"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 November 6, 2018 Finance, Audit, and Human Resources Committee Minutes........................................................................................................................................1-11

II. Update on Status of Fiscal Year 2018 Financial Audit.................................................................12

III. Review and Recommend Action on 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties........................................................................................................................................13-21

IV. Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties .................................................................22-26

V. Review and Update on Title IX Compliance .................................................................................27-60
Approval of November 6, 2018 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of November 6, 2018 are presented for Committee approval.
South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, November 6, 2018 @ 5:30 p.m.

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, October 9, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León presiding.

Members present: Mr. Roy de León

Other Trustees Present: None

Members absent: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Mr. Rene Guajardo

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mrs. Becky Cavazos, Mr. George McCaleb, Mr. Daniel Ramirez, Mr. Khalil Abdullah, and Mr. Andrew Fish

Approval of October 9, 2018 Finance, Audit, and Human Resources Committee Minutes

As the sole committee member in attendance, Mr. Roy de León moved to approve the Minutes for the October 9, 2018 Finance, Audit, and Human Resources Committee Meeting as written. The motion carried.

Review and Action as Necessary on Award of Proposals, Reject of Proposal, Purchases, Renewals, and Interlocal Agreements

As the sole committee member in attendance, Mr. Roy de León moved to recommend Board approval of the award of proposals, reject of proposal, purchases, renewals, and Interlocal agreements as listed below:

A. Awards and Reject

1) Active Learning Classrooms Audiovisual Upgrades (Award): award the proposal for the active learning classrooms audiovisual upgrades to Audio Visual Aids (San Antonio, TX), at a total amount of $65,133.50;
2) **Catering Services (Award):** award the proposal for catering services for the period beginning November 28, 2018 through November 27, 2019 with two one-year options to renew, at an estimated amount of $85,000.00, which is based on prior year expenditures. The vendors are as follows:

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atencion Selecta, LLC./ dba Teresita's at Los Lagos (Edinburg, TX)</td>
<td>Bar-B-Cutie Smokehouse (Pharr, TX)</td>
</tr>
<tr>
<td>Chick-Fil-A 27th &amp; Nolana (McAllen, TX)</td>
<td>Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)</td>
</tr>
<tr>
<td>Cowboy Chicken (McAllen, TX)</td>
<td>El Reno Investments, LLC./ dba Subway and / dba Pizza Patron (Mission, TX)</td>
</tr>
<tr>
<td>Hospitable Chicken, LLC./ dba Chick-Fil-A Weslaco (Weslaco, TX)</td>
<td>Muy Pizzas Tejas, LLC./ dba Pizza Hut (San Antonio, TX)</td>
</tr>
<tr>
<td>Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)</td>
<td>Riverwinds, Inc./ dba Subway (Rio Grande City, TX)</td>
</tr>
<tr>
<td>Subs World, Inc./ dba Subway (McAllen, TX)</td>
<td></td>
</tr>
</tbody>
</table>

3) **Promotional Items for Student Outreach (Award):** award the proposal for promotional items for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew, at an estimated cost of $75,000.00 with the following top rated vendors:

- **⇒ Authentic Promotion.com** (Carmichael, CA)  
- **⇒ Imprezos Pro Uniforms, LLC.** (Pharr, TX)  
- **⇒ Promo Universal, LLC.** (Corpus Christi, TX)  

4) **Promotional T-Shirts for Student Outreach (Award):** award the proposal for promotional t-shirts for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew at an estimated cost of $84,000.00 with the following vendors:

- **⇒ Authentic Promotions.com** (Carmichael, CA)  
- **⇒ Ad-Wear & Specialty of Texas, Inc.** (Houston, TX) (New)  
- **⇒ Imprezos Pro Uniform, LLC.** (Pharr, TX)  
- **⇒ Images In Ink, Inc.** (McAllen, TX)  

5) **Reprographic Services (Award):** award the proposal for reprographic services to RGV Reprographics, Inc. (McAllen, TX), for the period beginning December 12, 2018 through December 11, 2019 with two one-year options to renew, at an estimated amount of $15,000.00;

6) **Business Skills Training Services (Reject):** reject the three (3) proposals that were received for business skills training services request for proposal (RFP) that was advertised. The bid amounts received were above customary levels and would likely
not attract students in the classes for the Department of Continuing and Professional Education;

B. Instructional Items

7) Automotive Equipment (Purchase): purchase automotive equipment from Petroleum Solutions, Inc. (Edinburg, TX), a Texas Association of School Boards – Buyboard, at a total amount of $85,676.62;

8) Diagnostic Medical Ultrasound Systems (Purchase): purchase diagnostic medical ultrasound systems from Philips Healthcare / A Division of Philips North America, LLC. (Bothell, WA), a sole source vendor, at a total amount of $63,270.00;

9) Instructional Microscopes (Purchase): purchase instructional microscopes from Lieca Microsystems, Inc. (Chicago, IL), a State of Texas Procurement Term Contract approved vendor, at a total amount of $66,988.00;

10) Nursing Lab Equipment and Supplies (Purchase): purchase nursing lab equipment and supplies from Pocket Nurse Enterprise, Inc./dba Pocket Nurse (Monaca, PA), a Board approved vendor, for the period beginning November 1, 2018 through August 31, 2019, at an estimated amount of $110,000.00;

11) Science Models, Equipment, and Supplies (Purchase): purchase science models, equipment, and supplies for the period beginning November 28, 2018 through August 31, 2019, at an estimated amount of $676,186.49 as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Contract</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VWR International, Inc. (Radnor, PA)</td>
<td>Board Approved</td>
<td>653 models and supplies</td>
<td>$132,635.70</td>
</tr>
<tr>
<td>2</td>
<td>VWR International, Inc. (Radnor, PA)</td>
<td>E&amp;I Cooperative</td>
<td>18 models and equipment</td>
<td>$49,121.44</td>
</tr>
<tr>
<td>3</td>
<td>Carolina Biological Supply, Co. (Burlington, NC)</td>
<td>Board Approved</td>
<td>156 models</td>
<td>$77,332.00</td>
</tr>
<tr>
<td>4</td>
<td>Carolina Biological Supply, Co. (Burlington, NC)</td>
<td>TASB-Buyboard</td>
<td>35 models</td>
<td>$60,335.00</td>
</tr>
<tr>
<td>5</td>
<td>VWR International, Inc. (Radnor, PA)</td>
<td>Board Approved</td>
<td>628 models and supplies</td>
<td>$123,733.35</td>
</tr>
<tr>
<td>6</td>
<td>VWR International, Inc. (Radnor, PA)</td>
<td>E&amp;I Cooperative</td>
<td>17 models and equipment</td>
<td>$79,827.76</td>
</tr>
<tr>
<td>7</td>
<td>Carolina Biological Supply, Co. (Burlington, NC)</td>
<td>Board Approved</td>
<td>155 models</td>
<td>$79,620.00</td>
</tr>
<tr>
<td>8</td>
<td>Carolina Biological Supply, Co. (Burlington, NC)</td>
<td>TASB-Buyboard</td>
<td>43 models</td>
<td>$73,581.24</td>
</tr>
</tbody>
</table>
12) **3-D Printers and Laser Cutter System (Purchase):** purchase 3-D printers and a laser cutter system from **Technical Laboratory Systems** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of $95,813.00;

13) **Training Phantoms (Purchase):** purchase training phantoms from **Supertech, Inc.** (Elkhart, IN), a sole source vendor, at a total amount of $57,532.00;

14) **Ultrasound Training Models (Purchase):** purchase ultrasound training models from **CAE Healthcare, Inc.** (Sarasota, FL), a sole source vendor, at a total amount of $53,661.92;

C. Non – Instructional Items

15) **Fire Suppression Systems and Alarm Monitoring (Renewal):** renew the fire suppression systems and alarm monitoring contracts for the period beginning November 29, 2018 through November 28, 2019, at an estimated amount of $275,665.86. The vendors are as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Services</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fire Alarm Panels</td>
<td><strong>Strongline Security &amp; Fire</strong> (San Juan, TX)</td>
<td>$27,900.00</td>
</tr>
<tr>
<td>2</td>
<td>Fire Alarm Repairs</td>
<td><strong>Strongline Security &amp; Fire</strong> (San Juan, TX)</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Kitchen Hoods Repairs</td>
<td><strong>El Fire &amp; Safety, Inc.</strong> (Mission, TX)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Fire Sprinklers Inspection</td>
<td><strong>1st FP Services, LLC.</strong> (McAllen, TX)</td>
<td>$19,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Fire Sprinklers Repairs</td>
<td><strong>1st FP Services, LLC.</strong> (McAllen, TX)</td>
<td>$70,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Fire Extinguishers/Inspection Rates</td>
<td><strong>El Fire &amp; Safety, Inc.</strong> (Hidalgo, TX)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Fire Sprinklers – Hydro Test Rates</td>
<td><strong>El Fire &amp; Safety, Inc.</strong> (Hidalgo, TX)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Fire Extinguishers – Recharge Rates</td>
<td><strong>El Fire &amp; Safety, Inc.</strong> (Hidalgo, TX)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Fire Alarm Equipment and Monitoring</td>
<td><strong>Strongline Security &amp; Fire</strong> (San Juan, TX)</td>
<td>$55,915.86</td>
</tr>
<tr>
<td>10</td>
<td>Fire Alarm Monitoring</td>
<td><strong>Strongline Security &amp; Fire</strong> (San Juan, TX)</td>
<td>$2,850.00</td>
</tr>
</tbody>
</table>

