



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>

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Joe G Rivera
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By
Hilda Perez, Deputy
Cameron County

Official Notice of the

Texas Southmost College District Regular Meeting

for
May 17, 2010

Posted

May 12, 2010

Board of Trustees

David G. Oliveira

Chair

Eduardo A. Campirano

Vice Chair

Roberto Robles, M.D.

Secretary

Adela G. Garza

Chester Gonzalez

Rosemary Breedlove

René Torres

UTB/TSC President

Juliet V. Garcia, Ph.D

The Board of Trustees of the Texas Southmost College District will convene **Monday, May 17, 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

Introduction of New Associate Vice President for Enrollment Planning
Rene Villarreal

2 Board Briefing

Scorpion Traditions
Meloney Linder, Associate Vice President for Marketing and Communication

3 Executive Session

as provided by Government Code, Chapter 551.071

Legal Matters

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

4 Consideration and possible action on matters discussed in Executive Session

Legal Matters

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

5 Speakers to Agenda Items and Public Discussion

6 Approval of Minutes of Previous Meeting

Consideration and possible action on:

Regular Meeting, April 22, 2010

7 Board Policy

Consideration and possible action on:

Second Reading Board Policies:

V.B.5 – Checks

V.D – Investment

V.F – Purchasing and Bids

V.F.5 – Purchasing and Bids: Level of Approval

V.I – Travel

8 Physical Facilities Committee

Consideration and possible action on:

Report

Approval of Bid for the Oliveira Library Window Replacement

Approval of Bid for Campus Parking Lot Improvements

Approval of Budget Amendments for FY 2010

9 Audit Committee

Consideration and possible action on:

Report

Selection of External Auditors for FY 2010 Audit

Approval of External Auditor Fees for FY2009 Audit

Approval of Budget Amendments for FY 2010

10 Construction Report

Oliveira Library Renovations and Parking Lots, Resaca Retaining Wall, Athletic Zone and Science Technology Learning Center

11 President's Report

Commencement Held May 15th, Coordinating Board Deems Carl Perkins Program Successful, Spring Sports Wrap-Up at UTB/TSC

12 District Election

Consideration and possible action on:

Canvassing the Results of the Texas Southmost College District Election

Order Declaring Results of the Texas Southmost College District Elections

Notice and Order of Runoff Election for Texas Southmost College Board of Trustees, Place 5

Set Date and Time for Drawing for a Place on the Ballot

13 Recognition of Board Members

Recognition of Mr. Chester Gonzalez and Mr. Eduardo Campirano for their Years of Service to the Board

14 Proposed Meeting Dates

Board Meetings:

Wednesday, June 23, 2010

Thursday, August 26, 2010

Thursday, September 16, 2010

Thursday, October 21, 2010

Thursday, November 18, 2010

Thursday, December 16, 2010

15 Administering of Oath of Office of Elected Members

Reception – Arts Center Lobby

Adjournment

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Texas Southmost College District in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the Texas Southmost College District will furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the Board meeting as non-handicapped individuals enjoy.

Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

April 22, 2010

The Board of Trustees of the Texas Southmost College District convened in open session on April 22, 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; and René Torres. Also present was Dr. Alan Artibise, Provost of The University of Texas at Brownsville and Texas Southmost College. Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College was absent.

Call to Order

The meeting was called to order by Chairman Oliveira at 5:30 p.m.

1. Announcement

Chairman Oliveira called on Dr. Ruth Anne Ragland, Vice President for Institutional Advancement. She introduced Mr. Mark Baggesen as the new Web Communication Director. Mr. Baggesen gave a brief introduction of his accomplishments and what he will bring to UTB/TSC.

Chairman Oliveira called on Dr. Vince Solis, Associate Vice President for Student Affairs. Dr. Solis gave a brief presentation on the final four chess tournament and introduced the chess team.

2. Board Briefings

Chairman Oliveira called on Dr. Charles Dameron, Vice President for Academic Affairs. Dr. Dameron introduced Professor Michael Lytle. Mr. Lytle gave a brief presentation on Forensic Investigation Program

3. Executive Session

as provided by Government
Code, Chapter 551.071, .072

The Board convened in Executive Session at 6:00 p.m.

The Board reconvened in Regular Session at 6:17 p.m.

4. Consideration and Possible Action on Matters Discussed in Executive Session

**Contract and resolution for purchase
Lot 14, Block 10, Colonia Alta Vista Subdivision,
Brownsville, Texas**

A motion was made by Ms. Breedlove to approve the earnest money contract and resolution for the acquisition of Lot 14, Block 10, Colonia Alta Vista Addition in the amount of \$25,000 as presented. The motion was seconded by Mr. Campirano and carried unanimously. *Exhibit "A"*

**Discussion on bid to purchase a 4.7595 acre
tract of land out of a certain 24.646 acre tract of land
referred to as "Raymondville Plaza"**

A motion was made by Mr. Campirano to authorize council to give a 15 day notice to the prospective buyer to execute an earnest money contract for purchase of the property. If they do not execute the earnest money contract within the time frame given, then staff is authorized to place property on the market again as presented. The motion was seconded by Ms. Breedlove and carried unanimously.

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

There was no report given.

**Discussion with attorney regarding
pending litigation, i.e. 2008-12-6746-D.**

There was no report given.

**Report on the Recreation, Education
& Kinesiology Center closeout negotiations.**

There was no report given.

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

There was no report given.

5. Speakers to Agenda Items and Public Discussion

There was one speaker signed in. Chairman Oliveira called on Mr. Ricardo Balli, a UTB Graduate Student. Mr. Balli presented his concerns to the Board regarding his Professor. Mr. Oliveira informed the student that although the Board could not help his concern, Dr. Artibise will be able to assist him with the next step in the grievance procedure.

6. Approval of Minutes of Previous Minutes

**Consideration and Possible Action on
Minutes of Regular Meeting on March 25, 2010**

A motion was made by Mr. Gonzalez to approve the Minutes of the Regular Meeting March 25, 2010 as presented. The motion was seconded by Mr. Campirano and carried unanimously

7. Physical Facilities Committee

Report

Chairman Oliveira called on Mr. Gonzalez to give the report. Mr. Gonzalez reported that the Physical Facilities Committee met on Wednesday, April 21, 2010.

Mr. Gonzalez reported that Ms. Veronica Mendez, Associate Vice President for Facilities and Planning, gave a report on the project development of the Baseball

Field facilities, Garza Gym upgrades, and the International, Technology, Education & Commerce Center (ITECC) renovation. She reminded the committee that the Garza Gym upgrades include upgrades to the locker rooms, bleachers, gym banners and trophy cases. Phase I, currently underway, includes painting of the gym floor and walls and retrofitting the weight room for a training room for a total of \$62,000. Phase II, proposed for Fiscal Year 2011, which includes upgrades to the lockers, bleachers, banners and computer lab to total \$117,000.

Mr. Gonzalez stated that Dr. Artibise reported on the vision of the ITECC facility. He informed the committee that there are ongoing discussions with different groups on campus to move their programs and offices over to the ITECC. Dr. Artibise feels that once a few more successful programs are located at the ITECC, it will feel more like part of this campus. In addition, he reported that a shuttle would be critical for the success of programs and to provide better service to students. Ms. Mendez reviewed the overall plan to renovate the ITECC facility to accommodate such programs as College of General Studies and Applied Technology, Institutional Research, Planning and Effectiveness, Student Support Services to create a One Stop Shop, and Upward Bound Programs.

Mr. Gonzalez reported that Ms. Mendez stated that the Office of Facilities and Planning had been working on project development for facilities for the baseball field. Ms. Mendez stated that a creative approach had been taken to move forward with this project. An internal team was assembled to provide design and construction support to implement this project. The team includes members of the pre-architectural program and construction technology department. The project is in its first phase of development.

Mr. Gonzalez introduced Dr. Murad Abusalim and his students to present their work on this project. The Board thanked Dr. Abusalim and students for their hard work and dedication to this project.

8. Business Affairs Partnership Committee

Report

Chairman Oliveira called on Mr. Gonzalez. He reported that the Business Affairs Partnership Committee met on Thursday, April 15, 2010, and discussed the following items:

**Consideration and Possible Action on First
Reading of Board Policy III.F – Committees of the Board**

Mr. Gonzalez read the proposed changes:

- Rename the Academic Affairs Partnership Committee to the Academic Affairs and Research Partnership Committee as previously approved by the Board in December 2009.
- Read appointment of “administrator” in place of “Vice President for Partnership Affairs” in Committee Membership.
- Add the Audit Committee and by-laws, as previously approved by the Board, as a standing committee of the Board.

A motion was made by Mr. Gonzalez to approve the changes to Policy III.F – Committees of the Board as presented. The motion was seconded by Mr. Campirano and carried unanimously. *Exhibit “B”*

**Consideration and Possible Action on First
Reading of the Board Policies IV.B – Employment of Personnel
and IV.B.2 – Compensation of Employees**

Mr. Gonzalez read the proposed changes:

- Change references to “Vice President for Partnership Affairs” to “Designee of the UTB/TSC President”
- Change “Southmost Union Junior College District” to “Texas Southmost College District”

A motion was made by Mr. Gonzalez to accept the changes to Policies IV.B – Employment of Personnel and IV.B.2 – Compensation of Employees as presented. The motion was seconded by Mr. Torres and carried unanimously. *Exhibit “C”*

**Consideration and Possible Action on First
Reading of the Board Policies V.B.5 – Checks, V.D –
Investment, V.F – Purchasing and Bids, V.F.5 – Purchasing
and Bids: Level of Approval, and V.I – Travel**

Mr. Gonzalez read the proposed changes:

- Change references to “Vice President for Partnership Affairs” to “Designee of the UTB/TSC President”

- Change “Southmost Union Junior College District” to “Texas Southmost College District”

A motion was made by Mr. Gonzalez to accept the changes to Policies V.B.5 – Checks, V.D – Investment, V.F – Purchasing and Bids, V.F.5 – Purchasing and Bids: Level of Approval, and V.I – Travel as presented. The motion was seconded by Dr. Robles. Mr. Campirano voted nay, requesting further clarification from the Texas Law and Education Codes, therefore the policies did not pass on the first reading and will be presented for second reading at the May 17, 2010 board meeting.

Exhibit “D”

Consideration and Possible Action on First Reading of the Board Policies V.K – Grant Application

Mr. Gonzalez reported that the proposed changes are in response to a board request to streamline the grant application and submission process. The proposed policy gives the UTB/TSC President authority to submit grant applications whether or not matching funds are being obligated and to accept grant applications that do not require matching funds. It also states that an awarded grant that requires matching funds must be approved by the Board of Trustees before acceptance and implementation.

A motion was made by Mr. Gonzalez to accept the changes to Policies V.K – Grant Application as presented. The motion was seconded by Mr. Torres and carried unanimously. *Exhibit “E”*

In addition, Mr. Gonzalez reported Rosemary Martinez, Vice President for Business Affairs made a presentation to the Committee regarding the Preliminary Resource Allocation for FY 2011. A full presentation of the Partnership Budget for FY2011 will be made at the June Board meeting.

9. Student Affairs Partnership Committee

Report

Chairman Oliveira called on Mr. Torres. He reported that the Student Affairs Partnership Committee met on Tuesday, April 13, 2010, and discussed the following items:

Mr. Torres reported that Dr. Mari Fuentes-Martin gave a report on new strategies implemented this Spring which improved our freshman orientation program. The goal of orientation is to increase the number of first time freshmen prepared to enter college and succeed and to improve customer satisfaction and retention of

first time freshmen. This Spring semester, 710 first time freshmen participated in orientation and of that group 88% registered for classes. During Orientation they met with an advisor, they learned how to access support services and they were also able to connect with faculty from various Schools and Colleges.

The committee supported Dr. Fuentes-Martin's proposal that the new strategies used this Spring be adopted for the Fall semester and that they continue to explore Orientation for transfer students, non-traditional students and on-line orientation. The current proposal calls for one Summer and seven Fall orientations which will conclude in early August.

The second presentation focused on procedures the Dean of Students' office follows when asked to intervene in various student discipline incidents. Dr. Fuentes-Martin works closely with faculty and staff who may refer students to her office. Her office balances the students' rights and responsibilities with protocols students need to adhere to as dictated in the student code of conduct.

10. Second Quarter Financial Statement and Investment Report for FY 2010

Dr. Wayne Moore, Special Assistant to the Provost, provided a brief report on the Second Quarter Financial Statements and Investment Report for FY 2010. Dr. Moore stated that the reports are provided for informational purposes only, and no action is required by the Board.

11. Construction Report

Veronica Mendez, Associate Vice President for Facilities and Planning, reported the following:

- Work continues at Oliveira Library. All the walls and window frames are being installed.
- In addition, parking lot has been completed adjacent to the Fort Brown Memorial Center and The Arts Center.
- Work on 19th street parking lot is in progress. There will be about 64 parking spaces, which should be completed before commencement.
- Work continues at Athletic Zone phase I. Construction is in progress. The concrete has been poured and the walls are up for restroom facility. Due to rain construction has been delayed.
- The resaca retaining wall is in progress. The project will be completed in May.

- Work continues at Science and Technology Learning Center. Construction is progressing duct work and installation of air handler units. Water proofing outside is being installed to prepare for installation of bricks. Completion will be in 2011.

12. President's Report

Dr. Artibise reported the following:

- UTB/TSC held the Grand Opening of the Center for Early Childhood Studies Thursday, April 22, 2010.
- UTB/TSC will hold the Spring Commencement Ceremony at 8:00 a.m. Saturday, May 15th on the Mary Rose Cardenas South Hall lawn. There will be 917 degrees and certificates awarded this spring.
- UTB/TSC baseball team clinched its first winning season in the NAIA era and first in 10 years when the Scorpions downed Jarvis Christian College, 14-8, in a Red River Athletic Conference baseball game earlier this month at Scorpion Field.
- UTB/ TSC men's golf team won its second tournament champion of the season at Southwestern University on April 13th. The women's golf team will be participating in its conference tournament in Oklahoma City.
- Dr. Michael Quantz, Associate Professor of Fine Arts was named the first recipient of the 2010 President's Outstanding Teaching Award.
- UTB/TSC will host Andre Lewis, Deputy of Foreign Language & International Education. He will meet with students, faculty, staff and administrators to learn about the internationalization of the campus.

13. Proposed Meeting Dates

Monday, 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 meeting was adjourned by Chairman Oliveira at 7:15 p.m.

Mr. David G. Oliveira
Chairman, Board of Trustees

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

Draft

NOTE: The tape of the Regular Board of Trustees meeting held on April 22, 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 Max E. Roca, Administrative Secretary. 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 SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: TSC District Office	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on First Reading Board Policy V.B.5 – Checks, V.D – Investment, V.F – Purchasing and Bids, V.F.5 – Purchasing and Bids: Level of Approval, and V.I – Travel.	
Rationale/Background: <p>These changes revise the signature delegation to reflect recent organizational changes so that signature authority for daily operations and other operational activities can continue and to facilitate efficient transition in the future when there are management and/or organizational changes.</p> <p>Changes:</p> <ol style="list-style-type: none">1. Read "Designee of the UTB/TSC President" rather than "Vice President for Partnership Affairs"2. Changes "Southmost Union Junior College District" to "Texas Southmost College District". <p>Note: Since the last meeting, these policies were reviewed by Juan Mendoza of Long Chilton, LLP and meet or exceed state laws and regulations.</p>	
Recommended Action: Consideration and possible action on approval of second reading of policies as presented.	
Fiscal Implications: Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:	
Attachments (List): TSC Policy V.B.5 – Checks TSC Policy V.D – Investment TSC Policy V.F – Purchasing and Bids TSC Policy V.F.5 – Purchasing and Bids: Level of Approval TSC Policy V.I. - Travel	

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

**TEXAS SOUTHMOST COLLEGE
POLICY STATEMENT**

TITLE	Checks	NUMBER <u>V.B.54.14</u>
AUTHORITY	Art. 3, Sec. 52, Texas Constitution	PAGE 1 of 1

APPROVED BY BOARD OF TRUSTEES: June 23, 1969

LAST AMENDED BY BOARD: November 1, 2001

POLICY:

- a. In cases of checks bearing the face value of less than \$4,999.99, the machine signature of the Chairperson and the Secretary of the Board of Trustees of the Texas Southmost ~~Union Junior~~ College District, plus the facsimile signature of the UTB/TSC President, will serve to validate said checks.
- b. In cases involving checks bearing the face value of \$5,000 or more (except payroll checks), the machine signature of the Chairperson and the Secretary, plus the hand signature of the UTB/TSC President or the Designee of the UTB/TSC President~~UTB/TSC Vice President for Administration and Partnership Affairs~~, will serve to validate said checks.

