



TEXAS SOUTHMOST COLLEGE DISTRICT  
THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-3879 • Fax: (956) 882-8811 • <http://blue.utb.edu/vppa>

**Board of Trustees**  
*David G. Oliveira*  
Chair  
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*Roberto Robles, M.D.*  
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*Adela G. Garza*  
*Chester Gonzalez*  
*Rosemary Breedlove*  
*René Torres*

**UTB/TSC President**  
*Juliet V. Garcia, Ph.D*

Official Notice of the  
**Texas Southmost College District**  
**Regular Meeting**  
for  
**March 25, 2010**

Posted

March 18, 2010

ACCEPTED FOR FILING  
GREGORY COUNTY  
2010 MAR 18 P 2:00  
JOE G. RIVERA  
COUNTY CLERK

The Board of Trustees of the Texas Southmost College District will convene **Thursday, March 25, 2010, at 5:30 p.m.** in the Gorgas Board Room at The University of Texas at Brownsville and Texas Southmost College, 80 Fort Brown, Brownsville, Texas 78520.

**Call to Order**

**1 Announcements**

**2 Board Briefing**

**Update** on Resource Generation and Cost Containment Initiatives  
Dr. Alan Artibise, Provost

**3 Executive Session**

as provided by Government Code, Chapter 551.071 and 551.072

**Real Estate**

**Contract** and Resolution for Purchase of Lot 4, Blk 10, Colonia Alta Vista Addition, Brownsville, Texas

**Utility** Easement to the Brownsville Public Utilities Board for the May Street Improvements

**Legal Matters**

**Discussion** regarding the Real Property Lease with the University of Texas System

**Discussion** of The University of Texas System and Texas Southmost College Educational Partnership Agreement

**Change** Order and Related Documents in Connection with the Recreation, Education, Kinesiology Center

**4 Consideration and possible action on matters discussed in Executive Session**

**Real Estate**

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**Change** Order and Related Documents in Connection with the Recreation, Education, Kinesiology Center

**5 Community Advisory Committee on The University of Texas System and Texas Southmost College Educational Partnership Agreement**

**Report**

**6 Resolution**  
Consideration and possible action on:

**Adoption** of Resolution Supporting a New Model for the Partnership Agreement

**7 Speakers to Agenda Items and Public Discussion**

**8 Approval of Minutes of Previous Meeting**

Consideration and possible action on:

**Regular Meeting**, February 11, 2010

**9 Arts Center Balcony Seating**

Consideration and possible action on:

**Reserving** Boxes N, O, and P for UTB/TSC Purposes of Hosting Guests

**10 Physical Facilities Committee**

Consideration and possible action on:

**Report**

**Acceptance** of Competitive Sealed Proposal for Campus Roof Renovations

**Approval** of a Contract with the John Wyatt Company (TIPS # 08-032609) for Modifications to the Raul J. Guerra Early Childcare Center

**11 Business Affairs Partnership Committee**

Consideration and possible action on:

**Report**

**Approval** of Budget Amendments

**Acceptance** of a Grant Award and Approval to Proceed with Grant Implementation Texas Workforce Commission RFP 320-10-05 and Authorization to Transfer Grant to UTB/TSC for Grant Implementation

**Acceptance** of a Grant Award and Approval to Proceed with Grant Implementation Comptroller of Public Accounts Grant Agreement for Distributed Energy Technology Program and Authorization to Transfer Grant to UTB/TSC for Grant Implementation

**Approval** of Renewal for General Property Insurance

**Approval** of Payment to UT System for Participation in Comprehensive Property Protection Plan for Fire and All Other Perils and Named Windstorm and Flood Coverage

**12 Audit Committee**

Consideration and possible action on:

**Approval** of Audit Committee Bylaws

**13 Construction Report**

**Science & Technology Learning Center, Cortez Building, 19<sup>th</sup> Street Parking Lot, Oliveira Library, and Athletic Zone**

**14 President's Report**

**Student Recruitment Activities, UTB/TSC Student Honored at National Biomedical Research Conference, Former Scorpion Golfer Turns Pro, Wildlife Expert Featured in Spring Lecture Series**

**15 Proposed Meeting Dates**

Board Meetings:

**Thursday, April 22, 2010**

**Thursday, May 17, 2010**

**Thursday, June 24, 2010**

**Thursday, August 26, 2010**

**Thursday, September 16, 2010**

**Thursday, October 21, 2010**

**Thursday, November 18, 2010**

**Thursday, December 16, 2010**

**Adjournment**

THE STATE OF TEXAS §

COUNTY OF CAMERON §

TEXAS SOUTHMOST COLLEGE DISTRICT

RESOLUTION

**A Resolution Supporting a New Model for the Partnership Agreement**

*WHEREAS*, higher education opportunity has been an ambition of the people of deep South Texas for generations, inspiring them to establish Texas' first accredited Junior College in Brownsville in 1926; and

*WHEREAS*, approximately every twenty years since, the community has refined its vision for higher education; and

*WHEREAS*, the most recent refinement has been the partnership between Texas Southmost College and the University of Texas System, and the creation of the University of Texas at Brownsville; and

*WHEREAS*, just as higher education was first established in our community to meet the needs of the 20th century, we are now committed to addressing the challenges and opportunities of the 21st century, and we believe that those needs cannot be fully met with traditional higher education models; and

*WHEREAS*, there is a need for a new model that will preserve and advance the values and mission of the community college and the university in a single higher educational institution, particularly focused on meeting the higher education needs and circumstances of the Rio Grande Valley; and

*WHEREAS*, the Board recognizes that over the last 20 years the unique education collaboration between Texas Southmost College ("TSC") and the University of Texas System ("UTS") has produced important educational achievements; and

*WHEREAS*, The Texas Southmost College Board of Trustees (the "Board") has explored issues affecting a new partnership model, through discussions with a task force comprised of senior representatives of UTB/TSC and through a series of meetings with more than 30 community leaders; and

*WHEREAS*, the UTB/TSC task force has met with counterparts on behalf of UTS for discussions relating to enhancement of the partnership; and

*WHEREAS*, the Board confirms its commitment to the basic values and principles set forth by the task force in the attached statement of concepts and principles and understands the importance of seeking a more efficient, effective model of collaboration to fully realize the challenges in higher education in the coming years; and

*WHEREAS*, the Board agrees with and accepts the recommendation of the task force to pursue a new partnership organization that is fully recognized in law to have all the power and authority to act as a single entity in the best interests of the UTB/TSC consolidated mission, meeting the legal requirements of both entities to provide high quality education programs at the certificate, community college, undergraduate, and graduate levels; and

**WHEREAS**, the Board of Regents of UTS, by Resolution adopted March 3 2010, also accepted the recommendation of the task force and authorized senior administrators with UTS to proceed to carry out the recommendations of the task force.

**NOW THEREFORE BE IT RESOLVED**, that the TSC Board of Trustees joins the UTS Board of Regents in all efforts to seek appropriate legislative endorsement of this new partnership model and directs its representatives to take all legal and statutory steps toward the development of a new partnership model and agreement to be presented to the Board of Trustees for approval in the coming year.

**PASSED and ADOPTED this 25th day of March 2010.**

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David G. Oliveira  
Chair

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Eduardo A. Campirano, Vice Chair

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Roberto Robles, M.D., Secretary

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Chester Gonzalez, Trustee

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Rosemary Breedlove, Trustee

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Adela Garza, Trustee

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René Torres, Trustee

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Juliet V. García, Ph.D.  
UTB/TSC President

## **Texas Southmost College District**

### Minutes of the Regular Meeting of the Board of Trustees

February 11, 2010

The Board of Trustees of the Texas Southmost College District convened in open session on February 11, 2010, at 5:30 p.m., in the Board Room of Gorgas Hall at The University of Texas at Brownsville and Texas Southmost College. Board members present were David Oliveira, Chair; Eduardo A. Campirano, Vice Chair; Dr. Roberto Robles, Secretary; Rosemary Breedlove; Chester Gonzalez; Adela G. Garza; and René Torres. Also present was Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College.

#### **Call to Order**

The meeting was called to order by Chairman Oliveira at 5:34 p.m.

#### **1. Announcement**

Irv Downing, Vice President for Economic Development and Community Services, introduced Dr. Dan Barnard as the first Director of The Arts Center. Dr. Barnard has doctorate in music composition from the University of Kansas and has taught 18 years. He also has a decade of experience as an arts presenter. Dr. Barnard comes to the university from Dakota Wesleyan University, where he served in the Music Department since 1997. Dr. Barnard said he is excited about being at UTB/TSC.

#### **2. Board Briefings**

- Dr. Charles Dameron, Vice President for Academic Affairs, introduced Dr. Miguel Escotet, Dean College of Education. Dr. Escotet noted that the college of education recently underwent a reorganization. The College of Education now comprises the Department of Educational Psychology and Leadership Studies; the

Department of Health and Human Performance; the Department of Language, Literacy, and Intercultural Studies; and the Department of Teaching, Learning, and Innovation. It also includes the Center for Educational Development and Innovation. This reorganization reduces the fragmentation of various units in the college. The College of Education recently published its own policies and procedures manual and a student handbook. Dr. Escotet reported that the College of Education currently has 3,200 students enrolled. In addition, the College of Education is seeking approval to add two specializations to its doctoral program next year, including educational technology and higher education teaching. The doctoral program has 50 students. Dr. Escotet also reported that the new Center for Early Childhood Studies will provide research and educational opportunities for both students and faculty. Since 2004, the College of Education has received \$17.1 million in grants, including \$4.3 for the current fiscal year. The College of Education also successfully met accreditation standards for another five years. Also, the teaching certification pass rate for the College of Education has ranged from 94 percent to 98 percent overall.

- Ben Reyna, Special Assistant to Provost for Governmental Relations, introduced members of the Cameron County Regional Mobility Authority to give an update on the West Parkway Project in Brownsville. Assistant Coordinator of the project, David Garcia, was accompanied by engineering consulting staff, Richard Ridings and Greg Garcia. David Garcia noted that West Parkway Project will use the abandoned rail corridor behind the ITECC. The project is designed to improve the mobility within Brownsville, encourage economic development and improve the abandoned rail corridor by adding walking paths and park like features. The presentation provided an overview of the status of the project.

### **3. Speakers to Agenda Items and Public Discussion**

There were no speakers.

### **4. Approval of Minutes of Previous Meetings**

#### **Consideration and Possible Action on Minutes from January 12, 2010, January 21, 2010, and February 2, 2010, Meetings**

**A motion was made by Mr. Gonzalez to approve the minutes of the special meeting on January 12, 2010, the regular meeting on January 21, 2010, and the special meeting on February 2, 2010. The motion was seconded by Mr. Torres and carried unanimously.**

### **5. Executive Session**

as provided by Government  
Code, Chapter 551.071, .072



**The Board convened in Executive Session at 6:31 p.m.****The Board reconvened in Regular Session at 7:20 p.m.****6. Consideration and Possible Action on Matters Discussed in Executive Session**

There were no items to report.

**7. Community Advisory Committee on The University of Texas System and Texas Southmost College Educational Partnership Agreement**

Chairman Oliveira reported the first meeting of the Community Advisory Committee was a great success. Members present at the February 10, 2010, meeting included Joel Alaffa, Rosalinda Amaro-Galarza, Mary Rose Cardenas, Jerry Frank, Dr. Ruben Gallegos, Bertha Garza, Eddie Garza, Reynaldo Garza, Paula Gomez, Gigi Habet, David Handley, Lawrence Klein, Josh Law, Mary Helen Lucio, Pat Marchan, Arturo McDonald, Manuel Medrano, David Merrill, Pete Moore, Bobbette Morgan, Joe Paredes, Terri Alarcon, Fred Rusteberg, Gonzalo Salazar, Cynthia Sellers, Jim Tipton, Dr. Edward Ude, Olga Villarreal, and Dolly Zimmerman. Mr. Oliveira noted that the purpose of these meetings is to provide information to the community regarding the status of the partnership, and to receive feed back from the community regarding the concept of improving the partnership. The focus of the first meeting was the History of the Partnership. There will be two more Community Advisory Committee Meetings on February 16th and February 23, 2010. Mr. Oliveira stated that the Board was looking forward to productive discussions and thank everyone involved.

