

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

**Ann Richards Administration, Board Room**

**Pecan Campus, McAllen, Texas**

**Tuesday, February 13, 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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    - 2) Pecan Campus Building L Analog to Digital Audio Visual Upgrade (Award)
    - 3) Starr County Campus Building E Auditorium Audio Visual Upgrade (Award)
  - B. Purchases and Renewals
    - a. Non-Instructional Items
      - 4) Food and Related Non-Food Products (Purchase)
      - 5) External Auditor Services (Renewal)
      - 6) Online Continuing Education Services (Renewal)
      - 7) Recruitment Advertising Services (Renewal)
      - 8) Vehicle Maintenance and Repair Services (Renewal)
    - b. Technology Items
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      - 10) Adobe License Subscription Agreement (Renewal/Purchase)
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**Approval of January 16, 2024 Finance, Audit, and Human Resources  
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 16, 2024, are presented for Committee approval.

The December 5, 2023, Committee Meeting was cancelled.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, January 16, 2024 @ 5:00 p.m.**

## **Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 16, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:19 p.m. with Mr. Paul R. Rodriguez presiding.

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

Other Trustees Present: Ms. Rose Benavidez

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Jesus Campos, Mr. Billy Langley, Mrs. Myriam Lopez, Dr. Zachary Suarez, Ms. Alicia Correa, Mr. Lucio Gonzalez, Mr. Miguel Galvan, Mrs. Carla Rodriguez, Mrs. Gardenia Perez, Ms. Esmeralda Yniguez, Ms. Aashna Khatwani, and Mr. Andrew Fish.

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

As presiding officer, and receiving no objections from the Committee members, Mr. Paul R. Rodriguez approved the Minutes for the Finance, Audit, and Human Resources Committee Meeting of November 14, 2023, as written.

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

Ms. Esmeralda Yniguez from Carr, Riggs & Ingram, LLC reviewed the results of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2023 and 2022 with the Committee and respond to questions from the Committee members. Ms. Yniguez

Included under separate cover was 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 would be presented at the January 30, 2024, Board Meeting for review as required by Policy #5330: Budget and Financial Reporting.

No action was required from the Committee. This item was 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 requested the Committee recommend Board approval of the following award of proposals, purchases, renewals, interlocal agreement, and contract modification.

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 Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Committee recommended Board approval of 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.

The motion carried.

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

Purpose and Justification – Administration recommended 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>			
Award	Board Meeting Date	Original Term	Renewal Term
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
			<b>Last Renewal</b>

Purchasing and Business Office requested 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, attended the Committee Meeting to address any questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Committee recommend Board approval of the Request for Qualifications (RFQ) evaluation process for the financial advisor services and continuing disclosure services, including that the qualifications will be evaluated by College staff. The motion carried.

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

Purpose and Justification – Administration requested 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 were 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 was provided 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, attended the Committee meeting to address any questions.



In response to questions from the Committee, VP Elizondo assured them that procurement procedures would continue to include appropriate internal controls. VP Elizondo also responded that even under the proposed revision, the Board would continue to receive monthly reporting on procurement activities based on the same procurement thresholds currently in place.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval to revise Policy #5210: Purchasing as presented, and which supersedes any previously adopted Board Policy. The motion carried.

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

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

These changes would 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 were currently in place and would 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 was 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 was reviewed by staff, administrators, TASB staff, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new policy was included 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 attended the Committee Meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Committee recommended Board approval and adoption of new Local Governance Policy, as presented, and superseding any previously adopted Board policy. The motion carried.

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

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

These changes would 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 were 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

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

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

Lynda Lopez, Executive Director of Public Relations and Marketing, was scheduled to attend the Committee Meeting to address questions, but was unable to attend due to a family emergency.

Dr. Alejo Salinas, Jr. made a motion to recommend Board approval to adopt new Community and Governmental Relations policy, and Mr. Rene Guajardo seconded the motion.

On further discussion, the Committee had questions fthat could not be resolved at the meeting, and administration agreed to bring the recommended policy back for subsequent committee review.

Mr. Rene Guajardo withdrew his second, and Dr. Alejo Salinas, Jr. withdrew his motion. No action was taken on the proposed new policy at this time.

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

Purpose and Justification – Administration recommended 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 would 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 were 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) Employee Rights and Privileges: Employee Expression and Use of College Facilities	A-2. Policy #3030: Academic Freedom and Responsibility	All of the content from the retired policy is included in the new local policy.
B-1. DEA (Local) Compensation and Benefits: Salaries and Wages		
C-1. DEAB (Local) Compensation Plan: Wage and Hour Laws	C-2. Policy #4520: 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/ 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies were 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 were included 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 attended the Committee Meeting to address questions.

Dr. Alejo Salinas, Jr. noted that the proposed new policy DEA (Local) may conflict with recent programs though which the City of McAllen and the County of Hidalgo each provided

significant funding to support faculty stipends in nursing and allied health programs. Dr. Salinas asked for clarification of the potential conflict, and recommended that policy not be included in the current recommendation.

Administration agreed to request clarification on these concerns from TASB and to bring any recommended revision to the Board.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval to adopt new policies and retire current policies as listed, and superseding any previously adopted Board policy, except for proposed new policy DEA (Local).

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

Purpose and Justification – Administration recommended 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 would 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 were 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 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.

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
B-1. EGA (Local) Academic Achievement - Grading and Credit	B-2. Policy #3310: Grading System: Credit Programs B-3. Policy #3311: Reporting Grades and Transcript Maintenance B-4. Policy #3320: Academic Progress Standards 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.
D-1. EGC (Local) Academic Achievement - Graduation	D-2. Policy #3341: Certification for Graduation 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 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.

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
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 G-3. Policy #3206: Confidentiality of Student Educational Records G-4. Policy #3639: Use of Student Photographs and Signatures for Publication G-5. Policy #3611: Special Student Populations Reporting G-6. Policy #3311: Reporting Grades and Transcript Maintenance	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

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

Reviewers – The new and retired policies were 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 were included in the packet for the Committee's information and review.

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, attended the Committee Meeting to address questions.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval to adopt new Instruction and Student Policies and retire current policies as presented, and which supersedes any previously adopted Board Policy. The motion carried.

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

Purpose and Justification – Administration requested 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 were 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The retired policies were reviewed by staff and administrators.

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



Mary Elizondo, Vice President for Finance and Administrative Services, and the Policy Owners attended the Committee Meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Committee recommended Board approval to retire fourteen (14) current policies as listed, presented, and that supersedes any previously adopted Board policy. 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 6:14 p.m.

I certify that the foregoing are the true and correct Minutes of the January 16, 2024 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez, Presiding

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

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

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) Pecan Campus Building B Analog to Digital Audio Visual Upgrade (Award)**

Award the proposal for the Pecan Campus building B analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$125,151.70.

Purpose and Justification – Educational Technologies is requesting the purchase and installation of audio visual equipment for the ongoing yearly initiative to upgrade outdated analog audio visual equipment. This project will upgrade eight (8) classroom spaces at the Pecan Campus Art Building B to the College's digital audio visual standard that supports the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instructor and student presentations. 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 analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	January 10, 2024 and January 17, 2024
RFP Responses Due	January 25, 2024
RFP Issued To	Twenty-One (21) 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 Pecan Campus Art Building B Analog to Digital Replacement budget for FY 2023 – 2024.

#### **2) Pecan Campus Building L Analog to Digital Audio Visual Upgrade (Award)**

Award the proposal for the Pecan Campus building L analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$52,190.11.

Purpose and Justification – Educational Technologies is requesting the purchase and installation of audio visual equipment for the ongoing yearly initiative to upgrade outdated analog equipment. This project will upgrade two (2) classroom spaces and one (1) Blackbox theater at the Pecan Campus Cooper Center for Performing Arts Building L to the College's digital audio visual standard that supports the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instructor and student presentations. This upgrade will improve faculty instruction and student success by enabling 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 analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	January 10, 2024 and January 17, 2024
RFP Responses Due	January 25, 2024
RFP Issued To	Twenty-One (21) 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 Pecan Campus Cooper Center Performing Arts Building L Analog to Digital Replacement budget for FY 2023 – 2024.

### **3) Starr County Campus Building E Auditorium Audio Visual Upgrade (Award)**

Award the proposal for the Starr County Campus building E auditorium audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$71,029.30.

Purpose and Justification – Educational Technologies is requesting the purchase and installation of audio visual equipment for the ongoing yearly initiative to upgrade outdated analog audio visual equipment. This project will upgrade the Starr County Campus General Academic Auditorium Building E to the College's digital audio visual standard. The equipment upgrade will allow the audio visual system to support the digital video signals provided by modern computing and presentation devices that are now standard on most new devices. This upgrade will improve faculty instruction and student success by enabling expanded use of podiums, projectors, laptops, tablets, Teams/Zoom support, and other digital equipment. It will include a sharper and higher resolution projected image and improved sound quality for instruction, student presentations, and meetings/events. The project does not require any new construction or renovation of the existing building, only the replacement of outdated analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	January 10, 2024 and January 17, 2024
RFP Responses Due	January 25, 2024
RFP Issued To	Twenty-One (21) 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 Starr County Campus General Academic Building E Analog to Digital Replacement budget for FY 2023 – 2024.

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

### **4) Food and Related Non-Food Products (Purchase)**

Purchase food and related non-food products for the period beginning April 27, 2024 through April 26, 2025, at an estimated total amount of \$74,000.00. The purchasing cooperative vendors are as follows:

#	Vendor	Cooperative	Amount
1	<b>Labatt Food Service</b> (San Antonio, TX)	Choice Partners Cooperative	\$27,950.00
2	<b>Sysco Corporation</b> (Houston, TX)	Omnia Partners Cooperative	\$46,050.00

Purpose and Justification – The Culinary Arts Program and Mid Valley Campus Child Development Center are requesting to purchase food and related non-food products for student instruction and for the preparation of meals for the center’s enrolled children.

Funds for this expenditure are budgeted in the Culinary Arts and Child Development budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

### **5) External Auditor Services (Renewal)**

Renew the external auditor services contract with **Carr Riggs & Ingram, LLC** (McAllen, TX), for the fiscal year ending August 31, 2024, at an estimated total amount of \$135,000.00.

Purpose and Justification – The external auditors perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Annual Comprehensive Financial Report (ACFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31<sup>st</sup>.

The external auditors start the interim audit work related to the financial audit prior to the fiscal year-end, therefore the College is requesting to renew the contract at this time.

Background – The Board awarded the contract as follows:

<b>Term: February 22, 2022 – one year with four (4) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	Fiscal Year Ending 8/31/22	
1 <sup>st</sup> Renewal	2/14/23		Fiscal Year Ending 8/31/23
2 <sup>nd</sup> Renewal	2/27/24		Fiscal Year Ending 8/31/24 <b>Second Renewal</b>

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

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

#### **6) Online Continuing Education Services (Renewal)**

Renew the online continuing education services contract with **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2024 through April 30, 2025, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to the students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to renew the online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, languages and arts, law and legal, personal development, teaching and education, technology, writing, and publishing, etc.

The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment.

Background – The Board awarded the contract as follows:

<b>Term: April 26, 2022 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/1/22 – 4/30/23	
1 <sup>st</sup> Renewal	2/14/23		5/1/23 – 4/30/24
2 <sup>nd</sup> Renewal	2/27/24		5/1/24 – 4/30/25 <b>Last Renewal</b>

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 Continuing Education – State and Continuing Education – Non-State budgets in FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

### 7) Recruitment Advertising Services (Renewal)

Renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2024 through May 30, 2025, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in media, such as Indeed, LinkedIn, and Chronicle of Higher Ed, are at an estimated total amount of \$50,000.00, which is based on prior year expenditures.

Purpose and Justification – The Office of Human Resources is requesting recruitment advertising services to advertise the College’s vacant positions publicly. These services provide access to online job boards where potential applicants are able to view available positions for various employers. The services include ad experts to help fill open positions by publishing ads in appropriate virtual employment websites, trade journals, and newspapers.

Background – The Board awarded the contract as follows:

<b>Term: April 26, 2022 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/31/22 – 5/30/23	
1 <sup>st</sup> Renewal	3/28/23		5/31/23 – 5/30/24
2 <sup>nd</sup> Renewal	2/27/24		5/31/24 – 5/30/25 <b>Last Renewal</b>

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 Human Resources budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

### 8) Vehicle Maintenance and Repair Services (Renewal)

Renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2024 through May 28, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Art’s Trucks &amp; Equipment</b> (McAllen, TX)	<b>Charles Clark Chevrolet, Co.</b> (McAllen, TX)
<b>Hoboken Enterprises, LLC./dba Golf Cart Crossing</b> (Pharr, TX)	<b>Pan American Auto, LLC.</b> (Pharr, TX)
<b>Southern Tire Mart LLC</b> (Columbia, MS)	<b>Spikes Motors, Inc.</b> (Mission, TX)
<b>Trancasa USA, Inc.</b> (Pharr, TX)	<b>Truckers Sales &amp; Service, LLC.</b> (Corpus Christi, TX)

Purpose and Justification – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Mail Services, Police Academy, Fire Science Program, Emergency Medical Services Program, Educational Technologies, and Information Technology are requesting to renew the vehicle maintenance and repair services for the College-owned vehicles.

It is necessary to have multiple vendors due to the various types and sizes of vehicles the College must maintain and service. The vendor availability is also considered in order to reduce the service/wait time of having the vehicle available and on the road.

The maintenance and repair services will include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine oil changes for one hundred four (104) vehicles. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles.

The number of College-owned vehicles is as follows:

Department	Vehicles	Department	Vehicles
Central Receiving	13	Mail Services	3
Facilities Operations and Maintenance	27	Department of Public Safety (Police/Security/Shuttle Buses)	48
Police Academy	5	Fire Science Program	2
Emergency Medical Services Program	3	Educational Technologies	2
Information Technology	1		

Background – The Board awarded the contract as follows:

<b>Term: April 26, 2022 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/29/22 – 5/28/23	
1 <sup>st</sup> Renewal	3/28/23		5/29/23 – 5/28/24
2 <sup>nd</sup> Renewal	2/27/24		5/29/24 – 5/28/25 <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 Central Receiving, Mail Services, Facilities Maintenance, Department of Public Safety, Security, Police Academy, Fire Science, Emergency Medical Services, Educational Technologies, and Information Technology budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

## B. Purchases and Renewals (B-b. Technology Items)

### 9) Computers, Laptops, Tablets, and Monitors (Purchase)

Purchase of computers, laptops, tablets, and monitors as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$55,864.52
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$5,924.00
	Total Amount	\$61,788.52

Information Technology has evaluated all the purchase requests for computers, laptops, tablets, and monitors and does not have refurbished systems available for new hires. Instructional and/or business needs must be clearly identified/justified for any equipment outside standard configuration or, if not replacing, existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new system will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

<b>Student Tablets</b>	
2	Business Office - Cashiers
<b>Staff Computers</b>	
6	Library Services
1	Division of Social and Behavioral Sciences
1	Education Program
<b>Staff Laptops</b>	
1	Office of Sponsored Initiatives
1	Occupational Therapy Program
2	Center for Advanced Training and Apprenticeships
2	Regional Center for Public Safety Excellence
1	Human Resources
4	Business Office
2	Research and Analytical Services



2	Public Relations and Marketing
4	Purchasing
1	Computer Science Program
<b>Faculty Laptops</b>	
4	Criminal Justice Program
<b>Staff Tablets</b>	
4	Continuing, Professional, and Workforce Education
<b>Staff Monitors</b>	
44	Library Services

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Cashier's Office, Library Acquisition, Division of Social and Behavioral Sciences, Education, Office of Sponsored Initiatives, Occupational Therapy, Center for Advanced Training and Apprenticeships, Regional Center for Public Safety Excellence Non-State, Human Resources, Business Office, Research and Analytical Services, Public Relations and Marketing, Purchasing, Computer Science, Criminal Justice, and Continuing, Professional, and Workforce Education-Carryover.