TEXAS SOUTHMOST COLLEGE		BOARD OF TRUSTEES	
_____		_____	
		CHAIR	DATE
_____		_____	
UTB/TSC PRESIDENT	DATE	SECRETARY	DATE

**TEXAS SOUTHMOST COLLEGE
POLICY STATEMENT**

TITLE	INVESTMENT	NUMBER V-D
AUTHORITY	Texas Education Code, Sec. 23.61 et seq.; and TSCD Board of Trustees	PAGE 1 of 7

APPROVED BY BOARD OF TRUSTEES: December 18, 1985

LAST AMENDED BY BOARD: June 18, 2009

POLICY:

INVESTMENT

1. This policy shall be reviewed annually in accordance with provisions of the Public Funds Investment Act chapter 2256 as it now may be amended.
2. This policy is meant to be in compliance with such Act and any other law or statute specifically related to the "Investment of Public Funds," under the control of this entity.
3. The Investing Officers for Texas Southmost College District shall be listed by position.
 - a. Any persons employed in the following positions are hereby appointed to act on behalf of this entity as "Investment Officer":
 - i. ~~Vice President for Partnership Affairs~~ Designee of the UTB/TSC President
 - ii. Assistant Vice President for Finance
 - iii. Director of Finance
 - iv. Anyone else the Board may appoint from time to time by official resolution.
4. The Investment Officers shall be required, within six (6) months of taking office, and not less than once in a two year period, to attend a training session related to the Officers' responsibilities from any independent source approved by the governing body.
5. The governing body will establish the qualification and capabilities of the Investment Officers which will be subject to change from time to time. The current qualifications and required capabilities are the required annual training in investment management and process.
6. The only other persons who are authorized to transact any investment business for the entity are those individuals who are instructed by the Investment Officers to facilitate the efficient handling of the investment portfolio. Any other person must be approved by the governing board of the entity.
7. This entity recognizes that the public has entrusted it with various monies to be used in the operation, debt service, special projects and various other activities necessary for successful operations.
8. The primary focus of this Investment Policy is on "Safety" of principal. In addition, because of the nature of the sources and uses of monies this entity recognizes that it is similarly important to maintain "Liquidity" in all of its funds

to ensure that monies are available when and as needed. Investment decisions will be made with a focus on creating a reasonable “Yield” on the monies invested. Once the first three requirements of the policy are considered, attention will naturally be focused on “Diversification” in order to maintain a level of protection against risk.

9. Definitions:

- a. **Dollar weighted average maturity:** The average maturity of the fund, giving weight to the dollar amounts by maturity ie., \$100,000 for 30 days, and \$400,000 for 180 days, creates an average weighted maturity of 150 days.
- b. **Final maturity:** The day in which all principal and interest are due on a security.
- c. **Training in investment management and process:** Training in the basic types of allowable investments authorized by Texas Southmost College District, the mechanics of buying and redeeming a security, basic accounting for any securities purchased, or any training conducted by the state to meet this requirement. Training must include investment controls, security, strategy risks, market risks and compliance with the PFIA.
- d. **Funds:** Are those monies necessary for Texas Southmost College District to conduct its day to day operations, receive and disburse money, money received from and to pay for bonded indebtedness, and any other account established by the Texas Southmost College District.

10. This Policy is written and arranged using the main components of the Public Funds Investment Act (PFIA) as a guideline:

- I. Listing of authorized investments
- II. Definition of Standard Care
- III. Strategy for each of the funds under District control
- IV. Dealing with Brokers and Third Parties
- V. Reporting Requirements

I. LISTING OF AUTHORIZED INVESTMENTS

The following investments have been reviewed and approved as authorized investments:

- A. **Obligations, including letters of credit, of the United States, or its Agencies and Instrumentalities;**
 1. Authorized to 100% of the entire Investment portfolio
 2. Maturities specifically related to the investment strategy by fund
 3. Individual investment maturities shall not exceed two (2) years
- B. **Direct Obligations of the State of Texas, or its Agencies and Instrumentalities;**
 1. Authorized to no more than 25% of the entire portfolio
 2. No individual maturity greater than two (2) years per investment
 3. The securities should be rated by two national rating agencies, AAA or the like

4. Since this investment is also exposed to credit risk, there will be an analysis of the credit quality concerns before any investments are made, and annually thereafter
 5. If it is determined that the chances of receiving payments due to deterioration of the credit quality, the governing body will be appraised immediately and the investment considered for sale
- C. Certificates of deposit
1. Authorized to 100% of the entire portfolio
 2. Issued by Banks domiciled in the State of Texas
 3. Insured by the Federal Deposit Insurance Corporation (FDIC) Bank Insurance Fund (BIF)
 4. Excess collateralized by authorized collateral per Public Funds Collateral Act (Chpt. 2257)
 5. The final maturity of any one investment not to exceed two (2) years
- D. Bank Interest Bearing Checking Accounts
1. Authorized to 100% of entire portfolio
 2. Insured by the FDIC (BIF)
 3. Excess collateralized by authorized collateral per Public Funds Collateral Act (Chpt. 2257)
- E. Money Market Funds
1. Maximum dollars allowed to be invested shall be 80% of the monthly average fund balance (excluding bond proceeds and reserves and other funds held for debt service)
 2. No single investment in any one mutual fund which exceeds 10% of the total assets of the mutual fund
 3. Average dollar weighted maturity of all funds should be ninety (90) days or less
 4. The money market fund must have, as an investment objective, the maintenance of a stable net asset value of \$1 for each share
 5. The fund shall be a no-load fund
 6. The money market mutual fund shall be regulated by the Securities and Exchange Commission
- F. Mutual Funds
1. Maximum dollars allowed to be invested shall be 15% of the monthly average fund balance
 2. No single investment in any one mutual fund which exceeds 10% of the total assets of the mutual fund
 3. Average weighted maturity of less than two (2) years
 4. Continuously rated as to investment quality by at least one nationally recognized investment rating firm AAA or better
 5. Conforms to the requirements set out in Sec. 2256.016 b and c relating to eligibility
 6. Must be a no load fund
- G. Investment Pools
1. Authorized to 100% of the entire portfolio
 2. The pool must comply with Sec. 2256.016 in its entirety (see attached)

H. Repurchase Agreement for Bond Proceeds-Restricted

- (a) A fully collateralized repurchase agreement is an authorized investment if the repurchase agreement:
 - (1) has a defined termination date;
 - (2) is secured by obligations described by Section 2256.009(a)(1) of the Government Code; and
 - (3) requires the securities being purchased by the District to be pledged to the District, held in the District's name, and deposited at the time the investment is made with the District or with a third party selected and approved by the District; and
 - (4) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state.
- (b) Money received by the District under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must not mature later than the expiration date stated in the reverse security repurchase agreement. Government Code 2256.011

II. Standard Care

The District recognizes that the securities are a dynamic moving target. As such, the District has approved, by acceptance of this policy, the following doctrine of standard of care to be used with all its investments. Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the income to be derived. As such, the entity will apply the following general guidelines with each and every investment:

1. Emphasis will be placed on safety of principal
2. Emphasis will be given to the liquidity of the investment
3. Emphasis will be placed on the return of the investment

In order to maintain these standards of care, the Investment Officer(s) is responsible for taking into consideration:

1. The entire portfolio, meaning that the standards should be applied to the entire portfolio and the safety, liquidity, and yields should be considered on the whole portfolio
2. Each particular investment shall comply and be consistent with this written policy
3. The maximum allowable stated maturity of any individual investment owned by the District will be two (2) years

III. Strategy for each of the Funds under District Control

- A. Each of the entity's funds will be grouped into one of the following categories for use with this policy.
 1. General Fund
 2. Loan Fund
 3. Auxiliary Fund

4. Plant Fund
5. Agency Fund

- B. Each of the categories mentioned above will have a strategy written for that fund which is part of this investment policy. This strategy will comply with the general terms of the policy in that safety, liquidity, and yield are to be addressed. In addition, each strategy will include an analysis and an explanation of the objectives of that particular strategy. The Investment Officer will follow the investment strategy when making authorized investments for the fund.
 - C. Since strategies for each particular fund may change from time to time depending on the position in which the entity finds itself, those approved and adopted strategies are part of this policy and carried under SCHEDULE A, which is made part of this policy.
- IV. Dealing with Brokers and Third Parties

Any person or organization who is in the legitimate position where they, in fact, are going to sell the entity an authorized investment, or act as an authorized agent of the District, shall be given a copy of this policy. This entity shall require that the principal of the particular organization seeking to sell authorized investments execute a written instrument that confirms that the person or organization has:

1. Received and reviewed thoroughly the investment policy of the entity.
2. Acknowledged that the firm has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities.
3. Filed a statement disclosing any personal business relationship or familial relationship with any Investment Officer.
4. Agreed that all securities will be purchased on a delivery vs. payment settlement method so that no security will be purchased without good delivery of the security.
5. Provided a professional resume and job history with a listing of the organization's principal partners or agents.

Any Investment Officer who has a personal business relationship, or a familial relationship with an individual of the organization seeking to sell an investment to the entity, shall file a statement disclosing that relationship. A statement must be filed with the Texas Ethics Commission and the governing body of this entity. The Investment Officer of Texas Southmost College District may not buy securities from a person who has not delivered to TSC an instrument which covers all of the above.

V. Reporting Requirements

In order to properly service this portfolio, and provide the Board with information to determine the success of the entity's investment portfolio, reporting will be required on all investments to the Board no less than quarterly.

- A. This information, at minimum, shall:
 1. Contain a detail of the investment position as of the date of the report.
 2. Be prepared jointly by all of the Investment Officers.
 3. Be signed by each Officer.

4. Contain a summary statement on each pooled fund group with:
 - a. beginning market value for the reporting period;
 - b. additions and changes to the market value during the period;
 - c. ending market value for the period
5. State book value, market value, beginning and end of the reporting period by investment.
6. State maturity date on each investment.
7. List this information by pool.
8. Contain a statement that the investments made by the entity are in accordance with the stated strategies and approved policy, and relevant provisions of the law.

SCHEDULE A: INVESTMENTS STRATEGIES BY FUND

The following investment strategies are the guidelines to investments of the funds of this entity. All investments, when aggregated together, must be within the diversification parameters listed with the authorized investments. From time to time, on a temporary basis, the actual investments within one fund or another may vary slightly from its underlying strategy. However, these aberrations should only be temporary and corrected easily. Diversification, very often, is impacted by the yield on various types of authorized investments. Although diversification is part of the decision criteria used by the Investment Officer, more heavily considered are: yield, safety of principal, and maturity of the particular investment. As a result, diversity of the investment portfolio may not be significantly accomplished.

1. General Fund

The operating funds are necessary for the operations of the day to day activities of the District and, as such, need to be available when needed. Excess balances in the General Fund will be invested in highly liquid securities which can be sold and cash delivered immediately. The suitable investments to meet this high level of liquidity are considered to be those investments authorized under this policy, with maturities of less than two weeks. Marketability of the short term investments will be high priority in the event the security must be sold before maturity and as such, only those investments which can be sold immediately will be considered for this fund.

2. Loan Fund

These funds are necessary to provide for students, faculty and staff on an as needed basis. Investments authorized under this policy will have maturities of less than one (1) week. The fund will be maintained in an interest bearing checking account.

3. Auxiliary Fund

The Auxiliary Funds are not as time sensitive as some of the other funds. Consequently, the funds investments may be pushed further in time and thus realizing a higher Return on Investment (yield). The suitable investments for this fund will be longer term investments as authorized under this policy. The fund will keep at least 20% of its monies in investments of maturities of two weeks or less in order to provide for and maintain liquidity for those

unplanned or immediate expenditures. The remaining percentage of the monies in this fund may be invested in authorized investments not exceeding two (2) years.

4. Plant Fund

The nature of the funds in this account, allow for longer term investments. The fund will maintain an interest bearing checking account to act as a collection vehicle for monies transferred into and out of the fund. However, the strategy for this fund will be to invest the available balances in maturities up to two (2) years and not less than 60 days. Investments suitable for this fund will be those authorized by this policy. The marketability of the investments will be more volatile in this fund due to the longer term investment horizon, the impact of this volatility will be partially mitigated by maintaining at least 20% of the invested funds in maturities of one hundred twenty (120) days or less.

5. Agency Fund

The nature of these funds is identical to No. 2 above, and strategy is the same.

<p>TEXAS SOUTHMOST COLLEGE</p> <hr/> <p>UTB/TSC PRESIDENT DATE</p>	<p>BOARD OF TRUSTEES</p> <hr/> <p>CHAIRPERSON DATE</p> <hr/> <p>SECRETARY DATE</p>
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**TEXAS SOUTHMOST COLLEGE
POLICY STATEMENT**

TITLE	<u>PURCHASING AND BIDS:</u> LEVEL OF APPROVAL	NUMBER <u>V.F.54.31</u>
AUTHORITY	By Authority of the Board of Trustees	PAGE 1 OF 2

APPROVED BY BOARD OF TRUSTEES: April 29, 1999

LAST AMENDED BY BOARD: January 18, 2006

POLICY:

- a. No competitive quotes are required on a purchase of and less than \$2,000.
 - i. Requisitions shall be requested and approved by separate individuals.
- b. District expenditures under \$3,000 will require the approval of the Designee of the UTB/TSC PresidentAssistant VPAPA.
- c. Expenditures over \$3,000 and under \$25,000 will require the approval of the UTB/TSC President or the Designee of the UTB/TSC PresidentVice President for Administration and Partnership Affairs.
- d. Bids shall be asked for all purchases over \$2,000 and under \$25,000 in accordance with the following:
 - i. Amounts from \$2,000-\$5,000 shall receive at least three (3) verbal quotes.
 - ii. Amounts over \$5,000, but less than \$25,000 shall receive at least three (3) written quotes. If the quotes are not received, then written justification must be submitted to, and the approval of the District Comptroller obtained.
 - iii. Notice of time and place where contracts valued at less than \$25,000 but more than \$10,000 will be let, may be limited to two successive issues of at least two (2) major newspapers published in Cameron County.
 - iv. Purchases for less than \$25,000 may be made from other governmental agencies without receiving verbal or written bids.
- e. Purchases for amounts of \$25,000 or more shall require competitive bidding and shall be in accordance with the following, except when purchased under State of Texas Group Purchasing Program:
 - i. Competitive bids shall be sought for the purchase of personal property or for construction, maintenance, repair or renovation of any building or for materials used in said construction, maintenance, repair or renovation, when said purchases or contracts are valued over \$25,000.
 - ii. Notice of the time and place where contracts valued at \$25,000 or more will be let, shall be published in at least two (2) major newspapers within Cameron County once a week for at least two (2) weeks prior to the time set for letting said contract.
- f. The Board of Trustees will designate a representative who may purchase without competitive bidding an item that is available from only one source, including:
 - i. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly.
 - ii. A film, manuscript or book.
 - iii. A utility service (e.g. water, gas, electricity).
 - iv. A captive replacement part or component for equipment.
 - v. Advertisements in local newspapers will not require bids when there is only one resident newspaper in the College taxing district.



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Office for Facilities and Planning	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action to award a bid for the Oliveira Library window replacement.	
Rationale/Background: As part of the renovation of the Oliveira Library, various building systems were inspected and planned for repair. Last year, the roof was replaced; subsequently the inspections demonstrated that various windows on the 2 nd floor needed to be replaced. A bid package was developed to replace 21 deteriorated window frames including high impact resistant glass. The project was advertised according to TSC Board Policies for bid proposals. Proposals were received on April 29, 2010. Bid opening was held on April 29, 2010 at 2:00pm at the Gorgas Conference Room. Two bids were received for this project. Bid evaluations were performed by Mr. Abraham Hernandez, Director for Physical Plant, Mr. Martin Cortez, Facilities Maintenance Supervisor for Physical Plant and Ms. Patricia G. Sanchez, Senior Buyer for Facilities and Planning. The recommendation is to award the contract to The John Wyatt Company in the amount of \$46,963.57. This project will be funded by restricted insurance allocation in fiscal year 2010 budget.	
Recommended Action: A motion to award the contract to The John Wyatt Company in the amount of \$46,963.57 and to authorize the Associate Vice President for Facilities and Planning to execute the contract.	
Fiscal Implications: Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain: Capital Improvement Budget for FY 2010	
Attachments (List): 1. Bid Tabulation 2. Proposal 3. Committee Recommendation	

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

Texas Southmost College District
 TSC B10-04 Oliveira Library Window Replacement
 Bid Tabulation

Advertisement dates: April 13 and 20, 2010

Bid Opening date: April 29, 2010 at 2:00 p.m.

