

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**

**Ann Richards Administration Building A, Conference Room A 142**

**Pecan Campus, McAllen, Texas**

**Tuesday, January 16, 2024 @ 5:00 p.m.**

**Agenda**

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

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    - 4) One Ton Dually Diesel Pickup Truck (Award)
    - 5) Printing of Stationery (Award)
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- 13 Policy # 6140 Room Utilization System
- 14 Policy # 6330 Use of College Property/Removal of College Property from College Premises

**Approval of November 14, 2023 Finance, Audit, and Human Resources  
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of November 14, 2023, are presented for Committee approval.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, November 14, 2023 @ 5:00 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, November 14, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr. and Mr. Paul R. Rodriguez via teleconference

Other Trustees Present: Ms. Rose Benavidez

Members absent: Mr. Rene Guajardo

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Dr. Brett Millan, Ms. Lynda Lopez, Mrs. Becky Cavazos, Mr. Billy Langley, Mrs. Myriam Lopez, Dr. Zachary Suarez, Mr. Khalil Abdullah, Mr. Lucio Gonzalez, Mr. Daniel Montez, Mr. Robert Pena, Mr. Javier Villalobos, Mrs. Gardenia Perez, and Mr. Andrew Fish.

**Approval of October 17, 2023 Finance, Audit, and Human Resources  
Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance, Audit, and Human Resources Committee Meeting of October 17, 2023 were approved as written. The motion carried.

**Discussion and Action as Necessary to Amend and Restate the Monte  
Cristo Windpower, LLC (Terra-Gen Development Company, LLC) and  
South Texas College Tax Abatement Agreement**

Purpose and Justification – Administration requested the Committee recommend Board approval to amend and restate the Monte Cristo Windpower, LLC (Terra-Gen Development Company, LLC) and South Texas College tax abatement agreement to reflect a new construction commencement date.

Terra-Gen Development Company, LLC proposed to amend and restate the agreement as follows:

- Terra-Gen Development Company, LLC was originally approved by the Board of Trustees on November 26, 2019, for four (4) windpower projects.
- On May 22, 2023, the College received an updated application for Monte Cristo Windpower, LLC that the project will have two phases, Monte Cristo Phase I Windpower, LLC and Monte Cristo Phase II Windpower, LLC.

The Monte Cristo Phase II Windpower, LLC application follows in the packet as a separate item.

The change to the commencement date (now Phase I) is as follows:

| <b>Project</b>              | <b>Commencement Date</b>                              |  |
|-----------------------------|---|--|
|                             | <b>Current Agreement<br/>Approved on<br/>02/22/22</b> | <b>Proposed Dates<br/>Requested by<br/>Terra-Gen on 05/22/23</b> |
| Monte Cristo Windpower, LLC | June 30, 2023   | July 30, 2024  |

- On November 3, 2023, the College was notified that Terra-Gen Development Company, LLC will fulfill their obligation of the scholarship payment of \$40,000 that was committed on the commencement date of June 30, 2023. Terra-Gen Development Company, LLC has requested to change the scholarship payment from \$40,000 to \$80,000. The first \$40,000 scholarship payment will be issued upon the Board's approval of this amendment, and a second \$40,000 scholarship payment will be issued on the commencement date of this project, July 30, 2024.

Background – Board of Trustees approvals and Terra-Gen requests were as follows:

- On November 26, 2019, the Board of Trustees approved the Terra-Gen Tax Abatement Agreements for the following projects:
  - A. Buenos Aires Windpower, LLC
  - B. Monte Cristo Windpower, LLC
  - C. La Joya Windpower, LLC
  - D. West Willacy Windpower, LLC (Monte Alto)
- The Monte Cristo project commencement date was June 30, 2023.

- On February 25, 2020, the Board of Trustees approved the revisions to the agreements regarding the scholarship's payment dates.
- On November 5, 2021, Terra-Gen requested an amendment for the "Commencement Date" for three (3) of the agreements due to the COVID-19 Pandemic impact on the workforce and material availability, which caused a delay in the approval commencement date.
- On February 22, 2022, the Board of Trustees approved the amendment and restatement of agreements regarding the commencement dates of the projects. Monte Alto Windpower, LLC and Monte Alto Windpower, Phase II, LLC project commencement date was changed from December 31, 2020 to March 31, 2023 due to the impact of the COVID-19 Pandemic.
- On February 22, 2022, The Board of Trustees approved the withdrawal/termination of the Buenos Aires Windpower, LLC project requested by Terra-Gen Development, LLC due to the COVID-19 Pandemic impact on the workforce and material availability, which caused a delay and did not meet the development and construction.

Reviewers – The Agreement was reviewed by Mary G. Elizondo, Vice President of Finance and Administration Services, Myriam Lopez, Comptroller, and Mr. Javier Villalobos, South Texas College Legal Counsel.

Enclosed Documents – The proposed agreement and the revised application were provided in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Robert Peña, President of Texas Energy Consultants, attended the Committee Meeting to address questions.

On November 14, 2023, the Finance, Audit, and Human Resources Committee deferred any action on this item for the full Board of Trustees to meet and deliberate.

No action was taken by the Committee.

### **Discussion and Recommend Action as Necessary on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application**

Purpose and Justification – Administration requested the Committee recommend Board approval of the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company,

LLC), Tax Abatement Application in order for the College to participate in the new Phase II project that was recently added.

Terra-Gen Development Company, LLC, has submitted the application for tax abatements for their wind-powered electric generating facilities in Hidalgo County and South Texas College boundaries in order for the College to participate in the new tax abatement agreement with the windpower renewable energy company.

The application for Phase II for the Monte Alto Windpower, LLC was submitted by Terra-Gen with the following specs:

- Project will begin construction no later than the 3<sup>rd</sup> quarter of 2025, and it is currently anticipated that construction will be completed by the 4<sup>th</sup> quarter of 2026.
- The improvements are expected to have an estimated value of approximately \$223,388,000, although the actual value will be determined by an appraisal from the Hidalgo County Appraisal District. The improvements for Monte Cristo II Windpower, LLC will include:
  - ⇒ Proposed wind power generation facilities, expected to be comprised of 236 megawatts of nameplate capacity located in Hidalgo County.
  - ⇒ Expected to include between 53 to 62 wind turbines ranging from 3.x and 4.x megawatts turbines from a tier 1 manufacturer, although the exact number may vary substantially depending on factors such as the type and size of turbines used and site wind characteristics.

Background – Board of Trustees approvals are as follows:

- On February 22, 2022, adopted the current guidelines and criteria, and the resolution electing to participate in Tax Abatement Agreements, as established in the Property Tax Code Chapter 312 authorizing a taxing unit to enter into a tax abatement agreement. The College's Guidelines and Criteria for Granting Tax Abatements are effective for a two-year period from the adoption date. The current guidelines are valid until February 21, 2024. The current New Capital Investment minimum threshold is \$200 million.
- On November 26, 2019, the Terra-Gen Development Tax Abatement project, Monte Cristo Windpower, LLC tax abatement, was approved. The tax abatement agreement with Monte Cristo included the following:
  - ⇒ A 50% tax abatement of taxes with an estimated total project value of \$223,388,000
  - ⇒ A scholarship payment in the amount of \$40,000
  - ⇒ Annual Payments in Lieu of Taxes in the amount of \$10,000 for ten (10) years for each project.



Subsequent to the approval of the applications for the proposed tax abatement for the Terra-Gen Development Company, LLC Monte Cristo Phase II Windpower, LLC project, staff will obtain additional information such as the tax abatement agreements and tax abatement resolutions for Board of Trustees approval within the following months.

Robert Pena, Local Developer/Consultant – President of Texas Energy, attended the Committee meeting to discuss their proposal and answer any questions.

Reviewers – Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Mr. Javier Villalobos, South Texas College's Legal Counsel, have reviewed this item and attended the Committee meeting to address any questions.

Enclosed Documents – The application for Phase II was provided in the packet for the Committee's information and review.

On November 14, 2023, the Finance, Audit, and Human Resources Committee deferred any action on this item for the full Board of Trustees to meet and deliberate. The trustees attending the meeting requested an abatement schedule for the proposed new agreement, which would help clarify the requested Board action.

No action was taken by the Committee.

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

Purpose and Justification – Administration requested the Committee recommend Board approval of the following award of proposals, purchases, and renewals.

The Director of Purchasing reviewed each item, including the procurement procedures and evaluation of all responses, and recommended approval as follows:

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the award of proposals, purchases, and renewals at a total cost of \$1,766,537.85, as listed below:

### **A. Award of Proposals**

- 1) **Ambulance Cots and Stair Chairs (Award) – Grant Funded:** award the proposal for ambulance cots and stair chairs to **Bound Tree Medical, LLC**. (Dublin, OH), at a total amount of \$40,349.91;
- 2) **Equipment Rental Services (Award):** award the proposal for equipment rental services for the period beginning December 1, 2023 through November 30, 2024

with two one-year options to renew, at an estimated total amount of \$80,000.00, which is based on prior year expenditures. The vendors are as follows:

|  |   |
|--|---|
| <b>Backstage Productions, LLC.</b> (McAllen, TX)         | <b>Hawk Disposal Services, LLC.</b> (McAllen, TX) (New) |
| <b>Party With Us RGV, LLC.</b> (Pharr, TX) (New)         | <b>Satori Exhibits, LLC.</b> (Pharr, TX)                |
| <b>Texas First Rentals, LLC.</b> (San Antonio, TX) (New) |   |

- 3) **Graduation Regalia (Award):** award the proposal for graduation regalia to **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2024 through December 31, 2024 with two one-year options to renew, at an estimated total amount of \$98,900.00, which is based on prior year expenditures;
- 4) **Signs, Banners, and Related Products (Award):** award the proposal for signs, banners, and related products for the period beginning February 1, 2024 through January 31, 2025 with two one-year options to renew, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

|  |  |
|--|--|
| <b>Brand Boosters, Co., LLC.</b> (McAllen, TX) (New) | <b>FedEx Office and Print Services, Inc.</b> (Plano, TX)           |
| <b>Gateway Printing</b> (Edinburg, TX)               | <b>Huntington Sky Production, Ltd./dba Fastsigns</b> (McAllen, TX) |
| <b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)       | <b>Promo Universal, LLC.</b> (Corpus Christi, TX)                  |
| <b>Rescue Sign, Co.</b> (Edinburg, TX) (New)         | <b>Slate Group</b> (Lubbock, TX)                                   |
| <b>UBEO, LLC./dba Copy Zone, Ltd.</b> (McAllen, TX)  |  |

- 5) **Vehicle Maintenance and Repair Services – II (Award):** award the proposal for vehicle maintenance and repair services – II for the period beginning December 1, 2023 through November 30, 2024 with two one-year options to renew, at an estimated total amount of \$55,000.00, which is based on prior year expenditures. The vendors are as follows:

|  |  |
|--|--|
| <b>Quick Quack Car Wash Holdings, LLC.</b> (McAllen, TX) (New) | <b>McAllen Quick Lube, Inc./ dba RGV Tire Pros/ dba Valvoline Express Care</b> (McAllen, TX) (New) |
|--|--|

**B. Purchases and Renewals (B-a. Instructional Items)**

- 6) **Instructional Equipment (Purchase) – Grand Funded:** purchase instructional equipment from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Houston, TX),

The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$62,460.00;

- 7) **Laser System (Purchase) – Grand Funded:** purchase a laser system from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$59,999.00;
- 8) **Case Management Services (Renewal):** renew the case management services contract with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at an estimated total amount of \$81,000.00;
- 9) **Graduation Facility Agreement (Purchase/Lease):** purchase/lease of a graduation facility with the **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, beginning May 2, 2024 through May 4, 2024, at an estimated total amount of \$65,000.00;

**B. Purchases and Renewals (B-b. Non-Instructional Items)**

- 10) **Furniture (Purchase):** purchase furniture from OMNIA Partner, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, an estimated total amount of \$86,377.75.

| #               | Vendor  | Amount      |
|-----------------|---|-------------|
| A               | <b>Datum Storage Solutions, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX) | \$5,616.96  |
| B               | <b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)             | \$11,223.68 |
| C               | <b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)  | \$7,565.00  |
| D               | <b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)    | \$26,907.26 |
| E               | <b>National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)   | \$21,432.90 |
| F               | <b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)                | \$13,631.95 |
| Furniture Total |   | \$86,377.75 |

- 11) **Campus Dining and Food Truck Services – II (Renewal):** renew the campus dining and food truck services – II contract with **All Affairs and Occasions** (Elsa, TX), for the period beginning February 1, 2024 through January 31, 2025, with a 0% commission;

**B. Purchases and Renewals (B-c. Technology Items)**

- 12) **Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets as follows:

| Vendor  | Purchasing Cooperative                                   | Amount       |
|---|--|--------------|
| <b>Dell Marketing, LP.</b><br>(Dallas, TX)              | State of Texas Department of Information Resources (DIR) | \$316,474.11 |
| <b>Apple, Inc.</b> (Dallas, TX)                         | Choice Partners Cooperative                              | \$12,379.00  |
| <b>B&amp;H Foto &amp; Electronics</b><br>(New York, NY) | E&I Cooperative Services                                 | \$3,430.72   |
|   | Total Amount   | \$332,283.83 |

- 13) Server Hardware Equipment, Software, and Support (Purchase) – Grant Funded:** Purchase server hardware equipment, software, and support from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$737,845.74;
- 14) Backup Data Storage Hardware Maintenance Agreement (Renewal):** renew the backup data storage hardware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$17,321.62.

The motion carried.

## Review and Recommend Action on 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties

Purpose and Justification – Administration requested the Committee recommend Board approval on the 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code.

Background - The 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, have entered in the appraisal roll the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$88,386,739.25.

The tax rolls for Tax Years 2022 and 2023 are as follows:

| <b>Tax Year</b>     | <b>Hidalgo County</b> | <b>Starr County</b> | <b>Total</b>    |
|---------------------|-----------------------|---------------------|-----------------|
| 2023                | \$83,552,787.83       | \$4,833,955.92      | \$88,386,743.75 |
| 2022                | 75,735,088.72         | 4,515,974.35        | 80,251,063.07   |
| Increase/(Decrease) | \$ 7,817,699.11       | \$ 317,981.57       | \$ 8,135,680.68 |

Enclosed Documents - The 2023 Tax Roll Totals documents from each county were provided in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, attended the Committee Meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, as presented. The motion carried.

### **Review and Recommend Action on Annual Investment Report for FY 2022 – 2023**

Purpose and Justification – Administration requested the Committee recommend Board approval of the Annual Investment Report for FY 2022 - 2023.

The State Auditor's Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by the General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College's Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually, and the result of the review is to be reported to the Board of Trustees.

Background - The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College's Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The report prepared for the State Auditor's Office was provided in the packet for the Committee's information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee Meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the Annual Investment Report for FY 2022 – 2023, as presented. The motion carried.

### **Review and Recommend Action on Resolution 2024-007 Authorizing Investment Brokers/Dealers**

Purpose and Justification – Administration requested the Committee recommend Board approval on Resolution 2024-007 Authorizing Investment Brokers/Dealers to update the list.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve annually any broker and dealer firms that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall, at least annually, review, revise, and adopt a list of qualified Investment Brokers/Dealers.

The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on October 18, 2022, as amended. A list of brokers/dealers, without the Banks/Investment Pools previously approved and not required to be approved annually, was included in Exhibit “A”.

The recommended changes were as follows:

|   | Section                             | From            | To  |
|---|-------------------------------------|-----------------|---|
| 1 | List of Authorized Brokers/Dealers: | Duncan Williams | SouthState DuncanWilliams<br>(name change)  |
| 2 | List of Authorized Brokers/Dealers: | N/A             | Add - PNC Financial<br>Services Group (new) |

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on October 18, 2022, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has confirmed the changes.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College’s legal counsel.

Enclosed Documents – The revised Resolution was included in the packet for the Committee's information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of Resolution 2024-007 Authorizing Investment Brokers/Dealers as presented, and which superseded any previously adopted Board Resolution. The motion carried.

### **Review and Recommend Action to Adopt New Local Policy DEAA - Compensation and Benefits: Incentives and Stipends**

Purpose and Justification – Administration requested the Committee recommend Board approval of Local Policy DEAA - Compensation and Benefits: Incentives and Stipends to align with the Texas Association of School Boards (TASB) policy manual.

The adoption of the policy would ensure the College has provisions to manage the pay schedule of stipends and compensate exempt personnel for supplemental duties they are assigned.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies were reviewed, retired, and transitioned into the TASB formatted policies. TASB provided a comprehensive, current, and legally sound Policy Manual.

On October 31, 2023, the Policy was presented to the Board of Trustees. At this meeting, Dr. Alejo Salinas, Jr. recommended that the policy be revised to provide better clarity. The Board took no action, and administration agreed to provide a clarifying revision.

Reviewers – The new policy was reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new policy was included in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, attended the Committee Meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to Adopt New Local Policy DEAA - Compensation

and Benefits: Incentives and Stipends as presented, and which superseded any previously adopted Board Policy. The motion carried.

### **Review and Recommend Acceptance of Internal Audit Report in the Area of Financial Aid Federal Awards**

Purpose and Justification – Administration requested the Committee recommend Board acceptance of the Internal Audit Report in the Area of Financial Aid Federal Awards after discussion of the procedures, finding, and recommendation conducted by Mr. Khalil Abdullah, Chief Internal Auditor.

Background - Policy #5460: Internal Audit Function, states that it is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

The Financial Aid Federal Awards audit was included in the FY 2024 Audit Plan and encompassed a review of the Financial Aid Office's Procedures Manual, and criteria from the Federal Student Aid Handbook Volume 1 – 4.

Enclosed Documents – The Internal Audit Report was included in the packet for the Committee's information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Chief Internal Auditor, attended the Committee meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board acceptance of the Internal Audit Report in the Area of Financial Aid Federal Awards as presented. The motion carried.

### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 5:50 p.m.

I certify that the foregoing are the true and correct Minutes of the November 14, 2023 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr., Presiding



### **Presentation on Status of Fiscal Year 2023 Financial Audit**

Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC will review the results of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2023 and 2022 with the Committee and will respond to any questions the Committee members may have on the audit.

Included under separate cover is a draft of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2023 and 2022.

The final Fiscal Year 2023 Financial Audit will be presented at the January 30, 2024, Board Meeting for review as required by Policy #5330: Budget and Financial Reporting.

No action is required from the Committee. This item is presented for information and feedback to staff.

## **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, Interlocal Agreement, and Contract Modification**

Purpose and Justification – Administration requests the Committee recommend Board approval of the following award of proposals, purchases, renewals, interlocal agreement, and contract modification.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

### **A. Award of Proposals**

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

Award the proposal for audio visual equipment to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$31,824.29.

Purpose and Justification – Educational Technologies is requesting to purchase audio visual equipment to upgrade various classrooms, including a proof of concept room, and a cyber-lounge at the Pecan campus. This upgrade will improve faculty instruction and student success by enabling expanded use and testing/piloting of podiums, displays, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only the replacement of outdated audio visual equipment.

The following is a list of the Pecan Campus rooms being upgraded:

| # | Buildings and Room Numbers  |
|---|---|
| 1 | South Academic Building J Room 1.702 (Cyber Lounge)   |
| 2 | Social Sciences Building T Room 2.504 (Proof of Concept Room)                                       |
| 3 | Information Technology Building M Rooms 134, 139, 152, and 156 (Classroom Audio Visual Accessories) |

The audio visual equipment for upgrades will provide state-of-the-art resources that will enhance learning experiences for students, faculty, staff, and the community. The purchase of the document cameras, displays, switchers, cables, and hardware is needed to update or replace outdated/obsolete equipment that will provide better services to our faculty, staff, students, and the community by enhancing communication, collaboration, and knowledge sharing across all environments.

Background – The project timeline and information are as follows:

|                         |  |
|-------------------------|--|
| Advertised RFP          | November 29, 2023 and December 6, 2023 |
| RFP Responses Due       | December 14, 2023                      |
| RFP Issued To           | Nineteen (19) Vendors                  |
| Responses Received From | Two (2) Vendors                        |

|                       |   |
|-----------------------|---|
| Responses Reviewed By | Educational Technologies, Information Technology, and the Purchasing Department |
| Highest Ranked Vendor | Audio Visual Aids   |

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2023 – 2024.

## 2) Audio Visual Equipment and Installation (Award)

Award the proposal for audio visual equipment and installation to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$242,403.99.

Purpose and Justification - Educational Technologies is requesting to purchase audio visual equipment and installation for standard classroom upgrades as year one of a three-year plan for the active learning classroom located at the Starr County, Mid Valley, Nursing and Allied Health, and Pecan campuses.

This upgrade will improve faculty instruction and student success by enabling the expanded use of podiums, displays, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only the replacement of outdated audio visual equipment.