#### **10) Adobe License Subscription Agreement (Renewal/Purchase)**

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2024 through April 5, 2025, at an estimated total amount of \$95,563.93.

Purpose and Justification – Information Technology is requesting to renew the four hundred eighty (480) existing licenses and to purchase new licenses as needed. The licenses are non-perpetual with a one (1) year software assurance and include upgrades.

These licenses are used by faculty, staff, and students throughout the district for the day-to-day operation and student instruction. Some instructional programs and labs include Art, Architectural and Engineering Design, Technology, Centers for Learning Excellence, and Open Labs. The support services include Public Relations and Marketing, Client Services, Purchasing, Student Financial Services, Vice President for Finance and Administrative Services, Nursing and Allied Health, Institute for Advanced Manufacturing, and various other departments.

Funds for this expenditure are budgeted in the various academic programs and support services department budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

**11) Digital Signature Software Subscription Agreement (Renewal)**

Renew the digital signature software subscription agreement with **Carahsoft Technology, Corp. / DocuSign Government at Carahsoft** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 7, 2023 through August 31, 2024, at an estimated total amount of \$139,629.44

Purpose and Justification – Information Technology is requesting to renew the digital signature software subscription agreement for departments to continue creating forms that allow digital signatures. This subscription is a fast, reliable way to electronically sign documents and agreements on practically any device from almost anywhere.

Funds for this expenditure are budgeted in the Information Technology, Project Management, Risk and Security budget for FY 2023 – 2024.

**12) Software License Agreement (Renewal)**

Renew the software license agreement with **Economic Modeling, LLC./dba Lightcast** (Moscow, ID), a sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$20,250.00.

Purpose and Justification - Career and Employer Services in the Division of Student Affairs and Enrollment Management is requesting to renew the online Career Coach license agreement for students to complete career assessments, browse career opportunities, browse programs, and discover a major related to in-demand careers and education based on their interest.

Funds for this expenditure are budgeted in the Student Affairs and Enrollment Management budget for FY 2023 – 2024.

**C. Interlocal Agreement**

**13) Facility Usage Agreement (Lease/Purchase)**

Lease/purchase a facility usage agreement with the **City of Mission / Mission Event Center** (Mission, TX), through an interlocal agreement, for August 18, 2024, at an estimated total amount of \$6,175.00.

Purpose and Justification – The Division of Academic Affairs will be hosting an Academic Affairs Assembly, an annual event designed for all faculty members within the division. This significant gathering is anticipated to be attended by approximately 600 faculty members and is scheduled for August 19, 2024. The Academic Affairs Assembly serves as a valuable platform for leadership to engage with faculty members who have demonstrated a dedication to innovative teaching methods that contribute to improved student learning outcomes and overall student success.

Funds for this expenditure are budgeted in the Teaching and Learning budget for FY 2023 -2024.

### Recommendation:

It is requested that the Committee recommend for Board approval the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$930,773.56, as listed below:

#### A. Award of Proposals

- 1) **Pecan Campus Building B Analog to Digital Audio Visual Upgrade (Award):** award the proposal for the Pecan Campus building b analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$125,151.70;
- 2) **Pecan Campus Building L Analog to Digital Audio Visual Upgrade (Award):** award the proposal for the Pecan Campus building L analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$52,190.11;
- 3) **Starr County Campus Building E Auditorium Audio Visual Upgrade (Award):** award the proposal for the Starr County Campus building E auditorium audio visual upgrade to **Audio Visual Aid** (San Antonio, TX), at a total amount of \$71,029.30;

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

- 4) **Food and Related Non-Food Products (Purchase):** purchase food and related non-food products, for the period beginning April 27, 2024, through April 26, 2025, at an estimated total amount of \$74,000.00. The purchasing cooperative vendors are as follows:

#	Vendor	Cooperative	Amount
1	<b>Labatt Food Service</b> (San Antonio, TX)	Choice Partners Cooperative	\$27,950.00
2	<b>Sysco Corporation</b> (Houston, TX)	Omnia Partners Cooperative	\$46,050.00

- 5) **External Auditor Services (Renewal):** renew the external auditor services contract with **Carr Riggs & Ingram, LLC.** (McAllen, TX), for the fiscal year ending August 31, 2024, at an estimated total amount of \$135,000.00;
- 6) **Online Continuing Education Services (Renewal):** renew the online continuing education services contract with **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2024 through April 30, 2025, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to the students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost;
- 7) **Recruitment Advertising Services (Renewal):** renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2024 through May 30, 2025, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in media such as Indeed, LinkedIn, and Chronicle of Higher Ed are at an estimated total amount of \$50,000.00, which is based on prior year expenditures;
- 8) **Vehicle Maintenance and Repair Services (Renewal):** renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2024,

through May 28, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Art's Trucks &amp; Equipment</b> (McAllen, TX)	<b>Charles Clark Chevrolet, Co.</b> (McAllen, TX)
<b>Hoboken Enterprises, LLC./dba Golf Cart Crossing</b> (Pharr, TX)	<b>Pan American Auto, LLC.</b> (Pharr, TX)
<b>Southern Tire Mart LLC</b> (Columbia, MS)	<b>Spikes Motors, Inc.</b> (Mission, TX)
<b>Trancasa USA, Inc.</b> (Pharr, TX)	<b>Truckers Sales &amp; Service, LLC.</b> (Corpus Christi, TX)

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

**9)Computers, Laptops, Tablets, and Monitors (Purchase):** purchase of computers, laptops, tablets, and monitors as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$55,864.52
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$5,924.00
	Total Amount	\$61,788.52

**10)Adobe License Subscription Agreement (Renewal/Purchase):** renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2024 through April 5, 2025, at an estimated total amount of \$95,563.93;

**11)Digital Signature Software Subscription Agreement (Renewal):** renew the digital signature software subscription agreement with **Carahsoft Technology, Corp. / DocuSign Government at Carahsoft** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 7, 2023 through August 31, 2024, at an estimated total amount of \$139,629.44;

**12)Software License Agreement (Renewal):** renew the software license agreement with **Economic Modeling, LLC./dba Lightcast** (Moscow, ID), a sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$20,250.00;

**C. Interlocal Agreement**

**13)Facility Usage Agreement (Lease/Purchase):** lease/purchase a facility usage agreement with the **City of Mission / Mission Event Center** (Mission, TX), through an interlocal agreement, for August 18, 2024, at an estimated total amount of \$6,175.00.

**SOUTH TEXAS COLLEGE**  
**1. PECAN CAMPUS BUILDING B ANALOG TO DIGITAL AUDIO VISUAL UPGRADE**  
**PROJECT NO. 23-24-1035**

<b>VENDOR</b>		Audio Visual Aids	Telepro Communications
<b>ADDRESS</b>		2903 N Flores St	12005 N Bryan Rd
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78212	Mission, TX 78573
<b>PHONE</b>		800-422-1282	956-618-2360
<b>CONTACT</b>		Ernest Mendez	Daniel Backhaus
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Pecan Campus Art Building B Analog to Digital Audio Visual Upgrade - Audio Visual Equipment and Installation	\$ 125,151.70	\$ 127,346.12
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 125,151.70	\$ 127,346.12
<b>TOTAL EVALUATION POINTS</b>		97.5	96.02
<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**  
**1. PECAN CAMPUS BUILDING B ANALOG TO DIGITAL AUDIO VISUAL UPGRADE**  
**PROJECT NO. 23-24-1035**  
**EVALUATION SUMMARY**

VENDOR		Audio Visual Aids		Telepro Communications	
ADDRESS		2903 N Flores St		12005 N Bryan Rd	
CITY/STATE/ZIP		San Antonio, TX 78212		Mission, TX 78573	
PHONE		800-422-1282		956-618-2360	
CONTACT		Ernest Mendez		Daniel Backhaus	
1	The purchase price. (up to 42 points)	42	42	41.27	41.27
		42		41.27	
		42		41.27	
		42		41.27	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.5	13	13
		15		13	
		14		13	
		14		13	
3	The quality of the vendor's goods or services. (up to 14 points)	14	13.5	14	13.5
		14		14	
		13		13	
		13		13	
4	The extent to which the goods or services meet the district's needs. (up to 20 points)	20	19.5	20	19.25
		20		20	
		19		19	
		19		18	
5	The vendor's past relationship with the district. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
		3		3	
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	1	1
		0		1	
		0		1	
		0		1	
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		96.02	
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 AND SERVICE**

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)		
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	13-15 8-12 3-7 0-2	Excellent Acceptable Marginal Poor/No Response
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	13-16 8-12 3-7 0-2	Excellent Acceptable Marginal Poor/No Response
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	16-20 11-15 6-10 0-5	Excellent Acceptable Marginal Poor/No Response
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
<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> a. Provided the Certification	1 0	Yes No
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase 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> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable

**Total Points**

**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. PECAN CAMPUS BUILDING L ANALOG TO DIGITAL AUDIO VISUAL UPGRADE**  
**PROJECT NO. 23-24-1036**

<b>VENDOR</b>		Audio Visual Aids	Telepro Communications
<b>ADDRESS</b>		2903 N Flores St	12005 N Bryan Rd
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78212	Mission, TX 78573
<b>PHONE</b>		800-422-1282	956-618-2360
<b>CONTACT</b>		Ernest Mendez	Daniel Backhaus
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Pecan Campus Cooper Center Performing Arts Building L Analog to Digital Audio Visual Upgrade - Audio Visual Equipment and Installation	\$ 52,190.11	\$ 53,859.00
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 52,190.11	\$ 53,859.00
<b>TOTAL EVALUATION POINTS</b>		97.5	95.44
<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. PECAN CAMPUS BUILDING L ANALOG TO DIGITAL AUDIO VISUAL UPGRADE**  
**PROJECT NO. 23-24-1036**  
**EVALUATION SUMMARY**

VENDOR		Audio Visual Aids		Telepro Communications	
ADDRESS		2903 N Flores St		12005 N Bryan Rd	
CITY/STATE/ZIP		San Antonio, TX 78212		Mission, TX 78573	
PHONE		800-422-1282		956-618-2360	
CONTACT		Ernest Mendez		Daniel Backhaus	
1	The purchase price. (up to 42 points)	42	42	40.69	40.69
		42		40.69	
		42		40.69	
		42		40.69	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.5	13	13
		15		13	
		14		13	
		14		13	
3	The quality of the vendor's goods or services. (up to 14 points)	14	13.5	14	13.5
		14		14	
		13		13	
		13		13	
4	The extent to which the goods or services meet the district's needs. (up to 20 points)	20	19.5	20	19.25
		20		20	
		19		19	
		19		18	
5	The vendor's past relationship with the district. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
		3		3	
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	1	1
		0		1	
		0		1	
		0		1	
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		95.44	
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> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)		
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications		13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance		13-16 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications		16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points		3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
<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> a. Provided the Certification		1 0 Yes No
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase 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> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable

**Total Points**

**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. STARR COUNTY CAMPUS BUILDING E AUDITORIUM AUDIO VISUAL UPGRADE  
PROJECT NO. 23-24-1034**

<b>VENDOR</b>		Audio Visual Aids	Telepro Communications
<b>ADDRESS</b>		2903 N Flores St	12005 N Bryan Rd
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78212	Mission, TX 78573
<b>PHONE</b>		800-422-1282	956-618-2360
<b>CONTACT</b>		Ernest Mendez	Daniel Backhaus
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Starr County Campus General Academic Building E Auditorium Audio Visual Upgrade - Audio Visual Equipment and Installation	\$ 71,029.30	\$ 77,836.37
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 71,029.30	\$ 77,836.37
<b>TOTAL EVALUATION POINTS</b>		97.5	92.82
<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**  
**3. STARR COUNTY CAMPUS BUILDING E AUDITORIUM AUDIO VISUAL UPGRADE**  
**PROJECT NO. 23-24-1034**  
**EVALUATION SUMMARY**

VENDOR		Audio Visual Aids		Telepro Communications	
ADDRESS		2903 N Flores St		12005 N Bryan Rd	
CITY/STATE/ZIP		San Antonio, TX 78212		Mission, TX 78573	
PHONE		800-422-1282		956-618-2360	
CONTACT		Ernest Mendez		Daniel Backhaus	
1	The purchase price. (up to 42 points)	42	42	38.32	38.32
		42		38.32	
		42		38.32	
		42		38.32	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.5	13	13
		15		13	
		14		13	
		14		13	
3	The quality of the vendor's goods or services. (up to 14 points)	14	13.5	14	13.5
		14		14	
		13		13	
		13		13	
4	The extent to which the goods or services meet the district’s needs. (up to 20 points)	20	19.5	20	19
		20		19	
		19		19	
		19		18	
5	The vendor's past relationship with the district. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
		3		3	
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	1	1
		0		1	
		0		1	
		0		1	
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		92.82	
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**  
**3. PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)		
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	13-15 8-12 3-7 0-2	Excellent Acceptable Marginal Poor/No Response
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	13-16 8-12 3-7 0-2	Excellent Acceptable Marginal Poor/No Response
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	16-20 11-15 6-10 0-5	Excellent Acceptable Marginal Poor/No Response
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
<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> a. Provided the Certification	1 0	Yes No
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase 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> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable

**Total Points**

**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**  
**4. FOOD AND RELATED NON-FOOD PRODUCTS**

<b>NAME</b>			Labatt Food Service		Sysco Corporation	
<b>ADDRESS</b>			4500 Industry Park Dr		1390 Enclave Parkway	
<b>CITY/STATE/ZIP</b>			San Antonio, TX 78218		Houston, TX 77077	
<b>PHONE</b>			713-696-8213		281-584-1390	
<b>CONTACT</b>			Laura Sprehe		Greg Keller	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Food and Related Non-Food Products Period: 4/27/2024 - 4/26/2025	\$ 27,950.00	\$ 27,950.00	\$ 46,050.00	\$ 46,050.00
<b>TOTAL AMOUNT</b>			\$ 27,950.00		\$ 46,050.00	



February 27, 2024

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

Carr, Riggs & Ingram LLC  
Attn: Ms. Esmeralda Yniguez  
4100 N. 23<sup>rd</sup> Street  
McAllen, TX 78504

Subject: External Auditor Services – Renewal

Dear Ms. Yniguez,

This is in reference to your firm's contract with South Texas College to provide External Auditor Services. The College's Board of Trustees approved the initial period beginning March 3, 2024, with the option to renew for four (4) additional one-year periods. On February 27, 2024, the Board of Trustees approved renewing the contract for one (1) year beginning March 3, 2024 (audit period 9/1/23 – 8/31/24) if the terms and conditions remain the same. If you agree to the renewal, please sign in the space provided below and return a copy of the signed letter via email.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
and complete Form 1295
- Print and sign the completed Form 1295
- Submit a copy of Form 1295 to the South Texas College Purchasing Department

When completing Form 1295 in the first step listed above, please include the following information in Sections 1, 2 and 3:

1. Your firm's name
2. South Texas College
3. 21-22-1038 External Auditor Services - Renewal

You may submit a copy of the signed letter and Form 1295 via email to my attention at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Interim Director of Purchasing

I agree to the renewal of the contract for one (1) year beginning March 3, 2024 (audit period 9/1/23 – 8/31/24) with no change to the current contract's terms and conditions.

