

**SOUTH TEXAS COLLEGE  
 BOARD OF TRUSTEES REGULAR MEETING  
 Tuesday, July 29, 2014 @ 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. Presentations..... 1 - 8
  - A. *Invitation to the Valley Scholars Program 9th Annual “A Night with the Stars”*
  - B. *Introduction of new Administrative Staff for South Texas College*
- VI. Consideration and Action on Consent Agenda
  - A. Approval of Minutes
    - 1. June 26, 2014 Regular Board Meeting ..... 9 - 44
  - B. Approval and Authorization to Accept Grant Award(s) ..... 45 - 47
    - 1. The McAllen ISD “College and Career Transitions Initiative” (McCCTI) Agreement from the McAllen Independent School District in an amount not to exceed \$163,381.00
    - 2. The Skills Development Fund Grant from the Texas Workforce Commission in the amount of \$270,000.00
    - 3. The Carl Perkins Basic Grant award from the Texas Higher Education Coordinating Board in the amount of \$ 1,352,354
    - 4. Additional Funds for the “Microsoft Excel Training” contract from the Lower Rio Grande Valley Workforce Development Board (Workforce Solutions) in the amount of \$4,968.00
    - 5. Additional Grants Received/Pending Official Award

VII. Consideration and Action on Committee Agenda Items

A. Education and Workforce Development Committee

1. Review and Action as Necessary on Proposed New One Semester Certificate Programs ..... 48 - 57
  - 1) Employee and Labor Relations Assistant,
  - 2) Recruiter Assistant, and
  - 3) Payroll Assistant
  
2. Review of Education and Workforce Development Committee Items ..... 58
  - 1) Presentation on Career and Employer Services
  - 2) Presentation on the Texas Higher Education Coordinating Board Grant to Establish Career and Technical Education Early College High Schools with Mission CISD and Weslaco ISD
  - 3) Review and Discussion of High School College Readiness Course as Required by HB5
  - 4) Review of Proposed Presentations to the Association of Community College Trustees (ACCT)

B. Finance and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals ..... 59 - 77
  - 1) Audio Visual Equipment III (Award)
  - 2) Childcare Services (Award)
  - 3) Collection Agency Services (Award)
  - 4) Equipment Rental Services (Award)
  - 5) Library Serials (Award)
  - 6) Security System Equipment II (Award)
  - 7) Air Conditioning Filters (Purchase)
  - 8) Building Automation Control Equipment, Parts and Equipment Maintenance (Purchase)
  - 9) Chiller Chemicals and Maintenance (Purchase)
  - 10) Computers, Laptops and Tablets (Purchase)
  - 11) Electrical Parts and Supplies (Purchase)
  - 12) Local Telephone Service (Purchase)
  - 13) Network Switch (Purchase)
  - 14) Parts and Supplies (Purchase)
  - 15) Phone Service (Purchase)
  - 16) Rental Equipment (Purchase)
  - 17) Advanced Security License Maintenance (Renewal)
  - 18) Application Monitoring Software Maintenance (Renewal)
  - 19) Business Skills Training Services (Renewal)
  - 20) Course Management and Hosting Services (Renewal)
  - 21) Database Software Licenses and Support (Renewal)
  - 22) Glass Replacement and Installation (Renewal)
  - 23) Internal Auditor Services (Renewal)
  - 24) Library Database Subscription (Renewal)

- 25) Maintenance and Repair Parts, Materials and Supplies (Renewal)
- 26) Mail Services (Renewal)
- 27) Online Media Monitoring Service (Renewal)
- 28) Pest Control Services (Renewal)

- 2. Review and Action as Necessary on Bank Depository Services Agreement ..... 78 - 80
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  - 2) Mid Valley Campus Art Lab Improvements
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A. <u>Next Meetings:</u>	
• Education and Workforce Development Committee Meeting, Thursday, August 14th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
• Facilities Committee Meeting, Thursday, August 14th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
• Finance and Human Resources Committee Meeting, Thursday, August 14th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
• Public Hearing and Special Board Meeting of the Board of Trustees, Tuesday, August 26, 2014 at 5:00 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
• Regular Meeting of the Board of Trustees, Tuesday, August 26, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
B. <u>Other Announcements:</u>	
• A Reception for Dr. Guy Bailey, President, UTRGV, will be held on Thursday, July 31, 2014 at 5:30 p.m., at the McAllen Convention Center.	
XII. Adjournment	

## **Presentations**

### *Invitation to the Valley Scholars Program 9<sup>th</sup> Annual “A Night with the Stars”*

Ms. Jessica S. Garcia, Valley Scholars Program Coordinator, will extend an invitation to the Board of Trustees to attend the Valley Scholars Program’s 9<sup>th</sup> Annual *A Night with the Stars*, a fundraising gala to be held on October 9<sup>th</sup>, 2014 at the Corinthian Banquet & Special Events Center, 6:00 p.m. – 9:00 p.m.

*A Night with the Stars* supports the Valley Scholars Program, which has provided opportunities including scholarships and mentoring to over 700 students since 1997. Students in the program are given scholarships, personal advisement, opportunities to develop leadership skills, and opportunities for employment. The remarkable students also participate in numerous community service projects throughout the year.

Ms. Garcia will briefly discuss the external recognition this program has earned, and will share just a few of the many success stories of the Valley Scholars alumni.

All Board members and other attendees are invited and encouraged to consider sponsorship of the program, purchase of tickets to *A Night with the Stars*, and contributions for the silent auction.

All are encouraged to support and participated in the 9<sup>th</sup> Annual *A Night with the Stars*. Ms. Garcia will be available to coordinate sponsorship by cash, gifts for the silent auction, or in-kind contributions.

### *Introduction of New Administrative Staff for South Texas College*

Dr. Reed will introduce the new administrative staff for South Texas College.

# Valley Scholars Program

Presentation for  
Board of Trustees General Meeting  
July 29, 2014

## Valley Scholars Program

- Historical Background
- Student Benefits
- Community Service
- Funding Sources
- Recognition
- Successful Alumni
- 9<sup>th</sup> Annual “A Night with the Stars”



## Program Overview

- Established in **1997**
- **Top 10%** of high school graduates
- Recognize **academic excellence** and promote leadership development
- Provide **financial assistance** and academic support services
- As of 2013 over **700** students have benefited from the Valley Scholars Program



Valley Scholars Program  
Co-founders  
Dr. L. Michael Metke  
Dr. Ramiro R. Casso

## Benefits

- Valley Scholar **Scholarship**
- **Individualized advisement** and registration
- **Employment** and leadership opportunities
- **Transfer scholarship** opportunities
- Annual **college tour** trip
- **Community service**



## New Benefits

Valley Scholar students accepted into the following **Nursing and Allied Health programs** can apply for an extension of the Valley Scholar Scholarship for an additional two years or until completion of an Associate's Degree:

- ✓ Associate Degree Nursing
- ✓ Occupational Therapy Assistant
- ✓ Physical Therapist Assistant
- ✓ Radiologic Technology
- ✓ Respiratory Therapy



## Community Service

The Valley Scholars participate in numerous community service projects every year.

- Annual Christmas for Kids Drive
- Food Bank of the RGV
- Great American Clean-up
- Hidalgo Festival of Lights
- Keep McAllen Beautiful Events
- Reading is the Future Events
- Rio Grande Children's Home
- Relay for Life for American Cancer Society
- South Texas Senior Summit



## Recognition

- 2007 Texas Higher Education Coordinating Board's **STAR Award** Nominee and Finalist
- 2008 **Bellwether Award** Nominee
- 2008 **Excellence in Education**
- Cooperative Participation in the College of **Texas A&M University System Health Science Center** Medicine's Partnership for Primary Care Program.



## Valley Scholars Alumni

- Texas A&M University
- The University of Texas Health Science Center in San Antonio
- Emerson College
- The University of Texas Pan American



- Medical Doctor
- Physical Therapist
- Pharmacist
- Engineer
- Assistant District Attorney

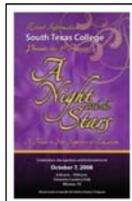


## Funding Sources for Scholarships

- Private **D**onations
- **I**nterest from Endowment
- **G**rants
- **B**order Texan Award Donation
- Employee **P**ayroll **D**onations
- Annual **F**und **R**aising **E**vent



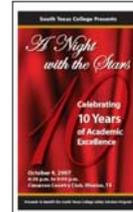
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Dean Mario Reyna

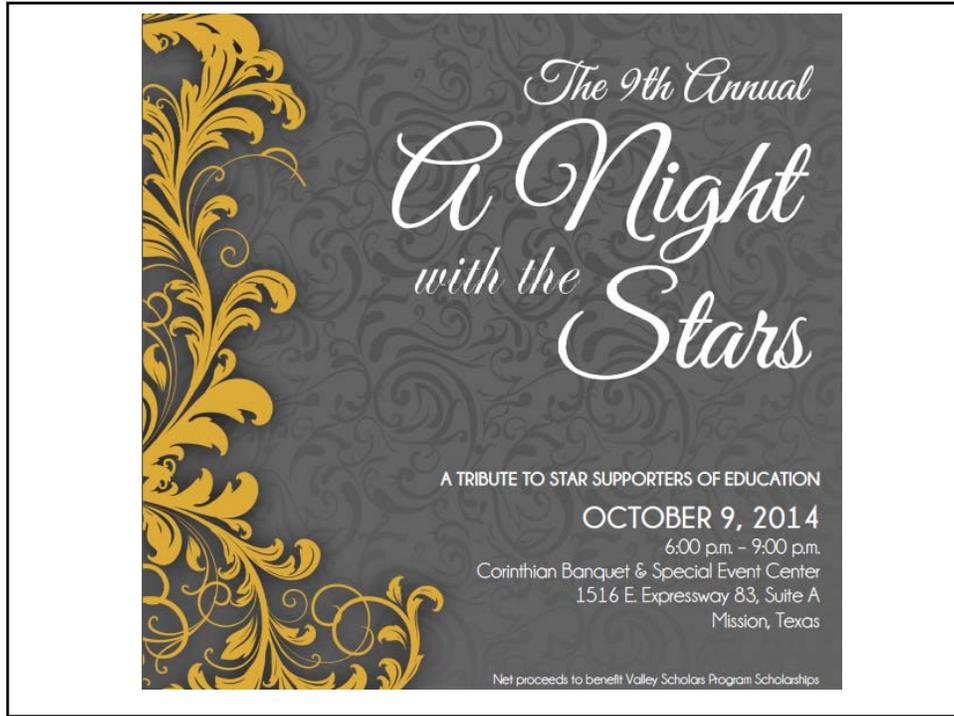


# A Night with the Stars

A TRIBUTE TO STAR SUPPORTERS OF EDUCATION

ANWS	Scholarship Funds
1 <sup>st</sup> Annual	\$33,860
2 <sup>nd</sup> Annual	\$58,113
3 <sup>rd</sup> Annual	\$38,053
4 <sup>th</sup> Annual	\$43,089
5 <sup>th</sup> Annual	\$51,826
6 <sup>th</sup> Annual	\$50,928
7 <sup>th</sup> Annual	\$58,159
8 <sup>th</sup> Annual	\$66,835





## A Night with the Stars

- **A Night of Celebration & Recognition**

- Tribute to Star Supporters of Education
- Recognition of Valley Scholar Alumni
- Showcasing of South Texas College
  - Music Department
  - Culinary Arts Department



- **Requesting**

- **Sponsorships**
- **Auction Items**



# Valley Scholars Program

**Thank You  
For Your Support**

## **Approval of Minutes June 26, 2014 Regular Board Meeting**

The Minutes of the June 26, 2014 Regular Board Meeting are submitted for Board approval.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve the Minutes for the June 26, 2014 Regular Board Meeting 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 Minutes for the June 26, 2014 Board Meeting as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Thursday, June 26, 2014 at 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, TX 78501**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Thursday, June 26, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, Chair, presiding.

Members present: Mr. Roy de León, Mr. Paul Rodriguez, Ms. Rose Benavidez, and Mr. Gary Gurwitz

Members absent: Dr. Alejo Salinas, Jr., Mr. Jesse Villarreal, and Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Mr. Juan Carlos Aguirre, Ms. Myriam Lopez, Mr. George McCaleb, Mrs. Hannah McCann, Mr. Nick Gonzalez, Ms. Alicia Gomez, Mr. Mike Carranza, Mrs. Kim Crawford, Dr. Art Montiel, Mr. Paul Varville, Dr. Ety Bischoff, Mr. Matt Hebbard, Mr. Eric Reittinger, Mr. Carlos Margo, Mrs. Brenda Balderaz, Ms. Sylvia Flores, Dr. Ali Esmaeili, Mr. Cody Gregg, Mrs. Marie Evans, Mr. Tom Logan, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Mr. David Diaz, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

Mr. Juan Carlos Aguirre, Director of Continuing Professional and Workforce Education, said the invocation.

**Public Comments:**

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

**Presentations**

**Presentation on Lower Rio Grande Development Corporation / Valley Metro and the JagExpress**

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, introduced Mr. Tom Logan, Director of Valley Metro. Mr. Logan presented on the JagExpress,

a collaboration between South Texas College, the City of Weslaco, and the Economic Development Corporation of Weslaco with the Lower Rio Grande Development Corporation. With Board approval of an interlocal agreement with the LRGVDC, the JagExpress line, providing free public transportation to students, faculty, and staff with a current, valid South Texas College Student or Employee ID, would be expanded to include a new line serving a route between the three McAllen Campuses as well as a route to serve the Starr County Campus in Rio Grande City, TX. These would be in addition to the existing line that connected the Mid Valley Campus in Weslaco, TX to the Technology Campus and the NAH Campus, and other points along the way.

Additionally, Valley Metro had recently begun a new line connecting Weslaco to Edinburg, with regular stops in the Delta Area communities. This replaced the previous “on-demand” JagExpress service to the Delta Area and provided regular, reliable stops to members of those communities.

Mr. Logan also described the proposed improvements to the Valley Metro service, including additional buses, fixed bus stop locations, and free WiFi internet access provided on busses.

Approval of the interlocal agreement was requested later in the agenda. No action was taken as part of the presentation agenda item.

### **Approval of Minutes May 27, 2014 Regular Board Meeting**

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes of the May 27, 2014 Regular Board Meeting were approved as written. The motion carried.

### **Approval and Authorization to Accept Grant Award(s)**

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as presented:

1. The “The Microsoft Excel Training” Contract from the Lower Rio Grande Valley Workforce Development Board in the amount not to exceed \$5,051.
2. The “VIDA College Prep Academy” Grant from Valley Initiative for Development and Advancement in the amount not to exceed \$72,000.
3. The Caterpillar Dealer Excellence Funds and Training Engine grant from Caterpillar and Holt Cat in the amount of \$4,000 and to include a Caterpillar 3126 Training Engine.

The motion carried.

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

The Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as listed below:

- 1) Audio Visual Equipment II (Award):** award the proposal for audio visual equipment II, at a total amount of \$120,641.32, to the following vendors:

	Project	Vendor	Amount
1	Technology Campus Bldg B Rm 113 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,528.02
2	Technology Campus Bldg B Rm 240 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,372.52
3	Nursing & Allied Health Campus Rm 102 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$22,307.62
4	Starr County Campus Bldg H Rm I-202 Student Activities Quiet Room	Pro Sound Video Lighting (Pensacola, FL)	\$13,425.53
5	Pecan Campus Building L Theater Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$10,245.31
6	Pecan Plaza Continuing Education and Cashier Renovation	Pro Sound Video Lighting (Pensacola, FL)	\$19,647.32
7	Projectors- District Wide Replacement for Classrooms and Portable Buildings	AVES Audio Visual Systems, Inc. (Sugar Land, TX)	\$36,115.00

- 2) Books and Educational Materials (Award):** award the proposal for books and educational materials for the period of August 27, 2014 through August 26, 2015 with two one-year options to renew, at an estimated cost of \$300,000.00, which is based on prior year expenditures, with the following vendors:

- Avanti Enterprises, Inc. (Oak Brook, IL)
- B. E. Publishing (North Kingstown, RI)
- Barnes & Noble Booksellers (The Woodlands, TX)
- Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
- Complete Book & Media, Supply, LLC. (Cedar Park, TX)
- Follett School Solutions, Inc. (McHenry, IL)
- Ingram Library Services, Inc. (La Vergne, TN)

- Kamico Instructional Media, Inc. (Salado, TX)
  - Kaplan Early Learning Company (Lewisville, NC)
- 3) **CNC Mini Milling Machines (Award):** award the proposal for two (2) CNC mini milling machines to Technical Laboratory Systems, Inc. (Houston, TX), at a total cost of \$26,970.00;
  - 4) **Grounds Maintenance (Award):** award the proposal for grounds maintenance to Maldonado Nursery & Landscape, Inc. (La Feria, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$266,894.00;
  - 5) **Networking Cabling Services (Award):** award the proposal for networking cabling services to BridgeNet Communications, LLC. (Donna, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$75,000.00 based on prior year history;
  - 6) **Online Employee Training Services (Award):** award the proposal for online employee training services to Workplace Answers, LLC. (Austin, TX), for the period of July 1, 2014 through June 30, 2015 with two one-year options to renew, at a total amount of \$9,995.00;
  - 7) **Projector Replacement Project (Award):** award the proposal for the projector replacement project to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$205,836.00;
  - 8) **Travel Package for TexPREP Program (Award):** award the proposal for travel package for TexPREP program to EF Explore America (Cambridge, MA), at a total cost of \$26,131.00;
  - 9) **Vending Services – Snacks (Award):** award the proposal for vending services – snacks to Corpus Christi Vending, Inc./dba South Texas Canteen (La Feria, TX) for the period of September 1, 2014 through August 31, 2019 with services to all South Texas College locations. The five (5) year proposal includes a monthly commission of 19% of net sales;
  - 10) **Biology Lab Equipment I (Purchase):** purchase Biology lab equipment I from Ward's Science/a Division of VWR International, LLC. (Rochester, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,553.91;
  - 11) **Biology Lab Equipment II (Purchase):** purchase Biology lab equipment II from Bio-Rad Laboratories (Hercules, CA), a sole source vendor, at a total cost of \$28,130.00;
  - 12) **Computers, Laptops and Tablets (Purchase):** purchase computers, laptops and tablets from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP. (Dallas, TX), Apple Computer, Inc. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government, in the total amount of \$201,751.62;
  - 13) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$115,275.16;

#	Vendor	Amount
A	Computer Comforts, Inc.	\$3,329.90
B	ERG International	\$1,701.10

C	Exemplis Corporation	\$26,737.50
D	The Hon Company	\$6,382.57
E	Krueger International, Inc.	\$66,384.12
F	Lyon, LLC.	\$1,394.42
G	VIA, Inc.	\$9,345.55

- 14)ID System Software Upgrade (Purchase):** purchase an ID system software upgrade from Jolly Technologies (Redwood City, CA), a sole source vendor, at a total cost of \$13,000.00;
- 15)Intramural Sports Equipment and Supplies (Purchase):** purchase intramural sports equipment and supplies from BSN Sports (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$12,359.30;
- 16)Medical Stretchers (Purchase):** purchase medical stretchers from Stryker (Chicago, IL), a Provista Purchasing Cooperative approved vendor, at a total cost of \$16,644.36;
- 17)Medical Training Equipment – Headwalls (Purchase):** purchase medical training equipment – headwalls from Meadows Medical Supply (Quogue, NY), a sole source vendor, at a total cost of \$17,927.00;
- 18)Medical Training Equipment – Mannequins (Purchase):** purchase medical training equipment – mannequins from Laerdal Medical Cooperation (Wappingers Falls, NY), a sole source vendor, at a total cost of \$65,219.19;
- 19)Microscopes and Cameras (Purchase):** purchase microscopes and cameras from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$30,908.24;
- 20)Mobile Ultrasound Systems (Purchase):** purchase mobile ultrasound systems from GE Healthcare (Wauwatosa, WI), a sole source vendor, at a total cost of \$108,000.00;
- 21)Network Switch (Purchase):** purchase network switch from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$10,440.00;
- 22)Online Tutoring Platform (Purchase):** purchase an online tutoring platform from AskOnline, Inc. (Braintree, MA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$14,500.00;
- 23)Training Services (Purchase):** purchase training services from FESTO Corporation (Hauppauge, NY), a sole source vendor, at a total cost of \$40,500.00;
- 24)Web Security Professional Services (Purchase):** purchase web security professional services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$31,262.00;
- 25)Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period of August 18, 2014 through August 17, 2015, at an estimated cost of \$185,000.00 based on prior year expenditures. The vendors are as follows:
- Primary:** Gulf Coast Paper, Co. (Brownsville, TX)
- Secondary:** Interboro Packaging Corporation (Montgomery, NY)  
Rio Paper & Supply, LLC. (Pharr, TX)  
Yanitor Paper and Supplies, LLC. (Hidalgo, TX)

- 26) Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with Otis Elevator Equipment & Services (Farmington, CT), a Provista Purchasing Cooperative approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$50,000.00;
- 27) Institutional Membership – CCCSE (Renewal):** renew the institutional membership – CCCSE with The University of Texas at Austin (Austin, TX), a sole source vendor, for the period of January 1, 2014 through December 31, 2014, at a total cost of \$11,500.00;
- 28) Institutional Membership – SACS (Renewal):** renew the institutional membership – SACS with the Southern Association of Colleges and Schools (SACS) (Decatur, GA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$10,442.00;
- 29) Institutional Participation Fee (Renewal):** renew the institutional participation fee with Achieving the Dream, Inc./Manpower Development Corporation (MDC)(Silver Spring, MD), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total amount of \$10,000.00;
- 30) Library Discovery System (Renewal):** renew the library discovery system contract with EBSCO Industries, Inc. (Ipswich, MA), for the period beginning of July 1, 2014 through June 30, 2015, at an estimated cost of \$19,356.00;
- 31) Maintenance Management System (Renewal):** renew the maintenance management system with SchoolDude.com (Cary, NC), a Texas Cooperative Purchasing Network (TPCN) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$24,000.00 which is based on prior year expenditures;
- 32) Metal Products for Welding Programs (Renewal):** renew the contracts for metal products for welding programs for the period of May 29, 2014 through May 28, 2015, at an estimated amount of \$20,000.00 based on prior year expenditures with Alamo Iron Works (Brownsville, TX) and Rio Grande Steel, Ltd. (McAllen, TX);
- 33) Staff Uniforms and Services (Rental/Renewal):** rental/ renewal of staff uniforms and service from Unifirst Corporation (San Antonio, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period of July 1, 2014 through June 30, 2015, at an annual estimated cost of \$20,500.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals was \$2,103,736.10

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, and renewals as presented. The motion carried.

**Discussion and Action as Necessary on Proposal for Vending Services – Beverages**

Approval to award a contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations was requested.

Proposals were solicited and received on Thursday, May 29, 2014. Proposal documents were advertised and sent to two (2) vendors and two (2) responses were received, reviewed, and evaluated by the Director of Operations and Purchasing Department.

The vendors provided the following offers:

<b>Commission for 3 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	35% Sparkling Beverages & Water 30% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$513,408.00	\$423,100.00
Discretionary Funding	\$105,000.00	\$105,000.00
Product Donation	\$3,000.00	\$5,712.00
Scholarship Support		\$45,000.00
<b>Total</b>	<b>\$621,408.00</b>	<b>\$578,812.00</b>

<b>Commission for 5 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	40% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$1,006,983.00	\$715,900.00
Discretionary Funding	\$187,500.00	\$185,000.00
Product Donation	\$5,000.00	\$9,520.00
Scholarship Support		\$75,000.00
<b>Total</b>	<b>\$1,199,483.00</b>	<b>\$985,420.00</b>

<b>Commission for 7 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	43% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$1,460,191.00	\$1,014,900.00
Discretionary Funding	\$245,000.00	\$275,000.00
Product Donation	\$7,000.00	\$13,328.00
Scholarship Support		\$105,000.00
<b>Total</b>	<b>\$1,712,191.00</b>	<b>\$1,408,228.00</b>

<b>Commission for 10 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	43% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases – Sales	14,500	11,000
Projected Commission	\$2,105,692.00	\$1,463,400.00
Discretionary Funding	\$400,000.00	\$425,000.00
Product Donation	\$10,000.00	\$19,040.00
Scholarship Support		\$150,000.00
<b>Total</b>	<b>\$2,515,692.00</b>	<b>\$2,057,440.00</b>

A summary of the projected vending services commissions of each vendor based on annual sales of 11,000 cases was included in the packet for the Board’s information and review.

The Finance and Human Resources Committee recommended Board approval to award the contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the award of the contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations as presented. The motion carried.

## **Review and Action as Necessary to Eliminate Letters of Appointment for Professional–Technical Support Personnel**

Approval to eliminate letters of appointment for professional-technical support personnel was requested.

According to Board Policy 4115, Personnel Appointments, employees whose positions fell within the Executive, Administrative, Faculty, or Professional/Technical Support job classifications, with the exception of the College President, were employed on a one (1) year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment.

Employees in the above mentioned categories received Letters of Appointments issued by the Office of Human Resources, which were signed by the College President. The employee was expected to sign, date, and return the Letter of Appointment to the Office of Human Resources by the stated deadline. Failure to return a signed letter was considered a rejection of the offer. The Letters of Appointment were issued to employees in the summer months prior to the beginning of the Fall semester.

The Letters of Appointment included the offer of appointment and the employee's salary, benefits, and compensation package totals for the upcoming fiscal year and indicated the terms of employment.

In addition, according to Policy 4922, Termination of Employment, Executive, Administrative, and Professional/Technical Support Staff were required to submit a request for release from their letter of appointment at least one month prior to the requested release date, or as stipulated by the immediate supervisor. Faculty involved in student instruction were expected to continue employment for the duration specified in their contract.

Classified, Direct Wage, Student, Adjunct Faculty, and Temporary Full-Time Faculty, were considered non-contractual, at-will employees and did not receive Letters of Appointment. Classified employees were expected to give a minimum of two weeks' notice. Adjunct Faculty and Temporary Full-Time Faculty were expected to continue employment for the duration specified in their assignments.

The College recommended elimination of Letters of Appointment to employees in the Professional/Technical Support job classification. This change would remove the College's expectation of an annual appointment for employees in the Professional/Technical Support job classification. There were approximately 346 employees in this classification.

Evergreen Solutions, the College's compensation study consulting firm, recommended that employees in the Professional/Technical Support job classification not receive Letters of Appointment since this was normally the practice at other Texas Community Colleges.

The College contacted other community colleges in Texas to inquire about issuance of Letters of Appointment practices. Twenty-two (22) of the thirty-two (32) colleges contacted did not issue Letters of Appointment to employees in the Professional/Technical Support job classification.

The Finance and Human Resources Committee recommended Board approval of the elimination of letters of appointment for professional-technical personnel as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the elimination of letters of appointment for professional-technical personnel as presented. The motion carried.

### **Review and Action as Necessary to Revise Policy #4115: Personnel Appointments**

Approval to revise Policy #4115: Personnel Appointments was requested.

Request for the revision to the policy was necessary for the following reasons:

- To clarify that the letter of appointment issued to Executive, Administrators, or Faculty job classifications must be electronically or manually signed by the President and respective employee and returned to the Office of Human Resources by the stated deadline.
- To eliminate the issuance of employment contracts (Letter of Appointments) to employees in the Professional/Technical Support job classification.

The revised policy was included in the packet for the Board's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy was reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4115: Personnel Appointments as presented and which supersede any previously adopted Board policy.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4115: Personnel Appointments as presented and which supersede any previously adopted Board policy. The motion carried.

## **Review and Action as Necessary to Revise Policy #4311: Personal Leave**

Approval to revise Policy #4311 Personal Leave was requested.

Request for the revision to the policy was necessary for the following reasons:

- To increase the number of personal leave days for faculty from one to two per year.
  - ⇒ Faculty did not accrue vacation leave and therefore used personal leave, per Policy #4311, to take care of essential personal business which may only be accomplished during their instructional schedule.
  - ⇒ A second day would allow faculty to schedule important personal appointments.
  - ⇒ This personal leave would be deducted from the faculty member's accumulated sick leave.

The revised policy was included in the packet for the Board's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy was reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4311 Personal Leave as presented and which supersedes any previously adopted Board policy.

Mr. Paul R. Rodriguez moved that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4311 Personal Leave as presented and which superseded any previously adopted Board policy. Ms. Rose Benavidez seconded the motion,

During discussion, Mr. Gary Gurwitz, Trustee, noted that the policy stipulated that personal leave can be used for "...religious observances not on the approved College Calendar..." Mr. Gurwitz pointed out that this language implies that there are religious observances on the approved College Calendar. Mr. Gurwitz reported that he has received feedback from College employees who have used accrued time off for religious observances.

Dr. Reed noted that the College does not, in fact, recognize any religious holidays on the Board-approved Academic Calendar, and agreed that the language should be revised.

Mr. Paul R. Rodriguez, Board Secretary, stated that his agreement with the point of concern voiced by Mr. Gurwitz, but also believed that the specific revision under discussion at that time

was on another matter, that of increasing the number of sick days that faculty could use for personal time, and stated that his motion stood.

Ms. Rose Benavidez stated that she still seconded the original motion, and agreed that the matter regarding clarifying the policy in regards to the question of religious observance should occur separately.

Chair de León asked administration to propose another revision to Policy 4311: *Personal Leave* at a subsequent meeting, to address the concerns presented.

Staff agreed to review and propose policy revisions regarding use of a personal day for religious observation.

With the point of discussion clarified, Chair de León called for a vote on the motion before the Board, and the Board voted to approve the motion, with Mr. Gurwitz abstaining. The motion carried.

### **Review and Action as Necessary to Revise Policy #4922: Termination of Employment**

Approval to revise Policy #4922: Termination of Employment was requested.

Request for the revision to the policy was necessary for the following reasons:

- To change the title of the Policy from Termination of Employment to Separation of Employment and Re-Employment
- To clarify the expectation of Executive and Administrative staff to continue employment for duration of letter of appointment
- To clarify the expectation of Executive and Administrative staff to provide, prior to the end of the appointment period, a written notice of separation of employment no later than the 45<sup>th</sup> day prior to the last effective date of appointment
- To clarify the expectation of Executive and Administrative staff to submit advance written notice requesting to be released from the appointment due to an extenuating situation, which must be approved by appropriate supervisor(s), Office of Human Resources, and the President
- To clarify that employees planning to retire with the College must provide advance written notice of at least forty-five (45) days

- To clarify the adequate amount of notice of separation expected of Professional/Technical support staff (30 days or not less than 15 days if approved) and classified staff (15 days) to be considered in good standing

The revised policy was included in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy was reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

The Finance and Human Committee recommended Board approval of the proposed revisions to Policy #4922: Termination of Employment as presented and which supersedes any previously adopted Board policy.

Mr. Paul R. Rodriguez moved that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4922: Termination of Employment as presented and which superseded any previously adopted Board policy. Ms. Rose Benavidez seconded the motion.

During discussion, Mr. Gary Gurwitz noted the thirty day notice period implied the employment "at-will" was waived during that thirty day period.

Legal Counsel concurred that this policy implies a thirty day term of employment, but stated that this is not a conflict with the elimination of Letters of Appointment. Legal Counsel advised that administration be aware of the implied thirty day term of employment. Dr. Reed asked whether Policy #4922 also implied a fifteen day term of employment for Classified Staff, and Legal Counsel agreed that it did.

With the point of discussion clarified, Chair de León called for a vote on the motion before the Board, and the Board voted to approve the motion. The motion carried.

### **Discussion and Action as Necessary on Proposed Salary Increases and Adjustments to Faculty Pay Plan for FY 2014-2015**

Approval of proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 was requested.

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

The approved Faculty Salary Plan for FY 2013-2014 moved the Faculty one step. In keeping with the College's commitment to retain and recruit qualified Faculty, an average of 3 percent

salary increase was approved by the Board for FY 2013-2014 at a total cost of approximately \$844,187.

The proposed Faculty Salary Pay Plan for FY 2014-2015 was based on an average increase of 3% and was proposed as follows:

- The base for a master's degree was increased from \$39,808 to \$40,644 or by an additional \$836.00 which is approximately a 2% base increase from FY 2013-2014. The proposed FY 2014-2015 pay plan also included a move of one step at an average increase of 1%.
- The proposed plan for FY 2014-2015, added four additional steps, from 26 years of service to 30, to the Faculty Salary Plan for faculty with educational attainment levels of master's, master's +30, and doctorate degrees. These steps would allow Faculty at the maximum step for years of service to be compensated for additional years of service in FY 2014-2015 and in the next three years. Each step was approximately a one (1%) increase in pay at these levels.

In order to encourage professional growth and achievement of higher educational attainment, the faculty salary plan included maximum steps based on educational level. A maximum of step 10 for Level I Associates; a maximum of step 15 for Level II Associate +30; a maximum of step 20 for Levels III and IV, Bachelor and Bachelor + 18, respectively. The intent was to encourage faculty to earn higher academic degree levels.

Twenty-four (24) faculty previously reached the maximum step for years of service under Level I Associates; Level II Associate + 30; Level III Bachelor; and Level IV Bachelor + 18, and therefore their salaries were frozen (shaded steps). These faculty had not received salary increases or step adjustments since FY 2010-2011. There were an additional three (3) faculty moving into the step range where salary is frozen in FY 2014-2015. The proposed Faculty Salary Pay Plan for FY 2014-2015 added a 2% salary increase to the previously frozen salary amounts for the twenty-seven (27) faculty within these steps. Based on the 2% increase, the cost was approximately \$23,254. Faculty would not move into the next step, but would receive a 2% salary increase in FY 2015.

Based on the proposed 3% average salary increase and adjustments to the Faculty Pay Plan and the 2% salary increase for faculty in the frozen steps, the total cost in FY 2014-2015 was approximately \$914,437.

The proposed Faculty Pay Plan for FY 2014-2015 was included in the packet for the Board's information and review.

The 2013-2014 Texas Community College Teachers Association of Faculty Salary Survey was also included for the Board's review. This salary survey showed the comparative data on faculty salaries at each community college in Texas. South Texas College faculty were ranked 13<sup>th</sup> in average salary out of the 50 community colleges state-wide in 2013-2014, The average salary paid to South Texas College Faculty was \$57,497, approximately ten percent above the reported state-wide average of \$52,128.

Additionally, the survey showed that South Texas College Faculty were ranked 8<sup>th</sup> in Average Years of Service. STC Full Time Regular Faculty had an average 14 years of service, compared to the state average of 11.2 years of service.

The Finance and Human Resources Committee recommended Board approval of the proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 as presented. The motion carried.

### **Review and Action as Necessary on Proposed Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council**

Approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) and payment in the amount of \$192,338 to the LRGVDC was requested.

An Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning August 18, 2014 through August 31, 2015, in the amount of \$192,338 was presented for approval. This agreement included contributions from the Economic Development Corporation of Weslaco and the City of Weslaco, in the amounts of \$39,000, and \$39,236, respectively. These contributions would be paid to the College, and contingent upon receipt, the College would remit payment to the LRGVDC. The College would be directly responsible for the remaining \$114,102, as shown below:

#### **Transportation Services Budget**

Total Cost for System	\$2,085,107
Less State/Federal Contribution for Capital	(1,118,637)
<b>Operating Cost for System</b>	<b>\$966,470</b>
Less State/Federal Contribution for Operating	(509,593)
Less Lower Rio Grande Valley Development Council Match	(40,000)
Less Contribution from City of Weslaco	(39,236)
Less Contribution from Weslaco Economic Development Corporation	(39,000)
<b>Total Cost to STC</b>	<b>\$338,641</b>
STC Employee Services/ In-Kind Match	224,539
STC Cash Payment	114,102

**Cash Payment to the LRGVDC**

STC Cash Contribution	\$114,102
City of Weslaco Contribution	39,236
Weslaco Economic Development Corporation Contribution	39,000
<b>Total Payment by STC to LRGVDC</b>	<b>\$192,338</b>

A copy of the Interlocal Agreement and the Transportation Services / STC Intercampus Jag Express Project Budget was included in the packet for the Board's review.

The Interlocal Agreement was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby served the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes would be free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards would be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement would be to:

- 1) Provide part of the funding of the bus routes;
- 2) Lease three STC buses at \$1.00 to provide bus transportation services for the Yellow Line (circulator route) and Park & Ride Shuttle services;
- 3) Engage in various activities to promote its use such as newsletters, email notifications, and signage at registration and other events; and
- 4) Designate appropriate stop locations at each campus.

Funds for this expenditure were budgeted in the Metro Transportation budget for FY 2014-2015, pending Board approval of the Budget.

Mr. Tom Logan, Director of Valley Metro and representing the Lower Rio Grande Development Council (LRGVDC) presented information on this initiative to the Finance and Human Resources Committee. The presentation was also provided to the Board at the June 26, 2014 meeting.

Mrs. Wanda Garza, Interim Vice President for Student Affairs and Enrollment Management, represented South Texas College in coordinating this opportunity with the LRGVDC and Valley Metro, and attended the Board meeting on Thursday, June 26, 2014 to review and address questions by the Board. No questions were asked.

The Finance and Human Resources Committee reviewed the presentation and asked that this interlocal agreement be brought to the Board for consideration.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) and payment in the amount of \$192,338, contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented. The motion carried.

### **Discussion and Action as Necessary on Proposed Budget Amendment for FY 2013-2014**

Approval of a proposed budget amendment for FY 2013–2014 was requested.

