



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Tuesday, June 25, 2019
5:30 p.m.

Pecan Campus
Ann Richards Administration Building
Board Room
McAllen, Texas

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, June 25, 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**
 - A. Recognition of South Texas College with the Seal of Excelencia
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 7 - 51
 - 1. May 30, 2019 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 52 - 53
 - 1) The Association of American Colleges and Universities Subaward with support from the Bill & Melinda Gates Foundation and Ascendium Education Group, Inc., in the amount of \$30,000
 - 2) Texas Workforce Commission, Skills for Small Business Fund, Additional Funds in the amount of \$78,750
 - 3) Additional Grant(s) Received/Pending Official Award
- VII. Consideration and Action on Committee Items**
 - A. Education and Workforce Development Committee**
 - 1. Review of Presentation Delivered at June 13, 2019 Education and Workforce Development Committee Meeting 54 - 55
 - A. Presentation on the South Texas College Dual2Degree Department
 - 2. Review and Action as Necessary on Proposed Academic Calendar for Academic Year 2020 – 2021 56 - 59

B. Finance, Audit, and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Rejection of Proposals, Purchases, Renewals, and Interlocal Agreements..... 60 - 86

A. Award of Proposals

- 1) Purchase of Projectors (Award)
- 2) Vending Services – Snacks (Award)

B. Rejection of Proposals

- 3) Online Real Estate Courses (Reject)
- 4) Purchase of Audio Visual Equipment (Reject)

C. Purchases and Renewals (C-a. Instructional Items)

- 5) Breathing Simulator (Purchase)
- 6) Electrical Equipment, Parts, and Supplies (Purchase);
- 7) Electronic Anatomy and Physiology Teaching System (Purchase)
- 8) Instructional Equipment (Purchase)
- 9) Pediatric Simulator Manikin (Purchase)
- 10) Recording Systems (Purchase)
- 11) Nursing and Allied Health Equipment and Supplies (Renewal)

Purchases and Renewals (C-b. Non – Instructional Items)

- 12) Air Condition Filters (Purchase)
- 13) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
- 14) Chiller Chemicals and Maintenance (Purchase)
- 15) Furniture (Purchase)
- 16) Parts and Supplies (Purchase)
- 17) Collection Agency Services (Renewal)
- 18) Commercial Card Services (Accounts Payable Card)(Renewal)
- 19) Creative Agency Services (Renewal)
- 20) Elevator Maintenance Agreement (Renewal)
- 21) Financial Advisor Service Agreement (Renewal)
- 22) Grounds Maintenance (Renewal)
- 23) Promotional Items for Student Outreach (Renewal)
- 24) Promotional T-Shirts for Student Outreach (Renewal)

Purchases and Renewals (C-c. Technology Items)

- 25) Computers, Laptops, Monitors, and Tablets (Purchase)
- 26) Software Subscription (Purchase)
- 27) Network Cabling and Equipment Installation Services (Renewal)

D. Interlocal Agreements

- 28) Facility Usage Interlocal Agreements - McAllen (Lease/Rental)
- 29) Facility Usage Interlocal Agreement - Mission (Lease/Rental)
- 30) Professional Development Services (Interlocal Agreement/Renewal)

2. Review and Action as Necessary on Proposal for Vending Services – Beverages..... 87 - 94

3. Review and Action as Necessary on Revisions to the Student Tuition and Fees Schedule for FY 2019 – 2020 95

4. Discussion and Action as Necessary on Proposed Deletion of Vacant Faculty and Staff Positions for FY 2019 – 2020..... 96 - 99

5. Discussion and Action as Necessary on New Staff Positions for FY 2019 – 2020..... 100 - 104
6. Discussion and Action as Necessary on Non-Faculty Salary Adjustments, Reclassifications, and Title Changes for FY 2019 – 2020 105 - 112
7. Acceptance of Internal Audit Report in the Area of Custodial Services Work Orders..... 113 - 121

C. Facilities Committee

1. Review and Action as Necessary on Contracting Architectural Services for the Renovation and Expansion of the Existing Pecan Campus Library Building F..... 122 - 131
2. Review and Action as Necessary on Contracting Engineering Services for the Mid Valley Campus Drainage Improvements – Phase I..... 132 - 139
3. Review and Action as Necessary on Additional Infrastructure Requirements for Portable Buildings at the Regional Center for Public Safety Excellence 140 - 144
4. Review and Action as Necessary on Final Completion for the District Wide Basketball Court Repainting 145 - 146
5. Review and Action as Necessary on Final Completion for the District Wide Automatic Door Openers – Phase III 147 - 149
6. Review and Action as Necessary on Facility Lease Agreement with the City of Edinburg 150 - 151
7. 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 152
8. Update on Status of Unexpended Plant Fund Construction Projects 153 - 160

VIII. Consideration and Approval of Checks and Financial Reports 161 - 163

IX. Executive Session Items

1. Update and Action as Necessary Regarding Additional Paving Concerns at the South Texas College Regional Center for Public Safety Excellence 164
2. Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees .. 165

X. Informational Items

- President's Report 166 - 172

XI. Announcements 173

A. Next Meetings:

- Tuesday, July 9, 2019
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:15 p.m. – Special Board Meeting
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee

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

Presentation

A. Recognition of South Texas College with the Seal of Excelencia

On Thursday, June 20, 2019, South Texas College was recognized by Excelencia in Education with the inaugural *Seal of Excelencia*.

This award is granted to institutions which are intentionally serving Latino student populations and providing meaningful support and pathways for college completion. The major strategic areas evaluated by Excelencia in Education are:

1. Access and Success
2. Equity
3. Latino Cultural Competency

South Texas College is proud of its nomination and recognition as a national leader in providing Latino students with affordable and high quality education and workforce training.

Ms. Rose Benavidez, Vice Chair, attended the award ceremony in Washington D.C. and received the *Seal of Excelencia* on behalf of the College. Ms. Benavidez will be invited to report on this prestigious recognition.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) May 30, 2019 Regular Board Meeting

Recommendation:

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

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Thursday, May 30, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:01 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Dr. Alejo Salinas, Jr.

Members absent: Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Mr. Rene Guajardo

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. David Plummer, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Mr. George McCaleb, Ms. Katarina Bugariu, Mr. William Buhidar, Dr. Ali Esmaeili, Dr. Jesus Campos, Mr. Ken Lyons, Mr. Daniel Ramirez, Mr. Khalil Abdullah, Mr. David Valdez, Dr. Carlos Margo, Dr. Virginia Champion, Ms. Alicia Gomez, Mr. Mario Reyna, Ms. Monica Perez, Mr. Robert Cuellar, Mr. Robert Pena, Mr. Tyler Pierce, Ms. Priscilla Duran, Bob Simpson, Mr. Eddie Vela, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Presentations

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

Ms. Benavidez reported on the Rural Education Convening to the Board of Trustees.

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, presented 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 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 were extended 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, provided 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 attended the May 30, 2019 Regular Board Meeting to 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 also discussed 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 focused on the brand roll-out and upcoming campaign, Mr. Ramirez was gathering data on the preliminary advertising, and would deliver a full accountability report presentation to share this data with the Board at a subsequent meeting.

The presentations were for the Board’s information, and no action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) April 23, 2019 Regular Board Meeting

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the April 23, 2019 Regular Board Meeting Minutes as written. The motion carried.

05/30/2019
Regular Board Meeting Minutes

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 was 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 enabled 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 was for the period of May 1, 2019 – April 30, 2020.

This grant aligned 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 aligned 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 supported meeting the purposes of the federal GEAR-UP grant awarded to Region One ESC. Through this agreement, South Texas College would 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 would help cover tuition, supplies, GED, TSIA testing and staff salaries. The funding cycle was from February 1, 2019, to August 31, 2019.

This award aligned 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 would provide training for 53 new and incumbent workers from businesses in Edinburg. Funding would 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 would provide trainees who successfully complete the program with a Phlebotomy Certification from the National Health Care Association for Phlebotomy Technicians. Additional training areas included Customer Service and Cybersecurity. The Edinburg Economic Development Corporation 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 was for the period of February 1, 2019 to May 30, 2020.

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

This grant aligned 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 was \$700,000, and STC would receive a sub-award in the amount of \$500,923. Approximately 75% of the funds were 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 would 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 aligned to regional labor market demands and will provide work-based learning opportunities and career coaching support for students. The grant period was from July 1, 2019, to August 31, 2020.

This grant aligned 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.

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.

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

1. Texas 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 motion carried.

The Board took the following item out of the posted agenda order:

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) was requested.

Purpose

Texas Governor Greg Abbott has appointed Ms. Priscilla Duran as a Community Relations Specialist – South Texas Economic Development and Tourism. Ms. Duran reached out to South Texas College about the use of office space at the Technology Campus. An MOU was 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, coordinated the development of the MOU with the Office of the Governor. The MOU referenced Ms. Duran, in her capacity as the Governor's Community Relations Specialist, as the "OOG Regional Representative."

Background

The proposed MOU outlined 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 noted that Section 3, outlining responsibilities of South Texas College, included one ambiguous point that might be corrected or removed. The specific item stated that South Texas College shall:

“Provide access to reasonable administrative assistance, including copy services, and local telephone services.”

The President recommended 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 recommended 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 was 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 was provided in the packet for the Board’s review and information.

Ms. Priscilla Duran attended the meeting, and introduced herself to the Board of Trustees. A native of the Rio Grande Valley, Ms. Duran looked forward to working on economic development opportunities in the region.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

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

Dr. Alejo Salinas, Jr. reviewed the following presentations, delivered to the Education and Workforce Development Committee on May 14, 2019:

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 were provided for the Committee's review, and no action was 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 was 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 recommended 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 was provided 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 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) **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 were:

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)
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 were 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 were 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 was \$2,256,502.11.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the award of proposals, purchases, renewals, and interlocal agreement in the amount of \$2,256,502.11 as presented. The motion carried.

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 was requested.

Purpose – The Fixed Asset/Inventory Department requested 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 would 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 would be written-off from the College's capital asset ledger and the reduction would be reflected on the Comprehensive Annual Financial Report as of August 31, 2019.

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

Enclosed Documents - A listing of the fixed assets/capital assets valued at \$5,000 and above was provided 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, attended the 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized writing-off obsolete fixed assets/capital assets valued at \$5,000 and over as presented. The motion carried.

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 was requested.

Purpose – The Purchasing Department requested approval to participate in the purchasing cooperative, which would provide larger purchase discounts, reduce

administrative cost in preparing request for proposal (RFP), and reduce 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 acquired U. S. Communities to provide a greater number of products and services for public agencies.

OMNIA Partners was 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 would be optional and would be completed only after it has been determined to be the best value for the College. Some of the participants in the cooperative 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 would provide additional sources of vendors, which have competitively awarded bids. This membership would not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term contracts.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

Review and Action as Necessary on Proposed New Policies

Approval of proposed new policies was requested.

Purpose – To adopt new policies as needed.

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

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

- The new policy was 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 was 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 were currently in place to address Evaluation of the Internal Auditor and Non-Faculty Employee Performance Appraisal.

Reviewers – The proposed new policies were 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 were provided 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.

Dr. Salinas noted that the policies reflected Board approval on May 28, 2019, which was the original scheduled date of anticipated Board action at the time the Committee recommended Board approval. Staff agreed to update the policies to reflect the correct date of May 30, 2019 upon approval.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the 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 motion carried.

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

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

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

Justification – The request for the revisions to the policy were 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* were 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 was provided in the packet for the Board's review and information. The proposed additions to the policy were highlighted, with blue highlights showing the changes added in response to the Finance, Audit, and Human Resources Committee review of the proposal.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the proposed revisions to Policy #2200: *Legal Counsel* as presented and which supersede any previously adopted Board policy. The motion carried.

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 was 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

Rates/Services	Current Terms	Proposed New Terms
		\$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 continued to grow and the College need to 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 recently used were 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 were 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 were engaged as needed, for specific issues, and no revisions to the terms of their individual engagements with the College were requested.

Funding Source – Expenditures were 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 were provided in the packet for the Board's review and information.

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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

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 was 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 was necessary to establish the basis on which the project design team would be given authorization to proceed with design development and construction document phases.

Justification

Once schematic design was approved, EGV Architects, Inc. would 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 would then be issued for solicitation of construction proposals. Once received, construction proposals would 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 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 were included for construction for this project. The design team met with staff and faculty several times to review the project scope and the architect developed a schematic design that was 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 was 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. developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and interior views.

Presenters

EGV Architects, Inc. developed a schematic presentation describing the proposed design.

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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented. The motion carried.

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 was requested.

On May 30, 2019, the Board of Trustees approved the schematic design of the project. Thus, EGV Architects would 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 would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff requested 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was 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 was necessary to establish the basis on which the project design team was given authorization to proceed with design development and construction document phases.

Justification

Once schematic design was approved, Boultinghouse Simpson Gates Architects would 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 would then be issued for solicitation of construction proposals. Once received, construction proposals would 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 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 was \$324,000 and the Architect's construction estimate of the schematic design as prepared was \$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 was based on the current construction market costs for similar renovation projects. The project team reviewed the schematic design and verified that the Architect's design was within the project's scope. Additional funding was 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 were included for this project. Additional funds were 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 was 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 developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and interior views.

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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the Pecan Campus Information Technology Building M Office and Work Space Renovation project as presented. The motion carried.

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 was requested.

On May 30, 2019, the Board of Trustees approved the schematic design of the project. Thus, Boultinghouse Simpson Gates Architects, Inc. would 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 would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff requested approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications were 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was 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 was 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 included, but was 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 would engage an 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 would then be issued for solicitation of construction proposals. Once received, construction proposals would 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 were 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 were estimated to be \$188,000, or 10% of the estimated construction costs, and funds were 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, was recommended for Board approval.

Enclosed Documents

The packet included 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

The procurement of a contractor would 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 was 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 were 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 provided the 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 Gonzalez Enterprises, LLC in the amount of \$90,650 for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

05/30/2019
Regular Board Meeting Minutes

Purpose

Authorization was 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 were requested due to the demand for the courses being offered at the RCPSE. Portable buildings and the associated infrastructure were necessary to provide the needed spaces.

Background

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 was 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 included 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 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 recommended acceptance of alternate #1 as presented.

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

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

Staff 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 \$8,460 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 recommended accepting alternate #2 as presented.

Administration noted that there was an adjustment to the delivery price of the used portable buildings under Option 1. The cost of "Delivery w/Installation" was listed as \$48,600 in the packet, but should have been listed as \$49,900. This is an increase of \$1,300.

The total cost of the used units, including Alternate #1 and Alternate #2, would then be \$412,696.

The revised total including the alternate proposal costs was 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 \$412,696

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 were 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 were 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
			\$412,696
			\$777,446
Total Estimated Cost – Installed w/ Alternates and Fully Equipped			\$778,746

Funding Source

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

Enclosed Documents

The packet included 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 \$412,696, through a purchasing cooperative from Mobile Modular Management Corporation, as presented. The motion carried.

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 was 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 was 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 were provided in the packet 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized substantial completion for the District Wide Basketball Court Repainting project as presented. The motion carried.

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 was 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 was 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 was provided in the packet 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized substantial completion of the District Wide Automatic Door Openers – Phase III project as presented. The motion carried.

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 was requested.

Purpose

South Texas College required 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 would use the target range owned by the Pharr Police Department as required by the TCOLE curriculum. This MOU identified the additional responsibilities by which each partner must abide.

Justification

The MOU was required to ensure South Texas College could 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 had 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 would continue the close working arrangement that the College had with the City of Pharr and their Police Department to ensure STC could 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 was provided in the packet 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the MOU between South Texas College and the City of Pharr Police Department as presented. The motion carried.

Update on Status of Unexpended Plant Fund – Construction Projects

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

No action was taken.

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

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, 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 April 2019. The motion carried.

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 was 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.

Due to the absence of three trustees from the May 30, 2019 Regular Board Meeting, Chairman Rodriguez opted to postpone the review of the assessment of the College President and the Self-Assessment of the Board of Trustees until a subsequent meeting.

No action was taken.

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 was 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 March 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 for Board action at that time, but the Committee did ask the College

President to extend an offer of 50% abatement of two of the four projects, and no abatement of the remaining two projects.

On May 29, 2019, Mr. Robert Pena notified College staff that Terra-Gen, LLC did not approve the proposed terms, and requested further consideration.

On May 30, 2019, the Tax Abatement Review Committee met to discuss the response from Terra-Gen, LLC.

Mr. Roy de León informed the Board of Trustees that the Committee recommended an offer of 50% abatement of each of the four projects for a period not to exceed ten years, and including a lump sum payment to the College of \$30,000 per project for scholarships, and a \$10,000 Payment in Lieu of Taxation (PILOT) per project for each of the ten years of the abatement period.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the College President to execute agreements with Terra-Gen Development Company, LLC. for a 50% tax abatement for each of the four projects for a period not to exceed ten years, and including a lump sum payment to the College of \$30,000 per project for scholarships, and a \$10,000 Payment in Lieu of Taxation (PILOT) to the College per project for each of the ten years of the abatement period. The motion carried.

Announcements

A. Next Meetings:

- *Tuesday, June 13, 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

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:09 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, May 30, 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. The Association of American Colleges and Universities Subaward with support from the Bill & Melinda Gates Foundation and Ascendium Education Group, Inc., in the amount of \$30,000

This subaward is provided to South Texas College for participation in the Association of American Colleges and Universities' (AAC&U) *Strengthening Guided Pathways and Career Success by Ensuring Students are Learning* project. Guided Pathways support student success and builds institutional capacity by defining clear and coherent pathways for degree completion and ensures learning while on the pathways, leading to completion of a postsecondary degree or credential.

Funds will be used for faculty stipends, professional development, and travel to support project goals. The funding period is from June 1, 2019 to August 31, 2021.

This sub-award aligns to Strategic Direction #4, Collective Responsibility, by empowering faculty to design the best learning experiences for students, leading to their academic success, career readiness, and timely completion.

2. Texas Workforce Commission, Skills for Small Business Fund, Additional Funds in the amount of \$78,750

This grant helps to provide training offered by the Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing to local employers. This program supports businesses with fewer than 100 employees and upgrades employees' skills by offering courses such as accounting, computers, strategic management, HIPAA, and customer service.

These additional funds will provide training in areas such as communications skills, medical billing and coding, time management and medical office manager. The funding period for this grant is from November 1, 2018 to November 30, 2019.

This grant is aligned to Strategic Direction #3, High Success Rate by providing training that will help employees increase their economic and social mobility.

3. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$108,750 in 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. The Association of American Colleges and Universities Subaward with support from the Bill & Melinda Gates Foundation and Ascendium Education Group, Inc., in the amount of \$30,000
2. Texas Workforce Commission, Skills for Small Business Fund, Additional Funds in the amount of \$78,750

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. The Association of American Colleges and Universities Subaward with support from the Bill & Melinda Gates Foundation and Ascendium Education Group, Inc., in the amount of \$30,000
2. Texas Workforce Commission, Skills for Small Business Fund, Additional Funds in the amount of \$78,750

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 June 13, 2019, the Education and Workforce Development Committee received the following presentation:

A. Presentation on the South Texas College Dual2Degree Department

The South Texas College Dual2Degree Department was developed to support the College's goal to build a college-going culture in the Rio Grande Valley. They support this goal by engaging with parents and students, building their understanding of the value of higher education and workforce training, and helping them establish their own goals for educational attainment.

The Dual2Degree Department develops and reinforces the students' and parents' understanding of the opportunities at South Texas College, and guides them through the development of clear pathways to matriculate as traditional college students if they do not achieve a college credential while enrolled as a dual credit program student.

Much like the campus Enrollment Centers provide traditional students with convenient and centralized access for admissions, financial aid, advising, registration, and other vital student support services, the Dual2Degree team brings those same services to the dual credit students' local schools and community events.

Mr. Tony Matamoros, Director of Enrollment Services for Dual Credit, presented on the Dual2Degree Department and their activities supporting the burgeoning college-going culture in the Rio Grande Valley.

Mr. Matamoros emphasized the cultivation of meaningful connections with the school districts, and with the students and parents while enrolled at the school district. Through properly framing student and parental expectations and establishing clear goals, students are set on a pathway to successful completion.

The Dual2Degree team works closely with school district personnel. This includes regular communication, coordination on dual program events, and access to the College's DegreeWorks program, which gives students and advisors a recommended degree plan and an assessment of student progress, and helps with the selection of courses that will meet program requirements.

Mr. Matamoros shared a 2 ½ minute video developed for local school district counselors, which showcases Dual2Degree outreach activities across the two counties served by South Texas College. This video cultivates and nourishes students' understanding that college access and college completion are within their reach.

Mr. Matamoros discussed the matriculation initiatives, which were designed to reduce dual credit stop outs – those students who enroll in some college hours through dual enrollment, but do not complete a credential and do not enroll as traditional students upon graduation from high school.

The presentation is included for the Board's review, and no action is requested.

Review and Action as Necessary on Proposed Academic Calendar for Academic Year 2020 – 2021

Approval of the 2020 - 2021 Academic Calendar is requested.

The Academic Calendar Steering Committee, which includes membership from each area of the College, has developed the FY 2020 – 2021 Academic Calendar. The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas.

The calendar was presented to South Texas College faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar has been unanimously approved by the Academic Calendar Steering Committee and has been reviewed and approved by the President's Cabinet, Administrative Staff, and Planning and Development Council.

The proposed calendar is provided in the packet for the Board's review and consideration.

The Education and Workforce Development Committee recommended Board approval of the 2020 – 2021 Academic Calendar as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the 2020 – 2021 Academic Calendar as presented.

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

The Board of Trustees approves and authorizes the 2020 – 2021 Academic Calendar as presented.

Approval Recommended:

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

2020-2021 Calendar



Fall Semester 2020 (August 24 - December 13)

August 12 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 13 (Thursday)	New Faculty Orientation
August 14 (Friday)	New Faculty Service Area Tour
August 17 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 18 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 19 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 20 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 21 (Friday)	Faculty Preparation Day / Departmental Meetings
August 22 (Saturday)	Adjunct & Dual Credit Faculty Development Day
August 24 (Monday)	Classes Begin
September 7 (Monday)	College Closed – Labor Day
September 9 (Wednesday)	Census Day - Twelfth Class Day
September 25 (Friday)	College Closed – College-Wide Organizational Development Day
November 13 (Friday)	Last Day to Withdraw
November 26 – 29 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 7 – 13 (Monday – Sunday)	Finals
December 12 (Saturday)	Commencement Ceremonies*
December 12 (Saturday)	Certificate and Degree Award Date
December 13 (Sunday)	End of Term
December 14 (Monday)	Grades Due Date
December 17 – January 3 (Thurs. – Sun.)	Winter Break (College Closed)

* May vary depending on facility availability.

Spring Semester 2021 (January 19 – May 13)

January 4 (Monday)	College Opens – Staff return
January 6 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 11 (Monday)	Faculty Return – Division / Department Meetings
January 12 – 15 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 16 (Saturday)	Adjunct / Dual Credit Faculty Professional Development Day
January 18 (Monday)	Martin Luther King, Jr. Day – College Closed
January 19 (Tuesday)	Classes Begin
February 3 (Wednesday)	Census Day - Twelfth Class Day
February 12 (Friday)	College Closed - College-Wide Organizational Development Day
March 15 – 21 (Monday - Sunday)	College Closed - Spring Break
April 1 – 4 (Thursday – Sunday)	College Closed - Semester Break
April 19 (Monday)	Last Day to Withdraw
May 7 – 13 (Friday – Thursday)	Finals
May 13 (Thursday)	End of Term
May 14 – 15 (Friday - Saturday)	Commencement Ceremonies*
May 14 – 15 (Friday - Saturday)	Certificate and Degree Award Date
May 17 (Monday)	Grades Due Date

*May vary depending on facility availability.

Summer Session 2021 (June 7 – August 13)

June 7 (Monday) Classes Begin

June 15 (Tuesday)	Census Day - Seventh Class Day
July 5 (Monday)	College Closed-Independence Day
July 12 – 13 (Monday & Tuesday)	No classes
July 29 (Thursday)	Last Day to Withdraw
August 12 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 13 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 16 (Monday)	Grades Due Date

SI – Minimester (June 7 – July 8)

June 7 (Monday) Classes Begin

June 10 (Thursday)	Census Day - Fourth Class Day
June 30 (Wednesday)	Last Day to Withdraw
July 5 (Monday)	College Closed-Independence Day
July 8 (Thursday)	End of Term/Finals (Classes Meeting M-R)
July 9 (Friday)	End of Term/Finals (Classes Meeting M-F)
July 12 (Monday)	Grades Due Date

SII – Minimester (July 14 – August 13)

July 14 (Wednesday)..... Classes Begin

July 19 (Monday)	Census Day - Fourth Class Day
August 6 (Friday)	Last Day to Withdraw
August 12 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 13 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 16 (Monday)	Grades Due Date

Committee Membership and Timeline

Academic Calendar 2020-2021

Updated June 4, 2019

Committee Membership

Brett Millan, OVPAA	Erika Leal, OPOD
Christina Cavazos, CSL	Alejandra Cantu, Dual Credit Programs
Miguel Carranza, Student Financial Services	Mehrzad Mahmoudian Geller, Faculty Senate
Lelia Salinas, IS&P	Ricardo Olivares, Council of Chairs
Cynthia Blanco, Admissions	Mehrzad Mahmoudian Geller, MSB (faculty)
Jesus Ramirez, Admissions	Erika Guerra, BPST (faculty)
Ray Pedraza, Public Relations	Fred Cady, LASS (faculty)
Carlos Hernandez, Human Resources	Theresa Garza, NAH (faculty)
Norma Jimenez, Business Office	

Timeline and Process

February 19, 2019	Calendar Committee meet to propose a preliminary draft calendar.
March 4 – April 1, 2019	Time for review and feedback by faculty and staff. Committee members distribute the draft calendar to faculty and staff in their area for feedback.
April 10, 2019 (tentative)	Calendar Committee meets to review feedback faculty and staff.
April 11 – May 10, 2019	Draft Calendar will be presented to Academic Council, Planning and Development Council, President's Administrative Staff, Council of Chairs, and Faculty Senate.
May 13 – May 16, 2019	Calendar Committee members will vote on the Final Draft Calendar.
May 20, 2019	Final Calendar will be submitted to the Vice President for Academic Affairs.
June 13, 2019	Final Calendar will be presented at the Board of Trustees Education and Workforce Development Committee Meeting.
June 25, 2019	Final Calendar will be submitted to the Board of Trustees.

