

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

Ann Richards Administration Building A, Conference Room A 142

Pecan Campus, McAllen, Texas

Tuesday, March 5, 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.”

- I. Approval of February 13, 2024 Finance, Audit, and Human Resources Committee Minutes..... 1-17
- II. Discussion and Action as Necessary on City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing Tax Resale Private Bid 18-32
- III. Review and Action as Necessary on Purchases, Renewals, and Interlocal Agreement 33-49
 - A. Purchases and Renewals - Instructional Items
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 - 2) Electromechanical Maintenance Cell Kit (Purchase) – **Grant Funded**
 - B. Purchases and Renewals - Non-Instructional Items
 - 3) Furniture (Purchase)
 - 4) Network Equipment Replacements (Purchase)
 - 5) Public Safety Equipment for Police Units (Purchase)
 - 6) Building Moving Services II (Renewal)
 - 7) Insurance Risk Management Consultant Services (Renewal)
 - C. Purchases and Renewals - Technology Items
 - 8) Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase)
 - D. Interlocal Agreement
 - 9) Facility Rental Agreement (Rental)
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**Approval of February 13, 2024 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 13, 2024, are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, February 13, 2024 @ 5:00 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, February 13, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:34 p.m. with Mr. Rene Guajardo presiding.

Members present: Dr. Alejo Salinas, Jr., and Mr. Rene Guajardo

Other Trustees Present: Mr. Paul R. Rodriguez

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Jesus Campos, Dr. Brett Millan, Mr. Rick De La Garza, Mrs. Myriam Lopez, Mr. George McCaleb, Chief Ruben Suarez, Ms. Deyadira Leal, Mr. Billy Langley, Dr. Zachary Suarez, Mr. Lucio Gonzalez, Mr. Daniel Montez, and Mr. Andrew Fish.

On Tuesday, February 13, 2024, the Finance, Audit, and Human Resources Committee recessed its meeting at 5:35 p.m.

The meeting reconvened at 5:40 p.m. on Tuesday, February 13, 2024.

**Approval of January 16, 2024 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 16, 2024, were approved. The motion carried.

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

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

The Interim 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 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	Labatt Food Service (San Antonio, TX)	Choice Partners Cooperative	\$27,950.00
2	Sysco Corporation (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)
Art's Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Hoboken Enterprises, LLC./dba Golf Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart LLC (Columbia, MS)	Spikes Motors, Inc. (Mission, TX)
Trancasa USA, Inc. (Pharr, TX)	Truckers Sales & Service, LLC. (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
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$55,864.52
Apple, Inc. (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.

The motion carried.

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 requested the Committee recommend Board approval of 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:

Term: 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 were included 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, 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 recommended Board approval of 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. The motion carried.

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

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

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

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Committee recommended 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. The motion carried.

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

Purpose and Justification – Administration requested 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 st Renewal	02/27/24		05/01/24 – 04/30/25
2 nd Renewal			Last Renewal

The notice of public meeting was 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 was included in the packet for the Committee's information and review.

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

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

Purpose and Justification – Administration requested 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 was recommended to meet the requirements of Texas Government Code 2254.1036, and was included in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, 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 of the Resolution 2024-010 on a written statement for professional legal services contract, under Texas Government Code 2254.1036 as presented. The motion carried.

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 requested 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 was 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 was 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 was provided 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, 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 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. The motion carried.

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

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

Background - The proposed budget amendment was 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 would 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 were included in the packet for the Committee's information and review.

The budget amendment was proposed as follows:

1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment was 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
Total Revenue Increase	\$79,520

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
Total Unrestricted Fund Revenue and Carryover Allocations Increase	\$25,113,989	\$79,520	\$25,193,509

Carryover Allocations revenue was 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 were proposed to increase by \$79,520.

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment was 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
Total Expenditure Increase	\$79,520

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
Total Unrestricted Fund Expenditures Increase	\$46,532,896	\$79,520	\$46,612,416

The Operating expenditure budget was 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 were proposed to increase by \$79,520.

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Committee recommend Board approval of the proposed budget amendment for FY 2023 – 2024, as presented. The motion carried.

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:

Description	Year 2022 Stops Conducted	Year 2023 Stops Conducted
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
Total	82	41

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:

Description	Year 2022 Stops Conducted	Year 2023 Stops Conducted
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

Description	Year 2022 Stops Conducted	Year 2023 Stops Conducted
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
Total	82	41

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

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2023 and the Comparative Analysis was included 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, attended the Committee Meeting to respond to questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Committee recommended Board approval acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023 as presented. 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 Business and Support Services Policies and retire current policies to align with the Texas Association of School Boards (TASB) policy manual.

This would 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 were currently in place and would 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 were 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 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Committee recommended Board approval to adopt new Community and Governmental Relations policy, as presented, and supersede any previously adopted Board policy. The motion carried.

Review and Recommend Action to Adopt New Business and Support Services Policies and Retire Current Policies

Purpose and Justification – Administration recommended 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 would 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 were currently in place and would 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 were 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 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 G. Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police, and Deyadira Leal, Interim Director of Purchasing, 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 adopt new Business and Support Services Policies and retire current policies as presented, and which supersedes any previously adopted Board policy. The motion carried.

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

Purpose and Justification – Administration recommended 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 would 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 were currently in place and would 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 were 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 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 G. 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 to adopt new Personnel Policy and retire current policy as presented, and which supersedes any previously adopted Board policy. The motion carried.

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

Purpose and Justification – Administration requested 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. Throughout FY 2022, FY 2023, and FY 2024, current College board policies were 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 G. 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 three (3) 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 6:05 p.m.

I certify that the foregoing are the true and correct Minutes of the February 13, 2024 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Rene Guajardo, Presiding

Discussion and Action as Necessary on City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing Tax Resale Private Bid

Purpose and Justification – Administration requests the Committee recommend Board approval of a City of Alton Tax Resale Private Bid and Resolution #2024-012 authorizing the Tax Resale Bid of one (1) property as requested for consideration and possible action by the law office of Linebarger Goggan Blair & Sampson, LLP.

The Texas Property Tax Code requires approval from all taxing entities for the resale of a property.

Background - On July 31, 2023, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Alton for one (1) property located within Hidalgo County, and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$3,158.04.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Committee packet, the private bid is pending approval by Hidalgo County Drainage District No.1, the City of Alton, South Texas Independent School District, United Irrigation District, and the Mission Consolidated Independent School District.

Enclosed Documents – The Resolution, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received follow in the packet for the Committee's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the Committee meeting to address any questions.

It is requested that the Committee recommend Board approval of the City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing the Tax Resale Bid as presented.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

1512 S. LONE STAR WAY
EDINBURG, TEXAS 78539

Tel: (956) 383-4500 / Fax: (956) 383-7820

February 27, 2024

Ms. Rose Benavidez
Chair
South Texas College
3201 W. Pecan
McAllen, TX 78501

Re: T-087-09-A; City of Alton and South Texas College, Et Al vs. The known and unknown heirs of Frank Vecchio A/K/A Joe F. Vecchio A/K/A Jose Francisco Vecchio A/K/A Frank Vecchio III (Deceased) and any other known or unknown person having a claim and/or interest to the property, Et Al

Dear Ms. Benavidez:

In our capacity as the College's delinquent tax attorneys, we are tasked with foreclosing upon judgments rendered in favor of the College, which fail to get resolved through all reasonable collection efforts. The vast majority of properties that are foreclosed upon and placed for tax sale are sold at the first public auction; however, some properties do not receive the statutorily required minimum bid and are therefore *struck-off* to the taxing entities. This basically means the taxing entities jointly become the owners of the *struck-off* properties until the properties are later sold at a tax resale or through a *private bid* process. Although the Texas Property Tax Code allows for *struck-off* properties to be sold through a *private bid* process, our firm has a general policy to sell all *struck-off* properties through the public auction (resale) option instead – we believe the public auction option is more transparent and allows for a greater recovery of taxes owed. However, we will occasionally accept a *private bid* if it is made by a taxing entity (to acquire property for public use) or a private individual with a justified, compelling and documented reason.

On the above-referenced matter, our firm recently received a *private bid* for a *struck-off* property from the City of Alton. The City of Alton would like to purchase the subject property to expand the Josefa Garcia Park (public park located at the 1989 Alton school bus crash site). The 18-acre tract of land is landlocked and contains several caliche pits; therefore we do not believe the property is worth the \$540,000.00 the Hidalgo County Appraisal District has appraised it at. Hence is the reason the prior owner abandoned the property and quit paying taxes on the unmarketable tract of land. If acquired, the City of Alton plans to fill the caliche pits located on the subject property with water and expand its walking trails around the water features. Attached are copies of the City of Alton's bid and plans for the park expansion.

Given the unique circumstances (and very limited marketability) of the subject property and the City of Alton's plans to use the property for public use, our firm **recommends** that the District approves/accepts the City of Alton's private bid. We have also attached a bid analysis for your review, which details the prorated amount every taxing entity will receive if the private bid is approved/accepted by all taxing entities. Hidalgo County has already accepted/approved the private bid and we expect all other taxing entities to do the same.

We recommend placing the private bid on the next Board of Trustees meeting agenda as “Action: Review and act on private bid submitted by the City of Alton for subject property in Cause No. T-087-09-A (Property ID 318408) in accordance with Texas Property Tax Code Sec. 34.05(i).” and including the documents submitted by the City of Alton in the board packet. The item can be placed and acted upon as a consent agenda item should the District chose.

If accepted and approved by the District, please execute the attached resolution and return the executed resolution to our office. If you have any questions or would like additional information, please do not hesitate to contact me or Mr. Jeff Underwood (City of Alton City Manager).

Respectfully,

Linebarger Goggan Blair & Sampson, LLP

A handwritten signature in black ink that reads "Michael G. Cano". The signature is fluid and cursive, with the first name "Michael" being the most prominent.

Michael G. Cano
Partner

SOUTH TEXAS COLLEGE



TAX RESALE PRIVATE BID MARCH 05, 2024



LINEBARGER
ATTORNEYS AT LAW



CITY OF ALTON

TEXAS

509 S Alton Blvd. Alton, TX 78573 • Tel (956) 432-0760 • Fax (956) 432-0766 • www.alton-tx.gov

July 31, 2023

Michael Cano
Linebarger Goggan Blair & Sampson, LLP
1512 S. Lone Star Way
Edinburg, TX 78539

RE: Tract for Park Expansion – Property ID 318408; T-087-09-A

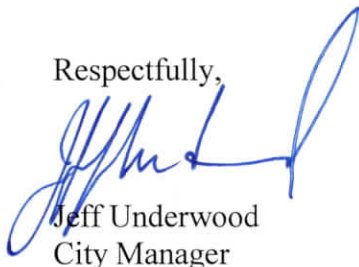
Dear Mr. Cano:

Please accept this letter as the City of Alton's desire to offer a private bid for the subject tract of land. It is our understanding that the tract has been struck off to the taxing entities. Successful acquisition of the property will allow the City to expand Josefa Garcia Park, one of its community parks. I have included a schematic of the entire park, with the subject tract included as it has been part of our Parks Master Plan since 2017.

I have been authorized to offer ten (10) percent of the Hidalgo County Appraisal District value, an amount equal to \$54,000. Additionally, the City is willing to pay constable's fees and court costs. I have included a check in the amount of \$56,035, to be held in trust by your firm pending the outcome of the acquisition process.

Please let me know if there is any additional information needed.

Respectfully,



Jeff Underwood
City Manager

SOUTH TEXAS COLLEGE

RESOLUTION NO. 2024-012

On the _____ day of _____, 2024, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to sell the property described on the attached list, which was bid off to South Texas College through previous tax foreclosure proceedings. All relevant provision of sec. 34.05 of the Texas Property Tax Code have been complied with.

Discussion was then conducted, and upon completion of the same the South Texas College Board of Trustees called for a vote on the motion, and the same was passed by majority. Now therefore:

BE IT RESOLVED that the South Texas College Board of Trustees approved the bid received on the property described in the attached list and authorizes the South Texas College Board President to execute the tax resale deed conveying the approved property.

SIGNED on this _____ day of _____, 2024.

Mrs. Rose Benavidez
Chair
South Texas College

ATTEST:

Mrs. Victoria Cantu
Secretary

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
PROPERTY INFORMATION
SOUTH TEXAS COLLEGE

SUIT NUMBER	LEGAL DESCRIPTION	ACCOUNT NUMBER
T-087-09-A	The South 838.5 feet out of Lot 42-9, West Addition to Sharyland Subdivision, a subdivision in Hidalgo County, Texas, lying East of what is known as the Five Mile Line, Hidalgo County Water Control and Improvement District No. 7 Canal, according to the map or plat thereof, recorded in Volume 1, Page 56, Map Records of Hidalgo County, Texas and carried on the tax roll as 18.00 acres out of the South 1/2 of Lot 42-9, West Addition to Sharyland.	W0100-00-042-0009-10

PROPERTY INFORMATION			
CASE No STYLE:	T-087-09-A; CITY OF ALTON AND SOUTH TEXAS COLLEGE, ET AL VS. THE KNOWN AND UNKNOWN HEIRS OF FRANK VECCHIO A/K/A JOE F. VECCHIO A/K/A JOSE FRANCISCO VECCHIO A/K/A FRANK VECCHIO III (DECEASED) AND ANY OTHER KNOWN OR UNKNOWN PERSON HAVING A CLAIM AND/OR INTEREST TO THE PROPERTY, ET AL		
LEGAL DESCRIPTION:	THE SOUTH 838.5 FEET OUT OF LOT 42-9, WEST ADDITION TO SHARYLAND SUBDIVISION, A SUBDIVISION IN HIDALGO COUNTY, TEXAS, LYING EAST OF WHAT IS KNOWN AS THE FIVE MILE LINE, HIDALGO COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 7 CANAL, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 1, PAGE 56, MAP RECORDS OF HIDALGO COUNTY, TEXAS AND CARRIED ON THE TAX ROLL AS 18.00 ACRES OUT OF THE SOUTH 1/2 OF LOT 42-9, WEST ADDITION TO SHARYLAND.		
TAX ACCT. No.:	W0100-00-042-0009-10	PROPERTY ADDRESS:	N MAYBERRY TX
JUDGMENT DATE:	FEBRUARY 27, 2018	JUDGMENT YEARS:	1981 - 2017
TAX SALE DATE:	MAY 01, 2018	SHERIFF'S DEED RECORDED DATE:	JUNE 05, 2018

TAX / BID INFORMATION			
TOTAL BID AMT:		\$56,035.00	
TOTAL JUDGMENT AMT:	\$240,219.68	APP. VALUE AT JUDGMENT:	\$486,000.00
Est. Costs of Sale:	\$2,500.00	CURRENT APP. VALUE:	\$540,000.00
TAXING ENTITIES:	JUDGMENT AMOUNT DUE:	PERCENTAGE TO BE RECEIVED	AMOUNT YOU WILL RECEIVE
City of Alton	\$41,893.18	17.44%	\$9,382.12
Hidalgo County	\$52,157.61	21.71%	\$11,680.87
Mission C.I.S.D	\$116,046.16	48.30%	\$25,988.93
South Texas I.S.D	\$4,315.42	01.80%	\$966.45
Hid. Co. Drain. Dist. #01	\$6,978.43	02.91%	\$1,562.84
South Texas College	\$14,101.34	05.87%	\$3,158.04
United Irrigation District	\$4,727.54	01.97%	\$1,058.75

NOTE: All resale proceeds will be distributed pursuant to TEXAS PROPERTY TAX CODE Sec. 34.06 (b-e).