**8. Business Affairs Partnership Committee**

Mr. Gonzalez reported the Business Affairs Partnership Committee met on February 8, 2010, and discussed the following items:

**Consideration and Possible Action on the Adoption of Resolution Granting Certain Tax Exemptions to Certain Historic Sites under the 2010 Heritage Plan**

Mr. Gonzalez reported that this request is in keeping with our community university's interest and commitment to the restoration and preservation of historic properties in Brownsville. He also stated that this is the 23<sup>rd</sup> year that the City of Brownsville is requesting that the Board of Trustees adopt a resolution granting certain tax exemptions to certain historic sites under the Heritage Plan. Mr. Peter Goodman, Director of the Downtown Historic District, made a presentation to the Board on some of the properties included in the 2010 Heritage Plan.

**A motion was made by Mr. Gonzalez to adopt the resolution granting certain tax exemptions to certain historic sites under the 2010 Heritage**

**Plan as presented. The motion was seconded by Mr. Campirano and carried unanimously. Exhibit "A"**

**Consideration and Possible Action on  
Authorization to Approve Contract for Election Services**

Mr. Gonzalez reported that staff negotiated a contract with the Cameron County Elections Administrator to conduct the District's election on May 8, 2010. The estimated cost for the May 8, 2010 election is \$90,541.00.

**A motion was made by Mr. Gonzalez to approve the contract with the Cameron County Elections Administrator to conduct certain election services for the May 8, 2010, election in the amount of \$90,541 and to authorize the district's Election Agent to execute the contract. The motion was seconded by Ms. Garza and carried unanimously. Exhibit "B"**

**Consideration and Possible Action on the  
Approval of a Contract with CAS Companies  
(TIPS #08032609) for Construction of a New Retaining  
Wall Along the Resaca Bank at the Housing Zone**

At the request of UTB/TSC, CAS Companies provided a cost estimate for the replacement of the retaining wall along the Resaca bank at the housing zone by the former Resaca Club. The proposal is to construct a wood retaining wall as per campus standard design and specifications. The proposal includes removal and disposal of the existing retaining wall, constructions of the new retaining wall and backfill material. The cost of work under this proposal is \$66,655.00.

**A motion was made by Mr. Gonzalez to approve the contract with CAS Companies in the amount of \$66,655 and to authorize the Assistant Vice President for Planning and Construction to execute the contract. The motion was seconded by Ms. Breedlove and carried unanimously. Exhibit "C"**

## **9. Audit Committee**

Mr. Campirano reported that the Audit Committee met on February 1, 2010. Present were Mr. Campirano Mr. Gonzalez, and Mr. Torres. Also present were Dr. García, Dr. Alan Artibise, Veronica Mendez, Rosemary Martinez, Melba Sanchez, Doug Arney, Norma Ramos, and Rene Zayas. The first item discussed was the Audit Committee bylaws. The committee members requested a review of Article VI: Meeting by staff and legal counsel to ensure compliance with Open Meetings Act. The Committee approved the bylaws pending changes upon review of legal counsel.

## **Consideration and Possible Action on the Approval of Audit Committee Bylaws**

**Mr. Campirano recommended tabling approval of the Audit Committee bylaws to give the Board of Trustees time to review them.**

The next item discussed was the selection of external auditors for FY 2010 Audit. The committee was reminded that the district has the option to issue a request for proposals or select the firm to conduct the audit services for the coming year on the basis of demonstrated competence and qualifications.

The Committee recommended that the district issue a request for proposals to conduct the audit services for the coming FY 2010.

The next item was a presentation by Norma Ramos, Director of Internal Audits for UTB/TSC, about the Office of Internal Audits and its procedures. Ms. Martinez, Vice President for Business Affairs, and Mr. Zayas, Institutional Compliance Manager, on the UTB/TSC institutional compliance program.

### **10. District Elections**

#### **Consideration and Possible Action on the Notice and Order of Election**

Dr. Alan Artibise, Provost, reported that the district is having elections for three seats, Position 3 (currently held by Mr. Gonzalez), Position 4 (currently held by Mr. Campirano), and Position 5 (currently held by Ms. Breedlove). The notice and order of election serves to notify the public that the district will conduct an election listing the early and regular voting sites, dates, and times. Staff proposes 38 polling locations for Election Day and seven early voting sites. The 38 polling locations are the same as in the election years 2006 and 2008. However, there is one less early voting site this year, which is in the Brownsville Independent School District Administration Building. Since BISD is now holding its elections in November, they will not participate as an early voting site location. Dr. Artibise stated that Mary Rose Cardenas Hall South 117 will be used as both an early voting site and as an election site on Election Day.

**A motion was made by Ms. Garza to approve the notice and order of general election as presented. The motion was seconded by Mr. Gonzalez and carried unanimously. *Exhibit "D"***

### **11. Construction Report**

*Veronica Mendez, Assistant Vice President for Planning and Construction, reported the following:*

- Work on interior of the Cavalry Building is progressing, including woodwork in the office wing.
- On January 28, 2010, a special program was hosted at the Science and Technology Learning Center for pre-architectural students to learn about the roles of professionals involved in a construction project. Mrs. Mendez also reported that the walls of the north building are almost completed.
- The former Resaca Club has been demolished.
- Work continues at Oliveira Library. Construction is progressing and on schedule to open for the fall semester. Contractors are currently working on metal studs.
- Parking lots with more than 100 spaces are currently being added adjacent to the Fort Brown Memorial Center and The Arts Center. Staff had hoped to finish work sooner but was delayed because of heavy rains.
- The Athletic Zone is under way after having been given the approval to proceed by the Brownsville Historic Commission last week.

## **12. President's Report**

*Dr. García reported the following:*

- The Scorpion baseball team has gotten off to a good start. The team is currently has five wins and three losses.
- The golf teams are becoming active again, as well. They will host the Sen. Eddie Lucio Golf Tournament Sunday and Monday, February 21-22 at the South Padre Island Golf Club in Laguna Vista.
- The Center for Biomedical Studies will host an outreach seminar, "Epilepsy: Treatment, Research, and Impact," on February 17. Speakers will include local neurologist Dr. Robert Lozano and neuroscientist and UTB/TSC Assistant Professor Dr. Emilio Garrido-Santabria.
- Dr. García gave a report on cost containment to the UT System Board of Regents meeting in Dallas last week. She informed the regents of the efforts UTB/TSC is taking to contain costs, including the streamlining of processes. The provost and all of the people working on cost containment issues for UTB/TSC should be commended for their work. The process has been difficult with all-time highs in enrollment and a state expected to be in deficit.
- Staff continues to work to make online registration more efficient for students. There have been some problems during peak enrollment times,

which are attributable to a lack of technology infrastructure. Short of spending millions of dollars to try to fix the problems immediately, the university has asked for a peer-review site visit in March for possible solutions. Staggering registration times may help alleviate the problem.

- The Arts Center will open with an inaugural event called “A Night of Strings” on February 15.

### **13. Proposed Meeting Dates**

#### **Community Advisory Committee**

**Tuesday, February 16, 2010,  
5:30 p.m.**

#### **Community Advisory Committee**

**Tuesday, February 23, 2010  
5:30 p.m.**

**Thursday, March 25, 2010**

**Thursday, April 22, 2010**

**Thursday, May 13, 2010**

**Thursday, June 24, 2010**

**Thursday, August 26, 2010**

**Thursday, September 16, 2010**

**Thursday, October 21, 2010**

**Thursday, November 18, 2010**

**Thursday, December 16, 2010**

### **Adjournment**

The meeting was adjourned by Chairman Oliveira at 8:00 p.m.

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Mr. David G. Oliveira  
Chairman, Board of Trustees

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Roberto Robles, M.D.  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on February 11, 2010, is on file at the District Office of the Texas Southmost College District. The master tape is on file at UTB/TSC Media Services. These minutes were taken and transcribed by Andrew Keese, Technical Writer. Videotaping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.



# TEXAS SOUTHWEST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

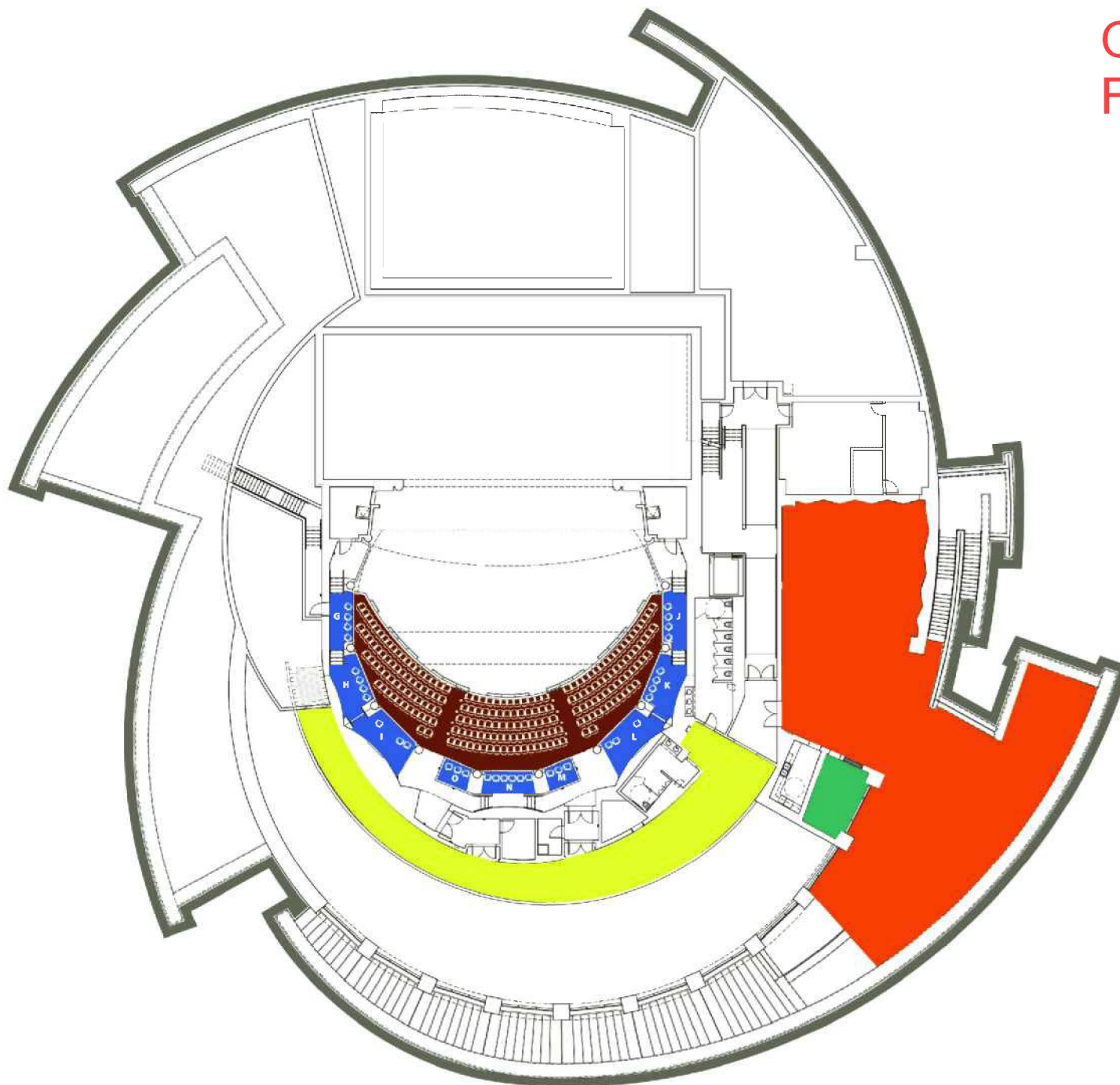
<b>Department/Division:</b> Institutional Advancement	<b>Board Meeting Date:</b> March 25, 2010
<b>Agenda Item:</b> Consideration and possible action on reserving boxes N, O, and P for UTB/TSC purposes of housing guests.	
<b>Rationale/Background:</b> <p>1) The Balcony box seating visuals have been revised to include the two boxes closest to the stage, known in performance halls as "Juliet boxes," that were not originally indicated on promotional materials as possible naming opportunities. However, the boxes were finished out in construction, and each box comfortably seats four. One already has been named. The visuals also reflect change in the letter designations of the Balcony boxes to indicate the two additional boxes.</p> <p>2) For the Balcony boxes, we are recommending that, under the revised diagram, Box O, which seats six, and the two flanking small boxes (N and P), which seat three each, be retained by UTB/TSC for purposes of hosting guests and not offered as naming opportunities.</p>	
<b>Recommended Action:</b> Approval of retaining and possible naming of Boxes N, O, and P for university use.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain: Naming opportunities recognize private gifts.	
<b>Attachments (List):</b> Revised Balcony Seating Visual Original Balcony Seating Visual	