The following is a list of the classrooms being upgraded:

| # | Campus                    | Standard Classrooms                        |
|---|---------------------------|--|
| 1 | Pecan                     | Information Technology Building M Room 146 |
| 2 | Starr County              | North Academic Building C Room 319         |
| 3 | Starr County              | Workforce Center Building D Room 132       |
|   |                           | <b>Active Learning Classrooms</b>          |
| 4 | Pecan                     | Business and Science Building G Room 101   |
| 5 | Pecan                     | Social Sciences Building T Room 1.506      |
| 6 | Mid Valley                | North Academic Building G Room 121         |
| 7 | Nursing and Allied Health | East Building A Room 3.422                 |
| 8 | Starr County              | South Academic Building E Room 1.204       |

The audio visual equipment for upgrades will provide state-of-the-art resources that will enhance (enrich, elevate) learning experiences for students, faculty, staff, and the community. The purchase of the document cameras, displays, switchers, cables, and hardware is needed to update or replace outdated/obsolete equipment that will provide better services to our faculty, staff, and the community by enhancing communication, collaboration, and knowledge sharing across all environments.

Background – The project timeline and information are as follows:

|                   |  |
|-------------------|--|
| Advertised RFP    | November 29, 2023 and December 6, 2023 |
| RFP Responses Due | December 14, 2023                      |

|                         |   |
|-------------------------|---|
| RFP Issued To           | Nineteen (19) Vendors   |
| Responses Received From | Two (2) Vendors   |
| Responses Reviewed By   | Educational Technologies, Information Technology, and the Purchasing Department |
| Highest Ranked Vendor   | Audio Visual Aids   |

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2023 – 2024.

### 3) Carpet and Flooring Services (Award)

Award the proposal for carpet and flooring services to **Diaz Floors & Interiors, Inc.** (Pharr, TX) and **Ontiveros Floor Covering, LLC.** (Alamo, TX), for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year options to renew, at an estimated total amount of \$100,000.00.

Purpose and Justification – Facilities Operations and Maintenance is requesting carpet and flooring services to complete new and replacement requests throughout the College district as needed. These services are necessary due to space modification projects, renovation projects or replacement of carpet that is worn due to high traffic areas.

When services are needed for a specific project, the selected vendors will be required to provide quotes depending on the type of carpet and flooring services needed. The vendor providing the best offer will be determined based on the price proposal, their service timeline, and product availability.

Background – The project timeline and information are as follows:

|                         |  |
|-------------------------|--|
| Advertised RFP          | October 25, 2023 and November 1, 2023  |
| RFP Responses Due       | November 9, 2023   |
| RFP Issued To           | Ten (10) Vendors   |
| Responses Received From | Two (2) Vendors  |
| Responses Reviewed By   | Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department |

Funds for this expenditure are budgeted in the Renewals and Replacements and Facilities Maintenance budgets for FY 2023 – 2024.

### 4) One Ton Dually Diesel Pickup Truck (Award)

Award the proposal for a one ton dually diesel pickup truck to **Sames McAllen Ford** (McAllen, TX), at a total amount of \$64,000.00.

Purpose and Justification – The Regional Center for Public Safety Excellence is requesting the purchase of a one ton dually diesel pickup truck. This truck will be used for the transportation of the center’s utility trailers transporting various fire training props and equipment. It will also be used by the programs housed at the center that include

professional continuing education, law enforcement, and fire science onsite and offsite college events throughout the district.

Background – The project timeline and information are as follows:

|                         |  |
|-------------------------|--|
| Advertised RFP          | December 6, 2023 and December 13, 2023               |
| RFP Responses Due       | January 9, 2024                                      |
| RFP Issued To           | Eight (8) Vendors                                    |
| Responses Received From | Four (4) Vendors                                     |
| Responses Reviewed By   | Public Safety Programs and the Purchasing Department |
| Highest Ranked Vendor   | Sames McAllen Ford                                   |

Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2023 – 2024.

#### 5) Printing of Stationery (Award)

Award the proposal for printing of stationery for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year options to renew, at an estimated total amount of \$125,000.00. The vendors are as follows:

|           |  |
|-----------|--|
| Primary   | <b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX) |
| Secondary | <b>Slate Group</b> (Lubbock, TX)               |

The Secondary vendor will be used in cases where the Primary vendor is not able to provide the services.

Purpose and Justification – Public Relations and Marketing is requesting the printing of stationery for all South Texas College administration, instructional programs, and support services, as well as business cards for faculty and staff, as needed. These items are necessary for the day-to-day internal and external communications of the College.

Background – The project timeline and information are as follows:

|                         |   |
|-------------------------|---|
| Advertised RFP          | November 29, 2023 and December 6, 2023  |
| RFP Responses Due       | December 14, 2023   |
| RFP Issued To           | Nine (9) Vendors  |
| Responses Received From | Three (3) Vendors,<br>One (1) vendor submitted an incomplete proposal, therefore not evaluated. |
| Responses Reviewed By   | Public Relations and Marketing and the Purchasing Department                                    |

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2023 – 2024.

## **B. Purchases and Renewals (B-a. Instructional Items)**

### **6) Comprehensive Online Database Subscription (Purchase)**

Purchase a comprehensive online database subscription from **GlobalData Publications, Inc.** (New York, NY), a sole source vendor, for the period beginning October 1, 2023 through September 30, 2028, at a total amount of \$76,363.50. The annual payments are as follows:

| <b>Year</b> | <b>Description/Period</b>                             | <b>Amount</b> |
|-------------|---|---------------|
| 1           | Academic License Web Subscription / 10/1/23 – 9/30/24 | \$15,000.00   |
| 2           | Academic License Web Subscription / 10/1/24 – 9/30/25 | \$15,000.00   |
| 3           | Academic License Web Subscription / 10/1/25 – 9/30/26 | \$15,000.00   |
| 4           | Academic License Web Subscription / 10/1/26 – 9/30/27 | \$15,450.00   |
| 5           | Academic License Web Subscription / 10/1/27 – 9/30/28 | \$15,913.50   |

Purpose and Justification – Library Services is requesting to purchase a comprehensive online database subscription to support the business administration, design and architecture, healthcare, medicine, arts, and engineering program courses. The subscription includes over 800,000 company profiles, industry research for 22 sectors, macroeconomic data for over 200 countries, news, social media analytics, job analytics, company filing analytics, product launch analytics, and webinars.

Funds for this expenditure are budgeted in the Library Services budget for FY 2023 – 2024, FY 2024 – 2025, FY 2025 – 2026, FY 2026 – 2027, FY 2027 - 2028, pending Board approval of the budget.

### **7) Online Prep Study Guides and Questions (Purchase) – Grant Funded**

Purchase online prep study guides and questions from **UWorld, LLC.** (Coppell, TX) (New), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$70,000.00.

Purpose and Justification – The Division of Nursing and Allied Health is requesting to purchase online prep study guides and questions for students in the Vocational Nursing and Associate Degree Nursing programs. These online prep study guides and questions prepare the capstone students to pass the National Council Licensure Examination (NCLEX) on their first attempt.

Funds for this expenditure are budgeted in the Nursing Shortage Reduction Program grant budget for FY 2023 – 2024.

## **B. Purchases and Renewals (B-b. Non – Instructional Items)**

### **8) Investment Advisory Services (Renewal)**

Renew the investment advisory services contract with **Valley View Consulting, LLC.** (Huddleston, VA), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total amount of \$75,000.00.

Purpose and Justification – The Business Office is requesting to renew the investment advisory services that provide the College with professional advice related to investments, yield rate, risks, accuracy and completeness of the College’s investment policy, and other important information on an as-needed basis. The firm will act as a strategic investment planner for the College and develop an investment portfolio plan that is diversified and consistent with the College’s Investment Policy, objectives and guidelines, and Texas State Law.

Background – The Board awarded the contract as follows:

| <b>Term:</b> February 14, 2023 – one year with two (2) one-year annual renewals |                    |                  |                  |
|---|--------------------|------------------|------------------|
| Award   | Board Meeting Date | Original Term    | Renewal Term     |
| Original  | 2/14/23            | 4/1/23 – 3/31/24 |                  |
| 1 <sup>st</sup> Renewal   | 1/30/24            |                  | 4/1/24 – 3/31/25 |

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

Funds for this expenditure are budgeted in the Investment Advisor budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

### 9) Moving Services (Renewal)

Renew the moving services contracts for the period beginning March 1, 2024 through February 29, 2025, at an estimated total amount of \$200,000.00. The vendors are as follows:

- **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)
- **Groves Moving & Storage** (McAllen, TX)

Purpose and Justification – Facilities Planning and Construction and Central Receiving are requesting to renew the moving services for the various moves needed by departments, instructional programs, faculty, and staff. The services will include relocation of furniture, equipment, and other items as needed throughout the College district.

Background – The Board awarded the contract as follows:

| <b>Term:</b> February 22, 2022 – one year with two (2) one-year annual renewals |                    |                  |   |
|---|--------------------|------------------|---|
| Award   | Board Meeting Date | Original Term    | Renewal Term                            |
| Original  | 2/22/22            | 3/1/22 – 2/28/23 |   |
| 1 <sup>st</sup> Renewal   | 1/31/23            |                  | 3/1/23 – 2/29/24                        |
| 2 <sup>nd</sup> Renewal   | 1/30/24            |                  | 3/1/24 – 2/28/25<br><b>Last Renewal</b> |

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

Funds for this expenditure are budgeted in the Facilities Planning and Construction and Central Receiving budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

#### 10) Network Cabling Services for Building Projects (Renewal)

Renew the network cabling services for building projects contracts for the period beginning March 27, 2024 through March 26, 2025, at an estimated total amount of \$443,300.00. The vendors are as follows:

|           |   |
|-----------|---|
| Primary   | <b>Telepro Communications</b> (Mission, TX) |
| Secondary | <b>BridgeNet Communications</b> (Donna, TX) |

Purpose and Justification – Information Technology and Facilities Planning and Construction are requesting to renew the network cabling services for the district-wide building projects as listed below:

| <b>Campus</b>             | <b>Projects</b>  | <b>Amount</b> |
|---------------------------|--|---------------|
| Pecan                     | Cooper Center Performing Arts Dance Expansion / Renovation                   | \$5,000.00    |
| Pecan                     | Business and Science Engineering Lab Renovation                              | \$7,000.00    |
| Pecan                     | Additional Parking Lot 19  | \$1,000.00    |
| Pecan                     | Student Services Building K Renovation                                       | \$10,000.00   |
| Pecan                     | North Academic Accounts Receivable and Grants Accounting Departments         | \$7,000.00    |
| Pecan Plaza               | Building A Renovations (Human Resources)                                     | \$15,000.00   |
| Mid Valley                | Welding Lab Expansion  | \$5,000.00    |
| Mid Valley                | Heating Ventilation Air Conditioning – Refrigeration Lab Expansion           | \$5,000.00    |
| Mid Valley                | Portable Building L2 Expansion   | \$5,000.00    |
| Mid Valley                | Student Union Financial Aid Renovation                                       | \$10,000.00   |
| Nursing and Allied Health | East Building A Radiology Lab Expansion                                      | \$1,000.00    |
| Nursing and Allied Health | East Building A Breakroom  | \$1,000.00    |
| Nursing and Allied Health | System Office Renovation   | \$20,000.00   |
| Starr County              | North Academic Building Heating Ventilation Air Conditioning – Refrigeration | \$5,000.00    |
|                           |  |               |
| <b>Campus</b>             | <b>Renewals and Replacements Projects</b>                                    | <b>Amount</b> |
| Pecan                     | South Academic Building Generator Replacement                                | \$800.00      |
| Pecan                     | Art Building A Analog to Digital Replacement                                 | \$187,000.00  |
| Pecan                     | Cooper Center Analog to Digital Replacement                                  | \$70,500.00   |



| <b>Campus</b>             | <b>Projects</b>   | <b>Amount</b> |
|---------------------------|---|---------------|
| Nursing and Allied Health | East Building A Generator Replacement                     | \$1,500.00    |
| Starr County              | General Academic Building E Analog to Digital Replacement | \$86,500.00   |

Background – The Board awarded the contract as follows:

| <b>Term:</b> February 22, 2022 – one year with two (2) one-year annual renewals |                           |                      |  |
|---|---------------------------|----------------------|--|
| <b>Award</b>  | <b>Board Meeting Date</b> | <b>Original Term</b> | <b>Renewal Term</b>                      |
| Original  | 2/22/22                   | 3/27/22 – 3/26/23    |  |
| 1 <sup>st</sup> Renewal   | 1/31/23                   |                      | 3/27/23 – 3/26/24                        |
| 2 <sup>nd</sup> Renewal   | 1/30/24                   |                      | 3/27/24 – 3/26/25<br><b>Last Renewal</b> |

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

Funds for this expenditure are budgeted in the Unexpended Plant Fund and Renewal and Replacement budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

## **B. Purchases and Renewals (B-c. Technology Items)**

### **11) Internet Services Agreement – Tyler Junior College (Renewal)**

Renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources** (DIR) (Austin, TX), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total monthly amount of \$3,696.00 and an estimated total annual amount of \$44,352.00.

Purpose and Justification – Information Technology is requesting to renew the point-to-point internet services to and from Tyler Junior College (TJC). These services will support the College's assets at the disaster recovery location and the Pecan Campus data center services.

If the Pecan Campus data center becomes inaccessible due to an unforeseen event, such as fire, power outage, or inclement weather, the TJC location will support various services. This connection will provide access to Banner data, backups, and other applications that are critical to providing business continuity and support to students, faculty, and staff.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

**12) Red Hat Licenses Maintenance and Support Agreement (Renewal)**

Renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2024 through February 9, 2025, at a total amount of \$71,746.15.

Purpose and Justification – Information Technology is requesting to renew the College-wide server operating system licenses maintenance and support agreement for one thousand seven hundred ninety-five (1,795) licenses. The servers running on the Red Hat operating system support applications such as Banner and Jagnet that serve students, faculty, and staff district-wide. This support provides critical updates and patches to mitigate security risks, along with support for the servers running the Red Hat software.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2023 – 2024.

**C. Interlocal Agreement**

**13) City Vehicle Usage Interlocal Agreement Extension Ratification (Lease/Rental)**

Ratify the extension of the city vehicle usage interlocal agreement with the **City of McAllen** (McAllen, TX), for the period beginning August 1, 2023 through August 31, 2024, at no cost to the College.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to extend the city vehicle usage interlocal agreement for an additional period for the bus driving training program, which is available to the public.

The interlocal agreement will allow South Texas College to use a city vehicle so students in the two (2) week bus driving program can practice their maneuvers and driving skills in preparation for the skills test to obtain their Class A commercial driver's license, which will include the passenger endorsement. The borrowed bus will eliminate the need for the College to purchase a bus, thus keeping the program cost low. Classes are scheduled to start every month with a maximum enrollment of four (4) students per class.

**D. Contract Modification**

**14) Campus Dining and Food Truck Agreement (Contract Modification)**

Contract modification of the campus dining and food truck agreement with **Laredo Comidas, LLC./ dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2023 through August 31, 2024, with a 0% commission. This modification would include a second operating location at the Starr County Campus Cafeteria.

Purpose and Justification – The services are necessary Monday through Thursday for the faculty, students, and students at the Starr County Campus.

### Recommendation:

It is requested that the Committee recommend for Board approval the award of proposals, purchases, renewals, interlocal agreement, and contract modification at a total cost of \$1,543,989.93, as listed below:

#### A. Award of Proposals

- 1) **Audio Visual Equipment (Award):** award the proposal for audio visual equipment to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$31,824.29;
- 2) **Audio Visual Equipment and Installation (Award):** award the proposal for audio visual equipment and installation to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$242,403.99;
- 3) **Carpet and Flooring Services (Award):** award the proposal for carpet and flooring services to **Diaz Floors & Interiors, Inc.** (Pharr, TX) and **Ontiveros Floor Covering, LLC.** (Alamo, TX), for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year period options to renew, at an estimated total amount of \$100,000.00;
- 4) **One Ton Dually Diesel Pickup Truck (Award):** award the proposal for a one ton dually diesel pickup truck to **Sames McAllen Ford** (McAllen, TX), at a total amount of \$64,000.00;
- 5) **Printing of Stationery (Award):** award the proposal for printing of stationery for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year options to renew, at an estimated total amount of \$125,000.00. The vendors are as follows:

|           |  |
|-----------|--|
| Primary   | <b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX) |
| Secondary | <b>Slate Group</b> (Lubbock, TX)               |

#### B. Purchases and Renewals (B-a. Instructional Items)

- 6) **Comprehensive Online Database Subscription (Purchase):** purchase a comprehensive online database subscription from **GlobalData Publications, Inc.** (New York, NY), a sole source vendor, for the period beginning October 1, 2023 through September 30, 2028, at a total amount of \$76,363.50. The annual payments are as follows:

| Year | Description/Period                                    | Amount      |
|------|---|-------------|
| 1    | Academic License Web Subscription / 10/1/23 – 9/30/24 | \$15,000.00 |
| 2    | Academic License Web Subscription / 10/1/24 – 9/30/25 | \$15,000.00 |
| 3    | Academic License Web Subscription / 10/1/25 – 9/30/26 | \$15,000.00 |
| 4    | Academic License Web Subscription / 10/1/26 – 9/30/27 | \$15,450.00 |
| 5    | Academic License Web Subscription / 10/1/27 – 9/30/28 | \$15,913.50 |

- 7) **Online Prep Study Guides and Questions (Purchase) – Grant Funded:** purchase online prep study guides and questions from **UWorld, LLC.** (Coppell, TX) (New), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$70,000.00;

**B. Purchases and Renewals (B-b. Non-Instructional Items)**

- 8) Investment Advisory Services (Renewal):** renew the investment advisory services contract with **Valley View Consulting, LLC.** (Huddleston, VA), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total amount of \$75,000.00;
- 9) Moving Services (Renewal):** renew the moving services contracts for the period beginning March 1, 2024 through February 29, 2025, at an estimated total amount of \$200,000.00. The vendors are as follows:
- **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)
  - **Groves Moving & Storage** (McAllen, TX)
- 10) Network Cabling Services for Building Projects (Renewal):** renew the network cabling services for building projects for the period beginning March 27, 2024 through March 26, 2025, at an estimated total amount of \$443,300.00. The vendors are as follows:

|           |   |
|-----------|---|
| Primary   | <b>Telepro Communications</b> (Mission, TX) |
| Secondary | <b>BridgeNet Communications</b> (Donna, TX) |

**B. Purchases and Renewals (B-c. Technology Items)**

- 11) Internet Services Agreement – Tyler Junior College (Renewal):** renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total monthly amount of \$3,696.00 and estimated total annual amount of \$44,352.00;
- 12) Red Hat Licenses Maintenance and Support Agreement (Renewal):** renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Resources (DIR) approved vendor, for the period beginning February 10, 2024 through February 9, 2025, at a total amount of \$71,746.15;

**C. Interlocal Agreement**

- 13) City Vehicle Usage Interlocal Agreement Extension Ratification (Lease/Rental):** ratify the extension of the city vehicle usage interlocal agreement with the **City of McAllen** (McAllen, TX), for the period beginning August 1, 2023 through August 31, 2024, at no cost to the College;

**D. Contract Modification**

- 14) Campus Dining and Food Truck Agreement (Contract Modification):** contract modification of the campus dining and food truck agreement with **Laredo Comidas, LLC./ dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2023 through August 31, 2024, with a 0% commission. This modification would include a second operating location at the Starr County Campus Cafeteria.