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

Printed Name: \_\_\_\_\_ Dated: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 27, 2024

ed2go, Cengage Learning  
Attn: Dr. Robert Batten  
41923 2<sup>nd</sup> Street #300  
Temecula, CA 92590

Dear Mr. Batten:

On April 26, 2022, South Texas College awarded a contract to ed2go, Cengage Learning for Online Continuing Education Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 1, 2024 through April 30, 2025.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
and complete Form 1295
- Print and sign the completed Form 1295
- Submit a copy of Form 1295 to the South Texas College Purchasing Department

When completing Form 1295 in the first step listed above, please include the following information in Sections 1, 2 and 3:

1. Your firm's name
2. South Texas College
3. 21-22-1046 Online Continuing Education Services - Renewal

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Interim Director of Purchasing





Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

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P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

Letter to: Dr. Robert Batten  
February 27, 2024  
Page 2

Renewal of contract accepted through April 30, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
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February 27, 2024

JobElephant  
Attn: Mr. Andy Boom  
5443 Fremontia Ln  
San Diego, CA 92115

Dear Mr. Boom:

On April 26, 2022, South Texas College awarded a contract to JobElephant for Recruitment Advertising Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last month of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 31, 2024 through May 30, 2025.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
and complete Form 1295
- Print and sign the completed Form 1295
- Submit a copy of Form 1295 to the South Texas College Purchasing Department

When completing Form 1295 in the first step listed above, please include the following information in Sections 1, 2 and 3:

1. Your firm's name
2. South Texas College
3. 21-22-1050 Recruitment Advertising Services - Renewal

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Interim Director of Purchasing



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

Letter to: Mr. Andy Boom  
February 27, 2024  
Page 2

Renewal of contract accepted through May 30, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 27, 2024

Art's Trucks & Equipment  
Attn: Mr. Manuel Maciel  
3001 E Expway 83  
McAllen, TX 78503

Dear Mr. Maciel:

On April 26, 2022, South Texas College awarded a contract to Art's Trucks & Equipment for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025 with a 50% price escalation.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
and complete Form 1295
- Print and sign the completed Form 1295
- Submit a copy of Form 1295 to the South Texas College Purchasing Department

When completing Form 1295 in the first step listed above, please include the following information in Sections 1, 2 and 3:

1. Your firm's name
2. South Texas College
3. 21-22-1048 Vehicle Maintenance and Repair Services - Renewal

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Interim Director of Purchasing



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

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P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

Letter to: Mr. Manuel Maciel  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 27, 2024

Charles Clark Chevrolet, Co.  
Attn: Mr. Lupe Salazar  
801 W Bus 83 Hwy  
McAllen, TX 78501

Dear Mr. Salazar:

On April 26, 2022, South Texas College awarded a contract to Charles Clark Chevrolet, Co. for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025 with a 5% price escalation.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
and complete Form 1295
- Print and sign the completed Form 1295
- Submit a copy of Form 1295 to the South Texas College Purchasing Department

When completing Form 1295 in the first step listed above, please include the following information in Sections 1, 2 and 3:

1. Your firm's name
2. South Texas College
3. 21-22-1048 Vehicle Maintenance and Repair Services - Renewal

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Interim Director of Purchasing



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

---

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

Letter to: Mr. Lupe Salazar  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 27, 2024

Hoboken Enterprises, LLC./dba Golf Cart Crossing  
Attn: Mr. Isaac J. Martinez  
1122 E Interstate 2  
Pharr, TX 78577

Dear Mr. Martinez:

On April 26, 2022, South Texas College awarded a contract to Hoboken Enterprises LLC/dba Golf Cart Crossing for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
and complete Form 1295
- Print and sign the completed Form 1295
- Submit a copy of Form 1295 to the South Texas College Purchasing Department

When completing Form 1295 in the first step listed above, please include the following information in Sections 1, 2 and 3:

1. Your firm's name
2. South Texas College
3. 21-22-1048 Vehicle Maintenance and Repair Services - Renewal

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Interim Director of Purchasing





Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

Letter to: Mr. Isaac J. Martinez  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



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February 27, 2024

Pan American Auto, LLC.  
Attn: Mr. Omar F. Molina  
3225 N Sugar Rd  
Pharr, TX 78577

Dear Mr. Molina:

On April 26, 2022, South Texas College awarded a contract to Pan American Auto, LLC. for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025 with a 3% escalation.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
and complete Form 1295
- Print and sign the completed Form 1295
- Submit a copy of Form 1295 to the South Texas College Purchasing Department

When completing Form 1295 in the first step listed above, please include the following information in Sections 1, 2 and 3:

1. Your firm's name
2. South Texas College
3. 21-22-1048 Vehicle Maintenance and Repair Services - Renewal

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Sincerely,

Deyadira Leal  
Interim Director of Purchasing



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Letter to: Mr. Omar F. Molina  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 27, 2024

Southern Tire Mart, LLC.  
Attn: Mr. Richard Conwill  
800 Highway 98  
Columbia, MS 39429

Dear Mr. Conwill:

On April 26, 2022, South Texas College awarded a contract to Southern Tire Mart, LLC. for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025 with a 15% escalation.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)  
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3. 21-22-1048 Vehicle Maintenance and Repair Services - Renewal

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Sincerely,

Deyadira Leal  
Interim Director of Purchasing



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Letter to: Mr. Richard Conwill  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



February 27, 2024

Spikes Motors, Inc.  
Attn: Mr. Ruben Reyes  
805 E Interstate Hwy 2  
Mission, TX 78572

Dear Mr. Reyes:

On April 26, 2022, South Texas College awarded a contract to Spikes Motors, Inc. for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

- Go to the Texas Ethics Commission website located at:  
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and complete Form 1295
- Print and sign the completed Form 1295
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2. South Texas College
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Sincerely,

Deyadira Leal  
Interim Director of Purchasing



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Letter to: Mr. Ruben Reyes  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



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3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

8g

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 27, 2024

Trancasa USA, Inc.  
Attn: Mr. Arnulfo Garza  
100 S Austin Dr  
Pharr, TX 78577

Dear Mr. Garza:

On April 26, 2022, South Texas College awarded a contract to Trancasa USA, Inc. for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

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Sincerely,

Deyadira Leal  
Interim Director of Purchasing





Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

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Letter to: Mr. Arnulfo Garza  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



February 27, 2024

Truckers Sales & Service, LLC.  
Attn: Mr. Josh Hernandez  
722 S Padre Island Dr  
Corpus Christi, TX 78416

Dear Mr. Hernandez:

On April 26, 2022, South Texas College awarded a contract to Truckers Sales & Service, LLC. for Vehicle Maintenance and Repair Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 29, 2024 through May 28, 2025.

As we requested for the initial award period, we will once again require the submittal of a Disclosure of Interested Parties (Form 1295). This is required for Board-approved contracts and contract renewals. We have included the steps below to assist you in filling out and submitting the form.

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Sincerely,

Deyadira Leal  
Interim Director of Purchasing



Purchasing and Distribution Services  
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Letter to: Mr. Josh Hernandez  
February 27, 2024  
Page 2

Renewal of contract accepted through May 28, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

SOUTH TEXAS COLLEGE  
9. DISTRICT WIDE TECHNOLOGY REQUEST  
FEBRUARY 27, 2024

COMPUTERS					Requesting Department	
#	Qty	Description	Unit Price	Extension		
1	6	Dell OptiPlex Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory, 512GB Hard Drive, Warranty	\$ 898.74	\$ 5,392.44	Jesus Campos - Library Acquisition	Replacement of out-of-warranty systems for department staff
2	1	Apple Mac Mini 16GB Memory, 512GB Storage, Apple Studio Display, 3-Year Apple Care for Mac Mini S7730LL/A	\$ 2,576.00	\$ 2,576.00	Eric Reitinger - Division of Social and Behavioral Sciences	Replacement of out-of-warranty system for department staff
3	1	Dell OptiPlex Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory, 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Juan Ramirez - Education Program	New system for new department staff
		<b>COMPUTER TOTAL</b>		<b>\$ 8,867.15</b>		
<b>LAPTOPS</b>						
4	1	Laptop Precision 5680 BTX Base, Intel Core i7-13700H, 32GB Memory, 512GB Hard Drive, Warranty	\$ 2,539.88	\$ 2,539.88	Carla Rodriguez - Office of Sponsored Initiatives	New system for department staff
5	1	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,335.49	\$ 1,335.49	Layman Miller - Occupational Therapy Program	Replacement system for department staff
6	2	Laptop Precision 7680 CTO, Intel Core i7-13850HX, 32GB Memory, 512GB Hard Drive, Docking Station, 24" Monitor, Warranty	\$ 2,845.90	\$ 5,691.80	Carlos Margo - Center for Advanced Training and Apprenticeships	New systems for department staff
7	1	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,307.33	\$ 1,307.33	Roberto Vela - Regional Center for Public Safety Excellence - Non State	Replacement system for department staff
8	1	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Zachary Suarez - Human Resources	Replacement system for department staff
9	1	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 1,395.47	Myriam Lopez - Business Office	New system for new department staff
10	1	Laptop Latitude 5540 BTX Base, 13th Gen Intel Core i7-1355U, 16GB Memory, 512GB Hard Drive, Warranty	\$ 1,234.99	\$ 1,234.99	Myriam Lopez - Business Office	New system for department staff
11	1	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,307.33	\$ 1,307.33	Roberto Vela - Regional Center for Public Safety Excellence - Non State	New system for department staff
12	2	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 2,734.62	Serkan Celtek - Research and Analytical Services	Replacement of out-of-warranty systems for department staff
13	3	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 4,186.41	Marc Hughes - Criminal Justice Program	Replacement of out-of-warranty systems for department faculty
14	2	Laptop Precision 5480 CTO, Intel Core i7-13700H, 16GB Memory, 512GB Hard Drive, Docking Station, Adapter, 24" Monitor, Warranty	\$ 2,927.24	\$ 5,854.48	Lynda Lopez - Public Relations and Marketing	New systems for department staff

SOUTH TEXAS COLLEGE  
9. DISTRICT WIDE TECHNOLOGY REQUEST  
FEBRUARY 27, 2024

#	Qty	Description	Unit Price	Extension	Requesting Department
15	4	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,307.33	\$ 5,229.32	Becky Cavazos - Purchasing
					Replacement of out-of-warranty systems for department staff
16	2	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 2,790.94	Myriam Lopez - Business Office
					New systems for new department staff
17	1	Laptop Precision 5680 BTX Base, Intel Core i7-13700H, 32GB Memory, 512GB Hard Drive, Warranty	\$ 2,539.88	\$ 2,539.88	Saeed Molki - Computer Science Program
					Replacement of out-of-warranty system for department staff
18	1	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 1,395.47	Marc Hughes - Criminal Justice Program
					Replacement of out-of-warranty system for department faculty
		<b>LAPTOP TOTAL</b>		<b>\$ 40,703.41</b>	
<b>TABLETS</b>					
19	2	Apple iPad 10.2" Wi-Fi 64GB Space Gray #MK2K3LL/A	\$ 378.00	\$ 756.00	Myriam Lopez - Cashiers Office Program
		3-Year AppleCare+ for Schools S77431LL/A			New systems for student QLess sign-in
20	4	Apple iPad 10.9" Wi-Fi 256GB Silver #MPQ83LL/A	\$ 648.00	\$ 2,592.00	Olivia De La Rosa - Continuing, Professional, and Workforce Education - Carryover
		3-Year AppleCare+ for Schools S77431LL/A			New systems for department staff
		<b>TABLET TOTAL</b>		<b>\$ 3,348.00</b>	
<b>MONITORS</b>					
21	24	Dell 24" Monitor P2422H	\$ 201.59	\$ 4,838.16	Jesus Campos - Library Acquisition
		3 Year Warranty			Replacement of out-of-warranty monitors for department staff
22	20	Dell 24" Monitor P2422H	\$ 201.59	\$ 4,031.80	Jesus Campos - Library Acquisition
		3 Year Warranty			Replacement of out-of-warranty monitors for department staff
		<b>MONITOR TOTAL</b>		<b>\$ 8,869.96</b>	
		<b>COMPUTER/LAPTOP/TABLETS/MONITOR TOTAL</b>		<b>\$ 61,788.52</b>	

**SOUTH TEXAS COLLEGE**  
**10. ADOBE LICENSE SUBSCRIPTION AGREEMENT**

<b>NAME</b>			Software House International (SHI) Government Solutions	
<b>ADDRESS</b>			3828 Pecana Trail	
<b>CITY/STATE/ZIP</b>			Austin, TX 78749	
<b>PHONE</b>			800-870-6079	
<b>CONTACT</b>			Daniel Breazzano	
#	Qty	Description	Unit Price	Extension
1	20	Adobe Creative Cloud for Teams - Teams Licensing Subscription	\$ 118.76	\$ 2,375.20
2	1	Adobe Stock for Teams - Team Licensing Subscription	\$ 2,224.38	\$ 2,224.38
3	13	Adobe Captivate for Teams - Subscription	\$ 162.49	\$ 2,112.37
4	1	Adobe Creative Cloud for Enterprise - Enterprise Licensing Subscription One Named User	\$ 323.03	\$ 323.03
5	429	Adobe Creative Cloud for Enterprise - Enterprise Licensing Subscription One Shared Device	\$ 198.38	\$ 85,105.02
6	5	Adobe Creative Cloud for Teams - Teams Licensing Subscription One Named User	\$ 248.35	\$ 1,241.75
7	11	Adobe Creative Cloud for Enterprise - Enterprise Licensing Subscription One Shared Device	\$ 198.38	\$ 2,182.18
<b>TOTAL AMOUNT</b>			\$ 95,563.93	

**SOUTH TEXAS COLLEGE**  
**11. DIGITAL SIGNATURE SOFTWARE SUBSCRIPTION AGREEMENT**

<b>NAME</b>			Carahsoft Technology, Corp./DocuSign Government at Carahsoft	
<b>ADDRESS</b>			11493 Sunset Hills Road, Ste 100	
<b>CITY/STATE/ZIP</b>			Reston, Virginia 20190	
<b>PHONE</b>			703-871-8500	
<b>FAX</b>			703-871-8505	
<b>CONTACT</b>			Samuel Randolph	
#	Qty	Description	Unit Price	Extension
1	1	DocuSign Business Pro Edition Envelope Subs DocuSign Inc, 6,918 Fall Overage Envelopes billed at \$5.61, Period: 8/7/2023 - 10/31/2023	\$ 38,813.44	\$ 38,813.44
2	1	DocuSign Business Pro Edition Envelope Subs DocuSign Inc, 3,585 Winter Overage Envelopes billed at \$6.11 Period: 11/1/2023 - 1/31/2024	\$ 21,905.00	\$ 21,905.00
3	1	DocuSign Business Pro Edition Envelope Subs DocuSign Inc 2,415 Spring Overage Envelopes billed at \$6.11 Period: 1/31/2024 - 4/25/2024	\$ 14,756.00	\$ 14,756.00
4	1	DocuSign Business Pro Edition Envelope Subs DocuSign Inc, 10,500 Spring/Summer Overage Envelopes billed at \$6.11 Period: 4/26/2024 - 8/31/2024	\$ 64,155.00	\$ 64,155.00
<b>TOTAL AMOUNT</b>			\$ 139,629.44	

**SOUTH TEXAS COLLEGE**  
**12. SOFTWARE LICENSE AGREEMENT**

<b>VENDOR</b>			Economic Modeling, LLC./ dba Lightcast	
<b>ADDRESS</b>			232 N Almon St	
<b>CITY/STATE/ZIP</b>			Moscow, ID 83843	
<b>PHONE</b>			208-883-3500	
<b>CONTACT</b>			Michelle Rodriguez	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Career Coach Period: 1/1/24 - 12/31/24	\$ 20,250.00	\$ 20,250.00
<b>TOTAL AMOUNT</b>			\$ 20,250.00	



**SOUTH TEXAS COLLEGE**  
**13. FACILITY USAGE AGREEMENT**

<b>NAME</b>			City of Mission / Mission Event Center	
<b>ADDRESS</b>			2425 Ruby Red Blvd	
<b>CITY/STATE/ZIP</b>			Mission, TX 78572	
<b>PHONE</b>			956-584-4321	
<b>CONTACT</b>			Jerry Guzman	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Facility Usage Agreement Date: 08/19/24	\$ 6,175.00	\$ 6,175.00
<b>TOTAL AMOUNT</b>			\$ 6,175.00	

**Review and Recommend Action on Assignment of Current Contract for Electric Power Service with Cavallo Energy Texas LLC to Champion Energy Services LLC**

Purpose and Justification – Administration requests the Committee recommend Board approval on the assignment of the current contract for electric power service with Cavallo Energy Texas LLC to Champion Energy Services LLC for the period ending May 31, 2024.

The College was notified that effective January 1, 2024, Cavallo Energy Texas, LLC has recently assigned its right under the Energy Supply and Service Agreement with The GLO to one of its affiliates, Champion Energy Services. The ongoing conversion of accounts and services to Champion Energy Services begins on January 1, 2024.