**FOR OFFICE USE ONLY:**

**Board Action:** Approved:  Yes  No  Tabled for action on: \_\_\_\_\_

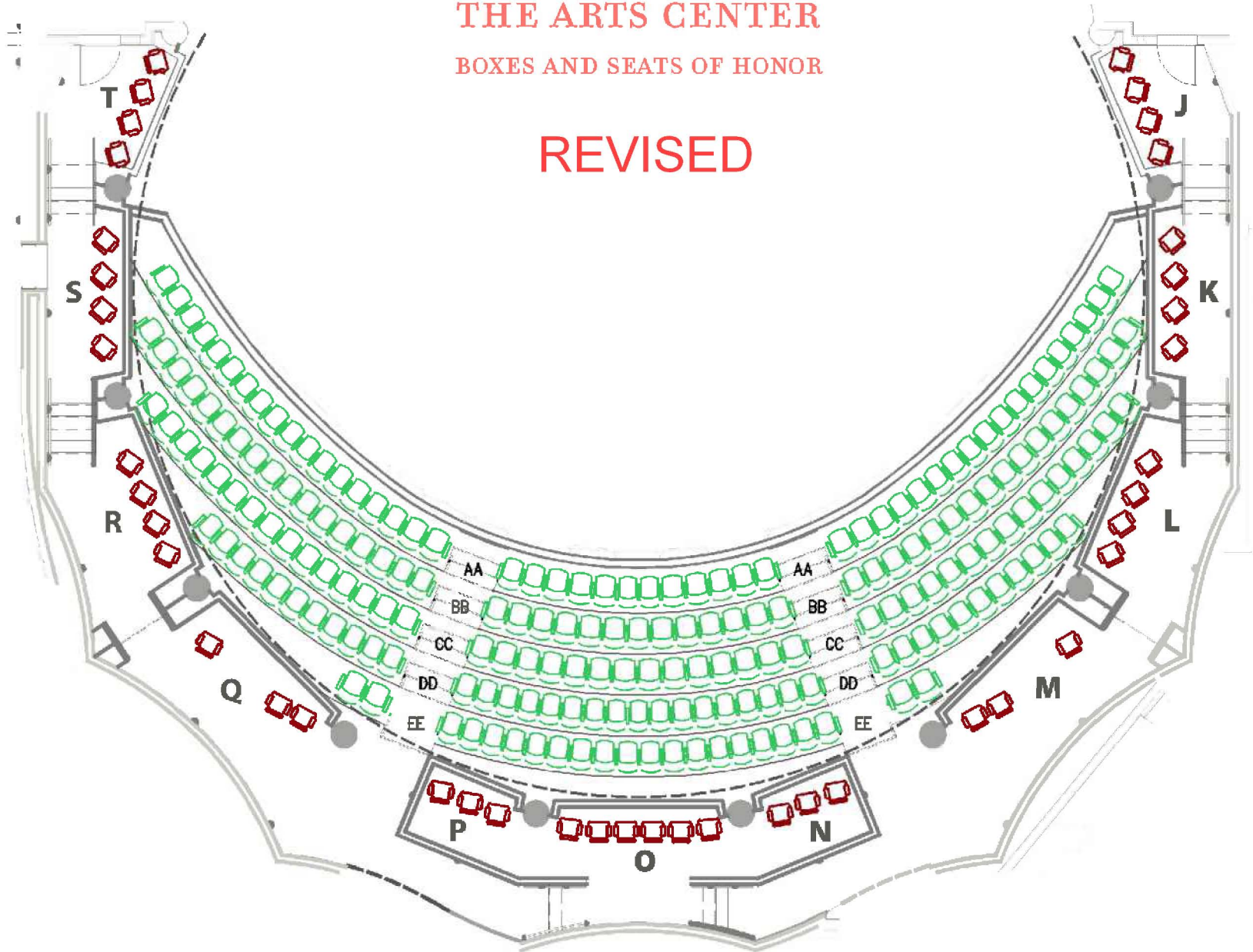
**Certified by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Original Floor Plan



THE ARTS CENTER  
BOXES AND SEATS OF HONOR

REVISED



BALCONY  
ROWS AA-EE - \$1,000

OFFICE OF DEVELOPMENT (956) 882-4322  
THE UNIVERSITY OF TEXAS AT BROWNSVILLE  
AND TEXAS SOUTHWEST COLLEGE





# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Physical Plant / Partnership Affairs	<b>Board Meeting Date:</b> March 25, 2010
<b>Agenda Item:</b> Consideration and possible action on competitive sealed proposal for Campus Roof Renovations.	
<b>Rationale/Background:</b> A request for competitive sealed proposals for the M1 and Cortez roof repairs was issued according to TSC's Board Policies for purchasing and bids. The attached spreadsheet provides detailed information regarding the four bid proposals that were received for this project. Upon evaluation of the proposals by Plant personnel and the roofing consultant (Garland Roofs), American Contracting U.S.A., Inc. was selected as the best value respondent. The total cost for these projects is \$231,495. Capital Improvements and Restricted Insurance funds will be used to cover these roof repairs. The cost per square foot for these projects is \$12.78 for Cortez and \$14.34 for M1. This proposed cost is less than the previous projects at ITECC and the Library which ran at \$15.85 and \$14.48 per square foot respectively.	
<b>Recommended Action:</b> Motion to accept proposal from American Contracting U.S.A., Inc. for the campus roof repairs project in the amount of \$231,495.	
<b>Fiscal Implications:</b> Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:	
<b>Attachments (List):</b> <ul style="list-style-type: none"><li>- Bid tabulation spreadsheet</li><li>- Recommendation from project consultant</li><li>- Recommended proposal</li></ul>	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____

# Texas Southmost College District

TSC B10-02 Campus Roof Renovations

Bid Tabulation

Advertisement: February 24 and March 3, 2010

Bid Opening: March 11, 2010 at 2:30 p.m.

	<b>Bidder</b>	<b>M1 Roof (Bid Item #1)</b>	<b>M1 / M2 Canopy (Alternate #1)</b>	<b>Cortez Building (Bid Item #2)</b>	<b>Total</b>
1	American Contracting U.S.A, Inc.	\$ 91,035.00	\$ 9,000.00	\$ 131,460.00	<b>\$ 231,495.00</b>
2	Sechrist-Hall Company	\$ 104,780.00	\$ 16,295.00	\$ 120,603.00	<b>\$ 241,678.00</b>
3	Magic Valley Roofing	\$ 90,241.20	\$ 8,928.00	\$ 151,588.50	<b>\$ 250,757.70</b>
4	Rio Roofing, Inc.	\$ 100,958.00	\$ 11,930.00	\$ 155,820.00	<b>\$ 268,708.00</b>

Note: Bid Item #1 and #2 include 5% Contingency



since 1895

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## THE GARLAND COMPANY, INC.

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NATIONWIDE: 1-800-321-9336

**Brian E. Wilkins, CSI**  
117 Windy Ridge Loop  
Mathis, Texas 78368-4091  
Phone: 800-762-8225 ext: 620

March 12, 2010

Abraham Hernandez III  
Director of Physical Plant  
Plant Support Services  
UTB/TSC  
80 Fort Brown  
Brownsville, Texas 78520

Re: TCS B10-02 Campus Roof Renovations

Mr. Hernandez,

After careful review of the Bid Tabulations from the Bid Opening on March 11, 2010, It appears American Contracting U.S.A, Inc. is the Low Bidder if both Bid Items and the Alternate are accepted and approved.

Furthermore, American Contracting U.S.A, Inc. is an "Authorized Applicator" of all Garland Roofing Systems and is in good standing in with us regarding their workmanship, payment history and quick response to any warranty work requirements.

We would therefore highly recommend them to be awarded this project.

Respectfully,

A.C.

DOCUMENT 00300 - BID FORMS

ROOFING MANUFACTURER'S CERTIFICATION FORM  
(to be submitted with the bid form)

Re: 09/10 Roof Renovations  
Texas Southmost College District  
Brownsville, Texas

The Garland Company  
(Roofing System Manufacturer)

Certifies that;

AMERICAN CONTRACTING USA, INC. is currently authorized  
(Roofing Contractor)

by the roofing system manufacturer to install the specified roofing system for the referenced project and that the Roofing System Manufacturer is ISO 9001 Certified, and has reviewed all Project Documents in their entirety and approved of them as written and drawn.

Roofing System Manufacturer will provide field inspection services by a full time employee of the manufacturer, no less than two times a week, during, and until all roof construction work is completed and accepted by the Owner.

Roofing System Manufacturer will provide the manufacturer's 30-year guarantee as stipulated in the Contract Documents upon completion of the project.

By: CHARLES R. PEPI  
Name

Its Chief Financial Officer  
Title

(Affix Corporate Seal)

Date 2/26/10

BID FORM

PROJECT: Campus Roof Renovations  
Texas Southmost College District  
Brownsville, Texas

DATE & TIME: Bids are due on March, 11, 2010 at 2:30 pm;  
Gorgas Tower, Brownsville, Texas 78520

Note: Mark outside of envelope:  
Bid Proposal for: Campus Roof Renovations TSCB10-02

I have received the documents titled  
Campus Roof Renovations Tsc B10-02  
(title of project) and drawings dated  
November 9, 2009 ; February 2010

I have received Addenda No. (s) 1, and I  
have included their provisions in my bid. I have examined both  
the documents and the site.

In submitting this bid, I agree:

1. To accept the provisions of the Instructions to Bidders regarding dispositions of the Bid Security.
  2. To enter into and execute a Contract with Texas Southmost College, if awarded on the basis of the Bid, and to furnish Bonds if required, in accordance with the owners requirements and Instructions to Bidders.
  3. To accomplish the work in accordance with the Specifications and Drawings provided.
  4. To accomplish the work in accordance with the General Requirements, Terms and Conditions and Uniform General and Supplementary Conditions.
1. Pursuant to and in compliance with the Proposed Contract Documents Dated November 9, 2009, relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract Documents, and addenda thereto, for the following sum of money:

**BID ITEM #1:** M1 Vocational Trade Shop: New Roofing,  
approximately 6,000 sq. ft. All labor, materials, services,  
and equipment necessary for completion of the work

## DOCUMENT 00300 - BID FORMS

described in project manual and in the specifications and drawings for the amount of:

Eighty Six Thousand Seven Hundred &  $\frac{xx}{100}$  Dollars (\$ 86,700.00)

Contingency (5%) of the total amount for Bid Item #1

Four Thousand Three Hundred Thirty Five &  $\frac{xx}{100}$  Dollars (\$ 4,335.00)

**BID ITEM #2: Cortez Building - Student Health Services: New Roofing** approximately 11,235 sq. ft. All labor, materials, services, and equipment necessary for completion of the work described in project manual and in the specifications and drawings for the amount of:

One Hundred Twenty Five Thousand Two Hundred Dollars (\$ 125,200.00)

Contingency (5%) of the total amount for Bid Item #2

Six Thousand Two Hundred Sixty &  $\frac{xx}{100}$  Dollars (\$ 6,260.00)

\* Contingency is for owner's use only. It cannot be used without owner's approval.

**ALTERNATE #1: M1 and M2 Vocational Trade Shop Patio Entrance Cover: New Roofing**, approximately 744 sq. ft. All labor, materials, services, and equipment necessary for completion of the work described in project manual and in the specifications and drawings for the amount of:

Nine Thousand &  $\frac{xx}{100}$  Dollars (\$ 9,000.00)

2. If awarded this contract, the undersigned will execute a satisfactory construction contract, Proof of Insurance coverage and bonds, with the Owner for the entire work as per the Contract Documents within 10 days after notice of award. It is agreed that this proposal is subject to the Owners acceptance for a period of ninety (90) days from the above date.
3. **EXTRA WORK:** The undersigned agrees that should any change in the work or extra work be ordered, the allowance for overhead and profit combined shall not exceed 15%.
4. The undersigned agrees to the following;
  - To complete Bid Item #1 and #2, including anticipated delays due to inclement weather in forty five (45) calendar days for each project.

DOCUMENT 00300 - BID FORMS

AE.