The budget amendment was necessary for the following reasons:

#### **1. Unrestricted Revenue and Expenditures Adjustment Due to Level of Traditional Student Tuition and Fees**

	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Tuition	(\$2,085,547)
Fees	(1,412,288)
<b>Total Revenue Reduction</b>	<b>(3,497,835)</b>
 <b>Expenditures</b>	
Salaries	(1,448,847)
Benefits	(409,996)
Operating	(1,484,000)
Travel	(1,500)
Capital	(153,492)
<b>Total Expenditures Reduction</b>	<b>(\$3,497,835)</b>

- Student Tuition and Fee Revenue Budget Reduction
  - ⇒ The student tuition revenue budget would be reduced by \$2,085,547, from \$33,068,844 to \$30,983,297. The student fees revenue budget would be reduced by \$1,412,288, from \$26,881,498 to \$25,469,210. This was a total reduction of \$3,497,835 in student tuition and fees revenue. The reduction in tuition and fee revenue was necessary because the actual traditional student enrollment in the Fall and Spring semesters was lower than the student enrollment used for budgeting purposes.

- Salary Expense Budget Reduction
  - ⇒ The salary expense budget would be decreased by \$1,448,847, from \$79,700,834 to \$78,251,987.
- Benefit Expense Budget Reduction
  - ⇒ The benefit expense budget would be decreased by \$409,996, from \$22,999,267 to \$22,589,271.
- Operating Budget Reduction
  - ⇒ The operating expense budget would be decreased by \$1,484,000, from \$29,450,291 to \$27,966,291.
- Travel Budget Reduction
  - ⇒ The travel expense budget would be decreased by \$1,500, from \$1,593,932 to \$1,592,432.
- Capital Budget Reduction
  - ⇒ The capital expense budget would be decreased by \$153,492, from \$1,555,678 to \$1,402,186.

## **2. Transfer of Unrestricted Fund Balance to Plant Funds**

- Transfer of Funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals & Replacements Plant Fund
  - ⇒ Funds would be transferred from the Unrestricted Fund Balance in the amount of \$4,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.
  - ⇒ Funds would be transferred from the Unrestricted Fund Balance in the amount of \$2,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects
  - ⇒ After the transfer of \$6,000,000, the Unrestricted Undesignated Fund Balance at August 31, 2013 in the amount of \$91,784,899 would be reduced to \$85,784,899. This amount was sufficient to fund approximately 7 months of operating expenditures.

## **3. \$60,000,000 Limited Tax Bonds, Series 2014 Issuance and Projected Expenditures**

- Unexpended Construction Plant Fund Increase
  - ⇒ The Unexpended Construction Plant Fund revenue budget would be increased by \$60,000,000, due the issuance of Limited Tax Bonds, Series 2014.
  - ⇒ The expenditure budget would be increased by \$60,000,000 due to the issuance of Limited Tax Bonds, Series 2014 consisting of \$156,000 for FY 2014 projected bond construction related expenses (construction program management services) and \$59,844,000 for future bond projects.

As a result of the amendment, total budgeted revenues and expenditures/reserve would increase from \$141,233,035 to \$143,735,200, \$9,335,771 to \$13,335,771, and \$9,001,802 to

\$71,001,802, in the Unrestricted Fund, Renewals and Replacements Plant Fund, and the Unexpended Construction Plant Fund, respectively.

The budget amendment was included in the packet for the Board’s information and review.

The Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2013-2014, as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed budget amendment for FY 2013-2014, as presented. The motion carried.

### **Review and Action as Necessary on Unrestricted Fund Balance Designation as of August 31, 2014**

Approval of the Unrestricted Fund Balance Designation as of August 31, 2014 was requested.

The Unrestricted Fund Balance Designation represented the College’s intended future use of available resources and required approval by the Board of Trustees. The amount approved for the Unrestricted Fund Balance Designation appeared on the College’s Comprehensive Annual Financial Report and was itemized as “Board Designated.”

As of August 31, 2013, the Board had designated \$9,500,000 for health insurance premiums. The need for the designation of Unrestricted Fund Balance was based on the rising costs of employee health insurance and the uncertainty of continued state funding. The designation would be available to supplement reduced state funding for employee health insurance premiums in future years.

The Board was asked to designate an additional amount of \$15,000,000 of Unrestricted Fund Balance, as of August 31, 2014, for the following initiatives.

<b>Designation</b>	<b>Amount</b>
Fund Balance Designation as of August 31, 2013	
Health Insurance Premiums	<u>\$9,500,000</u>
FY 2013-2014 Proposed Fund Balance Designations	
ERP Infrastructure Maintenance and Renewal	7,500,000
Facilities Deferred Maintenance	4,000,000
Business Continuity and Disaster Plan	<u>3,500,000</u>
<b>Total Unrestricted Fund Designations</b>	<b><u><u>\$24,500,000</u></u></b>

The designations of Unrestricted Fund Balance were requested for information technology infrastructure and consultation/training services required for the continued functionality of the College’s Enterprise Resource Planning (ERP) system, the deferred maintenance of facilities, and the reserve of funds for the College’s business continuity of operations in the event of

serious incidents or disasters. Including the transfers of \$6,000,000 to the Plant Funds, per the proposed budget amendment, and before any adjustments to Fund Balance for FY 2013-2014 activity, the Unrestricted Fund Balance would be adjusted as follows:

**Unrestricted Fund Balance**

	Undesignate d Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance August 31, 2013	\$91,784,899	\$9,500,000	\$101,284,899
Less: Proposed Plant Funds Transfer	(6,000,000)	--	(6,000,000)
Proposed Amended Balance	85,784,899	9,500,000	95,284,899
Additional Designation	(15,000,000)	15,000,000	--
Adjusted Fund Balance August 31, 2013	<u>\$70,784,899</u>	<u>\$24,500,000</u>	<u>\$95,284,899</u>

The total Unrestricted Undesignated Fund Balance of \$70,784,899 represented approximately five and one half (5½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures.

The Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2014 in the amount of \$15,000,000 as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the Unrestricted Fund Balance Designation as of August 31, 2014 in the amount of \$15,000,000 as presented. The motion carried.

**Update and Action as Necessary on Contract Negotiations with Broaddus and Associates for 2013 Bond Construction Program Management Services**

On April 26, 2014 the Board of Trustees authorized contract negotiations with Broaddus and Associates (B&A) for 2013 Bond Construction Program Management Services. The Board also appointed a negotiations team to conduct these negotiations.

Negotiations meeting number one with B&A took place on Tuesday May 13, 2014 with focus on the overall components to be addressed as negotiations continue. Below are some highlights from meeting number one.

- Review of overall 2013 Bond Construction Program
- Review of proposed scope of services and draft contract
- STC and B&A agreed to review and comment on draft contract and exhibits and develop an updated draft prior to next meeting
- STC needs to finalize overall program schedule

- Projected that the program can be completed in approximately 39 months or fall 2017
- STC will develop schedule to sell bonds so they coincide with a 39 month program
- B&A will work on strategies to reduce and control costs
- STC can consider borrowing from the unrestricted fund balance to help manage the schedule for selling of bonds
- B&A will help with payment projections to help establish bond revenue requirements
- B&A will help determine how specialized design consultants can be incorporated with the design teams
- B&A described the benefits of using Building Information Modeling (BIM) as an additional service to assist with program management
- B&A agreed to prepare a draft fee proposal for review during negotiations meeting number two

Negotiations meeting number two with B&A took place on Friday May 30, 2014 with focus on review of B&A's initial fee proposal draft. Below are some highlights from meeting number two.

- Review of program management benefits from use of Building Information Modeling (BIM) software
- Review of draft contract for Construction Program Management services
- Incorporation and management of specialized design consultants
- Review of B&A's initial fee proposal and breakdown
- Options for construction cost reductions including large volume purchases and insurance consolidation for owner purchase
- Negotiations focused on additional services option for program management software (Owner Insight) and B&A agreed to provide this option at half the cost and allow STC to use the software for non-bond projects
- STC researched other similar services and fees for comparison

The negotiations committee requested that Mr. Rodriguez prepare a summary of Construction Management Services fees for comparable projects. The summary of comparable fees was presented to the Facilities Committee for consideration as compared to the Broaddus proposed fee for the South Texas College Bond Project. An updated version of this summary was provided by handout at the Board meeting.

The initial fee proposal submitted by B&A was in the amount of \$4,326,387.00, which was 2.72% of the overall \$159,028,940 Bond Construction Program. After review and consideration by the negotiations committee, the recommended fee proposal and scope of services, including the optional Construction Program Management Software (Owner In-site), was presented to the Facilities Committee for feedback and a recommendation to the Board.

At the Facilities Committee, Trustees expressed concern that the fee was not negotiated below the originally proposed fee. Previous negotiations focused on determining the scope of services and reduced time. Staff presented a chart showing the proposed fee as compared to similar projects that included a CPM agreement. This chart showed that the percentage rate initially proposed to South Texas College was within the range for comparable projects. Based upon comments at the Committee, the contract negotiation team agreed to renew discussions with Broaddus & Associates to further negotiate the fee, while maintaining services presented to the Committee.

The Facilities Committee recommended Board approval authorizing Dr. Shirley A. Reed, President, and the negotiations committee to finalize a fee proposal and contract details with Broaddus & Associates to be presented for approval by the Board.

In preparation for continued negotiations, staff conducted a cost analysis to estimate the hours to be used by the CPM firm and associated hourly rates for the various team members. This analysis provided negotiations staff with an estimated total fee of \$3,960,000 for CPM Services associated with the 2013 Bond Construction Program. This estimated total fee served as the basis for the College's position during continued negotiations.

On June 18, 2014, the contract negotiation team met with Broaddus & Associates to further discuss the fee structure for CPM Services. South Texas College's representation approached this negotiation with a consideration of actual costs and estimated profit margin for the CPM Services, and negotiated a fee of \$3,975,000 including the full scope of services initially negotiated and approved by the Facilities Committee. Broaddus & Associates provided an updated scope of services summary including the proposed fee and cost break down by service. This was included within the Board packet.

B&A's scope of services summary and fee currently included a \$20,000 reduction allowing B&A to simplify their monthly invoicing process. STC staff requested additional detail from B&A regarding the monthly invoicing process before accepting the \$20,000 reduction. If the invoicing process was not acceptable, staff would request that B&A bill on a monthly percentage of completion basis and negotiate to finalize the \$20,000 fee reduction. Prior to the Board meeting, staff resolved the question with B&A by reducing the scope of services billing categories and maintaining the monthly invoicing based on percentage of work completed.

This allowed the \$20,000 fee reduction to be included as part of the final negotiated fee.

The proposed fee of \$3,975,000 would be 2.50% of the \$159,028,940 Bond Construction Program.

Mr. Gary Gurwitz moved that the Board of Trustees of South Texas College approve and authorize Dr. Shirley A. Reed, President, and the negotiations committee to finalize fee proposal details, contract details, and execute a contract with Broaddus & Associates with a fee in the amount of \$3,975,000, as presented. Ms. Rose Benavidez seconded the motion, and the Board voted to approve the motion.

After the vote, Mr. Gary Gurwitz raised a question regarding the contract, as approved by the Board and included in the packet. This contract included payment according to 28 equal monthly payments, as opposed to the percentage-of-completion method as proposed by staff.

Mr. Gilbert Gallegos, representing B&A, informed the Board that the firm was prepared to start working, and had already agreed to a modified payment method as proposed by staff. The firm would not oppose the change to the contract.

Legal Counsel for the College recommended the Board amend the motion to approve the contract "in substantially the form provided...."

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized Dr. Shirley A. Reed, President, and

the negotiations committee to finalize fee proposal details, contract details, and execute a contract, in substantially the same form as presented, with Broaddus & Associates with a fee in the amount of \$3,975,000, as presented. Ms. Rose Benavidez seconded the motion, and the Board voted to approve the motion in place of the motion previously approved. The motion carried.

### **Review and Action as Necessary on Memorandum of Understanding between South Texas College and Texas A&M AgriLife Extension Service for Starr County Campus Walking Trail**

Approval of a Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail was requested.

Early in 2014 Ms. Yolanda Morado with the Texas A&M AgriLife Extension Service in Starr County contacted STC staff and requested a meeting with a team from Texas A&M University to discuss a grant opportunity, which was managed by AgriLife, that could fund the development of an exercise walking trail to be created on the Starr County Campus. STC key staff subsequently held several meetings with the team from A&M to learn more about this grant and develop details for the creation of a one-mile walking trail on campus.

The grant allowed for installation of signage along existing sidewalks to guide pedestrians as they follow the one-mile trail. The AgriLife team identified a path using existing sidewalks and agreed to install signage consistent with STC's directional signage standards. As a result they received quotes from STC's signage vendor and were ready to move forward. A campus map showing the proposed trail and locations of the associated signage was included in the packet for the Board's review.

Prior to moving forward, STC requested a Memorandum of Understanding outlining the terms of this proposed partnership. As a result, the AgriLife team prepared a draft MOU which was forwarded to STC's legal counsel for review and editing. A final draft of the MOU was included in the packet for review and consideration by the Board.

The Facilities Committee recommended Board approval of the Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail as presented. The motion carried.

### **Review and Action as Necessary on Interagency Cooperative Agreement with Region One for use of Classroom Space in Building C at the Starr County Campus**

Approval of Interagency Cooperative Agreement with Region One for use of classroom space in Building C at the Starr County Campus was requested.

The current agreement with Region One for use of classroom space in Building C at the Starr County Campus would expire in June, 2014. Region One requested the continued use of classroom space in the same building starting in July, 2014. The proposed agreement was for five (5) classrooms and one (1) science lab for a total of 7,978 square feet in the amount of \$74,674.08 annually.

This new agreement was proposed for a period of three years subject to annual approval for renewal by both parties.

The Facilities Committee recommended Board approval of the Interagency Cooperative Agreement with Region One for use of classroom space in Building C of the Starr County Campus as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Interagency Cooperative Agreement with Region One for use of classroom space in Building C of the Starr County Campus as presented. The motion carried.

### **Review and Action as Necessary on Contracting Architectural On-Call Services for Projects less than \$500,000 in Total Construction Costs**

Approval of architectural on-call services as needed for district-wide construction projects less than \$500,000 in total construction costs was requested.

The benefit of a preapproved list of architectural firms was time saved by not soliciting qualifications on a project by project basis. Having a pre-approved list of firms allowed staff to coordinate one solicitation of qualifications for Board approval then recommend contracting with each firm as construction projects under \$500,000 were initiated. The assignment of projects to each firm was then monitored on an annual basis to ensure an equitable amount of work and fees were awarded to each firm on the list. This process had proven effective and allowed architectural design services to be expedited.

The current approval of architectural on-call services for construction projects with budgets under \$500,000 expired on March 28, 2014. It was recommended that a minimum of five firms be approved for a period of one year with the option to renew for two additional one-year periods, with Board approvals.

A summary chart of the projects awarded to firms from the on-call list over the previous three years was included in the packet. There were a total of 15 projects awarded to these four firms, with a total award value of \$293,415.50, or an average award of \$19,561.03 per project. Each of these awards was brought to the Board for approval. The on-call list served only to expedite the procurement process on projects with an expected total cost below the Board-established threshold.

Request for qualifications was prepared and on March 6, 2014 solicitation of these services began. On March 25, 2014 a total of sixteen (16) firms submitted responses to the request for qualifications. The evaluation team prepared a summary of the scoring and ranking for review by the Board, and this summary was included in the packet.

Previous Firms Approved for On-Call Services	Top Ranked Firms Recommended for On-Call Services
Boultinghouse Simpson Gates Architects	Boultinghouse Simpson Gates Architects
EGV Architects, Inc.	EGV Architects, Inc.
ERO Architects, LLP.	ERO Architects, LLP.
PBK Architects, Inc.	PBK Architects, Inc.
	Rike Ogden Figueroa Alex Architect, Inc.

The Facilities Committee recommended Board approval of the selection of the five top-ranked firms of Boultinghouse Simpson Gates Architects; EGV Architects, Inc.; ERO Architects, LLP.; PBK Architects, Inc.; and Rike Ogden Figueroa Alex Architect, Inc. for architectural on-call services for construction projects under \$500,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the selection of the five top-ranked firms of Boultinghouse Simpson Gates Architects; EGV Architects, Inc.; ERO Architects, LLP.; PBK Architects, Inc.; and Rike Ogden Figueroa Alex Architect, Inc. for architectural on-call services for construction projects under \$500,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented. The motion carried.

**Review and Action as Necessary on Contracting Mechanical, Electrical, and Plumbing Engineering On Call Services for Projects less than \$300,000 in Total Construction Costs**

Approval of Mechanical, Electrical, and Plumbing engineering on-call services as needed for district-wide construction projects less than \$300,000 in total construction costs was requested.

The benefit of a preapproved list of MEP firms was time saved by not soliciting qualifications on a project by project basis. Having a preapproved list of firms allowed staff to coordinate one solicitation of qualifications for Board approval then recommend contracting with each firm as construction projects under \$300,000 were initiated. The assignment of projects to each firm was then monitored on an annual basis to ensure an equitable amount of work and fees were awarded to each firm on the list. This process had proven effective and allowed MEP design services to be expedited.

The current approval of Mechanical, Electrical, and Plumbing engineering on-call services for construction projects with budgets under \$300,000 would expire on July 25, 2014. It was recommended that a minimum of three firms be approved for a period of one year with the option to renew for two additional one-year periods, with Board approval.

A summary chart of the projects awarded to firms from the on-call list over the previous three years was included in the packet. There were a total of nine projects awarded to these two MEP firms, with a total award value of \$87,761.00, or an average award of \$9,751.22 per

project. Each of these awards was brought to the Board for approval. The on-call list served only to expedite the procurement process on projects with an expected total cost below the Board-established threshold.

A request for qualifications was prepared and on May 5, 2014 solicitation of these services began. On May 20, 2014 a total of five (5) firms submitted responses to the request for qualifications. The evaluation team prepared a summary of the scoring and ranking for review by the Board, and this summary was included in the packet.

The Facilities Committee recommended Board approval of the three highest-ranked firms of Halff Associates, Inc., DBR Engineering Consultants, Inc., and Sigma HN Engineers, PLLC. for Mechanical, Electrical, and Plumbing engineering on-call services for construction projects under \$300,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the three highest-ranked firms of Halff Associates, Inc., DBR Engineering Consultants, Inc., and Sigma HN Engineers, PLLC. for Mechanical, Electrical, and Plumbing engineering on-call services for construction projects under \$300,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented. The motion carried.

### **Review and Action as Necessary on Contracting Architectural Services for Technology Campus Building B Re-roofing**

Approval to contract architectural services to prepare plans and specifications for the Technology Campus Building B (West Academic Building) Re-roofing project was requested.

As part of the current fiscal year Facilities Deferred Maintenance Plan, facilities staff included the replacement of the roof over the campus' original building. The existing roof was in place seventeen years and met its expected life cycle. Maintenance on the existing roof surpassed normal levels and reoccurring leaks became a concern. Funds were included in the current fiscal year budget for this capital renewal project.

This proposed repair was not related to concurrently the on-going hail storm damage repairs. The Technology Campus buildings' roofs were inspected for hail damage after the hail storm in March of 2012 and it was confirmed that the roof for Building B was not damaged by hail.

On March 31, 2014, STC began soliciting architectural qualifications for the purpose of selecting a firm to prepare the necessary plans and specifications for the re-roofing of building B at the Technology Campus. A total of six (6) firms received a copy of the Request for Qualifications and a total of four (4) firms submitted their responses on April 16, 2014.

STC staff members completed evaluations for the four (4) firms and prepared a scoring and ranking summary, which was included in the packet. Amtech Building Sciences ranked highest and was recommended for Board approval.

The Facilities Committee recommended Board approval to contract architectural services with Amtech Building Sciences for the preparation of plans and specifications for the Technology Campus Building B Re-roofing project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting architectural services with Amtech Building Sciences for the preparation of plans and specifications for the Technology Campus Building B Re-roofing project as presented. The motion carried.

### **Review and Action as Necessary on Contracting Civil Engineering Design Services for Pecan Campus Portable Buildings Infrastructure Improvements**

Approval to contract civil engineering design services for the Pecan Campus Portable Buildings Infrastructure Improvements was requested.

In May 2014, the Board approved a plan to relocate portable buildings on the Pecan Campus in order to accommodate the 2013 Bond construction projects. The plan to relocate the portable buildings would require the design and construction of utilities infrastructure including water, sewer, power, communications, and sidewalks to support the portables.

This plan for relocation of portable buildings would be reviewed with the 2013 Bond Construction Program Management team for consistency with the master plan and Bond construction program. To support the Bond construction program schedule, staff recommended starting the design of the required infrastructure by contracting civil engineering design services with one of the current firms approved for on-call services.

The five civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$500,000.00.

1. Dannenbaum Engineering
2. Halff Associates, Inc.
3. Melden & Hunt
4. Perez Consulting Engineering
5. R. Gutierrez Engineering

Based on previous project assignments to these firms, Melden & Hunt was recommended to provide civil engineering services for this project.

Funds were available in the FY2013-2014 construction budget for design and construction of these improvements, with final amount to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Available Funds</b>	<b>Estimated Cost</b>
Design	\$25,000	Actual design fees are estimated at \$24,750 and will be finalized during contract negotiations
Construction	\$275,000	Actual cost will be determined after the solicitation of construction proposals

The Facilities Committee recommended Board approval to contract civil engineering design services with Melden & Hunt for the Pecan Campus Portable Buildings Infrastructure Improvements as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting civil engineering design services with Melden & Hunt for the Pecan Campus Portable Buildings Infrastructure Improvements as presented. The motion carried.

### **Review and Action as Necessary on Contracting Construction Services for Pecan Campus Student Services Building Modifications**

Approval to select a contractor for the Pecan Campus Student Services Building Modifications was requested.

In September 2013, the Board approved design services with ERO Architects, selected from the On-Call list of Architecture firms, to prepare plans and specifications for these building modifications. Funds for modifications of the student services area at the Pecan Campus were included in the FY 2013-2014 construction budget. These improvements included the following:

- Conversion of four classrooms into staff offices for the Judicial Affairs Department, Accounts Receivable staff who assist with student payments, and Student Orientation meeting space
- Creation of a student payment lab
- Installation of glass storefronts and glass doors for each department where students can benefit from a more accessible and more inviting entrance
- Improvement of space efficiency and creation of additional staff offices
- Creation of an ADA student lab for added assistance with enrollment process
- Improvement of efficiency of space for Veteran’s Affairs Department

STC staff and ERO Architects issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began May 5, 2014. Eight (8) sets of construction documents were issued and a total of seven (7) were received on May 22, 2014.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
May 5, 2014	Solicitation of competitive sealed proposals. Eight (8) sets of construction documents were issued.
May 22, 2014	Seven (7) proposals were received.

Staff evaluated these proposals and prepared a proposal summary, which was included in the packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds were budgeted in the FY 2013-2014 Construction budget for this project.

The Facilities Committee recommended Board approval to contract construction services with Bullard Construction in the amount of \$393,000 for the Pecan Campus Student Services Building Modifications project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting construction services with Bullard Construction in the amount of \$393,000 for the Pecan Campus Student Services Building Modifications project as presented. The motion carried.

### **Review and Action as Necessary on Rejection of Construction Proposals for Technology Campus Cooling Tower Replacement**

Approval to reject construction proposals for the Technology Campus Cooling Tower Replacement project was requested.

In February 2014, the Board approved design services with Halff Associates to prepare plans and specifications for the replacement of the original HVAC cooling tower. Funds for the replacement of the cooling tower at the Technology Campus were included in the FY 2013-2014 renewals and replacements budget. The replacement of this A/C cooling tower was included as part of the Facilities Deferred Maintenance Plan.

STC staff worked with Halff Associates to prepare and issue the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began May 5, 2014. Twelve (12) sets of construction documents were issued and a total of five (5) were received on May 27, 2014.

It was estimated during the design phase that the cost for construction of this project would be approximately \$265,000. Actual proposals received ranged from \$415,000 to \$590,000 which is well over the available budget and also exceeds the Board approved construction cost limitation of \$300,000 associated with On-Call MEP engineering services. For these reasons, staff recommended Board approval to reject the current proposals and allow staff to work with Halff Associates to redesign to effectively reduce the cost of the work and re-solicit construction proposals.

The Facilities Committee recommended Board approval to reject construction proposals, requiring that Halff Associates redesign to effectively reduce the cost, and re-solicit proposals for the Technology Campus Cooling Tower Replacement project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized rejecting construction proposals, requiring that Halff Associates redesign to effectively reduce the cost, and re-solicit proposals for the Technology Campus Cooling Tower Replacement project as presented. The motion carried.

**Review and Action as Necessary on Substantial and/or Final Completion of the Following Projects:**

- 1. District-Wide Automatic Door Openers Phase II**
- 2. Technology Campus Detention Pond Cleaning Project**

Approval of substantial and/or final completion and release of final payment for the following project was requested:

Projects		Substantial Completion	Final Completion	Documents Attached
1.	District-Wide Automatic Door Openers Phase II Project	Recommended	No	Certificate of Substantial Completion
2.	Technology Campus Detention Pond Cleaning Project	Previously Approved	Recommended	No letter recommending final acceptance since there is no engineer

**1. District-Wide Automatic Door Openers Phase II**

It was recommended that substantial completion for this project with 5 Star Construction Company be approved.

Architects with ACR Engineering and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on May 29, 2014. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was included in the packet.

5 Star Construction would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the July 2014 Board meeting.

**2. Technology Campus Detention Pond Cleaning Project**

It was recommended that Final Completion for this project CAS Construction Company be approved.

Final Completion including punch list requirements was accomplished within the time allowed in the Owner/Contractor agreement for this project. It was recommended that final completion

and release of final payment for this project with Roth Excavating, Inc. be approved. The original cost approved for this project was in the amount of \$25,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$30,000	\$25,000	\$0	\$25,000	\$22,500	\$2,500

On May 7, 2014, 2014, STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

The Facilities Committee recommended Board approval of the substantial completion of the District-Wide Automatic Door Openers Phase II project and the final completion and release of final payment of the Technology Campus Detention Pond Cleaning project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the substantial completion of the District-Wide Automatic Door Openers Phase II project and the final completion and release of final payment of the Technology Campus Detention Pond Cleaning project as presented. The motion carried.

### **Update on Status of 2013 Bond Construction Program**

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, provided the following information as an update on the status of the 2013 Bond Construction Program.

#### **Facilities Space Programs (Building interior spaces)**

- Work continues towards finalizing space programs for future Libraries
- All other building space programs are complete and ready for review by Construction Program Management (CPM) firm
- Goal is to have all space programs ready to hand over to architects in September, 2014

#### **Construction Program Management Firm**

- Board of Trustees previously authorized negotiation team to negotiate contract terms with Broaddus & Associates (B&A)
- Negotiations team conducted first negotiations meeting with B&A on Tuesday May 13, 2014; meeting generally served as an orientation meeting and to identify action items needed by both B&A and STC; next meeting will take place on May 30, 2014
- B&A has offered some additional services for consideration by STC, which could add value to the overall Bond program; services include Building Information Modeling, accounting software for accounts tracking and specialized design consultants as needed
- Draft contract has been developed and is currently being reviewed by STC's negotiations team, legal counsel and B&A

**Facilities Design Standards and Guidelines**

- FPC staff is currently working with an architect firm and MEP firm to assist with updates on various building standards
- FPC is coordinating a Facilities Technical Requirements Advisory Council to assist with input on building technical requirements and standards for all building systems
- Goal is to have these standards updated by August 2014

**Solicitation of Architectural and Engineering Firms**

- FPC staff is currently working to outline and clarify the process for solicitation and hiring of architectural and engineering firms to assist with design of Bond construction projects
- It is anticipated that architects and engineers for the 2013 Bond Construction Program could be contracted by October 2014

**2013 Bond Construction Program  
 Six Months Look Ahead  
 May 2014**

<b>Date</b>	<b>Action</b>
May 30, 2014	CPM contract negotiations meeting no. 2 with Broaddus & Associates
June 2014	Finalize overall Bond program schedule
June 12, 2014	Update Board Facilities Committee on contract negotiations with Broaddus & Associates
June 26, 2014	Board approval of contract with Broaddus & Associates
July 2014	Prepare draft RFQ for architectural and engineer services
August 2014	Board approval of RFQ for architectural and engineer services
September 2014	Solicitation of architectural and engineer services
October 2014	Board approval of architectural and engineer firms
November 2014	Begin design work with architectural and engineer firms
November 2014	Begin solicitation of contractors using Construction Manager at Risk procurement method
December 2014	Board approval of contractors using Construction Manager at Risk procurement method

This information was provided for the Board's information and feedback to staff, and no action was required,

## **Update on Status of Construction Projects**

The Facilities Planning & Construction staff prepared a design and construction update. This update summarized the status of each capital improvement project currently in progress.

This item was for the Board's information only. No action was requested.

## **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 May 2014. The approval was for checks submitted for release in the amount greater than \$50,000 and checks in the amount greater than \$10,000 that were released as authorized by Board Policy No. 5610.

Mr. Paul R. Rodriguez noted that the financial reports indicated a balance of funds still pending in relation to grants awarded to the institution, and asked whether there was any cause for concern. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, informed the Board that all grant payments had been made on time, and it was normal for the reports to reflect outstanding balances at this time of the fiscal year. Mrs. Elizondo reported that there was no cause for concern.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the submitted checks for release in an amount over \$50,000.00, the checks that were released as authorized by Board Policy #5610 and the financial reports submitted for the month of May 2014. The motion carried.

## **Appointment as Board Committee Chairs and Committee Members**

At the May 2014 Board meeting, Chair de León gathered feedback from the Board members regarding their preferences to serve on and/or Chair the Board Committees.

Policy # 1110: *Board Committees* designated the three (3) committees of the Board:

- Education and Workforce Development
- Finance and Human Resources
- Facilities

The Chair may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership was established by action of the Chair. A committee that included one or more Trustees was subject to the Open Meetings Act when meeting to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*.

A list of the current Committee members and appointed Chairs was included in the Board packet. The membership and appointment of Committee Chairs were previously established by action of the Board Chair.

The Board Chair Mr. Roy de León announced new appointments to Committee Chair and Committee Membership for FY2014-FY2016 as follows:

**Education and Workforce Development Committee**

Chair - Mrs. Graciela Farias

Members - Dr. Alejo Salinas, Jr. and Mr. Gary Gurwitz

**Finance and Human Resources Committee**

Chair - Dr. Alejo Salinas, Jr.

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

**Facilities Committee**

Chair - Mr. Gary Gurwitz

Members – All trustees serve as voting members of the Facilities Committee.

With that announcement, the appointments to the Committee Chairs and Committee membership were finalized.

Mr. Roy de León announced that the following items were included within the Board Packet:

**Informational Items**

- President's Report
- Board Committee Meeting Minutes:
  - June 12, 2014 Education & Workforce Development Committee (Cancelled)
  - June 12, 2014 Facilities Committee
  - June 12, 2014 Finance and Human Resources Committee

**Announcements**

**A. Next Meetings:**

- Education and Workforce Development Committee Meeting, Thursday, July 10th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Thursday, July 10th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Thursday, July 10th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, July 29th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

**B. Other Announcements:**

- The College will be closed Friday, July 4<sup>th</sup> in observation of Independence Day.
- The **July 2014 Regular Board Meeting** has been moved to Tuesday, July 29<sup>th</sup>, 2014 at 5:30 p.m.

Dr. Reed also announced that U.S. Congressman McCaul (TX-10), had announced a field hearing of the U.S. House Committee on Homeland Security to be held on Thursday, July 3, 2014 at 12:00 p.m. This field hearing, to be held at the South Texas College Technology Campus, would hear invited testimony on the ongoing issues with unaccompanied children crossing the border, and the state of border security in this region.

The College did not yet have details regarding the agenda or whether members of the public would be welcomed to attend the meeting.

**Adjournment:**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:05 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, June 26, 2014 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez

Secretary

## Approval and Authorization to Accept Grant Award(s)

Authorization to accept and approve the following grant award(s) and use of related funds as authorized by each grant is requested:

1. The McAllen ISD “College and Career Transitions Initiative” (McCCTI) Agreement from the McAllen Independent School District in an amount not to exceed \$163,381.00

The Agreement between the McAllen Independent School District and South Texas College would continue the College and Career Transition Initiative (McCCTI) program for 2014-2015.

This program provides trade preparation and career pathways for as many as 90 students from the three McAllen ISD high schools. The funds paid by McAllen ISD to South Texas College shall not exceed:

Personnel (Salary and Benefits):	\$147,028.00
Supplies, Books, and Software:	\$1,500.00
Administrative Fees:	\$14,853.00
<b>Total:</b>	<b>\$163,381.00</b>

The McCCTI Agreement with McAllen Independent School District ties to all of the strategic goals of the College. From its promotion of a college-going culture, establishment of clear pathways to college completion, and the tuition-free education offered to these students, the McCCTI program has been an excellent collaboration between STC and McAllen ISD.

2. The Skills Development Fund Grant from the Texas Workforce Commission in the amount of \$270,000.00

South Texas College was selected as an award recipient for a Skills Development Fund grant in the amount of \$270,000. This grant would fund workforce training for employees working with Grand Rapids Foam South Texas, Inc.; Panasonic Corporation of North America with Kelly Services, Inc.; Kenneth Fox Supply; and Zebra Technologies Corp.

Upon formal award of the grant and approval to accept and use the funds, the Institute for Advanced Manufacturing at South Texas College would provide workforce training to Rio Grande Valley workers for the aforementioned area employers.

The Skills Development Fund programs are directly supportive of the College’s strategic goals of *Access and Success*, *Collaboration*, and *Cost Efficiency*. Through working with area employers and securing state funding for these training opportunities, South Texas College continues to provide workforce training, economic opportunity, and social mobility to the residents of the Rio Grande Valley.

3. The Carl Perkins Basic Grant award from the Texas Higher Education Coordinating Board in the amount of \$ 1,352,354

This Carl Perkins Basic Grant award, for the period of September 1, 2014 to August 31, 2015. Authorization is requested to approve hiring of personnel, faculty internships, instructional equipment and other expenditures as approved by the grant.

Carl Perkins funds are awarded to community and technical colleges to improve graduation, retention, access, quality, and expansion of Career and Technical Education programs.

This grant heavily supports STC's Strategic Directions One and Two: Clear Pathway, as well as Access and Success. Twenty-eight (28) Career and Technical Education instructional programs have been selected from the Divisions of Nursing and Allied Health; Business and Technology; and Liberal Arts & Social Sciences for improvement with these funds.

In addition, in support of Career and Technical Education programs and students, funds will also be provided to the Academic Affairs, Student Affairs & Enrollment Management and Continuing and Professional Workforce Education areas.

4. Additional Funds for the "Microsoft Excel Training" contract from the Lower Rio Grande Valley Workforce Development Board (Workforce Solutions) in the amount of \$4,968.00

STC's Continuing Education will provide Microsoft Excel Training to address the professional development needs of Workforce Solutions staff. The targeted number of participants to be served is 72. This contract supports STC's Strategic Direction Two: Access and Success.

5. Additional Grants Received/Pending Official Award

The approved grants will provide up to \$ 1,790,703.00 in additional funding for the College to provide services and opportunities throughout the region.

**Recommendation:**

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

1. The McAllen ISD "College and Career Transitions Initiative" (McCCTI) Agreement from the McAllen Independent School District in an amount not to exceed \$163,381.00
2. The Skills Development Fund Grant from the Texas Workforce Commission in the amount of \$270,000.00

3. The Carl Perkins Basic Grant award from the Texas Higher Education Coordinating Board in the amount of \$ 1,352,354
4. Additional Funds for the “Microsoft Excel Training” contract from the Lower Rio Grande Valley Workforce Development Board (Workforce Solutions) in the amount of \$4,968.00
5. Additional Grants Received/Pending Official Award

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

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

1. The McAllen ISD “College and Career Transitions Initiative” (McCCTI) Agreement from the McAllen Independent School District in an amount not to exceed \$163,381.00
2. The Skills Development Fund Grant from the Texas Workforce Commission in the amount of \$270,000.00
3. The Carl Perkins Basic Grant award from the Texas Higher Education Coordinating Board in the amount of \$ 1,352,354
4. Additional Funds for the “Microsoft Excel Training” contract from the Lower Rio Grande Valley Workforce Development Board (Workforce Solutions) in the amount of \$4,968.00
5. Additional Grants Received/Pending Official Award

**Approval Recommended:**

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

## **Review and Recommend Action on Proposed New One Semester Certificate Programs:**

- 1. Employee and Labor Relations Assistant,**
- 2. Recruiter Assistant, and**
- 3. Payroll Assistant**

Approval of the proposed new one semester Certificate Programs for Employee and Labor Relations Assistant, Recruiter Assistant, and Payroll Assistant is requested.

These proposed certificates are:

- Employee and Labor Relations Assistant – One Semester Certificate  
Students will learn:
  - Employee and labor relations practices,
  - Conflict resolution and mediation, and
  - Grievance procedures.
- Recruiter Assistant – One Semester Certificate  
Students will learn:
  - Recruiting practices,
  - Attainment of most-qualified employees, and
  - Skills for interviewing and worker placement.
- Payroll Assistant – One Semester Certificate  
Students will learn:
  - Benefits and compensation practices and laws,
  - Software for time and payroll record keeping and reporting, and
  - Computation of wages and deductions and preparation of paychecks.

These certificate programs will provide students with the knowledge and skills necessary for employment in a human resources office. Each of these three certificate programs will allow students to transfer credits to the Human Resources Assistant Certificate (1 Year Certificate) and the Associate of Applied Science degree in the Human Resources Specialist program.

The following pages contain:

- The Program Summary, including the objectives, curriculum, program demand to meet occupational need, expected enrollment;
- The proposed curriculum for each one-semester Certificate program; and
- A summary the evaluation processes for new and ongoing programs.

In May 2014, the Education and Workforce Development Committee recommended Board approval of the proposed new one semester Certificate Programs for Employee and Labor Relations Assistant, Recruiter Assistant, and Payroll Assistant as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new one semester Certificate Programs for Employee and Labor Relations Assistant, Recruiter Assistant, and Payroll Assistant 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 authorizes the proposed new one semester Certificate Programs for Employee and Labor Relations Assistant, Recruiter Assistant, and Payroll Assistant as presented.

