

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

Ann Richards Administration Building, Board Room

Pecan Campus, McAllen, Texas

Tuesday, May 14, 2024 @ 5:15 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 April 9, 2024 Finance, Audit, and Human Resources Committee Minutes..... 1-14
- II. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement..... 15-83

**Award of Proposals**

- 1) Medical Office Skills Training (Award)
- 2) Purchase of LED Lamps (Award)
- 3) Purchase of Welding Equipment (Award)
- 4) Small Business Skills Training (Award)
- 5) Trailer for Flammable Liquid and Gas Firefighter Training (Award)

**Purchases and Renewals - Instructional Items**

- 6) Adult Stimulator Manikin (Purchase)
- 7) Powered Ambulance Cot (Purchase)
- 8) Welding Gases, Metal, and Supplies (Purchase)
- 9) Nursing and Allied Health Equipment and Supplies (Renewal)

**Purchases and Renewals - Non-Instructional Items**

- 10) Furniture (Purchase)
- 11) Parts and Supplies (Purchase)
- 12) Campus Dining and Food Trucks – II (Renewal)
- 13) Campus Dining and Food Trucks – II (Renewal)
- 14) Ground Maintenance (Renewal)

**Purchases and Renewals - Technology Items**

- 15) Computers, Laptops, Tablets, Monitors, Servers, and Printers (Purchase)
- 16) Server Hardware Equipment (Purchase) – **Grant Funded**
- 17) Servers (Purchase)
- 18) Software Subscription (Purchase)
- 19) Datacenter Switches and Server Maintenance (Renewal)
- 20) Network Cabling and Equipment Installation Services (Renewal)
- 21) Network Software Maintenance (Renewal)
- 22) VMware Maintenance (Renewal)
- 23) Web Application Firewall Software/Cloud Subscription Agreement (Renewal)

**Interlocal Agreement**

- 24) Institutional Membership (Purchase)

III.	Review and Recommend Action to Renew the Starr County Agreement for Tax Assessment Collection.....	84-87
IV.	Review and Recommend Action on Revised Appraisal District Allocated Cost Payments for the 2024 Assessment Fees for Hidalgo County.....	88-93
V.	Discussion and Update to Implement a Semi-Monthly Payroll for All Employees.....	94-101
VI.	Discussion and Action as Necessary on Vacation Payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2024.....	102-103
VII.	Update on Change Order for Contract with Precision Task Group (PTG) / Workday.....	104-107
VIII.	Discussion and Action as Necessary on Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Mission Police Department.....	108-111
IX.	Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2024 – 2025 .....	112-121
X.	Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to FY 2023 – 2024 Amended Budget.....	122-123
XI.	Review and Recommend Action to Revise Proposed Projects for Internal Auditor for FY 2023 – 2024.....	124-126
XII.	Review and Recommend Action to Revise Policy DAA: Employment Objectives – Equal Employment Opportunity .....	127-129
	A-1. Revise DAA (Local) Employment Objectives – Equal Employment Opportunity	
XIII.	Review and Recommend Action to Adopt New Personnel Policy and Retire Current Policy .....	130-132
	A-1. Adopt DEE (Local) Compensation and Benefits – Expense Reimbursement	
	A-2. Retire Policy #5700: Official Travel of Employees	
XIV.	Review and Recommend Action to Adopt New Local Governance Policy.....	133-135
	A-1. Adopt BG (Local) Administrative Organization	
XV.	Review and Recommend Action to Adopt New Business and Support Services Policies and Retire Current Policies.....	136-167
	A-1. Adopt CAA (Local) Appropriations and Revenue Sources – State and Federal Revenue Sources	

- A-2. Retire Policy #5510: Grants
- B-1. Adopt CAIA (Local) Ad Valorem Taxes – Exemptions and Payments
- B-2. Retire Policy #5425: Ad Valorem Taxes
- C-1. Adopt CAIC (Local) Ad Valorem Taxes – Selection and Duties of Chief Tax Officials
- D-1. Adopt CAM (Local) Appropriations and Revenue Sources – Grants, Funds, Donations From Private Sources
- D-2. Retire Policy #5125: Establishment and Management of Endowment Funds
- D-3. Retire Policy #5910: Acceptance of Gifts and Bequests
- E-1. Adopt CB (Local) Depository of Funds
- F-1. Adopt CD (Local) Accounting
- F-2. Retire Policy #5410: Accounting
- G-1. Adopt CDA (Local) Accounting – Financial Reports and Statements
- G-2. Retire Policy #5330: Budget and Financial Reporting
- H-1. Adopt CDC (Local) Accounting – Audits
- H-2. Retire Policy #5450: External Audits
- H-3. Retire Policy #5460: Internal Audit Function
- I-1. Adopt CFE (Local) Purchasing and Acquisition – Vendor Relations
- J-1. Adopt CIA (Local) Equipment and Supplies Management – Records Management
- J-2. Retire Policy #2500: Records Management
- K-1. Adopt CR (Local) Technology Resources
- K-2. Retire Policy #4714: Acceptable Use of Information Resources

XVI. Review and Recommend Action to Adopt New Students Policies and Retire Current Policies..... 168-189

- A-1. Adopt FA (Local) Equal Educational Opportunity
- B-1. Adopt FEA (Local) Financing Education – Financial Aid and Scholarships
- B-2. Retire Policy #3322: Student Financial Aid - Satisfactory Academic Progress (SAP)
- C-1. Adopt FFAC (Local) Wellness and Health Services – Communicable Diseases
- C-2. Retire Policy #3680: Students With or Who Have Been Exposed to Communicable Diseases
- C-3. Retire Policy # 3690: Bacterial Meningitis Vaccine Requirement
- D-1. Adopt FFE (Local) Student Welfare – Freedom from Bullying
- E-1. Adopt FL (Local) Student Rights and Responsibilities
- E-2. Retire Policy #3610: Academic Advising of Students
- E-3. Retire Policy #3615: Student Orientation Program
- E-4. Retire Policy #3635: Student Representation on Campus Committees
- E-5. Retire Policy #3642: Use of Real Life Nude Models
- E-6. Retire Policy #3681: Participation in Clinical, Simulation, or Laboratory
- E-7. Retire Policy #5560: Student Financial Accounting Operating Standards
- F-1. Adopt FM (Local) Discipline and Penalties

XVII. Review and Recommend Action to Retire Five (5) Current Policies..... 190-195

1. Policy #1900: Delineation of Information to be Included on Building Plaques for New, Expanded, and Renovated Buildings
2. Policy #3021: Student Recruitment and Institutional Integrity
3. Policy #5470: Identity Theft Program
4. Policy #6105: Naming of College Facilities
5. Policy #6900: Master Planning

XVIII. Review and Discussion of College President’s Contract (Texas Government Code 551.074, Personnel Matters) ..... 196

**Approval of April 9, 2024 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of April 9, 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, April 9, 2024 @ 5:00 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, April 9, 2024 in the Ann Richards Administration Building Conference Room A 142 at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:14 p.m. with Mr. Rene Guajardo presiding.

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

Other Trustees Present: Ms. Rose Benavidez

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Matthew Hebbard, Dr. Jesus Campos, Dr. Brett Millan, Mr. Javier Villalobos, Mrs. Myriam Lopez, Mr. George McCaleb, Mrs. Lynda Lopez, Ms. Deyadira Leal, Dr. Zachary Suarez, Ms. Alicia Correa, Mr. Lucio Gonzalez, Mr. Luis Gonzalez, Mr. Miguel Galvan, Mr. Daniel Montez, Ms. Yolanda Martinez, Mr. Robert Vela, Ms. Myrda De La Garza, Mr. Robert Pena, and Mr. Andrew Fish.

**Approval of March 5, 2024 Finance, Audit, and Human Resources Committee  
Minutes**

Mr. Rene Guajardo called for any corrections to the Minutes for the Finance, Audit, and Human Resources Committee Meeting of March 5, 2024, as presented for Committee approval. With no corrections noted, Mr. Rene Guajardo approved the Minutes as written.

**Discussion and Action as Necessary on Guidelines and Criteria for Granting Tax  
Abatements and Approval of Resolution 2024-008 for Electing to Participate in Tax  
Abatement Agreements and Adopting Guidelines and Criteria**

Purpose and Justification – Administration requested the Committee recommend Board approval of the guidelines and criteria for granting tax abatements and resolution 2024-008 for electing to participate in tax abatement agreements and adopting guidelines and criteria with two (2) year period from the adoption date.

Property Tax Code Chapter 32 authorizes a taxing unit to enter into a tax abatement agreement in order to offer a temporary real property and/or tangible personal property tax abatement for a limited period of time as an inducement for financial investment in the development or redevelopment of certain taxable property. The property tax code requires that a taxing unit establish guidelines and criteria governing tax abatement agreements and approve a resolution to allow the College to participate in tax abatements.

Background – If approved, the proposed guidelines would serve for the months of April 2024 to March 2026.

The Board of Trustees adopted the guidelines, criteria, and resolution electing to participate in Tax Abatements on February 22, 2022, for two years, February 2022 through January 2024, on November 22, 2019, for two years, December 2019 through November 2021, on November 28, 2017, for two years, December 2017 through November 2019, and on May 26, 2015, for two years, June 2015 through May 2017.

Reviewers – The College Staff and South Texas College’s Legal Counsel reviewed the proposed guidelines and criteria.

Enclosed Documents – Resolution 2024-008 was included in the packet for the Committee’s information and review.

The Committee noted that the guidelines and criteria included outdated information regarding wages, and noted that these guidelines should be brought up-to-date before presentation for formal Board action.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommend Board approval of the guidelines and criteria for granting tax abatements and resolution 2024-008 for electing to participate in tax abatement agreements and adopting guidelines and criteria with two (2) year period from the adopting date, contingent upon adjustments to be made regarding wages as discussed. The motion carried.

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

Purpose and Justification – Administration requested the Committee recommend Board approval on the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application in order for the College to participate in the new Phase II project that was recently added.

Terra-Gen Development Company, LLC, submitted the application for a tax abatement for their wind-powered electric generating facilities in Hidalgo County and South Texas

College boundaries in order for the College to participate in the new tax abatement agreement with the windpower renewable energy company.

	<b>Original 11/28/23</b>	<b>Revised 03/25/24</b>
% of Tax Abatement	50%	65%
Estimated Value	\$223,388,000	\$320,145,000
Megawatts	236	236
Turbines	53 to 62, ranging 3.x and 4.x	53 to 62, ranging 3.x and 4.x
Contribution to Unrestricted funds for the College Foundation	\$40,000	\$50,000
Ten (10) Annual Payments in Lieu of Taxes	\$10,000	\$40,000

The project would begin construction no later than the 3<sup>rd</sup> quarter of 2025, and it was currently anticipated that construction would be completed by the 4<sup>th</sup> quarter of 2026.

The Monte Cristo Phase II Windpower, LLC project (Terra-Gen Development Company, LLC) Tax Abatement Application was subject to approval of the April 2024 to March 2026 Guidelines and Criteria for Granting Tax Abatements and Approval of Resolution 2024-008 for Electing to Participate in Tax Abatement Agreement and Adopting Guidelines and Criteria. This was in accordance with the guidelines established in Property Tax Code Chapter 312, which authorizes a tax unit to enter into a tax abatement agreement. The current guidelines were valid until February 21, 2024, with a current New Capital Investment minimum threshold of \$200 million.

Mr. Milton Howard, Vice President of Renewable Development for Terra Gen Development, LLC, and Robert Pena, Local Developer/Consultant – President of Texas Energy Consultants, were invited to attend the meeting to discuss their proposal and answer any questions.

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

Enclosed Documents – The Tax Abatement Application was included in the packet for the Committee’s review and information.

Subsequent to the approval of the application for the proposed tax abatement for the Terra-Gen Development Company, LLC Monte Cristo Phase II Windpower, LLC project,

staff will obtain additional information such as the tax abatement agreement and tax abatement resolutions for Board of Trustees approval within the following months.

Trustees present at the meeting noted that there was additional room to negotiate the lump sum payment and the proposed Payment in Lieu of Taxation (PILOT) payments. They further noted that the Board would not take action on this agreement until the adoption of necessary guidelines and criteria was complete.

No action was taken at the April 9, 2024 Finance, Audit, and Human Resources Committee meeting.

### **Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed and Awarded**

Purpose and Justification - A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust was presented to provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution and the activity of the trust and the distribution of MEDA scholarship funds to the students.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships to students living in the City of Mission as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. According to section 5 of the agreement, **the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.**

There are instances, however, where the distributed amount can be higher than that of the required amount by the agreement. Per IRS regulations, **private foundations are required to annually distribute a minimum amount of return on investment which is based on 5% of the 12-month average fair market value of the assets from the previous tax fiscal year or otherwise be subject to penalties.** The College will, therefore, receive the higher of the amount required to be distributed per the agreement or the distributable amount mandated by the IRS.

According to the MEDA Scholarship Fund Trust Annual Account Statement (January 1, 2023 – December 31, 2023), provided by Edward Jones Trust Company, the distribution



to the College on June 13, 2023, was the IRS minimum required amount since it was higher than the amount calculated under the agreement.

**MEDA Scholarship Fund Trust**

The table below is a recap of the market value activity for the period of January 1, 2023 through December 31, 2023.

<b>Market Value-January 1, 2023</b>	<b>\$3,585,726.66</b>
Cash & Security Transfers	(868.00)
Contributions	171.93
Income & Capital Gain Distributions	108,282.08
Fees	(33,461.72)
Withdrawals (payments to STC) <sup>(1)</sup>	(205,924.00)
Withdrawals (other disbursements) <sup>(2)</sup>	(824.00)
Realized Gain/Loss	70,472.37
Cost Adjustments	-
Change in market value	347,748.92
<b>Market Value-December 31, 2023</b>	<b>\$3,871,324.24</b>

- (1) The amount received from Edward Jones on June 13, 2023, was \$205,924.00, which is \$26,637.67 greater than the calculated amount under the trust agreement (YE 12/31/22 Fair Market Value of \$3,585,726.66 x 5% = \$179,286.33). The distributed amount is in compliance with the IRS minimum required distribution.
- (2) Estimated fiduciary federal income tax payment.

The distributions paid to the College have been as follows:

<b>Distributions Received by South Texas College</b>	
<b>Month/Year</b>	<b>Amount</b>
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	211,984.14
June 2022	224,976.44
June 2023	205,924.00
<b>Total Distributions Received</b>	<b>\$2,098,842.99</b>

Fees of the Trust are as follows:

<b>Expense Type:</b>	<b>Year to Date 12/31/23</b>
Fee-applied to Principal Cash	(16,427.95)
Fee-applied to Income Cash	(16,428.00)
Administrative Expenses	(600.61)
Tax Relief Service Fee (MEDTRONIC PLC)	(5.16)
<b>Total Other Disbursements</b>	<b>\$ (33,461.72)</b>

Reviewers – The Vice President for Finance and Administrative Services, Business Office Staff, and Student Financial Services Staff reviewed the information presented.

Mary Elizondo, Vice President for Finance and Administrative Services, and Juan Miguel Galvan, Director of Student Financial Services, attended the Committee Meeting to address any questions.

Mr. Paul R. Rodriguez asked for further details on the MEDA Scholarship impact focused on the academic years of 2022, 2023 and 2024, and administration agreed to provide an update.

Enclosed Documents – A PowerPoint presentation was provided in the packet for the Committee’s information and review.

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

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

Purpose and Justification – Administration requested the Committee recommend Board approval on the following award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$2,156,301.80.

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 Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$2,156,301.80, as listed below:

**Award of Proposals**

- 1) **Audio Video Production Services (Award):** award the proposal for audio video production services to **First Born Productions** (Los Fresnos, TX), at a total estimated amount of \$77,000.00;
- 2) **Technology Campus Building B Analog to Digital AudioVisual Upgrade (Award) – Grant Funded:** award the proposal for the Technology Campus Building B analog to digital audiovisual upgrade to **Telepro Communications** (Mission, TX), at a total amount of \$256,856.64;

**Purchases and Renewals - Instructional Items**

- 3) **Training Manikins (Purchase) – Grant Funded:** purchase training manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$244,020.24;
- 4) **Subscription Training and Equipment Partnership Lease Agreement (Renewal)** - renew the subscription training and equipment partnership lease agreement with **VirTra, Inc.** (Chandler, AZ), sole source vendor, for the period beginning May 1, 2024 through April 30, 2025, at a total amount of \$63,793.11. Also, approve to delete the lease simulator (N00040585) and re-instate the 2017 firearm simulator (N00032514) in the College’s inventory and general ledger;

**Purchases and Renewals – Non-Instructional Items**

- 5) **Internet Managed Services Agreement (Purchase):** purchase internet managed services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning May 1, 2024 through April 30, 2025, at an estimated total monthly amount of \$5,873.28 and an estimated total annual of \$70,479.36;
- 6) **Network Equipment, Licenses and Accessories (Purchase):** purchase network equipment, licenses, and accessories for the period beginning April 1, 2024 through August 31, 2024, at an estimated total amount of \$150,000.00, with the following purchasing cooperative approved vendor:

Vendor	Purchasing Cooperative	Amount
<b>Netsync Network Solutions</b> (Houston, TX)	State of Texas Department of Information Resources (DIR)	\$150,000.00
	Total Amount	\$150,000.00

- 7) **Server Hardware Equipment (Purchase) – Grant Funded:** purchase server hardware equipment from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$399,707.36;
- 8) **Furniture (Purchase):** purchase furniture as follows:

Vendor	Purchasing Cooperative	Amount
<b>Gateway Printing and Office Supply, Inc</b> (Edinburg, TX)	OMNIA Partners, Sourcewell, TIPS	\$57,224.39
	Furniture Total	\$57,224.39

**Purchases and Renewals - Technology Items**

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

<b>Vendor</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$828,101.75
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$6,393.95
	<b>Total Amount</b>	<b>\$834,495.70</b>

**Interlocal Agreement**

**10) 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 May 10, 2024, at a total amount of \$2,725.00.

The motion carried.

**Review and Recommend Action to Renew the Hidalgo County Agreement for Tax Assessment Collection**

Purpose and Justification – Administration requested the Committee recommend Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2024 through August 31, 2025.

The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2024. Approval of the tax assessment and collection fee was needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2024 will remain at the tax year 2023 amount of \$108,372.00. The monthly collection fee of approximately \$9,031.00 is reduced from taxes collected during the month, and the remaining funds are wired to the South Texas College’s bank depository account.

Below is a summary of fees charged by Hidalgo County each year for the periods of Fiscal Year 2014 – 2015 to Fiscal Year 2024 - 2025.

<b>History of Fees for Hidalgo County Tax Assessment and Collection</b>			
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>
2024 – 2025	\$108,372.00	0%	Not Available
2023 – 2024	\$108,372.00	0%	\$83,552,787.83
2022 – 2023	\$108,372.00	5%	\$75,375,088.72
2021 - 2022	\$103,212.00	0%	\$71,315,412.72
2020 – 2021	\$103,212.00	0%	\$66,982,283.00
2019 – 2020	\$103,212.00	0%	\$64,711,985.97
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26
2016 – 2017	\$98,304.00	0%	\$59,701,217.59
2015 – 2016	\$98,304.00	0%	\$56,408,070.41
2014 – 2015	\$98,304.00	5%	\$52,781,657.49

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/ Collection Fee budget for Fiscal Year 2024 – 2025, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Hidalgo County Collection of Taxes Inter-Local Cooperation Amended Agreement for Tax Assessment and Collection Contract was provided in the packet for the Committee’s review and information.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommend Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$108,372.00 from September 1, 2024 through August 31, 2025 as presented. The motion carried.

**Review and Recommend Action to Renew the Starr County Agreement for Tax Assessment Collection**

Purpose and Justification – Administration requested the Committee recommend Board approval on the renewal of the Starr County Agreement for Tax Assessment and

Collection for current and delinquent taxes collected from September 1, 2024 through August 31, 2025.

The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2024. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes.

Background – Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2024 will remain at 3.5% of the College’s total tax collections. The annual fee for Fiscal Year 2025 is estimated to be \$174,734.82, based on 3.5% of the College’s total estimated tax collections for the period of September 1, 2024 through August 31, 2025. The monthly collection fee of approximately \$14,561.23 will be reduced from taxes collected during the month, and the remaining funds are remitted by a check to South Texas College.

Below is a summary of fees charged by Starr County each year for the periods of Fiscal Year 2014 – 2015 to Fiscal Year 2021 – 2023 and the estimated fee for Fiscal Year 2023 – 2024 and Fiscal Year 2024 – 2025, based on a rate of 3.5% of total tax collections.

<b>History of Fees for Starr County Tax Assessment and Collection</b>				
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>% of Tax Collection</b>	<b>Total Tax Levy</b>
2024 – 2025	\$174,734.82***	6.92%	3.5%	Not Available
2023 – 2024	\$163,418.15**	1.16%	3.5%	\$4,833,955.92
2022 – 2023	\$161,545.49	(2.36%)	3.5%	\$4,515,974.35
2021 – 2022	\$165,449.37	8.60%	3.5%	\$4,418,023.95
2020 – 2021	\$152,346.31	6.76%	3.5%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	3.5%	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	3.5%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	3.5%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	N/A	\$3,494,095.10
2015 – 2016	\$87,886.00	0%	N/A	\$3,871,198.83
2014 – 2015	\$87,886.00	0%	N/A	\$3,352,380.96

\*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

\*\*Estimated Fee Amount to be paid by August 31, 2024

\*\*\*Estimated Fee Amount to be approved on April 23, 2024 Board Meeting

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for Fiscal Year 2024 – 2025, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Starr County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract was included in the packet for the Committee’s review and information.

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

At the April 9, 2024 Finance, Audit, and Human Resources Committee meeting, Dr. Alejo Salinas, Jr. noted that the Starr County Tax Assessor/Collector charged a higher fee for a lower levied tax amount. Dr. Salinas asked administration to reach out to the county to inquire into the costs.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% or approximately \$174,734.82 for the tax year 2024 of the College’s total tax collected from September 1, 2024 through August 31, 2025, as per the Starr County Commissioner’s Court approval on March 25, 2024, as presented. The motion carried.