	Bidder	Add 1		Base Bid
		Rec'd		
1	The John Wyatt Company	Y		\$46,963.57
2	USA Commercial Glass	Y		\$52,392.90

Bid amount includes 5% contingency

BID PROPOSAL

To: Texas Southmost College
Brownsville, Texas 78520

Oliveira Library Window Replacement

Sealed Bids are due: Thursday, April 29, 2010 at 2:00 PM at the UTB/TSC Office for Facilities and Planning; Champion Hall First Floor; Brownsville, TX 78520.

Note: Mark outside of envelope:

Bid Proposal For: OLIVEIRA LIBRARY WINDOW REPLACEMENT (title of project)

I have received the documents titled DRAWINGS - TYPE A, B, C & D
(title of project) and drawings dated RECEIVED ELECTRONICALLY ON 4/13/2010

I have received Addenda No. (s) I, 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 hold the Bid open for a period of sixty (60) days after the Bid Opening date.
2. To accept the provisions of the Instructions to Bidders regarding dispositions of the Bid Security.
3. To enter into and execute a Contract with the 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.
4. To accomplish the work in accordance with the Contract Documents.
5. To complete the work within 45 calendar days after receiving Purchase Order and/or Notice to Proceed.
6. To verify existing facility conditions and window dimensions by conducting field measurements prior to Bid submission.

In compliance with the above, I propose to perform all work required for this project for the lump sum price of: \$ 44,727.21 - FORTY-FOUR THOUSAND SEVEN HUNDRED TWENTY SEVEN AND TWENTY-ONE CENTS.

5% contingency of the lump sum price: \$ 2,236.36 - TWO THOUSAND TWO HUNDRED THIRTY SIX AND THIRTY-SIX CENTS.

*Contingency will be for owner's use only. It cannot be used without the owner's approval.

In submitting this Bid, I certify that THE JOHN WYATT COMPANY (name of firm) has not been found guilty in a judicial or state administrative agency proceeding for unfair business practices within the year preceding the date of this statement. I further certify that no officer of THE JOHN WYATT COMPANY (name of firm) has served, within the past years as an officer of another company which has been found guilty in a judicial or state administrative agency proceeding of unfair business practice.

Respectfully submitted,


By: Signature and Title PRINCIPAL

4/29/2010
Date

THE JOHN WYATT COMPANY
Firm

P.O. Box 1064
Address

SAN BENITO, TX
City

TX 78586
State

956-239-1890
Phone Number

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we John Wyatt Company, Ltd. 551 N. Williams Rd. #A San Benito, TX 78586 as Principal, hereinafter called the Principal, and Washington International Insurance Company 12750 Merit Dr. #500 Dallas, TX 75251 a corporation duly organized under the laws of the State of New Hampshire as Surety, hereinafter called the Surety, are held and firmly bound unto University of Texas at Brownsville/Texas Southmost College, Champion Hall Building, First Floor, 80 Fort Brown, Brownsville, TX 78520, as Oblige, hereinafter called the Oblige, in the sum of Five Percent of the Greatest Amount Bid Dollars (\$ 5% G.A.B.), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Oliveira Library Window Replacement-Bid No. TSCB10-04.

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 29th day of April, 2010.

(Witness)

Tracie Safford

(Witness)

John Wyatt Company, Ltd.

(Principal) (Seal)

(Title)

Washington International Insurance Company

(Surety) (Seal)
Holly Hart

Holly Hart, Attorney-in-Fact
(Title)

Printed in cooperation with the American Institute of Architects (AIA).

The language in this document conforms exactly to the language used in AIA Document A310 – Bid Bond – February 1970 Edition.

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Itasca, Illinois, each does hereby make, constitute and appoint:

JOHN R. WARD, THOMAS D. MOORE, EVA O. LIMMER,
EMILY MIKESKA and HOLLY HART

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

TWENTY-FIVE MILLION (\$25,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 24th of March, 2000:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
Steven P. Anderson, President & Chief Executive Officer of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



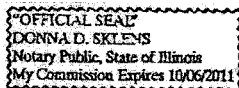
By [Signature]
David M. Layman, Senior Vice President of Washington International Insurance Company
& Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 4th day of December, 2008.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois ss:
County of Du Page

On this 4th day of December, 2008, before me, a Notary Public personally appeared Steven P. Anderson, President and CEO of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and David M. Layman, Senior Vice President of Washington International Insurance Company and Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
Donna D. Sklens, Notary Public

I, James A. Carpenter, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 29th day of April, 2010.

[Signature]

James A. Carpenter, Vice President & Assistant Secretary of Washington International Insurance Company & North American Specialty Insurance Company

IMPORTANT NOTICE

In order to obtain information or make a complaint:

You may contact **Jim Carpenter, Vice President - Claims**, at **1-800-338-0753**.

You may call **Washington International Insurance Company and/or North American Specialty Insurance Company's** toll-free number for information or to make a complaint at:

1-800-338-0753

You may also write to **Washington International Insurance Company and/or North American Specialty Insurance Company** at the following address:

**1200 Arlington Heights Road #400
Itasca, IL 60143**

You may contact the **Texas Department of Insurance** to obtain information on companies, coverages, rights or complaints at:

1- 800-252-3439

You may write the **Texas Department of Insurance**:

**P.O. Box 149104
Austin, TX 78714-9104
Fax: (512) 475-1771
Web: <http://www.tdi.state.tx.us>
E-mail:**

ConsumerProtection@tdi.state.tx.us

PREMIUM OR CLAIM DISPUTES:

Should you have a dispute concerning your premium or about a claim you should first contact the **Washington International Insurance Company and/or North American Specialty Insurance Company**. If the dispute is not resolved, you may contact the **Texas Department of Insurance**.

ATTACH THIS NOTICE TO YOUR POLICY:

This notice is for information only and does not become a part or condition of the attached document.

AVISO IMPORTANTE

Para obtener informacion o para someter un queja:

Puede comunicarse con **Jim Carpenter, Vice President - Claims**, al **1-800-338-0753**.

Usted puede llamar al numero de telefono gratis de **Washington International Insurance Company and/or North American Specialty Insurance Company's** para informacion o para someter una queja al:

1-800-338-0753

Usted tambien puede escribir a **Washington International Insurance Company and/or North American Specialty Insurance Company** al:

**1200 Arlington Heights Road #400
Itasca, IL 60143**

Puede escribir al **Departamento de Seguros de Texas** para obtener informacion acerca de companias, coberturas, derechos o quejas al:

1- 800-252-3439

Puede escribir al **Departamento de Seguros de Texas**:

**P.O. Box 149104
Austin, TX 78714-9104
Fax: (512) 475-1771
Web: <http://www.tdi.state.tx.us>
E-mail:**

ConsumerProtection@tdi.state.tx.us

DISPUTAS SOBRE PRIMAS O RECLAMOS:

Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con el **Washington International Insurance Company and/or North American Specialty Insurance Company** primero. Si no se resuelve la disputa, puede entonces comunicarse con el **Departamento de Seguros de Texas**.

UNA ESTE AVISO A SU POLIZA:

Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.



Physical Plant

THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-5900 • Fax (956) 882-5922

To: Abraham Hernandez
Director, Physical Plant

From: Martin J. Cortez *MSC*
Facilities Maintenance supervisor

Date: May 4, 2010

Subject: Oliveira Library Window Replacement BID

A bid package was prepared by the Office for Facilities and Planning. The bid package called for a list of general bidding requirements, specifications, drawings and scope of work for Oliveira Library Window Replacement bid.

The Office for Facilities and Planning solicited bids from qualified companies in accordance to TSC procurement policy. Advertisements were published on Tuesday, April 13, and Tuesday April 20, 2010. Proposals were received on April 29, 2010.

Responses were received from the following companies:

- The John-Wyatt Co.
- USA Commercial Glass
- Harlingen Glass and Mirror

Proposals have been carefully reviewed and evaluated by Ms. Patricia Sanchez, Mr. Abraham Hernandez and myself. We have checked scope of work and requested material. Harlingen Glass and Mirror proposal was deemed to be incomplete. Based on the evaluation results, we determined that The John-Wyatt Co. is the best qualified respondent to this proposal.

Please accept this letter of recommendation to award the bid to replace the Oliveira Library Windows to The John – Wyatt Co. Funding for this project is from the Capital Improvements project account for FY10.



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Office for Facilities and Planning	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action to award a bid for Campus Parking Lot Improvements.	
Rationale/Background: Upon demolition of the former Resaca Club, the area became available for parking lot improvements. In order to take advantage of existing parking surface the plan was expanded to include renovation of existing parking for better flow of traffic. As part of other parking improvements needs on campus, we had indentified numerous parking lot repairs needed. The parking lot repairs were incorporated into this bid proposal to achieve savings by reducing mobilization and overhead expenses. This project includes the construction of 65 new parking spaces in the location of the old Resaca Club and the redesign of 135 existing parking spaces of the Housing area to improve traffic flow. In addition, the project contains 11,583 sq. ft. of parking lot repairs throughout the campus. The project was advertised according to TSC Board Policies for bid proposals. Proposals were received on May 3, 2010. Bid opening was held on May 3, 2010 at 2:00pm at the Gorgas Conference Room. Five bids were received for this project. An evaluation committee composed by the engineer, Mr. Oscar Chavez from Chavez Automated Design Consultant Group and Mr. Juan Jose Avalos, Special Projects Coordinator for Physical Plant have provided a recommendation to award the contract to R&R Paving Co. in the amount of \$213,898.82 which includes base bid, alternate one and two. Funding for this project will come from the Capital Improvement Projects list included in fiscal year 2010 budget for Resaca Club parking and demolition.	
Recommended Action: A motion to award a contract to R&R Paving Co. in the amount of \$213,898.82 and to authorize the Associate Vice President for Facilities and Planning to execute the contract.	
Fiscal Implications:	Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:
Capital Improvement Projects 2010	
Attachments (List): 1. Scope of Work 2. Bid Tabulation 3. Committee Recommendation 4. Proposal	

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

Campus Parking Lot Improvements



Texas Southmost College District
TSC B10-03 Campus Parking Lot Improvements
Bid Tabulation

Advertisement dates: April 13 and 20, 2010

Bid Opening date: May 3, 2010 at 2:00 p.m.

	Bidder	Add 1	Add 2	Add 3	Base Bid	Alternate #1	Alternate #2	Total
		Rec'd	Rec'd	Rec'd				
1	R & R Paving Company	Y	Y	Y	\$126,469.56	\$51,811.52	\$20,617.74	\$213,898.82
2	G & T Paving Co. Inc.	Y	Y	Y	\$151,773.40	\$56,414.76	\$32,289.92	\$255,478.08
3	Ziwa Corporation	Y	Y	Y	\$161,610.78	\$70,193.46	\$52,438.36	\$299,242.60
4	Solid Structures	Y	N	N	\$181,934.94	\$87,516.69	\$35,328.15	\$319,779.78
5	Zimmerman Construction Co.	Y	Y	Y	\$195,710.74	\$168,547.13	\$44,247.06	\$423,504.93

Total amount includes \$15,000 of allowance



Civil Engineers
Land Surveyors

Chávez Automated Design Consultants Corp.

May 3, 2010

Mr. Juan José Ávalos, Project Coordinator
University of Texas/Texas Southmost College
80 Fort Brown
Brownsville, Texas 78520

RE: **PROJECT TSC B10-03: NEW RESACA CLUB PARKING
LOT & CAMPUS PARKING LOTS REPAIRS**
Recommendation on Contract Award

Dear Mr. Ávalos:

Bids were received and opened today, Monday, May 3, 2010, at 2:00 P.M. C.D.T., on Project No. **TSC B10-03**, known as the **NEW RESACA CLUB PARKING LOT & CAMPUS PARKING LOTS REPAIRS**. The responsive bidders and their respective unit price bids and total bid amounts are shown in the attached table.

As the tabulation reflects, the low bidder was R & R PAVING COMPANY. The tabulation also indicates that the same bidder is low on ALTERNATE BID NO. 1 as well as on ALTERNATE BID NO. 2, and their total amount bid is also the low bid.

With that in mind, it is our recommendation that the bid be awarded to **R & R PAVING COMPANY** in the amount of **\$213,898.82**, which contract amount will include the work described under the BASE BID, ALTERNATE BID NO. 1 and ALTERNATE BID NO. 2 of the Bid Proposal, plus the Betterment Fund.

Should questions remain, please let us know.

Sincerely,
Chávez Automated Design Consultants Corp.

Oscar A. Chavez, PE/RPLS
OSCAR A. CHAVEZ, P.E./R.D.L.S.
Acting President

OC/eg

**NEW RESACA CLUB PARKING LOT
& CAMPUS PARKING LOTS REPAIRS**

**BID TABULATION
Bid No. TSC B10-03**

Bids Received Monday, May 3, 2010 at 2:00 PM CDT

BASE BID (NEW RESACA CLUB PARKING LOT):

ITEM#	DESCRIPTION	EST QTY	R & R PAVING COMPANY		G & T PAVING CO., INC.		ZIWA CORPORATION		SOLID STRUCTURES		ZIMMERMAN	
			UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT
1	12" H.M.A.C., Type "D"	3,250 SY	11.90	38,675.00	12.00	39,000.00	10.10	32,825.00	20.25	65,812.50	14.17	46,052.50
2	PRIME COAT	3,250 SY	0.75	2,437.50	0.42	1,365.00	1.19	3,867.50			2.73	8,872.50
3	TACK COAT	3,250 SY	0.25	812.50	0.45	1,462.50	0.95	3,087.50			3.82	12,415.00
4	SILT FENCE	875 LF	2.25	1,968.75	1.75	1,531.25	2.96	2,590.00			6.54	5,722.50
5	REMOVE CURB AND GUTTER	158 SY	2.00	316.00	2.50	395.00	3.12	492.96			10.90	1,722.20
6	6" LIMESTONE BASE	3,250 SY	9.54	31,005.00	7.50	24,375.00	9.96	32,370.00	8.75	28,437.50	9.54	31,005.00
7	6" LIME TREATED SUBGRADE	3,850 SY	0.95	3,657.50	1.30	5,005.00	6.83	26,295.50	2.65	10,202.50	4.09	15,746.50
8	LIME FOR SUBGRADE (6%)	52 TON	1.50	78.00	160.00	8,320.00	154.08	8,012.16	223.00	11,596.00	174.40	9,068.80
9	24" CURB & GUTTER	1,350 LF	10.00	13,500.00	10.99	14,836.50	10.05	13,567.50	18.45	24,907.50	9.81	13,243.50
10	4" PAVEMENT STRIPING	1,350 LF	0.45	607.50	0.99	1,336.50	0.30	405.00	0.75	1,012.50	0.99	1,336.50
11	24" CONCRETE FLUMES	24 SF	3.00	72.00	6.00	144.00	11.28	270.72	115.00	2,760.00	21.80	523.20
12	CONCRETE VALLEY GUTTER	478 SF	7.25	3,465.50	5.75	2,748.50	5.23	2,499.94	6.50	3,107.00	10.90	5,210.20
13	TYPE "CC" (GRATE) INLET	1 EA	2,500.00	2,500.00	1,998.00	1,998.00	1,896.00	1,896.00	3,075.00	3,075.00	3,815.00	3,815.00
14	10" PVC PIPE	21 LF	20.00	420.00	9.00	189.00	21.33	447.93	25.00	525.00	11.99	251.79
15	DRAINAGE SWALE (to guide Storm Water to Outfall inlet)	1 LS	600.00	600.00	1,000.00	1,000.00	414.75	414.75	1,200.00	1,200.00	3,270.00	3,270.00
16	REMOVE ASPHALT PAVEMENT (saw cut)	6,515 SF	0.25	1,628.75	0.49	3,192.35	0.16	1,042.40	0.32	2,084.80	0.88	5,733.20
17	ISLAND TO BE FILLED WITH NATIVE SOIL	3,329 SF	0.24	798.96	0.30	998.70	0.55	1,830.95	0.38	1,265.02	0.69	2,297.01
18	ST. AGUSTINE GRASS ON ISLAND	3,329 SF	0.40	1,331.60	0.40	1,331.60	0.58	1,930.82	0.78	2,596.62	0.66	2,197.14
19	NEW PALMS TO BE PLANTED	3 EA	200.00	600.00	475.00	1,425.00	261.00	783.00	450.00	1,350.00	545.00	1,635.00
20	RELOCATE PALM TREES	18 EA	500.00	9,000.00	1,100.00	19,800.00	696.00	12,528.00	700.00	12,600.00	327.00	5,886.00
21	OLEFANDER 1 GAL. POT.	56 EA	9.00	504.00	10.00	560.00	10.44	584.64	9.75	546.00	10.90	610.40
22	SPRINKLER SYSTEM DESIGN	1 EA	200.00	200.00	400.00	400.00	290.00	290.00	700.00	700.00	1,962.00	1,962.00
23	SPRINKLER SYSTEM INSTALLATION	1 EA	11,500.00	11,500.00	20,000.00	20,000.00	12,081.46	12,081.46	6,900.00	6,900.00	15,260.00	15,260.00
24	CONCRETE CURB REMOVAL	158 LF	2.00	316.00	1.50	237.00	3.10	489.80	4.00	632.00	5.45	861.10
25	GRATE INLET REMOVAL	1 EA	400.00	400.00	110.00	110.00	711.00	711.00	475.00	475.00	741.20	741.20
26	6" PVC PIPE REMOVAL	25 LF	3.00	75.00	0.50	12.50	11.85	296.25	6.00	150.00	10.90	272.50
TOTAL BASE BID (NEW RESACA CLUB PARKING LOT):				\$ 126,469.56		\$ 151,773.40		\$ 161,610.78		\$ 181,934.94		\$ 195,710.74