**Approval Recommended:**

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

### Employee and Labor Relations Assistant – One Semester Certificate

In this program, students will learn the fundamentals of employee and labor relations practices, with emphasis in Labor (Union) Relations, and Human Resources laws in order to assist unionized employers such as city government, school districts and private employers resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures to handle employee complaints. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

#### Expected Enrollment:

Years	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
# of Students	15	18	20	23	25

#### Occupational Need:

- According to EMSI, Human Resources Specialists occupations should experience 26.4 % growth rate in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) between 2013 and 2022. A total of 170 job openings are expected during this time period. Human Resource Assistant occupations should experience a 16.8% growth, with an additional 56 job openings during this time period.
- According to EMSI, Human Resources Specialist occupations should experience 15.5 % growth rate in the State of Texas between 2013 and 2022. A total of 5,520 job openings are expected during this time period. Human Resource Assistant occupations should experience a 10.6% growth across the State, with an additional 1,169 job openings during this time period.
- According to EMSI, Human Resources Specialist occupations should experience 10.7% growth rate nationally between 2013 and 2022. A total of 43,471 job openings are expected during this time period. Human Resource Assistant occupations should experience a 4% growth nationally, with an additional 5,606 job openings during this time period.

#### Estimated Wages:

- EMSI indicates that the most recent median hourly earnings for Human Resources Specialist occupations in the South Texas Region (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) were \$19.21. Median hourly earnings for Human Resources Assistant occupations were \$14.15 in the South Texas Region.

- EMSI indicates that the most recent median hourly earnings for Human Resources support occupations in the State of Texas were \$26.14. Median hourly earnings for Human Resources Assistant occupations were \$17.75 in the State.
- EMSI indicates that the most recent median hourly earnings for Human Resources Specialist occupations nationally were \$26.83. Median hourly earnings for Human Resources Assistant occupations were \$18.03 nationally.

**PROPOSED DEGREE PLAN**

***TSI EXEMPT***

			<b>Lecture Hrs</b>	<b>Lab Hrs</b>	<b>Ext. Hrs</b>	<b>Cont. Hrs</b>	<b>Credit Hrs</b>
<b>First Semester</b>							
HRPO	2301	Human Resources Management	3	0	0	48	3
HRPO	1305	Management & Labor Relations	3	0	0	48	3
ITSC	1409	Integrated Software Applications I	3	3	0	96	4
HRPO	2304	Employee Relations	3	0	0	48	3
HRPO	2371	Human Resources Laws	3	0	0	48	3
<b>Total</b>			<b>15</b>	<b>3</b>	<b>0</b>	<b>288</b>	<b>16</b>

TOTAL CREDIT HRS: 16

TOTAL CONTACT HRS: 288

### Recruiter Assistant – One Semester Certificate

In this program, students will learn the fundamentals of the recruiting practices, with emphasis in human relations and organizational behavior in order to help any employer attaining the most qualified employees and perform activities in the area of recruiting including interviewing and place workers. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

#### Expected Enrollment:

Years	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
# of Students	20	23	25	28	30

#### Occupational Need:

- According to EMSI, Human Resources Specialists occupations should experience 26.4 % growth rate in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) between 2013 and 2022. A total of 170 job openings are expected during this time period. Human Resource Assistant occupations should experience a 16.8% growth, with an additional 56 job openings during this time period.
- According to EMSI, Human Resources Specialist occupations should experience 15.5 % growth rate in the State of Texas between 2013 and 2022. A total of 5,520 job openings are expected during this time period. Human Resource Assistant occupations should experience a 10.6% growth across the State, with an additional 1,169 job openings during this time period.
- According to EMSI, Human Resources Specialist occupations should experience 10.7% growth rate nationally between 2013 and 2022. A total of 43,471 job openings are expected during this time period. Human Resource Assistant occupations should experience a 4% growth nationally, with an additional 5,606 job openings during this time period.

#### Estimated Wages:

- EMSI indicates that the most recent median hourly earnings for Human Resources Specialist occupations in the South Texas Region (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) were \$19.21. Median hourly earnings for Human Resources Assistant occupations were \$14.15 in the South Texas Region.
- EMSI indicates that the most recent median hourly earnings for Human Resources support occupations in the State of Texas were \$26.14. Median hourly earnings for Human Resources Assistant occupations were \$17.75 in the State.

- EMSI indicates that the most recent median hourly earnings for Human Resources Specialist occupations nationally were \$26.83. Median hourly earnings for Human Resources Assistant occupations were \$18.03 nationally.

**PROPOSED DEGREE PLAN**

***TSI EXEMPT***

			<b>Lecture Hrs</b>	<b>Lab Hrs</b>	<b>Ext. Hrs</b>	<b>Cont. Hrs</b>	<b>Credit Hrs</b>
<b>First Semester</b>							
HRPO	2303	Employment Practices	3	0	0	48	3
HRPO	1311	Human Relations	3	0	0	48	3
ITSC	1409	Integrated Software Applications I	3	3	0	96	4
HRPO	2307	Organizational Behavior	3	0	0	48	3
HRPO	2301	Human Resources Management	3	0	0	48	3
<b>Total</b>			<b>15</b>	<b>3</b>	<b>0</b>	<b>288</b>	<b>16</b>

TOTAL CREDIT HRS: 16

TOTAL CONTACT HRS: 288

### Payroll Assistant – One Semester Certificate

In this program, students will learn the fundamentals of the payroll practices and preparation, with emphasis in Payroll & Business Tax Accounting, Benefits and Compensation practices and laws and other software applications in order to assist any employer to compile and record employee time and payroll data and may compute employees' time worked, production and commission. Also, may compute and post wages and deductions, or prepare paychecks. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

#### Expected Enrollment:

Years	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
# of Students	20	23	25	28	30

#### Occupational Need:

- According to EMSI, Human Resources Specialists occupations should experience 26.4 % growth rate in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) between 2013 and 2022. A total of 170 job openings are expected during this time period. Payroll and Timekeeping Clerks occupations should experience a 23.5% growth, with an additional 132 job openings during this time period.
- According to EMSI, Human Resources Specialist occupations should experience 15.5 % growth rate in the State of Texas between 2013 and 2022. A total of 5,520 job openings are expected during this time period. Payroll and Timekeeping Clerks occupations should experience a 19.4% growth across the State, with an additional 3,105 job openings during this time period.
- According to EMSI, Human Resources Specialist occupations should experience 10.7% growth rate nationally between 2013 and 2022. A total of 43,471 job openings are expected during this time period. Payroll and Timekeeping Clerks occupations should experience a 13.5% growth nationally, with an additional 23,977 job openings during this time period.

#### Estimated Wages:

- EMSI indicates that the most recent median hourly earnings for Human Resources Specialist occupations in the South Texas Region (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) were \$19.21. Median hourly earnings for Payroll and Timekeeping Clerks occupations were \$13.06 in the South Texas Region.

- EMSI indicates that the most recent median hourly earnings for Human Resources support occupations in the State of Texas were \$26.14. Median hourly earnings for Payroll and Timekeeping Clerks occupations were \$17.45 in the State.
- EMSI indicates that the most recent median hourly earnings for Human Resources Specialist occupations nationally were \$26.83. Median hourly earnings for Payroll and Timekeeping Clerks occupations were \$18.12 nationally.

### PROPOSED DEGREE PLAN

***TSI EXEMPT***

			<b>Lecture Hrs</b>	<b>Lab Hrs</b>	<b>Ext. Hrs</b>	<b>Cont. Hrs</b>	<b>Credit Hrs</b>
<b>First Semester</b>							
ACNT	1303	Introduction to Accounting I	2	2	0	64	3
ACNT	1329	Payroll & Business Tax Accounting	2	2	0	64	3
HRPO	2306	Benefits & Compensation	3	0	0	48	3
ITSC	1409	Integrated Software App. I	3	3	0	96	4
HRPO	1311	Human Relations	3	0	0	48	3
<b>Total</b>			<b>13</b>	<b>7</b>	<b>0</b>	<b>320</b>	<b>16</b>

TOTAL CREDIT HRS: 16

TOTAL CONTACT HRS: 320

## **South Texas College Program Evaluation Plan**

### ***Institutional Effectiveness***

South Texas College identifies expected outcomes for every instructional program and administrative and educational support service, assesses whether or not these outcomes are achieved, and makes continuous improvements based on assessment data. The College commits to continuous improvement in achieving expected outcomes through its strategic planning process, including *2-year Institutional Effectiveness (IE) Plans* for every instructional, administrative or educational support unit in the College. An *Institutional Effectiveness (IE) Plan* serves as a means to establish and assess expected outcomes for each program.

In addition, STC monitors and evaluates the and quality instructional degree and certificate programs through the Program Review Process, the assessment of Program Learning Outcomes for each degree, and assessment of Exemplary Educational Objectives for the General Education Core Curriculum.

### ***Program Review***

Instructional programs are subject to Program Review by peers through the Curriculum and Program Review Committee on a 4-year cycle. This Program Review assessment instrument evaluates program viability, effectiveness, and student achievement through a variety of outcomes including the *number of graduates, transfer rates, licensure/certification pass rates, graduate placement, program specific accreditations, faculty credentials, schedule distribution across campuses and times of day, participation in learning outcomes assessment and use of data to improve student learning, faculty professional development, and use of community advisory committees*. Program Review evaluation is conducted by a subcommittee of faculty members serving on the College Curriculum and Program Review Committee. Following the subcommittee's review, findings are presented first to the Curriculum and Program Review Committee for review and then to a subcommittee of the Planning and Development Committee (PDC), the college-wide committee charged with oversight for planning, plan implementation, and reporting. The subcommittee reviews ratings given by the faculty subcommittee and reports those rating to PDC along with any additional recommendations.

### ***Program Learning Outcomes Assessment***

A separate set of competency-based program learning outcomes had been developed for each instructional program at STC, in addition to the traditional historical student success measures in the IE Plans, such as course completion, graduation rate, and student retention. The program learning outcomes are assessed and data are collected and reported on a yearly basis. The Director for Student Learning Outcomes and Assessment, along with the College Wide Student Learning Outcomes and Assessment Instructional Team lead the systematic process across all programs allowing for significant critical amounts of dialogue among faculty members in order to develop a consistent structure for collecting and assessing data while allowing for the academic freedom of faculty members. Instructional programs utilize a variety of assessment methods, including embedded assessment, exit exams, exit interviews and portfolios to assess the program learning outcomes.

### ***General Education Outcomes Assessment***

South Texas College also assesses general education competencies in the General Education program known as the STC Core Curriculum. The general education competencies for the Core Curriculum are called the *Exemplary Educational Objectives* and were defined by the Texas Higher Education Coordinating Board. Measures to determine the extent to which *Exemplary Educational Objectives* are being achieved are assessed every semester. Data are collected and compiled by each department to evaluate the extent to which the *Exemplary Educational Objectives* are being met. Results from the assessments and changes recommended based upon the results by the department are submitted to the Director of Learning Outcomes and Assessment.

## **Review of Education and Workforce Development Committee Items**

The following items were presented to and discussed with the Education and Workforce Development Committee. No action was requested of the Committee or the Board:

### **1) Presentation on Career and Employer Services**

Ms. Celinda Palacios, Director of Career and Employer Services, provided a review of the Career and Employer Services offered by South Texas College. These are services developed to build and maintain a strong relationship between South Texas College and area employers, and to provide excellent workforce and career opportunities for students of South Texas College.

### **2) Presentation on the Texas Higher Education Coordinating Board Grant to Establish Career and Technical Education Early College High Schools with Mission CISD and Weslaco ISD**

Ms. Sofia Pena, Director of Early College High Schools, gave a presentation on the new Career and Technical Education (CTE) Early College High Schools in Mission CISD and Weslaco ISD.

Both new ECHS campuses will offer specialized instruction in the high skill, high demand fields of Diesel Mechanics, Precision Manufacturing Technology, and Welding.

### **3) Review and Discussion of High School College Readiness Course as Required by HB5**

Ms. Laura Talbot, Director of Curriculum and Student Learning, led a review and discussion over the HB5 requirement for local school districts to develop and implement College Readiness courses for graduating seniors.

Students successfully completing these courses will earn a one year exemption from further college readiness testing in the respective academic field, allowing them to enter into college level courses.

By coordinating with other institutions of higher education (IHE) to develop the curriculum and offer it to local school districts, South Texas College will take a proactive role in the development and proper guidance of college preparedness of secondary school students. The five participating IHEs in the Rio Grande Valley will share data on student achievements at the college level, and continue to adjust the curriculum as needed to promote student success.

### **4) Review of Proposed Presentations to the Association of Community College Trustees (ACCT)**

Dr. Shirley A. Reed, President, and Dr. Anahid Petrosian, Vice President for Academic Affairs, provided an update and brief outline of the proposed presentations and logistics for South Texas College at the 2014 ACCT National Leadership Congress in October 2014.

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

Approval of the following proposal awards, purchases, and renewals is requested.

### 1) Audio Visual Equipment III (Award)

Award the proposal for audio visual equipment III at a total cost of \$30,316.79 with the following vendor:

	Project	Vendor	Amount
1	Pecan Campus Building K 2.922 Counseling Department Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$11,173.17
2	Pecan Campus Building F-152 Director of Instructional Technologies Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$6,540.74
3	Center for Learning Excellence SMART Study Rooms	Audio Visual Aids Corp (San Antonio, TX)	\$6,062.14
4	Pecan Campus Building X-226 Vice President for Finance and Administrative Services Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$6,540.74

This technology facilitates internal communication and meetings within the college by allowing staff and faculty to view presentations, communicate with each other and collaborate as well as serve the instructional needs of the students.

Proposal documents were advertised and issued to sixteen (16) vendors. Seven (7) responses were received and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies, Counseling, Center for Learning Excellence, and VP Finance and Administrative Services budgets for FY 2013-2014.

### 2) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2014 through August 31, 2015, at an estimated amount of \$105,000.00, with the following ninety-five (95) vendors:

Blessings Learning Academy	iKids Academy	Little Giants Learning Center
Super Kids Academy Day Care Center	Children's Training Academy, LLC.	Kid'z First Child Care Center Inc. No. 1
Kid'z First Child Care Center, Inc. No. 2	Building Blocks Academy	Early Start Child Care Development Center
Garza's Childcare and Development Center	Alma's Daycare	Gaby's Day Care Center, Inc.
Genesis Learning Center, Inc.	Kid's Kollege Learning Center	Learning Garden Childcare Center

Learning Journey Childcare	Learning Journey, LLC.	Little Angel's Child Care
Little U Learning Center	Little Voices Day Care	New Beginnings Learning Academy
New Beginnings Preschool	San Mateo Learning Academy	Small Wonders Day Care Center
Small Wonders Day Care Center No. 2	TGS Daycare & Learning Center, LLC.	The Learning Journey Day School
VIP Learning Center	Building My Future Learning Center No. 2	Play, Learn, Construct & Conserve Childcare Ctr
Sisters & Brothers Lil' University, LLC.	Brackenridge Children's Center, LLC.	Children In Action Childcare
Coky's Day Care Center	Generations Academy, LLC.	Interamerican Institute of Texas, LLC.
Kids Avenue Learning Center	Learning Box Academy	Little Dreamers Learning Academy
Little Owls Learning Academy	Little Shining Stars Daycare	Loving Angels Child Development Center LLC.
Magic Child Development Day Care	Mundo de Juguete Learning Center	Royal Education Center
The Children's House	TLT Childcare and Development Center, LLC.	Creative Kidz Day Care Center II
Bright Beginnings Learning Center	Eaglets Daycare/Development Center	Future Leaders Academy
Honey's Little Bee's Learning Center	Isabel's License Child Care Home	Kidz Crusade Child Learning and Dev Center
Kids Crusade Childcare and Pre-K Academy #2	Little Angels Learning Center	Little Club Development Center, Inc.
Little Fingers Day Care, LLC.	Small Prints Learning Center	Super Star Kids Learning Center, LLC.
The Little Pack Daycare, LLC.	Children's Garden Day Care Center	Imagination Express Learning Center, LLC.
Palmview Academy	Building My Future Learning Center	Campanitas Day Care
Children on the Rise! Development Center	Futuros Lideres Learning Center	Little Bear Academy Day Care
Little Explorers Development & Learning Center	Lupita's Child Development Center, Inc.	Lupita's Day Care
Magda's Day Care Center	Mara's Day Care Home	My Precious Moments Childcare Development Ctr

Tweaty and Christy Daycare	Wee Care Child Day Care	Creative Kidz Day Care Center
Building Blocks Learning Center	Butterfly Kisses Learning Center	Kami's Cuddling Center
Learning Central, LLC.	Learning Zone	Learning Zone II
Methodist Daycare Center	Grandma's Little Angels Learning Ctr, LLC.	Grandmother's House Day Care
The Learning Tree	Thomas and Friends Learning Center	We Are The Future Child Development Center
Aceleen's Learning Center	El Shaddai International Christian Day Care	Hill Living Well, Inc./dba Christian Day Care
Kids R Kids Learning Academy	The Growing Patch Early Learning Center	

The students participating in the PASS Program majoring in a career/technical program qualify for assistance with their childcare expenses based on available funding.

A selection of approved childcare providers is necessary so that students can choose the provider that best meets their needs. All ninety five (95) respondents submitted a rate form, criminal history form and license which have been reviewed.

Proposal documents were advertised and sent to four hundred sixty five (465) vendors. Ninety Five (95) responses were received and reviewed by the PASS Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2014-2015 pending Board approval of the grant and budget.

**3) Collection Agency Services (Award)**

Award the proposal for collection agency services for the period of September 1, 2014 through August 31, 2015 with two one-year options to renew, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:

- Primary:** S & S Recovery, Inc. (Memphis, TN)
- Secondary:** Williams and Fudge, Inc. (Rock Hill, SC) and  
 Immediate Credit Recovery (Wappingers Falls, NY)

The collection service will 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 proposal award to each vendor will be based upon the services they provide, their pricing, and their availability.

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

S & S Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement, ⇒ 25% for the second placement and ⇒ 25% for legal collection placement
Immediate Credit Recovery, Inc.	Will charge the student a rate of ⇒ 23.077% for first placement, ⇒ 28.571% for the second placement and ⇒ 28.571% for other placement, including litigation and judgment placements
Williams & Fudge, Inc.	Will charge the student a rate of ⇒ 23% for first placement, ⇒ 25% for the second placement, ⇒ 28% for all subsequent referrals, and ⇒ 30% for litigation and judgment placements

Proposal documents were advertised and sent to 7 (seven) vendors. Five (5) responses were received and reviewed by the Business Office and Purchasing Department.

**4) Equipment Rental Services (Award)**

Award the proposal for equipment rental services for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures. The vendors are as follows:

- Backstage Productions, LLC. (McAllen, TX)
- Blueline Rental (Pharr, TX)
- Rental World (McAllen, TX)
- Space Jump Rentals (Pharr, TX)
- Tejas Equipment Rental (McAllen, TX)

The equipment rental services will be used for STC Public Relations and Marketing sponsored events, Professional Development Office events for faculty and staff, graduation, and student activities events at all STC campuses which are for students.

Proposal documents were advertised and issued to eleven (11) vendors. Five (5) responses were received and reviewed by the Purchasing Department.

The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2014-2015 pending Board approval of the budget.

**5) Library Serials (Award)**

Award the proposal for library serials to Magazine Subscription PTP (Austin, TX) for the period of September 1, 2014 through August 31, 2015 with two one-year options to renew, at an estimated cost of \$61,691.76.

The two hundred forty eight (248) serials which include magazines, journals, and newspapers will be used by the libraries district-wide to support the instructional programs and other needs of STC students, faculty and patrons.

Proposal documents were advertised and issued to four (4) vendors. Three (3) responses were received and reviewed by Library Services and Purchasing Department.

Funds for this expenditure are budgeted in Library Acquisitions budget for FY 2014-2015 pending Board approval of the budget.

**6) Security System Equipment II (Award)**

Award the proposal for security system equipment II to Security Solutions of DFW (Dallas, TX), at a total cost of \$40,263.20.

The security system equipment is needed to continue operation of the college camera network. This equipment includes three (3) Avigilon servers, three (3) licenses to operate cameras on the servers, eight (8) surveillance cameras, thirty-five (35) encoders, and one hundred eighteen (118) baluns for conversion of analog cameras to the digital network.

Proposal documents were advertised and issued to four (4) vendors. Three (3) responses were received and reviewed by STC Police and Purchasing Departments.

Funds for this expenditure are budgeted in the STC Police budget for FY 2013 -2014.

**7) Air Conditioning Filters (Purchase)**

Purchase and installation of air conditioning filters from J. F. Filtration, Inc./dba Joe Fly Co. (Austin, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2014 through August 31, 2015, at an estimated cost of \$106,000.00 based on prior year expenditures.

The purchase and installation of these air conditioning filters will be scheduled monthly and includes all buildings throughout the district.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2014-2015 pending Board approval of the budget.

**8) Building Automation Control Equipment, Parts and Equipment Maintenance (Purchase)**

Purchase building automation control equipment, parts and equipment maintenance from Siemens Industry, Inc. (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2014 through August 31, 2015, at an estimated cost of \$75,000.00 based on prior year expenditures.

The building automation control equipment maintenance will include replacement parts and services for all new and renovated buildings throughout the College. The Maintenance Department will order and replace parts for the air conditioning building control systems as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance for FY 2014-2015 pending Board approval of the budget.

**9) Chiller Chemicals and Maintenance (Purchase)**

Purchase chiller chemicals and maintenance from ChemCal, Inc. (Grapevine, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$39,000.00 based on prior year expenditures.

The chiller chemicals will be purchased for the operation of the chillers for all STC campuses.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2014-2015 pending Board approval of the budget.

**10) Computers, Laptops and Tablets (Purchase)**

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX), Apple Computer, Inc. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government in the total amount of \$117,049.13.

All purchase requests for computers, laptops, and tablets have been evaluated by Technology Resources Department and the Chief Information Officer. An itemized list with justification is included for review and information.

The purchases can be summarized as follows:

- Staff-Use Computers
  - ⇒ 1 Computer for Public Relations/Marketing
  - ⇒ 3 Computers for Library Acquisition
  - ⇒ 13 Computers for Student Disability Services
  - ⇒ 12 Computers for Cashiers Office
  - ⇒ 1 Computer for Counseling and Advising
  - ⇒ 1 Computer for Instructional Technologies Maintenance and Replacement

- Faculty-Use Computers
  - ⇒ 1 Computer for Mathematics
  - ⇒ 2 Computers for Criminal Justice
  - ⇒ 6 Computers for History
  
- Classroom Computers
  - ⇒ 2 Computers for Pecan Plaza Cashiering Space Renovation
  
- Podium-use Computer
  - ⇒ 1 Computer for Career Planning
  
- Student-lab Computers
  - ⇒ 4 Computers for Student Disability Services
  
- Student-display Computers
  - ⇒ 10 Computers for Student Affairs
  
- Remote-support Computer
  - ⇒ 1 Computer for IT Risk and Security
  
- Student-tutoring Computer
  - ⇒ 1 Computer for Division of Nursing & Allied Health
  
- Staff-Use Laptops
  - ⇒ 1 Laptop for Admissions and Records
  - ⇒ 3 Laptops for STC Police
  
- Grant-Funded Student Lab Laptops
  - ⇒ 8 Laptops for Weyerhauser Elec Fund
  
- Faculty-Use Tablets
  - ⇒ 13 Tablets for Associate Degree Nursing
  
- Staff-Use Tablets
  - ⇒ 2 Tablets for Career Planning
  - ⇒ 1 Tablet for Counseling and Advising
  - ⇒ 3 Tablets for Admin Allowance – Pell (Financial Aid)
  - ⇒ 2 Tablets for Student Affairs
  - ⇒ 1 Tablet for Admissions and Records
  - ⇒ 25 Tablets for Instructional Technologies Maintenance and Replacement

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Public Relations/Marketing, Library Acquisition, Student Disability Services, Cashier's Office, Counseling and Advising, Instructional Technologies Maintenance and Replacement, Mathematics, Criminal Justice, History, Pecan Plaza Cashiering Space Renovation, Career Planning, Student Affairs, IT Risk and Security, Division of Nursing and

Allied Health, Admissions and Records, STC Police, Weyerhauser Elec Fund, Admin Allowance – Pell (Financial Aid), and Associate Degree Nursing.

**11)Electrical Parts and Supplies (Purchase)**

Purchase electrical parts and supplies from Bush Supply Company (Edinburg, TX) and Crawford Electrical Supply (San Antonio, TX/ Mission, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period of August 1, 2014 through July 31, 2015, at an estimated cost of \$58,000.00 based on prior year expenditures.

The electrical parts and supplies will be purchased by the Maintenance Department for day to day operations of the College. These items will be used throughout the district for repairs of building electrical components.

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2014-2014 and FY 2014-2015 pending Board approval of the budget.

**12)Local Telephone Service (Purchase)**

Purchase local telephone service from AT&T Corporation (Dallas, TX), a State of Texas Department of Information Resources (DIR) TEXAN service contract for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$240,000.00 based on prior year expenditures.

The local telephone services will be for all STC McAllen campuses, sites and facilities including the Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015 pending Board approval of the budget.

**13)Network Switch (Purchase)**

Purchase a network switch from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department Information Resources (DIR) approved vendor, at a total cost of \$73,435.92.

The switch will be used to replace both of the existing edge routers and provide us with the ability to increase our Internet Services from both Internet Service Providers from 500Mb to 40Gb.

Funds for this expenditure are budgeted in the Telecom budget for FY 2013-2014.

**14)Parts and Supplies (Purchase)**

Purchase parts and supplies from Grainger, Inc. (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures.

The parts and supplies will be purchased by the Maintenance Department for day to day operations of the College. These items will be used throughout the district for repairs in the electrical, HVAC and plumbing areas.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2014-2015 pending Board approval of the budget.

**15)Phone Service (Purchase)**

Purchase phone service from Verizon Southwest, Inc. (Dallas, TX), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$72,000.00.

The local telephone services will be provided at the Mid-Valley and Starr County Campus sites and facilities.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015 pending Board approval of the budget.

**16)Rental Equipment (Purchase)**

Purchase rental equipment from United Rentals, Inc. (Dallas, TX/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$35,000.00 based on prior year expenditures.

The rental equipment will be for heavy or specialized equipment use for all STC campuses by the maintenance department. The equipment consists of welders, backhoes, lifts, trenchers, parking lot sweepers, forklifts, generators, portable lights, pressure washers and excavators.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2014-2015 pending Board approval of the budget.

**17)Advanced Security License Maintenance (Renewal)**

Renew the advanced security license maintenance with Oracle America, Inc. (Dallas, TX), a sole source vendor, for the period of August 30, 2014 through August 29, 2015, at a total cost of \$15,556.09.

The advanced security software provides important features to securely encrypt college databases containing sensitive data as well as the network traffic passing between the Banner database servers and web applications. The maintenance service agreement for the software will include updates and product support for one year.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2014-2015 pending Board approval of the budget.

**18)Application Monitoring Software Maintenance (Renewal)**

Renew the application monitoring software maintenance agreement with Software House International (SHI) Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$13,398.20.

The application monitoring software will provide automated, enterprise-level infrastructure and application monitoring across the College district and will promote a proactive posture toward identifying, analyzing, and correcting issues impacting performance and security. The software will complement an existing software module currently used to monitor infrastructure network

hardware and in unison will provide a comprehensive monitoring and incident response solution for South Texas College.

Funds for this expenditure are budgeted in the IT Risk and Security budget for FY 2014-2015 pending Board approval of the budget.

**19)Business Skills Training Services (Renewal)**

Renew the business skills training services contract with World Class Training (Brownsville, TX), for the period of September 26, 2014 through September 25, 2015, at a commission to the College of \$18.00 per instructional hour per student.

The business skills training services provide the development of skills used in business workplace settings. These include training in Business Writing, Goal Setting, Leadership Skills, Project Management and other similar skills. The training is to be provided to staff of client firms through the College's Department of Continuing and Professional Education.

The Board awarded the contract for business skills training at the September 27, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 26, 2014 through September 25, 2015.

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

**20)Course Management and Hosting Services (Renewal)**

Renew the course management and hosting services with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period of September 1, 2014 through September 29, 2015, at a total cost of \$485,044.12.

The course management will provide STC with the virtual environment through which online courses are taught and service provided for the virtual campus (eSTC). The hosting services agreement will provide STC with the technical services needed to keep up with the growth and success of the virtual campus (eSTC).

In addition, the eSTC Distance Education Virtual Campus has been researching new technologies that can be used to add a greater degree of interaction between students and instructors. The eSTC Distance Education Virtual Campus wants to provide a tool that would allow instructors and students to meet, share, and learn in real time. With Blackboard Collaborate, instructors will have the ability to engage students through online classrooms in several new ways. The capabilities that can be utilized through Blackboard Collaborate are as follows:

- **Live, multi-point video feeds of instructors and presenters will create a more personal environment that distance courses may lack.**
- **Real-time chat feature which allows students to collaborate and ask questions without interrupting the lecture.**
- **Built-in polling tools allow instructors to question the class and participate.**
- **Live desktop sharing that allows participants to follow the presenter's actions on the computer in everything from common PowerPoint slide-shows to custom academic software.**

- **Other features, including interactive white-boards, breakout rooms, and session recording/playback also help to enhance learning in the virtual classroom.**

Funds for this expenditure are budgeted in the Distance Education budget for FY 2014-2015 pending Board approval of the budget.

**21) Database Software Licenses and Support (Renewal)**

Renew the database software licenses and support agreement with Oracle America, Inc. (Dallas, TX), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$278,463.34.

The database software licenses and support contracts will renew 21,764 licenses that provide software upgrades and support for the College's administrative computing system.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2014-2015 pending Board approval of the budget.

**22) Glass Replacement and Installation (Renewal)**

Renew the glass replacement and installation contracts for the period of August 28, 2014 through August 27, 2015 at an estimated cost of \$15,000.00 based on prior year expenditures with the following vendors:

- Luna Glass, LLC. (McAllen, TX)
- Risica & Sons, Inc. (Edinburg, TX)
- SDM Construction and Development, LLC. (Pharr, TX)

The glass replacement and installation will be purchased by the Maintenance Department for day to day operations of the College. The glass will be used throughout the district to replace broken glass or new windows as needed.

The Board awarded the contracts for the glass replacement and installation at the August 27, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 28, 2014 through August 27, 2015.

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 Facilities Maintenance budget for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

**23) Internal Auditor Services (Renewal)**

Renew the internal auditor services contract with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at a cost of approximately \$54,000.00

The Board awarded the contract for internal auditor services at the June 26, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2014 through August 31, 2015.

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 Audit Services budget for FY 2014-2015 pending Board approval of the budget.

#### **24)Library Database Subscription (Renewal)**

Renew the library database subscription agreement with West Publishing Corporation/dba West, A Division of Thomson Reuter Business (Eagan, MN) for the period of August 1, 2014 through July 31, 2015, at an amount of \$19,353.60.

The library database subscription/Campus Research powered by WestlawNext is a comprehensive database service for legal research, news and company research providing users with a multifaceted view of current events, business and legal issues. It provides access to more than 1,940 databases including federal and state case law, statutes, regulations, administrative codes, law reviews and journals, American Law Reports, (AOR), and American Jurisprudence 2d (AMJUR). The service also provided access to more than 4,900 news and business information databases, including newspapers, magazines, newswires, and foreign language publications. Campus Research resources will support several programs including Government, English, Business and Paralegal studies. It will also support online and distance education students with a comprehensive legal research, news research and company research tool.

The Board awarded the contract for the library database subscription at the July 24, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 1, 2014 through July 31, 2015.

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 Library Acquisition budget for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

#### **25)Maintenance and Repair Parts, Materials and Supplies (Renewal)**

Renew the maintenance and repair parts, materials and supplies contracts for the period of August 30, 2014 through August 29, 2015, at an estimated cost of \$160,000.00 based on prior year expenditures. The vendors are as follows:

- Vaughan Interests, Inc. /dba Burton Companies (McAllen, TX)
- Central Fence & Supply, Ltd. (Pharr, TX)
- Central Plumbing & Electric Supply, Co. (Weslaco, TX)
- Ewing Irrigation (McAllen, TX)
- Fairway Supply, Inc. (Irving, TX)
- Johnson Supply (Pharr, TX)
- Johnstone Supply (Pharr, TX)
- The Sherwin Williams Company (McAllen, TX)

The maintenance and repair parts, materials and supplies are needed throughout the district for repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks and air conditioning.

The Board awarded the contracts for maintenance and repair parts, materials and supplies at the August 29, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins August 30, 2014 through August 29, 2015.

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 Operations, Maintenance and Custodial budgets for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

**26) Mail Services (Renewal)**

Renew the contract for mail services with Upper Valley Mail Services (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures.

The service will include barcoding, postage, sorting, picking up and delivery of all first class mail to the post office.

The Board awarded the contract for mail services at the July 24, 2012, Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2014 through August 31, 2015.

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 Postage budget for FY 2014-2015 pending Board approval of the budget.

**27) Online Media Monitoring Service (Renewal)**

Renew an online media monitoring service with Meltwater News US, Inc. (San Francisco, CA), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$12,700.00.

The online media monitoring service is a media intelligence service that searches news sources for keywords of relevance and allows us to track media awareness.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2014-2015 pending Board approval of the budget.

**28) Pest Control Services (Renewal)**

Renew the contract for pest control services with Bug Works Termite & Pest Control, Co. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$11,664.84.

The pest control services include monthly service at all six (6) cafeterias and warehouse, quarterly pest control service and annual termites/fleas service for all buildings throughout the district.

The Board awarded the contract for pest control services at the July 24, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2014 through August 31, 2015.

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 Facilities Maintenance budget for FY 2014-2015 pending Board approval of the budget.

