile Modular Management Corporation through a purchasing cooperative.

Staff has visited the vendor's facilities to view similar used portable buildings.

Positive considerations for this option include:

- Standardized units, uniform in appearance
- Short procurement process
- Each unit will go through a quality control production line to ensure all components are in good condition and working properly
- Vendor will ensure everything is working properly upon installation
- Exterior metal siding and roof
- Ducted mechanical system
- Requires minimal upgrade work

Recommendation for Alternate #1 – Skirting for Portable Buildings

Upon further discussion with the Mobile Modular Management Corporation, staff recommends including an alternate purchase to include skirting on all six (6) portable buildings for a total additional amount of \$14,880.

Skirting along the bottoms of the portable buildings would provide a better general appearance alongside the newly constructed RCPSE. The skirting would also prevent unwanted access, block pests from going beneath the units, and add extra insulation.

Staff recommends acceptance of alternate #1 as presented.

Recommendation for Alternate #2 – Painting to Match Regional Center Building

The used refurbished portable buildings are repainted a uniform beige exterior by the Mobile Modular Management Corporation prior to delivery. This will ensure that each unit matches one another.

Staff has requested a quote to have a different paint applied, including a dark grey color that would match the Regional Center for Public Safety Excellence Building. The portable buildings would be installed nearby, and a matching paint scheme might help the aesthetic presentation.

Mobile Modular Management Corporation provided a quote of \$8,500 to paint all six refurbished portable buildings, including the skirting in Alternate #1, using two coats of paint of the color designated by staff.

Staff recommends accepting alternate #2 as presented.

The revised total including the alternate proposal costs is as follows:

Option #1 - Mobile Modular Management Corporation Estimated Costs			
Product (Built in 2005)	Quantity	Unit Price	Total Price
24x64 Dual Classroom (USED)	5	\$45,000	\$225,000
Restroom Building (USED)	1	\$63,000	63,000
Ramps (wooden)	6	\$8,576	51,456
Building Upgrades/Improvements	N/A	N/A	-
Delivery w/ Installation Cost	N/A	N/A	48,600
Portable Buildings Subtotal			\$388,056
Alternate #1 - Skirting	992 linear ft.	\$15	14,880
Alternate #2 – Painting Classroom Building	5	\$1,500	\$7,500
Alternate #2 – Painting Restroom Building	1	\$960	\$960
Total Cost w/ Alternates #1 and #2			\$411,396

Consideration of Procurement of New Portable Buildings

At the meeting, Mrs. Victoria Cantú also requested the cost to purchase entirely new portable buildings.

New classroom and restroom units could be purchased through Option #1 at a higher cost and extended project schedule. Approximate costs for new units would be \$72,475 each for the classrooms units, and \$74,000 for the restroom unit. This would add an additional \$148,375 to the project cost, at a revised total of \$902,481.

Purchasing new units would also add an estimated four months to the project, which would not meet the Fall 2019 semester schedule.

Estimated Cost to Install and Fully Equip Portable Buildings

Once the portable buildings are delivered and installed on site, College staff would need to install furniture, fixtures, and equipment (FFE) specific to the functional programming of each unit.

Procurement of FFE, including Marker Boards, Technology, and Furniture, would be presented to the Board for approval as necessary. Estimated costs are provided below:

Estimated Cost to Install and Fully Equip Portable Buildings			
Marker Boards	8	\$400	3,200
Technology	N/A	N/A	175,250
Furniture	N/A	N/A	187,600
Furniture, Fixtures, and Equipment (FFE) Estimate			\$366,050
Construction Subtotal w/ Alternates #1 and #2			\$411,396
Total Estimated Cost – Installed w/ Alternates and Fully Equipped			\$777,446

Funding Source

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

Enclosed Documents

The packet includes a site plan and detailed estimated costs.

The Facilities Committee recommended Board approval of the purchase of six (6) refurbished used portable buildings for the Regional Center for Public Safety Excellence (RCPSE) for Fall 2019 through a purchasing cooperative from Mobile Modular Management Corporation.

Recommendation:

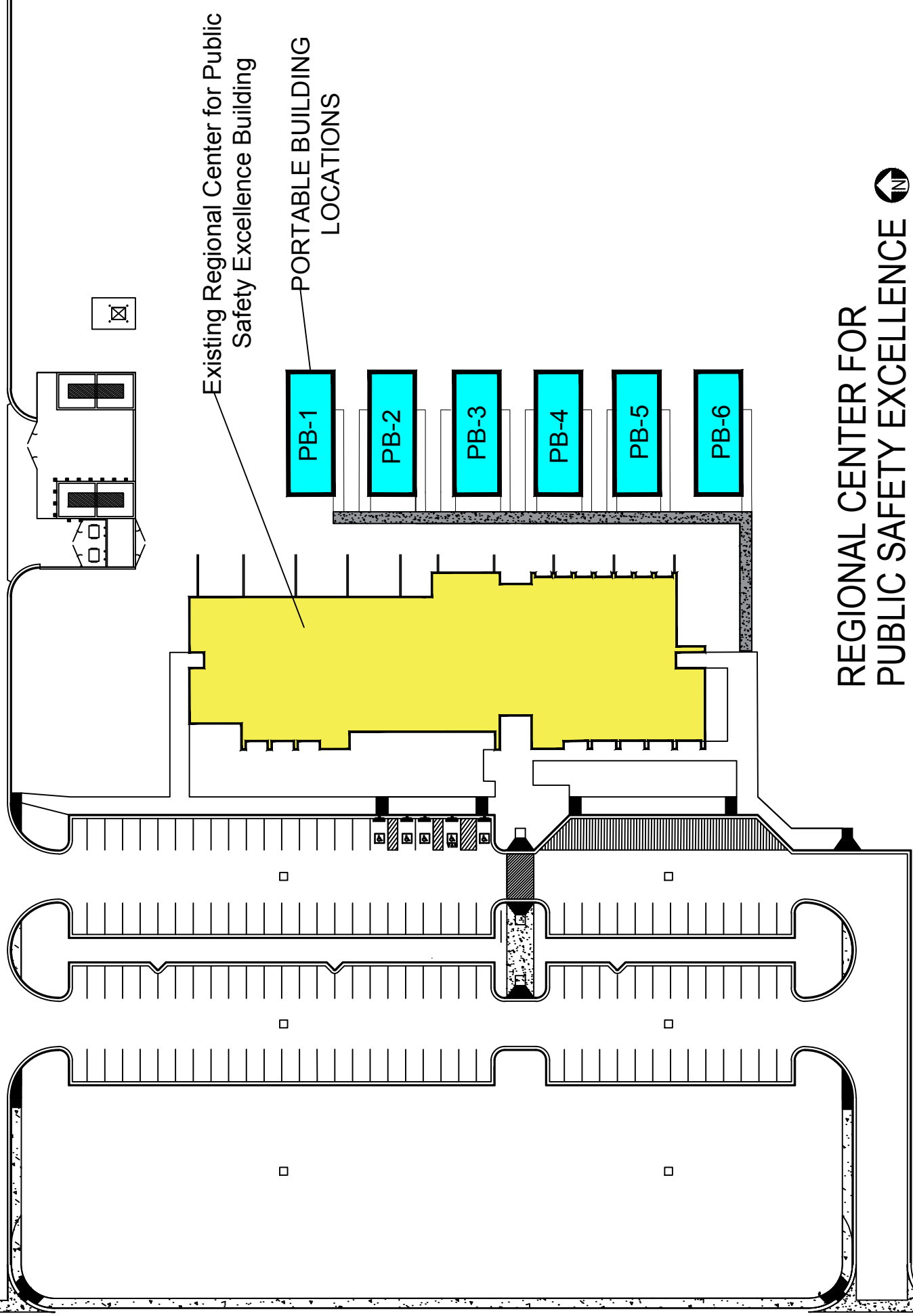
It is recommended that the Board of Trustees of South Texas College approve and authorize the purchase of six (6) refurbished used portable buildings, including ramps, delivery, and Alternates #1 and #2, for the Regional Center for Public Safety Excellence (RCPSE) for Fall 2019 at a cost of \$411,396, through a purchasing cooperative from Mobile Modular Management Corporation, as presented.