Property Details

Account		
Property ID:	318408	Geographic ID: W0100-00-042-0009-10
Type:	Real	Zoning:
Property Use:		
Location		
Situs Address:	N MAYBERRY TX	
Map ID:		Mapsco:
Legal Description:	WEST ADDN. TO SHARYLAND 18 AC-S 1/2 LOT 42-9	
Abstract/Subdivision:	W010000 - WEST ADDN. TO SHARYLAND - SMS	
Neighborhood:	W010000	
Owner		
Owner ID:	116603	
Name:	HIDALGO COUNTY	
Agent:		
Mailing Address:	PO BOX 178 EDINBURG, TX 78540-0178	
% Ownership:	100.0%	
Exemptions:	EX-XV - Other Exemptions (including public property, religious organizations, charitable organizations, and other property not reported elsewhere) For privacy reasons not all exemptions are shown online.	

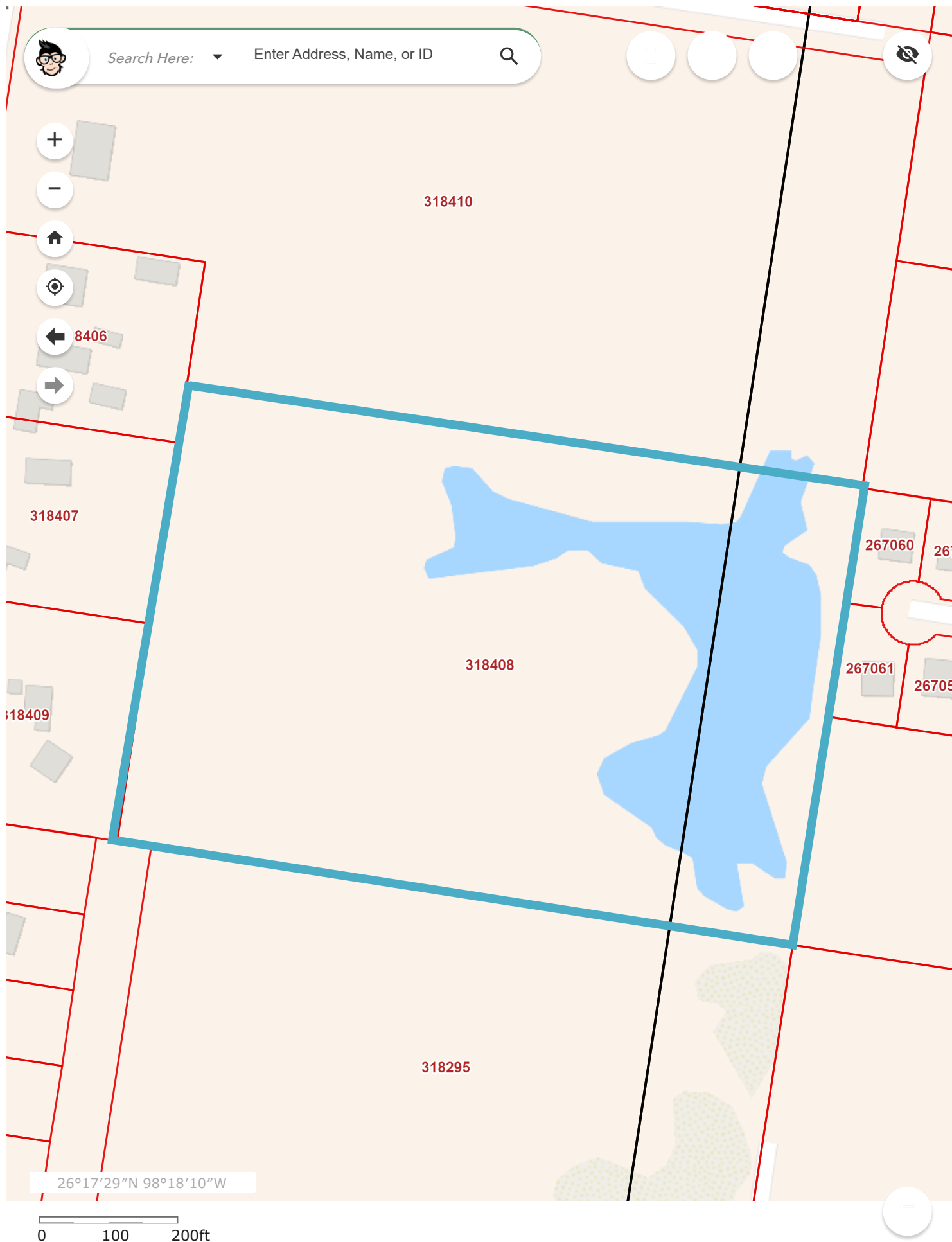
Property Values

Improvement Homesite Value:	\$0 (+)
Improvement Non-Homesite Value:	\$0 (+)
Land Homesite Value:	\$0 (+)
Land Non-Homesite Value:	\$540,000 (+)
Agricultural Market Valuation:	\$0 (+)

Market Value:	\$540,000 (=)
Agricultural Value Loss: ⓘ	\$0 (-)
Appraised Value:	\$540,000 (=)
Homestead Cap Loss: ⓘ	\$0 (-)
Assessed Value:	\$540,000
Ag Use Value:	\$0

VALUES DISPLAYED ARE 2024 PRELIMINARY VALUES AND SUBJECT TO CHANGE PRIOR TO CERTIFICATION.

Information provided for research purposes only. Legal descriptions and acreage amounts are for appraisal district use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.





map: Auto (Mosaic)	Aug 2022 - Sep 2022	08/01/2022 - 09/30/2022
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MAP 5-1, JOSEFA GARCIA PARK CONCEPTUAL SITE PLAN

The Josefa Garcia Park conceptual site plan (**Map 5-1**) recommends a series of site enhancements and facility development intended to address many of the community needs identified in **Chapter 4, Needs Assessment**. Recommended park elements include:

Northern Zone

- 1** Wild land restoration including:
 - Trails
 - Picnic tables
 - Native grasses and wildflower restoration
- 2** Water features for:
 - Small water craft launch
 - Regional storm water detention
 - Wildlife viewing / bird blinds

Transition Zone

- 3** Primary multi-use trail corridor
 - Trailhead includes map, interpretive information, and shade.
 - May also include drinking fountain and restrooms.

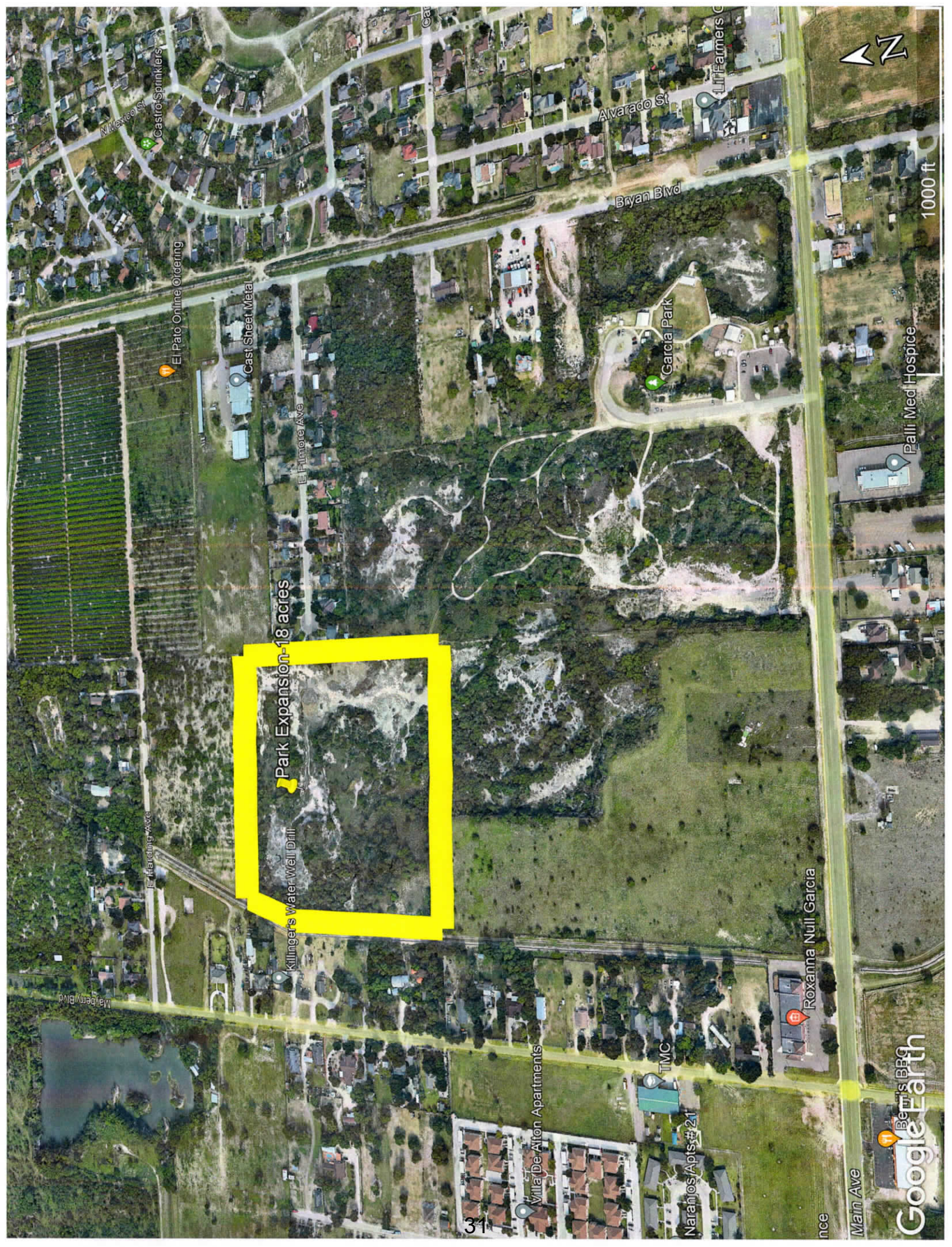
Southern Zone

- 4** Community event space including:
 - Trails and trailhead
 - Picnic tables
 - Large covered pavilion with surrounding gardens
 - Playground for all ages and abilities
 - Exercise stations
 - Event lawn (2 full size soccer fields)
 - Parking
- 5** Enhance existing park
 - Trails and trailhead
 - Playground for all ages and abilities
 - Splash pad

Commerce Zone

- 6**
 - Fee-based recreation or general retail
 - Connectivity to regional trail system





Park Expansion - 18 acres

Killing's Water Well Drill

Garcia Park

Pali Med Hospice

Villa De Alton Apartments

TMC

Naranos Apts #21

Roxanna Null Garcia

Google Earth

1000 ft

31

PHOTO NOT AVAILABLE - LANDLOCKED PROPERTY
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Review and Action as Necessary on Purchases, Renewals, and Interlocal Agreement

Purpose and Justification – Administration requests the Committee recommend Board approval of the following purchases, renewals, and interlocal agreement at a total cost of \$577,111.96.

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

A. Purchases and Renewals – Instructional Items

1) Mechanical Drive System and Electric Motor Control System (Purchase) – Grant Funded

Purchase of a mechanical drive system and an electric motor control system from **Technical Laboratory Systems, Inc** (Katy, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$69,215.00.

Purpose and Justification – The Division of Academic Affairs and the Robotics & Mechatronics Technology Department are seeking to acquire a mechanical drive system and an electric motor control system. The mechanical drive system will provide students with theoretical knowledge and practical, hands-on skills related to motor drive components. This acquisition is crucial for enhancing the number of credentials awarded and improving workforce placement rates for mechatronic students, preparing them for real-world scenarios. The electric motor control system is vital for students to gain hands-on experience in troubleshooting manual faults, enabling them to practice real-world troubleshooting using actual industrial components. This system will enhance student's practical skills and understanding of electric motor control, ensuring they are well-prepared for the challenges of the industrial environment.

Funds for this expenditure are budgeted in the Texas Reskilling and Upskilling through Education (TRUE) grant budget for FY 2023 – 2024.

2) Electromechanical Maintenance Cell Kit (Purchase) – Grant Funded

Purchase of an electromechanical maintenance cell kit from **Lab Resources Inc** (Tomball, TX), a Choice Partners approved vendor, at a total amount of \$78,035.00.

Purpose and Justification – The Division of Academic Affairs and the Robotics and Mechatronics Technology Department is requesting the purchase of an electromechanical maintenance cell. This equipment is necessary for helping students earn industry credentials by providing a realistic simulation of workplace environments. It allows for hands-on learning in assembling, wiring, maintaining, and troubleshooting electromechanical systems. The maintenance cell kit includes various tools and equipment tailored for electrical and mechanical maintenance tasks, such as multimeters, soldering equipment, wire cutters, pliers, and screwdrivers. This kit enables technicians to perform

routine maintenance, troubleshoot issues, and make repairs, ensuring smooth operation of electromechanical systems.

Funds for this expenditure are budgeted in the Texas Reskilling and Upskilling through Education (TRUE) grant budget for FY 2023 – 2024.

B. Purchases and Renewals – Non-Instructional Items

3) Network Equipment Replacement (Purchase)

Purchase of a network equipment replacement from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$194,720.48.

Purpose and Justification – Information Technology is requesting the purchase of network equipment to replace end-of-life and out-of-support equipment district-wide. The purchases include a data center network router to replace the existing one at the Pecan campus; eight (8) uninterrupted power supplies (UPS) district-wide; ten (10) network switches, fiber optic cables, and network peripherals district-wide. The network equipment ensures network access to all STC computers and devices, prevents data loss due to power outages, and provides data center connectivity and wireless access points for students, faculty, and staff.

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

4) Public Safety Equipment for Police Units (Purchase)

Purchase of public safety equipment for police units from **South Texas Communications** (McAllen, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at an estimated total amount of \$51,315.24.

Purpose and Justification – The South Texas College Department of Public Safety emphasizes the critical need for this equipment to fully equip police units for patrolling and responding to incidents at any of the STC Campuses. The equipment is essential for enhancing patrolling capabilities, responding to 911 emergency calls, and addressing various incidents on college campuses.

Funds for this expenditure are budgeted in the STC Police Department budget for FY 2023 – 2024.

5) Building Moving Services – II (Renewal)

Renew the building moving services - II contract with **Zuniga's House Mover, LLC** (San Juan, TX), for the period beginning June 1, 2024 through May 31, 2025, at an estimated total amount of \$50,000.00.

Purpose and Justification – Facilities Planning and Construction is requesting to renew the building moving services – II contract for the relocation of portable buildings as needed

throughout the College district. These services are necessary to move portable buildings to accommodate enrollment needs at various campuses.