**Recommendation:**

The Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as listed below:

- 1) Audio Visual Equipment III (Award):** award the proposal for audio visual equipment III at a total amount of \$30,316.79 to the following vendor:

	<b>Project</b>	<b>Vendor</b>	<b>Amount</b>
1	Pecan Campus Building K 2.922 Counseling Department Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$11,173.17
2	Pecan Campus Building F-152 Director of Instructional Technologies Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$6,540.74
3	Center for Learning Excellence SMART Study Rooms	Audio Visual Aids Corp (San Antonio, TX)	\$6,062.14
4	Pecan Campus Building X-226 Vice President for Finance and Administrative Services Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$6,540.74

- 2) Childcare Services (Award):** award the proposal for childcare services for the period of September 1, 2014 through August 31, 2015, at an estimated amount of \$105,000.00, with the following ninety-five (95) vendors:

Blessings Learning Academy	iKids Academy	Little Giants Learning Center
Super Kids Academy Day Care Center	Children's Training Academy, LLC.	Kid'z First Child Care Center Inc. No. 1
Kid'z First Child Care Center, Inc. No. 2	Building Blocks Academy	Early Start Child Care Development Center

Garza's Childcare and Development Center	Alma's Daycare	Gaby's Day Care Center, Inc.
Genesis Learning Center, Inc.	Kid's Kollege Learning Center	Learning Garden Childcare Center
Learning Journey Childcare	Learning Journey, LLC.	Little Angel's Child Care
Little U Learning Center	Little Voices Day Care	New Beginnings Learning Academy
New Beginnings Preschool	San Mateo Learning Academy	Small Wonders Day Care Center
Small Wonders Day Care Center No. 2	TGS Daycare & Learning Center, LLC.	The Learning Journey Day School
VIP Learning Center	Building My Future Learning Center No. 2	Play, Learn, Construct & Conserve Childcare Ctr
Sisters & Brothers Lil' University, LLC.	Brackenridge Children's Center, LLC.	Children In Action Childcare
Coky's Day Care Center	Generations Academy, LLC.	Interamerican Institute of Texas, LLC.
Kids Avenue Learning Center	Learning Box Academy	Little Dreamers Learning Academy
Little Owls Learning Academy	Little Shining Stars Daycare	Loving Angels Child Development Center LLC.
Magic Child Development Day Care	Mundo de Juguete Learning Center	Royal Education Center
The Children's House	TLT Childcare and Development Center, LLC.	Creative Kidz Day Care Center II
Bright Beginnings Learning Center	Eaglets Daycare/Development Center	Future Leaders Academy
Honey's Little Bee's Learning Center	Isabel's License Child Care Home	Kidz Crusade Child Learning and Dev Center
Kids Crusade Childcare and Pre-K Academy #2	Little Angels Learning Center	Little Club Development Center, Inc.
Little Fingers Day Care, LLC.	Small Prints Learning Center	Super Star Kids Learning Center, LLC.
The Little Pack Daycare, LLC.	Children's Garden Day Care Center	Imagination Express Learning Center, LLC.
Palmview Academy	Building My Future Learning Center	Campanitas Day Care

Children on the Rise! Development Center	Futuros Lideres Learning Center	Little Bear Academy Day Care
Little Explorers Development & Learning Center	Lupita's Child Development Center, Inc.	Lupita's Day Care
Magda's Day Care Center	Mara's Day Care Home	My Precious Moments Childcare Develop. Ctr
Tweaty and Christy Daycare	Wee Care Child Day Care	Creative Kidz Day Care Center
Building Blocks Learning Center	Butterfly Kisses Learning Center	Kami's Cuddling Center
Learning Central, LLC.	Learning Zone	Learning Zone II
Methodist Daycare Center	Grandma's Little Angels Learning Ctr, LLC.	Grandmother's House Day Care
The Learning Tree	Thomas and Friends Learning Center	We Are The Future Child Development Center
Aceleen's Learning Center	El Shaddai International Christian Day Care	Hill Living Well, Inc./dba Christian Day Care
Kids R Kids Learning Academy	The Growing Patch Early Learning Center	

- 3) Collection Agency Services (Award):** award the proposal for collection agency services for the period of September 1, 2014 through August 31, 2015 with two one-year options to renew, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:
- **Primary:** S & S Recovery, Inc. (Memphis, TN)
  - **Secondary:** Williams and Fudge, Inc. (Rock Hill, SC) and Immediate Credit Recovery (Wappingers Falls, NY)
- 4) Equipment Rental Services (Award):** award the proposal for equipment rental services for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures. The vendors are as follows:
- Backstage Productions, LLC. (McAllen, TX)
  - Blueline Rental (Pharr, TX)
  - Rental World (McAllen, TX)
  - Space Jump Rentals (Pharr, TX)
  - Tejas Equipment Rental (McAllen, TX)
- 5) Library Serials (Award):** award the proposal for library serials to Magazine Subscription PTP (Austin, TX), for the period of September 1, 2014 through August 31, 2015 with two one-year options to renew, at an estimated cost of \$61,691.76;
- 6) Security System Equipment II (Award):** award the proposal for security system equipment II to Security Solutions of DFW (Dallas, TX), at a total cost of \$40,263.20;
- 7) Air Conditioning Filters (Purchase):** purchase and installation of air conditioning filters from J. F. Filtration, Inc./dba Joe Fly Co. (Austin, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$106,000.00 based prior year expenditures;

- 8) Building Automation Control Equipment, Parts and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts and equipment maintenance from Siemens Industry, Inc. (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$75,000.00 based on prior year expenditures;
- 9) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from ChemCal, Inc. (Grapevine, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$39,000.00 based on prior year expenditures;
- 10) Computers, Laptops and Tablets (Purchase):** purchase computers, laptops and tablets from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP. (Dallas, TX), Apple Computer, Inc. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government, in the total amount of \$117,049.13;
- 11) Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from Bush Supply Company (Edinburg, TX) and Crawford Electrical Supply (San Antonio, TX/ Mission, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period of August 1, 2014 through July 31, 2015, at an estimated cost of \$58,000.00 based on prior year expenditures;
- 12) Local Telephone Service (Purchase):** purchase local telephone service from AT&T Corporation (Dallas, TX), a State of Texas Department of Information Resources (DIR) TEXAN service contract for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$240,000.00 based on prior year expenditures;
- 13) Network Switch (Purchase):** purchase network switch from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$73,435.92;
- 14) Parts and Supplies (Purchase):** purchase parts and supplies from Grainger, Inc. (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures;
- 15) Phone Service (Purchase):** purchase phone service from Verizon Southwest, Inc. (Dallas, TX), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$72,000.00;
- 16) Rental Equipment (Purchase):** purchase rental equipment from United Rental, Inc. (Dallas, TX/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$35,000.00 based on prior year expenditures;
- 17) Advanced Security License Maintenance (Renewal):** renew the advanced security license maintenance with Oracle America, Inc. (Dallas, TX), a sole source vendor, for the period of August 30, 2014 through August 29, 2015, at a total cost of \$15,556.09;
- 18) Application Monitoring Software Maintenance (Renewal):** renew the application monitoring software maintenance agreement with Software House International (SHI) Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$13,398.20;
- 19) Business Skills Training Services (Renewal):** renew the business skills training services contract with World Class Training (Brownsville, TX), for the period of September 26, 2014 through September 25, 2015, at a commission to the College of \$18.00 per instructional hour per student;

- 20)Course Management and Hosting Services (Renewal):** renew the course management and hosting services with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period of September 1, 2014 through September 29, 2015, at a total cost of \$485,044.12;
- 21)Database Software Licenses and Support (Renewal):** renew the database software licenses and support agreement with Oracle America, Inc. (Dallas, TX), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$278,463.34;
- 22)Glass Replacement and Installation (Renewal):** renew the glass replacement and installation contracts for the period of August 28, 2014 through August 27, 2015, at an estimated cost of \$15,000.00 based on prior year expenditures with the following vendors:
- Luna Glass, LLC. (McAllen, TX)
  - Risica & Sons, Inc. (Edinburg, TX)
  - SDM Construction and Development, LLC. (Pharr, TX)
- 23)Internal Auditor Services (Renewal):** renew the internal auditor services contract with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at a cost of approximately \$54,000.00;
- 24)Library Database Subscription (Renewal):** renew the library database subscription agreement with West Publishing Corporation/dba West, A Division of Thomson Reuter Business (Eagan, MN) for the period of August 1, 2014 through July 31, 2015, at an amount of \$19,353.60;
- 25)Maintenance and Repair Parts, Materials and Supplies (Renewal):** renew the maintenance and repair parts, materials and supplies contracts for the period of August 30, 2014 through August 29, 2015, at an estimated cost of \$160,000.00 based on prior year expenditures. The vendors are as follows:
- Vaughan Interests, Inc./dba Burton Companies (McAllen, TX)
  - Central Fence & Supply, Ltd. (Pharr, TX)
  - Central Plumbing & Electrical Supply, Co. (Weslaco, TX)
  - Ewing Irrigation (McAllen, TX)
  - Fairway Supply, Inc. (Irving, TX)
  - Johnson Supply (Pharr, TX)
  - Johnstone Supply (Pharr, TX)
  - The Sherwin Williams Company (McAllen, TX)
- 26)Mail Services (Renewal):** renew the contract for mail services with Upper Valley Mail Services (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures;
- 27)Online Media Monitoring Service (Renewal):** renew the online media monitoring service with Meltwater News US, Inc. (San Francisco, CA), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$12,700.00;
- 28)Pest Control Services (Renewal):** renew the contract for pest control services with Bug Works Termite & Pest Control, Co. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$11,664.84.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$2,327,936.99

**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 proposal awards, purchases, and renewals as presented.

**Approval Recommended:**

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

**President**

## Review and Action as Necessary on Bank Depository Services Agreement

Approval to award the bank depository services agreement with BBVA Compass for the period beginning September 1, 2014 through August 31, 2016, with the option to renew for two additional two (2) year periods is requested.

Bids were advertised and mailed to six (6) banks. Four (4) responses were received and evaluated by the Vice President for Finance and Administrative Services, the Comptroller, an Accounting Group Supervisor and the Purchasing Department. The respondents were:

- BBVA Compass
- Frost National Bank
- J.P. Morgan
- Lone Star National Bank

Certificates of Deposit (CD) interest rates for BBVA Compass are based on the LIBOR (London Interbank Offered Rate) index (independently evaluated upon request) and Frost National Bank's rates are based on the 13-week T-Bill. J.P. Morgan and Lone Star National Bank will offer rates on demand.

For comparison purposes, the interest rates provided by the banks at July 1, 2014 and per bank proposals, are as follows:

<b>Period</b>	<b>Bank</b>	<b>Method</b>	<b>Interest Rate</b>
3 month	BBVA Compass	LIBOR	0.2318%
3 month	Frost National Bank	13-week T-Bill (-04 bps 13-week T-Bill)	0.00% (0.04%-0.04%)
3 month	J.P. Morgan	On Demand	0.00%
3 month	Lone Star National Bank	On Demand	0.06%

BBVA Compass offered no charge for almost all of their services including wire transfers, book transfers, ACH transactions, stop payments, balance reporting, positive pay, and account reconciliation. Frost National Bank, J.P. Morgan and Lone Star National Bank charge varying fees for their services, as reflected in the following proposal summary.

An example of the fees are as follows:

Service	Charges			
	BBVA Compass	Frost National Bank	J.P. Morgan	Lone Star National Bank
Account Maintenance	No Charge	\$10.00 / account / month	\$5.00	\$10.00
Deposits/Credits Posted	No Charge	\$0.30	\$0.50	\$0.20
Debits/Checks Paid	No Charge	\$0.10/item	\$0.09	\$0.12
Stop Payment	No Charge	\$6.00 per online item / \$30.00 manual	\$5.00	\$4.99
Daily Balance Reporting via Internet	No Charge	\$50.00/month + \$15.00/account (Previous Day Reporting) + \$0.03/item (Previous Day Posted Items) + \$50.00/account (Current Day Reporting)	\$20.0	\$25.00
Wire Transfers Outgoing	No Charge	\$10.00/domestic/online	\$5.00 Electronic Fed Debit S/T	\$5.00 web based
Computer Disk monthly bank statement	No Charge	\$25.00/CD + \$0.03/image	\$10.00 via CD Rom Service Monthly Maintenance excluding other debits and credits per month	\$25.00 (per CD Rom, per account, per month)
ACH Credit-two day item	No Charge	\$0.08	\$0.07	\$0.10

In accordance with the Public Funds Collateral Act, all College deposits are guaranteed by the Federal Deposit Insurance Corporation, a letter of credit issued by a Federal Home Loan Bank, and/or by a pledge of eligible securities. The market value of the principal portion of the collateral pledged must at all times be equal to or greater than 102% of the par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, as determined under the Public Funds Collateral Act.

A proposal summary and evaluation conducted by the staff is included under separate cover.

The Finance and Human Resources Committee recommended Board approval of the award of the bank depository services agreement with BBVA Compass for the period beginning

September 1, 2014 through August 31, 2016, with the option to renew for two additional two (2) year periods as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of the bank depository services agreement with BBVA Compass for the period beginning September 1, 2014 through August 31, 2016, with the option to renew for two additional two (2) year periods 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 authorizes the award of the bank depository services agreement with BBVA Compass for the period beginning September 1, 2014 through August 31, 2016, with the option to renew for two additional two (2) year periods as presented.

**Approval Recommended:**

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

**President**

## **Review and Action as Necessary on Renewal of Financial Advisor Services Agreement**

Approval to renew the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2014 and ending August 31, 2015 is requested.

The College signed an agreement 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 coincides with the College's fiscal year end.

The terms of the contract state that unless First Southwest Company or the College notifies the other party in writing at least thirty (30) days in advance of the applicable anniversary date that the agreement will not be renewed, 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 Board of Trustees has continued to approve the renewal of the contract each fiscal year since FY 2009.

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.

The Board employed First Southwest Company to provide financial advisory services to the College during the confirmation election, sale of bonds, refinancing of bonds, and to provide advisory services for other financial matters. First Southwest Company has complied with all the terms and conditions of the agreement and their services have been satisfactory.

A modification of the contract is being recommended to clarify that First Southwest is a registered municipal advisor with the Municipal Securities Rulemaking Board and the United States Securities and Exchange Commission.

The revised contract follows in the packet for the Board information and review. South Texas College's legal counsel has reviewed the revised contract.

The Finance and Human Resources Committee recommended Board approval of the renewal of the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2014 and ending August 31, 2015, as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2014 and ending August 31, 2015, 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 authorizes the renewal of the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2014 and ending August 31, 2015, as presented.

**Approval Recommended:**

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

**President**

## **FINANCIAL ADVISORY AGREEMENT**

This Financial Advisory Agreement (the “Agreement”) is made and entered into by and between South Texas Community College District (“Issuer”) and First Southwest Company (“FSC”) effective as of the date executed by the Issuer as set forth on the signature page hereof.

### **WITNESSETH:**

WHEREAS, the Issuer will have under consideration from time to time the authorization and issuance of indebtedness in amounts and forms which cannot presently be determined and, in connection with the authorization, sale, issuance and delivery of such indebtedness, Issuer desires to retain an independent financial advisor; and

WHEREAS, the Issuer desires to obtain the professional services of FSC to advise the Issuer regarding the issuance and sale of certain evidences of indebtedness or debt obligations that may be authorized and issued or otherwise created or assumed by the Issuer (hereinafter referred to collectively as the “Debt Instruments”) from time to time during the period in which this Agreement shall be effective; and

WHEREAS, FSC, as a registered municipal advisor with the Municipal Securities Rulemaking Board and the United States Securities and Exchange Commission, is willing to provide its professional services and its facilities as financial advisor in connection with all programs of financing as may be considered and authorized by Issuer during the period in which this Agreement shall be effective.

NOW, THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

### **SECTION I DESCRIPTION OF SERVICES**

Upon the request of an authorized representative of the Issuer, FSC agrees to perform the financial advisory services stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay to FSC the compensation as provided in Section V hereof.

A. Financial Planning. At the direction of Issuer, FSC shall:

1. Survey and Analysis. Conduct a survey of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service any Debt Instruments contemplated. This survey will include an analysis of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, will include a study of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. In the event revenues of existing or projected facilities operated by the Issuer are to be pledged to repayment of the Debt Instruments then under consideration, the survey will take into account any outstanding indebtedness payable from the revenues thereof, additional revenues to be available from any proposed rate increases and additional revenues, as projected by consulting engineers employed by the Issuer, resulting from improvements to be financed by the Debt Instruments under consideration.

2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff and consulting engineers or other experts, if any, employed by the Issuer.

3. Recommendations for Debt Instruments. On the basis of the information developed by the survey described above, and other information and experience available, submit to the Issuer recommendations regarding the Debt Instruments under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Debt Instruments to be sold on terms which are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.

4. Market Information. Advise the Issuer of our interpretation of current bond market conditions, other related forthcoming bond issues and general information, with economic data, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Debt Instruments may be set at a favorable time.

5. Elections. In the event it is necessary to hold an election to authorize the Debt Instruments then under consideration, FSC will assist in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the

transmission of such data to a firm of municipal bond attorneys (“Bond Counsel”) retained by the Issuer.

B. Debt Management and Financial Implementation. At the direction of Issuer, FSC shall:

1. Method of Sale. Evaluate the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:

a. If the Debt Instruments are to be sold by an advertised competitive sale, FSC will:

(1) Supervise the sale of the Debt Instruments, reserving the right, alone or in conjunction with others, to submit a bid for any Debt Instruments issued under this Agreement which the Issuer advertises for competitive bids; however, in keeping with the provisions of Rule G-23 of the Municipal Securities Rulemaking Board, FSC will request and obtain written consent to bid prior to submitting a bid, in any instance wherein FSC elects to bid, for any installment of such Debt Instruments;

(2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders’ efforts in making timely submission of proper bids;

(3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and

(4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.

b. If the Debt Instruments are to be sold by negotiated sale, FSC will:

(1) Recommend for Issuer’s final approval and acceptance one or more investment banking firms as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Debt Instruments.

(2) Cooperate with and assist any selected managing underwriter and their counsel in connection with their efforts to prepare any Official Statement or Offering Memorandum. FSC will cooperate with and assist the underwriters in the

preparation of a bond purchase contract, an underwriters agreement and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriters, but shall not be or become an obligation of FSC, except to the extent specifically provided otherwise in this Agreement or assumed in writing by FSC.

(3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any such, and provide a cost comparison, for both expenses and interest which are suggested by the underwriters, to the then current market.

(4) Advise the Issuer as to the fairness of the price offered by the underwriters.

2. Offering Documents. Coordinate the preparation of the notice of sale and bidding instructions, official statement, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, FSC shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute by mail or, where appropriate, by electronic delivery, sets of the same to prospective purchasers of the Debt Instruments. Also, FSC shall provide copies of the final Official Statement to the purchaser of the Debt Instruments in accordance with the Notice of Sale and Bidding Instructions.

3. Credit Ratings. Make recommendations to the Issuer as to the advisability of obtaining a credit rating, or ratings, for the Debt Instruments and, when directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency, or agencies. In those cases where the advisability of personal presentation of information to the rating agency, or agencies, may be indicated, FSC will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be finally approved or directed by the Issuer.

4. Trustee, Paying Agent, Registrar. Upon request, counsel with the Issuer in the selection of a Trustee and/or Paying Agent/Registrar for the Debt Instruments, and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.

5. Financial Publications. When appropriate, advise financial publications of the forthcoming sale of the Debt Instruments and provide them with all pertinent information.

6. Consultants. After consulting with and receiving directions from the Issuer, arrange for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Debt Instruments.
7. Auditors. In the event formal verification by an independent auditor of any calculations incident to the Debt Instruments is required, make arrangements for such services.
8. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested at all times when FSC may be of assistance or service and the subject of financing is to be discussed.
9. Printing. To the extent authorized by the Issuer, coordinate all work incident to printing of the offering documents and the Debt Instruments.
10. Bond Counsel. Maintain liaison with Bond Counsel in the preparation of all legal documents pertaining to the authorization, sale and issuance of the Debt Instruments.
11. Changes in Laws. Provide to the Issuer copies of proposed or enacted changes in federal and state laws, rules and regulations having, or expected to have, a significant effect on the municipal bond market of which FSC becomes aware in the ordinary course of its business, it being understood that FSC does not and may not act as an attorney for, or provide legal advice or services to, the Issuer.
12. Delivery of Debt Instruments. As soon as a bid for the Debt Instruments is accepted by the Issuer, coordinate the efforts of all concerned to the end that the Debt Instruments may be delivered and paid for as expeditiously as possible and assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Debt Instruments.
13. Debt Service Schedule; Authorizing Resolution. After the closing of the sale and delivery of the Debt Instruments, deliver to the Issuer a schedule of annual debt service requirements for the Debt Instruments and, in coordination with Bond Counsel, assure that the paying agent/registrar and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.

## SECTION II OTHER AVAILABLE SERVICES

In addition to the services set forth and described in Section I herein above, FSC agrees to make available to Issuer the following services, when so requested by the Issuer and subject to the agreement by Issuer and FSC regarding the compensation, if any, to be paid for such services, it being understood and agreed that the services set forth in this Section II shall require further agreement as to the compensation to be received by FSC for such services:

1. Investment of Funds. From time to time, as an incident to the other services provided hereunder as financial advisor, FSC may purchase such investments as may be directed and authorized by Issuer to be purchased, it being understood that FSC will be compensated in the normal and customary manner for each such transaction. In any instance wherein FSC may become entitled to receive fees or other compensation in any form from a third party with respect to these investment activities on behalf of Issuer, we will disclose to Issuer the nature and, to the extent such is known, the amount of any such compensation so that Issuer may consider the information in making its investment decision. It is understood and agreed that FSC is a duly licensed broker/dealer and is affiliated with First Southwest Asset Management, Inc. ("FSAMI"), a duly registered investment advisor. Issuer may, from time to time, utilize the broker/dealer services of FSC and/or the investment advisory services of FSAMI with respect to matters which do not involve or affect the financial advisory services referenced in this Agreement. The terms and conditions of the engagement of FSC and/or FSAMI to provide such services shall be determined by mutual agreement at the time such services are requested.
2. Exercising Calls and Refunding. Provide advice and assistance with regard to exercising any call and/or refunding of any outstanding Debt Instruments.
3. Capital Improvements Programs. Provide advice and assistance in the development of any capital improvements programs of the Issuer.
4. Long-Range Planning. Provide advice and assistance in the development of other long-range financing plans of the Issuer.
5. Post-Sale Services. Subsequent to the sale and delivery of Debt Instruments, review the transaction and transaction documentation with legal counsel for the Issuer, Bond Counsel, auditors and other experts and consultants retained by the Issuer and assist in developing appropriate responses to legal processes, audit procedures, inquiries, internal reviews and similar matters.

**SECTION III  
TERM OF AGREEMENT**

This Agreement shall become effective as of the date executed by the Issuer as set forth on the signature page hereof and, unless terminated by either party pursuant to Section IV of this Agreement, shall remain in effect thereafter for a period of five (5) years from such date. Unless FSC or Issuer shall notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date that this Agreement will not be renewed, this Agreement will be automatically renewed on the fifth anniversary of the date hereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

**SECTION IV  
TERMINATION**

This Agreement may be terminated with or without cause by the Issuer or FSC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due FSC for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

**SECTION V  
COMPENSATION AND EXPENSE REIMBURSEMENT**

The fees due to FSC for the services set forth and described in Section I of this Agreement with respect to each issuance of Debt Instruments during the term of this Agreement shall be calculated in accordance with the schedule set forth on Appendix A attached hereto. Unless specifically provided otherwise on Appendix A or in a separate written agreement between Issuer and FSC, such fees, together with any other fees as may have been mutually agreed upon and all expenses for which FSC is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Debt Instruments to the purchaser.

**SECTION VI  
MISCELLANEOUS**

1. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

2. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and FSC, their respective successors and assigns; provided however, neither party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

3. Entire Agreement. This instrument contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed by all parties hereto.

**FIRST SOUTHWEST COMPANY**

By: \_\_\_\_\_  
Hill A. Feinberg, Chairman and  
Chief Executive Officer

By: \_\_\_\_\_  
Anne Burger Entrekin  
Managing Director

**SOUTH TEXAS COMMUNITY  
COLLEGE DISTRICT**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Secretary

## APPENDIX A

The fees due FSC will not exceed those contained in our customary fee schedule as listed below.

Base	Fee -	Any	Issue				\$ 4,500			
Plus	\$7.50	per	\$1,000	up to	\$ 500,000	or	\$ 8,250	for	\$ 500,000	Bonds
Plus	6.50	per	\$1,000	next	500,000	or	11,500	for	1,000,000	Bonds
Plus	4.50	per	\$1,000	next	1,500,000	or	18,250	for	2,500,000	Bonds
Plus	2.50	per	\$1,000	next	2,500,000	or	24,500	for	5,000,000	Bonds
Plus	2.00	per	\$1,000	next	5,000,000	or	34,500	for	10,000,000	Bonds
Plus	1.25	per	\$1,000	over	10,000,000					

The above charges shall be multiplied by 1.25 times for the completion of an application to a federal or state government agency or for the issuance of revenue bonds, reflecting the additional services required.

Fees for Advance Refunding Bond Issues shall be the amount shown plus a 10% additional charge, reflecting the additional services required.

The charges for ancillary services, including computer structuring and official statement printing, shall be levied only for those services which are reasonably necessary in completing the transaction and which are reasonable in amount, unless such charges were incurred at the specific direction of the Issuer.

*The payment of charges for financial advisory services described in Section I of the foregoing Agreement shall be contingent upon the delivery of bonds and shall be due at the time that bonds are delivered. The payment of charges for services described in Section II of the foregoing Agreement shall be due and payable in accordance with the mutual agreement therefor between FSC and Issuer.*

The Issuer shall be responsible for the following expenses, if and when applicable, whether they are charged to the Issuer directly as expenses or charged to the Issuer by FSC as reimbursable expenses:

- Bond counsel
- Bond printing
- Bond ratings
- Computer structuring
- Credit enhancement
- CPA fees for refunding
- Official statement preparation and printing
- Paying agent/registrar/trustee
- Travel expenses
- Underwriter and underwriters counsel
- Miscellaneous, including copy, delivery, and phone charges

*The payment of reimbursable expenses that FSC has assumed on behalf of the Issuer shall NOT be contingent upon the delivery of bonds and shall be due at the time that services are rendered and payable upon receipt of an invoice therefor submitted by FSC.*

## **Review and Action as Necessary to Revise Policies**

Approval to revise Policy #4311 *Personal Leave*, Policy #4318: *Accommodations for Major Religious Holiday*, and Policy #5520: *Emergency Loan Fund* is requested.

### **Policy #4311: Personal Leave**

Request for the revision to the policy is necessary for the following reasons:

- Remove phrase “not on the approved College calendar” since religious observations are not listed on the College’s academic calendar
- Clarify that employee may use up to a maximum of 3 days of accrued sick leave during any fiscal year as personal leave for religious observances, or can request a modified work schedule in lieu of using a personal day for religious observances.

### **Policy #4318: Accommodations for Major Religious Holy Days**

Approval to revise Policy #4318: *Accommodations for Major Religious Holy Days* will be requested at the July 29, 2014 Board meeting.

Request for the revision to the policy is necessary for the following reasons:

- To change the title of the Policy from *Accommodations for Major Religious Holy Days* to *Accommodations for Religious Observance*
- To clarify that employees shall submit a written request for a modified work schedule for accommodations of religious observances, or can use up to three personal days annually in lieu of requesting a modified work schedule.

### **Policy 5520: Emergency Loan Fund**

Approval to revise Policy #5520: *Emergency Loan Fund* will be requested at the July 29, 2014 Board meeting.

Request for the revision to the policy is necessary for the following reasons:

- To include that the College may issue emergency loans to students for the purchase of textbooks, per Texas Education Code 56.051, *Emergency Loans*
- To include the valid form of identification required for authentication purposes from students who apply for an *Emergency Loan*
- To clarify that to qualify for an emergency loan, students with active payment arrangements must have made all scheduled payments in full and on time

The revised policies follow in the packet for the Board's information and review. The additions to the policies are highlighted in yellow and the deletions are designated with a strikeout.

The revised policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4311 Personal Leave; Policy # 4318: Accommodations for Major Religious Holy Days; and Policy #5520: Emergency Loan Fund as presented and which supersede any previously adopted Board policy.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4311 Personal Leave; Policy # 4318: Accommodations for Major Religious Holy Days; and Policy #5520: Emergency Loan Fund as presented and which supersede any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4311 Personal Leave; Policy # 4318: Accommodations for Major Religious Holy Days; and Policy #5520: Emergency Loan Fund as presented and which supersede any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Personal Leave</b>	<b>4311</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated September 15, 2003 As Amended by Board Minute Order dated June 26, 2014 <i>As Amended by Board Minute Order dated July 29, 2014</i></b>	

Employees may use up to a maximum of 3 days of accrued sick leave during any fiscal year as personal leave to be used for funerals not covered by bereavement leave, religious observances ~~not on the approved College Calendar~~, or for sick leave for persons outside the immediate family.

*Employees may request a modified work schedule in lieu of a personal leave day for religious observances.*

Full-time faculty who do not accrue vacation leave may use two of such personal leave days to conduct essential personal business which may only be accomplished during their instructional schedule.

Personal leave is deducted from the employee's accumulated sick leave.

All personal leave must be approved by the employee's supervisor and the *unit administrator* ~~supervising Dean~~ in advance, and the proper forms forwarded to the Office of Human Resources.

~~Strikethrough denotes deletion~~  
*Italics denote addition*

MANUAL OF POLICY

Title Accommodations for ~~Major~~ Religious 4318  
~~Holy Days~~ Religious Observance

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

Date Approved by Board Board Minute Order dated November 9, 1995  
*As Amended by Board Minute Order dated July 29, 2014*

South Texas College *respects the diversity of religious observances and seeks to reasonably accommodate such practices and requirements.* ~~seeks to accept, with understanding, the religious beliefs of its employees and seeks to accommodate those views in a reasonable way with flexibility and sensitivity on the part of Administration.~~

Wherever possible, the College will make reasonable accommodations to *allow* ~~permit~~ the employees to observe *practice their religious observances.* ~~major religious holidays when such requests are made in time for rescheduling hours worked, and the College and the employee agree on the conditions by which work time will be rescheduled. Three days are available for this purpose. Employees shall submit a written request for a modified work schedule, approved by the immediate supervisor and Financial Manager, to the Office of Human Resources. The employee may request a modified work schedule or use a personal day in lieu of a modified work schedule.~~

*When a modified work schedule is requested, it must be submitted in writing, be approved by the employee's supervisor and the unit administrator, and submitted to the Office of Human Resources.*

~~The College can reject such requests when it is determined that such approval would significantly hamper the operations of the College~~

Strikethrough denotes deletion  
*Italics denote addition*





## **Discussion and Action as Necessary on Non-Faculty Personnel Compensation Study Recommendations**

Approval of the Non-Faculty Personnel Compensation Study Recommendations proposed by Evergreen Solutions, LLC as presented.

The contract for the Compensation Study of full-time non-faculty personnel was awarded to Evergreen Solutions, LLC at the November 26, 2013 Board meeting. The primary objective of the compensation study was to develop recommendations for a locally comparable and competitive salary structure so that the College may attract and retain high quality personnel. The compensation study included a review of employee pay structures, job classifications, pay grades, position titles, job descriptions, educational allowances, and employee exempt and non-exempt status.

During the months of December 2013 and January 2014, the College provided Evergreen Solutions with personnel policies, organizational charts, job descriptions, and a database of full-time non-faculty employees' information, including pay and titles.

In February, Evergreen Solutions conducted employee outreach sessions where the purpose of the compensation study was communicated and where employees provided input regarding classification and compensation improvements, benefits, competitors, specific positions requiring additional review, and performance evaluations.

In March, the College employees individually completed an online document, on which they described their job duties and responsibilities. Supervisors reviewed their employees' responses and were able to comment. Overall, 89% of full-time non-faculty employees, or 684 employees, completed or partially completed the online documents. In addition, Vice Presidents also completed a document used to highlight any specific salary, classification, or title issues to Evergreen Solutions.

In April, Evergreen Solutions reviewed job descriptions, the above mentioned online documents, and collected and analyzed market data from the following target market peers. Data collected outside of the College's direct region was adjusted for cost of living using national cost of living index factors. This calculation allows salary dollars from entities across the state to be compared in spending power relevant to the College:

1. Alamo College, TX	8. McAllen Independent School District, TX
2. Austin Community College, TX	9. San Jacinto College, TX
3. City of McAllen, TX	10. Tarleton State University, TX
4. Collin College, TX	11. Tarrant Community College, TX
5. Dallas County Community College District, TX	12. Texas A & M International University, TX
6. Edinburg Consolidated I.S.D., TX	13. Texas A & M University-Kingsville, TX
7. Laredo Community College, TX	14. University of Texas Medical Branch, TX
	15. University of Texas-Pan American, TX

In May, Evergreen Solutions provided potential salary pay plan options. The Office of Human Resources, the Vice President for Finance and Administrative Services, and Executive staff have conducted an on-going review of positions identified by Evergreen as outliers and those identified by management as potential issues. After the collaborative review of the pay plan options produced by Evergreen, the College requested cost estimates be provided for the Proposed Pay Plan.

The pay plan option recommended by Evergreen Solutions updates the College's current pay plan to a proposed plan with the minimum pay grade increased to market minimum and with uniform pay range spreads of 75%.

The College's current pay plan had a minimum starting salary of \$17,862 for Classified Pay Grade I and the market study conducted by Evergreen resulted in bringing the minimum pay range for classified personnel up to \$18,241, or an annual increase of \$379.00 for classified personnel.

In Evergreen Solutions' proposed pay plan, the number of pay levels for classified personnel, and professional/technical support (exempt) personnel were compressed and the number of pay levels for professional/technical support (non-exempt), administrative, and executive personnel remained the same. The pay grade comparisons are as follow:

<b>Number Of Pay Grades</b>		
<b>Classification</b>	<b>Current Pay Plan</b>	<b>Proposed Pay Plan</b>
Classified	12	7
Professional Technical Support (Exempt)	7	7
Professional Technical Support (Non-Exempt)	6	6
Administrative	5	5
Executive	3	3

Evergreen has slotted all staff positions using the Proposed Pay Plan and has provided implementation cost estimates for FY 2014-2015 as follows:

<b>Non-Faculty Personnel Compensation Study Recommendations</b>		
<b>Explanation of Detailed Costs</b>	<b>Approximate Number of Adjustments</b>	<b>Approximate Cost Estimates</b>
Bring to Market Grade Minimum	88	\$192,557
Adjust Grade Placement	184	\$323,896
Provide Educational Supplement	225	\$227,250
<b>Total Cost for Recommendations</b>	<b>497</b>	<b>\$743,703</b>

- Approximately 759 non-faculty positions were reviewed for appropriate placement on updated market minimum. There were approximately 88 employees requiring adjustment to bring to market grade minimum at a cost of \$192,557.
- Approximately 759 non-faculty positions were reviewed for appropriate placement on new pay plan. There were approximately 184 employees requiring adjustment due to updated grade placement, either due to time in classification and/or due to market study at a cost of \$323,896
- Approximately 759 positions were reviewed for educational supplement eligibility for those employees holding degrees higher than the minimum education requirement for their positions. There were approximately 225 employees eligible for the educational supplement at a cost of \$227,250
- Approximately 759 non-faculty positions were reviewed for appropriate position titles. After assessment of job descriptions and appropriate grade placement, there were approximately 74 employees with recommended changes in position title.

The pay plan recommendations proposed by Evergreen Solutions were developed to bring employees to a maximum range based on total years of service in current position over 30 years.

Staff recommends the approval of the compensation study plan recommendations as prepared by Evergreen Solutions for implementation in the FY 2014-2015 Staffing Plan.

Staff recommends the continuation of the review and updating of the compensation study plan, to include the appropriate placement and the development of recommended supplements for licenses and certifications for implementation in FY 2015-2016.

The Finance and Human Resources Committee recommended Board approval of the Non-Faculty Personnel Compensation Study Recommendations proposed by Evergreen Solutions, LLC as presented.

Jeff Ling, Ph.D., Executive Vice President, and John Carpenter, Ph.D., Senior Analyst with Evergreen Solutions, LLC will review the Non-Faculty Personnel Compensation Study and their recommendations with the Board at a Work Session and Special Board Meeting on July 29, 2014 at 3:30 p.m., prior to the Regular Board Meeting.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Non-Faculty Personnel Compensation Study Recommendations proposed by Evergreen Solutions, LLC as presented.

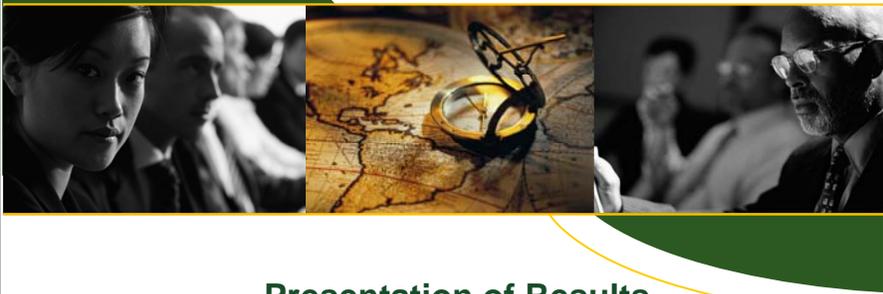
**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the Non-Faculty Personnel Compensation Study Recommendations proposed by Evergreen Solutions, LLC as presented.

**Approval Recommended:**

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

**Compensation Study  
for South Texas College**



**Presentation of Results**



July 29<sup>th</sup>, 2014

***Agenda***

- Overview
- Study Process
- Outreach Summary
- MIT Summary
- Salary Survey
- JAT Response Summary
- Pay Plan Structure
- Educational Incentives
- Implementation
- Costs of Implementation
- Objectives Achieved
- Next Steps
- Final Remarks



1

## *Overview*

- Evergreen Solutions worked with South Texas College employees and administrators in conducting a compensation study for the College's non-faculty staff.
- The main objective of the study was to make recommendations that would optimize recruitment and retention of employees by ensuring fair and competitive compensation.



2

## *Study Process*

- Conducted outreach, which included orientation sessions, focus groups, and administrator interviews.
- Reviewed information submitted by employees and supervisors regarding current work performed; developed classification recommendations based on this review and best practices.
- Assessed pay competitiveness compared to market peers.
- Developed new (recommended) compensation and classification structure.
- Created a draft report.



3

## *Outreach Summary*

- Employees commonly regarded STC as a good, stable place to work.
  - Employees saw the benefits as generally excellent, especially in comparison with the private sector.
- Some employees expressed a desire to receive increases to their pay based on longevity and relative to their market peers.
  - Our analysis shows that the overall average tenure of STC non-faculty employees is 9.7 years, which is above the national average.
- Many employees would like to see job classifications and descriptions updated to more accurately depict the work that they are actually doing.
- Many employees requested incentivizing education.



4

## *MIT Summary*

- STC supervisors were very responsive to our request for input about how classifications, pay grades, and other issues can be improved for the positions that they supervise, via Management Issues Tools (MITs).
- Evergreen received over 200 unique recommendations from the MITs.
- The most common comments took the form of:
  - A title change is appropriate to accurately align the title with the job responsibilities.
  - A position is hard to recruit/retain, possibly indicating a lack of competitive compensation.
  - The pay grade for a position needs to be reexamined due to extensive responsibilities.



5

## Salary Survey

- As is the common approach in compensation studies, a representative sample of benchmark positions (50) were submitted to the market for comparison.
- Data was received from 15 respondents, shown on the left.
- Data was adjusted for geographical cost of living differences.

Respondents
Alamo College, TX
Austin Community College, TX
City of McAllen, TX
Collin College, TX
Dallas County Community College District, TX
Edinburg Consolidated I.S.D., TX
Laredo Community College, TX
McAllen Independent School District, TX
San Jacinto College, TX
Tarleton State University, TX
Tarrant Community College, TX
Texas A & M International University, TX
Texas A & M University-Kingsville, TX
University of Texas Medical Branch, TX
University of Texas-Pan American, TX



## Salary Survey (cont.)

- While STC was ahead of market for some positions (e.g., Police Officer), there was a general trend of being behind market at the minimum of the pay ranges.
- We recommended that the minimum of the entire plan be raised by the market differential of 7.3%.
  - So, the minimum of the recommended plan is  $107.3\% \times \$17,000 = \$18,241$ .



## *JAT Response Summary*

- STC had consistent Job Assessment Tool participation: 81% of employees completed the survey, and of those, 79% were reviewed by supervisors.
- JATs were not only examined for specific duties, but were also analyzed based on factors such as Leadership and Working conditions.

- A graphical representation of the scores shows that the JAT results are highly reliable in comparison with the market data.
- All employees' JAT scores were considered for grading recommendation purposes.



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## *Pay Plan Structure*

- Overall, STC's current compensation plan has a solid structure on which to grow. The key points of the current pay plan are:
  - The classified pay plan is a step plan with grades and levels.
  - The Professional/Technical Exempt & Non-Exempt, Administrative, and Executive pay plans are open range plans.
  - The pay ranges for these pay grades are non-uniform, ranging from 74 to 102% for the Classified grades, and 24 to 66% for the other grades.



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## Pay Plan Structure (cont.)

- Rather than a radical pay plan change, we recommend that the current pay plan be modified in the following ways:
  - Make all grades open range.
  - As was mentioned before, make the absolute minimum \$18,241.
  - Make the range spreads uniform:
    - 75% for non-Executives.
    - 50% for Executives.
  - Make the range minimums for Executives more market-competitive.
    - Previously: \$60,600, \$88,780, \$98,000.
    - Recommended: \$85,000, \$92,500, \$100,000.