To start the project within five (5) days after notice of award of contract or Notice to Proceed.

For each consecutive calendar day after the substantial completion period, including the correction of deficiencies found during the final testing and inspection, the amount of \$500.00 (five hundred dollars) will be deducted from the money due to the or becomes due to the Contractor.

5. By submitting these Bid Forms, the Bidder certifies that he is aware of project site existing conditions which affect the work.
6. Bidder agrees that the Owner has the right to accept or reject any or all Bids and to waive all informalities.

Respectfully submitted,

By: Jeticia Barcenas  
Signature

President  
Title

(Corporate Seal)

American Contracting U.S.A., Inc  
Company

American Cont.

DOCUMENT 00300 - BID FORMS

UNIT PRICE FORM (to be submitted with the bid form)

UNIT PRICES:

A. Treated 1 x 4	\$ <u>3.00</u>	lin. ft.
B. Treated 1 x 6	\$ <u>3.50</u>	lin. ft.
C. Treated 1 x 8	\$ <u>4.50</u>	lin. ft.
D. Treated 2 x 4	\$ <u>3.50</u>	lin. ft.
E. Replacement of lightweight insulating fill	\$ <u>15.00</u>	square ft.
F. Replacement of 22 ga. steel decking	\$ <u>8.00</u>	square ft.





# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Physical Plant/Partnership Affairs.	<b>Board Meeting Date:</b> March 15, 2010
<b>Agenda Item:</b> Consideration and possible action on approval of a contract with The John Wyatt Company (TIPS # 08-032609) for modifications to the Raul J. Guerra Early Childcare Center	
<b>Rationale/Background:</b> A bid was received from The John Wyatt Company through the TIPS program for modifications to the Raul J. Guerra Childcare Center. These modifications to the facility range from door and window installations, to drywall, flooring and millwork repairs, to the conversion of the existing restrooms. These modifications are needed to accommodate the children that will be housed in this location due to the vacancies in space left by the children that moved to the new Center for Early Childhood Studies. The total cost for the project is \$59,825.36. The cost per square foot is \$37.39. Funding for this project has been set aside on the contingency of Capital Improvements.	
<b>Recommended Action:</b> Motion to award bid for modifications in the Raul J. Guerra Early Childcare Center to The John Wyatt Company in the amount of \$59,825.36.	
<b>Fiscal Implications:</b> Budgeted Item: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain: Capital improvement contingency	
<b>Attachments (List):</b> <ul style="list-style-type: none"><li>- Proposal from The John Wyatt Company</li><li>- Scope of Work Part 1</li><li>- Scope of Work Part 2</li><li>- Scope of Work Details</li></ul>	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____

**PROPOSAL**

To: Jacinto Cabrera  
The University of Texas at Brownsville - Texas Southmost College

From: Tommy Brownell  
The John Wyatt Company  
PO Box 1064  
San Benito, Texas 78586

TIPS Contract # 08-032609

Job: Raul J Guerra Early Childcare Center

Itemization:	Qty	Unit	Extended
1. General Labor/Demolition & Disposal	9	\$ 420.00	\$ 3,780.00
2. Doors, Hardware, Installation	4	\$ 1,289.00	\$ 5,156.00
3. Commercial Windows and Installation	1	\$ 2,124.00	\$ 2,124.00
4. Millwork -Material and Labor	1	\$ 4,051.00	\$ 4,051.00
5. Flooring	1	\$ 6,089.80	\$ 6,089.80
6. Painting	1	\$ 6,365.00	\$ 6,365.00
7. Specialty Items	1	\$ 959.02	\$ 959.02
8. Electrical	1	\$ 780.00	\$ 780.00
9. Plumbing	1	\$ 9,468.00	\$ 9,468.00
10. Tile/Patch and Repair (Result of #9)	1	\$ 1,614.00	\$ 1,614.00
11. Contingency	1	\$ 4,687.00	\$ 4,687.00
12. General & Administrative (reimburseables)			
Project Management/Insurance	31	\$ 209.67	\$ 6,499.77
		<b>SUBTOTAL</b>	\$ 51,573.59
16 Percent Contract Rate			\$ 8,251.77

**JOB TOTAL \$ 59,825.36**

Project Duration: 31 Calendar Days

Please see attached sheets.

Please Submit Purchase Order to: [tbrownell@vistahc.com](mailto:tbrownell@vistahc.com)

## Raul J Guerra Early Childcare Center

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### Scope of Work

#### Paint

The entire building save and except for Rooms 123 and 105 will be patched and painted.

All hard corners to be rounded.

#### Flooring

All visible VCT will be either removed and replaced OR overlaid onto the existing floor dependent upon the findings of the third party specialist.

#### Windows

Room 115 to 116. Add a viewing window between the two rooms. Size: 10' wide x 4' tall. Bottom of window to be at 32" AFF.

Room 101 to Reception. Add a viewing window between the two rooms. Size: 6' wide x 4' tall. Bottom of window to be at 32" AFF.

All windows to be commercial aluminum frames with tempered glass.

#### Doors

Room 120 to restroom

Restroom to storage

Room 110 to restroom

Room 109 to restroom

Add aluminum frame, solid core (wood) commercial doors with half glass (tempered) with passage hardware only. Doors to be equipped with the pinch-free safety feature.

Room 110 to 109

Room 115 to changing area

Add half door (32" height) with small shelf and hardware.

#### Millwork

Replace cabinets in room 116 and 117 (count = 4).

Cabinets will be constructed of birch with hardwood edging in the cubicle areas. All corners will be rounded and cabinets to be painted. Current cabinets are laminated with formica. This proposal does not include any lamination as the edges cannot be rounded. All hardware included.

Room 122. Provide shelving above washer and dryer area. We will provide a bank of shelving 6' wide and 3' tall; configuration to be determined by Client.

Miscellaneous

Rooms 115,116,119, 120,110,109,107 - Provide Hand Towel Dispensers

Room 119 - Move Exhaust System, Install changing station (specification needed).

## **AMMENDMENT 1**

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### Scope of Work

#### Plumbing

Per the request of UTB/TSC our proposal will now include the addition of plumbing materials and labor.

More specifically we will be removing a total of seven commodes and replacing them with more current versions. The commodes are a specialty item in that they are made specifically for children and have an approximate rim height of 12".

The existing commodes are all back flush and the new commodes are only available in bottom flush. Therefore, we are required to break concrete and route the plumbing underground.

The new commodes will have battery powered automatic flush mechanisms.

Finally, this process will require some tile work and achieving a perfect tile match will not be possible.

## **Raul J Guerra Early Childcare Center**

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- The attached quote assumes all work will be completed after hours and on weekends. It is our firm belief that none of this work should occur while children are in the building.
- It is our intention to commence work after hours on a selected Friday and work through the weekend to complete a predetermined section of building. The starting point and designated working areas shall be collectively coordinated between the John Wyatt Company, Jacinto Cabrera and Marisela Nava.
- The scope of work as presented by Jacinto Cabrera was significantly expanded during our walk-through visit with the Director, Marisela Nava. A detailed list of the scope is provided in an attached document and this proposal assumes the expanded list of items as stated by the Director.
- Based on a limited visual inspection in a few areas, it is our belief that the adhesive used on the original VCT flooring is likely to contain harmful properties that should not be disturbed unless cleared by a third party specialist. This proposal does not account for the third party inspection and it is assumed that the client will address this matter. Further, we will not commence any work on the flooring until we are provided specific direction and/or clearance by the client.
- This proposal assumes the new flooring will be an overlay on the existing flooring. The imperfections in the existing floor will “telegraph” to the new surface. It is assumed the client understands and accepts this limitation.
- Should the existing flooring be cleared for removal an additional charge of **\$1,313.20** for demolition and disposal will be required through a Change Order.
- There are no provisions in this proposal for our personnel to remove items from the prescribed working areas. It is assumed that all posters, wall art, teaching devices, etc. will be removed prior to the commencement of work in any given section.
- The common area walls (reception, main corridor) are currently covered in a textured wall paper that can be (has been) painted. Director Nava expressed that she wanted holes created by previous sign applications, wall hangings, etc. patched. We can remove nails, screw plugs, etc, but will not be able to create an exact match to the textured (patterned wall paper). It is assumed the client understands and accepts this limitation.

- Based on our meeting with Director Nava, paint colors will apparently be quite varied, perhaps different from room to room. They may also contain a variety of colors per room. Prior to commencing on any given area we will request signed documentation per room that includes actual swatches and SW numbers.
- In room 116 there is a request to make a half door from an existing hard wall corner to what is currently a pantry sized cabinet. As it stands, part of the door frame would be attached to an actual cabinet door. We do not endorse this application as it is problematic. Our recommendation is to remove the cabinet and build a partial wall to which we would affix half of the door frame. Another possibility is to replace the cabinets with a different configuration to create a more suitable situation. This alternate option is not included in this proposal and be addressed in a change order if need be.
- Upon commencement of the work we will request that only one entry to the building be designated and accessible and it is assumed all remaining exits to the building will be secure.
- The conversion of the plumbing is more costly than anticipated for the following reason: All existing commodes are back flushed through the walls as opposed to down and under the existing slab. These small commodes are not available in the back flush therefore we will be required to cut and bust out concrete. This process will add 5 days to the projected 26 day timeline originally proposed.
- A John Wyatt Company employee or owner will be present at all times for the duration of the work.



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Finance Office/Partnership Affairs	<b>Board Meeting Date:</b> March 25, 2010
<b>Agenda Item:</b> Consideration and possible action on Budget Amendments for Fiscal Year 2010	
<b>Rationale/Background:</b> Request for budget amendment #10-002 to adjust expenditures in the General Fund and budget amendment #10-003 to rollover funds into Campus Facilities Fund.  The budget amendments are necessary to increase the Dues & Membership account in the General Fund and the Perimeter Fence account in the Campus Facilities Fund.	
<b>Recommended Action:</b> Motion to approve budget amendment #10-002 and budget amendment #10-003 for Fiscal Year 2010 as presented.	
<b>Fiscal Implications:</b>	Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A    If no, explain:
<b>Attachments (List):</b> Budget Amendment: #10-002 General Fund #10-003 Campus Facilities Fund	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____



**TEXAS SOUTHMOST COLLEGE  
BUDGET AMENDMENT REQUEST  
2009-2010**

Department: General Fund  
Date: March 25, 2010

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	776.119	Consulting Fees	\$ 15,000		\$ (15,000)	\$ -
2	769.119	Institutional Official Functions	\$ 10,000		\$ (5,000)	\$ 5,000
3	991.119	Cameron Appraisal District	\$ 193,406		\$ (5,000)	\$ 188,406
4	781.119	Dues & Memberships	\$ 24,900		\$ 25,000	\$ 49,900
General Fund Balance			\$ 4,620,629	\$ -	\$ -	\$ 4,620,629

Reasons for Amendments:

- 1 To adjust for Dues & Memberships
- 2 To adjust for Dues & Memberships
- 3 To adjust for Dues & Memberships
- 4 To increase Dues & Memberships for the membership of the Brownsville Comprehensive Plan Coordinating Board. (CPCB)

Asst VP for Finance

  
\_\_\_\_\_

President:

\_\_\_\_\_

This amendment has been accepted \_\_\_\_\_, rejected \_\_\_\_\_, by the Texas Southmost College Board of Trustees

on \_\_\_\_\_.

\_\_\_\_\_  
Roberto Robles, M.D., Secretary

#10-002

**TEXAS SOUTHMOST COLLEGE  
BUDGET AMENDMENT REQUEST  
2009-2010**

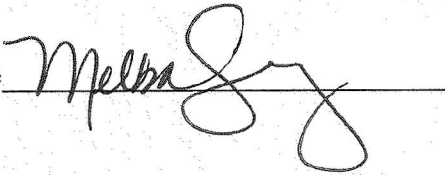
Department: Campus Facilities Fund  
Date: March 25, 2010

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	9003.361	Perimeter Fence	\$ -	\$ -	\$ 66,772	\$ 66,772
		Campus Facilities Bond Fund Balance	\$ 5,729,427	\$ -	\$ 66,772	\$ 5,662,655

Reasons for Amendments:

- 1 To rollover balance from FY09 Perimeter Fence

Asst VP for Finance



President:

\_\_\_\_\_

This amendment has been accepted \_\_\_\_\_, rejected \_\_\_\_\_, by the Texas Southmost College Board of Trustees

on \_\_\_\_\_.