ALTERNATE BID NO.1 (PARKING LOT REPAIRS):

ITEM#	DESCRIPTION	EST QTY	R & R PAVING COMPANY		G & T PAVING CO., INC.		ZIWA CORPORATION		SOLID STRUCTURES		ZIMMERMAN	
			UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT
1	SEAL COAT	2,465 SY	0.81	1,996.65	0.99	2,440.95	0.95	2,341.75	1.75	4,313.75	9.81	24,181.65
2	PAVEMENT PATCHING (1 ft. in Front of New Curb)	1,410 SF	1.78	2,509.80	1.00	1,410.00	2.03	2,862.30	2.75	3,877.50	10.90	15,369.00
3	PAVEMENT PATCHING (Full Pavement Section)	2,097 SF	1.67	3,501.99	1.25	2,621.25	3.14	6,584.58	2.50	5,242.50	30.52	64,000.44
4	6" CONCRETE PAVEMENT	279 SF	4.75	1,325.25	4.90	1,367.10	4.82	1,344.78	5.90	1,646.10	6.00	1,674.00
5	24" CONC. CURB & GUTTER	1,514 LF	11.00	16,654.00	9.99	15,124.86	10.26	15,533.64	18.45	27,933.30	9.81	14,852.34
6	4" PAVEMENT STRIPING	2,310 LF	0.45	1,039.50	0.50	1,155.00	0.35	808.50	0.75	1,732.50	0.99	2,286.90
7	DRAINAGE SWALE (to guide Storm Water to Outfall Inlet)	1 LS	500.00	500.00	1,900.00	1,900.00	409.56	409.56	1,200.00	1,200.00	3,270.00	3,270.00
8	SIDEWALK METAL DRAIN CROSSING	1 EA	100.00	100.00	600.00	600.00	526.56	526.56	350.00	350.00	327.00	327.00
9	REMOVE EXISTING ASPHALT	9,700 SF	0.08	776.00	0.25	2,425.00	0.49	4,753.00	0.32	3,104.00	0.33	3,201.00
10	REMOVE CONCRETE (SAW CUT)	177 SF	0.45	79.65	1.50	265.50	5.63	996.51	5.50	973.50	0.88	155.76
11	ISLAND TO BE FILLED WITH NATIVE SOIL	5,344 SF	0.15	801.60	0.50	2,672.00	0.62	3,313.28	0.38	2,030.72	0.41	2,191.04
12	ST. AGUSTINE GRASS ON ISLANDS	5,344 SF	0.32	1,710.08	0.30	1,603.20	0.58	3,099.52	0.78	4,168.32	0.66	3,527.04

Chávez Automated Design Consultants Corp.

956/546-7146

NEW RESACA CLUB PARKING LOT & CAMPUS PARKING LOTS REPAIRS

May 3, 2010

BID TABULATION

ALTERNATE BID NO. 1 (PARKING LOT REPAIRS - Cont'd):

ITEM	DESCRIPTION	EST QTY	R & R PAVING COMPANY		G & T PAVING CO., INC.		ZIWA CORPORATION		SOLID STRUCTURES		ZIMMERMAN	
			UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT
13	NEW PALMS TO BE PLANTED	20 EA	200.00	4,000.00	300.00	6,000.00	261.00	5,220.00	420.00	8,400.00	545.00	10,900.00
14	RELOCATE PALMS	7 SF	500.00	3,500.00	1,250.00	8,750.00	696.00	4,872.00	700.00	4,900.00	327.00	2,289.00
15	OLEANDER 1 GAL. POT.	14 SF	10.00	140.00	10.00	140.00	10.44	146.16	9.75	136.50	10.90	152.60
16	SPRINKLER SYSTEM DESIGN	1 EA	200.00	200.00	150.00	150.00	290.00	290.00	700.00	700.00	1,962.00	1,962.00
17	SPRINKLER SYSTEM INSTALLATION	1 EA	11,500.00	11,500.00	6,000.00	6,000.00	12,296.00	12,296.00	9,300.00	9,300.00	13,080.00	13,080.00
18	REMOVE CONCRETE CURB	777 LF	1.00	777.00	1.50	1,165.50	3.16	2,455.32	4.00	3,108.00	5.45	4,234.65
19	REMOVE & RELOCATE POWER POLE	1 EA	200.00	200.00	500.00	500.00	1,755.00	1,755.00	3,600.00	3,600.00	414.20	414.20
20	IRRIGATION BACKFLOW PREVENTER	1 EA	500.00	500.00	125.00	125.00	585.00	585.00	800.00	800.00	478.51	478.51
TOTAL ALTERNATE BID NO. 1 (PARKING LOT REPAIRS):				\$ 51,811.52		\$ 56,414.76		\$ 70,193.46		\$ 87,516.69		\$ 168,547.13

ALTERNATE BID NO. 2 (OTHER PARKING LOT REPAIRS):

ITEM	DESCRIPTION	EST QTY	R & R PAVING COMPANY		G & T PAVING CO., INC.		ZIWA CORPORATION		SOLID STRUCTURES		ZIMMERMAN	
			UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT
1	PARKING LOT B	63 SF	1.78	112.14	4.00	252.00	5.00	315.00	3.05	192.15	3.82	240.66
2	PARKING LOT E	89 SF	1.78	158.42	3.50	311.50	4.92	437.88	3.05	271.45	3.82	339.98
3	PARKING LOT F	6 SF	1.78	10.68	5.95	35.70	6.43	38.58	3.05	18.30	3.82	22.92
4	PARKING LOT J	29 SF	1.78	51.62	8.00	232.00	5.31	153.99	3.05	88.45	3.82	110.78
5	PARKING LOT R	1,100 SF	1.78	1,958.00	3.50	3,850.00	4.54	4,994.00	3.05	3,355.00	3.82	4,202.00
6	PARKING LOT N	125 SF	1.78	222.50	4.50	562.50	4.83	603.75	3.05	381.25	3.82	477.50
7	PARKING LOT U	2,284 SF	1.78	4,065.52	3.00	6,852.00	4.49	10,255.16	3.05	6,966.20	3.82	8,724.88
8	PARKING LOT V	982 SF	1.78	1,747.96	3.50	3,437.00	4.54	4,458.28	3.05	2,995.10	3.82	3,751.24
9	PARKING LOT W	300 SF	1.78	534.00	4.25	1,275.00	4.67	1,401.00	3.05	915.00	3.82	1,146.00
10	PARKING LOT X	422 SF	1.78	751.16	4.25	1,793.50	4.63	1,953.86	3.05	1,287.10	3.82	1,612.04
11	SECURITY BUILDING	151 SF	1.78	268.78	4.00	604.00	4.79	723.29	3.05	460.55	3.82	576.82
12	PARKING LOT Z	944 SF	1.78	1,680.32	3.50	3,304.00	4.55	4,295.20	3.05	2,879.20	3.82	3,606.08
13	PARKING LOT Y	207 SF	1.78	368.46	5.75	1,190.25	4.73	979.11	3.05	631.35	3.82	790.74
14	STUDENT HOUSING	240 SF	1.78	427.20	3.50	840.00	4.71	1,130.40	3.05	732.00	3.82	916.80
15	GORGAS LOT	4,641 SF	1.78	8,260.98	1.67	7,750.47	4.46	20,698.86	3.05	14,155.05	3.82	17,728.62
TOTAL ALTERNATE BID NO. 2 (OTHER PARKING LOT REPAIRS):				\$ 20,617.74		\$ 32,289.92		\$ 52,438.36		\$ 35,328.15		\$ 44,247.06

TOTAL BID FOR ALL WORK UNDER THIS CONTRACT:
WITH BETTERMENT ALLOWANCE: \$ 213,898.82

BETTERMENT ALLOWANCE: \$15,000.00

Bid Form

NEW RESACA CLUB PARKING LOT & CAMPUS PARKING LOTS REPAIRS

Bid No. TSC B10-03: New Resaca Club Parking Lot & Campus Parking Lots Repairs

We, the undersigned, do hereby certify that we have completely read the specification for:

New Resaca Club Parking Lot & Campus Parking Lots Repairs

BASE BID (NEW RESACA CLUB PARKING LOT):

ITEM	DESCRIPTION	EST QTY	UNIT COST	AMOUNT
1	2" H.M.A.C., Type " D"	3,250 SY	11.90	38,675.00
2	PRIME COAT	3,250 SY	.75	2,437.50
3	TACK COAT	3,250 SY	.25	812.50
4	SILT FENCE	875 LF	2.25	1,968.75
5	REMOVE CURB AND GUTTER	158 SY	2.00	316.00
6	6" LIMESTONE BASE	3,250 SY	9.54	31,005.00
7	6" LIME TREATED SUBGRADE	3,850 SY	.95	3,657.50
8	LIME FOR SUBGRADE (6%)	52 TON	1.50	78.00
9	24" CURB & GUTTER	1,350 LF	10.00	13,500.00
10	4" PAVEMENT STRIPING	1,350 LF	.45	607.50
11	24" CONCRETE FLUMES	24 SF	3.00	72.00
12	CONCRETE VALLEY GUTTER	478 SF	7.25	3,530.75
13	TYPE "CC" (GRATE) INLET	1 EA	2,500.00	2,500.00
14	10" PVC PIPE	21 LF	20.00	420.00
15	DRAINAGE SWALE (to guide Storm Water to Outfall inlet)	1 LS	600.00	600.00
16	REMOVE ASPHALT PAVEMENT (saw cut)	6,515 SF	.25	1,628.75
17	ISLAND TO BE FILLED WITH NATIVE SOIL	3,329 SF	.24	798.96
18	ST. AGUSTINE GRASS ON ISLAND	3,329 SF	.40	1,331.60
19	NEW PALMS TO BE PLANTED	3 EA	200.00	600.00
20	RELOCATE PALM TREES	18 EA	500.00	9,000.00
21	OLEANDER 1 GAL. POT.	56 EA	9.00	504.00
22	SPRINKLER SYSTEM DESIGN	1 EA	200.00	200.00
23	SPRINKLER SYSTEM INSTALLATION	1 EA	11,500.00	11,500.00
24	CONCRETE CURB REMOVAL	158 LF	2.00	316.00
25	GRATE INLET REMOVAL	1 EA	400.00	400.00
26	6" PVC PIPE REMOVAL	25 LF	3.00	75.00
TOTAL BASE BID (NEW RESACA CLUB PARKING LOT):				126,534.81

ALTERNATE BID NO.1 (PARKING LOT REPAIRS):

ITEM	DESCRIPTION	EST QTY	UNIT COST	AMOUNT
1	SEAL COAT	2,465 SY	.81	1,994.65
2	PAVEMENT PATCHING (1 ft. in Front of New Curb)	1,410 SF	1.78	2,509.80
3	PAVEMENT PATCHING (Full Pavement Section)	2,097 SF	1.67	3,500.99
4	6" CONCRETE PAVEMENT	279 SF	4.75	1,325.25

ITEM	DESCRIPTION	EST QTY	UNIT COST	AMOUNT
5	24" CONC. CURB & GUTTER	1,514 LF	11.00	16,654.00
6	4" PAVEMENT STRIPING	2,310 LF	1.45	1,039.50
7	DRAINAGE SWALE (to guide Storm Water to Outfall Inlet	1 LS	500.00	500.00
8	SIDEWALK METAL DRAIN CROSSING	1 EA	100.00	100.00
9	REMOVE EXISTING ASPHALT	9,700 SF	.08	776.00
10	REMOVE CONCRETE (SAW CUT)	177 SF	1.45	256.65
11	ISLAND TO BE FILLED WITH NATIVE SOIL	5,344 SF	1.15	6,145.60
12	ST. SAN AGUSTINE GRASS ON ISLANDS	5,344 SF	1.32	7,054.08
13	NEW PALMS TO BE PLANTED	20 EA	200.00	4,000.00
14	RELOCATE PALMS	7 SF	500.00	3,500.00
15	OLEANDER 1 GAL. POT.	14 SF	10.00	140.00
16	SPRINKLER SYSTEM DESIGN	1 EA	200.00	200.00
17	SPRINKLER SYSTEM INSTALLATION	1 EA	11,500.00	11,500.00
18	REMOVE CONCRETE CURB	777 LF	1.00	777.00
19	REMOVE & RELOCATE POWER POLE	1 EA	200.00	200.00
20	IRRIGATION BACKFLOW PREVENTER	1 EA	500.00	500.00
TOTAL ALTERNATE BID NO.1 (PARKING LOT REPAIRS):				51,811.52

ALTERNATE BID NO. 2 (OTHER PARKING LOT REPAIRS):

ITEM	DESCRIPTION	EST QTY	UNIT COST	AMOUNT
1	PARKING LOT B	63 SF	1.78	112.14
2	PARKING LOT E	89 SF	1.78	158.42
3	PARKING LOT F	6 SF	1.78	10.68
4	PARKING LOT J	29 SF	1.78	51.62
5	PARKING LOT R	1,100 SF	1.78	1,958.00
6	PARKING LOT N	125 SF	1.78	222.50
7	PARKING LOT U	2,284 SF	1.78	4,065.52
8	PARKING LOT V	982 SF	1.78	1,747.96
9	PARKING LOT W	300 SF	1.78	534.00
10	PARKING LOT X	422 SF	1.78	751.16
11	SECURITY BUILDING	151 SF	1.78	268.78
12	PARKING LOT Z	944 SF	1.78	1,680.32
13	PARKING LOT Y	207 SF	1.78	368.46
14	STUDENT HOUSING	240 SF	1.78	427.20
15	GORGAS LOT	4,641 SF	1.78	8,260.98
TOTAL ALTERNATE BID NO. 2 (OTHER PARKING LOT REPAIRS):				20,161.74

TOTAL BID FOR ALL WORK UNDER THIS CONTRACT: 213,964.07

BETTERMENT ALLOWANCE \$ 15,000.00

This bid price includes all equipment, labor, supervision and material as set forth in the attached specification packet and instructions. I have read and agree to comply with all of these requirements.

SIGNATURE *Ramiro Gonzalez*
FIRM REPRESENTATIVE Ramiro Gonzalez
TITLE President
NAME OF FIRM R:R PAVING LLC
MAILING ADDRESS P.O. BOX 1989
San Benito, TX 78584
PHONE NUMBER 956-399-1809
FAX NUMBER 956-399-1566
DATE May 3, 2010

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, R & R Paving, LLC
as Principal, (hereinafter called the "Principal"), and
Fidelity & Deposit Co. of Maryland
Colonial American Casualty & Surety Co.

a corporation duly organized under the laws of the State of Maryland, as Surety, (hereinafter called the "Surety") are held and firmly bound unto Texas Southmost College, as Obligee, (hereinafter called the "Obligee"), in the sum of Five Percent Greatest Amount Bid

Dollars (\$ 5% G.A.B.), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

New Resaca Club Parking Lot & Campus Parking Lots Repairs Bid# TSC B 10-03

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter into such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 30th day of April A.D., 2010

Witness

R & R Paving, LLC (SEAL)
Principal
President
Title

Witness

Fidelity & Deposit Co. of Maryland
Surety
By Debbie Garza (SEAL)
Debbie Garza, *Attorney-in-Fact*

Witness

Colonial American Casualty & Surety Co.
Surety
By Debbie Garza (SEAL)
Debbie Garza, *Attorney-in-Fact*

The Company executing this bond vouches that this document conforms to language used in AIA Document A-310, February 1970 Edition.