## Pay Plan Structure (cont.)

Grade	Minimum	Maximum	Spread
Classified - A	\$18,241	\$31,922	75%
Classified - B	\$19,496	\$34,118	75%
Classified - C	\$21,513	\$37,648	75%
Classified - D	\$21,803	\$38,155	75%
Classified - E	\$23,227	\$40,647	75%
Classified - F	\$25,480	\$44,590	75%
Classified - G	\$26,227	\$45,897	75%
Prof/Tech Non-Exempt - A	\$27,000	\$47,250	75%
Prof/Tech Non-Exempt - B	\$29,000	\$50,750	75%
Prof/Tech Non-Exempt - C	\$35,000	\$61,250	75%
Prof/Tech Non-Exempt - D	\$38,000	\$66,500	75%
Prof/Tech Non-Exempt - E	\$45,000	\$78,750	75%
Prof/Tech Non-Exempt - F	\$55,000	\$96,250	75%

Grade	Minimum	Maximum	Spread
Prof/Tech Exempt - A	\$28,000	\$49,000	75%
Prof/Tech Exempt - B	\$30,000	\$52,500	75%
Prof/Tech Exempt - C	\$36,000	\$63,000	75%
Prof/Tech Exempt - D	\$39,000	\$68,250	75%
Prof/Tech Exempt - E	\$45,000	\$78,750	75%
Prof/Tech Exempt - F	\$55,000	\$96,250	75%
Prof/Tech Exempt - G	\$60,000	\$105,000	75%
Administrative - A	\$50,000	\$87,500	75%
Administrative - B	\$55,000	\$96,250	75%
Administrative - C	\$63,000	\$110,250	75%
Administrative - D	\$73,000	\$127,750	75%
Administrative - E	\$80,000	\$140,000	75%
Executive - A	\$85,000	\$127,500	50%
Executive - B	\$92,500	\$138,750	50%
Executive - C	\$100,000	\$150,000	50%



## *Educational Incentives*

- Based on employee, administrator, and executive feedback, it was clear that compensation for educational attainment was highly desired at STC.
- We recommend that employees receive yearly supplements for having education beyond what is minimally required for their positions.
  - E.g., if an employee has a Master's Degree in a position that requires a Bachelor's, he or she would get \$1,000/year.

Education	Difference Between Supplement for Required and Acheived to be Added onto Base Salary Yearly
Certificate	\$250.00
Associate	\$750.00
Bachelor	\$1,750.00
Master	\$2,750.00
Doctorate	\$4,750.00



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## *Implementation*

To achieve competitive and equitable salaries for all STC non-faculty employees, Evergreen recommends:

1. An annual increase in 2014 for all employees of 3%.
2. Based on a synthesis of market data, employee JAT information and supervisor reviews, MIT recommendations, one-on-one administrator interviews, on-site focus group comments, and classification best practices:
  - Assigning positions to appropriate pay grades.
  - Placing employees in appropriate positions, and at points within the grades that reflect longevity within those positions. (30-year parity.)
3. Educational supplements for employees with higher than the minimum education for their recommended positions.



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## *Costs of Implementation*

Assuming a full-implementation of these recommendations on 9/1/14, the total cost in addition to the current budget is estimated to be:

- \$824,940 for the 3% annual increase.
  - \$192,557 to bring employees up to the minimum of their proposed grade, when they are below that amount.
  - \$323,896 to place employees within the proposed grade at a point reflective of longevity in the position.
  - \$227,250 for education supplements.
- **Combining all costs together gives a grand total of \$1,568,643.**



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## *Objectives Achieved*

- Updated compensation structure that is competitive with the market.
- Allows for flexibility in South Texas College's growth.
- Allows for competitive job offers to hire the most qualified candidates.
- Employees' salaries have been adjusted to recognize prior relevant experience and education.



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## *Next Steps*

- Review and update current job descriptions in accordance with the duties each employee actually performs, and make recommendations for new job descriptions.
- Finalize the study's report (which is currently in draft form).
- Coordinate communication of results of study to South Texas College employees.
- Supply assistance to STC on any other HR-related issues.
- We recommend that STC does periodic reviews to ensure that labor market changes are accounted for.



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## *Final Remarks*

- We would like to thank all of the South Texas College employees, supervisors, administrators, and executives who participated in, and/or assisted with the study.
  - In particular, we would like to acknowledge all of the hard work that members of the Finance & Administrative Services and Human Resources departments put in to make the project a successful collaboration.



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*Thank You!*

**Evergreen Solutions, LLC**  
2852 Remington Green Circle, Suite 101  
Tallahassee, Florida 32308  
850.383.0111  
[www.ConsultEvergreen.com](http://www.ConsultEvergreen.com)



## Review and Action as Necessary on Salary Increases for Non Faculty Personnel for FY 2014-2015

Approval of the proposed salary increases for Non Faculty Personnel for FY 2014-2015 is requested.

In keeping with the College's commitment to recruit and retain qualified non faculty personnel, the following salary increases are proposed for Fiscal Year 2014-2015.

<b>Category</b>	<b>Percentage</b>	<b>Amount</b>
Classified	3%	\$237,900
Professional/Technical Exempt	3%	\$210,524
Professional/Technical Non Exempt	3%	\$254,020
Administrative	3%	\$103,354
Executive	3%	\$19,142
<b>Total</b>		<b>\$824,940</b>

In Fiscal Year 2013-2014, salary increases in the amount of approximately \$800,164 were granted for non-faculty personnel as follows:

<b>Category</b>	<b>Percentage</b>	<b>Amount</b>
Classified	4%	\$344,247
Professional/Technical, Exempt	3%	\$131,970
Professional/Technical, Non Exempt	3%	\$229,571
Administrative	3%	\$73,549
Executive	3%	\$20,827
<b>Total</b>		<b>\$800,164</b>

The total amount proposed for salary adjustments for all categories for FY 2014-2015 is approximately \$824,940. This amount is available in the preliminary budget for FY 2014-2015.

The Texas Association of Community Colleges' Faculty and Staff Salaries Survey of the fifty community colleges indicates that for FY 2014-2015 the average increase for Faculty is 3.32% and the average increase for Staff is 2.95%.

The Finance and Human Resources Committee recommended Board approval of the salary increases for Non Faculty Personnel for FY 2014-15 as follows: 3% increase for classified in the amount of \$237,900, 3% increase for the professional/technical exempt in the amount of \$210,524, 3% increase for professional/technical non-exempt in the amount of \$254,020, 3% increase for administrative in the amount of \$103,354, and 3% increase for executive in the amount of \$19,142, for a total amount of \$824,940, subject to Board approval of the budget, as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the salary increases for Non Faculty Personnel for FY 2014-15 as follows: 3% increase for classified in the amount of \$237,900, 3% increase for the professional/technical exempt in the amount of \$210,524, 3% increase for professional/technical non-exempt in the amount of \$254,020, 3% increase for administrative in the amount of \$103,354, and 3% increase for executive in the amount of \$19,142, for a total amount of \$824,940, subject to Board approval of the budget, 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 authorizes the salary increases for Non Faculty Personnel for FY 2014-15 as follows: 3% increase for classified in the amount of \$237,900, 3% increase for the professional/technical exempt in the amount of \$210,524, 3% increase for professional/technical non-exempt in the amount of \$254,020, 3% increase for administrative in the amount of \$103,354, and 3% increase for executive in the amount of \$19,142, for a total amount of \$824,940, subject to Board approval of the budget, as presented.

**Approval Recommended:**

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

## **Discussion and Action as Necessary on New Staff Positions for FY 2014-2015**

Approval of the proposed preliminary new staff position requests for FY 2014-2015 in the amount of \$1,422,255 is requested.

Administration has reviewed with staff the need for additional non-faculty staffing positions for FY 2014-2015 and supports the recommendations subject to the availability of funding and Board approval of the final budget.

A total of 30 new positions are being requested for a total amount of \$1,422,255.

A listing of the proposed new staff positions for FY 2014-2015 follows in the packet for the Board's information and review.

The expenditures for these additional positions have been included in the FY 2014-2015 Preliminary Projected Summary of Revenues and Expenditures. No additional positions are expected to be requested to be budgeted for FY 2014-2015.

The operating budget for the contracted security services is proposed to be reduced by \$390,000 to fund the two new police sergeants and six new police officers being requested. As a result, the net increase in the budget for new staff positions is \$1,032,255.

The Finance and Human Resources Committee recommended Board approval of the new staff positions for FY 2014-2015 in the amount of \$1,422,255 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the new staff positions for FY 2014-2015 in the amount of \$1,422,255 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration.

### **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 new staff positions for FY 2014-2015 in the amount of \$1,422,255 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration.

### **Approval Recommended:**

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

## South Texas College

### New Staff Position Requests for FY 2014 -2015

<b>Funding for New Positions</b>				
	<b>ACCOUNT NAME</b>	<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>SALARY BUDGETED</b>
<b>Office of the President</b>				
1	Office of the President	Executive Vice President for Student Success	Executive Exempt	\$ 120,000
<b>Total for Office of the President</b>				<b>\$ 120,000</b>
<b>Vice President for Academic Affairs</b>				
1	High School Programs & Services	Early College High School Specialist	Professional/Technical Non-Exempt	\$ 38,000
2	High School Programs & Services	Early College High School Specialist	Professional/Technical Non-Exempt	\$ 38,000
3	Professional & Organizational Development	Coordinator for Professional & Organizational Development	Professional/Technical Exempt	\$ 48,000
4	Assistant Vice President for Academic Advancement	Project Manager	Professional/ Technical Exempt	\$ 46,000
5	High School Programs & Services	CTE - Early College High School Coordinator	Professional/Technical - Exempt	\$ 21,500
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 191,500</b>
<b>Vice President for Finance and Administrative Services</b>				
1	Human Resources	HR Staffing Specialist	Professional/ Technical Non-Exempt	\$ 35,000
2	Human Resources	Benefits Specialist	Professional/ Technical Non-Exempt	\$ 35,000
3	Human Resources	HR Coordinator	Professional/ Technical Exempt	\$ 44,000
4	Central Receiving	Fixed Asset & Receiving Technician	Classified Non-Exempt	\$ 20,585
5	Planning & Construction Department	Facilities Planning & Construction Project Manager	Professional/ Technical Exempt	\$ 48,000
6	Planning & Construction Department	Facilities Planning and Construction (FPC) Accounts Assistant	Classified Non-Exempt	\$ 23,000
7	Business Office	Associate Comptroller	Administrative Exempt	\$ 77,000
8	Business Office	Accountant	Professional/ Technical Non-Exempt	\$ 43,000
9	Police Department	Police Dispatcher	Professional/ Technical Non-Exempt	\$ 27,000

Note: Titles and classifications are subject to change pending compensation study recommendation approval.

**South Texas College**  
**New Staff Position Requests for FY 2014 -2015**

<b>Funding for New Positions</b>				
	<b>ACCOUNT NAME</b>	<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>SALARY BUDGETED</b>
10	Police Department	Police Sergeant	Professional/ Technical Non-Exempt	\$ 57,000
11	Police Department	Police Sergeant	Professional/ Technical Non-Exempt	\$ 57,000
12	Police Department	Police Officer	Professional/ Technical Non-Exempt	\$ 46,000
13	Police Department	Police Officer	Professional/ Technical Non-Exempt	\$ 46,000
14	Police Department	Police Officer	Professional/ Technical Non-Exempt	\$ 46,000
15	Police Department	Police Officer	Professional/ Technical Non-Exempt	\$ 46,000
16	Police Department	Police Officer	Professional/ Technical Non-Exempt	\$ 46,000
17	Police Department	Police Officer	Professional/ Technical Non-Exempt	\$ 46,000
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 742,585</b>
<b>Vice President for Information Services and Planning</b>				
1	Office of VP for Strategic Initiatives	Associate Dean for Institutional Research and Effectiveness	Administrative Exempt	\$ 80,000
2	Research and Analytical Services	Research Analyst	Professional/ Technical Exempt	\$ 45,000
3	Information Technology	Applications Analyst III	Professional/ Technical Exempt	\$ 65,000
4	Information Technology	Applications Analyst III	Professional/ Technical Exempt	\$ 65,000
<b>Total for Vice President for Information Services and Planning</b>				<b>\$ 255,000</b>
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>				
1	Enrollment Services	Coordinator of Dual Enrollment	Professional/ Technical Non Exempt	\$ 40,170
2	Enrollment Services	Administrative Assistant	Classified Non-Exempt	\$ 35,000
3	Advising & Mentoring	Advisor	Professional/ Technical Non-Exempt	\$ 38,000
<b>Total for Vice President for Student Affairs and Enrollment Management</b>				<b>\$ 113,170</b>
<b>Total for Funding for New Positions</b>				<b>\$ 1,422,255</b>

Note: Titles and classifications are subject to change pending compensation study recommendation approval.

**Review and Action as Necessary to Approve the Publication of the Request for Qualifications (RFQ) for Architectural Services for the 2013 Bond Construction Program**

Approval to solicit architectural professional services for the construction projects as outlined in the November 5, 2013 bond election is requested.

With Board approval of the Master Plan, staff is working with Broaddus and Associates, the Construction Program Management Services firm retained by the Board for the 2013 Bond Construction Program. The next step in completing the bond program is the design phase of the proposed construction projects. As part of the preparation, staff and Broaddus & Associates have developed a Request for Qualification (RFQ) for Architectural Services.

With Board authorization, staff can begin the required solicitations of Architectural Services.

Attached is the proposed RFQ, as prepared for solicitation of Architectural Services for the 2013 Bond Construction Program. In section 2.7 of the RFQ, it is explained that the College may or may not invite one or more of the most highly qualified Respondents to attend a formal interview. This allows the Board the option of choosing to interview respondents or make selections without interviewing.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural services for the construction projects as outlined in the November 5, 2013 bond election through the Request for Qualifications (RFQ) 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 authorizes the solicitation of architectural services for the construction projects as outlined in the November 5, 2013 bond election through the Request for Qualifications (RFQ) as presented.

**Approval Recommended:**

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



**STATEMENT OF QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES**

**2013 Bond Construction Program**

**RFQ No. 14-15-1013  
Request for Statement of Qualifications  
For Architectural Services**

**South Texas College  
Statement of Qualifications for  
Architectural Services**

**SECTION 1 – PROGRAM SUMMARY**

- 1.1 **PROJECT DESCRIPTION AND SCOPE:** It is the intent of South Texas College to select multiple Architectural firms to provide Professional Services for design and construction administration for various projects included in the 2013 Bond Construction Program. Because of the number and specialized use of the buildings included in this construction program, firms with design experience directly related to each specialized use are encouraged to present such information as part of their statement of qualifications. STC’s buildings requiring specialized design include Science Technology Engineering and Math, Nursing and Allied Health, Law Enforcement, Library, Industrial Technology, Cafeteria and General Classrooms equipped with the latest instructional technology. Exhibit “A” attached describes the construction projects with associated square footage and cost included in this Bond Construction Program.
- 1.2 **PROJECT BUDGET:** In November 2013, voters approved funds in the amount of \$159,028,940 for South Texas College’s 2013 Bond Construction Program. Individual project funds have been allocated to each of the construction projects included in the program. It is the Architect’s responsibility to make sure that the project design and scope will be achieved within the allocated Construction Cost Limitation for each project assigned.
- 1.3 **PROJECT PLANNING SCHEDULE:** Key project planning schedules milestones will be established by South Texas College and the Bond Construction Program Management Consultant. Anticipated Phase I program milestones are listed below:
- |   |                |
|---|----------------|
| • Evaluation of qualifications                          | August 2014    |
| • STC Board approval of firms                           | September 2014 |
| • Contract negotiations and notice to proceed           | October 2014   |
| • 60% construction documents (varies with project size) | May 2015       |
| • Construction proposals and negotiations               | June 2015      |
| • Substantial Completion for construction               | June 2016      |
- 1.4 **FACILITIES PROGRAM:** South Texas College, through its Bond Construction Program Management Consultant, will provide an outline Facilities Space Program for each building project. Each current Facility Space Program is included in Exhibit B attached and a final version will be transmitted to the successful Respondent(s) before start of Schematic Design for each project.
- 1.5 **BUILDING INFORMATION MODELING:** STC intends to implement the use of Building Information Modeling (BIM) in the bond program. STC’s program management consultant shall facilitate this process and shall coordinate with the STC’s assigned project stakeholders inclusive of the Architects, Engineers, Contractors, and

Commissioning Agents. STC has a successful facilities management system and process that it will expand with this bond program. Thus, alternate strategies are being developed with the STC's intent being the ability to transition to operations in a more streamlined manner in terms of facilities management information handover. The use of 3D models may be a consideration for operational use. However, the use of relevant information (structured data) associated with spaces, equipment, and documents are considered essential for the transition to operations. STC intends to cooperatively and collaboratively develop the balance of a BIM Execution Plan and associated Program of Requirements (BIM POR). The intent of STC and the program management consultant in this effort is to preclude the restructuring and reformatting of data and associated documents for operational turnover.

## **SECTION 2 – GENERAL REQUIREMENTS**

2.1 **GENERAL:** South Texas College (“STC”) is soliciting statements of qualifications (“Qualifications”) from architectural firms (“Respondents”) for selection of architect(s) for Professional Services in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications. This Request for Qualifications (“RFQ”) provides Respondents with the information necessary to prepare and submit Qualifications for consideration by STC.

2.2 **INQUIRIES AND INTERPRETATIONS:** Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by STC as an addendum and sent to all parties recorded by the STC as having received a copy of the RFQ. All such addenda issued by STC prior to the time that proposals are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its Qualifications.

Only those inquiries STC replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

2.3 **QUALIFICATIONS SUBMITTAL DEADLINE:** STC will accept Qualifications until **2:00 p.m. (local time), Friday August 22, 2014.** Qualifications shall be submitted to the following address:

South Texas College  
Purchasing Department  
3200 W Pecan Blvd Bldg N-145  
McAllen, Texas 78501

2.4 **SUBMISSION OF QUALIFICATIONS:**

2.4.1 Submit ten (10) identical copies of the Qualifications, including any supplemental printed material referenced within the Qualifications. An original signature must appear on the “Statement of Interest” and “Execution of Offer” documents of all submitted copies. The Qualifications must be received on or before the time and date specified above.

- 2.4.2 Late Qualifications properly identified will be returned to the Respondent unopened.
- 2.4.3 STC will not accept Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 2.4.4 Submittals properly received will become property of STC and WILL NOT be returned to Respondents.
- 2.5 **POINT-OF-CONTACT:** STC requires that Respondents restrict all contact and questions regarding this RFQ to the individuals named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

Gerry Rodriguez, AIA  
Director of Facilities Planning and Construction  
South Texas College  
3200 W Pecan Blvd Bldg N-179  
McAllen, Texas 78501  
Phone: (956) 872-3737  
Fax: (956) 872-3747  
e-mail: [gerry@southtexascollege.edu](mailto:gerry@southtexascollege.edu)

**or**

Diana Bravo Gonzalez, AIA  
Senior Project Manager  
Broaddus & Associates  
1100 E Jasmine Ave Ste 102  
McAllen, Texas 78501  
Phone: (956) 688-2307  
Fax: (956) 688-2315  
e-mail: [dgonzalez@broaddusassociates.com](mailto:dgonzalez@broaddusassociates.com)

- 2.6 **QUALIFICATION BASED SELECTION PROCESS:** This solicitation is a request for professional services in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A. Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as determined by STC based upon the Qualifications submitted in response to this RFQ.
- 2.7 **EVALUATION OF QUALIFICATIONS:** STC representatives will evaluate and score Qualifications submitted. The evaluation of Qualifications is based on requirements described in SECTION 3 which also indicates the highest possible score for each requirement. STC may, at its option, invite one or more of the most highly qualified Respondents to attend a formal interview in McAllen, Texas, before final selection. The interview(s) will allow the invited Respondents to further discuss and clarify their qualifications with STC, and to respond to questions from STC representatives.

- 2.8 CONTRACT AWARD PROCESS: STC reserves the right to award a contract(s) for all or any portion of the requirements proposed by reason of this request, award multiple contracts, or to reject any and all Statement of Qualifications if deemed to be in the best interests of STC and to re-solicit for Statement of Qualifications, and to temporarily or permanently abandon the procurement. If STC awards a contract(s), it will award the contract(s) to the respondents whose Statement of Qualifications is the most advantageous to STC and is determined to be best qualified respondent(s).
- 2.9 PRE-QUALIFICATIONS CONFERENCE: A pre-qualifications conference will be held on Thursday, August 14, 2014 at 2:00 p.m. local time at following location:

South Texas College  
Pecan Campus  
3201 W. Pecan Blvd  
Cooper Center for Performing Arts-South Conference Room  
McAllen, Texas

## **SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

### **3.1 PART ONE: STATEMENT OF INTEREST (up to 100 points)**

- 3.1.1 Provide a statement of interest for the project(s) as it relates to STC’s Bond Construction Program.
- 3.1.2 From the construction projects listed in Exhibit “A”, provide a list in order of preference for all projects your firm is most interested in and most qualified to perform architectural design services.
- 3.1.3 Provide a history including credentials about the prime firm.
- 3.1.4 Provide a narrative describing the design team’s unique qualifications and specialized design experience as it relates to the types of buildings listed in Exhibit “A”.
- 3.1.5 Provide a statement about the availability and commitment of the prime firm, its principals, its consultants and key professionals to undertake proposed projects.

### **3.2 PART TWO: PRIME FIRM (up to 100 points)**

- 3.2.1 Provide resumes giving the experience and expertise of the principals and key professional 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 Describe the proposed project assignments and 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 their time these individuals will commit to the project(s) in order to meet the scheduled milestones.
- 3.2.3 Describe the *prime firm’s* proximity to South Texas College and its ability to respond to planned and/or unexpected meetings with STC representatives during the planning, design and construction phases of the project(s).
- 3.2.4 If applicable, describe the *prime firm’s* experience with the use of Building Information Modeling (BIM) in the planning (programming), design, construction, and commissioning process. Describe past experience with the collection of structured data and documents for use in operational turnover to STC.
- 3.2.5 If applicable, describe any litigation the *prime firm* is currently involved in which could affect the firm’s ability to provide professional services as required for STC’s construction program.

### **3.3 PART THREE: PROJECT TEAM (up to 100 points)**

- 3.3.1 Provide an organizational chart showing the roles of *the prime firm and each basic services consultant* firm(s) or individual(s) to be included.

For each **basic services consultant** firm or individual that the prime firm proposes:

- Identify the basic services consultant and provide a brief history about the consultant
- Describe the basic services consultant's proposed role in the project
- List a project(s) that the prime firm and the basic services consultant have worked together on during the last five (5) years
- Provide a statement of the basic services consultant's availability for the project(s)
- Provide resumes giving the experience and expertise of principals and key professional members for the basic services 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.

For each **specialized consultant firm** or individual that the prime firm proposes:

- 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 three (3) projects the consultant has worked on during the last five (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 five (5) 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).

3.3.3 Describe the project team's experience with the use of Building Information Modeling (BIM) in the planning (programming), design, construction, and commissioning process. Describe past experience with the collection of structured data and documents for use in operational turnover to STC.

### **3.4 PART FOUR: REPRESENTATIVE PROJECTS (up to 100 points)**

3.4.1 List a maximum of five (5) projects the prime firm provided or is providing professional services which involve new construction or major expansion work in an educational setting. Provide the following information for each project listed:

- Project name and location
- Project Owner and contact information
- Project construction cost
- Project size in gross square feet
- Date project was started and completed
- Description of professional services prime firm provided for the project
- Project manager (individual responsible for coordinating the day to day work)
- Project architect (individual responsible for the overall success of the project)
- Project designer (individual responsible for design concepts)
- Names of consultant firms and their areas of expertise
- Description of what BIM processes and deliverables were provided

**3.5 PART FIVE: REFERENCES (up to 100 points)**

3.5.1 Provide references for five (5) projects, other than STC, listed in response to Part Four, 3.4.1. The references shall include the following current information:

- 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.

**3.6 PART SIX: 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 STC's 2013 Bond Construction Program. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.

## **SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS**

### **4.1 PAGE SIZE, BINDING, DIVIDERS, AND TABS:**

- 4.1.1 Submittals should be printed on letter-size (8-1/2” x 11”) paper and assembled with spiral-type bindings or staples. STC prefers that metal-ring hard cover binders NOT be used.
- 4.1.2 Preprinted material should be referenced in the submittal and included as labeled attachments.
- 4.1.3 Separate each part of the Qualifications by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under Section 3 - Requirements for Statement of Qualifications.

### **4.2. TABLE OF CONTENTS:**

- 4.2.1 Include a Table of Contents for the Qualifications and give page numbers for each part of the Qualifications as well as any separate attachments. Supplementary information not required by Section 3 – Requirements For Statement Of Qualifications should be clearly identified in the Table of Contents and provided as a separate part.

### **4.3 PAGINATION:**

- 4.3.1 Qualifications shall be a maximum of seventy (70) pages single sided or thirty-five (35) double sided. The covers, table of contents, and divider sheets do not count as pages.

## **SECTION 5 – INSURANCE REQUIREMENTS**

- 5.1 Any firm awarded a contract as a result of this solicitation will be required to carry insurance in the types and limits listed below.

Workers' Compensation	Statutory Limit	
Employers' Liability	\$100,000	Each Accident
	\$100,000	Disease - Each Employee
	\$500,000	Disease - Policy Limit
Commercial General Liability	\$2 million	General Aggregate
	\$1 million	Each Occurrence
	\$1 million	Products and Completed Operations
	\$1 million	Personal and Advertising Injury
	\$100,000	Fire Damage
	\$5,000	Medical Payments

Automobile Liability	\$1 million	Each occurrence
Professional Liability	\$1 million	General Aggregate
	\$1 million	Each Occurrence

These insurance limits may be increased at the negotiation phase if STC deems necessary.

All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

DRAFT

## ADDENDA CHECKLIST

Any addenda issued by STC to this RFQ will become part of the RFQ. Addenda will be numbered sequentially. Respondent must indicate on this sheet the receipt of any and all addenda.

Receipt is hereby acknowledged of the following addenda to this RFQ.

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

Company/Entity Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

## EXECUTION OF OFFER

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S STATEMENT OF QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER MAY RESULT IN REJECTION OF THE STATEMENT OF QUALIFICATIONS.

In compliance with this solicitation, and subject to all the conditions herein, the undersigned offers and agrees to furnish the products and/or services described in its Statement of Qualifications. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contract, and the Respondent may be removed from STC vendor lists.

By signature hereon, the Respondent acknowledges and agrees that 1) this is a solicitation for qualifications and is not a contract or an offer to contract; 2) the submission of a statement of qualifications by Respondent in response to this solicitation will not create a contract between respondent STC and Respondent; and 3) STC has made no representation or warranty, written or oral, that one or more contracts with STC will be awarded under this solicitation.

By signature hereon, the Respondent hereby certifies that it has the necessary experience, knowledge, abilities, skills, and resources to provide the products and/or perform the services requested herein.

By signature hereon, the Respondent hereby certifies that it is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code, if applicable.

By signature hereon, the Respondent hereby certifies that it is not debarred, suspended or otherwise declared ineligible for 1) participation in federal programs (pursuant to 24 CFR 84.13), or 2) doing business with the State of Texas.

By executing this offer, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

By the signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of this solicitation is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

By signature hereon, Respondent affirms that he has not prepared, or assisted in the preparation of, the specifications or other requirements for this solicitation.

By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

By signature hereon, Respondent signifies his compliance with requirements of the Drug-Free Workplace Act of 1988.

By signature hereon, Respondent represents and warrants that it is a reputable company regularly engaged in providing the products and/or services necessary to meet the terms, conditions and requirements of this solicitation.

Proposal must include Taxpayer Identification Number, full firm name and address of Respondent. Failure to manually sign proposal will disqualify it. The person signing the proposal should show title or authority to bind his/her firm in contract.

Taxpayer Identification Number: \_\_\_\_\_

Respondent/Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Typed/Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

DRAFT

**NOTIFICATION OF CRIMINAL HISTORY**

**TO BE SUBMITTED WITH BID/PROPOSAL/QUOTE**

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states “ a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

VENDOR’S NAME:

AUTHORIZED COMPANY OFFICIAL’S NAME (PRINTED): \_\_\_\_\_

My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.  
SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

My firm is not owned nor operated by anyone who has been convicted of a felony.  
SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:  
Name of Felon(s) \_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor or other person doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of person who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
 Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
 Signature of person doing business with the governmental entity

\_\_\_\_\_  
 Date

Adopted 06/29/2007

South Texas College  
 Architectural Services  
 RFQ Evaluations  
 Project No. \_\_\_\_\_

Evaluator:

CRITERIA		Criteria Weight		
<b>3.1 Statement of Interest</b>		100		
3.1.1	Statement of interest on projects			
3.1.2	Top three projects preferred			
3.1.3	Firm History and Important Statistics			
3.1.4	Narrative describing firm's qualification and specialized design experience			
3.1.5	Availability and commitment of firm, consultants and key professionals			
<b>3.2 Prime Firm</b>		100		
3.2.1	Experience and expertise of key members, Including experience with similar projects			
3.2.2	Proposed project assignments, lines of authority, estimated time assignment of personnel			
3.2.3	Firm's proximity to college and ability to respond to meetings			
3.2.4	Firm's experience with Building Information Modeling			
3.2.5	Litigation prime firm is involved in			
<b>3.3 Project Team</b>		100		
3.3.1	Organizational chart showing, the roles of the prime firm and basic services consultants			
	Name Consultant and provide brief history			
	Consultant's proposed role in project			
	Projects Consultant and prime have worked together on in last 5 year			
	Statement of Consultant's availability for this project			
	Resumes showing experience and expertise of key individuals			
3.3.2	Organizational chart showing roles of prime firm and specialized consultants			
	Name Consultant and provide brief history			
	Consultant's proposed role in project			
	Three projects consultant has worked on during last 5 years			
	Statement of Consultant's availability for the projects			
	Resumes of principals and key members of consultant assigned to projects			
3.3.3	Project team's experience with use of Building Information Modeling			
<b>3.4 Representative Projects</b>		100		
3.4.1	Specific data on 5 representative projects showing similarities			
	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.			
	Description of how project is similar to proposed project			
<b>3.5 Five References</b>		100		
3.5.1	Name Owner and Owner's Representative and phone numbers.			
<b>3.6 Project Execution</b>		100		
3.6.1	Expedite design and construction administration. Production capability to meet schedule demands			
<b>TOTAL:</b>		600		



**Exhibit "A"**  
**Proposed Projects Designations and Locations**

Project Designation	Construction Project Description	Square Feet	Bldg Cost
	<i>Pecan Campus</i>		
<b>A</b>	Pecan Campus North Academic Building	61,267	\$10,500,000
	Pecan Campus STEM Building	48,879	\$8,500,000
<b>B</b>	Pecan Campus Student Activities Building and Cafeteria	33,042	\$5,700,000
	Pecan Campus South Academic Building	40,000	\$6,800,000
	<b>Subtotal</b>	<b>183,188</b>	<b>\$31,500,000</b>
	<i>Nursing &amp; Allied Health Campus</i>		
<b>C</b>	Nursing and Allied Health Campus Expansion	87,222	\$16,600,000
	<b>Subtotal</b>	<b>87,222</b>	<b>\$16,600,000</b>
	<i>Technology Campus</i>		
<b>D</b>	Technology Campus Southwest Building Renovation	72,000	\$12,000,000
	<b>Subtotal</b>	<b>72,000</b>	<b>\$12,000,000</b>
	<i>Mid Valley Campus</i>		
<b>E</b>	Mid Valley Campus Health Professions and Science Building	76,069	\$13,500,000
	Mid Valley Campus Workforce Training Center Expansion	10,000	\$1,750,000
	Mid Valley Campus Library Expansion	10,369	\$1,750,000
	Mid Valley Campus Student Services Building Expansion	14,269	\$2,500,000
	<b>Subtotal</b>	<b>110,707</b>	<b>\$19,500,000</b>
	<i>Starr County Campus</i>		
<b>F</b>	Starr County Campus Health Professions and Science Building	48,690	\$8,500,000
	Starr County Campus Workforce Training Center Expansion	9,302	\$1,600,000
	Starr County Campus Library	16,516	\$2,800,000
	Starr County Campus Student Services Building Expansion	5,000	\$850,000
	Starr County Campus Student Activities Building Expansion	4,923	\$850,000
	<b>Subtotal</b>	<b>84,431</b>	<b>\$14,600,000</b>
	<i>Regional Center for Public Safety Excellence - Pharr</i>		
<b>G</b>	Regional Center for Public Safety Excellence	16,000	\$3,000,000
	<b>Subtotal</b>	<b>16,000</b>	<b>\$3,000,000</b>
	<i>STC La Joya Teaching Site (Jimmy Carter ECHS)</i>		
<b>H</b>	La Joya Jimmy Carter Teaching Site Training Labs Improvements	11,000	\$1,900,000
	<b>Subtotal</b>	<b>11,000</b>	<b>\$1,900,000</b>
	<b>TOTAL</b>	<b>564,548</b>	<b>\$ 99,100,000</b>

Note: Exhibit "A" shall be submitted as part of RFQ response.

## **Review and Action as Necessary to Delete Current and Replace Policy #1110: *Board Committees***

Approval to delete Policy #1110: *Board Committees* and replace it with proposed new Policy #1110: *Board Committees* is requested.

Currently, Policy #1110 establishes a “quorum” requirement for the number of appointed Committee members at a Committee meeting.

Due to the appointment of all seven Trustees to the Facilities Committee, there is some concern regarding the definition of a quorum.

Legal Counsel and the Facilities Committee recommended deleting the definition of quorum and the quorum requirement for Board Committee meetings, thereby allowing Committees to deliberate and make recommendations to the Board as long as at least one Committee member is in attendance.

The functions of the Committees have evolved with the growth of the College, and have been updated in the policy as well.

The revisions to the quorum issue have been reviewed by staff and by South Texas College’s legal counsel.

The proposed new policy follows in the packet for the Committee’s information and review. The substantial revisions to the Committee function descriptions make it more practical to delete the former policy and replace it with substantially new language and format.

It is recommended that the Board approve the deletion of current Policy #1110: *Board Committees* and adoption of the proposed new Policy #1110: *Board Committees* as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the deletion of current Policy #1110: *Board Committees* and adoption of the proposed new Policy #1110: *Board Committees* 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 authorizes the deletion of current Policy #1110: *Board Committees* and adoption of the proposed new Policy #1110: *Board Committees* as presented.

### **Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Board Committees</b>	<b>1110</b>
<b>Legal Authority</b>	<b>Approval by the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated July 27, 1995</b> <b>As Amended by Board Minute Order Dated June 24, 2004</b> <b>As Amended by Board Minute Order Dated September 15, 2004</b> <b>As Amended by Board Minutes Order Dated December 11, 2012</b> <b>As Amended by Board Minutes Order Dated July 29, 2014</b>	

The Chair may, from time to time as it deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chair. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. The following committees are designated by the Board:

**1. Education and Workforce Development** - This Committee supports the Board in its obligation to provide oversight for the academic, workforce training, and economic development programs of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- New academic and workforce programs for submittal to the Texas Higher Education Coordinating Board;
- Development of technical training programs to offer competitive, quality training to help promote the regions value to the global economy;
- Development of policies in the areas of academic affairs, student services, admissions requirements, academic advising, counseling, and instruction support services;
- Curricular and teaching innovation and the use of technology for program development and other educational initiatives;
- Quality and effectiveness of all instructional programs and monitoring their continued improvement;
- Inter-institutional cooperation with four-year institutions, public school districts, and workforce partners;
- Development of economic development opportunities to expand the College's capacity and impact on regional economic prosperity;

**2. Finance and Human Resources** - This Committee supports the Board in its fiduciary responsibilities and in overseeing the investment and expenditure of public and grant funds to support the mission of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Budgetary and fiscal matters of the College within the applicable state laws and rules and regulations of the Texas Higher Education Coordinating Board;
- Annual budget, staffing plan, and salary pay plan documents, including all substantive changes to those documents from preceding fiscal years;
- Establishment of tuition and fee requirements;
- Award of contracts, grants, and bids for the College;
- Activities relating to foundations, grants, and endowments in perpetuity;
- Financial condition and stability of the College; and
- Development of personnel policies and procedures as necessary regarding employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation.

## MANUAL OF POLICY

<b>Title</b>	<b>Board Committees</b>	<b>1110</b>
<b>Legal Authority</b>	<b>Approval by the Board of Trustees</b>	<b>Page 2 of 2</b>

**3. Facilities** - This Committee supports the Board in its oversight of facilities expansion and maintenance and advises the Board on matters related to design, construction, and occupancy of the College's facilities. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Current and long-term facilities needs of the College at all campuses and developing plans to meet projected needs;
- Development of the facilities master plan for the College;
- Capital improvement projects for the College;
- Development and adherence to facilities design guidelines and standards for projects district-wide; and
- Selection of design professionals, engineering, and construction services firms.

### **Additional Committees**

Additional committees may be created by the Chair as necessary or desirable. All committees shall consist of a minimum of 3 Trustees.

### **Quorum**

A quorum for action by any committee shall be a majority of the committee. Upon failure of a quorum at a duly called committee meeting, those committee members present may deliberate and upon such deliberation make recommendations to the Board.

Proposed New

## MANUAL OF POLICY

<b>Title</b>	<b>Board Committees</b>	<b>1110</b>
<b>Legal Authority</b>	<b>Approval by the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated September 15, 2004 As Amended by Board Minutes Order Dated December 11, 2012</b>	

The Chairman may, from time to time as it deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*. The following committees are designated by the Board:

**1. Education and Workforce Development** - is responsible for reviewing and evaluating proposals for new academic and workforce programs for submission to the Texas Higher Education Coordinating Board, proposing economic development projects to the Board that will expand the College's capacity and stimulate the community's economic competitiveness. The Committee will recommend initiatives for the College to be on the cutting edge of innovation and will recommend new technologies and strategies to help create the skilled workers demanded by the global economy. Additionally, the Committee will review and develop policies for admissions requirements, academic advising and counseling.