### **Review and Discussion of FY 2024 – 2025 Budget Development**

Purpose and Justification – As part of the budget planning process, the College evaluates the revenue and expenditure budget considerations influencing the preparation of the FY 2024 – 2025 budget.

The budget planning process is an integral part of strategic planning that is preceded by sound planning and effectively aligns the budget with the College’s programs and activities. The revenue and expenditure budget development considerations affect the projected available resources, determine the planned expenditures, and directly impact the budget allocations for the FY 2024 – 2025 budget.

Background – The College’s annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year

assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President’s Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

Enclosed Documents – A PowerPoint Presentation was included in the packet for the Committee’s review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2024 – 2025 Budget Development for the Committee’s review and discussion.

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

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

Purpose and Justification – Administration requested the Committee recommend Board approval to adopt new Business and Support Services Policies and retire current policy 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 were as follows:

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
A-1. CAK (Local) Appropriations and Revenue Sources – Investments	A-2. Policy #5120: Investment Policy	Some of the content from the retired policy is included in the new local policy.
B-1. CU (Local) Research	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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies were reviewed by staff, administrators, TASB staff, STC Legal Counsel, the Chief Information Security Officer, the Vice President for



Finance and Administrative Services, and Valley View Consulting, LLC (Investment Advisor).

Enclosed Documents – The new and retired policies were included in the packet for the Committee’s information and review.

Mary G. Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, Luis Gonzalez, Chief Information Security Officer, and Mr. Dick Long, from Valley View Consulting, LLC., attended the Committee Meeting to address questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval to adopt the new Business and Support Services Policies and retire current policy as presented, which 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 6:24 p.m.

I certify that the foregoing are the true and correct Minutes of the April 9, 2024 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

---

Mr. Rene Guajardo, Presiding

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

Purpose and Justification – Administration requests the Committee recommend Board approval on the following award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,943,470.51.

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

**Award of Proposals**

**1) Medical Office Skills Training (Award)**

Award the proposal for the medical office skills training to **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2024 through June 30, 2025, with two one-year options to renew, at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Practice Management Institute, deducting a 30% commission that the College retains.

Purpose and Justification – The Office of Continuing Education and Workforce Development is requesting a contract for medical office skill training that will allow the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient. Office of Continuing Education and Workforce Development does not have the trainers to provide this type of training, so this contract will allow the department to meet this need and expand its customer base.

Background – The project timeline and information are as follows:

Advertised RFP	March 27, 2024 and April 3, 2024
RFP Responses Due	April 17, 2024
RFP Issued To	Twenty (20) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Office of Continuing Education and Workforce Development, and the Purchasing Department
Highest Ranked Vendor	Assistex, Inc./ dba Practice Management Institute

**2) Purchase of LED Lamps (Award)**

Award the proposal for the purchase of LED lamps to **Lexine, Inc.** (McAllen, TX), at a total amount of \$53,909.71 for Option B – Lithonia LED.

Purpose and Justification – The Facilities Operations and Maintenance is requesting the purchase of LED lamp retrofit kits to replace fluorescent lamps located at Pecan Campus Building K. As part of one of the 2024 projects, Facilities Operations and Maintenance

would like to continue replacing fluorescent lamps with LED retrofit lamps at the Pecan Campus. This will be the fifth phase of several, which will help reduce energy consumption, improve maintenance since LED lights are designed to have long lives, and improve safety since LED lamps do not contain any harmful chemicals, such as mercury, and are safer for the environment.

Background – The project timeline and information are as follows:

Advertised RFP	April 10, 2024 and April 17, 2024
RFP Responses Due	April 25, 2024
RFP Issued To	Eight (8) Vendors
Responses Received From	Two (2) Vendors, of which one (1) vendor did not submit the required forms; therefore, not considered.
Responses Reviewed By	Facilities Operations & Maintenance and the Purchasing Department
Highest Ranked Vendor	Lexine, Inc.

Funds for this expenditure are budgeted in the District Wide Interior LED Light Upgrade budget for FY 2023 – 2024.

### 3) Purchase of Welding Equipment (Award)

Award the proposal for the purchase of welding equipment to **Linde Gas and Equipment, Inc.** (Pharr, TX), at a total amount of \$682,621.00.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology is requesting to purchase one hundred nineteen (119) welding machines and twenty (20) cutting machines for student instruction. This equipment will be used in the welding programs to train students at the Mid-Valley Campus in Weslaco, Starr County Campus in Rio Grande City, and the Technology Campus in McAllen.

Background – The project timeline and information are as follows:

Advertised RFP	April 17, 2024 and April 24, 2024
RFP Responses Due	May 2, 2024
RFP Issued To	Nine (9) Vendors
Responses Received From	Six (6) Vendors
Responses Reviewed By	Welding and the Purchasing Department
Highest Ranked Vendor	Linde Gas and Equipment, Inc.

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

**4) Small Business Skills Training (Award)**

Award the proposal for small business skills training to **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2024 through June 30, 2025, with two one-year options to renew, at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Practice Management Institute, deducting a 30% commission that the College retains.

Purpose and Justification – The Office of Continuing Education and Workforce Development and the Center for Advanced Training and Apprenticeships are requesting a contract for small business skills training that will allow the College to supplement in-house training to recruit new businesses, expand its services, and provide small businesses with training such as managing a business, communication skills, and handling difficult customers. It includes some of the following programs: Executive Leadership Academy, Workforce Training, Industry Specific Training, Conflict Management, Organizational Skills, Business Etiquette, Customer Service, and Communication Skills.

Background – The project timeline and information are as follows:

Advertised RFP	March 27, 2024 and April 3, 2024
RFP Responses Due	April 17, 2024
RFP Issued To	Twenty (20) Vendors
Responses Received From	Three (3) Vendors, of which one (1) vendor submitted incorrect information; therefore, not considered.
Responses Reviewed By	Office of Continuing Education and Workforce Development, and the Purchasing Department
Highest Ranked Vendor	Leadership Empowerment Group, LLC

**5) Trailer for Flammable Liquid and Gas Firefighter Training (Award)**

Award the proposal for the purchase of a trailer for flammable liquid and gas firefighter training to **Fireblast Global, Inc.** (Murrieta, CA), at a total amount of \$67,395.00.

Purpose and Justification – The Regional Center for Public Safety Excellence is requesting the purchase of a transporter enclosed mobile 24-foot trailer for flammable liquid and gas firefighter training. This trailer will allow for the transport of the liquid propane gas fire props currently used by the Regional Center for Public Safety Excellence and Fire Academy for offsite training. The vehicle will be used by the fire programs housed at the Regional Center for Public Safety Excellence to include professional continuing education and fire academies for both onsite and offsite college events throughout the college district.

Background – The project timeline and information are as follows:

Advertised RFP	April 17, 2024 and April 24, 2024
RFP Responses Due	May 2, 2024

RFP Issued To	Four (4) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Fire Science and the Purchasing Department
Highest Ranked Vendor	Fireblast Global, Inc

**Purchases and Renewals (Instructional)**

**6) Adult and Pediatric Simulator Manikins (Purchase)**

Purchase adult and pediatric simulator manikins from **Gaumard Scientific Co. Inc.** (Miami, FL), a Choice Partners Cooperative approved vendor, at a total amount of \$105,974.10.

Purpose and Justification — The Simulation Lab within the Division of Nursing and Allied Health is requesting the purchase of three (3) manikins, an adult simulator manikin, and two (2) pediatric simulator manikins, to enhance student instruction in the Emergency Medical Services Program. These manikins are specifically designed to simulate physiologic scenarios, aiding students at various proficiency levels in developing the specialized skills required for effective communication, diagnosis, and treatment of adult and pediatric patients across diverse clinical settings. The manikins will provide students with hands-on experience in emergency interventions, real patient support techniques, identification of lung and heart sounds, as well as treatment interventions.

Funds for this expenditure are budgeted in the Emergency Medical Services budget for FY 2023 – 2024.

**7) Powered Ambulance Cot (Purchase)**

Purchase a powered ambulance cot from **Stryker Sales LLC** (Kalamazoo, IL), a Sourcewell Purchasing Cooperative approved vendor, at a total amount of \$64,402.68.

Purpose and Justification – The Emergency Medical Service Program in the Division of Nursing and Allied Health is requesting a purchase of a powered ambulance cot and load/unload system. This system will allow students to load and unload simulated patients safely as the device is powered via the ambulance electrical system and facilitates the loading and unloading of the ambulance stretcher reducing the spinal load of the Emergency Medical Services Program students when performing practice medical and trauma care scenarios with a designated ambulance.

This system is necessary for student preparation and interaction. This equipment has become prevalent in the Emergency Medical Services Industry, greatly minimizing the risks associated with manually lifting ambulance stretchers.

Funds for this expenditure are budgeted in the Emergency Medical Services budget for FY 2023 – 2024.

**8) Welding Gases, Metal, and Supplies (Purchase)**

Purchase of welding, gases, metal, and supplies for the period beginning May 29, 2024 through September 30, 2024, at an additional estimated total amount of \$200,000.00 from the Board approved vendors.

On September 26, 2023, the Board of Trustees awarded the welding, gases, metal, and supplies contract in the amount of \$175,000.

The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>CV Industrial Hardware, LLC.</b> (Mission, TX)
<b>Linde Gas and Equipment, Inc.</b> (Pharr, TX)	<b>Matheson Tri-Gas</b> (San Benito, TX)
<b>Triple-S Steel Supply, LLC. /dba Alamo Iron Works</b> (San Antonio, TX)	

Purpose and Justification – The Welding Program and Continuing Professional and Workforce Education are requesting the purchase of additional welding gases, metal, and supplies. The purchases will include various gases, metals, and classroom/lab supplies used by students for hands-on instruction in welding classes throughout the College district. The proposal award to each vendor will be based on the items they provide, pricing, and item availability (delivery timeline).

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2023 - 2024 and FY 2024 – 2025, pending Board approval of the budget.

**9) Nursing and Allied Health Equipment and Supplies (Renewal)**

Renew the Nursing and Allied Health equipment and supplies contracts for the period beginning August 1, 2024 through July 31, 2025, with two one-year options to renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures.

The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Bound Tree Medical, LLC.</b> (Dublin, OH)	<b>DiaMedical USA Equipment, LLC.</b> (West Bloomfield, MI)
<b>Hand Safety, LLC.</b> (Wichita Falls, TX)	<b>Henry Schein, Inc.</b> (Melville, NY)
<b>J and B Medical Supply Company, Inc.</b> (Wixom, MI)	<b>Meadows Medical Supply</b> (Quogue, NY)
<b>Performance Health Supply, LLC. /dba Medco Supply Company</b> (Warrenville, IL)	<b>Pocket Nurse Enterprises, Inc. /dba Pocket Nurse</b> (Monaca, PA)
<b>Social Medical Supply, LLC. /dba Well Before</b> (Dallas, TX)	

Purpose and Justification – The Nursing and Allied Health instructional programs are requesting the purchase of equipment and supplies for various courses and labs. The nursing and allied health equipment and supplies will be used for student instruction in the various nursing and allied health programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves, masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, face masks, caps, IV start kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc.

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – The Board awarded the contracts for nursing and allied health equipment and supplies as follows:

<b>Term: June 28, 2022 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/22	8/01/22 – 7/31/23	
1 <sup>st</sup> Renewal	5/23/23		8/01/23 – 7/31/24
<b>Final Renewal</b>	5/28/24		8/01/24 – 7/31/25

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician programs budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

**Purchases and Renewals (Non-Instructional)**

**10)Furniture (Purchase)**

Purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS), purchasing cooperatives, at an estimated total amount of \$155,183.11.

#	Vendor (City/State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$ 30,319.30
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	118,008.81
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA/ McAllen, TX)	6,855.00
<b>Furniture Total</b>		<b>\$155,183.11</b>

The purchases can be summarized as follows:

<b>Mid Valley Campus</b>
➤ 13 Chairs and 3 Stools for the Financial Aid Department
<b>Nursing and Allied Health Campus</b>
➤ 7 Printer Stands for the Diagnostic Sonography Program
<b>Pecan Campus</b>
➤ 8 Power Lift Tables, 6 Cabinets, 1 Instructor Table for the Educational Technologies Department
➤ 2 Faculty/Staff Desks and 1 Vertical File for the Educational Technologies Department
➤ 2 Faculty/Staff Chairs for the Office of Public Relations and Marketing
➤ 1 Faculty/Staff Desk, 1 Round Table, and 3 Faculty/Staff Chairs for the Dual Credit Programs
➤ 3 Storage Cabinets for the Office of the Vice President of Finance and Administrative Services
➤ 5 Faculty/Staff Desks, 6 Bookcases, 2 Vertical Files, 12 Faculty/Staff Chairs, 10 Guest Chairs, 1 Round Table for the Academic and Career Tech Pathways Department
➤ 3 Faculty/Staff Desks, 9 Guest Chairs, 5 Faculty/Staff Chairs, and 4 Bookcases for the for the Office of the Vice President Academic Success & Advancement
➤ 3 Faculty/Staff Chairs for the Biology Program
➤ 11 Conference Chairs for the Office of the President
➤ 3 Desk Cabinets for the Department of Public Safety
➤ 1 Round table, 4 Chairs, 1 Faculty Staff Desk, and 1 Bookcase for Educational Technologies Department
<b>Starr County Campus</b>
➤ 40 Computer Lab Chairs for Heating, Ventilation, Air Conditioning, and Refrigeration Program
<b>Technology Campus</b>
➤ 6 Vertical Files, 3 Bookcases, 3 Faculty/Staff Desks and Chairs, and 3 Guest Chairs for the Welding Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Biology, Department of Public Safety, Diagnostic Sonograph, District Wide Renovations & Contingencies, Dual Credit Programs, Education Tech Maintenance & Replacement, Educational Technologies, Mid Valley Campus Student Union Building F Financial Aid Renovation - FFE, New Furniture, Pecan Art Building. B Analog to Digital Replacement - FFE, Pecan Cooper Center Performing Arts Building - FFE, Pecan North Academic Building P VPFAS, ARC, IE – FFE, and Technology Welding Lab Building F – FFE.



**11)Parts and Supplies (Purchase)**

Purchase parts and supplies from **Johnson Supply** (Houston,TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00.

Purpose and Justification – The Facilities Operations and Maintenance is requesting heating, air conditioning, and refrigeration (HVACR) parts and supplies, which will be purchased for the day-to-day operation of the College as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024.

**12)Campus Dining and Food Trucks – II (Renewal)**

Renew the campus dining and food trucks – II contract with **Cornerstone Catering** (Mission, TX), for the period beginning July 25, 2024 through July 24, 2025, with 0% commission.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Nursing and Allied Health Campus. The dining service provides a wide range of food options available for faculty, staff, and students throughout their time on campus. These options are available Monday through Friday and encompass a selection of tacos, sandwiches, salads, burgers, desserts, fruits, and various other culinary offerings.

Background – The Board awarded the contract for the Campus Dining and Food Trucks – II as follows:

<b>Term: January 22, 2022 – one year with two (2) one-year annual renewals.</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/22/22	2/01/22 – 1/31/23	
Modified		7/25/22 – 7/24/23	
1 <sup>st</sup> Renewal	5/23/23		7/25/23 – 7/24/24
<b>Final Renewal</b>	5/28/24		7/25/24 – 7/24/25

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

**13)Campus Dining and Food Trucks – II (Renewal)**

Renew the campus dining and food trucks – II contract with **Zaycor Management Company (Steak n Shake)** (Brownsville, TX), for the period beginning August 1, 2024 through July 31, 2025, with 0% commission.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Nursing and Allied Health Campus. The dining service provides a wide

range of food options available for faculty, staff, and students throughout their time on campus. These options are available Monday through Friday and encompass a selection of burgers, franks, melts, sandwiches, fries, and various other items.

Background – The Board awarded the contract for the Campus Dining and Food Trucks – II as follows:

<b>Term: January 22, 2022 – one year with two (2) one-year annual renewals.</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/22/22	2/01/22 – 1/31/23	
Modified		8/01/22 – 7/31/23	
1 <sup>st</sup> Renewal	5/23/23		8/01/23 – 7/31/24
<b>Final Renewal</b>	5/28/24		8/01/24 – 7/31/25

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

**14)Ground Maintenance (Renewal)**

Renew the ground maintenance contract with **Brightview Landscape Services Inc.** (Corpus Christi, TX), for the period beginning July 26, 2024 through July 25, 2025, with two one-year options to renew, at an estimated total amount of \$690,373.82.

The services are as follows:

#	Services	Amount	
1	Mowing, Tree Trimming, Shredding Services, and Irrigation Inspections.	Estimated	\$ 470,373.82
2	Various Plants, Replacement Plants, and Landscaping, as needed.	Not Exceeding	150,000.00
3	Sprinkler System Repairs, as needed.	Not Exceeding	70,000.00

Purpose and Justification – The Facilities Operations and Maintenance is requesting ground maintenance services for all South Texas College campuses. The grounds maintenance contract includes the following services: mowing, shredding of grass, tree trimming, flower beds, plants and plant replacements, and landscaping areas with crushed granite for the Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses and the Regional Center for Public Safety Excellence.

Background – The Board awarded the contract for Ground Maintenance as follows:

<b>Term: July 25, 2023 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/23	7/26/23 – 7/25/24	
<b>First Renewal</b>	5/28/24		7/26/24 – 7/25/25

**Purchases and Renewals (Technology Items)**

**15)Computers, Laptops, Tablets, Monitors, Server, and Printers (Purchase)**

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

<b>Vendor</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$ 185,784.14
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	9,735.95
<b>B&amp;H Foto &amp; Electronics</b> (New York, NY)	E&I Cooperative Services	18,002.93
<b>CRC Computer Repair Center</b> (McAllen, TX)	State of Texas Department of Information Resources (DIR)	16,002.00
<b>Total Amount</b>		<b>\$ 229,525.02</b>

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

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

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

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

The purchases can be summarized as follows:

<b>Student Computers</b>	
1	Academic Advancement
35	Learning Commons and Open Labs
<b>Faculty Computers</b>	
1	Operations Management - OPMG
1	Bachelor of Applied Science in Organizational Leadership
4	Education
<b>Staff Computers</b>	
5	Learning Commons and Open Labs

9	Campus Police
1	Information Services and Planning
1	Equipment-New Faculty/Programs (Academic Affairs)
1	Operations Management - OPMG
1	Adjunct Faculty Pecan Campus (Academic Affairs)
2	Student Rights and Responsibilities
1	Behavioral Intervention Team
1	Learning Outcomes
<b>Student Laptops</b>	
8	Carl Perkins Grant Compliance (Advanced Manufacturing Technology)
8	Carl Perkins Grant Compliance (Architectural and Engineering Design Technology)
<b>Faculty Laptops</b>	
10	Political Science Program
3	Office Administration
1	Bachelor's of Nursing
<b>Staff Laptops</b>	
1	Educational Technologies
2	University Relations
1	Dual Credit Academies
1	Digital Learning
1	Public Relations and Marketing
2	Division of Social and Behavioral Sciences
2	Student Rights and Responsibilities
2	Behavioral Intervention Team
6	Human Resources
1	Bachelor's of Nursing
1	Accountability, Risk, and Records Management
2	College Connections
1	Library Programming and Community Services
<b>Student Tablets</b>	
2	Academic Advancement
1	Physics Program
<b>Staff Tablets</b>	
1	Learning Outcomes
<b>Student Monitors</b>	
8	Educational Technology Maintenance and Replacement

<b>Student Servers</b>	
1	Carl Perkins Grant Compliance (Cybersecurity Program)
<b>Student Printers</b>	
7	Learning Commons and Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Academic Advancement, Learning Commons and Open Labs, Operations Management – OPMG, Bachelor of Applied Science in Organizational Leadership, Education, Campus Police, Information Services, and Planning, Equipment-New Faculty/Programs, Adjunct Faculty Pecan Campus, Student Rights and Responsibilities, Behavioral Intervention Team, Learning Outcomes, Carl Perkins Grant Compliance, Political Science, Office Administration, Bachelor’s of Nursing, Educational Technologies, University Relations, Dual Credit Academies, Digital Learning, Public Relations and Marketing, Division of Social and Behavioral Sciences, Student Rights and Responsibilities, Human Resources, Bachelor’s of Nursing, Accountability, Risk, and Records Management, College Connections, Library Programming and Community Services, Academic Advancement, Physics, and Educational Technology Maintenance and Replacement.

**16) Server Hardware Equipment (Purchase) – Grant Funded**

Purchase server hardware equipment from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$182,040.02.

Purpose and Justification—The Information Technology Department is requesting to purchase ten (10) Uninterrupted Power Supplies (UPS) and two (2) servers with storage for the Virtual Desktop Infrastructure (VDI) environment. The servers will improve the performance and capacity of virtual desktops and host the virtual desktop infrastructure (VDI) to support students, faculty, and staff in accessing STC resources.

The Information Technology Department needs these servers in order to increase performance, capacity, and number of concurrent student connections. The servers support virtual desktops deployed to the Pecan welcome center, call centers, podiums, and computer labs district-wide. In addition, the virtual desktops support staff working from home that need to have access to STC resources. The UPS are used to prevent data loss on network devices due to power outages, power surges, and electric spikes.

Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) Grant and Systems and Networking budgets for FY 2023 – 2024

**17) Servers (Purchase)**

Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$213,535.94.

Purpose and Justification– The Information Technology Department is requesting to purchase sixteen (16) servers to replace existing devices, that have reached their end of life and are no longer supported by the vendor. The servers provide support to the STC Police Department’s surveillance system, Share folders, and Oracle databases. The servers will be used to support the STC Police Department’s surveillance system, application, and storage demands for video archiving and monitoring. In addition, the shared folders are utilized district-wide by different departments for archiving purposes.