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

The Board of Trustees approves and authorizes the purchase of six (6) refurbished used portable buildings, including ramps, delivery, and Alternates #1 and #2, for the Regional Center for Public Safety Excellence (RCPSE) for Fall 2019 at a cost of \$411,396, through a purchasing cooperative from Mobile Modular Management Corporation, as presented.

Approval Recommended:

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

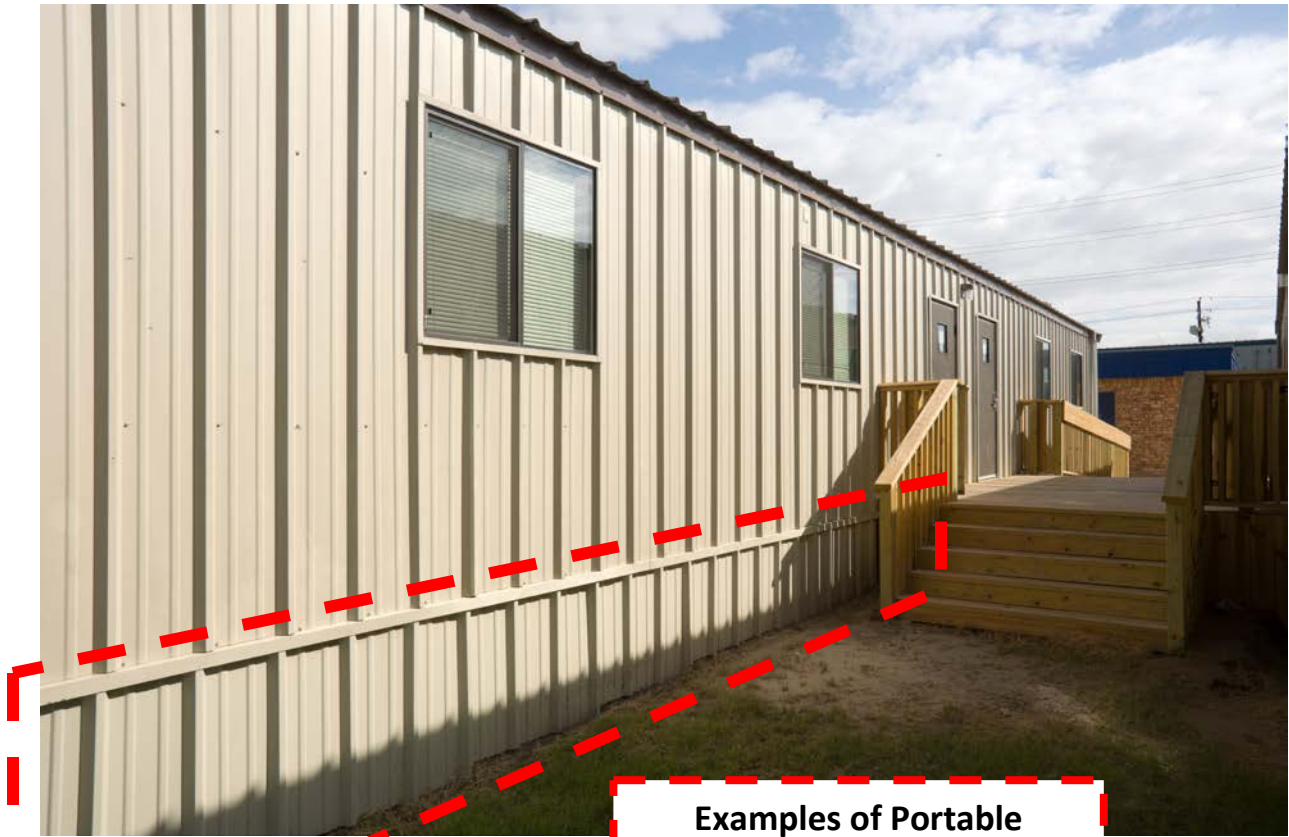


Existing Regional Center for Public Safety Excellence Building

PORTABLE BUILDING LOCATIONS

PB-1
PB-2
PB-3
PB-4
PB-5
PB-6

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE 
PROPOSED PORTABLE BUILDING LOCATIONS



**Examples of Portable
Building Skirting
Alternate #1**





Mobile Modular Management Corporation
 4445 E Sam Houston Parkway South
 Pasadena, TX 77505-3912
 Phone: (281) 487-9222 Fax: (281) 487-1289
www.mobilemodular.com

Sale Agreement
 Contract: 230033558.1
 Date Printed: 05/20/2019

Customer & Site Information		Mobile Modular Contact
Customer Information: South Texas College 3200 Pecan Boulevard Mcallen, TX 78501 Klarissa Cantu kcantu29@southtexascollege.edu (956) 872-4694	Site Information: South Texas College 3200 Pecan Boulevard Mcallen, TX 78501 Klarissa Cantu kcantu29@southtexascollege.edu (956) 872-4694 Customer PO/Reference: Exp: // By:	Questions? Please Contact: Ashley Puerto ashley.puerto@mobilemodular.com Direct Phone: (713) 378-8516 All other inquiries: (281) 487-9222

Product Information				
	Qty	Purchase Price	Extended Purchase Price	Taxable
Classroom, 24x64 TX (Item1073) <i>Double Classroom. Size excludes 4' towbar.</i> <i>USED BUILDING, BUYBOARD CONTRACT #556-18</i>	1	\$45,000.00	\$45,000.00	N
Classroom, 24x64 TX (Item1073) <i>Double Classroom. Size excludes 4' towbar.</i> <i>USED BUILDING, BUYBOARD CONTRACT #556-18</i>	1	\$45,000.00	\$45,000.00	N
Classroom, 24x64 TX (Item1073) <i>Double Classroom. Size excludes 4' towbar.</i> <i>USED BUILDING, BUYBOARD CONTRACT #556-18</i>	1	\$45,000.00	\$45,000.00	N
Classroom, 24x64 TX (Item1073) <i>Double Classroom. Size excludes 4' towbar.</i> <i>USED BUILDING, BUYBOARD CONTRACT #556-18</i>	1	\$45,000.00	\$45,000.00	N
Classroom, 24x64 TX (Item1073) <i>Double Classroom. Size excludes 4' towbar.</i> <i>USED BUILDING, BUYBOARD CONTRACT #556-18</i>	1	\$45,000.00	\$45,000.00	N
Restroom, 12x44 TX (NonStd) <i>Restroom Building. Non-Standard Configuration. Size excludes 4' towbar. Configuration and Fixture Count Varies.</i> <i>USED BUILDING, BUYBOARD CONTRACT #556-18</i>	1	\$63,000.00	\$63,000.00	N

	Qty	Charge Each	Total One Time	Taxable
Charges Upon Delivery:				
Classroom, 24x64 TX (Item1073)				
Block and Level Building (A5) CS	1	\$4,000.00	\$4,000.00	N
Delivery Haulage 12 wide	2	\$2,565.00	\$5,130.00	N
Installation, Construct Wood Ramp <i>8x14 deck, 5x30 ramp, steps, guard/pipe rails</i>	1	\$8,576.00	\$8,576.00	N
Installation, Skirting, Metal	176	\$15.00	\$2,640.00	N
			\$20,346.00	
Classroom, 24x64 TX (Item1073)				
Block and Level Building (A5) CS	1	\$4,000.00	\$4,000.00	N
Delivery Haulage 12 wide	2	\$2,565.00	\$5,130.00	N
Installation, Construct Wood Ramp <i>8x14 deck, 5x30 ramp, steps, guard/pipe rails</i>	1	\$8,576.00	\$8,576.00	N
Installation, Skirting, Metal	176	\$15.00	\$2,640.00	N
			\$20,346.00	
Classroom, 24x64 TX (Item1073)				
Block and Level Building (A5) CS	1	\$4,000.00	\$4,000.00	N