\_\_\_\_\_  
Roberto Robles, M.D., Secretary

#10-003



## TEXAS SOUTHMOST COLLEGE DISTRICT

### Business Affairs Partnership Committee Item

<b>Department/Division:</b> Economic Development and Community Services	<b>Board Meeting Date:</b> March 25, 2010
<b>Agenda Item:</b> Requesting acceptance of Grant Award and Approval to Proceed with Grant Implementation – Texas Workforce Commission RFP 320-10-05 in the amount of \$203,160.00, and authorizing transfer grant to UTB/TSC for grant implementation.	
<b>Rationale/Background:</b> On October 6, 2009 the division of Economic Development and Community Services, (EDCS) submitted a grant application under Texas Southmost College (TSC) to the Texas Workforce Commission (TWC) to create curriculums for solar, wind and green building programs for both technical training and workforce development program. Due to eligibility requirements that the applicant be a community college and leveraging the use of the ITECC facility, the grant was submitted using TSC as the applicant.  The EDCS was notified on December 11, 2009, that the grant was awarded, with minor changes to the original request. The final grant award budget was reduced slightly to \$203,160.00. No TSC funds are to be expended as part of this grant.  The grant will fund development of new curriculum and enhance existing curriculum in four tracks: Wind Energy Technology, Solar Photovoltaic Technology, Solar Thermal Technology and Green Building Technology. There is an immediate need to train students and existing professionals in a green skill set that can be applied to jobs and careers in the emerging green economy, the TWC funding will allow our institution faculty to respond to this demand, particularly at the junior college level.  Authorizing the transfer of grant to UTB/TSC will allow UTB/TSC to effectively manage ongoing transactions and implement the project.	
<b>Recommended Action:</b> Motion to accept the Grant Award and authorization to transfer grant to UTB/TSC for grant implementation.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain: The grant from the Texas Workforce Commission does not have a budgetary impact on TSC.	
<b>Attachments (List):</b> - Executive Summary	

**FOR OFFICE USE ONLY:**

**Board Action:** Approved:  Yes  No  Tabled for action on: \_\_\_\_\_

**Certified by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agency:** Texas Workforce Commission  
**Solicitation:** Energy Efficiency and Renewable Energy Training Program

**Date:** Application Submitted on 10/08/09

**Project:** This grant will provide resources to train our faculty in the area of Renewable energy; it includes development of new curriculum and enhancements to existing curriculum in four tracks: Wind Energy Technology, Solar Photovoltaic Technology, Solar Thermal Technology and Green Building Technology. Upon completion of the required coursework, students will earn a Career Technical Training Certificate or a Certificate II. The program flexibility allows individuals in the workforce to increase their knowledge in this innovative field and pursue additional certificate and degree programs. The funding request also included funding for personnel, benefits, limited travel and equipment.

**Amount:** \$203,160.00

**Match:** \$91,260- in kind use of facilities in the form of the Go Green Assistance Center located at ITECC. The Go Green Assistance Center will serve as a library resource and training center to enhance the new Green Building curriculum. The total amount includes the cost of the space, renovations, and the cost to build the green housing display.

**Status:** On December 11, 2009 UTB/TSC was notified they were the successful recipient with minor changes to the original request, one of which was the budget being reduced to \$203,160.00.

**Budget:** The original budget submitted to TWC as follows:

<b>Energy Efficiency and Renewable Energy RFP # 320-10-05 BUDGET FORM</b>			
<b>COST CATEGORY</b>	<b>Administrative (may not exceed 10% of total funds requested)</b>	<b>Programmatic (not less than 90% of total funds requested)</b>	<b>Total Requested Funds</b>
(1) PERSONNEL	\$7,200	\$107,000	<b>\$114,200</b>
(2) FRINGE BENEFITS	\$2,160	\$29,400	<b>\$31,560</b>
(3) TRAVEL		\$4,200	<b>\$4,200</b>
(4) EQUIPMENT (Not more than 10% of total funds requested)		\$20,000	<b>\$20,000</b>
(5) SUPPLIES		\$3,000	<b>\$3,000</b>

(6) CONTRACTUAL		\$18,200	\$18,200
(7) OTHER		\$15,000	\$15,000
(8) Supportive Services (limited to 5% of the total budget)			
(9) Indirect Cost	\$10,000		\$10,000
<b>TOTAL</b>	<b>\$19,360</b>	<b>\$196,800</b>	<b>\$216,160</b>



## TEXAS SOUTHMOST COLLEGE DISTRICT

### Business Affairs Partnership Committee Item

<b>Department/Division:</b> Economic Development and Community Services	<b>Board Meeting Date:</b> March 25, 2010
<b>Agenda Item:</b> Requesting acceptance of Grant Award and Approval to Proceed with Grant Implementation – Comptroller of Public Accounts Grant Agreement (ARRA) for Distributed Energy Technology Program and authorizing transfer of grant to UTB/TSC for grant implementation.	
<b>Rationale/Background:</b> The division of Economic Development and Community Services, (EDCS) submitted a grant application in October 2009 under Texas Southmost College (TSC) to the Comptroller of Public Accounts under the Distributed Renewable Energy Technology Program to install wind and solar power units at the ITECC. Due to eligibility requirements that the applicant be a community college and leveraging the use of the ITECC facility, the grant was submitted using TSC as the applicant. Our division was notified on March 2, 2010, that we were awarded the grant. The final grant award budget is \$1,526,474.88. No TSC funds are to be expended as part of this grant.  TSC students will be participating in both the solar and wind system installation as part of the grant and associated with TSC's new certificate training programs that are under development in wind and solar technology. Students and trainees will also have the opportunity to participate in monitoring and maintenance of the installed systems.  Authorizing the transfer of grant to UTB/TSC will allow UTB/TSC to effectively manage ongoing transactions and implement the project.	
<b>Recommended Action:</b> Motion to accept the Grant Award and authorization to transfer the grant to UTB/TSC for grant implementation.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A    If no, explain:  The grant from the Texas Comptroller's office does not have an expense impact on TSC. The system is anticipated to generate about 5% of ITECC's energy once completely operational.	
<b>Attachments (List):</b> - Executive Summary	

**FOR OFFICE USE ONLY:**

**Board Action:** Approved:    Yes     No     Tabled for action on: \_\_\_\_\_

**Certified by:** \_\_\_\_\_    **Title:** \_\_\_\_\_    **Date:** \_\_\_\_\_

**Agency:** Texas Comptroller/ State Energy Conservation Office  
**Solicitation:** Distributed Renewable Energy Technology Program

**Date:** Application Submitted on 10/29/09

**Project:** This proposal entails development of the Texas Southmost Renewable Energy Center, a distributed renewable energy technology project which will utilize 206 Kilowatt hybrid system. The renewable energy hybrid system is composed of non penetrating photovoltaic (solar) panels on a 39,350 SF portion of the roof in conjunction with one 120 ft. wind turbine located in the parking area at the International Technology Education and Commerce Center, (ITECC) The proposed system is a PV/wind turbine system, where the PV part accounts for 106 kW of installed capacity and the wind turbine is rated at 100 kW. The hybrid system will be tied directly to the grid. The combined annual production of the hybrid system amounts to about 330,000 kWh per year, 5% of the energy consumed annually at the ITEC.

**Amount:** \$1,526,474.88

**Match:** \$344,600 in kind attributed to the following:

- In kind engineering services by SPI Go Green- \$54,600
- In kind connection fees and monitoring by Brownsville Public Utilities Board- \$5,000
- In kind use of improved infrastructure (new roof)-\$285,000

**Project Budget:**

BUDGET	
PV System	
Solyndra panels 182 watt	\$521,976.00
Unirac (racking system included)	\$0.00
wiring/ground	\$21,840.00
Combiner	\$10,920.00
Inverter	\$87,360.00
Inverter basement	\$15,000.00
Shipping	\$28,392.00
Installation	\$32,760.00
Electrical	\$54,600.00
Contingency/ miscellaneous	\$21,840.00
<b>PV System Total</b>	<b>\$794,688.00</b>
Wind Turbine System	
Northwind 100	\$ 380,000.00
Wiring	\$ 20,000.00
Sitework & engineering	\$ 40,000.00

Foundation		\$ 70,000.00
Shipping		\$ 30,000.00
Installation	\$ 10,000.00	
Electrical	\$ 30,000.00	
Maintenace	\$ 24,000.00	
Contingency/ miscellaneous	\$ 20,000.00	
<b>Wind Turbine System Total</b>	<b>\$ 624,000.00</b>	
Certifications & Permits	\$ 14,186.88	
<b>Total System Amount</b>		<b>\$1,432,874.88</b>
Project Director		\$72,000.00
Benefits 30%		\$21,600.00
<b>Total Wages &amp; Benefits</b>		<b>\$93,600.00</b>
<b>Total Project Cost</b>		<b>\$1,526,474.88</b>

**Status:** Award contract under negotiations

**View of ITECC**



*Image 3.8A Aerial View of project location*





# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Finance Office/Partnership Affairs	<b>Board Meeting Date:</b> March 25, 2010
<b>Agenda Item:</b> Consideration and possible action on renewal of Windstorm and Hail Property Insurance.	
<b>Rationale/Background:</b> The district requested proposals February 2009 for Windstorm and Hail Property Insurance from Texas Windstorm Insurance Association (TWIA) and received four proposals. The Committee recommended the selection of R.N. Jones Agency, Inc. with a 1% deductible for a 1 year period with the option to renew for two annual terms at rates deemed acceptable by the district. R.N. Jones Agency, Inc. has submitted the renewal amount effective April 1, 2010 to coincide with the UT System's Comprehensive Property Protection Plan (CPPP) in the amount of \$869,108. Upon review of the proposals we recommend renewal of the Windstorm and Hail Policy with R.N. Jones Agency, Inc. for one more year in the amount of \$869,108.	
<b>Recommended Action:</b> Motion to accept renewal from R.N. Jones Agency, Inc. for windstorm and hail insurance coverage through TWIA with a 1% deductible in the amount of \$869,108.	
<b>Fiscal Implications:</b> Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A    If no, explain:	
<b>Attachments (List):</b> Proposed policy specifications from R.N. Jones Agency, Inc.	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____

Insured: **TEXAS SOUTHWEST COLLEGE DISTRICT**  
 Effective Date: **4/1/2010 Proposed Policy Specifications**