16) **Graduation Caps and Gowns (Renewal):** renew the contract for graduation caps and gowns with **Jostens, Inc. (Minneapolis, MN)**, for the period beginning February 1, 2019 through January 31, 2020, at an estimated amount of $70,000.00;

17) **Signs, Banners, and Related Products (Renewal):** renew the contracts for signs, banners, and related products for the period beginning February 1, 2019 through January 31, 2020, at an estimated amount of $50,000.00. The vendors are as follows:
Finance, Audit, and Human Resources
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a. AGAS, Mfg. (Philadelphia, PA)
b. FedEx Office (McAllen, TX)
c. Huntington Sky Production dba/Fastsigns (McAllen, TX)
d. The Sign Depot (McAllen, TX)

18) Vehicle Fuel Program (Renewal): renew the vehicle fuel program with U.S.
Bank/Voyager Fleet Systems (Kansas City, MO), a State of Texas Procurement and
Support Services (TPASS) approved vendor, acting by and through the State of Texas
Council of Competitive Government (CCG), for the period beginning January 1, 2019
through December 31, 2019, at an estimated amount of $90,000.00 which is based on
prior year expenditures;

D. Interlocal Agreements

19) Facility Usage Interlocal Agreements (Lease/Rental): lease/rental facility usage
interlocal agreements with the City of Edinburg – Auditorium and City of McAllen –
Performing Arts Center and Convention Center, for the period beginning November
10, 2018 through August 31, 2019, at an estimated amount of $16,803.00.

Recommend Action - The total for all award of proposals, reject of proposal, purchases,
renewals, and Interlocal agreements was $2,020,730.39.

The motion carried.

Review and Action as Necessary on Disposal of Surplus Property Valued at $5,000 and
Over

The Finance, Audit, and Human Resources Committee was asked to recommend Board
approval to dispose of surplus property valued at $5,000 and over through a live auction.

Purpose – The Fixed Assets Department requested approval for the disposal of surplus
property valued at $5,000 and over through a live auction. In addition, these capital
assets would be removed from the College’s fixed assets ledger.

Justification and Benefit – It was necessary to dispose of obsolete, damaged, and non-
functioning property for safety purposes and due to the lack of storage area for surplus
property.

Background – The surplus property goes through an evaluation process by the departments
to determine if the items are damaged beyond repair and unable to utilized district wide. After
this evaluation process, the department submits a request to have the property removed from
the department and relocated to the Shipping and Receiving Warehouse for auction.
The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled in the Spring at the auctioneers’ site due lack of space at the Central Receiving Warehouse.

The items valued over $5,000 were included in the College’s inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned was provided in the packet for the Committee’s review and information.

As the sole committee member in attendance, Mr. Roy de León moved to recommend Board approval of the disposal of surplus property valued at $5,000 and over through a live auction and for these capital assets to be removed from the College’s fixed assets ledger as presented. The motion carried.

**Review and Action as Necessary on Recording the Disposal of the Nursing and Allied Health Chillers Assets**

The Finance, Audit, and Human Resources Committee was asked to recommend Board approval to record the disposal of the Nursing and Allied Health chillers assets.

**Purpose** – During the 2013 Bond Construction Program, the construction documents specified the removal of the existing chillers at the Nursing and Allied Health Campus. To construct the new chiller plant, the contractor had to dismantle each chiller in order to remove them. The total value of the Nursing and Allied Health Building A was $13,814,974.83, which included the cost of the four (4) chillers.

**Justification** – The value of the existing asset needed to be adjusted by the estimated value of the four (4) assets that were removed from the building and would need to be written-off the general ledger. The value of the asset would need to be reduced by the estimated value of the four (4) chillers, which totaled $108,000.00.

**Background** – On August 31, 2001, an asset was created for the Nursing and Allied Health Campus Building A at a total value of $13,814,974.83, which included the four (4) chillers. Since the chillers were removed, it is now necessary to adjust the asset by the estimated value of the chillers. Based on the current estimated value of the same units for resale, the amount of the existing asset needed to be adjusted as follows:

<table>
<thead>
<tr>
<th>Manufacturer/Model</th>
<th>Qty</th>
<th>Tonnage</th>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>York YCRZ77COO-46PA</td>
<td>1</td>
<td>80</td>
<td>Air-Cooled</td>
<td>$34,000.00</td>
</tr>
<tr>
<td>York YCRZ77COO-46PA</td>
<td>1</td>
<td>80</td>
<td>Air-Cooled</td>
<td>$34,000.00</td>
</tr>
<tr>
<td>McQuay WGZ080AA27-ER10</td>
<td>1</td>
<td>78</td>
<td>Air-Cooled</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>McQuay WGX080AA27-ER10</td>
<td>1</td>
<td>78</td>
<td>Air-Cooled</td>
<td>$20,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$108,000.00</strong></td>
</tr>
</tbody>
</table>
The value for this asset was $13,814,974.83 and the net book value was $9,598,604.55, which would both be adjusted by $108,000.00.

As the sole committee member in attendance, Mr. Roy de León moved to recommend Board approval to record the disposal of the Nursing and Allied Health chillers as presented. The motion carried.

**Review and Recommend Action on Revision of Policies**

Administration asked the Finance, Audit, and Human Resources Committee to table the recommended revisions to policies #1700: Board Policies and #6320: Prohibition of Drugs and Alcohol on Campus.

There was no further discussion, and no action was taken.

**Review and Recommend Action on Annual Investment Report for FY 2017 – 2018**

The Finance, Audit, and Human Resources Committee was asked to recommend Board approval of the Annual Investment Report for FY 2017 – 2018.

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

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

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

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office was provided in the packet for the Committee’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the November 6, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.
As the sole committee member in attendance, Mr. Roy de León moved to recommend Board approval of the Annual Investment Report for FY 2017 – 2018 as presented.

**Review and Discussion on Options for Contracting for Electric Power Services**

The procurement method options for contracting electric power services was presented for review and discussion with the Finance, Audit, and Human Resources Committee. Feedback from the Committee was requested.

In the past, the College has procured the electric power services via a State Contract with the State of Texas, General Land Office, or by advertising a Request for Proposal (RFP).

The College’s current contract for electric power services with Cavallo Energy Texas through the General Land Office was entered into on June 1, 2014 and will expire on May 31, 2019.

**Purpose** – The Vice President for Finance and Administrative Services, Director for Operations and Maintenance, and Director of Purchasing are requesting the review of the procurement options for electric power services.

**Justification** – A procurement method for electric services must be selected to secure a contract for the electric power services prior to the end of the existing contract.

**Background** - The following reflects South Texas College’s electric service contracts since FY 2002:

<table>
<thead>
<tr>
<th>Procurement Method</th>
<th>Service Provider</th>
<th>Period</th>
<th>Electricity Rate per kWh</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Land Office</td>
<td>Reliant Energy</td>
<td>4/1/02 – 3/31/04</td>
<td>$0.03944</td>
</tr>
<tr>
<td>General Land Office</td>
<td>Reliant Energy</td>
<td>4/1/04 – 5/31/06</td>
<td>$0.05397</td>
</tr>
<tr>
<td>Request for Proposal</td>
<td>Hino Electric</td>
<td>6/1/06 – 5/31/07</td>
<td>$0.08099</td>
</tr>
<tr>
<td>Request for Proposal</td>
<td>Hino Electric</td>
<td>6/1/07 – 5/31/08</td>
<td>$0.08650</td>
</tr>
<tr>
<td>Request for Proposal</td>
<td>Gexa Energy</td>
<td>6/1/08 – 5/31/11</td>
<td>$0.08989</td>
</tr>
<tr>
<td>Request for Proposal / General Land Office</td>
<td>Cavallo Energy Texas</td>
<td>6/1/11 – 5/31/14</td>
<td>$0.05676</td>
</tr>
<tr>
<td>General Land Office</td>
<td>Cavallo Energy Texas</td>
<td>6/1/14 – 5/31/19</td>
<td>$0.05482</td>
</tr>
</tbody>
</table>

**Request for Proposals**

The College contracted an energy consultant, RJ Covington, in FY 2006, FY 2007, FY 2008, and FY 2011. The consultant services included the preparation of the request for proposal (RFP) for energy providers, the analyzing and evaluating of the proposal rates, associated fees, taxes, and the review of the final service agreement. The consultant also provided a detailed report of the proposals received and established a short list of the energy providers.
for the Finance, Audit, and Human Resources Committee. After the short list was determined, the energy providers submitted their final and executable kWh rate to the Board of Trustees at the Board meeting.

The consultant was paid a one-time fee, which was independent of the electric power contract. The payment did not exceed $10,000.00, which is below the purchasing threshold requiring bid solicitation.

**State Contract**

In FY 2002, FY 2004, and FY 2014, the Board of Trustees elected to contract through an interagency contract with the Texas General Land Office. The current contract was entered into in FY 2014 with Cavallo Energy Texas.

When contracting with the state approved vendor, through the General Land Office, the gross receipts tax (GRT) is not charged, which amount to an approximate savings of $82,000 annually.

South Texas College’s current electricity rate per kWh is $0.05482 and the contract agreement term is from June 01, 2014 through May 31, 2019. At the time of approval, the College was able to include all future bond construction projects with the fixed kWh rate of $0.05482.