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

**18) Software Subscription (Purchase)**

Purchase a software subscription from **SHI Government Solutions** (Austin, TX), an Interlocal Purchasing System (TIPS) approved vendor, for the period beginning June 1, 2024 through August 31, 2025, at a total amount of \$119,054.00, with two (2) annual payments of \$35,016.00 in FY 2023 – 2024 and \$84,038.00 in FY 2024 - 2025.

Purpose and Justification—The Information Technology Department is requesting to purchase a subscription to a modern integration tool for connecting and sharing data between the Banner ERP system and Workday. As the college transitions from the Banner ERP system to Workday, data in both systems needs to be kept up-to-date. The software will provide an efficient way to connect the two systems and automate the sharing of data between them until the Workday implementation is completed.

Funds for this expenditure are budgeted in the Information Technology Department, and Project Management, Risk, and Security Budget for FY 2023 - 2024 and FY 2024 – 2025, pending Board approval of the budget.

**19) Datacenter Switches and Server Maintenance (Renewal)**

Renew the maintenance agreement for the datacenter switches and server equipment from **SHI Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 15, 2024 through April 14, 2025, at a total amount of \$66,111.15.

Purpose and Justification— The Information Technology Department is requesting the renewal of the maintenance agreement for the datacenter switches and server. This agreement supports and maintains the College’s switches and the server used for testing applications and system upgrades. It also includes twenty-four (24) hour, year-round support.

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

**20) Network Cabling and Equipment Installation Services (Renewal)**

Renew the contract for network cabling and equipment installation services for the period beginning July 26, 2024 through July 25, 2025, at an estimated total amount of \$60,000.00, which is based on prior year expenditures.

The vendors are as follows:

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

Purpose and Justification – The Information Technology Department and the Office of Public Safety are requesting network cabling and equipment installation services for the internet connections and the installation of surveillance cameras district-wide on an as-needed basis. Several vendors are needed due to the various needs of the departments and vendor availability of supplies, pricing, installation service availability, and product/service warranty.

The network cabling and equipment installation services will be used across South Texas College’s various campuses on an as-needed basis. These services are needed for the installation of data cabling in renovated areas and additional lines in existing classrooms and offices. It will also include the installation and connection of new or replacement surveillance cameras throughout the College district.

Background – The Board awarded the contract for Network Cabling and Equipment Installations Services as follows:

<b>Term: June 27, 2023 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/27/23	7/26/23 – 7/25/24	
<b>First Renewal</b>	5/28/24		7/26/24 – 7/25/25

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

**21) Network Software Maintenance (Renewal)**

Renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 28, 2024 through May 27, 2027, at a total amount of \$261,324.00, with three (3) annual payments of \$87,108.00.

Purpose and Justification - The Information Technology Department is requesting to renew the network software maintenance agreement for the College network software. The network software maintenance agreement will provide online phone support and software upgrades for all Cisco Systems. It will also cover troubleshooting support, upgrades, and security patches. The network software is critical to the network infrastructure, which provides faculty, staff, and students connectivity to the Internet and intranet applications and services such as call centers and virtual phones.

Funding source – Funds for this expenditure are in the Systems and Networking budget for FY 2023 – 2024, FY 2024 – 2025, and FY 2025 – 2026, pending Board approval of the budget.

### **22)VMware Maintenance (Renewal)**

Renew the VMware maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2024 through May 1, 2027, at a total amount of \$408,479.76, with three (3) annual payments of \$132,159.96 in FY 2023 - 2024, \$136,119.96 in FY 2024 - 2025, and \$140,199.84 in FY 2025 - 2026.

Purpose and Justification – The Information Technology Department is requesting to renew the VMware maintenance agreement for the college's virtual server infrastructure. This three (3) year Enterprise License Agree (ELA) agreement will deliver professional support services for critical systems such as Banner, Jagnet, and virtual computers throughout the district.

The maintenance agreement offers 24-hour, year-round technical support for the college's virtual servers. This agreement will provide professional support to the virtual servers supporting applications such as Banner and Jagnet. The agreement will also provide support to virtual desktops deployed at the Pecan, Weslaco, and Starr County campus welcome centers, call centers, classroom computers, and computer labs district-wide.

Funds for this expenditure are in the Systems and Networking budget for FY 2023 – 2024, FY 2024 – 2025, and FY 2025 – 2026, pending Board approval of the budget.

### **23)Web Application Firewall Software/Cloud Subscription Agreement (Renewal)**

Renew the web application firewall software/cloud subscription agreement with **Kudelski Security, Inc.** (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 7, 2024 through July 6, 2025, at a total amount of \$52,651.20.

Purpose and Justification – The Information Security Department is requesting to renew the annual web application firewall software/cloud subscription that protects all of the College's public-facing applications and services from web application attacks. The web application firewall analyzes and inspects requests coming into the applications and



prevents attacks such as denial-of-service, cross-site scripting, structured query language injections, and cookie poisoning, among others.

Funds for this expenditure are budgeted in The Information Security Department budget for FY 2023 – 2024.

## **Interlocal Agreement**

### **24) Institutional Membership (Purchase)**

Purchase an institutional membership from **The University of Texas at Austin** (Austin, TX), for The Survey of Entering Student Engagement, a product and service of the Center of Community College Student Engagement, through an interlocal agreement, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$30,890.00.

Purpose and Justification – The Research and Analytical Services Department is requesting the purchase of an institutional membership for The Survey of Entering Student Engagement, a product and service of the Center of Community College Student Engagement. The Survey of Entering Student Engagement, a product and service of the Center of Community College Survey of Student Engagement, helps community colleges discover why some entering students persist and succeed and others do not by narrowing the focus on early student experiences.

Funds for this expenditure are budgeted in the Research and Analytical Services budget for FY 2023 - 2024.

### **Recommendation:**

It is requested that the Committee recommend for Board approval the award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,943,470.51, as listed below:

### **Award of Proposals**

- 1) Medical Office Skills Training (Award):** award the proposal for the medical office skills training to **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2024 through June 30, 2025, with two one-year options to renew, at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Practice Management Institute, deducting a 30% commission that the College retains;
- 2) Purchase of LED Lamps (Award):** award the proposal for the purchase of LED lamps to **Lexine, Inc.** (McAllen, TX), at a total amount of \$53,909.71 for Option B – Lithonia LED;
- 3) Purchase of Welding Equipment (Award):** award the proposal for the purchase of welding equipment to **Linde Gas and Equipment, Inc.** (Pharr, TX), at a total amount of \$682,621.00;
- 4) Small Business Skills Training (Award):** award the proposal for small business skills training to **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period

beginning July 1, 2024 through June 30, 2025, with two one-year options to renew at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Leadership Empowerment Group, LLC., deducting a 30% commission that the College retains;

- 5) **Trailer for Flammable Liquid and Gas Firefighter Training (Award):** award the proposal for the purchase of a trailer for flammable liquid and gas firefighter training to **Fireblast Global, Inc.** (Murrieta, CA), at a total amount of \$67,395.00;

**Purchases and Renewals – (Instructional Items)**

- 6) **Adult and Pediatric Stimulator Manikins (Purchase):** purchase adult and pediatric simulator manikins from **Gaumard Scientific Co. Inc.** (Miami, FL), a Choice Partners Cooperative approved vendor, at a total amount of \$105,974.10;
- 7) **Powered Ambulance Cot (Purchase):** purchase a powered ambulance cot from **Stryker Sales LLC** (Kalamazoo, IL), a Sourcewell Purchasing Cooperative approved vendor, at a total amount of \$64,402.68;
- 8) **Welding Gases, Metal, and Supplies (Purchase):** purchase of welding, gases, metal, and supplies for the period beginning May 29, 2024 through September 30, 2024, at an additional estimated total amount of \$200,000.00 from the Board approved vendors. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>CV Industrial Hardware, LLC.</b> (Mission, TX)
<b>Linde Gas and Equipment, Inc.</b> (Pharr, TX)	<b>Matheson Tri-Gas</b> (San Benito, TX)
<b>Triple-S Steel Supply, LLC. /dba Alamo Iron Works</b> (San Antonio, TX)	

- 9) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the Nursing and Allied Health equipment and supplies contracts for the period beginning August 1, 2024 through July 31, 2025, with two one-year options to renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Bound Tree Medical, LLC.</b> (Dublin, OH)	<b>DiaMedical USA Equipment, LLC.</b> (West Bloomfield, MI)
<b>Hand Safety, LLC.</b> (Wichita Falls, TX)	<b>Henry Schein, Inc.</b> (Melville, NY)
<b>J and B Medical Supply Company, Inc.</b> (Wixom, MI)	<b>Meadows Medical Supply</b> (Quogue, NY)
<b>Performance Health Supply, LLC. /dba Medco Supply Company</b> (Warrenville, IL)	<b>Pocket Nurse Enterprises, Inc. /dba Pocket Nurse</b> (Monaca, PA)
<b>Social Medical Supply, LLC. /dba Well Before</b> (Dallas, TX)	

**Purchases and Renewals – (Non-Instructional Items)**

**10) Furniture (Purchase):** purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS), purchasing cooperatives, at an estimated total amount of \$155,183.11;

#	Vendor (City/State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$ 30,319.30
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	118,008.81
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA/ McAllen, TX)	6,855.00
<b>Furniture Total</b>		<b>\$ 155,183.11</b>

**11) Parts and Supplies (Purchase):** purchase parts and supplies from **Johnson Supply** (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00;

**12) Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks – II contract with **Cornerstone Catering** (Mission, TX) for the period beginning July 25, 2024 through July 24, 2025, with 0% commission;

**13) Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks – II contract with **Zaycor Management Company (Steak n Shake)**, (Brownsville, TX) for the period beginning August 1, 2024 through July 31, 2025, with 0% commission;

**14) Ground Maintenance (Renewal):** renew the ground maintenance contract with **Brightview Landscape Services Inc.** (Corpus Christi, TX), for the period beginning July 26, 2024 through July 25, 2025, with two one-year options to renew, at an estimated total amount of \$690,373.82;

**Purchases and Renewals (Technology Items)**

**15) Computers, Laptops, Tablets, Monitors, Server, and Printers (Purchase):** purchase of computers, laptops, tablets, monitors, server, and printers as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$ 185,784.14
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	9,735.95
<b>B&amp;H Foto &amp; Electronics</b> (New York, NY)	E&I Cooperative Services	18,002.93
<b>CRC Computer Repair Center</b> (McAllen, TX)	State of Texas Department of Information Resources (DIR)	16,002.00
<b>Total Amount</b>		<b>\$ 229,525.02</b>

**16) Server Hardware Equipment (Purchase) – Grant Funded:** purchase server hardware equipment from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$182,040.02;

**17) Servers (Purchase):** purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$213,535.94;

- 18)Software Subscription (Purchase):** purchase software subscription from **SHI Government Solutions** (Austin, TX), an Interlocal Purchasing System (TIPS) approved vendor, for the period beginning June 1, 2024 through August 31, 2025, at a total amount of \$119,054.00, with two (2) annual payments of \$35,016.00 in FY 2023 – 2024 and \$84,038.00 in FY 2024 – 2025;
- 19)Datacenter Switches and Server Maintenance (Renewal):** renew the maintenance agreement for the datacenter switches and server equipment from **SHI Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 15, 2024 through April 14, 2025, at a total amount of \$66,111.15;
- 20)Network Cabling and Equipment Installation Services (Renewal):** renew the contract for network cabling and equipment installation services for the period beginning July 26, 2024 through July 25, 2025, at an estimated total amount of \$60,000.00, which is based on prior year expenditures. The vendors are as follows:

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

- 21)Network Software Maintenance (Renewal):** renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 28, 2024 through May 27, 2027, at a total amount of \$261,324.00 with three (3) annual payments of \$87,108.00;
- 22)VMware Maintenance (Renewal):** renew the VMware maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2024 through May 1, 2027, at a total amount of \$408,479.76, with three (3) annual payments of \$132,159.96 in FY 2023 - 2024, \$136,119.96 in FY 2024 - 2025, and \$140,199.84 in FY 2025 – 2026;
- 23)Web Application Firewall Software/Cloud Subscription Agreement (Renewal):** renew the web application firewall software/cloud subscription agreement with **Kudelski Security, Inc.** (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 7, 2024 through July 6, 2025, at a total amount of \$52,651.20;

**Interlocal Agreement**

- 24)Institutional Membership (Purchase):** purchase an institutional membership from **The University of Texas at Austin** (Austin, TX), for The Survey of Entering Student Engagement, a product and service of the Center of Community College Student Engagement, **through** an interlocal agreement, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$30,890.00.

**SOUTH TEXAS COLLEGE  
1. MEDICAL OFFICE SKILLS TRAINING  
PROJECT NO. 23-24-1046**

<b>NAME</b>		Assistex, Inc./ dba Practice Management Institute
<b>ADDRESS</b>		10223 McAllister Freeway Ste 104
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78216
<b>PHONE</b>		800-259-5562
<b>FAX</b>		210-691-8972
<b>CONTACT</b>		Michael Moore
<b>#</b>	<b>Description</b>	<b>Proposed</b>
1	Medical Office Skills Training Includes: Basic, Intermediate, Certificate and Certification Programs	3-Hour Courses - \$239.00 ***** 6-Hour Courses - \$349.00 ***** Certificate and Certification Programs priced between \$349.00 - \$2,095.00
<b>Escalation</b>		
2nd Year		N/A
3rd Year		N/A
<b>TOTAL EVALUATION POINTS</b>		97.66
<b>RANKING</b>		1

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

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

**SOUTH TEXAS COLLEGE  
1. MEDICAL OFFICE SKILLS TRAINING  
PROJECT NO. 23-24-1046  
EVALUATION SUMMARY**

<b>VENDOR</b>		Assistex, Inc./ dba Practice Management Institute	
<b>ADDRESS</b>		10223 McAllister Freeway Ste 104	
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78216	
<b>PHONE</b>		800-259-5562	
<b>FAX</b>		210-691-8972	
<b>CONTACT</b>		Michael Moore	
1	The purchase price. (up to 37 points)	37	37
		37	
		37	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	18	17.33
		17	
		17	
3	The quality of the vendor's goods or services. (up to 16 points)	16	16
		16	
		16	
4	The extent to which the vendor's goods or services meet the district's needs. (up to 15 points)	15	14.33
		14	
		14	
5	The vendor's past relationship with the district. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
8	For a contract for goods and services other goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state or b. Employs at least 500 persons in this state. (up to 5 points)	5	5
		5	
		5	
<b>TOTAL EVALUATION POINTS</b>		97.66	
<b>RANKING</b>		1	

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

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

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

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	37	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 10-13 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	3	3 2 1 0 <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	1	1 0 <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:</b> a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0 <b>Yes</b> <b>No</b>
<b>9</b>	<b>Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

Definitions of evaluation terms:

**SOUTH TEXAS COLLEGE  
2. PURCHASE OF LED LAMPS  
PROJECT NO. 23-24-1047**

					<b>Option A - RKTF Series</b>		<b>Option B - Lithonia LED</b>	
<b>NAME</b>			GEP Enterprises, LLC. /dba RGV Electrical Supply		Lexine, Inc.		Lexine, Inc.	
<b>ADDRESS</b>			800 IH2 Ste 7		400 E Pecan Blvd		400 E Pecan Blvd	
<b>CITY/STATE/ZIP</b>			Mission, TX 78572		McAllen, TX 78501		McAllen, TX 78501	
<b>PHONE</b>			956-424-6157		956-992-0690		956-992-0690	
<b>CONTACT</b>			Hugo Jimenez		Frank Martinez		Frank Martinez	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	602	LED Lights LANCE24-30 WLED- UNIV- 35BRTR1 or Equal	\$ 88.55	\$ 53,307.10	\$ 82.73	\$ 49,803.46	\$ 65.02	\$ 39,139.63
2	65	LED Lights LANCE24-30WLED- UNIV-35BRTR1- FI/ILBP05 or Equal	\$ 190.90	\$ 12,408.50	\$ 167.89	\$ 10,912.85	\$ 227.23	\$ 14,770.08
3	Number of Days for Delivery		1/2 order 7-10 Days Rest 7/10 weeks		4 - 6 Weeks		3 Days	
<b>TOTAL AMOUNT PROPOSED</b>			\$ 65,715.60		\$ 60,716.31		\$ 53,909.71	
<b>TOTAL EVALUATION POINTS</b>			****		87.06		94.33	
<b>RANKING</b>			****		2		1	

\*\*\*The vendor did not submit required forms, therefore not evaluated.

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

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



**SOUTH TEXAS COLLEGE  
2. PURCHASE OF LED LAMPS  
PROJECT NO. 23-24-1047  
EVALUATION SUMMARY**

		Option A - RKTF Series		Option B - Lithonia LED	
<b>VENDOR</b>		Lexine, Inc.		Lexine, Inc.	
<b>ADDRESS</b>		400 E Pecan Blvd		400 E Pecan Blvd	
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501		McAllen, TX 78501	
<b>PHONE</b>		956-992-0690		956-992-0690	
<b>CONTACT</b>		Frank Martinez		Frank Martinez	
1	The purchase price (up to 47 points)	41.73	41.73	47	47
		41.73		47	
		41.73		47	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	8	8.67	8	8.67
		9		9	
		9		9	
3	The quality of vendor's goods or services. (up to 16 points)	14	14	15	14.67
		14		15	
		14		14	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	15	15.67	17	17
		17		17	
		15		17	
5	The Vendor's past relationship with the district. (up to 3 points)	2	2	2	2
		2		2	
		2		2	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
<b>TOTAL EVALUATION POINTS</b>		87.06		94.33	
<b>RANKING</b>		2		1	

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

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

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

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

**Definitions of evaluation terms:**

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
- Acceptable** - respondent provided information which addressed most but not all of the requirements
- Marginal** - respondent provided minimal information on requirements
- Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE  
3. PURCHASE OF WELDING EQUIPMENT  
PROJECT NO. 23-24-1051**

#	Qty	Description	Airgas USA, LLC.		AOC		Linde Gas and Equipment, Inc.		Matheson		Triple S Steel Supply, LLC./ dba Alamo Iron Works		United Welding Supply	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension		Proposed
		<b>NAME</b>	Airgas USA, LLC.		AOC		Linde Gas and Equipment, Inc.		Matheson		Triple S Steel Supply, LLC./ dba Alamo Iron Works		United Welding Supply	
		<b>ADDRESS</b>	201 N 23rd St		11700 State Hwy 48		1021 W Ferguson		1801 US-77 Bus		2771 Robindale Rd		3206 E Richardson STE E	
		<b>CITY/STATE/ZIP</b>	McAllen, TX 78501		Brownsville, TX 78521		Pharr, TX 78577		San Benito, TX 78506		Brownsville, TX 78526		Edinburg, TX 78539	
		<b>PHONE</b>	956-686-7622		956-867-1331		956-787-0219		956-399-2706		956-243-8718		956-316-1198	
		<b>FAX</b>	956-682-6936				956-787-0043		956-399-6045				956-316-1158	
		<b>CONTACT</b>	Javier Olmos		Reynaldo Rivera		Marco Alvarez		Juan Lopez Jr.		Robert N. Garcia		Jesse Mendoza	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Proposed	Proposed
1	30	Multi-Process Welding Unit	\$ 11,806.64	\$ 354,199.20	\$ 11,725.00	\$ 351,750.00	\$ 11,381.00	\$ 341,430.00	\$ 11,559.38	\$ 346,781.49	\$ 11,620.23	\$ 348,606.90	\$ 12,165.79	\$ 364,973.70
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	15	Multi-Process Welding Unit	\$ 7,406.76	\$ 111,101.40	\$ 7,353.69	\$ 110,305.35	\$ 7,140.00	\$ 107,100.00	\$ 7,251.64	\$ 108,774.66	\$ 7,289.82	\$ 109,347.30	\$ 7,595.75	\$ 113,936.25
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	24	Multi-Process Welding Unit	\$ 5,509.09	\$ 132,218.16	\$ 5,444.00	\$ 130,656.00	\$ 5,173.00	\$ 124,152.00	\$ 5,254.24	\$ 126,101.78	\$ 5,292.64	\$ 127,023.36	\$ 5,388.54	\$ 129,324.96
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	8	Straight Pipe Cutter	\$ 5,062.50	\$ 40,500.00	\$ 5,585.00	\$ 44,680.00	\$ 5,569.00	\$ 44,552.00	\$ 4,689.47	\$ 37,515.79	\$ 4,905.60	\$ 39,244.80	\$ 5,055.50	\$ 40,444.00
	1	Shipping and Handling	\$ 1,692.44	\$ 1,692.44	\$ -	\$ -	\$ 1,785.00	\$ 1,785.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	14	Welding Unit	\$ 4,908.41	\$ 68,717.74	\$ 4,780.00	\$ 66,920.00	\$ 4,543.00	\$ 63,602.00	\$ 4,613.39	\$ 64,587.50	\$ 4,647.37	\$ 65,063.18	\$ 4,732.29	\$ 66,252.06
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	14	Tig/Stick Contractor Kit	\$ 1,084.09	\$ 15,177.26	\$ 1,087.00	\$ 15,218.00	\$ 1,033.00	\$ 14,462.00	\$ 1,048.90	\$ 14,684.61	\$ 1,070.22	\$ 14,983.08	\$ 1,076.04	\$ 15,064.56
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	36	Multi-Process Welding Unit	\$ 5,509.09	\$ 198,327.24	\$ 5,444.00	\$ 195,984.00	\$ 5,173.00	\$ 186,228.00	\$ 5,254.24	\$ 189,152.67	\$ 5,292.64	\$ 190,535.04	\$ 5,388.54	\$ 193,987.44
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	36	Drive Roll Kit	\$ 2,288.18	\$ 82,374.48	\$ 2,275.00	\$ 81,900.00	\$ 2,160.00	\$ 77,760.00	\$ 2,193.30	\$ 78,958.74	\$ 2,211.58	\$ 79,616.88	\$ 2,250.00	\$ 81,000.00
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	12	Portable Cutting Machine	\$ 4,720.00	\$ 56,640.00	\$ 4,683.50	\$ 56,202.00	\$ 4,454.00	\$ 53,448.00	\$ 5,028.04	\$ 60,336.51	\$ 4,789.48	\$ 57,473.76	\$ 5,150.00	\$ 61,800.00
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	12	6 Foot Cutting Track Section	\$ 482.34	\$ 5,788.08	\$ 400.00	\$ 4,800.00	\$ 369.00	\$ 4,428.00	\$ 300.91	\$ 3,610.86	\$ 396.85	\$ 4,762.20	\$ 392.55	\$ 4,710.60
	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Number of Days for Delivery Upon Placement of Order:			Stock Items: 2 - 3 Days		21 Days		35 Days		4 - 6 Weeks				7 - 10 Days	
<b>TOTAL AMOUNT PROPOSED</b>			\$	708,428.94	\$	704,311.35	\$	682,621.00	\$	683,761.22	\$	689,285.54	\$	714,930.97
<b>TOTAL EVALUATION POINTS</b>			95.95		93.55		98		96.59		90.87		94.54	
<b>RANKING</b>			3		5		1		2		6		4	