Address including street number	Occupancy Description	2009-10 Policy Building Replacement Cost	Proposed 2010-11 Policy Building Limits	Proposed 2010-11 Policy Building Co-Ins.	Proposed 2010-11 Policy Building Premium	2009-10 Policy Contents Replacement Cost	Proposed 2010-11 Policy Contents Limits	Proposed 2010-11 Policy Contents Co-Ins.	Proposed 2010-11 Policy Contents Premium
80 Fort Brown									
1731 Taylor Ave.	Gorgas Hall	\$ 1,730,981	\$ 1,730,981	100%	\$11,851	\$ 44,539	\$ 44,539	80%	\$377
1731C Taylor Ave.	Champion Hall	\$ 489,404	\$ 489,404	100%	\$3,610	\$ 10,804	\$ 10,804	80%	\$84
833C Page Dr.	Old Morgue	\$ 255,674	\$ 255,674	100%	\$1,957	\$ 5,708	\$ 5,708	80%	\$39
801-833 Page Dr.	Art Building	\$ 1,256,715	\$ 1,256,715	100%	\$8,690	\$ 33,736	\$ 33,736	80%	\$286
801-807 Gorgas Dr.	Manuel B. Garza Gymnasium	\$ 2,188,166	\$ 1,923,855	80%	\$16,066	\$ 51,646	\$ 51,646	80%	\$427
902-926 Int'l Blvd.	Tandy	\$ 8,005,093	\$ 4,223,999	Waived	\$15,008	\$ 214,929	\$ 200,001	80%	\$474
828 May Street	Arnulfo Oliveira Mem. Library	\$ 10,147,381	\$ 4,223,999	Waived	\$18,388	\$ 272,600	\$ 200,001	Waived	\$589
828C May Street	Camille Lightner Student Cent.	\$ 2,482,875	\$ 2,482,875	100%	\$7,282	\$ 85,469	\$ 85,469	80%	\$205
1813B Garland Ave.	Sid Eidman Hall	\$ 4,887,429	\$ 4,016,679	80%	\$9,464	\$ 137,321	\$ 137,321	80%	\$337
1813C Garland Ave.	Sid Eidman Hall Adjunct	\$ 401,472	\$ 401,472	100%	\$2,961				
2000-2010 Gorgas Dr.	Rustenberg Hall	\$ 3,966,977	\$ 3,441,786	80%	\$20,525	\$ 92,394	\$ 92,394	80%	\$580
2107-2117 Garland Ave.	Riverside II/Building Trades	\$ 916,678	\$ 916,678	100%	\$6,508	\$ 22,955	\$ 22,955	80%	\$183
2001-2099 Garland Ave.	Coritez Hall	\$ 2,657,215	\$ 2,327,000	80%	\$5,815	\$ 53,093	\$ 53,093	80%	\$133
1811-1813 Garland Ave.	Music	\$ 563,470	\$ 563,470	100%	\$4,000	\$ 13,043	\$ 13,043	80%	\$102
100 Ridgely Rd.	School Of Education Building	\$ 675,143	\$ 590,580	80%	\$1,965	\$ 15,854	\$ 15,854	80%	\$44
Gorgas Dr.	Building 23	\$ 180,708	\$ 166,885	80%	\$1,678	\$ 2,832	\$ 2,832	80%	\$13
300 Ridgely Rd.	Raul J. Guerra Early Childcare	\$ 1,263,785	\$ 1,169,346	80%	\$3,131	\$ 31,381	\$ 31,391	80%	\$74
Gorgas Dr.	Post Commander's Quarters (Office)	\$ 431,705	\$ 400,001	80%	\$3,661	\$ 8,045	\$ 8,045	80%	\$56
129 Ringgold Rd.	Cavalry Hall/Campus Police	\$ 1,335,610	\$ 1,335,610	100%	\$9,236	\$ 31,428	\$ 31,428	80%	\$250
2001 Gorgas Drive	Marion Hedrick Smith Amphitheater	\$ 300,000	\$ 300,001	100%	\$817				
1901 Porter Drive	Cont. Ed. Bldg (American Legion)	\$ 1,189,193	\$ 995,560	80%	\$3,312	\$ 26,726	\$ 26,726	80%	\$79
1900 Ridgely Rd.	North Hall	\$ 4,538,487	\$ 3,877,771	80%	\$22,446	\$ 122,229	\$ 122,229	80%	\$750
815C Gorgas Dr.	South Hall	\$ 5,655,402	\$ 4,272,571	Waived	\$14,109	\$ 151,429	\$ 151,429	80%	\$464
807D Gorgas Dr.	Gymnasium Annex	\$ 1,029,121	\$ 842,632	80%	\$2,803	\$ 22,620	\$ 22,620	80%	\$66
Gorgas Dr.	Regiment house (Office)	\$ 211,722	\$ 211,722	100%	\$1,659	\$ 5,074	\$ 5,074	80%	\$35
1929 Garland Ave.	Thermal Energy	\$ 3,707,467	\$ 3,707,467	100%	\$20,505	\$ 59,774	\$ 59,774	80%	\$375
1900C Ringle St.	Physical Plant (R-I)	\$ 1,743,059	\$ 1,743,059	100%	\$11,732	\$ 38,791	\$ 38,791	80%	\$328
Gorgas Dr.	Art Annex	\$ 217,061	\$ 217,061	100%	\$1,701	\$ 5,219	\$ 5,219	80%	\$36
56 Ringgold Rd.	Student Union	\$ 8,495,069	\$ 4,223,999	Waived	\$43,897	\$ 228,181	\$ 200,001	80%	\$1,654
2100 Gorgas Drive	Book Store	\$ 1,871,614	\$ 1,871,614	100%	\$12,597	\$ 48,321	\$ 48,321	80%	\$409
1901-1909 Garland Ave.	Vocational Trade Shops (M-1 & M-2)	\$ 1,590,213	\$ 1,590,213	100%	\$4,864	\$ 16,169	\$ 16,169	80%	\$45
3R 41 Ringgold Rd.	Vocational Trade Shops (M-0)	\$ 883,536	\$ 883,536	100%	\$6,273	\$ 8,106	\$ 8,106	80%	\$60
1850 Ridgely Rd.	Newman Center	\$ 797,684	\$ 797,684	100%	\$5,663				
2000 University Blvd	REK Building	\$ 25,172,904	\$ 3,124,000	Waived	\$44,762	\$ 1,526,068	\$ 1,300,000	80%	\$3,393
2035 University Blvd	University Classrooms	\$ 9,105,884	\$ 4,014,000	Waived	\$20,982	\$ 508,700	\$ 410,000	80%	\$1,141
2035? University Blvd	Library	\$ 11,739,888	\$ 578,344	Waived	\$18,787	\$ 3,845,656	\$ 3,845,656	80%	\$8,833
80 Fort Brown	Administration Bldg CECS	\$ 1,267,527	\$ 1,267,527	100%	\$8,765	\$ 100,001	\$ 100,001	80%	\$876
80 Fort Brown	Classroom Bldg A CECS	\$ 631,159	\$ 631,159	100%	\$4,481	\$ 25,000	\$ 25,000	80%	\$207
88 Fort Brown	Classroom Bldg B CECS	\$ 544,226	\$ 544,226	100%	\$3,864	\$ 25,000	\$ 25,000	80%	\$207
80 Fort Brown	Classroom Bldg C CECS	\$ 569,057	\$ 569,057	100%	\$4,040	\$ 25,000	\$ 25,000	80%	\$207
80 Fort Brown	Classroom Bldg D CECS	\$ 544,226	\$ 544,226	100%	\$3,864	\$ 25,000	\$ 25,000	80%	\$207
1800 May	Arts Center	\$ 22,921,724	\$ 1,824,000	Waived	\$86,241	\$ 3,200,000	\$ 2,600,000	80%	\$17,203
		\$ 148,562,644	\$ 66,435,570			\$ 7,870,651	\$ 7,380,176		
500 E. St. Charles (244 W. 5th)	Young House (Office)	\$ 858,728	\$ 858,728	100%	\$8,098	\$ 10,738	\$ 10,738	80%	\$84
		\$ 858,728	\$ 858,728			\$ 10,738	\$ 10,738		

Added 10/14/2009  
 Added 10/14/2009  
 Added 1/23/2010  
 Added 1/23/2010  
 Added 1/23/2010  
 Added 1/23/2010  
 Added 1/23/2010

510 Int'l Blvd	Club Meeting Room (Stokley)	\$ 375,147	\$ 375,147	100%	\$2,836	\$ 8,053	\$ 8,053	80%	\$80
510C Int'l Blvd	Dressing Room & Fixture Storage	\$ 565,573	\$ 565,573	100%	\$4,015	\$ 12,435	\$ 12,435	80%	\$97
600 Int'l Blvd	Auditorium	\$ 5,706,004	\$ 4,275,127	Waived	\$14,199	\$ 148,873	\$ 148,873	80%	\$456
600C Int'l Blvd	Club Meeting Room , Stillman Town Hall	\$ 448,994	\$ 448,994	100%	\$3,312	\$ 9,261	\$ 9,261	80%	\$68
610 Int'l Blvd	Club Meeting Room, Robert E. Lee Youth	\$ 634,658	\$ 634,658	100%	\$4,506	\$ 14,094	\$ 14,094	80%	\$110
		\$ 7,730,376	\$ 6,299,499			\$ 192,716	\$ 192,716		
300 River Levee Dr	Pro Shop & Locker Room	\$ 403,812	\$ 403,812	100%	\$2,977	\$ 10,738	\$ 10,738	80%	\$84
2220T Porter Dr	Golf Cart Storage	\$ 170,268	\$ 170,000	80%	\$1,711	\$ 4,228	\$ 4,228	80%	\$26
2220W Porter Dr.	Golf Cart & Tracotr Storage	\$ 157,500	\$ 157,500	80%	\$1,586	\$ 4,228	\$ 4,228	80%	\$26
		\$ 731,380	\$ 731,112			\$ 19,194	\$ 19,194		
335 Reed Drive	SPI Center/Old Coast Guard St	\$ 1,136,770	\$ 1,020,600	80%	\$8,757	\$ 27,398	\$ 27,398	80%	\$214
		\$ 1,136,770	\$ 1,020,600			\$ 27,398	\$ 27,398		
301 Mexico Blvd	ITECC Center	\$ 59,384,809	\$ 4,223,999	Waived	\$195,868	\$ 1,614,848	\$ 200,001	Waived	\$6,345
301 Mexico Blvd. 1R	Auto Mechanics (Wards out building)	\$ 1,655,219	\$ 1,398,250	80%	\$4,530	\$ 37,536	\$ 37,536	80%	\$114
301 Mexico Blvd. 2R	UT Brownsville Vacant (Payless out building)	\$ 255,000	\$ 255,000	100%	\$1,951	\$ 6,845	\$ 6,845	80%	\$51
301 Mexico Blvd. 3R	Auto Body Shop (JCPenney out-building)	\$ 1,208,097	\$ 1,208,097	100%	\$8,354	\$ 18,825	\$ 18,825	80%	\$147
		\$ 62,483,125	\$ 7,085,346			\$ 1,678,054	\$ 263,207		
1901 E. Elizabeth St	Previous Holiday Inn								
	Main Hotel Bldg (48 rooms) interior corridors	\$ 1,783,974	\$ 1,512,000	80%	\$9,029	\$ 40,589	\$ 40,589	80%	\$143
	Hotel (52 rooms) exterior corridors	\$ 1,923,148	\$ 1,638,000	80%	\$9,781	\$ 43,972	\$ 43,972	80%	\$155
	Hotel (68 rooms) interior corridors	\$ 2,454,409	\$ 2,142,000	80%	\$12,265	\$ 57,502	\$ 57,502	80%	\$210
	Restaurant/Lounge/Meeting	\$ 1,720,845	\$ 1,398,750	80%	\$ 37,549	\$ 37,549	\$ 37,549	80%	
	Laundry/Maintenance	\$ 150,000	\$ 150,000	80%	\$1,080	\$ 4,027	\$ 4,027	80%	\$11
		\$ 8,032,376	\$ 6,840,750			\$ 183,639	\$ 183,639		
1301 E. Madison St	Cueto Building-historical bldg	\$ 949,918	\$ 949,918	100%	\$6,744	\$ 80,575	\$ 80,575	80%	\$706
1301B E. Madison St.	Lucena House (Office)	\$ 174,821	\$ 150,000	80%	\$1,510	\$ 28,708	\$ 28,706	80%	\$208
		\$ 1,124,737	\$ 1,099,916			\$ 107,281	\$ 107,281		
628-830 Laguna	Duplex Housing (Office)	\$ 329,731	\$ 329,731	100%	\$2,493	\$ 4,327	\$ 4,327	80%	\$28
	Bachelors Quarter (Office)	\$ 150,938	\$ 150,938	100%	\$1,225	\$ 2,278	\$ 2,278	80%	\$11
	Administration/Shop	\$ 145,724	\$ 145,724	100%	\$1,182	\$ 2,008	\$ 2,008	80%	\$9
	Detached Garage (Classrooms)	\$ 69,607	\$ 69,607	100%	\$578				
	Storage Building	\$ 18,056	\$ 18,056	100%	\$133				
	Storage Building	\$ 13,344	\$ 13,344	100%	\$98				
	Storage Building	\$ 5,688	\$ 5,688	100%	\$37				
			\$ 733,086			\$ 8,613	\$ 8,613		
100 N. Rte. 77	Previously Wal-Mart store	\$ 1,808,809	\$ 1,808,809	100%	\$12,174	\$ 18,558	\$ 18,558	80%	\$144
		\$ 1,808,809	\$ 1,808,809			\$ 18,558	\$ 18,558		

Deleted 2/18/2010

**TWIA Totals by Building** \$ 232,468,945 \$ 92,913,416 \$818,784

**TWIA Totals by Contents** \$ 10,116,942 \$ 8,211,520 \$ 50,324

**TWIA POLICY TOTAL** \$ 242,585,787 \$ 101,124,936 \$869,108

The buildings marked in light blue were added or deleted during the current policy period (including their contents).

The construction classification of the buildings marked in pink were changed by TWIA resulting in a change in premium.

The limit of insurance on buildings marked in light green were increased by \$270,000 due to increased limits for TWIA.