This assignment is seamless with no changes to the contract price, contract term, or any other contract components, and everything remains the same for the duration of the term. The vendor's name changed to Champion Energy Services LLC.

Continuation of the current electric power services contract is vital to ensure uninterrupted power for the College-Wide District, enabling seamless everyday operations.

Background – The current contract for electric power service with Cavallo Energy Texas LLC will expire on May 31, 2024. The Board awarded the contract as follows:

<b>Term:</b> February 19, 2019, for 60 months			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/19/19	6/1/19 – 5/31/24	No Renewals

Reviewers – The notification was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and the Purchasing Department.

Enclosed Documents – The letters from Champion Energy Services, LLC and from the Texas General Land Office follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, will be present at the Committee meeting to address any questions.

It is requested that the Committee recommend Board approval on the assignment of the current contract for electric power service with Cavallo Energy Texas LLC to Champion Energy Services LLC, for the period ending May 31, 2024, as presented.



December 7, 2023

South Texas College  
George McCaleb  
PO Box 9500  
McAllen TX 78501

**RE: Cessation of Electric Energy Sales by Texas General Land Office**

Dear George McCaleb,

You are receiving this notice because you are currently receiving electricity service from the Texas General Land Office ("GLO") through the GLO's Energy Supply and Service Agreement with Cavallo Energy Texas, LLC (GLO Contract No. 10-182-000-4071). As you may already know, House Bill 2263 of the 86th Texas Legislature (2019) repealed the GLO's authority to operate its electric energy sales program and the final phase out date of the GLO's electric energy sales is January 1, 2024. This means that starting January 1, 2024, the GLO will cease operating its retail electricity service except for all customers on fixed-rate terms with contract terms that extend past December 31, 2023.

Recently, Cavallo Energy Texas, LLC assigned its rights under its Energy Supply and Service Agreement with the GLO to one of Cavallo's Affiliates, Champion Energy Services, LLC ("Champion"). This assignment is seamless – there will be no changes to your contract price, contract term, or any other contract components and everything will remain the same for the duration of your fixed-rate term. You will now see the Champion logo at the top of your invoice in place of Cavallo's logo and any affected remittance(es) will change to Champion. Champion's W9 is attached for your vendor records.

At the expiration of your current fixed-rate term with the GLO and Champion, if you have not already chosen to renew your electricity agreement with Champion or secure a new retail electricity provider (REP) of your choosing, your account(s) will continue to receive electricity through Champion on a month-to-month variable rate product. **If you are on an index rate product, please note that the volatility and fluctuation of wholesale energy pricing may cause your energy bills to be multiple times higher in a month in which wholesale energy prices are high, and you will be responsible for charges caused by fluctuations in wholesale energy.**

At any time before or after the conclusion of your current fixed-rate term, Champion encourages you to enter into a new fixed rate contract with Champion, a Cavallo affiliate, as your REP, in order to lock in a new fixed price for your electric energy services. If you would like to learn more about the available competitive electricity rates available through Champion, please contact Jeff Attkisson at 817.905.8428 or [JAttkisson@cavallotspp.com](mailto:JAttkisson@cavallotspp.com).

Mr. Attkisson is also available to answer any additional questions you have regarding the end of the GLO energy sales program or the process for obtaining a new REP.

Sincerely,

Michael Sullivan, President and CEO  
**Cavallo Energy Texas LLC**  
**Champion Energy Services, LLC**

Texas General Land Office  
Stephen F. Austin Building  
1700 N Congress Ave  
Austin, TX 78701-1495



January 11, 2024

South Texas College  
George McCaleb  
PO Box 9500  
McAllen, TX 78501

**Change in GLO Remittance Name and Address**

Dear George McCaleb

In our previous communication dated December 7, 2023, you were informed that Cavallo Energy Texas LLC ("Cavallo") assigned its rights under its Energy Supply and Service Agreement with the Texas General Land Office ("GLO") to one of Cavallo's Affiliates, Champion Energy Services, LLC ("Champion"). Beginning this month, invoices will have updated remittance information regarding to whom and where payment should be sent. In order to help with this transition, we wanted to outline the upcoming changes.

Champion offers the same three payment options as Cavallo:

**1) PAYMENT BY CHECK VIA MAIL:**

Make checks payable to **Champion Energy Services**

**Mail To:**  
Champion Energy Services  
PO BOX 4336  
Houston, TX 77210-4336

**2) PAYMENT BY ELECTRONIC FUNDS TRANSFER (customer initiated):**

**Champion Energy Banking Information**

Wells Fargo Bank  
San Francisco, CA  
Routing: 121000248  
Account: 4121038418  
Account Type: Checking

Payment backup should be sent to [AR.AR@champion.energy](mailto:AR.AR@champion.energy)

**3) PAYMENT BY ACH WITHDRAWAL (Champion initiated):**

Please email [jattkisson@cavallotspp.com](mailto:jattkisson@cavallotspp.com) to request a Direct Payment Form

A copy of the Champion W9 was included with the letter from 12/4/2023.

If you have any questions or need any additional information, please contact Jeff Attkisson at 817.905.8428 or [JAttkisson@cavallotspp.com](mailto:JAttkisson@cavallotspp.com).

Sincerely,

Jeff Attkisson, Director of Operations  
**Cavallo Energy Texas LLC**  
**Champion Energy Services, LLC**

## **Review and Recommend Action on Financial Advisor Services and Continuing Disclosure Services**

Purpose and Justification – Administration recommends Board approval to award the proposal for financial advisor services and continuing disclosure services to Estrada Hinojosa & Company, Inc. for the period beginning March 01, 2024, through February 28, 2025, with two one-year option to renew.

The Financial Advisor Services is needed for providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness and other financial matters, such as credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments.

The Continuing Disclosure Services consists of important information about municipal bonds that arise after the initiative issuance. This information generally reflects the financial health and operating condition of the state or local government as it changes over time or the occurrence of specific events that can impact key features of the bonds. In addition, these disclosures are made available to investors and the public by the Municipal Securities Rulemaking Board (MSRB).

Background – At the January 30, 2024, Board Meeting, the Board approved and authorized staff to evaluate the qualifications for financial advisor services and continuing disclosure services as recommended and to present a recommendation to the Committee.

Proposal documents were advertised on December 20, 2023, and December 24, 2023, and issued to five (5) vendors. Two (2) responses were received on January 18, 2024.

Funding Sources - The rate for the financial advisor services, which is charged when a bond is issued or refunded and is usually based on the amount of the bond issuance or refunding, is netted against the bond proceeds received at the time of bond issuance. The funds for the continuing disclosure services expenditures are budgeted in the Unrestricted Fund budget for FY 2024-2025.

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Deyadira Leal, Interim Director of Purchasing, will be present at the Committee meeting to address any questions.

Enclosed Documents – A Summary of the Proposals, the Evaluation Results, and the Evaluation Criteria follow in the packet for the Committee's information and review.

It is requested that the Committee recommend Board approval to award the proposal for financial advisor services and continuing disclosure services to Estrada Hinojosa &

Company, Inc. for the period beginning March 01, 2024, through February 28, 2025, with two one-year options to renew as presented.

**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
PROJECT NO. 23-24-1033**

<b>VENDOR</b>	Estrada Hinojosa & Company, Inc.	RBC Capital Markets, LLC.
<b>ADDRESS</b>	600 N. Pearl Street Suite 2100	609 Main Street Suite 3600
<b>CITY/STATE/ZIP</b>	Dallas, TX 75201	Houston, TX 77002
<b>PHONE</b>	214-658-1670	713-651-3338
<b>FAX</b>	214-292-8849	713-651-3347
<b>CONTACT</b>	Miguel De los Santos	Chris W. Allen
<b>7.1 Company Profile</b>		
A. Provide a brief history of the firm and its operations.	The Firm was founded in January of 1992 and has been in business for 32 years. The Firm, which is structured as a corporation and domiciled in Dallas, Texas, specializes in public finance with particular strength in finance advisory and municipal underwriting services, and has grown considerably over the last several years. The Firm has become one of the most successful investment banks in the nation, with a concentrated focus on municipal clients. Local Representatives: Dr. Miguel De Los Santos and Mr. Roberto Villarreal.	The firm is the corporate and investment banking division of the Royal Bank of Canada ("RBC"), one of the world's largest banks. The firm has been providing Texas public and private sector entities with high-quality advisory and investment services for more than 90 years. Over the past ten years, the firm has served as municipal advisor on 698 bond sales in Texas totaling over \$26 billion in par amount.
B. Respondent Name	Estrada Hinojosa & Company, Inc. 600 N Pearl Street, Suite 2100 Dallas, TX 75201 Year established: 1992	RBC Capital Markets, LLC. 200 Vesey St 9th Floor New York NY 10281 Year established: 1929
C. Provide any other names under which Respondent has operated within the last 10 years and length of time under for each.	N/A	N/A
D. Explain Changes that have occurred over the last six (6) months regarding staffing, capital, organizational structure, as well as future changes you may expect to occur.	No recent material changes in controlling ownership, management, or staffing.	No changes have occurred in RBCCM in the last six months, and they do not expect any future changes.
E. Does respondent anticipate any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?	In August 2023 Texas State Bankshares the registered bank holding company for Texas Regional Bank and Estrada Hinojosa announced that the firms have entered into an agreement where TRB will acquire Estrada Hinojosa & Company, Inc., pending receipt of all required regulatory and shareholder approvals. The acquisition is expected to close early Spring 2024.	No
<b>7.2 Financial Advisor Experience and Availability</b>		
A. Identify the Financial Advisor who would serve in potential engagements with STC and provide contact information:	Name: Noe Hinojosa, Jr. Address: 1717 Main Street, Suite 4700 City: Dallas State: Texas Zip Code: 75201 Telephone Number: 214-658-1670 Fax Number: 214-292-8849 Email Address: nhinojosa@ehmuni.com Name: Dr. Miguel de los Santos Address: 1508 South Lone Star Way Ste 1 City: Edinburg State: Texas Telephone Number: 956-821-5419 Fax Number: 214-292-8849 Email Address: mdelossantos@ehmuni.com Name: Bobby Villarreal Address: 1508 South Lone Star Way Ste 1 City: Edinburg State: Texas Telephone Number: 956-821-5419 Fax Number: 214-292-8849 Email Address: bvillarreal@ehmuni.com	Name: Chris Allen Address: 609 Main Street Suite 3600 City: Houston State: Texas Zip Code: 77002 Telephone Number: 713-651-3338 Fax Number: 713-651-3347 Email Address: chris.allen@rbccm.com
B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Estrada Hinojosa will provide services to the college via teams of financial advisors and technical and quantitative experts. Also, a support team of registered financial advisors will address Continuing Disclosure and other pertinent matters to support the college. The financial advisory team members are Mr. De Los Santos has 27 years of experience as a financial advisor. Mr. Villarreal has been with the firm for over six (6) years. As a municipal advisor and investment banker, he has experience developing tax abatement/tax increment reinvestment zone policies and procedures and economic development agreements. He has helped cities, counties, school districts, and higher education.	Worked in the industry over 30 years, 10 with Hilltop Securities and 13 years as financial advisor. Primary focus is financial advisory and underwriting services for state agencies, school districts, utility districts, special districts, higher education, cities, and counties.

**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
PROJECT NO. 23-24-1033**

<b>VENDOR</b>	<b>Estrada Hinojosa &amp; Company, Inc.</b>	<b>RBC Capital Markets, LLC.</b>
C. Provide a brief summary describing a complex transaction or combination of transactions in which the Financial Advisor provided expertise which could be utilized and applied to STC's potential future transactions.	<p>Case Study: Del Mar College, the Firm has helped the College complete 17 general obligation debt and revenue bond transactions for a combined par value of \$505.6 million.</p> <p>Case Study: Alvin Community College and Del Mar College the firm completed refunding as private placements and helped both colleges prepare requests for proposals for each offering, resulting in lower rates and savings.</p>	<p>Case Study: Texas Public Finance Authority (Texas Southern University) issued Revenue Financing System Bonds Series 2023, which were issued to pay for the construction of new buildings and other campus upgrades. Mr. Allen worked to secure bond insurance on the transaction as well as a surety policy, allowing them to liquidate the current reserve and saving the University the added cost of tying up millions of dollars of bond proceeds for the added reserve fund, which would be held for the life of the bonds</p> <p>Case Study: Kilgore Junior College in 2023, Mr. Allen assisted in their first bond issuance in history for \$5 million of Maintenance Tax Notes.</p>
D. Provide a statement of availability to South Texas College.	As Account Supervisor, Mr. Hinojosa is fully available and committed to helping the College meet its financing objectives and complete and contemplated transactions. As President and CEO, he pledges the total resources of the Firm to the College. Dr. De Los Santos and Mr. Villarreal are in Edinburg Office, less than 30 from STC, and will always be available via phone, email, or in person.	Mr. Allen will be available daily via email and make himself available by cell phone when not in the office.
E. Include transactions in the past three (3) years in which this individual served as Financial Advisor. Specify if the experience was not with the current firm.	<p>The vendor submitted a total of forty-four (44) transactions.</p> <p>--For 2021, a total of twenty-three (23) transactions were completed.</p> <p>--For 2022, a total of twenty-one (21) transactions were completed.</p> <p>The following eleven (11) transactions have been completed in 2023:</p> <p>-- Starr County, Texas Certificates of Obligation, Series 2023</p> <p>-- Hidalgo County, Texas Certificates of Obligation, Series 2023</p> <p>-- City of Brownsville, Texas Combination Tax and Revenue Certificates of Obligation, Series 2023</p> <p>-- City of San Juan, Texas Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2023</p> <p>-- Donna ISD Unlimited Tax School Building Bonds, Series 2023</p> <p>--City of South Padre Island, Texas Tax Notes, Series 2023</p> <p>--City of Edinburg, Texas Combination Tax and Limited Pledge Revenue Certificate of Obligation, Series 2023</p> <p>--Point Isabel ISD Unlimited Tax School Building Bonds, Series 2023</p> <p>--Sharyland ISD Cash Defeasance of Unlimited Tax Refunding Bonds, Series 2017</p> <p>--City of Edinburg, TX Utility System Revenue Improvement Bonds, Series 2023</p> <p>--City of Edinburg, TX Principal Forgiveness</p>	<p>The vendor submitted a total of thirty-one (31) transactions.</p> <p>--For 2021, a total of nine (9) transaction was completed.</p> <p>--For 2022, a total of fourteen (14) transactions were completed.</p> <p>The following eight (8) transactions have been completed in 2023:</p> <p>--Deer Park ISD, Tax School Building Bond Series 2023</p> <p>--Texas Public Finance Authority, Ref Bonds Taxable Series 2023A</p> <p>--Kilgore JCD, Tax Notes Series 2023</p> <p>--Texas Public Finance Auth - Ref Bonds Taxable Series 2023</p> <p>--Texas Public Finance Auth - Texas Southern University Rev Fin Sys Bonds Series 2023</p> <p>--Klein ISD, U/L Tax Bonds Series 2023</p> <p>--Klein ISD, U/L Tax Ref Bonds Series 2023B (Non-PSF)</p> <p>--Austin ISD, U/L Tax Sch Building Bonds Series 2023 (Non-PSF)</p>
<b>7.3 Technical and Quantitative Expertise and Availability</b>		
A. Identify the Quantitative Analyst who would serve in potential engagements with STC and provide contact information:	<p>Name: Dave Gordon</p> <p>Address: 600 N. Pearl Street Suite 2100</p> <p>City: Dallas State: Texas Zip Code: 75201</p> <p>Telephone Number: 214-658-1670</p> <p>Fax Number: 214-292-8849</p> <p>Email Address: dgordon@ehmuni.com</p>	<p>Name: Julie MacMillan</p> <p>Address: 200 Crescent Court, Suite 1500</p> <p>City: Dallas State: Texas Zip Code: 75201</p> <p>Telephone Number: 214-989-1629</p> <p>Fax Number: 713-651-3347</p> <p>Email Address: julie.macmillan@rbccm.com</p>