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

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

These items are being purchased to finish the current year and some items are to prepare for the upcoming Fall semester, pending Board approval of the FY 2019 – 2020 Budget.

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. Rejection of Proposals**
- C. Purchases and Renewals**
 - a. Instructional Items**
 - b. Non-Instructional Items**
 - c. Technology Items**
- D. Interlocal Agreements**

A. Award of Proposals

1) Purchase of Projectors (Award)

Award the proposal for the purchase of projectors to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$104,988.00.

Purpose – Educational Technologies is requesting the purchase fifty-two (52) projectors to use as replacement projectors for classroom units throughout the College district.

Justification and Benefit – The projectors will be available as immediate replacements for projectors currently installed in classrooms, which will allow for minimal down-time for a classroom in which the installed projector has to be removed for service or is no longer under warranty.

Background – Proposal documents were advertised on May 7, 2019 and May 14, 2019 and issued to eighteen (18) vendors. Four (4) responses were received on May 22, 2019 and reviewed by Educational Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies budget in the FY 2018 – 2019.

2) Vending Services - Snacks (Award)

Award the proposal for vending services – snacks to **STX Snacktime Vending Co. LLC**. (Weslaco, TX) (New), for the period of September 1, 2019 through August 31, 2024 with services to all South Texas College locations. The five (5) year proposal includes a

monthly commission of 22.5% on gross sales (less applicable sales tax). The pricing is as follows: candy - \$1.25, pastries - \$1.25, chips - \$0.80-\$1.10, and crackers - \$0.75.

Purpose – The College is requesting vending services for snacks at all South Texas College campuses and centers.

Justification and Benefit – The services need to be available outside of the cafeterias hours of operation for all faculty, staff, students, and visitors

Background – Proposal documents were advertised on April 15, 2019 and April 22, 2019 and issued to five (5) vendors. Three (3) responses were received on April 30, 2019 and reviewed by Facilities Maintenance and Operations (Auxiliary Services) and the Purchasing Department.

B. Rejection of Proposals

3) Online Real Estate Courses (Reject)

Reject the proposal received for online real estate courses due to incomplete documentation that was received from a vendor.

4) Purchase of Audio Visual Equipment (Reject)

Reject the proposals received for the purchase of audio visual equipment in order to add additional projects and additional requirements needed.

C. Purchases and Renewals (C-a. Instructional Items)

5) Breathing Simulator (Purchase)

Purchase a breathing simulator from **IngMar Medical** (Pittsburgh, PA) (New), a sole source vendor, at a total amount of \$84,772.00.

Purpose – The Respiratory Program in the Division of Nursing and Allied Health is requesting the purchase of a breathing simulator for student instruction in the simulation lab.

Justification and Benefit – This equipment will allow students in the respiratory program to conduct a more realistic training in pulmonary and respiratory care. Additionally, this equipment would be an added benefit to students in the Nursing and Allied Health programs during inter-collaboration sessions and allow the faculty to deeply assess a student's understanding through multiple scenarios.

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

6) Electrical Equipment, Parts, and Supplies (Purchase)

Purchase electrical equipment, parts, and supplies from **Crawford Electric Supply Company, Inc.** (San Antonio, TX/Mission, TX) and **Dealers Electric Supply, Co.** (Waco, TX/McAllen, TX), board approved vendors, for the period beginning June 26, 2019 through August 31, 2019, at an estimated amount of \$80,000.00.

Purpose – The Electrician Technology Program in the Division of Technology is requesting electrical equipment, parts, and supplies for student instruction at the Technology Campus.

Justification and Benefit – The equipment, parts, and supplies will include some of the following items: fuses, connectors, conduit, various type of wire, terminals, locknuts, bushings, etc.

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

7) Electronic Anatomy and Physiology Teaching System (Purchase)

Purchase an electronic anatomy and physiology teaching system from **Anatomage, Inc.** (San Jose, CA) (New), a sole source vendor, at a total amount of \$78,650.00.

Purpose – The Division of Nursing and Allied Health is requesting the purchase of an electronic anatomy and physiology teaching system for student instruction in the simulation lab.

Justification and Benefit – The teaching system will benefit all Nursing and Allied Health students in assessing the human body through a 3-D imaging system. This anatomy visualization technology will allow students to access the human body through different structures and interactive applications. This technology will benefit the student's anatomy and physiology knowledge and increase their confidence when gaining hands on training in the Nursing and Allied Health programs.

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

8) Instructional Equipment (Purchase)

Purchase instructional equipment from **DiaMedical USA** (West Bloomfield, MI) (New), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$74,782.39.

Purpose – The Division of Nursing and Allied Health is requesting the purchase of instructional equipment for student instruction in the simulation lab. It will include the following: three (3) infant warmers, twenty-three (23) integrated wall diagnostic systems, ten (10) primary IV sets, ten (10) tubing sets, ten (10) blood sets, and four (4) infusion pumps.

Justification and Benefit – Students will be able to use the equipment during their simulation clinical practicum that will provide them with the experience needed using diagnostic equipment found in regular clinical settings and hospitals. By exposing students to this equipment, they will be familiar and knowledgeable on how to use them on real-life patients.

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

9) Pediatric Simulator Manikin (Purchase)

Purchase a pediatric simulator manikin from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of \$50,477.00.

Purpose – The Simulation Lab in the Division of Nursing and Allied Health is requesting the purchase of a pediatric simulator for student instruction in the Advanced Degree Nursing, Vocational Nursing, Emergency Medical Technology, Respiratory Therapy, and Patient Care Programs.

Justification and Benefit – The pediatric manikin is designed for physiologic scenarios designed to help providers of all levels to develop the specialized skill needed to effectively communicate, diagnose, and treat young patients in all clinical areas. Students will be able to experience, emergency interventions, real patient support, lung sounds, heart sounds, and stomach distension.

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

10) Recording Systems (Purchase):

Purchase recording systems from **KbPort, LLC.** (Pittsburgh, PA), a sole source vendor, at a total amount of \$62,294.00.

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 Lab 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 are 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 Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

11) Nursing and Allied Health Equipment and Supplies (Renewal)

Renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2019 through July 31, 2020, at an estimated amount of \$150,000.00 with the following vendors:

- a. **Bound Tree Medical, LLC.** (Dublin, OH)
- b. **Cynmar, LLC.** (Yulee, FL)
- c. **Health Care Logistics, Inc.** (Circleville, OH)
- d. **Henry Schein, Inc.** (Irmo, SC)
- e. **Medline Industries** (Northfield, IL)
- f. **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
- g. **QuadMed** (Jacksonville, FL)

Purpose - The Nursing and Allied Health instructional programs are requesting to renew the contracts for the purchase of equipment and supplies for various courses and labs.

Justification and Benefit - The nursing and allied health equipment and supplies will be used for student instruction in the various nursing and allied health programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves, masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, caps, IV start kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc.

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – The Board awarded the contracts for nursing and allied health equipment and supplies at the July 24, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins August 1, 2019 and ends July 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 7/31/19	2 – one year options
1 st Renewal	6/25/19		8/1/19 – 7/31/20

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician budgets for FY 2018 – 2019 and FY 2019 – 2020 pending Board approval of the budget.

C. Purchases and Renewals (C-b. Non - Instructional Items)

12) Air Condition Filters (Purchase)

Purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$145,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of air conditioning filters. These air condition filters are replaced monthly for all buildings throughout the district.

Justification and Benefit – The air condition filters are needed to maintain air quality in the buildings and to keep the systems clean and running properly.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 - 2020 pending Board approval of the budget.

13) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple

Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting building automation control equipment maintenance, which will include replacement parts and services for all new and renovated buildings throughout the College.

Justification and Benefit – It will include ordering and replacing parts for the air conditioning building control systems as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 - 2020 pending Board approval of the budget.

14) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **U. S. Water Services, Inc.** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all the chillers throughout the district.

Justification and Benefit – The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2019 – 2020 pending Board approval of the budget.

15) Furniture (Purchase)

Purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$82,713.52.

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$2,185.20
B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,953.19
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$8,354.84
D	Howard Technologies (Laurel, MS)	\$14,830.00
E	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$47,396.19

#	Vendor	Amount
F	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$5,833.70
G	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$1,160.40
Furniture Total		\$82,713.52

The purchases can be summarized as follows:

- Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Regional Center for Public Safety Excellence
 - 2 Mobile Glassboards for the Library
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 3 Faculty/Staff Chairs for the Division of Nursing and Allied Health
 - ⇒ Pecan Campus
 - 2 Faculty/Staff Chairs for the Office of Institutional Equity
 - ⇒ Regional Center for Public Safety Excellence
 - 1 Faculty/Staff Chair for the Library
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 2 Faculty/Staff Desks for the Division of Nursing and Allied Health
 - ⇒ Pecan Campus
 - 2 File Cabinets for the Office of Institutional Equity
 - 2 Faculty/Staff Desk for the Grant Development, Management, and Compliance Department
 - ⇒ Regional Center for Public Safety Excellence
 - 1 Bookcase for the Library
 - ⇒ Starr County Campus
 - 1 File Cabinet for Psychological Science Program
 - ⇒ Technology Campus
 - 11 File Cabinets for Central Receiving
- Howard Technologies (Laurel, MS)
 - ⇒ Nursing and Allied Health Campus
 - 5 Charting Stations for the Division of Nursing and Allied Health
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 4 Faculty/Staff Desk for the Division of Nursing and Allied Health
 - ⇒ Pecan Campus
 - 1 Table for Student Affairs
 - 4 Chairs for the Division of Math and Sciences
 - 1 Table for Learning Commons and Open Labs
 - 2 Cubicle Workstations for Information Technology
 - ⇒ Starr County Campus
 - 1 Table for Learning Commons and Open Labs

- ⇒ Regional Center for Public Safety Excellence
 - 1 Faculty/Staff Desk, 14 Tables, and 20 Chairs for the Department of Public Safety
 - 16 Chairs, 1 Faculty/Staff Desk, and 1 Table for the Library
- ⇒ Technology Campus
 - 10 Instructor Classroom Chairs for the Division of Business
- National Office Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Regional Center for Public Safety Excellence
 - 2 Sofa Chairs and 3 Tables for the Library
- Versteel/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pharr Regional Center
 - 2 Tables for the Library

Fund for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Department of Psychological Science, Division of Math, Science & BAT Programs, FFE Unallocated – Instruction, Grant Development, Management, and Compliance, Learning Commons and Open Labs, New Furniture, Division of Nursing and Allied Health, Office of Institutional Equity, Purchasing, RCPSE Portables-FFE, Student Affairs and Technology Resources.

16) Parts and Supplies (Purchase)

Purchase parts and supplies from **W. W. Grainger/dba Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$100,000.00, which is based on prior year expenditures.

Purpose - Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operations of the College.

Justification and Benefits – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 - 2020 pending Board approval of the budget.

17) Collection Agency Services (Renewal)

Renew the collection agency services contracts for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

- Primary: a. **S & S Recovery, Inc.** (Memphis, TN)
Secondary: b. **Continental Service Group, Inc. / dba ConServe** (Fairport, NY)
 c. **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)

Purpose – The Business Office and Cashiers Office are requesting collection agency services contracts, which are needed for the collection of delinquent accounts due to the College from students, faculty, and staff.

Justification and Benefit – The collection agency services provide collection for delinquent emergency student loans, tuition and fees, accounts receivable, and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with tuition waiver reimbursement guidelines.

The collection agencies provide the College the best service for collection and reporting techniques.

Vendor		Contract Percentages
S & S Recovery, Inc.		Will charge the student a rate of ⇒ 20% for first placement ⇒ 23% for the second placement ⇒ 23% for all subsequent referrals, and ⇒ 30% for litigation and judgment placements
Continental Group, Conserve	Service Inc./dba	Will charge the student a rate of ⇒ 20% for first placement ⇒ 20% for the second placement ⇒ 20% for all subsequent referrals, and ⇒ 24% for litigation and judgment placements
Immediate Recovery	Credit	Will charge the student a rate of ⇒ 21% for first placement ⇒ 21% for the second placement ⇒ 21% for all subsequent referrals, and ⇒ 28.571% for litigation and ⇒ 21% for judgment placements

Background – The Board awarded the contract for collection agency services at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	9/1/17 – 8/31/18	2 – one year options
1 st Renewal	6/26/18		9/1/18 – 8/31/19
2 nd Renewal	6/25/19		9/1/19 – 8/31/20

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 Business Office budget for FY 2019 - 2020 pending Board approval of the budget.

18) Commercial Card Services (Accounts Payable Card) (Renewal)

Renew the commercial card services (accounts payable card) with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College.

Purpose – BBVA Compass provides a Commercial Card Account, which can be used to purchase goods and services from those merchants that accept cards as a method of payment.

Justification – The Accounts Payable (AP) card serves as an accounts payable department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below:

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001	\$+	1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

The AP card solution is provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. The Board of Trustees has approved contract extensions as follows:

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/26/13	4/1/13 – 8/31/14	one year
1 st Renewal	8/26/14	9/1/14 – 8/31/15	one year
2 nd Renewal	8/25/15	9/1/15 – 8/31/16	one year
3 rd Renewal	8/23/16	9/1/16 – 8/31/17	one year
4 th Renewal	8/22/17	9/1/17 – 8/31/18	one year
5 th Renewal	8/28/18	9/1/18 – 8/31/19	one year
6 th Renewal	6/25/19	9/1/19 – 8/31/20	one year

The total rebate received from 4/1/2013 through 4/30/19 is \$365,446.52.

Fiscal Year	Rebate Amount
FY 2015	\$38,976.69
FY 2016	\$53,275.14
FY 2017	\$86,235.21
FY 2018	\$121,724.22
FY 2019	\$65,235.26

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

19) Creative Agency Services (Renewal)

Renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2019 through August 31, 2020 at an estimated annual amount of \$1,098,999.00. This will include approximately \$147,500 in research, \$67,500 in production and creative services, \$719,090 media buying, \$101,909 media buying strategy and campaign implementation, and \$63,000 in administrative fees and travel fees.

Purpose – The Office of Public Relations and Marketing is requesting to renew the creative agency services to provide professional services for the enhancement and expansion of the South Texas College brand. This partner must be able to scan the marketplace, identify the competitive advantages, and then articulate and execute marketing strategies to launch and sustain initiatives to achieve institutional goals.

Justification and Benefit – South Texas College is seeing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional age college students, requires very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that messaging.

Background – The Board awarded the contract for creative agency services at the July 24, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20

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 Public Relations and Marketing budget for FY 2019 – 2020 pending Board approval of the budget.

20) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period

beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$95,000.00.

Purpose – The Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all elevators district wide.

Justification and Benefit – The elevator maintenance contract includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2019 – 2020 pending Board approval of the budget.

21) Financial Advisor Service Agreement (Renewal)

Renew the financial advisor service agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$3,500.00.

Purpose – The Business Office is requesting to renew the agreement for services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification and Benefit – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it may coincide with the College's fiscal year end. On February 26, 2013, the Board of Trustees approved the First Amendment to Financial Advisory Agreement, which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On July 24, 2018, a renewal of the agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 and ending August 31, 2019 was approved by the Board of Trustees.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

The fee schedule remains the same and fees are payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there is no annual charge to the College for financial advisory services.

22) Grounds Maintenance (Renewal)

Renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$367,107.00 for mowing, tree trimming, and shredding services, an estimated amount of \$175,000.00 for various plants, replacement plants and landscaping, and an estimated amount of \$30,000.00 for sprinkler system repair, at a total estimated annual amount of \$572,107.00.

Purpose – Facilities Operations and Maintenance is requesting to renew the contract for ground maintenance service for all South Texas College campuses.

Justification and Benefit – The grounds maintenance contract will include the following services; mowing, shredding of grass, tree trimming, flowerbeds, plants & replacement of plants, landscaping areas with crushed granite for the following locations:

- Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses
- Pecan Plaza
- Regional Center for Public Safety Excellence Center

Background – The Board awarded the contract for grounds maintenance at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins July 26, 2019 and ends July 25, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	7/26/17 – 7/25/18	2 – one year options
1 st Renewal	6/26/18		7/26/18 – 7/25/19
2 nd Renewal	6/25/19		7/26/19 – 7/25/20

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

Funds for this expenditure are budgeted Facilities Grounds Maintenance budget for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

23) Promotional Items for Student Outreach (Renewal)

Renew the promotional items for student outreach contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.00. The vendors are as follows:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- c. **Promo Universal, LLC.** (Corpus Christi, TX)

Purpose – Public Relations and Marketing and College Connections (formerly Student Outreach) are requesting the purchase of promotional items for community awareness and various student events.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

- The Public Relations and Marketing provides promotional items for the College's community outreach efforts, in the amount of \$40,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:
 - ⇒ Increase awareness of South Texas College at different community events
 - ⇒ Re-branding of new South Texas College Logo
 - ⇒ Promote career/health fairs, festivals, financial aid fairs and campus community events
 - ⇒ Promote numerous community events that benefit the College and college partners
 - ⇒ Promote special recruitment events such as Ladies Night at the Technology Campus, Lunch and Learn program, and registration round-ups
 - ⇒ Promote Valley Scholars and new student orientation/graduation
 - ⇒ Create awareness through Jerry the Jaguar appearances at parades and other community events, school events, college activities, etc.
 - ⇒ Promote student recruitment for the certificate, associate degree and bachelor of applied technology programs
 - ⇒ Recognition for speakers and special visitors to the College
 - ⇒ Promote "Junior Jaguar" program to elementary age children to instill a College going culture
 - ⇒ Promote Groundbreaking events throughout the College
 - ⇒ Promote Science, Technology, Engineering, and Mathematics (STEM) programs to community
- The College Connections (formerly Student Outreach) purchases promotional items in the amount of \$25,000 for the following reasons:
 - ⇒ New Student Recruitment – College Connections recruits students from the two county district that is comprised of over 77 high school sites with over 55,000 students in grades 9-12. Recruitment initiatives connect students to the college and prepare them for enrollment and transition. In 2017 - 2018, the College Connections' staff attended over 400 recruitment events; including high school visits, college bound events, and community events, which welcome over 4,170 prospective students to one of our five campuses. Promotional items are distributed at recruitment events, including college fairs, community events, presentations, financial aid drives, application drives, etc. Promotional items remain competitive with other college and university recruitment efforts and promotion.
 - ⇒ Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with

prospective students and their families. Campus Tours introduce students to South Texas College and let them see and connect with the campus. Campus Tours include K-12 grades and community organizations. Over 7,100 students toured a South Texas College Campus in 2017 - 2018.

- ⇒ Family Awareness – College Connections creates awareness for parents and families at parent nights and parent meetings at schools.
- ⇒ Community Awareness – College Connections hosts “Coffee Talks” with parents and the community at local community centers to begin the college conversation. The information sessions increase communication in the community and increase access for parents and community members that may not be able to attend a session at the local high school or college campus. Support is provided to parents and students to complete the Apply Texas application and the Free Application for Federal Student Aid (FAFSA).
- ⇒ Division Initiatives – College Connections supports the Division of Student Affairs Enrollment Management (SAEM) initiatives to promote application drives, registration events, and FAFSA completion at campus events for prospective, current, new, returning and transfer students. Promotional items are provided as part of enrollment strategies and planning.
- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Ambassadors support recruiter efforts in partner schools and community events.
- ⇒ Recognition – College Connections hosts annual Counselors’ Update to provide information on policy changes or college updates to our school partners. Community partners, high school counselors and administrators are invited and connected to the college. Counselors are provided a “Recruitment Tool Kit” to help them promote South Texas College to students and their families.
- ⇒ Elementary Schools – College Connections visits elementary schools in the two county district to promote higher education. Promotional items are given to students, parents and families. The College Connections attends school district and community Back to School rallies to meet with students and build excitement for the start of a new school year. The College Connections believes “College begins in Kindergarten” and encourages the college knowledge conversation.
- ⇒ College Connections creates a college-going culture through college bound activities for elementary school students participating in the College Bound Adopted Elementary Initiative. The College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools are commissioned as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a “recruitment tool kit” to help them share the importance of higher education. Promotional items connect students to the institution and increase awareness of higher education and completion. The college has adopted the following nine (9) elementary schools: Marcell Elementary,

Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera (formerly named North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD; and R.T. Barrera, Roma ISD.

Background – The Board awarded the contract for promotional items for student outreach at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/04/18	11/27/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20

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 Public Relations and Marketing and College Connections budgets for FY 2019 - 2020 pending Board approval of the budget.

24) Promotional T-Shirts for Student Outreach (Renewal)

Renew the promotional t-shirts for student outreach contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$74,000.00. The vendors are as follows:

- a. **Authentic Promotion.com** (Carmichael, CA)
- b. **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX)
- c. **Imprezos Pro Uniform, LLC.** (Pharr, TX)
- d. **Images In Ink, Inc.** (McAllen, TX)

Purpose – Public Relations and Marketing, Student Activities, and College Connections (formerly Student Outreach) are requesting the purchase of promotional t-shirts for various community events and to promote South Texas College.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

- Public Relations and Marketing - \$16,000.00.
 - ⇒ T-shirts used to create awareness of South Texas College at all college campuses including events attended by mascot Jerry the Jaguar.
 - ⇒ T-shirts used as door prizes and incentives for registration, college and career fairs for student recruitment including Women in Technology and Registration Round-Up.
 - ⇒ T-shirts used during special campus events including financial aid and employment fairs.

- ⇒ T-shirts distributed at sponsorship activations including the RGV Vipers and RGV FC Toros.
- ⇒ T-shirts used to promote community outreach and special programs including Turkey Trot, Veteran's Day and Science Olympiad.
- ⇒ T-shirts used for youth camp activities on campus during summer sessions including TexPrep, TSI, robotics and cybersecurity.
- ⇒ Youth T-shirts used to promote a college going culture among elementary school students. T-shirts used for general marketing purposes including social media and student photo shoots.
- Student Activities and Wellness - \$33,000.00
 - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
 - ⇒ Student Leadership Academy and Student Government Association
 - ⇒ Community College day students visit at the Capital
 - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
 - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
 - ⇒ South Texas College Students care community/neighborhood volunteering day
 - ⇒ Early College High Schools Sports Tournament
 - ⇒ Various on campus High School visits
 - ⇒ Various visits to High Schools
 - ⇒ Various support to student Academic programs and related student travel
- College Connections (formerly Student Outreach) - \$25,000.00
 - ⇒ Recruitment – College Connections distributes shirts at recruitment events and high schools. Students participating in college bound programs and campus visits wear the College shirts. With over 77 high school sites in Hidalgo and Starr Counties, and over 55,000 students in grades 9-12, the college competes with other institutions of higher education to engage and recruit students and their families to South Texas College. In 2017-2018, the College Connections' staff attended over 400 recruitment events and hosted college bound events and welcomed over 7,100 prospective students to one of our 5 campuses. Shirts are an essential part of the college recruitment and connection process.
 - ⇒ Excitement and Branding - South Texas College t-shirts are provided as promotional giveaways at recruitment events, community events, college fairs, and local schools. The South Texas College t-shirt builds excitement about the college and are worn by students and the community.
 - ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the enrollment process, Admissions, Advising, Financial Aid, and Registration.

Shirts identify students as new Jaguars and builds college pride and spirit. In 2017-2018, College Connections hosted over 110 registration events.

- ⇒ Community Outreach – College Connections has increased community event presence. In addition to Palm Fest, McAllen Christmas Parade, and various other city events in the college district, the department hosts “Coffee Talks” at local community centers to promote continuing education programs and raise awareness with parents and the community.
- ⇒ Adopted Elementary Initiative & Junior Jaguar Leadership Conference – Shirts are provided to the elementary schools as part of the College Bound Adopted Elementary Program to build a college-going culture. Students are provided a future student t-shirt that is worn on South Texas College Friday's. College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools, and commissions them as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a “recruitment tool kit” to help them share the importance of higher education. Shirts are given to identify them as Ambassadors and Peer Mentors. The college has adopted the following ten (10) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera Elementary (formerly named North Grammar Elementary), Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD, and R.T. Barrera, Roma ISD. A 3 rotating year cycle has been implemented to control costs and inventory – select schools will receive shirts each year and be rotated.
- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to support student success and recruitment initiatives. Student Ambassadors serve as Peer-to-Peer Mentors and promote registration, financial aid, and overall student success to fellow students to impact persistence. Shirts are provided as giveaways and to identify them as Student Ambassadors. In addition, Ambassadors support recruitment initiatives in the community and partner schools to connect with students and represent South Texas College.