**THE UNIVERSITY OF TEXAS AT BROWNSVILLE  
and TEXAS SOUTHMOST COLLEGE**

**WINDSTORM & HAIL PROPERTY INSURANCE**

**Texas Southmost College Board of Trustees  
Meeting  
March 25, 2010**



## Discussions

- Current Coverage and Premium
- Proposed Coverage and Premium
- Additional Premium for New Buildings
- Alignment of Policy Period



## Current Insurance Coverage

- Issued RFP in February 2009 for TWIA windstorm coverage
- RN Jones Agency was selected
- Option to renew for additional 2 years included in RFP
- Policy period May 1, 2009 to May 1, 2010
- TWIA limit per building \$4,154,000
- 1% deductible per building per occurrence
- Coverage is \$89,019,408 in values
- Premium amount is \$699,842



## Proposed Insurance Coverage

- Recommend renewal of TWIA policy through RN Jones Agency
- Policy period April 1, 2010 to April 1, 2011
- Insurance rates are flat as compared to last year
- Increased TWIA limit per building from \$4,154,000 to \$4,424,000
- 1% deductible per building per occurrence
- Proposed coverage for \$106,501,305 in values
- Premium amount is \$869,108



# Current Insurance Program

Limit		Premium
\$244.8M	<b>UT System CPPP</b> \$138,309,174	
\$106.5M	<b>Texas Windstorm Insurance Association</b> Subject to maximum of \$4,424,000 per building Total Limit: \$106,501,305 Deductible: 1% per building per occurrence	\$869,108





## Year over Year Comparison

### Coverage

09-10                      \$89,019,408

10-11                      \$106,501,305

Difference =              \$17,481,897 or 19.6% Increase

### Premium

09-10                      \$699,842

10-11                      \$869,108

Difference =              \$169,266 or 24% Increase



# New Buildings Coverage

- New Buildings Added:
  - University Classrooms
  - Library
  - CECS
  - Arts Center
- Total Building and Contents: \$55,078,008
- Total Building and Contents Policy Limits: \$17,028,196
- Premium on New Buildings: \$179,905



## Policy Period Alignment

- UT System CPPP renewal date is April 1
- TSC renewal date with TWIA is currently May 1
- Proposed change from May 1 to April 1 for TSC TWIA policy
- No change in premium resulting from change in policy period since rates are flat
- Estimated refund is \$70K for unearned current policy term



THE UNIVERSITY OF TEXAS AT BROWNSVILLE  
AND TEXAS SOUTHMOST COLLEGE



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Finance Office/Partnership Affairs	<b>Board Meeting Date:</b> March 25, 2010
<b>Agenda Item:</b> Consideration and possible action on payment to UT System for participation in the Comprehensive Property Protection Plan for fire and all other perils and named windstorm and flood coverage.	
<b>Rationale/Background:</b> On April 26, 2007, The University of Texas System (UT System), UTB and TSC reached an agreement to include TSC facilities in UT System's system-wide Comprehensive Property Protection Plan (CPPP). TSC is included in the plan through April 1, 2010. The CPPP will renew on April 1, 2010 and TSC facilities will be included in the plan for a premium of \$294,801. The terms and conditions for TSC's participation in the CPPP for the plan year April 1, 2010 – April 1, 2011 are the same as in the original agreement. One of the terms includes the purchase of Texas Windstorm Insurance Association (TWIA) for all facilities which is being presented on a separate proposal for consideration.	
<b>Recommended Action:</b> Motion to approve payment to UT System in the amount of \$294,801 for participation in the CPPP for Fire and All Other Perils and Named-windstorm and Flood coverage.	
<b>Fiscal Implications:</b>	Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:
<b>Attachments (List):</b>	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____



# Texas Southmost College 2010 Property Insurance Renewal

The University of Texas System  
Office of Risk Management



Phillip B. Dendy, CRM  
Director





## Texas Southmost College 2010 Property Insurance Renewal

### Purpose of Presentation

- Review Comprehensive Property Protection Plan (CPPP)
- Discuss TSC's Estimated 2010 Renewal Pricing and terms



# Overview of CPPP

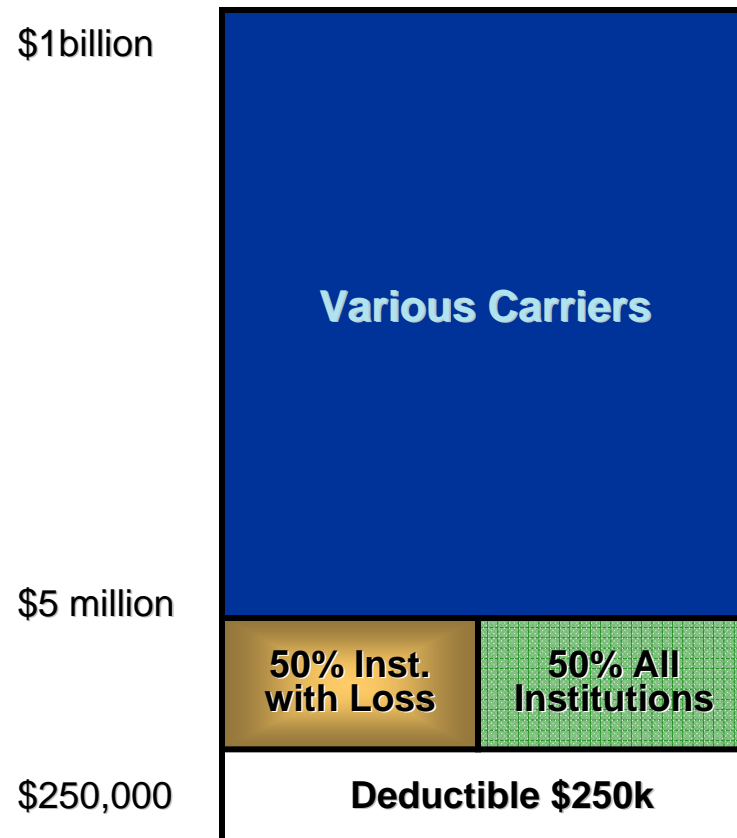
- Two programs
  - *Fire and All Other Perils (“Fire and AOP”)*
  - *Named-windstorm and Flood (“Wind and Flood”)*
    - Underlying NFIP and TWIA policies
- Replacement cost coverage for all real and business personal property of the University
- Included Texas Southmost College in Program beginning April 2007
- Premium Savings to Texas Southmost College in first three years of program \$1.9 million
- TSC Agreed to use 50% of savings on property conservation





# CPPP – Fire & AOP

**\*2010 Fire and All Other Perils,  
Incl. Equipment Breakdown**

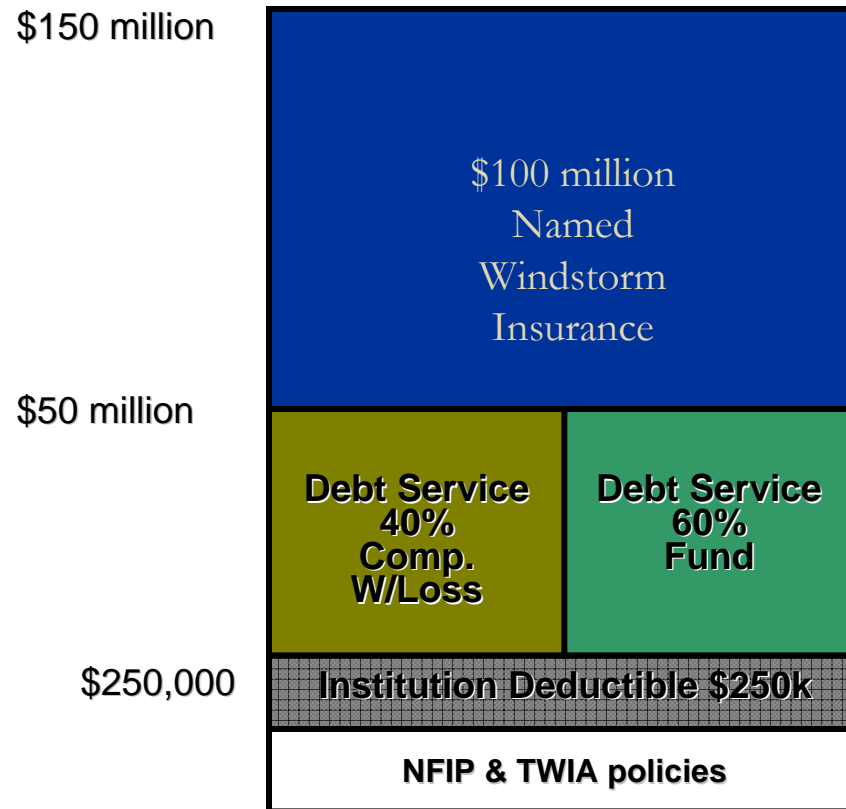


\*\$5 million per occurrence deductible/\$15m annual aggregate deductible



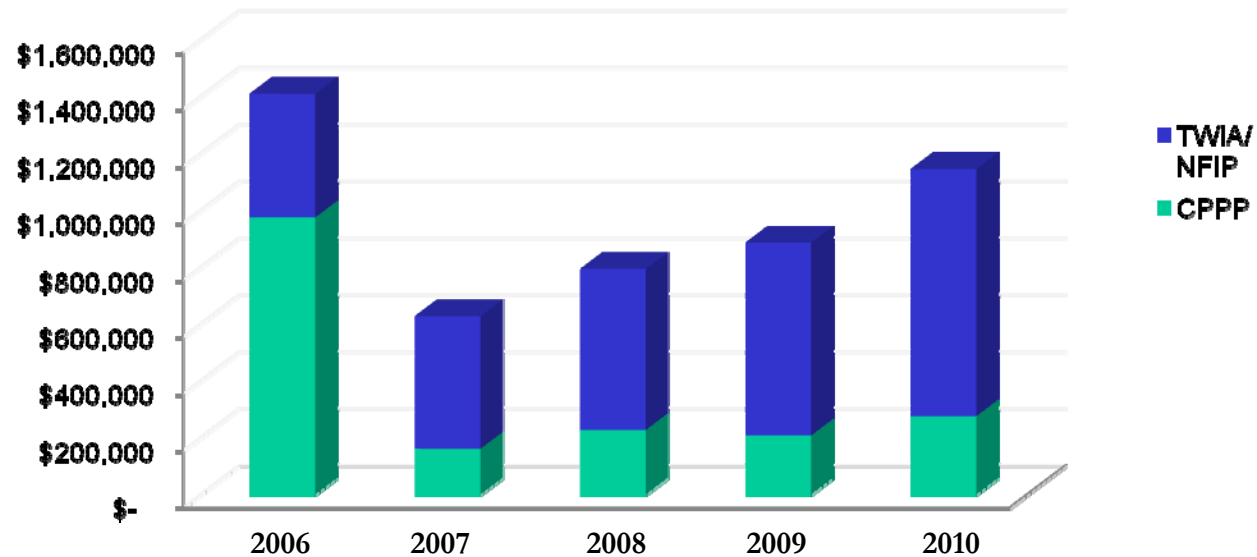
# CPPP – Wind & Flood

## 2010 Named Wind and Flood





# TSC Premium Comparisons 2006 - 2010



2006 – Premiums = \$1.41m (Commercial Policy \$975K, NFIP/TWIA \$435K); All premiums provided by TSC