Mobile Modular Management Corporation
 4445 E Sam Houston Parkway South
 Pasadena, TX 77505-3912
 Phone: (281) 487-9222 Fax: (281) 487-1289
www.mobilemodular.com

Sale Agreement
 Contract: 230033558.1
 Date Printed: 05/20/2019

Delivery Haulage 12 wide	2	\$2,565.00	\$5,130.00	N
Installation, Construct Wood Ramp 8x14 deck, 5x30 ramp, steps, guard/pipe rails	1	\$8,576.00	\$8,576.00	N
Installation, Skirting, Metal	176	\$15.00	\$2,640.00	N
			\$20,346.00	
 Classroom, 24x64 TX (Item1073)				
Block and Level Building (A5) CS	1	\$4,000.00	\$4,000.00	N
Delivery Haulage 12 wide	2	\$2,565.00	\$5,130.00	N
Installation, Construct Wood Ramp 8x14 deck, 5x30 ramp, steps, guard/pipe rails	1	\$8,576.00	\$8,576.00	N
Installation, Skirting, Metal	176	\$15.00	\$2,640.00	N
			\$20,346.00	
 Classroom, 24x64 TX (Item1073)				
Block and Level Building (A5) CS	1	\$4,000.00	\$4,000.00	N
Delivery Haulage 12 wide	2	\$2,565.00	\$5,130.00	N
Installation, Construct Wood Ramp 8x14 deck, 5x30 ramp, steps, guard/pipe rails	1	\$8,576.00	\$8,576.00	N
Installation, Skirting, Metal	176	\$15.00	\$2,640.00	N
			\$20,346.00	
 Restroom, 12x44 TX (NonStd)				
Block and Level Building (A3)	1	\$1,300.00	\$1,300.00	N
Delivery Haulage 12 wide	1	\$2,950.00	\$2,950.00	N
Installation, Construct Wood Ramp 8x20 deck, 5x30 ramp, steps, guard/pipe rails	1	\$8,576.00	\$8,576.00	N
Installation, Skirting, Metal	112	\$15.00	\$1,680.00	N
			\$14,506.00	
		Tax:	\$0.00	
		Total Sales Price Including Tax:	\$404,236.00	

Review and Action as Necessary on Substantial Completion for the District Wide Basketball Court Repainting

Approval of substantial completion for the District Wide Basketball Court Repainting project is requested.

Project		Completion Recommended	Date Received
1.	District Wide Basketball Court Repainting Contractor: Teni-Trak, Inc.	Substantial Completion Recommended	April 9, 2019

Facilities Planning & Construction staff visited the site and developed a construction punch list on April 9, 2019. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of substantial completion for the District Wide Basketball Court Repainting project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion for the District Wide Basketball Court Repainting project as presented.

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

The Board of Trustees approves and authorizes the substantial completion for the District Wide Basketball Court Repainting project as presented.

Approval Recommended:

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

Substantial Completion Acceptance

Project Name: District Wide - Basketball Courts Repainting

Project No.: RFP 18-19-1027

Owner: South Texas College

Contractor: Teni-Trak

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Effective Date of Acceptance: 4/9/2019

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

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

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

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

The Contractor shall complete/correct the items identified on the punch list(s) within Calendar days from the Effective Date of this Acceptance.	<u>30</u>
Jeff St. John - President	
<small>Printed Name and Title</small>	<small>Signature</small>
	<u>04/15/2019</u> <small>Date</small>

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

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





Pecan Campus Basketball Courts



Nursing and Allied Health Campus Basketball Courts



Starr County Campus Basketball Courts



Technology Campus Basketball Courts

**Review and Action as Necessary on Substantial Completion for the
 District Wide Automatic Door Openers – Phase III**

Approval of substantial completion for the following District Wide Automatic Door Openers – Phase III project is requested.

	Project	Completion Recommended	Date Received
1.	District Wide Automatic Door Openers – Phase III Engineer: Ethos Engineering Contractor: 5 Star GC Construction, LLC	Substantial Completion Recommended	April 1, 2019

Ethos Engineering and College staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, the project was certified by the engineer on April 1, 2019. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Certificate of Substantial Completion is enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the District Wide Automatic Door Openers – Phase III project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the District Wide Automatic Door Openers – Phase III project as presented.

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

The Board of Trustees approves and authorizes substantial completion of the District Wide Automatic Door Openers – Phase III project as presented.

Approval Recommended:

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


AIA® Document G704™ – 2017
Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> STC Automatic Door Openers Phase III - District Wide	CONTRACT INFORMATION: Contract For: Automatic Door Openers Date: October 10, 2018	CERTIFICATE INFORMATION: Certificate Number: 001 Date: April 8, 2019
OWNER: <i>(name and address)</i> South Texas College 3200 W. Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(name and address)</i> Ethos Engineering 119 W. Van Buren Ave., Ste 101 Harlingen, TX 78550	CONTRACTOR: <i>(name and address)</i> 5 Star GC Construction, LLC 3209 Melody Lane Mission, TX 78574

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Automatic Door Openers for the following Campuses:

Mid Valley Campus
Technology Campus
Starr County Campus
Pecan Campus
Nursing & Allied Health Campus

<u>Ethos Engineering</u> ARCHITECT <i>(Firm Name)</i>	 SIGNATURE	Guillermo Quintanilla, Principal PRINTED NAME AND TITLE	April 1, 2019 DATE OF SUBSTANTIAL COMPLETION
--	--	---	---

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

See attached Puchlists from STC for Mid Valley Campus, Technology Campus, Starr County Campus, Pecan Cmapus, Nursing & Allied Health Campus. Also see Field Report #01 from Ethos Engineering.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$0.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

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User Notes: (3B9ADA57)

5 Star GC Construction,
LLC

CONTRACTOR (*Firm
Name*)

South Texas College
OWNER (*Firm Name*)



SIGNATURE

SIGNATURE

Alan Oakley, Owner
PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

4/23/2019

DATE

DATE

Review and Action as Necessary on Memorandum of Understanding (MOU) between South Texas College and the City of Pharr Police Department

Approval of a Memorandum of Understanding (MOU) between South Texas College and the City of Pharr Police Department is requested.

Purpose

South Texas College requires the use of the Pharr Police Department's Texas Commission on Law Enforcement (TCOLE) license to conduct the Police Academy at the Regional Center for Public Safety Excellence. In addition, the Police Academy will use the target range owned by the Pharr Police Department as required by the TCOLE curriculum. This MOU identifies the additional responsibilities by which each partner must abide.

Justification

The MOU is required to ensure South Texas College can continue to offer the TCOLE Police Academy and to use the Pharr Police Department's target range as required by the TCOLE curriculum.

Background

South Texas College has been using the Pharr Police Department's TCOLE license since its inception in September 2011. The Law Enforcement Program has graduated 32 peace officers with an AAS Degree and 177 cadets with a Basic Peace Officer Certificate. This MOU will continue the close working arrangement that the College has with the City of Pharr and their Police Department to ensure we can use the TCOLE license and the city's facilities to conduct the training required in the Police Academy.

Reviewers

Mario Reyna, Dean of Business, Public Safety, and Technology, and Jose Luengo, Pharr Chief of Police, developed the MOU. The City of Pharr and the College's Legal Counsel have reviewed the MOU.

Enclosed Documents

A copy of the MOU is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of the MOU between South Texas College and the City of Pharr Police Department as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the MOU between South Texas College and the City of Pharr Police Department as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the MOU between South Texas College and the City of Pharr Police Department as presented.

Approval Recommended:

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

Memorandum of Understanding
Between
South Texas College
And
City of Pharr, Texas
City of Pharr Police Department

Police Academy/Basic Peace Officer Certification

I. Background and Purpose

This Memorandum of Understanding (the “MOU”) is made between South Texas College (“STC”) and the City of Pharr (“City”), through the City’s Police Department (“Pharr PD”).(STC and the City are sometimes referred to herein collectively as the “Parties” and individually as a “Party.”) STC requires the use of Pharr PD’s license from the Texas Commission on Law Enforcement (“TCOLE”) in connection with the operation and administration of STC’s Police Academy at the Regional Center for Public Safety Excellence (the “Center”) and to provide training and education to students as part of the Basic Peace Officer Certification Program (the “Program”). In addition, as required by the TCOLE curriculum and in order to carry out the Program, STC’s Police Academy requires the use of the target range owned by Pharr PD.