**2. Finance and Human Resources** - is responsible for reviewing all budgetary and fiscal matters of the College within the applicable state laws and rules and regulations of the Texas Higher Education Coordinating Board. These may include tuition and fee requirements, contracts and grants and bids for the College. The committee will oversee and monitor activities relating to foundations, grants, and endowments in perpetuity. It will ensure that the Board of Trustees is adequately informed about the financial condition and stability of the College. Additionally, the Committee is responsible for reviewing and developing personnel policies and procedures as necessary, including employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation, and employee recognitions.

**3. Facilities** - is responsible for reviewing the current instructional and recreational use of facilities and for developing plans to meet projected needs. The committee will assist in developing the facilities master plan for the College. The committee will make periodic visits to inspect all facilities utilized by the College and make appropriate recommendations for improvements to the Board of Trustees. It will also review and oversee the construction or expansion of facilities on all campuses and centers.

Additional committees may be created by the Chairman as necessary or desirable. All committees shall consist of a minimum of 3 Trustees. A quorum for action by any committee shall be a majority of the committee. In the event a quorum is not present at a duly called committee meeting, one of the officers of the Board (with preference given to first the Chairman, second the Vice Chairman and third the Secretary) shall be entitled to serve as a committee member with full power to vote and take other action as if the officer was a duly appointed committee member. The officer present at the committee meeting shall serve only so long as a quorum does not exist.

## **Review and Action as Necessary on Contracting Mechanical, Electrical, and Plumbing Engineering Design Services for District-Wide Parking Lot Lighting Upgrades**

Approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services for the District-Wide Parking Lot Lighting Upgrades is requested.

As part of the FY 2013-2014 Facilities Deferred Maintenance Plan, staff has scheduled Phase I replacement of some parking lot light fixtures which have met their life cycle expectancy of fifteen years or more. This plan includes the use of new LED fixtures which will reduce maintenance, have an increased life cycle, and reduce energy consumption. This light fixture replacement project will begin by contracting MEP engineering design services with one of the current firms approved for on-call services.

The three civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$300,000.00.

1. DBR Engineering Consultants, Inc.
2. Half Associates, Inc.
3. Sigma HN Engineers, PLLC

Since this list of MEP firms was approved at the June 26, 2014 Board meeting, none of these firms have been contracted for on-call services. The first recommendation is based on an alphabetical selection, placing DBR Engineering Consultants, Inc. as the first firm to provide these services. As additional projects are awarded to these firms by the Board, staff will begin recommending firms based upon a rotation, designed to equitably balance the awards amongst all three firms.

Funds are available in the FY 2013-2014 construction budget for design and construction of these improvements, with final amount to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Available Funds</b>	<b>Estimated Cost</b>
Design	\$10,000	Actual design fees are estimated between \$9,000 and \$10,000 and will be finalized during contract negotiations
Construction	\$100,000	Actual cost will be determined after the solicitation of construction proposals

The Facilities Committee recommended Board approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services with DBR Engineering Consultants, Inc. for the District-Wide Parking Lot Lighting Upgrades as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting Mechanical, Electrical, and Plumbing (MEP) engineering design services with DBR Engineering Consultants, Inc. for the District-Wide Parking Lot Lighting Upgrades 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 authorizes contracting Mechanical, Electrical, and Plumbing (MEP) engineering design services with DBR Engineering Consultants, Inc. for the District-Wide Parking Lot Lighting Upgrades as presented..

**Approval Recommended:**

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

**President**

## **Review and Action as Necessary on Contracting Construction Services for Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements**

Approval to select a contractor for the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements is requested.

In October 2013, the Board approved design services with EGV Architects to prepare plans and specifications for these building modifications. Included in the FY 2013-2014 construction budget are funds for modifications to the Grants and Accountability area at the Pecan Campus. These improvements include the following:

- Conversion of former telecommunications room into two staff offices
- Removal of telecommunications infrastructure which is outdated and no longer in use
- Modifications to HVAC system to adapt to new use of space
- Improvement of space efficiency by creating staff offices

STC staff and EGV Architects have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on June 2, 2014. A total of ten (10) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of six (6) proposals were received on June 19, 2014.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
June 2, 2014	Solicitation of competitive sealed proposals. Ten (10) sets of construction documents were issued.
June 19, 2014	Six (6) proposals were received.

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractor be recommended for Board approval. Funds have been budgeted in the FY 2013-2014 Construction budget for this project.

The Facilities Committee recommended Board approval to contract construction services with 5 Star Construction Company in the amount of \$94,600.00 for the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with 5 Star Construction Company in the amount of \$94,600.00 for the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project 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 authorizes contracting construction services with 5 Star Construction Company in the amount of \$94,600.00 for the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
PECAN GRANTS AND ACCOUNTABILITY OFFICE IMPROVEMENTS  
PROJECT NO. 13-14-1044**

<b>VENDOR</b>	Alpha Building Corporation	CAS Companies	Five Star Construction	Holchemont, Ltd.	JCON Construction, LLC.	SpawGlass Contractors, Inc.
<b>ADDRESS</b>	222 E Van Buren	5402 S Expway 83	3209 Melody Ln	900 N Main St	604 Palmview Dr	4909 E Grimes Ste 116
<b>CITY/STATE</b>	Harlingen, TX 78550	Harlingen, TX 78552	Mission, TX 78574	McAllen, TX 78501	Mission, TX 78573	Harlingen, TX 78550
<b>PHONE</b>	956-622-3242	956-216-8200	956-867-5040	956-686-2901	956-227-3215	956-412-9880
<b>FAX</b>	956-622-3102	956-216-8069	956-599-9055	956-686-2925	956-581-8892	956-412-3581
<b>CONTACT</b>	Gustavo Grajales	Raymond Moses	Alan Oakley	Michael C. Montalvo	Juan Pena Jr	Rene Capistran
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Base Proposal: Pecan Grants and Accountability Office Improvements	\$ 111,989.00 10 Working Days	\$ 94,600.00 15 Working Days	\$ 97,000.00 10 Working Days	\$ 88,600.00 90 Working Days	\$ 107,244.00 10 Working Days
2	Begin Work Within	10 Working Days	15 Working Days	10 Working Days	90 Working Days	10 Working Days
3	Completion of Work Within	112 Calendar Days	90 Calendar Days	65 Calendar Days	90 Calendar Days	54 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 111,989.00	\$ 94,600.00	\$ 97,000.00	\$ 88,600.00	\$ 107,244.00
<b>TOTAL EVALUATION POINTS</b>		80.7	86.8	84.1	59.9	85.9
<b>RANKING</b>		4	1	3	6	2

**SOUTH TEXAS COLLEGE  
GRANTS AND ACCOUNTABILITY OFFICE IMPROVEMENTS  
PROJECT NO. 13-14-1044**

<b>VENDOR</b>		Alpha Building Corporation	CAS Companies	Five Star Construction	Holchemont Ltd.	JCON Construction, LLC.	SpawGlass Contractors, Inc.						
<b>ADDRESS</b>		222 E Van Buren	5402 S Expway 83	3209 Melody Ln	900 N Main St	604 Palmview Dr	4909 E Grimes						
<b>CITY/STATE</b>		Harlingen, TX 78550	Harlingen, TX 78552	Mission, TX 78574	McAllen, TX 78501	Mission, TX 78573	Harlingen, TX 78550						
<b>PHONE/FAX</b>		956-622-3242	956-216-8200	956-867-5040	956-686-2901	956-227-3215	956-412-9880						
<b>FAX</b>		956-622-3102	956-216-8069	956-599-9055	956-686-2925	956-581-8892	956-412-3581						
<b>CONTACT</b>		Gustavo Grajales	Raymond Moses	Alan Oakley	Michael C. Montalvo	Juan Pena Jr	Rene Capistran						
1	The Respondent's price proposal. (up to 45 points)	35.6	35.6	25	25	42	42	41	41	45	45	37	37
		35.6		25		42		41		45		37	
		35.6		25		42		41		45		37	
		35.6		25		42		41		45		37	
		35.6		25		42		41		45		37	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.7	8	7.9	8	8.3	8	7.9	3	4.6	9	8.7
		9		8.5		9		8.5		5		8	
		8		7		9		8		5		9	
		9		7		7		7		5		8	
		9.5		9		8.5		8		5		9.5	
3	The quality of the Respondent's goods or services. (up to 10 points)	7	8.1	7	7.6	8	8.3	7	7.8	3	2	9	8.7
		8.5		8.5		9		8.5		2		8	
		8		7		8.5		7		3		9	
		8		7		7		8		1		8	
		9		8.5		9		8.5		1		9.5	
4	The Respondent's safety record (up to 5 points)	4	3.7	4	3.8	4	3.7	4	3.3	0	0	4.5	4.6
		4		4		3.5		3.5		0		4	
		2		4		4		3		0		4.5	
		4		3		4		3		0		5	
		4.5		4		3		3		0		5	
5	The Respondent's proposed personal. (up to 8 points)	7	7.4	7	6.5	7	6.1	6	6.7	3	2.4	7	6.8
		7.5		7		7		6.5		3		7	
		7		7		5		7		3		7	
		8		5		6		7		2		6	
		7.5		6.5		5.5		7		1		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	7.6	8	7.7	8	7.7	7	6.8	1	1.4	8	8.1
		8		7.5		8.5		7		2		8	
		6		8		8.5		8		2		8	
		8		7		7		6		1		8	
		8		8		6.5		6		1		8.5	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.6	4	4.7	5	5.2	5	4.6	0	0	6.5	5.5
		5		4.5		5.5		4.5		0		5	
		3		5		4.5		5		0		5.5	
		5		5		6		5		0		5	
		5		5		5		3.5		0		5.5	
8	The Respondent's time frame for completing the project. (up to 7 points)	5	5	7	7	5.5	5.5	6	6	4.5	4.5	6.5	6.5
		5		7		5.5		6		4.5		6.5	
		5		7		5.5		6		4.5		6.5	
		5		7		5.5		6		4.5		6.5	
		5		7		5.5		6		4.5		6.5	
<b>TOTAL EVALUATION POINTS</b>		80.7	70.2	86.8	84.1	59.9	85.9						
<b>RANKING</b>		4	5	1	3	6	2						

**Review and Action as Necessary on Substantial or Final Completion of the Following Projects**

- 1) Pecan and Starr County Campus Repainting of Exterior Stucco Walls**
- 2) Mid Valley Campus Art Lab Improvements**
- 3) Starr County Campus HVAC Chiller Replacement**

Approval of substantial or final completion and release of final payment for the following projects is requested.

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan and Starr County Campus Repainting of Exterior Stucco Walls	Recommended	No	Certificate of Substantial Completion
2.	Mid Valley Campus Art Lab Improvements	Previously Approved	Recommended	Final Completion Letter
3.	Starr County Campus HVAC Chiller Replacement	Previously Approved	Recommended	Final Completion Letter

***1. Pecan and Starr County Campus Repainting of Exterior Stucco Walls***

It is recommended that substantial completion for this project with Alpha Building Corporation be approved.

Architects with Amtech Building Sciences and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on June 22, 2014. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

Alpha Building Corporation will continue working on the punch list items identified and will have thirty (30) days to complete before final completion can be recommended for approval. It is anticipated that final acceptance of this project will be recommended for approval at the August 2014 Board meeting.

***2. Mid Valley Campus Art Lab Improvements***

It is recommended that Final Completion for this project with All Pro Contractors be approved.

Final Completion including punch list requirements were 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 All Pro Contractors be approved. The original cost approved for this project was in the amount of \$9,877.00.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$40,000	\$42,500	\$0	\$42,500	\$32,623	\$9,877

On July 2, 2014 STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

### **3. Starr County Campus HVAC Chiller Replacement**

It is recommended that Final Completion for this project with Highmark Construction be approved.

Final Completion including punch list requirements were accomplished as required in the Owner/Contractor agreement for this project. STC staff delayed recommending approval of final completion for this project because of an undetermined cause for improper water pump performance. It has been determined that the cause was due to improper configuration of the system controls by the manufacturer. Staff has since worked with the chiller manufacturer and a testing and balancing engineering firm which properly configured the system controls. During the time the system was being reconfigured, the contractor completed the required punch list items. Staff and project engineer at Half Associates are satisfied with the final outcome of this new chiller system and are ready to recommended approval of final completion and release of final payment for this project with Highmark Construction. The original cost approved for this project was in the amount of \$299,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$290,000	\$299,000	(\$10,500)	\$288,500	\$284,050	\$4,450

On June 10, 2014 STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

The Facilities Committee recommended Board approval of the substantial or final completion and release of final payment of the projects as presented.

#### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial or final completion and release of final payment of the projects 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 authorizes the substantial or final completion and release of final payment of the projects as presented.

**Approval Recommended:**

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

**President**

## Certificate of Substantial Completion

**PROJECT:**  
*(Name and address)*  
 Pecan Campus and Starr Campus  
 Buildings Exterior Painting

**PROJECT NUMBER:** 13-009/  
**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** January 29, 2014

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**FILE:**

**TO OWNER:**  
*(Name and address)*  
 South Texas College  
 3200 W. Pecan Blvd  
 McAllen, Texas 78501

**TO CONTRACTOR:**  
*(Name and address)*  
 Alpha Building Corporation  
 222 E. Van Buren, Suite 503  
 Harlingen, Texas 78550

**PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:**

Pecan Campus and Starr Campus Buildings Exterior Painting

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

**Warranty**

All Applicable Warranties

**Date of Commencement**

No warranties shall commence before June 22, 2014. Should any Manufacturer's and/or Installer's Warranties list a commencement date before June 22, 2014, they shall be revised to reflect June 22, 2014 as the warranty commencement date.

Michael D. Hovar, AIA, RRO, LEED  
 AP



June 22, 2014

ARCHITECT

BY

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

**Cost estimate of Work that is incomplete or defective:** \$4,500.00

The Contractor will complete or correct the Work on the list of items attached hereto within 21 (twenty-one) days from the above date of Substantial Completion.

Alpha Building Corporation  
 Gustavo Grajales, So. TX Area Mgr.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

South Texas College  
 Dr. Shirley Reed

OWNER

BY

DATE



7-2-2014

Mr. Gerry Rodriguez  
Director of Facilities Planning and Construction  
South Texas College  
P.O. Box 9701  
McAllen, Tx. 78502-9701

Re: STC Art Lab Remodel  
Weslaco Mid Valley Campus

Gerry,

As of July 2nd, 2014, All Pro Contractors has completed all of their work on the South Texas College Mid Valley Art Lab Remodel project with the exception of one condensate overflow switch located within AHU-1. All Pro has also submitted the required close-out documentation. To the best of my knowledge, the work has been performed in accordance with the Contract Documents and I recommend final acceptance and the release of final payment upon installation of the condensate overflow switch in AHU-1.

If you have any questions or need any additional information, please don't hesitate to call me.

Sincerely,

A handwritten signature in black ink that reads "John Gates, AIA". The signature is stylized and cursive.

John Gates, AIA  
Boultinghouse Simpson Gates Architects

cc: ncl/file



July 1, 2014  
AVO 28760

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

Attn: Ricardo De La Garza  
S Texas College - Facilities Planning and Construction

Re: Letter of Final Acceptance Recommendation for  
STC Starr County Campus Chiller Addition

Dear Mr. De La Garza:

This letter is to serve as written notice that Highmark Construction has completed the punch list items established at Substantial Completion dated February 15, 2013. At this time, we recommend the project be approved for final completion and release of final payment.

If you have any questions, please feel free to contact our office.

Respectfully,  
**HALFF ASSOCIATES, INC.**

A handwritten signature in blue ink, appearing to read "Menton J. Murray, III", followed by a horizontal line.

Menton J. Murray, III, PE, LEED AP  
Vice President

Copy: File

## Update on Pecan Campus and Pecan Plaza Hail Damage Repairs

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, will provide an update on status of hail damage repairs during the July 10, 2014 Facilities Committee meeting.

The total hail damage repair costs can be summarized as follows:

<b>Summary of Hail Storm Damage Insurance Claims</b>	
	<b>Amount</b>
Total Hail Damage Repair Costs	<b>\$8,010,314.14</b>
Less: Owner Requested Repairs	\$332,688.26
<b>Net Hail Damage Repair Costs</b>	<b>\$7,677,625.88</b>
Less Deductible	\$1,698,382.63
Less: Insurance Payments Received	\$3,272,813.37
<b>Difference – Pending Claims</b>	<b>\$2,706,429.88</b>

<b>Summary of STC Out of Pocket Costs</b>	
	<b>Amount</b>
Owner Requested Repairs	\$332,688.26
Deductible	\$1,698,382.63
Pending Claims	\$2,706,429.88
<b>Total STC Out-of-pocket Costs</b>	<b>\$4,737,500.77</b>

Staff continues to forward various construction documents to Chubb for their review. Chubb will provide an updated settlement offer once all documents from STC are provided. Pending documents include items such as final payment applications, final deductive change orders, and final letters from the architect recommending acceptance of final completion. These items will be completed and submitted during the month of July 2014.

This item is for the Board’s information only. No action is requested.

## **Update on Status of 2013 Bond Construction Program**

### **Facilities Space Programs (Building Interior Spaces)**

- Work continues toward finalizing space programs for future Libraries
- All other building space programs are complete and ready for review by Construction Program Management (CPM) firm
- Goal is to have all space programs ready to hand over to architects in September 2014

### **Construction Program Management Firm**

- Update on contract and fee negotiations was presented to the Board Facilities Committee; Committee requested that additional negotiations be conducted in order to reduce proposed fee of \$4,325,587.17
- Continued negotiations resulted in additional proposal from B&A in the amounts of \$4,200,000, \$4,000,000, \$3,995,000 and \$3,975,000
- A recommendation was made to the Board and approved with a final proposed fee in the amount of \$3,975,000
- Contract with Broaddus & Associates was executed

### **Facilities Design Standards and Guidelines**

- FPC staff continues working on updates for current facility design standards and guidelines; these standards will be forwarded to Broaddus & Associates for review, comment, and implementation
- FPC is coordinating a Facilities Technical Requirements Advisory Council to assist with input on building technical requirements and standards for all building systems
- Goal is to have these standards updated by August 2014

### **Solicitation of Architectural and Engineering Firms**

- Draft Request for Qualifications document for architects and engineers has been prepared with input from STC Administration, Legal Counsel, and B&A; the RFQ's will be presented for review by STC's Board of Trustees then finalized for solicitation of architects and engineers as needed for the Bond program

### **Look Ahead**

- Program Confirmation
  - Standard Guidelines Review
  - Macro BIM Start-up
- Confirm Project Priorities
  - Develop Master Program Schedule
- A/E Selection
  - Review & Recommend RFQ Structure, Language, etc.
  - Discuss A/E Fee Schedule Possibility
  - RFQ BIM Language
  - Develop Selection Process
  - Contract Language
    - Insurance Requirements

- Recommend Project Distribution
  - A/E
  - Construction
- OIS Set-up
- Procurement Strategy
  - Professional Services
    - Geotechnical Testing
    - Structural
    - MEP
    - Civil
    - A/V, Telecommunications
- Responsibility Matrix
  - Delegation
  - Board Expectations
- Establish Communication Protocol/Reporting
  - Board
  - Staff
  - Internal
- Total Project Budget Confirmation
- Future Presentations
  - Project Delivery
  - BIM FM
  - Volume Procurement

## **Update on Status of Construction Projects**

The Facilities Planning & Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress.

This item is for the Board's information only. No action is requested.



## Status of Construction Projects In Progress July 2014

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
<b>Pecan Plaza Renovations for Police Department</b>	90%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction in progress and ahead of schedule</li> </ol>	\$1,200,000	\$901,950.05	\$716,786.83	\$185,163.22
<b>Stucco Painting for Buildings M, N &amp; L</b>	90%	June 2014	<ol style="list-style-type: none"> <li>1. Construction phase</li> <li>2. Work in progress</li> </ol>	\$150,000	\$61,067	\$22,656.80	\$38,410.20
<b>Hail Damage Repairs Design</b>	100%	August 2013	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Amtech has completed design of all design phases</li> <li>3. They will continue with construction administration until punch list is completed by contractor</li> </ol>	Design \$550,000	Design \$434,602.41	Design \$419,698.22	Design \$14,904.19
<b>Hail Damage Repairs Construction</b>	99%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. All phases of repairs with SpawGlass are complete</li> <li>3. One final proposal was Board approved in March 2014 for repair of some roof top exhaust fan units and expected to be completed in June 2014</li> </ol>	Const. \$5,500,000	Const. \$7,575,711.73	Const. \$7,546,981.78	Const. \$28,729.95
<b>Grant/Accountability Office Improvements</b>	100%	May 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Plans and specifications are complete</li> <li>3. Solicitation of Construction proposals is complete</li> <li>4. Board approved contractor at the June 2014 Board meeting</li> </ol>	\$4,000	\$9,000	\$0	\$9,000
<b>North Academic Building G226 Astronomy Computer Lab</b>	60%	July 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Improvements are being done in house by Maintenance and IT staff</li> </ol>	\$18,500	\$7,378.80	\$7,378.80	\$0

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Student Services Building Offices Modifications</b>	100%	May 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Plans and Specification are complete</li> <li>3. Construction proposals have been received</li> <li>4. Recommendation to hire a contractor was approved at the June 2014 Board meeting</li> </ol>	\$23,108	\$21,200	\$15,525	\$5,175
<b>Pecan Plaza Continuing Education Classrooms Improvements</b>	15%	Sept 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Board approved contractor in April 2014</li> <li>3. Construction work in progress</li> </ol>	\$170,000	\$185,000	\$0	\$185,000
<b>Pecan Campus North Academic Building Re-carpeting</b>	20%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Request Board approved Contractor in May 2014</li> <li>3. Work in progress</li> </ol>	\$26,600	\$18,790	\$0	\$18,790
<b>Pecan Campus South Academic Building Re-carpeting</b>	20%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Request Board approved Contractor in May 2014</li> <li>3. Work in progress</li> </ol>	\$14,220	\$21,771.52	\$0	\$21,771.52
<b>Pecan Campus Buildings A, E, G &amp; X Electrical Disconnects</b>	15%	August 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Board approved additional scope of design services in May 2014</li> <li>3. Design work in progress</li> </ol>	\$7,500	\$8,460	\$0	\$8,460
<b>Mid Valley Campus</b>							
<b>South Academic Building Art Lab Improvements</b>	99%	May 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction work is substantially complete</li> <li>3. Punch list work is in progress</li> <li>4. Waiting on contractor to confirm punch list items are ready for inspection</li> <li>5. Contractor committed to completing punch list by June 19, 2014</li> </ol>	\$40,000	\$42,500	\$32,623	\$9,877

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Technology Campus</b>							
<b>West Academic Building Re-roofing</b>	0%	September 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Staff completed solicitation of qualifications from architects</li> <li>3. Board approved architect firm at the June 2014 meeting</li> </ol>	\$151,000	TBD	\$0	TBD
<b>Modifications for Career Planning Services Center</b>	100%	May 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Improvements are minor and were done by STC Maintenance staff</li> <li>3. Work is complete</li> </ol>	\$15,000	\$3,773.51	\$3,773.51	\$0
<b>HVAC Cooling Tower Replacement</b>	100%	August 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Construction proposal were received and were over budget</li> <li>3. Board approved in June 2014 to reject proposal, redesign and re-solicit proposals</li> </ol>	\$12,000	\$15,835	\$12,409.25	\$3,425.75
<b>Detention Pond Improvements</b>	100%	May 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Work complete</li> <li>3. Board approved final completion at the June 2014 Board meeting</li> </ol>	\$30,000	\$29,985	\$29,985	\$0
<b>Nursing and Allied Health Campus</b>							
<b>Parking Expansion</b>	35%	July 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Board approved schematic design in May 2014</li> <li>3. Staff is working with engineer to complete plans and specifications</li> </ol>	\$54,000	\$47,755	\$0	\$47,755
<b>Subdivision Plat for 6.63 Acres</b>	35%	July 2014	<ol style="list-style-type: none"> <li>1. Design Phase,</li> <li>2. Staff is working with the engineer to develop subdivision plat</li> </ol>	\$0	\$18,745	\$0	\$18,745
<b>West Wing Re-carpeting</b>	30%	July 2014	<ol style="list-style-type: none"> <li>1. Construction phase</li> <li>2. Board approved contractor in May 2014</li> <li>3. Work is in progress</li> </ol>	\$150,000	\$97,474	\$0	\$97,474

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Starr County Campus</b>							
HVAC Chiller Replacement	100%	April 2014	1. Commissioning Phase 2. Work is complete	\$290,000	\$299,000	\$284,050	\$4,450
Repaint Stucco Buildings	90%	June 2014	3. Construction phase 4. Work in progress	\$60,000	\$84,408	\$27,092.62	\$57,315.38
Parking Lot 5 and South Drive Lighting	10%	August 2014	1. Construction Phase 2. Board approved contractor at the April 2014 meeting 3. Work is in progress	\$105,000	\$98,500	\$0	\$98,500
<b>District Wide</b>							
ADA Automatic Door Openers	95%	June 2014	1. Construction Phase 2. Board approved substantial completion at the June 2014 Board meeting	\$130,000	\$96,500	\$0	\$96,500
Building to Building Accessibility	100%	May 2014	1. Construction Phase 2. Punch list work has been completed 3. Board approved final completion at the May 2014 meeting 4. Liquidated damages were enforced due to late completion	\$200,000	\$223,617.01	\$223,617.01	\$0
Classroom Remote Door Lock System and Hardware	10%	July 2014	1. Project Development Phase 2. Staff is researching best system options prior to hiring electrical engineer for design of electrical improvements needed to support this new system	\$50,000	TBD	\$0	TBD
Design Standards and Guidelines	45%	July 2014	1. Development Phase 2. Working with A/E consultants to update based on all section of Construction Specifications Institute Information will be shared with Bond 3. Construction Program Management consultant for review in input	\$10,000	\$7,500	\$5,780	\$1,720
<b>For FY 2013-2014, 27 projects are currently in progress, 14 have been completed and 13 pending start up in phases later in the fiscal year – Total 54</b>							

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

Board action is requested to approve the checks for release and the financial reports for the month of June 2014. The approval is for checks submitted for release in the amount greater than \$50,000 and checks in the amount greater than \$10,000 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 **June 2014**, 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 the submitted checks for release in an amount over \$50,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of June 2014.

### **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 \$50,000.00, the checks that were released as authorized by Board Policy #5610 and the financial reports submitted for the month of June 2014.

### **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 \$10,000.00 - \$50,000.00  
Released Prior to Board Approval for June 2014
- B. Release of Checks for \$50,000.00 and Above  
Board of Trustees Approval Required for June 2014
- C. Release of Checks for \$50,000.00 and Above  
Released Prior to Board Approval (Policy 5610) for June 2014
- D. Release of Construction Fund Checks for June 2014
- E. Quarterly Investment Report for June 2014
- F. Summary of Revenue for June 2014
- G. Summary of State Appropriations Income for June 2014
- H. Summary of Property Tax Income for June 2014
- I. Summary of Expenditures by Classification for June 2014
- J. Summary of Expenditures by Function for June 2014
- K. Summary of Auxiliary Fund Revenues and Expenditures for June 2014
- L. Summary of Grant Revenues and Expenditures, June 2014
- M. Summary of Bid Solicitations
- N. Check Register for June 2014

# **FINANCIAL REPORTS**

The Financial Reports are included in your Board packet under separate cover.

# *EXECUTIVE SESSION*

**Discussion and Action as Necessary Regarding Cause No. 13-70370; Mike Givilancz, III vs. South Texas College**

Legal action was taken against the College by Mike Givilancz. The lawsuit was submitted to the College's insurance carrier, Texas Association of School Boards (TASB). TASB assigned Mr. Eduardo Garza from Esparza & Garza, L.L.P. to handle the case.

Mr. Garza has requested a meeting with the Board during executive session to discuss this cause. Any action taken by the Board will occur in accordance with the Texas Open Meeting Act.

**Discussion and Action as Necessary Regarding Cause No. CL-12-3347-G;  
Anna Chance vs. South Texas College**

Legal action has been taken against the College by Anna Chance, a former faculty member. The lawsuit was submitted to the College's insurance carrier, Texas Association of School Boards (TASB). TASB assigned Mr. Eduardo Garza from Esparza & Garza, L.L.P. to handle the case.

Mr. Garza has requested a meeting with the Board during executive session to discuss this cause. Any action taken by the Board will occur in accordance with the Texas Open Meeting Act.

## **Informational Items**

- President's Report
  
- Board Committee Meeting Minutes:
  - July 10, 2014 Education & Workforce Development Committee
  - July 10, 2014 Facilities Committee
  - July 10, 2014 Finance and Human Resources Committee

# *President's Report*



**South Texas College’s Fall Semester enrollment efforts are well underway!**

**IT'S YOUR MONEY, DON'T WASTE IT!**

EARLY PAYMENT DEADLINE	FINAL PAYMENT DEADLINE
<b>JULY 31</b>	<b>AUGUST 19</b>

**Make note of these dates for the upcoming Fall 2014 semester, as failure to meet them will result in additional fees and/or being DROPPED FROM ALL YOUR CLASSES.**

**These deadlines are as follows:**  
**EARLY PAYMENT DEADLINE**  
 Avoid an additional \$60 registration after deadline fee by paying your tuition or making payment arrangements before **Thursday, July 31, 2014.**

**FINAL PAYMENT DEADLINE**  
 Your tuition must be paid by 5 p.m. on **Tuesday, August 19, 2014.** If you have not applied for Financial Aid, paid for your classes, or made payment arrangements with our Career's Office, you will be dropped from all of your classes.

**WHAT YOU NEED TO DO**  
 To avoid schedule interruption the Account Balance must be paid by the Payment Deadline by either:

- Payment in Full Amount
- Installment Plan (required down payment must be met)
- Emergency Loan
- Financial Aid complete (payment must be posted to account)

**QUESTIONS?**  
 You're dropped, you've registered, you're ready to start. Let us help, call us at **(956) 872-3455** Monday-Friday 8 a.m. to 5 p.m. or visit a campus near you.

We will work out a payment plan or recommend other payment arrangements.

For more information visit <http://southtexascollege.edu/deadline/>

Starting this fall 2014 semester, South Texas College will implement two important payment deadlines for all students. An Early Payment Deadline on July 31, 2014, and a Final Payment Deadline on August 19, 2014.

Students are advised to avoid an additional \$60 registration after deadline fee by paying their tuition or making payment arrangements before the Early Payment Deadline on July 31. If tuition is not paid, payment arrangements have not been made, or if financial aid has not been established by 5 p.m. on August 19, students will be dropped from their classes. South Texas College faculty and staff are ready to assist all students during this implementation of payment deadlines.

These payment options include payment in full, installment plans with required down payments, emergency loans or students may still apply for financial aid. In addition to making payment

arrangements during regular hours on Monday – Friday from 8 a.m. to 5 p.m. students may also take advantage of extended hours on Saturdays from 10:00 a.m. to 2:00 p.m. at the Pecan, Mid-Valley and Starr County Campuses.

The South Texas College Starr County Campus Psychology Club presented a check for \$1,630 to the family of infant cancer patient Zadee López to help with her cancer treatment. Zadee, a 2-year-old Rio Grande City native, has stage-four neuroblastoma, a common form of cancer among young children. South Texas College’s Starr County Campus Psychology Club raised funds for Zadee by selling t-shirts and collecting donations.





The College’s Culinary Arts Club participated in the HEB Sampling Showcase on Wednesday, July 16, from 6 p.m. – 8 p.m. Everyone was invited to come out and show their support of our Culinary Arts Program. For each sample flyer completed during the event, HEB donated \$10 to the Culinary Arts Club! Thanks to everyone’s support, the Culinary Club received a check for \$2,500 from HEB at the Sampling Showcase!



The South Texas College Starr County Campus Psychology Club gathered donations to benefit STC alumnus Leo López III, for his second medical mission to Guatemala. The Psychology Club gathered several bags filled with vitamins, ibuprofen, hats, lotions and sunscreen that will assist in Lopez’s mission to Guatemala. Leo will provide medical care and implement public health education resources and programs in the Central American country. One of the purposes of the Psychology Club is to serve the community and they are always looking for

opportunities to lend a hand. Leo graduated in the first cohort of STC’s Dual Enrollment Medical Science Academy (DEMSA), is a Starr County native, and a third year medical student at the University of Texas Health Science Center at San Antonio.



South Texas College and local high school students were invited to participate in a marketing focus group. The Office of Public Relations and Marketing at South Texas College hosted four 1-1/2 hour focus groups to gain insights for our upcoming branding campaign. The sessions took place on Thursday, July 24th at the Pecan Campus. Participating students received gift cards to the Cinemark Movie theatre as a token of appreciation.



On Saturday, July 12<sup>th</sup> a South Texas College Police Academy completion ceremony was held for those cadets who earned their badges and certificates. The event was held at the Cooper Center auditorium on the Pecan Campus. A welcome was provided by Dr. Anahid Petrosian, Interim VP for Academic Affairs, and Chief Ruben Villescas, Pharr Police Department. The presentation of certificates and badges was done by Chief Villescas (Pharr), Chief Juan Gonzalez, (San Juan) and Assistant Chief Dexter Jones (TABC), and Chief James Loya (UTPA Police Dept.). Congrats to the cadets upon receiving their certificates and badges:

- ❖ Cadet Juan Alvarez -Pharr Police Department
- ❖ Cadet Jose Andrade - Pharr Police Department
- ❖ Cadet Lorenzo Andrade - San Juan Police Department
- ❖ Cadet William Cerda - Pharr Police Department
- ❖ Cadet Isaac De La Garza - University of Texas-Pan American Police Department
- ❖ Cadet Cesar Maldonado – Pharr Police Department
- ❖ Cadet Roberto D. Vergara – Pharr Police Department

*Save the date* for the **6<sup>th</sup> Police Academy Completion Ceremony** that is scheduled to take place on August 7<sup>th</sup> at 5:00 PM at the Cooper Center, McAllen.

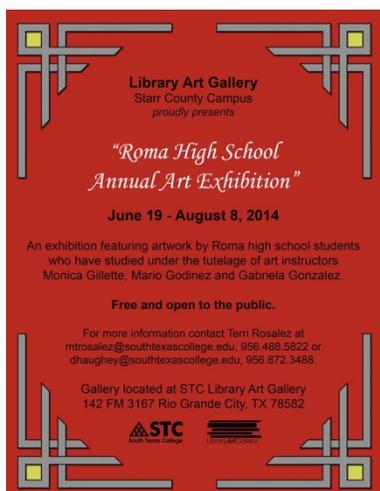


On July 2, 2014 all campuses held Independence Day Celebrations. Everyone was asked to stop by the Independence Day Celebration and help support the troops by donating to Operation Interdependence. Operation Interdependence is accepting items through July 10.



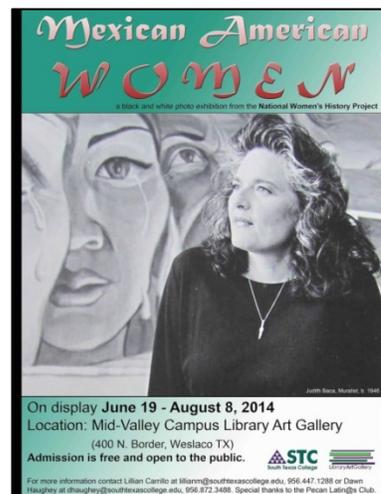
Erica De La Cruz was the featured alum in the "My South Texas College Experience" series. Erica De La Cruz earned a social work degree from South Texas College in 2010 and is the Wish Coordinator for the Make A Wish Foundation.

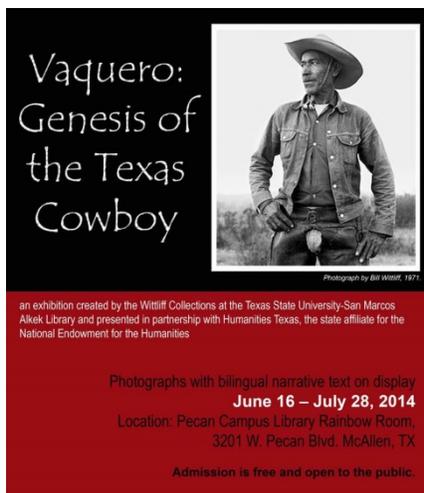
STC's Library Art Gallery exhibits regional, national and international artwork, explores new visions and theories of creativity, and introduces innovative artistic expressions to the South Texas region. Following are exhibitions currently being featured at South Texas College campuses.



South Texas College's Starr County Campus Library Art Gallery is proudly presenting its "Roma High School Annual Art Exhibition." The display features works of art by students, who have studied under the tutelage of Roma High School art instructors Monica Gillette, Mario Godinez and Gabriela Gonzalez. The exhibit features mixed media artwork by freshman, sophomore, junior and senior Roma High School students and will be on display from June 12th to Aug. 8, 2014 at STC's Starr County Campus Library (Bldg. F), located in Rio Grande City. Admission is free and open to the public.

South Texas College's Mid-Valley Campus Library is presenting "Mexican American Women," a black and white photo exhibition that features a series of images from the National Women's History Project, and has been a collaborative effort between the college's Pecan Campus Latin@s Club and the library. The exhibit will be on display from June 19th to Aug. 8th at the Mid-Valley Campus Library Art Gallery, located in Weslaco. Admission is free and open to the public.