2007 – Premiums = \$628,000 (Fire/CPPP \$162k, NFIP/TWIA \$466k); NFIP/TWIA

2008 – Premiums = \$794,000(Fire/CPPP \$228k, NFIP/TWIA \$566k); NFIP/TWIA

2009- Premiums = \$886,000( Fire/CPPP \$208k, NFIP/TWIA \$656k); NFIP/TWIA

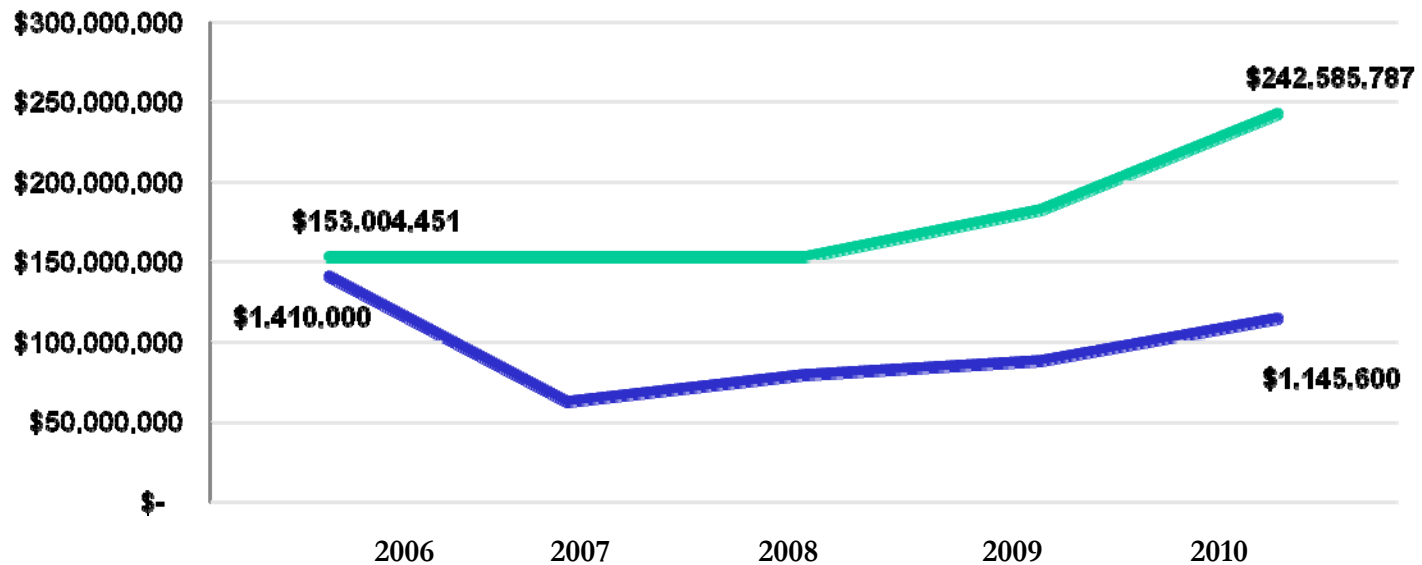
2010\*\* Premiums = \$1,145,600( Fire/CPPP \$276k, NFIP/TWIA \$869k); NFIP/TWIA

**\*\* 2010 Program is not Complete - Estimates only**



# TSC Premium Comparisons 2006 - 2010

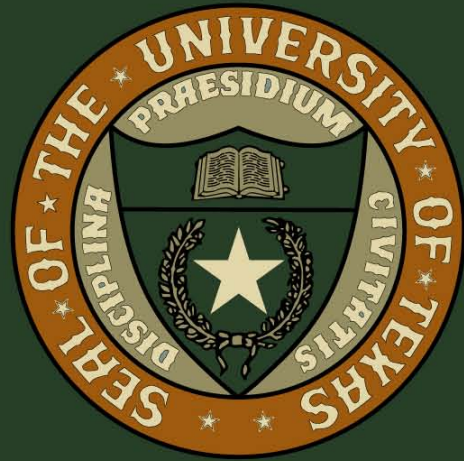
## Comparison of Premium to Total Insured Values



Total Insured Values 

Premium costs 

\*2010 premium is an estimate



Questions?

## **Texas Southmost College District Audit Committee Bylaws**

### **Article I: Description**

The Audit Committee ("Committee") is a standing committee of the Texas Southmost College District Board of Trustees ("Board").

### **Article II: Sanction**

The Committee shall be composed of members of the Board and is charged with developing and monitoring the audit processes of the Board. The Committee shall recommend audit policies and procedures to the Board for its review and consideration, including:

- Pre-approving audit scope and permitted non-audit services performed by the Texas Southmost College District's ("District") external audit firm
- Appointing and overseeing the work of any registered public accounting firm employed by the District
- Appointing and overseeing independent advisors as deemed necessary to carry out the Board's audit duties

### **Article III: Purpose**

The Committee assists the Board in fulfilling its oversight responsibilities relating to the integrity of the District financial statements, the systems of internal control, the independence and performance of the external and internal audit functions, and the District's compliance with legal and regulatory requirements. The Committee shall take all appropriate actions to set the overall District tone for quality financial reporting, sound business risk practices, and ethical behavior.

### **Article IV: Membership**

#### **A. Classification**

Membership shall consist of members of the Board.

#### **B. Composition and Selection**

Three members of the Board shall be appointed by the Board Chair to serve on the Committee.

C. Terms

The term for members is two years and coincides with the organizational meeting of the Board.

D. Vacancies

In the event of a vacancy, the Board Chair will appoint a replacement.

Vacancy shall occur if a member:

1. Resigns from the Committee;
2. Ceases to be a member of the Board of Trustees for any reason;

Misses at least # consecutive meetings of the Committee, unless such absences are excused by a majority vote of the remaining members of the Committee;  
(Other provisions as appropriate)

E. Special Conditions

1. Members, to the extent permissible under general law, must be independent of management of the District, including its component units and related organizations, and be free of any financial or personal relationship that would impair such independence.
2. Appropriate orientation should be provided to new members by staff with direction from the Committee Chair.

**Article V: Officers**

The Committee will have one Chair appointed by the Board Chair.

**Article VI: Meetings**

The Committee should meet as often as deemed necessary, but preferably at least four times annually. ~~During the course of its meetings, the Committee may take time to meet privately and confidentially with external auditors, internal auditors, and staff to discuss issues and concerns that may be inappropriate for open sessions.~~ Meetings shall be posted according to and subject to the provisions of the Texas Open Meetings Act. Committee<sup>[DRI]</sup> meetings shall be conducted according to Roberts Rules of Order.

**Article VII: Duties and Powers**

The following shall be the principal responsibilities of the Committee. These are set forth as a guide that the Committee may modify or supplement as appropriate.

**A. External Audit**

1. The Committee shall ~~appoint, retain, and~~ evaluate ~~an~~ independent audit ~~firms~~<sup>of</sup> to perform the annual audit and recommend the selection of a ~~firm~~<sup>[DR2]</sup> to the Board of Trustees.
2. The Committee shall review and make an appropriate recommendation to the Board for the approval in advance of any non-audit services.
3. The Committee may meet with the external auditor before commencing the annual audit of the financial statements to review the general scope and procedures of the audit and to discuss areas where the Board may desire special emphasis.
4. Upon completion of the audit, the Committee shall meet with the external auditor to review the financial statements and independent auditor's reports and discuss the adequacy of internal controls and other findings that may include:
  - Discussion with the external auditor on the quality of the District's accounting practices, the consistency in the application of accounting policies, the degree of aggressiveness or conservatism in applying the accounting principles, the reasonableness of significant judgments and estimates, fraudulent and illegal acts, audit adjustments, audit difficulties, and the clarity and completeness of the financial statements and related disclosures.
  - Inquiries regarding the effectiveness of the District's system of internal controls.
  - Reviews of the external auditor's management letter, including management's responses and proposed actions. At a future meeting, determine whether the proposed actions have occurred and whether the external auditor agrees that its recommendations have been implemented.
5. The Committee shall present the results of the post-audit review to the Board and make a recommendation regarding the approval of the audited financial statements.

**B. Internal Audit**

1. A member of the Audit Committee shall be appointed to the UTB/TSC Internal Audit Committee.



2. The member shall review the results of significant audit activities, audit reports, and management responses as they relate to the District.

**C. Administrative Functions**

1. Meeting agendas, including relevant background information, will be prepared by staff and reviewed by the Committee Chair and distributed to members prior to scheduled meetings<sup>[DR3]</sup>.
2. The Committee shall report to the Board about its activities, issues, and related recommendations.
3. The Committee shall inquire of management and the independent auditor about significant risks or exposures facing the District, assess the steps management has taken or proposes to take to minimize such risks to the District; and periodically review compliance with such steps.
4. The Committee shall review with the general counsel and management legal and on regulatory matters that may have a material impact on the financial statements, related organization compliance policies, and programs and reports received from regulators.
5. The Committee shall review and assess the adequacy of the Committee charter periodically and request Board approval for proposed changes.

**APPROVED:**

\_\_\_\_\_  
Eduardo A. Campirano, Audit Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Oliveira, Board of Trustees Chair

\_\_\_\_\_  
Date

# **Texas Southmost College District Audit Committee Bylaws**

## **Article I: Description**

The Audit Committee (“Committee”) is a standing committee of the Texas Southmost College District Board of Trustees (“Board”).

## **Article II: Sanction**

The Committee shall be composed of members of the Board and is charged with developing and monitoring the audit processes of the Board. The Committee shall recommend audit policies and procedures to the Board for its review and consideration, including:

- Pre-approving audit scope and permitted non-audit services performed by the Texas Southmost College District’s (“District”) external audit firm
- Appointing and overseeing the work of any registered public accounting firm employed by the District
- Appointing and overseeing independent advisors as deemed necessary to carry out the Board’s audit duties

## **Article III: Purpose**

The Committee assists the Board in fulfilling its oversight responsibilities relating to the integrity of the District financial statements, the systems of internal control, the independence and performance of the external and internal audit functions, and the District’s compliance with legal and regulatory requirements. The Committee shall take all appropriate actions to set the overall District tone for quality financial reporting, sound business risk practices, and ethical behavior.

## **Article IV: Membership**

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Membership shall consist of members of the Board.

### **B. Composition and Selection**

Three members of the Board shall be appointed by the Board Chair to serve on the Committee.

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The term for members is two years and coincides with the organizational meeting of the Board.

### D. Vacancies

In the event of a vacancy, the Board Chair will appoint a replacement. Vacancy shall occur if a member:

1. Resigns from the Committee;
2. Ceases to be a member of the Board of Trustees for any reason;

### E. Special Conditions

1. Members, to the extent permissible under general law, must be independent of management of the District, including its component units and related organizations, and be free of any financial or personal relationship that would impair such independence.
2. Appropriate orientation should be provided to new members by staff with direction from the Committee Chair.

## **Article V: Officers**

The Committee will have one Chair appointed by the Board Chair.

## **Article VI: Meetings**

The Committee should meet as often as deemed necessary, but preferably at least four times annually. Meetings shall be posted according to and subject to the provisions of the Texas Open Meetings Act. Committee meetings shall be conducted according to Roberts Rules of Order.

## **Article VII: Duties and Powers**

The following shall be the principal responsibilities of the Committee. These are set forth as a guide that the Committee may modify or supplement as appropriate.

### **A. External Audit**

1. The Committee shall evaluate independent audit firms to perform the annual audit and recommend the selection of a firm to the Board of Trustees.

2. The Committee shall review and make an appropriate recommendation to the Board for the approval in advance of any non-audit services.
3. The Committee may meet with the external auditor before commencing the annual audit of the financial statements to review the general scope and procedures of the audit and to discuss areas where the Board may desire special emphasis.
4. Upon completion of the audit, the Committee shall meet with the external auditor to review the financial statements and independent auditor's reports and discuss the adequacy of internal controls and other findings that may include:
  - Discussion with the external auditor on the quality of the District's accounting practices, the consistency in the application of accounting policies, the degree of aggressiveness or conservatism in applying the accounting principles, the reasonableness of significant judgments and estimates, fraudulent and illegal acts, audit adjustments, audit difficulties, and the clarity and completeness of the financial statements and related disclosures.
  - Inquiries regarding the effectiveness of the District's system of internal controls.
  - Reviews of the external auditor's management letter, including management's responses and proposed actions. At a future meeting, determine whether the proposed actions have occurred and whether the external auditor agrees that its recommendations have been implemented.
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#### **B. Internal Audit**

1. A member of the Audit Committee shall be appointed to the UTB/TSC Internal Audit Committee.
2. The member shall review the results of significant audit activities, audit reports, and management responses as they relate to the District.

**C. Administrative Functions**

1. Meeting agendas, including relevant background information, will be prepared by staff and reviewed by the Committee Chair and distributed to members prior to scheduled meetings.
2. The Committee shall report to the Board about its activities, issues, and related recommendations.
3. The Committee shall inquire of management and the independent auditor about significant risks or exposures facing the District; assess the steps management has taken or proposes to take to minimize such risks to the District; and periodically review compliance with such steps.
4. The Committee shall review with the general counsel and management legal on regulatory matters that may have a material impact on the financial statements, related organization compliance policies, and programs and reports received from regulators.
5. The Committee shall review and assess the adequacy of the Committee charter periodically and request Board approval for proposed changes.

**APPROVED:**

\_\_\_\_\_  
Eduardo A. Campirano, Audit Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Oliveira, Board of Trustees Chair

\_\_\_\_\_  
Date