**SOUTH TEXAS COLLEGE  
3. PURCHASE OF WELDING EQUIPMENT  
PROJECT NO. 23-24-1051  
EVALUATION SUMMARY**

	Airgas USA, LLC. 201 N 23rd St McAllen, TX 78501 956-686-7622 956-682-6936	AOC 11700 State Hwy 48 Brownsville, TX 78521 956-867-1331	Linde Gas and Equipment, Inc. 1021 W Ferguson Pharr, TX 78577 956-787-0219 956-787-0043	Matheson 1801 US-77 Bus San Benito, TX 78506 956-399-2706 956-399-6045	Triple S Steel Supply, LLC./ dba Alamo Iron Works 2771 Robindale Rd Brownsville, TX 78526 956-243-8718	United Welding Supply 3206 E Richardson STE E Edinburg, TX 78539 956-316-1198
	Javier Olmos	Reynaldo Rivera	Marco Alvarez	Juan Lopez Jr.	Robert N. Garcia	Jesse Mendoza
	45.28	45.55	47	46.92	46.54	44.87
	45.28	45.55	47	46.92	46.54	44.87
	45.28	45.55	47	46.92	46.54	44.87
1	9	8	10	10	10	10
2	10	8	10	10	10	9
	10	8	10	10	10	9
3	15	15	15	15	16	14
	15	15	15	15	15	15
	15	15	15	15	15	15
4	18	18	18	16	18	17
	18	18	18	16	14	18
	18	18	18	18	16	18
5	3	2	3	3	3	3
	3	2	3	3	3	3
	3	2	3	3	3	3
6	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
7	5	5	5	5	0	5
	5	5	5	5	0	5
	5	5	5	5	0	5
<b>TOTAL EVALUATION POINTS</b>	95.95	93.55	98	96.59	90.87	94.54
<b>RANKING</b>	3	5	1	2	6	4

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

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

**Definitions of evaluation terms:**

- Excellent - respondent provided information which fully addressed or exceeded the requirements**
- Acceptable - respondent provided information which addressed most but not all of the requirements**
- Marginal - respondent provided minimal information on requirements**
- Poor/No response - respondent provided inadequate responses to requirements or did not respond**

**SOUTH TEXAS COLLEGE**  
**4. SMALL BUSINESS SKILLS TRAINING**  
**PROJECT NO. 23-24-1045**

	<b>NAME</b>	Entrepreneur Power Network, LLC.	Leadership Empowerment Group, LLC.
	<b>ADDRESS</b>	813 N Main St Ste 502	805 S Missouri Ave
	<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	Mercedes, TX 78570
	<b>PHONE</b>	956-476-2499	956-565-2425
	<b>FAX</b>		956-565-2570
	<b>CONTACT</b>	Michael Wilson	Dr. Barbara Baggerly-Hinojosa
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Small Business Skills Training	<p>Online Courses:  \$10.00 for each student for each course  Custom courses: \$25.00/hr per student/course</p> <p>In-Person Training Sessions:  2-hour - \$50.00 per student/course  4-hour- \$100.00 per student/course  6-hour- \$150.00 per student/course</p> <p>Custom courses: \$25.00/hr/per student/course  Minimum of 5 students/session (in-person training)</p>	<p>Workshop and Seminars  \$250.00/per hour  One-on-One Coaching</p> <p>4-hour- \$1,000.00  20 to 100 students</p> <p>8-hour- \$2,000.00  20 to 100 students</p>
<b>Escalation</b>			
	2nd Year	2%	
	3rd Year	5%	
	<b>TOTAL EVALUATION POINTS</b>	84.98	96.99
	<b>RANKING</b>	2	1

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

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

**SOUTH TEXAS COLLEGE**  
**4. SMALL BUSINESS SKILLS TRAINING**  
**PROJECT NO. 23-24-1045**  
**EVALUATION SUMMARY**

<b>VENDOR</b>		Entrepreneur Power Network, LLC.		Leadership Empowerment Group, LLC.	
<b>ADDRESS</b>		813 N Main St Ste 502		805 S Missouri Ave	
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501		Mercedes, TX 78569	
<b>PHONE</b>		956-476-2499		956-565-2425	
<b>FAX</b>				956-565-2570	
<b>CONTACT</b>		Michael Wilson		Barbara Baggerly-Hinojosa	
1	The purchase price. (up to 37 points)	32	32	37	37
		32		37	
		32		37	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	15	14.66	18	17.33
		15		17	
		14		17	
3	The quality of the vendor's goods or services. (up to 16 points)	15	14.33	16	15.66
		14		15	
		14		16	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	12	13.33	15	15
		13		15	
		15		15	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	3
		2		3	
		2		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	3	3.66	5	4
		4		4	
		4		3	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: (up to 5 points) a. Has its place of business in this state or b. Employs at least 500 persons in this state	5	5	5	5
		5		5	
		5		5	
<b>TOTAL EVALUATION POINTS</b>		84.98		96.99	
<b>RANKING</b>		2		1	

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

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

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

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	37	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	15-18 10-14 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	3	3 2 1 0 <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	1	1 0 <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business	5	Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

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

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

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

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



**SOUTH TEXAS COLLEGE**  
**5. TRAILER FOR FLAMMABLE LIQUID AND GAS FIREFIGHTER TRAINING**  
**PROJECT NO. 23-24-1050**

<b>NAME</b>		Fireblast Global, Inc.
<b>ADDRESS</b>		41633 Eastman Dr
<b>CITY/STATE/ZIP</b>		Murrieta, CA 92562
<b>PHONE</b>		(951) 277-8319
<b>CONTACT</b>		Jessica Kuehl
<b>#</b>	<b>Description</b>	<b>Proposed</b>
1	Trailer for Flammable Liquid and Gas Training	\$ 63,195.00
2	Shipping/Handling	\$ 4,200.00
Number of Days for Delivery Upon Placement of Order:		120-180 Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 67,395.00
<b>TOTAL EVALUATION POINTS</b>		88.67
<b>RANKING</b>		1

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

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

**SOUTH TEXAS COLLEGE**  
**5. TRAILER FOR FLAMMABLE LIQUID AND GAS FIREFIGHTER TRAINING**  
**PROJECT NO. 23-24-1050**  
**EVALUATION SUMMARY**

<b>VENDOR</b>		Fireblast Global, Inc.	
<b>ADDRESS</b>		41633 Eastman Dr	
<b>CITY/STATE/ZIP</b>		Murrieta, CA 92562	
<b>PHONE</b>		(951) 277-8319	
<b>CONTACT</b>		Jessica Kuehl	
1	The purchase price. (up to 47 points)	47	47
		47	
		47	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	9	9
		8	
		10	
3	The quality of vendor's goods or services. (up to 16 points)	15	14.67
		14	
		15	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	15	15
		15	
		15	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0
		0	
		0	
7	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state. (up to 5 points)	0	0
		0	
		0	
<b>TOTAL EVALUATION POINTS</b>		88.67	
<b>RANKING</b>		1	

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

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

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

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

**Total Points**

100

**Definitions of evaluation terms:**

- Excellent** - respondent provided information which fully addressed or exceeded the requirements  
**Acceptable** - respondent provided information which addressed most but not all of the requirements  
**Marginal** - respondent provided minimal information on requirements  
**Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE**  
**6. ADULT AND PEDIATRIC SIMULATOR MANIKINS**

<b>VENDOR</b>			Gaumard Scientific Co. Inc.	
<b>ADDRESS</b>			14700 SW 136th St	
<b>CITY/STATE/ZIP</b>			Miami, FL 33196	
<b>PHONE</b>			(305) 971-3790	
<b>CONTACT</b>			Abigail Blake	
#	Qty	Description	Unit Price	Extension
1	1	HAL medium skin tone adult tetherless simulator	\$ 53,895.00	\$ 53,895.00
2	1	One day Installation and In-Service	\$ 3,250.00	\$ 3,250.00
3	1	Freight / Shipping	\$ 776.00	\$ 776.00
4	1	Discount	\$ (5,944.90)	\$ (5,944.90)
5	2	Pediatric HAL S3005 medium skin tone five year old simulator	\$ 24,695.00	\$ 49,390.00
6	2	CO2 Exhalation for five year old pediatric simulator	\$ 1,095.00	\$ 2,190.00
7	2	AP Pacing for five year old pediatric simulator	\$ 440.00	\$ 880.00
8	2	Finger stick for five year old pediatric simulator	\$ 400.00	\$ 800.00
9	2	Wireless Streaming audio option for five year old pediatric simulator	\$ 3,300.00	\$ 6,600.00
10	1	Freight / Shipping	\$ 486.00	\$ 486.00
11	1	Discount	\$ (6,348.00)	\$ (6,348.00)
<b>TOTAL AMOUNT</b>			\$	105,974.10

**SOUTH TEXAS COLLEGE**  
**7. POWERED AMBULANCE COT**

<b>VENDOR</b>			Stryker Sales LLC	
<b>ADDRESS</b>			2825 Airview Blvd	
<b>CITY/STATE/ZIP</b>			Kalamazoo, MI 49002	
<b>PHONE</b>			(269) 385-2600	
<b>CONTACT</b>			Chad Lewis	
#	Qty	Description	Unit Price	Extension
1	1	6507 Power Pro 2, High Config	\$ 32,398.80	\$ 32,398.80
2	1	Assembly, Power Cord, North AM	\$ 30.96	\$ 30.96
3	1	Lithium-Ion Battery	\$ 949.17	\$ 949.17
4	1	Assembly Battery Charger	\$ 1,342.46	\$ 1,342.46
5	1	MTS PWLD Excludes Floor Plate	\$ 28,823.10	\$ 28,823.10
6	1	Freight/Shipping	\$ 858.19	\$ 858.19
<b>TOTAL AMOUNT</b>			\$	64,402.68

# **NO BACKUP FOR**

**8) Welding Gases,  
Metal, and Supplies  
(Purchase)**



Purchasing and Distribution Services <sup>9a</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Mr. Christopher Fyffe  
Bound Tree Medical, LLC.  
5000 Tuttle Crossing Blvd  
Dublin, OH 43016

Dear Mr. Fyfe,

On June 28, 2022, South Texas College awarded a contract to Bound Tree Medical for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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<sup>9b</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Mr. Jeff Ambrose  
DiaMedical USA Equipment, LLC.  
7013 Orchard Lake Rd Ste 110  
West Bloomfield, MI 48322

Dear Mr. Ambrose,

On June 28, 2022, South Texas College awarded a contract to DiaMedical USA Equipment, LLC for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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<sup>9c</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Mr. Ramon Flanigan  
Hand Safety, LLC.  
831 Reynolds Ln  
Wichita Falls, TX 76301

Dear Mr. Flanigan,

On June 28, 2022, South Texas College awarded a contract to Hand Safety, LLC for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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<sup>9d</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Ms. Joanne Viggiano  
Henry Schein, Inc.  
123 Duryea Rd  
Melville, NY 11747

Dear Ms. Viggiano,

On June 28, 2022, South Texas College awarded a contract to Henry Schein, Inc for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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 <sup>9e</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Ms. Diana Espinola Rayborne  
J and B Medical Supply Company, Inc.  
50496 W Pontiac Tr  
Wixom, MI 48393

Dear Ms. Rayborne,

On June 28, 2022, South Texas College awarded a contract to J and B Medical Supply Company, Inc. for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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 <sup>9f</sup>  
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

May 29, 2024

Mike LaFerrara  
Meadows Medical Supply  
62 Old Country Rd  
Quogue, NY 11959

Dear Mr. LaFerrara,

On June 28, 2022, South Texas College awarded a contract to Meadows Medical Supply for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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<sup>9g</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Mr. Stephen Weiss  
Performance Health Supply, LLC. / dba Medco Supply, Co.  
28100 Torch Pkwy Ste 800  
Warrenville, IL 60555

Dear Mr. Weiss,

On June 28, 2022, South Texas College awarded a contract to Performance Health Supply, LLC. / dba Medco Supply, Co. for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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 <sup>9h</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Ms. Terry Kitchen  
Pocket Nurse Enterprises, Inc./  
dba Pocket Nurse  
610 Frankfort Rd  
Monaca, PA 15061

Dear Ms. Kitchen,

On June 28, 2022, South Texas College awarded a contract to Pocket Nurse Enterprises, Inc./ dba Pocket Nurse for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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 <sup>9i</sup>  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Mr. Shahzil Amin  
Social Medical Supply, LLC. / dba Well Before  
11528 Harry Hines Blvd Ste A102  
Dallas, TX 75229

Dear Mr. Amin,

On June 28, 2022, South Texas College awarded a contract to Social Medical Supply, LLC./ dba Well Before for Nursing and Allied Health Equipment and Supplies. 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 August 1, 2024, through July 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 returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 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**  
**10. DISTRICT WIDE FURNITURE REQUEST**  
**MAY 28, 2024**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Computer Comforts, Inc. (TIPS)</b>					
1	1	Power Lift EB Lectern 84"W x 36"D Electric Height	\$ 2,876.80	\$2,876.80	Educational Technologies - Yolanda Martinez
	1	Cable Cutout with Grommets (2") Left corner location	\$ 20.46	\$20.46	Lectern is needed to replace the existing control room table
	1	Cable Cutout with Grommets (2") Rear center location	\$ 20.46	\$20.46	located at the Pecan Campus Building U Ballroom
	1	Cable Cutout with Grommets (2") Right corner location	\$ 20.46	\$20.46	
	1	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$ 20.46	\$20.46	
	1	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$ 20.46	\$20.46	
	1	Heavy Duty Locking Caster Set	\$ 38.64	\$38.64	
	1	Partial Factory Assembly	\$ 25.00	\$25.00	
	1	Box / Pallet / Handling charge	\$ 30.00	\$30.00	
	1	Shipping Estimate	\$ 504.18	\$504.18	
2	3	Power-Lift Tables with Electronics Bay 48"Wx30"D	\$ 2,075.76	\$6,227.28	Pecan Cooper Center Performing Arts Bldg-FFE - Mary Elizondo
	3	Cable Cutout with Grommets (2") Left corner location	\$ 20.46	\$61.38	Podiums are needed for the analog-to-digital upgrade of
	3	Cable Cutout with Grommets (2") Rear center location	\$ 20.46	\$61.38	Pecan Campus Cooper Center Building L
	3	Cable Cutout with Grommets (2") Right corner location	\$ 20.46	\$61.38	
	3	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$ 20.46	\$61.38	
	3	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$ 20.46	\$61.38	
	3	Assembly	\$ 25.00	\$75.00	
	1	Heavy-Duty Locking Caster Set	\$ 38.64	\$38.64	
	2	Rack Box Cabinet (14U). 24"Wx30"Dx30.125"H freestanding cabinet	\$ 517.70	\$1,035.40	
	2	Assembly	\$ 10.00	\$20.00	
	5	Box/Pallet/Handling charge per table	\$ 30.00	\$150.00	
	1	Shipping Estimate	\$ 3,150.00	\$3,150.00	
3	1	Instructor table "Spacesaver" to include 30Wx30D top, 2 basic legs	\$ 758.26	\$758.26	Pecan Art Bldg B Analog to Digital Replacement-FFE - Mary Elizondo
	1	FLIP2820-L Flip up side surface (28"Wx20"D). Included wheelchair decal. Left Mount.	\$ 148.80	\$148.80	Podiums are needed for the analog-to-digital upgrade of the
	1	FLIP2820-R Flip up side surface (28"Wx20"D). Includes wheelchair decal. Right mount.	\$ 148.80	\$148.80	Pecan Campus Art Building B
	1	Cable Cutout with Grommets (2") Right corner location	\$ 20.46	\$20.46	
	1	Cable Cutout with Grommets (2") Left corner location	\$ 20.46	\$20.46	
	1	Rubber wheel locking caster set. Adds 2" to table height. Set of 4	\$ 130.20	\$130.20	
	1	Assembly	\$ 25.00	\$25.00	
	3	48"Wx30"D Power-Lift Tables with Electronics Bay	\$ 2,075.76	\$6,227.28	
	3	Cable Cutout with Grommets (2") Left corner location	\$ 20.46	\$61.38	
	3	Cable Cutout with Grommets (2") Rear center location	\$ 20.46	\$61.38	
	3	Cable Cutout with Grommets (2") Right corner location	\$ 20.46	\$61.38	
	3	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$ 20.46	\$61.38	
	3	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$ 20.46	\$61.38	
	3	Assembly	\$ 25.00	\$75.00	
	1	66"Wx30"D Power-Lift Tables with Electronics Bay	\$ 2,091.26	\$2,091.26	
	1	Cable Cutout with Grommets (2") Left corner location	\$ 20.46	\$20.46	
	1	Cable Cutout with Grommets (2") Rear center location	\$ 20.46	\$20.46	
	1	Cable Cutout with Grommets (2") Right corner location	\$ 20.46	\$20.46	
	1	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$ 20.46	\$20.46	



**SOUTH TEXAS COLLEGE**  
**10. DISTRICT WIDE FURNITURE REQUEST**  
**MAY 28, 2024**

#	Qty	Description	Unit Price	Extension	Requesting Department
	1	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$ 20.46	\$20.46	
	1	Heavy-Duty Locking Caster Set	\$ 38.64	\$38.64	
	1	Assembly	\$ 25.00	\$25.00	
	4	Rack Box Cabinet (14U) 24"Wx30"Dx30.125"H freestanding cabinet	\$ 517.70	\$2,070.80	
	4	Assembly	\$ 10.00	\$40.00	
	9	Box/Pallet/Handling charge per table	\$ 30.00	\$270.00	
	1	Shipping Estimate	\$ 3,240.00	\$3,240.00	
		<b>Computer Comforts, Inc. Total</b>		<b>\$30,319.30</b>	
<b>Gateway Printing and Office Supply, Inc. (OMNIA Partners, Sourcewell, and TIPS)</b>					
1	1	7D/D3072-74P-F Desk, Full modesty 74P Edge, 30x72"W	\$ 1,028.16	\$ 1,028.16	Educational Technologies - Yolanda Martinez
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nom Depth	\$ 745.29	\$ 745.29	Faculty/Staff Desks and Vertical File needed to update furniture
	1	S7P/1524WFF Files Supporting Ped-File/File-24" Nom Depth	\$ 647.01	\$ 647.01	at Educational Technologies
	1	7D/D3066-74P-F Desk, Full Modesty, 74P Edge 30X66"W	\$ 1,020.60	\$ 1,020.60	
	1	7D/R2448-74P-F Desk, Return, Full Modesty 74P, 24x48"W	\$ 742.77	\$ 742.77	
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30"Nom Depth	\$ 745.29	\$ 745.29	
	1	S7P/1524WFF Files Supporting Ped-File/File-24" Nom Depth	\$ 647.01	\$ 647.01	
	1	H314 Vertical File 4 Drawer Letter w/Lock	\$ 474.10	\$ 474.10	
2	2	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 1,125.48	Office of Public Relations and Marketing - Lynda Lopez
					Faculty/Staff Chairs are need for the Office of Public Relations
					and Marketing
3	1	7D/D3066-74P-F Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$ 891.00	\$ 891.00	Dual Credit Programs - Rebecca M. De Leon
	1	7D/D2472-74P-F Desk, Full Modesty Panel, 74P Edge, 24x72"W	\$ 777.70	\$ 777.70	Faculty/Staff Desk, table, and chair needed for the
	1	7D/B2442-74P-F Desk, Full Modesty Panel, 74P Edge, 24x42"W	\$ 592.90	\$ 592.90	Dual Credit Programs
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nom Depth	\$ 650.65	\$ 650.65	
	1	S7P/1524WFF Files Supporting Ped-File/File-24" Nom Depth	\$ 564.85	\$ 564.85	
	1	BR35FX-74P Barron Round Table Fixed Leg, LX Base	\$ 1,243.62	\$ 1,243.62	
	1	SLLAU Strive Four-Leg Loop Arm Chair, Uph Seat	\$ 265.65	\$ 265.65	
4	7	1856BL Scoot Printer Stand, Black	\$ 174.72	\$ 1,223.04	Diagnostic Sonograph Program - Crystal Bird
					Printer Stands are needed for faculty and staff
5	1	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 562.74	Dual Credit Programs - Rebecca M. De Leon
					Faculty/Staff Chair needed for Dual Credit Programs staff
6	1	WWN2436PFHL WaveWorks Double Door Unit, 24Dx36W	\$ 838.35	\$ 838.35	Pecan North Academic Bldg P VPFAS ARC IE- FFE - Mary Elizondo
	1	WWN2472CSFL Waveworks Storage Credenza, 24Dx72W	\$ 1,993.50	\$ 1,993.50	Faculty/Staff furniture needed for the North Academic
	1	WWN3669VSHGL Waveworks Shelf Storage, 36Wx69H	\$ 1,790.55	\$ 1,790.55	Building P renovation project
7	3	KI63/NA Impress Stool, Pedestal Base, No Arms, Upholstered	\$ 693.00	\$ 2,079.00	MVC Student Union Bldg F Financial Aid Reno-FFE - Mary Elizondo
	12	SWNAU Strive High Density Armless Chair, Upholstered Seat	\$ 210.65	\$ 2,527.80	Furniture needed for the Mid Valley Campus Renovation of the
	1	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 482.08	\$ 482.08	Student Union Building F Financial Aid waiting area