South Texas College’s Pecan Campus Library presented “Vaquero: Genesis of the Texas Cowboy,” an exhibition created by the Wittliff Collections at the Texas State University-San Marcos Alkek Library and presented in partnership with Humanities Texas, the state affiliate for the National Endowment for the Humanities.

This exhibit was made possible in part by a *We the People* grant from the National Endowment for the Humanities. Wittliff photographed the *vaqueros* as they went about daily chores that had changed little since the first Mexican cow herders learned to work cattle from a horse's back. Wittliff captured a way of life that now exists only in memory and in the photographs included in this exhibition. The exhibition featured photographs with bilingual narrative text that reveal the muscle, sweat and drama that went into roping a calf in thick brush or breaking a wild horse in the saddle. The exhibit was

on display from June 16 to July 28, 2014 at the Pecan Campus Library Rainbow Room, located in McAllen. Admission was free and open to the public.



South Texas College’s Technology Campus Library is presenting “2013 Additions: Newly Acquired Pieces,” an exhibit featuring artworks by Lenard Brown, Noel Palmenez and others. The exhibit opened Thursday, June 19, 2014 and will be on view through Friday, Aug. 8 at the College’s Technology Campus Library Art Gallery, located in McAllen. The exhibit features works of art that have been donated to South Texas College, during the 2013 school year, by various artists who have exhibited at one of the College’s five library art galleries throughout the Rio Grande Valley in Hidalgo and Starr counties. These artists include Lenard Brown, Delvis Cortez, Olga Escobedo, Adrian Luna, Imanol Miranda, Noel Palmenez and Travis Trapp.

presenting “*Harmony*,” an exhibit featuring digital artworks by Rolando D. Garza. Garza received a degree in Graphic Design from the University of Texas-Pan American. His background includes work in engineering, computer science, psychology, sculpture and art. The exhibit opened Thursday, June 19, 2014 and will be on view through Friday, Aug. 8. An artist talk was held on July 3rd at 3:30 p.m. at the College’s NAH Campus, located in McAllen. Admission is free and open to the public.

South Texas College’s Nursing and Allied Health Campus Library is





After a national search, **Dr. Erasmus Addae** has been selected as South Texas College's **Dean of Distance Learning**. Dr. Addae began his appointment on June 23, 2014.

Dr. Addae has a Doctorate degree in Educational Computing and Master of Science in Information Systems. His experience includes working for the Central Texas College as the Director of Instructional Technology and Online learning. At Central Texas College, he directed the formulation of a strategic plan for the development and support of distance and online learning. He played an active role in the expansion of distance learning programs from 2002 to 2008, which led to almost all courses and degree plans that were being offered on-campus, to be offered online. Since 2010, Dr. Addae has worked with the Learning and Media Educational Services as their lead consultant, assisting online learning departments for university environments. His responsibilities included selecting appropriate media, designing learning materials, interfaces, and formats for remote students. He has planned, designed, and implemented successful Blackboard programs for online courses.

The College's extensive search for the **Director of Human Resources** position attracted over 50 candidates. After interviewing and careful consideration, three finalists were invited for on campus open forums with faculty, staff, and students at the Pecan, Mid Valley and Starr County campuses.



**Brenda J. Balderaz** has been selected as South Texas College's **Director of Human Resources** and she began her new role on July 1, 2014. Miss Balderaz has a Master of Human Resources Management from Tarleton State University and a Bachelor of Business Administration in Accounting from the University of Texas Pan American. Prior to becoming the Director of Human Resources, she served as the Coordinator of Benefits & Payroll and also as the Benefits Specialist for South Texas College during the past 13 years. Other professional work experience includes working as a Payroll Specialist with Edinburg Consolidated Independent School District for 11 years, supervision of payroll and

benefits staff and coordinated with State of Texas Group Benefits administrator, ERS, to offer feedback sessions. She has worked with senior management to update and/or create HR policies and procedures, remains current on employment law; and has developed orientation, training, and wellness programs.



On Wednesday, June 18<sup>th</sup> a representative from UTPA was at the Starr County Campus to review the University's Master of Business Administration, Master of Public Administration and new Master of Science in Health Science online degree programs.

Representatives from UTPA will be available at the Pecan Campus to help students apply for admission, get their transcripts evaluated, provide advisement, and assist them with financial aid. They will be available on Tuesday, July 15<sup>th</sup> from 12 p.m. to 4:30 p.m. in Bldg. K 2.900.

**WELCOME BACK FRIDAYS**  
**Friday, June 27th**  
**10:00 am - 1:00 pm**  
**Pecan Campus**  
 East side of Bldg 6 (Lawn Area)  
**Volleyball Department**  
**CHALLENGE GAME - 10:00 am**  
**Culinary Arts VS Facility Maintenance**

**STC**  
 South Texas College

All faculty, staff and students are welcome to join the *Welcome Back Friday* events from 10:00 a.m. to 1:00 p.m. It's a great time to gather and participate in friendly volleyball challenges with members of various College departments, or simply enjoy lunch and watch the friendly competition.

The Office of Professional & Organizational Development has invited all Faculty members to be part of a faculty learning community, working together to enhance and contextualize teaching techniques that will lead to powerful student learning. The **FOCUS Academy** is available and will start on September 12, 2014. Registration is *FREE* of charge and seating is limited to 30 faculty participants.

**CHARTING THE COURSE TO FOCUS ON CREATING ULTIMATE STUDENT SUCCESS**

**FOCUS COMMITMENT**  
 The Academy uses the following strategies to ensure that participants are provided with the highest instructional resources and in the long run, in a structured, supportive way. They have agreed to the Academy commitment to the following:

- Full-time faculty (Fall 2014 - August 2015)
- Limited-time faculty (Fall 2014 - August 2015)
- Throughout the Fall and Spring
- Focus on Learning Outcomes
- Focus on Student Success
- Course Redesign Project

**Dates:**  
 September 12-24, October 12-24, November 1-4, December 1-4

**Faculty:**  
 September 12-24, October 12-24, November 1-4, December 1-4

For more information regarding this and other opportunities, please call or email at 877-822-2288 or email at [opod@stc.edu](mailto:opod@stc.edu) or visit [www.stc.edu](http://www.stc.edu)

Office of Professional & Organizational Development  
**OPOD** Center for Teaching & Learning

**Ambassadors Leadership Academy**

*Cultivating Leadership at Every Level*

Fall 2014—Spring 2015

The Office of Professional & Organizational Development is now accepting applications for the 3rd Cohort of the Ambassadors Leadership Academy (ALA). All faculty and staff are encouraged to apply. Participation in the Academy is a competitive process. Preference will be given to employees currently in a formal leadership position and/or commissioned STC Ambassadors (ACTA graduates).

The Office of Career & Employer Services held “On-Campus Recruitment” events with employers Corpus Christi Fire Rescue, and the Express Factory Outlet.

**Mid-Valley Campus**

**On-Campus Recruitment**

**Express Factory Outlet**

Tuesday, July 1st, Wednesday, July 2nd  
 &  
 Wednesday, July 9th, Thursday, July 10th

8:00am-4:00pm  
 Bldg. F Lobby  
 For details call: 872-3069

**Technology Campus**

**On-Campus Recruitment**

**Corpus Christi Fire Rescue**

Thursday, June 26th  
 11:30am  
 Atrium  
 For details call: 872-6317

South Texas College  
**SUITED for SUCCESS**

The South Texas College Office of Career & Employer Services are collecting new and gently used professional clothing to distribute to students who may not have been able to afford the attire to obtain their dream jobs. All items donated to this worthy cause will help STC students get into the job market and look great while doing it!

**DISTRICT WIDE CLOTHING DRIVE**  
July 14-17, 2014 • 9 am - 4 pm

Bring interview quality clothing donations to the following drop off locations:

- Monday, July 14th**  
Starr County Campus, Building G 1.402-8
- Tuesday, July 15th**  
Mid Valley Campus, Building F-124
- Wednesday, July 16th**  
Technology Campus, Workforce Center Bldg. C-128
- Thursday, July 17th**  
Pecan Campus, Student Services Bldg. K 2.928

**Donation Items:**

<b>Mens Attire:</b>	<b>Women's Attire:</b>
• Dry-cleaned suits	• Interview appropriate suits
• Dress shirts	• Solid Color Blouses
• Dress slacks	• Slacks
• Ties	• Professional Skirts
• Shoes	• Shoes
• Belts	• Accessories

The Office of Career & Employer Services also held a district-wide clothing drive from July 14<sup>th</sup> thru July 17<sup>th</sup>. The purpose was to help those students who may not have the appropriate attire to obtain their dream jobs. These donations of professional clothing will get them off to a good start.

The Office of Human Resources held college-wide “Employee Appreciation Days” during the week of June 23, 2014. All employees were invited to stop by for a 15 minute break and to enjoy some refreshments. Events were conveniently held at all campuses.

**Employee Appreciation Day!**

The Office of Human Resources has planned monthly campus visits to applaud our college's outstanding employees for their dedication and hardwork.

**Thank You!**

Join us for a 15 minute break for cookies and refreshments in honor of Employee Appreciation Day!

**Campus Visits:**

1. Starr Campus: Wednesday, June 25, 2014 from 9:00am-11:00am, Building D Room D1.116
2. Pecan Campus: Wednesday, June 25, 2014 from 2:00pm-4:00pm, Library Building F Rainbow Room



"Services for Success"  
Office of Human Resources

PO Box 9701, McAllen, Texas 78502 • Phone (361) 872-4448 • Fax (361) 872-4448

**ERS**  
Employee Retirement System of Texas

ERS Annual Enrollment Presentation/Fair 2014  
Hosted by South Texas College



**Participants:**

ERS, Aon Hewitt, Minnesota Life, United Health Care, Caremark, Humana Dental, Careington Dental, Tex Flex, and TexasAver

**Schedule:**

When: Wednesday July 16, 2014  
Where: Pecan Campus: Student Activities Center Building H, Rooms H 216 and Room H  
Time: Fair 9:00am-12:00pm Room H/Presentation Room H 216: 9:30am

For More Information Contact Human Resources - Benefits Office:  
Karina Garcia Sandra Garcia Esteban Garcia  
872-3894 872-3893 872-3891

The Office of Human Resources staff traveled to all South Texas College campuses during the open enrollment period to assist employees with questions, etc. The events provided everyone an opportunity to learn what's new this year, to make benefit changes, and to speak directly with representatives from the different agencies that provide employee insurance/benefits under the Employees Retirement System of Texas, such as United Healthcare, TexFlex, State of Texas Dental Discount Plan, as well as others.

All were invited to attend the Starr County Campus Psychology Club's 6<sup>th</sup> Starr County Role Model: *Get Inspired* conference held July 22 at the Starr County Campus Auditorium. Featured speakers were Carlos Guzman, Roma ISD Superintendent, Dr. Luzelma Canales, Executive Director of RGV Focus, and former South Texas College administrator, Alberto Esco, Owner of Esco Spa & Salon, and Dr. Adrian Guerra, Roma ISD Choral Director.

**PSYCHOLOGY CLUB**  
PRESENTS:

**6<sup>th</sup> Starr County Role Models: Get Inspired!**  
CONFERENCE



Carlos Guzman  
Roma ISD Superintendent

Dr. Luzelma G. Canales  
Executive Director of RGV Focus

Alberto Esco  
Owner of Esco Spa & Salon

Dr. Adrian Guerra  
Roma ISD Choral Director

Tuesday, July 22, 2014 - 10:00am-11:20am at the STC Starr County Campus Auditorium

Students, under instruction of advisors, are responsible for printing and purchasing documents. Students keep their name and responsibility for this project on the document and do not make any other changes without the approval of the South Texas College Faculty, staff, administration and Board of Trustees.



South Texas College's **Institute for Advanced Manufacturing (IAM) Workplace Literacy Program** continues to strengthen the region's workforce as local manufacturing employees take advantage of the English as a Second Language (ESL) course. Recently, students completed the fourth level of the ESL course with goals of implementing their skills in the workplace at **Coca Cola, Paramount Citrus, Trostel, Royal Technologies and Frito Lay**. The IAM Workplace Literacy Program consists of several levels of English that helps participants develop and refine their oral, written and listening skills to gain an

understanding of commonly-used vocabulary, enhancing their job productivity. Course curriculum is developed and customized to help students effectively learn how to communicate with other employees and supervisors.

Writers In Literary Discussion (**WILD**) invited everyone to join them for the City of McAllen's July 4th Parade. Tom Fuschetto's Comedy Crew with WILD's Comedy Marching Band performed their version of "Yankee Doodle." Volunteers walked, danced, sang and played a variety of traditional and non-traditional instruments for one and a half miles throughout the parade. It was all in good fun!

**WILD** presented an afternoon puppet show for children; "Fuzzy's Tummy at the Zoo. The show took place on Friday, July 18, 2014 from 3-4:00 PM at the Boys Club of Edinburg. The puppet show was open to the public and free of charge. This production was written and directed by Tom Fuschetto and performed by the members of WILD.

The Office of Security provided CPR/First-Aid Training on July 25<sup>th</sup> from 8:15 am to 4:30 pm at the Pecan Campus, Building F – Rainbow Room. The training was on a first come first served basis, as only 10 seats were available.

- Together with key staff, continue contract negotiations with representatives from Broaddus & Associates. Resulted in successful conclusion leading to Board action on a recommended fee for Broaddus & Associates to serve as Construction Program Manager for the College's recent \$159 million bond construction program.
- Participated in weekly meetings with the Vice Presidents to review and discuss the recommendations made by the consultants on the compensation study. Every employee classification group is being carefully reviewed, i.e. Executive, Administrative, Professional/Technical, and Classified. All position titles, pay ranges, education degrees, licenses and certificates are being reviewed. The current recommendations are being reviewed by the Vice President of Finance and Administrative Services and the administrative leadership.
- Continue to meet with the consultant firm hired for the College's "rebranding" project as well as Daniel A. Ramirez, Director of Public Relations and Marketing. The goal is to present a proposed new logo and advertising campaign for the rebranding of South Texas College.

- Coordinated with Santa Peña, Director of Counseling and Ray Pedraza, Public Relations & Marketing, on a video recording for a national conference on Project HIRE, taking place in San Diego, CA.
- Met with Superintendent Blaha, Hidalgo ISD, to rekindle his interest in the Early College High School program and expand dual enrollment.
- Worked with key staff and Congressman McCaul on the coordination of a Homeland Security Committee field hearing on the unaccompanied children crisis. This nationally televised hearing took place on July 3, 2014 at the Technology Campus. Congressman McCaul was very impressed with South Texas College and all who responded to this vital issue on such short notice, and at such high standards.
- Attended the Competency-based Degrees in Community Colleges Seminar provided by the Bachelor Program, which took place at the South Texas College Pecan Campus Library, room F102. The term “competency-based education” refers to alternative credentialing strategies that allow students to progress through course materials at their own pace and demonstrate mastery through assessments, regardless of time spent in “class.”
- Continue to participate in the Medical School Advisory Committee meetings for the new Medical School in South Texas, the UT-RGV. I attended the meeting held Wednesday, July 9, 2014, 10:00 A.M. to 12:00 P.M. at the RAHC in Harlingen.
- Attended and participated in the Board Committee meetings: Education and Workforce Innovation, Facilities Committee, and Finance & Human Resources Committee.
- Participated in the Business Impact Analysis (BIA) meeting presented by Dell on July 14<sup>th</sup> at the Cooper Center. The Business Impact Analysis is a critical step in establishing the implementation of a contingency planning program. The purpose of a BIA is to understand the impact of a disaster (or prolonged outage) to a business. The impact could be a result of a natural, man-made, or technology-related outage or disaster. Data can be collected by utilizing questionnaires (surveys), tools, interviews and discussions. The BIA is a tool that identifies and measures a business’s reliance upon critical business processes and information systems. Martin Yarborough from Dell gave a presentation regarding this important project and explained South Texas College staff members’ roles in this process.
- Participated in the RGV Focus Leadership Retreat held July 17<sup>th</sup> thru July 18<sup>th</sup> at South Padre Island. The agenda included reviewing benchmark data on public schools and higher education outcomes for Hidalgo, Cameron, Willacy and Starr counties. The balance of the retreat focused on establishing goals and strategies for improving these outcome measures.
- Toured a proposed site in the City of Pharr with Mr Gary Gurwitz, Board Member, for consideration as a possible future site for the development of the Center for Public Safety Excellence.
- Participated in “Creative Campaign” roundtables coordinated by Public Relations & Marketing and the College’s re-branding consultant, Richards/Carlberg. The roundtables were held July 24<sup>th</sup> in the

Rainbow Room at the Pecan Campus Library. The groups involved included current students, prospective students, non-traditional students, and high school juniors/seniors. The purpose for the roundtables was to gain feedback on the proposed logo redesign and rebranding advertising campaign.

- Coordinated the agendas and back-up materials for the Education and Workforce Innovation Committee meeting, Facilities Committee meeting, Finance Committee meeting, and Regular Board meeting.
- Continue to meet with STC'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 STC's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from June 27, 2014 through July 29, 2014 included:
  - Update on Summer and Fall 2014 Enrollment
    - Paid
    - Non-Paid
  - Update on Admission Criteria for UT-RGV
  - Review and Discussion of ACCT Proposals for the 2014 ACCT Leadership Congress, Chicago, October 22<sup>nd</sup> to October 25<sup>th</sup>
  - Review and Discussion of Opportunities Provided by Representative Muñoz's Appointment to the Joint Interim Committee to Study Education Policy for a Skilled Workforce
  - Update on Senate Subcommittee Acts on Education, Labor Funding for Next Year
  - Update on FY 2014-2015 Budget
  - Update on Tax Revenue
  - Review and Discussion of LBB Procedures for GBO/LBB Budget Process for Level Funding
  - Continued Discussion of the Proposed Compensation Plan
  - Discussion of Three Levels for Administrative Assistants
    - Vice President
    - Dean
    - Director
  - Discussion of Coordinating Board Staff Proposed Recommendations Related to Authorization of Community College Baccalaureates
  - Discussion and Update on Business Impact Analysis
  - Discussion of Requests for New Positions for FY 2014 - 2015

- Discussion of Status of STAR Award Nominations
- Discussion of RAND Research Study on TSI Assessment
  - Holistic Advising
  - Bubble Range Students
- Update and Discussion of Strategic Leadership Teams
- Update and Status on Compensation Study
- Review of Proposed Staffing Plan for FY 2014 – 2015
- Discussion of Status of Program Planning and Review of Proposed Facilities for Bond 2013 Construction Program
- Discussion of Job Description and Reporting Line for Chief Information Security Officer
- Review and Discussion of Non-Faculty Personnel Compensation Study Recommendations to the Board
- Review and Discussion of U.S. Department of Labor: Exemption for Executive, Administrative, Professional, Computer and Outside Sales Employees Under the Fair Labor Standards Act (FLSA)
- Discussion of Need to Identify 3-5 Areas/Fields for Future Baccalaureates
- Discussion of Process for Selecting/Approving Dual Enrollment Faculty
- Review and Discussion of Current Pay Plans for
  - Classified Personnel
  - Professional Technical Personnel
- Review and Discussion of Guidelines for Designating Professional Technical Employees as Exempt as Compared to Non-Exempt
- Update and Review of the Results of Non-Faculty Compensation Study
- Distribution of Proposed FY 2014 – 2015 Budgets by Financial Manager
- Review and Discussion of Development and Approval of Procedures for New Degree and Certificate Programs
- Review and Discussion of: Clearinghouse Study Finds Declining Student Persistence Rates
- Review and Discussion of FY 2012 – 2013 Student Success Points and the Impact on Performance Based Funding
- Review and Discussion of UTRGV Admissions Criteria
- Review and Discussion of Role of South Texas College in Providing Adult Basic Education (ABE)
- Review and Discussion of Preliminary TSI Scores for Students Registered for Fall
- Review and Discussion of Guidelines for Designating Professional and Technical Employees as Exempt as Compared to Non-Exempt
- Update on Latest Bond Construction Program Master Schedule
- Update on Plan for Relocation of Portable Building on Pecan Campus
- Update on Capital Improvement Projects Currently in Progress and Pending Projects

*Education and Workforce  
Development Committee  
Minutes  
July 10<sup>th</sup>, 2014*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Thursday, July 10, 2014  
@ 3:30 p.m.  
McAllen, Texas**

**MINUTES**

The Education and Workforce Innovation Committee Meeting was held on Thursday, July 10, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:35 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias, Dr. Alejo Salinas, Jr., and Mr. Gary Gurwitz

Other Trustees present: None

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Ms. Celinda Palacios, Ms. Sofia Pena, Ms. Laura Talbot, and Mr. Andrew Fish

**Approval of Minutes for May 8, 2014 Committee Meeting**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Minutes for the Education and Workforce Development Committee meeting of May 8, 2014 were approved as written. The motion carried.

**Presentation on Career and Employer Services**

Ms. Celinda Palacios, Director of Career and Employer Services, provided a presentation on Career and Employer Services at South Texas College.

Through a robust website, career expos, workshops, and other events, the department provides services to help South Texas College graduates and alumni start their careers as well as services to employers looking to hire talented and competent employees.

Ms. Palacios reviewed the services that the College provides to students, including career planning, assistance with resumes and preparation for interviews, and direct connection with hiring employers.

The *Backpack to Briefcase* program was offered district wide, and helped students make the transition from academia to the professional world.

The presentation then switched focus to showcase the tools South Texas College provides to employers, who can use the College's website to make connections with the graduates who are now eager to start working. Ms. Palacios provided a guided tour of the web interface as seen by interested employers, and also demonstrated how this powerful tool provided STC the ability to track local employment and job market trends and compare them to national data.

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

### **Presentation on the Texas Higher Education Coordinating Board Grant to Establish Career and Technical Education Early College High Schools with Mission CISD and Weslaco ISD**

On May 27, 2014 the South Texas College Board of Trustees approved the "School to Career Early College High School" grant from the Texas Higher Education Coordinating Board

#### **School to Career Early College High School Grant Timeline**

- February 2014 – THECB issued a call for grant applications
- March 2014 – South Texas College applied for grant funding for Career and Technical Education Early College High Schools (CTE-ECHS)
- May 2014 – THECB approved FIVE CTE-ECHS programs statewide, including TWO with South Texas College and its partnerships with Mission CISD and Weslaco ISD

This grant supported the development of two new Early College High Schools in partnership with Mission CISD and Weslaco ISD. At each of these ECHS campuses, students would have the opportunity to earn an Associate of Applied Science degree in the high demand, high skill fields of Diesel Mechanics, Precision Manufacturing Technology, or Welding.

South Texas College would disburse \$600,900 in grant funds to the partner school districts. Each school district would use this funding for instruction and staffing, and the College would provide 50% funding to hire a CTE Coordinator for these programs. The school districts would bear the responsibility for any costs beyond those provided for through grant disbursement, and would also be required to maintain these ECHS programs beyond the grant period.

These new CTE focused Early College High Schools would help the school districts meet their HB5 CTE pathway requirement that encouraged students on a CTE pathway to enroll in dual credit courses that "lead to a degree, license, or certification." They were expected to serve as flagship programs for the concept of Career and Technical

Education Early College High Schools, which could revolutionize the public approach to workforce training and opportunities to high school students.

This item was for the Committee's review and feedback to staff only, and no action was requested.

### **Review and Discussion of High School College Readiness Course as Required by HB5**

Under section 10 of House Bill 5 (HB5), the 83<sup>rd</sup> Legislature of the State of Texas established the requirement that each Independent School district in the State of Texas must partner with *at least* one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts.

A Memorandum of Understanding was developed that would join South Texas College with the University of Texas Pan-American, the University of Texas at Brownsville, Texas State Technical College-Harlingen, and Texas Southmost College in a collaborative development of the curriculum to satisfy the HB5 requirement, and to offer the curriculum to local school districts through partnerships.

Upon the formation of University of Texas – Rio Grande Valley the MOU could be rewritten to incorporate that institution in place of UTPA and UTB.

This MOU provided the five public institutions of higher education in Cameron, Hidalgo, and Starr counties the opportunity to develop the curriculum to be used by the partner ISDs in preparing their students for college level coursework. Faculty at each institution were involved in this development, and ISD teachers would be given professional development to help them understand and follow the developed curriculum as designed by the institutions of higher education.

The MOU was provided in the packet, along with a course development and implementation timeline.

By signing this MOU with peer institutions of higher education, South Texas College would participate in the collaborative development of the HB5 courses for mathematics and English Language Arts. This would help STC verify that the curriculum was designed to meet appropriate standards, and would also enter STC into an agreement with each of the other institutions of higher education to share data and provide feedback regarding student success for students completing the HB5 courses. This would help develop and maintain a college preparatory curriculum as an effective tool for student success.

Ms. Laura Talbot, Director of Curriculum and Student Learning, lead the review and discussion to provide the Committee with the necessary background information and to respond to questions as appropriate.

This item was for the Committee's information and feedback to staff, and no action was requested.

## **Review of Proposed Presentations to the Association of Community College Trustees (ACCT)**

The Association of Community College Trustees (ACCT) invited South Texas College to develop and present one pre-Congress session and four concurrent sessions at the ACCT Leadership Congress in Chicago, October 22 – 25<sup>th</sup>, 2014:

### **Pre-Congress session**

*Wednesday, October 22<sup>nd</sup>, tentatively 1:30 p.m. – 2:30 p.m.*

**Track 6:** *The Pros and Cons of Board Committees to Improve the Governance Role of a Board of Trustees*

#### **Presenters:**

Mr. Roy de León, Board Chair;  
Ms. Rose Benavidez, Past Chair;  
Mrs. Graciela Farias, Trustee;  
Mr. Gary Gurwitz, Trustee; and  
Dr. Shirley A. Reed. College President.

### **Concurrent Sessions**

*Thursday, October 23<sup>rd</sup> or Friday, October 24<sup>th</sup>*

- 1. Track 2:** *Increasing the Educational Attainment Level in Your Region Through Applied Baccalaureates Offered through your Community College*

#### **Presenters:**

Mr. Roy de León, Board Chair;  
Mrs. Graciela Farias, Trustee;  
Mr. Gary Gurwitz, Trustee;  
Dr. Shirley A. Reed. College President;  
Dr. Anahid Petrosian, Vice President for Academic Affairs; and  
Dr. Ali Esmaili. Dean for Math, Sciences, and Bachelor Programs.

**2. Track 4: *Building Toward the Future – Effective Strategies for Successfully Passing a Bond and Maintenance Tax Election During Challenging Economic Times***

**Presenters:**

Mr. Roy de León, Board Chair;  
Mr. Paul R. Rodriguez, Secretary;  
Ms. Rose Benavidez, Past Chair;  
Mrs. Graciela Farias, Trustee;  
Mr. Gary Gurwitz, Trustee; and  
Dr. Shirley A. Reed. College President.

**3. Track 5: *Creating a College-Going Culture as a Successful, Proactive Strategy to Combat Poverty***

**Presenters:**

Ms. Rose Benavidez, Past Chair;  
Mrs. Graciela Farias, Trustee;  
Dr. Shirley A. Reed. College President; and  
Dr. Anahid Petrosian, Vice President for Academic Affairs.

**Concurrent Session partnered with Monroe County Community College (Monroe County, Michigan)**

*Thursday, October 23<sup>rd</sup> or Friday, October 24<sup>th</sup>*

As recommended by the Association of Community College Trustees, South Texas College collaborated with Monroe County Community College to develop a joint presentation. Each College would have approximately 25 minutes for their own presentation, and a ten minute Q&A session would follow the presentations.

**Track 2: *Pathway to College Completion through Dual Enrollment at South Texas College and Monroe County Community College***

**South Texas College Presenters:**

Mr. Paul R. Rodriguez, Secretary;  
Mrs. Graciela Farias, Trustee;  
Dr. Shirley A. Reed. College President; and  
Dr. Anahid Petrosian, Vice President for Academic Affairs.

**Monroe County Community College Presenters:**

Dr. Jamie DeLeeuw, Coordinator of Research, Evaluation, and Assessment,  
Monroe County Community College  
Dr. James DeVries, Trustee, Monroe County Community College  
Mr. Robert Kruger, Principal, Monroe County Middle College  
Dr. Kojo Quartey, President, Monroe County Community College

Dr. Anahid Petrosian, Vice President for Academic Affairs, was collaborating with Monroe County Community College to develop this joint presentation.

This item was for the Committee's information and feedback to staff, and no action was requested.

### **Adjournment**

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:36 p.m.

I certify that the foregoing are the true and correct minutes of the July 10, 2014 Education and Workforce Development Committee of the South Texas College Board of Trustees.

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Mrs. Graciela Farias  
Chair

*Facilities Committee  
Minutes  
July 10<sup>th</sup>, 2014*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Thursday, July 10th, 2014  
@ 4:30 PM  
McAllen, Texas**

**MINUTES**

The Facilities Committee Meeting was held on Thursday, July 10th, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:40 with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz, Mr. Roy de León, Dr. Alejo Salinas, Jr., Mr. Jesse Villarreal, and Mrs. Graciela Farias

Members absent: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Gerry Rodriguez, Mr. George McCaleb, Mr. Cody Gregg, Mrs. Becky Cavazos, Mr. Ricardo de la Garza, Ms. Alicia Gomez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Mr. Eddie Vela, Mr. Hugo Avila, Mr. Danny Boultinghouse, and Mr. Andrew Fish

**Approval of June 12, 2014 Facilities Committee Meeting Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes for the Facilities Committee Meeting of June 12, 2014 were approved as written. The motion carried.

**Committee Chair Mr. Gary Gurwitz took the agenda items out of order to ensure that all items for Board recommendation were completed before addressing the discussion items. The Committee addressed each agenda item in the order presented in these Minutes.**

## **Review and Recommend Action on Contracting Mechanical, Electrical, and Plumbing Engineering Design Services for District-Wide Parking Lot Lighting Upgrades**

Approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services for the District-Wide Parking Lot Lighting Upgrades will be requested at the July 29, 2014 Board meeting.

As part of the FY 2013-2014 Facilities Deferred Maintenance Plan, staff scheduled Phase I replacement of some parking lot light fixtures which had met their life cycle expectancy of fifteen years or more. This plan included the use of new LED fixtures which would reduce maintenance, have an increased life cycle, and reduce energy consumption. This light fixture replacement project would begin by contracting MEP engineering design services with one of the current firms approved for on-call services.

The three civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$300,000.00.

1. DBR Engineering Consultants, Inc.
2. Halff Associates, Inc.
3. Sigma HN Engineers, PLLC

Since this list of MEP firms was approved at the June 26, 2014 Board meeting, none of these firms had been contracted for on-call services. The first recommendation was based on an alphabetical selection, placing DBR Engineering Consultants, Inc. as the first firm to provide these services. As additional projects are awarded to these firms by the Board, staff will begin recommending firms based upon a rotation, designed to equitably balance the awards amongst all three firms.

Funds were available in the FY 2013-2014 construction budget for design and construction of these improvements, with final amount to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Available Funds</b>	<b>Estimated Cost</b>
Design	\$10,000	Actual design fees are estimated between \$9,000 and \$10,000 and will be finalized during contract negotiations
Construction	\$100,000	Actual cost will be determined after the solicitation of construction proposals

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services with DBR Engineering Consultants, Inc. for the District-Wide Parking Lot Lighting Upgrades as presented. The motion carried.

## **Review and Recommend Action on Contracting Construction Services for Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements**

Approval to select a contractor for the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements will be requested at the July 29, 2014 Board meeting.

In October 2013, the Board approved design services with EGV Architects to prepare plans and specifications for these building modifications. Funds for modifications to the Grants and Accountability area at the Pecan Campus were included in the FY 2013-2014 construction budget. These improvements included the following:

- Conversion of former telecommunications room into two staff offices
- Removal of telecommunications infrastructure which is outdated and no longer in use
- Modifications to HVAC system to adapt to new use of space
- Improvement of space efficiency by creating staff offices

STC staff and EGV Architects issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on June 2, 2014. A total of ten (10) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of six (6) proposals were received on June 19, 2014.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
June 2, 2014	Solicitation of competitive sealed proposals. Ten (10) sets of construction documents were issued.
June 19, 2014	Six (6) proposals were received.

Staff evaluated these proposals and prepared a proposal summary, which was included in the packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds were budgeted in the FY 2013-2014 Construction budget for this project.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to contract construction services with 5 Star Construction Company in the amount of \$94,600.00 for the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented. The motion carried.

## **Review and Recommend Action on Substantial or Final Completion of the Following Projects**

Approval of substantial or final completion and release of final payment for the following projects will be requested at the July 29, 2014 Board meeting:

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan and Starr County Campus Repainting of Exterior Stucco Walls	Recommended	No	Certificate of Substantial Completion
2.	Mid Valley Campus Art Lab Improvements	Previously Approved	Recommended	Final Completion Letter
3.	Starr County Campus HVAC Chiller Replacement	Previously Approved	Recommended	Final Completion Letter

### ***1. Pecan and Starr County Campus Repainting of Exterior Stucco Walls***

It was recommended that substantial completion for this project with Alpha Building Corporation be approved.

Architects with Amtech Building Sciences and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on June 22, 2014. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was included in the packet.

Alpha Building Corporation would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the August 2014 Board meeting.

### ***2. Mid Valley Campus Art Lab Improvements***

It was recommended that Final Completion for this project with All Pro Contractors be approved.

Final Completion including punch list requirements were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with All Pro Contractors be approved. The original cost approved for this project was in the amount of \$9,877.00.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$40,000	\$42,500	\$0	\$42,500	\$32,623	\$9,877

On July 2, 2014 STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

### **3. Starr County Campus HVAC Chiller Replacement**

It was recommended that Final Completion for this project with Highmark Construction be approved.

Final Completion including punch list requirements were accomplished as required in the Owner/Contractor agreement for this project. STC staff delayed recommending approval of final completion for this project while investigating the cause for improper water pump performance. It was determined that the cause was improper configuration of the system controls by the manufacturer. Staff since worked with the chiller manufacturer and a testing and balancing engineering firm which properly configured the system controls. During the time the system was being reconfigured, the contractor completed the required punch list items. Staff and a project engineer at Halff Associates were satisfied with the final outcome of this new chiller system and were ready to recommended approval of final completion and release of final payment for this project with Highmark Construction. The original cost approved for this project was in the amount of \$299,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$290,000	\$299,000	(\$10,500)	\$288,500	\$284,050	\$4,450

On June 10, 2014 STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the substantial or final completion and release of final payment of the projects as presented. The motion carried.

## Update on Status of Construction Projects

The Facilities Planning & Construction staff prepared the attached design and construction update. This update summarized the status of each capital improvement project currently in progress. Gerry Rodriguez was present to respond to questions and address concerns of the Committee. No questions were asked, and no action was necessary.

## Update on Pecan Campus and Pecan Plaza Hail Damage Repairs

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, provided an update on status of hail damage repairs during the July 10, 2014 Facilities Committee meeting.

The total hail damage repair costs can be summarized as follows:

<b>Hail Damage Repairs Cost Summary</b>	
Owner Requested Repairs	\$332,688.26
Hail Damage Repairs Costs	7,677,625.88
<b>Total Repair Costs</b>	<b>8,010,314.14</b>
Less Insurance Coverage	3,272,813.37
STC Out-of-pocket Costs	\$4,737,500.77

Staff continued to forward various construction documents to Chubb for their review. Chubb would provide an updated settlement offer once all documents from STC were provided. Pending documents included items such as final payment applications, final deductive change orders, and final letters from the architect recommending acceptance of final completion. These items would be completed and submitted after final completion and final payment for the last hail damage related project, anticipated for August 2014.

Tables summarizing the Status of Hail Damage Project Repairs by Location, Status of Hail Damage Repairs, and a Preliminary Cost Summary (as of July 7, 2014) of Hail Damage Repairs were included in the packet.

This item was for the Committee's information only. No action was requested.

## **Review and Discussion of Role and Organization of the Facilities Committee**

In preparation for the implementation of the 2013 Bond Construction Program, the Facilities Committee was asked to review and discuss its role and operating procedures so that important matters before the Committee can be accommodated as expediently as possible. Specific concerns relate to the need for semimonthly meetings and the presence of four members to constitute a quorum.

### **Meeting Scheduling**

RFQ responses for Architects for the 2013 Bond Construction Program projects were expected by September 16, 2014. After that date, the Facilities Committee would need to consider meeting semimonthly to stay current on the progress of all construction issues related to the 2013 Bond Construction Program, as well as normal facilities issues at the College.

It was recommended that the Facilities Committee meet at its regularly scheduled time, from 4:30 to 5:30 p.m. on the second Thursday of each month. Additionally, it was recommended that the Facilities Committee begin holding a second monthly meeting from 4:00 to 5:00 p.m. on the 4<sup>th</sup> Tuesday of each month prior to the regular monthly Board meeting, or whichever date the regular monthly Board meeting was scheduled.

At these meetings, staff and the Construction Program Management Services firm would provide the Facilities Committee with updates, and request recommendations for Board approval as needed.

### **Quorum Requirements**

Legal Counsel advised that the inclusion of all Trustees on the Facilities Committee increased that committee's quorum requirement to four Trustees in attendance at any meeting. Without this quorum in attendance at a meeting, no formal action may take place. The Committee would be able to hear presentations and deliberate without action.

Committee Chairman Mr. Gary Gurwitz expressed the concern that as the 2013 Bond Construction Program continued for approximately three years, Trustees may find it difficult to regularly meet the increased attendance requirement. Mr. Gurwitz wanted to avoid any quorum issues with the Committee.

Legal Counsel identified Policy#1110: *Board Committees* as the source of the quorum definition for Committees. He opined that state statute did not place a quorum requirement on Committees whose actions were limited to recommendations for

subsequent Board consideration. Legal Counsel advised that editing Policy #1110 to remove the definition of a quorum for the Board would be sufficient to allow Committees of the Board of Trustees to meet as long as at least one Committee member was in attendance. At such a meeting, the Committee could hear and deliberate issues and make recommendations for subsequent Board consideration and action.