Background – The Board awarded the contract for building moving services as follows:

Term: May 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 st Renewal	3/28/23		6/1/23 – 5/31/24
2 nd Renewal	3/26/24		6/1/24 – 5/31/25 Last Renewal

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

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

6) Insurance Risk Management Consultant Services (Renewal)

Renew the insurance risk management consultant services contract with **Acrisure, LLC/dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2024 through May 31, 2025, at an estimated total amount of \$25,000.00.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Environmental, Health, Safety, and Risk Department is requesting to renew the insurance risk management consultant services contract for the annual review and recommendations concerning the College's insurance and ongoing consulting as needed.

The consultant will assist the College in evaluating current insurance coverage to determine if it is adequate and make recommendations regarding any changes needed, soliciting and evaluating bids for insurance coverages, providing evaluations, and making recommendations to the College administration regarding any potential loss situations. In addition, the insurance risk management services consultant assists the College staff in the processing of claims, responding to questions arising from claims, and other insurance-related information, including domestic and international issues.

Background – The Board awarded the contract for insurance risk management consultant services as follows:

Term: May 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 st Renewal	3/28/23		6/1/23 – 5/31/24
2 nd Renewal	3/26/24		6/1/24 – 5/31/25

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

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

C. Purchases and Renewals - Technology Items

7) Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase)

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

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$83,052.65
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$4,152.00
	Total Amount	\$87,204.65

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:

Student Computers	
5	Chemistry Program
5	Educational Technology Maintenance and Replacement
1	Cosmetology Program
Faculty Computers	
1	Mechatronics Program
Student Laptops	
12	Physics Program

Staff Laptops	
1	Child Development Program
1	Sociology Program
1	Human Resources
1	Technology Campus
2	Regional Center for Public Safety Excellence – Non-State
Faculty Laptops	
4	Architectural and Engineering Design Technology
1	Mechatronics Program
1	Advanced Manufacturing Technology
Staff Tablets	
2	Inventory Control – Central Receiving
Student Keyboards	
36	Educational Technology Maintenance and Replacement
Student Monitors	
10	Educational Technology Maintenance and Replacement
Staff Monitors	
12	Technology Campus
8	Chemistry Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 – 2025 as follows: Chemistry, Educational Technology Maintenance and Replacement, Cosmetology, Mechatronics, Physics, Child Development, Sociology, Human Resources, Technology Campus, Regional Center for Public Safety Excellence – Non-State, Architectural and Engineering Design Technology, Advanced Manufacturing Technology and Inventory Control.

D. Interlocal Agreement

8) Facility Rental Agreement (Rental)

Facility rental agreement with the **City of McAllen** (McAllen, TX), through an interlocal agreement, for the rental of the McAllen Convention Center for September 26 and 27, 2024, at an estimated total amount of \$10,810.80.

Purpose and Justification – The rental would include Exhibit Halls A and B, which would be used for the South Texas College Convocation 2024 on Friday, September 27, 2024. Access is needed on the preceding day for the setup of equipment. The rental includes access to the facility, audio visual equipment, tables and chairs, curtains, podium, stage, and security for the event.

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.

Recommendation:

It is requested that the Committee recommend for Board approval the purchases, renewals, and interlocal agreement at a total cost of \$577,111.96, as listed below:

A. Purchases and Renewals - Instructional Items

- 1) **Mechanical Drive System and Electric Motor Control System (Purchase) - Grant Funded:** purchase mechanical drive system and an electronic motor control system from **Technical Laboratory Systems, Inc** (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$69,215.00;
- 2) **Electromechanical Maintenance Cell Kit (Purchase) – Grant Funded:** purchase electromechanical maintenance cell kit from **Lab Resources Inc** (Tomball, TX), a Choice Partners approved vendor, at a total amount of \$78,035.00;

B. Purchases and Renewals - Non-Instructional Items

- 3) **Network Equipment Replacements (Purchase):** purchase of a network equipment replacement from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$194,720.48.
- 4) **Public Safety Equipment for Police Units (Purchase):** purchase public safety equipment for police units from **South Texas Communications** (McAllen, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, for an estimated total amount of \$51,315.24;
- 5) **Building Moving Services II (Renewal):** renew the building moving services - II contract with **Zuniga's House Mover, LLC** (San Juan, TX), for the period beginning June 1, 2024 through May 31, 2025, at an estimated total amount of \$50,000.00;
- 6) **Insurance Risk Management Consultant Services (Renewal):** renew the insurance risk management consultant services contract with **Acrisure, LLC/dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2024 through May 31, 2025, an estimated total amount of \$25,000.00;

C. Purchases and Renewals - Technology Items

- 7) **Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase):** purchase of computers, laptops, tablets, keyboards, and monitors as follows:

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$83,052.65
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$4,152.00
	Total Amount	\$87,204.65

D. Interlocal Agreement

- 8) **Facility Rental Agreement (Rental):** facility rental agreement with the **City of McAllen** (McAllen, TX), through an interlocal agreement, for the rental of the McAllen Convention Center for September 26 and 27, 2024, at an estimated total amount of \$10,810.80.

SOUTH TEXAS COLLEGE

1. MECHANICAL DRIVE SYSTEM AND ELECTRIC MOTOR CONTROL SYSTEM

NAME			Technical Laboratory Systems, Inc	
ADDRESS			7827 Columbia Dr	
CITY/STATE/ZIP			Katy, Texas 77494	
PHONE			713-256-1763	
CONTACT			Mike Sudduth	
#	Qty	Description	Unit Price	Extension
1	1	Electric Motor Control Learning System	\$ 18,670.00	\$ 18,670.00
2	1	Prony Brake	\$ 1,020.00	\$ 1,020.00
3	1	Hand Tool Package - Motor Controlled	\$ 695.00	\$ 695.00
4	1	Mobile Technology Workstation, Type 1, White Surface, 6 Foot	\$ 1,595.00	\$ 1,595.00
5	1	Motor Braking Learning System	\$ 5,850.00	\$ 5,850.00
6	1	Variable Frequency AC Drive Learning System, AB PowerFlex	\$ 4,970.00	\$ 4,970.00
7	1	Mechanical Drive 1 Learning System	\$ 20,460.00	\$ 20,460.00
8	1	Mechanical Drives 2 Learning System	\$ 10,095.00	\$ 10,095.00
9	1	Viscosimeter	\$ 1,130.00	\$ 1,130.00
10	1	Installation/Orientation	\$ 2,850.00	\$ 2,850.00
11	1	Freight	\$ 1,880.00	\$ 1,880.00
TOTAL AMOUNT			\$ 69,215.00	

SOUTH TEXAS COLLEGE
2. ELECTROMECHANICAL MAINTENANCE CELL KIT

NAME			Lab Resources Inc	
ADDRESS			27905 Commercial Park Rd Ste 430	
CITY/STATE/ZIP			Tomball, TX 77375	
PHONE			888-963-2200	
CONTACT			Lauren Braband	
#	Qty	Description	Unit Price	Extension
1	1	Electromechanical Maintenance Cell Kit	\$ 66,285.00	\$ 66,285.00
2	3	EL - 1600 Electromechanical Maintenance Cell Annual E-Learning Subscription	\$ 2,385.00	\$ 7,155.00
3	1	Shipping and Handling	\$ 4,595.00	\$ 4,595.00
TOTAL AMOUNT			\$ 78,035.00	

SOUTH TEXAS COLLEGE
3. NETWORK EQUIPMENT REPLACEMENT

VENDOR			Netsync Network Solutions	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-218-5000	
CONTACT			Xavier Trevino	
#	Qty	Description	Unit Price	Extension
1	10	Catalyst 9300 48-Port PoE+, K12	\$ 4,525.13	\$ 45,251.30
2	10	C9300 Network Essentials, 48-port License	\$ -	\$ -
3	10	Cisco Catalyst 9300 XE 17.6 Universal	\$ -	\$ -
4	10	1100W AC 80+ Platinum Config 1 Power Supply	\$ -	\$ -
5	10	1100W AC 80+ Platinum Config 1 Secondary Power Supply	\$ 854.04	\$ 8,540.40
6	20	North America AC Type A Power Cable	\$ -	\$ -
7	10	No SSD Card Selected	\$ -	\$ -
8	10	50CM Type 1 Stacking Cable	\$ 44.95	\$ 449.50
9	10	No Stack Power Cable Selected	\$ -	\$ -
10	10	Rubber Feet For Table Top Setup 9200 and 9300	\$ -	\$ -
11	10	12-24 and 10-32 Screws for Rack Installation, QTY 4	\$ -	\$ -
12	10	1RU Cable Management Guides 9200 and 9300	\$ -	\$ -
13	10	C9300 DNA Essentials, 48-Port Term Licenses	\$ -	\$ -
14	10	C9300 DNA Essentials, 48-Port 3-Year Term License	\$ 569.67	\$ 5,696.70
15	10	Catalyst 9300 8 X 10GE Network Module	\$ 1,146.21	\$ 11,462.10
16	10	Network Plug-n-Play Connect for Zero-Touch Device Deployment	\$ -	\$ -
17	4	1M Type1 Stacking Cable	\$ 114.16	\$ 456.64
18	2	3M Type 1 Stacking Cable	\$ 171.25	\$ 342.50
19	20	1000BASE-LX SFP 1310nm 10km DOM MMF/SMF Duplex LC Extended	\$ 28.40	\$ 568.00
20	10	10GBASE-SR SFP+ 850nm 300m DOM MMF Duplex LC	\$ 51.13	\$ 511.30
21	50	10GBASE-LR SFP+ 1310nm 10km DOM SMF Duplex LC	\$ 73.86	\$ 3,693.00
22	50	10GBASE-LRM SFP+ 1310nm 220m MMF LC Connector	\$ 85.22	\$ 4,261.00
23	30	SC to SC 9/125 Singlemode Duplex Yellow 1 Meter Fiber Cable	\$ 7.95	\$ 238.50
24	30	SC to SC 9/125 Singlemode Duplex Yellow 3 Meter Fiber Cable	\$ 8.52	\$ 255.60

SOUTH TEXAS COLLEGE
3. NETWORK EQUIPMENT REPLACEMENT

VENDOR			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
25	30	SC to SC 9/125 Singlemode Duplex Yellow 5 Meter Fiber Cable	\$ 9.09	\$ 272.70
26	30	SC to SC 9/125 Singlemode Duplex Yellow 10 Meter Fiber Cable	\$ 11.93	\$ 357.90
27	30	SC to LC 9/125 Singlemode Duplex Yellow 1 Meter Fiber Cable	\$ 7.95	\$ 238.50
28	30	SC to LC 9/125 Singlemode Duplex Yellow 3 Meter Fiber Cable	\$ 8.52	\$ 255.60
29	30	SC to LC 9/125 Singlemode Duplex Yellow 5 Meter Fiber Cable	\$ 9.09	\$ 272.70
30	30	SC to LC 9/125 Singlemode Duplex Yellow 10 Meter Fiber Cable	\$ 11.93	\$ 357.90
31	30	LC to LC 9/125 Singlemode Duplex Yellow 1 Meter Fiber Cable	\$ 7.95	\$ 238.50
32	30	LC to LC 9/125 Singlemode Duplex Yellow 3 Meter Fiber Cable	\$ 8.52	\$ 255.60
32	30	LC to LC 9/125 Singlemode Duplex Yellow 5 Meter Fiber Cable	\$ 9.09	\$ 272.70
33	30	LC to LC 9/125 Singlemode Duplex Yellow 10 Meter Fiber Cable	\$ 11.93	\$ 357.90
34	1	Cisco ASR1002-HX System, 4x10GE+4x1GE, 2xP/S	\$ 65,307.48	\$ 65,307.48
35	1	ASR1K-Int Edge/Peering Incl. BGP/NAT/ZBFW	\$ -	\$ -
36	1	Cisco ASR 1000 Advanced Enterprise Services License	\$ 7,062.00	\$ 7,062.00
37	1	SNTC-24X7X4 Cisco ASR 1000 Advanced Enterprise Service 1 Year	\$ 1,198.00	\$ 1,198.00
38	2	10GBASE-SR SFP Module	\$ 488.20	\$ 976.40
39	1	Cisco ASR1002-HX 16GB DRAM	\$ -	\$ -
40	1	Blank Faceplate for NIM Shot on Cisco ISR 4400	\$ -	\$ -
41	2	Cisco ASR1000-HX 750W AC Power Supply	\$ -	\$ -
42	2	AC Power Cord (North America), C13 NEMA 5-15P, 2.1m	\$ -	\$ -
43	1	Universal	\$ -	\$ -
44	1	Ethernet Port Adapter (EPA) Blank Cover	\$ -	\$ -
45	1	SNTC-24X7X4 Cisco ASR1002-HX System, 4x10GE+4x1GE, 2x, 1 Year	\$ 12,977.70	\$ 12,977.70
46	2	LC to LC 50/125 10G Aqua Multimode Duplex 5 Meter Fiber Cable	\$ 10.58	\$ 21.16
47	8	Tripp Lite: 2200VA 1920W UPS Smart Lithium Ion LifePO4 LCD USB DB9	\$ 1,850.35	\$ 14,802.80
48	4	Installation & Deployment per SOW. EN: Switch Only	\$ 1,942.10	\$ 7,768.40
TOTAL AMOUNT			\$ 194,720.48	

SOUTH TEXAS COLLEGE
4. PUBLIC SAFETY EQUIPMENT FOR POLICE UNITS

VENDOR			South Texas Communications	
ADDRESS			709 E Pecan	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			956-687-8591	
CONTACT			Jen Hernandez	
#	Qty	Description	Unit Price	Extension
1	2	51" Valor Light Bar, Tri Color LED	\$ 7,891.20	\$ 15,782.40
2	2	Hook Kit	\$ -	\$ -
3	3	Siren/Light Controller with 17-Button Controller	\$ -	\$ -
4	3	SPKR, EMERG, 100W Plactic	\$ -	\$ -
5	3	Kit, ES100 Universal Bar	\$ -	\$ -
6	6	(18) LEDs, Red/Blue/White (2) Grill Lights	\$ 206.10	\$ 1,236.60
7	8	(18) LEDs, Red/Blue/White (2) Each Side Running Boards	\$ 206.10	\$ 1,648.80
8	12	Generic L-Bracket for (1) MPS800 or MPS800U	\$ 17.10	\$ 205.20
9	8	(36) LEDs, Red/Blue/White - Rear Top Window Internal	\$ 244.80	\$ 1,958.40
10	4	Generic L-Bracket for MPS12U	\$ 17.10	\$ 68.40
11	6	Xstream Dual Head Blue/Red/White (1) Each Cargo Side Window Internal	\$ 456.30	\$ 2,737.80
12	3	Tail Light Flasher	\$ 109.80	\$ 329.40
13	3	12.5 Wide Medium Height Angled 22 Vehicle Specific Console	\$ 807.30	\$ 2,421.90
14	3	1-Piece Equipment Mounting Bracket 2.5 Mounting Space Motorola Max Trac	\$ 29.70	\$ 89.10
15	3	1-Piece Equipment Mounting Bracket 4 Mounting Space Fits Federal Signal	\$ 33.30	\$ 99.90
16	3	4" Internal Self-Adjusting Double Cup Holder	\$ 60.30	\$ 180.90
17	3	2" Console Accessory Bracket with 2 Lighter Plug Outlets, 1 USB-C	\$ 140.40	\$ 421.20
18	3	Side Mount Armrest	\$ 84.60	\$ 253.80
19	5	3 Filler Plate	\$ 13.50	\$ 67.50