**SOUTH TEXAS COLLEGE**  
**10. DISTRICT WIDE FURNITURE REQUEST**  
**MAY 28, 2024**

#	Qty	Description	Unit Price	Extension	Requesting Department
8	1	74K3228CFX Dock, Blade X Base for Table, 32Dx32Wx28H	\$ 383.85	\$ 383.85	Facilities Planning and Construction - Rick De La Garza
	1	74K42R DL Dock Round Table Top, 42 Diameter	\$ 373.50	\$ 373.50	Faculty/Staff Desks, Chairs, and Vertical Files needed to replace
	6	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2W x 71H	\$ 342.98	\$ 2,057.88	outdated furniture at Pecan Campus Building Annex Rm 155
	4	7D/D3066-74P-F Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$ 891.00	\$ 3,564.00	
	4	7D/R2448-74P-F Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	\$ 648.45	\$ 2,593.80	
	4	S7P/1524WFF Files Supporting Ped-File/File-24" Nominal Depth	\$ 564.85	\$ 2,259.40	
	4	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$ 650.65	\$ 2,602.60	
	7	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 3,939.18	
	2	H314 Vertical File 4 Drawer Letter w/Lock	\$ 474.10	\$ 948.20	
	10	SLLAU Strive Four-Leg Loop Arm Chair, Uph Seat	\$ 265.65	\$ 2,656.50	
	5	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 482.08	\$ 2,410.40	
	1	7D/D3048-74P-F Desk, Full Modesty Panel, 74P Edge, 30x48"W	\$ 794.75	\$ 794.75	
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$ 650.65	\$ 650.65	
9	9	SLLAU Strive Four-Leg Loop Arm Chair, Uph Seat	\$ 265.65	\$ 2,390.85	Facilities Planning and Construction - Rick De La Garza
	3	7D/D3066-74-F Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$ 891.00	\$ 2,673.00	Faculty/Staff Desks, Chairs, and Vertical Files needed to
	3	7D/R2448-74-F Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	\$ 648.45	\$ 1,945.35	replace outdated furniture at Pecan Campus Building Annex Room 105
	3	S7P/1539WBBF Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$ 650.65	\$ 1,951.95	
	3	S7P/1524WFF Files Supporting Ped-File/File-24" Nominal Depth	\$ 564.85	\$ 1,694.55	
	4	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 482.08	\$ 1,928.32	
	4	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2Wx71H	\$ 342.98	\$ 1,371.92	
	1	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 562.74	
10	6	H314 Vertical File 4 Drawer Letter w/Lock	\$ 474.10	\$ 2,844.60	Technology Welding Lab Bldg F-FFE - Mary Elizondo
	3	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2Wx71H	\$ 342.98	\$ 1,028.94	Faculty/Staff Desks, Bookcases, File Cabinets, and Chairs
	3	SLLAU Strive Four-Leg Loop Arm Chair, Uph Seat	\$ 282.56	\$ 847.68	needed for the new Welding Building F
	3	7D/D3066-74-F Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$ 947.70	\$ 2,843.10	
	3	7D/R2448-74-F Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	\$ 689.72	\$ 2,069.16	
	3	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$ 692.06	\$ 2,076.18	
	3	S7P/1524WFF Files Supporting Ped-File/File-24" Nominal Depth	\$ 600.80	\$ 1,802.40	
	3	40Y.A17 TR2, Task Chair Enhanced Synchro Control	\$ 482.08	\$ 1,446.24	
11	40	DN5200 Doni Task Armless Chair, Uph Seat, Solid Color	\$ 393.25	\$ 15,730.00	Starr County North Academic Bldg C HVCAR-FFE - Mary Elizondo
					Computer lab chairs needed for the new computer lab located
					at Starr County North Academic Building C
12	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nom Depth	\$ 745.29	\$ 745.29	Department of Public Safety-Pecan Plaza - Ruben Suarez
	2	S7P/1530WFF Files Supporting Ped-File/File-30" Nom Depth	\$ 672.21	\$ 1,344.42	Office Desk Cabinets needed to complete a desk
13	1	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 562.74	Biology Program - Maria Cervantes
	2	40Y.A17 TR2, Task Chair Enhanced Synchro Control	\$ 482.08	\$ 964.16	Faculty/Staff Chairs needed for the Biology Program Faculty

**SOUTH TEXAS COLLEGE**  
**10. DISTRICT WIDE FURNITURE REQUEST**  
**MAY 28, 2024**

#	Qty	Description	Unit Price	Extension	Requesting Department
14	1	BR35FX-74P Barron Round Table Fixed Leg, LX Base	\$ 1,085.70	\$ 1,085.70	Educational Technologies - Yolanda Martinez
	4	SLLAU Strive Four-Leg Loop Arm Chair, Uph Seat	\$ 265.65	\$ 1,062.60	Faculty/Staff Desk, Chairs, and Bookcase needed to update furniture
	1	7D/D3066-74-F Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$ 891.00	\$ 891.00	for the main office at Educational Technologies
	1	7D/D2472-74P-F Desk, Full Modesty Panel, 74P Edge, 24x72"W	\$ 777.70	\$ 777.70	
	1	7D/B2442-74P-F Desk, Full Modesty Panel, 74P Edge, 24x42"W	\$ 592.90	\$ 592.90	
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nom Depth	\$ 650.65	\$ 650.65	
	1	S7P/1524WFF Files Supporting Ped-File/File-24" Nom Depth	\$ 564.85	\$ 564.85	
	1	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2Wx71H	\$ 342.97	\$ 342.97	
15	1	Labor to receive, inspect, deliver, install and remove debris	\$ 14,323.00	\$ 14,323.00	
		<b>Gateway Printing and Office Supply, Inc. Total</b>		<b>\$ 118,008.81</b>	
<b>JMJS, Inc. / The Exceptional Home Center (TIPS)</b>					
1	1	7765VBK Prestige High Back Executive Chair, Black	\$ 535.00	\$ 535.00	Dual Credit Programs - Rebecca M. De Leon
					Faculty/Staff chair needed for the Dual Credit Programs
2	11	7765VBK Prestige High Back Executive Chair, Black	\$ 535.00	\$ 5,885.00	District Wide Renovations & Contingencies-FFE - Mary Elizondo
					Chairs needed for a conference room located at the
					Pecan Campus Bldg A
3	1	Labor to receive, inspect, deliver, install and remove debris	\$ 435.00	\$ 435.00	
		<b>JMJS, Inc. Total</b>		<b>\$ 6,855.00</b>	
		<b>Furniture Total</b>		<b>\$155,183.11</b>	

**SOUTH TEXAS COLLEGE  
11. PARTS AND SUPPLIES**

<b>VENDOR</b>			Johnson Supply	
<b>ADDRESS</b>			10151 Stella Link Rd	
<b>CITY/STATE/ZIP</b>			Houston, TX 77025	
<b>LOCAL ADDRESS</b>			801 W Mozelle Ave Pharr, TX 78577	
<b>PHONE</b>			956-702-3445	
<b>CONTACT</b>			Rick Salinas	
#	Qty	Description	Unit Price	Extension
1	1	Parts and Supplies Period : 9/1/23 - 8/31/24	\$ 100,000.00	\$ 100,000.00
<b>TOTAL AMOUNT</b>			\$	100,000.00



12

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

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

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

May 29, 2024

Ms. Maria Ravelo  
Cornerstone Catering  
4307 S Conway Ave  
Mission, TX 78572

Dear Ms. Ravelo,

On January 22, 2022, South Texas College awarded a contract to Cornerstone Catering for Campus Dining and Food Trucks II. 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 July 25, 2024, through July 24, 2025, with a 0% commission.

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

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 24, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



May 29, 2024

Mr. Ruben Cortez  
Zaycor Management Company / Steak n Shake  
950 E Van Buren St  
Brownsville, TX 78520

Dear Mr. Cortez,

On January 22, 2022, South Texas College awarded a contract to Zaycor Management Company (Steak n Shake) for Campus Dining and Food Trucks II. 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 August 1, 2024 through July 31, 2025, with a 0% commission.

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

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 31, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



14  
Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

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

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

May 29, 2024

Mr. Ben Strickland  
Brightview Landscape Services, Inc.  
4570 Baldwin Blvd  
Corpus Christi, TX 78408

Dear Mr. Strickland,

On July 25, 2023, South Texas College awarded a contract to Brightview Landscape Services, Inc. for Grounds Maintenance. 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 first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 26, 2024 through July 25, 2025, with a 3% escalation.

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

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 25, 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**  
**15. DISTRICT WIDE TECHNOLOGY REQUEST**  
**MAY 28, 2024**

69

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>COMPUTERS</b>					
1	4	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 3,594.84	Arturo Solano - Learning Commons and Open Labs Replacement of out-of-warranty systems for department staff
2	1	Dell OptiPlex Tower 7020 Plus, Intel Core i7-14700, 32GB Memory 512GB Hard Drive, Warranty	\$ 1,240.00	\$ 1,240.00	Arturo Solano - Learning Commons and Open Labs Replacement of out-of-warranty system for department staff
3	5	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 4,493.55	Ruben Suarez - Campus Police Replacement of out-of-warranty systems for department staff
4	4	Dell Precision Tower 3680, 14th Gen Intel Core i7-14700, 32GB Memory 512GB Hard Drive, Warranty	\$ 2,650.00	\$ 10,600.00	Ruben Suarez - Campus Police Replacement of out-of-warranty systems for department staff
5	1	Dell OptiPlex Micro Tower FF 7020 Plus, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, 86" Interactive Monitor, Warranty	\$ 6,519.99	\$ 6,519.99	Jesus Campos - Information Services and Planning New system for new department staff
6	1	Dell OptiPlex Micro Tower FF 7020 Plus, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, 74" 4K Interactive Monitor, Warranty	\$ 4,509.99	\$ 4,509.99	Monica Perez - Academic Affairs Equipment-New Faculty/Programs New system for department staff
7	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Ruben Flores - Operations Management BAT Program Replacement of out-of-warranty system for department staff
8	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Ruben Flores - Operations Management BAT Program Replacement of out-of-warranty system for department faculty
9	1	Dell OptiPlex Micro FF Tower 7020, Intel Core i5-14500T, 8GB Memory 512GB Hard Drive, Warranty	\$ 796.07	\$ 796.07	Brett Millan - Academic Advancement New system for student sign-in kiosk
10	1	Dell OptiPlex Tower 7020 Plus, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, 65" 4K Interactive Monitor, Warranty	\$ 3,973.99	\$ 3,973.99	Monica Perez - Academic Affairs Adjunct Faculty Pecan Campus New system for department staff conference room
11	35	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,047.71	\$ 36,669.85	Arturo Solano - Learning Commons and Open Labs Replacement of out-of-warranty systems for student lab
12	1	Dell OptiPlex Micro Tower 7020 Plus, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Emma Miller - Bachelor of Applied Science in Organizational Leadership New system for new department faculty
13	2	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 1,797.42	Maria Alonso - Student Rights and Responsibilities Replacement of out-of-warranty systems for department staff
14	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Docking Station, (4) 24" Monitors, Warranty	\$ 2,098.02	\$ 2,098.02	Maria Alonso - Behavioral Intervention Team Replacement of out-of-warranty system for department staff
15	4	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 3,594.84	Juan Ramirez - Education Program Replacement of out-of-warranty systems for department faculty
16	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Yolonda Jaramillo - Learning Outcomes Replacement of out-of-warranty system for department staff
<b>COMPUTER TOTAL</b>				<b>\$ 83,744.69</b>	
<b>LAPTOPS</b>					
17	8	Laptop Mobile Precision Workstation 5680 CTO, Intel Core i7-13800H, 32GB Memory 512GB Hard Drive, Warranty	\$ 3,270.00	\$ 26,160.00	Samantha Uriegas - Carl Perkins Grant/Advance Manufacturing Tech Program New systems for student lab



**SOUTH TEXAS COLLEGE**  
**15. DISTRICT WIDE TECHNOLOGY REQUEST**  
**MAY 28, 2024**

#	Qty	Description	Unit Price	Extension	Requesting Department
18	1	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,360.00	\$ 1,360.00	Yolanda Martinez - Educational Technologies New system for new department staff
19	1	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Kelli Davis - University Relations Replacement system for department staff
20	1	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Kelli Davis - University Relations New system for new department staff
21	6	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 8,372.82	Mark Murray - Political Science Program Replacement of out-of-warranty systems for department faculty
22	1	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, 24" Monitor, Warranty	\$ 1,615.31	\$ 1,615.31	Leonardo Castaneda - Dual Credit Academies Replacement system for department staff
23	1	Laptop Mobile Precision Workstation 5680 CTO, Intel Core i7-13700H, 16GB Memory 1TB Hard Drive, Warranty	\$ 2,896.00	\$ 2,896.00	Rachel Sale - Digital Learning Replacement of out-of-warranty system for department staff
24	1	Apple 16" MacBook Pro Silver, 16-Cre CPU, 48GB Memory, 4TB Storage, Adapter (2) Stands, (2) Keyboards, (2) Displays, 3-Year AppleCare	\$ 8,351.95	\$ 8,351.95	Lynda Lopez - Public Relations and Marketing New system for new department staff
25	1	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Eric Reittinger - Division of Social and Behavioral Sciences New system for department staff
26	1	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Eric Reittinger - Division of Social and Behavioral Sciences New system for department staff
27	2	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 2,790.94	Maria Alonso - Student Rights and Responsibilities Replacement of out-of-warranty systems for department staff
28	2	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 2,790.94	Maria Alonso - Behavioral Intervention Team Replacement of out-of-warranty systems for department staff
29	6	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 8,372.82	Zachary Suarez - Human Resources New systems for department new staff
30	3	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 4,186.41	Sandra Charles-Garza - Office Administration Program New systems for department faculty
31	8	Laptop Mobile Precision Workstation 5690, Intel Core Ultra 7 155H, 32GB Memory 1TB Hard Drive, Warranty	\$ 2,791.00	\$ 22,328.00	Samantha Uriegas - Carl Perkins Grant/Architectural and Engineering Design Tech Program New systems for student lab
32	1	Laptop Latitude 5450 Touch XCTO, Gen Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,567.31	\$ 1,567.31	Anette Wingard - Bachelors of Nursing Replacement of out-of-warranty system for department staff
33	1	Laptop Latitude 5450 Touch XCTO, Gen Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,567.31	\$ 1,567.31	Anette Wingard - Bachelors of Nursing Replacement of out-of-warranty system for department faculty
34	1	Laptop Latitude 5450 Touch XCTO, Gen Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 1,395.47	Jason Gutierrez - Accountability, Risk, and Records Management New system for new department staff

**SOUTH TEXAS COLLEGE**  
**15. DISTRICT WIDE TECHNOLOGY REQUEST**  
**MAY 28, 2024**

#	Qty	Description	Unit Price	Extension	Requesting Department
35	4	Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 5,581.88	Mark Murray - Political Science Program Replacement of out-of-warranty systems for department faculty
36	2	Laptop Latitude 5450 Touch XCTO, Gen Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 2,734.62	Lazaro Barroso - College Connections New systems for new department staff
37	1	Laptop Latitude 5450 Touch XCTO, Gen Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Elizabeth Hollenbeck - Library Programming and Community Services Replacement of out-of-warranty system for department staff
<b>LAPTOP TOTAL</b>				<b>\$ 108,286.40</b>	
<b>TABLETS</b>					
38	2	Apple 10.2" iPad Wi-Fi 64GB, Silver 3-Year AppleCare	\$ 378.00	\$ 756.00	Brett Millan - Academic Advancement New systems for student sign-in kiosk
39	1	Apple 10.9" iPad Wi-Fi 64GB, Space Gray 3-Year Apple Care	\$ 628.00	\$ 628.00	Ravindra Nandigam - Physics Program New system for student classroom
40	1	Latitude 2-in-1 7350 Detachable XCTO, Intel Core Ultra 7 164U, 16GB Memory, 256GB Hard Drive, Detachable Keyboard, Warranty	\$ 2,105.00	\$ 2,105.00	Yolonda Jaramillo - Learning Outcomes New system for department staff
<b>TABLET TOTAL</b>				<b>\$ 3,489.00</b>	
<b>MONITORS</b>					
41	2	Samsung QMC 65" 4K Commercial LED Monitor Shipping and Handling	\$ 1,531.74	\$ 3,063.48	Yolanda Martinez - Educational Technology Maintenance and Replacement Replacement monitors for district-wide student digital signage
42	6	Samsung QMC 55" 4K Commercial LED Monitor Shipping and Handling	\$ 1,006.58	\$ 6,039.46	Yolanda Martinez - Educational Technology Maintenance and Replacement Replacement monitors for district-wide student digital signage
<b>MONITOR TOTAL</b>				<b>\$ 9,102.94</b>	
<b>SERVER</b>					
43	1	Rackmount NAS Server, 96TB Storage, 16GB DDR4 RAM 256-Bit Drive Encryption	\$ 8,899.99	\$ 8,899.99	Samantha Uriegas - Carl Perkins Grant/Cybersecurity Program New system for student lab
<b>SERVER TOTAL</b>				<b>\$ 8,899.99</b>	
<b>PRINTERS</b>					
44	7	HP Laser Jet M611dn Printer, 1GB Memory 90-Pin DDR3 DIMM Memory, 100-Sheet Tray, 3-Year Warranty	\$ 2,286.00	\$ 16,002.00	Arturo Solano - Learning Commons and Open Labs New printers for district-wide student labs
<b>PRINTER TOTAL</b>				<b>\$ 16,002.00</b>	
<b>COMPUTER/LAPTOP/TABLET/MONITOR/SERVER/PRINTER TOTAL</b>				<b>\$ 229,525.02</b>	

**SOUTH TEXAS COLLEGE  
16. SERVER HARDWARE EQUIPMENT**

<b>VENDOR</b>		Netsync Network Solutions		
<b>ADDRESS</b>		2500 W Loop S Ste 410/510		
<b>CITY/STATE/ZIP</b>		Houston, TX 77027		
<b>PHONE</b>		(713) 218 - 5000		
<b>CONTACT</b>		Xavier A. Trevino		
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	10	2200VA 192W UPS Smart Lithium Ion Lifepo4 LCD USB DB9 2URM	\$ 1,850.35	\$ 18,503.50
2	32	NVIDIA VPC Bundle Perpetual License Plus 5yr	\$ 212.61	\$ 6,803.52
3	2	Vxrail V670f All Flash	\$ 3,511.14	\$ 7,022.28
4	2	Psnt Info	\$ -	\$ -
5	2	Vsan Node	\$ -	\$ -
6	2	Vxrail Pv 670 Firmware Lock	\$ -	\$ -
7	2	Vxrail Software Factory Install	\$ -	\$ -
8	2	No Transformational License Agreement	\$ -	\$ -
9	2	Informational Purposes Only	\$ -	\$ -
10	2	2.5" Chassis With Up To 24 Hdds (Sas/Sata) Including 8 Universal Slots	\$ 382.78	\$ 765.56
11	2	Gpu Enablement	\$ -	\$ -
12	2	Vxrail 2u Bezel V2	\$ 63.03	\$ 126.06
13	2	Intel Xeon Gold 6342 2.8g, 24c/48t, 11.2gt/S, 36m Cache, Turbo, Ht (230w) Ddr4-3200	\$ 1,965.50	\$ 3,931.00
14	2	Intel Xeon Gold 6342 2.8g, 24c/48t, 11.2gt/S, 36m Cache, Turbo, Ht (230w) Ddr4-3200	\$ 1,965.50	\$ 3,931.00
15	2	Additional Processor Selected	\$ -	\$ -
16	2	3200mt/S Rdimms	\$ -	\$ -
17	2	Broadcom 57504 Quad Port 10/25gbe,Sfp28, Ocp Nic 3.0	\$ 311.09	\$ 622.18
18	2	Trusted Platform Module 2.0 V3	\$ 32.11	\$ 64.22
19	2	Readyrails Sliding Rails	\$ 48.34	\$ 96.68
20	2	Cable Management Arm, 2u	\$ 22.38	\$ 44.76
21	2	Dual, Hot-Plug, Power Supply 2400w Redundant, D Mixed Mode	\$ 749.02	\$ 1,498.04
22	2	Fan Foam, Hdd 2u	\$ -	\$ -
23	2	No Rear Storage	\$ -	\$ -