**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
PROJECT NO. 23-24-1033**

VENDOR	Estrada Hinojosa & Company, Inc.	RBC Capital Markets, LLC.
B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Estrada Hinojosa will provide services to the college via teams of financial advisors and technical and quantitative experts. Also, a support team of registered financial advisors will address Continuing Disclosure and other pertinent matters to support the college. The economic advisory team, led by Mr. Gordon, has experience serving as a financial advisor to many entities throughout Texas, including community colleges and school districts. Mr. Magallanes has been with the firm since 2021. He provides support analysis for investment bankers regarding the financing needs of various public issuers, including cities, counties, and school districts. Ms. Hinojosa Kelly has experience in transactional support, underwriting transactions, and developing financing plans.	Ms. MacMillan has worked with RBCCM for over 16 years. Provides financial advisory and underwriting services to the firm's client, mainly providing technical, analytical, and quantitative analysis for various municipal issuers, including public schools and higher education issuers throughout the state.
C. Provide a statement of availability to South Texas College.	Mr. Gordon is fully available and committed to helping the College meet its financing objectives and complete any contemplated transaction. Mr. Magallanes is located in the Edinburg Office. Ms. Hinojosa Kelly is committed to providing the College with the highest possible level of value-added service.	Ms. MacMillan will be available daily via phone or email. She will also be available to be at in-person meetings as needed.
D. List Financial Advisor transactions in the past three (3) years in which this individual served as Quantitative Analyst (primary numbers runner on transaction). Specify if the experience was not with the current firm.	<p>The vendor submitted a total of forty-four (44) transactions.</p> <p>--For 2021, a total of twenty-three (23) transactions were completed.</p> <p>--For 2022, a total of twenty-one (21) transactions were completed.</p> <p>The following eleven (11) transactions have been completed in 2023:</p> <p>-- Starr County, Texas Certificates of Obligation, Series 2023</p> <p>-- Hidalgo County, Texas Certificates of Obligation, Series 2023</p> <p>-- City of Brownsville, Texas Combination Tax and Revenue Certificates of Obligation, Series 2023</p> <p>-- City of San Juan, Texas Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2023</p> <p>-- Donna ISD Unlimited Tax School Building Bonds, Series 2023</p> <p>--City of South Padre Island, Texas Tax Notes, Series 2023</p> <p>--City of Edinburg, Texas Combination Tax and Limited Pledge Revenue Certificate of Obligation, Series 2023</p> <p>--Point Isabel ISD Unlimited Tax School Building Bonds, Series 2023</p> <p>--Sharyland ISD Cash Defeasance of Unlimited Tax Refunding Bonds, Series 2017</p> <p>--City of Edinburg, TX Utility System Revenue Improvement Bonds, Series 2023</p> <p>--City of Edinburg, TX Principal Forgiveness</p>	<p>The vendor submitted a total of thirty-eight (38) transactions.</p> <p>--For 2021, a total of fourteen (14) transactions was completed.</p> <p>--For 2022 a total of seven (7) transactions were completed.</p> <p>The following seventeen (17) transactions have been completed in 2023:</p> <p>-- City of Lubbock, Tax Notes Series 2023A</p> <p>-- City Lubbock, Elec Light &amp; Power Sys Rev Ref Bonds Series 2023</p> <p>-- Deer Park ISD, U/L Tax Sch Bldg. Bond Series 2023</p> <p>-- Texas Public Finance Auth, GO &amp; Ref Bonds Taxable Series 2023A</p> <p>-- Kilgore JCD, Mtc Tax Notes Series 2023</p> <p>-- Texas Public Finance Auth, GO &amp; Ref Bonds Taxable Series 2023</p> <p>-- Denison ISD, U/L Tax Sch Bldg. &amp; Ref Bonds Series 2023</p> <p>-- Texas Public Finance Auth – Texas Southern University, Rev Fin Sys Bonds Series 2023</p> <p>-- Klein ISD, U/L Tax Schhse Bonds Series 2023</p> <p>-- Klein ISD, U/L Tax Ref Bonds Series 2023B (Non-PSF)</p> <p>-- City of Lubbock, Tax Notes Series 2023</p> <p>-- Argyle ISD, U/L Tax Sch Bldg. Bonds Series 2023</p> <p>-- City of Lubbock, GO Bonds Series 2023</p> <p>-- City of Lubbock, Comb Tax &amp; Rev C/O Series 2023</p> <p>-- City of Lubbock, W &amp; Wastewater Sys Rev Bonds Series 2023</p> <p>-- Austin ISD, U/L Tax Sch Bldg. Bonds Series 2023 (Non-PSF)</p> <p>-- Fort Worth ISD - U/L Tax Sch Bldg. Bonds Series 2023</p>
E. Include a description of any quantitative capabilities, including type of financial software utilized and other technical tools utilized.	The Firm prepares financial models in Excel, including tax rate impact statements, revenue bond coverage calculations, feasibility analyses, and many other modeling exercises. The quantitative team also uses DBC, the bond sizing software package, to complete numbers for bond sales.	RBCCM has a dedicated team of professional bankers in its Municipal Quantitative Group with the experience to handle the most complex issues in structuring and pricing municipal bond, derivative, and credit transactions. Continually develop and implement sophisticated computer programs, in addition to DBC Finance, to analyze and determine the most efficient financing plans for clients. RBCCM strives to be an active participant in all financing and underwriter pools in which we serve.
<b>7.4 Other Financial Advisory and Continuing Disclosure Services and Availability</b>		
A. Identify the individual who will coordinate official statement, continuing disclosure, and rating agency presentation preparation, in addition to providing research and support to STC as necessary. Provide contact information in the following format:	<p>Name: Tony Jaso</p> <p>Address: 14414 Blanco Road Suite 320</p> <p>City: San Antonio State: Texas</p> <p>Zip Code: 78216</p> <p>Telephone Number: 210-223-4888</p> <p>Email Address: tjaso@ehmuni.com</p>	<p>Name: Reuben White</p> <p>Address: 609 Main Street, Suite 3600</p> <p>City: Houston State: Texas</p> <p>Zip Code: 77002</p> <p>Telephone Number: 713-853-0808</p> <p>Fax Number: 713-651-3347</p> <p>Email Address: reuben.white@rbccm.com</p>

**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
PROJECT NO. 23-24-1033**

<b>VENDOR</b>	<b>Estrada Hinojosa &amp; Company, Inc.</b>	<b>RBC Capital Markets, LLC.</b>
B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Mr. Jaso Executive Vice President in the San Antonio office. He has worked with Texas School Districts, Higher Education, Cities, Counties, and Special Districts	Mr. White has been with RBCCM since 2023. Has experience in analytical, transaction, and execution support for advisory and underwriting work for school districts, cities, counties, junior colleges, and special districts across Texas.
C. Provide a statement of availability to South Texas College.	Mr. Jaso will be available to serve the College from the Firm's San Antonio office and is committed to providing the College with the highest possible level of value-added service.	Mr. White will be available daily via phone or email. She will also be available to be at in-person meetings as needed.
D. Include a description of the computer software utilized in addition to Microsoft Office.	Mr. Jaso is knowledge of Microsoft Office, Adobe Acrobat which is used for the Electronic Municipal Market Access (EMMA) and DBC Finance.	Mr. White is proficient in Microsoft Office tools such as Excel, Word, and PowerPoint, has experience modeling debt cashflows in DBC Finance, and is well versed in utilizing Bloomberg, the Texas Municipal Advisory Council, and EMMA, which will provide current market data and debt-related information.
E. List transactions in which the individual(s) listed above prepared and were solely responsible for in-house compilation of official statements and other related documents in the past three (3) years. Specify if the experience was not with the current firm.	The vendor submitted a total of thirty-nine (39) transactions.	The vendor submitted a total of fourteen (14) transactions. In 2023, seven (7) transactions with RBCCM In 2022, three (3) transactions with Piper Sandler & Co. In 2021, four (4) transactions with Piper Sandler & Co.
<b>7.5 References</b>		
A. Provide at least five (5) recent references/clients that you have worked with	Texas Southmost College Del Mar College Alvin Community College Brazosport College Dallas College	Kilgore Junior College Texas Public Finance Authority (Texas Southern University) Texas Women's University Klein Independent School District Deer Park Independent School District
<b>7.6 Experience with Public Entities, including, but not limited to Community Colleges</b>		
A. Overall public finance experience and track record of the firm.	Established in 1992, serving 2,628 financial transactions totaling \$199.7 billion in par value. Have 5 offices in the state of Texas with 54 employees, including 30 Registered Financial Advisors. Serve clients in 44 states as well as the District of Columbia in a financial advisory or underwriting role.	For the past five (5) years RBCCM has served as a municipal advisor on 25 bond issuances for Texas institutions of higher education totaling over \$892 million in par. The firm has served as underwriter for 65 bond issuances for Texas institutions of higher education totaling over \$6.5 billion in par. The firm has 14 offices in the State of Texas with 434 total employees including, 22 banking professionals, 3 underwriters/traders, and 240 institutional/retail sales representatives.
B. Does your firm have experience with public entities? If yes, please provide a list	Yes, Estrada Hinojosa has extensive experience with public entities. A list was provided.	Yes, RBCCM has served as municipal advisor on 43 transactions for Texas issuers totaling over \$4.7 billion in par amount. A list was provided.
C. Does your firm have experience as an underwriter for Texas bonds?	Yes, Estrada Hinojosa has senior managed 564 transactions for Texas totaling \$7.8 billion.	Yes, RBCCM has senior managed 479 transactions for Texas issuers totaling over \$19.7 billion in par amount.
D. Describe your firm's approach and capability in designing and implementing a financial plan for a multi-year capital improvement program for the College.	The Firm continually adapt to changing market conditions, laws, ideas, and other forces that impact public finance as well as specific business objectives to not treat every financing the same. The use of early call features, taxable refunding's, senior/subordinate lien structures, federal/state loan programs, tender offers and other innovative techniques. The main strength is the ability to be proactive and use our market intelligence and knowledge of other municipal clients to offer suggestions and reasoned analyses to the college.	RBCCM maintains a conservative approach to establishing the assumptions it uses in its debt planning models. The firm uses reasonable expectations based on historical data and current economic and financial conditions, which is critical to providing the client with appropriate models that allow for informed and effective financing decisions. RBCCM works diligently with its clients to understand their operating and financial position and goals.
E. Describe the firm's experience in assisting public entities with the selection of underwriters for negotiated bond sales.	The selection process is tailored to the specific needs and desires of the issuer client. Believe in several factors that favor a negotiated sale: the ratings are lower than "A" Category, Bond insurance/creid enhancement not available, include variable rate debt or CAB's, Issuer target participation from Disadvantaged business enterprises (DBEs) or local firms.	RBCCM has extensive experience with market participants and the process by which a diverse list of clients selects them, allowing the expertise to advise the client in the selection of the best service providers, be it underwriters, issuing and paying agents, liquidity providers, or rating agencies.

**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
PROJECT NO. 23-24-1033**

<b>VENDOR</b>	<b>Estrada Hinojosa &amp; Company, Inc.</b>	<b>RBC Capital Markets, LLC.</b>
F. Describe the firm's experience with rating agencies, credit rating process, and rating agency presentations.	Estrada Hinojosa has 32 years of experience assisting cities and entities with the rating process. Helped City of McKinney, Texas receive and upgrade on their water and sewer system from Moody's Investors. Believe that an effective presentation to the rating agencies is crucial as a prudent financial management measure.	RBCCM uses a research-based approach to identify factors considered critical by the rating agencies. The firm assist clients in developing comprehensive rating presentations and look at their practices to identify potential strengths and weaknesses in the perspective of the rating agencies.
G. Describe the firm's relevant innovative financing experience, including innovations previously developed, related to tax-exempt securities, including the results and success of such innovations.	Estrada Hinojosa uses various methodologies to allow the refinancing of non-advance refundable debt including taxable refundings, forward calls and Cinderella structures. Development of new securities including the first vehicle registration fee revenue bonds in Texas that have been repeatedly copied. Utilize private partnerships in either a P3 or lease structure. Early adopter of combine BABs/tax-exempt structure.	- RBCCM employed a strategy of incorporating short calls into financings to create flexibility for issuers. -The firm, through its Direct Purchase Program, has been at The forefront of developing and executing Floating Rate Note transactions for municipal issuers throughout The US. -RBCCM has implemented numerous Variable Interest Rate Bond programs for Texas counties. -RBCCM has implemented numerous Soft-Put Multi-Modal Bond structures.
H. Describe the specific experience of the firm and staff with refunding bonds issued by public entities.	Extensive experience with refunding bonds, includes 742 transactions totaling \$67.2 billion in par value.	RBCCM assigned team members have vast experience with refinancing of issuer bonds. The firm served as a municipal advisor for Klein Independent School District. The 2023 refunding bonds generated a PV saving of \$486,479.00
I. Provide any other pertinent information that would be helpful in assessing the firm's ability to perform financial advisory and continuing disclosure services to South Texas College.	It has participated on 10 underwriting financings for South Texas College for a par amount of \$330 million. In 2021 they served the college as Financial Advisor on the \$58.16 million Limited Tax Refunding Bonds.	The firm offers a separate continuing disclosure service to assist issuers of municipal bonds with the required annual, and if applicable, quarterly financial filings and ongoing material event notices.
J. Describe the specific experience of the firm and staff with debt obligations issued by public entities.	Cover over 300 investors as part of over 125 institutional accounts that include trust departments and bank portfolios. Have extensive experience with municipal tax-exempt and taxable debt obligations. They have relationship with institutional investors that may sometimes be overlooked by other municipal finance underwriters.	Texas Public Finance Authority (Cancer Prevention and Research Institute of Texas) the firm has helped with the General Obligation and Refunding Taxable Bonds Series 2023 and Series 2023A. The bond proceeds were used to pay for grants. Austin Independent School District, the firm has helped the AISD with six (6) bond elections and issuance of \$4 billion in par
<b>7.7 Regulatory Matters</b>		
Identify and describe any disciplinary actions, regardless of how resolved (including current status), which have been taken by any self-regulatory entity or governmental entity against the firm or current or former staff member of the firm for violations of entity rules, or federal securities, laws, rules and regulations and rules of the Municipal Securities Rulemaking Board.	No litigation, arbitration or regulatory action has been filed neither the Firm nor any individual shareholders or employees. In 2012 without admitting or denying the findings, voluntarily executed a letter of acceptance, waiver, or consent ("AWC") with the Financial Industry Regulatory Authority in which it settled alleged rule violations of concerning late submission of primary offering documents to the Municipal Securities Rulemaking Board. The rule violation are solely related to missing the deadline for filing documents electronically. This was not considered wrongful conduct.	In 2021 the SEC approved an investigation into the Firm municipal bond practices. RBCCM confirms that they have a standing letter related to compliance with Texas SB 13 and 19 on file with the Texas Attorney General, and the Office of the Attorney General can continue to rely on RBCCM's standing letter.
<b>TOTAL EVALUATION POINTS</b>	94.25	90.25
<b>RANKING</b>	1	2

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

**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
PROJECT NO. 23-24-1033**

VENDOR		Estrada Hinojosa & Company, Inc.		RBC Capital Markets, LLC.	
ADDRESS		600 N. Pearl Street Suite 2100		609 Main Street Suite 3600	
CITY/STATE/ZIP		Dallas, TX 75201		Houston, TX 77002	
PHONE		214-658-1670		713-651-3338	
FAX		214-292-8849		713-651-3347	
CONTACT		Miguel De los Santos		Chris W. Allen	
1	Qualifications of staff to be assigned to the College (up to 45 points) a. The qualifications of the staff assigned to the College vis-a-vis background, years of experience, number of issues engaged in size of issues, etc. b. Reference	43	41.5	44	43.75
		40		45	
		42		42	
		41		44	
2	Experience with public entities, including, but not limited to community colleges. (up to 45 points) a. Overall public finance experience and track record of the firm. b. Specific experience of the firm and staff with the obligations issued by public entities.	44	43	35	36.75
		45		35	
		41		37	
		42		40	
3	Regulatory Matters (up to 10 points) a. Investigations and litigation information provided.	10	9.75	10	9.75
		10		10	
		10		10	
		9		9	
TOTAL EVALUATION POINTS		94.25		90.25	
RANKING		1		2	

**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
REQUEST FOR QUALIFICATIONS - EVALUATION CRITERIA**

		Financial Advisor and Continuing Disclosure Services		
		Points	Score Key	
1	<b>Qualifications of staff to be assigned to the College (up to 45 points)</b> 1.1 The qualifications of the staff assigned to the College vis-a-vis background, years of experience, number of issues engaged in size of issues, etc. 1.2 Reference	45	33-45 20-32 10-19 0-9	Excellent Acceptable Marginal Poor
2	<b>Experience with public entities, including, but not limited to community colleges. (up to 45 points)</b> 2.1 Overall public finance experience and track record of the firm. 2.2 Specific experience of the firm and staff with the obligations issued by public entities.	45	33-45 20-32 10-19 0-9	Excellent Acceptable Marginal Poor
3	<b>Regulatory Matters (up to 10 points).</b> 3.1 Investigations and litigation information provided.	10	7-10 4-6 1-3 0	Excellent Acceptable Marginal Poor
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**- respondent provided inadequate responses to requirements or did not respond

## **Review and Recommend Action on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County**

Purpose and Justification – Administration requests Committee recommend Board approval on the renewal of delinquent tax collection services for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2024 to April 30, 2025.