The differences between using the Texas General Land Office and South Texas College advertising a Request for Proposals (RFP) are as follows:

<table>
<thead>
<tr>
<th>Request for Proposals</th>
<th>State Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant Required</td>
<td>Consultant Not Required</td>
</tr>
<tr>
<td>Gross Receipt Tax Not Exempted</td>
<td>Gross Receipt Tax Exempted</td>
</tr>
<tr>
<td>Advertisement of RFP</td>
<td>No Advertisement of RFP</td>
</tr>
<tr>
<td>Consultant Fee</td>
<td>No Consultant Fee</td>
</tr>
</tbody>
</table>

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the November 6, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

Dr. Reed noted that Mr. Paul R. Rodriguez, Chairman of the Board, had expressed an interest in insuring that the College pursued the most advantageous option for procuring electrical power services.

Mr. Roy de León recommended that the options be presented to the Board of Trustees for review and feedback. He recognized that it was vital to move forward in time to lock in advantageous rates, since the market was trending toward increasing rates.
Mr. de León also recommended that a consultant might be engaged to provide guidance on the procurement process, and in comparing any bids that might be received.

There was no further discussion, and no action was taken.

**Discussion and Action as Necessary on Contracting for Electric Power Services**

Administration asked the Finance, Audit, and Human Resources Committee to table the propose action regarding contracting for electric power services.

There was no further discussion, and no action was taken.

**Review and Discussion of Internal Audit Report in the Area of Fleet Fuel Card Use**

Mr. Khalil Abdullah, Internal Auditor, attended the November 6, 2018 Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Fleet Fuel Card Use.

The Internal Audit Report was provided in the packet for the Committee’s review.

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

**Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 5:47 p.m.

I certify that the foregoing are the true and correct Minutes of the November 6, 2018 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

________________________
Mr. Roy de León
Committee Chair
Update on Status of Fiscal Year 2018 Financial Audit

Mr. David Segovia and staff from Carr, Riggs & Ingram, LLC will review the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2018 and 2017 with the Committee and will respond to any questions the Committee members may have on the audit.

Included under separate cover is a draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2018 and 2017.

The Fiscal Year 2018 Financial Audit will be presented at the December 13, 2018 Board Meeting for review and approval.

No action is required from the Committee. This item is presented for information and feedback to staff.
Review and Recommend Action on 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties

Approval of the 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties will be requested at the December 13, 2018 Board meeting.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector have provided the 2018 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

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

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, have entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling $67,294,779.57.

The tax rolls for Tax Year 2017 and 2018 are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$62,624,834.26</td>
<td>$3,983,974.12</td>
<td>$66,608,808.38</td>
</tr>
<tr>
<td>2018</td>
<td>63,236,679.08</td>
<td>4,058,100.49</td>
<td>67,294,779.57</td>
</tr>
<tr>
<td>Increase/(Decrease)</td>
<td>$611,844.82</td>
<td>$74,126.37</td>
<td>$685,971.19</td>
</tr>
</tbody>
</table>

Enclosed Documents - The 2018 Tax Roll Totals documents from each county follows in the packet for the Committee’s information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the December 13, 2018 Board meeting, the 2018 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.
### South Texas College
#### 2018 Tax Roll/Tax Levy
##### Fiscal Year 2018 - 2019

<table>
<thead>
<tr>
<th></th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$17,703,385,928.00</td>
<td>$1,733,421,239.00</td>
<td>$19,436,810,167.00</td>
</tr>
<tr>
<td>Improvements</td>
<td>24,198,561,762.00</td>
<td>875,549,898.00</td>
<td>25,074,111,660.00</td>
</tr>
<tr>
<td>Personal Property</td>
<td>4,653,830,095.00</td>
<td>1,198,992,660.00</td>
<td>5,852,822,754.00</td>
</tr>
<tr>
<td>Minerals &amp; Utility Rolls</td>
<td>282,248,495.00</td>
<td>321,680,770.00</td>
<td>583,929,265.00</td>
</tr>
<tr>
<td><strong>Gross - Total Market Value</strong></td>
<td><strong>$46,717,729,280.00</strong></td>
<td><strong>$4,129,644,057.00</strong></td>
<td><strong>$50,847,373,337.00</strong></td>
</tr>
<tr>
<td>Total Homestead Cap Adjustment</td>
<td>190,116,120.00</td>
<td>34,274,965.00</td>
<td>224,391,085.00</td>
</tr>
<tr>
<td>AG Exclusion</td>
<td>4,101,512,185.00</td>
<td>1,205,512,058.00</td>
<td>5,307,024,243.00</td>
</tr>
<tr>
<td><strong>Total Assessed</strong></td>
<td><strong>$42,426,100,975.00</strong></td>
<td><strong>$2,889,857,534.00</strong></td>
<td><strong>$45,315,958,509.00</strong></td>
</tr>
</tbody>
</table>

#### Less Exemptions:

<table>
<thead>
<tr>
<th>Description</th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abatement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Exempt Property</td>
<td>$602,139,975.00</td>
<td>$1,197,616.00</td>
<td>$613,336,591.00</td>
</tr>
<tr>
<td>Vet Full Exemption</td>
<td>200,520,227.00</td>
<td>4,372,272.00</td>
<td>204,892,499.00</td>
</tr>
<tr>
<td>Disabled Veteran (Part)</td>
<td>39,283,264.00</td>
<td>2,029,677.00</td>
<td>41,312,941.00</td>
</tr>
<tr>
<td>House Bill 366</td>
<td>55,910.00</td>
<td></td>
<td>55,910.00</td>
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<tr>
<td>Freeport</td>
<td>469,402,797.00</td>
<td></td>
<td>469,402,797.00</td>
</tr>
<tr>
<td>Pollution</td>
<td>61,637,363.00</td>
<td>105,740.00</td>
<td>61,743,103.00</td>
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<tr>
<td>Community Housing Development Organizations (CHDO) Exemption</td>
<td>12,138,822.00</td>
<td></td>
<td>12,138,822.00</td>
</tr>
<tr>
<td>Primarily Charitable</td>
<td>2,039,175.00</td>
<td></td>
<td>2,039,175.00</td>
</tr>
<tr>
<td>Soler</td>
<td>31,730.00</td>
<td></td>
<td>31,730.00</td>
</tr>
<tr>
<td><strong>Total Full Exemptions</strong></td>
<td>$56,883,928.00</td>
<td></td>
<td>$56,883,928.00</td>
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<tr>
<td>Total Partial Exemptions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Responder Surviving Spouse</td>
<td>65,821.00</td>
<td></td>
<td>65,821.00</td>
</tr>
<tr>
<td><strong>Total Exemptions</strong></td>
<td><strong>$6,224,886,544.00</strong></td>
<td><strong>$709,229,118.00</strong></td>
<td><strong>$6,934,115,662.00</strong></td>
</tr>
</tbody>
</table>

#### 2018 Taxable Value

<table>
<thead>
<tr>
<th></th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Taxable Value</td>
<td>$36,201,204,431.00</td>
<td>$2,180,628,416.00</td>
<td>$38,381,832,847.00</td>
</tr>
</tbody>
</table>

#### 2018 Tax Levy

<table>
<thead>
<tr>
<th></th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable Value</td>
<td>$36,201,204,431.00</td>
<td>$2,180,628,416.00</td>
<td>$38,381,832,847.00</td>
</tr>
<tr>
<td>Taxable Value-Abatement (85%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2018 Taxable Value</strong></td>
<td><strong>$36,201,204,431.00</strong></td>
<td><strong>$2,180,628,416.00</strong></td>
<td><strong>$38,381,832,847.00</strong></td>
</tr>
<tr>
<td>Frozen Taxable</td>
<td>(3,973,608,076.00)</td>
<td>(145,555,319.00)</td>
<td>(3,973,608,076.00)</td>
</tr>
<tr>
<td>New Imp/Per with Ceiling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Taxable Value</strong></td>
<td><strong>$32,227,596,355.00</strong></td>
<td><strong>$2,035,073,101.00</strong></td>
<td><strong>$34,262,669,456.00</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Rate</td>
<td>0.179</td>
<td>0.178</td>
<td>0.179</td>
</tr>
<tr>
<td>Tax Rate (Abatement)</td>
<td>0.140</td>
<td></td>
<td>0.140</td>
</tr>
<tr>
<td>Levy (Before Frozen Levy Loss)</td>
<td>58,433,121.51</td>
<td></td>
<td>58,433,121.51</td>
</tr>
<tr>
<td>Unfrozen Levy Amount</td>
<td>6,005,022.53</td>
<td>259,088.46</td>
<td>6,264,111.00</td>
</tr>
<tr>
<td>Levy Loss due to Freeze</td>
<td>(1,262,617.20)</td>
<td>(52,231.28)</td>
<td>(1,314,848.48)</td>
</tr>
<tr>
<td>Frozen Levy Amount</td>
<td>4,742,205.33</td>
<td>206,857.18</td>
<td>4,949,062.51</td>
</tr>
<tr>
<td>Late AG</td>
<td>2,675.06</td>
<td></td>
<td>2,675.06</td>
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<tr>
<td>Late Rendition Amount</td>
<td>58,666.02</td>
<td></td>
<td>58,666.02</td>
</tr>
<tr>
<td>Adjustments</td>
<td>22.47</td>
<td></td>
<td>22.47</td>
</tr>
<tr>
<td>Rounding</td>
<td>(11.31)</td>
<td></td>
<td>(11.31)</td>
</tr>
<tr>
<td><strong>Total Levy Amount</strong></td>
<td><strong>$63,236,679.08</strong></td>
<td><strong>$4,058,100.49</strong></td>
<td><strong>$67,294,779.57</strong></td>
</tr>
</tbody>
</table>

#### Percentages

<table>
<thead>
<tr>
<th></th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;O 0.1400 / 0.1780 = 78.65%</td>
<td>$49,736,713.88</td>
<td>$3,191,764.62</td>
<td>$52,928,478.50</td>
</tr>
<tr>
<td>I&amp;S 0.0380 / 0.1780 = 21.35%</td>
<td>13,499,955.20</td>
<td>866,335.87</td>
<td>14,366,301.07</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$63,236,679.08</strong></td>
<td><strong>$4,058,100.49</strong></td>
<td><strong>$67,294,779.57</strong></td>
</tr>
</tbody>
</table>
October 19, 2018

Shirley A. Reed, President
South Texas College
P.O Box 9701
McAllen, TX. 78502

Dear Mrs. Reed,

Enclosed please find the 2018 Tax Roll Totals for your district.