**SOUTH TEXAS COLLEGE**  
**1. AUDIO VISUAL EQUIPMENT**  
**PROJECT NO. 23-24-1030**

| NAME                                      |     |   | Audio Visual Aids     |             | R.P. Tellone & Company, Inc./dba AVSANT |             |
|---|-----|---|-----------------------|-------------|---|-------------|
| ADDRESS                                   |     |   | 2903 N Flores St      |             | 1819 Firman Dr Ste 115                  |             |
| CITY/STATE/ZIP                            |     |   | San Antonio, TX 78212 |             | Richardson, TX 75081                    |             |
| PHONE                                     |     |   | 800-422-1282          |             | 844-930-1900                            |             |
| CONTACT                                   |     |   | Ernest Mendez         |             | Patti Rountree                          |             |
| #   | Qty | Description   | Unit Price            | Extension   | Unit Price                              | Extension   |
| Project #1 Pecan-M (4) Classroom Upgrades |     |   |                       |             |   |             |
| 1   | 3   | Da-Lite electric screen - low voltage motor, 133" diagonal, matte white                         | \$ 2,509.00           | \$ 7,527.00 | \$ 2,538.10                             | \$ 7,614.30 |
| 2   | 8   | Extron USBC/6 SuperSpeed 5Gbps USB-C Cable 6FT  | \$ 43.28              | \$ 346.24   | \$ 34.80                                | \$ 278.40   |
| 3   | 4   | Extron USB-C HD 101 USB-C to HDMI Interface   | \$ 367.09             | \$ 1,468.36 | \$ 348.00                               | \$ 1,392.00 |
| 4   | 4   | 15ft Ultra flexible HDMI 4K premium cable   | \$ 87.32              | \$ 349.28   | \$ 74.40                                | \$ 297.60   |
| 5   | 4   | Portable Ladybug document camera  | \$ 479.00             | \$ 1,916.00 | \$ 565.00                               | \$ 2,260.00 |
| 6   | 4   | Furman 15A Power Strip (No Surge Protection), 5 Outlets W/Brac                                  | \$ 65.00              | \$ 260.00   | \$ 55.29                                | \$ 221.16   |
| 7   | 1   | Shipping and Handling   |                       |             | \$ 2,503.17                             | \$ 2,503.17 |
| Project #1 Total Amount Proposed          |     |   | \$ 11,866.88          |             | \$ 14,566.63                            |             |
| Project #2 Pecan J-1.702 Cyber Lounge     |     |   |                       |             |   |             |
| 1   | 1   | 75" 4K Smart Commercial LED Display (Wi-Fi)   | \$ 1,720.00           | \$ 1,720.00 | \$ 2,163.69                             | \$ 2,163.69 |
| 2   | 1   | Extra-Large Fusion® Micro-Adjustable Tilt Wall Mount  | \$ 349.00             | \$ 349.00   | \$ 313.80                               | \$ 313.80   |
| 3   | 1   | Chief Kontour™ K1D Dynamic Desk Clamp Mount, 1 Monitor  | \$ 231.00             | \$ 231.00   | \$ 209.66                               | \$ 209.66   |
| 4   | 1   | IP Link Pro processor   | \$ 1,199.00           | \$ 1,199.00 | \$ 1,490.40                             | \$ 1,490.40 |
| 5   | 1   | Eight input HDCP-compliant scaling presentation switcher with DTP extension, 100 watt 70 V mono | \$ 2,696.00           | \$ 2,696.00 | \$ 3,376.80                             | \$ 3,376.80 |
| 6   | 1   | 7in Tabletop Touchlink Pro touchpanel, black  | \$ 1,455.00           | \$ 1,455.00 | \$ 1,821.60                             | \$ 1,821.60 |
| 7   | 2   | Extron USBC/6 SuperSpeed 5Gbps USB-C Cable 6FT  | \$ 43.28              | \$ 86.56    | \$ 34.80                                | \$ 69.60    |
| 8   | 1   | Extron USB-C HD 101 USB-C to HDMI Interface   | \$ 367.09             | \$ 367.09   | \$ 348.00                               | \$ 348.00   |
| 9   | 1   | Long Distance DTP receiver for HDMI, 230ft  | \$ 360.76             | \$ 360.76   | \$ 410.40                               | \$ 410.40   |
| 10  | 1   | Full rack width, 1RU AAP mounting frame   | \$ 132.91             | \$ 132.91   | \$ 126.00                               | \$ 126.00   |
| 11  | 1   | AAP plate with HDMI, VGA, Audio and USB (black)   | \$ 122.54             | \$ 122.54   | \$ 104.40                               | \$ 104.40   |
| 12  | 1   | Two AC outlet AAP plate power cable, black  | \$ 189.87             | \$ 189.87   | \$ 180.00                               | \$ 180.00   |
| 13  | 1   | Full-Range Flat Field Speakers with Low Profile Enclosure and 70/100 V Transformer, pair        | \$ 379.75             | \$ 379.75   | \$ 360.00                               | \$ 360.00   |
| 14  | 1   | 1.5ft Ultra flexible HDMI 4K premium cable  | \$ 37.31              | \$ 37.31    | \$ 30.00                                | \$ 30.00    |
| 15  | 1   | 3ft Ultra flexible HDMI 4K premium cable  | \$ 44.78              | \$ 44.78    | \$ 36.00                                | \$ 36.00    |

**SOUTH TEXAS COLLEGE**  
**1. AUDIO VISUAL EQUIPMENT**  
**PROJECT NO. 23-24-1030**

| NAME                                    |     |  | Audio Visual Aids   |           | R.P. Tellone & Company, Inc./dba AVSANT |             |
|---|-----|--|---------------------|-----------|---|-------------|
| #                                       | Qty | Description  | Unit Price          | Extension | Unit Price                              | Extension   |
| 16                                      | 1   | 6ft Ultra flexible HDMI 4K premium cable                           | \$ 64.18            | \$ 64.18  | \$ 51.60                                | \$ 51.60    |
| 17                                      | 1   | 12ft Ultra flexible HDMI 4K premium cable                          | \$ 76.06            | \$ 76.06  | \$ 64.80                                | \$ 64.80    |
| 18                                      | 2   | 15ft Ultra flexible HDMI 4K premium cable                          | \$ 87.32            | \$ 174.64 | \$ 74.40                                | \$ 148.80   |
| 19                                      | 1   | 6ft VGA M-M micro VGA cable with audio                             | \$ 48.00            | \$ 48.00  | \$ 38.40                                | \$ 38.40    |
| 20                                      | 1   | DisplayPort Male to HDMI Female Active Adapter Cable – 6”          | \$ 91.55            | \$ 91.55  | \$ 78.00                                | \$ 78.00    |
| 21                                      | 1   | 6ft Stereo mini M-M audio cable                                    | \$ 5.97             | \$ 5.97   | \$ 4.80                                 | \$ 4.80     |
| 22                                      | 1   | Captive screw to stereo mini audio adapter cable                   | \$ 23.88            | \$ 23.88  | \$ 19.20                                | \$ 19.20    |
| 23                                      | 1   | 20 outlet multi-mount rackmount power strip                        | \$ 140.51           | \$ 140.51 | \$ 144.01                               | \$ 144.01   |
| 24                                      | 2   | b. Employs at least 500 persons in this state.                     |                     | \$ -      | \$ 16.20                                | \$ 32.40    |
| 25                                      | 1   | 17.5" deep base for knock down rackshelf                           | \$ 50.46            | \$ 50.46  | \$ 44.10                                | \$ 44.10    |
| 26                                      | 1   | 4RU knock down rackshelf ears                                      | \$ 51.15            | \$ 51.15  | \$ 44.70                                | \$ 44.70    |
| 27                                      | 1   | 15ft USB3 extension cable  | \$ 17.22            | \$ 17.22  | \$ 14.51                                | \$ 14.51    |
| 28                                      | 1   | 10ft USB3 extension cable  | \$ 13.43            | \$ 13.43  | \$ 11.04                                | \$ 11.04    |
| 29                                      | 1   | 3ft USB 2.0 A-A cable  | \$ 3.52             | \$ 3.52   | \$ 2.96                                 | \$ 2.96     |
| 30                                      | 1   | 15ft shielded CAT 6 data cable, black                              | \$ 13.96            | \$ 13.96  | \$ 14.51                                | \$ 14.51    |
| 31                                      | 1   | 15ft shielded CAT 6 data cable, red                                | \$ 13.94            | \$ 13.94  | \$ 14.51                                | \$ 14.51    |
| 32                                      | 1   | 15ft shielded CAT 6 data cable, green                              | \$ 13.94            | \$ 13.94  | \$ 14.51                                | \$ 14.51    |
| 33                                      | 1   | 15ft shielded CAT 6 data cable, grey                               | \$ 13.94            | \$ 13.94  |   | \$ -        |
| 34                                      | 1   | 15ft shielded CAT 6 data cable, blue                               | \$ 15.22            | \$ 15.22  |   | \$ -        |
| 35                                      | 1   | 75ft Plenum, pre-made shielded Cat5e cable, green                  | \$ 79.10            | \$ 79.10  | \$ 68.40                                | \$ 68.40    |
| 36                                      | 1   | 75ft Plenum, pre-made shielded Cat5e cable, gray                   | \$ 79.10            | \$ 79.10  | \$ 68.40                                | \$ 68.40    |
| 37                                      | 1   | 75ft Plenum, pre-made shielded Cat5e cable, yellow                 | \$ 79.10            | \$ 79.10  |   |             |
| 38                                      | 1   | 18AWG Power Cord NEMA 1-15P to C7 (10FT)                           | \$ 10.00            | \$ 10.00  | \$ 10.49                                | \$ 10.49    |
| 39                                      | 1   | 6ft power extension cord   | \$ 6.01             | \$ 6.01   | \$ 5.24                                 | \$ 5.24     |
| 40                                      | 1   | Furman 15A Power Strip (No Surge Protection), 5 Outlets W/Brac     | \$ 61.19            | \$ 61.19  | \$ 55.29                                | \$ 55.29    |
| 41                                      | 1   | Additional Item: 75ft Plenum, pre-made shielded Cat5e cable, black |                     |           | \$ 68.40                                | \$ 68.40    |
| 42                                      | 1   | Shipping and Handling  |                     |           | \$ 1,507.43                             | \$ 1,507.43 |
| <b>Project #2 Total Amount Proposed</b> |     |  | <b>\$ 10,517.64</b> |           | <b>\$ 13,566.85</b>                     |             |

**SOUTH TEXAS COLLEGE**  
**1. AUDIO VISUAL EQUIPMENT**  
**PROJECT NO. 23-24-1030**

| NAME  |     |  | Audio Visual Aids   |             | R.P. Tellone & Company, Inc./dba AVSANT |             |
|---|-----|--|---------------------|-------------|---|-------------|
| #   | Qty | Description  | Unit Price          | Extension   | Unit Price                              | Extension   |
| <b>Project #3 Pecan T 2.504 Proof of Concept Room</b> |     |  |                     |             |   |             |
| 1   | 1   | 98" Edge-lit 4K UHD Smart Commercial LED Display                                   | \$ 5,999.00         | \$ 5,999.00 | \$ 8,125.53                             | \$ 8,125.53 |
| 2   | 1   | Extra-Large Fusion® Micro-Adjustable Tilt Wall Mount                               | \$ 335.00           | \$ 335.00   | \$ 313.80                               | \$ 313.80   |
| 3   | 1   | Aver HDMI Document Camera  | \$ 279.75           | \$ 279.75   | \$ 231.82                               | \$ 231.82   |
| 4   | 1   | DTP HDMI 4K 230 Rx - Long Distance Receiver  | \$ 360.76           | \$ 360.76   | \$ 410.40                               | \$ 410.40   |
| 5   | 1   | Full-Range Flat Field Speakers with Low Profile Enclosure and 70/100 V Transformer | \$ 379.75           | \$ 379.75   | \$ 360.00                               | \$ 360.00   |
| 6   | 1   | DTP HDMI 4K 230 Tx - DTP Transmitter for HDMI                                      | \$ 360.76           | \$ 360.76   | \$ 410.40                               | \$ 410.40   |
| 7   | 1   | Comprehensive Cat 6 Snagless Shielded Ethernet Cable (3', Green)                   | \$ 5.42             | \$ 5.42     | \$ 5.72                                 | \$ 5.72     |
| 8   | 1   | 75ft Plenum, pre-made shielded Cat5e cable, green                                  | \$ 79.10            | \$ 79.10    | \$ 68.40                                | \$ 68.40    |
| 9   | 1   | 75ft Plenum, pre-made shielded Cat5e cable, orange                                 | \$ 79.10            | \$ 79.10    |   |             |
| 10  | 1   | 75ft Plenum, pre-made shielded Cat5e cable, yellow                                 | \$ 79.10            | \$ 79.10    |   |             |
| 11  | 2   | HDMI Ultra Series - 3' (90 cm) 4K Premium  | \$ 44.78            | \$ 89.56    | \$ 36.00                                | \$ 72.00    |
| 12  | 6   | HDMI Ultra Series - 15' (4.5 m) 4K Premium   | \$ 87.32            | \$ 523.92   | \$ 74.40                                | \$ 446.40   |
| 13  | 2   | DisplayPort Male to HDMI Female Active Adapter Cable – 6"                          | \$ 91.55            | \$ 183.10   | \$ 78.00                                | \$ 156.00   |
| 14  | 1   | HDMI Female to DVI-D Male Adapter  | \$ 35.82            | \$ 35.82    | \$ 28.80                                | \$ 28.80    |
| 15  | 3   | 3.5 mm Male to Male Stereo Audio Cables  | \$ 7.46             | \$ 22.38    | \$ 6.00                                 | \$ 18.00    |
| 16  | 3   | 10ft USB3 extension cable  | \$ 13.43            | \$ 40.29    | \$ 11.04                                | \$ 33.12    |
| 17  | 1   | Xcellon 10-Port Powered USB 3.0 Slim Aluminum Hub with 3 Dual Data/Charging Ports  | \$ 84.51            | \$ 84.51    | \$ 62.99                                | \$ 62.99    |
| 18  | 1   | USB-C to HDMI Interface  | \$ 367.09           | \$ 367.09   | \$ 348.00                               | \$ 348.00   |
| 19  | 2   | USB-C, 6' (1.8 m) cable  | \$ 43.28            | \$ 86.56    | \$ 34.80                                | \$ 69.60    |
| 20  | 1   | 18AWG Power Cord NEMA 1-15P to C7 (10FT)   | \$ 10.00            | \$ 10.00    | \$ 10.49                                | \$ 10.49    |
| 21  | 1   | Additional Item:75ft Plenum, pre-made shielded Cat5e cable, black                  |                     |             | \$ 136.80                               | \$ 136.80   |
| 22  | 1   | Shipping and Handling  |                     |             | \$ 1,404.68                             | \$ 1,404.68 |
| <b>Project #3 Total Amount Proposed</b>               |     |  | <b>\$ 9,400.97</b>  |             | <b>\$ 12,712.95</b>                     |             |
| <b>TOTAL AMOUNT PROPOSED</b>                          |     |  | <b>\$ 31,785.49</b> |             | <b>\$ 40,846.43</b>                     |             |
| <b>TOTAL EVALUATION POINTS</b>                        |     |  | <b>98</b>           |             | <b>82.87</b>                            |             |
| <b>RANKING</b>  |     |  | <b>1</b>            |             | <b>2</b>                                |             |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**1. AUDIO VISUAL EQUIPMENT**  
**PROJECT NO. 23-24-1030**  
**EVALUATION SUMMARY**

|                         |   |                       |       |   |       |
|-------------------------|---|-----------------------|-------|---|-------|
| VENDOR                  |   | Audio Visual Aids     |       | R.P. Tellone &<br>Company, Inc./dba<br>AVSANT |       |
| ADDRESS                 |   | 2903 N Flores St      |       | 1819 Firman Dr Ste 115                        |       |
| CITY/STATE/ZIP          |   | San Antonio, TX 78212 |       | Richardson, TX 75081                          |       |
| PHONE                   |   | 800-422-1282          |       | 844-930-1900                                  |       |
| CONTACT                 |   | Ernest Mendez         |       | Patti Rountree                                |       |
| 1                       | The purchase price. (up to 47 points)   | 47                    | 47    | 36.62   | 36.62 |
|                         |   | 47                    |       | 36.62   |       |
|                         |   | 47                    |       | 36.62   |       |
|                         |   | 47                    |       | 36.62   |       |
| 2                       | The reputation of the vendor and the vendor's goods or services. (up to 10 points)  | 10                    | 9.75  | 9   | 7.75  |
|                         |   | 10                    |       | 7   |       |
|                         |   | 10                    |       | 7   |       |
|                         |   | 9                     |       | 8   |       |
| 3                       | The quality of the vendor's goods or services. (up to 16 points)  | 16                    | 15.75 | 16  | 15    |
|                         |   | 16                    |       | 13  |       |
|                         |   | 16                    |       | 16  |       |
|                         |   | 15                    |       | 15  |       |
| 4                       | The extent to which the vendor's goods or services meet the College's needs. (up to 18 points)  | 17                    | 17.5  | 17  | 16.5  |
|                         |   | 18                    |       | 14  |       |
|                         |   | 18                    |       | 18  |       |
|                         |   | 17                    |       | 17  |       |
| 5                       | The vendor's past relationship with the College. (up to 3 points)   | 3                     | 3     | 2   | 2     |
|                         |   | 3                     |       | 2   |       |
|                         |   | 3                     |       | 2   |       |
|                         |   | 3                     |       | 2   |       |
| 6                       | The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)   | 0                     | 0     | 0   | 0     |
|                         |   | 0                     |       | 0   |       |
|                         |   | 0                     |       | 0   |       |
|                         |   | 0                     |       | 0   |       |
| 7                       | For a contract for goods and services other goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:<br>a. Has its place of business in this state or<br>b. Employs at least 500 persons in this state. (up to 5 points) | 5                     | 5     | 5   | 5     |
|                         |   | 5                     |       | 5   |       |
|                         |   | 5                     |       | 5   |       |
|                         |   | 5                     |       | 5   |       |
| TOTAL EVALUATION POINTS |   | 98                    |       | 82.87   |       |
| RANKING                 |   | 1                     |       | 2   |       |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.



**SOUTH TEXAS COLLEGE**  
**1. PROPOSAL CRITERIA - PRODUCT ONLY**

|   | Product Only |                             |  |
|---|--------------|-----------------------------|--|
|   | Points       | Score Key                   |  |
| <b>1 Criterion 1: The purchase price</b><br>a. The low bidder gets the maximum points<br>b. Divide the lowest proposal by each of the other proposal(s)   | 47           |                             |  |
| <b>2 Criterion 2: The reputation of the vendor and of the vendor's goods or services</b><br>a. Number of Years in Business<br>b. References (similar projects)  | 10           | 8-10<br>5-7<br>2-4<br>0-1   | Excellent<br>Acceptable<br>Marginal<br>Poor/No Response            |
| <b>3 Criterion 3: The quality of the vendor's goods or service</b><br>a. Warranty<br>b. Service Support/Response Time<br>c. Goods/Product (manufacturer life)<br>d. Product Performance   | 16           | 14-16<br>9-13<br>4-8<br>0-3 | Excellent<br>Acceptable<br>Marginal<br>Poor/No Response            |
| <b>4 Criterion 4: The extent to which the goods or services meet the district's needs</b><br>a. Delivery Time Frame of product(s)<br>b. Meet or exceed the specifications   | 18           | 14-18<br>9-13<br>4-8<br>0-3 | Excellent<br>Acceptable<br>Marginal<br>Poor/No Response            |
| <b>5 Criterion 5: The vendor's past relationship with the district</b><br>a. Quality of Past Performances with STC<br><br>****New Vendors will receive two points   | 3            | 3<br>2<br>1<br>0            | Excellent<br>Acceptable/New Vendor<br>Marginal<br>Poor/No Response |
| <b>6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b><br>a. Provided the Certification  | 1            | 1<br>0                      | Yes<br>No  |
| <b>7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services</b><br>a. Annual Maintenance Cost<br>b. Annual Escalation Increase   |              |                             | Up to 5 points will be used from the purchase price if applicable  |
| <b>8 Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:</b><br>a. Has its place of business in this state; or<br>b. Employs at least 500 persons in this state. | 5            | 5<br>0                      | Yes<br>No  |
| <b>9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b><br>a. Financial Standing<br>b. Potential or Pending Sale of Business<br>c. Trade-In of outdated equipment   |              |                             | Up to 5 points will be used from the purchase price if applicable  |
| <b>Total Points</b>   | <b>100</b>   |                             |  |