**SOUTH TEXAS COLLEGE**  
**16. SERVER HARDWARE EQUIPMENT**

VENDOR			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
24	2	Dell Hardware Limited Warranty	\$ 210.50	\$ 421.00
25	2	Prosupport Mission Critical 4-Hour 7x24 Onsite Service With Emergency Dispatch 2 Years	\$ 2,157.52	\$ 4,315.04
26	2	Prosupport Mission Critical 4-Hour 7x24 Onsite Service With Emergency Dispatch 3 Years	\$ 789.57	\$ 1,579.14
27	2	Prosupport Mission Critical 7x24 Technical Support And Assistance 5 Years	\$ 11,037.46	\$ 22,074.92
28	2	Dell Limited Hardware Warranty Extended Year(S)	\$ -	\$ -
29	2	Thank You Choosing Dell Prosupport. For Tech Support, Visit //Www.Dell.Com/Support Or Call 1	\$ -	\$ -
30	2	Informational Purposes Only	\$ -	\$ -
31	2	Prodeploy Plus Dell Emc Vxrail	\$ 4,436.54	\$ 8,873.08
32	2	Poweredge R750 Ce Marking, No Ccc Marking	\$ -	\$ -
33	2	Dell/Emc Label (Bis) For 2.5" Chassis	\$ -	\$ -
34	2	Sas/Sata/Nvme Capable Backplane	\$ -	\$ -
35	2	P/V 670 Shipping, Dao	\$ -	\$ -
36	2	Poweredge R750 Shipping Material	\$ 32.11	\$ 64.22
37	2	2.5 Chassis	\$ -	\$ -
38	2	Vxrail V670f, Riser Config 2, 1a+2a+3b+4a, 2x16fh Dw Gpu, 2x8fh, 2x16lp	\$ 122.34	\$ 244.68
39	2	Vxrail V670f Branding	\$ 17.83	\$ 35.66
40	2	R750 Motherboard With Broadcom 5720 Dual Port 1gb On-Board Lom	\$ -	\$ -
41	2	Heatsink For 2 Cpu With Gpu Configuration	\$ 64.55	\$ 129.10
42	2	Performance Optimized	\$ -	\$ -
43	2	C43, No Raid	\$ -	\$ -
44	2	Dell Hba355i Controller Front	\$ 233.23	\$ 466.46
45	2	Front Perc Mechanical Parts, For 2.5" X24 Sas/Sata Chassis	\$ 15.84	\$ 31.68
46	2	Boss-S2 Controller Card + With 2 M.2 480gb (Raid 1)	\$ 551.14	\$ 1,102.28
47	2	Boss Cables And Bracket For R750 (Riser 1)	\$ 16.22	\$ 32.44
48	2	Idrac9, Enterprise 15g	\$ 158.63	\$ 317.26
49	2	Idrac Group Manager, Disabled	\$ -	\$ -

**SOUTH TEXAS COLLEGE  
16. SERVER HARDWARE EQUIPMENT**

VENDOR			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
50	2	Idrac, Legacy Password	\$ -	\$ -
51	2	Dhcp With Zero Touch Configuration	\$ -	\$ -
52	2	Very High Performance Fan X6	\$ 93.74	\$ 187.48
53	2	No Quick Sync	\$ -	\$ -
54	2	No Systems Documentation, No Openmanage Dvd Kit	\$ -	\$ -
55	2	No Energy Star	\$ -	\$ -
56	2	Uefi Bios Boot Mode With Gpt Partition	\$ -	\$ -
57	2	V670f Luggage Tag	\$ -	\$ -
58	32	64gb Rdim, 3200mt/s, Dual Rank, 16gb - Hci	\$ 1,192.14	\$ 38,148.48
59	6	1.6tb Enterprise Nvme Mixed Use Ag Drive U.2 Gen4 With Carrier	\$ 1,172.73	\$ 7,036.38
60	6	3.84tb Ssd Sata Read Intensive 6gbps 512 2.5in Hot-Plug Ag Drive, 1 Dwpd - Hci	\$ 1,091.42	\$ 6,548.52
61	4	Pe R7525 Acceleration 12v Cable	\$ 9.72	\$ 38.88
62	4	Nvidia Ampere A16, Pcie, 250w, 64gb Passive, Dw, Fh Gpu, Requires Vgpu Sw For Vdi	\$ 3,584.21	\$ 14,336.84
63	4	Power Cord, C19 To C20, Pdu-Style, 16 Amps, .6 Meter, Argentina, Qty 1	\$ 3.56	\$ 14.24
64	8	Sfp28 Sr Optic, 25gbe, 85c, For All Sfp28 Ports	\$ 239.72	\$ 1,917.76
65	4	Vxrail Vmware, Vsan Advanced, 5 Years	\$ -	\$ -
66	4	Vxrail Hci System Software, A	\$ 3,270.20	\$ 13,080.80
67	6	Vxrail Hci System Software, Capacity Drive, 3.84tb	\$ 729.90	\$ 4,379.40
68	32	Vxrail Hci System Software Memory, 64gb	\$ 181.28	\$ 5,800.96
69	4	Prosupport, Vsan, Advanced, 1 Processor, 5 Years	\$ 1,863.63	\$ 7,454.52
<b>TOTAL AMOUNT</b>			\$	182,040.02

**SOUTH TEXAS COLLEGE  
17. SERVERS**

<b>NAME</b>			Dell Marketing, LP.	
<b>ADDRESS</b>			PO Box 676021	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75267	
<b>PHONE</b>			(800) 456 - 3355	
<b>CONTACT</b>			Tasha Myers	
#	Qty	Description	Unit Price	Extension
1	7	Dell PowerEdge R760 Server	\$10,442.88	\$ 73,100.16
2	4	Dell PowerEdge R760 Server	\$15,818.90	\$ 63,275.60
3	4	Dell PowerEdge R760 Server	\$ 17,631.02	\$ 70,524.08
4	1	Dell PowerEdge R650XS Server	\$ 6,636.10	\$ 6,636.10
<b>TOTAL AMOUNT</b>			\$	213,535.94

**SOUTH TEXAS COLLEGE**  
**18. SOFTWARE SUBSCRIPTION**

<b>VENDOR</b>		SHI Government Solutions		
<b>ADDRESS</b>		3828 Pecana Trail		
<b>CITY/STATE/ZIP</b>		Austin, TX 78749		
<b>PHONE</b>		(800) 477 - 6479		
<b>CONTACT</b>		Daniel Breazzano		
#	Qty	Description	Unit Price	Extension
1	1	Business Package SnapLogic - Part#: NPN-SNAPL-B Coverage Term: 06/01/2024 - 08/31/2025	\$ 35,016.00	\$ 35,016.00
2	1	Additional Sandbox SnapLogic - Part#: NPN-SNAPL-AS Coverage Term: 06/01/2024 - 08/31/2025	\$ -	\$ -
3	1	Workday Snap SnapLogic - Part#: NPN-SNAPL-WS Coverage Term: 06/01/2024 - 08/31/2025	\$ -	\$ -
4	1	Gold Support SnapLogic - Part#: NPN-SNAPL-GS Coverage Term: 06/01/2024 - 08/31/2025	\$ -	\$ -
5	1	Business Package SnapLogic - Part#: NPN-SNAPL-B Coverage Term: 06/01/2024 - 08/31/2025	\$ 84,038.00	\$ 84,038.00
6	1	Additional Sandbox SnapLogic - Part#: NPN-SNAPL-AS Coverage Term: 06/01/2024 - 08/31/2025	\$ -	\$ -
7	1	Workday Snap SnapLogic - Part#: NPN-SNAPL-WS Coverage Term: 06/01/2024 - 08/31/2025	\$ -	\$ -
8	1	Gold Support SnapLogic - Part#: NPN-SNAPL-GS Coverage Term: 06/01/2024 - 08/31/2025	\$ -	\$ -
<b>TOTAL AMOUNT</b>			\$	119,054.00

**SOUTH TEXAS COLLEGE**  
**19. DATACENTER SWITCHES AND SERVER MAINTENANCE**

<b>VENDOR</b>		SHI Government Solutions		
<b>ADDRESS</b>		3828 Pecana Trail		
<b>CITY/STATE/ZIP</b>		Austin, TX 78749		
<b>PHONE</b>		(800) 477 - 6479		
<b>CONTACT</b>		Joe Hernandez		
#	Qty	Description	Unit Price	Extension
1	1	Hardware Maintenance Agreement for Datacenter Switches and Server - Park Place Technologies Coverage Term: 4/15/2024 - 4/14/2025	\$ 66,111.15	\$ 66,111.15
<b>TOTAL AMOUNT</b>			\$	66,111.15





20a

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

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

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

May 29, 2024

Mr. Daniel Backhaus  
Telepro Communications  
12005 North Bryan Road  
Mission, TX 78573

Dear Mr. Backhaus,

On June 27, 2023, South Texas College awarded a contract to Telepro Communications for Network Cabling and Equipment Installation Services. The award allowed for two one-year renewal options on the contract, if the terms and conditions remain the same. We are in the last few months of the last year of the contract and would like to renew for an additional one-year period. The last renewal period will be from July 26, 2024 through July 25, 2025, with a 10% escalation.

We request 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 you accept this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 25, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



20b

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

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

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

May 29, 2024

Mr. Marco Ramirez  
BridgeNet Communications  
1314 Stites Rd  
Donna, TX 78537

Dear Mr. Ramirez:

On June 27, 2023, South Texas College awarded a contract to BridgeNet Communications for Network Cabling and Equipment Installation Services. The award allowed for two one-year renewal options on the contract, if the terms and conditions remain the same. We are in the last few months of the last year of the contract and would like to renew for an additional one-year period. The last renewal period will be from July 26, 2024 through July 25, 2025, with a 10% escalation.

We request 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 you accept this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Deyadira Leal at [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Associate Director of Purchasing

Renewal of contract accepted through July 25, 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**  
**21. NETWORK SOFTWARE MAINTENANCE**

<b>VENDOR</b>			Netsync Network Solutions	
<b>ADDRESS</b>			2500 W Loop S Ste 410/510	
<b>CITY/STATE/ZIP</b>			Houston, TX 77027	
<b>PHONE</b>			(713) 218 - 5000	
<b>CONTACT</b>			Xavier A. Trevino	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Collaboration Flex Plan 3.0	\$ -	\$ -
2	1	Education Customer	\$ -	\$ -
3	1	Expressway Version 15 Restricted Software	\$ -	\$ -
4	2040	Unity Connection Smart License (1)	\$ -	\$ -
5	340	Expressway Rich Media Session included with Flex (1)	\$ -	\$ -
6	2040	Cloud Device Registration Entitlement	\$ -	\$ -
7	1700	Basic Support for Flex Plan	\$ -	\$ -
8	850	Common Area Smart License (1)	\$ -	\$ -
9	5100	Emergency Responder Smart License (1)	\$ -	\$ -
10	1	Session Manager (1)	\$ -	\$ -
11	340	Access Smart License (1)	\$ -	\$ -
12	2040	On-Premises Smart License - EA (1)	\$ -	\$ -
13	2040	Messaging Entitlement	\$ -	\$ -
14	1	Expressway Product Authorization Key (1)	\$ -	\$ -
15	1	On-Premises SW Bundle v15	\$ -	\$ -
16	2040	Pro Pack for Cisco Control Hub Entitlement	\$ -	\$ -
17	3400	SRST Endpoints (1)	\$ -	\$ -
18	40800	File Storage Entitlement	\$ -	\$ -
19	1700	EntW On-Premises Calling Unit Price: 4.27 Each per Month Duration: 3 Years, Billing Frequency: Yearly Coverage: 05/28/2024 - 05/27/2027	\$ 153.72	\$ 261,324.00
<b>TOTAL AMOUNT</b>			\$	261,324.00

**SOUTH TEXAS COLLEGE  
22. VMWARE MAINTENANCE**

<b>NAME</b>			Netsync Network Solutions	
<b>ADDRESS</b>			2500 W Loop S Ste 410/510	
<b>CITY/STATE/ZIP</b>			Houston, TX 77027	
<b>PHONE</b>			(713) 218 - 5000	
<b>CONTACT</b>			Xavier A. Trevino	
#	Qty	Description	Unit Price	Extension
1	1	VMware Enterprise Licensing Agreement - Level 2 **Payment 1 of 3 - 11-400-014ELA Unit Price: 3,671.11 Each per Month Coverage: 05/01/2024 - 05/01/2027	\$ 132,159.96	\$ 132,159.96
2	1	VMware Enterprise Licensing Agreement-Level 2 **Payment 2 of 3 - Due 1 Year from Effective Date - Unit Price: 3,781.11 Each per Month Coverage: 05/01/2024 - 05/01/2027	\$ 136,119.96	\$ 136,119.96
3	1	VMware Enterprise Licensing Agreement-Level 2 **Payment 3 of 3 - Due 2 Years from Effective Date - Unit Price: 3,894.44 Each per Month Coverage: 05/01/2024 - 05/01/2027	\$ 140,199.84	\$ 140,199.84
<b>TOTAL AMOUNT</b>			\$	408,479.76

**SOUTH TEXAS COLLEGE**  
**23. WEB APPLICATION FIREWALL SOFTWARE/CLOUD SUBSCRIPTION**  
**AGREEMENT**

<b>NAME</b>		Kudelski Security Inc.		
<b>ADDRESS</b>		5090 North 40th St Ste 450		
<b>CITY/STATE/ZIP</b>		Phoenix, AZ 85018		
<b>PHONE</b>		(512) 266 - 7013		
<b>CONTACT</b>		Sonja Young		
#	Qty	Description	Unit Price	Extension
1	1	App Protect Core, 500Mbps Base Plan, Annual Enhanced Subscription Coverage: 07/07/2024 - 07/06/2025	\$ 19,051.20	\$ 19,051.20
2	100	Add 100 to 499 applications to FlexProtect Pro for Application Security, Annual Enhanced Subscription (per app) Coverage: 07/07/2024 - 07/06/2025	\$ 336.00	\$ 33,600.00
<b>TOTAL AMOUNT</b>			\$	52,651.20

**SOUTH TEXAS COLLEGE  
24. INSTITUTIONAL MEMBERSHIP**

<b>NAME</b>			The University of Texas at Austin	
<b>ADDRESS</b>			P O Box 301136	
<b>CITY/STATE/ZIP</b>			Austin, TX 78703	
<b>PHONE</b>			(512) 471-3434	
#	Qty	Description	Unit Price	Extension
1	1	Membership for the Community College Survey of Student Engagement and Survey of Entering Student Engagement Period: 01/01/2024 - 12/31/2024	\$ 30,890.00	\$ 30,890.00
<b>TOTAL AMOUNT</b>			\$	30,890.00

## **Review and Recommend Action to Renew the Starr County Agreement for Tax Assessment Collection**

Purpose and Justification – Administration requests the Committee recommend Board approval on the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2024 through August 31, 2025.

The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2024. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (c) Tax Assessment and Collection, indicates that the governing board of a joint county junior college district shall be authorized to have the taxable property in its district assessed or its taxes collected, in whole or in part, by the tax assessors or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the joint county junior college district is located. The tax assessors or tax collectors of a governmental subdivision, on the request of the governing board of a joint county junior college district, shall assess and collect the taxes of the joint county junior college district in the manner prescribed in the Property Tax Code. Tax assessors and tax collectors shall receive compensation in an amount agreed on between the appropriate parties, but not to exceed two percent of the ad valorem taxes assessed.

Background – On March 25, 2024, Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, advised the College that the annual fee for tax year 2024 will remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2025 is estimated to be \$174,734.82, based on 3.5% of the College's total estimated tax collections for the period of September 1, 2024 through August 31, 2025. The monthly collection fee of approximately \$14,561.23 will be reduced from taxes collected during the month, and the remaining funds are remitted by a check to South Texas College.

A summary of the Starr County collection fees for the past ten years is shown in Exhibit A.

At the April 9, 2024, Finance, Audit, and Human Resources Meeting, the Committee reviewed the information presented and requested for staff to discuss the possibility of reviewing and reducing the tax collection fee with the Starr County Tax Assessor/Collector Office.

On April 17, 2024, Ms. Myriam Lopez, Comptroller met with Ms. Ameida Salinas, Starr County Tax Assessor/Collector and Starr County Judge Eloy Vera, to discuss the collection fee and redemption fee for taxable year 2024. Judge Vera asked the College to calculate and provide a revised redemption rate, that, when added to a 2% tax collection fee, would result at a total fee of \$150,000.

This item was not presented at the April 23, 2024 Board Meeting.

A revised collection fee and/or the redemption fee have not been provided by the Starr County Tax Assessor/Collector to the College at the time of packet publication. Revised rates, if any, will be presented at the Committee Meeting or the Board meeting, along with the original rates provided and shown on Exhibit A, for approval.

The collection fee per the Texas Property Tax Code section must be approved by the College's Board of Trustees before June 1, 2024. As per Section I.1 and Section VI.1 of the Inter-Local Cooperation Agreement between South Texas College and Starr County, the College is required to submit a written notice to the Tax Assessor/Collector indicating its intent to renew the agreement by June 1<sup>st</sup> of each calendar year.

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for Fiscal Year 2024 – 2025, pending Board approval of the budget.

Enclosed Documents – Exhibit A and the Clause VI, Consideration of the Starr County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract follow in the packet for the Committee's review and information.

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 the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes of the College's total tax collection from September 1, 2024 through August 31, 2025 as presented.



## Exhibit A

Fees charged by Starr County each year for the periods of Fiscal Year 2014 – 2015 to Fiscal Year 2021 – 2023 and the estimated fee for Fiscal Year 2023 – 2024 and Fiscal Year 2024 – 2025, based on a rate of 3.5% of total tax collections are as follows:

<b>History of Fees for Starr County Tax Assessment and Collection</b>				
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>% of Tax Collection</b>	<b>Total Tax Levy</b>
2024 – 2025	\$174,734.82***	6.92%	3.5%	Not Available
2023 – 2024	\$163,418.15**	1.16%	3.5%	\$4,833,955.92
2022 – 2023	\$161,545.49	(2.36%)	3.5%	\$4,515,974.35
2021 – 2022	\$165,449.37	8.60%	3.5%	\$4,418,023.95
2020 – 2021	\$152,346.31	6.76%	3.5%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	3.5%	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	3.5%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	3.5%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	N/A	\$3,494,095.10
2015 – 2016	\$87,886.00	0%	N/A	\$3,871,198.83
2014 – 2015	\$87,886.00	0%	N/A	\$3,352,380.96

\*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

\*\*Estimated Fee Amount to be paid by August 31, 2024

\*\*\*Estimated Fee Amount to be approved on April 23, 2024 Board Meeting

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

# STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

March 25<sup>th</sup>, 2024

Dr. Ricardo J. Solis, President

South Texas College  
3201 W. Pecan Blvd  
McAllen, Texas 78501

Dear Dr. Solis:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for tax year 2024 will be 3.5% of all current and delinquent base taxes collected from September 1, 2024 through August 31, 2025 as per Commissioner's Court approval on March 25<sup>th</sup>, 2024.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Ma. Ameida Salinas, TAC  
Starr County Tax Assessor/Collector



COUNTY OF STARR  
MA. AMEIDA SALINAS  
TAX ASSESSOR-COLLECTOR

ACCEPTED & AGREED

By: \_\_\_\_\_

South Texas College

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

**Review and Recommend Action on Revised Appraisal District Allocated Cost Payments for the 2024 Assessment Fees for Hidalgo County**

Purpose and Justification – Administration requests Board approval for the revised 2024 Assessment Fees for Hidalgo County Appraisal District according to the revised allocated cost schedule.

Background – On December 6, 2023, the Board of Trustees approved the Hidalgo County Appraisal District allocated cost payments for \$901,789, as required in the Texas Property Tax Code, Chapter 6, Section 6.06 (e).

On April 23, 2024, Hidalgo County Appraisal District informed the College that the allocated cost for the 2024 assessment fees will be increased due to the cost associated with the Hidalgo County Appraisal District Board of Directors Election on May 4, 2024. The Appraisal District is considered a sole source, and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

The revised allocated cost for the 2024 assessment fees provided by the Hidalgo County Appraisal District will increase the allocated cost by \$61,527 as follows:

<b>Fiscal Year 2023 - 2024 Hidalgo County Assessment Fees</b>	
	Allocated Cost for Assessment Fees
Assessment Fees Approved on December 12, 2023	\$901,789
Revised Allocated Cost for Assessment Fee	963,316
<b>Assessment Fees Increase/(Decrease)</b>	<b>\$61,527</b>

At the time of publication, the Hidalgo County Appraisal District was pending final approval of the assessment fee increase. A revised invoice will be provided to the College upon final approval. The payment is due by July 10, 2024.

Enclosed Documents – The Hidalgo County Appraisal District Letter follows in the packet for the Committee’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be present at the Board Meeting to address any questions.

It is requested that the Committee recommend Board approval for the revised 2024 Assessment Fees for Hidalgo County Appraisal District according to the revised allocated cost schedule, contingent upon receipt of an invoice, as presented.

# HIDALGO COUNTY APPRAISAL DISTRICT

Albert D. Cardenas Chairman  
Joe D. Olivarez Vice-Chairman  
Amador Requenez Secretary  
Richard A. Garza Member  
Eddy Betancourt Member



Pablo "Paul" Villarreal, Jr. Member  
Place 1  
Place 2  
Place 3  
Rolando Garza, Chief Appraiser

PO Box 208  
Edinburg, TX 78540-0208  
(956) 381-8466 (956) 565-2461  
[www.hidalgoad.org](http://www.hidalgoad.org)

April 23, 2024

## TAXING ENTITIES AND PRESIDING OFFICERS HIDALGO COUNTY

In accordance with section 6.06(c) of the Texas Property Tax Code, the Board of Directors of the Hidalgo County Appraisal District (HCAD) is notifying you of its intent to amend HCAD's 2024 Budget.

The proposed budget amendment covers the Board of Directors Election on May 4, 2024. The cost of the election is \$840,000.00. Our 2024 Amended Budget will affect the entities' assessment fees for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. We are providing a copy of the 2024 budget with its proposed amendment, a copy of the election cost (itemized), and a spreadsheet with the new quarterly assessment fees.

If you have any questions, please do not hesitate to contact me at (956) 381-8466.

Thank you,

A handwritten signature in black ink, appearing to read "Amador Requenez".