Background – The Board awarded the contract for promotional t-shirts for student outreach at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/4/18	11/27/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20

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 requesting department budgets for FY 2019 - 2020 pending Board approval of the budget.

C. Purchases and Renewals (C-c. Technology Items)

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

Purchase of computers, laptops, monitors, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$460,062.13.

All purchase requests for computers, laptops, monitors, 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
 - ⇒ 1 Computer for Library Services
 - ⇒ 1 Computer for Division of Business Public Safety and Technology
 - ⇒ 2 Computers for Information Security Office
 - ⇒ 206 Computers for Information Technology (College Wide)
- Student Computers
 - ⇒ 52 Computers for Learning Commons and Open Labs
 - ⇒ 43 Computers for Regional Center for Public Safety Excellence Portables
 - ⇒ 88 Computers for Information Technology (College Wide Labs)
- Faculty Computers
 - ⇒ 206 Computers for Information Technology (College Wide)
- Staff Laptops
 - ⇒ 2 Laptops for Technology Management Program
 - ⇒ 1 Laptop for Student Affairs Department
 - ⇒ 4 Laptops for Facilities Planning and Construction
 - ⇒ 1 Laptop for Academies and High School Programs
 - ⇒ 2 Laptops for Organizational Leadership Program

- Student Laptops
⇒ 13 Laptops for Information Technology Program
- Staff Monitors
⇒ 6 Monitors for Facilities Planning and Construction
- Staff Tablets
⇒ 2 Tablets for Public Relations and Marketing
⇒ 4 Tablets for Technology Support
- Student Tablets
⇒ 26 Tablets for Information Technology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Library Public Services, Division of Business Public Safety and Technology, Information Security, Learning Commons and Open Labs, Technology Management Program, Student Affairs, Facilities Planning and Construction, Academies and High School Programs, Public Relations and Marketing, Technology Support, Organizational Leadership, Regional Center for Public Safety Excellence Portables-FFE, and Information Technology.

26) Software Subscription (Purchase)

Purchase a software subscription from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 26, 2019 through June 25, 2020, at a total amount of \$55,946.38.

Purpose – Information Technology is requesting to purchase of Cisco Tetration Software to identify security incidents faster, network latency, and review server compliance with security configuration best practices.

Justification and Benefit – The software is needed to identify security incidents faster, network latency, and review server compliance with security configuration best practices. This software will help improve the response time when troubleshooting application or network performance and help identify all processes installed on servers.

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

27) Network Cabling and Equipment Installation Services (Renewal)

Renew the network cabling and equipment installation services contracts for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$150,000.00 based on prior year expenditures. The vendors are as follows:

- a. **BridgeNet Communications, LLC.** (Donna, TX)
- b. **Telepro Communications, LLC.** (Mission, TX)

Purpose – Information Technology and the Office of Public Safety are requesting network cabling and equipment installation services for internet connections and for installation of surveillance cameras district wide.

Justification and Benefit – The network cabling and equipment installation services are used across South Texas College’s campuses and centers on an as needed basis. These services are needed to install data cabling in new facilities and renovated areas or to install additional data lines in existing classrooms or offices. It also includes installation and connection of new or replacement surveillance cameras throughout the College district.

Background – The Board awarded the contract for network cabling and equipment installation services at the July 25, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins July 26, 2019 and ends July 25, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	7/26/17 – 7/25/18	2 – one year options
1 st Renewal	6/26/18		7/26/18 – 7/25/19
2 nd Renewal	6/25/19		7/26/19 – 7/25/20

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

D. Interlocal Agreements

28) Facility Usage Interlocal Agreements - McAllen (Lease/Rental)

Lease/Rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 27, 2019 through August 22, 2020, at an estimated amount of \$39,896.00

Purpose – The Office of Professional Development is requesting lease/rental of the McAllen Convention Center for various faculty and staff professional development events.

Justification and Benefits – The four (4) facility usage interlocal agreements are for South Texas College’s Professional Development events held throughout the year for faculty and staff. The events are as follows:

Date	Events	Amount
September 27, 2019	College-Wide Professional Development for Faculty and Staff	\$15,000.00
February 14, 2020	College-Wide Professional Development for Faculty and Staff	\$15,000.00
August 17, 2020	Academic Affairs Professional Development Day	\$5,896.00
August 22, 2020	Adjunct/Dual Enrollment Faculty Professional Development Day	\$4,000.00

Funds for this expenditure are budgeted in the Professional and Organizational Development budget for FY 2019 - 2020 pending Board approval of the budget.

29) Facility Usage Interlocal Agreement – Mission (Lease/Rental)

Lease/Rental facility usage interlocal agreement with the **City of Mission – Mission Event Center** (Mission, TX), for the period beginning July 22, 2019 through July 27, 2019, at an estimated amount of \$10,850.00.

Purpose – The Center for Mexican American Studies is requesting the lease/rental of a facility for the summer folkloric workshops.

Justification and Benefit – The Center for Mexican American Studies and Ballet Folklórico South Texas College is hosting a weeklong community dance workshops. This would be the first time such workshops are hosted in our area by an institution of higher education for the sake of offering a unique opportunity to learn from some of the most respected and highly accomplished dance instructors from Mexico. The classes will be offered to children and adults from across Texas, but mostly from our South Texas College district. Dance instructors will also be awarded Continuing Education Units (CEUs) for participating. In all, these workshops will allow South Texas College to be at the forefront of promoting the Mexican culture and traditions via dance.

Funds for this expenditure are budgeted in the Ballet Folkloric Dance Company auxiliary budget for FY 2018 – 2019.

30) Professional Development Services (Interlocal Agreement / Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2019 through August 31, 2020, at a total amount of \$14,237.50.

Purpose – The Office of Professional Development is requesting the renewal of professional development services in the area of software and database storage for tracking current or past trainings, academics, workshops, meetings, conferences, and participants.

Justification and Benefit – The information for all professional development trainings conducted by the Office of Professional Development, Human Resources, Library Services, Business Office, and Distance Learning is stored and available online for South Texas College faculty and staff as needed. The participants are able to print their participation certificates as needed and upload additional internal or external trainings. It also stores training evaluations, attendance logs, and contract information for presenters and participants.

Funds for this expenditure are budgeted in the Office of Professional Development budget for FY 2019 – 2020 pending Board approval of the budget.

Recommendation:

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

A. Award of Proposals

B. Rejection of Proposals

C. Purchases and Renewals

a. Instructional Items

b. Non-Instructional Items

c. Technology Items

D. Interlocal Agreements

A. Award of Proposals

1) Purchase of Projectors (Award): award the proposal for the purchase of projectors to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$104,988.00;

2) Vending Services – Snacks (Award): award the proposal for vending services – snacks to **STX Snacktime Vending Co. LLC.** (Weslaco, TX) (New), for the period of September 1, 2019 through August 31, 2024 with services to all South Texas College locations. The five (5) year proposal includes a monthly commission of 22.5% on gross sales (less applicable sales tax). The pricing is as follows: candy - \$1.25, pastries - \$1.25, chips - \$0.80-\$1.10, and crackers - \$0.75;

B. Rejection of Proposals

3) Online Real Estate Courses (Reject): reject the proposal received for online real estate courses due to incomplete documentation that was received by a vendor;

4) Purchase of Audio Visual Equipment (Reject): reject the proposals received for the purchase of audio visual equipment in order to add additional projects and additional requirements needed;

C. Purchases and Renewals (a. Instructional Items)

5) Breathing Simulator (Purchase): purchase a breathing simulator from **IngMar Medical** (Pittsburgh, PA) (New), a sole source vendor, at a total amount of \$84,772.00;

6) Electrical Equipment, Parts, and Supplies (Purchase): purchase electrical equipment, parts, and supplies from **Crawford Electric Supply Company, Inc.** (San Antonio, TX/Mission, TX) and **Dealers Electric Supply, Co.** (Waco, TX/McAllen, TX), board approved vendors, for the period beginning June 26, 2019 through August 31, 2019, at an estimated amount of \$80,000.00;

7) Electronic Anatomy and Physiology Teaching System (Purchase): purchase an electronic anatomy and physiology teaching system from **Anatomage, Inc.** (San Jose, CA) (New), a sole source vendor, at a total amount of \$78,650.00;

- 8) **Instructional Equipment (Purchase):** purchase instructional equipment from **DiaMedical USA** (West Bloomfield, MI) (New), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$74,782.39;
- 9) **Pediatric Simulator Manikin (Purchase):** purchase a pediatric simulator manikin from **Gaumard** (Miami, FL) a sole source vendor, at a total amount of \$50,477.00;
- 10) **Recording Systems (Purchase):** purchase recording systems from **KbPort, LLC.** (Pittsburgh, PA), a sole source vendor, at a total amount of \$62,294.00;
- 11) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2019 through July 31, 2020, at an estimated amount of \$150,000.00 with the following vendors:
 - a. **Bound Tree Medical, LLC.** (Dublin, OH)
 - b. **Cynmar, LLC.** (Yulee, FL)
 - c. **Health Care Logistics, Inc.** (Circleville, OH)
 - d. **Henry Schein, Inc.** (Irmo, SC)
 - e. **Medline Industries** (Northfield, IL)
 - f. **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
 - g. **QuadMed** (Jacksonville, FL)

C. Purchases and Renewals (b. Non – Instructional Items)

- 12) **Air Condition Filters (Purchase):** purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$145,000.00, which is based on prior year expenditures;
- 13) **Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 14) **Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **U. S. Water Services, Inc.** (St. Michael, NM), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 15) **Furniture (Purchase):** purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$82,713.52.

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$2,185.20
B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,953.19

#	Vendor	Amount
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$8,354.84
D	Howard Technologies (Laurel, MS)	\$14,830.00
E	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$47,396.19
F	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$5,833.70
G	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$1,160.40
Furniture Total		\$82,713.52

- 16)Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger/dba Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$100,000.00, which is based on prior year expenditures;
- 17)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:
Primary: a. **S&S Recovery, Inc.** (Memphis, TN)
Secondary: b. **Continental Service Group, Inc. / dba ConServe** (Fairport, NY)
c. **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)
- 18)Commercial Card Services (Accounts Payable Card)(Renewal):** renew the commercial card services (accounts payable card) with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College;
- 19)Creative Agency Services (Renewal):** renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$1,098,999.00. This will include approximately \$147,500 in research, \$67,500 in production and creative services, \$719,090 in media buying, \$101,909 in media buying strategy and campaign implementation, and \$63,000 in administrative fees and travel fees;
- 20)Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$95,000.00;
- 21)Financial Advisor Service Agreement (Renewal):** renew the financial advisor service agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$3,500.00.

22)Grounds Maintenance (Renewal): renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$367,107.00 for mowing, tree trimming, and shredding services, an estimated amount of \$175,000.00 for various plants, replacement plants and landscaping, and an estimated amount of \$30,000.00 for sprinkler system repair, at a total estimated annual amount of \$572,107.00;

23)Promotional Items for Student Outreach (Renewal): renew the promotional items for student outreach contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.00. The vendors are as follows:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Imprezos Pro Uniforms** (Pharr, TX)
- c. **Promo Universal, LLC.** (Corpus Christi, TX)

24)Promotional T-Shirts for Student Outreach (Renewal): renew the promotional t-shirts for student outreach contracts, for the period beginning September 1, 2019 through August 31 2020, at estimated amount of \$74,000.00. The vendors are as follows:

- a. **Authentic Promotion.com** (Carmichael, CA)
- b. **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX)
- c. **Imprezos Pro Uniform, LLC.** (Pharr, TX)
- d. **Images In Ink, Inc.** (McAllen, TX)

C. Purchases and Renewals (c. Technology Items)

25)Computers, Laptops, Monitors, and Tablets (Purchase): purchase of computers, laptops, monitors, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$460,062.13;

26)Software Subscription (Purchase): purchase a software subscription from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 26, 2019 through June 25, 2020, at a total amount of \$55,946.38;

27)Network Cabling and Equipment Installation Services (Renewal): renew the network cabling and equipment installation services contracts, for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$150,000.00 based on prior year expenditures. The vendors are as follows:

- a. **BridgeNet Communications, LLC.** (Donna, TX)
- b. **Telepro Communications, LLC.** (Mission, TX)

D. Interlocal Agreements

28)Facility Usage Interlocal Agreements - McAllen (Lease/Rental): lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 27, 2019 through August 31, 2020, at an estimated amount of \$39,896.00;

29)Facility Usage Interlocal Agreement - Mission (Lease/Rental): lease/rental facility usage interlocal agreement with the **City of Mission – Mission Event Center** (Mission, TX), for the period beginning July 22, 2019 through July 27, 2019, at an estimated amount of \$10,850.00;

30)Professional Development Services (Interlocal Agreement/Renewal): renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2019 through August 31, 2020, at a total amount of \$14,237.50.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$3,618,274.92.

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 \$3,618,274.92 as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposal for Vending Services – Beverages

Approval to award a contract for vending services – beverages for a three- or five-year period beginning August 1, 2019 for all South Texas College locations is requested.

Purpose – The College is requesting approval to secure vendor services for beverages at all South Texas College campuses and centers.

Justification and Benefit – The services need to be available outside of the cafeterias hours of operation for all faculty, staff, and students, and visitors.

Background - Proposals were advertised on April 15, 2019 and April 22, 2019 and issued to three (3) vendors. Two (2) proposals were received on May 29, 2019 and reviewed by Facilities Operations and Maintenance (Auxiliary Services) and the Purchasing Department.

Reviewers – The vending services – beverages proposals have been reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Enclosed Documents – The initial proposal summary, proposal evaluations, and vendor commission rates follow in the packet for the Board's information and review.

A summary of the projected vending services commissions of each vendor based on their proposal follows in the packet for the Board's information and review.

- Pepsi determined their commission based on the sale of 8,600 cases.
- Coca-Cola did not provide the number of cases on which the commission was based upon.

Using the information presented within each vendor's proposal, administration could not reconcile either vendor's calculations for the proposed commissions to be paid to the College. As described below, administration has requested clarification of the proposed commissions.

Sales History – 2017 – 2018 Calendar Years

On June 13, 2019, the Finance, Audit, and Human Resources Committee noted that the estimated commissions were based on a projection of 8,600 cases sold annually, and asked how close this was to actual sales in recent years. Administration did not have the information available at the Committee meeting, but has since verified the following actual sales:

Calendar Year	Number of Cases Sold
2017	8,855
2018	8,515

Request for Clarification of Commission Based on 8,500 Cases in Annual Sales

Administration has reviewed the recent sales and asked both responding vendors to resubmit their calculations of commission to be paid by the College based on an estimated 8,500 cases sold per year, and with a clear and reconcilable process for determining the commission.

If the vendors provide the updated calculations of commission before the June 25, 2019 Regular Board Meeting, the Board will be asked to review the information and take action as necessary.

If the updated calculations are not available for the June 25, 2019 Regular Board Meeting, the Board will be asked to table the item, and the information will be presented to the Finance, Audit, and Human Resources Committee in July 2019.

Review of Contract Termination for Failure to Perform

Committee Chair Roy de León expressed his concern about entering into a long-term contract, such as the ten-year term length proposed, and asked whether the contract included any provisions for termination if the College was not satisfied with the service provided.

Following the Finance, Audit, and Human Resources Committee meeting, College staff reviewed the agreement with legal counsel and verified that the agreement includes a clause that allows South Texas College to terminate the contract for failure by contractor to perform in accordance with the contract terms. The agreement contains performance service expectations such as vending machines stock level of at least 80%, servicing of machines of no less than once a week, and maintaining machines in working order.

Legal Counsel has confirmed that the termination clause in the agreement adequately addresses South Texas College's termination rights.

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

The Committee was not prepared to recommend formal Board action; however, they noted that they did not favor a ten-year contract length. They recommended focusing on either a three- or five-year contract when presenting this information to the Board of Trustees.

The Board is now asked to approve a three-year or five-year contract, or to take other action as necessary. In the event that the Board authorizes a contract for vending services - beverages, the College will request that the contracted vendor provide monthly sales reports along with the monthly commission payment.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing will be present at the meeting to respond to questions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding a contract for vending services – beverages for a [REDACTED]-year period beginning August 1, 2019 through July 31, 20[REDACTED] for all South Texas College locations as presented.

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

The Board of Trustees approves and authorizes awarding a contract for vending services – beverages for a [REDACTED]-year period beginning August 1, 2019 through July 31, 20[REDACTED] for all South Texas College locations as presented.

Approval Recommended:

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

Pepsico
Vending Services Proposal Comparison
of the 3, 5, and 10 Year Contract Offers

Vendor Commissions Amount						
	Pepsico		Pepsico		Pepsico	
Number of Years	Current 5 Year Contract Based on 11,000 cases		Proposed 3 Years Based on 8,600 cases		Proposed 5 Years Based on 8,600 cases	
Commission Rates	43% Carbonated Drinks/Non-Carbonated Drinks, and Water 30% Enhanced Water, Isotonic, Juices, and Energy Drinks		43% - 20 oz. Carbonated Soft Drinks and Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee		43% - 20 oz. Carbonated Soft Drinks and Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee	
	Annual	5 Years	Annual	3 Years	Annual	5 Years
Vendor Projected Commission	Year 1 - \$136,500 Years 2-4 - \$143,300 Year 5 - \$149,500	\$ 715,900.00	\$ 118,333.00	\$ 354,999.00	\$ 122,000.00	\$ 611,000.00
Annual Sponsorship	Years 1-3 - \$35,000 Years 4-5 - \$40,000	\$185,000.00	\$ 30,000.00	\$ 90,000.00	\$ 35,000.00	\$ 175,000.00
Scholarship Fund	\$ 15,000.00	\$ 75,000.00	\$ 15,000.00	\$ 45,000.00	\$ 15,000.00	\$ 75,000.00
Donated Product	\$ 1,904.00	\$ 9,520.00	\$ 2,000.00	\$ 6,000.00	\$ 2,000.00	\$ 10,000.00
Case Rebate						
Total	\$ 195,204.00	\$ 985,420.00	\$ 165,333.00	\$ 495,999.00	\$ 174,000.00	\$ 871,000.00

**SOUTH TEXAS COLLEGE
VENDING SERVICES - BEVERAGES SUMMARY
PROJECT NO. 18-19-1061**

VENDOR	Coca-Cola Southwest Beverages	PepsiCo
ADDRESS	2400 Expway 83 W	1601 N International Blvd Ste 400
CITY/STATE/ZIP	McAllen, TX 78501	Hidalgo, TX 78557
PHONE	713-586-9720	956-994-6112
CONTACT	Hector Amaya	Christopher Martinez
Number of Years in Business	2+	9
Type of Operation	Corporation	Corporation
Number of Employees Company Wide	7400+	85,000
Historical Data	8,000 cases are sold annually	8,000 cases are sold annually
Product Donation	None	Product Donation \$2,000 per year
Scholarship Support	\$7,000 per year	\$15,000 per year
Product Pricing	Can Soft Drinks - \$1.25 Water - \$1.50 20 oz. Soft Drinks, Lemonade, and Teas - \$1.75 PowerAde and Smart Waters - \$2.00 Juices - \$2.25 Premium Tea, Vitamin Water and Energy Drinks - \$2.50 Energy Drinks, Coffee and Water - \$3.00 Core Power - \$4.00 ***** 3 Yr Contract - Price increase of \$.25 in Year 3 5 Yr Contract - Price increase of \$.25 in Years 3 and 5 7 Yr Contract - Price increase of \$.25 in Years 3, 5, and 7 10 Yr Contract - Price increase of \$.25 in Years 3, 5, 7, and 9	Water, 20 oz. Soft Drinks, 12 oz. Mountain Dew Kickstart, Sparkling Waters - \$1.75 Gatorade, Juices, Teas, and 16 oz. Mountain Dew Kickstart - \$2.00 Life Water - \$2.25 Coffee and Energy Drinks - \$3.00 ***** 3 Yr Contract - Price increase of \$.25 in Year 3 5 Yr Contract - Price increase of \$.25 in Year 3 7 Yr Contract - Price increase of \$.25 in Years 3 and 6 10 Yr Contract - Price increase of \$.25 in Years 3, 6, and 9
Discretionary Funding	None	3-Year: \$30,000 per year 5-Year: \$35,000 per year 7-Year: \$35,000 per year 10-Year: \$35,000 per year

**SOUTH TEXAS COLLEGE
VENDING SERVICES - BEVERAGES SUMMARY
PROJECT NO. 18-19-1061**

VENDOR	Coca-Cola Southwest Beverages	PepsiCo
ADDRESS	2400 Expway 83 W	1601 N International Blvd Ste 400
CITY/STATE/ZIP	McAllen, TX 78501	Hidalgo, TX 78557
PHONE	713-586-9720	956-994-6112
Vendor Commission Rates	28% - 20 oz. Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices, Enhanced Water 10% - 15% Can Soft Drinks	43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee
Vendor Projected Commission	3-Year: \$141,195 projected commission Annual Projected Commission - \$47,065 ***** 5-Year: \$283,900 projected commission Annual Projected Commission - \$56,780 ***** 7-Year: \$382,200 projected commission Annual Projected Commission - \$54,600 ***** 10-Year: \$548,840 projected commission Annual Projected Commission - \$54,884 ***** Average number of cases bid based on not provided	3-Year: \$355,000 projected commission Annual Projected Commission - \$118,333 ***** 5-Year: \$611,000 projected commission Annual Projected Commission - \$122,200 ***** 7-Year: \$897,000 projected commission Annual Projected Commission - \$128,143 ***** 10 Year: \$1,354,400 projected commission Annual Projected Commission - \$135,400 ***** Based on sales of and average of 8,600 cases
Case Rebate		Year 10 - \$86,000 \$1 per case based on 8,600 cases
TOTAL EVALUATION POINTS	87	93
RANKING	2	1

**SOUTH TEXAS COLLEGE
VENDING SERVICES - BEVERAGES
PROJECT NO. 18-19-1061
EVALUATION SUMMARY**

VENDOR		Coca-Cola Southwest Beverages		PepsiCo	
ADDRESS		2400 Expway 83 W		1601 N International Blvd Ste 400	
CITY/STATE/ZIP		McAllen, TX 78501		Hidalgo, TX 78557	
PHONE		713-586-9720		956-994-6112	
CONTACT		Hector Amaya		Christopher Martinez	
1	The vendor's financial proposal (including commission, any fixed periodic payment and vending price). (up to 45 points)	39	39	45	45
		40		45	
		38		45	
2	The vendor's experience and reputation. (up to 15 points)	13	13	13	13
		13		13	
		12		12	
3	The quality and variety of product offered by the vendor. (up to 15 points)	14	14	14	14
		14		14	
		13		13	
4	The vendor's policy in handling customer service complaints/issues. (up to 11 points)	10	10	10	10
		10		10	
		10		10	
5	The contractual terms which would govern the relationship between the College and the vendor. (up to 10 points)	9	9	9	9
		8		8	
		9		9	
6	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
7	The impact on the ability of the College to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
TOTAL EVALUATION POINTS		87		93	
RANKING		2		1	

Vendor Projected Vending Services Commission

Vendor Proposed Commission Rates											
Coca-Cola Southwest Beverages						PepsiCo					
28% - 20 oz. Carbonated Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices, Enhanced Water 10% - 15% Can Soft Drinks						43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee					
Vendor Proposed Commissions Amounts											
	Coca-Cola Southwest Beverages	PepsiCo	Coca-Cola Southwest Beverages	PepsiCo	Coca-Cola Southwest Beverages	PepsiCo	Coca-Cola Southwest Beverages	PepsiCo	Coca-Cola Southwest Beverages	PepsiCo	
Number of Years	3 Years				5 Years				7 Years		
Number of Cases Sold	Not Provided	Based on 8,600 cases	Not Provided	Based on 8,600 cases	Not Provided	Based on 8,600 cases	Not Provided	Based on 8,600 cases	Not Provided	Based on 8,600 cases	
Vendor Projected Commission	\$ 141,195.00	\$ 355,000.00	\$ 283,900.00	\$ 611,000.00	\$ 382,200.00	\$ 897,000.00	\$ 548,840.00	\$ 1,354,000.00			
Annual Sponsorship		\$ 90,000.00		\$ 175,000.00		\$ 245,000.00		\$ 350,000.00			
Scholarship Fund	\$ 21,000.00	\$ 45,000.00	\$ 45,000.00	\$ 75,000.00	\$ 49,000.00	\$ 105,000.00	\$ 70,000.00	\$ 150,000.00			
Donated Product		\$ 6,000.00		\$ 10,000.00		\$ 14,000.00		\$ 20,000.00			
Case Rebate								\$ 86,000.00			
Total	\$ 162,195.00	\$ 496,000.00	\$ 328,900.00	\$ 871,000.00	\$ 431,200.00	\$ 1,261,000.00	\$ 618,840.00	\$ 1,960,000.00			
Equipment Investment	\$ 234,798.00		\$ 276,274.00		\$ 322,203.00		\$ 322,200.00				

Review and Action as Necessary on Revisions to the Student Tuition and Fees Schedule for FY 2019 – 2020

On June 13, 2019, the Finance, Audit, and Human Resources Committee reviewed and recommended Board approval of administration's proposal to revise the Student Tuition and Fees Schedule for FY 2019 – 2020.

Upon further review of the proposed tuition structure for the competency-based courses, administration requests that the Board delay formal action on the proposal.

This item will be brought before the Finance, Audit, and Human Resources Committee at a future meeting, and no action is requested of the Board of Trustees at this time.

Discussion and Action as Necessary on Proposed Deletion of Vacant Faculty and Staff Positions for FY 2019 – 2020

Approval of proposed deletion of vacant faculty and staff positions for FY 2019 - 2020 is requested.