STC has been using Pharr PD’s TCOLE license since September, 2001. STC’s Law Enforcement Program has graduated 32 peace officers who have earned AAS degrees and has issued a Basic Peace Officer Certificate to 177 cadets. This MOU will allow the continued close working relationship between STC and Pharr PD, and will help ensure STC’s access to the TCOLE license and to the City’s facilities in order to conduct the training required for the operation of the Police Academy.

This MOU has two primary objectives with respect to the Program. The first is to establish the respective responsibilities of the Parties to this MOU. The second is to ensure that the Parties understand how their respective roles support each other while following the procedures set forth in this MOU.

The Program will follow the course requirements specified by TCOLE and operated under the Pharr PD academy contract with TCOLE. This MOU does not encompass the continuing education program provided through the Center to current law enforcement officers in the Rio Grande Valley.

II. Requirements to Become a Texas Peace Officer

The Parties acknowledge that students in the Program are subject to the following requirements to become a licensed peace officer in the state of Texas:

1. Compliance with the minimum standards for enrollment and initial licensure;
2. Successful completion of the basic licensing course;
3. Passing of the state licensing examination; and
4. Appointment by a law enforcement agency.

III. College Academic Credit

The Parties acknowledge and agree that students graduating from the Program will be eligible to receive from STC twenty-four (24) credit hours upon completing an additional six (6) credit hours of STC courses in the Associate of Applied Science – Law Enforcement program.

IV. Role of South Texas College

1. Designate the program chair to serve as the liaison between STC and Pharr PD in accordance with STC's Board-approved policies and organizational structure.
2. Oversee the implementation of the Program curriculum based on TCOLE standards as well as recommendations to the design of the curriculum provided by the Pharr Police Advisory Committee.
3. Employ for the Program TCOLE-qualified instructors who also meet STC credentialing requirements and who shall be considered for employment through the evaluation by a committee that includes representatives from Pharr PD.
4. Recruit and pre-screen potential students in accordance with TCOLE and Pharr PD requirements.
5. Register students participating in the Program and provide Pharr PD with official class rosters.
6. Provide Pharr PD with the final grade, clearance letter, and exams of all students who have consented to a release of this information.
7. Provide students with the opportunity to prepare and submit faculty evaluations at the end of each semester and share the results with Pharr PD.
8. Oversee the preselection process, student registration, and enrollment in the Program.
9. Coordinate, where applicable, the financial aid process for STC.
10. Collect tuition and fees from all students and apply waivers, where appropriate, in accordance with state law for employed candidates.

IV. Role of the City of Pharr and the Pharr Police Department

1. Designate a representative from Pharr PD to serve as a liaison between Pharr PD and STC.
2. Serve, along with STC, in an advisory capacity including the review of syllabi and instructional materials for all Program coursework, beyond TCOLE requirements.
3. Observe classroom instruction and provide feedback to STC.
4. Address and reasonably accommodate all TCOLE requirements, including the Police Academy's use of Pharr PD's facilities.
5. Designate a representative from Pharr PD to serve on STC's instructor search committees. Review and comment on job descriptions and applications in connection with the employment of Program instructors.
6. Provide to STC a letter of clearance for each student in the Program related to criminal histories, physical aptitude, psychological fitness, urinalysis, and any other required tests; the clearance letters shall be provided no fewer than 30 days before the commencement of a Program session and Pharr PD shall serve as the custodian of those records.
7. At the end of each Program session, following receipt and evaluation of student records, provide those students who have completed the coursework with the endorsement necessary to take the TCOLE peace officer exam.
8. Allow use of the Pharr PD target range to provide weapons training to students.
9. Ensure compliance with STC Policy 6326 (Concealed Carry and Weapons on Campus) as it applies to students and personnel when accessing STC property and facilities.
10. Ensure compliance with all STC policies applicable to students to the extent such policies are not in conflict with TCOLE requirements.

V. Termination and Modification

1. This MOU is effective upon signature and shall continue in effect until _____, 20__ unless earlier terminated pursuant to its terms. To be effective and binding, any request for modifications, amendments and/or extensions of this MOU must be mutually agreed upon, submitted in writing, and signed by the Parties hereto.
2. If a Party materially fails to perform its duties and obligations in accordance with the terms of this MOU, the other Party may terminate this MOU upon ten (10) days' advance written notice of termination setting forth the nature of the material failure. The termination will not be effective if the material failure is fully cured before the end of the 10-day period.
3. Either Party may terminate this MOU for convenience by giving thirty (30) days' written notice to the other Party. Notwithstanding the foregoing, if a Program training course is in session during the time the notice of termination is issued, termination under this paragraph shall become effective only upon the completion of the training course.

VI. Acknowledgements

1. Nothing in this MOU will create or imply an agency relationship between the Parties hereto nor will this MOU be deemed to constitute a joint venture or partnership between the Parties. Neither the Parties nor their employees will be deemed employees of one another for any purpose. Unless otherwise agreed in writing, signed by the Parties, no Party is entitled to receive any fees, charges, reimbursements, or payments of any kind for the performance of any of the activities, efforts or services arising under the terms of this MOU.
2. This MOU is intended solely for the benefit of each of the Parties hereto and does not confer third-party beneficiary rights upon any other person.
3. A waiver by any Party of any breach of any of the terms or conditions of this MOU shall not be construed as a waiver of any succeeding breach. All rights, remedies and obligations contained in this MOU shall be cumulative and shall not be in limitation of any other right, remedy or obligation of any party. If any provision of this MOU, as applied to any party or to any circumstances, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this MOU or the validity or enforceability of this MOU.
4. This MOU constitutes the complete agreement between Parties relating to the subject matter herein and describes all prior and contemporaneous proposals, agreements, understandings, representations, and communications, whether oral or written, relating to the subject matter herein.
5. Each term or provision of this MOU shall be valid and enforced as written to the full extent permitted by law. If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, such provision shall be fully severable. This MOU shall remain in full force and effect, unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.
6. Neither Party will use the other Party's name, logo, or likeness in any press release, marketing materials, or other public announcements without receiving that Party's prior written approval.

The following Parties attest to the contents of this MOU and agree to implement the provisions contained herein.

South Texas College

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

Date

City of Pharr

Alex Meade
City Manager

Date

Pharr Police Department

Jose Luengo
Chief of Police

Date

Review and Action as Necessary on Memorandum of Understanding (MOU) between South Texas College and the Office of the Governor

Approval of a Memorandum of Understanding (MOU) between South Texas College and the Office of the Governor (OOG) is requested.

Purpose

Texas Governor Greg Abbott has appointed Ms. Priscilla Duran as a Community Relations Specialist – South Texas Economic Development and Tourism. Ms. Duran has reached out to South Texas College about the use of office space at the Technology Campus. An MOU has been proposed to facilitate this use of office space, as requested.

Justification

This use of office space could be mutually beneficial to the Office of the Governor and to South Texas College, in collaborative efforts to support economic development and other activities in the region.

Dr. Carlos Margo, Associate Dean of Industry Training and Economic Development, has coordinated the development of the MOU with the Office of the Governor. The MOU references Ms. Duran, in her capacity as the Governor’s Community Relations Specialist, as the “OOG Regional Representative.”

Background

The proposed MOU outlines the conditions of this office use:

- The MOU would remain in effect until terminated by either Party;
- Establishes appropriate definition of employer/employee relationships;
- Establishes requirements of South Texas College to provide office space and essential equipment, technology, and amenities;
- Establishing the OOG’s commitment to promotion of STC’s economic development initiatives and activities, as well as compliance with STC policies, procedures, and technology usage agreements, insofar as they do not conflict with the OOG’s own requirements; and
- Establishes that there would be no costs associated with the MOU.