Amador Requenez  
Secretary of Board of Directors

**HIDALGO COUNTY APPRAISAL DISTRICT  
2024 AMENDED BUDGET**

<b>BUDGET EXPENDITURES:</b>	<b>2022 EXPENDITURES</b>	<b>2023 BUDGET</b>	<b>2024 AMENDED BUDGET</b>	<b>Percentage from 2023 to 2024</b>
Payroll	\$ 5,388,687.34	\$ 5,870,048.00	\$ 6,219,927.00	6.0%
Employee Benefits	\$ 1,607,544.41	\$ 1,748,000.00	\$ 1,850,000.00	5.8%
Operating Expenditures	\$ 2,676,665.56	\$ 3,553,150.00	\$ 4,736,550.00	33.3%
Capital Expenditures	\$ 54,709.59	\$ 325,000.00	\$ 345,000.00	6.2%
<b>GRAND TOTALS</b>	<b>\$ 9,727,606.90</b>	<b>\$ 11,496,198.00</b>	<b>\$ 13,151,477.00</b>	<b>14.4%</b>



## 2024 Hidalgo County Elections Contract Estimate

EXHIBIT A

PLEASE NOTE THAT THIS TOOL IS FOR ESTIMATION PURPOSES ONLY.  
PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY FINAL INVOICE.

ELECTION: Hidalgo County Appraisal District Board of Directors Place 2 & 3		DATE: May 4, 2024			
<b>6.01</b>	<b>Coding Services for HART</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
A	Base Charge: Ballot Coding	\$475.00	1	\$475.00	
B	Ballot Audio Files	\$10.00	12	\$120.00	
C	Election Media per Polling Location(s)	\$100.00	68	\$6,800.00	
D	Verity Controller(s)	\$465.00	68	\$31,620.00	
D	Verity Touch Duo Machine(s)	\$447.00	360	\$160,920.00	
D	Verity Scan and Ballot Box	\$610.00	68	\$41,480.00	
D	Verity Duo Go Carrier (Curbside Voters)	\$150.00	136	\$20,400.00	
E	Delivery/ Pick-up Fee (includes Mileage)	\$1,100.00	1	\$1,100.00	
		<b>Total iVotronic Coding Charges</b>		<b>\$262,915.00</b>	
<b>6.02</b>	<b>Electronic Poll Book (VoteSafe)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
A	Voter Registration Database Access (Per Day)	\$100.00	9	\$900.00	
B	EV/ ED Laptop Rental (includes Bar Code Scanner/ Brother Printer)	\$150.00	136	\$20,400.00	
C	Printer Labels (per vote)	\$0.03	864340	\$25,930.20	
D	Username/Password - Per Polling Location	\$20.00	68	\$1,360.00	
		<b>Total Electronic Poll Book Charges</b>		<b>\$48,590.20</b>	
<b>6.03</b>	<b>Supplies</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Early Voting Combination Forms	\$0.55	9000	\$4,950.00	
	Election Day Combination Forms	\$0.55	9000	\$4,950.00	
	Election Judge Kit for Early Voting	\$50.00	30	\$1,500.00	
	Election Judge Kit for Election Day	\$50.00	38	\$1,900.00	
	Verity Access Thermal Code paper (per vote)	\$0.10	432170	\$43,217.00	
	EV/ ED Thermal Ballot paper (per vote)	\$0.40	432170	\$172,868.00	
	I VOTED stickers (per vote)	\$0.01	432170	\$4,321.70	
	Polling Location Map(s)	\$17.00	68	\$1,156.00	
	100 Sample ballots provided. Additional Copies of Sample Ballots @ \$0.20 each.	\$0.20	1000	\$200.00	
	Covid PPE's per location	\$0.00	1	\$0.00	
		<b>Total Supplies Charges</b>		<b>\$235,062.70</b>	
<b>6.04</b>	<b>Mail &amp; Ballot Service</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Mail-in-Paper Ballots	\$0.40	1000	\$400.00	
	Mail-in-Ballots Kit(s) per request	\$2.00	1000	\$2,000.00	
	Postage Mail-in-Ballots (per request)	\$0.73	1000	\$730.00	
	Correspondence Postage	\$0.58	38	\$22.04	
		<b>Total Mail &amp; Ballot Service Charges</b>		<b>\$3,152.04</b>	
<b>6.05</b>	<b>Advertisements/Notices</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	The Monitor newspaper	\$1,800.00	1	\$1,800.00	
	Local newspaper		0	\$0.00	
		<b>Total Advertisement/Notice Charges</b>		<b>\$1,800.00</b>	
<b>6.07</b>	<b>*Payroll for Training and Election Poll Workers</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Payroll for Early Voting Employees	\$171,000.00		\$171,000.00	
	Payroll for Election Day Employees	\$30,400.00		\$30,400.00	
		<b>Total Payroll Charges</b>		<b>\$201,400.00</b>	
	<b>Payroll for Staff Overtime</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Payroll for Early Voting and Election Day Staff Employees	\$5,500.00		\$5,500.00	
		<b>Total Payroll Charges</b>		<b>\$5,500.00</b>	
<b>6.08</b>	<b>Payroll for Ballot Board</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Ballot Board	\$850.00	1	\$850.00	
		<b>Total Ballot Board Charges</b>		<b>\$850.00</b>	
<b>6.10</b>	<b>Insurance</b>	<b>Hourly rate</b>	<b>Hours wk</b>	<b>%</b>	<b>Total</b>
	Liability insurance for Early Voting Supervisors ( 30 ) (hourly rate X hrs worked X .0021)	\$ 14.00	3360	0.0021	\$98.78
	Liability insurance for Early Voting Alternate/Clerks ( 90 ) (hourly rate X hrs worked X .0021)	\$ 12.00	10080	0.0021	\$254.02
	Liability insurance for Election Day Presiding Judges ( 38 ) (hourly rate X hrs worked X .0021)	\$ 14.00	589	0.0021	\$17.32
	Liability insurance for Election Day Alternate/Clerks ( 114 ) (hourly rate X hrs worked X .0021)	\$ 12.00	1767	0.0021	\$44.53
		<b>Total Insurance Charges</b>		<b>\$414.65</b>	
<b>6.11</b>	<b>Cell Phones</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Verizon Wireless phone (subject to change with out notice)	\$45.00	68	\$3,060.00	
		<b>Total Cell Phone Charges</b>		<b>\$3,060.00</b>	
<b>6.12</b>				<b>Subtotal</b>	
				<b>\$762,744.59</b>	
				<b>Administrative Fees (10%)</b>	
				<b>\$76,274.46</b>	
				<b>ESTIMATED GRAND TOTAL</b>	
				<b>\$839,019.05</b>	

2024  
OFFICIAL ENTITY ASSESSMENT (AMENDED)

ENTITY:	2023 Tax Levied	2023 Percent	2024 Official Assessment	Amended 2024 Official Assessment	Quarterly Amount for 1st and 2nd Quarter	Total for 1st and 2nd Quarter	Amended Quarterly Amount for 3rd and 4th Quarters
Hidalgo County	\$ 301,903,688.00	26.47%	\$ 3,258,458.00	\$ 3,480,780.00	\$ 814,614.50	\$ 1,629,229.00	\$ 925,775.50
Drainage Dist.#1	\$ 60,619,813.39	5.31%	\$ 654,273.00	\$ 698,912.00	\$ 163,568.25	\$ 327,136.50	\$ 185,887.75
Entity Totals	\$ 362,523,501.39	27.57%	\$ 3,912,731.00	\$ 4,179,692.00	\$ 978,182.75	\$ 1,956,365.50	\$ 1,111,663.25
<u>Fire Districts:</u>							
EMS District #1	\$ 262,476.24	0.02%	\$ 2,833.00	\$ 3,026.00	\$ 708.25	\$ 1,416.50	\$ 804.75
EMS District #2	\$ 454,234.02	0.04%	\$ 4,902.00	\$ 5,237.00	\$ 1,225.50	\$ 2,451.00	\$ 1,393.00
EMS District #3	\$ 509,566.11	0.04%	\$ 5,500.00	\$ 5,875.00	\$ 1,375.00	\$ 2,750.00	\$ 1,562.50
EMS District #4	\$ 319,163.06	0.03%	\$ 3,445.00	\$ 3,680.00	\$ 861.25	\$ 1,722.50	\$ 978.75
Entity Totals	\$ 1,545,439.43	0.14%	\$ 16,680.00	\$ 17,818.00	\$ 4,170.00	\$ 8,340.00	\$ 4,739.00
<u>Irrigation Districts:</u>							
Donna #1	\$ 715,476.00	0.063%	\$ 7,722.00	\$ 8,249.00	\$ 1,930.50	\$ 3,861.00	\$ 2,194.00
Delta Lake	\$ 753,256.36	0.066%	\$ 8,130.00	\$ 8,685.00	\$ 2,032.50	\$ 4,065.00	\$ 2,310.00
Kennedy Co GCD	\$ 1,278.40	0.00011%	\$ 14.00	\$ 14.00	\$ 3.50	\$ 7.00	\$ 3.50
Brush Country GCD	\$ 343.00	0.00003%	\$ 4.00	\$ 4.00	\$ 1.00	\$ 2.00	\$ 1.00
Red Sands GCD	\$ 78,735.91	0.007%	\$ 849.00	\$ 907.00	\$ 212.25	\$ 424.50	\$ 241.25
Entity Totals	\$ 1,549,089.67	0.1358%	\$ 16,719.00	\$ 17,859.00	\$ 4,179.75	\$ 8,359.50	\$ 4,749.75

2024  
OFFICIAL ENTITY ASSESSMENT (AMENDED)

ENTITY:	2023 Tax Levied	2023 Percent	2024 Official Assessment	Amended 2024 Official Assessment	Quarterly Amount for 1st and 2nd Quarter	Total for 1st and 2nd Quarter	Amended Quarterly Amount for 3rd and 4th Quarters
<u>Cities:</u>							
Alamo	\$ 5,798,228.19	0.51%	\$ 62,580.00	\$ 66,850.00	\$ 15,645.00	\$ 31,290.00	\$ 17,780.00
Alton	\$ 3,671,867.55	0.32%	\$ 39,631.00	\$ 42,335.00	\$ 9,907.75	\$ 19,815.50	\$ 11,259.75
Donna	\$ 6,866,862.23	0.60%	\$ 74,114.00	\$ 79,171.00	\$ 18,528.50	\$ 37,057.00	\$ 21,057.00
Edcouch	\$ 717,755.08	0.06%	\$ 7,746.00	\$ 8,275.00	\$ 1,936.50	\$ 3,873.00	\$ 2,201.00
Edinburg	\$ 42,919,133.76	3.76%	\$ 463,228.00	\$ 494,834.00	\$ 115,807.00	\$ 231,614.00	\$ 131,610.00
Elsa	\$ 2,123,067.64	0.19%	\$ 22,914.00	\$ 24,478.00	\$ 5,728.50	\$ 11,457.00	\$ 6,510.50
Granjeno	\$ 32,308.02	0.00%	\$ 348.00	\$ 372.00	\$ 87.00	\$ 174.00	\$ 99.00
Hidalgo	\$ 3,355,112.36	0.29%	\$ 36,212.00	\$ 38,682.00	\$ 9,053.00	\$ 18,106.00	\$ 10,288.00
La Joya	\$ 1,339,280.47	0.12%	\$ 14,455.00	\$ 15,441.00	\$ 3,613.75	\$ 7,227.50	\$ 4,106.75
La Villa	\$ 738,371.63	0.06%	\$ 7,969.00	\$ 8,513.00	\$ 1,992.25	\$ 3,984.50	\$ 2,264.25
McAllen	\$ 62,158,794.08	5.45%	\$ 670,882.00	\$ 716,656.00	\$ 167,720.50	\$ 335,441.00	\$ 190,607.50
Mercedes	\$ 6,761,148.43	0.59%	\$ 72,974.00	\$ 77,953.00	\$ 18,243.50	\$ 36,487.00	\$ 20,733.00
Mission	\$ 32,462,336.25	2.85%	\$ 350,367.00	\$ 374,272.00	\$ 87,591.75	\$ 175,183.50	\$ 99,544.25
Palmview	\$ 4,205,943.94	0.37%	\$ 45,395.00	\$ 48,492.00	\$ 11,348.75	\$ 22,697.50	\$ 12,897.25
Penitas	\$ 1,904,344.97	0.17%	\$ 20,554.00	\$ 21,956.00	\$ 5,138.50	\$ 10,277.00	\$ 5,839.50
Progreso	\$ 1,164,505.40	0.10%	\$ 12,569.00	\$ 13,426.00	\$ 3,142.25	\$ 6,284.50	\$ 3,570.75
Pharr	\$ 34,450,268.12	3.02%	\$ 371,823.00	\$ 397,192.00	\$ 92,955.75	\$ 185,911.50	\$ 105,640.25
San Juan	\$ 11,550,566.23	1.01%	\$ 124,666.00	\$ 133,172.00	\$ 31,166.50	\$ 62,333.00	\$ 35,419.50
Sullivan City	\$ 791,148.84	0.07%	\$ 8,539.00	\$ 9,122.00	\$ 2,134.75	\$ 4,269.50	\$ 2,426.25
Weslaco	\$ 18,366,021.86	1.61%	\$ 198,225.00	\$ 211,749.00	\$ 49,556.25	\$ 99,112.50	\$ 56,318.25
Entity Totals	\$ 241,377,065.05	21.16%	\$ 2,605,191.00	\$ 2,782,941.00	\$ 651,297.75	\$ 1,302,595.50	\$ 740,172.75
<u>Schools:</u>							
Donna	\$ 22,865,614.55	2.00%	\$ 246,790.00	\$ 263,628.00	\$ 61,697.50	\$ 123,395.00	\$ 70,116.50
Edcouch-Elsa	\$ 5,269,806.96	0.46%	\$ 56,878.00	\$ 60,759.00	\$ 14,219.50	\$ 28,439.00	\$ 16,160.00
Edinburg	\$ 78,035,448.53	6.84%	\$ 842,239.00	\$ 899,704.00	\$ 210,559.75	\$ 421,119.50	\$ 239,292.25
Hidalgo	\$ 8,696,498.63	0.76%	\$ 93,861.00	\$ 100,266.00	\$ 23,465.25	\$ 46,930.50	\$ 26,667.75
La Joya	\$ 32,969,208.52	2.89%	\$ 355,837.00	\$ 380,116.00	\$ 88,959.25	\$ 177,918.50	\$ 101,098.75
La Villa	\$ 1,657,030.08	0.15%	\$ 17,885.00	\$ 19,105.00	\$ 4,471.25	\$ 8,942.50	\$ 5,081.25
Lyford	\$ 190,106.15	0.02%	\$ 2,052.00	\$ 2,192.00	\$ 513.00	\$ 1,026.00	\$ 583.00
McAllen	\$ 86,308,387.07	7.57%	\$ 931,528.00	\$ 995,086.00	\$ 232,882.00	\$ 465,764.00	\$ 264,661.00
Mercedes	\$ 7,709,539.40	0.68%	\$ 83,210.00	\$ 88,887.00	\$ 20,802.50	\$ 41,605.00	\$ 23,641.00
Mission	\$ 30,925,838.17	2.71%	\$ 333,784.00	\$ 356,558.00	\$ 83,446.00	\$ 166,892.00	\$ 94,833.00
Monte Alto	\$ 2,319,190.18	0.20%	\$ 25,032.00	\$ 26,740.00	\$ 6,258.00	\$ 12,516.00	\$ 7,112.00
PSJA	\$ 62,430,424.31	5.47%	\$ 673,815.00	\$ 719,788.00	\$ 168,453.75	\$ 336,907.50	\$ 191,440.25
Progreso	\$ 3,250,071.86	0.28%	\$ 35,078.00	\$ 37,471.00	\$ 8,769.50	\$ 17,539.00	\$ 9,966.00
Sharyland	\$ 39,797,048.10	3.49%	\$ 429,531.00	\$ 458,838.00	\$ 107,382.75	\$ 214,765.50	\$ 122,036.25
So Tx College	\$ 83,552,783.33	7.32%	\$ 901,789.00	\$ 963,316.00	\$ 225,447.25	\$ 450,894.50	\$ 256,210.75
South Texas ISD	\$ 27,090,743.40	2.37%	\$ 292,391.00	\$ 312,341.00	\$ 73,097.75	\$ 146,195.50	\$ 83,072.75
Valley View	\$ 10,651,522.96	0.93%	\$ 114,962.00	\$ 122,806.00	\$ 28,740.50	\$ 57,481.00	\$ 32,662.50
Weslaco	\$ 29,972,406.60	2.63%	\$ 323,494.00	\$ 345,566.00	\$ 80,873.50	\$ 161,747.00	\$ 91,909.50
Entity Total	\$ 533,691,668.80	46.79%	\$ 5,760,156.00	\$ 6,153,167.00	\$ 1,440,039.00	\$ 2,880,078.00	\$ 1,636,544.50
GRAND TOTALS	\$ 1,140,686,764.34	100%	\$ 12,311,477.00	\$ 13,151,477.00			
BUDGET TOTAL		\$	\$ 12,311,477.00	\$ 13,151,477.00			



## **Discussion and Update to Implement a Semi-Monthly Payroll for All Employees**

Purpose and Justification – The implementation of a Semi-Monthly Pay Cycle for all employees of the College, effective January 1, 2025, to fully utilize the capabilities of our new ERP (Enterprise Resource Planning), WorkDay, system will be presented.

This change will ensure consistency for all employees and enhance our payroll management efficiency, providing a more efficient, streamlined, and accurate process. All College employees will transition from a monthly pay schedule to a semi-monthly pay schedule.

Background – Currently, all full-time employees, both staff and faculty and part-time faculty, receive pay monthly. Transitioning from a monthly to a semi-monthly pay frequency offers several benefits for the employees and the College as follows:

- **Increased Frequency of Pay:** Employees receive paychecks more frequently, which can help them better manage their finances and budget effectively.
- **Aligns with industry standards:** Following a semi-monthly pay schedule, among many organizations, is often considered best practice.
- **Actual hours will be paid:** Full-time employees are currently paid based on an estimated number of hours worked on a monthly basis; moving to semi-monthly payroll will allow employees to get paid on actual hours worked. Current manual processes and calculations will be eliminated.
- **Overtime Pay for Non-Exempt Employees:** Non-Exempt Employees will be compensated for overtime hours closer to the time they were worked rather than waiting for overtime pay the following month.
- **Increased efficiency:** The number of payrolls will be reduced from 3 to 2 every month. Instead of two types of payroll schedules, all College employees, staff, and faculty, full-time and part-time, will be paid semi-monthly.

The proposed date of implementation of the semi-monthly payroll for all employees of January 2025 will align with the implementation of the new ERP system as scheduled.

A transition plan is being developed to communicate the key changes and timelines to employees in addition to mitigate the impact of the change in pay the first month.

Reviewers – The Vice President for Finance and Administrative Services, Cabinet, and the Comptroller have reviewed the presented information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be at the Committee meeting to address questions.

Enclosed Documents – The Semi-Monthly payroll PowerPoint presentation follows in the packet for the Committee’s information and review.

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



## Semimonthly Payroll

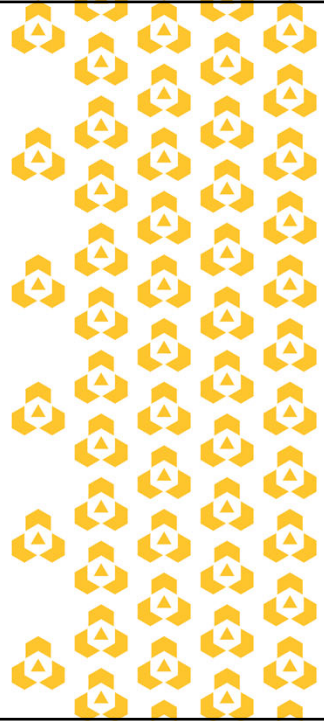
### What is happening?

- South Texas College is implementing Semimonthly Payroll for all employees
- Effective date is January 2025
  - Dependent on moving to the new ERP system as scheduled



## What is Semimonthly Payroll?

- Provides 2 paychecks per month
  - 15<sup>th</sup> (earlier if weekend or holiday)
  - Last business day of the month – equivalent to our current monthly pay date
- Employees will receive a total of 24 payroll payments per year
- Currently, South Texas College pays part-time staff on a Semimonthly Pay Schedule

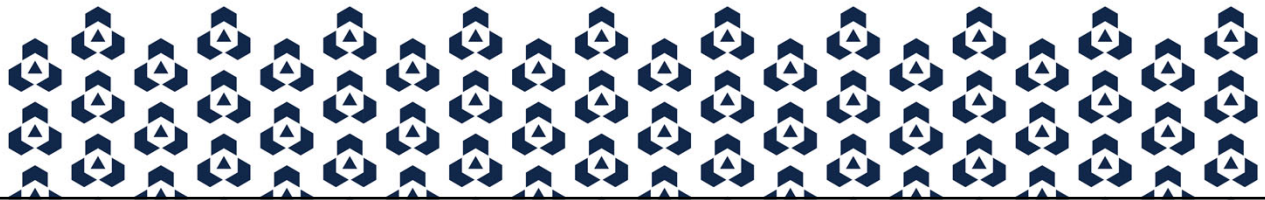


## Why are we making this change?

- Utilize new ERP system and maximize functionality
- Employees will get paid more frequently
  - Non-exempt employees will be compensated for overtime hours in closer proximity to the time they were worked
  - Any corrections will be processed in the next immediate pay cycle
  - Non-exempt employees will get paid for actual hours worked rather than estimated hours
- Standardize pay practices for all employees of the College
- Utilize best practices for payroll processing
- More efficient and effective payroll processing and reporting

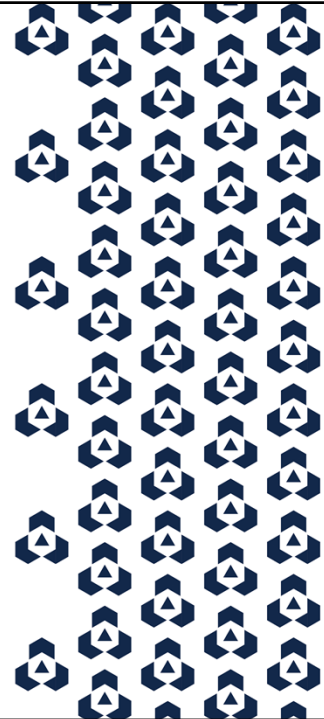
## What is the difference in pay cycles?