SOUTH TEXAS COLLEGE
4. PUBLIC SAFETY EQUIPMENT FOR POLICE UNITS

VENDOR			South Texas Communications	
#	Qty	Description	Unit Price	Extension
20	3	3-1/2 Filler Plate	\$ 13.50	\$ 40.50
21	3	12 Filler Plate for Wide VSW Consoles	\$ 12.60	\$ 37.80
22	3	5 Filler Plate for Wide VSW Consoles	\$ 8.10	\$ 24.30
23	3	Tahoe Mag 1 DWR 3rd Removed Cage Magnum Height	\$ 2,407.50	\$ 7,222.50
24	1	ILS Front Red/Blue/White	\$ 4,029.30	\$ 4,029.30
25	1	Rear ILS Red/Blue/Amber	\$ 1,687.50	\$ 1,687.50
26	3	(12) LEDs Red/White -Running Board	\$ 180.90	\$ 542.70
27	3	(12) LEDs Blue/White - Running Board	\$ 180.90	\$ 542.70
28	1	Dual Color LED Head Blue/White - Tail Light	\$ 117.00	\$ 117.00
29	1	Dual Color LED Head Red/White - Tail Light	\$ 117.00	\$ 117.00
30	6	Battery Impress 2 Li-ion IP68	\$ 169.44	\$ 1,016.64
31	1	Freight	\$ 12.00	\$ 12.00
32	2	Freight	\$ 350.00	\$ 700.00
33	1	Labor Service	\$ 954.00	\$ 954.00
34	2	Labor Service	\$ 3,385.00	\$ 6,770.00
TOTAL AMOUNT			\$ 51,315.24	



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

March 26, 2024

Zuniga's House Mover, LLC
Attn: Mr. Hugo A. Zuniga
4307 N Veterans Blvd
San Juan, TX 78589

Dear Mr. Zuniga:

On May 27, 2022, South Texas College awarded a contract to Zuniga's House Mover, LLC for Building Moving 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 June 1, 2024 through May 31, 2025.

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.

Sincerely,

Deyadira Leal
Interim Director of Purchasing

Renewal of contract accepted through May 31, 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

March 26, 2024

Acrisure, LLC/dba Carlisle Insurance
Attn: Mr. Chase Carlisle
500 N Water St Ste 900
Corpus Christi, TX 78401

Dear Mr. Carlisle:

On May 27, 2022, South Texas College awarded a contract to Acrisure, LLC/dba Carlisle Insurance for Insurance Risk Management Consultant Services. The award allowed for four 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 2nd year of the contract and would like to renew for an additional one-year period. The third renewal period will be from June 1, 2024 through May 31, 2025.

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.

Sincerely,

Deyadira Leal
Interim Director of Purchasing

Renewal of contract accepted through May 31, 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
7. DISTRICT WIDE TECHNOLOGY REQUEST
March 26, 2024

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	5	Dell OptiPlex Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 4,493.55	Ludivina Avila - Chemistry Program Replacement of out-of-warranty systems for student lab
2	5	Dell OptiPlex Micro Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory, 512GB Hard Drive, Under Desk Mount, USB Hub, Warranty	\$ 1,145.14	\$ 5,725.70	Yolanda Martinez - Educational Technology Maintenance and Replacement New systems for student active learning classrooms
3	1	Dell OptiPlex Micro Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory, 512GB 512GB Hard Drive, 75 4K Interactive Touch Monitor, Warranty	\$ 3,007.99	\$ 3,007.99	Carla Balleza - Cosmetology Program New system for student class room
4	1	Dell Precision 3660 Tower Workstation, 13th Gen Intel Core i7-13700, 32GB Memory, 512GB Hard Drive, Warranty	\$ 2,399.00	\$ 2,399.00	Erika Guerra - Mechatronics Program Replacement of out-of-warranty system for department faculty
		COMPUTER TOTAL		\$ 15,626.24	
LAPTOPS					
5	12	Laptop Precision Workstation 5680 CTO, Intel Core i7-13700H, 16GB Memory, 512GB Hard Drive, Warranty	\$ 2,730.00	\$ 32,760.00	Ravindra Nandigam - Physics Program Replacement of out-of-warranty systems for student lab
6	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	Veronica Rodriguez - Child Development Program New system for new department staff
7	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	Rolando Longoria - Sociology Program New system for new department staff
8	1	Apple 14" MacBook Pro, M2 pro Chip with 12 Core CPU and 19-Core GPU, 1TB SSD 3-Year AppleCare+for Schools S7743LL/A	\$ 2,498.00	\$ 2,498.00	Zachary Suarez - Human Resources Replacement system for department staff
9	4	Laptop Precision 7680 CTO, Intel Core i7-13850HX, 32GB Memory, 1TB Hard Drive, Warranty	\$ 4,064.00	\$ 16,256.00	Javier Reyes - Architectural and Engineering Design Technology New systems for department faculty
10	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	Sara Lozano - Technology Campus New system for new department staff
11	1	Laptop Mobile Precision Workstation 3480 CTO, 13th Gen Intel Core i7-1370P, 32GB Memory, 512GB Hard Drive, Warranty	\$ 1,848.00	\$ 1,848.00	Erika Guerra - Mechatronics Program Replacement of out-of-warranty system for department faculty
12	1	Laptop Mobile Precision Workstation 3480 CTO, 13th Gen Intel Core i7-1370P, 32GB Memory, 512GB Hard Drive, Warranty	\$ 1,848.00	\$ 1,848.00	Erika Guerra - Advanced Manufacturing Technology Replacement of out-of-warranty system for department faculty
13	2	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,307.33	\$ 2,614.66	Roberto Vela - Regional Center for Public Safety Excellence - Non-State New systems for department staff
		LAPTOP TOTAL		\$ 62,011.07	
TABLETS					
14	2	Apple iPad Mini Wi-Fi 256GB - Space Gray, Apple Pencil, 4-Year Apple Care+ for Schools	\$ 827.00	\$ 1,654.00	Jerry Quintanilla - Inventory Control - Central Receiving New systems for department staff
		TABLET TOTAL		\$ 1,654.00	

SOUTH TEXAS COLLEGE
7. DISTRICT WIDE TECHNOLOGY REQUEST
March 26, 2024

KEYBOARDS					
15	36	Dell Wireless Keyboard and Mouse KM7120W	\$	71.99	\$ 2,591.64
		3 Year Warranty			
		KEYBOARD TOTAL			\$ 2,591.64
MONITORS					
16	10	Dell 22" Monitor P2222H	\$	128.99	\$ 1,289.90
		3 Year Warranty			
17	12	Dell 24" Monitor P2422H	\$	201.59	\$ 2,419.08
		3 Year Warranty			
18	8	Dell 24" Monitor P2422H	\$	201.59	\$ 1,612.72
		3 Year Warranty			
		MONITOR TOTAL			\$ 5,321.70
		COMPUTER/LAPTOP/TABLET/KEYBOARD/MONITOR TOTAL			\$ 87,204.65

SOUTH TEXAS COLLEGE
8. FACILITY RENTAL AGREEMENT

NAME			City of McAllen	
ADDRESS			700 Convention Center Blvd	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			956-681-3800	
CONTACT			Karla Puente	
#	Qty	Description	Unit Price	Extension
1	1	Facility Rental Agreement McAllen Convention Center South Texas College Convocation 2024 Date: 09/26/24 - 9/27/24	\$ 10,810.80	\$ 10,810.80
TOTAL AMOUNT			\$ 10,810.80	

Discussion and Action as Necessary on Reestablishing the Valley Metro Purple Line Transportation Route for FY 2024 – 2025

Purpose and Justification – Administration requests the Committee recommend Board approval on reestablishing the Valley Metro Purple Line transportation route with the LRGVDC for FY 2024 – 2025 due to increased requests for service.

The Purple Line Route connects the STC Mid-Valley Campus to the STC Nursing campus. This has been suspended by the LRGVDC since October 2020 due to low ridership during the pandemic and lack of bus drivers.

In Fall 2023, the College began receiving an increased number of requests for transportation to and from the STC Mid-Valley Campus to the McAllen Campuses. There have been requests from students, parents, and faculty/staff on behalf of their students for a transportation solution to connect the Mid-Valley and McAllen campuses.

The College has been in communication with Valley Metro Transit, who confirmed they are able to operate the route for FY 2024 - 2025. In November 2023, Valley Metro Transit provided an estimated annual budget of \$171,288 to operate the Purple Line Route for the fiscal year. The total cost to the College is \$71,130. The anticipated costs are as follows:

FY 2024 - 2025	Amount
Total Operating Cost for Services – Purple Line	\$171,288
Contributions:	
State/Federal Operating	\$(100,158)
City of Weslaco	TBD
Economic Development Corporation of Weslaco	TBD
Total Net Cost to STC	\$71,130
STC Payment to LRGVDC – Purple Line (Mid-Valley)	\$71,130
Total Net Cost to South Texas College	\$71,130

For FY 2024, the total net cost was \$327,869. The projected total for FY 2025 including the Purple Line will total \$398,999.

Previously, when the Purple Line Route was in service, the City of Weslaco and the Economic Development Corporation of Weslaco would contribute funds to the College for the operating cost of the route. The College has reached out to both entities to receive guidance on the process of requesting funding for the Purple Line Route pending feedback from the Board of Trustees. The Vice President of Institutional Advancement and Economic Development has been notified.

Enclosed Documents - The presentation on anticipated costs follows in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, will be present at the Committee Meeting to respond to questions.

It is requested that the Committee recommend Board approval on reestablishing the Valley Metro Purple Line transportation route for FY 2024 – 2025 as presented.

Jag Express Operation Purple Line Route Recommendation for FY 2024 - 2025

Committee Meeting
March 5, 2024

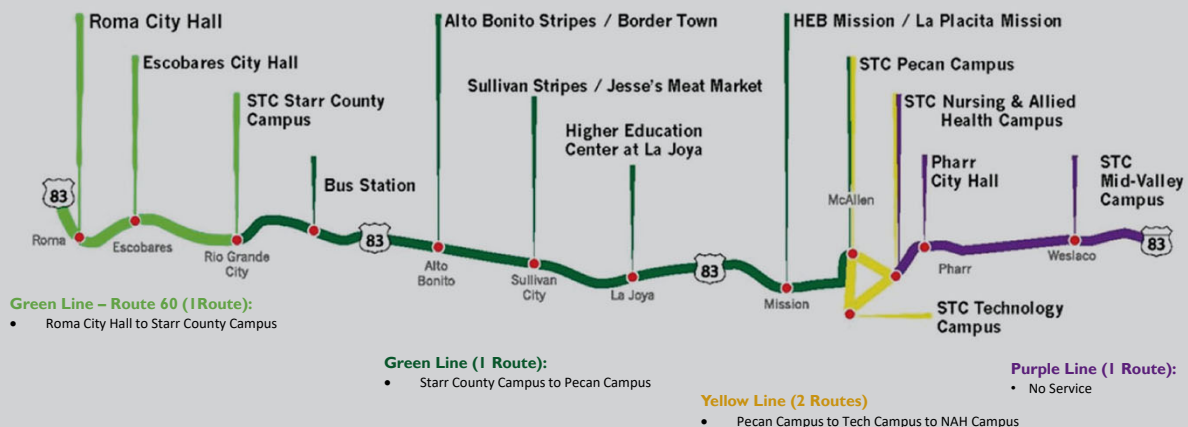
PRESENTED BY:

MARY G. ELIZONDO, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services



Service Map



Ridership History

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2018, FY 2019, FY 2020, FY 2021 FY 2022, FY 2023 and FY 2024:

Transportation Route	FY 2018	FY 2019	FY 2020 (Service Ended March 22, 2020)	FY 2021	FY 2022	FY 2023	FY 2024 (as of Jan. 2024)
STC							
Circulator (Yellow Line)	22,226	24,035	13,289	595	1,483	2,030	1,758
Park & Ride	16,358	20,870	18,070	No Service	No Service	No Service	
LRGVDC							
Starr (Green Line 1 & 2)	19,333	13,925	7,379	831	2,114	2,117	1,341
Starr (Green Line Route 60/Roma)	6,474	6,180	4,278	90	1,376	2,301	1,114
Mid Valley (Purple Line)	6,509	7,517	4,267	38	No Service	No Service	No Service
Total Ridership	70,900	72,527	47,283	1,554	4,973	6,448	3,099

Current Option to Travel from Mid Valley to McAllen Campuses

- Valley Metro Route 31 - Provides service from the Harlingen Bus Station to the McAllen Bus Station. The route does pickup at the STC Mid Valley Campus.
- Once arrived at the McAllen Bus Station riders need to change to a McAllen Metro Route to get to an STC McAllen Campus.
- With a student ID, the cost to ride is free to students on a Valley Metro route and \$0.50 for McAllen Metro.

Action Plan to Reestablish Purple Line

- Gain board approval to reestablish the Valley Metro Purple Line Transportation Route.
- Contact the City of Weslaco and the Weslaco Economic Development Corporation for funding to potentially assist the College with the operating cost of the route.
- Attend board meetings for both Weslaco entities and present on the benefit to the community of reestablishing the route to secure funding for FY 2024 – 2025.

Anticipated Cost of Reestablishing the Purple Line Route for FY 2024 – 2025

FY 2024 - 2025	Amount
Total Operating Cost for Services – Purple Line	\$171,288
Contributions:	
State/Federal Operating	\$(100,158)
City of Weslaco	TBD
Economic Development Corporation of Weslaco	TBD
Total Net Cost to STC	\$71,130
STC Payment to LRGVDC – Purple Line (Mid-Valley)	\$71,130
Total Net Cost to South Texas College	\$71,130

The Purple Line Route will increase the total estimated STC net cost by \$71,130 if no additional funding is obtained.

Anticipated Cost of Reestablishing the Purple Line Route for FY 2024 – 2025

Below is the cost for the current Interlocal Agreement which include Yellow Line, Green Line 1 (Starr to Pecan) and Route 60 (Roma) and the cost for the Purple Line Route (Mid Valley to Nursing and Allied Health)

	Current Agreement	Purple Line	FY 25 Projected Total
	Total Operating Cost	Total Operating Cost	Total Operating Cost
Total Cost	\$760,470	\$171,288	\$931,758
Grant Reimbursement	432,601	100,158	532,759
Net STC Cost	\$327,869	\$71,130	\$398,999

For FY 2024, the total net cost was \$327,869. The projected total for FY 2025 including the Purple Line will total \$398,999.

THANK YOU



Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2024 – 2025

1. Credit Students Tuition and Fees
2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
3. Dual Credit Students - Non-Sponsored Tuition and Fees
4. Non-Credit Students Tuition and Fees
5. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
6. Child Development Center Students Tuition and Fees
7. Testing Fees
8. Employee Fees
9. Non-Employees/Non-Student Fees

Purpose and Justification – Administration requests the Committee recommend Board approval on proposed revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for credit students, dual credit students sponsored by partnering school districts, dual credit students - non-sponsored, non-credit students, Regional Center for Public Safety Excellence (RCPSE), child development center students, testing, employee, and non-employee/non-student.