Administration has reviewed the need for the deletion of vacant faculty and staff positions for FY 2019 - 2020 with staff and supports the recommendations. The proposed deletion of vacant faculty and staff positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

The deletion of vacant faculty and staff positions were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of forty (40) vacant faculty positions are proposed to be deleted. The funds budgeted for these positions will be transferred to fund instructional salary pools for all academic divisions. The instructional pools are used to fund adjunct faculty, lecturers, and special assignment stipends.

A total of seventeen (17) vacant staff positions are proposed to be deleted. The funds budgeted for these positions will be transferred to fund new proposed positions for FY 2019 – 2020.

A listing of the proposed deleted vacant faculty and staff positions for FY 2019 – 2020 follows in the packet for the Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed deletion of vacant faculty and staff positions for FY 2019 - 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed deletion of vacant faculty and staff positions for FY 2019 - 2020 as presented.

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

The Board of Trustees approves and authorizes the proposed deletion of vacant faculty and staff positions for FY 2019 - 2020 as presented.

Approval Recommended:

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

South Texas College
Proposed Deletion of Vacant Faculty and Staff Positions for
FY 2019-2020

#	Position #	TITLE	CLASSIFICATION
Staff Positions			
Office of the President			
1	707160	Assoc Dean Comm Eng/Wkfrce Dev	Administrative Exempt
Vice President for Academic Affairs			
2	701610	Admin for Dual Cr Instr Pthwys	Administrative Exempt
3	701312	Faculty Secretary	Classified Non-Exempt
Vice President for Finance and Administrative Services			
4	710501	Operations Energy Manager	Prof/Tech Support Exempt
Vice President for Information Services and Planning			
5	710271	Ed Tech Assistant II	Classified Non-Exempt
6	710102	Ed Tech Assistant I	Classified Non-Exempt
7	705271	Ed Tech Specialist	Prof/Tech Support Non-Exempt
8	703100	Ed Tech Assistant I	Classified Non-Exempt
9	714271	Ed Tech Assistant I	Classified Non-Exempt
10	706271	Ed Tech Assistant III	Classified Non-Exempt
11	711271	Ed Tech Assistant I	Classified Non-Exempt
12	700242	Administrative Assistant	Classified Non-Exempt
13	706394	Computer Services Spec	Prof/Tech Support Non-Exempt
14	718101	Library Specialist	Prof/Tech Support Non-Exempt
Vice President for Student Affairs & Enrollment Management			
15	703191	Assoc Dean Stu RR & Tit IX SSS	Administrative Exempt
16	703610	Dual2 Degree Specialist	Prof/Tech Support Non-Exempt
17	702336	ASL Interpreter	Prof/Tech Support Exempt

South Texas College
Proposed Deletion of Vacant Faculty and Staff Positions for
FY 2019-2020

#	Position #	TITLE	CLASSIFICATION
Faculty Positions			
Vice President for Academic Affairs			
18	302404	Paralegal Inst	Faculty
19	300162	Accounting Inst	Faculty
20	304300	HVACR Instr	Faculty
21	315421	Dev English Instr	Faculty
22	309130	Kinesiology Instr	Faculty
23	311422	Dev Reading Instr	Faculty
24	314421	Dev English Instr	Faculty
25	303422	Dev Reading Instr	Faculty
26	305426	Dev English Instr	Faculty
27	321201	Math Instr	Faculty
28	301299	Biology Instr	Faculty
29	307412	Engineering Instr	Faculty
30	305200	Chemistry Instr	Faculty
31	305296	Health Care Stu Success Instr	Faculty
32	309556	ADN Instr	Faculty
33	310556	ADN Instr	Faculty
34	311556	ADN Instr	Faculty
35	313555	Emer Med Technology Instr	Faculty
36	314552	Vocational Nursing Instr	Faculty
37	315552	Vocational Nursing Instr	Faculty
38	316552	Vocational Nursing Instr	Faculty
39	317552	Vocational Nursing Instr	Faculty
40	318552	Vocational Nursing Instr	Faculty
41	320555	Emer Med Technology Instr	Faculty
42	307408	Economics Instr	Faculty
43	301312	Fire Science Instr	Faculty
44	308221	Spanish Instr	Faculty
45	304200	Chemistry Instr	Faculty
46	315424	Dev Math Instr	Faculty
47	306412	Engineering Instr	Faculty
48	320201	Math Instr	Faculty

South Texas College
Proposed Deletion of Vacant Faculty and Staff Positions for
FY 2019-2020

#	Position #	TITLE	CLASSIFICATION
49	311201	Math Instr	Faculty
50	303555	Emer Med Technology Instr	Faculty
51	304422	Dev Reading Instr	Faculty
52	304299	Biology Instr	Faculty
53	302261	Occup Ther Asst Instr	Faculty
54	302558	Physical Therapy Instr	Faculty
55	304296	Health Care Stu Success Instr	Faculty
56	300081	Biology Instr	Faculty
57	309555	Emer Med Tech.Instr	Faculty

Discussion and Action as Necessary on New Staff Positions for FY 2019 – 2020

Approval of New Staff Positions for FY 2019 - 2020 is requested.

Administration has reviewed the need for additional new non-faculty staffing positions for FY 2019 - 2020 with staff and supports the recommendations subject to the availability of funding and Board approval of the final budget. The proposed new positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

New staff positions proposed for FY 2019 – 2020 are necessary to accommodate the expansion in functional units to include new areas of activities and focus in an effort to improve student success and maintain efficient operations. In addition, the proposed new staff positions will assist in developing and implementing new initiatives.

A proposed net increase in salary budget of \$121,875 is being requested for a total of twenty-three (23) new staff positions. Salary budget increase for the proposed new positions totals \$1,019,862, however, funding in the amount of \$897,987 for twenty (20) of these new positions has been identified from salary pools and vacant positions, as follows:

Funding	Amount
Salary Budget Increase for Proposed New Positions	\$1,019,862
Less -- Funding from Vacant and Pool Positions	(897,987)
Net Salary Budget Increase for Proposed New Positions	\$121,875

A listing of the proposed new staff positions for FY 2019 - 2020 is provided in the packet.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the New Staff Positions for FY 2019 -2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the New Staff Positions for FY 2019 -2020 as presented.

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

The Board of Trustees approves and authorizes the New Staff Positions for FY 2019 - 2020 as presented.

Approval Recommended:

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

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
Office of the President						
1	Public Relations/Marketing	Videographer	Prof/Tech Support Non-Exempt	B	\$ 33,000	\$ -
Rationale: • This position began as full-time temporary several years ago to allow us to gauge overall need and ensure job duties were properly aligned. In that time the position has become vital to our video production efforts and adding it will ensure stability for the Public Relations department. Video production efforts have increased over the years and continue to be a priority as we develop commercials, program videos, how to's for students, vignettes for event coverage, and alumni/student/faculty profiles.						
2	Grant Dev't., Mgmt., and Compliance	Associate Director of Grant Management and Compliance	Administrative Exempt	A	\$ 60,000	\$ -
Rationale: • This position is needed to assist in providing oversight, leadership, and coordination with the Business Office, Project Directors/Principal Investigators and Financial Managers of grants to administer and monitor grants and contracts for South Texas College. The Assistant Director of Grant Management and Compliance will also manage and maintain the department's electronic filing sharing system, the Grant Management System and the grant record retention plan to ensure records are maintained in accordance with grant regulations.						
3	RCPSE	Administrative Assistant	Classified	F	\$ 29,000	\$ 2,375
Rationale: • To provide administrative support to the Regional Center Director/Training Coordinator.						
4	RCPSE	Director of Regional Center for Public Safety Excellence and Training Coordinator	Administrative Exempt	B	\$ 70,000	\$ 70,000
Rationale: • The Director of RCPSE is necessary to provide oversight and coordination of the facility. The training coordinator responsibilities are needed to collaborate with law enforcement agencies in the Rio Grande Valley to coordinate with those entities and contract with subject matter experts to conduct high quality courses. The Training Coordinator is required by the Texas Commission on Law Enforcement (TCOLE) for the RCPSE to qualify for a police academy contract that will permit the training conducted to be eligible for TCOLE certification.						
Total for Office of the President					\$ 192,000	\$ 72,375
Vice President for Academic Affairs						
5	Academies & High School Prj	Academies Specialist	Prof/Tech Support Non-Exempt	B	\$ 32,000	\$ -
Rationale: • Due to the growth of the Academies and High School Projects, the specialist is needed to support the several Academies such as the Teaching, Pharmacy Tech, and Cybersecurity. In addition to assisting with the TexPrep Summer Program offerings that has expanded to additional partnering ISDs. The specialist will provide academic advisement, counsel and student support services to students within the Academy Program and TexPrep Summer Program Initiative.						
6	Early College HS & Dual Credit Prtn	Dual Credit Pathway Specialist	Prof/Tech Support Non-Exempt	B	\$ 32,000	\$ -
Rationale: • This position is needed to assist with the expanding number of ECHS from 29 to 33. The program is required to support new designated 7 T-STEM campuses and 2 P-TECH campuses in the planning year. The specialist will provide academic advisement, counsel and student support services to students within the Dual Credit Program.						
7	Bachelors of Science in Nursing	Academic Coach	Prof/Tech Support Exempt	C	\$ 49,500	\$ 49,500
Rationale: • The Academic Coach is needed for the new Bachelor of Science in Nursing RN to BSN Program (BSN Program is pending approval from SACSCOC).						

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
8	Dual Credit Programs	Project Manager- Dual Credit Programs	Prof/Tech Support Exempt	E	\$ 50,000	\$ -
Rationale: • This is currently a full-time temp position. The project manager oversees projects related to the Dual Credit Programs. The position is responsible for collecting data and evidence for the five standards related to NACEP accreditation from STC department chairs related to their Dual Credit Faculty teaching courses at the High School. In addition, the position will collect data and content for Dual Credit annual reports, reference guides, and manuals. Manages the college-wide Dual Credit Taskforce and NACEP accreditation taskforce. In addition, the Project Manager will assist with the preparation, distribution, and collection of the Principal's Agreement and Dual Credit MOU renewals.						
9	Div of Business Public Safety & Tech	Project Manager- Business, Public Safety and Technology	Prof/Tech Support Exempt	E	\$ 50,000	\$ -
Rationale: • Based on division needs, Project Manager is needed to assist the Dean for BPST with coordinating, tracking, and monitoring of on-going campus-wide projects, such as annual events, grant reporting and compliance, facility-related issues to the Tech campus in the Div of Business Public Safety and Tech.						
10	Professional & Organizational Dev	Instructional Coach	Prof/Tech Support Exempt	F	\$ 71,000	\$ -
Rationale: • The Hispanic Serving Institution Grant is ending in October 2019. The Instructional Coach will need to be institutionalized and the College will need to fund 100% of the position. The Instructional Coach will work closely with Office of Professional & Organizational Development to implement components of the Title V, Hispanic Serving Institution Grant, STC in FOCUS by developing, facilitating, and leading professional development initiatives for both faculty and staff.						
Total for Vice President for Academic Affairs					\$ 284,500	\$ 49,500
Vice President for Finance and Administrative Services						
11	Facility Maintenance	Warehouse Assistant	Classified Non-Exempt	A	\$ 18,241	\$ -
Rationale: • The Warehouse Assistant will provide support to the Warehouse Technician in maintaining the FO&M warehouse organized and clean by sorting and placing inventory/equipment on racks, shelves, or in bins according to predetermined sequence, tagging materials with identifying information for inventory control, conducting timely inventory cycle counts, assisting in receiving, tagging, and distributing materials to field technicians and contractors on a timely basis, and maintaining tools and equipment in operable conditions.						
12	Facility Maintenance	Secretary	Classified Non-Exempt	B	\$ 19,496	\$ -
Rationale: • Due to the growth of the College and the rise in number of buildings Districtwide, the front desk hours of operation for the FO&M department have been extended to accommodate faculty, staff, and students with maintenance and custodial needs. In accordance with these changes, a new Secretary will provide customer service to all students, faculty/staff, and public in a positive manner and will answer questions regarding FO&M department matters, to include submitting maintenance and custodial work orders and key requests on work order system, maintaining department files of specified and confidential materials, assisting with preparation of workshop materials, department projects, and online data, and managing office supply inventory for field technicians.						
Total for Vice President for Finance and Administrative Services					\$ 37,737	\$ -
Vice President for Information Services and Planning						
13	Learning Commons and Open Labs	Open Lab Specialist	Prof/Tech Support Non-Exempt	B	\$ 33,000	\$ -
Rationale: • An Open Lab Specialist is needed to provide leadership and oversee operations at the Mid-Valley G-270 Open Lab. This is an unanticipated need as this lab was scheduled to close after the completion of the Bond construction, but faculty and students requested that it remain open to support their needs.						

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
14	Educational Technologies	Project Manager -Educational Technologies	Prof/Tech Support Exempt	E	\$ 58,000	\$ -
Rationale: • The ET department Educational Techs expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. The institutional expansion has resulted in increased staffing requiring additional organizational leadership for oversight and planning. Education Technologies currently maintains over 7875 pieces of equipment valued over \$11,000,000. Overseeing and managing the inventory aspect of the business will improve the tracking of all assets in order to maximize their potential; thus, improving the departments operations.						
15	Educational Technologies	Project Manager -Educational Technologies	Prof/Tech Support Exempt	E	\$ 58,000	\$ -
Rationale: • The ET department has expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. The institutional expansion has resulted in increased staffing requiring additional organizational leadership for oversight and planning. This position will be responsible for direct supervision of campus and satellite site operations.						
16	Educational Technologies	Events Manager	Prof/Tech Support Exempt	E	\$ 58,000	\$ -
Rationale: • The ET department has expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. This position will be responsible for direct supervision of special events at all institutional sites as well as outside venues used for institutional events.						
17	Educational Technologies	Educational Technologies Specialist	Prof/Tech Support Non-Exempt	C	\$ 45,000	\$ -
Rationale: • Educational Technologies Specialist - Starr County has increased the number of classrooms and special venues to support in addition to the La Joya site. This campus has also experienced an increase in the number of special events. This position will oversee daily operation of the campus and the LaJoya site including managing staff, campus inventory, work order approvals, event and classroom technology support.						
18	Client Services	Client Services Specialist	Prof/Tech Support Non-Exempt	B	\$ 30,000	\$ -
Rationale: • This is a full time temporary positon and funds from pool would be used to create a Full-Time Regular Position.						
Total for Vice President for Information Services and Planning					\$ 282,000	\$ -
Vice President for Student Affairs and Enrollment Mgmt.						
19	Student Affairs	Student Conduct Specialist	Prof/Tech Support Non-Exempt	B	\$ 35,000	\$ -
Rationale: • Department needs Specialist to do investigations for student conduct cases.						
20	Student Affairs	Student Conduct Specialist	Prof/Tech Support Non-Exempt	B	\$ 35,000	\$ -
Rationale: • Department needs Specialist to do investigations for student conduct cases.						
21	Student Affairs	Coordinator of Transition Services for Dual Credit	Prof/Tech Support Exempt	D	\$ 53,625	\$ -
Rationale: • Position will manage and coordinate transition and matriculation activities and events for dual credit students and parents from 10th through 12th grade.						
22	Advising	Coordinator of Faculty Advising	Prof/Tech Support Exempt	D	\$ 60,000	\$ -
Rationale: • Coordinator of Faculty Advising was hired as a part of the HSI grant and is in charge of ongoing initiatives to continue the work of training and utilizing faculty advisors for the new advisement model under the Pathways project. The position is needed in order to continue important student enrollment and success initiatives that have been institutionalized and incorporated in the Pathways plan.						

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
23	Counseling & Disability Services	Student Success Specialist for Student Disability Services	Prof/Tech Support Non-Exempt	C	\$ 40,000	\$ -
Rationale: • The Student Success Specialist for Student Disability Services will support departmental student success initiatives. Will track and monitor student progress through case management. Will facilitate notifications for students by implementing departmental established retention procedures. Will assist with American Sign Language interpreting schedules.						
Total for Vice President for Student Affairs and Enrollment Management					\$ 223,625	\$ -
Total for New Positions						\$ 121,875
Less Funding from Other Positions/Pool Positions					\$ (897,987)	
Net Salary Budget Increase for New Positions					\$ 121,875	

*Funds identified from another position/pool.

Discussion and Action as Necessary on Non-Faculty Salary Adjustments, Reclassifications, and Title Changes for FY 2019 – 2020

Approval of non-faculty salary adjustments, reclassifications, and title changes for FY 2019 - 2020 is requested.

Administration has reviewed the need for non-faculty salary adjustments, reclassifications, and title changes for FY 2019 - 2020 with staff and supports the recommendations subject to the availability of funding and Board approval of the final budget. The proposed non-faculty salary adjustments, reclassifications, and title changes may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Salary adjustments, reclassifications, and title changes were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

Non-faculty salary adjustments, reclassifications, and title changes proposed for positions for FY 2019 - 2020 are due to the expansion of work duties or redistribution of work that has increased the accountability of the position or that have increased the complexity of fulfilling responsibilities.

On June 13, 2019, the Finance, Audit, and Human Resources Committee recommended Board approval of the non-faculty salary adjustments, reclassifications, and title changes for FY 2019 – 2020, which included salary adjustments for thirty-three (33) positions and a change in classification and/or grade for twenty-three (23) positions, for a net budget increase of \$65,000. Since the Finance Committee meeting, administration has also included title changes for eight positions with no adjustments to salary or reclassification.

The proposed net increase in salary budget is \$61,000, which includes the proposed salary adjustments, reclassifications, and title changes.

Funding	Amount
Salary Budget Increase for Proposed Non-Faculty Salary Adjustments, Reclassifications, and Title Changes	\$178,263
Less -- Funding from Vacant and Pool Positions	(117,263)
Net Salary Budget Increase for Proposed Non-Faculty Salary Adjustments, Reclassifications and Title Changes	\$61,000

A listing of the non-faculty salary adjustments, reclassifications, and title changes for FY 2019 - 2020 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Non-Faculty Salary Adjustments, Reclassifications, and Title Changes for FY 2019 - 2020 as presented.

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

The Board of Trustees approves and authorizes the proposed Non-Faculty Salary Adjustments, Reclassifications, and Title Changes for FY 2019 - 2020 as presented.

Approval Recommended:

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

South Texas College
Non-Faculty Salary Adjustments/Reclassifications/Title Changes for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
Office of the President							
1	Title Change from Senior Administrative Assistant (Position 700404) to Project Coordinator	Prof/Tech Support Non-Exempt	Grade A to Grade C	\$ 32,781	\$ 6,000	\$ 38,781	\$ 6,000
Rationale: • Current responsibilities have expanded to focus primarily on coordinating and supervising special projects in the Office of the President.							
2	Title Change from Director of Grant Development, Management, and Compliance (Position 701321) to Executive Director for Resource Development, Management, and Compliance	Administrative Exempt	Grade C to Grade E	\$ 95,083	\$ 15,000	\$ 110,083	\$ 15,000
Rationale: • Upgrading the position to expand resource development beyond grants.							
3	Title Change from Dev Offr-Foundation/Corp Outreach (Position 702420) to Resource Development Specialist - Vacant	Prof/Tech Support Exempt	Grade E	\$ 26,000	\$ 26,000	\$ 52,000	\$ 26,000
Rationale: • This title change is requested to better align to the functions of the Department of Resource Development, Management and Compliance. This position involves the identification of opportunities to acquire external resources. The Resource Development Specialist will develop and maintain a database with local partners and prospects, and will seek to cultivate and expand partnerships with foundations, corporations, and other potential donors for the institution. The Resource Development Specialist collaborates with others to develop case statements, letters of inquiry, concept papers, proposals to pursue the acquisition of resources that support the mission and strategic priorities of South Texas College.							
Total for Office of the President					\$ 47,000	\$ 200,864	\$ 47,000
Vice President for Academic Affairs							
4	Title Change from Administrative Assistant (Position 702285) to Dual Credit Programs Assistant	Classified Non-Exempt	Grade F to Grade G	\$ 32,786	\$ 3,214	\$ 36,000	\$ -
Rationale: • Title change. Align title with expanded scope of duties and responsibilities. The staff member has been preparing Dual Credit Course Agreements, reporting on FLAC analysis, and assisting with budget development.							
5	Title Change from Secretary (Position 702203) to Administrative Assistant	Classified Non-Exempt	Grade B to Grade F	\$ 23,160	\$ 4,840	\$ 28,000	\$ -
Rationale: • Title change. Align title with actual administrative tasks and responsibilities performed, such as coordinating projects / reports, monitoring departmental budget, travel, and assist the Dir of Academics & HS Projects.							
6	Title Change from Speech Lab Tech (Position 701228) to Lab Specialist - Communication Arts - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade D to Grade B	\$ 29,979	\$ 5,000	\$ 34,979	\$ -
Rationale: • Change in title to reflect the job duties of the Lab Specialist. This position will provide media and technical support to the Communication Arts department faculty and students which includes technical assistance in video, audio, sound, and video editing. Job Description has been reviewed and approved by HR.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications/Title Changes for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
7	Title Change from Director of Early College High Schools (Position 703286) to Director of Dual Credit Pathways	Administrative Exempt	Grade B	\$ -	\$ -	\$ -	\$ -
Rationale: • The departmental name change will encompass the three Texas Education Agency (TEA) College and Career Readiness Models that our dual credit programs is responsible for providing services to students as they select a pathway towards degree completion: Early College High Schools, T-STEM and P-TECH. Currently, our institution serves as a partner for 29 ECHS which is increasing to 33 in the next academic year. In addition, we have 7 T-STEM campuses that have current designations and 2 P-TECH campuses in the planning year.							
8	Title Change from Coordinator of Early College High School (Position 706286; Position 705426; Position 701423; Position 703284; Position 720286) to Coordinator of Dual Credit Pathways	Prof/Tech Support Exempt	Grade D	\$ -	\$ -	\$ -	\$ -
Rationale: • The departmental name change will encompass the three Texas Education Agency (TEA) College and Career Readiness Models that our dual credit programs is responsible for providing services to students as they select a pathway towards degree completion: Early College High Schools, T-STEM and P-TECH. Currently, our institution serves as a partner for 29 ECHS which is increasing to 33 in the next academic year. In addition, we have 7 T-STEM campuses that have current designations and 2 P-TECH campuses in the planning year.							
9	Title Change from Early College High School Specialist (Position 705286; Position 707286; Position 741284; Position 740284) to Dual Credit Pathways Specialist	Prof/Tech Support Non-Exempt	Grade B	\$ -	\$ -	\$ -	\$ -
Rationale: • The departmental name change will encompass the three Texas Education Agency (TEA) College and Career Readiness Models that our dual credit programs is responsible for providing services to students as they select a pathway towards degree completion: Early College High Schools, T-STEM and P-TECH. Currently, our institution serves as a partner for 29 ECHS which is increasing to 33 in the next academic year. In addition, we have 7 T-STEM campuses that have current designations and 2 P-TECH campuses in the planning year.							
Total for Vice President for Academic Affairs					\$ 13,054	\$ 98,979	\$ -
Vice President for Finance and Administrative Services							
10	Title Change from Business System Analyst (Position 701360) to HRIS Manager	Prof/Tech Support Exempt	Grade E to Grade G	\$ 74,510	\$ 4,000	\$ 78,510	\$ -
Rationale: • A reclassification request due to changes in the organization, overall institutional responsibilities, increase in staffing and reporting requirements, and for the classification (title, job grade, or status) needed to ensure that the work being performed corresponds with the job description and in comparison to internal equity of similarly situated positions.							
11	Title Change from HR Secretary (Position 731240) to HR Assistant	Classified Non-Exempt	Grade A to Grade C	\$ 23,500	\$ 500	\$ 24,000	\$ -
Rationale: • Duties have expanded to cover application processing.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications/Title Changes for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
12	Title Change from Accounting Assistant (Position 796184) to Cashier Support Specialist	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade G to Grade B	\$ 31,018	\$ 3,000	\$ 34,018	\$ -
Rationale: • Current Accounting Assistant duties have been expanded to include processing of all the department's production UC4 jobs and scheduling accordingly. Extracting and creating reports necessary to review tuition tables and student disbursements require a high degree of analytical skills necessary to accurately complete adjustments to student accounts and management reports; questioning and researching transactions that deviate from the norm.							
13	Title Change from Accounting Assistant (Position 721184) to Accounting Specialist	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade G to Grade B	\$ 32,618	\$ 3,000	\$ 35,618	\$ -
Rationale: • Duties currently performed require a high degree of analytical skills necessary to accurately complete the daily Cashier's daily cash reconciliation, journal entries, parking permits and questioning and researching transactions that deviate from the norm. Prepares detailed management reports and assists with the end of day Cashier verifying process. The duties were expanded to include tracking and extensive research of unclaimed refunds to ensure compliance in Federal and State reporting. In addition, she was trained as backup to prepare student refund invoice selections and check wires.							
14	Salary Adjustment for Accounting Group Manager (Position 718184)	Prof/Tech Support Exempt	Grade F	\$ 67,203	\$ 4,000	\$ 71,203	\$ -
Rationale: • Duties and responsibilities have expanded in managing the processing of payroll for College-wide employee, including additional benefit reporting and state and federal payroll tax law compliance.							
15	Title Change from HR Technician (Position 730240) to Benefits Specialist - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade B	\$ 24,000	\$ 5,000	\$ 29,000	\$ -
Rationale: • Department needs have changed; existing full time temporary position in Benefits area to cover workers comp and TRS duties is needed full time regular.							
16	Title Change from Coordinator of Staffing and Recruiting (Position 727240) to Staffing and Recruiting Manager - Vacant	Prof/Tech Support Exempt	Grade D to Grade F	\$ 50,000	\$ 5,000	\$ 55,000	\$ -
Rationale: • Title change and grade change. Reorganization of department requires focus for this position to be management of staffing and recruiting.							
17	Title Change from Accounting Assistant Position (700018) to Accounting Specialist - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade G to Grade B	\$ 31,838	\$ 3,000	\$ 34,838	\$ -
Rationale: • Duties have evolved to include a high degree of analytical skills, preparation of monthly reconciliations and reporting for third party agency funds.							
18	Title Change from Accounting Assistant (Position 798184) to Travel Assistant	Classified Non-Exempt	Grade G	\$ -	\$ -	\$ -	\$ -
Rationale: • Title Change Only. To correctly reflect duties and responsibilities in the position, which are to process travel request for College-wide employees.							
Total for Vice President for Finance and Administrative Services					\$ 27,500	\$ 362,187	\$ -