Be advised these totals do not include totals for accounts currently under protest. Those totals will be added once the protests are resolved.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Pablo (Paul) Villarreal Jr., PCC
Hidalgo County Tax Assessor-Collector

Xc: Hon. Maria Arcilia Duran, CPA
   Hidalgo County Auditor
SOUTH TEXAS COLLEGE

ENTITY

The Following information is furnished as requested.

NOTE: IT IS IMPORTANT YOU COMPLETE EACH SECTION SEPARATELY.

<table>
<thead>
<tr>
<th>Itemized</th>
<th>2018 Tax Rate (per $100 valuation):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Maintenance and Operation (M and O)</td>
<td>$0.1400</td>
</tr>
<tr>
<td>(B) Debt Service (I and S)</td>
<td>$0.0380</td>
</tr>
</tbody>
</table>

Total TAX RATE (A + B) FOR

| 2018 | $0.1780 |

Total TAX LEVY FOR

| 2018 | $63,236,679.08 |

Effective Tax Rate

| 2018 | $0.1819 |

Rollback Tax Rate

| 2018 | $0.1891 |

Average Residential Value

| 2018 | $101,389 |

10-5-18

DATE

Signature

HIDALGO COUNTY TAX ASSESSOR-COLLECTOR

TITLE

PLEASE RETURN AS SOON AS POSSIBLE TO:

HIDALGO COUNTY APPRAISAL DISTRICT
Attn: Lydia Elizondo, Finance/Personnel Director
PO BOX 208
EDINBURG, TX 78540-0208
FAX: (956) 289-2120
<table>
<thead>
<tr>
<th>ENTITY</th>
<th>South Texas College</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>JURISDICTION</td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>EXEMPT VALUE (EXXV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AG EXCLUSION</td>
<td>4,101,512,185</td>
<td></td>
</tr>
<tr>
<td>HS CAPPED AMOUNT</td>
<td>190,116,120</td>
<td></td>
</tr>
<tr>
<td>ABATED AMOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREEPORT VALUE</td>
<td>469,402,797</td>
<td></td>
</tr>
<tr>
<td>HB366 VALUE</td>
<td>55,910</td>
<td></td>
</tr>
<tr>
<td>POLLUTION VALUE</td>
<td>61,637,363</td>
<td></td>
</tr>
<tr>
<td>CHDO EXEMPTION</td>
<td>12,138,822</td>
<td></td>
</tr>
<tr>
<td>PRO CHARITABLE ORG</td>
<td>1,078,767</td>
<td></td>
</tr>
<tr>
<td>PRO CHARITABLE FUNCT</td>
<td>73,271</td>
<td></td>
</tr>
<tr>
<td>VETERAN FULL EXEMP</td>
<td>200,520,227</td>
<td></td>
</tr>
<tr>
<td>HOMESTEAD OVER &amp;5 HOMESTEAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXEMPTION OVER &amp;5 HOMESTEAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURVIVING SPOUSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISABLED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VETERAN EXEMPTIONS</td>
<td>39,283,264</td>
<td></td>
</tr>
<tr>
<td>SURVIVING SPOUSE 1ST RESPONDER</td>
<td>65,821</td>
<td></td>
</tr>
<tr>
<td>PRORATED EXXV</td>
<td>5,297,508,532</td>
<td></td>
</tr>
<tr>
<td>PRORATED EXXA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRO MISC EXEMPTS</td>
<td>32,877,688</td>
<td></td>
</tr>
<tr>
<td>PRO YOUTH ASSOC</td>
<td>668,255</td>
<td></td>
</tr>
<tr>
<td>SOLAR EXEMPTION</td>
<td>31,730</td>
<td></td>
</tr>
<tr>
<td>PRO SCHOOLS</td>
<td>32,242,586</td>
<td></td>
</tr>
<tr>
<td>EXEMPT</td>
<td>56,883,928</td>
<td></td>
</tr>
<tr>
<td>PRO NON PROFIT</td>
<td>17,240,789</td>
<td></td>
</tr>
<tr>
<td>CHARITABLE ORG</td>
<td>2,039,175</td>
<td></td>
</tr>
<tr>
<td>VET CHARITABLE HS DP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRORATED EXXL</td>
<td>1,147,639</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXEMPT PROPERTY</td>
<td>10,516,524,849</td>
<td></td>
</tr>
</tbody>
</table>
November 19, 2018

Dr. Shirley A. Reed, President
South Texas College
P.O. Box 9701
McAllen, Texas 78502

Dear Dr. Reed:

Enclosed please find the 2018 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Maria Ameida Salinas
Starr County Tax Assessor/Collector
# 2018 Starr County Tax Levy

<table>
<thead>
<tr>
<th>Entity</th>
<th>Tax Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starr Co. M&amp;O</td>
<td>$10,687,631.98</td>
</tr>
<tr>
<td>Starr Co. FM/FC</td>
<td>$5,189,673.14</td>
</tr>
<tr>
<td>Starr Co. Drainage District</td>
<td>$278,306.21</td>
</tr>
<tr>
<td>City of Escobares</td>
<td>$140,828.37</td>
</tr>
<tr>
<td>Starr Co. Memorial Hospital</td>
<td>$5,847,628.83</td>
</tr>
<tr>
<td>South Texas College</td>
<td>$4,058,100.49</td>
</tr>
</tbody>
</table>

Ameida Salinas, Starr County TAC
### 2018 CERTIFIED TOTALS

**Starr County**

**Property Count:** 83,850

**As of Certification:** 7/20/2018 4:38:30PM

### Land

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestead</td>
<td>148,403,607</td>
</tr>
<tr>
<td>Non Homestead</td>
<td>309,384,715</td>
</tr>
<tr>
<td>Ag Market</td>
<td>1,275,652,917</td>
</tr>
<tr>
<td>Timber Market</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Land</strong></td>
<td>(+) 1,733,421,239</td>
</tr>
</tbody>
</table>

### Improvement

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestead</td>
<td>675,793,560</td>
</tr>
<tr>
<td>Non Homestead</td>
<td>199,756,338</td>
</tr>
<tr>
<td><strong>Total Improvements</strong></td>
<td>(+) 875,549,898</td>
</tr>
</tbody>
</table>

### Non Real

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Property</td>
<td>3,763</td>
<td>1,196,962,050</td>
</tr>
<tr>
<td>Mineral Property</td>
<td>30,452</td>
<td>321,680,770</td>
</tr>
<tr>
<td>Autos</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Non Real</strong></td>
<td>(+) 1,520,673,420</td>
<td></td>
</tr>
</tbody>
</table>

### Ag

<table>
<thead>
<tr>
<th>Description</th>
<th>Non Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Productivity Market</td>
<td>1,275,652,917</td>
<td>0</td>
</tr>
<tr>
<td>Ag Use</td>
<td>70,140,859</td>
<td>0</td>
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<tr>
<td>Timber Use</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Productivity Loss</td>
<td>1,205,512,058</td>
<td>0</td>
</tr>
<tr>
<td><strong>Appraised Value</strong></td>
<td>= 2,924,132,499</td>
<td></td>
</tr>
<tr>
<td>Homestead Cap</td>
<td>(-) 34,274,965</td>
<td></td>
</tr>
<tr>
<td><strong>Assessed Value</strong></td>
<td>= 2,889,857,534</td>
<td></td>
</tr>
<tr>
<td>Total Exemptions Amount (Breakdown on Next Page)</td>
<td>(-) 709,229,118</td>
<td></td>
</tr>
<tr>
<td><strong>Net Taxable</strong></td>
<td>= 2,180,628,416</td>
<td></td>
</tr>
</tbody>
</table>

### Freeze

<table>
<thead>
<tr>
<th>Description</th>
<th>Assessed</th>
<th>Taxable</th>
<th>Actual Tax</th>
<th>Ceiling</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>36,748,871</td>
<td>35,715,812</td>
<td>48,785.39</td>
<td>49,985.00</td>
<td>1.034</td>
</tr>
<tr>
<td>OV65</td>
<td>112,040,406</td>
<td>109,839,503</td>
<td>159,529.74</td>
<td>162,463.32</td>
<td>3.082</td>
</tr>
<tr>
<td>Total</td>
<td>148,787,277</td>
<td>145,555,315</td>
<td>208,315.13</td>
<td>212,448.32</td>
<td>4.116</td>
</tr>
<tr>
<td><strong>Freeze Taxable</strong></td>
<td>(-) 145,555,315</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Rate</strong></td>
<td>0.185000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Freeze Adjusted Taxable</strong></td>
<td>= 2,035,073.101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approximate Levy = (Freeze Adjusted Taxable * (Tax Rate / 100)) + Actual Tax**

3,973,200.37 = 2,035,073.101 * (0.185000 / 100) + 208,315.13
<table>
<thead>
<tr>
<th>Exemption</th>
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<td><strong>106,983,403</strong></td>
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Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, will be requested at the December 4, 2018 Board meeting.

Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services is provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: “Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year.”

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2018 estimated allocations, per the District’s budgets, are $621,038.00 for Hidalgo County Appraisal District and $128,917.35 for Starr County Appraisal District, for a total of $749,955.35. The first quarterly invoice is due by December 31, 2018 for Starr County and by February 2, 2019 for Hidalgo County.

The Tax Year 2017 and Tax Year 2018 allocations are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Hidalgo County</th>
<th>Starr County</th>
<th>Total</th>
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<tbody>
<tr>
<td>2017</td>
<td>$629,964.00</td>
<td>$127,631.47</td>
<td>$757,595.47</td>
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<td>2018</td>
<td>621,038.00</td>
<td>128,917.35</td>
<td>749,955.35</td>
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<tr>
<td>Increase/(Decrease)</td>
<td>$(8,926.00)</td>
<td>$1,285.88</td>
<td>$(7,640.12)</td>
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</table>

The changes are based on the new year budgets of each Appraisal District.

The budget for Hidalgo County increased by $191,543 from $8,512,333 to $8,703,876 and the budget for Starr County decreased by $22,323 from $1,741,221 to $1,718,898.
Funding Source – Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2018-2019.

Enclosed Documents – The allocation payments for Tax Year 2018 follows in the packet for the Committee’s information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the December 4, 2018 Board meeting, the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented.
## 2019 PROJECTED

### ENTITY ASSESSMENT

<table>
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<tr>
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<td>Elsa</td>
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<td>La Joya</td>
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<td>La Villa</td>
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<td>Weslaco</td>
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<td>159,642,856</td>
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<td>$1,525,640.00</td>
<td>$1,567,827.00</td>
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| **Schools:**  |                 |              |                          |                           |
| Donna         | $17,946,699.96  | 2.02%        | $177,172.00              | $176,252.00               |
| Edcouch-Elsa  | $4,473,699.70   | 0.50%        | $39,667.00               | $43,935.00                |
| Edinburg      | $80,697,815.57  | 9.11%        | $746,356.00              | $792,521.00               |
| Hidalgo       | $7,646,793.24   | 0.86%        | $74,304.00               | $75,098.00                |
| La Joya       | $32,996,007.34  | 3.72%        | $300,336.00              | $324,049.00               |
| La Villa      | $1,507,530.01   | 0.17%        | $8,692.00                | $14,805.00                |
| Lyford        | $127,049.91     | 0.01%        | $1,275.00                | $1,248.00                 |
| McAllen       | $83,161,525.49  | 9.38%        | $804,550.00              | $816,717.00               |
| Mercedes      | $7,476,699.84   | 0.84%        | $72,187.00               | $73,428.00                |
| Mission       | $27,205,631.85  | 3.07%        | $264,922.00              | $267,183.00               |
| Monte Alto    | $1,602,154.95   | 0.18%        | $12,785.00               | $15,735.00                |
| PSJA          | $61,817,365.66  | 6.98%        | $605,343.00              | $607,100.00               |
| Progreso      | $2,392,793.73   | 0.27%        | $24,280.00               | $23,500.00                |
| Sharyland     | $43,634,592.77  | 4.92%        | $429,074.00              | $428,529.00               |
| So Tx College | $63,236,679.08  | 7.14%        | $629,964.00              | $621,038.00               |
| South Texas ISD | $18,054,951.87 | 2.04%        | $173,749.00              | $177,315.00               |
| Valley View   | $7,775,817.80   | 0.88%        | $75,349.00               | $76,365.00                |
| Weslaco       | $26,276,635.20  | 2.96%        | $263,099.00              | $258,059.00               |
| **Entity Total** | 488,030,444    | 54.07%       | $4,703,014.00           | $4,792,877.00             |

**GRAND TOTALS**

886,264,786 100% $8,512,333.00 $8,703,876.00

**BUDGET TOTAL**

$8,512,333.00 $8,703,876.00
# 2019 PROJECTED ENTITY ASSESSMENT

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**Fire Districts:**

| EMS District #1            | $163,203        | 0.02%        | $1,732.00                | $1,602.00                 |
| EMS District #2            | $325,581        | 0.04%        | $3,044.00                | $3,198.00                 |
| EMS District #3            | $499,291        | 0.06%        | $5,012.00                | $4,904.00                 |
| EMS District #4            | $220,776        | 0.02%        | $2,191.00                | $2,168.00                 |
| **Entity Totals**          | **1,208,851**   | **0.14%**    | **11,979.00**            | **11,872.00**             |

**Irrigation Districts:**

<p>| Donna #1                   | 634,567         | 0.07%        | $6,223.00                | $6,232.00                 |
| Delta Lake                 | 424,658         | 0.05%        | $3,740.00                | $4,171.00                 |
| Kennedy Co GCD             | 1,275           | 0.0001%      | $13.00                   | $12.00                    |
| Brush Country GCD          | 447             | 0.00005%     | $4.00                    | $4.00                     |
| Red Sands GCD             | 65,518          | 0.01%        | $628.00                  | $643.00                   |
| <strong>Entity Totals</strong>          | <strong>1,126,465</strong>   | <strong>0.14%</strong>    | <strong>10,608.00</strong>            | <strong>11,062.00</strong>             |</p>
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<td>STARR COUNTY HOSPITAL</td>
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<td>CITY OF R.G.C.</td>
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<td>CITY OF ESCOBARES</td>
<td>140,828.37</td>
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Note Formula: Entity Levy/Total Tax Levy = Allocation %
Total Appraisal District Budget X Allocation % = Entity Allocation Amount for 2018

(1,718897.99 X % = Allocation)
Review and Update on Title IX Compliance

Mary Elizondo, Vice President for Finance and Administrative Services, will present an update on the College’s compliance with Title IX. The presentation will provide an overview of legislation, the College’s new Title IX initiatives and resources, and case statistics for FY 2017 - 2018.

The U.S. Department of Education, through its Office of Civil Rights, enforces Title IX to ensure that institutions that receive federal financial assistance from the U.S. Department of Education comply with the law.

Title IX of the Education Amendments of 1972 states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at higher education institutions are protected by Title IX, regardless of their sex, sexual orientation, gender identity, part-time or full-time status, disability, race, or national origin - in all aspects of a recipient’s educational programs and activities.

The items below follow in the packet for the Committee’s information and review:

1. Title IX Compliance powerpoint presentation
2. Title IX presentation used by the Title IX committee for employee trainings
3. Title IX Resource Guide

No action is required from the Committee. This item is presented for information and feedback to staff.
The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on the College premises. Students, faculty, and staff are thus prohibited from conducting themselves in a way that results in any form of sex and gender harassment, sex and gender discrimination and/or sexual misconduct.
**Education Amendments of 1972**

Title IX is a federal civil rights law that prohibits sex-based discrimination against students and employees of educational institutions in federally funded education programs and activities. Since 1972, the US Department of Education’s Office of Civil Rights (OCR) has been the guardian of civil rights in educational institutions nationwide.

**Title IX Statement**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

---

**Department of Education New Proposed Changes**

- On November 16, 2018, Department of Education issued new proposed Title IX rules.
- A 60 day comment period is available
- According to the Department of Education, the new rules would provide:
  - Clarity for Schools
  - Support for Survivors
  - Due Process Rights for all
Key provisions

- The proposed rule would require schools to respond meaningfully to every known report of sexual harassment and to investigate every formal complaint.
- The proposed rule highlights the importance of supportive measures designed to preserve or restore a student’s access to the school’s education program or activity, with or without a formal complaint. Supportive measures may include the following:
  - Academic course adjustments
  - Counseling
  - No-contact orders
  - Dorm room reassignments
  - Leaves of absence
  - Class schedule changes
- Where there has been a finding of responsibility, the proposed rule would require remedies for the survivor to restore or preserve access to the school’s education program or activity.
- The proposed rule would require schools to apply basic due process protections for students, including a presumption of innocence throughout the grievance process; written notice of allegations and an equal opportunity to review all evidence collected; and the right to cross-examination, subject to “rape shield” protections.

Key provisions – cont.

- Colleges and universities would be required to hold a live hearing where cross-examination would be conducted through the parties’ advisors. Personal confrontation between the complainant and respondent would not be permitted.
- To promote impartial decisions, schools would not be allowed to use a “single investigator” or “investigator-only” model.
- Under the proposed rule, if a school chooses to offer an appeal, both parties can appeal.
- Consistent with U.S. Supreme Court Title IX cases, the proposed rule defines sexual harassment as unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity.
- The proposed rule adopts the Clery Act definition of sexual assault and includes it in the definition of sexual harassment under Title IX.
State Mandates

- **House Bill 699 of the 84th Legislature (2015)**
  - Requiring public institutions of higher education to establish a policy on campus sexual assault.