Potential Revision

The College President has noted that Section 3, outlining responsibilities of South Texas College, includes one ambiguous point that might be better corrected or removed. The specific item states that South Texas College shall:

“Provide access to reasonable administrative assistance, including copy services, and local telephone services.”

The President recommends removing the requirement that the College provide “reasonable administrative assistance” to avoid a requirement to assign personnel to report to or dedicate significant resources to the OOG under this MOU.

Due to the time required to submit revisions to the OOG for review and response, administration recommends that the Board authorize and approve the MOU, subject to removal of the requirement that the College provide administrative assistance, as presented.

Reviewers

The MOU has also been reviewed by the College President, Vice President for Information Services, Planning, Performance, & Strategic Initiatives, as well as the College's Legal Counsel.

Enclosed Documents

A copy of the MOU is enclosed for the Board's review and information.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the MOU between South Texas College and the Office of the Governor, subject to the removal of the requirement that the College provide administrative assistance.

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

The Board of Trustees approves and authorizes the MOU between South Texas College and the Office of the Governor, subject to the removal of the requirement that the College provide administrative assistance.

Approval Recommended:

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

MEMORANDUM OF UNDERSTANDING

Between the

OFFICE OF THE GOVERNOR

and

SOUTH TEXAS COLLEGE

Contract No. _____

This Memorandum of Understanding (MOU) is made and entered into by and between the Office of the Governor (OOG) and South Texas College, hereinafter referred to collectively as “the Parties.” This MOU is pursuant to the authority granted to the Parties and in compliance with provisions of the “The Interagency Cooperation Act,” Tex. Gov’t Code §§ 771.001-771.010.

SECTION 1 – PURPOSE OF THE MOU

The purpose of this MOU is to establish a cooperative and mutually beneficial relationship between the Parties so that they can participate, individually and together, in economic development initiatives and activities that benefit South Texas College and the State of Texas. This MOU also sets forth the terms of agreement regarding the OOG’s assigned Community Relations Regional Representative to South Texas College.

SECTION 2 – TERM OF CONTRACT; TERMINATION

This MOU shall take effect on _____, 2019 (the “Effective Date”) and shall remain in effect unless terminated by the Parties as allowed by this MOU.

This MOU may be cancelled by either Party upon thirty (30) days written notice to the other Party.

SECTION 3 – ROLES AND RESPONSIBILITIES OF THE PARTIES

The OOG Regional Representative is an employee of OOG. The OOG has authority and responsibility over the Regional Representative’s employment hours, wages and salary actions, approval of travel or expenditures, and workers’ compensation costs. The OOG will provide the job supervision and direction of the Regional Representative.

This MOU does not affect the Regional Representative’s status as an at-will employee of the OOG. This MOU does not constitute an employment agreement between South Texas College and the OOG Regional Representative. This MOU is an agreement solely between the OOG and South Texas College.

The Parties agree that their respective roles and responsibilities under this agreement shall be as follows:

South Texas College shall:

- Provide office space, office furniture and supplies in the South Texas College facilities, and a parking space.
- Provide internet service and printing capabilities for OOG-supplied computer.
- Provide access to reasonable administrative assistance, including copy services, and local telephone services.
- Provide reasonable access to meeting space.

The OOG shall:

- Provide to South Texas College within ten (10) days of the OOG's assignment of a Regional Representative, a letter stating the name of the Regional Representative.
- Notify South Texas College no less than ten (10) days in advance of any change in the OOG Regional Representative assigned.
- Ensure that the Regional Representative will abide by South Texas College policies and procedures to the extent they do not conflict with the OOG's employment policies and procedures.
- Provide office and other supplies for use by OOG Regional Representative.
- Ensure that the Regional Representative will promote South Texas College's economic development initiatives and activities, including assisting in the development of such initiatives and activities.
- Maintain a Technology Use Policy relating to, among other things, the security of its computers, including computers in remote locations.

SECTION 4 – COSTS

There are no costs associated with this MOU that will be charged to or paid by one Party to the other Party. The basis for this determination is that any costs that may occur are incidental.

SECTION 5 – MISCELLANEOUS PROVISIONS.

A. Texas Public Information Act. This MOU is subject to the Texas Public Information Act, Texas Government Code Chapter 552.

B. Texas Law. This MOU is made and entered into in the State of Texas. Any disputes arising out of or relating thereto shall be governed by the laws of the State of Texas, without regard to any otherwise applicable conflict of law, rules, or requirements.

C. Dispute Resolution. The Parties agree to use good-faith efforts to decide all questions, difficulties, or disputes of any nature that may arise under or by this MOU.

D. No Waiver of Sovereign Immunity. The OOG is immune from suit and from liability. No part of this MOU, nor the conduct or statement of any person, will be

MOU - OOG and South Texas College

Page 2 of 3

construed as a waiver of the doctrines of sovereign immunity and official immunity, or of any of the privileges, rights, defenses, remedies, or immunities available to the OOG, and/or the State of Texas, and their officers, employees, or agents as provided by law.

E. Audit Provisions. This MOU may be subject to audit by the OOG or the State Auditor's Office.

F. Records Retention. The Parties agree to maintain all documents and other records relating to the MOU for a period of seven (7) years after the end of the MOU or until a resolution of all audit, investigation or litigation matters which may arise, whichever is later.

G. Contact Name. Any notices under this MOU should be provided by email to the contact names listed below. Either Party may update the listed contact name by written notification to the other Party.

OOG: Michael Treyger
Email: michael.treyger@gov.texas.gov

South Texas College: Dr. Shirley A. Reed
Email: sreed@southtexascollege.edu

H. Entire Agreement. This MOU constitutes the entire agreement of the Parties. No other agreement, statement, or promise that is not contained in this MOU shall be binding except by a subsequent written amendment to this MOU signed by both parties.

I. Certifications. The Parties certify that: the services specified above are necessary and essential and are properly within the statutory functions and programs of the affected agency; the proposed arrangements serve the interest of efficient and economical administration of those agencies; the Parties have the authority to contract, and the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract to the lowest responsible bidder.

SOUTH TEXAS COLLEGE

OFFICE OF THE GOVERNOR

By: Dr. Shirley A. Reed, President

By: Chief of Staff or Designee

Date: _____

Date: _____

Update on Status of Unexpended Plant Fund – 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 trustees.

CONSTRUCTION PROJECTS PROGRESS REPORT - May 9, 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												Robert	FPC	M&O
	Pecan - Building M Office and Work Space Renovation														Robert	BSGA	
	Pecan - Athletic Field Fence Enclosure	N/A													David	FPC/Chanlin Engineering	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														Marlin	PCE	RL Abatement
	Pecan - Virtual Teaching Environment Training Room	N/A	N/A	N/A	N/A										Robert	FPC	O&M
	Pecan - Park and Ride Portable Renovation and Fence Enclosure for College Vehicles														Marlin		
	Pecan - Building X Data Cabling Infrastructure Replacement (RR)	N/A	N/A	N/A	N/A										RdlG	IS&P	
	Pecan - Building J Data Cabling Infrastructure Replacement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						Robert	IS&P	Bridgene/TelePro
Pecan Plaza																	
15-1-003	Pecan Plaza - Emergency Generator and Wiring														Sam	DBR Engineering	McDonald Municipal and Industrial
18-1-008	Pecan Plaza - Building C 2601 Test Site Renovations	N/A	N/A												Robert	FPC	M&O
Mid Valley Campus																	
16-2-R06	MV - Building B Carpet Replacement (RR)	N/A	N/A												Sam	FPC	Diaz Flooring
16-2-R08	MV - Childcare Canopy Replacement (RR)	N/A	N/A												Sam	FPC	Tri-Gen
16-2-(005) R09	MV - Resurfacing Parking Lot #3 (RR)														Sam	PCE	
	MV - Thermal Plant Renovation														Sam	ROFA	
	MV - Resurfacing Northwest Drive (RR)														Sam	PCE	
	MV - Covered Walkway for Bus Drop Off (RR)														Sam	FPC	Tri-Gen
	MV - Student Services Renovation														Sam	ROFA	
	MV - Roofing Replacement (RR)														Marlin	TBD	
Technology Campus																	
15-3-R03 (RR)	TC - Building B Repair Concrete Floor Mechanical Room	N/A													David	CLH Engineering	5 Star Construction
15-3-R03	TC - Building B Concrete Floor Repairs (RR)	N/A													David	CLH Engineering	5 Star Construction
16-2-R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)														Sam	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 - May 9, 2019