The tuition and fees schedules have been separated into nine (9) separate schedules in order to assist the students in easily determining the tuition and fees associated with the type of programs in which they are enrolled.

The proposed revisions to the tuition and fees schedules include the following:

1. Credit Students Tuition and Fees
 - Increase Tuition per credit hour to incorporate the Student Activity Fee for:
 - ⇒ Resident Tuition-In-District Hidalgo & Starr Counties Per Credit Hour:
 - In-District per credit hour
 - ⇒ Resident Tuition-Out Of District-Other Texas Counties Per Credit Hour:
 - Out-of-District per credit hour
 - ⇒ Out-Of-State/International Flat Tuition Rate Per Credit Hour:
 - Out-of-state /International Flat Tuition per credit hour
 - Revision to Mandatory Fees
 - ⇒ Deletion of Student Activity Fee per credit hour
 - Revisions to the Program Specific Fees
 - ⇒ Revision of Information Technology and Other Course Fees, Certification (per course):
 - For the following courses: CPMT was revised from 1166 to 1447
 - ⇒ Addition of the following Programs
 - Architectural & Engineering Design Technology Program Fees
 - Automotive Technology Program Fees
 - Construction Supervision Program Fees
 - Electrician Program Fees
 - HVAC-R Program Fees

- Deletion of Bachelor Degrees Tuition and Fees per Term for In District, Out-of-District, and Out-of-State. This degree courses will be charged the regular tuition depending on residency.
 - ⇒ Computer and Information Technologies
 - ⇒ Medical and Health Services Management
 - ⇒ Organizational Leadership
 - ⇒ Operations Management
- 2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
 - No proposed revisions
- 3. Dual Credit Students - Non-Sponsored Tuition and Fees
 - No proposed revisions
- 4. Non-Credit Students Tuition and Fees
 - No proposed revisions
- 5. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
 - Addition to the Fees of a Two-Story Residential Fire Training Structure
- 6. Child Development Center Students Tuition and Fees
 - Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
 - Increase tuition for the 18 months – 12 years
- 7. Testing Fees
 - No proposed revisions
- 8. Employee Fees
 - Child Development Center Fees
 - ⇒ Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
 - ⇒ Increase tuition for the 18 months – 12 years
- 9. Non-Employees/Non-Student Fees
 - Child Development Center Fees
 - ⇒ Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
 - ⇒ Increase tuition for the 18 months – 12 years

Reviewers - The proposed revisions to the Schedules have been reviewed by staff and the President's Cabinet.

Enclosed Documents - The nine (9) proposed Schedules follow in the packet for the Committee's information and review. The proposed revisions are highlighted in yellow on the Schedules.

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

It is requested that the Committee recommend Board approval on proposed revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for credit students, dual credit students sponsored by partnering school districts, dual credit students - non-sponsored, non-credit students, Regional Center for Public Safety Excellence (RCPSE), child development center students, testing, employee, and non-employee/non-student as presented.

**CREDIT STUDENTS
TUITION AND FEES
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
RESIDENT TUITION-IN-DISTRICT HIDALGO & STARR COUNTIES PER CREDIT HOUR:			
• In-District per credit hour	77.00	160.00	164.00
RESIDENT TUITION-OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:			
• Out-of-District per credit hour	87.00	170.00	174.00
OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE PER CREDIT			
• Out-of-state /International Flat Tuition per credit hour *	250.00 flat rate	250.00 flat rate	254.00 flat rate
*All fees will be assessed, except mandatory and course fees.			
*Applicable fees will be assessed.			
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Nursing and Allied Health (NAH)		75.00	75.00
Biology	15.00	Deleted	Deleted
Chemistry	20.00	Deleted	Deleted
Physics	20.00	Deleted	Deleted
Astronomy	10.00	Deleted	Deleted
3000/4000 level courses	30.00	Deleted	Deleted
Associate Degree Nursing	75.00	Deleted	Deleted
Emergency Medical Technology	55.00	Deleted	Deleted
Occupational Therapy Assistant	55.00	Deleted	Deleted
Patient Care Assistant	35.00	Deleted	Deleted
Pharmacy Tech	55.00	Deleted	Deleted
Physical Therapist Assistant	55.00	Deleted	Deleted
Radiologic Technology/Sonography	65.00	Deleted	Deleted
Respiratory Therapy	65.00	Deleted	Deleted
Vocational Nursing	75.00	Deleted	Deleted
Physical Science	20.00	Deleted	Deleted
Geology	20.00	Deleted	Deleted
Engineering	20.00	Deleted	Deleted
Architectural & Engineering Design Technology	30.00	Deleted	Deleted
Automotive & Diesel Technology	20.00	Deleted	Deleted
Culinary Arts	15.00	Deleted	Deleted
Electronic Equipment & Computer	15.00	Deleted	Deleted
Electrician Assistant	10.00	Deleted	Deleted
Fire Science	10.00	Deleted	Deleted
Heating, Ventilation & Air Conditioning	20.00	Deleted	Deleted
Legal Assisting	10.00	Deleted	Deleted
Manufacturing Technology	10.00	Deleted	Deleted
Child Care and Development	20.00	Deleted	Deleted
Drama	20.00	Deleted	Deleted
Law Enforcement	10.00	Deleted	Deleted
Welding	15.00	Deleted	Deleted
ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION PER CREDIT HOUR:			
In-District per credit hour *	127.00	Deleted	Deleted
Out-of-District per credit hour *	137.00	Deleted	Deleted
Out-of-State per credit hour *	250.00	Deleted	Deleted
*All fees will be assessed, except mandatory and course fees.			

**CREDIT STUDENTS
TUITION AND FEES
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
MANDATORY FEES:			
Registration Fee: Fall and Spring:			
• Registration Fee per semester	150.00	Deleted	Deleted
Summer Minimesters:			
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of May 15th through June 30th	150.00	Deleted	Deleted
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of July 1st through August 10th	150.00	Deleted	Deleted
Information Technology Fee per credit hour	31.00	Deleted	Deleted
Learning Support Fee per credit hour	14.00	Deleted	Deleted
Student Activity Fee per credit hour	4.00	4.00	Deleted
COURSE FEES:			
Lab Fee per lab credit hour for applicable courses with labs	24.00	Deleted	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	Deleted	Deleted
Physical Education Special Activity Fee per course	55.00	Deleted	Deleted
INCIDENTAL FEES:			
Audit Fee	Tuition and Lab Fees	Tuition	Tuition
Course Repeat Fee per credit hour			
• Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>18 credit hours)	125.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	29.00	Deleted	Deleted
Drop Fee (one-time fee)-1st class day through Census date	25.00	Deleted	Deleted
Emergency Loan Late Payment Fee	35.00	35.00	35.00
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	Deleted	Deleted
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes:			
• Gear Rental	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
• Self Contained Breathing Apparatus			
• Testing			
• Ambulance Standby (Live Fire)			
• Uniform			

**CREDIT STUDENTS
TUITION AND FEES
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.), uniform • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429	165.00	165.00	165.00
NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/ Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Welding and Other Course Fees: Certification (non- "S" Section) (per course) • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451	150.00	150.00	150.00
Information Technology and Other Course Fees: Certification (per course) • For the following courses: CPMT 1166 1447 and CPMT 2350	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Technology Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Law Enforcement and Fire Safety Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Culinary Arts Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Cosmetology Program Fees			
• Tool Kit - CSME 1401	575.00	575.00	575.00
• Register in SHEARS – CSME 1401	25.00	25.00	25.00
• Testing Fee - CSME 2441	131.00	131.00	131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Architectural & Engineering Design Technology Program Fees: AutoCAD Certified User Exam + 1 Retest (per semester) • For the following course: DFTG 1409			Recovery of costs and processing fees
Automotive Technology Program Fees: Automotive Service Excellence Exam (per user seat license for students to take multiple exams during the semester) • For the following courses: AUMT 2434 and CSIR 1355			Recovery of costs and processing fees
Construction Supervision Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Project Management (per semester) • Assessed to students enrolled in CNBT Courses.			Recovery of costs and processing fees
Electrician Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Electrical Level 1 (per semester) • Assessed to students enrolled in ELPT Courses.			Recovery of costs and processing fees

**CREDIT STUDENTS
TUITION AND FEES
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
HVAC-R Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER HVAC Level 1 (per semester) • Assessed to students enrolled in HVAC Courses.			Recovery of costs and processing fees
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, EDUCATION BACHELOR FLAT TUITION:			
BACHELOR DEGREES: • Computer and Information Technologies • Medical and Health Services Management • Organizational Leadership • Operations Management			Deleted
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (In District)	850.00	900.00	Deleted
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of- District)	910.00	960.00	Deleted
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of-State)	1500.00	1500.00	Deleted
*All fees will be assessed, except mandatory and course fees.			Deleted
*Applicable fees will be assessed.			Deleted
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only.</i> <i>STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00		
Additional Parking Permit Fee		25.00	25.00

**CREDIT STUDENTS
TUITION AND FEES
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
DUAL CREDIT TUITION:			
Per credit hour tuition for dual credit students in in-district partnering school districts	0.00	0.00	0.00
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	87.00	55.00	55.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts	87.00	Deleted	Deleted
COURSE FEES:			
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	Deleted	Deleted
NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/Other Activities</i> (charged to School District)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: (charged to School District) <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform 		Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES- GENERAL:			
Fee per credit hour for dual credit students attempting a course three or more times (charged to School District)	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day (charged to School District)	200.00	200.00	200.00
INCIDENTAL FEES- LIBRARY:			
Lost or Damaged Library Item		Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee			
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	55.00	55.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	55.00	55.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	55.00	55.00
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	87.00 Plus applicable differential tuition	55.00	55.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	87.00 Plus applicable differential tuition	55.00	55.00
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	Deleted	Deleted
INDEPENDENT DUAL CREDIT FEES:			
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Deleted	Deleted
DUAL CREDIT ACADEMIES PARTICIPATION FEES:			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees
DUAL CREDIT REIMBURSEMENT OF COSTS:			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester (charged to School District)	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester (charged to School District)	900.00	900.00	900.00
COURSE FEES:			
Lab Fee per lab credit hour for applicable courses with labs	24.00	Deleted	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	Deleted	Deleted
Physical Education Special Activity Fee per course	55.00	Deleted	Deleted
INCIDENTAL FEES- GENERAL:			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	Deleted	Deleted
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
INCIDENTAL FEES- LIBRARY:			
Lost or Damaged Library Item		Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00		
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**NON-CREDIT
STUDENTS TUITION AND FEES
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition *Effective date: On or after December 14, 2021	7.00 or variable tuition including zero	7.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00		
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00



**NON-CREDIT
STUDENTS TUITION AND FEES
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
CONTINUING EDUCATION PUBLIC SAFETY COURSES:			
Tuition and Fees	As per Workforce/ Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule	As per Workforce/ Continuing Education Tuition and Fees Section on 2023-2024 <u>Non- Credit</u> Students Tuition and Fee Schedule	As per Workforce/ Continuing Education Tuition and Fees Section on 2023-2024 Non- Credit Students Tuition and Fee Schedule
FEES:			
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Target Range Qualifier Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Driving Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Car Fire Simulator Training (per 4 hours) (Effective July 27, 2021)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Emergency Vehicle Operations Course (EVOC) (per agency)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Skills Pad (per agency per hour)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00	114.00
• Two-Story Residential Fire Training Structure			Variable, based on recovery of costs
• TCOLE Licensing Certification Exam			
⇒ Basic Peace Officer Exam	35.00	35.00	35.00
⇒ Basic Jailer Exam	35.00	35.00	35.00
⇒ Telecommunicator Exam	35.00	35.00	35.00
⇒ Police Officer to Jailer Exam	35.00	35.00	35.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	125.00/week 25.00/day		
• 0 - 17 months		130.00/week 26.00/day	Deleted
• 18 months - 12 years		125.00/week 25.00/day	Deleted
• 0 - 12 years			130.00/week 26.00/day
Registration Fee: (upon enrollment)			
• Fall Semester	50.00	Deleted	Deleted
• Spring Semester	50.00	Deleted	Deleted
• Fall - Spring		50.00	50.00
• Summer Session	25.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	40.00
• Spring Semester	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	Deleted	Deleted
• Summer Session	25.00	25.00	25.00
INCIDENTAL FEES:			
Returned Check		30.00	30.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
TESTING FEES:			
American Welding Society Certification Testing and Material Fees	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Credit By Examination	Tuition	Tuition	Tuition
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
TCOLE Licensing Examination (per exam)			
• Basic Peace Officer Exam	35.00	35.00	35.00
• Basic Jailer Exam	35.00	35.00	35.00
• Telecommunicator Exam	35.00	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00	35.00
GED Exam Fee- 1st and 4th Attempts			
• GED Exam Fee- \$36.25 English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Exam Fee- \$36.25 Mathematics only			
• GED Exam Fee- \$36.25 Science only			
• GED Exam Fee- \$36.25 Social Studies only			
GED Retest Exam Fee- 2nd, 3rd, 5th, and 6th Attempts			
• GED Retest Exam Fee- \$16.25 English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Retest Exam Fee- \$16.25 Mathematics only			
• GED Retest Exam Fee- \$16.25 Science only			
• GED Retest Exam Fee- \$16.25 Social Studies only			



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
HiSET Exam Fee (All Five Exams-1st and 4th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$25.00 • HiSET Exam Fee-Writing only \$25.00 • HiSET Exam Fee-Math only \$25.00 • HiSET Exam Fee-Science only \$25.00 • HiSET Exam Fee-Social Studies only \$25.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$15.00 • HiSET Exam Fee-Writing only \$15.00 • HiSET Exam Fee-Math only \$15.00 • HiSET Exam Fee-Science only \$15.00 • HiSET Exam Fee-Social Studies only \$15.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
TSI Assessment Exam Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading	15.00	15.00	15.00
TSI Assessment Exam Retesting Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only	15.00	15.00	15.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	125.00/week 25.00/day		
• 0 - 17 months		130.00/week 26.00/day	Deleted
• 18 months - 12 years		125.00/week 25.00/day	Deleted
• 0 - 12 years			130.00/week 26.00/day
Registration Fee: (upon enrollment)			
• Fall Semester	50.00	Deleted	Deleted
• Spring Semester	50.00	Deleted	Deleted
• Fall - Spring		50.00	50.00
• Summer Session	25.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	40.00
• Spring Semester	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	Deleted	Deleted
• Summer Session	25.00	25.00	25.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00		
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00
Third	80.00	80.00	80.00
Fourth	100.00	100.00	100.00
Fifth	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
First		50.00	50.00
Second		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>		Warning	Warning
<i>Second</i>		30.00	30.00
<i>Third</i>		50.00	50.00
<i>Fourth</i>		70.00	70.00
<i>Fifth</i>		90.00	90.00
INCIDENTAL FEES:			
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
INCIDENTAL FEES:			
Returned Check	30.00	30.00	30.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	125.00/week 25.00/day		
• 0 - 17 months		130.00/week 26.00/day	Deleted
• 18 months - 12 years		125.00/week 25.00/day	Deleted
• 0 - 12 years			130.00/week 26.00/day
Registration Fee: (upon enrollment)			
• Fall Semester	50.00	Deleted	Deleted
• Spring Semester	50.00	Deleted	Deleted
• Fall - Spring		50.00	50.00
• Summer Session	25.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	40.00
• Spring Semester	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	Deleted	Deleted
• Summer Session	25.00	25.00	25.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00



	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations:*			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>		Warning	Warning
<i>Second</i>		30.00	30.00
<i>Third</i>		50.00	50.00
<i>Fourth</i>		70.00	70.00
<i>Fifth</i>		90.00	90.00

Presentation on Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO), and Impact on Unrestricted Fund Balance

Purpose and Justification – At the October 17, 2023 Finance, Audit, and Human Resources Committee meeting, a Committee Board Member requested information related to Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO) Leave, Impact and Impact on Unrestricted Fund Balance, a matrix of total cost of benefits, and the sustainability of the benefits. Administration is providing an update on the requested information and is included in a presentation.