### **Differentiation of Role of Facilities Committee as Compared to Role of the Board**

Since all Board members now served on the Facilities Committee, it became important to clearly differentiate the role of the Facilities Committee as compared to the Role of the Board. The Committee Chair concurred that the Facilities Committee could hear and deliberate issues, but could take no formal action beyond making recommendations for Board consideration and action.

The Trustees were asked for feedback on the proposed meeting schedule, consideration of the quorum requirements, and differentiation between the role of the Facilities Committee and the role of the Board to help ensure expedient functioning of the Facilities Committee during the 2013 Bond Construction Program. The feedback was supportive of the proposed revisions to Policy #1110: *Board Committees*, and Legal Counsel agreed to make the necessary revisions in time for Board consideration of approval at the July 29, 2014 Board meeting.

### **Update and Look Ahead 2013 Bond Construction Program**

Staff announced that the RFQ for Architectural Services for the 2013 Bond Construction Program was being finalized, and would soon be ready for publication.

The Committee determined that the Board should review and approve publication of this RFQ.

The Trustees requested that a Board Work Session be scheduled to precede the Regular Board meeting scheduled for Tuesday, July 29, 2014. Staff agreed to coordinate this workshop.

The Board would review the RFQ and work with the CPM Services firm to determine:

1. The criteria to be used to evaluate respondents, and how this criteria aligned with the criteria used by the College for projects not managed by a CPM Services firm,
2. How the various 2013 Bond Construction Program projects would be packaged together for solicitation of qualifications, and
3. What process the CPM Services firm will use in evaluating responses and presenting recommendations to the Facilities Committee and Board of Trustees.

## **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:39 p.m.

I certify that the foregoing are the true and correct minutes of the July 10th, 2014 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chair

*Finance & Human  
Resources Committee  
Minutes  
July 10<sup>th</sup>, 2014*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Thursday, July 10, 2014  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Thursday, July 10, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:50 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr. and Mr. Roy de León

Other Trustees Present: Mr. Gary Gurwitz and Mrs. Graciela Farias

Members absent: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Ms. Myriam Lopez, Ms. Alicia Gomez, Mr. George McCaleb, Mrs. Brenda Balderaz, Mr. Raul Cabaza, Mr. Robert McDaniel, Ms. Gina Lobato, and Mr. Andrew Fish

**Approval of June 12, 2014 Finance and Human Resources Committee  
Minutes**

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of June 12, 2014 were approved as written. The motion carried.

**Committee Chair Dr. Alejo Salinas, Jr. took the following three agenda items out of order to accommodate Mrs. Graciela Farias, who was unable to attend the full meeting but wished to participate in the deliberation of these agenda items. The Committee addressed each agenda item in the order as presented in these Minutes.**

## **Discussion and Action as Necessary on Non-Faculty Personnel Compensation Study Recommendations**

Approval of the Non-Faculty Personnel Compensation Study Recommendations will be requested at the July 29, 2014 Board meeting.

The contract for the Compensation Study of full-time non-faculty personnel was awarded to Evergreen Solutions, LLC at the November 26, 2013 Board meeting. The primary objective of the compensation study was to develop recommendations for a locally comparable and competitive salary structure so that the College may attract and retain high quality personnel. The compensation study included a review of employee pay structures, job classifications, pay grades, position titles, job descriptions, and employee exempt and non-exempt status.

During the months of December 2013 and January 2014, the College provided Evergreen Solutions with personnel policies, organizational charts, job descriptions, and a database of full-time non-faculty employees' information, including pay and titles.

In February, Evergreen Solutions conducted employee outreach sessions where the purpose of the compensation study was communicated and where employees provided input regarding classification and compensation improvements, benefits, competitors, specific positions requiring additional review, and performance evaluations.

In March, the College employees individually completed an online document, on which they described their job duties and responsibilities. Supervisors reviewed their employees' responses and were able to comment. Overall, 89% of full-time non-faculty employees, or 684 employees, completed or partially completed the online documents. In addition, Vice Presidents also completed a document used to highlight any specific salary, classification, or title issues to Evergreen Solutions.

In April, Evergreen Solutions reviewed job descriptions, the above mentioned online documents, and collected and analyzed market data from the following target market peers:

1. Alamo College, TX	8. McAllen Independent School District, TX
2. Austin Community College, TX	9. San Jacinto College, TX
3. City of McAllen, TX	10. Tarleton State University, TX
4. Collin College, TX	11. Tarrant Community College, TX
5. Dallas County Community College District, TX	12. Texas A & M International University, TX
6. Edinburg Consolidated I.S.D., TX	13. Texas A & M University-Kingsville, TX
7. Laredo Community College, TX	14. University of Texas Medical Branch, TX
	15. University of Texas-Pan American, TX

In May, Evergreen Solutions provided potential salary pay plan options. The Office of Human Resources, the Vice President for Finance and Administrative Services, and Executive staff have conducted an on-going review of positions identified by Evergreen as

outliers and those identified by management as potential issues. After the collaborative review of the pay plan options produced by Evergreen, the College requested cost estimates be provided for the Proposed Pay Plan.

The pay plan option recommended would update the College’s existing pay plan to a proposed plan with the minimum pay grade increased to market minimum and with uniform pay range spreads of 75%. The plan would provide an estimated cost of reaching the maximum of the pay range over a 30 year parity.

The College’s existing pay plan had a minimum starting salary of \$17,862 for Classified Pay Grade I and the market study conducted by Evergreen resulted in bringing the minimum pay range for classified personnel up to \$18,241, or an annual increase of \$379.00 for classified personnel.

In the proposed pay plan, the number of pay levels for classified personnel, and professional/technical support (exempt) personnel were compressed and the number of pay levels for professional/technical support (non-exempt), administrative, and executive personnel remained the same. The pay grade comparisons are as follow:

<b>Number Of Pay Grades</b>		
<b>Classification</b>	<b>Current Pay Plan</b>	<b>Proposed Pay Plan</b>
Classified	12	7
Professional Technical Support (Exempt)	6	4
Professional Technical Support (Non-Exempt)	7	7
Administrative	5	5
Executive	3	3

Evergreen slotted all staff positions using the Proposed Pay Plan and provided implementation cost estimates for FY 2014-2015 as follows:

<b>Non-Faculty Personnel Compensation Study Recommendations</b>		
<b>Explanation of Detailed Costs</b>	<b>Approximate Number of Adjustments</b>	<b>Approximate Cost Estimates</b>
Bring to Market Grade Minimum	72	\$176,683
Adjust Grade Placement	152	\$336,168
Provide Educational Supplement	192	\$191,750
<b>Total Cost for Recommendations</b>	<b>416</b>	<b>\$704,601</b>

- Approximately 759 non-faculty positions were reviewed for appropriate placement on updated market minimum. There were approximately 72 employees requiring adjustment to bring to market grade minimum at a cost of \$176,683.

- Approximately 759 non-faculty positions were reviewed for appropriate placement on new pay plan. There were approximately 152 employees requiring adjustment due to updated grade placement, either due to time in classification and/or due to market study at a cost of \$336,168.
- Approximately 759 positions were reviewed for educational supplement eligibility for those employees holding degrees higher than the minimum education requirement for their positions. There were approximately 192 employees eligible for the educational supplement at a cost of \$191,750.
- Approximately 759 non-faculty positions were reviewed for appropriate position titles. After assessment of job descriptions and appropriate grade placement, there were approximately 74 employees with recommended changes in position title.

The recommended pay plan was developed to bring employees to a maximum range based on total years of service in current position over 30 years.

During the committee meeting, the Trustees questioned this span of thirty years. Administration indicated that this is a standard as proposed by the consultants with Evergreen Solutions. They also indicated that this would apply to an employee entering into a position at the very bottom of the pay range and holding that same position for thirty years.

Staff recommended the approval of the compensation study plan recommendations as prepared by Evergreen Solutions for implementation in the FY 2014-2015 Staffing Plan.

It was further recommended that staff continue to work with Evergreen Solutions to review and update the compensation study plan as necessary and present to the Board of Trustees at the July 29, 2014 board meeting. Staff also offered to coordinate a presentation by Evergreen Solutions for the Trustees, and would set this presentation up prior to the July 2013 Regular Board meeting.

Staff recommended the continuation of the review and updating of the compensation study plan, to include the appropriate placement and the development of recommended supplements for licenses and certifications for implementation in FY 2015-2016.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Non-Faculty Personnel Compensation Study Recommendations as presented. The motion carried.

### **Review and Recommend Action on Salary Increases for Non Faculty Personnel for FY 2014-2015**

Approval of the proposed salary increases for Non Faculty Personnel for FY 2014-2015 will be requested at the July 29, 2014 Board meeting.

In keeping with the College's commitment to recruit and retain qualified non faculty personnel, the following salary increases were proposed for Fiscal Year 2014-2015. This proposal was developed in coordination with the recommendations by Evergreen Solutions.

<b>Category</b>	<b>Percentage</b>	<b>Amount</b>
Classified	3%	\$237,900
Professional/Technical Exempt	3%	\$210,524
Professional/Technical Non Exempt	3%	\$254,020
Administrative	3%	\$103,354
Executive	3%	\$19,142
<b>Total</b>		<b>\$824,940</b>

In Fiscal Year 2013-2014, salary increases in the amount of approximately \$800,164 were granted for non-faculty personnel as follows:

<b>Category</b>	<b>Percentage</b>	<b>Amount</b>
Classified	4%	\$344,247
Professional/Technical, Exempt	3%	\$131,970
Professional/Technical, Non Exempt	3%	\$229,571
Administrative	3%	\$73,549
Executive	3%	\$20,827
<b>Total</b>		<b>\$800,164</b>

The total amount proposed for salary adjustments for all categories for FY 2014-2015 was approximately \$824,940. This amount was available in the preliminary budget for FY 2014-2015.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the salary increases for Non Faculty Personnel for FY 2014-15 as follows: 3% increase for classified in the amount of \$237,900, 3% increase for the professional/technical exempt in the amount of \$210,524, 3% increase for professional/technical non-exempt in the amount of \$254,020, 3% increase for administrative in the amount of \$103,354, and 3% increase for executive in the amount of \$19,142, for a total amount of \$824,940, subject to Board approval of the budget, as presented. The motion carried.

### **Discussion and Action as Necessary on New Staff Positions for FY 2014-2015**

Approval of the proposed preliminary new staff position requests for FY 2014-2015 in the amount of \$1,422,255 will be requested at the July 29, 2014 Board meeting.

Administration reviewed with staff the need for additional non-faculty staffing positions for FY 2014-2015 and supported the recommendations, subject to the availability of funding and Board approval of the final budget.

A total of 30 new positions were requested, for a total amount of \$1,422,255.

A listing of the proposed new staff positions for FY 2014-2015 was included in the packet for the Committee's information and review.

The expenditures for these additional positions were included in the FY 2014-2015 Preliminary Projected Summary of Revenues and Expenditures. No additional positions were expected to be requested to be budgeted for FY 2014-2015.

The operating budget for the contracted security services was proposed to be reduced by \$390,000 to fund the two new police sergeants and six new police officers being requested. As a result, the net increase in the budget for new staff positions was \$1,032,255.

The Trustees asked how the new position request matched with vacant and interim-filled positions in the currently approved Staffing plan. Dr. Reed provided several examples to describe the complexity of both issues. Vacancies exist due to turnover and length of time required to adequately screen and hire new employees. Furthermore, interim assignments are used to ensure that necessary operations are met during this search process. The Trustees asked for additional information regarding hiring, vacancies, and interim assignments.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the new staff positions for FY 2014-2015 in the amount of \$1,422,255 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration. The motion carried.

## **Review and Discussion of Property, Casualty, Flood, & Workers Compensation Insurance**

Requests for Proposals for the Property, Casualty, Flood, & Workers Compensation Insurance were advertised and three (3) responses were received on June 20, 2014.

Mr. Raul Cabaza, Risk Management Consultant attended the July 10, 2014 Finance Committee meeting to discuss the potential insurance options.

The preliminary recommendations were as follows:

- **Crime Insurance**  
⇒ Crime Insurance to Montalvo Insurance Agency at a cost of **\$7,468**

- **School Board Legal Liability Insurance, General Liability, and Auto Liability-Physical Damage**  
 ⇒ School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a total cost of **\$78,899**;  
 ⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$13,986**
- **Workers Compensation**  
 ⇒ Workers Compensation to Montalvo Insurance Agency at a total cost of **\$173,942**
- **Property Insurance**  
 ⇒ Property Insurance – options were discussed at the meeting. Due to the complexity of the issues, particularly in regards to hail storm damage coverage options, the Trustees asked Mr. Cabaza to bring a detailed analysis of the various options to the August 2014 Finance and Human Resources Committee meeting.
- **Flood Insurance**  
 ⇒ Flood Insurance – options will be discussed at the meeting

Preliminary information provided by Mr. Raul Cabaza, III was included in the packet for the Committee's information and review.

The Property, Casualty, Flood, & Workers Compensation Insurance were scheduled for presentation for action at the August 14, 2014 Finance Committee meeting.

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

### **Review and Recommend Action on Award of Proposals, Purchases, and Renewals**

Approval of the following proposal awards, purchases, and renewals will be requested at the July 29, 2014 Board meeting as follows:

- 1) **Audio Visual Equipment III (Award):** award the proposal for audio visual equipment III at a total amount of \$30,316.79 to the following vendor:

	<b>Project</b>	<b>Vendor</b>	<b>Amount</b>
1	Pecan Campus Building K 2.922 Counseling Department Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$11,173.17
2	Pecan Campus Building F-152 Director of Instructional Technologies Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$6,540.74

3	Center for Learning Excellence SMART Study Rooms	Audio Visual Aids Corp (San Antonio, TX)	\$6,062.14
4	Pecan Campus Building X-226 Vice President for Finance and Administrative Services Conference Room Upgrade	Audio Visual Aids Corp (San Antonio, TX)	\$6,540.74

**2) Childcare Services (Award):** award the proposal for childcare services for the period of September 1, 2014 through August 31, 2015, at an estimated amount of \$105,000.00, with the following ninety-five (95) vendors:

Blessings Learning Academy	iKids Academy	Little Giants Learning Center
Super Kids Academy Day Care Center	Children's Training Academy, LLC.	Kid'z First Child Care Center Inc. No. 1
Kid'z First Child Care Center, Inc. No. 2	Building Blocks Academy	Early Start Child Care Development Center
Garza's Childcare and Development Center	Alma's Daycare	Gaby's Day Care Center, Inc.
Genesis Learning Center, Inc.	Kid's Kollege Learning Center	Learning Garden Childcare Center
Learning Journey Childcare	Learning Journey, LLC.	Little Angel's Child Care
Little U Learning Center	Little Voices Day Care	New Beginnings Learning Academy
New Beginnings Preschool	San Mateo Learning Academy	Small Wonders Day Care Center
Small Wonders Day Care Center No. 2	TGS Daycare & Learning Center, LLC.	The Learning Journey Day School
VIP Learning Center	Building My Future Learning Center No. 2	Play, Learn, Construct & Conserve Childcare Ctr
Sisters & Brothers Lil' University, LLC.	Brackenridge Children's Center, LLC.	Children In Action Childcare
Coky's Day Care Center	Generations Academy, LLC.	Interamerican Institute of Texas, LLC.
Kids Avenue Learning Center	Learning Box Academy	Little Dreamers Learning Academy
Little Owls Learning Academy	Little Shining Stars Daycare	Loving Angels Child Development Center LLC.
Magic Child Development Day Care	Mundo de Juguete Learning Center	Royal Education Center

The Children's House	TLT Childcare and Development Center, LLC.	Creative Kidz Day Care Center II
Bright Beginnings Learning Center	Eaglets Daycare/Development Center	Future Leaders Academy
Honey's Little Bee's Learning Center	Isabel's License Child Care Home	Kidz Crusade Child Learning and Dev Center
Kids Crusade Childcare and Pre-K Academy #2	Little Angels Learning Center	Little Club Development Center, Inc.
Little Fingers Day Care, LLC.	Small Prints Learning Center	Super Star Kids Learning Center, LLC.
The Little Pack Daycare, LLC.	Children's Garden Day Care Center	Imagination Express Learning Center, LLC.
Palmview Academy	Building My Future Learning Center	Campanitas Day Care
Children on the Rise! Development Center	Futuros Lideres Learning Center	Little Bear Academy Day Care
Little Explorers Development & Learning Center	Lupita's Child Development Center, Inc.	Lupita's Day Care
Magda's Day Care Center	Mara's Day Care Home	My Precious Moments Childcare Develop. Ctr
Tweaty and Christy Daycare	Wee Care Child Day Care	Creative Kidz Day Care Center
Building Blocks Learning Center	Butterfly Kisses Learning Center	Kami's Cuddling Center
Learning Central, LLC.	Learning Zone	Learning Zone II
Methodist Daycare Center	Grandma's Little Angels Learning Ctr, LLC.	Grandmother's House Day Care
The Learning Tree	Thomas and Friends Learning Center	We Are The Future Child Development Center
Aceleen's Learning Center	EI Shaddai International Christian Day Care	Hill Living Well, Inc./dba Christian Day Care
Kids R Kids Learning Academy	The Growing Patch Early Learning Center	

**3) Collection Agency Services (Award):** award the proposal for collection agency services for the period of September 1, 2014 through August 31, 2015 with two one-

year options to renew, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:

- **Primary:** S & S Recovery, Inc. (Memphis, TN)
- **Secondary:** Williams and Fudge, Inc. (Rock Hill, SC) and Immediate Credit Recovery (Wappingers Falls, NY)

**4) Equipment Rental Services (Award):** award the proposal for equipment rental services for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures. The vendors are as follows:

- Backstage Productions, LLC. (McAllen, TX)
- Blueline Rental (Pharr, TX)
- Rental World (McAllen, TX)
- Space Jump Rentals (Pharr, TX)
- Tejas Equipment Rental (McAllen, TX)

**5) Library Serials (Award):** award the proposal for library serials to Magazine Subscription PTP (Austin, TX), for the period of September 1, 2014 through August 31, 2015 with two one-year options to renew, at an estimated cost of \$61,691.76;

**6) Security System Equipment II (Award):** award the proposal for security system equipment II to Security Solutions of DFW (Dallas, TX), at a total cost of \$40,263.20;

**7) Air Conditioning Filters (Purchase):** purchase and installation of air conditioning filters from J. F. Filtration, Inc./dba Joe Fly Co. (Austin, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$106,000.00 based prior year expenditures;

**8) Building Automation Control Equipment, Parts and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts and equipment maintenance from Siemens Industry, Inc. (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$75,000.00 based on prior year expenditures;

**9) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from ChemCal, Inc. (Grapevine, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$39,000.00 based on prior year expenditures;

**10) Computers, Laptops and Tablets (Purchase):** purchase computers, laptops and tablets from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP. (Dallas, TX), Apple Computer, Inc. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government, in the total amount of \$117,049.13;

**11) Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from Bush Supply Company (Edinburg, TX) and Crawford Electrical Supply (San Antonio, TX/ Mission, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period of August 1, 2014 through July 31, 2015, at an estimated cost of \$58,000.00 based on prior year expenditures;

- 12)Local Telephone Service (Purchase):** purchase local telephone service from AT&T Corporation (Dallas, TX), a State of Texas Department of Information Resources (DIR) TEXAN service contract for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$240,000.00 based on prior year expenditures;
- 13)Network Switch (Purchase):** purchase network switch from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$73,435.92;
- 14)Parts and Supplies (Purchase):** purchase parts and supplies from Grainger, Inc. (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures;
- 15)Phone Service (Purchase):** purchase phone service from Verizon Southwest, Inc. (Dallas, TX), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$72,000.00;
- 16)Rental Equipment (Purchase):** purchase rental equipment from United Rental, Inc. (Dallas, TX/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$35,000.00 based on prior year expenditures;
- 17)Advanced Security License Maintenance (Renewal):** renew the advanced security license maintenance with Oracle America, Inc. (Dallas, TX), a sole source vendor, for the period of August 30, 2014 through August 29, 2015, at a total cost of \$15,556.09;
- 18)Application Monitoring Software Maintenance (Renewal):** renew the application monitoring software maintenance agreement with Software House International (SHI) Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$13,398.20;
- 19)Business Skills Training Services (Renewal):** renew the business skills training services contract with World Class Training (Brownsville, TX), for the period of September 26, 2014 through September 25, 2015, at a commission to the College of \$18.00 per instructional hour per student;
- 20)Course Management and Hosting Services (Renewal):** renew the course management and hosting services with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period of September 1, 2014 through September 29, 2015, at a total cost of \$485,044.12;
- 21)Database Software Licenses and Support (Renewal):** renew the database software licenses and support agreement with Oracle America, Inc. (Dallas, TX), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$278,463.34;
- 22)Glass Replacement and Installation (Renewal):** renew the glass replacement and installation contracts for the period of August 28, 2014 through August 27, 2015, at an estimated cost of \$15,000.00 based on prior year expenditures with the following vendors:
  - Luna Glass, LLC. (McAllen, TX)
  - Risica & Sons, Inc. (Edinburg, TX)

- SDM Construction and Development, LLC. (Pharr, TX)
- 23) Internal Auditor Services (Renewal):** renew the internal auditor services contract with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at a cost of approximately \$54,000.00;
- 24) Library Database Subscription (Renewal):** renew the library database subscription agreement with West Publishing Corporation/dba West, A Division of Thomson Reuter Business (Eagan, MN) for the period of August 1, 2014 through July 31, 2015, at an amount of \$19,353.60;
- 25) Maintenance and Repair Parts, Materials and Supplies (Renewal):** renew the maintenance and repair parts, materials and supplies contracts for the period of August 30, 2014 through August 29, 2015, at an estimated cost of \$160,000.00 based on prior year expenditures. The vendors are as follows:
  - Vaughan Interests, Inc./dba Burton Companies (McAllen, TX)
  - Central Fence & Supply, Ltd. (Pharr, TX)
  - Central Plumbing & Electrical Supply, Co. (Weslaco, TX)
  - Ewing Irrigation (McAllen, TX)
  - Fairway Supply, Inc. (Irving, TX)
  - Johnson Supply (Pharr, TX)
  - Johnstone Supply (Pharr, TX)
  - The Sherwin Williams Company (McAllen, TX)
- 26) Mail Services (Renewal):** renew the contract for mail services with Upper Valley Mail Services (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$70,000.00 based on prior year expenditures;
- 27) Online Media Monitoring Service (Renewal):** renew the online media monitoring service with Meltwater News US, Inc. (San Francisco, CA), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total cost of \$12,700.00;
- 28) Pest Control Services (Renewal):** renew the contract for pest control services with Bug Works Termite & Pest Control, Co. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$11,664.84.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals is \$2,327,936.99

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as revised. The motion carried.

### **Review and Recommend Action on Bank Depository Services Agreement**

Approval to award the bank depository services agreement with BBVA Compass for the period beginning September 1, 2014 through August 31, 2016, with the option to renew for two additional two (2) year periods will be requested at the July 29, 2014 Board meeting.

Bids were advertised and mailed to six (6) banks. Four (4) responses were received and evaluated by the Vice President for Finance and Administrative Services, the Comptroller, an Accounting Group Supervisor and the Purchasing Department. The respondents were:

- BBVA Compass
- Frost National Bank
- J.P. Morgan
- Lone Star National Bank

Certificates of Deposit (CD) interest rates for BBVA Compass are based on the LIBOR (London Interbank Offered Rate) index (independently evaluated upon request) and Frost National Bank's rates are based on the 13-week T-Bill. J.P. Morgan and Lone Star National Bank will offer rates on demand.

For comparison purposes, the interest rates provided by the banks at July 1, 2014 and per bank proposals, are as follows:

<b>Period</b>	<b>Bank</b>	<b>Method</b>	<b>Interest Rate</b>
3 month	BBVA Compass	LIBOR	0.2318%
3 month	Frost National Bank	13-week T-Bill (-04 bps 13-week T-Bill)	0.00% (0.04%-0.04%)
3 month	J.P. Morgan	On Demand	0.00%
3 month	Lone Star National Bank	On Demand	0.06%

BBVA Compass offered no charge for almost all of their services including wire transfers, book transfers, ACH transactions, stop payments, balance reporting, positive pay, and account reconciliation. Frost National Bank, J.P. Morgan and Lone Star National Bank charge varying fees for their services, as reflected in the following proposal summary.

An example of the fees are as follows:

	<b>Charges</b>			
<b>Service</b>	<b>BBVA Compass</b>	<b>Frost National Bank</b>	<b>J.P. Morgan</b>	<b>Lone Star National Bank</b>
Account Maintenance	No Charge	\$10.00 / account / month	\$5.00	\$10.00

Deposits/Credits Posted	No Charge	\$0.30	\$0.50	\$0.20
Debits/Checks Paid	No Charge	\$0.10/item	\$0.09	\$0.12
Stop Payment	No Charge	\$6.00 per online item / \$30.00 manual	\$5.00	\$4.99
Daily Balance Reporting via Internet	No Charge	\$50.00/month + \$15.00/account (Previous Day Reporting) + \$0.03/item (Previous Day Posted Items) + \$50.00/account (Current Day Reporting)	\$20.0	\$25.00
Wire Transfers Outgoing	No Charge	\$10.00/domestic/online	\$5.00 Electronic Fed Debit S/T	\$5.00 web based
Computer Disk monthly bank statement	No Charge	\$25.00/CD + \$0.03/image	\$10.00 via CD Rom Service Monthly Maintenance excluding other debits and credits per month	\$25.00 (per CD Rom, per account, per month)
ACH Credit-two day item	No Charge	\$0.08	\$0.07	\$0.10

In accordance with the Public Funds Collateral Act, all College deposits were guaranteed by the Federal Deposit Insurance Corporation, a letter of credit issued by a Federal Home Loan Bank, and/or by a pledge of eligible securities. The market value of the principal portion of the collateral pledged must at all times be equal to or greater than 102% of the par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, as determined under the Public Funds Collateral Act.

A proposal summary and evaluation conducted by the staff was provided under separate cover.

Mr. Roy de León abstained from the deliberation and Committee action on this agenda item.

Dr. Alejo Salinas, Jr., as sole Committee member involved in the deliberation and action on this agenda item, announced that the Finance and Human Resources Committee recommended Board approval of the award of the bank depository services agreement with

BBVA Compass for the period beginning September 1, 2014 through August 31, 2016, with the option to renew for two additional two (2) year periods. The recommendation would be presented to the Board for formal action.

## **Review and Discussion of SEC Municipal Advisor Rule**

Ms. Mary Elizondo, Vice President for Finance and Administrative Services, provided the Finance and Human Resources Committee with an update on the SEC Municipal Advisor Rule. A new regulatory rule for municipal advisors was created by the Dodd-Frank Act in July 2010.

The Dodd-Frank Act included a provision requiring the Security and Exchange Commission (SEC) and the Municipal Advisor Rulemaking Board (MSRB) to regulate non-dealer “municipal advisors”. The Municipal Advisor Rule would carry out a requirement of the Dodd-Frank Act, which stated that it is illegal for a municipal advisor to provide advice regarding municipal financial products or the issuance of municipal securities unless it is registered with the SEC.

On September 18, 2013 the SEC Chairperson stated “...many municipalities suffered significant losses...They entered into transactions, in many cases, after receiving advice from a group of largely unregulated intermediaries known as “municipal advisors.” These advisors “generally were not required to comply with any particular standard of conduct, they did not have to meet any particular training requirements, and they did not have to disclose any potential conflicts of interest.”

Unless an exemption applies, the SEC’s Municipal Advisor Rule imposed a fiduciary duty upon firms that give advice to municipal entities, which included political subdivisions of the State, with respect to:

- The issuance of municipal securities
- Investment strategies
- Municipal financial products

In order to avoid registering with the SEC and MSRB, underwriters must either refrain from offering any suggestion that could be construed as advice or obtain one of the exemptions outlined below:

- RFP Exemption – the underwriter is responding to a request for proposals
- Underwriting Exemption – the underwriter has been hired on a specific transaction.
- Independent Registered Municipal Advisor (IRMA) Exemption – the municipal entity has engaged an independent municipal advisor.

The attached written disclosure certificate, which was recommended by First Southwest, the College’s Financial Advisor, provided to underwriters and placement agents a broad exemption for advice to the extent the municipal entity is otherwise represented by an independent registered municipal advisor. By publicly posting the written disclosure

certificate on the College's website, South Texas College intended that market participants receive and use it for purposes of the independent registered municipal advisor (IRMA) exemption to the SEC Municipal Advisor Rule.

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

### **Review and Recommend Action on Renewal of Financial Advisor Services Agreement**

Approval to renew the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2014 and ending August 31, 2015 will be requested at the July 29, 2014 Board Meeting.

The College signed an agreement 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 coincides with the College's fiscal year end.

The terms of the contract stated that unless First Southwest Company or the College notifies the other party in writing at least thirty (30) days in advance of the applicable anniversary date that the agreement will not be renewed, 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 Board of Trustees continued to approve the renewal of the contract each fiscal year since FY 2009.

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

The Board employed First Southwest Company to provide financial advisory services to the College during the confirmation election, sale of bonds, refinancing of bonds, and to provide advisory services for other financial matters. First Southwest Company had complied with all the terms and conditions of the agreement and their services had been satisfactory.

A modification of the contract was being recommended to clarify that First Southwest is a registered municipal advisor with the Municipal Securities Rulemaking Board and the United States Securities and Exchange Commission.

The revised contract was provided in the packet for the Committee's information and review. South Texas College's legal counsel had reviewed the revised contract.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources committee recommended Board approval of the renewal of the financial

advisor services agreement with First Southwest Company for an additional term beginning September 1, 2014 and ending August 31, 2015, as presented. The motion carried.

### **Review and Recommend Action to Revise Policy #4311: Personal Leave**

Approval to revise Policy #4311 Personal Leave will be requested at the July 29, 2014 Board meeting.

Request for the revision to the policy was necessary for the following reasons:

- Remove phrase “not on the approved College calendar” since religious observations are not listed on the College’s academic calendar
- Clarify that employees may use up to a maximum of 3 days of accrued sick leave during any fiscal year as personal leave for religious observances
- Clarify that employees may request approval of a modified work schedule to accommodate religious observances, in lieu of using personal days, as provided in Policy #4318.

A revised policy was provided in the packet for the Committee’s information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout. A second revision was developed by staff, and provided to the Committee at the meeting. The revised policy gave employees the option of a modified work schedule in lieu of personal leave for religious observances.

The revised policy was reviewed by staff, the President’s Cabinet, and by South Texas College’s legal counsel.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4311 Personal Leave as distributed at the meeting and which supersedes any previously adopted Board policy.

### **Review and Recommend Action to Revise Policy #4318: Accommodations for Major Religious Holy Days**

Approval to revise Policy #4318: Accommodations for Major Religious Holy Days will be requested at the July 29, 2014 Board meeting.

Request for the revision to the policy was necessary for the following reasons:

- To change the title of the Policy from Accommodations for Major Religious Holy Days to Accommodations for Religious Observance

- To clarify that employees shall submit a written request for a modified work schedule for accommodations of religious observances
- To clarify that employees may use personal days for religious observances in lieu of requesting a modified work schedule, as provided in Policy #4311.

A revised policy was provided in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout. A second revision was developed by staff, and provided to the Committee at the meeting. The revised policy gave employees the option of using personal leave in lieu of requesting a modified work schedule for religious observances.

The revised policy has been reviewed by staff, the President's Cabinet, and by South Texas College's legal counsel.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy # 4318: Accommodations for Major Religious Holy Days as distributed at the meeting, including the adoption of the new title Policy # 4318: Accommodations for Religious Observance, and which supersedes any previously adopted Board policy. The motion carried.

### **Review and Recommend Action to Revise Policy 5520: Emergency Loan Fund**

Approval to revise Policy #5520: Emergency Loan Fund will be requested at the July 29, 2014 Board meeting.

Request for the revision to the policy was necessary for the following reasons:

- To include that the College may issue emergency loans to students for the purchase of textbooks, per Texas Education Code 56.051, Emergency Loans
- To include the valid form of identification required for authentication purposes from students who apply for an Emergency Loan
- To clarify that to qualify for an emergency loan, students with active payment arrangements must have made all scheduled payments in full and on time

The revised policy was provided in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy was reviewed by staff, the President's Cabinet, President's Administrative Staff, and by South Texas College's legal counsel.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #5520: Emergency Loan Fund as presented and which supersedes any previously adopted Board policy. The motion carried.

## **Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2014-2015**

The Preliminary Summary of Projected Revenues and Expenditures for FY 2014-2015 was provided for the Committee's information and review.

Dr. Shirley A. Reed and Mrs. Mary Elizondo discussed the preliminary revenues and expenditures projections with the Committee.

This was a preliminary plan for the next fiscal year that included the following assumptions:

### **Revenues:**

- State contact hour revenue of \$35,896,669 would remain constant from FY 2014 since FY 2015 was the second year of the 2014-2015 biennium. There was an overall estimated increase in other state revenues consisting of TRS, ORP, and group health insurance for FY 2015, in the amount of \$412,447. The contact hour funding amounts were based on the allocations in HB1 and the other state revenue was based on state allocation schedules. The employee benefits costs, both the employee group health insurance and the employer portion of employee retirement, TRS and ORP, were covered on a 50/50 cost-sharing basis with the state.
- Tuition for FY 2015 was based on projected enrollment of 18,423 traditional students and on a projected enrollment of 13,500 dual enrollment tuition free students for Fall 2014. Traditional enrollment had stabilized over the last two years. The projections indicated an increase in tuition revenue of approximately \$38,500 in FY 2015.
- Fees for FY 2015 were based on the same enrollment projections as tuition. The projections included the Board approved increase of \$2 per semester credit hour for the Information Technology Fee, the decrease of \$11 per semester credit hour for the Electronic Distance Learning Fee, the removal of the THEA/Accuplacer Reservation and Preparation Fee, and the removal of the Accuplacer Exam Fee. The projections indicated an increase in fees of approximately \$31,286 in FY 2015.
- Other revenue was expected to increase \$668,876 in FY 2015. The projected increase was due to increased dual enrollment cost reimbursements, administrative

costs allocations, testing commission for GED exams, and shuttle system contribution.

- Tax revenue for FY 2015 was expected to increase \$9,791,889.
  - ⇒ An increase of \$1,113,252 was expected due to an increase in tax appraised property values.
  - ⇒ An increase of \$8,678,637 was expected due to the issuance of the Limited Tax Bonds, Series 2014 in the amount of \$60,000,000 and the associated tax rate increase.
- Carryover Allocations were projected to decrease \$3,704,761 in FY 2015. The decrease mainly resulted from the increase of \$500,000 in the transfer to the unexpended plant fund, a \$200,000 reduction in the contingency fund and a \$4,000,000 reduction in the transfer to the renewals and replacements plant fund.

**Expenditures:**

- Salary expenditures budget was proposed to increase \$4,149,437 in FY 2015 mainly due to the following
  - ⇒ Salary increase for Faculty, Administrative, Executive, Classified, and Professional/Technical Support staff in an amount of \$1,739,377.
  - ⇒ New staffing requests for a total of \$1,451,255.
    - New positions in an amount of \$1,422,255
    - Additional salary pool funding in an amount of \$29,000.
  - ⇒ Compensation Study proposed adjustments for a total of \$704,601
    - Grade Minimum adjustments in an amount of \$176,683.
    - Placement in Grade based on time in classification in an amount of \$336,168.
    - Educational Supplements in an amount of \$191,750.
  - ⇒ Position salary and title adjustments in the amount of \$177,000.
  - ⇒ Reinstated salary budget in the amount of \$77,204. Salary budget reinstated from the amended FY 2013-2014 salary budget which was reduced due to the tuition and fee shortfall.
  - ⇒ Below is a Summary of the Proposed Salary Budget Increases that include the recommendations of staff and the recommendations of the Compensation Study:

<b>Proposed Salary Budget</b>	<b>Salary Budget Increase</b>
Salary increases - all classifications	\$1,739,377
New positions	1,422,255
Salary pool funding	29,000
Compensation study proposed adjustments	704,601
Positions salary and title adjustments	177,000
Reinstated salary budget	77,204
<b>Total</b>	<b>\$4,149,437</b>

- Benefits expenditures budget for FY 2015 was proposed to increase by \$1,122,411.
- Operating expenditures budget for FY 2015 was proposed to decrease by \$475,065.
- Travel expenditures budget for FY 2015 was proposed to increase by \$157,491.
- Capital Outlay expenditures budget for FY 2015 was proposed to decrease by \$197,274.
- The Transfers and Contingencies budget for FY 2015 was proposed to increase by \$2,481,237 as follows:
  - ⇒ Addition of reserve for the maintenance and operations taxes associated with the new Limited Tax, Bond Series 2014 in the amount of \$8,678,637.
  - ⇒ Reduction in the transfer to the Plant Funds in the amount of \$6,000,000 for future construction and deferred maintenance.
  - ⇒ Increase of the MTR Bond Series 2007 debt service paid from maintenance and operations taxes in the amount of \$2,600.
  - ⇒ Reduction of \$200,000, from \$2,200,000 to \$2,000,000 in the contingency fund.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2014-2015 was provided in the packet.

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

## **Adjournment**

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:08 p.m.

I certify that the foregoing are the true and correct minutes of the July 10th, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.  
Chair

## **Announcements**

### **A. Next Meetings:**

- Education and Workforce Development Committee Meeting, Thursday, August 14th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Thursday, August 14th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Thursday, August 14th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Public Hearing and Special Board Meeting of the Board of Trustees, Tuesday, August 26, 2014 at 5:00 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, August 26, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

### **B. Other Announcements:**

- A Reception for Dr. Guy Bailey, President, UTRGV, will be held on Thursday, July 31, 2014 at 5:30 p.m., at the McAllen Convention Center.