**Definitions of evaluation terms:**

**Excellent** - respondent provided information which fully addressed or exceeded the requirements

**Acceptable** - respondent provided information which addressed most but not all of the requirements

**Marginal** - respondent provided minimal information on requirements

**Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE**  
**2. AUDIO VISUAL EQUIPMENT AND INSTALLATION**  
**PROJECT NO. 23-24-1031**

|                                |   |                       |                                   |
|--------------------------------|---|-----------------------|-----------------------------------|
| <b>VENDOR</b>                  |   | Audio Visual Aids     | Network<br>Cabling Services, Inc. |
| <b>ADDRESS</b>                 |   | 2903 N Flores St      | 12626 Fuqua St                    |
| <b>CITY/STATE/ZIP</b>          |   | San Antonio, TX 78212 | Houston, TX 77034                 |
| <b>PHONE</b>                   |   | 800-422-1282          | 281-484-1777                      |
| <b>FAX</b>                     |   |                       | 281-484-1776                      |
| <b>CONTACT</b>                 |   | Ernest Mendez         | Richard Walters                   |
| <b>#</b>                       | <b>Description</b>                      | <b>Proposed</b>       | <b>Proposed</b>                   |
| 1                              | Audio Visual Equipment and Installation | \$ 242,403.99         | \$ 269,571.00                     |
| <b>TOTAL PROPOSAL AMOUNT</b>   |   | \$ 242,403.99         | \$ 269,571.00                     |
| <b>TOTAL EVALUATION POINTS</b> |   | 97.5                  | 88.51                             |
| <b>RANKING</b>                 |   | 1                     | 2                                 |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**2. AUDIO VISUAL EQUIPMENT AND INSTALLATION**  
**PROJECT NO. 23-24-1031**  
**EVALUATION SUMMARY**

| VENDOR                  |   | Audio Visual Aids     |       | Network Cabling Services, Inc. |       |
|-------------------------|---|-----------------------|-------|--------------------------------|-------|
| ADDRESS                 |   | 2903 N Flores St      |       | 12626 Fuqua St                 |       |
| CITY/STATE/ZIP          |   | San Antonio, TX 78212 |       | Houston, TX 77034              |       |
| PHONE                   |   | 800-422-1282          |       | 281-484-1777                   |       |
| FAX                     |   |                       |       | 281-484-1776                   |       |
| CONTACT                 |   | Ernest Mendez         |       | Richard Walters                |       |
| 1                       | The purchase price. (up to 42 points)   | 42                    | 42    | 37.76                          | 37.76 |
|                         |   | 42                    |       | 37.76                          |       |
|                         |   | 42                    |       | 37.76                          |       |
|                         |   | 42                    |       | 37.76                          |       |
| 2                       | The reputation of the vendor and the vendor's goods or services. (up to 15 points)  | 14                    | 14.5  | 13                             | 12.75 |
|                         |   | 15                    |       | 12                             |       |
|                         |   | 15                    |       | 13                             |       |
|                         |   | 14                    |       | 13                             |       |
| 3                       | The quality of the vendor's goods or services. (up to 14 points)  | 13                    | 13.75 | 13                             | 13.5  |
|                         |   | 14                    |       | 14                             |       |
|                         |   | 14                    |       | 13                             |       |
|                         |   | 14                    |       | 14                             |       |
| 4                       | The extent to which the goods or services meet the district’s needs. (up to 20 points)  | 19                    | 19.25 | 16                             | 17.5  |
|                         |   | 20                    |       | 20                             |       |
|                         |   | 19                    |       | 16                             |       |
|                         |   | 19                    |       | 18                             |       |
| 5                       | The vendor's past relationship with the district. (up to 3 points)  | 3                     | 3     | 2                              | 2     |
|                         |   | 3                     |       | 2                              |       |
|                         |   | 3                     |       | 2                              |       |
|                         |   | 3                     |       | 2                              |       |
| 6                       | The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)   | 0                     | 0     | 0                              | 0     |
|                         |   | 0                     |       | 0                              |       |
|                         |   | 0                     |       | 0                              |       |
|                         |   | 0                     |       | 0                              |       |
| 7                       | For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor’s ultimate parent company or majority owner. (up to 5 point) | 5                     | 5     | 5                              | 5     |
|                         |   | 5                     |       | 5                              |       |
|                         |   | 5                     |       | 5                              |       |
|                         |   | 5                     |       | 5                              |       |
| TOTAL EVALUATION POINTS |   | 97.5                  |       | 88.51                          |       |
| RANKING                 |   | 1                     |       | 2                              |       |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**2. PROPOSAL CRITERIA - PRODUCT AND SERVICE**

|          |   | Product and Service |  |
|----------|---|---------------------|--|
|          |   | Points              | Score Key  |
| <b>1</b> | <b>Criterion 1: The purchase price</b><br>a. The low bidder gets the maximum points<br>b. Divide the lowest proposal by each of the other proposal(s)   | <b>45</b>           |  |
| <b>2</b> | <b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b><br>a. Number of Years in Business<br>b. References (similar projects)<br>c. Services/Installation<br>d. Professional Licenses/Certifications   | <b>15</b>           | <b>13-15</b><br><b>8-12</b><br><b>3-7</b><br><b>0-2</b><br><b>Excellent</b><br><b>Acceptable</b><br><b>Marginal</b><br><b>Poor/No Response</b>   |
| <b>3</b> | <b>Criterion 3: The quality of the vendor's goods or service</b><br>a. Warranty<br>b. Service Support/Response Time<br>c. Goods/Product (manufacturer life)<br>d. Product Performance   | <b>16</b>           | <b>13-16</b><br><b>8-12</b><br><b>3-7</b><br><b>0-2</b><br><b>Excellent</b><br><b>Acceptable</b><br><b>Marginal</b><br><b>Poor/No Response</b>   |
| <b>4</b> | <b>Criterion 4: The extent to which the goods or services meet the district's needs</b><br>a. Time Frame to complete the project<br>b. Delivery Time Frame of product(s)<br>c. Number of staff<br>d. Meet or exceed the specifications  | <b>20</b>           | <b>16-20</b><br><b>11-15</b><br><b>6-10</b><br><b>0-5</b><br><b>Excellent</b><br><b>Acceptable</b><br><b>Marginal</b><br><b>Poor/No Response</b> |
| <b>5</b> | <b>Criterion 5: The vendor's past relationship with the district</b><br>a. Quality of Past Performances with STC<br><br>****New Vendors will receive two points   | <b>3</b>            | <b>3</b><br><b>2</b><br><b>1</b><br><b>0</b><br><b>Excellent</b><br><b>Acceptable/New Vendor</b><br><b>Marginal</b><br><b>Poor/No Response</b>   |
| <b>6</b> | <b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b><br>a. Provided the Certification  | <b>1</b>            | <b>1</b><br><b>0</b><br><b>Yes</b><br><b>No</b>  |
| <b>7</b> | <b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b><br>a. Annual Escalation Increase<br>b. Annual Maintenance Cost  |                     | Up to 5 points will be used from the purchase price if applicable  |
| <b>8</b> | <b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b><br>a. Financial Standing<br>b. Potential or Pending Sale of Business<br>c. Employs at least 500 persons in this state.<br>d. Red Flag Rules<br>e. Gramm-Leach-Bliley Act |                     | Up to 5 points will be used from the purchase price if applicable  |

**Total Points**

**100**

**Definitions of evaluation terms:**

**Excellent** - respondent provided information which fully addressed or exceeded the requirements

**Acceptable** - respondent provided information which addressed most but not all of the requirements

**Marginal** - respondent provided minimal information on requirements

**Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE**  
**3. CARPET AND FLOORING SERVICES**  
**PROJECT NO. 23-24-1016**

|                       |   |  |   |
|-----------------------|---|--|---|
| <b>NAME</b>           |   | Diaz Floors & Interiors, Inc.  | Ontiveros Floor Covering, LLC.  |
| <b>ADDRESS</b>        |   | 1205 W Polk  | 1211 S Alamo Rd   |
| <b>CITY/STATE/ZIP</b> |   | Pharr, TX 78577  | Alamo, TX 78516   |
| <b>PHONE</b>          |   | 956-787-0056   | 956-961-4631  |
| <b>FAX</b>            |   |  | 956-961-4632  |
| <b>CONTACT</b>        |   | Andres Diaz, Sr.   | Gregory Ontiveros   |
| <b>#</b>              | <b>Description</b>                                | <b>Proposed</b>  | <b>Proposed</b>   |
| 1                     | Move and Replace Furniture                        | \$100.00 per person<br>(7 hour shift)  | \$2.00 - \$5.00 / sq. yd.<br>Hourly unit rate can not be used for this  |
| 2                     | Floor Preparation for Carpet                      | \$1.00 - \$2.00 / sq. yd. or sf.<br>(minor to medium floor prep)   | \$0.15 - \$0.20 / sq. yd. Unit pricing reflects price for regular floor patching only. No self-leveling.  |
| 3                     | Carpet Installation Services                      | \$10.00 - \$12.00 / sq. yd. (100 sy or less at \$12.00 sy over 100 sy at \$10.00 sy)   | \$5.00 - \$10.00 / sq. yd.<br>(Units where corrected to reflect pricing per sf)   |
| 4                     | Floor Preparation for LVT                         | \$1.00 - \$2.00 / sq. yd. (minor to medium floor prep)   | \$1.25 - \$2.00 / sq. ft.   |
| 5                     | LVT Installation Services                         | \$1.00 / sq. yd.   | \$2.00 - \$3.00 / sq. ft.   |
| 6                     | Wall Base Installation                            | \$1.00 / sq. yd.   | \$1.00 - \$2.00 / linear ft.  |
| 7                     | Materials Markup (percentage from wholesale rate) | 20%  | 15 - 20%  |
| 8                     | Pricing Assumptions                               | The unit price for the floor preparation depends on the state of the floor prior to the flooring installation. It can be from minor to medium. Carpet: 100 sy or less at \$12.00 sy. 101 or more at \$10.00 sy | Unit pricing provided above are only for quantities of 500 sq. ft. / 55 sq. yd. or more. Any quantiles below 500 sq. ft. / 55 sq. yd. may or may not be a higher price range. |
| <b>Escalation</b>     |   |  |   |
| 9                     | Price Escalation 2nd Year                         | 8 - 15%  | 3 - 5%  |
| 10                    | Price Escalation 3rd Year                         | 8 - 15%  | 3 - 5%  |

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

**SOUTH TEXAS COLLEGE**  
**4. ONE TON DUALY DIESEL PICKUP TRUCK**  
**PROJECT NO. 23-24-1032**

|                         |     |   |                          |                                      |  |                       |              |                    |              |
|-------------------------|-----|---|--------------------------|--------------------------------------|--|-----------------------|--------------|--------------------|--------------|
| NAME                    |     | Bert Ogden Buick GMC                                |                          | Chastang Enterprises - Houston, LLC. |  | Ed Payne Motors, LLP. |              | Sames McAllen Ford |              |
| ADDRESS                 |     | 4216 S Expway 281                                   |                          | 6200 N Loop East                     |  | 2101 E Expway 83      |              | 1400 E Hwy 83      |              |
| CITY/STATE/ZIP          |     | Edinburg, TX 78542                                  |                          | Houston, TX 77026                    |  | Weslaco, TX 78596     |              | McAllen, TX 78501  |              |
| PHONE                   |     | 956-833-4810  |                          | 713-678-5000                         |  | 956-577-8888          |              | 956-686-7411       |              |
| FAX                     |     |   |                          | 713-678-5001                         |  | 956-832-5614          |              |                    |              |
| CONTACT                 |     | Jorge Fuentes                                       |                          | Cody Delaney                         |  | Ciro Torres, Jr.      |              | Raul Gonzalez      |              |
| #                       | Qty | Description   | Unit Price               | Extension                            | Unit Price                                   | Extension             | Unit Price   | Extension          |              |
| 1                       | 1   | One Ton Dually Diesel Pickup Truck                  | \$ 67,729.99             | \$ 67,729.99                         | \$ 64,995.00                                 | \$ 64,995.00          | \$ 77,525.00 | \$ 77,525.00       | \$ 64,000.00 |
| 2                       | 1   | Option: Enclosed Camper Shell                       | \$ 2,734.00              | \$ 2,734.00                          | \$   | \$ -                  | \$ 7,200.00  | \$ 7,200.00        | \$ -         |
| 3                       | 1   | Option: Slide-Out Tray                              | \$ 1,960.00              | \$ 1,960.00                          | \$   | \$ -                  | \$ 1,937.50  | \$ 1,937.50        | \$ -         |
| 4                       | 1   | Delivery Charges                                    |                          | \$ -                                 | \$ 500.00                                    | \$ 500.00             | \$ -         | \$ -               | \$ -         |
| 5                       | 1   | List Any Other Applicable Charges:                  | \$199.45 Applicable Fees |                                      |  |                       |              |                    |              |
| 6                       | 1   | Number of Days for Delivery Upon Placement of Order | 1 Day                    | 120 - 140 Days                       | Truck - Immediately<br>Accessories - 90 Days |                       |              |                    |              |
| TOTAL AMOUNT PROPOSED   |     |   | \$                       | 67,729.99                            | \$   | 65,495.00             | \$           | 77,525.00          | \$ 64,000.00 |
| TOTAL EVALUATION POINTS |     |   |                          | 94.41                                |  | 93.67                 |              | 89.45              | 97.5         |
| RANKING                 |     |   |                          | 2                                    |  | 3                     |              | 4                  | 1            |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**4. ONE TON DUALY DIESEL PICKUP TRUCK**  
**PROJECT NO. 23-24-1032**  
**EVALUATION SUMMARY**

| VENDOR                  |  | Bert Ogden Buick GMC |       | Chastang Enterprises - Houston, LLC. |       | Ed Payne Motors, LLP. |      | Sames McAllen Ford |      |
|-------------------------|--|----------------------|-------|--------------------------------------|-------|-----------------------|------|--------------------|------|
| ADDRESS                 |  | 4216 S Expway 281    |       | 6200 N Loop East                     |       | 2101 E Expway 83      |      | 1400 E Hwy 83      |      |
| CITY/STATE/ZIP          |  | Edinburg, TX 78542   |       | Houston, TX 77026                    |       | Weslaco, TX 78596     |      | McAllen, TX 78501  |      |
| PHONE                   |  | 956-833-4810         |       | 713-678-5000                         |       | 956-577-8888          |      | 956-686-7411       |      |
| FAX                     |  |                      |       | 713-678-5001                         |       | 956-832-5614          |      |                    |      |
| CONTACT                 |  | Jorge Fuentes        |       | Cody Delaney                         |       | Ciro Torres, Jr.      |      | Raul Gonzalez      |      |
| 1                       | The purchase price (up to 47 points)   | 44.41                | 44.41 | 45.92                                | 45.92 | 38.7                  | 38.7 | 47                 | 47   |
|                         |  | 44.41                |       | 45.92                                |       | 38.7                  |      | 47                 |      |
|                         |  | 44.41                |       | 45.92                                |       | 38.7                  |      | 47                 |      |
|                         |  | 44.41                |       | 45.92                                |       | 38.7                  |      | 47                 |      |
| 2                       | The reputation of the vendor and of the vendor's goods or services. (up to 10 points)  | 9                    | 8.5   | 8                                    | 8.5   | 10                    | 9.75 | 10                 | 10   |
|                         |  | 9                    |       | 9                                    |       | 10                    |      | 10                 |      |
|                         |  | 8                    |       | 8                                    |       | 9                     |      | 10                 |      |
|                         |  | 8                    |       | 9                                    |       | 10                    |      | 10                 |      |
| 3                       | The quality of vendor's goods or services. (up to 16 points)   | 16                   | 15.5  | 15                                   | 15.25 | 15                    | 15   | 15                 | 15.5 |
|                         |  | 16                   |       | 16                                   |       | 15                    |      | 16                 |      |
|                         |  | 15                   |       | 15                                   |       | 15                    |      | 16                 |      |
|                         |  | 15                   |       | 15                                   |       | 15                    |      | 15                 |      |
| 4                       | The extent to which the goods or services meet the districts needs. (up to 18 points)  | 18                   | 18    | 16                                   | 16    | 18                    | 18   | 17                 | 17   |
|                         |  | 18                   |       | 16                                   |       | 18                    |      | 17                 |      |
|                         |  | 18                   |       | 16                                   |       | 18                    |      | 17                 |      |
|                         |  | 18                   |       | 16                                   |       | 18                    |      | 17                 |      |
| 5                       | The Vendor's past relationship with the district. (up to 3 points)   | 3                    | 3     | 2                                    | 2     | 3                     | 3    | 3                  | 3    |
|                         |  | 3                    |       | 2                                    |       | 3                     |      | 3                  |      |
|                         |  | 3                    |       | 2                                    |       | 3                     |      | 3                  |      |
|                         |  | 3                    |       | 2                                    |       | 3                     |      | 3                  |      |
| 6                       | The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)   | 0                    | 0     | 1                                    | 1     | 0                     | 0    | 0                  | 0    |
|                         |  | 0                    |       | 1                                    |       | 0                     |      | 0                  |      |
|                         |  | 0                    |       | 1                                    |       | 0                     |      | 0                  |      |
|                         |  | 0                    |       | 1                                    |       | 0                     |      | 0                  |      |
| 7                       | For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:<br>a. Has its place of business in this state; or<br>b. Employs at least 500 persons in this state. (up to 5 points) | 5                    | 5     | 5                                    | 5     | 5                     | 5    | 5                  | 5    |
|                         |  | 5                    |       | 5                                    |       | 5                     |      | 5                  |      |
|                         |  | 5                    |       | 5                                    |       | 5                     |      | 5                  |      |
|                         |  | 5                    |       | 5                                    |       | 5                     |      | 5                  |      |
| TOTAL EVALUATION POINTS |  | 94.41                |       | 93.67                                |       | 89.45                 |      | 97.5               |      |
| RANKING                 |  | 2                    |       | 3                                    |       | 4                     |      | 1                  |      |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**4. PROPOSAL CRITERIA - PRODUCT ONLY**

|   | Product Only |                             |  |
|---|--------------|-----------------------------|--|
|   | Points       | Score Key                   |  |
| <b>1 Criterion 1: The purchase price</b><br>a. The low bidder gets the maximum points<br>b. Divide the lowest proposal by each of the other proposal(s)   | 47           |                             |  |
| <b>2 Criterion 2: The reputation of the vendor and of the vendor's goods or services</b><br>a. Number of Years in Business<br>b. References (similar projects)  | 10           | 8-10<br>5-7<br>2-4<br>0-1   | Excellent<br>Acceptable<br>Marginal<br>Poor/No Response            |
| <b>3 Criterion 3: The quality of the vendor's goods or service</b><br>a. Warranty<br>b. Service Support/Response Time<br>c. Goods/Product (manufacturer life)<br>d. Product Performance   | 16           | 14-16<br>9-13<br>4-8<br>0-3 | Excellent<br>Acceptable<br>Marginal<br>Poor/No Response            |
| <b>4 Criterion 4: The extent to which the goods or services meet the district's needs</b><br>a. Delivery Time Frame of product(s)<br>b. Meet or exceed the specifications   | 18           | 14-18<br>9-13<br>4-8<br>0-3 | Excellent<br>Acceptable<br>Marginal<br>Poor/No Response            |
| <b>5 Criterion 5: The vendor's past relationship with the district</b><br>a. Quality of Past Performances with STC<br><br><b>****New Vendors will receive two points</b>  | 3            | 3<br>2<br>1<br>0            | Excellent<br>Acceptable/New Vendor<br>Marginal<br>Poor/No Response |
| <b>6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b><br>a. Provided the Certification  | 1            | 1<br>0                      | Yes<br>No  |
| <b>7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services</b><br>a. Annual Maintenance Cost<br>b. Annual Escalation Increase   |              |                             | Up to 5 points will be used from the purchase price if applicable  |
| <b>8 Criterion 8: For a contract for goods and services, other that goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:</b><br>a. Has its place of business in this state; or<br>b. Employs at least 500 persons in this state. | 5            | 5<br>0                      | Yes<br>No  |
| <b>9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b><br>a. Financial Standing<br>b. Potential or Pending Sale of Business<br>c. Trade-In of outdated equipment   |              |                             | Up to 5 points will be used from the purchase price if applicable  |
| <b>Total Points</b>   | <b>100</b>   |                             |  |

**Definitions of evaluation terms:**

**Excellent** - respondent provided information which fully addressed or exceeded the requirements

**Acceptable** - respondent provided information which addressed most but not all of the requirements

**Marginal** - respondent provided minimal information on requirements

**Poor/No response** - respondent provided inadequate responses to requirements or did not respond



**SOUTH TEXAS COLLEGE**  
**5. PRINTING OF STATIONERY**  
**PROJECT NO. 23-24-1029**

|                         |                    |                          |                                       |           | Secondary         |               | Primary                          |              |
|-------------------------|--------------------|--------------------------|---------------------------------------|-----------|-------------------|---------------|----------------------------------|--------------|
| NAME                    |                    |                          | FedEx Office and Print Services, Inc. |           | Slate Group       |               | UBEO, LLC./dba Copy Zone         |              |
| ADDRESS                 |                    |                          | 7900 Legacy Dr                        |           | 6024 45th St      |               | 3701 N Bicentennial Blvd Ste 100 |              |
| CITY/STATE/ZIP          |                    |                          | Plano, TX 75024                       |           | Lubbock, TX 79407 |               | McAllen, TX 78501                |              |
| PHONE                   |                    |                          | 469-980-3000                          |           | 806-794-7752      |               | 956-668-9600                     |              |
| FAX                     |                    |                          |                                       |           | 806-798-8190      |               | 956-668-7818                     |              |
| CONTACT                 |                    |                          | Aimee DiCicco                         |           | Lorenzo Salazar   |               | Pily Stevens                     |              |
| #                       | Qty                | Description              | Unit Price                            | Extension | Unit Price        | Extension     | Unit Price                       | Extension    |
| 1                       | 200                | Letterhead - Reams       | Custom Bid                            |           | \$ 158.00         | \$ 31,600.00  | \$ 120.04                        | \$ 24,008.00 |
| 2                       | 200                | Envelopes - Boxes        | Custom Bid                            |           | \$ 283.83         | \$ 56,766.00  | \$ 118.74                        | \$ 23,748.00 |
| 3                       | 100                | Second Sheets - Reams    | Custom Bid                            |           | \$ 54.35          | \$ 5,435.00   | \$ 49.05                         | \$ 4,905.00  |
| 4                       | 10                 | Business Cards - Style 1 | Custom Bid                            |           | \$ 769.75         | \$ 7,697.50   | \$ 330.53                        | \$ 3,305.30  |
| 5                       | 400                | Business Cards - Style 2 | Custom Bid                            |           | \$ 509.79         | \$ 203,916.00 | \$ 128.77                        | \$ 51,508.00 |
| 6                       | 400                | Business Cards - Style 3 | Custom Bid                            |           | \$ 129.82         | \$ 51,928.00  | \$ 33.59                         | \$ 13,436.00 |
| Escalation              |                    |                          |                                       |           |                   |               |                                  |              |
| 7                       | Escalation Year 2: |                          |                                       |           | 5%                |               | 5%                               |              |
| 8                       | Escalation Year 3: |                          |                                       |           | 5%                |               | 5%                               |              |
| TOTAL AMOUNT PROPOSED   |                    |                          |                                       |           | \$ 357,342.50     |               | \$ 120,910.30                    |              |
| RANKING                 |                    |                          | ****                                  |           | 67.51             |               | 94                               |              |
| TOTAL EVALUATION POINTS |                    |                          | ****                                  |           | 2                 |               | 1                                |              |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.