Background – The presentations, analysis, and reports are as follows:

- Presentation on Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO), and Impact on Unrestricted Fund Balance: Exhibit A
- Long-Term Impact of Unexpended Plant Fund Transfers and ERP Project on Unrestricted Fund Balance: Exhibit B

Management is continually benchmarking the College's benefits to other institutions to remain competitive in the current environment, and have already identified other benefits that may be presented in the future.

Enclosed Documents – The Exhibits follow in the packet for the Committee's information and review.

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

No action is required from the Committee. This item is presented for information purposes.

EMPLOYEE BENEFITS AND ASSOCIATED COSTS, BEREAVEMENT LEAVE, PERSONAL TIME OFF (PTO), AND IMPACT ON UNRESTRICTED FUND BALANCE

Mary G. Elizondo, MBA, CPA, CFE, CGMA
Vice President for Finance and Administrative Services

Dr. Zachary Z. Suarez
Executive Director of Human Resources and Talent Development



Employee Benefits Cost Summary – FY 2023

Fiscal Year 2023				
Benefit Type	Cash Outflow	Federal Funds / State On-Behalf	Payroll	Total
State Mandated and Partially Funded				
Higher Education Group Insurance (HEGI) (Medical Insurance) (State)	\$8,706,346	\$6,149,201		\$14,855,547
Teacher Retirement System (TRS) (State)	4,069,999	2,895,417		6,965,416
Optional Retirement Program (ORP) (State)	331,790	296,836		628,626
Leave				
Vacation Leave			2,276,996	2,276,996
Sick Leave			1,780,493	1,780,493
Tuition Grant and Reimbursement and Dependent Tuition				
Institutional Grants to Employees			262,914	262,914
Tuition Dependent Waiver	137,115			137,115
Employee Tuition Reimbursement	11,200			11,200
Employee Assistance Plan (EAP)	16,885			16,885
Other Payments/Reimbursements				
Retention Incentive Payment	5,523,683			5,523,683
Technology Support Reimbursement Benefit	831,000			831,000
Innovative Work Week Schedule				
4 day Work Week (4 vacation hours for 13 weeks)			1,794,873	1,794,873
Total	\$19,628,018	\$9,341,454	\$6,115,276	\$35,084,748

Key Employee Benefits

- State Mandated Medical Insurance and Retirement (Partially State Funded)
 - Higher Education Group Insurance (HEGI) (Medical Insurance)
 - Teacher Retirement System (TRS)
 - Optional Retirement Program (ORP)
- Leaves
 - Vacation
 - Sick Leave
 - Catastrophic Sick Leave Pool
 - Sabbatical Leave
 - Personal (Faculty/Staff) Leave
 - Bereavement
- Tuition Grant and Reimbursement and Dependent Tuition
- Employee Assistance Program (EAP)
- Other Payments/Reimbursements/Salary Increases
 - Annual Salary Increases
 - Compensation Plan
 - Retention Incentive Payment
 - HEERF Return to Campus Payment
 - Technology Support Reimbursement Benefit
- Other Incentives/Benefits
 - Remote Work
 - Employee Performance: Promotion and Demotion
 - Innovative Work Week Schedule
 - Professional Development Training
- Future Benefits

TRS Retiree One-Time Benefit No Cost to the College

The COLA is a one-time increase that was permanently applied to retirees' checks in perpetuity.

- The average retiree eligible for a COLA will receive about a \$76 increase, which adds up to about a \$30 million increase in total dollars sent to TRS annuitants in January.
- One-time stipends were fully funded in a lump sum by the Texas Legislature, they will have no direct financial impact on the college.

South Texas College Retiree Data:

- TRS: 160

2 % COLA	4 % COLA	6 % COLA	Not Eligible
81	18	0	61**

Percentage	Requirements
2 % COLA	Retirement dates from 9/1/2013 through 8/31/2020
4 % COLA	Retirement dates from 9/1/2001 through 8/31/2013
6 % COLA	Retirement dates on or before 8/31/2001

**COLA was only eligible for employees who retired on or prior to 08/31/2020

Leaves – Faculty

- Sick Leave
 - Accrue 8 hours of sick leave a month
 - May qualify for partial Sick Leave payment at time of retirement (effective August 22, 2023)
- Catastrophic Sick Leave Pool
- Sabbatical Leave
- Bereavement Leave
- Personal Leave
 - 4 Days Per Fiscal Year



Leaves – Staff

- Vacation – Non-Faculty
 - Accrue 8 hours of vacation leave per month
 - An additional 2 hours of accrued vacation leave per month for every 5 years worked (effective November 1, 2021)
- Sick Leave
 - Accrue 8 hours of sick leave a month
 - May qualify for partial Sick Leave payment at time of retirement (effective August 22, 2023)
- Catastrophic Sick Leave Pool
- Sabbatical Leave
- Personal Leave
 - 4 Days Per Fiscal Year
- Bereavement Leave
- Other Leave
 - Jury Duty
 - Military Leave
 - Educational Activities Leave
 - Religious Observance
 - Sick Leave Outside Immediate Family



Bereavement Leave as of August 22, 2023

On August 22, 2023, the Board of Trustees adopted Policy DEC (Local). Under Policy DEC (Local), a full-time employee shall be granted up to **three (3) days** of paid bereavement leave per fiscal year upon the death of a member of the employee's immediate family, including grandparents. Bereavement leave shall be noncumulative.

The revised guidelines on Bereavement Leave has benefited a total of 47 employees to-date, with a total cost of \$17,763.98.

Personal Time Off (PTO) Versus Vacation and Sick Leave

- Current Vacation and Sick Leave practices are standard within institutions of higher education
- Factors and decision points made regarding the following issues may impact the benefits of converting to PTO
 - Nature of the PTO (Vacation/Sick)
 - Number of Vacation and Sick Leave accrual hours and tiers
 - Compensable absence balances and liability on financial statements and payouts at resignation or retirement
 - Maximum balance threshold

Other Payments/Reimbursements/Salary Increases FY 2021 – FY 2023



Retention Incentive Payment

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular / Temporary	
Jun 2021	\$1,250 / \$1,150	1,526 / 641	\$2,846,966
Nov 2022	\$1,250 / \$600	1,535 / 674	\$2,500,871
Mar 2023	\$1,500 / \$750	1,535 / 674	\$3,022,812
Nov 2023	\$1,500 / \$750	1,650 / 800	\$3,310,238

HEERF Return to Campus Payment (Federal Funds)

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular / Temporary	
Dec 2021	\$2,500 / \$1,500	1,534 / 382	\$4,745,213
Apr 2022	\$2,500 / \$1,500	1,493 / 191	\$4,326,454

Other Payments/Reimbursements/Salary Increases FY 2023 – FY 2024



Technology Support Reimbursement Benefit

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular and Temporary	
Dec 2022	\$50/month	1,535	\$831,000
Dec 2023	\$50/month	1,586	\$889,150

Annual Salary Increases

Fiscal Year	Amount of Payment
FY 2023	3%, as applicable
FY 2024	4%, as applicable

Other Incentives/Benefits

- Remote Work
 - Procedures effective November 2022
- Innovative Work Week Schedule
 - Work 36 hours Monday – Thursday, work half day on Friday (effective May 16, 2022)
 - Summer Schedule: 4 Hours Summer Leave on Fridays (effective May 15, 2023)

Thank you!



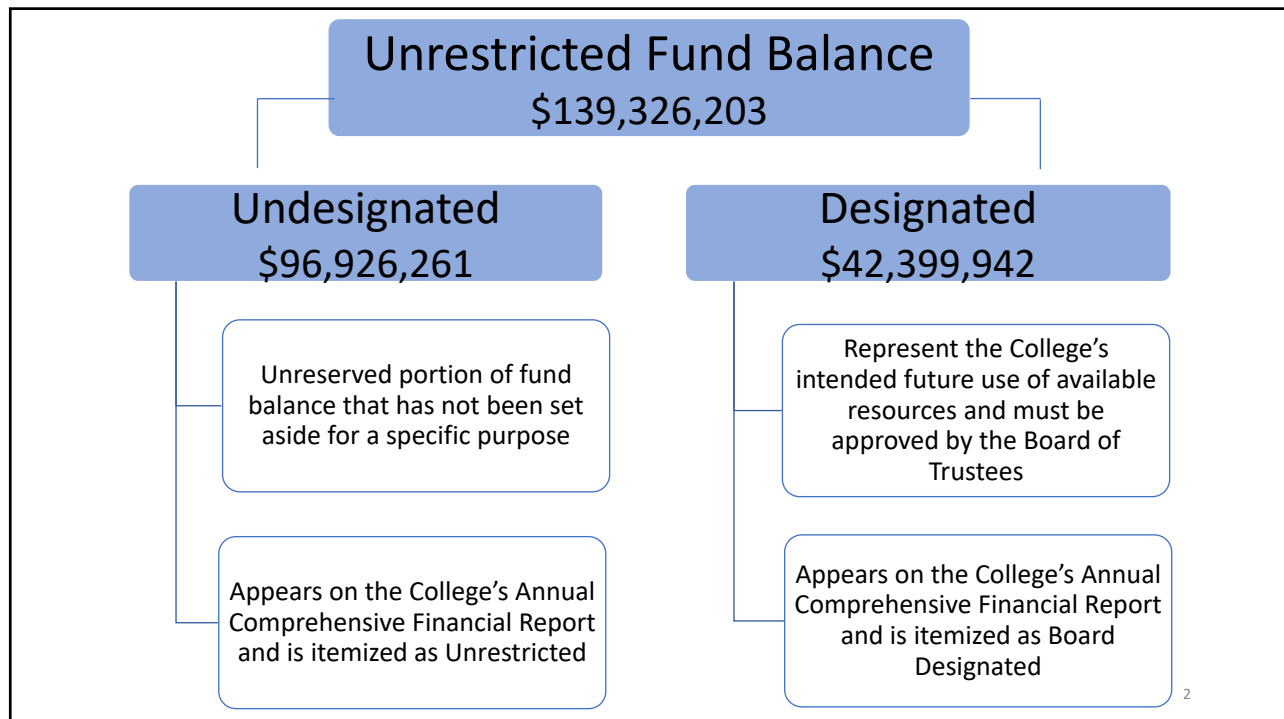
Long-Term Impact of Unexpended Plant Fund Transfers and ERP Project on Unrestricted Fund Balance

March 5, 2024

Maria G. Elizondo, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services

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Unrestricted Fund Balance Requirement Board Policy CC

- Annual Operating Budget requires that the College:
 - Shall maintain an unrestricted fund balance sufficient to cover no less than three months of budgeted expenditures, unless the Board approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount

3

Factors that Impact the Undesignated Fund Balance

- Undesignated Fund Balance increases or decreases at the end of each fiscal year based on the difference between revenues and expenditures.
 - Increases when there is a surplus: Revenues > Expenditures
 - Decreases when there is a deficit: Revenues < Expenditures
- The Undesignated Fund Balance is affected by:
 - GASB Statement 68 and GASB Statement 75
 - Transfers to Fund Balance Designations and the Plant Funds (construction projects)
 - Any initiatives approved by the Board (ERP, capital, one-time employee payments)
 - Transfers and initiatives are evaluated, before implementation, to ensure compliance with the minimum number of months in reserve required by Policy CC.
- In Fiscal Year 2023, the net Undesignated Fund Balance increase was approximately \$11 million (net of GASB statement liabilities).

4

Total Unrestricted Fund Balance GASB Liability Impact

Fiscal Year	Fund Balance Without GASB Liability	Cumulative Pension Liability (GASB 68)	Cumulative OPEB Liability (GASB 75)	Total Liability	Fund Balance With GASB Liability
2014	\$111,671,492.39	\$-	\$-	\$-	\$111,671,492.39
2015	126,046,357.19	25,614,324.03	-	25,614,324.02	100,432,033.17
2016	144,137,639.60	28,104,436.00	-	28,104,436.00	116,033,203.60
2017	152,086,319.88	26,158,770.00	-	26,158,770.00	125,927,549.88
2018	152,177,244.64	25,650,978.00	15,737,538.00	41,388,516.00	110,788,728.64
2019	158,924,436.79	28,373,474.00	34,753,214.00	63,126,688.00	95,797,748.79
2020	184,066,717.78	34,874,408.00	55,370,253.00	90,244,661.00	93,822,056.78
2021	222,901,383.47	38,177,976.00	80,027,918.00	118,205,894.00	104,695,489.47
2022	260,381,440.50	34,934,147.00	102,299,025.00	137,233,172.00	123,148,268.50
2023	290,462,419.03	35,549,222.00	115,586,994.00	151,136,216.00	139,326,203.03

Projected Unrestricted Undesignated Fund Balance Analysis

FY	Undesignated							Projected Fund Balance August 31
	Fund Balance September 1	Projected Net Fund Balance Increase	GASB	ERP Additional Designations	Transfer to Plant	Carryover Funded Expenditures	Total Additions/ (Reductions)	
2023	\$ 85,748,327	\$ 44,030,956	\$ (13,903,044)	\$ (5,000,000)	\$ (6,500,000)	\$ (7,449,977)	\$ (32,853,021)	\$ 96,926,261
2024	96,926,261	45,175,398	(20,000,000)	(2,000,000)	(10,000,000)	(5,350,843)	(37,350,843)	104,750,815
2025	104,750,815	41,768,572	(20,000,000)	(2,000,000)	(11,000,000)	(944,018)	(33,944,018)	112,575,369
2026	112,575,369	41,755,704	(20,000,000)	(1,000,000)	(11,000,000)	(1,931,149)	(33,931,149)	120,399,924
2027	120,399,924	39,990,129	(20,000,000)	(1,000,000)	(10,200,000)	(965,575)	(32,165,575)	128,224,478
2028	128,224,478	37,407,342	(20,000,000)	(100,000)	(9,000,000)	(482,787)	(29,582,787)	136,049,032
2029	136,049,032	28,065,948	(20,000,000)	-	-	(241,394)	(20,241,394)	143,873,586
2030	143,873,586	27,945,251	(20,000,000)	-	-	(120,697)	(20,120,697)	151,698,140
2031	151,698,140	27,884,903	(20,000,000)	-	-	(60,348)	(20,060,348)	159,522,694

Assumptions:

- The projected net fund balance increase grows by \$7,824,554 each year starting in FY 2024.
- The GASB liability of \$35,549,222 for GASB 68 and \$115,586,994 for GASB 75, will increase each fiscal year by \$20,000,000 starting in FY 2024.
- The ERP fund balance designation will increase \$6,100,000 from FY 2024 through FY 2028.
- The transfer to plant will increase \$41,200,000 from FY 2025 through FY 2028.
- The carryover funded expenditures are based on the estimated expenses that will be funded by carryover funds, such as capital items.
- Projected next year expenses increase 5% each year starting in FY 2024.