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee. The additional penalty is due on July 1 for the previous tax year.

Background – On March 28, 2023, the Board awarded the current contract with Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection services as follows:

March 28, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	03/28/23	05/01/23 – 04/30/24	2 – one year options
1 <sup>st</sup> Renewal	02/27/24		05/01/24 – 04/30/25
2 <sup>nd</sup> Renewal			<b>Last Renewal</b>

The notice of public meeting has been published in accordance with the Texas Government Code 2254.1036 requirements on the South Texas College website with the Committee Meeting agenda.

Funding Source – The delinquent tax collection services fee approved by the Board and charged to the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - The Notice of Public Meeting follows in the packet for the Committee's information and review.

It is requested that the Committee recommend Board approval on the renewal of delinquent tax collection services for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2024 to April 30, 2025 as presented.

# NOTICE OF A PUBLIC MEETING

Notice is hereby given that a meeting of Board of Trustees will be held on February 27, 2024 at Ann Richards Administration Building Board Room for the purpose of considering and taking action on all matters on the agenda for the meeting, including approval of an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP as special counsel to perform all legal services necessary to collect delinquent property taxes and authorizing the execution of such agreement.

The agreement to be considered is necessary for the delinquent taxes owed to South Texas College to be collected in the most effective manner. South Texas College desires that such delinquent tax, penalties and interest be collected as provided in the Texas Tax Code.

The Linebarger Goggan Blair & Sampson, LLP firm is fully qualified to provide this representation, being the largest delinquent tax collection law firm in the State of Texas, as well as the United States and having been engaged in this specialized legal service for more than 40 years. In addition, the Linebarger Goggan Blair and Sampson, LLP firm possesses infrastructure and technology, such as call center technology, that the South Texas College does not currently possess.

Linebarger Goggan Blair & Sampson, LLP has represented South Texas College for the past twenty-six (26) years with competence and professionalism, in the collection of delinquent property taxes, beginning on May 1, 1997.

The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of the South Texas College due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in- house attorneys and staff with the level of experience and competence necessary to perform these activities.

Linebarger will be compensated on a contingent fee basis as provided in the Texas Tax Code Sections 6.30, 33.07, 33.08, and 33.48. These Texas Tax Code sections specifically provide for an additional penalty on delinquent taxes to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to the South Texas College.

Entering into the proposed agreement is in the best interests of the residents of South Texas College because the delinquent taxes will be professionally and competently collected without the additional costs to the South Texas College of implementing infrastructure and technology, and employing in-house personnel or paying outside counsel on an hourly fee basis which would otherwise be required.

**Review and Recommend Action on Resolution 2024-010 on a Written Statement for Professional Legal Services Contract**

Purpose and Justification – Administration requests the Committee recommend Board approval on Resolution 2024-010 on a written statement for professional legal services contract, under Texas Government Code 2254.1036. This applies to the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2024 through April 30, 2025.

A written statement is required by Texas Government Code 2254.1036, when a political subdivision enters and approves a contingency fee contract for delinquent tax collection legal service.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 28, 2023 Board meeting for the contract period beginning May 1, 2023 through April 30, 2024, with two (2) one-year renewal options.

Enclosed Documents – The Resolution for Approving a Contract with Linebarger Goggan Blair & Sampson, LLP is recommended to meet the requirements of Texas Government Code 2254.1036, and follows in the packet for the Committee's information and review.

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

It is requested that Committee recommend Board approval of the Resolution 2024-010 on a written statement for professional legal services contract, under Texas Government Code 2254.1036 as presented.



RESOLUTION 2024-010 TO APPROVE LEGAL SERVICES CONTRACT WITH  
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

WHEREAS, after having provided adequate notice as required by Sec. 2254.1036 of the Texas Government Code, the Agreement for Delinquent Tax Collection Services with Linebarger Goggan Blair & Sampson, LLP is approved and the President is authorized to execute this Agreement.

After exercising its due diligence, The South Texas College finds that:

1. There is a substantial need for the legal services to be provided pursuant to the Agreement for Delinquent Tax Collection Services;
2. These legal services cannot be adequately performed by the attorneys and supporting personnel of the South Texas College at a reasonable cost;
3. These legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of delinquent tax penalties provided by Texas Tax Code Sections 6.30, 33.07, 33.08, and 33.48 and because South Texas College does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees;
4. Linebarger Goggan Blair & Sampson, LLP, is well qualified and competent to perform the legal services required to comply with the terms of this contract;
5. Linebarger Goggan Blair & Sampson, LLP provides specialized legal services to South Texas College and the College is well satisfied with the quality and outcome of the legal services since the inception of the agreement.
6. The contract with Linebarger Goggan Blair & Sampson, LLP is the result of an arm's length transaction between South Texas College and Linebarger Goggan Blair & Sampson, LLP and is fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRUSTEES OF SOUTH TEXAS COLLEGE that the South Texas College Board of Trustees hereby approves and authorizes the execution of the contract with Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes for the period of May 1, 2024 through April 30, 2025.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024.

South Texas College

ATTEST:

BY: \_\_\_\_\_  
Rose Benavidez  
Chair

ATTEST:

BY: \_\_\_\_\_  
Victoria Cantú  
Secretary

**Review and Recommend Action on Resolution 2024-011 to Impose an Additional 15 Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation**

Purpose and Justification – Administration requests the Committee recommend Board approval on Resolution 2024-011 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

The resolution authorizing the College to levy an additional percent penalty and additional fees to the delinquent is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest, which will remain delinquent on July 1, 2024.

Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional percent penalty and additional fees for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

Background – According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

The relevant Texas Property Tax Codes are Texas Property Tax Code 33.07, Additional Penalty For Collection Costs For Taxes Due Before June 1, Texas Property Tax Code 33.08, Additional Penalty For Collection Costs For Taxes Due On Or After June 1, and Texas Property Tax Code 33.48, Recovery Of Costs And Expense.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Kelly Salazar, Linebarger Goggan Blair & Sampson, LLP, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval on Resolution 2024-011 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation as presented.

# RESOLUTION NO. 2024-011

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% AND ADDITIONAL FEES TO THE DELINQUENT 2022 DISTRICT TAXES PURSUANT TO SECTIONS 33.07, 33.08, and 33.48 OF THE STATE OF TEXAS PROPERTY TAX CODE.**

STATE OF TEXAS §

**COUNTY OF STARR**                      §

AND HIDALGO §

**SOUTH TEXAS COLLEGE DISTRICT §**

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2023; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2023 taxes which remain delinquent on July 1, 2024; and,

WHEREAS, pursuant to Section 33.08 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2022 taxes which remain delinquent on June 1, 2023 under Sections 26.075 (j), 2615 (e), 31.03, 31.031, 31.032, 31.033, 31.04, or 42.42; and,

WHEREAS, pursuant to Section 33.48 of the Texas Property Code, the Board of Trustees is authorized to recover other costs and expenses in a suit to collect a delinquent tax and,

WHEREAS, the College has contracted \_\_\_\_\_ for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of \_\_\_\_\_ percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Sections 33.07 and 33.08 of the Texas Property Tax Code, there is hereby levied on all 2023 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2024, and thereafter for taxes

levied for the tax year 2023. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. Pursuant to Section 33.48 of the Texas Property Tax Code, there is hereby assessed additional fees to recover other costs and expenses in a suit to collect a delinquent tax.
3. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2023 at least thirty (30) and not more than sixty (60) days before July 1, 2024.
4. A tax lien shall attach to the property on which the 2023 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: \_\_\_\_\_  
Chairman

ATTEST:

BY: \_\_\_\_\_  
Secretary

## Discussion and Action as Necessary on Proposed Budget Amendment for FY 2023 - 2024

Purpose and Justification - Administration requests the Committee recommend Board approval of the proposed budget amendment for FY 2023 – 2024.

Background - The proposed budget amendment is necessary for the following reason:

1. Unrestricted Fund Center for Advanced Training & Apprenticeships (CATA) - To increase the Unrestricted Fund revenue and expenditure budgets for the purpose of funding office space modifications, equipment, and trainings.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for the Unrestricted Fund for fiscal year 2023 – 2024 will increase as follows:

### Fiscal Year 2023 - 2024 Budgeted Revenues and Expenditures

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$214,722,437	\$79,520	\$214,801,957

The budget amendment details and presentation follow in the packet for the Committee's information and review.

The budget amendment is proposed as follows:

### 1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment is proposed to increase the Unrestricted Fund Revenues by \$79,520 as follows:

### Fiscal Year 2023 – 2024 Summary of Unrestricted Fund Revenue and Carryover Allocations Increase

Revenue Source	Proposed Amendment
Total Carryover Allocations	\$79,520
<b>Total Revenue Increase</b>	<b>\$79,520</b>

### Fiscal Year 2023 - 2024 Unrestricted Fund Revenue and Carryover Allocations Increase

Revenue Source	Amended Budget	Proposed Amendment	Amended Budget
Total Carryover Allocations	\$25,113,989	\$79,520	\$25,193,509
<b>Total Unrestricted Fund Revenue and Carryover Allocations Increase</b>	<b>\$25,113,989</b>	<b>\$79,520</b>	<b>\$25,193,509</b>

Carryover Allocations revenue is proposed to increase \$79,520 as follows:

- \$79,520 for the purpose of funding office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA).

In total, the Unrestricted Fund Revenues and Carryover Allocations are proposed to increase by \$79,520.

## 2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$79,520.

Fiscal Year 2023 - 2024 Summary of Unrestricted Fund Expenditures Increase	
Expenditures	Proposed Amendment
Total Operating	\$79,520
<b>Total Expenditure Increase</b>	<b>\$79,520</b>

Fiscal Year 2023 - 2024 Unrestricted Fund Expenditures Increase			
Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Operating	\$46,532,896	\$79,520	\$46,612,416
<b>Total Unrestricted Fund Expenditures Increase</b>	<b>\$46,532,896</b>	<b>\$79,520</b>	<b>\$46,612,416</b>

The Operating expenditure budget is proposed to increase as follows:

- \$79,520 due to the additional funds for office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA).

In total, the Unrestricted Fund Expenditures are proposed to increase by \$79,520.

Enclosed Documents - The budget amendment details and presentation follow in the packet for the Committee's information and review.

Ms. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2023 – 2024.

It is requested that the Committee recommend Board approval of the proposed budget amendment for FY 2023 – 2024, as presented.

## South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2024  
AMENDED

### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 52,994,625	\$ -	\$ 52,994,625
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	-	68,095,878
Total Other Revenues	9,794,475	-	9,794,475
Total Carryover Allocations	25,113,989	79,520	25,193,509
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 214,722,437</b>	<b>\$ 79,520</b>	<b>\$ 214,801,957</b>

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 118,899,054	\$ -	\$ 118,899,054
Total Benefits	28,453,649	-	28,453,649
Total Operating	46,532,896	79,520	46,612,416
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
<b>Total Expenditures</b>	<b>\$ 202,722,437</b>	<b>\$ 79,520</b>	<b>\$ 202,801,957</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
<b>Total Transfers &amp; Reserves</b>	<b>12,000,000</b>	<b>-</b>	<b>12,000,000</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 214,722,437</b>	<b>\$ 79,520</b>	<b>\$ 214,801,957</b>





SOUTH TEXAS  
COLLEGE

# Proposed Budget Amendment for FY 2023 - 2024

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FEBRUARY 13, 2024

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA  
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

## Background

Proposed budget amendment is necessary for the following reason:

1. Unrestricted Fund Center for Advanced Training & Apprenticeships (CATA) - To increase the Unrestricted Fund revenue and expenditure budgets for the purpose of funding office space modifications, equipment, and trainings.

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## Summary of Proposed Budget Amendment

Fund	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$214,722,437	\$79,520	\$214,801,957

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## Proposed Budget Amendment Summary Unrestricted Fund

### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 52,994,625	\$ -	\$ 52,994,625
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	-	68,095,878
Total Other Revenues	9,794,475	-	9,794,475
Total Carryover Allocations	25,113,989	79,520	25,193,509
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 214,722,437</b>	<b>\$ 79,520</b>	<b>\$ 214,801,957</b>

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## Proposed Budget Amendment Summary Unrestricted Fund

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 118,899,054	\$ -	\$ 118,899,054
Total Benefits	28,453,649	-	28,453,649
Total Operating	46,532,896	79,520	46,612,416
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
<b>Total Expenditures</b>	<b>\$ 202,722,437</b>	<b>\$ 79,520</b>	<b>\$ 202,801,957</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
<b>Total Transfers &amp; Reserves</b>	<b>12,000,000</b>	<b>-</b>	<b>12,000,000</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 214,722,437</b>	<b>\$ 79,520</b>	<b>\$ 214,801,957</b>

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## Summary of Budget Changes Unrestricted Fund – Revenues and Carryover Allocations

Revenue Source	Increase/ (Decrease)	Description
Total Carryover Allocations	\$79,520	To fund the proposed: \$79,520 for the purpose of funding office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA)
<b>Total Revenue Increase</b>	<b>\$79,520</b>	

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**Summary of Budget Changes**  
**Unrestricted Fund – Expenditures and Reserves**

Revenue Source	Increase/ (Decrease)	Description
Total Operating	\$79,520	To fund the proposed: \$79,520 due to the additional funds for the office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA)
<b>Total Expenditures Increase</b>	<b>\$79,520</b>	

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Questions?



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## **Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023**

Purpose and Justification - Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023 will be requested at the February 27, 2024 Board of Trustees meeting.

The [Code of Criminal Procedure Article 2.131-2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

During calendar year 2023, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background - Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131-2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - (A) The Texas Commission on Law Enforcement; and
  - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics - Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify

traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted:

There was no searches conducted during any traffic stops for the calendar year 2023.

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

<b>Description</b>	<b>Year 2022 Stops Conducted</b>	<b>Year 2023 Stops Conducted</b>
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	35	17
Stops conducted on entering/ leaving campuses - driving infractions on college property	22	9
Stops conducted on public roadways where violations posted a liable danger to public safety	25	15
<b>Total</b>	<b>82</b>	<b>41</b>

Traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

<b>Description</b>	<b>Year 2022 Stops Conducted</b>	<b>Year 2023 Stops Conducted</b>
Red Light	15	12
Speeding	16	8
Turned Where Prohibited	8	4
Failure to Stop/ Stop at Sign	1	1
Unsafe Lane Change	2	2

<b>Description</b>	<b>Year 2022 Stops Conducted</b>	<b>Year 2023 Stops Conducted</b>
No Turn Signal	1	-
Failure to Yield	6	2
Driving w/o Lights when Lights are Required	3	2
No License Plate Displayed	3	-
Stopping, Standing, Parking Prohibited in Certain Places	3	-
Expired License Plates	8	-
Unsafe Speed	1	1
Failure to Stop at Designated Point	4	-
Investigative Stop/ Crime	1	1
Parked in Handicap	7	2
Parked in Fire Lane	2	1
Deflective Equipment	1	-
Improper Left Turn	-	4
Exhibition of Acceleration	-	1
<b>Total</b>	<b>82</b>	<b>41</b>

Reviewers - The Vice President for Finance and Administrative Services and the Chief of Police for the Department of Public Safety have reviewed the information being presented.