- **Senate Bill 968 of the 85th Legislature (2017)**
  - The bill requires each institution by January 1, 2018, to provide students and employees the option to electronically report an allegation of sexual harassment or assault, dating violence, or stalking committed against, or witnessed by, the person on- or off-campus. The option must allow for anonymous reporting and must be accessible through an easily identifiable link on the institution’s website home page.

File a Report

South Texas College homepage
File a Report – cont.

South Texas College Title IX webpage

Title IX

Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations, 34 C.F.R. Part 100 (Title IX), "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
Title IX Components

- Gender Based Discrimination
- Gender Based Sexual Harassment
- Intimate Partner (Dating/Domestic) Violence
- Pregnancy and Parenting
- Sexual Harassment
- Sexual Misconduct
- Sexual Violence
- Stalking
- Retaliation

Title IX Student & Employee Resources

- Title IX Website
- South Texas College Policy 4216: Discrimination, Harassment, and Sexual Misconduct
- Title IX Resource Guide
- Title IX Complaint Procedures
- Title IX Pregnancy & Parenting Services Resource Guide
- Title IX Complaint Flowchart
- File A Report
- Trainings
### College Title IX Trainings

- New Employee Orientation, every week
- New Faculty Orientation, once a semester
- New Student Orientation, every semester
- External speakers, The NCHERM Group, LLC, once or twice a year
- April, Sexual Assault Awareness Month
- Scheduled trainings for employees, semester basis
- Request a Title IX Training option for departments

### Title IX College Requirements

- College must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the implementing regulations.
  - Primary responsibility is to coordinate compliance with Title IX
  - Prevention and remediation of Title IX violations
  - Assurance of compliance with requirement to stop, prevent, and remedy
  - Contact for governmental inquiries
  - Point person for campus complaints
Title IX College Requirements – Cont.

• Oversight and coordination of prompt and equitable policy and grievance procedures (student, faculty, and staff)
• Compliance auditor
• Training oversight: Faculty, staff, students, deputy coordinators, and investigators
• The Title IX Coordinator’s role should be independent to avoid any potential conflicts of interest and the Title IX Coordinator should report directly to recipient’s senior leadership.

Title IX Coordinator & Title IX Deputy Coordinators

Title IX Coordinator
• Mary G. Elizondo, Vice President for Finance and Administration Services

Title IX Deputy Coordinator(s)
• Brenda J. Balderaz, Director of Human Resources
• Janette Garcia, Institutional Equity Manager
• Santa E. Peña, Director of Counseling
• Paul B. Varville, Chief Administrator for Department Public Safety and Regional Center for Public Safety
Our NCHERM/ATIXA Partner

- College partners with The National Center for Higher Education Risk Management (NCHERM) Group, LLC and Association of Title IX Administrators (ATIXA)
- Nationally recognized, resource consultancy on Title IX and related laws
- Trained and certified Title IX Coordinators, Deputies, Advanced Investigators, and others
- Primary partner liaison is Saundra Schuster, Attorney-At-Law

FY 2017-2018
Title IX Annual Statistics
FY 2017-2018
Reported by Report

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<th>Role</th>
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<tr>
<td>Faculty</td>
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<tr>
<td>Staff</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
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FY 2017-2018
Title IX Complaint Type Report

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<tr>
<td>Gender Based Discrimination/Gender Based Harassment</td>
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</tr>
<tr>
<td>Totals</td>
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FY 2017-2018
Title IX Complaint Type Report

New Title IX Resources

- Title IX Resource Guide
- Title IX Pregnancy and Parenting Services Resource Guide
- Title IX Logo
- Title IX Banners
- Title IX website upgrade
- Title IX Climate Survey
- Title IX Risk assessment
- Mother rooms procedures
- Title IX internal procedures
- Title IX Charter/Bylaw document
- MOU and handbook(s) standardized language
Thank You!
Title IX in the News

University of California, Berkeley
UC Berkeley mishandled 8 Title IX cases, federal investigators say
The Daily Californian

Michigan State
Michigan State Subject of Title IX Investigation Regarding Larry Nassar Case
Bleacher Report

Betsy DeVos
Betsy DeVos opens Title IX investigation against Michigan State University, Dr. Larry Nassar
The Washington Examiner

Title IX in the News

Ruth Bader Ginsburg
Ruth Bader Ginsburg Thinks Some College Title IX Trials Are Unfair to the Accused

Stanford University
Stanford University report reveals nearly 200 cases of sexual abuse

Baylor University
Baylor's Title IX legal fallout continues with new plaintiff subpoenas

Session Objectives

This session will introduce you to STC's Title IX compliance, responsibilities, and Title IX team.

You will learn:
- What is Title IX
- Title IX Federal and State Laws
- Definitions of Sexual Misconduct Components
- Roles & Responsibilities
- Title IX Coordinator(s) at South Texas College

Title IX Training Session
For Faculty and Staff

Presented by Title IX Committee

Session Objectives

This session will introduce you to STC’s Title IX compliance, responsibilities, and Title IX team.

You will learn:
- What is Title IX
- Title IX Federal and State Laws
- Definitions of Sexual Misconduct Components
- Roles & Responsibilities
- Title IX Coordinator(s) at South Texas College
South Texas Title IX Statement

South Texas College Healthy and Safe Environment

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on the College premises. Students, faculty, and staff are thus prohibited from conducting themselves in a way that results in any form of sex and gender harassment, sex and gender discrimination and/or sexual misconduct.

Education Amendments of 1972

Title IX is a federal civil rights law that prohibits sex-based discrimination against students and employees of educational institutions in federally funded education programs and activities.

Since 1972, the US Department of Education Office of Civil Rights (OCR) has been the guardian of civil rights in educational institutions nationwide.

Title IX Statement

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”
Timeline: Federal Law and Guidance on Sexual Assault

1972
Title IX of the Education Amendments to the Civil Rights Act of 1964

2011
Dear Colleague Letter: Sexual Violence (April 2011)

2013
VAWA signed into Law (Feb. 2013)

2015
Dear Colleague Letter: Title IX
VAWA Final Rule (April 2015)

2011
OCR DCL
2014
OCR DQA

Title IX of the Education Amendments of 1972

Title IX
June 23, 1972

Prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance:

- Organizations must, by law: Disseminate a notice of non-discrimination.
- Adopt and publish grievance procedures providing for prompt and equitable resolution of complaints.
- Designate at least one Title IX Coordinator to coordinate its efforts to comply with and carry out its responsibilities.

The Clery Act

Clercy Act 1990

Requires colleges and universities that participate in federal financial aid programs to disclose information related to crime on and around their campuses.

- Schools must publish Annual Security Report (ASR) documenting three calendar years of campus crime statistics.
- ASR must also include certain policies and procedures and information on rights of crime victims.
- Schools must issue timely warnings about crimes which pose a serious or ongoing threat to campus community.
Violence Against Women Reauthorization Act of 2013 (VAWA) and the Clery Act

VAWA amended the Clery Act in several ways, via a section referred to as the Campus Sexual Violence Elimination Act (Campus SaVE Act)

The SaVE Act requires institutions to:

- Report incidents of domestic violence, dating violence, and stalking, in addition to those crime categories already reported.
- Adopt and publish certain policies, such as for notifying purported victims of their rights.
- Adopt certain institutional policies to address and prevent campus sexual violence.

Dear Colleague Letter: Title IX Coordinators

Largely restates previous OCR guidance, but also clarifies prior guidance and recommends certain practices.

- Observes that Title IX Coordinators should (a) be independent to avoid potential conflict of interest, (b) report directly to senior leadership, such as the university president.
- Clarifies that a Title IX Coordinator could, but does not have to, play the role of determining outcome of Title IX complaints.
- Notes that ED will begin in 2015 to collect information about Title IX Coordinators in annual reports required under the Clery Act.

Overview of OCR Sept. 22, 2017 Action

- Dear Colleague Letter, Sept. 2017
- Withdrew the April 4, 2011 Dear Colleague Letter
- Withdrew the Questions and Answers on Title IX and Sexual Violence (April 29, 2014)
- Rulemaking: Called for Notice and Comment on “Title IX responsibilities arising from complaints of sexual misconduct”
- Provided “Interim Guide” – Q&A on Campus Sexual Misconduct


- Important Points
  - Actual or Constructive Notice
    - Notice standard “knew or should have known” triggers obligation under Title IX
  - Standard of Proof
    - Preponderance of the Evidence shifted to Preponderance of the Evidence or Clear and Convincing Evidence
    - Whichever standard used, must be used for all cases
  - Prompt Investigations
    - Prompt is shifted from a 60 day time limit to providing no fixed time frame
Overview of OCR Sept. 22, 2017
Action – Cont.

• Important Points
  • Informal Resolution
    • Mutually voluntary resolution that does not involve a full investigation
    • Mediation
  • Notice of Investigation
    • Written, detailed notice of investigation should be provided to the responding party once it is decided to pursue an investigation
  • Identify of the parties involved
  • Specific policies allegedly violated
  • Precise misconduct alleged
  • Date of the alleged incident
  • Location of the alleged incident

Overview of OCR Sept. 22, 2017
Action – Cont.

• Important Points
  • Equitable Investigation
    • Rights afforded to the parties should be on “equal terms.”
    • Ensure College interest do not interfere with the impartiality of the investigation.
    • Investigation must be led by someone who is “free of actual or reasonable perceived conflicts of interest and biases for or against any party.”