\*\*\*\*The vendor did not provide the requested information, therefore not considered.

**SOUTH TEXAS COLLEGE**  
**5. PRINTING OF STATIONERY**  
**PROJECT NO. 23-24-1029**  
**EVALUATION SUMMARY**

| VENDOR                  |   | Slate Group       |       | UBEO, LLC./dba<br>Copy Zone      |    |
|-------------------------|---|-------------------|-------|----------------------------------|----|
| ADDRESS                 |   | 6024 45th St      |       | 3701 N Bicentennial Blvd Ste 100 |    |
| CITY/STATE/ZIP          |   | Lubbock, TX 79407 |       | McAllen, TX 78501                |    |
| PHONE                   |   | 806-794-7752      |       | 956-668-9600                     |    |
| FAX                     |   | 806-798-8190      |       | 956-668-7818                     |    |
| CONTACT                 |   | Lorenzo Salazar   |       | Pily Stevens                     |    |
| 1                       | The purchase price.<br>(up to 37 points)  | 12.52             | 12.52 | 37                               | 37 |
|                         |   | 12.52             |       | 37                               |    |
|                         |   | 12.52             |       | 37                               |    |
| 2                       | The reputation of the vendor and the<br>vendor's goods or services.<br>(up to 18 points)  | 17                | 16.33 | 17                               | 17 |
|                         |   | 16                |       | 17                               |    |
|                         |   | 16                |       | 17                               |    |
| 3                       | The quality of the vendor's goods or<br>services. (up to 16 points)   | 15                | 14.33 | 15                               | 15 |
|                         |   | 14                |       | 15                               |    |
|                         |   | 14                |       | 15                               |    |
| 4                       | The extent to which the vendor's goods or<br>services meet the College's needs.<br>(up to 15 points)  | 14                | 13.33 | 14                               | 14 |
|                         |   | 13                |       | 14                               |    |
|                         |   | 13                |       | 14                               |    |
| 5                       | The vendor's past relationship with the<br>College. (up to 3 points)  | 3                 | 3     | 3                                | 3  |
|                         |   | 3                 |       | 3                                |    |
|                         |   | 3                 |       | 3                                |    |
| 6                       | The impact on the ability of the College to<br>comply with laws and rules relating to<br>Historically Underutilized Businesses.<br>(up to 1 point)  | 0                 | 0     | 0                                | 0  |
|                         |   | 0                 |       | 0                                |    |
|                         |   | 0                 |       | 0                                |    |
| 7                       | The total long-term cost to the College to<br>acquire the vendor's goods or services.<br>(up to 5 points)   | 3                 | 3     | 3                                | 3  |
|                         |   | 3                 |       | 3                                |    |
|                         |   | 3                 |       | 3                                |    |
| 8                       | For a contract for goods and services, other than<br>goods and services related to telecommunications<br>and information materials, whether the vendor or<br>the vendor's ultimate parent company or majority<br>owner:<br>a. Has its place of business in this state; or<br>b. Employs at least 500 persons in this state.<br>(up to 5 points) | 5                 | 5     | 5                                | 5  |
|                         |   | 5                 |       | 5                                |    |
|                         |   | 5                 |       | 5                                |    |
| TOTAL EVALUATION POINTS |   | 67.51             |       | 94                               |    |
| RANKING                 |   | 2                 |       | 1                                |    |

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

\*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**5. PROPOSAL CRITERIA - PRODUCT AND SERVICE**

|                     |   | Product and Service |  |
|---------------------|---|---------------------|--|
|                     |   | Points              | Score Key  |
| <b>1</b>            | <b>Criterion 1: The purchase price</b><br>a. The low bidder gets the maximum points<br>b. Divide the lowest proposal by each of the other proposal(s)   | <b>42</b>           |  |
| <b>2</b>            | <b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b><br>a. Number of Years in Business<br>b. References (similar projects)<br>c. Services/Installation<br>d. Professional Licenses/Certifications   | <b>15</b>           | <b>13-15</b><br><b>8-12</b><br><b>3-7</b><br><b>0-2</b><br><b>Excellent</b><br><b>Acceptable</b><br><b>Marginal</b><br><b>Poor/No Response</b>   |
| <b>3</b>            | <b>Criterion 3: The quality of the vendor's goods or service</b><br>a. Warranty<br>b. Service Support/Response Time<br>c. Goods/Product (manufacturer life)<br>d. Product Performance   | <b>14</b>           | <b>13-14</b><br><b>9-12</b><br><b>3-8</b><br><b>0-2</b><br><b>Excellent</b><br><b>Acceptable</b><br><b>Marginal</b><br><b>Poor/No Response</b>   |
| <b>4</b>            | <b>Criterion 4: The extent to which the goods or services meet the district's needs</b><br>a. Time Frame to complete the project<br>b. Delivery Time Frame of product(s)<br>c. Number of staff<br>d. Meet or exceed the specifications  | <b>20</b>           | <b>16-20</b><br><b>11-15</b><br><b>6-10</b><br><b>0-5</b><br><b>Excellent</b><br><b>Acceptable</b><br><b>Marginal</b><br><b>Poor/No Response</b> |
| <b>5</b>            | <b>Criterion 5: The vendor's past relationship with the district</b><br>a. Quality of Past Performances with STC<br><br><b>****New Vendors will receive two points</b>  | <b>3</b>            | <b>3</b><br><b>2</b><br><b>1</b><br><b>0</b><br><b>Excellent</b><br><b>Acceptable/New Vendor</b><br><b>Marginal</b><br><b>Poor/No Response</b>   |
| <b>6</b>            | <b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b><br>a. Provided the Certification  | <b>1</b>            | <b>1</b><br><b>0</b><br><b>Yes</b><br><b>No</b>  |
| <b>7</b>            | <b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b><br>a. Annual Escalation Increase<br>b. Annual Maintenance Cost  |                     | Up to 5 points will be used from the purchase price if applicable  |
| <b>8</b>            | <b>Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:</b><br>a. Has its place of business in this state; or<br>b. Employs at least 500 persons in this state. | <b>5</b>            | <b>5</b><br><b>0</b><br><b>Yes</b><br><b>No</b>  |
| <b>9</b>            | <b>Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals</b><br>a. Financial Standing<br>b. Potential or Pending Sale of Business<br>c. SAS 70<br>d. Red Flag Rules<br>e. Gramm-Leach-Bliley Act  |                     | Up to 5 points will be used from the purchase price if applicable  |
| <b>Total Points</b> |   | <b>100</b>          |  |

**Definitions of evaluation terms:**

**Excellent** - respondent provided information which fully addressed or exceeded the requirements

**Acceptable** - respondent provided information which addressed most but not all of the requirements

**Marginal** - respondent provided minimal information on requirements

**Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE**  
**6. COMPREHENSIVE ONLINE DATABASE SUBSCRIPTION**

| <b>NAME</b>           |     |  | GlobalData Publications, Inc.  |              |
|-----------------------|-----|--|--|--------------|
| <b>ADDRESS</b>        |     |  | 441 Lexington Ave 3rd Fl   |              |
| <b>CITY/STATE/ZIP</b> |     |  | New York, NY 10017   |              |
| <b>EMAIL</b>          |     |  | <a href="mailto:laura.stanham@globaldata.com">laura.stanham@globaldata.com</a> |              |
| <b>CONTACT</b>        |     |  | Laura Stanham  |              |
| #                     | Qty | Description  | Unit Price   | Extension    |
| 1                     | 1   | Academic License Web Subscription<br>Period: 10/1/23 - 9/30/24 | \$ 15,000.00   | \$ 15,000.00 |
| 2                     | 1   | Academic License Web Subscription<br>Period: 10/1/24 - 9/30/25 | \$ 15,000.00   | \$ 15,000.00 |
| 3                     | 1   | Academic License Web Subscription<br>Period: 10/1/25 - 9/30/26 | \$ 15,000.00   | \$ 15,000.00 |
| 4                     | 1   | Academic License Web Subscription<br>Period: 10/1/26 - 9/30/27 | \$ 15,450.00   | \$ 15,450.00 |
| 5                     | 1   | Academic License Web Subscription<br>Period: 10/1/27 - 9/30/28 | \$ 15,913.50   | \$ 15,913.50 |
| <b>TOTAL AMOUNT</b>   |     |  | \$ 76,363.50   |              |

**SOUTH TEXAS COLLEGE**  
**7. ONLINE PREP STUDY GUIDES AND QUESTIONS**

|                       |            |  |                                  |                  |
|-----------------------|------------|--|----------------------------------|------------------|
| <b>NAME</b>           |            |  | UWorld, LLC.                     |                  |
| <b>ADDRESS</b>        |            |  | 9111 Cypress Waters Blvd Ste 300 |                  |
| <b>CITY/STATE/ZIP</b> |            |  | Coppell, TX 75019                |                  |
| <b>PHONE</b>          |            |  | 972-887-3293                     |                  |
| <b>FAX</b>            |            |  | 972-887-3296                     |                  |
| <b>CONTACT</b>        |            |  | Kelli Chenkovich                 |                  |
| <b>#</b>              | <b>Qty</b> | <b>Description</b>   | <b>Unit Price</b>                | <b>Extension</b> |
| 1                     | 1          | Online Prep Study Guides and Questions<br>Period: 9/1/23 - 8/31/24 | \$ 70,000.00                     | \$ 70,000.00     |
| <b>TOTAL AMOUNT</b>   |            |  | \$ 70,000.00                     |                  |

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**SOUTH TEXAS COLLEGE**  
**11. INTERNET SERVICES AGREEMENT - TYLER JUNIOR COLLEGE**

| <b>VENDOR</b>         |     |   | Spectrum Enterprise through<br>the Texas Department of<br>Information Resources<br>(DIR) |              |
|-----------------------|-----|---|--|--------------|
| <b>ADDRESS</b>        |     |   | P O Box 13564  |              |
| <b>CITY/STATE/ZIP</b> |     |   | Austin, TX 78744   |              |
| <b>PHONE</b>          |     |   | 877-472-4848   |              |
| <b>CONTACT</b>        |     |   | John Batiste   |              |
| #                     | Qty | Description   | Unit Price   | Extension    |
| 1                     | 12  | Internet Services<br>From: Pecan Campus to Tyler Junior College<br>Period: 4/1/24 - 3/31/25 | \$ 1,848.00  | \$ 22,176.00 |
| 2                     | 12  | Internet Services<br>From: Tyler Junior College to Pecan Campus<br>Period: 4/1/24 - 3/31/25 | \$ 1,848.00  | \$ 22,176.00 |
| <b>TOTAL AMOUNT</b>   |     |   | \$ 44,352.00   |              |

**SOUTH TEXAS COLLEGE**

**12. RED HAT LICENSES MAINTENANCE AND SUPPORT AGREEMENT**

|                       |            |  |                           |                  |
|-----------------------|------------|--|---------------------------|------------------|
| <b>NAME</b>           |            |  | Netsync Network Solutions |                  |
| <b>ADDRESS</b>        |            |  | 2500 W Loop S Ste 410/510 |                  |
| <b>CITY/STATE/ZIP</b> |            |  | Houston, TX 77027         |                  |
| <b>PHONE</b>          |            |  | 713-218-5000              |                  |
| <b>CONTACT</b>        |            |  | Xavier A. Trevino         |                  |
| <b>#</b>              | <b>Qty</b> | <b>Description</b>   | <b>Unit Price</b>         | <b>Extension</b> |
| 1                     | 1          | Red Hat Enterprise Linux Academic Site<br>Subscription with Smart Management + Satellite<br>Premium<br>Qty: 1,795 Licenses<br>Period: 2/10/24 - 2/9/25 | \$ 71,746.15              | \$ 71,746.15     |
| <b>TOTAL AMOUNT</b>   |            |  | \$ 71,746.15              |                  |

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**FIRST MODIFICATION OF AGREEMENT FOR  
CAMPUS DINING AND/OR FOOD TRUCK SERVICES**

This **First Modification of Agreement for Campus Dining and/or Food Truck Services** (“Modification”) is made and entered into this 10<sup>th</sup> day of January, 2024 by and between **South Texas College**, hereinafter called the “COLLEGE,” and Laredo Comidas, LLC, a Texas limited liability company, dba Taco Palenque, hereinafter called the “CONTRACTOR.” The COLLEGE and the CONTRACTOR are sometimes referred to herein as a “Party” or collectively as the “Parties.”

**WHEREAS**, on or about September 1, 2022, the COLLEGE and the CONTRACTOR entered into an Agreement for Campus Dining and/or Food Truck Services (“Agreement”) pursuant to which the CONTRACTOR agrees to provide certain services to the COLLEGE during the Term of the Agreement and at locations on the COLLEGE as more fully described therein; and,

**WHEREAS**, the COLLEGE has requested and the CONTRACTOR has agreed to provide services of the type described in the Agreement to other Campus locations; and,

**WHEREAS**, it is in the mutual best interests of the Parties to modify the Agreement to reflect the additional location at which the services shall be provided.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual promises and agreements contained herein, the receipt and sufficiency of which are hereby mutually acknowledged by the COLLEGE and the CONTRACTOR, each hereby agrees as follows:

1. Section 3 of the Agreement under “RECITALS” is hereby deleted in its entirety and replaced by the following:

The COLLEGE desires to provide food and beverage services to the students, faculty, staff and visitors to the portions of the Campus located at: i) 3201 W. Pecan Blvd., Building U; McAllen, Texas 78501 and ii) the Starr County Campus, Student Activities Center, Building H Cafeteria, 142 FM 3167; Rio Grande City, TX 78582 (hereinafter collectively referred to as the “Pecan Campus”); and

2. Except as modified hereby, all terms and conditions set forth in the Agreement shall be unchanged and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the Parties have executed this Modification on the day and year first above written.

**(COLLEGE)**  
**South Texas College**

**(CONTRACTOR)**  
**Laredo Comidas, LLC, dba Taco Palenque**

\_\_\_\_\_  
Dr. Ricardo J. Solis  
President

\_\_\_\_\_

### **Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Financial Advisor Services and Continuing Disclosure Services**

Purpose and Justification – Administration recommends Board approval on the Request for Qualifications (RFQ) evaluation process for the financial advisor services and continuing disclosure services.

Background - The current contract for financial advisor services and continuing disclosure services with Estrada Hinojosa & Company, Inc. will expire on February 28, 2024. A Request for Qualifications (RFQ) was solicited on December 20 and 27, 2023, and qualifications are due to the College on January 18, 2024.

The Board awarded the contract as follows:

| <b>Term: February 23, 2021 – one year with two (2) one-year annual renewals</b> |                           |                      |   |
|---|---------------------------|----------------------|---|
| <b>Award</b>  | <b>Board Meeting Date</b> | <b>Original Term</b> | <b>Renewal Term</b>                     |
| Original  | 2/23/21                   | 3/1/21 – 2/28/22     |   |
| 1 <sup>st</sup> Renewal   | 2/22/22                   |                      | 3/1/22 – 2/28/23                        |
| 2 <sup>nd</sup> Renewal   | 1/31/23                   |                      | 3/1/23 – 2/28/24<br><b>Last Renewal</b> |

Purchasing and Business Office request further feedback or direction regarding the evaluation team for the qualifications received. The previous solicitation responses for the agreement, starting on March 1, 2021 and ending on February 28, 2024, were evaluated by the Finance, Audit, and Human Resources Committee. Purchasing received the qualifications, conducted the reference checks, and provided the information to the committee.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Myriam Lopez, Comptroller, will be present at the Committee Meeting to address any questions.

It is requested that the Committee recommend Board approval on the Request for Qualifications (RFQ) evaluation process for the financial advisor services and continuing disclosure services.

### **Review and Recommend Action to Revise Policy #5210: Purchasing**

Purpose and Justification – Administration requests the Committee recommend Board approval to revise Policy #5210: Purchasing to modify the values for the level I and II purchases.

Background – The last revisions to Policy 5210: Purchasing were approved by the Board of Trustees on February 6, 2018, which included updates to the general objectives and professional services. On June 28, 2016, the three (3) procurement levels were increased.

The revisions recommended are in an effort to expedite the selection and procurement of products and services and to align policy with the increases in prices over the years, as follows:

- **Level I (Purchases Valued Less than ~~\$10,000~~ \$25,000)** - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations may be verbally accepted. Purchases of \$1,000 to less than ~~\$10,000~~ \$25,000 will require at least one written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.
- **Level II (Purchases Valued at ~~\$10,000~~ \$25,000 to less than \$50,000)** - When the College seeks to purchase personal property or services of a value of ~~\$10,000~~ \$25,000 to less than \$50,000, the College shall require at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing file.

The number of purchases requiring these written quotes would decrease by approximately 69%, from 203 to 64, based on FY 2023 data.

Enclosed Documents – The revised Policy #5210 follows in the packet for the Committee's information and review.

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

It is requested that the Committee recommend Board approval to revise Policy #5210: Purchasing as presented, and which supersedes any previously adopted Board Policy.

## MANUAL OF POLICY

|                               |   |                    |
|-------------------------------|---|--------------------|
| <b>Title</b>                  | <b>Purchasing</b>   | <b>5210</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  | <b>Page 1 of 3</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated August 27, 1998<br/>As Amended by Board Minute Order dated July 29, 1999<br/>As Amended by Board Minute Order dated June 28, 2016<br/>As Amended by Board Minute Order dated February 6, 2018<br/>As Amended by Board Minute Order dated January 30, 2024</b> |                    |

The general objectives of the Purchasing Policy are:

1. To afford the most competitive opportunity for individual vendors to provide items to the College;
2. To minimize the administrative costs of manpower, storage, and freight costs associated with accomplishing the purchasing function.
3. The Director of Purchasing is delegated the authority to act as agent for the College in carrying out the purchasing activities of the College.
4. To identify and describe exceptions to competitive procurement of certain professional services.

The College President, as chief executive for the College, shall cause to be developed, published and kept current, such policies and regulations, governing the purchase of supplies, equipment, materials, and services necessary for the efficient operation and maintenance of the College, and shall institute such procedures, forms, documents, and records as may be necessary for the proper operation of those policies.

Any employee who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.

Purchases should be divided into levels based upon dollar value and method of procurement; the levels are:

**Level I (Purchases Valued Less than ~~\$10,000~~ \$25,000)** - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations may be verbally accepted. Purchases of \$1,000 to less than ~~\$10,000~~ \$25,000 will require at least one written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.

**Level II (Purchases Valued at ~~\$10,000~~ \$25,000 to less than \$50,000)** - When the College seeks to purchase personal property or services of a value of ~~\$10,000~~ \$25,000 to less than \$50,000, the College shall require at least three written quotations which may include a quote or quotes from a

## MANUAL OF POLICY

|                        |  |                    |
|------------------------|--|--------------------|
| <b>Title</b>           | <b>Purchasing</b>                        | <b>5210</b>        |
| <b>Legal Authority</b> | <b>Approval of the Board of Trustees</b> | <b>Page 2 of 3</b> |

catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing file.

**Level III (Purchases Valued at or Above \$50,000)** – All College purchases and contracts valued at or above \$50,000 shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

### **Notice of Publication:**

All notices of bid solicitations shall be advertised in both Hidalgo and Starr Counties.

### **Authorization to Solicit and Award Bids:**

Board of Trustees authorization is not required for solicitation of bids for Levels II and III, except for renovation or construction projects in excess of \$50,000. The Board will be informed of all solicitations for bids (except for those capital items and services specifically approved in the annual budget) in a timely manner at the next Board meeting. Level III requires Board of Trustees authorization to award the bid.

### **Special Provisions**

#### **Professional Services**

- (a) “Professional services” are defined in Chapter 2254 of the Texas Local Government Code. The College must select and engage the “most qualified” professional. Competitive bidding is not required in the procurement of professional services, as defined in Chapter 2254 of the Texas Government Code. Professional services include, but is not limited to, services provided by architects, engineers, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts at or above \$50,000.
- (b) Exempt Personal/Professional Services.  
The Chapter 2254 of Texas Local Government Code definition of “professionals” is finite and does not apply to the procurement and engagement of an engineer/professional selected solely as a forensic consultant, expert witness or in some other advisory or consultative capacity.
- (c) The procurement of an engineer/professional to be selected to perform services for the College solely as a forensic consultant, expert witness or in some other advisory or consultative role shall not be required to conform to the provisions of Chapter 2254 of the Local Government Code.
- (d) In circumstances in which the College shall have an emergency or immediate need for the engagement of a professional, including an architect or engineer, as a forensic consultant, expert witness or in some other advisory or consultative capacity and not in a design capacity for the purpose of construction of building or structure or its repair, the President is granted the reasonable discretion to engage the professional.