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer/Designer	Contractor
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%			
Nursing and Allied Health Campus																		
15-4-R02	NAH - West Side Window Waterproofing (RR)															RdIG	M&O	
16-4-R17	NAH - Westside Elevators Refurbishment (RR)															RdIG	M&O	
16-xxx	NAH - Resurface Parking Lot #1 (RR)															David	R. Gutierrez Engineering	
	NAH - Student Success Center Renovation															Sam	BSGA	Tri-Gen
	NAH - Student Services Renovation															Sam	Gignac & Associates	
	NAH - West Entry Campus Sign															David	FPC	
	NAH - Roofing Replacement (RR)															Marlin	TBD	
Starr County Campus																		
15-5-xx5	Starr - Building E & J Crisis Mgt Center Generator															Sam	DBR Engineering	McDonald Municipal and Industrial
	Starr - Student Services Renovation															David	Gignac & Associates	
	Starr - Roofing Replacement (RR)															Marlin	TBD	
Regional Center for Public Safety Excellence																		
	RCPSE - RCPSE Building (PSJA ISD)															RdIG	N/A-Receiving funds from PSJA only	
	RCPSE - Target Range															Robert	PBK	
	RCPSE - Signage															Robert	FPC	Monument Signs
	RCPSE - Portables															Sam	DBR/Dannenbaum	
	RCPSE - Chiller Relocation															Robert	O&M	
Higher Education Center La Joya																		
	Exterior Building and Wayfinding Signage															David	FPC	
District Wide Improvements																		
15-6-001	DW - Outdoor Furniture															Sam	N/A	NM Contracting, LLC.
15-6-002	DW - Directional Signage															David	FPC	Interface/Noble Tx
13-6-003	DW - Automatic Doors Phase III															Robert	Ethos Engineering	5 Star Construction
	DW - Bus Drop Off Areas															Marlin	FPC	TBD
15-6-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)															Sam	M&O	Strongline Security
14-6-R014	DW - Marker Boards Replacement (RR)															Sam	FPC	Noble Texas Bldrs
	DW - Interior LED Lighting Ph I (RR)															Rick	O&M	O&M
18-6-R12	DW - FOCUS on Active Learning (RR)															Sam	FPC	O&M
	DW - Flooring Replacement (RR)															Rick	N/A	TBD
	DW - Restroom Fixtures Replacement & Upgrade (RR)															Rick	O&M	O&M
	DW - Water Heater Replacement & Upgrade (RR)															Rick	O&M	O&M
	DW - HVAC Upgrades (RR)															Rick	N/A	TBD
	DW - Exterior Lighting Upgrade (RR)															Rick	O&M	Noble Texas Bldrs
	DW - Keyless Entry Access Upgrades (IT) (RR)															Rick	O&M	O&M
	DW - Basketball Court Repairing (RR)															Marlin	FPC	Tent-trak
For FY 2018-19, 46 non-bond projects are currently in progress, 12 project(s) completed and 21 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	30%	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	\$ 110,741.00	\$ 44,259.00
Building M Office and Work Space Renovation	15%	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	30%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 247,800.00	\$ 17,466.15	\$ 230,333.85
Building H Renovations	15%	July 2019	1. Design Phase 2. Design in Progress	\$ 183,750.00	\$ 19,588.28	\$ 164,161.72
Demolition of Dr. Casso Property	5%	April 2019	1. Construction Phase 2. Construction in Progress	\$ 74,000.00	\$ 16,012.05	\$ 57,987.95
Environment Training Room	5%	June 2019	1. Project Development 2. Design in Progress	\$ 130,000.00	\$ -	\$ 130,000.00
Pecan Campus Total				\$ 1,893,350.00	\$ 159,627.82	\$ 1,529,722.18
Pecan Plaza						
Pecan Plaza Police Department Emergency Generator	100%	January 2019	1. Construction Complete	\$ 230,043.00	\$ 239,247.00	\$ (9,204.00)
Building C 2601 Test Site Renovation	100%	November 2018	1. Construction Complete	\$ 156,650.00	\$ 58,078.40	\$ 98,571.60
Pecan Plaza Total				\$ 386,693.00	\$ 297,325.40	\$ 89,367.60
Mid Valley Campus						
Covered Walkway for Bus Drop Off	100%	March 2019	1. Construction Complete	\$ 88,900.00	\$ 46,816.00	\$ 42,084.00
Thermal Plant Renovation	15%	June 2019	1. Design Phase 2. Design in Progress	\$ 95,200.00	\$ 1,011.60	\$ 94,188.40
Student Services Renovation	15%	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	\$ 122,951.20	\$ 490,020.80
Technology Campus						
Shipping and Receiving Building D Office Renovation	75%	June 2019	1. Construction Phase 2. Construction in Progress	\$ 82,000.00	\$ 14,483.87	\$ 67,516.13
Technology Campus Total				\$ 127,000.00	\$ 27,677.00	\$ 67,516.13

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%	July 2019	1. Construction Phase 2. Contract Negotiations	\$ 197,066.00	\$ -	\$ 197,066.00
Student Services Renovation	5%	May 2020	1. Project Development 2. Contract Negotiations	\$ 427,500.00	\$ 1,988.37	\$ 425,511.63
West Entry Campus Sign	5%	June 2019	1. Project Development 2. Programming in Progress	\$ 26,000.00	\$ -	\$ 26,000.00
Nursing and Allied Health Campus Total				\$ 650,566.00	\$ 1,988.37	\$ 648,577.63
Starr County Campus						
Bldg E & J Crisis Management Center with Generator	100%	January 2019	1. Construction Complete	\$ 331,477.00	\$ 319,082.45	\$ 12,394.55
Student Services Renovation	5%	May 2019	1. Project Development 2. Contract Negotiations	\$ 225,000.00	\$ 395.55	\$ 224,604.45
Starr County Campus Total				\$ 606,477.00	\$ 342,278.00	\$ 260,849.00
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
Portables	50%	May 2019	1. Project Development 2. Programming in Progress	\$ 682,000.00	\$ -	\$ 682,000.00
Chiller Relocation	50%	June 2019	1. Construction Phase 2. Construction in Progress	\$ 170,000.00	\$ -	\$ 170,000.00
RCPSE Total				\$ 1,278,625.00	\$ 76,021.80	\$ 1,202,603.20
District Wide						
Automatic Doors Phase III	95%	May 2019	1. Construction Phase 2. Construction in Progress	\$ 81,575.00	\$ 87,686.75	\$ (6,111.75)
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
Bus Drop Off Areas	50%	June 2019	1. Project Development 2. Programming in Progress	\$ 35,000.00	\$ -	\$ 35,000.00
District Wide Total				\$ 191,575.00	\$ 87,686.75	\$ 141,341.88
Unexpended Plant Fund Construction Project Total				\$ 5,751,386.00	\$ 1,115,556.34	\$ 4,429,998.42