Overview of OCR Sept. 22, 2017
Action – Cont.

• Interim Measure
  • “Individualized services” provided to BOTH responding party and responding party prior to resolution of an allegation.
  • May change over time.
  • College should make every effort to avoid depriving any student of his or her education.
  • Coordinator/Deputy Coordinator should communicate regularly with the parties to ensure any interim measures are “necessary and effective.”

State Mandate

• House Bill 699 of the 84th Legislature (2015)
  • Requiring public institutions of higher education to establish a policy on campus sexual assault.

• Senate Bill 968 of the 85th Legislature (2017)
  • The bill requires each institution by January 1, 2018, to provide students and employees the option to electronically report an allegation of sexual harassment or assault, dating violence, or stalking committed against, or witnessed by, the person on- or off-campus. The option must allow for anonymous reporting and must be accessible through an easily identifiable link on the institution’s website home page.
Enforcement

- **Responsibility of** ED Office for Civil Rights.
- **Penalties available** at present include only the loss of eligibility for all federal funding; proposed legislation would authorize a new civil fine of not more than one percent of an institution’s operating budget for each violation.
- **Number of open investigations** for sexual harassment or sexual assault: 182 cases as of February 2, 2018.

- **Responsibility of** ED Federal Student Aid.
- **Penalties available** at present include civil fines of up to $35,000 for each violation; proposed legislation would increase fines to up to $150,000 for each violation.

Title IX Components

- Gender Based Discrimination
- Gender Based Sexual Harassment
- Intimate Partner (Dating/Domestic) Violence
- Pregnancy and Parenting
- Sexual Harassment
- Sexual Misconduct
- Sexual Violence
- Stalking
- Retaliation

South Texas College Policy

4216 Discrimination, Harassment, Sexual Misconduct, and Retaliation
Sex or Gender Based Discrimination

Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender.

Sexual Misconduct

- Our College prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex or gender discrimination, sexual violence, rape, stalking, and intimate violence (domestic and dating violence).
- It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them.
- Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

Sexual Harassment

- Sexual harassment is:
  - unwelcome,
  - sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Sexual Harassment – Cont.

- 2 Types of Sexual Harassment
  - Quid Pro Quo – based on power differentials, the creation of a hostile environment, or retaliation.
  - Hostile Environment – sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s educational program and/or activities.
Sexual Violence

- A form of sexual harassment, including same-sex
- Sexual violence includes:
  - Rape
  - Sexual Assault
  - Sexual Battery
  - Sexual Abuse
  - Sexual Coercion

Intimate Partner (Dating/Domestic) Violence

- A violent act committed by:
  - A person who is or has been in a relationship of a romantic or initiate, nature with the victim
  - Current or former spouse
  - Person sharing a child with the victim
  - Person cohabitating with or has cohabitated with the victim as a spouse or intimate partner
  - The existence of the relationship shall be determined based on:
    - Length of relationship
    - Type of relationship
    - Frequency of the interactions between the persons involved in the relationship

Stalking

- Engaging in a course of conduct (two or more acts):
  - Directed at a specific person
  - Causes a reasonable person to fear for his or her safety or the safety of others, or causes that person to suffer substantial emotional distress

Minors

- Texas law says anyone who thinks a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to Department of Family and Protective Services (DFPS).
- Call your local law enforcement agency or 911 immediately if you have an emergency.

Texas Department of Family and Protective Services
Pregnancy and Parenting

- Title IX makes it illegal to discriminate because of sex, which includes discrimination on the basis of pregnancy, childbirth, false pregnancy, miscarriage, abortion, or related conditions, including recovery.
- Title IX also ensures the right to take medically necessary leave and to be free of harassment, intimidation, or other discrimination because of pregnancy-related conditions.

Source: The Pregnant Scholar

Pregnancy and Parenting – Cont.

- Students must be allowed to take time off of school for pregnancy, childbirth, miscarriage, abortion and/or recovery for as long as their doctor says is medically necessary.
- Students cannot be penalized for taking leave, and must be able to return to school in the same status they held before taking leave.

Source: The Pregnant Scholar

Pregnancy and Parenting – Cont.

- South Texas College Counseling and Disability Services Contact Information:
  
  Santa E. Peña, Director of Counseling
  santaep@southtexascollege.edu
  (956) 872-2140

  Perla Y. Peña, Coordinator of Student Disability Services
  ppena_4867@southtexascollege.edu
  (956) 872-2165

Retaliation

- The College prohibits retaliation against an employee or student who makes a claim alleging to have experienced (adverse action) discrimination or harassment, or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.
Title IX Complaint Flow Process
Students, Employees, and Community Members
Title IX Coordinator Responsibilities and Roles

- College must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the implementing regulations.
- Primary responsibility is to coordinate compliance with Title IX
- Prevention and remediation of Title IX violations
- Assurance of compliance with requirement to stop, prevent, and remedy
- Contact for governmental inquiries
- Point person for campus complaints
- Oversight and coordination of prompt and equitable grievance procedures (student, faculty, and staff)

Title IX Coordinator Responsibilities and Roles – Cont.

- Compliance auditor
- Training oversight: Faculty, staff, students, deputy coordinators, and investigators
- The Title IX Coordinator’s role should be independent to avoid any potential conflicts of interest and the Title IX Coordinator should report directly to recipient’s senior leadership.
Title IX Contact Information

• Title IX Coordinator
  
  Mary Elizondo  
  Vice President of Finance and Administration  
  (956) 872-3558

• Title IX Deputy Coordinators
  
  Brenda Balderaz, Director of Human Resources  
  (956) 872-5057

  Janette Garcia, Institutional Equity Manger  
  (956) 872-2307

  Santa E. Peña, Director of Counseling  
  (956) 872-2140

  Paul Varville  
  Chief Administrator of the Department of Public Safety and Regional Center for Public Safety  
  (956) 872-2330
Thank You!
If Someone Tells You They Have Experienced Sexual Misconduct

**Sexual Misconduct is a violation of Title IX.**

**WHAT TO DO:**
1. The person’s health and safety should be the primary concern. If these are at risk, call Campus Police at (956) 872-4444 or 911.
2. If someone tells you that they have experienced such offense, offer support, listen, and encourage them to seek help as soon as possible.
3. Follow the “What To Say” section on the back of this card.
4. Tear this card at the perforation. Keep this half for your information and provide the other half to the person who has experienced the sexual misconduct.

**REPORTING OPTIONS:**
- Contact Title IX Coordinator or a Title IX Deputy Coordinator
- File a Report: [www.southtexascollege.edu/go/title-ix](http://www.southtexascollege.edu/go/title-ix)
- Contact Office of Human Resources at (956) 872-5057, (956) 872-3637, or (956) 872-3805.
- Contact Campus Police at (956) 872-4444 or 911.

**OFF CAMPUS ASSISTANCE:**
- Mujeres Unidas/Women Together at (956) 687-4715/(956) 854-4369
- Family Crisis Center, Inc. at (956) 423-9305
- Friendship of Women, Inc. at (956) 544-7412.

**WHAT TO KNOW:**
- You have the right to choose what resources you use, with whom you speak, what you will say, and when you will say it.
- There are many resources to help you on campus and in the community.
- It is your choice whether to name the other person(s).
- You have the right to speak to a confidential resource(s).
- Our College considers sexual misconduct to be a serious violation to the person and the community.
- Our College acts promptly and appropriately to prevent and stop any acts of retaliation.

If You Have Experienced Sexual Misconduct

**Sexual misconduct is Sexual Assault, Sexual Harassment, Sexual Violence, Intimate Partner (Dating/Domestic) Violence, Sex or Gender Based Harassment, Sex or Gender Discrimination, and Stalking.**

**WHAT TO DO:**
If you have experienced an incident of sexual misconduct, you are strongly encouraged to:

**CONTACT:**
- Campus Police at (956) 872-4444 or 911.
- Title IX Coordinator or a Title IX Deputy Coordinator

**SEEK SUPPORT:**
- Counseling Department at (956) 872-2173
- Student Rights and Responsibilities at (956) 872-2180
- Campus Police at (956) 872-4444 or 911.

**FILE A REPORT:**
- [www.southtexascollege.edu/go/title-ix](http://www.southtexascollege.edu/go/title-ix)

**AFTER HOURS:**
- Campus Police at (956) 872-4444 or 911.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

You do not have to choose a course of action immediately, but it is important to preserve evidence in case you choose to make a complaint or pursue charges. Possible evidence might be clothing, bedding, letters, photos, emails, text messages, etc.
If You Have Experienced Sexual Misconduct

REPORTING OPTIONS:

- **Title IX Coordinator**
  - Mary G. Elizondo
  - Vice President for Finance and Administrative Services
  - (956) 872-3558

- **Title IX Deputy Coordinators**
  - Brenda J. Balderaz
    - Director of Human Resources
    - (956) 872-5057
  - Janette Garcia
    - Institutional Equity Manager
    - (956) 872-2307
  - Santa E. Pena
    - Director of Counseling
    - (956) 872-2140
  - Paul B. Varville
    - Chief Administrator of the Department of Public Safety and Regional Center for Public Safety Excellence
    - (956) 872-2330

- **File a Report**
  - File a Report through the portal at www.southtexascollege.edu/go/title-ix

- **Office of Human Resources (HR)**
  - Contact HR at (956) 872-5057; (956) 872-3805

- **Campus Police**
  - Contact Campus Police at (956) 872-4444 or 911

SAFETY AND MEDICAL RESOURCES:

- **Campus Police**
  - (956) 872-4444
- **Local Police**
  - 911
- **Medical Assistance**
  - If you have been sexually assaulted, the Campus Police will provide transportation to a hospital to be treated by a Sexual Assault Nurse Examiner (SANE).