## MANUAL OF POLICY

|                        |  |                    |
|------------------------|--|--------------------|
| <b>Title</b>           | <b>Purchasing</b>                        | <b>5210</b>        |
| <b>Legal Authority</b> | <b>Approval of the Board of Trustees</b> | <b>Page 3 of 3</b> |

- (e) The determination that there exists an “emergency or immediate need for a professional service” shall be made by the President.
- (f) The engagement of the professional is to be made at the President’s sole, reasonable discretion, but with the advice of staff and legal counsel. Depending on the existing circumstances, a minimum of two, but preferably three, firms shall be evaluated and a firm recommended to the President for final approval.
- (g) The engagement of the professional shall be presented to the Board of Trustees for ratification as soon as reasonably practicable after the engagement.
- (h) The President is granted contracting authority not to exceed \$100,000 in connection with the matter giving rise to the emergency or the immediate need.

### **Insurance**

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code requirements.

### **Emergency and Immediate Need Procedure**

The President may authorize purchase of items in an emergency and subsequently report the action to the Board of Trustees.

If a College building or College equipment is destroyed or severely damaged, and the Board of Trustees determines that the time delay posed by the competitive bidding process would prevent or substantially impair the conduct of classes or other essential College activities, then contracts for the replacement or repair of such building or equipment may be made without resort to competitive bidding.

## **Review and Recommend Action to Adopt New Local Governance Policy**

Purpose and Justification – Administration recommends Board approval to adopt new Local Governance Policy to align with the Texas Association of School Boards (TASB) policy manual.

These changes will align the policy with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced.

The adoption of the new policy is as follows:

| <b>Adopt New Policy</b>  |
|--|
| A-1. BBI (Local) Board Members: Technology Resources and Electronic Communications |

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with Texas Association of School Boards (TASB) for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies have been reviewed, retired, and transitioned into the TASB formatted policies.

The Board Members Use of College Issued Technology Plan is as follows:

1. Limited Personal Use

Limited personal use shall be permitted if the use:

- ⇒ Imposes no tangible cost on the College District; and
- ⇒ Does not unduly burden the College District's technology resources.

2. Acceptable Use

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District's technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

3. Monitored Use

Electronic mail transmissions and other use of the College District's technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.

4. Disclaimer of Liability

The College District shall not be liable for a Board member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for

ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

5. Records Retention

A Board member shall retain electronic records, whether created or maintained using the College District's technology resources or using personal technology resources, in accordance with the College District's record management program. [See BBE, CIA, and GCB]

Reviewers – The new policy has been reviewed by staff, administrators, TASB staff, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new policy follows in packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval and adoption of new Local Governance Policy, as presented, and superseding any previously adopted Board policy.

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**Note:** For employee, student, and community use of College District technology resources, see CR. For information security, see CS.

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**Technology Resources**

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

*Availability of Access*

Access to the College District’s technology resources, including the internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

*Limited Personal Use*

Limited personal use of the College District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District’s technology resources.

*Acceptable Use*

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District’s technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

*Monitored Use*

Electronic mail transmissions and other use of the College District’s technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District’s technology resources at any time to ensure appropriate use.

*Disclaimer of Liability*

The College District shall not be liable for a Board member’s inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District’s technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

**Records Retention**

A Board member shall retain electronic records, whether created or maintained using the College District’s technology resources or using personal technology resources, in accordance with the College District’s record management program. [See BBE, CIA, and GCB]

## **Review and Recommend Action to Adopt New Community and Governmental Relations Policy**

Purpose and Justification – Administration recommends Board approval to adopt new Community and Governmental Relations policy to align with the Texas Association of School Boards (TASB) policy manual.

These changes will align the policy with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policy to a standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced.

The adoption of the new policy is as follows:

| Adopt New Policy                      |
|---------------------------------------|
| A-1. GE - Advertising and Fundraising |

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Executive Director of Public Relations and Marketing.

Enclosed Documents - The new policy follows in the packet for the Committee's information and review.

Lynda Lopez, Executive Director of Public Relations and Marketing, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to adopt new Community and Governmental Relations policy, as presented, and superseding any previously adopted Board policy.

**Promotional  
Activities**

College District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any non-College District-related purpose without prior approval of the College President.

[For information relating to community use of College District facilities, see GD.]

**Advertising**

For purposes of this policy, “advertising” shall mean a communication designed to attract attention or patronage by the public or college community and communicated through means under the control of the College District in exchange for consideration to the College District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the College District or College District support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the College District and not for the purpose of establishing a forum for communication. The College District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The College District shall retain the authority to determine the size and location of any advertising. The College District shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, College District or campus regulations, or curriculum, as well as any content the College District determines has a reasonable likelihood of exposing the College District to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute College District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the College District will purchase goods or services from the vendor through the College District’s formal procurement process.

[For information relating to College District-sponsored publications, see FKA.]

**Sponsorships and  
Donations**

If the College District or any campus accepts financial or in-kind donations to support College District-sponsored activities, the College District reserves the right to acknowledge donors through whatever means the College District deems appropriate. The College District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

## **Review and Recommend Action to Adopt New Personnel Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to adopt new Personnel policies and retire current policies to align with the Texas Association of School Boards (TASB) policy manual.

These changes will align the policies with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

| Adopt New Policy  | Retired Policy(ies)                                       | Retired Policy Content Transition  |
|---|---|--|
| A-1. DGC (Local)<br>Employee Rights and Privileges: Employee Expression and Use of College Facilities | A-2. Policy #3030:<br>Academic Freedom and Responsibility | All of the content from the retired policy is included in the new local policy.  |
| B-1. DEA (Local)<br>Compensation and Benefits: Salaries and Wages                                     |   |  |
| C-1. DEAB (Local)<br>Compensation Plan: Wage and Hour Laws  | C-2. Policy #4520:<br>Compensation for Overtime           | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |
| D-1. Policy #6330: Use of College Property/<br>Removal of College Property from College Premises      |   | All of the content from the retired policy is included in either a procedure, handbook, manual, etc.                         |

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, Vice President and Provost for Academic Affairs, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new and or retired policies follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, Dr. Brett Millan, Associate VP Academic Success & Advancement, George E. McCaleb, Director of Facilities Operations and Maintenance, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to adopt new policies and retire current policies as listed, presented, and superseding any previously adopted Board policy.



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**Note:** For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

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**Academic Freedom**

The College District, as an institution of higher education, serves the common good which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College District's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities which should reside primarily with the faculty: shared participation in planning and revising curricula, selecting supplemental readings, selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board of Trustees and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.

7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of the College District to:

Entitle each faculty member freedom in the classroom in discussing the subject which they teach;

Hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has clear relationship to the approved curriculum and subject; and

Hold faculty responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

|   |   |
|---|---|
|   | <p>The College District shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.</p> <p>Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).</p>   |
| <b>Distribution of Literature</b>           | <p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.</p> <p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.</p>   |
| <b>Limitations on Content</b>               | <p>Materials shall not be distributed by an employee or employee organization on College District property if:</p> <ol style="list-style-type: none"><li>1. The materials are obscene;</li><li>2. The materials contain defamatory statements about public figures or others;</li><li>3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;</li><li>4. The materials are considered prohibited harassment [see DIA series and FFD series];</li><li>5. The materials constitute nonpermissible solicitation [see DHC]; or</li><li>6. The materials infringe upon intellectual property rights of the College District [see CT].</li></ol> |
| <b>Time, Place, and Manner Restrictions</b> | <p>Distribution of materials shall be conducted in a manner that:</p> <ol style="list-style-type: none"><li>1. Is not disruptive to College District operations;</li><li>2. Does not impede reasonable access to College District facilities;</li><li>3. Does not result in damage to College District property;</li><li>4. Does not interfere with the rights of others; and</li><li>5. Does not violate local, state, or federal laws or College District policies and procedures.</li></ol>  |

The distributor shall clean the distribution area of any discarded or leftover materials. Additionally, any posted material shall be removed and disposed of properly.

The Campus Administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.

**Use of Facilities and Grounds**

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the College President or designee and approved by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

**Requests**

To request permission to meet or host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the Campus Administrator in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

*Approval*

The Campus Administrator shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;

3. The proposed use includes nonpermissible solicitation [see DHC];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The Campus Administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common  
Outdoor Area  
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Employees and employee organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements  
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

**Violations**

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with  
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

**Appeals**

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

DATE ISSUED:

ADOPTED:

6 of 6

DGC(LOCAL)-X

## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Academic Freedom and Responsibility</b>       | <b>3030</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>         | <b>Page 1 of 2</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b> |                    |

South Texas College, as an institution of higher education, serves the common good which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities which should reside primarily with the faculty: shared participation in planning and revising curricula, selecting supplemental readings, selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board of Trustees and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.
7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Academic Freedom and Responsibility</b>       | <b>3030</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>         | <b>Page 2 of 2</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b> |                    |

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of South Texas College to (1) entitle each faculty member freedom in the classroom in discussing the subject which he or she teaches; (2) hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has clear relationship to the approved curriculum and subject; (3) hold faculty responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.



COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

The College President shall recommend an annual compensation plan for all College District employees. [See also DEAA] The compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support College District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the College District. The Board shall also determine the total compensation package for the College President. [See BF series]

**Pay Administration**

The College President shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The College President or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

**Pay Increases**

The College President shall recommend to the Board an amount for employee pay increases as part of the annual budget. The College President or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay  
Increases*

Contract  
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the College District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract  
Employees

The College President or designee may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment that warrants additional compensation or to address pay parity. The College President shall report any such pay increases to the Board at the next regular meeting.

**Pay During Closing**

The Board delegates to the College President the authority to close the worksite at any College District campus due to conditions that make travel to or habitation of the worksite a risk to employee health and safety, and to pay employees during this emergency closure whether or not the workdays are scheduled to be made up at a later date. An emergency closure is a closure induced by conditions such as, but is not limited to, inclement weather or natural disasters. During an emergency closure, employees who have the ability to work or who are working remotely will be required to do so.

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

**Gifts, Grants, and  
Donations for Salary  
Supplements**

The College District shall not accept gifts, grants, donations, or other consideration designated for use as salary supplements.

COMPENSATION PLAN  
WAGE AND HOUR LAWS

DEAB  
(LOCAL)

**Classification of Positions**

The College President or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

**Exempt**

The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from the employee’s salary in violation of this policy should bring the matter to the College District’s attention, through the College District’s complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

**Nonexempt**

Nonexempt employees may be compensated on an hourly basis. Employees who are paid on an hourly basis shall be compensated at one and one-half their regular hourly rate for all hours worked over 40 hours in a workweek.

A nonexempt employee shall have the approval of the employee’s supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

**Workweek Defined**

For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Monday until 11:59 p.m. Sunday .

**Compensatory Time**

Compensation for overtime hours for nonexempt employees shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. Employees shall take compensatory time off at the earliest opportunity after it is earned. The employee shall be informed by the employer in advance if overtime hours will be compensated by compensatory time rather than by pay.

**Accrual**

Nonexempt employees may not accumulate more than 40 hours of earned compensatory time.

**Use**

If an employee has a balance of more than 40 hours in accumulated compensatory time, the employee shall be required to take leave, at least, in the amount of the excess accumulated compensatory time or, at the College District's option, shall receive overtime pay for the excess or entire accumulated compensatory time.

# MANUAL OF POLICY

**Title Compensation for Overtime 4520**

**Legal Authority Approval of the Board of Trustees Page 1 of 2**

**Date Approved by Board As Amended by Board Minute Order dated September 28, 2021**

## **I. Purpose**

South Texas College provides overtime compensation to employees in accordance with the Fair Labor Standards Act and State of Texas statutes.

## **II. Policy**

Employees subject to FLSA are entitled to compensation for any hours worked in excess of 40 hours in one week in one of the following ways:

- Compensation of one and one-half times the employees regular rate of pay for all hours worked in excess of 40 hours in any workweek, or
- Compensatory time off at a rate of one and one-half times for all hours worked in excess of 40 hours in any workweek.

Accumulated compensatory time off must be taken within the work week and no later than the following week.

Requests for overtime work for non-exempt employees may only be authorized by the appropriate supervisor with approval of the President or the President's Designee(s). Exceptions may be granted in emergency situations. All overtime worked must be properly authorized including hours to be worked and an explanation of the reason for the overtime. A report on overtime hours worked by employee will be provided to the President by the Business Office on a monthly basis. Employees working unauthorized hours may be subject to disciplinary action.

The work week begins Sunday at midnight.

## **III. Definitions**

As used in this policy and College procedures, the following definitions apply:

**Compensatory Time Off:** hours during which an employee is not working, which are not counted as hours worked during an applicable workweek or other work period for purposes of overtime compensation and for which the employee is compensated at his/her regular rate.

**Overtime:** working hours in excess of the regularly scheduled 40 hours workweek, for which an employee is compensated at one and one-half times his/her regular rate.

**Employees Subject to FLSA:** A non-exempt employee who is subject to the overtime provisions of the Fair Labor Standards Act of 1938, 29 U.S.C. Secs. 201, et seq. (FLSA) is entitled to compensation for overtime.

## MANUAL OF POLICY

|              |                                  |             |
|--------------|----------------------------------|-------------|
| <b>Title</b> | <b>Compensation for Overtime</b> | <b>4520</b> |
|--------------|----------------------------------|-------------|

**Legal Authority**                      **Approval of the Board of Trustees**                      **Page 2 of 2**

**Date Approved by Board As Amended by Board Minute Order dated September 28, 2021**

## IV. History

|                                     |  |
|-------------------------------------|--|
| Origination Date Approved by Board  | November 9, 1995                         |
| Dates Amended and Approved by Board | September 15, 2004<br>September 28, 2021 |

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Use of College Property/Removal of College Property from College Premises</b> | <b>6330</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   |             |
| <b>Date Approved By Board</b> | <b>Board Minute Order Dated November 9, 1995</b>                                 |             |

To avoid misuse or misapplication of the property, equipment or employees of the College, the administration, faculty, staff, and students shall be prohibited from:

1. Making personal use of any College-owned or leased vehicles, equipment, materials, or services;
2. Rendering services other than for or on behalf of the College during duty hours; and
3. Using College facilities for any work or business that may directly or indirectly lead to personal gain.

## **Review and Recommend Action to Adopt New Instruction and Student Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to adopt new Instruction and Student Policies and retire current policies to align with the Texas Association of School Boards (TASB) policy manual.

This will align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and to transition policies to a standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

| Adopt New Policy  | Retired Policy(ies)   | Retired Policy Content Transition  |
|---|---|--|
| A-1. EFCD(Local)Special Programs -High School Equivalency Testing Centers | A-2. Policy #3400: Mandatory Assessment<br>A-3 Policy #3420: Testing Program  | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |
| B-1. EGA (Local) Academic Achievement - Grading and Credit                | B-2. Policy #3310: Grading System: Credit Programs<br>B-3. Policy #3311: Reporting Grades and Transcript Maintenance<br>B-4. Policy #3320: Academic Progress Standards<br>B-5. Policy #3346: Awarding Academic Credit for Experiential Learning and Non-Credit Coursework | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |
| C-1. EGB (Local) Academic Achievement - Class Rank and Honors             | C-2. Policy #3315: Scholastic Achievement Awards  | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |

| Adopt New Policy                                   | Retired Policy(ies)  | Retired Policy Content Transition  |
|--|--|--|
| D-1. EGC (Local) Academic Achievement - Graduation | D-2. Policy #3341: Certification for Graduation<br>D-3. Policy #3342: Graduation Requirements for the B.A. S., B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion<br>D-4. Policy #3345: Certificate of Completion, Associate of Applied Science Degree, and Bachelor of Applied Technology Graduate Guarantee | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |
| E-1. FB (Local) Admissions                         | E-2. Policy #3200: Student Admissions  | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |
| F-1. FDA (Local) Tuition and Fees - Residency      | F-2. Policy #3210: Resident Status for Students  | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |
| G-1. FJ (Local) Student Records                    | G-2. Policy #3204: Student Records<br>G-3. Policy #3206: Confidentiality of Student Educational Records<br>G-4. Policy #3639: Use of Student Photographs and Signatures for Publication<br>G-5. Policy #3611: Special Student Populations Reporting  | Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. |



| Adopt New Policy | Retired Policy(ies)   | Retired Policy Content Transition |
|------------------|---|-----------------------------------|
|                  | G-6. Policy #3311:<br>Reporting Grades and Transcript Maintenance |                                   |

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Student Affairs and Enrollment Management.

Enclosed Documents - The new and or retired policies follow in the packet for the Committee's information and review.

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to adopt new Instruction and Student Policies and retire current policies as presented, and which supersedes any previously adopted Board Policy.

|                            |   |
|----------------------------|---|
|                            | <p>An official high school equivalency testing center shall be located at one or more College District facilities designated by the Board.</p>  |
| <b>Procedures</b>          | <p>The College President or designee shall develop written procedures concerning the operation of the center and administration of the test. The procedures shall:</p> <ol style="list-style-type: none"><li>1. Address the selection, requisition, and storage of test materials;</li><li>2. Address the provision of a suitable place for administering the test;</li><li>3. Address test security;</li><li>4. Include a written emergency plan; and</li><li>5. Address other operational matters as appropriate.</li></ol> |
| <b>Testing Information</b> | <p>The College President or designee shall publish information about the available testing opportunities on the College District's website and in appropriate College District publications.</p>  |
| <b>Fees</b>                | <p>If permitted by the Texas Education Agency (TEA) and the test provider, the Board may approve a fee for the administration of a test.</p>  |
| <b>Annual Report</b>       | <p>The College President or designee shall report to the Board annually concerning the center, including the number of tests administered and the funds received for administering the test.</p>  |

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Mandatory Assessment</b>  | <b>3400</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated March 12, 1998<br/>As Amended by Board Minute Order dated January 16, 2003<br/>As Amended by Board Minute Order dated June 24, 2004<br/>As Amended by Board Minute Order dated April 28, 2005<br/>As Amended by Board Minute Order dated August 23, 2007</b> |             |

Mandatory assessment in the basic academic skills areas of writing, reading, and mathematics is required for all new students and test scores must be on file prior to advising and registering for any term. This assessment is necessary in order to ensure the maximum potential for students' success. Assessment results will not be used for general admissions purposes except as applicable to the completion of specialized requirements for selected programs.

Full-time students (students enrolled in 12 or more hours during a fall or spring semester) who are deficient in two or more areas of Texas Success Initiative (TSI) Alternative Exams; i.e., ACCUPLACER, ASSET, COMPASS, or THEA will be required to enroll in a minimum of two developmental courses, in addition to College Success, during the fall and spring terms. Part-time students (students who are enrolled in 11 or fewer hours during the fall or spring semesters) who are deficient in two or more areas of TSI will be required to enroll in a minimum of one developmental course, in addition to College Success, during the fall or spring semester. All TSI Non-College Ready and TSI Non-Exempt students will be required to enroll in one developmental course each summer term.

The College will prioritize the sequencing of Developmental disciplines, and College Success, to determine the courses required of each student and will be published in the College catalog.

The Vice-President for Instructional Services, with approval of the College President, may implement initiatives or pilot programs that vary from the aforementioned.

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Testing Program</b>  | <b>3420</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated May 6, 2004</b> |             |

A testing program which as a minimum makes use of the best known and more reliable instruments shall be made available to students. Testing services should include interpretation of score results and follow-up counseling & advising for appropriate course placement.

RETIRED

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB]

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Grading System: Credit Programs</b>   | <b>3310</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated September 30, 1999<br/>As Amended by Board Minute Order dated January 20, 2000<br/>As Amended by Board Minute Order dated January 16, 2003</b> |             |

The following grading system is used at South Texas College:

| Grade | Interpretation   | Grade Points per Semester Hour |
|-------|------------------|--------------------------------|
| A     | Excellent        | 4                              |
| B     | Good             | 3                              |
| C     | Satisfactory     | 2                              |
| D     | Minimum Passing  | 1                              |
| F     | Failing          | 0                              |
| I     | Incomplete       | Not Computed                   |
| W     | Withdrew         | Not Computed                   |
| AUD   | Audit            | Not Computed                   |
| CR    | Credit Given for | Not Computed                   |
| N     | Non-Credit       | Not Computed                   |
| S     | Passing          | Not Computed                   |
| P     | Passing          | Not Computed                   |
| NP    | Not Passing      | Not Computed                   |
| IP    | In Progress      | Not Computed                   |

Certain grades are utilized in particular courses. Each course syllabi will indicate the grades that may be issued in the course.

The grade of "I" (for Incomplete) may be given by an instructor in certain circumstances for a course in which a student was unable to complete all of the objectives for the passing grade level attempted.

With the exception of the "I", all grades are considered final unless College error is involved. In the event of a grade dispute, an appeal process is provided.

South Texas College accepts the responsibility to establish and maintain standards of excellence in the courses taught and to subscribe to the following principles:

1. We recognize the need for consistency and fairness in the evaluation of student performance.
2. We fully recognize the need to maintain public confidence in the academic integrity of the College.

## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Reporting Grades and Transcript Maintenance</b>   | <b>3311</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   | <b>Page 1 of 1</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated January 16, 2003<br/>As Amended by Board Minute Order dated May 6, 2004<br/>As Amended by Board Minute Order dated July 28, 2005<br/>As Amended by Board Minute Order Dated October 29, 2019</b> |                    |

All grade reports for all students will be produced and disseminated no later than 72 hours (3 business days) following the end of the academic term according to the published schedule. Grades are due in the Office of Admissions by the published date and time Term and cumulative GPA's will be reflected on grade reports.

All transcript corrections due to major change or repeat course must be updated prior to the next grade reporting period.

The Registrar will provide appropriate security and confidentiality measures for the reporting and posting of grades and the maintenance of transcripts.

Transcript narrative statements may include:

1. Honors Messages - "PRESIDENT'S HONOR ROLL", "VICE PRESIDENT'S HONOR ROLL", "SCHOLASTIC HONOR ROLL", and "PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD RECIPIENT".
2. Explanation of grades with asterisks - "GRADES WITH ASTERISKS (\*) ARE NOT INCLUDED IN THE CALCULATION OF THE CUMULATIVE GRADE POINT AVERAGE (GPA)".
3. Disciplinary notation in the designated term(s) as mandated by State law – "DISCIPLINARY SUSPENSION, ELIGIBLE TO RETURN (DATE OR TERM)" or "DISCIPLINARY EXPULSION, INELIGIBLE TO RETURN"

## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Academic Progress Standards</b>   | <b>3320</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   | <b>Page 1 of 2</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b><br><b>As Amended by Board Minute Order dated January 16, 2003</b><br><b>As Amended by Board Minute Order dated June 24, 2004</b><br><b>As Amended by Board Minute Order dated May 17, 2007</b><br><b>As Amended by Board Minute Order dated December 13, 2016</b> |                    |

All students, including dual credit, are expected to meet academic standards for coursework completed at South Texas College. Students with a cumulative grade point average below 2.00 (C average) will be placed on academic probation, continued academic probation or academic suspension as appropriate.

### **Semester and Cumulative GPA Calculation**

All grade points earned by a student, including developmental courses and the College Success course, will be included in the computation of the semester grade point average and cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

The academic progress standards for students attending the College are as follows:

#### Level of Academic Status GPA Criteria

|                              |  |
|------------------------------|--|
| Good Standing                | Cumulative GPA is 2.00 or above  |
| Academic Probation           | Cumulative GPA has dropped below 2.00  |
| Continued Academic Probation | Previously on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00, but current semester GPA is 2.00 or above |
| Academic Suspension          | Previously on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00     |

### **Academic Probation**

Academic Probation is a system of monitoring student grades in all South Texas College courses in order to identify students who are experiencing difficulty in making satisfactory progress. Academic Probation occurs at the end of any semester when a student's cumulative GPA drops below 2.00.

### **Continued Academic Probation**

Continued Academic Probation is a system of monitoring student grades in all South Texas College courses for students placed on Academic Probation in order to identify students who continue to experience difficulty in making satisfactory progress. Continued Academic Probation occurs at the end of the semester following Academic Probation when a student's cumulative GPA remains below 2.00.

### **Academic Suspension**

Academic Suspension is a system of forced interruption in attendance at the College in those instances where a student is unable to maintain satisfactory academic progress. Academic



## MANUAL OF POLICY

|                        |  |                    |
|------------------------|--|--------------------|
| <b>Title</b>           | <b>Academic Progress Standards</b>       | <b>3320</b>        |
| <b>Legal Authority</b> | <b>Approval of the Board of Trustees</b> | <b>Page 2 of 2</b> |

Suspension occurs when the student who has previously been on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00. Academic suspension may last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.

### **Readmission after a Period of Suspension**

After a period of Academic Suspension, a student may be readmitted on academic probation. Before readmission under probationary status, the suspended student must report to Counseling and Student Disability Services for an academic counseling session to develop an Academic Improvement Plan.

Students on Academic Suspension who raise their cumulative GPA to 2.00 or higher can be reinstated in good standing following application to the Office of Admissions and Records. Removal from suspension can be most effectively accomplished by re-enrolling for courses in which the student has a failing grade.

If a student who has been suspended feels that unusual circumstances warrant a review, the student may provide a written appeal to the Academic Appeals Committee in care of the Counseling and Student Disability Services.

## MANUAL OF POLICY

|                               |   |                    |
|-------------------------------|---|--------------------|
| <b>Title</b>                  | <b>Awarding Academic Credit for Experiential Learning and Non-Credit Coursework</b>                             | <b>3346</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  | <b>Page 1 of 1</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated February 22, 2010<br/>As Amended by Board Minute Order dated September 19, 2011</b> |                    |

South Texas College awards academic credit for experiential learning when the experiential learning is consistent with the comprehensive mission of the College, at the collegiate level, and comparable to coursework in a degree or certificate program.

Academic credit is awarded for experiential learning via military services for all physical education courses required for an undergraduate degree in accordance with Texas Statute, Subchapter F, Chapter 51, Education Code, Section 51.3042, and other eligible courses as per the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services.

South Texas College awards academic credit for non-credit coursework when there is documentation that the non-credit coursework is equivalent to a designated credit experience.

The Board shall determine the method by which academic honors is bestowed on College District students. This provision shall be published in the College District catalog. [For grade calculations and the awarding of credit, see EGA]

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Scholastic Achievement Awards</b>  | <b>3315</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated January 16, 2003<br/>As Amended by Board Minute Order dated June 24, 2004</b> |             |

Scholastic achievement will be recognized by the College at the completion of each Fall and Spring semester by placement of deserving students in one of the following categories:

### President's Honor Roll

A student, who is TSI College Ready or exempt, who has completed 12 or more semester credit hours of college credit course work for that semester at the College and has achieved a grade point average (GPA) of 4.00 for that semester will be recognized on the President's Honor Roll.

### Vice President's Honor Roll

A student, who is TSI College Ready or exempt, who has completed 12 or more semester credit hours of college credit course work for that semester at the College and has achieved a GPA of 3.75 or above for that semester will be recognized on the Vice President's Honor Roll.

### Scholastic Honor Roll

A student who has completed 12 or more semester credit hours of course work for that semester at the College and has achieved a GPA of 3.50 or above for that semester will be recognized on the Scholastic Honor Roll.

The Board shall establish graduation requirements in a manner consistent with applicable law. The College District catalog shall address the degrees and certificates, the semester credit hours or continuing education units, and other requirements that must be satisfied to obtain each degree or certificate awarded by the College District.

No graduation application is required.

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Certification for Graduation</b>   | <b>3341</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated March 12, 1998<br/>As Amended by Board Minute Order dated May 6, 2004</b> |             |

All students considered for graduation shall be certified within 30 working days following the end of term.

Students considered for graduation who fail to be certified should be notified by letter of reason(s) within 30 working days after the end of the term.

Graduation status update with the student information system shall be completed within 5 working days after certification of students for graduation.

RETIRED

# MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Graduation Requirements for the B.A.S, B.A.T.,<br/>B.S.N., A.A., A.S. and A.A.S. Degrees and<br/>Certificate of Completion</b>  | <b>3342</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   | <b>Page 1 of 3</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated July 27, 1995</b><br><b>As Amended by Minute Order dated June 13, 1996</b><br><b>As Amended by Minute Order dated June 12, 1997</b><br><b>As Amended by Board Minute Order dated February 17, 2000</b><br><b>As Amended by Board Minute Order dated September 26, 2002</b><br><b>As Amended by Board Minute Order dated March 18, 2004</b><br><b>As Amended by Board Minute Order dated March 26, 2013</b><br><b>As Amended by Board Minute Order Dated October 29, 2019</b> |                    |

South Texas College awards the Bachelor of Applied Science, Bachelor of Applied Technology, Bachelor of Science in Nursing, Associate of Art and Associate of Science degrees, Associate of Applied Science and the Certificate of Completion. A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the degree requirements provision of the catalog in force during the student's first semester of enrollment, provided that the student graduates within seven years for the bachelor degree program, within five years for an associate degree program, and within three years for a certificate program. Otherwise, the student may graduate by fulfilling the degree requirements as published in the catalog in force at the time of the student's graduation.

Commencement exercises are held in May and December or at such other times determined by the Board based upon the needs of the College. Participation in Commencement exercises is limited only to those students who are enrolled in and complete all program requirements in the semester in which they plan to graduate. Students who want to participate in Commencement exercises must participate in the ceremony for the semester in which they are expected to graduate. Students who complete program requirements in the Summer are eligible to participate in the December Commencement exercises. The College Registrar is the Graduation Certifying Official and has the authority to determine eligibility for participation in Commencement exercises.

## Bachelor Degrees

To be awarded the Bachelor of Applied Science, Bachelor of Applied Technology, or Bachelor of Science in Nursing, students must satisfy the following requirements:

1. Complete a minimum of 120 total credit hours in the appropriate course of study for the declared program as specified in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor degree granted by the College. Specific upper level (3000 level or higher) coursework transfer requirements are outlined in the College Catalog.
3. Maintain a minimum average of “C” (2.0 G.P.A.) for all courses in the core curriculum, area of specialization, and a minimum overall cumulative average of “C” (2.0 G.P.A. in all other courses). Some selective programs require a grade of “C” or better in all coursework as outlined in the College Catalog

## MANUAL OF POLICY

|              |   |             |
|--------------|---|-------------|
| <b>Title</b> | <b>Graduation Requirements for the B.A.S, B.A.T.,<br/>B.S.N., A.A., A.S. and A.A.S. Degrees and<br/>Certificate of Completion</b> | <b>3342</b> |
|--------------|---|-------------|

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|------------------------|--|--------------------|
| <b>Legal Authority</b> | <b>Approval of the Board of Trustees</b> | <b>Page 2 of 3</b> |
|------------------------|--|--------------------|

4. Pay all debts to the College prior to graduation.

### **Associate of Art**

To be awarded the Associate of Art degree, students must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Art program as listed in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an Associate of Art granted by the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the core curriculum, area of emphasis or specialization, and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

### **Associate of Science**

To be awarded the Associate of Science degree, students must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Science program as specified in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an Associate of Science granted by the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the core curriculum, area of emphasis or specialization, and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

### **Associate of Applied Science**

To be awarded the Associate of Applied Science degree, students must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Applied Science program as specified in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.



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|                        |   |                    |
|------------------------|---|--------------------|
| <b>Title</b>           | <b>Graduation Requirements for the B.A.S, B.A.T.,<br/>B.S.N., A.A., A.S. and A.A.S. Degrees and<br/>Certificate of Completion</b> | <b>3342</b>        |
| <b>Legal Authority</b> | <b>Approval of the Board of Trustees</b>  | <b>Page 3 of 3</b> |

2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an Associate of Applied Science granted by the College.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses. Some selective programs require a grade of "C" or better in all coursework as outlined in the College Catalog.
4. Pay all debts to the College prior to graduation.

### **Additional Associate Degrees**

Students who have earned an Associate Degree may earn an additional Associate Degree provided that the additional degree is a different degree type. Students who are Core Complete may use the Core Curriculum to satisfy degree requirements for the additional degree. Students must meet graduation residency requirements for any additional degree. Students who wish to pursue an additional degree should seek appropriate academic advising prior to declaring an additional degree and enrolling in coursework.

### **Certificate of Completion**

To be awarded the Certificate of Completion, the student must satisfy the following requirements:

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College requires that at least 25% of the required semester credits be completed through the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses. Some selective programs require a grade of "C" or better in all coursework as outlined in the College Catalog.
4. Pay all debts to the College prior to graduation.

## MANUAL OF POLICY

|              |  |             |
|--------------|--|-------------|
| <b>Title</b> | <b>Certificate of Completion, and Associate of Applied Science Degree, and Bachelor of Applied Technology Graduate Guarantee</b> | <b>3345</b> |
|--------------|--|-------------|

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**Date Approved by Board**      **Board Minute Order dated July 27, 1995**  
**As Amended by Board Minute Order dated February 13, 1997**  
**As Amended by Board Minute Order dated June 24, 2004**

Subject to the conditions listed below, South Texas College guarantees that students earning the Certificate of Completion, Associate of Applied Science Degree, or Bachelor of Applied Technology, will have the job skills necessary for entry level employment in the technical field for which they have been trained. If an employer judges the graduate as lacking in skills identified as exit competencies for the program of study, the graduate will be provided up to 12 tuition free credit hours of additional training. Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Certificate of Completion, Associate of Applied Science degree, or Bachelor of Applied Technology beginning September 1994, or thereafter in a Technical/Vocational/Occupational program identified in the College catalog.
2. The graduate must have completed the degree or certificate program with the College (with 75% of credits earned at the College) and must have completed the graduation requirements within a 3 year time span for the Certificate of Completion, a 5 year time span for the Associate of Applied Science, and a 7 year time span for the Bachelor of Applied Technology.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, program chair, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.

remedy against the College and its employees for skills deficiency. The College may award up to 12 hours of tuition-free course work under conditions described in the "Graduate Guarantee Program" may be initiated by the graduate administrator within 90 days of the graduate's initial employment.

**Date Approved by Board**      **Board Minute Order dated July 27, 1995**  
**As Amended by Board Minute Order dated February 13, 1997**  
**As Amended by Board Minute Order dated June 24, 2004**

10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The College President shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

## MANUAL OF POLICY

|                               |   |                    |
|-------------------------------|---|--------------------|
| <b>Title</b>                  | <b>Student Admissions</b>   | <b>3200</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  | <b>Page 1 of 3</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b><br><b>As Amended by Board Minute Order dated March 12, 1998</b><br><b>As Amended by Board Minute Order dated December 17, 1998</b><br><b>As Amended by Board Minute Order dated February 17, 2000</b><br><b>As Amended by Board Minute Order dated July 19, 2001</b><br><b>As Amended by Board Minute Order Dated January 16, 2003</b><br><b>As Amended by Board Minute Order Dated June 24, 2004</b><br><b>As Amended by Board Minute Order Dated July 28, 2005</b><br><b>As Amended by Board Minute Order Dated June 15, 2006</b><br><b>As Amended by Board Minute Order Dated November 16, 2006</b><br><b>As Amended by Board Minute Order Dated March 29, 2016</b><br><b>As Amended by Board Minute Order Dated October 29, 2019</b> |                    |

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Students entering South Texas College must comply with state-mandated Texas Success Initiative Rules (TSI) and the South Texas College Developmental Education Plan regarding testing requirements.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.

Any individual meeting any one of the following conditions may be admitted to the College:

### **High School Graduation**

Applicants who are high school graduates, including public, private, and non-traditional high schools are eligible for admission to the College. The College complies fully with Texas Education Code Section 51.9241 for graduates of non-traditional secondary education. Procedures for application, submission of transcripts and test scores may be found in the College Catalog and on the College website.

### **Examination**

Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency will be submitted to the Office of Admissions and Records as evidence of completion.

### **Individual Approval**

Applicants who do not qualify for admission under either of the above conditions are admitted if they are at least 18 years of age and submit placement score test results from the Texas Success Initiative Assessment placement exam. All applicants must submit an official transcript from the last high school attended prior to enrollment.

### **Transfer from Another College**

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards as outlined by Board Policy 3320.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools can be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Enrollment Center.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute outline in Texas Education Code Section 51.931. For applicants who elect an "academic fresh start", the College will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The applicant may not receive any course credit for coursework 10 or more years prior to enrollment.

### **Dual Credit**

Dual Credit allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students admitted to the College must meet Student Eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. Dual Enrollment Academy Programs are selective admission Dual Credit programs that have specific admission requirements. A list of Dual Enrollment Academy Programs and application requirements is available at the Dual Credit Programs Office and the Dual Credit Programs website.

### **International Student**

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

## SELECTIVE ADMISSIONS

**The following Programs have selective admissions requirements which are printed in the South Texas College Catalog. Meeting the specific application requirements is not a guarantee of program acceptance.**

Changes to the application requirements for selective admissions programs at South Texas College are reviewed and approved by the program's Advisory Committee, the Division Curriculum Committee, Academic Council and the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

### Bachelor Degree Programs

#### Bachelor of Applied Technology

Bachelor of Applied Technology in Technology Management  
 Bachelor of Applied Technology in Computer & Information Technologies  
 Bachelor of Applied Technology in Medical and Health Administrative Services

#### Bachelor of Applied Science

Bachelor of Applied Science in Organizational Leadership

#### Bachelor of Science in Nursing

Bachelor of Science in Nursing (RN-to-BSN)

### Public Safety Selective Admission Programs

Basic Peace Officer Certificate (Police Academy)  
 Basic Firefighter Certificate (Fire Academy)

### Nursing & Allied Health Selective Admission Programs

Emergency Medical Technology  
 Health and Medical Administrative Services  
 Medical Assisting Technology  
 Patient Care Assistant  
 Pharmacy Technology

**The following programs have a competitive entry selection process based on a point system:**

Bachelor of Science in Nursing (RN-to-BSN)  
 Associate Degree Nursing  
 Occupational Therapy Assistant  
 Physical Therapy Assistant  
 Radiologic Technology  
 Diagnostic Medical Sonography  
 Respiratory Therapy  
 Vocational Nursing

The Board shall designate a residence determination official for the College District. The legal residence of each applicant, for tuition purposes, shall be determined by the residence determination official in accordance with procedures adopted for that purpose to comply with state law.



## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Resident Status for Students</b>  | <b>3210</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   | <b>Page 1 of 2</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order Dated November 9, 1995<br/>As Amended by Board Minute Order dated February 13, 1997<br/>As Amended by Board Minute Order dated July 28, 2005<br/>As Amended by Board Minute Order dated January 27, 2015</b> |                    |

It is the policy of South Texas College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation of residency rules will result in disciplinary action. Students must have continuously lived in the state of Texas for a minimum of 12 months prior to registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable State and Federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out of state as defined by the above-cited guidelines must pay non-resident tuition.

To be classified as a Texas resident, a student must prove Texas residency for the 12 months immediately prior to the date of enrollment for the given semester with one or more of the following documents:

- Texas high school transcript (showing attendance for the last 12 months);
- Texas college or university transcript (showing attendance for the last 12 months);
- Texas voter registration (at least one year old);
- Permanent Texas driver's license (at least one year old);
- Statement of employment from Texas employer for last 12 months;
- Texas lease agreement for the last 12 months;
- Canceled checks from a Texas bank for the last 12 months;
- Texas utility bills for the last 12 months;
- Other third party documentation

To claim dependent residence status, a student must provide a copy of the parents' IRS 1040 (federal income tax return) with the parents' residence listed.

Texas Resident Students have two classifications – those that live within the South Texas College District and those who live outside the district. The South Texas College District includes all of Hidalgo and Starr Counties and complies with waivers and exemption programs as allowed per Texas state statutes and regulations.

Persons, and their dependents, who do not live in the college district but who own property which is subject to ad valorem taxation by the College's taxing district, are also classified as In-District students. Evidence of ownership of such property shall be a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo Counties. It must be submitted with the application for admission to the College and will be retained by the College. This evidence must be re-submitted annually. Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent. Foreign students are not eligible for the waiver.

The student is responsible for registering under the proper residence classification and for providing appropriate documentation as required by the College.

When completing the oath of residency portion of an application for admission process, the student is responsible for registering under the proper residence classification and for providing documentation as

## MANUAL OF POLICY

|                        |  |                    |
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| <b>Title</b>           | <b>Resident Status for Students</b>      | <b>3210</b>        |
| <b>Legal Authority</b> | <b>Approval of the Board of Trustees</b> | <b>Page 2 of 2</b> |

required by the College. If there is any question as to right to classification as a resident of the South Texas College district, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the College for official determination. Students classified as Texas and In-District residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials. Failure to notify the institution constitutes a violation of the oath of residency.

A student classified as a non-resident (out of state or international) is one who has not lived in Texas for the 12 months immediately prior to the date of enrollment. Aliens who live in this country under a visa permitting permanent residence or who have filed a declaration of intent to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for resident status as a citizen of the United States.

All documentation must show the student's name and address.

RETIRED

**Comprehensive System**

The College President shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College District program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school officials.

**Custodians of Records**

The registrar is custodian of all student records for currently enrolled students and for all official academic records. The registrar is custodian of academic status records. The addresses for the custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

**Types of Education Records**

Each record custodian shall be responsible for the education records of the College District. These records may include:

1. Admissions data and personal and family data.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records, including scholastic disciplinary actions.
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
9. Records pertaining to participation in student activities including academic awards or recognition by the College District.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Financial aid records.
13. Job placement records.
14. Scholarships or other financial awards.
15. Records pertaining to student complaints.

16. Other records that may contribute to understanding of the student.

**Request Procedures**

The College District shall make a student's records available to the student. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times. Records to be viewed shall be restricted to use only in the College President's office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis. A student may be denied copies of records if he or she fails to follow proper procedures or pay the copying charge.

**Directory Information**

Directory information shall be released to a qualified individual or organization that files a written request with the College President or designee.