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2023 and the Comparative Analysis follow in the packet for the Committee's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, will be present at the Committee Meeting to respond to questions.

It is requested that the Committee recommend for Board approval acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023 as presented.

# Racial Profiling Report | Full

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Agency Name: South Texas College Department of Public Safety  
Reporting Date: 01/25/2024  
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:

Phone: (956) 872-2589

Email: rsuarez8@southtexascollege.edu

Mailing Address:

2509 PECAN BLVD

MCALLEN, TX 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the South Texas College Department of Public Safety from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the South Texas College Department of Public Safety if the individual believes that a peace officer employed by the South Texas College Department of Public Safety has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Department of Public Safety who, after an investigation, is shown to have engaged in racial profiling in violation of the South Texas College Department of Public Safety policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Department of Public Safety has satisfied the statutory data audit requirements as prescribed



in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: RAY N. GUTIERREZ  
Police Compliance Coordinator

Date: 01/25/2024

# Total stops: 41

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## Street address or approximate location of the stop

City street	36
US highway	0
County road	0
State highway	1
Private property or other	4

## Was race or ethnicity known prior to stop?

Yes	0
No	41

## Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	34

## Gender

<b>Female</b>	<b>13</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	10
<b>Male</b>	<b>28</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	24

## Reason for stop?

<b>Violation of law</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
<b>Preexisting knowledge</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Moving traffic violation</b>	<b>38</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	31
<b>Vehicle traffic violation</b>	<b>3</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	3
<b>Was a search conducted?</b>	
<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>No</b>	<b>41</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	34
<b>Reason for Search?</b>	
<b>Consent</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0				
<b>Contraband</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
<b>Probable</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
<b>Inventory</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
<b>Incident to arrest</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
<b>Was Contraband discovered?</b>					
<b>Yes</b>	<b>0</b>				
		Did the finding result in arrest?			
		(total should equal previous column)			
Alaska Native / American Indian	0	Yes	0	No	0
Asian / Pacific Islander	0	Yes	0	No	0
Black	0	Yes	0	No	0
White	0	Yes	0	No	0
Hispanic / Latino	0	Yes	0	No	0
<b>No</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				

<b>Description of contraband</b>	
<b>Drugs</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Weapons</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Currency</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Alcohol</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Stolen property</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Other</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Result of the stop</b>	
Verbal warning	<b>3</b>

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	3
<b>Written warning</b>	<b>30</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	23
<b>Citation</b>	<b>8</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	8
<b>Written warning and arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Citation and arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
<b>Violation of Traffic Law</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Violation of City Ordinance</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Resulting in Bodily Injury To:</b>	
Suspect	0
Officer	0
Both	0
<b>No</b>	<b>41</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	34

**Number of complaints of racial profiling**

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

**Comparative Analysis**

Use TCOLE's auto generated analysis	<input checked="" type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

**Optional Narrative**

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement



# South Texas College Department of Public Safety

## 2023 Racial Profiling Report Comparative Analysis

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
Alaska/Native American/Indian	0	0.00%	Alaska/Native American/Indian	25	0.10%
Asian/Pacific Islander	0	0.00%	Asian/Pacific Islander	170	0.60%
Black	1	2.50%	Black	108	0.40%
White	6	15.00%	White	553	2.10%
Hispanic/Latino	34	82.50%	Hispanic/Latino	25,513	95.60%
Other	0	0.00%	Other	313	1.20%
Total	41	100.00%	Total	26,682	100.00%

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Ruben Suarez

Chief of Police for the South Texas College Department of Public Safety

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

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

This will align the policy with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and to 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 (Local) 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, FY 2023, and FY 2024, 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 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 supersede 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 Business and Support Services Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to adopt new Business and Support Services 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 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. CDB (Local) Accounting - Inventories	N/A	
B-1. CHA (Local) Site Management-Security	B-2. Policy #6310: Campus Security Contracted or Employed by the College B-3. Policy #6311: Authority of Non-Commissioned Security Guards B-4. Policy #6312: College Employed and Commissioned Peace Officers B-5. Policy 6313: Vehicle and Body Cameras	All of the content from the retired policy is included in the new local policy.
C-1. CHE (Local) Site Management – Mail and Delivery	N/A	
D-1. CMA (Local) Facilities Construction – Competitive Bidding	N/A	
E-1. CMB (Local) Facilities Construction – Competitive Sealed Proposals	N/A	

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, 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 Finance and Administrative Services.

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police, and Deyadira Leal, Interim Director of Purchasing, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to adopt new Business and Support Services Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

**Capitalization  
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The College President, or designee, shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**College District  
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

**Jurisdiction**

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

**Police Authority**

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President or designee and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
<b>Limitations on Outside Employment</b>	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police or designee. The Office of Human Resources will be notified through completion of the Outside Employment Notification Form.
<b>Relationship with Outside Agencies</b>	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
<b>Use of Force</b>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
By Drone	The College District shall not use force by means of a drone.
<b>High-Speed Pursuit</b>	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
<b>Video Monitoring</b>	Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
<b>Officer Training</b>	All College District officers shall receive at least the minimum amount of education and training required by law.
<b>Peace Officer Leave</b>	For provisions regarding mental health leave and quarantine leave for peace officers, see DEC.
<b>Department Regulations Manual</b>	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police or designee shall review the manual annually and make any appropriate revisions.



Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
<b>Complaints</b>	<p>Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.</p>
<b>Campus Security Employed by the College District</b>	<p>The College District may hire employees as security guards to provide security services on any property which is owned, leased, rented or otherwise under the control of the College District.</p> <p>The College District may contract with individual off-duty commissioned peace officers for the provisions of security services on any property which is owned, leased, rented or otherwise under the control of the College District. Off-duty, commissioned peace officers who are contracted to serve as security personnel may wear the uniform of the political subdivision or state agency employing them and may carry their weapon on the College District campus and grounds.</p>
<b>Non-Commissioned Security Guards</b>	General authority for non-commissioned security guards contracted or employed includes prevent and deter entry, larceny, vandalism, abuse of, trespass on, or criminal or unauthorized activity on the College District's leased or owned property; issue administrative citations and warnings for parking violations on college leased or owned property; and control, regulate, and direct the movement of pedestrian and vehicular traffic on college owned or leased property.

## MANUAL OF POLICY

<b>Title</b>	<b>Campus Security Contracted or Employed by the College</b>	<b>6310</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</b> <b>Board Minute Order dated October 30, 2012</b>	

The College may contract with guard companies to provide security services on any property owned or leased by the College. Contracted security guards, except commissioned peace officers, must be licensed by the Texas Private Security Board.

The college may also hire employees as security guards to provide security services on any property owned or leased by the College. Since South Texas College is a political subdivision of the State of Texas, security guards employed by the college are exempt from the licensing requirements of the Texas Private Security Board.

All security personnel who are not commissioned peace officers shall be prohibited from carrying any firearm or weapon on any College campus or grounds.

The College may contract with individual off-duty commissioned peace officers for the provision of security services on any property owned or leased by the College. Off-duty, commissioned peace officers who are contracted to serve as security personnel, may wear the uniform of the political subdivision or state agency employing them, and may carry their weapon on College campus and grounds.

## MANUAL OF POLICY

<b>Title</b>	<b>Authority of Non -Commissioned Security Guards</b>	<b>6311</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 Board Minute Order Dated October 30, 2012</b>	

All campus security personnel who are non-commissioned security guards contracted or employed by the College shall have the following general authority:

- a. Prevent and deter entry, larceny, vandalism, abuse of, trespass on, or criminal or unauthorized activity on the College's leased or owed property;
- b. issue administrative citations and warnings for parking violations on College leased or owed property; and
- c. control, regulate, and direct the movement of pedestrian and vehicular traffic on College owned or leased property.

## MANUAL OF POLICY

<b>Title</b>	<b>College Employed and Commissioned Peace Officers</b>	<b>6312</b>
<b>Legal Authority</b>	<b>Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees</b>	<b>Page 1 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated October 30, 2012 As Amended by Board Minute Order Dated November 20, 2014</b>	

The President of the College, or the President's designee(s), is authorized to employ and commission peace officers for the purpose of carrying out the provisions of Subchapter E of Chapter 51 of the Texas Education Code. In employing and commissioning peace officers, the College shall comply with all requirements of Chapter 1701 of the Texas Occupations Code and the rules and regulations promulgated by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE), except to the extent that the TCLEOSE minimum standards are exceeded by provisions of this policy, as authorized by §1701.003 of the Texas Occupations Code.

The following are requirements for applicants to be employed and commissioned as college peace officers.

### **Licensing and Oath**

A person may not be employed and commissioned as a peace officer by the College unless the person holds a current license issued by TCLEOSE. Section 1701.551 of the Texas Occupations Code establishes a criminal penalty for appointment of a person as peace officer if the person is not licensed by TCLEOSE. Any peace officer assigned to duty and commissioned shall take and file the oath required of peace officers.

### **Polygraph Examination**

As a condition of employment, applicants for peace officer positions will be required to submit to a pre-employment polygraph examination by a licensed polygraph examiner selected by the College to answer questions regarding the truthfulness of any information provided by the applicant in his/her employment application. The polygraph examination shall comply with all requirements of Chapter 1703 of the Texas Occupations Code. The applicant shall consent to the polygraph examiner disclosing any information acquired from the polygraph examination to the College. An examinee shall:

- (A) be permitted to terminate the examination, at any time;
- (B) not be asked questions in a manner designed to degrade, ridicule, or embarrass the examinee;
- (C) not be asked questions that unreasonably intrude on the privacy of such examinee, such as, but not limited to, questions concerning:
  - (i) the examinee's religious or political beliefs;
  - (ii) physical impairments or disabilities which the examinee may have;

## MANUAL OF POLICY

<b>Title</b>	<b>College Employed and Commissioned Peace Officers</b>	<b>6312</b>
<b>Legal Authority</b>	<b>Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees</b>	<b>Page 2 of 4</b>

- (iii) memberships in any employee, political, or social organizations;
- (iv) personal affiliations or associations;
- (v) beliefs or opinions regarding racial matters;
- (vi) any matter relating to sexual behavior or preferences; or
- (vii) beliefs, affiliations, opinions, or lawful activities regarding unions or labor organizations.

### **Psychological Examination**

A peace officer who possesses a valid license issued by TCLEOSE and who has had a break in service or who has been licensed for five (5) years or more, whether or not he or she has had a break in service, may not be employed or commissioned until the peace officer is examined by a psychologist, selected by the College, who is licensed by the Texas State Board of Examiners of Psychologists. This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties appropriate to the type of license sought. The individual must be declared by that professional, on a form prescribed by TCLEOSE, to be in satisfactory psychological and emotional health to serve as a peace officer. The examination is to be conducted pursuant to professionally recognized standards and methods. The examination process will consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored.

### **Medical Examination**

A peace officer who possesses a valid license issued by TCLEOSE and who has had a break in service or who has been licensed for five (5) years or more, whether or not he or she has had a break in service, may not be employed or commissioned until the peace officer is examined by a physician, selected by the College, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of appointment by the agency to be:

- (A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought;
- (B) show no trace of drug dependency or illegal drug use after a blood test or other medical test.

## MANUAL OF POLICY

<b>Title</b>	<b>College Employed and Commissioned Peace Officers</b>	<b>6312</b>
<b>Legal Authority</b>	<b>Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees</b>	<b>Page 3 of 4</b>

### **Physical Fitness and Capacity Test**

As a condition of employment, applicants for peace officer positions will be required to pass a physical fitness test that measures the applicant's strength, agility, and stamina necessary and related to specific skills and physical requirements of the position of peace officer. The office of the Director of Security shall develop and administer the physical fitness and capacity to peace officer applicants.

Peace officers employed and commissioned by the college have the following jurisdiction and authority.

### **Primary Jurisdiction and Authority of Peace Officer**

The primary jurisdiction of a peace officer employed and commissioned by the College includes all counties in which property is owned, leased, rented, or otherwise under the control of South Texas College. Within a peace officer's primary jurisdiction, a peace officer commissioned under this section:

- (1) is vested with all the powers, privileges, and immunities of peace officers;
- (2) may, in accordance with Chapter 14, Code of Criminal Procedure, arrest without a warrant any person who violates a law of the state;
- (3) may enforce all traffic laws on streets and highways; and
- (4) may enforce all rules and regulations promulgated by the College's Board of Trustees.

Outside a peace officer's primary jurisdiction a peace officer commissioned is vested with all the powers, privileges, and immunities of peace officers and may arrest any person who violates any law of the state if the peace officer:

- (1) is summoned by another law enforcement agency to provide assistance;
- (2) is assisting another law enforcement agency; or
- (3) is otherwise performing his duties as a peace officer for the institution of higher education or public technical institute that employs the peace officer.

In connection with traffic and parking violations, the peace officers have the authority to issue and use traffic tickets and summons of the type used by the Texas Highway Patrol. On the issuance of any parking or traffic ticket or summons, the same procedures shall be followed as prevail in connection with the use of parking and traffic violation tickets by the cities of this state and the Texas Highway Patrol. The peace officers shall have the authority to apply for and execute arrest warrants.

## MANUAL OF POLICY

<b>Title</b>	<b>College Employed and Commissioned Peace Officers</b>	<b>6312</b>
<b>Legal Authority</b>	<b>Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees</b>	<b>Page 4 of 4</b>

### **Rules of Conduct**

Peace officers employed and commissioned by the College shall, in addition to being subject to rules and standards of conduct applicable to all College employees, be subject to College's police department's internal rules and procedures promulgated by the Director of Security.

### **Police Department Procedures**

South Texas College police officers must adhere to the police department procedures that include, but are not limited to the following:

1. STC Police Procedures
2. STC Police Procedure for Use of Force
3. STC Police Procedure to Prevent Racial Profiling
4. STC Police Requirement for Professional Conduct
5. STC Police Procedure for Eyewitness Identification
6. STC Police Procedure for Supervision of Part Time Officers
7. STC Police Domestic Abuse Protocols
8. STC Police Procedure for Vehicle Pursuits
9. STC Police Procedure for Impartial Policing
10. STC Police Procedure for Response to Missing Persons

The procedures are maintained and updated by Director of Security

### **Carrying of Firearms off Duty**

Carrying of a handgun and ammunition off duty by a commissioned police officer is authorized by the Federal Law Enforcement Officer Safety Act (Public Law 108-277). South Texas College assumes no liability for any officer using a handgun off duty.

### **Outside Employment**

Police officers contemplating outside employment or providing services for compensation during off duty hours must receive written authorization from the South Texas College Director of Security prior to engaging in such work. The use of college police uniforms, weapons, and ammunition is prohibited in employment outside the college.

## MANUAL OF POLICY

<b>Title</b>	<b>Vehicle and Body Cameras</b>	<b>6313</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated April 26, 2016 As Amended by Board Minute Order dated November 26, 2019</b>	

South Texas College complies with the Texas Occupations Code, Title 10, Chapter 1701, Subchapter N (the “Code”). The Code requires that a law enforcement agency that operates a body worn camera program adopt a policy for the use of body worn cameras. The Texas Commission on Law Enforcement (TCOLE) in consultation with the Texas Department of Public Safety, the Bill Blackwood Law Enforcement Management Institute of Texas, the W.W. Caruth Jr. Police Institute at Dallas, and the Texas Police Chiefs Association has developed a training curriculum for the use of body cameras pursuant to the Texas Occupation Code. South Texas College Police Officers are trained using this curriculum.