**Power of Attorney
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY**

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, and the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, corporations of the State of Maryland, by WILLIAM J. MILLS, Vice President, and GERALD F. HALEY, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, does hereby nominate, constitute and appoint Robert GARZA, Laura LEDESMA, Mary MARTINEZ, Robert R. GARZA, Jennifer GARZA, Richard GARZA and Debbie GARZA, all of Mercedes, Texas, EACH its true and lawful agent and Attorney-in-Fact to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed, ~~any and all bonds and undertakings, EXCEPT bonds on behalf of Independent Executors, Community Survivors and Community Guardians.~~ and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Robert GARZA, Mary MARTINEZ, Robert R. GARZA, Jennifer GARZA, Richard GARZA, Laura LEDESMA, dated May 11, 2007.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seals of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, and the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, this 7th day of May, A.D. 2009.

ATTEST:

**FIDELITY AND DEPOSIT COMPANY OF MARYLAND
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY**



Gerald F. Haley

Gerald F. Haley Assistant Secretary

William J. Mills

By: William J. Mills Vice President

State of Maryland }
City of Baltimore } ss:

On this 7th day of May, A.D. 2009, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, came WILLIAM J. MILLS, Vice President, and GERALD F. HALEY, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, and the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself depose and saith, that they are the said officers of the Companies aforesaid, and that the seals affixed to the preceding instrument is the Corporate Seals of said Companies, and that the said Corporate Seals and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Maria D. Adamski

Maria D. Adamski Notary Public
My Commission Expires: July 8, 2011

EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

"Article VI, Section 2. The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertakings, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages,....and to affix the seal of the Company thereto."

EXTRACT FROM BY-LAWS OF COLONIAL AMERICAN CASUALTY AND SURETY COMPANY

"Article VI, Section 2. The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertakings, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages,....and to affix the seal of the Company thereto."

CERTIFICATE

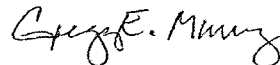
I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, and the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the respective By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, and the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990 and of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies,

this 30th day of April, 2010.



Assistant Secretary



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Finance Office/Partnership Affairs	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on Budget Amendments for Fiscal Year 2010.	
Rationale/Background: Request for budget amendment #10-005 to adjust expenditures in the General Fund, budget amendment #10-006 to adjust expenditures in Restricted Parking Fund, budget amendment #10-007 to adjust expenditures in Campus Facilities Fund and budget amendment #10-008 to adjust expenditures in Restricted Insurance Fund. These budget amendments reflect transfer of funds necessary to pay for Board Approved projects. All projects (Bond projects and Capital Improvement Projects) remain within budgeted amounts. As expenses come in for the various projects, funds need to be moved from the GF to the Campus Facilities fund to accurately account for expenses in the current year. These Budget Amendments reflect staff review expected expenses and budget. The budget amendments are necessary to cover expenditures through year end.	
Recommended Action: Motion to approve budget amendment #10-005, #10-006, #10-007 and #10-008 for Fiscal Year 2010 as presented.	
Fiscal Implications:	Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:
Attachments (List): Budget Amendments: #10-005 General Fund #10-006 Restricted Parking #10-007 Campus Facilities #10-008 Restricted Insurance	

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

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

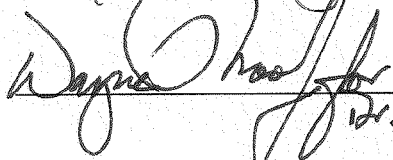
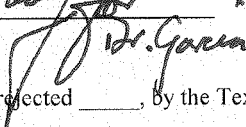
Department: General Fund
Date: May 17, 2010

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	989.119	Transfer to Campus Facilities	\$ -		\$ 827,000	\$ 827,000
		General Fund Balance	\$ 4,283,150	\$ -	\$ 827,000	\$ 3,456,150

Reasons for Amendments:

- To transfer funds to Campus Facilities (\$600,000 as per fund balance allocation November 2008 for Cavalry, Commissary, Perimeter Fence and Athletic Zone; \$227,000 to cover brick procurement expenses to be billed to UTB for STLC)

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

#10-005

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

Department: Restricted Parking
Date: May 17, 2010

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	989.119	Transfer to Campus Facilities	\$ -		\$ 360,410	\$ 360,410
2	9506.119	Parking Projects	\$ 250,000		\$ 246,035	\$ 496,035
		Restricted Parking Fund Balance	\$ 710,741	\$ -	\$ 606,445	\$ 104,296

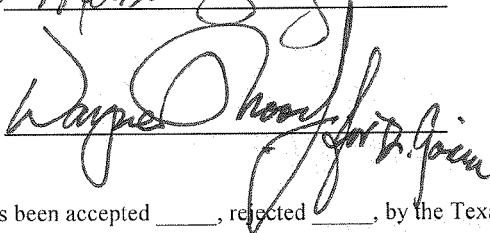
Reasons for Amendments:

- 1 To transfer funds to Campus Facilities for Arts Center Parking project as per Project Allocation & Funding Summary approved FY 08 (November 29, 2007).
- 2 To transfer funds from Restricted Parking fund balance to Parking Projects for Multimodal Contract approved by Board at January 21, 2010.

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

#10-006

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

Department: Campus Facilities Fund
Date: May 17, 2010

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	5801.99999	Transfer from General	\$ -	\$ 827,000	\$ -	\$ 827,000
2	562.99999	Transfer from Restricted Parking		\$ 360,410		\$ 360,410
		Campus Facilities Fund Balance	\$ (1,187,410)	\$ 1,187,410	\$ -	\$ -

Reasons for Amendments:

- 1 To transfer funds from General (\$600,000 as per fund balance allocation FY09 (November 2008) for Cavalry, Commissary, Perimeter Fence and Athletic Zone; \$227,000 to cover brick procurement expenses to be billed to UTB for STLC)
- 2 To transfer funds from Restricted Parking for Arts Center Parking project as per Project Allocation & Funding Summary approved FY 08 (November 29, 2007).

Asst VP for Finance

Melba Soy

President:

Wayne O. Hooper
for Dr. Garcia

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

on _____.

Roberto Robles, M.D., Secretary

#10-007

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

Department: Restricted Insurance
Date: May 17, 2010

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	9101.301	Campus Improvements	\$ 208,120		\$ 354,631	\$ 562,751
		Restricted Insurance Fund Balance	\$ 1,226,427	\$ -	\$ 354,631	\$ 871,796

Reasons for Amendments:

- 1 To fund Cortez Roof, Fort Brown Roof, Window, M-1 Roof and Windows Storm Protection Projects.

Asst VP for Finance

Melba J. [Signature]

President:

Wayne [Signature]

This amendment has been accepted _____, rejected _____, by the Texas Southmost College Board of Trustees
on _____.

Roberto Robles, M.D., Secretary

#10-008

**Audit Committee
Meeting of May 4, 2010**

**Motions for the TSC Board Meeting
May 17, 2010**

The Audit Committee met on Tuesday, May 4, 2010. Present were René Torres, Dr. Juliet V. Garcia, Dr. Alan Artibise, Dr. Wayne Moore and myself.

The first item discussed was on the selection of external auditors for FY 2010 Audit. Dr. Moore reported that the District received three proposals for the auditing services for the current fiscal year from Pattillo, Brown & Hill, LLP, Long Chilton, LLP and BKD CPA's & Advisors. Staff is recommending Pattillo, Brown & Hill, LLP as they are highly qualified, presented a thorough and comprehensive proposal and received the highest rating on the staff evaluation matrix. Dr. Moore reported that although the District has had a successful relationship with our current auditing firm, staff is recommending a change.

The Committee recommends and I move to accept the proposal by Pattillo, Brown & Hill, LLP to provide auditor services for Fiscal Year 2010 in the amount of \$30,000 with an option to extend each year for up to maximum of four years as presented.

The next item discussed was on Fees for FY 2009 Audit.

Dr. Moore stated that the District reported two additional grants, the Texas Workforce Commission Skills Development grant and the U.S. Department of Commerce Economic Development Agency (EDA) grant, in fiscal year 2009 which required additional compliance testing and review.

Total fees stated in the contract are \$32,035, however, consideration of additional fees in the amount of \$6,200 for the audit and compliance testing of the additional grants has been requested. Staff is recommending payment for the additional services performed.

The Committee recommends and I move to approve additional fees of \$6,200 for Audit services performed for the FY 2009 audit as presented.

The next item discussed was on approval of budget amendment for FY 2010.

The staff requests for budget amendment #10-004 to adjust expenditures in the General Fund. The budget amendment is necessary to cover expenditures through year end.

The Committee recommends and I move to approve budget amendment #10-004 for Fiscal Year 2010 as presented.

The final item discussed was a report by Dr. Moore regarding change in management.

Dr. Moore reported that the Office of Internal Audits will conduct an audit of Partnership Affairs since there has been a change of management. Internal Audits will review the internal controls over the Office of Partnership Affairs regarding the control environment, segregation of duties, approvals and authorizations, safeguarding assets, and monitoring, to provide reasonable assurance that existing internal controls in departments are adequate. Also, they will provide reference materials and guidance that will assist new administrators in developing an adequate system of internal controls in their departments.

This concludes my report.

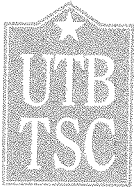


TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Finance Office/Partnership Affairs	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on Proposal for Annual Financial Audit	
Rationale/Background: The proposals for the Annual Financial Audit were received on Thursday, April 29, 2010. Proposals were received from Patillo, Brown and Hill, LLP, Long Chilton, LLP and BKD. The proposals were presented at the Audit Committee meeting that was scheduled for May 4 th at 5:30 p.m.	
Recommended Action:	
Fiscal Implications: Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A If no, explain:	
Attachments (List): Memo to Audit Committee	

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



OFFICE OF PARTNERSHIP AFFAIRS

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>

Memorandum

TO: Mr. Eduardo A. Campirano, Audit Committee Member
Mr. Chester Gonzales, Audit Committee Member
Mr. Rene Torres, Audit Committee Member

FROM: Dr. Wayne Moore, Special Assistant to the Provost

DATE: May 4, 2010

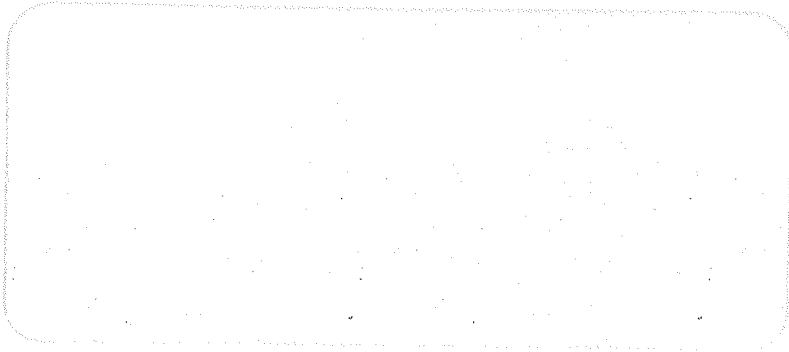
SUBJECT: **TSC District Auditor Contract for FY2010**

A handwritten signature in black ink, appearing to read 'Wayne Moore', is written over the 'FROM' line of the memorandum. The signature is stylized and cursive.

The District received three proposals for auditing services for the current fiscal year from Pattillo, Brown & Hill, LLP, Long Chilton, LLP and BKD CPAs & Advisors.

Staff is recommending Pattillo, Brown & Hill, LLP as they are highly qualified, presented a thorough and comprehensive proposal and received the highest rating on the staff evaluation matrix. While we have had a successful relationship with our current auditing firm, we are recommending a change.

We recommend that the committee accept the proposal by Patillo, Brown & Hill, LLP to provide auditor services for Fiscal Year 2010 in the amount of \$30,000 with an option to extend each year for up to a maximum of four years.



PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

TEXAS SOUTHMOST COLLEGE

**PROPOSAL FOR PROPOSAL
FOR AUDIT SERVICES**

RFQ No. TSC 10-03

Texas Southmost College

AUDIT PROPOSAL

RFQ #TSC 10-03

APRIL 29, 2010

*PATTILLO, BROWN & HILL, L.L.P.
765 EAST SEVENTH STREET
BROWNSVILLE, TEXAS 78520*

TELEPHONE NUMBER: (956) 544-7778

CONTACTS: CARLOS H. CASCOS

TEXAS SOUTHMOST COLLEGE

AUDIT PROPOSAL

TABLE OF CONTENTS

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ATTACHMENTS

Peer Review Report

PB&H
PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

April 29, 2010

Melba Sanchez, CPA
Assistant VP for Finance
Texas Southmost College
80 Fort Brown
Brownsville, Texas 78520

Ladies and Gentlemen:

We are pleased to have the opportunity to submit the accompanying proposal to serve Texas Southmost College as independent auditors for the year ending August 31, 2010, and consideration for the subsequent four years. Included in this proposal is detailed information describing our approach to the audit and our qualifications. Items of particular interest include the following:

1. We are a member of the AICPA Peer Review quality control section. We completed our last review in 2007 and received the highest rating available.
2. Our fee estimate for the audit is an all-inclusive fee, including out-of-pocket expenses and meetings with College personnel as well as presentation of your report to the Board of Trustees. We will be available throughout the year for technical assistance with no additional charges.
3. Our workpapers have been reviewed by the Texas Higher Education Coordinating Board auditors. In all instances our work has been commended, and in one situation our programs were copied for use by other auditors.
4. We use Pro-System Engagement for community college report processing.
5. We conform with all education and qualification requirements of the AICPA, TSCPA, the "Yellow Book" on Government Auditing Standards, and the Texas Education Agency Financial Accountability System Resource Guide.
6. We have a governmental concentration section within our audit department, and have approximately 100 clients within this department.

7. We invite you to check our references and client satisfaction. Several of the clients listed on page 19 have experience with other firms and we invite your soliciting a comparison.
8. Our firm is committed to performing the engagement within the time parameters mentioned in the proposal. Our past experience, ongoing training and knowledgeable staff provide the basis for a high quality engagement.

The following persons are authorized to conduct contract negotiations for Pattillo, Brown & Hill, L.L.P. They may be reached by telephone at (956) 544-7778.

Carlos H. Cascos, CPA – Partner

We appreciate your consideration of our firm as your auditors in the coming year and look forward to discussing our merits further with you. This proposal is a firm and irrevocable offer for 90 days.

Yours truly,

PATTILLO, BROWN & HILL, L.L.P.



Carlos H. Cascos, CPA

TECHNICAL COMPONENT

TECHNICAL COMPONENT

Generally Accepted Government Auditing Standards

Auditing standards provide measures of quality that can be used to judge the effectiveness of the tests and procedures used to meet the audit objectives. Standards for traditional financial audits are known as generally accepted auditing standards (GAAS) and are promulgated by the AICPA through the Auditing Standards Board. Supplemental standards for financial audits of governments have been established by the U. S. General Accounting Office (GAO) in its publication *Government Auditing Standards* (2007 revision), commonly referred to as the Yellow Book. These standards differ from generally accepted government auditing standards (GAS).

While GAAS and GAS are fundamentally similar, GAS goes beyond GAAS in setting additional standards for public sector audits. Auditors *must* follow GAAS when conducting a *financial audit*. The following discussion outlines GAAS and highlights the additional requirements of GAS.

The AICPA sets three general standards for audits that are to be performed in accordance with GAAS:

- The audit is to be performed by a person or persons having adequate technical training and proficiency as an auditor.
- In all matters relating to the assignment and independence in mental attitude is to be maintained by the auditor or auditors.
- Due professional care is to be exercised in the performance of the audit and the preparation of the report.

GAS provides a separate set of general standards that apply to Yellow Book engagements. Those standards address qualifications, independence, due professional care and quality control. The primary differences from GAAS involve the standards concerning qualifications and quality control.

- ***GAS Qualifications*** – The staff assigned to conduct the audit should collectively possess adequate professional proficiency for the tasks required. Unlike GAAS, GAS requires auditors to participate in specific types of continuing education and training to maintain their professional proficiency.
- ***General Staff Qualifications*** – The qualification standard places responsibility on the audit organization to ensure that the audit is conducted by staff who collectively have the knowledge and the skills necessary for the audit to be conducted. Staff conducting the audit shall collectively possess a thorough knowledge of the public sector environment and of auditing requirements applicable to governments. The qualifications mentioned here apply to the knowledge and skills of the audit organization as a whole and not necessarily to each individual auditor.