The College District shall give public notice of the categories of information designated as directory information; whether the disclosure of directory information will be limited to specific parties, for specific purposes, or both; and the period of time after such notice for a student to inform the College District that any or all of the directory information should not be released without prior consent.

**Access by School Officials**

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the College District, including an attorney, a consultant, a contractor, a volunteer and any outside service provider used by the College District to perform institutional services.
2. A person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or services for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Access by Parents**

The College District may disclose educational records to a student's parent without the student's consent under circumstances specified in law. [See FJ(LEGAL)] A qualified parent shall be subject to the provisions of the REQUEST PROCEDURES, above.

**Transcripts and  
Transfers of Records**

The College District may request transcripts from previously attended schools for students transferring into the College District; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student.

For purposes of a student's enrollment or transfer, the College District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The College District may return an education record to the school identified as the source of the record.

**Procedure to Amend  
Records**

Within 15 College District business days of the record custodian's receipt of a request to amend records, the College District shall notify the student in writing of its decision on the request and, if the request is denied, of his or her right to a hearing. If a hearing is requested, it shall be held within ten College District business days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, and at his or her own expense, may be assisted or represented at the hearing.

The student shall be notified of the decision in writing within ten College District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student shall be informed that he or she has 30 College District business days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the College District's decision.

## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Student Records</b>   | <b>3204</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   | <b>Page 1 of 1</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order November 19, 1996<br/>As Amended by Board Minute Order dated May 6, 2004<br/>As Amended by Board Minute Order Dated October 29, 2019</b> |                    |

The College Registrar is designated as the agent in charge of all official student records except those specifically delegated to the Director of Financial Aid. The Director of Financial Aid is the agent in control of student records relating to financial aid and veteran affairs. "Student record" is defined as any information collected, assembled, and maintained by the College, including documents, writings, letters, memoranda, computer tapes, and other written, printed, typed, copied or developed materials which directly or indirectly contain the identity, or provide a method of determining the identity, of the student or students with which the record deals. Student records specifically include, but are not limited to, the following:

1. Applications for admission, financial aid, or veterans training;
2. Standard achievement test scores;
3. Attendance information;
4. Scores on standardized intelligence, placement, aptitude, and psychological tests;
5. Specialized testing results;
6. Family background information as per state reporting requirements;
7. Official reports, transcripts, grades;
8. Social security numbers
9. Proof of Residency
10. Drop/Add history
11. Student loan deferments
12. Request to Prevent Disclosure of Directory Information
13. Request for Transfer Credit Form
14. Credit by Exam Form
15. Application for Graduation
16. Student Supplemental Data Information
17. Class Rosters/Course Schedules
18. Disciplinary notations due to Student Code of Conduct violations

Any information contained within a file assigned to a particular student shall be considered a student record.

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Confidentiality of Student Educational Records</b> | <b>3206</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>              |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated February 13, 1997</b>     |             |

It is the policy of South Texas College to maintain confidentiality of all its student educational records and to be in compliance with the provisions of all federal and state laws governing the release of student educational records. An outline of the College's procedures regarding compliance with the Family Educational Rights and Privacy Act (FERPA) and the Texas Open Records Act shall be published in the STC catalog.

RETIRED



## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Use of Student Photographs and Signatures for Publication</b>  | <b>3639</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated May 6, 2004</b> |             |

It is the policy of South Texas College to use a photograph(s) or signature of a student for publication purposes unless the student expressly requests in writing that the photograph(s) or signature not be used.

Information or inquiries on the use of student photographs and signatures may be obtained or referred to the Public Information Office or the Office of Student Life.

RETIRED

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Special Student Populations Reporting</b>  | <b>3611</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated May 6, 2004</b> |             |

Special student populations are identified on a semester basis for input into the Student Information System. Identifying and accounting of these populations is necessary for yearly compliance reports and expenditure justification to the Texas Higher Education Coordinating Board.

Special student populations are defined by federal and state statute (Coordinating Board-August, 1992) and include individuals who are academically and economically disadvantaged, disabled, of limited English proficiency, or enrolled in programs designed to eliminate sex bias. Individual designations are defined as follows:

1. "Academically disadvantaged" refers to an individual who scores at or below the 25th percentile on a standardized achievement or aptitude test, whose secondary grades are below 2.0 on a 4.0 scale, or who fails to maintain minimum academic competencies once enrolled in an institution of higher education.
2. "Economically disadvantaged" refers to an individual classified as low-income by Department of Commerce guidelines and includes individuals who are eligible for benefits under AFDC, the Food Stamp Act of 1977, and the free or reduced-price meals program under the National School Lunch Act.
3. "Disabled" refers to any individual who has a physical or mental impairment that substantially limits one or more of the major life activities of that individual. This designation includes individuals who are blind, deaf, emotionally disturbed, learning disabled, physically impaired, orthopedically handicapped, paraplegic/mobility handicapped, hard of hearing, speech impaired, visually handicapped, and all other individuals considered disabled under Section 504 of the Rehabilitation Act of 1973.
4. "Limited English Proficiency" refers to those individuals who were not born in the United States or whose native language is a language other than English, or who come from environments where a language other than English is dominant, or who are American Indian or Alaska natives who come from environments where a language other than English has had a significant impact on their level of English language proficiency.
5. "Gender Equity" refers to individuals enrolled in non-traditional programs where 75 percent of either gender represents the majority enrollment. Measurement occurs after students are enrolled in a program.
6. "Single Parent" refers to an individual who is unmarried or legally separated from a spouse and has a minor child or children for which that parent has either custody or joint custody.
7. "Displaced Homemaker" refers to an adult who has worked without remuneration of care for the home and family, and for that reason has diminished marketable skills; has been dependent on public assistance or on the income of a relative but is no longer supported by that income, is a parent whose youngest child will become ineligible to receive assistance, and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment.

## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Reporting Grades and Transcript Maintenance</b>   | <b>3311</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   | <b>Page 1 of 1</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated January 16, 2003<br/>As Amended by Board Minute Order dated May 6, 2004<br/>As Amended by Board Minute Order dated July 28, 2005<br/>As Amended by Board Minute Order Dated October 29, 2019</b> |                    |

All grade reports for all students will be produced and disseminated no later than 72 hours (3 business days) following the end of the academic term according to the published schedule. Grades are due in the Office of Admissions by the published date and time Term and cumulative GPA's will be reflected on grade reports.

All transcript corrections due to major change or repeat course must be updated prior to the next grade reporting period.

The Registrar will provide appropriate security and confidentiality measures for the reporting and posting of grades and the maintenance of transcripts.

Transcript narrative statements may include:

1. Honors Messages - "PRESIDENT'S HONOR ROLL", "VICE PRESIDENT'S HONOR ROLL", "SCHOLASTIC HONOR ROLL", and "PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD RECIPIENT".
2. Explanation of grades with asterisks - "GRADES WITH ASTERISKS (\*) ARE NOT INCLUDED IN THE CALCULATION OF THE CUMULATIVE GRADE POINT AVERAGE (GPA)".
3. Disciplinary notation in the designated term(s) as mandated by State law – "DISCIPLINARY SUSPENSION, ELIGIBLE TO RETURN (DATE OR TERM)" or "DISCIPLINARY EXPULSION, INELIGIBLE TO RETURN"

### **Review and Recommend Action to Retire Fourteen (14) Current Policies**

Purpose and Justification – Administration requests the Committee recommend Board approval to retire fourteen (14) current policies in accordance with the new South Texas College/TASB Policy Manual.

The retired policies are as follows:

|    |          |      |   |
|----|----------|------|---|
| 1  | Policy # | 2400 | Public Relations  |
| 2  | Policy # | 2700 | Approval of Solicitation of External Organizations                        |
| 3  | Policy # | 3410 | Texas Success Initiative (TSI) Implementation                             |
| 4  | Policy # | 5211 | Vendor Information File   |
| 5  | Policy # | 5212 | Relationship Between Vendors and Employees                                |
| 6  | Policy # | 5214 | Disclosure of Business Relationships with Vendors                         |
| 7  | Policy # | 5537 | Collection of Delinquent Accounts   |
| 8  | Policy # | 5538 | Withdrawal of Students with Delinquent Accounts                           |
| 9  | Policy # | 5545 | Student Activities Fee  |
| 10 | Policy # | 5920 | Political Advertising   |
| 11 | Policy # | 5930 | Long Distance Telephone System  |
| 12 | Policy # | 6130 | Arrangement for Providing Education Services and Facilities               |
| 13 | Policy # | 6140 | Room Utilization System   |
| 14 | Policy # | 6330 | Use of College Property/Removal of College Property from College Premises |

Based on internal operations and functions, content from the retired policies may transition to a procedure, handbook, or operations manual as deemed appropriate by College staff.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The retired policies have been reviewed by staff and administrators.

Enclosed Documents - The retired policies follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and the Policy Owners will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to retire fourteen (14) current policies as listed, presented, and that supersedes any previously adopted Board policy.

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Public Relations</b>                          | <b>2400</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>         |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b> |             |

The Office of Public Relations and Marketing provides for:

1. Disseminating information about the College to the public through the press, radio, television, magazines, special interest publications, and community agencies;
2. Answering of queries from the news media;
3. Participating in legislative and public affairs affecting the College;
4. Coordinating, planning, and producing College publications and printed materials, and
5. Assisting in planning, promoting, and publicizing special events of the College.

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Approval of Solicitation of External Organizations</b> | <b>2700</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>                  |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b>          |             |

Any solicitation done by employees in the name of South Texas College or on behalf of the College shall be approved in advance by the President or designee.

Retire

## MANUAL OF POLICY

|              |  |             |
|--------------|--|-------------|
| <b>Title</b> | <b>Texas Success Initiative (TSI)<br/>Implementation</b> | <b>3410</b> |
|--------------|--|-------------|

|                        |  |
|------------------------|--|
| <b>Legal Authority</b> | <b>Approval of the Board of Trustees</b> |
|------------------------|--|

|                               |  |
|-------------------------------|--|
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated January 16, 2003<br/>As Amended by Board Minute Order dated June 24, 2004<br/>As Amended by Board Minute Order dated April 28, 2005<br/>As Amended by Board Minute Order dated August 23, 2007</b> |
|-------------------------------|--|

The Texas Success Initiative (TSI) was mandated in Fall 2003 by House Bill 2182 (HB2182) Subchapter 51.3062 to provide students entering public institutions of higher education in Texas with the skills in Reading, Writing, and Math necessary for success in college-level courses. The five components of the program are testing, placement, advisement, developmental studies, and evaluation. Effective September 1, 2003, all College academic students entering South Texas College will need to comply with new state-mandated Texas Success Initiative (TSI) testing requirements: All students enrolling in credit programs at South Texas College for the first time, unless specifically exempted from mandatory assessment in the College's Developmental Plan, must have scores from one of the following assessments instruments prior to advisement and registration: THEA, ACCUPLACER, ASSET, or COMPASS.

The College will implement the TSI rules in a manner that will provide benefits to the students by requiring advisory and support services related to the TSI rules as well as developing and implementing appropriate developmental activities for students who do not pass one or more sections (Reading, Mathematics, and Writing) of TSI Alternative Exam; i.e., ACCUPLACER, ASSET, COMPASS, THEA.

In compliance with the law, students will be required to participate in continuous developmental activity until they master all sections of the TSI Alternative Exam (THEA). Full-time students (students who are enrolled in 12 or more hours during the fall or spring semesters) who are deficient in two or more areas of TSI Alternative Exam will be required to enroll in a minimum of two developmental courses, in addition to College Success, during the fall and spring semester. Part-time students (students who are enrolled in 11 or fewer hours during the fall or spring semesters) who are deficient in two or more areas of TSI Alternative Exam will be required to enroll in a minimum of one developmental course, in addition to College Success, during the fall or spring semester. All TSI Non-College Ready and TSI Non-Exempt students will be required to enroll in one developmental course each summer term.

The College will comply with the TSI Law by submitting reports to the Coordinating Board on the effectiveness of developmental education and advising programs.

The College will prioritize the sequencing of Developmental disciplines, and College Success, to determine the courses required of each student and will be published in the College catalog.

The Vice-President for Academic Affairs, with approval of the College President, may implement initiatives or pilot programs that vary from the aforementioned.

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Vendor Information File</b>  | <b>5211</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>  |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995<br/>As Amended by Board Minute Order dated November 19, 1998</b> |             |

The Director of Purchasing shall maintain a vendor information file. Vendors wishing to be placed on the College's vendor information file must complete the vendor information form.

Retire



# MANUAL OF POLICY

|       |   |      |
|-------|---|------|
| Title | Relationship Between Vendors<br>And Employees | 5212 |
|-------|---|------|

**Legal Authority                      Approval of the Board of Trustees                      Page 1 of 2**

**Date Approved by Board    Board Minute Order dated November 9, 1995**  
**As Amended by Board Minute Order dated November 17, 2005**

Employees of South Texas College shall:

1. Work to maintain the good name of the College by developing and maintaining good relations between the College and its vendors;
2. Promote positive vendor relationships through courtesy and impartiality in all phases of the purchasing cycle.

Employees of South Texas College shall not:

1. Accept gifts, either in-kind or of money from a vendor;  
  
Gifts include any items not obviously of an advertising nature. Items of an advertising nature are all those with the name of the firm affixed which do not have a unit value of more than \$50.
2. Accept meals with a value over \$50, transportation beyond district boundaries, and overnight accommodations.
3. Be involved in any transaction with a vendor in which there exists a conflict of interest;

A conflict of interest may exist when an employee has a relationship with a vendor that may render the employee partial toward the vendor or otherwise inhibits the impartiality of the employee's business judgment.

4. Take any action without authority that binds the College to a contractual obligation;  
  
Any employee, who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.
5. Make any false statement about his/her authority to conduct business for the College or make any false statement with intent to deceive;

# MANUAL OF POLICY

|       |   |      |
|-------|---|------|
| Title | Relationship Between Vendors<br>And Employees | 5212 |
|-------|---|------|

**Legal Authority** **Approval of the Board of Trustees** **Page 2 of 2**

**Date Approved by Board    Board Minute Order dated November 9, 1995**  
**As Amended by Board Minute Order dated November 17, 2005**

6. Participate in transactions that take personal advantage of opportunities created by the employee's relationship with the College;
7. Disclose confidential information from a vendor's proposal to another vendor so as to give an advantage to one vendor over another in a potential contract with the College.

# Retire

## MANUAL OF POLICY

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Title</b>                  | <b>Disclosure of Business Relationships<br/>with Vendors</b> | <b>5214</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>                     | <b>Page 1 of 1</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated August 23, 2007</b>              |                    |

This policy requires the written disclosure of certain information by College administrators regarding dealings with vendors.

For purposes of this policy “Administrator”, “Vendor” and “Family Member” are defined, as follows:

“Administrator” shall mean an employee holding an administrative or executive position according to the employee classification system set forth by the College.

“Vendor” shall mean a person who contracts or seeks to contract for the sale or purchase of property , goods, or services with South Texas College, including the person’s agent in the business under which the person contracts or seeks to contract with South Texas College.

“Family Member” shall mean a person’s parents, child, spouse, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

A South Texas College administrator shall file a written disclosure statement with respect to a vendor if:

- 1) The vendor has contracted with South Texas College or if South Texas College is considering doing business with the vendor, and
- 2) The vendor has an employment or other business relationship with the South Texas College administrator or with a family member of the administrator that results in the administrator or in a family member of the administrator receiving taxable income

The written disclosure statement required by this policy shall be filed with the Vice-President for Finance and Administrative Services of South Texas College not later than the 7<sup>th</sup> business day after the date that the administrator becomes aware of the facts listed above that require the filing of the disclosure statement.

The written disclosure statement required by this policy shall be made in a form prescribed by the College.

An administrator who fails to timely file or refuses to file the written disclosure statement required by this policy shall be subject to being reprimanded, suspended, or terminated for such failure or refusal.

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Collection of Delinquent Accounts</b>   | <b>5537</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b><br><b>As Amended by Board Minute Order dated August 17, 2000</b><br><b>As Amended by Board Minute Order dated November 17, 2005</b> |             |

The Admissions Office will not release transcripts, diplomas, certificates of completion, degrees or any other student records until the student clears all financial obligations with the College. Students with delinquent accounts will be denied registration. A student with a delinquent account may enter into a payment arrangement with the College or the collection agency. A student on a payment arrangement must be current with the agreed upon payments in order to be allowed to register for classes and be entitled to receive official transcript, diploma, certificate of completion, degree, and records from the College. The College will notify students of their financial obligations.

The Business Office, after exhausting all alternatives to collect from the student, will refer all students with unliquidated College debts to a collection agency. The student will be responsible for collection costs including attorney's fees, court costs, and professional collection agency fees. Fees will be assessed regardless of payment method.

The Business Office will utilize the hold flag system to place a hold on the student's record in the computer system. When it is determined that a debt is uncollectible and the decision is made to charge off the account as a bad debt, action will be taken to write off the account as uncollectible. The President's approval shall be obtained prior to writing off any uncollectible accounts.

The College may turn the balance due from the student over to the credit bureau to reflect the student's credit worthiness.

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Withdrawal of Students with Delinquent Accounts</b>   | <b>5538</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 19, 1996<br/>As Amended by Board Minute Order dated November 17, 2005</b> |             |

South Texas College may withdraw any students from registered classes in the event the student has failed to make emergency loan or installment payments as agreed or has a delinquent account.

Students with delinquent accounts will be denied registration, official transcripts and clearance for graduation until the delinquent account has been paid.

A student with a delinquent account may enter into a payment arrangement with the College or the collection agency. A student on a payment arrangement must be current with the agreed upon payments in order to be allowed to register for classes and be entitled to receive official transcript, diploma, certificate of completion, degree, and records from the College.

## MANUAL OF POLICY

|                               |   |                    |
|-------------------------------|---|--------------------|
| <b>Title</b>                  | <b>Student Activities Fee</b>                   | <b>5545</b>        |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>        | <b>Page 1 of 1</b> |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated August 27, 2019</b> |                    |

### **I. Purpose**

The purpose of the policy is to establish guidelines for the expenditures funded by the South Texas College Student Activities Fee. The Student Activities Fee Policy is adopted by South Texas College in accordance with Section 54.503, Texas Education Code, Student Services Fees and shall be interpreted at all times to comply with the statute.

### **II. Policy**

It is the policy of South Texas College to comply with and account for Student Activities Fee revenues and expenditures in a manner consistent with the Texas Education Code 54.503, Student Services Fee.

1. Authorized Use of Student Activities Fee Revenue
  - a. Revenue generated by the Student Activities Fee shall be used to support services and activities that directly involve and benefit current students at the College.
  - b. The Student Activities Fee may be used to fund expenses that are designated as allowable in the Student Activities and Services Guidelines.
2. Unauthorized Uses
  - a. The Student Activities Fee may not be used to fund courses or activities for which academic credit is offered within a department where credit is the primary focus of the course or activity.
  - b. The Student Activities Fee may not be used to fund expenses that are designated as unallowable in the Student Activities and Services Guidelines.
3. Delegation of Authority
  - a. The Board of Trustees shall approve the expenditure budget funded by the Student Activities Fee.

### **III. Guidelines**

The Business Office maintains the Student Activities Fee Guidelines.

### **IV. Definitions**

Student Activities Fee – the mandatory fee approved by the Board of Trustees assessed to all students per credit hour to provide funding for student programs, activities, and services.

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Political Advertising</b>                     | <b>5920</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>         |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b> |             |

No officer or employee of the College shall expend or authorize the expenditure of College funds for the purpose of political advertising. Funds may be expended for advertising which describes the factual reasons for a measure and which does not advocate the passage or defeat of such measure.

Retire

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Long Distance Telephone System</b>            | <b>5930</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>         |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b> |             |

Employees of South Texas College, or any other persons, shall not use or access the long distance telephone system for personal purposes and charge such use or access to the College.

Appropriate procedures will be developed to assure internal control of the College telephone system.

Retire



## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Arrangements for Providing<br/>Education Services and Facilities</b> | <b>6130</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>                                |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b>                        |             |

The College President is authorized to enter into agreements and contracts to provide educational services and facilities on behalf of the College with local, state, and federal government agencies and institutions as well as with businesses, industries and associations, provided that all such contracts and agreements are in accordance with applicable statutes.

Retire

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Room Utilization System</b>                   | <b>6140</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>         |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 9, 1995</b> |             |

The President is authorized to develop a system for room utilization which includes instructional, student activities and community services uses.

Retire

## MANUAL OF POLICY

|                               |  |             |
|-------------------------------|--|-------------|
| <b>Title</b>                  | <b>Use of College Property/Removal of<br/>College Property from College Premises</b> | <b>6330</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>   |             |
| <b>Date Approved By Board</b> | <b>Board Minute Order Dated November 9, 1995</b>                                     |             |

To avoid misuse or misapplication of the property, equipment or employees of the College, the administration, faculty, staff, and students shall be prohibited from:

1. Making personal use of any College-owned or leased vehicles, equipment, materials, or services;
2. Rendering services other than for or on behalf of the College during duty hours; and
3. Using College facilities for any work or business that may directly or indirectly lead to personal gain.