Projected Number of Months in Reserve

Fiscal Year	Projected Fund Balance August 31	Projected Next Year Expenses	Number of Months in Reserve
2023	\$ 96,926,261	\$ 204,151,801	5.7
2024	104,750,815	214,359,391	5.9
2025	112,575,369	225,077,361	6.0
2026	120,399,924	236,331,229	6.1
2027	128,224,478	248,147,790	6.2
2028	136,049,032	260,555,180	6.3
2029	143,873,586	273,582,939	6.3
2030	151,698,140	287,262,086	6.3
2031	159,522,694	301,625,190	6.3

7

ERP Fund Balance Designation

Beginning Balance \$ 25,000,000.00

Fiscal Year	ERP Expenses	ERP Designation Balance Less Expenses	Additional Designation	Savings from Decommissioned Technology	Revised ERP Designation Balance
2024	\$ (5,785,223.34)	\$ 19,214,776.66	\$ 2,000,000.00	\$ -	\$ 21,214,776.66
2025	(3,018,225.25)	16,196,551.41	2,000,000.00	-	20,196,551.41
2026	(10,737,843.00)	5,458,708.41	1,000,000.00	353,582.22	10,812,290.63
2027	(10,896,926.00)	(5,438,217.59)	1,000,000.00	372,929.92	1,288,294.55
2028	(3,554,806.00)	(8,993,023.59)	100,000.00	2,178,817.46	12,306.01
2029	(1,940,408.00)	(10,933,431.59)	-	2,285,187.67	357,085.68
2030	(1,714,792.00)	(12,648,223.59)	-	2,400,506.38	1,042,800.06
2031	(1,742,209.00)	(14,390,432.59)	-	2,525,929.99	1,826,521.05
2032	(1,770,180.00)	(16,160,612.59)	-	1,742,365.95	1,798,707.00
2033	(1,798,707.00)	(17,959,319.59)	-	-	-

8

**Any
Questions?**

9

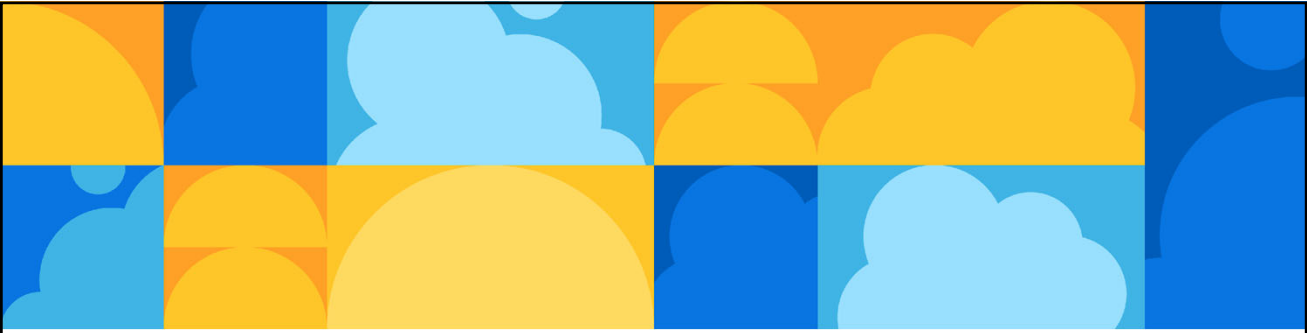
Update on The College's Enterprise Resource Planning (ERP) System



Purpose and Justification – At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of Workday, and at this time, an update is being presented.

Enclosed Documents - A Workday ERP Implementation Status Report presentation follows in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Christian Heneghan, Project and Change Manager from Peak Performance, will be present at the Committee Meeting to address questions.

No action is required from the Committee. This item is presented for information purposes.






Workday ERP Implementation Status Report

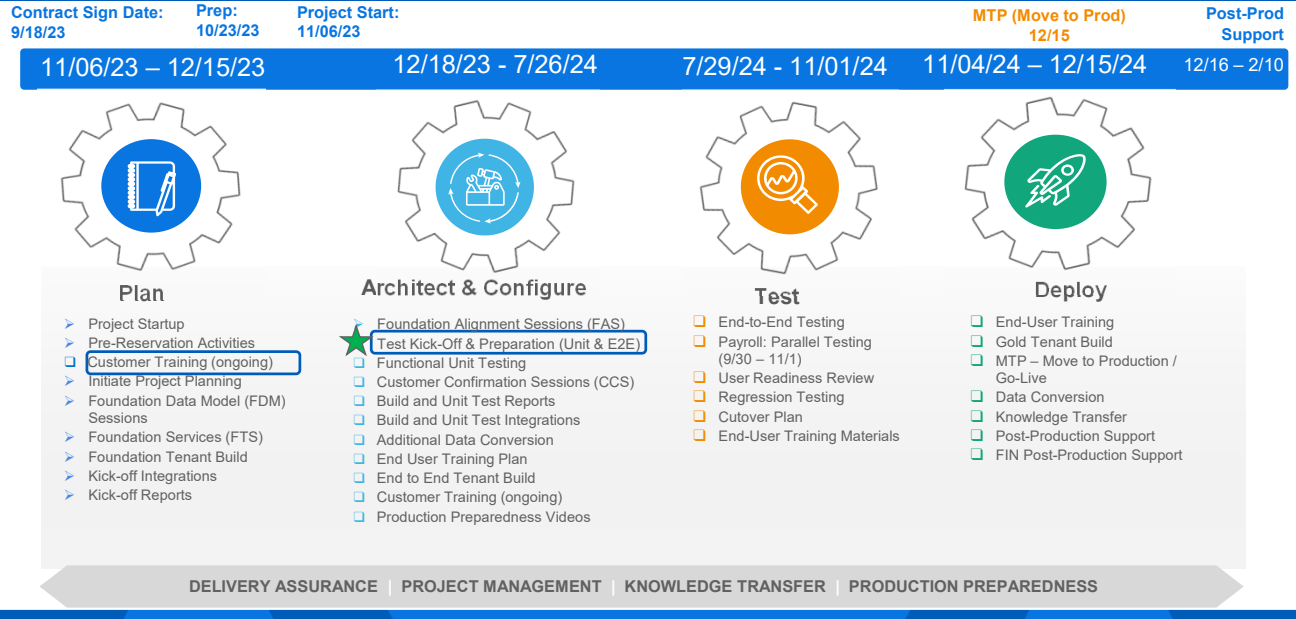
February 27, 2024

Agenda



- 01 Workday Launch Platform Deployment Timeline
- 02 Project Status Report
- 03 Project Budget
- 04 Project Team

Workday Launch Platform Deployment Timeline



Foundation Alignment Sessions



Attendees



Departments & Areas



Sessions

The project team and consultants have evaluated multiple current processes within the FIN, HCM, and PATT modules and identified business processes to improve.

Opportunities for Improvement Covered in the FAS Session

Finance (FIN) Module	Human Capital Management (HCM) Module	Payroll, Absence and Time Tracking (PATT Module)
Replace Asset Registration with Fixed Assets	Convert Benefits Elections to online	Enter Time off / Leave for worker
Improve the grant accounting process	Create electronic NOE's	Ability to review real-time absence balances
Enhance the process to identify regular time vs straight time	Map of Compensation, Pay Tables, and Grades from Banner to Workday	Remove the Time Clocks on campuses and transition to electronic entry
Replace the ChromeRiver travel system	Replace PeopleAdmin hiring system	Obtain customizable payroll reports
Substitute the check printing system	Digitize Performance Reviews	
Replace Time Clock Plus	Integrate third-party processes and applications	
Improve the budget transfer process	Improve specifications for Federal and State Reporting	

Workday Executive Project Status Report South Texas College

Target Go-Live: 12/28/2024

Overall Status: ●Trending: ➔

Major Milestone Focus	Last Period	This Period	Start Date	Target Complete	Actual Complete	Status Summary		
Plan						Budget	Original \$ 42,934,470	Balance \$ 40,360,990
• Project Planning	●	●	10/01/23	12/18/23	Completed			
• Foundation Tenant	●	●	12/19/23	02/14/24	Completed			
• Plan Stage Sign Off	●	●	12/11/23	02/06/24	Completed	Project Summary	<ul style="list-style-type: none">• Project is on schedule and under budget• Foundation tenant built and uploaded.• Project Managers access the STC tenant for the first time on 2/26/24!• Unit Testing scheduled for 3/5/24.• Training expected to start during the week of 3/18/24.	
Architect & Configure								
• Foundation Tenant Configuration	●	●	01/08/24	02/23/24	In Progress			
• Foundation Alignment Sessions	●	●	01/08/24	02/06/24	Completed			
• Integrations – Inventory & Architect	●	●	12/08/24	02/06/24	Completed			
• Reports – Inventory & Architect	●	●	02/09/24	03/01/24	In Progress	Discussion Items	<ul style="list-style-type: none">• Governance<ul style="list-style-type: none">--Steering Committee--Roles and Responsibilities--Intentional updates and communication• Scope• Training• Executive Briefing Series• Production Readiness Videos	
• Unit Testing	●	●	02/26/24	04/12/24	Not started			
• Customer Confirmation Sessions (CCS)	●	●	04/08/24	04/19/24	Not started			
						Risks	<ul style="list-style-type: none">• Governance<ul style="list-style-type: none">--Steering Committee--Roles and Responsibilities--Intentional updates and communication• Training<ul style="list-style-type: none">--Identify attendees, register; more credits needed	

Project Budget As of January 31, 2024

	Original Budget	Amended Budget	Actual Paid to Date	Budget Balance
ERP Subscription	\$ 14,896,565	\$ 14,896,565	\$ 912,434	\$ 13,984,131
ERP Deployment	\$ 16,423,820	\$ 16,423,820	\$ 762,088	\$ 15,661,732
Advisory Services	\$ 5,420,800	\$ 4,648,551	\$ 67,261	\$ 4,581,290
Additional Costs	\$ 6,193,285	\$ 6,193,285	\$ 59,448	\$ 6,133,837
Total	\$ 42,934,470	\$ 42,162,221	\$ 1,801,231	\$ 40,360,990

Outstanding Items Action Plan

Topic	Reason	Description	Status	Decision	Start Date	End Date
Position Control Budget	Out-of-Scope	We currently budget by position which rolls into the staffing plan. This feature is additional to the Workday contract.	In Review	Pending	1/9/2024	TBD
Professional Certifications	Out-of-Scope	Some faculty members are eligible for stipend based on professional certifications they hold. Currently not in scope.	In Review	Pending	1/11/2024	TBD
Bi-weekly Payroll	Out-of-Scope	STC has 3 payroll option configurations on the Scope Of Work (SOW); however, Workday is recommending implementing the Bi-weekly payroll post-go-live	In Review	Pending	11/28/2023	TBD

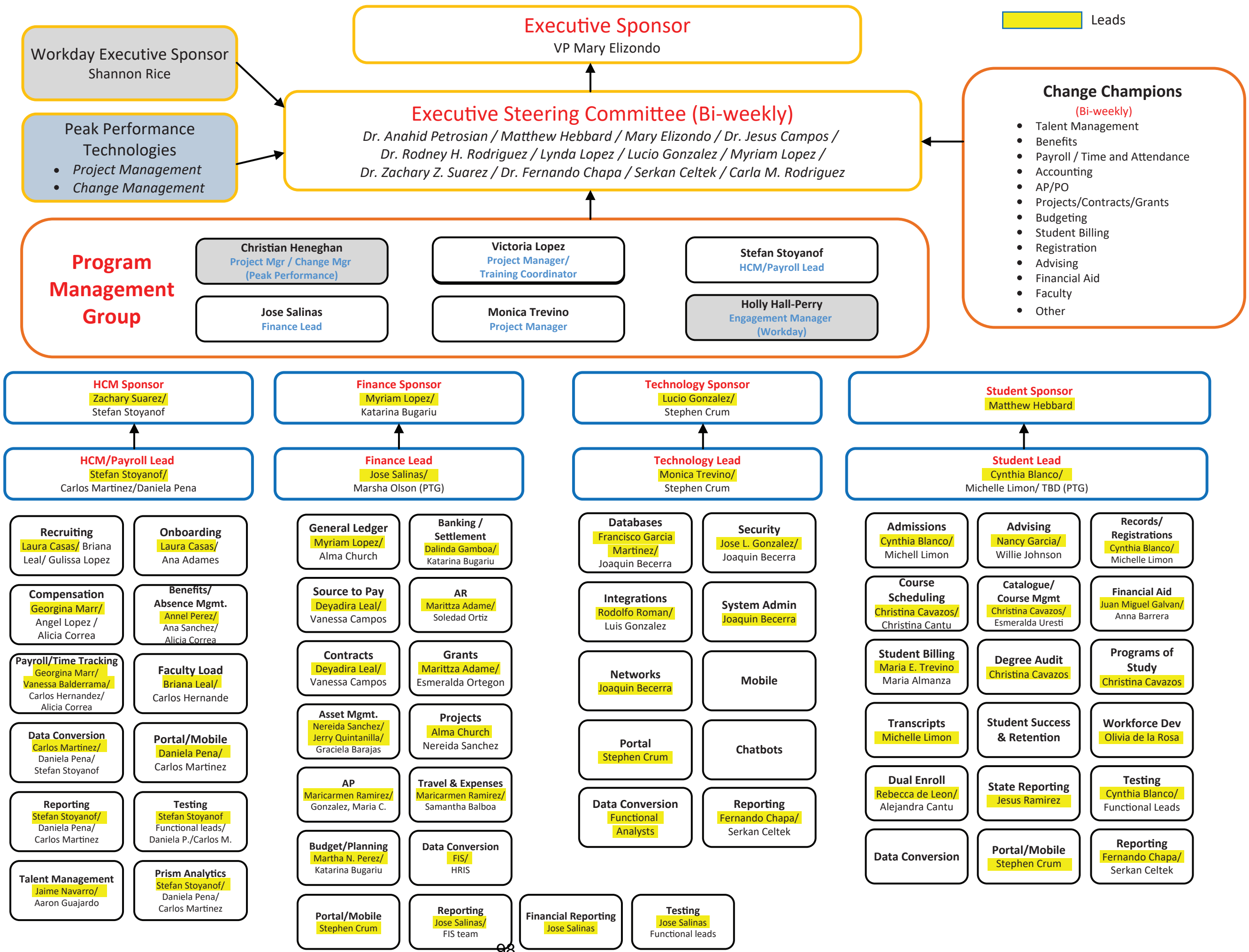
Project Team



Executive Oversight

Project Oversight
Meet weekly

Project Teams
Meet twice a week



Review and Recommend Action to Adopt New Business and Support Services Policy

Purpose and Justification – Administration recommends Board approval to adopt the new Business and Support Services Policy 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 the new policy is as follows:

Adopt New Policy
A-1. CAL (Local) Appropriations and Revenue Sources – Sale, Trade, or Lease of College-Owned Property

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 policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, and George McCaleb, Director of Facilities, Operations, and Maintenance, will be present at the Committee Meeting to address questions.