- *Continuing Education* - To comply with the qualification standard, the audit organization should have a program to ensure that its staff maintains professional proficiency through continuing education and training. Starting April 1, 2005, auditors must complete at least 80 hours of continuing education and training every two years. All 80 hours of this training must contribute to the auditor's professional proficiency. At least 20 hours should be completed in any one year of the two-year period. For individuals responsible for planning, directing, conducting substantial portions of the fieldwork or reporting on the audit, at least 24 of the 80 hours should relate directly to the government environment and to government auditing. The auditor or audit organization should maintain documentation of the education and training completed.
- *Licensing Requirements* - For financial audits that lead to the expression of an opinion, the auditor should be proficient in the appropriate accounting principles and standards and in governmental auditing. The public accountants engaged to conduct audits should be licensed certified public accountants or persons working for a licensed certified public accounting firm.

Audit organizations conducting governmental audits should have an appropriate internal quality control system in place and participate in an external quality control review program. GAS goes beyond GAAS in requiring auditors to participate in an external quality control review (peer review) program at least once every three years, beginning January 1, 1989. Audit organizations seeking to enter into a contract to perform an audit in accordance with GAS should provide their most recent external quality control review to the entity contracting for the audit.

The AICPA's GAAS established three standards for fieldwork to guide auditors in planning and performing the audit:

- The work is to be adequately planned and assistants, if any, are to be properly supervised.
- A sufficient understanding of the internal controls is to be obtained to plan the audit and to determine the nature, timing and extent of tests to be performed.
- Sufficient, competent evidential matter is to be obtained through inspection, observation, inquiries, and confirmations to afford a reasonable basis for an opinion regarding the financial statements under examination.

The fieldwork standards of GAS incorporate the AICPA standards. However, to meet the special needs and interests of the public sector, the *Yellow Book* also sets forth certain supplemental standards for planning, irregularities, illegal acts and other noncompliance, internal controls, and financial-related audits. The primary differences from GAAS involve materiality, audit follow up, noncompliance other than illegal acts, safeguarding controls, working papers and financial-related audits.



- **Materiality** – Auditors’ consideration of materiality is a matter of professional judgment and is influenced by their perception of the needs of a reasonable person who will rely on the financial statements. Materiality judgments are made in light of surrounding circumstances and necessarily involve both quantitative and qualitative considerations. In an audit of the financial statements of a governmental entity or an entity that receives government assistance, auditors may set lower materiality levels than in an audit in the private sector because of the public accountability of the auditee, visibility and sensitivity of government programs, activities, and functions.
- **Audit Follow-up** – Auditors should follow up on known material findings and recommendations from previous audits and should report the status of uncorrected material findings and recommendations from prior audits that affect the financial statement audit.
- **Noncompliance Other than Illegal Acts** – Noncompliance includes not only illegal acts, but also violations of provisions of contracts or grant agreements. Under GAS, auditors have the same responsibilities for detecting material misstatements arising from other types of noncompliance as they do for detecting those arising from illegal acts. Auditors should design the audit to provide reasonable assurance of detecting material misstatements resulting from direct and material noncompliance with provisions of contracts and grant agreements. A financial statement audit provides no assurance that indirect noncompliance with provisions of contracts or grant agreements will be detected. If specific information comes to the auditor’s attention that provides evidence concerning the existence of possible noncompliance that has a material indirect effect on the financial statements, auditors should apply audit procedures specifically directed to ascertaining whether that noncompliance has occurred.
- **Safeguarding Controls** – Safeguarding controls relates to the prevention or timely detection of unauthorized transactions and unauthorized access to assets that could result in losses that are material to the financial statements. Such controls also help prevent or detect other material losses that could result from unauthorized acquisition, use or disposition of assets. Because preventing or detecting material misappropriations is an objective of safeguarding controls, understanding those controls can be essential to planning the audit.
- **Working Papers** – A record of the auditor’s work should be retained in the form of working papers. Working papers should contain sufficient information to enable an experienced auditor having no previous connection with the audit to ascertain from them the evidence that supports the auditor’s significant conclusions and judgments. Supplemental working paper requirements for financial audits are that working papers should contain:
 - The objectives, scope, and methodology including any sampling criteria used;



- Documentation of the work performed to support significant conclusions and judgments, including descriptions of transactions and records examined that would enable an experienced auditor to examine the same transactions and records; and
- Evidence of supervisory review of the work performed.
- *Working Papers Retention* – Audit organizations should establish policies and procedures to ensure the safe custody and retention of working papers for a time sufficient to satisfy legal and administrative requirements. Although the working papers are subject to review by applicable governmental agencies, they are not otherwise considered as records open to the general public.
- *Financial-Related Audits* – Financial-related audits include determining whether
 - Financial information is presented in accordance with established or stated criteria;
 - The entity has adhered to specific financial compliance requirements, or the entity’s internal controls over financial reporting; and
 - Safeguarding assets is suitably designed and implemented to achieve the control objectives.

Such audits may include audits of the following items: segments of the financial statements, internal controls over compliance with laws and regulations, internal controls over financial reporting and/or safeguarding assets, compliance with laws and regulations and allegations of fraud. GAS incorporates certain AICPA Statements on Auditing Standards and Statements on Standards for Attestation Engagements that address specific types of financial-related audits.

The AICPA’s GAAS prescribe four standards of reporting:

- The report shall state whether the financial statements are presented in accordance with generally accepted accounting principles.
- The report shall identify those circumstances in which such principles have not been consistently observed in the current period in relation to the preceding period.
- Informative disclosures in the financial statements are to be regarded as reasonably adequate unless otherwise stated in the report.
- The report shall either contain an expression of opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. When an overall opinion cannot be expressed, the reasons therefore should be stated. In all cases where an auditor’s name is associated with financial statements, the report should contain a clear-cut indication of the character of the auditor’s examination, if any, and the degree of responsibility taken.



In addition to the GAAS guidance on reporting, GAS provides additional reporting standards to meet the special needs and interests of the public sector.

- *Communication with Audit Committees and Others* - Auditors should communicate certain information relating the performance of the audit and the resulting reports to the audit committee or to the individuals with whom they have contracted for the audit. The information to be communicated should include: (1) the auditor's responsibilities for testing and reporting on internal controls, (2) compliance with laws and regulations, and (3) the nature of additional testing of internal controls and compliance required by laws and regulations.
- *Reporting on Compliance with Generally Accepted Government Auditing Standards* - A statement should be included in the auditor's report that the audit was made in accordance with generally accepted government auditing standards. GAS do not prohibit auditors from issuing a separate report that conforms only to the AICPA standards.
- *Report on Compliance with Laws and Regulations and on Internal Controls* - The report on the financial statements should either describe the scope of the auditor's testing of compliance with laws and regulations and internal controls and present the results of those tests or refer to separate reports containing that information. In presenting the results of those tests, auditors should report irregularities, illegal acts, other material noncompliance and significant deficiencies in internal controls. In some circumstances, auditors should report irregularities and illegal acts directly to parties external to the audited entity.
- *Privileged and Confidential Information* - If certain information prohibited from general disclosure is omitted, the report should state the nature of the information omitted and the requirement that makes the omission necessary.
- *Report Distribution* - Written audit reports are submitted by the audit organization to the appropriate officials of the organization audited and to the appropriate officials of the organizations requiring or arranging for the audits, including external funding organizations unless legal restrictions, ethical considerations or other arrangements prevent it. Copies of the report should also be sent to other officials who have legal oversight authority or who may be responsible for taking action and to others authorized to receive such reports. Unless restricted by law or regulation, copies should be made available for public inspection. When public accountants are engaged, the engaging organization must ensure that appropriate distribution is made. If public accountants are to make the distribution, the engagement agreement should indicate what officials or organizations are to receive the report. Internal auditors should follow their entity's own arrangements and statutory requirements for distribution.



Audit Approach

We will make an organization-wide financial audit in regard to the basic financial statements and combining statements and perform work necessary to provide an "in-relation-to" report on other schedules.

Our audit will be conducted in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants as included in "Statements on Auditing Standards" and AICPA Industry Audit Guide "Audits of State and Local Government Units", the standards for financial and compliance audits contained in the United States General Accounting Office's "Government Auditing Standards" (2007 revision), the Single Audit Act Amendments of 1996, Vernon's Texas Codes Annotated, Local Government Code, the Office of Management and Budget's Circular A-133. We will apply such tests of your accounting records and account balances as are necessary for us to express an opinion regarding the conformance of your financial statements with generally accepted accounting principles and compliance with applicable regulatory standards and law, as stated in this paragraph. Accordingly, our audit will be an integrated audit and shall encompass the entirety of your financial operations.

We would prefer to perform preliminary audit procedures prior to the College's fiscal year-end. These procedures will be designed to gather information necessary to obtain an understanding of the entity's operations, organization and internal controls. We will make an initial assessment of the risk of material misstatement of the financial statements and of material noncompliance with laws, regulations, and provisions of federal and state contracts and grant agreements. We will determine if a single audit is required under Office of Management and Budget Circular A-133. A determination of the College's major federal programs will be made, and which tests of controls and compliance tests are to be performed. Audit work programs will be prepared for each significant area covered by the audit and a complete time budget by audit area will be completed at this time. Staffing assignments will be determined and the audit plan will be discussed with appropriate officials. We will provide you with a list of items to assemble prior to the start of fieldwork in order to facilitate the timing of the audit. Due to the nature of this segment of the audit, a manager will be on-site for the majority of this stage in addition to the senior accountant and staff accountant.

We will perform procedures in order to determine that the financial statements are presented in accordance with generally accepted accounting principles applied on a consistent basis and that all material disclosures have been made. The financial statements will be cross-referenced to supporting statements and schedules within the report, to footnotes and to the related audit working papers.

Effect of a Multiyear Engagement

Should this become a multi-year engagement, we will be able to place additional audit emphasis on a different audit area each year, providing more in depth analysis. This will provide the College with an increased review of internal controls and more constructive management letter comments. In addition, we can change scope levels in subsequent years to increase efficiency and maintain a constant level in our fees.



Carlos H. Cascos, CPA, will serve as Partner-in-Charge and Pablo Bazaldua III, will be the Audit Supervisor in charge of the day-to-day audit in the field. We will strive to provide continuing staff on engagements unless rotation is requested. All of the aforementioned personnel are familiar with the activities and accounting procedures associated with a college's operations.

Independence of Proposer

We confirm that we are independent with respect to Texas Southmost College. None of our partners, managers or staff has any direct or indirect financial interest in Texas Southmost College contracts, and no one assigned to the audit is related within a prohibited degree (as defined by nepotism law) to any employee of the College or to any of the Board Members.



PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

MANAGEMENT COMPONENT

PROFILE OF PROPOSER

Profile of Pattillo, Brown & Hill, L.L.P.

Pattillo, Brown & Hill, L.L.P. was founded in Waco in 1923 and has been in continuous existence since that time. We are a regional certified public accounting firm with offices in Waco, Brownsville, Temple, Whitney and Hillsboro, Texas, and Albuquerque, New Mexico, with over 100 professional personnel. It is our goal to provide personalized services of the highest quality to our clients. We have earned a reputation for professional excellence through our demonstration of quality work and sound financial advice. Our personnel have devoted many years developing knowledge in auditing, accounting and consulting services.

Our unyielding commitment to client service has resulted in the growth of our client base, positioning Pattillo, Brown & Hill, L.L.P. between the very large national accounting firms and smaller, locally-oriented firms. We are large enough to have the resources and personnel to resolve even the most complex accounting or compliance issue, but small enough to give you the personalized service that our clients deserve. Texas Southmost College will be a significant and valued client at our firm.

We have a Firm concentration area in governmental auditing and take pride in our technical expertise, client relations and our reputation of valued performance. We have in-depth experience, presently serving over 100 governmental entities. We have performed annual financial and compliance audits for many different independent colleges across the State of Texas.

Governmental Experience

Our clients include many governmental organizations as is evidenced by the partial listing included in this proposal. For fiscal year 2008, approximately 50 of these clients were required to have "Single Audits" performed in accordance with OMB Circular A-133. It is noteworthy that our workpapers have been examined in connection with several of these "Single Audits" by representatives of grant and/or cognizant agencies (including the Texas Education Agency). In all circumstances, our supporting workpapers have earned excellent reviews.

Additionally, many of our clients have elected to pursue the Certificate of Achievement for Excellence in Financial Reporting. In all instances where we have been associated with this pursuit, the GFOA has awarded the organization the certificate. Four members of our governmental audit area are members of the Special Review Committee of the GFOA, including two members of your proposed audit team.

Personnel Qualifications and Experience

Pattillo, Brown & Hill, L.L.P. includes members with excellent professional qualifications as evidenced by the following:

- One former member served on the Texas State Board of Public Accountancy.
- One former member is past president of the Texas Society of CPAs.
- Several members are past chairmen and several are current chairmen or members of Committees of the Texas Society of CPAs including the Society's Government Accounting Standards Committee.
- Members are heavily involved in continuing professional education programs sharpening technical skills.
- Our firm includes members of the Association of Government Accountants and the Government Finance Officers Association of Texas.
- Four members of our firm are active members of the Special Review Committee of the Government Finance Officers Association.

In keeping with our obligation for quality service, we require our professional employees to complete a minimum of qualifying continuing professional education credits annually. We also encourage our personnel to pursue their certification as accountants and then to become actively involved in local and state professional organization activities. Included, as supporting information, is a schedule of résumés covering the qualifications of proposed staff, including partners, managers and senior accountants who are expected to be used in the performance of this engagement. Each of the résumés indicates the individual's position in our firm including the education and type of experience.

External Quality Control Review

Pattillo, Brown & Hill, L.L.P. has been a member of the AICPA SECPS as well as the PCPS Peer Review quality control sections. As such, we have been required to undergo peer reviews every three (3) years. This section has the highest evaluating criteria of all AICPA member groups and includes reviews of governmental entities. We completed our most recent review in 2007 and received an unqualified report. In addition, we also received no "letter of comments," and therefore achieved the highest possible rating, obtained by only approximately 5% of accounting firms across the nation. Because of our high quality standards, we have been approved by the AICPA to perform numerous peer reviews of other CPA firms across the nation. A copy of our report is attached.

In 2003, the SECPS was restructured and replaced by the Center for Public Company Audit Firms. The Center is a voluntary membership center that supports member firms that audit or are interested in auditing public companies. As our firm was a member of the SEC Practice Section on December 31, 2003, it was automatically enrolled in both the Center and the Center's Peer Review Program on January 1, 2004.

Licensed to Practice in Texas

All persons assigned to supervision positions in your audit will be CPAs licensed to practice in Texas. Also, we are not under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states.

Outside Specialists

We do not anticipate the need for any outside specialists or consultants during the course of this engagement.

Level of Assistance to be Provided

We do not anticipate a significant change in the level of assistance provided by Texas Southmost College's personnel from that provided in previous audits. We would anticipate that Texas Southmost College's personnel will pull invoices for our testing and prepare all confirmations.

Detail of Specific Assignments Within the Proposed Audit Team

Staff retention or rotation can be a complex area while completing a multi-year project. Our firm is large enough to change staff or seniors as requested by the College. We also retain our staff so individuals can be available to repeat working on multi-year engagements should the College request the same members of the audit team. The following descriptions detail the specific responsibilities of each member of your audit team.

Partner-in-Charge

Carlos H. Cascos, CPA

The Partner-in-Charge is responsible for the overall administration of the audit and final review and approval of all reports and workpapers.

Senior Auditor

Pablo Bazaldua III

The Senior Auditor is directly responsible for directing the fieldwork during the engagement. In addition, the senior auditor is responsible for supervising all staff auditors assigned to your engagement as well as performing audit procedures on higher risk areas of the audit.

Staff Auditors

Staff auditors work under close supervision of the senior auditor. All staff auditors will have significant experience working on audits of colleges. Staff auditors will also assist in the areas of cash, receivables, inventory, capital assets, payroll, revenue and expenditure analysis and other areas varying with experience.



PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

CARLOS H. CASCOS, CPA
Partner

Carlos will serve as the Partner-in-Charge of your engagement, and will supervise and direct all of our services to Texas Southmost College and he will also be present at all key meetings. He has extensive experience in all aspects of auditing and accounting for colleges. He has made numerous presentations to audit committees and school boards across the state. Carlos frequently conducts training seminars within our firm as well as for government organizations.

Sample of Governmental Experience

Brownsville I.S.D.
Raymondville I.S.D.
Education Service Center – Region I
Donna I.S.D.
Los Fresnos I.S.D.
Point Isabel I.S.D.

Victoria College
Texas Southmost College
San Benito C.I.S.D.
Edinburg C.I.S.D.
South Texas I.S.D.
Mercedes I.S.D.