South Texas College
Non-Faculty Salary Adjustments/Reclassifications/Title Changes for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
Vice President for Information Services and Planning							
19	Title Change from Open Lab Specialist (Position 714397) to Open Lab Supervisor	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 32,640	\$ 9,621	\$ 42,261	\$ -
Rationale: • A Supervisor is needed to provide leadership and coordinate operations at the Mid-Valley Campus. With the recent expansion of service facilities, the number of Learning Commons/Open Lab locations increased by 200%. Mr. Escobedo has assumed additional responsibilities providing leadership, coordination, and performing associated supervisory duties. This adjustment would align the duties Mr. Escobedo is currently performing with the corresponding supervisory designation.							
20	Title Change from Open Lab Specialist (Position 720397) to Open Lab Supervisor	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 43,646	\$ 3,000	\$ 46,646	\$ -
Rationale: • A Supervisor is needed to provide leadership and coordinate operations at the NAH Campus Open Lab locations. With the recent expansion of service facilities, the number of Learning Commons/Open Lab locations increased by 200%. Ms. Parra has assumed additional responsibilities providing leadership, coordination, and performing associated supervisory duties. This adjustment would align the duties Ms. Parra is currently performing with the corresponding supervisory designation.							
21	Title Change from Art Gallery Assoc (Position 737101) to Art Gallery Coordinator	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 37,693	\$ 6,000	\$ 43,693	\$ -
Rationale: • A professional art gallery manager is needed in order to provide district-wide leadership and coordination for Art Gallery programming and activities to continue the positive trends in the department. There has been growth in the last four (4) years (FY15-FY18) in the number of exhibits (26.7%) and attendance (191.3%) due to the quantity and quality of exhibits. A manager devoted to the Art Gallery program will liaise with artists, the STC Art Department, other STC departments and other entities within the community to develop, procure, and coordinate art gallery exhibits at library facilities district-wide. The manager will oversee Art Gallery marketing to ensure alignment with the College's strategic mission and associated standards.							
22	Title Change from Educational Technologies Biomedical Specialist (Position 708271) to Educational Technologies Specialist - Biomedical and Support	Prof/Tech Support Non-Exempt	Grade C	\$ 44,883	\$ 5,000	\$ 49,883	\$ -
Rationale: • The duties associated with the position have continued to expand to include programming and support of biomedical equipment, increased need for specialized training and equipment recommendations.							
23	Title Change from Educational Technologies Specialist (Position 722102) to Coordinator of Educational Technologies-Inventory Management	Prof/Tech Support Non-Exempt	Grade C	\$ 46,770	\$ 6,000	\$ 52,770	\$ -
Rationale: • The ET department has expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. This position was initially created to manage the inventory at the Pecan Campus and expanded to include the 4 main institutional campuses. In the last 5 years, this position has continued to increase in responsibilities to include satellite sites as well as assist other institutional departments in training and utilization of the inventory management system. This position is currently managing over 7,000 items with a value exceeding \$11M.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications/Title Changes for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
24	Title Change from ADA Educational Technologies Specialist (Position 702102) to Educational Technologies Specialist - ADA	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 46,441	\$ 5,000	\$ 51,441	\$ -
Rationale: • The duties associated with this position include student support in assistive technologies in collaboration with the Counseling Department and ADA Office. This support includes researching, selecting, recommending, and deploying ADA appropriate technologies district-wide. The duties of this position are aligned with a similar position in the Distance Ed. Department. This position should be reclassified to provide parity.							
25	Reclassification for Director of Educational Technologies (Position 704100)	Administrative Exempt	Grade B to Grade C	\$ 86,687	\$ 7,000	\$ 93,687	\$ 7,000
Rationale: • The activities of the ET department have expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. The duties of the Director of Educational Technologies have increased substantially with the increase in the support activities of the department.							
26	Reclassification for Director of Learning Commons & Open Labs (Position 711102)	Administrative Exempt	Grade B to Grade C	\$ 77,356	\$ 7,000	\$ 84,356	\$ 7,000
Rationale: • Over the past couple of years, in addition to deploying learning commons in new and renovated library spaces, open labs and information commons spaces have been established non-library spaces including Centers for Learning Excellence (CLE) and several academic buildings. With this growth in service, the scope of responsibility of the Director of Learning Commons and Open Labs has expanded substantially.							
27	Reclassification for Reporting Analyst II (Position 707392)	Prof/Tech Support Non-Exempt	Grade D to Grade E	\$ 56,783	\$ 7,000	\$ 63,783	\$ -
Rationale: • The increase of data needs due to internal college use, state and national initiatives, compliance requirements, and growth of dual enrollment have dramatically increased the scope of work for this position. The scope of work, knowledge and expertise needed for this position is equitable to the other Analyst II positions which are all in Professional/Technical Non-Exempt Grade E.							
28	Title Change from Ed Tech Assistant I (Position 720102) to Ed Tech Assistant I - Audio Visual Design - Vacant	Classified Non-Exempt	Grade C	\$ -	\$ -	\$ -	\$ -
Rationale: • Title Change only. The Educational Technologies Department has expanded exponentially in the last 5 years to include the support of 200 new classrooms and special events areas, additional satellite campuses and over 2,000 special events annually. The institutional expansion has resulted in increased staffing requiring additional organization leadership for oversight and planning. The reorganization of the department resulted in a need for a change in naming conventions and specializations within the team.							
29	Title Change from Library Specialist (Position 703276) to Learning Support Systems and Applications Specialist - Vacant	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 40,244	\$ 7,881	\$ 48,125	\$ -
Rationale: • An additional Learning Support Systems and Applications Specialist is required to cover the added workload arising from an increased number of automated systems and applications employed in the Library and the CLE.							
30	Reclassification for Applications Analyst I (Position 703395) - Vacant	Prof/Tech Support Non-Exempt	Grade C to Grade D	\$ 43,800	\$ 1,200	\$ 45,000	\$ -
Rationale: • The Applications Analyst I has responsibilities more in line with a Computer Services Analyst I and should be placed in PT Non-Exempt D.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications/Title Changes for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
31	Title Change from Administrative Assistant (Position 700242) to Application Analyst I - Vacant	Classified Non-Exempt to Prof/Tech Support Non-	Grade F to Grade D	\$ 19,839	\$ 19,000	\$ 38,839	\$ -
Rationale: • There is a need to have an additional Applications Analyst I position so a vacant AA position is being requested to be changed.							
32	Title Change from Assistant Chief Information Officer for Software Development (Position 700396) to Assistant Chief Information Officer for IT Services - Vacant	Administrative Exempt	Grade D	\$ -	\$ -	\$ -	\$ -
Rationale: • Title change only. Change of title to better align with organizational structure.							
33	Title Change from Service Transition Manager (Position 710392) to Computer Services Manager - Vacant	Prof/Tech Support Exempt	Grade G	\$ -	\$ -	\$ -	\$ -
Rationale: • Title change only. Change of title to better align with organizational structure.							
34	Title Change from ACIO for Infrastructure (Position 707395) to ACIO for Infrastructure and Software Development	Administrative Exempt	Grade D	\$ -	\$ -	\$ -	\$ -
Rationale: • Title change only. Change of title to better align with organizational structure.							
35	Title Change from Computer Services Specialist (Position 706394) to Computer Services Analyst I - Vacant	Prof/Tech Support Non-Exempt	Grade B to Grade D	\$ 32,993	\$ 7,007	\$ 40,000	\$ -
Rationale: • There is a need to have an additional Computer Services Analyst I position in the department.							
Total for Vice President for Information Services and Planning					\$ 90,709	\$ 700,484	\$ 14,000
Total for Funding for Salary Adjustments/Reclassification/Title Changes					\$ 178,263		\$ 61,000
Less Funding from Pool Positions					\$ (117,263)		
Total for Salary Adjustments/Reclassification/Title Changes					\$ 61,000		

*Funds identified from another position/pool.

Acceptance of Internal Audit Report in the Area of Custodial Services Work Orders

Mr. Khalil Abdullah, Internal Auditor, attended the June 13, 2019 Finance, Audit, and Human Resources Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Custodial Services Work Orders.

Mr. Abdullah acknowledged that Mr. George McCaleb, Director of Operations and Maintenance, requested this audit of his team. Mr. Abdullah further noted that the team was open and helpful to the audit, and similar management support of future audits was encouraged.

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

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the internal audit report in the area of Custodial Services Work Orders as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Report in the area of Custodial Services Work Orders as presented.

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

The Board of Trustees accepts the Internal Audit Report in the area of Custodial Services Work Orders as presented.

Approval Recommended:

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

OFFICE OF INTERNAL AUDITS
CUSTODIAL SERVICES WORK ORDERS
AUDIT REPORT



SOUTH TEXAS
COLLEGE



Table of Contents

EXECUTIVE SUMMARY	2
BACKGROUND	3
AUDIT OBJECTIVE.....	3
AUDIT SCOPE & METHODOLOGY	3
AUDIT RESULTS.....	4
CONCLUSION.....	7

EXECUTIVE SUMMARY

The Custodial Services Work Orders Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2019 Audit Plan. The audit included a review of the department's internal controls over custodial workers as well as the establishment of a control conscience environment, approval and authorization controls, monitoring, and safeguarding of custodial supplies.

The objective of the audit is to evaluate the adequacy and effectiveness of internal controls over Custodial Services work orders.

The scope of the audit included activity from September 1, 2017 through December 31, 2018. The audit was not designed or intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

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

Overall, Custodial Services established an adequate system of internal controls. We observed the following controls related to the use of custodial supplies:

- Formal written procedures
- A completed department risk assessment;
- A process for completing reconciliations of supply use to the supply tracking system;
- Physical controls to safeguard supply closets in various campus buildings and in each supply warehouse;
- Separation of duties

However, we identified one area where an improvement to internal controls could be realized related to establishing clear guidance over document retention requirements for the department.

BACKGROUND

Custodial Support Services which operates under the College's Facilities Operations and Maintenance department, is responsible for maintaining a clean environment within all buildings and provides operations that are vital to the health, safety, and success of South Texas College. Their responsibilities include trash collection, waxing floors, restocking restrooms, rearranging classrooms, assembling furniture, and responding to emergencies. Custodial Services relies on a maintenance and facilities software program called SchoolDude which allows for the communication of work status updates and the generation and tracking of custodial work orders.

In order to maintain the College's facilities, Custodial Services is tasked with ensuring that a sufficient amount of supplies are on hand. The department is responsible for ordering those supplies and ensuring that each of the College's buildings maintains sufficient supplies to accommodate the College's students, employees, and other visitors.

The Custodial Services supply costs for the prior 3 fiscal years is displayed in the table below:

FY	Amount	Increase/(Decrease)	Percentage change over prior FY
2016	\$186,935	-	-
2017	\$232,128	\$45,193	24.18%
2018	\$266,307	\$34,179	14.72%

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over Custodial Services' work orders.

AUDIT SCOPE & METHODOLOGY

The audit scope included activity from September 1, 2017 through December 31, 2018. To accomplish the audit objective, the Internal Auditor performed the following:

- Obtained and reviewed the Facilities Operations and Maintenance Standard Operating Procedures;
- Obtained and reviewed the Custodial department's risk assessment;

- Reviewed the Facilities Operations and Maintenance 2017-2019 Institutional Effectiveness Plan;
- Gained an understanding of Custodial Services procedures related to supply management;
- Interviewed the Operations Inventory Procurement Manager to gain a better understanding of the procedures and controls in place related to monitoring and use of supplies;
- Interviewed the Custodial Managers to gain an understanding of internal controls over custodial supplies;
- Observed procedures and internal controls over restocking the supply closets and campus Custodial Warehouses;
- Verified that requisitions to replenish custodial supplies were appropriately approved;

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

AUDIT RESULTS

Control Conscience Environment

A control conscious environment encompasses technical competence and ethical commitment, and is necessary for the establishment of an effective system of internal controls. To establish an adequate control conscious environment, departments should have established a mission statement, goals and objectives, completed a risk assessment and implementation plan, and established formal written procedures. These items should be reviewed regularly and updated as needed.

A risk assessment of current conditions related to the department's on-going activities is a critical element of establishing a control conscience environment. Completing a risk assessment allows the department to proactively identify and develop appropriate responses (e.g. internal controls) to uncertain events that could impact their ability to meet established objectives. Department management completed a risk assessment of their department's activities.

In reviewing the departments Institutional Effectiveness plan, we were able to observe the department's mission statement as well as goals and objectives. Additionally, the department has established formal written procedures (e.g. 'Operations and Maintenance Standard Operating Procedures') which we obtained and reviewed. Based on our review we determined that a control conscience environment was established. No exceptions were noted in this area.

Approval & Authorization

Adequately established approval and authorization controls help to ensure that expenditures and purchases are allowable and appropriate. We obtained a listing of all of the purchase orders used to resupply the Custodial Warehouses. We tested 100% of the requisitions and related purchase orders within scope to verify that appropriate approval and authorization controls were in place and working effectively. We found that each of the tested requisitions were approved by employees working in the Budget office as well as employees working in Purchasing, and that each requisition was approved by the Facilities Operations and Maintenance Director. No exceptions were noted in this area.

Separation of Duties

Establishing appropriate separation of duties help to mitigate the risk of malfeasance by ensuring that no single person is responsible for incompatible job responsibilities. We reviewed several employees' job responsibilities to determine whether the department established appropriate separation of duties. We noted that the following employees were responsible for the following:

- Custodial Secretary – creates the requisitions to resupply the Custodial Warehouses, and is also responsible for updating the system to reflect the supplies received;
- Custodial Lead – oversees the receipt and storage of custodial supplies (e.g. custody of asset responsibilities) and provides the Custodial Secretary a carbon copy of the 'Key Receiving' form once supplies have been delivered by Central Receiving department. They are also responsible for completing monthly counts of their supplies and reporting that information to the department's Operations Inventory Procurement Manager;
- Operations Inventory Procurement Manager – is responsible for completing monthly reconciliations of the supplies on-hand to the supplies listed in the system and is also responsible for estimating future custodial supply needed and providing that information to the Custodial Secretary.
- Director of Facilities Operations and Maintenance – is responsible for reviewing and approving all requisitions created by the Secretary.

We determined that the department established appropriate separation of duties. No exceptions were noted in this area.

Safeguarding Supplies

Tangible assets, supplies, and vital documents, must be safeguarded against unauthorized acquisition, use, or disposal.

We randomly selected a sample of 50 work orders and visited 5 campuses to see if we could trace the work orders to the underlying support documentation (e.g. Custodial Supplies Checkout form). We found that in 14 out of 50 (28%) selected work orders the 'Custodial Supplies Checkout' form was not available for review.

Recommendation:

1. The Director of Facilities Operations and Maintenance should consider establishing record retention requirements for support documentation and ensure that all responsible employees are made aware of those requirements.

Management Response:

Accept audit recommendation as presented

1. The Facilities Operations and Maintenance Department reviewed the recommendation and has implemented the following:
 - a. Once the designated Lead Custodian has completed the Custodial Supplies Checkout form, the Campus Custodial Supervisor will upload the document to the department's OneDrive shared file.
 - b. The Campus Custodial Supervisor will use a college owned tablet or desktop PC to unload the document weekly.
 - c. The document will be filed by campus/year/month
 - d. The document will be retained for a minimum of three (3) years.

Responsible Individual:

Custodial Supervisor

Implementation Date:

5/7/2019



Monitoring

Account activity should be periodically reconciled. Additionally, identified reconciling items should be satisfactorily resolved in a timely manner. Without adequate monitoring of account activity, items that require immediate attention may go unnoticed.

We interviewed the department's Operations Inventory and Procurement Manager related to her process for completing monthly reconciliations of each campuses' supplies. We obtained and verified that the Operations Inventory and Procurement Manager completed monthly reconciliations of the supplies recorded in the system (e.g. SchoolDude) to the results of the Custodial Warehouse physical counts provided by each of the campuses' Custodial Leads. No exceptions were noted in this area.

CONCLUSION

Overall it was determined that Custodial Services established an adequate system of internal controls. While we identified an opportunity to strengthen internal controls by establishing clearly defined record retention requirements, overall we concluded that appropriate internal controls were in place related to monitoring, establishment of a control conscience environment, separation of duties, and safeguarding supplies.

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

6/6/2019

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

6/6/2019

Review and Action as Necessary on Contracting Architectural Services for the Renovation and Expansion of the Existing Pecan Campus Library Building F

Approval to contract architect design services to evaluate the existing facility, provide recommendations to the Board, and prepare plans for the renovation & expansion of the existing Pecan Campus Library Building F is requested.

Purpose

Architectural design services are necessary for the evaluation, design, and construction administration services for the renovation and expansion of the existing Pecan Campus Library Building F. The design scope of work includes, but is not limited to analysis and evaluation, design, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed renovation and expansion of the existing Pecan Campus Library Building F is necessary to accommodate student needs in accordance with best practices and compliance with accreditation requirements.

Background

On April 30, 2019, the Board authorized 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 Center for Learning Excellence 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.

On May 9, 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 evaluation, renovation, and expansion of the Existing Pecan Campus Library Building F. A total of thirteen (13) firms received a copy of the RFQ and a total of seven (7) firms submitted their responses on May 24, 2019.

Funding Source

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

Reviewers

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

Enclosed Documents

The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural design services with ERO Architects to evaluate the existing facility, provide recommendations to the Board, and prepare plans for the renovation and expansion of the existing Pecan Campus Library Building F as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with ERO Architects to evaluate the existing facility, provide recommendations to the Board, and prepare plans for the renovation and expansion of the existing Pecan Campus Library Building F 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 ERO Architects to evaluate the existing facility, provide recommendations to the Board, and prepare plans for the renovation and expansion of the existing Pecan Campus Library Building F as presented.

Approval Recommended:

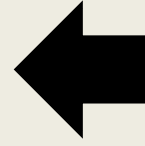
Shirley A. Reed, M.B.A., Ed.D.
President

Project Location



Project Location

North



Pecan Campus

SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF THE EXISTING PECAN CAMPUS LIBRARY
PROJECT NO. 18-19-1067

VENDOR	Boultinghouse Simpson Gates Architects	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	Hector Rene Garcia / Mata + Garcia Architects, LLP.	PBK Architects, Inc.	The Warren Group Architects, Inc.	WestEast Design Group, LLC.
ADDRESS	3301 N McColl Rd	300 S 8th St	3700 N 10th St	1314 Ivy Ave	3900 N 10th St Ste 810	1801 S 2nd St Ste 330	200 E Grayson Ste 207
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78503	San Antonio, TX 78215
PHONE	956-630-9494	956-655-6455	956-686-0100	956-631-1945	956-687-1330	956-994-1900	210-530-0755
FAX	956-630-2058		956-622-7313	956-631-1968		956-994-1962	
CONTACT	Danny Boultinghouse	Eli R. Ochoa	Raymond Gignac	Hector Rene Garcia	Cliff Whittingstall	Laura Nassiri Warren	Jose Eduardo De La Garza
3.1 Statement of Interest							
3.1.1 Statement of Interest for Project	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 18 years and therefore the familiarity of STC's requirements and expectations.	Pointed out the firm's experience with libraries and the experience of the subconsultant in library design, who would be involved in the project.	Pointed to their expertise with creating state-of-the-art spaces for education. Indicated that their firm is recognized for design excellence and quality public architecture.	Stated that their firm possesses a strong blend of local talent and expertise in educational facilities. Their commitment is to deliver projects on time, on budget and at the highest quality.	Pointed out the firm's experience in educational facilities. They emphasized their experience in new construction and renovation of library facilities. Stated that they have completed over 350 library projects with 165 being renovations.	The firm pointed to their 34 years of experience, which includes assessments, expansions and repurposing of existing facilities under challenging scenarios.	Firm indicated their experience with higher education clients throughout the State of Texas and their current on-call contracts with UT Austin and Texas State University.
3.1.2 History and Statistics of Firm	- 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 27 has completed 265 educational projects since 2001.	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - over 400 successful educational projects	- Established in 1981 - Office located in McAllen, TX - Over 38 years of experience in educational, civic, commercial, industrial, religious, public housing and health fields.	- Firm established in 2006 - Office located in McAllen, TX	- Established in 2004 - Based in McAllen, TX	- Established in 1997 - Offices in San Antonio and Edinburg, TX - 22 years in business - 36 staff
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	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.	Stated that they provide a high level of tailored service to their clients. They specialize in designed environments for institutions and work hard to meet the clients needs. Indicated that they are prepared for the intense, fast-paced design, documentation and construction schedules in order to meet the academic needs of the college.	Indicated that they have planned, programmed and successfully executed projects and have a broad range of experience and project-specific knowledge. They have completed numerous academic and library buildings and provided a list of the campuses that they have worked on.	Pointed out the most recent project that they have completed for STC in the past and would like to contribute to STC's continuing growth.	The firm pointed to their previous library experience; cost estimating services; and successful collaboration with consultants.
3.1.4 Statement of Availability and Commitment	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 project.	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.	Stated that they are a hands-on firm and have an on-time completion rate of 98% and on-budget rate of 92%. They have a staff of ten that comprises three teams and will make themselves available at a moment's notice and complete the project based on the timeline of the college.	Indicated they have sufficient staff and resources to work on this contract and are very familiar with STC's design and construction guidelines.	Indicated that they have sufficient team members and will stay involved and supervise all stages of the project. They are available and committed the begin work immediately.	Indicated their ability to begin work immediately and to remain active and engaged throughout the project.

**SOUTH TEXAS COLLEGE
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VENDOR	Boultinghouse Simpson Gates Architects	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	Hector Rene Garcia / Mata + Garcia Architects, LLP.	PBK Architects, Inc.	The Warren Group Architects, Inc.	WestEast Design Group, LLC.
3.2 Prime Firm							
3.2.1 Resumes of Principals and Key Members	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, Project Manager for Phase I & II - Maureen Arndt, Project Manager Phase I Feasibility & Interior Design Lead Phase II - Ismael Adame, Job Captain and Associate Architect - Maria O. Scurry, Project Manager for Phase II - Robert Sands, Director of Planning and Programming - Roberto Pruneda, Director of 3D Design and Visualization - Gerardo "Jerry" Garcia, Partner and Construction Administration Management	Included resumes for the following staff: - Raymond Gignac, Principal- In-Charge/Project Director - Rolando Garza, Architectural Design 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: - Hector R. Garcia, Partner, Coordinating Architect - Fernando Mata, AIA, Partner/Director of Administration - Rey Zamora, Architect, Project Manager - Ricardo Sanchez, Intern - Juan Torres, Intern - Antonio Garces, Intern - Adolfo Vela, Construction Manager	Included resumes for the following: - Cliff Whittingstall, Partner, Director of Higher Education - David Iglesias, Manager of the Rio Grande Valley Office - Andre F. De Mattos, Project Manager - Scott Adams, Principal, Design Lead - A. Todd Scrimpspher, Director, PBK Facilities-San Antonio - Sarah Bustamante, Associate II, Project Architect	Included resumes for the following: - Laura Nassir Warren, AIA, President/Principal - Andrina De Anda, Assoc. AIA/Director - Maritza Cardenas, NCIDQ, Senior Project Manager - Natanael Perez, Senior Project Manager - Crystal Chavez, Project Manager - Nicole Reyman, Architectural Intern	- Jose Eduardo De La Garza, AIA, Principal in Charge - Kaveh Forghanparast, CNU- A, Project Manager - Timothy Baisdon, LEED AP BD+C, Project Architect - Karla Dodson, RID, Interior Designer - Rod Edwards, AIA, Cost Estimator - Ed Garcia, PE, MEP Lead - Joseph A Rondinelli, Interior Designer, Library Consultant
3.2.3 Prime Firm proximity and meeting availability	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. Firm did not address this item.	Indicated they are 2.6 miles away from STC Planning and Construction office. STC will have direct access to any of the principals and the team at a moment's notice.	Indicated that the firm is located in McAllen, TX, a 10 minute drive from STC campus, and will be very accessible for meeting throughout the entire project.	Indicated that the firm is approximately 2.1 miles from the Pecan Campus and will be able to respond for planned and unexpected meetings.	Indicated they have an office in McAllen and will be able to respond quickly to any item that may arise.	Indicated that the firm is 5.6 miles away from the Pecan Campus.	Located in Edinburg and is therefore able to meet at a moment's notice.
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.	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 at this time.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that they have had zero claims in their 22 years in business.