CONFIDENTIAL RESOURCES:

- **South Texas College Counseling and Student Disability Services Department**
  - (956) 872-2173
- **Mujeres Unidas/Women Together**
  - (956) 687-4715/(956) 854-4369
- **Family Crisis Center, Inc.**
  - (956) 423-9305
- **Friendship of Women, Inc.**
  - (956) 544-7412

TITLE IX WEBSITE:

- For more information, visit the Title IX website at www.southtexascollege.edu/go/title-ix

WHY DO I NEED TO REPORT?

- To stop the problem from reoccurring
- To ensure access to resources
- To identify and address any trends
- To keep our community safe

WHAT TO SAY:

- There are many resources available to help you, both at the College and in the community. Some resources are strictly confidential.
- I am required to connect you to the Title IX Coordinator or to a Title IX Deputy Coordinator who will meet with you to help you take care of your own personal safety and your physical and emotional well-being, direct you to resources, and explain your options if you want the College to take action.
- The Title IX Coordinator or the Title IX Deputy Coordinator will keep your information private and will only share it with those who “need to know”. You have the right to choose whom you will speak, what resources you will use, what you will say, and when you will say it.
- The College is obligated to provide you support services and some are confidential.

COLLEGE POLICY:

- Policy 4216 Harassment, Discrimination, and Sexual Misconduct

If Someone Tells You They Have Experienced Sexual Misconduct

WHO NEEDS TO REPORT?

All College Faculty and Staff employees, other than Licensed Professional Counselors, are REQUIRED to report sexual misconduct to the Title IX Coordinator or the Title IX Deputy Coordinators.

This responsibility should be communicated to the person reporting the sexual misconduct.

If you have any questions and/or concerns, contact the Title IX Coordinator at (956) 872-3558.

WHY DO I NEED TO REPORT?

- To stop the problem from reoccurring
- To ensure access to resources
- To identify and address any trends
- To keep our community safe

TITLE IX WEBSITE:

- For more information, visit the Title IX website at www.southtexascollege.edu/go/title-ix

REPORTING OPTIONS:

- **Title IX Coordinator**
  - Mary Elizondo (956) 872-3558

- **Title IX Deputy Coordinators**
  - Brenda Balderaz (956) 872-5057
  - Janette Garcia (956) 872-2307
  - Santa E. Pena (956) 872-2140
  - Paul Varville (956) 872-2330

Resource Guide

RETALIATION AGAINST ANY MEMBER OF THE SOUTH TEXAS COLLEGE COMMUNITY WHO REPORTS AN INCIDENT OF SEXUAL MISCONDUCT IS STRICTLY PROHIBITED. SOUTH TEXAS COLLEGE ACTS PROMPTLY AND APPROPRIATELY TO PREVENT AND STOP ANY ACTS OF RETALIATION.
follow the same process seeking accommodations at South Texas College.

How will Title IX Pregnant and Parenting Services affect the student’s federal funding?
If a student is receiving federal funding, the student is encouraged to meet with the Office of Student Financial Services to discuss how a change in registration could potentially affect their current and further financial aid eligibility.

Complaint Procedure(s):
If you feel discriminated against because you are pregnant or parenting, you may file a complaint:

Informal Complaint Procedure at South Texas College
Students are encouraged to meet with their assigned Counselor who provided the accommodations memo and voice their concerns with the accommodations they have been provided. If the student is not satisfied with the result, they may file a formal complaint.

Formal Complaint Procedure at South Texas College
A formal complaint may be filed with South Texas College:
www.southtexascollege.edu/eyewitness,
The Office of Student Rights and Responsibility located at the Pecan Campus, Student Services Bldg. K Rm 2.1106, Phone: 956-872-2180, email: crc@southtexascollege.edu or Title IX Coordinator and/or Title IX Deputy Coordinator(s):

Title IX Coordinator
Mary G. Elizondo (956) 872-3558

Title IX Deputy Coordinators
Brenda J. Balderaz (956) 872-5057
Janette Garcia (956) 872-2307
Santa E. Pena (956) 872-2140
Paul B. Varville (956) 872-2330

For Title IX information, visit the Title IX website at: www.southtexascollege.edu/go/title-ix.

Formal Complaint Procedure Outside South Texas College
A student may file a formal complaint to the Office for Civil Rights – Dallas Office – U.S. Department of Education; 1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810; Telephone (214) 661-9600; Fax (214) 661-9587; TDD (800) 877-8339; Email: OCR.Dallas@ed.gov

Resource(s):
U.S. Department of Education, Know Your Rights
https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html

U.S. Department of Education, Dear Colleague Letter
June 25, 2013
https://www2.ed.gov/about/offices/list/ocr/letters-colleague-201306-title-ix.html

National Women’s Law Center, Education and Title IX
https://nwlc.org/issue/education-title-ix/

The Pregnant Scholar
http://www.thepregnantscholar.org/

TitleIX.com, The Internet’s Primary Clearinghouse for All Things Title IX
https://www.titleix.com/

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OFFICE OF COUNSELING AND STUDENT DISABILITY SERVICES

Pregnant and Parenting Services

Resource Guide for Faculty, Staff, and Students

Pecan Campus: (956) 872-2173
Mid-Valley Campus: (956) 447-1229
Starr County Campus: (956) 488-5864
Technology Campus: (956) 872-6125
Nursing & Allied Health Campus: (956) 872-3077

Email: counseling@southtexascollege.edu

Website: https://studentservices.southtexascollege.edu/counseling

Creation date: September 20, 2018
Revision date: October 9, 2018
South Texas College is committed to creating and maintaining an inclusive and accessible learning environment for all students.

Title IX of the Education Amendments of 1972, a Federal Civil Rights Law, prohibits discrimination based on sex in education programs or activities. Title IX protects students in all of the academic, educational, extracurricular, athletic, and other programs or activities of schools. This includes discrimination against pregnant and parenting students.

Pregnant and Parenting Students Protections under Title IX:

Protection from Harassment and Discrimination
Students are protected from harassment based on sex, gender, gender identity, gender expression, pregnancy or parental status. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, and other conduct that may be humiliating or physically threatening or harmful.

Specifically, Title IX prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

Right to Participate
Students must be allowed to participate in classes, school clubs, sports, honor societies, student leadership opportunities and other activities and not require students to submit a doctor’s note unless the school requires a doctor’s note from all students who have a physical or emotional condition requiring treatment by a doctor.

Reasonable Accommodation(s)
Title IX requires schools to provide reasonable accommodations similar to those offered to students with temporary conditions.

Absence(s):

Pregnancy-Related Absences
Schools are required to excuse absences for students who are pregnant and parenting for as long as their doctor deems the absences to be medically necessary. The length of absence may vary depending on the high-risk pregnancy or childbirth, this includes but not limited to medical appointments. Under Title IX, Pregnancy and Parenting students cannot be penalized for the leave taken. The student will be placed in the same academic and extracurricular status they held before taking the leave.

Make-Up Work for Pregnancy Related Absences
Schools are required to provide the student with the appropriate assignments and information to make up all of the work a student would have been required to complete for that semester. A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially for longer periods of leave. Students must be provided with a “reasonable amount of time” to make up any work missed and be allowed to choose how to make up the work.

Frequently Asked Questions:

How do Students Exercise their Pregnant and Parenting Rights, under Title IX at South Texas College?
STC students seeking accommodations due to their pregnancy or parenting status are encouraged to contact the Counseling and Student Disability Service Office at the campus they are attending.

Students are responsible for providing appropriate medical documentation identifying reasonable restrictions/accommodations due to their pregnancy or childbirth.

A Counselor will provide the student with an accommodation memo and the student will present the memo to their Faculty for their review and acknowledgement.

Students are required to return the accommodation memo to the Counseling and Student Disability Service Office.

If the student does not have any restrictions due to their pregnancy, a Counselor will contact the student’s instructors and make them aware that the student is protected under Title IX and does not have any current restrictions.

Does a student need a referral to be counseled regarding Title IX Pregnant and Parenting Services?
No. A student can be counseled without a referral on a walk-in basis.

Are the rights of the student under Title IX retroactive?
A student may qualify for retroactive Pregnant and Parenting Services under Title IX. Each case will be assessed on their individual merits and on a case-by-case basis.

Can a faculty lower a Pregnant and Parenting student’s grade because of classes missed?
No. Our College requires for our faculty to provide the student the opportunity to earn back the credit from classes a student missed due to Pregnancy or Parenting.

Can a faculty request a doctor’s note for absence(s)?
Yes. A faculty may require a doctor’s note from students protected under Title IX, only if they require students with other medical conditions to submit a doctor’s note for absences. A doctor’s note does not have to reveal any personal medical information. A student’s privacy is respected and confidential at our College.

Does Title IX Pregnant and Parenting apply to men?
Yes. Any rules concerning parental, family, or marital status may not apply differently based on sex. Male students requesting accommodations due to the pregnancy or birth of their child are encouraged to