Educational Background

BA Government

University of Texas at Austin

Continuing Professional Education

2009 Rio Grande Valley NAPM Conferences (16 hours)
2009 Fifty-First County Auditors Institute (18 hours)
2008 Fiftieth County Auditors Institute (18 hours)
2008 Rio Grande Valley NAPM Conferences (32 hours)
2007 Forty-Ninth County Auditors Institute (18 hours)
2007 Rio Grande Valley NAPM Conferences (32 hours)
2006 Forty-Eighth County Auditors Institute (18 hours)
2006 Rio Grande Valley NAPM Conferences (32 hours)
2005 Forty-Seventh County Auditors Institute (18 hours)
2005 Rio Grande Valley NAPM Conferences (32 hours)

Professional Organizations

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants
Rio Grande Valley Chapter of CPA's
Association of Government Managers
Diplomat of the American Board of Forensic Accountants



PABLO BAZALDUA
Senior Auditor

A senior auditor with fourteen years of experience in auditing and accounting for governmental entities, Pablo will serve as the audit supervisor on the engagement. Pablo has conducted training seminars within our firm on various government accounting and auditing topics. The advantages of having an experienced "in-charge" such as Pablo, include the elimination of time spent by your personnel training our staff and a generally more efficient and cost effective audit.

Sample of Governmental Experience

Brownsville I.S.D.	Texas Southmost College
Edinburg C.I.S.D.	South Texas I.S.D.
Bryan I.S.D.	Mercedes I.S.D.
Los Fresnos C.I.S.D.	San Benito C.I.S.D.
Raymondville I.S.D.	Victoria College
Donna I.S.D.	Education Service Center – Region I

Educational Background

BBA Accounting	Texas A&M University – Kingsville
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Continuing Professional Education

- 2008 PPC Audit Risk Assessment Conference
- 2008 Texas Schools Accounting and Auditing Update (8)
- 2008 PPC In-House Seminars: Audit Risk Assessment Suite
- 2007 Summer Audit Training (20 hours governmental)
- 2007 GASB Update
- 2006 Rio Grande Valley NAPM Conferences (32 hours)
- 2006 Texas Schools Accounting and Auditing Update (8)
- 2006 SAS 99: A Practical Approach for Local Governments
- 2006 GASB Update
- 2006 Financial Reporting for Local Governments
- 2005 Summer Audit Training (20 hours governmental)

PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

Following are the personnel assigned to the audit and their related responsibilities:

Carlos H. Cascos, CPA Pablo Bazaldua III	Partner-in-Charge Senior Auditor
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In addition to the personnel listed, the Firm also has available approximately sixty (60) additional personnel in its Waco office. These personnel possess a variety of experience including in-charge or supervisory positions on the following audits:

School Districts	Alice I.S.D. Alpine I.S.D. Aquilla I.S.D. Bosqueville I.S.D. Brownsville I.S.D. Bryan I.S.D. Buckholts I.S.D. China Spring I.S.D. Corsicana I.S.D. Gatesville I.S.D. Education Service Center Region I Education Service Center Region XII	Granbury I.S.D. Groesbeck I.S.D. Hallsburg I.S.D. Hays I.S.D. Hillsboro I.S.D. Hubbard I.S.D. Hudson I.S.D. Llano I.S.D. Lorena I.S.D. Martins Mill I.S.D.	Midway I.S.D. Mt. Calm I.S.D. Moody I.S.D. Penelope I.S.D. Point Isabel I.S.D. Salado I.S.D. San Vicente I.S.D. Schertz-Cibolo Universal City I.S.D. West Orange Consolidated I.S.D. Wills Point I.S.D.
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MHMR Centers	Abilene Regional MHMR Center Brazos Valley MHMR Services Central Counties Center for MHMR Services Heart of Texas Region MHMR Center Hunt County MHMR Center Johnson-Ellis-Navarro County MHMR Center Collin County MHMR Center dba LifePath Systems Navarro County MHMR Center Nueces County MHMR Center Tarrant County MHMR Services Tropical Texas Center for MHMR Services
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City Governments

Athens	Duncanville	Hillsboro	North Richland Hills
Balch Springs	Eagle Pass	Kennedale	Pantego
Belton	Fairfield	Kyle	Rowlett
Beaumont	Flower Mound	Kerrville	San Marcos
Caldwell	Forest Hill	Lacy-Lakeview	Sherman
Cedar Park	Fredericksburg	La Porte	Stephenville
Clifton	Gatesville	Leander	Terrell
Colleyville	Grapevine	Live Oak	Waco
Corsicana	Hearne	Mart	White Settlement
Del Rio	Hewitt	Mexia	
DeSoto	Highland Village	New Braunfels	

County Governments

Bastrop	Gillespie	Kaufman	Robertson
Bosque	Grayson	Leon	Rockwall
Bowie	Gregg	Limestone	Sabine
Cameron	Grimes	Medina	Tom Green
Collin	Harrison	McLennan	Tyler
Denton	Henderson	Montgomery	Upshur
Ellis	Hill	Nacogdoches	Van Zandt
Falls	Hood	Navarro	Walker
Freestone	Jasper	Orange	Williamson
			Wood

Councils of Government

Alamo Area Council of Governments
Brazos Valley Council of Governments
Concho Valley Council of Governments
East Texas Council of Governments
Heart of Texas Council of Governments
Permian Basin Regional Planning Commission
South East Texas Regional Planning Commission



SAMPLE OF FIRM'S PRIOR AUDITING AND TECHNICAL ASSISTANCE EXPERIENCE

Below is a sample of single audits with federal reporting compliance requirements similar to Texas Southmost College. Please feel free to contact any of the below mentioned references as you so desire.

<u>Clients</u>	<u>Scope of Work</u>	<u>Date</u>	<u>Name/Address/Telephone</u>
Brownsville ISD	Audit	Fiscal Years 2002 – 2009	Robert M. Ruiz Brownsville, Texas 956/ 764-5409 <i>548-8311</i>
College Station ISD	Audit	Fiscal Years 1992 – 2009	Mike Ball College Station, Texas 409/764-5409
Point Isabel ISD	Audit	Fiscal Years 1998 – 2009	Henry LeVrier Port Isabel, Texas 956/943-0000
Victoria College	Audit	Fiscal Years 2007 – 2005	Tracey Bergstrom Victoria, Texas 361/582-2565
Education Service Center – Region I	Audit	Fiscal Years 1996 – 2009	Frances Guzman Edinburg, Texas 956/ 984-6000

PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2010 FINANCIAL STATEMENTS

	Hours	Hourly Rates	
Partner	25	\$ 140	\$ 3,500
Senior Auditor	120	80	9,600
Staff Auditor	260	65	16,900
Maximum, all-inclusive price for the fiscal year 2010 audit			\$ 30,000

Estimated Fees					
	Audit	TSC Foundation	Compliance	Total	
2010 Fiscal Year	\$ 24,000	\$ 4,400	\$ 1,600	\$ 30,000	
2011 Fiscal Year	24,000	4,400	1,600	30,000	
2012 Fiscal Year	24,000	4,400	1,600	30,000	
2013 Fiscal Year	24,000	4,400	1,600	30,000	
2014 Fiscal Year	24,000	4,400	1,600	30,000	

Our stated fees include all out-of-pocket expenses and will not be exceeded unless significant, new audit, accounting or regulatory requirements are imposed. We would discuss those factors prior to any audit work being performed.

If it should become necessary for the College to request the Auditor to render any additional services to either supplement the services requested in the request for proposals or to perform additional work as a result of the specific recommendations included in any report issued during this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the College and the Firm shall be performed at the same rates set forth below:

Partner	\$140
Senior	80
Staff	65

TASK /ACTIVITY PLAN

TASK /ACTIVITY PLAN

Tentative Audit Schedule

Before November 15, 2010

Audit fieldwork for the audit report will be completed for the College.

By December 10, 2010

Satisfactory delivery of the services specified by the request for qualifications and the engagement letter shall be accomplished.

ATTACHMENTS



EUBANK & BETTS

A Professional Limited Liability Company

CERTIFIED PUBLIC ACCOUNTANTS

3820 I-55 North, Suite 100 (39211) P.O. Box 16090

Jackson, Mississippi 39236-6090

Telephone 601-987-4300 Fax 601-987-4314

E-mail: firm@eubankbetts.com

Website: www.eubankbetts.com

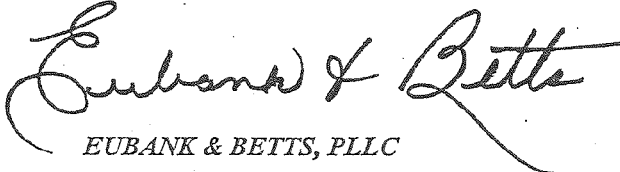
November 15, 2007

*To the Partners of
Pattillo, Brown & Hill, LLP
and the Center for Public Company Audit Firms Peer Review Committee*

We have reviewed the system of quality control for the accounting and auditing practice of **Pattillo, Brown & Hill, LLP** (the firm) applicable to non-SEC issuers in effect for the year ended May 31, 2007. The firm's accounting and auditing practice applicable to SEC issuers was not reviewed by us since the Public Company Accounting Oversight Board (PCAOB) is responsible for inspecting that portion of the firm's accounting and auditing practice in accordance with PCAOB requirements. A system of quality control encompasses the firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of complying with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (the AICPA). The design of the system, and compliance with it, are the responsibilities of the firm. Our responsibility is to express an opinion on the design of the system, and the firm's compliance with that system based on our review.

Our review was conducted in accordance with standards established by the Peer Review Committee of the Center for Public Company Audit Firms and included procedures to plan and perform the review that are summarized in the attached description of the peer review process. Our review would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it since it was based on selective tests. Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice applicable to the non-SEC issuers of **Pattillo, Brown & Hill, LLP**, in effect for the year ended May 31, 2007, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA, and was complied with during the year then ended to provide the firm with reasonable assurance of complying with applicable professional standards.


EUBANK & BETTS, PLLC



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Finance Office	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on external auditor fees for FY2009 audit.	
Rationale/Background: Audit services for fiscal year 2009 performed by Long Chilton were approved at the District's Board of Trustee meeting on April 23, 2009. The District's last request for proposals for audit services issued in 2007 and included an option to extend the contract for two additional years. Fiscal year 2009 was the second extension to this contract for services issued in 2007. The District reported two additional grants, the Texas Workforce Commission Skills Development grant and the U.S. Department of Commerce Economic Development Agency (EDA) grant, in fiscal year 2009 which required additional compliance testing and review. The request for proposals in 2007 references changes to fees and a provision for extraordinary circumstances which warrant detailed services. In addition, our arrangement letter signed and dated July 15, 2009 references unexpected circumstances encountered in the audit. Total fees stated in the contract are \$32,035 however, consideration of additional fees in the amount of \$6,200 for the audit and compliance testing of additional grants has been requested. Staff is recommending payment for the additional services performed.	
Recommended Action: Motion to approve additional fees of \$6,200 for audit services performed for the FY2009 audit.	
Fiscal Implications:	Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A If no, explain:
Attachments (List): Long Chilton Detail Invoice	

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

LONG CHILTON, LLP

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS AND INDIVIDUALS
3125 Central Blvd. Brownsville, TX 78520
Phone (956) 546-1655 Admin. Fax (956) 546-0112 Gen. Fax (956) 546-0377
www.longchilton.com

INVOICE

TEXAS SOUTHWEST
COLLEGE
Received

FEB 05 2010

Received
Partnership Affairs Division

FEB 05 2010

TEXAS SOUTHWEST COLLEGE

Invoice: 7860

80 FORT BROWN

Comptroller's Office

Date: 01/30/2010

Due Date: 03/01/2010

BROWNSVILLE, TX 78520

Interim billing for Audit of Financial Statements for Year Ended August 31, 2009.

Additional work performed in connection with the audits of the TWC grant and the EDA grant. Meetings with the UTB auditor and TSC management to ensure the audit was conducted accordance with the State of Texas Single Audit and the grant agreement. Meetings with EDA project supervisor (John Sossi) to determine grant compliance requirements. Meetings with TSC management to review non-compliance issues and other findings related to EDA grant.

1,035.00

6,200.00

Billed Time & Expenses	\$7,235.00
Invoice Total	\$7,235.00

Beginning Balance	\$0.00
Invoices	7,235.00
Receipts	0.00
Adjustments	0.00

Amount Due \$7,235.00

<u>01/30/2010</u>	<u>01/02/2010</u>	<u>11/28/2009</u>	<u>10/31/2009</u>	<u>09/26/2009+</u>	<u>Total</u>
7,235.00	0.00	0.00	0.00	0.00	\$7,235.00



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Finance Office/Partnership Affairs	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on Budget Amendment for Fiscal Year 2010.	
Rationale/Background: Request for budget amendment #10-004 to adjust expenditures in the General Fund. The budget amendment is necessary to cover expenditures through year end.	
Recommended Action: Motion to approve budget amendment #10-004 for Fiscal Year 2010 as presented.	
Fiscal Implications: Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:	
Attachments (List): Budget Amendment: #10-004 General Fund	

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

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

Department: General Fund
Date: May 17, 2010

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	01.602.113	Finance Office	\$ 425,466		\$ (6,200)	\$ 419,266
2	01.765.119	Auditor Fees	\$ 25,035		\$ 6,200	\$ 31,235
		General Fund Balance	\$ 4,283,150	\$ -	\$ -	\$ 4,283,150

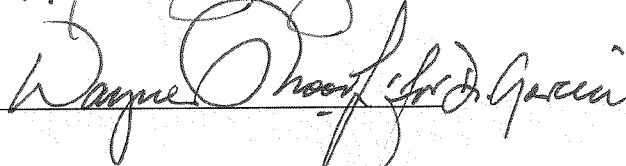
Reasons for Amendments:

- 1 To transfer \$6,200 for FY09 Audit Fees
- 2 To adjust for Audit Fees for FY09

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

#10-004



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: TSC District Office	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on Canvassing the results of the Texas Southmost College District Election.	
Rationale/Background: The TSC Board of Trustees held an election for Place 3, 4 and 5 on May 8, 2010. The unofficial Canvass of that election is attached.	
Recommended Action: Motion to approve the Canvassing the results of the Texas Southmost College District Election as presented.	
Fiscal Implications: Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If no, explain:	
Attachments (list): -Results for Canvassing	

FOR OFFICE USE ONLY:

Board Action: Approved: Yes No N/A Tabled for action on: _____

Certified by: _____ **Title:** _____ **Date:** _____



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: TSC District Office	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on Order Declaring results of the Texas Southmost College District Election.	
Rationale/Background: On May 8, 2010 an election was held for place 3, 4 and 5 on the TSC Board of Trustees. The Order Declaring the results of the election is in your packet.	
Recommended Action: Motion to approve the Order Declaring Results of the Texas Southmost College District Election.	
Fiscal Implications: Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If no, explain:	
Attachments (list): - Order Declaring Results of Texas Southmost College District Election	

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

ORDER DECLARING RESULTS OF TEXAS SOUTHMOST COLLEGE DISTRICT ELECTION

THE STATE OF TEXAS §

COUNTY OF CAMERON §

On this the 17th day of May, 2010, the Board of Trustees of Texas Southmost College District convened in regular session open to the public, with the following members to wit:

David Oliveira, Chair	René Torres
Eduardo Campirano, Vice Chair	Chester Gonzalez
Roberto Robles, M.D., Secretary	Rosemary Breedlove
Adela G. Garza	

constituting a quorum; among other proceedings had by said Board of Trustees was the following:

There came on to be considered the returns of an election held on the 8th day of May, 2010, for the purpose of electing three members to the Board of Trustees and said returns of said election having been duly canvassed by the Board of Trustees and each of the candidates in said election received the following votes to wit:

NAME OF CANDIDATE	TOTAL VOTES RECORDED	PLACE
Robert Lopez	2,977	3
Robert A. Lozano	3,028	3
Eduardo Roberto Rodriguez	2,604	4
Trey Mendez	3,569	4
Francisco Kiko Rendon	2,566	5
Rene Coronado	1,013	5
Rosemary Breedlove	2,684	5

It Is, Therefore, Found and Declared and So Ordered by the Board of Trustees of Texas Southmost College District that the above Trustee Election was duly called, that notice of said election was duly posted and that said election was held in accordance with law; that at said election **Robert A. Lozano, Place 3 and Trey Mendez, Place 4** were duly elected to the Board of Trustees of said Texas Southmost College District subject to taking their oaths. According to the election results, **Francisco Kiko Rendon and Rosemary Breedlove must engage in a Run-off Election for Place 5** scheduled for June 12, 2010

Passed, Approved and Adopted this 17th day of May, 2010.