### **I. Purpose**

South Texas College is committed to providing a safe and secure educational environment for students, faculty, staff, and visitors. The College’s Department of Public Safety patrols campuses, responds to incidents, rejoins calls for service and enforces Texas law. During these activities, the Department of Public Safety uses vehicle and body worn cameras for the following purposes:

1. Documenting police officer interaction with the public, including arrests and critical incidents, enhancing the accuracy of officer reports and testimony in court and
2. Facilitating determination of probable cause, evidence gathering for investigative and prosecutorial purposes, and officer evaluation and training.

### **II. Policy**

South Texas College police officers shall, in the performance of their official duties, use vehicle and body worn cameras as appropriate as required by this policy and Texas Occupations Code, Chapter 1701, Subchapter N. This policy does not govern the use of concealed recording devices used in undercover operations.

### **III. Requirements of the Texas Occupation Code**

1. Activation and Discontinuance of Recordings
  - A. A peace officer should activate a camera for all enforcement encounters where there is at least reasonable suspicion the person has committed, is committing, or may be involved in criminal activity including:
    - (1) Detentions
    - (2) Vehicle stops
    - (3) Pedestrian stops
    - (4) Consensual encounters
      - a. Taking or attempting to take a person into custody
      - b. Any incident involving use of force
      - c. Service of search or arrest warrants
      - d. Suspect statements



## MANUAL OF POLICY

<b>Title</b>	<b>Vehicle and Body Cameras</b>	<b>6313</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 5</b>

- e. Witness/Victim statements
- f. Pursuits
- g. Response to complaints or calls for service
- h. When non-enforcement contacts with the public become confrontational, assaultive, or enforcement-oriented.
- i. When the officer feels the use is appropriate and beneficial in documenting an incident.

### B. Discontinuance of Recordings

- (1) Cameras shall not be deactivated until an encounter has concluded, except for tactical or safety reasons, the encounter no longer holds investigative or evidentiary value, or for privacy in certain situations and at certain locations.
- (2) An officer who has commenced a video recording, and terminated the recording prior to conclusion of encounter, shall, to the extent reasonably possible, record in the video the reason(s) for the termination of the recording, and note those reasons in a contemporaneous writing.
- (3) Reactivation may be necessary depending on circumstances.
- (4) A peace officer equipped with a body worn camera may choose not to activate a camera or may choose to discontinue a recording currently in progress for any nonconfrontational encounter with a person, including an interview of a witness or victim.

### C. Exercise of Reasonable Discretion

This policy acknowledges that there may be occasions when it is neither practical or possible for the officer to activate the recording device.

The safety of the officer and of the public is the foremost priority and the recording should not be made if it is an impediment of safety. An officer should not activate or deactivate the recording device based solely upon the request or demand of a citizen; but rather rely on TCOLE certified training, experience, and policy to determine the necessity of activation.

## 2. Data Retention

- A. Files shall be securely stored in accordance with Texas record retention laws shown below and no longer than useful for purposes of training or for use in an investigation or prosecution.
  - (1) Class C Misdemeanors – 6 months
  - (2) Class A and B Misdemeanors – 2 years

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- (3) Second and Third Degree Felonies – 10 years
- (4) First Degree and Capital Felonies – 50 years
- (5) Driving While Intoxicated Offences – 10 years
- (6) Any Classification Offense – Date of Death
- (7) Video recordings will be maintained for a minimum of 90 days

### 3. Storage of Recordings

- A. All recordings shall be securely downloaded no later than the end of each shift. Each file shall contain information identifying the date, vehicle, and body worn camera number, and the assigned officer.
- B. All images and sounds recorded by the vehicle and body worn cameras are the exclusive property of the South Texas College Department of Public Safety. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
- C. Access to vehicle and body worn camera data (images, sounds, and metadata) must be specifically authorized by the College Chief of Police. Such access will be audited to ensure that only authorized users are viewing the data for legitimate and approved purposes.
- D. Weekly backups of the server will be conducted and stored offsite for safekeeping.
- E. Only authorized personnel will have access to the recorded data.

### 4. Recording of Evidence

- A. Recordings as evidence shall comply with Occupation Code, Chapter 1701.660, Recordings as Evidence.

### 5. Public Access

- A. A member of the public requesting information concerning a camera recording is required to provide the following information in writing:
  - (1) Date and approximate time of recording.
  - (2) Specific location where the recording occurred.
  - (3) The name of one or more persons known to be a subject of the recording.
- B. Pursuant to Article 2.139 of the Texas Code of Criminal Procedure, pertaining to video recordings of arrests for intoxication offenses, a person stopped or arrested on suspicion of an offense under Section 49.04, 49.045, 49.07, or 49.08, Penal Code, is entitled to receive from a law enforcement agency employing the peace officer who made the stop or arrest, a copy of any video made by or at the direction of the officer that contains footage of:
  - (1) The stop

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- (2) The arrest
  - (3) The conduct of the person stopped during any interaction with the officer
  - (4) The procedure in which a specimen of the person's breath or blood is taken
- C. A law enforcement recording made in a private space or involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in an arrest will not be released without written authorization from the person who is the subject of that portion of the recording, or if the person is deceased, from the person's authorized representative.
- D. A recording is confidential and excepted (exempt) from requirements of Chapter 552 Public Information, Government Code, if the recording:
  - (1) It was not required to be made by law or under a policy adopted by South Texas College, and
  - (2) Does not relate to a law enforcement purpose
- E. A response to a written request for camera recordings shall be made within 20 business days after the date of the receipt of the written request.
- F. Response to Voluminous Requests for Camera Recordings.
  - (1) A voluminous request is defined as follows:
    - a. A request involving more than five (5) separate incidents, -
    - b. More than five (5) separate requests from the same person in a 24-hour period, regardless of the number of incidents included in each request, or
    - c. Multiple requests from the same person within a 24-hour period, that if taken together, constitute more than five (5) total hours of video footage.
  - (2) Actions needed to respond to a voluminous request for video recordings must be undertaken within 21 business days after the date of receipt of the written request.
- G. The South Texas College Department of Public Safety may release a recorded video to the public to further a law enforcement purpose.
- H. The South Texas College Department of Public Safety may withhold a recorded video from the public that is related to a closed criminal investigation that did not result in a criminal conviction or a grant of deferred adjudication community supervision.
- I. A request for a decision by the Attorney General concerning exceptions to public disclosure must be made by the South Texas College Department of Public Safety not later than the 20th business day after the date that a written request for disclosure was received.

### 6. Police Officer Access

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- A. A police officer will be provided access to any recording of an incident involving the officer before the officer is required to make a statement about the incident.

### 7. Supervisory Responsibilities

- A. Supervisory personnel shall ensure that officers are using vehicle and body worn cameras in accordance with policy and procedures defined herein.
- B. On a monthly basis, supervisors will randomly review vehicle and body worn camera recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

### 8. Handling and Documenting of Equipment

- A. Vehicle and body worn cameras will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible, so that a replacement unit may be procured.
- B. Officers shall inspect and test vehicle and body worn cameras prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
- C. Malfunctions of equipment will be documented in the ARMS database.

The requirements of the Texas Occupation Code are incorporated in the Department of Public Safety Procedures Handbook.

## IV. History

Origination Date Approved by Board	<b>April 26, 2016</b>
Date Reviewed and Approved by Board	<b>November 26, 2019</b>

**Use of Internal Mail  
System**

The College District mail system for delivering items between College District buildings shall not be available for use other than for official College District business. With the permission of the College President or designee, internal mailboxes at an individual campus may be used by campus employees and College District-sponsored or College District-support groups affiliated with the College District. [See also GD]

<b>Specifications</b>	The College President or designee shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.
<b>Bid Process</b>	All bids shall be submitted in accordance with administrative regulations. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.
<b>Safety Record</b>	If the College District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be determined based on a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION  
COMPETITIVE SEALED PROPOSALS

CMB  
(LOCAL)

<b>Specifications</b>	The College President or designee, shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.
<b>Process</b>	All proposals shall be submitted in accordance with administrative regulations. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.
Withdrawal and Late Proposals	Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.
Proposal Acceptance	The College District may reject any and all proposals.
<b>Safety Record</b>	If the safety record of offerors is considered in selecting a proposal, the record shall be determined by evaluating an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

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

Purpose and Justification – Administration recommends Board approval to adopt new Business and Support Services 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 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. DK(Local) Professional Development	A-2. Policy #4330: Professional Development Plan for Eligible Regular Full-Time Faculty and Staff	All of the content from the retired policy is included in a procedure, handbook, and/or manual, etc.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, 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 Finance and Administrative Services.

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

Mary G. 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 to adopt new Personnel Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.



PROFESSIONAL DEVELOPMENT

DK  
(LOCAL)

**Cybersecurity  
Training**

Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

The College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The College President may remove access to the College District's technology resources for noncompliance with training requirements as appropriate.

The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

## MANUAL OF POLICY

<b>Title</b>	<b>Professional Development Plan for Eligible Regular Full-Time Faculty and Staff</b>	<b>4330</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 9, 1995 As Amended by Board Minute Order dated August 14, 1997 As Amended by Board Minute Order dated April 28, 2005</b>	

South Texas College offers a comprehensive Professional Development Plan which provides the opportunity for regular full-time faculty and staff to participate in meaningful professional development activities in keeping with the mission and goals for South Texas College.

The Professional Development Plan is offered subject to availability of funds. The President or designee has the authority and responsibility, with the appropriate participation of the faculty and staff, to develop and administer guidelines for the plan, which is maintained by the Office of Human Resources.

### **Review and Recommend Action to Retire Three (3) Current Policies**

Purpose and Justification – Administration requests the Committee recommend Board approval to retire three (3) current policies in accordance with the new South Texas College/TASB Policy Manual.

The retired policies are as follows:

1	Policy #	4214	Campus and Workplace Violence Prevention
2	Policy #	5130	Fixed Assets
3	Policy #	5213	Voluntary Participation in the State of Texas Purchasing Program

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 G. 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 three (3) current policies as listed, presented, and that supersedes any previously adopted Board policy.

## MANUAL OF POLICY

<b>Title</b>	<b>Campus and Workplace Violence Prevention</b>	<b>4214</b>
<b>Legal Authority</b>	<b>Approval by Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Ordered dated June 11, 1998 As Amended by Board Minute Order dated May 26, 2015</b>	

South Texas College does not tolerate acts of violence or hostility committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on/in College facilities or on College grounds or during any College related or sponsored activity.

College employees and students are responsible for reporting either to the Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department instances of violent behavior. A person reporting such behavior shall be protected from any acts of retaliation for reporting such behavior.

“Prohibited Conduct,” for purposes of this policy, is any Violent Act committed by a student or employee whether on College grounds or at a College-related, sponsored or sanctioned event. A “Violent Act,” includes, regardless of the medium used which could be telephonic or through any form of transmission, any physical assault, including any unwanted touching, or threatening or intimidating physical or abusive verbal behavior, engaging in unwanted pursuit or attention, or intentional damage to or destruction of property.

“Prohibited Conduct” shall subject the student or employee to disciplinary action, including, termination from employment for an employee and suspension, for a student. Any disciplinary action shall be separate and apart from any criminal penalty.

“Prohibited Conduct” also includes the use of any method of communication such as email, comments posted on websites, or other paper or electronic media. Use of any College automated systems for these purposes may violate other policies, laws, and regulations regarding the use of computers and the internet.

A violation of this policy shall be considered unacceptable conduct and subject to disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal or expulsion.

Individuals who violate this policy may also be subject to arrest for trespassing and violation of the appropriate state criminal statute and be barred from the campus.

The College Behavioral Intervention Team shall evaluate threats of violence and assess a threat level for those individuals who display behaviors of concern.

## MANUAL OF POLICY

<b>Title</b>	<b>Fixed Assets</b>	<b>5130</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 July 10, 1997</b> <b>As Amended by Board Minute Order dated May 24, 2001</b> <b>As Amended by Board Minute Order dated January 16, 2003</b> <b>As Amended by Board Minute Order dated November 17, 2005</b> <b>As Amended by Board Minute Order dated April 26, 2010</b> <b>As Amended by Board Minute Order dated October 27, 2011</b> <b>As Amended by Board Minute Order dated October 27, 2016</b> <b>As Amended by Board Minute Order dated September 19, 2017</b>	

The following guidelines will be utilized in determining procedures and regulations with regard to fixed assets:

It will be the policy of South Texas College to enter into a fixed asset ledger items costing \$1,000 or more having a useful life in excess of one year. The items valued less than \$1,000 will not be tagged or entered into a fixed asset ledger.

The capitalization threshold for real and personal property includes items with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. Renovations of \$100,000 and above to buildings and infrastructure and land improvements that significantly increase the value or extend the useful life of the structure are capitalized. Library books and materials are capitalized regardless of cost. Component items or a group of items that form one working equipment system or unit type may be combined for capitalization purposes, regardless of cost. For College purposes, donated capital assets are recorded at their estimated fair value at the date of donation. Fair value may be determined by a written appraisal, qualified outside source (e.g., blue book, appraisal district), internal qualified expert on the faculty or staff, or documentation from a vendor regarding the cost of the item.

Capital assets will be depreciated using the straight-line method of depreciation over their estimated useful lives as follows: Buildings and Building Improvements – 50 years, Other Real Estate Improvements – 20 years, Furniture, Machinery, Vehicles, and Other Equipment – 10 years, Telecommunications and Peripheral Equipment – 5 years, and Library Books and Materials – 15 years. Residual values will be maintained for land improvements – 10% and Buildings – 10%.

Work of art, historical treasures, and similar assets are capitalized at their historical cost or fair value at date of donation or purchase (estimated if necessary) whether they are held as an individual item or in a collection. Collections, which are a) held for public exhibition, education, or research in furtherance of public service, rather than financial gain, b) protected, kept unencumbered, cared for, and preserved, c) require the proceeds from sales of collection items to be used to acquire other items for collections, may be charged to operations at time of purchase rather than capitalized.

Financial Managers who are responsible for budget accounts must determine what items are capital outlay prior to purchase so that proper accounting may be done. Supplies and materials must not be charged to capital outlay accounts. Capital outlay items must not be charged to supply and material accounts.

Financial Managers are responsible for the control of all fixed asset items for their areas and should know where all items are located.

<b>Title</b>	<b>Fixed Assets</b>	<b>5130</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>

Financial Managers are responsible for completing a physical inventory of the fixed assets under their control on an annual basis and for making corrections in the fixed asset module. Financial Managers are responsible for annually verifying the accuracy of the fixed assets recorded in the fixed assets module. During the year all fixed assets, which have been damaged, stolen, destroyed, not located, or disposed of per Board Policy No. 5135, Disposal of Surplus Property or transferred, will be updated in the fixed asset module by the financial manager or reported immediately to Receiving/Fixed Asset Department.

Fixed assets purchased with funds received from federal grants shall be controlled and accounted for in accordance with federal guidelines.

### **Write-Off of Assets**

Write-off involves removing both the fixed asset and associated accumulated depreciation from the fixed asset ledger and recognizing a gain or loss, if any.

The following approvals shall be required for the write-off of assets which are obsolete, damaged, stolen, destroyed, not located, or disposed of per Board Policy No. 5135, Disposal of Surplus Property.

- Fixed assets with a unit cost of \$5,000 or more must be approved by the President and Board of Trustees.
- Fixed assets with a unit cost of \$1,000 and \$4,999 must be approved by the President.

A recommendation for write-off shall be made by the Receiving/Fixed Asset Department immediately after an asset has been disposed of in accordance with Board Policy No. 5135, Disposal of Surplus Property. A recommendation for write-off shall also be made by the Receiving/Fixed Asset Department when an asset has been reported as not located for two consecutive years by the appropriate Financial Manager and confirmed by the Receiving/Fixed Asset Department.

## MANUAL OF POLICY

<b>Title</b>	<b>Voluntary Participation in the State of Texas Purchasing Program</b>	<b>5213</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated August 11, 1994</b>	

South Texas College voluntarily participates in the state of Texas purchasing program. Such participation allows the College to purchase and/or acquire services via state contracts and the state's catalog purchasing program.

Retire