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3.3 Project Team							
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - Half Associates - MEP, AV - Chanin Engineering - Structural - Perez Consulting Engineers - Civil - MSR Design - Library Design	Included organization chart showing prime firm and the following consultants: - 720 Design - The Sextant Group - Half Associates	Included organization chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity Engineering - MEP - Melden & Hunt - Civil	Included organization chart and the following consultants: - Chanin Engineering LLC - DBR, Inc - M. Garcia Engineering LLC - WJHW, Inc	Included organization chart and the following consultants: - Jones*DBR Engineering Company, LLC - Chanin Engineering, LLC - SSP Design	Included organization chart showing prime firm and the following consultants: - Perez Consulting Engineers - Chanin Engineering, LLC - Half Associates, INC - WJHW - LPD	Included organizational chart that named the assigned staff. Included Half & Associates for MEP, IT/Data, and landscape design and Intelligent Engineering Services for structural, civil, land surveying and facility assessments.
3.4 Representative Projects							
3.4.1 Minimum of 5 projects firm has worked on	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - STC - Learning Resource Center Library (\$1,016,000) - STC - Communication Arts Building (\$6,100,000) - STC - West Academic Building (\$6,092,000) - STC - Building K Renovations Admissions Welcome Center and Entrance (\$411,633)	- STC - Nursing and Allied Health Professionals School Expansion (\$16,000,000) - STC - Hidalgo County Courthouse (\$149,000,000) - Seguin ISD - Seguin HS Modernization/Replacement (\$82,374,706) - University of Arts and Sciences Oklahoma - Nash Library (\$5,400,000) - Georgia Gwinnett College - Georgia Gwinnett College Library (\$20,000,000)	- Del Mar College - Emerging Technology Expansion Additions & Renovations (\$8 Million) - Corpus Christi ISD - Veterans Memorial High School (\$93,204,494) - La Jolla ISD - Juarez-Lincoln High School & Library (\$57.3 Million) - Corpus Christi ISD - Dorothy Adkins Middle School Library (\$30,727,438) - Corpus Christi ISD - Cunningham & South Park Middle Schools Libraries (\$30 Million)	- South Texas College - Starr County/Mid-Valley Campuses (\$11,500,000) - Hidalgo County Precinct No. 4 - Hidalgo County Community Resource Center & Linn San Manuel Fire Station (\$2,500,000) - City of Mercedes - City of Mercedes Fire Department (\$2,616,015) - Weslaco ISD - Weslaco High School Music Halls (\$3,832,000) - HCHA - Hidalgo County Housing Authority Administration Building (\$1,500,000)	- Houston Community College System II - The West Houston Institute and Alief Campus Improvements (\$44,146,524) - Collin College II - Central Park Campus Learning Resource Center (\$39,683,341) - Collin College II - Spring Creek Campus Library (\$16,600,000) - Texas A&M University - McAllen II McAllen, TX - Higher Education Center (\$31,664,455) - Lone Star College System II - Creekside Center (\$19,762,000)	- Doctors Hospital at Renaissance - Multi-Disciplinary Medical Research Facility at Doctors Hospital at Renaissance (\$36,000,000) - City of Pharr - South Pharr Development and Research Center (\$3,642,000) - City of Pharr - North Side Library Development Research Center Master Plan (STBD) - Doctors Hospital at Renaissance - Four Story Breast Health Center and Multi-Disciplinary Medical Office Building at DHR (\$14,950,000) - Hidalgo County - Hidalgo County Courthouse (\$150,000,000)	- City of Austin - Austin Central Library (\$120,000,000) - Texas A&M University System - Joint Library Facility Relis Campus (\$3.3 million) - Alamo College System - New Library, Laboratories, Classrooms + Offices - St. Phillips Southwest Campus (\$25 million) - Prairie View A&M University - Capital Improvements (\$15.2 million) - University of Notre Dame - Hesburgh Library (\$45 million)
3.5 References							
3.5.1 References for five projects	- University of Texas Rio Grande Valley - Frost Bank - First United Methodist Church - Palm Valley Animal Center - City of McAllen	- PSJA ISD - Texas State Technical College - Hidalgo County - Seguin ISD - Harlingen CISD	- Del Mar College - City of Corpus Christi - PSJA ISD - Iden Public Schools - Corpus Christi ISD	- Edcouch-Elsa ISD - Mercedes Housing Authority - Alice Housing Authority - Brownsville ISD - Hidalgo County Housing Authority	- Lone Star College System - Texas State Technical College System - Angelo State University - Houston Community College - Texas A&M University	- Cantu Construction & Development Company - HDR, Inc - City of Mission - City of Pharr - City of McAllen	- City of Austin - Texas A&M University System - Alamo Colleges District - Prairie View A&M University - University of Notre Dame

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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 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.	Provided a detailed week by week plan for their approach to the project.	Firm indicated the framework for the process by listing the steps. They will work hand-in-hand with staff to produce and align with project budgets and maintain project schedule.	Firm provided three different phases for the project and the detail of the work within each phase.	Firm provided detailed phases of their approach to performing services.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	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 deadlines.	Stated that they have the experience and resources on-staff to execute any project within the program constraints of South Texas College. Indicated the office lead for each phase of the project and will handle day to day details personally.	Indicated that McAllen office will be the primary contact, but will utilize the firm's total staff of 450+ 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.	Stated they are willing and able to expedite design services and construction administration for the project. Indicated their availability of respond quickly to meet with STC and consultants to ensure a successful project.	Firm pointed to the software package that is used to assist with and maintain project schedules.
Total Evaluation Points	544.99	559.64	544.49	541.15	549.97	538.31	554.15
Ranking	4	1	5	6	3	7	2

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

SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF THE EXISTING PECAN CAMPUS LIBRARY
PROJECT NO. 18-19-1067
EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects		goERO International, LLC./ dba ERO Architects		Gignac & Associates, LLP.		Hector Rene Garcia / Mata + Garcia Architects, LLP.		PBK Architects, Inc.		The Warren Group Architects, Inc.		WestEast Design Group, LLC.		
ADDRESS	3301 N McColl Rd		300 S 8th St		3700 N 10th St		1314 Ivy Ave		3900 N 10th St Ste 810		1801 S 2nd St Ste 330		200 E Grayson Ste 207		
CITY/STATE/ZIP	McAllen, TX 78501		McAllen, TX 78501		McAllen, TX 78504		McAllen, TX 7851		McAllen, TX 78501		McAllen, TX 78503		San Antonio, TX 78215		
PHONE	956-630-9494		956-655-6455		956-686-0100		956-631-1945		956-687-1330		956-994-1900		210-530-0755		
FAX	956-630-2058				956-622-7313		956-631-1968				956-994-1962				
CONTACT	Danny Boultinghouse		Eli R. Ochoa		Raymond Gignac		Hector Rene Garcia		Cliff Whittingstall		Laura Nassri Warren		Jose Eduardo De La Garza		
3.1 Statement of Interest (up to 100 points)															
3.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications 3.1.2 Firm History including credentials 3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s) and key professionals	100	90.83	100	93.16	100	92	100	92.16	100	92.16	100	90.5	100	92.5	
	91		92		93		90		93		86		90		
	94		95		94		94		94		94		94		
	90		92		90		91		91		88		91		
	90		90		90		90		90		90		90		
	80		90		85		88		85		85		90		
3.2 Prime Firm (up to 100 points)															
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	100	92.83	100	93.83	100	90.83	100	90.66	100	93	100	88.66	100	92.66	
	93		95		91		91		92		91		92		
	94		95		94		92		95		93		93		
	92		90		85		88		92		80		90		
	93		93		90		88		89		88		91		
	85		90		85		85		90		80		90		

SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF THE EXISTING PECAN CAMPUS LIBRARY
PROJECT NO. 18-19-1067
EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects		goERO International, LLC./ dba ERO Architects	Gignac & Associates, LLP.		Hector Rene Garcia / Mata + Garcia Architects, LLP.		PBK Architects, Inc.		The Warren Group Architects, Inc.		WestEast Design Group, LLC.		
3.3 Project Team (up to 100 points)														
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s) 3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	100	93.5	100	94.16	99	87.16	90	85.5	99	89.16	95	90.83	100	92.83
	93		90		80		80		86		90		89	
	93		95		90		85		92		94		93	
	92		92		80		85		85		88		90	
	93		93		89		88		88		88		90	
	90		95		85		85		85		90		95	
	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.	97	91	99	92.16	99	90	96	88.33	99	91.66	96	87.83	99	91.83
	93		90		86		90		93		90		90	
	90		91		93		85		93		88		92	
	85		91		85		85		90		85		90	
	93		92		89		89		90		88		90	
	88		90		88		85		85		80		90	

SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF THE EXISTING PECAN CAMPUS LIBRARY
PROJECT NO. 18-19-1067
EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects		goERO International, LLC./ dba ERO Architects		Gignac & Associates, LLP.		Hector Rene Garcia / Mata + Garcia Architects, LLP.		PBK Architects, Inc.		The Warren Group Architects, Inc.		WestEast Design Group, LLC.	
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	100	93.33	100	93.5	100	93	100	92.5	100	93.16	90	88.66	100	92.33
	89		89		89		89		89		86			
	94		95		95		94		94		93		94	
	95		95		93		92		95		85		94	
	92		92		91		90		91		90		90	
	90		90		90		90		90		85		90	
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.	80	83.5	100	92.83	99	91.5	100	92	99	90.83	98	91.83	98	92
	86		90		88		90		90		90		92	
	85		95		94		92		92		93		93	
	80		92		88		90		89		90		89	
	90		90		90		90		90		90		90	
	80		90		90		90		85		90		90	
TOTAL EVALUATION POINTS	544.99		559.64		544.49		541.15		549.97		538.31		554.15	
RANKING	4		1		5		6		3		7		2	

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

Review and Action as Necessary on Contracting Engineering Services for the Mid Valley Campus Drainage Improvements – Phase I

Approval to contract engineering services for the Mid Valley Campus Drainage Improvements – Phase I project is requested.

Purpose

The procurement of an engineer will provide for design services necessary for the Mid Valley Campus Drainage Improvements – Phase I project.

Justification

The procurement of an engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards, the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report as prepared by Perez Consulting Engineers, LLC, as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On April 23, 2019, the Board of Trustees accepted the findings and recommendations of the Mid Valley Campus Evaluation of the Existing Drainage Conditions Report as prepared by Perez Consulting Engineers, LLC (PCE). The evaluation was undertaken in response to extensive flooding during and after heavy rains on June 20 - 21, 2018, which resulted in costly repairs and the displacement of personnel and services.

The accepted report from PCE recommended performing the drainage improvements in three phases. Phase I addresses the west side of the campus and drainage improvements associated with the Center for Learning Excellence Building A, at an estimated construction cost of \$290,000. On April 23, 2019, the Board approved the solicitation of civil engineering services for Phase I of the accepted report from PCE. Design and construction for Phase II, associated with the east side of campus, and Phase III, associated with the south side of campus, would begin at a later date upon approval and authorization from the Board.

- **Phase I** – West Campus; storm water improvements associated with Building A.
Opinion of Probable Construction Cost: \$290,000
- **Phase II (Future)** – East Campus; storm drainage system improvements associated with Parking Lots 6 & 7.
Opinion of Probable Construction Cost: \$206,000
- **Phase III (Future)** – 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

Solicitation for civil engineering qualifications began on May7, 2019, for the purpose of selecting an engineering firm to prepare the necessary plans and specifications for the Mid Valley Campus Drainage Improvements – Phase I project. A total of thirteen (13)

firms received a copy of the RFQ and a total of six (6) firms submitted their responses on May 22, 2019.

Funding Source

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

Reviewers

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

Enclosed Documents

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

At the June 13, 2019 Facilities Committee meeting, Mr. Gary Gurwitz asked administration whether all responding engineers were provided a fair chance to respond to the RFQ. Administration confirmed that the RFQ was published publicly, and all respondents were provided the same opportunity to review and respond.

The Facilities Committee recommended Board approval to contract engineering services with Perez Consulting Engineers, LLC for civil engineering services for the Mid Valley Campus Drainage Improvements – Phase I project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting engineering services with Perez Consulting Engineers, LLC for civil engineering services for the Mid Valley Campus Drainage Improvements – Phase I project as presented.

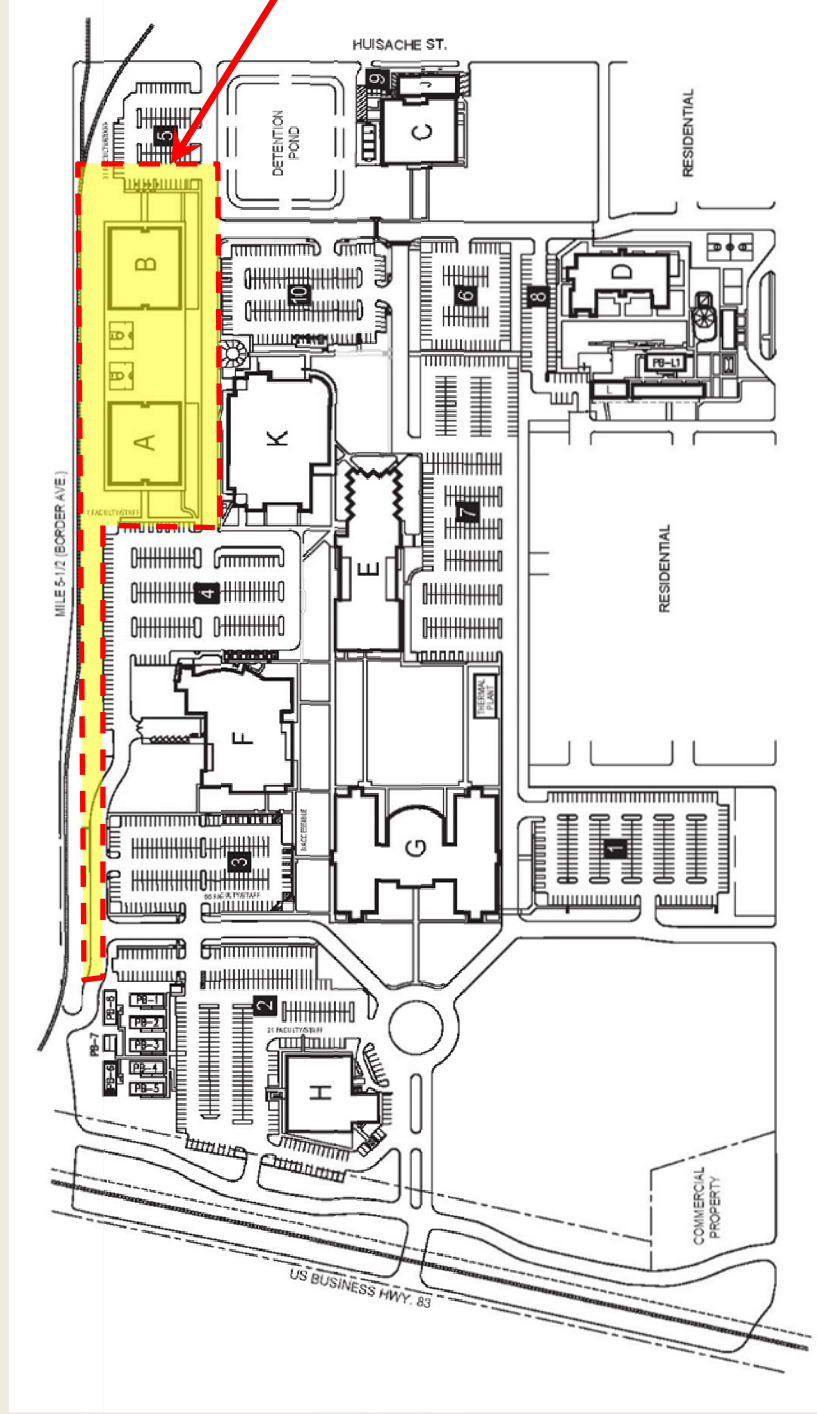
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes contracting engineering services with Perez Consulting Engineers, LLC for civil engineering services for the Mid Valley Campus Drainage Improvements – Phase I project as presented.

Approval Recommended:

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

Project Location



Project Location



Mid Valley Campus

SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES FOR MID VALLEY CAMPUS - DRAINAGE IMPROVEMENTS - PHASE I
PROJECT NO. 18-19-1066

VENDOR ADDRESS	Dannenbaum Engineering Corporation 3100 W Alabama Houston, Texas 77098	Guzman & Muñoz Engineering and Surveying, Inc. 2020 E Expressway 83 Mercedes, TX 78570	Melden & Hunt, Inc. 115 W McIntyre St Edinburg, TX 78541	Perez Consulting Engineers, LLC. 808 Dallas Ave McAllen, TX 78501	R. Gutierrez Engineering Corporation 130 E Park Ave Pharr, TX 78577	South Texas Infrastructure Group, LLC. 900 S Stewart Rd Ste No 13 Mission, TX 78572
CITY/STATE/ZIP	713-520-9570	956-565-4637	956-381-0981	956-631-4482	956-782-2557	956-424-3335
PHONE	956-429-0550	956-565-4636	956-381-1839		956-782-2558	956-424-3132
FAX	Wayne G. Ahrens	Jose L. Muñoz	Kelley A. Heller-Vela	J. David Perez	Ramiro Gutierrez	Julio Cerda
CONTACT						
3.1 Statement of Interest						
3.1.1 Statement of Interest for Project	Stated the firm's eagerness to work on the project. They emphasized their firm's ability to coordinate work with other organizations involved in the project and their ability to complete the project on time and within budget.	The firm expressed their interest in the project and summarized the firm's extensive knowledge in the different types of services it provides to show their capabilities.	Indicated that they bring a depth of expertise and a range of professional talent difficult to match anywhere. They summarized their many resources and indicated that they will meet an aggressive project schedule for the project.	Stated they are very interested in assisting STC with the Design and Construction Administration for the site drainage improvements at the Mid Valley Campus. Having worked with STC, they are familiar with the procedures for a smooth project design and construction.	Firm stated their interest in the project. They summarized their firm's capability in various aspects of services required for the project.	Firm stated their interest in the project and summarized the firm's history and capabilities. They included a listing of the areas in which firm has experience.
3.1.2 History and Statistics of Firm	- Founded in Houston in 1945 - Texas based consulting engineering companies that has been providing professional services to municipal, State and federal agencies, and private clients for over 70 years.	- Located in Mercedes, Texas with satellite office in Houston, Texas - Has been providing services since 1973 - Staff of approx. 15 employees	- Established in 1947 - 72+ years experience - Located in Edinburg, TX - has 50 total employees	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Established in 1998 - Staff of four professional engineers, one engineer-in-training and one registered professional land surveyor - Located in Pharr, Texas	- 5 years in business - Located in Mission, Texas - has 13 total employees
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Pointed out the firm's work in other projects within the cities where STC has campuses, which has given them the knowledge of the ordinances and regulations governing construction within those cities.	Indicated that firm has a broad range of engineering, surveying, and construction and inspection related services and have provided surveying services to may non-profit organizations.	Stated that they have extensive experience such as land surveying, construction staking, grading and erosion control, storm water and drainage design, landscaping and irrigation, contraction inspection and management.	Pointed to the firm's experience throughout the Rio Grande Valley area in various aspects of services. Provided an example of the type of work already provided to the STC previously.	The firm described the specific details needed for the work and provided a list of previous similar work they have provided for STC.	Made a statement of firm's complete range of professional services and their focus on delivering experience in a capacity of multi-disciplined engineering services.
3.1.4 Statement of Availability and Commitment	Stated their team will provide experienced professional and technical personnel to competently and efficiently perform the work required to successfully meet or exceed the project schedule.	Indicated that there are not potential conflicts with current work. Stated that key personnel are working under an average 60% workload.	Indicated that they their employees typically work around 65%-70% of the total workload and will be absorbed into their normal business cycle.	Indicated that are involved in other work, but is approx. 85% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they consider STC to be an extremely valuable and important client and it will receive the best in priority and attention.	Provided a list of staff that will be working on the project along with their roles and availability.

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES FOR MID VALLEY CAMPUS - DRAINAGE IMPROVEMENTS - PHASE I
PROJECT NO. 18-19-1066**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Melden & Hunt, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	South Texas Infrastructure Group, LLC.
3.2 Prime Firm						
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Wayne G. Ahrens, P.E. - Principal-In-Charge - Richard D. Seitz, P.E., Project Manager/Project Engineer/Drainage - Johan Peterson, P.E. - QA Officer - Nathaniel Olivarez, P.E., Project Engineer/Civil - Alejandro C. Flores, PE, CFM, D.WRE, Hydrology/Hydraulics - Ashish Waghray, P.E., CFM - Drainage Analysis, Modeling & Design - Michel Maksoud, PH.D., P.E. - Structural Design - Keith A. Fredrickson - Schedule/Budget Control - Jenna Gardner, E.I.T - Hydraulic & Hydraulic Studies - Adrian Figueroa, EIT - Row/Utilities - Arturo Garcia, EIT- RoadsStreets Design	Included resumes for the following staff: - Jose L. Munoz, P.E., S.I.T., President, Project Director - Rodolfo Montero, Senior Project Manager - Carlos Aguilar, R.P.L.S., Surveyor - Oscar Herrera, E.I.T	Included a resume for the principal: - Kelley Heller-Vela, P.E., Project Manager/Engineering - Fred L. Kurth, P.E., R.P.L.S., Asst. Project Manager/Engineer - Robert Tanez, R.P.L.S., Land Surveyor - Mario Reyna, P.E., Project Administrator	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President - Alfonso A. Gonzalez, P.E., Project Engineer	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lugo, PE, CFM - Pablo Soto, Jr, PE, RPLS, Survey Project Manager	Included resumes for the following staff: - Julio C. Cerda, PE, Project Manager - Victor Trevino, P.E. - Jonathan D. Garcia Zamudio, Graduate Engineer
3.2.2 Project Assignments and Lines of Authority	Listed key personnel, role and percent of time they can commit to this project.	Listed four key personnel who would be involved in the project and indicated the percentage time assignment for four of the named staff.	Listed 4 personnel who would be involved in the project.	Presented key personnel and lines of authority in an organization chart.	Named three key personnel and the roles each will play in the project.	Listed three personnel and a summary of their expertise, and named the main person who would be responsible for providing services as well as the time commitment.
3.2.3 Prime Firm proximity and meeting availability	Firms McAllen office is located within three miles of Building N on STC's Pecan Campus.	The firm is located in Mercedes, Texas. The indicated that they can respond STC quickly and efficiently for planned and unexpected meetings.	Firm is located in Edinburg, Texas. They indicated that they are 15-20 minutes away from our office and the proposed site.	Firm stated that they are less than 10 minutes away from Pecan Campus which makes them readily available for scheduled and unplanned meetings.	Firm is located in Pharr. They indicated that they can be at the STC Planning & Construction office in less than 10 minutes of leaving their office.	Firm is located in Mission, Texas and is 6 miles from STC.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated "Non Applicable" on response to this item.	Indicated that they have no pending litigation or arbitration for any past or current projects.	Firm indicated that they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm is not currently involved in any litigation that would affect ability to provide services.	Indicated that firm has only had one automobile insurance claim and no other types of claims.