David G. Oliveira, Chair
Texas Southmost College District

Roberto Robles, M.D., Secretary
Texas Southmost College District



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: TSC District Office	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on Notice and Order of Runoff Election	
Rationale/Background: As per the Election Code, political Subdivisions are required to publish a Notice and Order for the June 12, 2010 Run-off election. The notice and order includes the type and date of election; the location of each polling place; hours the polls are open; location of each early voting place; dates and hours for early voting; and the early voting clerk's mailing address. As per the Election Contract with the Cameron County Elections Administrator, the notice and order proposes 38 polling places for Runoff Election Day and 7 early voting sites. The number and locations are the same as the regular election. The notice and order will be published as soon as possible in the Brownsville Herald, Los Fresnos News, Port Isabel – South Padre Island Press, and the San Benito News. The notice will be published in English and Spanish as required by law.	
Recommended Action: Motion to approve the Notice and Order of Runoff Election as presented.	
Fiscal Implications: Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If no, explain:	
Attachments (list): - Notice and Order of Runoff Election	

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

NOTICE AND ORDER OF RUN-OFF ELECTION

NOTICE OF ELECTION TEXAS SOUTHMOST COLLEGE DISTRICT CAMERON COUNTY, TEXAS

To the voters of the Texas Southmost College District of Cameron County, Texas:

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m. on June 12, 2010, for voting in a run-off election to elect:

ONE (1) TSC DISTRICT TRUSTEES Place 5 for 6 year term

This order is given under and by virtue of an Order for said election made and entered by Texas Southmost College District on the 17th day of May 2010, copy of which is incorporated and made part of this notice.

ORDER OF ELECTION TEXAS SOUTHMOST COLLEGE

An election is hereby ordered to be held on June 12, 2010, for the purpose of:

ELECTING ONE (1) TSC DISTRICT TRUSTEES Place 5 for 6 year term

and

It is further ordered and directed that the following are named as polling places as hereinafter set out, and that the District be and is divided into Election Precincts as hereinafter set out:

PRECINCT	ADDRESS	PRECINCT	ADDRESS
1, 83	Garriga Elementary School 600 Washington Port Isabel, Texas	Pt. 2 and 2a	Las Yescas Elementary School 23413 FM 803 Las Yescas, Texas
3, Pt. 50, 65, 66	Los Fresnos Community Center 204 Brazil Los Fresnos, Texas	Pt. 4	Villarreal Elementary School 7700 E. Lakeside Olmito, Texas
5	Victoria Heights Elementary School 2801 E. 13th Street Brownsville, Texas	6	Brownsville Learning Academy 1351 E. Polk St. Brownsville, Texas
7, 9	UTB/TSC Mary Rose Cardenas Hall South 80 Fort Brown Brownsville, Texas	8	Resaca Elementary School 901 E. Filmore St. Brownsville, Texas
10, 69	Cromack Elementary School 3200 E. 30th St. Brownsville, Texas	11	Skinner Elementary School 411 W. St. Charles St. Brownsville, Texas
12	Russell Elementary School 800 Lakeside Brownsville, Texas	13	First Presbyterian Church 435 Palm Blvd. Brownsville, Texas
14, 82	El Jardin Elementary School 6911 Boca Chica Blvd Brownsville, Texas	15	R. L. Martin Elementary School 1701 Stanford Avenue Brownsville, Texas
Pt. 16, Pt. 17	Villa Nueva Elementary School 7455 Old Military Rd. Brownsville, Texas	37	J. T. Canales Elementary School 1811 E. International Blvd. Brownsville, Texas
38	Sharp Elementary School 1439 Palm Blvd. Brownsville, Texas	45	Faulk Middle School 2000 Roosevelt St. Brownsville, Texas
46	Gonzalez Elementary School 4350 Coffeepport Rd. Brownsville, Texas	47, 49	Stell Middle School 1105 Los Ebanos Blvd. Brownsville, Texas
48	Yturria Elementary School 2955 W. Tandy Rd. Brownsville, Texas	52	South Padre Island City Hall 4601 Padre Blvd. South Padre Island, Texas
53	Palm Grove Elementary School 7942 Southmost Road Brownsville, Texas	54	Burns Elementary School 1974 Alton Gloor Blvd. Brownsville, Texas
59	Port Isabel High School 18001 Highway 100 Laguna Heights, Texas	60	Morningside Elementary School 1025 Morningside Rd. Brownsville, Texas
61, 72	Hudson Elementary School 2920 FM 802 Brownsville, Texas	62, 62A	James Pace High School 314 W. Los Ebanos Blvd. Brownsville, Texas

63	Oliveira Middle School 444 Land O' Lakes Dr. Brownsville, Texas	67	Laguna Vista City Hall 122 Fernandez St. Laguna Vista, Texas
68, 86	Rivera High School 6955 FM 802 Brownsville, Texas	70	Christ the King Catholic Church 2255 Southmost Rd. Brownsville, Texas
71	Perkins Middle School 4750 Austin Rd. Brownsville, Texas	73	Brownsville Country Club Golf Center 1800 W. San Marcelo Blvd. Brownsville, Texas
74	Cameron Park (El Centro Cultural) 2100 Gregory Ave. Brownsville, Texas	75	Garden Park Elementary 855 Military Hwy. Brownsville, Texas
76	Hanna High School 2615 Price Rd. Brownsville, Texas	77	Garza Elementary School 200 Esperanza Lane Brownsville, Texas

Poll locations are subject to change in accordance with the Texas Education Code §43.061 and as determined by the President of Texas Southmost College or her designee.

Early voting by personal appearance will be conducted at the following dates, times and locations:

**CAMERON COUNTY ELECTIONS DEPARTMENT
954 E. HARRISON ST.
BROWNSVILLE, TEXAS 78520**

**CHRIST THE KING CHURCH
2255 SOUTHMOST ROAD
BROWNSVILLE, TEXAS 78521**

**BROWNSVILLE PUBLIC LIBRARY
2600 CENTRAL BOULEVARD
BROWNSVILLE, TEXAS 78521**

**THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE
MARY ROSE CARDENAS HALL SOUTH (MRCHS)
80 FORT BROWN
BROWNSVILLE, TEXAS 78520**

**BROWNSVILLE NAVIGATION DISTRICT OFFICE
1000 FOUST ROAD
BROWNSVILLE, TEXAS 78521**

**HON. BENNY OCHOA III ANNEX BUILDING
505 HIGHWAY 100
PORT ISABEL, TEXAS 78578**

Tuesday – Friday	June 1 – 4, 2010	8:30 a.m. – 5:30 p.m.
Saturday	June 5, 2010	10:00 a.m. – 2:00 p.m.
Monday – Tuesday	June 7 – 8, 2010	8:30 a.m. – 5:30 p.m.

**LOS FRESNOS COMMUNITY CENTER
204 BRAZIL STREET
LOS FRESNOS, TEXAS 78566**

Tuesday	June 1, 2010	7:00 a.m. – 7:00 p.m.
Wednesday – Friday	June 2 – June 4, 2010	8:00 a.m. – 5:00 p.m.
Saturday	June 5, 2010	11:00 a.m. – 5:00 p.m.
Monday	June 7, 2010	8:00 a.m. – 5:00 p.m.
Tuesday	June 8, 2010	7:00 a.m. – 7:00 p.m.

Poll locations are subject to change in accordance with the Texas Education Code §43.061 and as determined by the President of Texas Southmost College or her designee.

Applications for ballot by mail shall be mailed to:

**ROGELIO ORTIZ
COUNTY ELECTIONS ADMINISTRATOR
954 E. HARRISON ST.
BROWNSVILLE, TX 78520**

Applications for ballot by mail must be received no later than the close of business on June 6, 2010.

Issued this the 17th day of May 2010.

David Oliveira, Chair
Texas Southmost College District Board of Trustees

AVISO Y ORDEN DE ELECCIÓN DE SEGUNDA VOTACIÓN

AVISO DE ELECCIÓN TEXAS SOUTHMOST COLLEGE DISTRICT CAMERON COUNTY, TEXAS

A los votantes registrados del Texas Southmost College District del Condado Cameron de Texas:

Por la presente se notifica que las casillas para votar situadas en la Orden de Elección se abrirán desde las 7:00 a.m. a las 7:00 p.m. el día 12 de junio del 2010, para votar en la Elección de segunda votación de:

UN (1) MIEMBRO DE LA MESA DIRECTIVA DEL TSC DISTRICT Lugar 5 – por un termino de seis (6) años

Este aviso es expedido por una Orden para dicha elección hecha y archivada por el Texas Southmost College District este día 17 de mayo del 2010, cual copia es incorporada y hecha parte de este aviso.

ORDEN DE ELECCIÓN TEXAS SOUTHMOST COLLEGE DISTRICT

Por la presente se convoca a elecciones el día 12 de junio del 2010, con el propósito de:

UN (1) MIEMBRO DE LA MESA DIRECTIVA DEL TSC DISTRICT Lugar 5 – por un termino de seis (6) años

Asimismo se ordena y se dispone que quedan establecidas como casillas electorales los lugares que a continuación se mencionan, y que el Distrito deberá dividirse, y en este acto se divide, en los precintos que a continuación se mencionan:

PRECINTO	DIRECCION	PRECINTO	DIRECCION
1, 83	Garriga Elementary School 600 Washington Port Isabel, Texas	Pt.2 and 2a	Las Yescas Elementary School 23413 FM 803 Las Yescas, Texas
3, Pt. 50, 65, 66	Los Fresnos Community Center 204 Brazil Los Fresnos, Texas	Pt. of 4	Villarreal Elementary School 7700 E. Lakeside Olmito, Texas
5	Victoria Heights Elementary School 2801 E. 13th Street Brownsville, Texas	6	Brownsville Learning Academy 1351 E. Polk St. Brownsville, Texas
7, 9	UTB/TSC Mary Rose Cardenas Hall South 80 Fort Brown Brownsville, Texas	8	Resaca Elementary School 901 E. Filmore St. Brownsville, Texas
10, 69	Cromack Elementary School 3200 E. 30th St. Brownsville, Texas	11	Skinner Elementary School 411 W. St. Charles St. Brownsville, Texas
12	Russell Elementary School 800 Lakeside Brownsville, Texas	13	First Presbyterian Church 435 Palm Blvd. Brownsville, Texas
14, 82	El Jardin Elementary School 6911 Boca Chica Blvd Brownsville, Texas	15	R. L. Martin Elementary School 1701 Stanford St. Brownsville, Texas
Pt. 16, Pt. 17	Villanueva Elementary School 7455 Old Military Hwy. Brownsville, Texas	37	J. T. Canales Elementary School 1811 E. International Blvd. Brownsville, Texas
38	Sharp Elementary School 1439 Palm Blvd. Brownsville, Texas	45	Faulk Middle School 2000 Roosevelt St. Brownsville, Texas
46	Gonzalez Elementary School 4350 Coffeepport Rd. Brownsville, Texas	47, 49	Stell Middle School 1105 Los Ebanos Blvd. Brownsville, Texas
48	Yturria Elementary School 2955 W. Tandy Rd. Brownsville, Texas	52	South Padre Island City Hall 4601 Padre Blvd. South Padre Island, Texas
53	Palm Grove Elementary School 7942 Southmost Road Brownsville, Texas	54	Burns Elementary School 1974 Alton Gloor Blvd. Brownsville, Texas
59	Port Isabel High School 18001 Highway 100 Laguna Heights, Texas	60	Morningside Elementary School 1025 Morningside Rd. Brownsville, Texas

61, 72	Hudson Elementary School 2920 FM 802 Brownsville, Texas	62, 62A	James Pace High School 314 W. Los Ebanos Blvd. Brownsville, Texas
63	Oliveira Middle School 444 Land O' Lakes Dr. Brownsville, Texas	67	Laguna Vista City Hall 122 Fernandez St. Laguna Vista, Texas
68, 86	Rivera High School 6955 FM 802 Brownsville, Texas	70	Christ the King Catholic Church 2255 Southmost Rd. Brownsville, Texas
71	Perkins Middle School 4750 Austin Rd. Brownsville, Texas	73	Brownsville Country Club Golf Center 1800 W. San Marcelo Blvd. Brownsville, Texas
74	Cameron Park (El Centro Cultural) 2100 Gregory Ave. Brownsville, Texas	75	Garden Park Elementary School 855 Military Hwy. Brownsville, Texas
76	Hanna High School 2615 Price Rd. Brownsville, Texas	77	Garza Elementary School 200 Esperanza Lane Brownsville, Texas

Los lugares designados como casillas electorales están sujetos a cambio conforme a lo estipulado en el código §43.061 de la educación de Texas y establecido por la presidenta de Texas Southmost College o su designado(a).

La votación por adelantado en persona se llevará a cabo en:

CAMERON COUNTY ELECTIONS DEPARTMENT
954 E. HARRISON ST.
BROWNSVILLE, TEXAS 78520

CHRIST THE KING CHURCH
2255 SOUTHMOST ROAD
BROWNSVILLE, TEXAS 78521

BROWNSVILLE PUBLIC LIBRARY
2600 CENTRAL BOULEVARD
BROWNSVILLE, TEXAS 78521

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE
MARY ROSE CARDENAS HALL SOUTH (MRCHS)
80 FORT BROWN
BROWNSVILLE, TEXAS 78520

BROWNSVILLE NAVIGATION DISTRICT OFFICE
1000 FOUST ROAD
BROWNSVILLE, TEXAS 78521

HON. BENNY OCHOA III ANNEX BUILDING
505 HIGHWAY 100
PORT ISABEL, TEXAS 78578

martes - viernes	1- 4 de junio del 2010	8:30 a.m. – 5:30 p.m.
sábado	5 de junio del 2010	10:00 a.m. – 2:00 p.m.
lunes – martes	7- 8 de junio del 2010	8:30 a.m. – 5:30 p.m.

LOS FRESNOS COMMUNITY CENTER
204 BRAZIL STREET
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martes	1 de junio del 2010	7:00 a.m. – 7:00 p.m.
miércoles - viernes	2 de junio – 4 de junio del 2010	8:00 a.m. – 5:00 p.m.
sábado	5 de junio del 2010	11:00 a.m. – 5:00 p.m.
lunes	7 de junio del 2010	8:00 a.m. – 5:00 p.m.
martes	8 de junio del 2010	7:00 a.m. – 7:00 p.m.

Los lugares designados como casillas electorales están sujetos a cambio conforme a lo estipulado en el código §43.061 de la educación de Texas y establecido por la presidenta de Texas Southmost College o su designado(a).

Las solicitudes para votar por correo deberán enviarse a:

ROGELIO ORTIZ
COUNTY ELECTIONS ADMINISTRATOR
954 E. HARRISON ST.
BROWNSVILLE, TX 78520

Las solicitudes de boletas para votar por correo deberán recibirse al finalizar las horas de oficina de el 6 de junio del 2010.

Emitida este día 17 de mayo del 2010.



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: TSC District Office	Board Meeting Date: May 17, 2010
Agenda Item: Consideration and possible action on setting date and time for drawing for place on the ballot.	
Rationale/Background: As required by Texas Election Code Chapter 52, Ballot Form, Content, and Preparation, Subchapter A. Preparing the Ballot, the order of a candidate name on a ballot shall be determined by a drawing. The District must set a time and date for the drawing to take place. Staff recommends holding a drawing on May 18 th at 5:30 p.m. at the Gorgas Tower.	
Recommended Action: Motion to set date and time for drawing for Place on the Ballot as presented.	
Fiscal Implications:	Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If no, explain:
Attachments (list): - Notice of Drawing for Place on the Ballot	

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

NOTICE OF DRAWING FOR PLACE ON THE BALLOT

Notice is hereby given of a drawing to determine the order in which the names of candidates are to be printed on the ballot for the election to be held on **June 12, 2010**, in **Texas Southmost College District, Texas**. The drawing will be held at **5:30 p.m.** on **May 18, 2010** at the **Gorgas Tower, UTB/TSC, 80 Fort Brown, Brownsville, Texas**.

Officer Conducting Drawing
Kim Sanchez

AVISO DEL SORTEO PARA EL ORDEN EN LA BOLETA

Por lo presente se da aviso que habrá un sorteo para determinar la orden en que aparecerán los nombres de los candidatos en la boleta para la elección que se celebrará el día **12 de junio del 2010**, en **Texas Southmost College District, Texas**. El sorteo tendrá lugar a las **5:30 p.m.** el día **18 de mayo del 2010**, en **Gorgas Tower, UTB/TSC, 80 Fort Brown, Brownsville, Texas**.

Oficial Manejando el Sorteo
Kim Sanchez