Status of Renewals & Replacements Projects in Progress May 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%	June 2019	1. Project Development 2. Design in Progress	\$ 47,000.00	\$ -	\$ 47,000.00
Building X Data Cabling Infrastructure Replacement	5%	December 2019	1. Design Phase 2. Design in Progress	\$ 90,000.00	\$ 11,966.73	\$ 78,033.27
Building J Data Cabling Infrastructure Replacement	5%	June 2019	1. Design Phase 2. Design in Progress	\$ 500,000.00	\$ -	\$ 500,000.00
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	\$ 45,973.77	\$ 20,026.23
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)	75%	May 2019	1. Project Development 2. Solicitation of Design Consultant	\$ 860,000.00	\$ -	\$ 860,000.00
Mid Valley Campus Total				\$ 1,192,616.00	\$ 47,409.47	\$ 1,132,206.53
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)	30%	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	\$ 707,915.34	\$ 166,359.66
Technology Campus Total				\$ 1,376,325.00	\$ 739,637.48	\$ 604,880.65
Nursing and Allied Health Campus						
West Side Window Waterproofing	5%	June 2019	1. Design Phase 2. Design in Progress	\$ 5,000.00	\$ -	\$ 5,000.00
West Side Elevators Refurbishment	5%	June 2020	1. Design Phase 2. Design in Progress	\$ 159,000.00	\$ -	\$ 159,000.00
Resurface Parking Lot #1 (RR)	95%	May 2019	1. Construction Phase 2. Bidding in Progress	\$ 282,000.00	\$ 24,628.98	\$ 257,371.02
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				\$ 696,000.00	\$ 24,628.98	\$ 671,371.02

Status of Renewals & Replacements Projects in Progress May 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
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
District Wide						
Marker Boards Replacement (RR)	0%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 211,841.00	\$ 761.80	\$ 211,079.20
Fire Alarm Panel Replacement / Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 200,000.00	\$ -	\$ 200,000.00
Interior LED Lighting	5%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 187,750.00	\$ -	\$ 187,750.00
Ext Walkway LED Lighting Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Construction 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 and Construction in Progress	\$ 106,907.00	\$ 31,669.15	\$ 75,237.85
Flooring Replacement Phase I (RR)	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 612,983.00	\$ 25,691.03	\$ 587,291.97
Restroom Fixtures Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 29,048.00	\$ 13,143.00	\$ 15,905.00
Water Heater Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 23,533.00	\$ 10,386.51	\$ 13,146.49
Door Access Controls Replacement (RR)	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 38,308.00	\$ 18,169.76	\$ 20,138.24
HVAC Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding and Construction 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	\$ 9,473.00	\$ 269,527.00
Keyless Entry Access Upgrades	5%	August 2020	1. Construction Phase 2. Bidding in Progress	\$ 50,000.00	\$ 19,314.79	\$ 30,685.21
Basketball Court Repairing (RR)	50%	May 2019	1. Construction Phase 2. Construction in Progress	\$ 55,000.00	\$ 48,515.70	\$ 6,484.30
District Wide Total				\$ 2,616,373.00	\$ 202,095.26	\$ 2,445,619.62
Renewal and Replacement Project Total				\$ 6,788,314.00	\$ 1,013,771.19	\$ 5,671,077.82

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

Action as necessary regarding the Terra-Gen Development Company, LLC, Tax Abatement Applications and Agreements will be requested at the May 30, 2019 Board meeting.

Purpose – Terra-Gen Development Company, LLC, has submitted four (4) applications for tax abatement for their wind powered electric generating facilities in Hidalgo County, Starr County, and Cameron Count. Approval of the tax abatement applications, agreements, and resolutions are needed in order for the College to participate in a tax abatement agreement with a wind power renewable energy company as follow:

- A. Buenos Aires Windpower, LLC
- B. Monte Cristo Windpower, LLC
- C. La Joya Windpower, LLC
- D. West Willacy Windpower, LLC (Monte Alto)

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

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

Terra-Gen Development Company, LLC and Mr. Robert Peña, President of Texas Energy presented the proposed wind power projects at the March 19, 2019 Finance, Audit, and Human Resources committee meeting.

According to Terra-Gen Development Company, LLC representatives, the proposed terms were based on previous tax abatement project terms accepted by the College and on this particular project's size.

The Committee did not make a recommendation at the Mach 19, 2019 Finance, Audit, and Human Resources committee meeting.

At the March 26, 2019 Board of Trustees meeting, The Chairman established a Tax Abatement Review sub-committee comprised of three trustees to discuss the projects and negotiate the terms of the tax abatement agreement with the applicant. The committee would have no binding authority and would make a recommendation to the Board of Trustees for any formal action to be taken. The three trustees appointed to serve on the Tax Abatement Review Committee were Ms. Rose Benavidez, Mr. Roy de León, and Dr. Alejo Salinas, Jr.

The Tax Abatement Review Committee met on April 9, 2019, and requested information from Terra-Gen, LLC on the financial impact of the College's abatement on the viability of the projects for the April 23, 2019 Board of Trustees meeting. The Committee did not make a recommendation.

Terra-Gen, LLC was unable to provide the financial impact information since the projects are not operational, a revenue stream per project that can be used to determine the impact of the abatement is not available, and the proprietary financial model used for project economics does not have the ability to produce a financial impact. Terra Gen, LLC has informed the College that by securing a tax abatement with the College, Terra-Gen, LLC could save approximately \$2,000,000 per project over a 10 year time period.

The Tax Abatement Review Committee met on May 14, 2019 to further discuss the applications and to discuss negotiation terms. The Committee did not make a recommendation.

Enclosed Documents – The Terra-Gen Development Company, LLC Presentation, the Tax Abatement Applications for each respective project, and the Tax Abatement Guidelines are provided under separate cover for the Board's information and review.

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

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

Approval to conduct the assessment of the College President and the self-assessment of the Board of Trustees by the Trustees was granted by the Board on April 23, 2019.

The evaluations were returned to Mr. Paul R. Rodriguez, Chairman of the Board.

Mr. Rodriguez is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

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

The Board of Trustees of South Texas College accepts the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

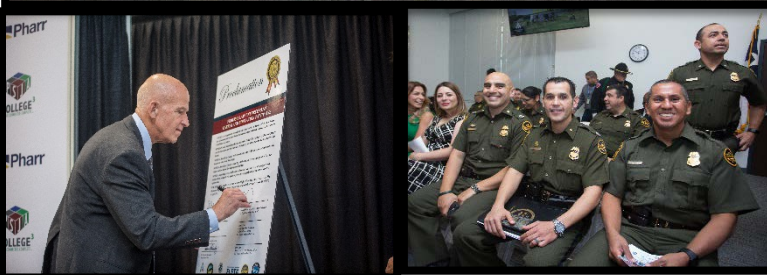
Approval Recommended:

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

YOU DID IT!
Congratulations

Our May 2019 Commencement Ceremonies were spectacular!

There were over 3,700 candidates for May Commencement Ceremonies. Of those, over 2,700 graduates walked and approximately 17,000 guests attended the six commencement ceremonies held at the State Farm Hidalgo Arena on Friday, May 17th and on Saturday, May 18th. Family and friends of our graduates were able to enjoy and celebrate their educational journey and academic achievement. A special extension of appreciation to the entire staff from Student Affairs and Enrollment Management, Academic Affairs, Instructional Technologies, Technology Resources, Public Relations and Marketing, Department of Public Safety, Operations and Maintenance, Business Office, and Purchasing for their stellar commitment to the organization and effective execution of these six successful ceremonies. In addition, we were honored with the presence of our Board of Trustees and school district partners.



A ceremony to commemorate the formalized Memorandum of Understanding (MOU) agreement with the Federal Law Enforcement Training Centers (FLETC), U.S. Field Operations Academy, and the U.S. Border Patrol Academy was held on April 24, 2019. The agreement will facilitate the provision of college credits to graduates of FLETC's training programs, increase college attainment, and provide opportunities for FLETC students to complete a post-secondary degree. Guests in attendance included U.S. Henry Cuellar, U.S. Congressman; Thomas J. Walters, FLETC Director; David Higginson, Director of the Office of Field Operations for Custom Border Patrol; Isidro Lagos, Branch Chief of Field Operations; Carlos Ortiz, Acting Deputy Chief Patrol Agent with U.S. Border Patrol Academy; Ana Garcia, Office of U.S. Senator John Cornyn, and Dr. Ambrosio Hernandez, Pharr Mayor. The event was very well attended.



A check presentation by ERO Architects for the South Texas College Valley Scholars program was held on April 22, 2019 at the Nursing and Allied Health Campus. ERO Architects will be a Diamond Sponsor for the annual "Night with the Stars" gala and presented South Texas College with a \$5,000 check. ERO Architects is one of many businesses in the Valley that continuously support South Texas College and share the same commitment to supporting students in higher education.