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES FOR MID VALLEY CAMPUS - DRAINAGE IMPROVEMENTS - PHASE I
PROJECT NO. 18-19-1066**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Melden & Hunt, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	South Texas Infrastructure Group, LLC.
3.3 Project Team						
3.3.1 Organization chart with Role of Prime Firm and each consultant firm	Included organizational chart showing prime firm and the following consultants: - CSR Environmental & Consulting LLC - Accessibility Checks and Controls - Salinas Engineering & Associates	Included organizational chart showing firm staff and indicated they would acquire Structural Engineering, Architectural, and Geotechnical subconsultants if required.	Included organizational chart showing prime firm staff and their positions. They included the following consultants: - SIGMA HN Engineers, PLLC - SSP Design	Included organizational chart showing prime firm. Indicated they would acquire a basic services consultant from Rio Delta Surveying.	Included organizational chart showing prime firm. They did not include any subconsultants.	Included organizational chart showing prime firm. They provided the following consultant: - R.O.W. Surveying Services (ROW)
3.4 Representative Projects						
3.4.1 Minimum of 5 projects firm has worked on	<ul style="list-style-type: none"> - South Texas College - Regional Center for Public Safety Excellence Parking and Site Improvements (\$2,013,388.45) - Edinburg ISD - Edinburg High School Drainage Reconfiguration (\$250,000) - La Joya ISD - Diaz Villarreal, Kika De La Garza & Bensen Elementary (\$164,740.80) - South Texas College - Pecan Campus Parking Lot Expansion and Parking and Street Improvements (\$121,947.49) - South Texas Educational Technologies, Inc. - Horizon Montessori McAllen Middle School (\$875,000) 	<ul style="list-style-type: none"> - Weslaco ISD - Parking Lot, Sidewalks, Drainage, Gutters and Site Improvement at various schools (\$415,000) - Harlingen CISD - Parking Lot, Sidewalks and Site Improvements at Various Schools in the District (\$800,000) - International Boundary & Water Commission - New Falcon Dam Administration Building (3,926,960.65) - City of Raymondville - Various projects, including design of street and drainage improvements (3,000,000 +) 	<ul style="list-style-type: none"> - La Joya ISD - New Elementary School (\$8,446 Million, \$0.476 Million) - Edinburg CISD - Elementary Parking Lot Renovation (\$115,000) - IDEA Public Schools - Edinburg Campus Phase 1 & II (\$879,000) - McAllen ISD - Pavilion Additions (\$750,000, \$375,000) - City of Rio Grande - Army Reserve Center (\$4.5 Million, \$690,000) 	<ul style="list-style-type: none"> - City of Edinburg - Stadium and Dawson Drive Drainage Project (\$N/A) - UTRGV - Lamar & ITT Parking Lot (\$1,965 Million) - South Texas College - Reconstruction of 31st St (\$338,091) - South Texas College - North Pecan Campus Infrastructure Improvements Project (\$3 Million) - PSJA ISD - T-STEM Early College & Football Stadium Parking Lot - (\$576,000) 	<ul style="list-style-type: none"> - South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) - South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500) - PSJA ISD - Liberty Middle School Athletic Fields (\$3.7 Million) - PSJA ISD - Carnahan Elementary School Parking Lot Additions (\$184,497.90) - PSJA ISD - LBJ Middle School Renovations and Additions (\$1,100,000) 	<ul style="list-style-type: none"> - Sharyland CISD - Pioneer High School Subdivision (\$40,500,000) - Sharyland ISD - Support Services Bus and Staff Parking Lot Improvements (\$460,000) - IDEA Public Schools - McAllen Subdivision (\$4,788,000) - Hidalgo County Precinct 4 - Endowment Center at San Carlos Phase II (\$1,000,000)
3.5 References						
3.5.1 References for five projects	<ul style="list-style-type: none"> - Edinburg CISD - Hidalgo County Drainage District No. 1 - Burns Brothers LTD - City of McAllen - City of Edinburg 	<ul style="list-style-type: none"> - Weslaco ISD - Mercedes ISD - City of Raymondville - International Boundary & Water Commission - Harlingen CISD 	<ul style="list-style-type: none"> - La Joya ISD - Edinburg CISD - IDEA Public Schools - McAllen ISD - US Army Corps of Engineers 	<ul style="list-style-type: none"> - City of Edinburg - South Texas College - UTRGV - Boultinghouse Simpson Gates Architects - ERO Architects 	<ul style="list-style-type: none"> - PSJA ISD - City of Pharr 	<ul style="list-style-type: none"> - Hidalgo County Drainage District 1 - City of Mission - City of Pecos - City of Edinburg

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES FOR MID VALLEY CAMPUS - DRAINAGE IMPROVEMENTS - PHASE I
PROJECT NO. 18-19-1066**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Melden & Hunt, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	South Texas Infrastructure Group, LLC.
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 did not directly address this item, but did include their "Project Control Design Quality Management Plan".	Firm submitted a detailed description, in phases, of the methodology followed on projects.	Firm presented its detailed methodology for maintaining quality in their projects.	Presented step-by-step approaches for project approach and maintaining quality control.	Presented the phases of a typical drainage project and the steps under each phase.	Firm presented three phases of the project and summarized the work under each.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated that they have more than adequate personnel from which to supplement the Team they will assign to the project. They pointed to the use of Critical Path Scheduling to complete the project on time.	Firm made a general statement of the understanding of the project scope and its capability in providing and administering the required services.	Stated that firm has the experience and resources and do not undertake a contract without the proper resources to guarantee is success.	Stated that firm is cognizant of deadline and schedules and will add personnel as workload increases.	Stated the firm's willingness and ability to commence work on the project. The do not foresee a need to supplement work capability, but they have the resources to do so if need presents itself.	Stated that the firm will provide a creative approach and will develop the project in three phases which will include Planning and Schematic Phase, Design Phase and the Construction Phase Services.
Total Evaluation Points	541.6	530	****	557	546.8	537.2
Ranking	3	5	****	1	2	4

The Director of Purchasing has reviewed all vendor responses and evaluations completed.
 ***The vendor did not submit required forms signed therefore was not evaluated.

SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES FOR MID VALLEY CAMPUS - DRAINAGE IMPROVEMENTS - PHASE 1
PROJECT NO. 18-19-1066
EVALUATION SUMMARY

VENDOR	Dannenbaum Engineering Corporation	Guzman & Munoz Engineering and Surveying, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	South Texas Infrastructure Group, LLC
ADDRESS	3100 W Alabama	2020 E Expressway 83	808 Dallas Ave	130 E Park Ave	900 S Stewart Rd Ste No 13
CITY/STATE/ZIP	Houston, Texas 77098	Mercedes, TX 78570	McAllen, TX 78501	Pharr, TX 78577	Mission, TX 78572
PHONE	713-520-9570	956-565-4637	956-631-4482	956-782-2557	956-424-3335
FAX	956-429-0550	956-565-4636		956-782-2558	
CONTACT	Wayne G. Ahrens	Jose L. Munoz	J. David Perez	Ramiro Gutierrez	Julio Cerda

3.1 Statement of Interest (up to 100 points)									
3.1.1 Statement of interest on projects 3.1.2 Firm History including credentials 3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	88	85	90	85	93	90	85	93	88.2
	92	93	94	88.8	93	93	94	90.8	
	95	93	98	90.8	93	95	95	90.8	
	92	85	90	88	93	90	90	80	
	90	88	93		93	90	90	90	

3.2 Prime Firm (up to 100 points)									
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	80	88	88	88	92	97	88	90.8	88.4
	94	92	93	90.8	92	93	95	90.8	
	90	93	93	90.8	97	93	89	95	
	96	88	93		93	90	90	87	
	90		88		93	90	90	90	

3.3 Project Team (up to 100 points)									
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s) 3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	88	85	85	85	85	91.8	85	90	89.4
	94	85	85	88.8	92	91.8	91	90	
	93	93	93	88.8	97	91.8	97	90	
	90	93	93	88.8	93	91.8	90	89	
	91	88	88		92	91.8	87	89	

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	85	80	88	88.8	88	92.6	90	90.8	89.2
	90	88	92		92	92.6	92	90.8	
	95	95	98	88.8	95	92.6	95	90.8	
	93	94	95		95	92.6	89	94	
	90	87	90		90	92.6	88	88	

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	80	75	90	83	90	93.4	90	93	91.4
	92	80	95		95	93.4	95	95	
	95	90	95	83	95	93.4	95	95	
	90	85	95		95	93.4	95	91	
	90	85	92		92	93.4	90	88	

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.	85	85	90	89.8	90	93.2	90	91.4	90.6
	85	92	94		94	93.2	92	92	
	95	89	97	89.8	97	93.2	95	94	
	90	92	93		93	93.2	90	90	
	90	85	92		92	93.2	90	89	

TOTAL EVALUATION POINTS	541.6	530	557	546.8	537.2
RANKING	3	5	1	2	4

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

Review and Action as Necessary on Additional Infrastructure Requirements for Portable Buildings at the Regional Center for Public Safety Excellence

Approval to proceed with additional construction for a fire hydrant, fire line, a temporary fire access drive, fire alarm system, and landscaping & irrigation for the portable buildings at the Regional Center for Public Safety Excellence (RCPSE) is requested.

Purpose

Authorization is requested to proceed with additional construction infrastructure to meet the requirements of the City of Pharr for the portable buildings at the RCPSE.

Justification

Additional infrastructure is required to meet the municipal building codes of the City of Pharr for the portable buildings at the RCPSE.

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. On May 30, 2019, the Board approved the recommendation from College staff to purchase six (6) portable buildings in lieu of the originally planned five (5) portable buildings.

The City of Pharr has communicated to College staff that additional infrastructure will be required to meet the City's municipal building codes. The additional infrastructure requirements are as follows:

- New Fire Line, New Fire Hydrant, and New Temporary Caliche Fire Access Drive
- Fire Alarm System
- Landscape & Irrigation Requirements:
 - Landscape & Irrigation design documents by licensed professional
 - Landscape & Irrigation to meet municipal building codes

Estimated Costs for Additional Infrastructure Requirements		
Construction Item	Design Fees	Construction Cost
New Fire Line, Hydrant, and New Temporary Caliche Fire Access Drive	\$2,106.20	\$58,750
Fire Alarm System	\$0	\$11,250
Landscape & Irrigation	\$2,650	\$14,945
Total	\$4,756.20	\$84,945

The additional infrastructure work required by the City of Pharr would be in addition to the previously Board approved infrastructure for the portable buildings. A summary of the estimated costs of the originally approved infrastructure work is below:

Original Portable Buildings Expansion Plan for the RCPSE	
Construction Item	Estimated Cost
Infrastructure for mechanical, electrical, plumbing and sidewalks	\$125,000
Engineering / Design <ul style="list-style-type: none"> • Mechanical, plumbing, & electrical • Civil • Structural 	16,000
Landscaping and Irrigation	\$10,000
Total	\$151,000

The scope of the initially planned infrastructure has increased due to the addition of a sixth portable building. Additionally, the proposed structural engineering services will no longer be required. The estimated total for the additional infrastructure requirements and the revised expansion plan is as follows:

Total Estimated Cost for Infrastructure for RCPSE Portable Buildings	
Item	Estimated Cost
Additional Infrastructure Requirements	\$84,945
Additional Design Fees	4,756.20
Original Infrastructure Plan	151,000
Reduction from Original Infrastructure Plan – Deletion of Structural Engineering Design Fees	(\$6,125)
Subtotal of Estimated Infrastructure Cost	\$234,576.20
Project Contingency at 10%	23,457.62
Total Estimated Infrastructure Cost	\$258,033.82

The proposed additional requirements by the City of Pharr and the addition of a portable has added estimated costs that will require the College to procure these services through the competitive sealed proposal process in lieu of the Request for Quote process. This process will affect the previously proposed schedule of completing the installation of the portables by the Fall 2019 semester.

In addition, DBR Engineering informed College Staff that the existing transformer is insufficiently sized to provide the proper electrical service needed for the six portable buildings. Magic Valley Electric Cooperative will install an additional transformer for the portables, at no cost to the College. The engineers will include it in their plans and specifications. The original infrastructure plan costs included funds for the additional electrical service costs estimated at \$10,000.

A Special Board Meeting may be called on July 9, 2019, following the Facilities Committee meeting scheduled that same day, to take action on recommendations for the

engagement of Civil and MEP construction services for the expanded scope of work required at the site.

Funding Source

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

Enclosed Documents

An updated site plan indicating the additional infrastructure requirements is enclosed for the Committee's review and information.

The Facilities Committee recommended Board approval to proceed with additional construction for a fire hydrant, fire line, a temporary fire access drive, fire alarm system, and landscaping & irrigation as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with additional construction for a fire hydrant, fire line, a temporary fire access drive, fire alarm system, and landscaping & irrigation as presented.

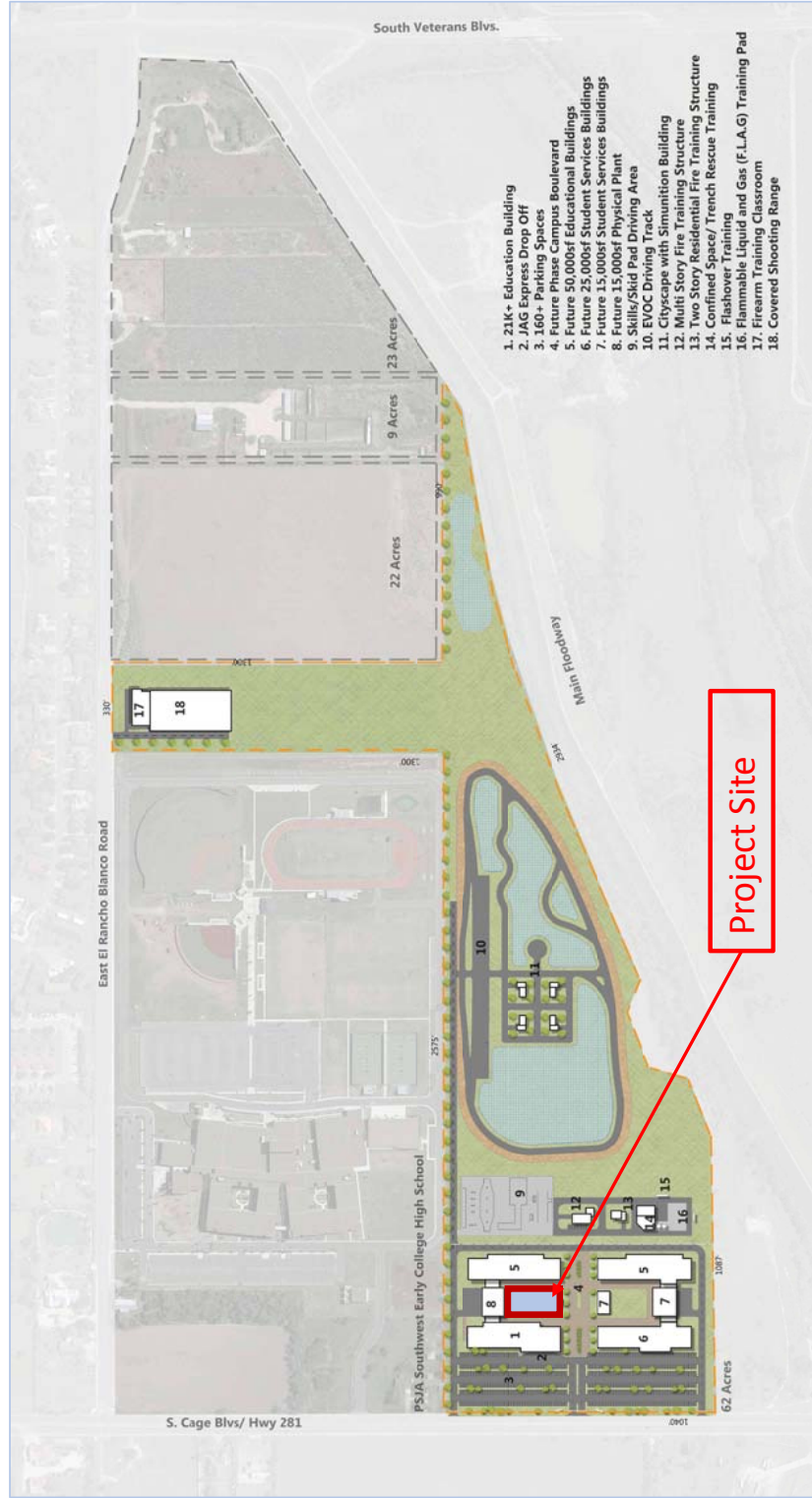
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes proceeding with additional construction for a fire hydrant, fire line, a temporary fire access drive, fire alarm system, and landscaping & irrigation as presented.

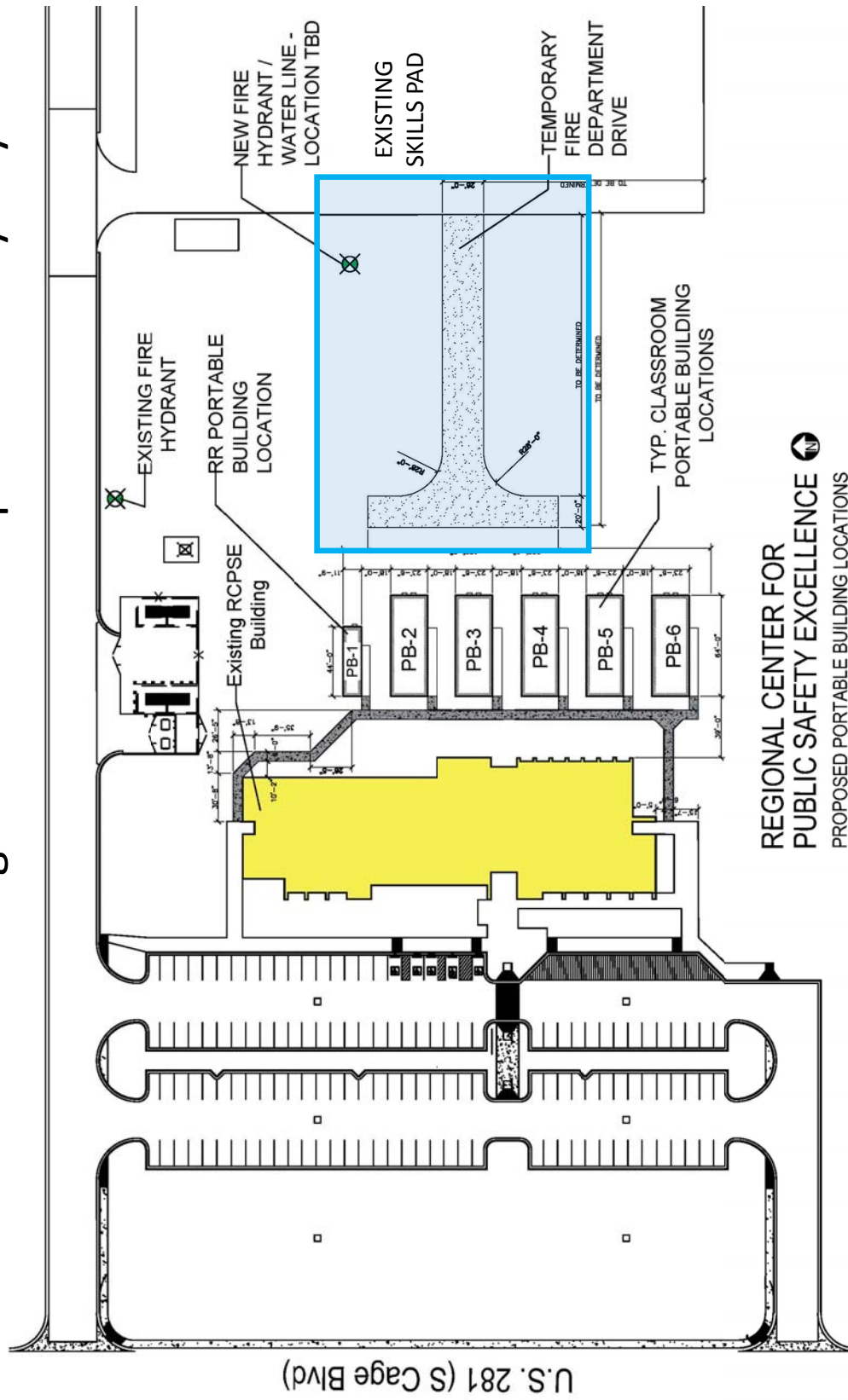
Approval Recommended:

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

RCPSE Portable Buildings Additional Requirements by City of Pharr



RCPSE Portable Buildings Additional Requirements by City of Pharr



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

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

Project		Completion Recommended	Date Received
1.	District Wide Basketball Court Repainting Contractor: Teni-Trak, Inc.	Final Completion Recommended	April 11, 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 Teni-Trak, Inc. be approved. The original cost approved for this project was in the amount of \$55,000.

The following charts summarize the above information:

District Wide Basketball Court Repainting					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$55,000	\$53,125	\$0	\$53,125	\$47,812.50	\$5,312.50

Enclosed Documents

Enclosed is a copy of the letter of Final Completion for the Board's review and information.

The Facilities Committee recommended Board approval of final completion for the District Wide Basketball Court Repainting project and release of final payment of \$5,312.50 to Teni-Trak, Inc. as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion for the District Wide Basketball Court Repainting project and release of final payment of \$5,312.50 to Teni-Trak, Inc. as presented.

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

The Board of Trustees approves and authorizes the final completion for the District Wide Basketball Court Repainting project and release of final payment of \$5,312.50 to Teni-Trak, Inc. as presented.

Approval Recommended:

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



P.O. BOX 9701
McAllen, TX 78502-9701

Facilities Planning & Construction
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737
(956) 872-3747

June 5, 2019

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501

Re: RFP 18-19-1027 STC District Wide Basketball Courts Repainting

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC District Wide Basketball Courts Repainting and recommends release of final payment, pending review of closeout documents by STC Facilities Planning and Construction Department.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

Review and Action as Necessary on Final Completion for the District Wide Automatic Door Openers – Phase III

Approval of final 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	Final Completion Recommended	June 6, 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 5 Star GC Construction, LLC be approved. The original cost approved for this project was in the amount of \$65,000.

The following charts summarize the above information:

District Wide Automatic Door Openers – Phase III					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$65,000	\$128,000	\$422.25	\$127,577.75	\$121,600.00	\$5,977.75

Enclosed Documents

Enclosed is a copy of the letter of Final Completion for the Board's review and information.

The Facilities Committee recommended Board approval of final completion for the District Wide Automatic Door Openers – Phase III project and release of final payment of \$5,312.50 to 5 Star GC Construction, LLC as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion for the District Wide Automatic Door Openers – Phase III project and release of final payment of \$5,312.50 to 5 Star GC Construction, LLC as presented.

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

The Board of Trustees approves and authorizes final completion for the District Wide Automatic Door Openers – Phase III project and release of final payment of \$5,312.50 to 5 Star GC Construction, LLC as presented.

Approval Recommended:

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

June 6, 2019

South Texas College
Dr. Shirley A. Reed, President
3200 W. Pecan Blvd.
McAllen, TX 78501

Project: Automatic Door Openers

RE: Final Completion Letter Executed by Engineer

To the best of my knowledge, information and belief, the MEP Engineering scope of work on the project referenced above is complete and was carried out in accordance to the Construction Documents.

Please let us know should you have any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cesar Gonzalez".

Cesar Gonzalez, PE
Ethos Engineering
Principal
M: (956) 564-2827
cgonzalez@ethoseng.net

Review and Action as Necessary on Facility Lease Agreement with the City of Edinburg

Approval of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College is requested.

Purpose

Authorization is requested to approve a new facility lease agreement for use of the City of Edinburg Fire Department Training facility by the College's fire science program.

Justification

The approval of the lease agreement for use of this facility is needed to continue to accommodate fire science programs being offered by South Texas College.

Background

At the November 24, 2015 Board meeting, the Board approved the initial facility lease agreement with the City of Edinburg for the period of September 1, 2015 to May 31, 2016 with the option to renew for three successive terms. The Board approved the final renewal at the June 20, 2018 Board meeting, which renewed the lease until May 31, 2019. Staff from the fire science program has expressed interest in continuing to lease this space, and a new lease agreement will be necessary. Staff recommends approval of the proposed facility lease agreement for use starting September 1, 2019 to May 31, 2020.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
City of Edinburg Fire Department Training Facility	9/1/19 – 5/31/20	9/1/20-5/31/21 9/1/21-5/31/22 9/1/22-5/31/23	Up to \$13,000 per academic semester plus materials used

Funding Source

Funds for these expenditures are budgeted in the Facilities Leases budget for FY 2019-2020.

The Facilities Committee recommended Board approval of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College for the period of September 1, 2019 to May 31, 2020, and providing for three one-year renewal options through May 2023, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College for the period of September 1, 2019 to May 31, 2020, and providing for three one-year renewal options through May 2023, as presented.

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

The Board of Trustees approves and authorizes the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College for the period of September 1, 2019 to May 31, 2020, and providing for three one-year renewal options through May 2023, as presented.

Approval Recommended:

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

Review and Recommend 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

The Facilities Committee recommended Board approval of action as necessary on matters regarding Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC for the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System Incidents at the June 25, 2019 Board meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the College President to negotiate and execute the settlement of Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC for the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System Incidents.

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

The Board of Trustees approves and authorizes the College President to negotiate and execute the settlement of Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC for the 2013 Bond Construction Program Starr County Campus Thermal Plant Chiller System Incidents.