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

APPROPRIATIONS AND REVENUE SOURCES
SALE, TRADE, OR LEASE OF COLLEGE-OWNED PROPERTY

CAL
(LOCAL)

The Board delegates to the College President the authority to negotiate the lease of College District property or office space to another political subdivision or an agency of a state or federal government in accordance with state law.

The College President shall report the terms of any new lease to the Board at the next regular Board meeting.

Review and Recommend Action to Adopt New Instruction Policies and Retire Current Policies

Purpose and Justification – Administration recommends Board approval to adopt new Instruction 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. EDA (Local) Instructional Resources – Instructional Material	A-2. Policy #3236: Guidelines for Adoption and Ordering of Textbooks	All of the content from the retired policy is included in the new local policy.
B-1. EE (Local) Curriculum Development	B-2. Policy #3100: Educational Program Development	All of the content from the retired policy is included in the new local policy.
C-1. EFB (Local) Curriculum Design – Degrees and Certificates	C-2. Policy #3340: Degree, Certificate, and Award Designations	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
D-1. EGAA (Local) Grading and Credit – Credit by Examination	N/A	N/A
E-1. EGAB (Local) Grading and Credit - Examinations	N/A	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, the Faculty Senate, the Vice President and Provost for Academic Affairs, and the Vice President for Student Affairs and Enrollment Management.

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

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, Dr. Brett Millan, Associate Vice President for Academic Success and Advancement, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Cynthia Blanco, Director of Student Records and Registrar, will be present at the Committee Meeting to address questions.

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

**Selection of Course
Materials**

The vice president for academic affairs, or designee, shall establish procedures for adopting, reviewing, and changing course materials, including textbooks. The procedures shall include faculty participation in selection and decision making processes.

MANUAL OF POLICY

Title	Guidelines for Adoption and Ordering of Textbooks	3236
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated June 19, 2003	

The Office of the Vice President for Academic Affairs is responsible for establishing guidelines for the adoption and ordering of textbooks with input from the instructional community.

The guidelines will be reviewed on a biennial basis and will be available through the Office of the Vice President for Academic Affairs upon request.

RETIRED

**Curriculum
Development and
Revision**

This policy recognizes the importance of both faculty and administrative involvement in the creation of curriculum and approval of educational programs (degrees, certificates, diplomas, or credentials).

Faculty shall have primary responsibility for designing and revising the curriculum. To encourage faculty innovation and to expedite curriculum decisions, the College President or designee shall adopt procedures for curriculum development that provide for faculty and administration involvement in decision-making and approval consistent with the College District's mission. The procedures adopted shall outline and describe the role of the Board, Board committees, the Coordinating Board, and other entities, as appropriate.

The College District shall adopt a core curriculum adhering to guidelines and rules established by the Coordinating Board, including, among other things, the requirement that all students seeking an Associate of Arts (AA), Associate of Science (AS), Associate of Arts in Teaching (AAT), Bachelor of Applied Science, Bachelor of Science in Nursing (BSN), or Bachelor of Applied Technology degrees shall complete the core curriculum and a field of study curriculum, unless an exception is approved in accordance with Coordinating Board rules.

Aligned with state guidelines, the College District shall offer a core curriculum, set forth in the course catalog, that is fully transferable and, if completed, substitutes for a receiving institution's core curriculum. Upon completion, core completion will be noted on a student's transcript.

The vice president for academic affairs or designee shall work with the College District curriculum committee to draft and revise procedures to develop and maintain the College District curriculum. All educational programs shall be reappraised periodically to ensure that the offered courses meet the needs of the community and College District students.

MANUAL OF POLICY

Title: Educational Program Development

3100

Legal Authority: Approval of the Board of Trustees

Page 1 of 1

Date Approved by Board: Board Minute Order dated April 23, 2019

I. Purpose

In the tradition of American higher education, this policy recognizes the importance of both faculty and administrative involvement in the creation of curriculum and approval of educational programs (degrees, certificates, and diplomas).

II. Policy

Primary responsibility of curriculum and educational program development lies with the faculty. The College will create and maintain procedures that ensure the involvement of both faculty and administration in approving programs consistent with the college's mission.

These procedures will outline the role of the Board Committees, Board of Trustees, Texas Higher Education Coordinating Board, and other entities as appropriate.

III. Definitions

Educational Program – Any transfer or non-transfer program that the college grants as specified in **Board Policy 3340 – Degree, Certificate, and Award Designations**.

IV. History

This section is a record of the policy history. Include Month, Day and Year (ex: January 1, 2017).

Origination Date Approved by Board	April 23, 2019
Date Reviewed and Approved by Board	April 23, 2019
Date Approved by President Non-substantive Changes	
5-Year Review Cycle Completion Dates	

**Degrees,
Certificates, and
Awards**

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration, faculty, and staff shall be described in the College District catalog and on the College District website.

**Semester Credit
Hours**

The College District employs sound and accepted practices for determining the amount and level of credit awarded for courses. The College District adheres to the Texas Lower Division Academic Course Guide Manual for academic transfer courses and the Texas Workforce Education Course Manual for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid, competency-based, or other delivery modes.

The semester credit hour provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled in traditional classroom settings and in laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and in distance and competency-based education. The value of a credit hour can be determined by contact time, educational experience, mastery of competency, and out-of-class preparation by the student.

A semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at the College District, in accordance with the following:

1. For traditionally-delivered courses during traditional long semesters, meet not less than one hour each week during a traditional long semester, approximately 16 weeks. This includes not less than one hour each week for approximately 15 weeks of direct faculty instruction, a minimum of two hours of out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.
2. Face-to-face courses offered in less than a 16 week semester will consist of the same number of class contact hours and have the same learner outcomes and quality of instruction as 16 week semester courses.
3. At least an equivalent amount of work is required for other academic activities, including laboratories, internships, studios, clinicals, practicums, cooperative education experiences, and other academic work that leads to the award of credit.

4. Online, hybrid, competency-based, and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hour is based upon the learning outcomes, competency mastery, and estimated contact hours required to successfully meet those outcomes. Faculty review these courses to ensure that the learning outcomes and quality of instruction are equivalent to traditionally delivered courses.
5. In determining the amount of coursework to achieve learning competencies and outcomes, the College District takes into account and considers alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. These definitions and this policy pertain to all courses offered by the College District regardless of location or mode of delivery.

MANUAL OF POLICY

Title	Degree, Certificate, and Award Designations	3340
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated July 28, 2005	

South Texas College shall award the following degrees, certificates, and awards.

1. Bachelor of Applied Technology.
2. Associate of Arts Degree.
3. Associate of Science Degree.
4. Associate of Applied Science Degree.
5. College Certificate of Completion.
6. Marketable Skills Achievement Award.
7. Institutional Award.

Current and incoming students may earn credit for relevant education, work, military service, or other life experience. Qualified students may earn credit by performing satisfactorily on certain national tests and Advanced Placement (AP) exams or by completing tests developed and administered by the College District, if available.

The vice president for academic affairs shall develop procedures to implement this policy. The requirements shall be published in the College District catalog and other relevant publications as determined by the administration.

The vice president for academic affairs, or designee, shall develop a schedule of final exams to occur during each final exam period designated by the Board on the academic calendar. The final exam schedule shall be published in the College District catalog.

Review and Recommend Action to Adopt New Personnel 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. DC (Local) Employment Practices	A-2. Policy #4110: Filling of Vacancies A-3. Policy # 4112: Self-Reporting of Criminal Conduct A-4. Policy # 4113: Employment of Applicants in Security Sensitive Positions A-5. Policy # 4114: Authorization to Conduct Background Checks A-6. Policy #4115: Personnel Appointments A-7. Policy #4120: Orientation of Employees	All of the content from the retired policy is included in a procedure, handbook, and/or manual, etc.
B-1. DHC (Local) Employee Standards of Conduct – Employee Solicitations	B-2. Policy # 4810: Solicitation of Employees	All of the content from the retired policy is included in the new local policy.

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 Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Posting Vacancies

The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.

Applications

All applicants shall complete the application form supplied by the College District and certify that the information provided by the applicant is true and correct.

MANUAL OF POLICY

Title	Filling of Vacancies	4110
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As amended by Board Minute Order dated April 26, 2016	

South Texas College seeks to fill each vacant position with the best qualified person available without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information or veteran status and to comply with all statutory requirements relating to filling such vacant positions.

RETIRED

Title	Self-Reporting of Criminal Conduct	4112
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated December 15, 2015	

South Texas College requires employees to self-report criminal conduct.

I. Reporting of Criminal Charges or Arrest

Any employee that is arrested for or charged with a felony or misdemeanor offense in this State, or any other jurisdiction, other than a traffic offense that is punishable by a fine only, is required to report such arrest or charge to South Texas College. This report must be made to the Office of Human Resources within five business days of the employee first being arrested, summoned, or served with a charging instrument such as a citation, an information, or an indictment. An employee is not excused from making this report because the employee is detained or incarcerated pending release on bail. This report may be made by the employee or by any other person acting at the employee's request. An employee's supervisor that receives a report under this policy shall, within three business days, thereafter, forward the report to the Office of Human Resources.

II. Report of Disposition of Criminal Charges

Additionally, an employee is required to report to the Office of Human Resources of the disposition of the criminal charges, i.e., acquittal, conviction, pre-trial diversion, or deferred adjudication. This report must be made within three business days of the disposition of the criminal charges.

III. Report of Revocation of Probation or Adjudication

Any employee that is serving a suspended sentence and is placed on community supervision/probation, or whose adjudication of guilt has been deferred pending successful completion of community supervision/probation shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's community supervision/probation or concerning adjudication of the employee's guilt. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation or adjudication proceeding.

IV. Report of Revocation of Parole or Supervised Release

Any employee that is on parole or supervised release shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's parole or supervised release. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation proceeding.

V. Form of Report

Initially, any report required under this policy may be verbal if making a written report is impracticable during the five-business day period due to the employee being detained or incarcerated pending release on bail. The verbal notice shall be reduced to writing and provided to the Office of Human Resources within three days of the employee being released on bail.

VI. Disciplinary Action

An employee or supervisor who fails to comply with the notice requirements of this policy may be subject to disciplinary action, including dismissal, in accordance with existing policy.

MANUAL OF POLICY

Title	Employment of Applicants in Security Sensitive Positions	4113
Legal Authority	House Bill 1550, Access to Police Records	
Date Approved by Board	Board Minute Order dated November 9, 1995	

A criminal history records check is required on all applicants/employees being considered for employment or transfer to a "Security Sensitive" position. Security Sensitive positions shall be restricted to employees who handle currency, have access to financial information on a computer terminal, have access to a master key, or who work in an area of the College which has been designated as a Security Sensitive area. A Security Sensitive position shall be identified as such in the Job Description and Job Announcement.

Such records check will be made by the applicant who will deliver such a record as a condition of employment. After such use the record will be shredded and/or disposed. All applicants shall be required to sign an authorization form permitting the College to conduct a background check including all credit, employment and other relevant information relating to the applicant.

MANUAL OF POLICY

Title	Authorization to Conduct Background Checks	4114
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order Dated January 9, 1997	

All applicants shall be required to sign an authorization form authorizing the College to conduct a background check including all credit, employment, criminal history, driving record, and other relevant information pertaining to the applicant.

RETIRED

MANUAL OF POLICY

Title	Personnel Appointments	4115
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Minute Order dated April 8, 1998 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated May 15, 2003 As Amended by Board Minute Order dated June 26, 2014 As Amended by Board Minute Order dated January 31, 2017 As Amended by Board Minute Order Dated June 27, 2017	

The President of the College or the President's designee(s) is (are) authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board approved Staffing Plan and temporary positions. No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the Executive, Administrative, or full-time regular Faculty job classifications, with the exception of the College President, are employed on a one (1) year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment. The letter of appointment must be electronically or manually signed by the President and by the respective employee and returned to the Office of Human Resources by stated deadline.

Adjunct, lecturer, and dual credit faculty are employed on an as needed, non-contractual, at will, basis with no expectation of continued employment or property rights beyond the assignment.

Grant funded employees, not employed under a letter of appointment, are employed on an as needed, noncontractual, at-will basis with no expectation of continued employment or property rights beyond the assignment, or timeline of the grant.

All non-faculty employees whose positions fall within the Full Time Temporary category, including Professional/Technical Support, Classified, Direct Wage, or Workstudy job classifications are employed on a non-contractual, at-will basis with no expectation of continued employment or property rights beyond the assignment term.

All full-time regular faculty and non-faculty employees are employees whose positions are included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the Office of Human Resources, provide the necessary documents required by the Immigration Naturalization Service, present his/her social security document for the College payroll system and complete all other new hire paperwork. When the orientation process is concluded, an Authorization to Work form will be given to the new employee authorizing him/her to report to their respective Department and Supervisor.

MANUAL OF POLICY

Title	Personnel Appointments	4115
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

Personnel appointments are graded and compensated per the Board approved Employee Pay Plan and Staffing Plan. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college and included in the position's job description.

RETIRED

MANUAL OF POLICY

Title	Orientation of Employees	4120
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

All new employees and employees newly eligible for benefits must report to the Office of Human Resources to participate in an employee orientation that covers, but may not be limited to, the following:

1. A brief history of South Texas College;
2. A discussion of some basic policies and procedures of the College;
3. A review of forms requiring the employee's signature, e.g., W-4, I-9;
4. A discussion of and enrollment in benefit plans offered by the College;
5. A discussion of Optional Retirement Programs (ORP) and the Texas Retirement System (TRS); and
6. Other State and College required information.

**Employee
Solicitation**

“Employee solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an employee or employee organization. The term does not include activities engaged in to conduct College District business.

**Solicitation of
Employees**

Solicitation of employees on College District property for membership in and contributions to any organization or association is prohibited unless otherwise required by law. Solicitation by agents or salespersons or employees acting as agents or salespersons on College District premises is prohibited. Any exceptions must have the consent of the College President or designee.

Sanctions

If an employee or employee organization is alleged to have violated this policy, the employee or organization shall be subject to a reasonable investigation conducted by the College District.

An employee determined to be in violation of this policy shall be subject to disciplinary measures as described in policy DH and the employee handbook.

MANUAL OF POLICY

Title	Solicitation of Employees	4810
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Solicitation of employees on College property for membership in and contributions to any organization or association is prohibited unless otherwise required by law. Solicitation by agents or salespersons or employees acting as agents or salespersons on College premises is prohibited. Any exceptions must have the consent of the President or designee.

RETIRED