An articulation agreement signing ceremony with Western Governors University (WGU) was held at the Pecan Campus on May 13, 2019. The articulation agreement will allow students from South Texas College to continue to pursue higher education degrees through a seamless transfer pathway to completing online bachelor's or master degrees at WGU. WGU currently offers over 60 bachelor and master degree programs for in demand careers such as cybersecurity, information technology, nursing, and healthcare. WGU Chancellor Dr. Steven Johnson was in attendance. WGU extended exclusive scholarships and a 5% tuition discount to STC graduates, faculty, and staff who wish to further their education.



The Office of Human Resources awarded employees with years of service pins and certificates for each year milestone. The Office of Human Resources held the event at all campuses to provide all employees an opportunity to participate.



Faculty retiring were honored at a retirement ceremony hosted to celebrate and recognize their accomplishments and years of service to the College. A total of nine faculty members were recognized with a cumulative total of 150 years of service. Retiring faculty, years of service, and division, are as follows: Liberal Arts and Social Sciences Division – Kenna S. Giffin, 9 years; Patricia A. Blaine, 13 years; Rogerio J. Zapata, 14 years; and Theresa Norman, 22 years; Math, Science and Bachelor Programs – Diane K Teter, 23 years; Joel P. Salinger, 10 years; Oscar A. Plaza, 16 years; and Rafael M. Chavarria, 22 years; Nursing and Allied Health Division – Daphne Mora 23 years.





The Public Relations and Marketing Department held an internal roll-out campaign at the Pecan Campus to introduce to faculty and staff the new branding strategy for South Texas College – **Experience Exceptional**. Daniel Ramirez, Director of Public Relations and Marketing presented the process and research conducted to develop the brand and the public launch roll-out. Faculty and staff were encouraged to come learn how their departments and/or programs could utilize the new branding scheme.

The Advanced Manufacturing Technology Program has received recertification as an accredited institution by the National Institute for Metalworking Skills (NIMS). The program has been accredited for the third time successfully and is required every five years. The accreditation period is from March 21, 2019 to March 29, 2019. South Texas College was the first academic institution in Texas to gain accreditation through NIMS and ranks 9th in the nation as a testing site for credentialing students.



South Texas College Dual Credit Program celebrated a 20th anniversary. To date, over 106,000 students have participated and over \$200 million saved in tuition fees. The College prepared a spadea cover for **The Monitor** to highlight our success, promote the different program options, and emphasize the benefits to parents and potential students.

The South Texas College Future Engineers Club earned 1st place at the 2nd Annual Green Power USA HESTEC Electric Car Competition held at the University of Texas Rio Grande Valley's Brownsville Campus. A total of 26 teams participated in the event, including teams from Texas A&M and UTRGV. Event requirements for the teams included production of a video segment, presentation on improvements made to vehicle, and the performance of the vehicle during a 90-minute race around a track. Congratulations team!





The Office of Human Resources hosted a Retirement Fair on May 17, 2019 at the Cooper Center for faculty and staff. Representatives from the Employee Retirement System (ERS) and the Social Security Administration were present to answer questions, provide information on eligibility, disability benefits, survivor benefits, and deadlines for retirement. All eligible faculty and staff were encouraged to attend.

An immunization clinic at all campuses was held to provide immunization vaccines for influenza, pneumonia, MMR, and varicella. Preventive Health Solutions was the provider of the vaccines. All faculty and employees with health insurance were eligible and were required to present their health insurance card.



- Met with principals from Rio Grande City High School and La Grulla High School to review Dual Enrollment Program and to strengthen our partnership. Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships attended the meeting as well.
- Participated and provided welcoming remarks at the Ambassadors Cross Training Academy Ceremony.
- Attended the RGV Focus, State of Education Luncheon held at the Knapp Conference Center. Luncheon provided update on collaboration between the education, business, and community sectors.
- Participated in conference call with the Texas Association of Community College's Legislative Committee to discuss reports, strategies, and review of bills currently in process for the 86th Legislative Session regarding state budget, property tax, school finance, and supplemental appropriations.
- Participated in an on-air interview with Sergio Sanchez from radio station KURV regarding the College's graduation statistics
- Met with Mary Elizondo, Vice President for Finance and Administrative Services regarding the Regional Center for Public Service Excellence Business Plan
- Provided the welcoming address at the 2nd Annual Early College High School Distinguished Scholars Recognition event.
- Participated in an interview with reporter John Hoang from *The Monitor* regarding the College's graduation statistics
- Participated in a conference call with Robert Pena, President for Texas Energy Consultants and Mary Elizondo, Vice President for Finance and Administrative Services regarding negotiations of tax rebate requests by GEN Energy.

- Attended the Skills Trade Summit at the Port of Brownsville hosted by the Texas Workforce Commission to discuss with local contractors in region on needs for development of programs and training required. Texas Workforce Commission Chair, Ms. Ruth Hughes will be presenting.
- Participated in a Holocaust Remembrance Day Ceremony at the McAllen Public Library which memorializes those who died during the Holocaust.
- 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 April 18 to May 24, 2019 included:
 - Review and Feedback on FLETC Partnership Meeting
 - Review of Seal of Excellence Application
 - Review of Opportunity to Submit News Articles to Southern Association of Colleges with Associate Degrees
 - Review and Feedback of Summer and Fall 2019 Student Enrollment
 - Discussion of Únete 956 Blog
 - Discussion on Concerns Regarding Board Approved Tuition and Fees for FY 2019-2020
 - Bachelor of Applied Science in Organizational Leadership Tuition Label Change
 - Child Development Center Fees
 - Discussion of 2019-2025 Strategic Planning: Proposed Goals and Definitions
 - Discussion of Proposed Staffing Plan Requests for FY 2019-2020
 - Discussion of Enrollment in Developmental Co-Requisite Courses
 - Discussion of No Excuses Culture of Caring Poverty Summit
 - Discussion of ADA Walk Ramp for Commencement Exercises
 - Discussion of Proposed and New Policy and Revisions:
 - Policy #4213: Drug Free Workplace and Campus
 - Policy #3800: Full-Time Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment
 - Policy #3803: Conditions of Employment of Full-Time Faculty Teaching During Summer Terms
 - Policy #4160: Non-Faculty Performance Appraisal
 - Discussion of Applications for 2019 Texas Higher Education Star Award
 - Review of PHS Vaccinations at all Campuses
 - Mumps
 - Measles
 - Update on Seal of Excelencia
 - Critique and Kudos for a Flawless Commencement
 - Review and Discussion of Revision to Policy #2200: Legal Counsel
 - Update on SB 25 Relating to the Transfer, Academic Progress, and Timely Graduation of Students

- Review and Discussion of Final Formula Appropriations for FY 2020 and FY 2021
- Review and Discussion of Regional Center Funding
- Review and Discussion of Adjusted Preliminary Budget for FY 2019-2020
- Review and Discussion of Proposed Staffing Plan for FY 2019-2020
- Update on Schematic Design of the Pecan Campus Student Activities Building H Renovation for Culinary Arts
- Review and Discussion on Schematic Design of the Pecan Campus Information Technology Building M Office and Work Space Renovation
- Review and Discussion of Methodology for Developing Projected Budgets for Capital Improvement and Renewals & Replacements Projects
- Review and Discussion of the Memorial Gardens Project
- Presentation on South Texas College Brand Roll-Out
- Review and Discussion of Summer and Fall 2019 Student Enrollment
- Review and Discussion of Profile of Spring Traditional Students Who Have Not Yet Registered for Fall
- Review and Discussion on Faculty Satisfaction Survey – Spring 2019
- Review and Discussion on First Time Online Student Blackboard Orientation
- Updates:
 - Student Affairs and Enrollment Management
 - Finance and Administrative Services
 - Academic Affairs
 - Information Services, Planning, Performance and Strategic Initiatives



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

Announcements

A. Next Meetings:

- Tuesday, June 11, 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, June 25, 2019
 - 5:30 p.m. – Regular Board Meeting