Approval Recommended:

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

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 - June 6, 2019																						
Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer/Designer	Contractor				
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%				75%	95% Substantial Comp	100%	Final Completion
Pecan Campus																						
15-1-R03	Pecan - Arbor Brick Columns Repair & Replacement (RR)		N/A															David	Solorio, Inc.			
16-1-014	Pecan - Sand Volleyball Courts				N/A													David	Alvarado Architects	NM Contracting, LLC.		
16-1-xx2	Pecan - Library (Renovation/Expansion)																	Robert	TBD			
	Pecan - Building A Renovation		N/A	N/A	N/A					N/A	N/A							Robert	FPC	M&O		
	Pecan - Building M Office and Work Space Renovation																	Robert	BSGA			
	Pecan - Athletic Field Fence Enclosure		N/A			N/A												David	FPC/Chanlin Engineering	NM Contracting, LLC.		
	Pecan - Building D Renovation				N/A													Robert	EGV Architects	Noble Texas Builders		
	Pecan - Building H Cafeteria Renovations																	Robert	EGV Architects			
	Pecan - Demolition of Dr. Casso Property				N/A													Marlin	PCE	RL Abatement		
	Pecan - Virtual Teaching Environment Training Room		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	N/A	N/A	N/A									RdlG	IS&P			
	Pecan - Building J Data Cabling Infrastructure Replacement (RR)		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					N/A												Sam	DBR Engineering	McDonald Municipal and Industrial		
18-1-008	Pecan Plaza - Building C 2601 Test Site Renovations		N/A	N/A		N/A					N/A	N/A						Robert	FPC	M&O		
Mid Valley Campus																						
16-2-R08	MV - Childcare Canopy Replacement (RR)		N/A	N/A		N/A												Sam	FPC	Tri-Gen		
16-2-(005) R09	MV - Resurfacing Parking Lot #3 (RR)																	Sam	PCE			
	MV - Thermal Plant Renovation																	Sam	ROFA			
	MV - Resurfacing Northwest Drive (RR)																	Sam	PCE			
	MV - Covered Walkway for Bus Drop Off																	Sam	FPC	Tri-Gen		
	MV - Student Services Renovation																	Sam	ROFA			
	MV - Roofing Replacement (RR)																	Marlin	TBD			

CONSTRUCTION PROJECTS PROGRESS REPORT - June 6, 2019																						
Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer/Designer	Contractor				
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%				75%	95% Substantial Comp	100%	Final Completion
Technology Campus																						
16-2-011	TC - Automotive Lab Exhaust System																		Sam	TBD	TBD	
15-3-R03	TC - Building B Repair Concrete Floor Mechanical Room (RR)																		David	CLH Engineering	5 Star Construction	
15-3-R03	TC - Building B Concrete Floor Repairs (RR)																		David	CLH Engineering	5 Star Construction	
16-2-R13	TC - Building B Domestic/Fire Sprinkler Lines (RR)																		Sam	Half Associates	G&G Contractors	
	TC - Technology Campus Building A & B Renovations																					
	TC - Shipping and Receiving Building D Office Renovation																		Robert	FPC	M&O	
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)																		Martin	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)																		Martin	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		

CONSTRUCTION PROJECTS PROGRESS REPORT - June 6, 2019																					
Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer/Designer	Contractor			
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%				75%	95% Substantial Comp	100%
		District Wide Improvements																			
15-6-001	DW - Outdoor Furniture		N/A	N/A	N/A	N/A													Sam	N/A	NM Contracting, LLC.
15-6-002	DW - Directional Signage		N/A	N/A	N/A	N/A					N/A								David	FPC	Interface/Noble Tx
13-6-003	DW - Automatic Doors Phase III		N/A		N/A	N/A													Robert	Ethos Engineering	5 Star Construction
	DW - Bus Drop Off Areas		N/A	N/A	N/A	N/A													Martin	FPC	TBD
15-6-R01	DW - Fire Alarm Panel Replacement/Upgrades (RR)		N/A	N/A	N/A	N/A					N/A								Sam	M&O	Strongline Security
14-6-R014	DW - Marker Boards Replacement (RR)		N/A	N/A	N/A	N/A													Sam	FPC	Noble Texas Bldrs
	DW - Interior LED Lighting Ph I (RR)		N/A	N/A	N/A	N/A					N/A								Rick	O&M	O&M
16-6-R19	DW - Walkway LED Lighting Upgrade Ph I (RR)		N/A	N/A	N/A	N/A					N/A								Rick	N/A	TBD
18-6-R12	DW - FOCUS on Active Learning (RR)		N/A	N/A	N/A	N/A					N/A								Sam	FPC	O&M
	DW - Interior Controls Upgrade (RR)		N/A	N/A	N/A	N/A					N/A								Rick	N/A	TBD
	DW - Flooring Replacement (RR)		N/A	N/A	N/A	N/A					N/A								Rick	N/A	TBD
	DW - Restroom Fixtures Replacement & Upgrade (RR)		N/A	N/A	N/A	N/A					N/A								Rick	O&M	O&M
	DW - Water Heater Replacement & Upgrade (RR)		N/A	N/A	N/A	N/A					N/A								Rick	O&M	O&M
	DW - Door Access Controls Replacement (RR)		N/A	N/A	N/A	N/A					N/A								Rick	O&M	O&M
	DW - HVAC Upgrades (RR)		N/A	N/A	N/A	N/A					N/A								Rick	N/A	TBD
	DW - Water Pump Stations (RR)		N/A	N/A	N/A	N/A					N/A								Rick	N/A	TBD
	DW - Exterior Lighting Upgrade (RR)		N/A	N/A	N/A	N/A					N/A								Rick	O&M	Noble Texas Bldrs
	DW - Keyless Entry Access Upgrades (IT) (RR)		N/A	N/A	N/A	N/A					N/A								Rick	O&M	O&M
	DW - Camera Replacement (RR)		N/A	N/A	N/A	N/A													Rick	Security	Security
	DW - Basketball Court Repairing (RR)		N/A	N/A	N/A	N/A													Martin	FPC	Tent-trak
For FY 2018-19, 51 non-bond projects are currently in progress, 13 project(s) completed and 16 pending start up - 80 Total																					

Status of Unexpended Plant Fund Construction Projects in Progress June 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	75%	July 2019	1. Construction Phase 2. Construction in Progress	\$ 60,500.00	\$ 32,643.00	\$ 27,857.00
Library	15%	May 2019	1. Project Development 2. Solicitation of Architect 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%	July 2019	1. Project Development 2. Design in Progress	\$ 433,800.00	\$ 1,510.30	\$ 432,289.70
Athletic Field Fence Enclosure	5%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 111,500.00	\$ 3,129.06	\$ 108,370.94
Building D Renovations	75%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 247,800.00	\$ 118,123.39	\$ 129,676.61
Building H Renovations	15%	August 2019	1. Design Phase 2. Design in Progress	\$ 833,000.00	\$ 19,588.28	\$ 813,411.72
Demolition of Dr. Casso Property	95%	April 2019	1. Construction Phase 2. Construction in Progress	\$ 74,000.00	\$ 16,012.05	\$ 57,987.95
Virtual Teaching Environment Training Room	95%	June 2019	1. Project Development 2. Design in Progress	\$ 130,000.00	\$ -	\$ 130,000.00
Park and Ride Portable Renovation and Fence Enclosure for College Vehicles	5%	August 2019	1. Project Development 2. Design in Progress	\$ 118,000.00	\$ -	\$ 118,000.00
Pecan Campus Total				\$ 2,660,600.00	\$ 285,735.03	\$ 2,052,864.97
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%	July 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

Status of Unexpended Plant Fund Construction Projects in Progress June 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Technology Campus						
Ford Lab Exhaust System	5%	August 2019	1. Project Development 2. Contract Negotiations	\$ 111,600.00	\$ -	TBD
Shipping and Receiving Building D Office Renovation	75%	July 2019	1. Construction Phase 2. Construction in Progress	\$ 82,000.00	\$ 20,678.37	\$ 61,321.63
Technology Campus Total				\$ 228,600.00	\$ 33,871.50	\$ 61,321.63
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%	July 2019	1. Project Development 2. Contract Negotiations	\$ 427,500.00	\$ 1,988.37	\$ 425,511.63
West Entry Campus Sign	5%	July 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%	July 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%	July 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	75%	June 2019	1. Project Development 2. Programming in Progress	\$ 682,000.00	\$ -	\$ 682,000.00
Chiller Relocation	50%	August 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. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ -	\$ 50,000.00
Bus Drop Off Areas	50%	July 2019	1. Design Phase 2. Design 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				\$ 6,620,236.00	\$ 1,247,858.05	\$ 4,946,946.71

Status of Renewals & Replacements Projects in Progress June 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%	July 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%	August 2019	1. Construction Phase 2. Construction 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)	0%	May 2019	1. Design Phase 2. Design in Progress	\$ 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)	50%	July 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%	July 2019	1. Design Phase 2. Design in Progress	\$ 5,000.00	\$ -	\$ 5,000.00
West Side Elevators Refurbishment	5%	July 2020	1. Construction Phase 2. Bidding in Progress	\$ 159,000.00	\$ -	\$ 159,000.00
Resurface Parking Lot #1 (RR)	95%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 282,000.00	\$ 24,628.98	\$ 257,371.02
Roofing Replacement (RR)	0%	May 2019	1. Design Phase 2. Design in Progress	\$ 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

June 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Starr County Campus						
Roofing Replacement (RR)	0%	May 2019	1. Design Phase 2. Design in Progress	\$ 770,000.00	\$ -	\$ 770,000.00
Starr County Campus Total				\$ 770,000.00	\$ -	\$ 770,000.00
District Wide						
Marker Boards Replacement (RR)	30%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 211,841.00	\$ 761.80	\$ 211,079.20
Fire Alarm Panel Replacement / Upgrades (RR)	30%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 200,000.00	\$ -	\$ 200,000.00
Interior LED Lighting	30%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 187,750.00	\$ -	\$ 187,750.00
Ext Walkway LED Lighting Upgrade	30%	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)	30%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 30,977.00	\$ -	\$ 30,977.00
Interior Controls Upgrade (RR)	30%	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)	25%	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	\$ 45,912.00	\$ 233,088.00
Keyless Entry Access Upgrades	30%	August 2020	1. Construction Phase 2. Bidding in Progress	\$ 50,000.00	\$ 19,314.79	\$ 30,685.21
Camera Replacement	100%	June 2019	1. Construction Complete	\$ 98,000.00	\$ 92,020.00	\$ 5,980.00
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				\$ 2,714,373.00	\$ 330,554.26	\$ 2,415,160.62
Renewal and Replacement Project Total				\$ 6,886,314.00	\$ 1,142,230.19	\$ 5,640,618.82

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

FINANCIAL REPORTS

The Financial Reports are provided under separate cover.

**Review and Action as Necessary Regarding Additional Paving
Concerns at the South Texas College Regional Center for Public
Safety Excellence**

The Board will enter an Executive Session to discuss additional concerns raised about the paving infrastructure installed at the South Texas College Regional Center for Public Safety Excellence under the 2013 Bond Construction Program.

Legal Counsel will advise the Board of any action as necessary at this time.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes action as necessary.

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.

The Southern Association of College and Schools, Commission on Colleges (SACSCOC), publishes the Principles of Accreditation, which offers accreditation guidelines and guidance to member institutions.

Principle of Accreditation 4.2.g established that the governing board of an accredited college define and regularly evaluate its responsibilities and expectations. SACSCOC further expects that the Board consider and act upon the results of that self-evaluation.

The Board is asked to document the completion and acceptance of the assessment of the College President and self-assessment of the Board of Trustees, and to take any other action as necessary based upon this process.

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, and to take any action as necessary in response to the assessments conducted by the Board.

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, and to take any action as necessary in response to the assessments conducted by the Board.

Approval Recommended:

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



A check presentation for the Valley Scholars Program was held on May 30, 2019. Ms. Alma Ortega Johnson, Wells Fargo Region Bank President for South Texas and El Paso presented the generous donation of \$5,000 towards the scholarship fund for students in the program. Wells Fargo has been a supporter of the Valley Scholars Program since 2008 donating over \$58,000 in grant funds. The Valley Scholarship Program was established in 1997 and has had 925 participants in the program. The Program is able to provide up to \$2,000 in scholarship funds for students pursuing an associate degree at South Texas College. This Fall 2019 semester will be accepting its 23rd class of students.



BREAKING NEWS! South Texas College has been selected as a recipient of the Seal of *Excelencia*! The Seal of *Excelencia* is a new national effort by *Excelencia* in Education, the nations leading organization for accelerating Hispanic student success. The Seal of *Excelencia* was awarded to institutions who have developed an institutional and comprehensive approach to accelerating Hispanic student success and that can demonstrate success in three main areas: data, leadership, and practice. A total of 20 finalists were recognized and recipients of the award were announced June 20th in Washington, D.C. Ms. Rose Benavidez, Vice Chair for the Board Trustees and Ms. Wanda Garza, Executive Officer for External Affairs received the award in Washington, D.C. South Texas College has been previously recognized by *Excelencia* in Education in 2017 as a top institution and the national winner in the Baccalaureate category for its Competency-Based Bachelor of Applied Science in Organizational Leadership.

South Texas College is currently hosting a number of camps for students during the summer. Both the Technology and Pecan Plaza will be sites for weeklong camps designed to engage and provide new skills to students. Sessions began on June 3rd and will take place every week throughout the summer. The camps are open to students in grades 5th – 12th. New this year will be the drone pilot training camp which will be added to an array of popular camps that are offered every year.

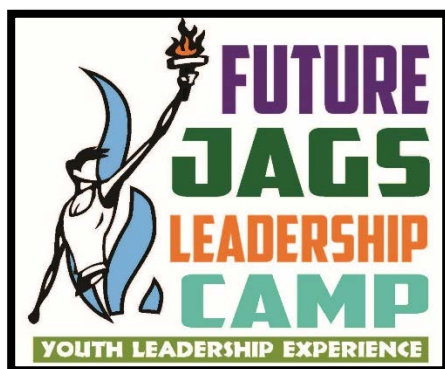
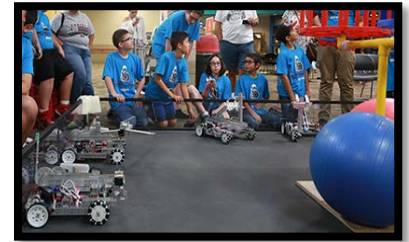
Robotics and Automation: This is the fourth year of this popular camp. The camp serves over 800 students ages 8 to 18. Camp activities are designed for different ages and interests. Students will learn to design, build, and program a robot in teams. Students learn multiple skills such as digital and mechanical knowledge in addition learning to work in a collaborative, team centered approach.

Aviation Camp: Students will learn the theory of flight, airplanes, control surfaces, and engines. The camp will include a field trip to the McAllen International Airport for a "Hangar Hangout." The field trip to the airport will allow students to meet with a Federal Aviation Association Certified Instructor. This week long camp will be offered every week beginning June 3rd – July 22nd.

Sewing: Students will learn the basics of sewing, including the parts of a sewing machine and how to set it up. Small projects will be completed by the students. This week long camp will be offered every week beginning July 3rd.

Cyberpatriot: Students will learn cybersecurity concepts and work with Windows 10, Linux, Ubuntu 16, virtual machines, basic graphical user interface security, and basic command line security. The camp will only be offered beginning June 24th.

Drone Camp: Students will learn the current techniques and principles to pilot a recreational or industrial drone in a safe manner following FAA regulations.



Class of 2019 High School Seniors enrolled at South Texas College for the Summer or Fall 2019 semester are encouraged to attend the **Future Jags Leadership Camp**. The camps' goals are to assist and transition students from high school to college. The camp will help students develop skills and capabilities that will engage students, help them solve problems creatively, and to communicate with confidence. Students will also travel to other STC campuses. The camp is free and will be held twice a week beginning June 20, 2019.

Candidate forums for the Dean of Distance Learning were held at all campuses on Wednesday, June 19, 2019. The College collaborated with a national search agency and received 66 applications for the position of Dean of Distance Learning. After careful review of all candidates, 7 candidates were selected for interviews, and thereafter, the search committee selected two finalists for on campus forums. Mr. Derk Riechers and Dr. Lena Maslennikova visited with administrators, chairs, staff, and faculty. Feedback forms were made available for input on the candidates.



- **Dr. Lena Maslennikova** has a Doctor of Strategic Leadership with an emphasis on Leadership and Managerial Coaching from Regent University, Virginia. In addition, she holds a Master's degree in Education with a concentration in English and Chinese from Kharkiv Pedagogical University, Ukraine, and a second Master's in Business Administration from Regent University. Currently, Dr. Maslennikova serves as the Associate Vice President of Online Programs for North Greenville University (NGU), South Carolina.
- **Mr. Derk Riechers** holds two Master's degrees, one in Business Administration from Capella University, and one in Human Resources Development from Webster University, Missouri. In addition, he earned a Post Master's Certificate in College Teaching from Capella University. Mr. Riechers also earned a Bachelor of Business Administration with an emphasis in Economics from Francis Marion University, South Carolina. Mr. Riechers currently serves as Executive Director of Multiple Modalities and Dual Enrollment at Northeastern Technical College, South Carolina.

100% Passage Rate for the Last 20 Years!

South Texas College Physical Therapy Assistant Program celebrated its 20th anniversary by graduating 19 students at its pinning ceremony. This class has been the largest in the program's history. The ceremony recognizes each student's achievement of completing the program and provides them an opportunity to celebrate with family and friends. Dr. Michael Auer, Director of Rehabilitation Therapy Services at Doctors Hospital at Renaissance Health System in Edinburg served as keynote speaker at the event. Dr. Jayson Valerio, Dean of Nursing and Allied Health, PTA program faculty and staff attended the event as well. The PTA program has achieved a 100% pass rate on the licensure exam and employment rate for students within 12 months of passing their exam. These figures have been maintained with all 20 graduating classes.

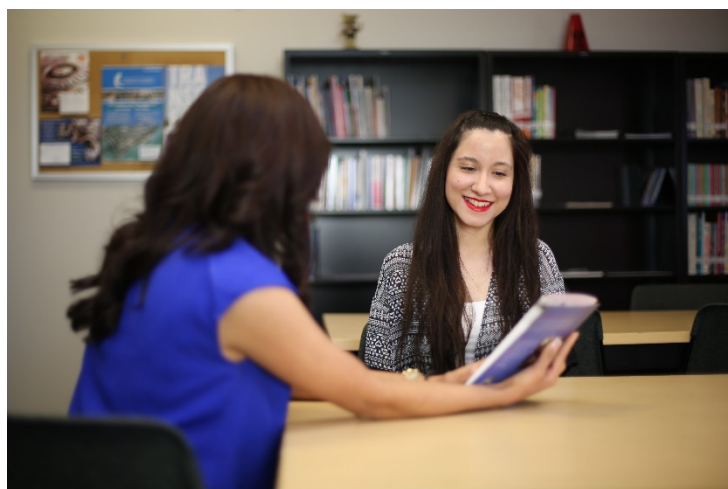




The 13th annual Ceramics Exhibition and Conference will be held June 12 -14th at the Pecan Campus, Rainbow Room. This years 3 day conference, "***Gesture, Surface, Expression***" will include an opening reception and a 2 day ceramic demonstration. The event will include a full display of ceramic work by distinguished ceramicists, Geroge McCauley and Melissa Mencini. Ceramic work from 15 universities and community colleges across the U.S. will also be displayed at the event. Participating institutions include Clarion University of Pennsylvania, Lawrence University, Louisiana Tech University, Mesa Community College, Old Dominion University, Southeast Missouri State University, South Texas College, Texas A&M University – Kingsville, University of North Texas, The University of Texas Rio

Grande Valley, The University of Texas at San Antonio, McLennan Community College, and Jacksonville State University.

Since 2006, South Texas College has built a permanent art collection from artists they have exhibited. The Technology Campus Library Art Gallery will be displaying the college's newest additions to the permanent art collection. The exhibit, "***Permanent Art Collection: New Works***" will be on exhibit from June 19th to August 9th. Admission is free and open to the public. The exhibit will feature art work by Tina Fuentes, Luis Corpus, Heaven Mendoza, and Mariela Gonzalez.



The Counseling and Disabilitiy Services Deaprtment will be providing presentations and workshops during the summer. Classroom presentations will be available to faculty upon request. Presentations may be tailored from 15 to 45 minutes to provide students knowledge of services and resources available to them. In addition, the department will also be hosting an American Sign Language Worship. Participants will learn the basics of sign language, participate in activities, and games that integrate American Sign Language.

- Participated in a conference call with Carol Lincoln, Senior Vice President for Achieving the Dream to discuss current services and priorities for upcoming year.
- Participated in a conference call with Dr. Cornelio Gonzalez, Executive Director for Region One regarding honorary event being organized by Congressman Ruben Hinojosa for Commissioner Dr. Raymund A. Paredes from the Texas Higher Education Coordinating Board.
- Participated in a conference call with Kim Vickers, Executive Director of the Texas Commission on Law Enforcement regarding his site visit on the development of the TCOLE Peace Officer Academy.
- Participated in the Texas Commission on Law Enforcement Site Visit with Leadership Team and Mr. Kim Vickers, Executive Director of the Texas Commission on Law Enforcement, Mr. Michal Antu, Director of Special Services and Enforcement Division at the Texas Commission on Law Enforcement, and Mr. Michael Dickey, Agent for the Field Services Division at the Texas Commission on Law Enforcement regarding the development of the TCOLE Peace Officer Academy
- Met with Daniel Ramirez, Director of Public Relations and Marketing regarding the second year recommendations for strategic planning for marketing, communications, and promotion consulting with Interact Communications.
- Participated as the keynote speaker at the Vanguard Academy Rembrandt Secondary Graduation Ceremony
- Met with Mary Elizondo, Vice-President for Finance and Administrative Services to review finalization of the staffing plan for 2019-2020.
- Participated in a conference call with Mary Elizondo, Vice-President for Finance and Administrative Services and Bill Booth, President of Interact Business Group regarding scope of services as a consultant to assist in the development of a business plan for the Regional Center for Public Safety Excellence.
- Participated in a conference call with Juan Carlos Aguirre, former Dean for Continuing Education, Workforce Training, and Economic Development for the College regarding insight to developing a continuing education program for the Regional Center for Public Safety Excellence.
- Met with Khalil Adbullah, Internal Auditor to review approved audit projects for FY 2018-2019 and proposed audit projects for FY 2019-2020.
- Participated in recording a video as a recipient of the Seal of *Excelencia* for promotional purposes.
- Attended the *RGV Legislative Update*, a post-session event recapping the major policy debates of the 86th Texas Legislature hosted by the Texas Tribune. Event consisted of a panel discussion with Senator Juan “Chuy” Hinojosa and Representatives Bobby Guerra and Oscar Longoria.
- Participated the RGV Focus Interview Committee for the Executive Director position vacated by Luzelma G. Canales.
- Participated in meeting with Mary Elizondo, Vice President for Finance and Administrative Services, Rick De La Garza, Director of Facilities, Planning, and Construction, and Board Trustee Gary Gurwitz to discuss budgeting of construction projects.
- Participated in conference call with Marck Campbell, Head of Partnerships for St. James House regarding the 2020 Women’ Vote Centennial Initiative Event in Washington, D.C.
- 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 June 13, 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.
 - Review and Discussion of Summer and Fall 2019 Student Enrollment
 - Update on Final Actions of 86th Legislature
 - SB 25 Relating to the Transfer, Academic Progress, and Timely Graduation of Students
 - SB 1324 Degree Plan for Dual Credit Students
 - SB 18 Students' Rights and Responsibilities Regarding Expression Activities on Campus
 - Revised Formula Funding Allocation
 - Discussion of Achieving The Dream (ATD) Service Options
 - Discussion of Non-Resident Distance Learning Faculty
 - Review and Discussion of Staffing Plan for FY 2019-2020
 - Review and Discussion of Developing a Regional TCOLE Certified Police Academy
 - Presentation on Capturing Data Correctly for Time and Effort Grant Reporting
 - Discussion of Varying School District Levels of Appreciation of Partnership with South Texas College.
 - Discussion of Continuing Education CTE for School Districts
 - Discussion of Need to Solicit New Truck Driver Training Provider
 - Discussion of 2019-2025 Strategic Plan
 - Goals
 - Priorities
 - Activities
 - Review and Discussion of Proposed Projects for Internal Auditor for FY 2019-2020
 - Review and Discussion of Statewide Comparison of Tuition and Fees for TCOLE Peace Officer Academies
 - Review and Discussion of the TX Higher Education Coordinating Board's Memorandum Regarding Information Security Controls over Student Information
 - Review and Discussion of 2019-2020 Dual Credit Program Memorandum of Understanding with Partnering Districts
 - Discussion of Strategies to Promote Recognition of South Texas College as a Partner for Dual Credit and Early College High Schools
 - Review and Discussion of Schematic Plan for MVC Student Services Building F Renovations
 - Review and Discussion of Architect Options for MVC Thermal Plant
 - Review and Discussion of RCPSE Parking Lot Options and Estimates
 - 76 space parking lot with estimated cost
 - 155 space parking lot with estimated cost
 - Review and Discussion of RCPSE Portables Additional Requirements by City of Pharr
 - Landscape requirements
 - Fire line and access drive requirement
 - Review and Update on Fire Marshall's District Wide Annual Building Inspections
 - Review and Update of Proposed Option for Upgrading Pecan Campus Memorial Garden Plaques
 - Review and Discussion of Unexpected Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2019 – 2020

President's Report

May 25 – June 21, 2019

- Review and Discussion of Renewals and Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2019 – 2020
- Update on Status of Unexpected Plant Fund Construction Projects
- Review of Proposed Interior Signage for Mid Valley Campus, Nursing Allied Health Campus, and Starr County Campus Libraries
- Discussion of Options for Informing Faculty, Staff, and Students about Student Activities and Student Club Events
- Distribution of FY 2020 Operating, Travel, and Capital Budgets by Financial Manager
- Interactive Group Planning Sessions to Discuss Goals, Priorities and Activities for the 2019-2025 Strategic Plan
- Presentation on Options for Informing Faculty, Staff, and Students about Student Activities and Student Club Events
- Opportunity to Meet Dean of Distance Learning Candidates
 - Dr. Lena Maslennikova
 - Mr. Derk Riechers
- Discussion of SB 21 Relating to the Age Increase for the Distribution, Possession, Purchase, Consumption, and Receipt of Cigarettes, E-Cigarettes, and Tobacco Products
- Review and Discussion of SB 64 Texas Cybersecurity Act
 - Incentivize Development of Cybersecurity Degree and Certificate Programs
 - Reimbursement to State Employees for Fees Associated with Industry Recognized Certification Examinations
 - Cyberstar Certificate to Recognize Best Practices
- 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 Thursday, July 4, 2019 in observance of Independence Day.

Announcements

A. Next Meetings:

- *Tuesday, July 9, 2019*
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:15 p.m. – Special Board Meeting
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee

- *Tuesday, July 23, 2019*
 - 5:30 p.m. – Regular Board Meeting

*The following document
was provided as a
handout at the meeting.*

Projected Vending Services Commission
Based on 8,500 Cases Sold Annually for a 5 Year Period
Projections Provided by the Vendor

Vendor Commission Rates						
Vendor		Coca-Cola Southwest Beverages			PepsiCo	
Percentage		28% - 20 oz. Carbonated Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices, Enhanced Water 10% - 15% Can Soft Drinks			43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee	
Vendor Commission Amounts						
Number of Years		5 Years			5 Years	
		Annual	Total		Annual	Total
Projected Commission		\$ 83,510.85	\$ 417,554.25		\$ 122,200.00	\$ 611,000.00
Sponsorship					\$ 35,000.00	\$ 175,000.00
Scholarship Fund		\$ 9,000.00	\$ 45,000.00		\$ 15,000.00	\$ 75,000.00
Donated Product					\$ 2,000.00	\$ 10,000.00
Total		\$ 462,554.25			\$ 871,000.00	

Note: The Coca-Cola total amount does not include the equipment investment of \$276,274.