	Monthly Pay Cycle	Semimonthly Pay Cycle
Pay Cycle	1 <sup>st</sup> to last day of the month	1 <sup>st</sup> to 15 <sup>th</sup> and 16 <sup>th</sup> to the last day of the month
Paychecks per year	12	24
Pay Date	Last business day of the month	15 <sup>th</sup> (if weekend or holiday, the pay date will be the preceding business day) and the last business day of the month



## How will this affect my pay?

- The change in pay frequency will not change what is earned and paid
- Semimonthly pay is issued in arrears (lag pay) instead of the current estimated/average time
- There will be a gap in pay date as we transition
  - More information coming soon
- The final monthly paycheck will be December 18, 2024
- The first semimonthly paycheck will be January 31, 2025 (pay period of 1/1/25 – 1/15/25)
  - About half of your monthly paycheck amount



### MONTHLY PAYROLL CALENDAR Fiscal Year 2025

Month	Payroll Period	Check Dates
August	MS 8 August 1-31	September 13
September	MR 9 September 1-30	September 30
October	MR 10 October 1-31	October 31
November	MR 11 November 1-30	November 27
December	MR 12 December 1-31	December 18
January	MR 1 January 1-31	January 31
February	MR 2 February 1-28	February 28
March	MR 3 March 1-31	March 31
April	MR 4 April 1-30	April 30
May	MR 5 May 1-31	May 30
June	MR 6 June 1-30	June 30
July	MR 7 July 1-31	July 31
August	MR 8 August 1-31	August 29

**Legend:**

- Timecards Due (Previous week will be closed)
- Pay Date
- College Closed
- College-Wide Professional Dev. Day
- College Closed

### SEMI-MONTHLY PAYROLL CALENDAR Fiscal Year 2025

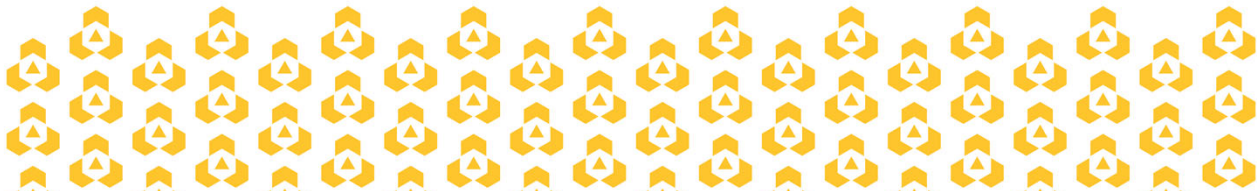
Month	Payroll Period	Check Dates
August	SR 17 August 16-31	September 13
September	SR 18 September 1-15	September 30
September	SR 19 September 16-30	October 15
October	SR 20 October 1-15	October 31
October	SR 21 October 16-31	November 15
November	SR 22 November 1-15	November 27
November	SR 23 November 16-30	December 13
December	SR 24 December 1-15	December 20
December	SR 1 December 16-31	January 15
January	SR 2 January 1-15	January 31
January	SR 3 January 16-31	February 14
February	SR 4 February 1-15	February 28
February	SR 5 February 16-28	March 14
March	SR 6 March 1-15	March 31
March	SR 7 March 16-31	April 15
April	SR 8 April 1-15	April 30
April	SR 9 April 16-30	May 15
May	SR 10 May 1-15	May 30
May	SR 11 May 16-31	June 13
June	SR 12 June 1-15	June 30
June	SR 13 June 16-30	July 15
July	SR 14 July 1-15	July 31
July	SR 15 July 16-31	August 18
August	SR 16 August 1-15	August 29

**Legend:**

- Timecards Due (Previous week will be closed)
- Pay Date
- College Closed
- College-Wide Professional Dev. Day
- College Closed

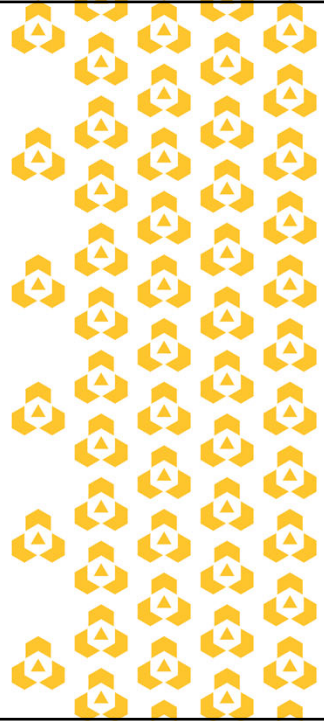
## How will benefits and deductions change for Semimonthly Payroll?

- Vacations and Sick accruals will be earned at the end of the month, no change
- Flat dollar deductions will be taken out over the 24 pay dates. Examples of this type of deduction include the following:
  - Medical insurance
  - Vision
  - Dental
  - Annuity Contributions
- Percentage-based deductions will be taken out over every paycheck. Examples of this type of deduction include the following:
  - Payroll Taxes
  - TRS, ORP



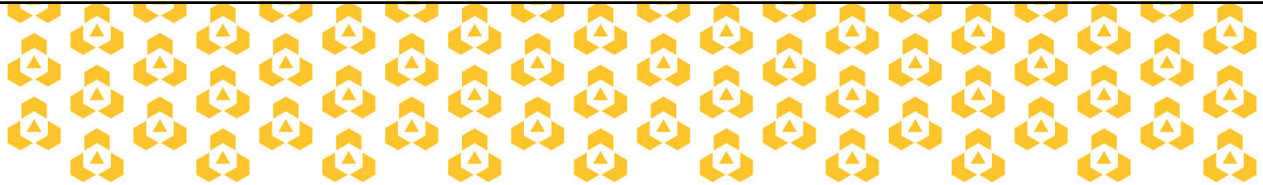
## What can I do to prepare?

- Change in pay date frequency means change in cash flow – plan ahead for the cash flow impact from the transition
- Start reviewing your monthly expenses and the timing of your payments
- Determine changes needed to payment due dates
- Review your current federal withholding exemptions to make necessary changes with the new pay frequency
- If you receive your payroll in multiple accounts, determine if changes will be needed



## How can I stay updated?

- Website will be coming with additional information and resources
  - FAQ's
  - Financial Planning
  - General Updates
  - Presentations
- College Wide Alert Notices
- "The Spotlight!" ERP Monthly Notices
- Stay tuned...







**Discussion and Action as Necessary on Vacation Payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2024**

Purpose and Justification – Administration requests the Committee recommend Board approval of a vacation payout for WorkDay ERP implementation primary leads and co-leads for FY 2024. Employees working on the ERP Implementation during FY 2024 are not able to utilize vacation since they need to be available for constant participation to meet the extreme demands of the ERP Implementation.

The WorkDay ERP (Enterprise Resource Planning) Implementation Project commenced in October 2023 and will continue through January 2025. The project's success is contingent on meeting all the due dates set by WorkDay. The vacation payout aims to mitigate risk and ensure the successful implementation of the ERP system.

Background - Per Board Policy, DEC - Compensation and Benefits: Leaves and Absences, any unused hours in excess of 96 hours will be forfeited at the end of the fiscal year. Due to this cap, Leads and Co-Leads risk losing earned vacation hours since they cannot be out of the office. The project's success may be compromised if Leads and Co-Leads are out of the office due to vacation.

Leads and co-leads are directors, managers, and other key employees in the Finance and Human Capital Management areas who are overseeing the WorkDay ERP implementation project.

Below are the FY 2024 estimated number of employees and estimated costs related to this Vacation Leave Payout for Leads and Co-Leads during ERP Implementation in the Finance and Human Capital Management Areas:

Finance Employees:	18
Human Capital Employees:	19
Project Coordinator – all areas:	1
<b>Total Number of Eligible Employees</b>	<b>38</b>
Vacation Payout Salary (The number of hours would be paid ranging from 10-120 based on the employee's eligible hours exceeding the 96-hour policy threshold)	\$115,307.00
Vacation Payout Benefit	\$27,674.00
<b>Total Salary and Benefits Expense (estimated)</b>	<b>\$142,981.00</b>

The Vacation Payout for Leads and Co-Leads will be paid on September 13, 2024, the final payroll for FY 2024.

Funding – The funding source for the FY 2024 payment will be salary savings. The total salary budget will not be impacted.

Reviewers – The Vice President for Finance and Administrative Services, Cabinet, and the Comptroller have reviewed the presented information.

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

It is requested that the Committee recommend Board approval of a vacation payout for WorkDay ERP implementation primary leads and co-leads for FY 2024 as presented.

**Update on Change Order for Contract with Precision Task Group (PTG) / Workday**

Purpose and Justification – The Board of Trustees approved on September 21, 2023, the purchase of Workday through PTG from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning September 15, 2023, through September 14, 2033, and at this time, an update is being presented.

Background – The original Statement of Work was for a grand total amount of \$42,934,469.59. There has been a reduction in Advisory Services Fee by \$813,925, a reduction of \$105,321 for a modification on the Scope of Work, and a reduction in Software Subscription Fees of \$3,227,108 for a total reduction of \$4,146,354, bringing the grand total down to \$38,788,115.59

Of the three Change Orders to the PTG contract, one occurred in February, and two will be effective in May 2024. These are reflected below:

Summary of the contract Change Order:

Date	Description	Original Budget	Reduction Amount	Revised Budget
February 2024	Advisory Services Hours Reduction for Finance/HCM (Exhibit 1)	\$5,420,800	(\$813,925)	\$4,606,875
May 2024	Statement of Work Modification – Addition and Reduction of Services (Exhibit 2)	N/A	(105,321)	(105,321)
May 2024	State of Texas approved Colleges to use Commercial Cloud, reducing Subscription Fees (Exhibit 3)	14,896,565	(3,227,108)	11,669,457
Total Cost Reduction to Contract		\$20,317,365	(\$4,146,354)	\$16,171,011

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 Christian Heneghan, Project and Change Manager, with 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.

### Exhibit 1

On February 2024, a Modification of Statement of Work was signed in order to reduce the total Advisory Services Hours for HCM and Finance from 9,976 to 5,325. This reduced the total Advisory Service costs from \$1,745,800 to \$931,875.

<b>Original Advisory Services per Fiscal Year</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Decrease</b>
FY 2024	\$1,309,350	\$698,906.25	\$610,443.75
FY 2025	436,450	232,968.75	203,481.25
Total FY 2024-2025	\$1,745,800	\$931,875.00	\$813,925.00

## Exhibit 2

In May 2024, a Modification of Statement of Work was signed to incorporate additional services and to reduce services in the Scope of Work, resulting in a reduction of \$105,321 detailed below:

WGC Breakdown	Cost
Uplift Initial Cost	\$218,953
Actuals to Date	3,752
Additional Build	46,905
Reporting Build	11,070
<b>WGC Uplift Reduction</b>	<b>\$157,226</b>

Scope	Add or Remove	Cost
WGC Uplift	Remove	( <b>\$157,226</b> )
Position Budgets	Add	11,600
Certifications	Add	12,307
Pay Period Schedules – Move to Semi Monthly	Add	28,715
Endowments	Remove	( <b>40,714</b> )
3 New Custom Fields	Add	9,230
4 New Security Groups	Add	12,307
Customer Invoice Custom Report – Option 1	Add	18,460
<b>Total Change</b>		<b>(<b>\$105,321</b>)</b>

### Exhibit 3

In January 2024, The State of Texas approved PTG’s application for Texas Colleges to use Workday’s Commercial Cloud, allowing South Texas College to use Workday’s Commercial Cloud instead of Workday’s Government Cloud. On May 2024, a Modification of Statement of Work was received for the migration to the Workday Commercial Cloud, for a total reduction of \$3,227,108 to the Subscription Fee detailed below:

Payment #	Payment Due Date	Original Budget	Revised Budget	Net Decrease
1	September 21, 2023	\$912,434.00	\$912,434.00	\$0.00
2	September 21, 2024	923,807.00	710,622.00	213,185.00
3	September 21, 2025	1,545,005.00	1,188,465.00	356,540.00
4	September 21, 2026	1,569,030.00	1,206,946.00	362,084.00
5	September 21, 2027	1,593,535.00	1,225,796.00	367,739.00
6	September 21, 2028	1,618,531.00	1,245,024.00	373,507.00
7	September 21, 2029	1,644,027.00	1,264,636.00	379,391.00
8	September 21, 2030	1,670,029.00	1,284,637.00	385,392.00
9	September 21, 2031	1,696,556.00	1,305,043.00	391,513.00
10	September 21, 2032	1,723,611.00	1,325,854.00	397,757.00
	<b>Total</b>	<b>\$14,896,565.00</b>	<b>\$11,669,457.00</b>	<b>\$3,227,108.00</b>

**Discussion and Action as Necessary on Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Mission Police Department**

Purpose and Justification – Administration requests the Committee recommend Board approval on Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the South Texas College Police Department and the City of Mission Police Department.

The College is leasing property in the city of Mission for cosmetology classes. The property is named the South Texas College Cosmetology Center, and classes began in April 2024. The College does not currently have an MOU with the City of Mission.

Background - The South Texas College Police Department currently has an MOU with the following:

<b>Police Department</b>	<b>Campus/Center Serviced</b>	<b>Initial Board Approved</b>
McAllen	Pecan Campus, Nursing and Allied Health Campus, Technology Campus	October 2012
Pharr	Regional Center for Public Safety Excellence	May 2017
Weslaco	Mid Valley Campus	November 2015
Rio Grande City	Starr County Campus	November 2015

The MOUs with the McAllen, Pharr, Weslaco, and Rio Grande City Police Departments were all renewed in October 2023.

The MOU outlines the jurisdiction of each Police Department, cooperation protocols, and identifies which Police Department is responsible for responding to incidents in geographical locations within the respective City.

Funding Source - No funds are required for the MOUs with each City Police Department.

Reviewers – The MOU was reviewed by the Vice President for Finance and Administrative Services, the Chief of Police for Department of Public Safety, the Contract Manager, the College’s Legal Counsel, and Cesar Torres, Chief of Police for the City of Mission Police Department.

Enclosed Documents - The MOU for the City of Mission follows in the packet for the Committee’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Ruben Suarez, Chief of Police for the Department of Public Safety, will be present at the Committee meeting to address any questions.

It is requested that the Committee recommend Board approval on Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the South Texas College Police Department and the City of Mission Police Department as presented.



JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND MISSION POLICE DEPARTMENT

---

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the City of Mission, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Mission Police Department (MPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Mission (STC jurisdiction site), and MPD shall retain concurrent jurisdiction. In the absence of STCPD, MPD shall have primary jurisdiction.

ARTICLE 2:

MPD will retain primary jurisdiction within the City of Mission outside of property owned, operated, rented or leased by South Texas College.

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. MPD may exercise police powers within STC property located within the City of Mission as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the MPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

_____	_____	_____	_____
Dr. Ricardo J. Solis	Date	Norie Gonzalez Garza	Date
President		Mayor	
South Texas College		City of Mission	

_____	_____	_____	_____
Ruben Suarez	Date	Cesar Torres	Date
Chief of Police		Chief of Police	
South Texas College Police Department		Mission Police Department	

**Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2024 - 2025**

Purpose and Justification – Administration requests the Committee recommend Board approval on proposed annual salary increases for faculty and non-faculty personnel for FY 2024 – 2025 as reviewed by the Texas Association of School Boards (TASB).

After the Board approved an agreement with TASB for a compensation study on October 26, 2021, the College undergoes a TASB maintenance review on an annual basis in order to ensure that the College’s Employee Compensation Plan continues to align with industry practices and standards and to maintain internally equitable and externally competitive salaries. A 3% General Pay Increase (GPI) and a 4% GPI were approved and applied in FY 2023 and FY 2024, respectively, based on market median analysis.

The FY 2024 TASB Job Market Comparison for Faculty, Executive Administrative Professional, Administrative Technical Support, Technology, and Operations Support are shown in Exhibit A. A comparison of the annual percentage increase between South Texas College and nine peer colleges is shown in Exhibit B. TASB Summary of Cost Estimates Model 1 at 6% GPI and Model 2 at 7% GPI are shown in Exhibit C.

TASB will present on other proposed compensation revisions in June 2024.

The proposed preliminary faculty salary increase for FY 2024 - 2025 is approximately \$2,951,842 based on a 6% General Pay Increase (GPI) or \$3,241,629 based on a 7% GPI.

The proposed preliminary non-faculty salary increase for FY 2024 - 2025 is approximately \$4,407,832 based on a 6% GPI and \$4,859,900 based on a 7% GPI.

TASB provided the cost models as follows:

<b>6% GPI Cost Model</b>			
<b>Pay Group</b>	<b>GPI</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty	\$2,340,965	\$610,0877	\$2,951,842
Executive Administrative Professional	1,626,140	545,801	2,171,941
Technology	273,880	106,836	380,716
Administrative Technical Support	1,220,483	624	1,221,107
Operations Support	617,698	16,370	634,068
<b>Total</b>	<b>\$6,079,166</b>	<b>\$1,280,508</b>	<b>\$7,359,674</b>
Benefits			1,839,919
<b>Total Cost</b>			<b>\$9,199,593</b>

<b>7% GPI Cost Model</b>			
<b>Pay Group</b>	<b>GPI</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty	\$2,720,897	\$520,732	\$3,241,629
Executive Administrative Professional	1,897,146	419,697	2,316,843
Technology	319,329	76,270	395,599
Administrative Technical Support	1,423,992	0	1,423,992
Operations Support	719,701	3,765	723,466
<b>Total</b>	<b>\$7,081,065</b>	<b>\$1,020,464</b>	<b>\$8,101,529</b>
Benefits			2,025,382
<b>Total Cost</b>			<b>\$10,126,911</b>

Administration will review with the Committee the options on payment of the increase considering the new semi-monthly payroll implementation and the impact on pay amounts in the transition month.

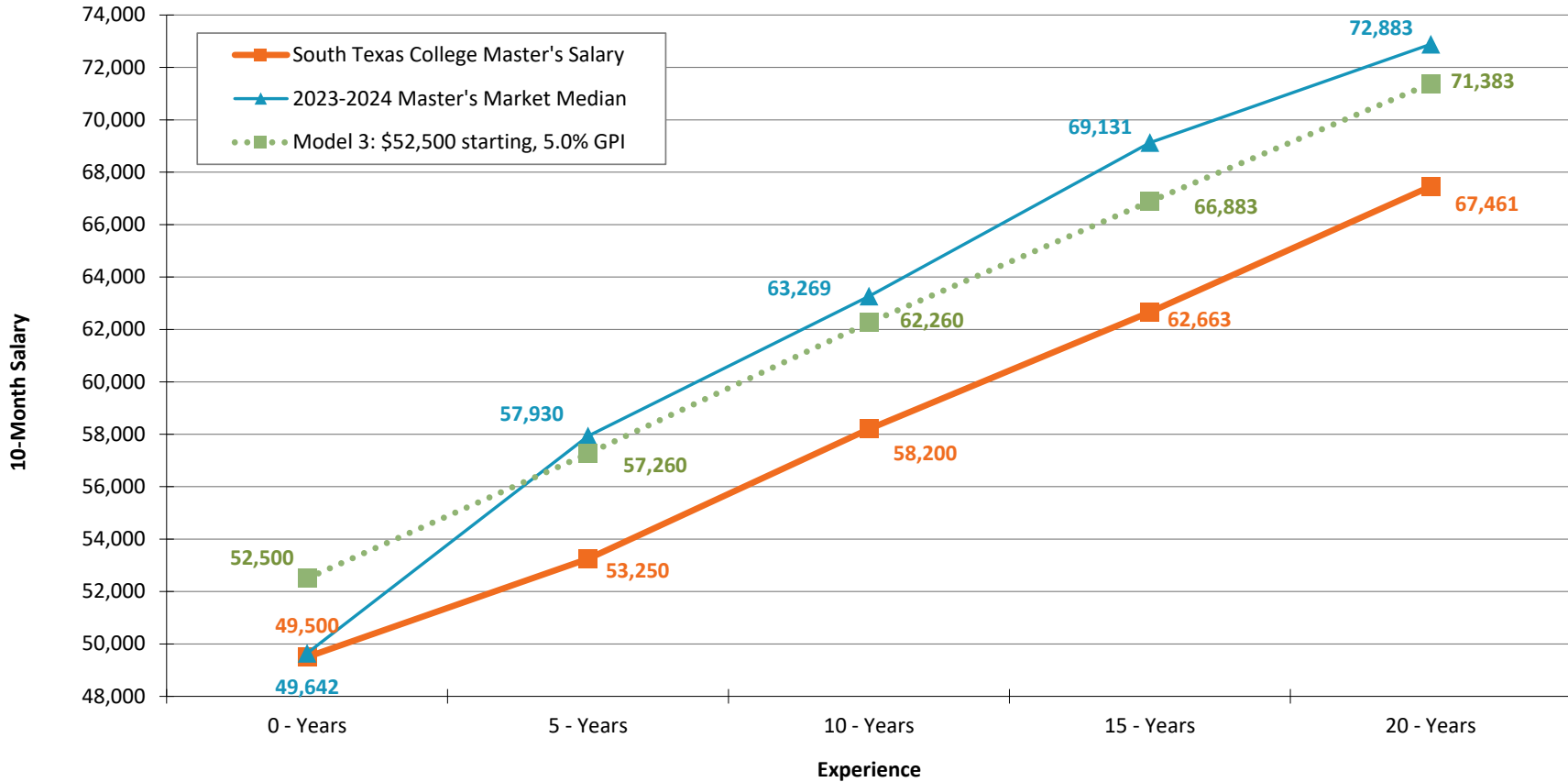
The proposed annual salary increases for FY 2024 - 2025 are subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval by the Board and based on revised revenue projections, funding availability, and Board approval of the final budget.

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

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions. Luz Cadena, TASB Senior Human Resources and Compensation Consultant, will also present on the TASB Salary increases and will be available via Zoom to address any questions.

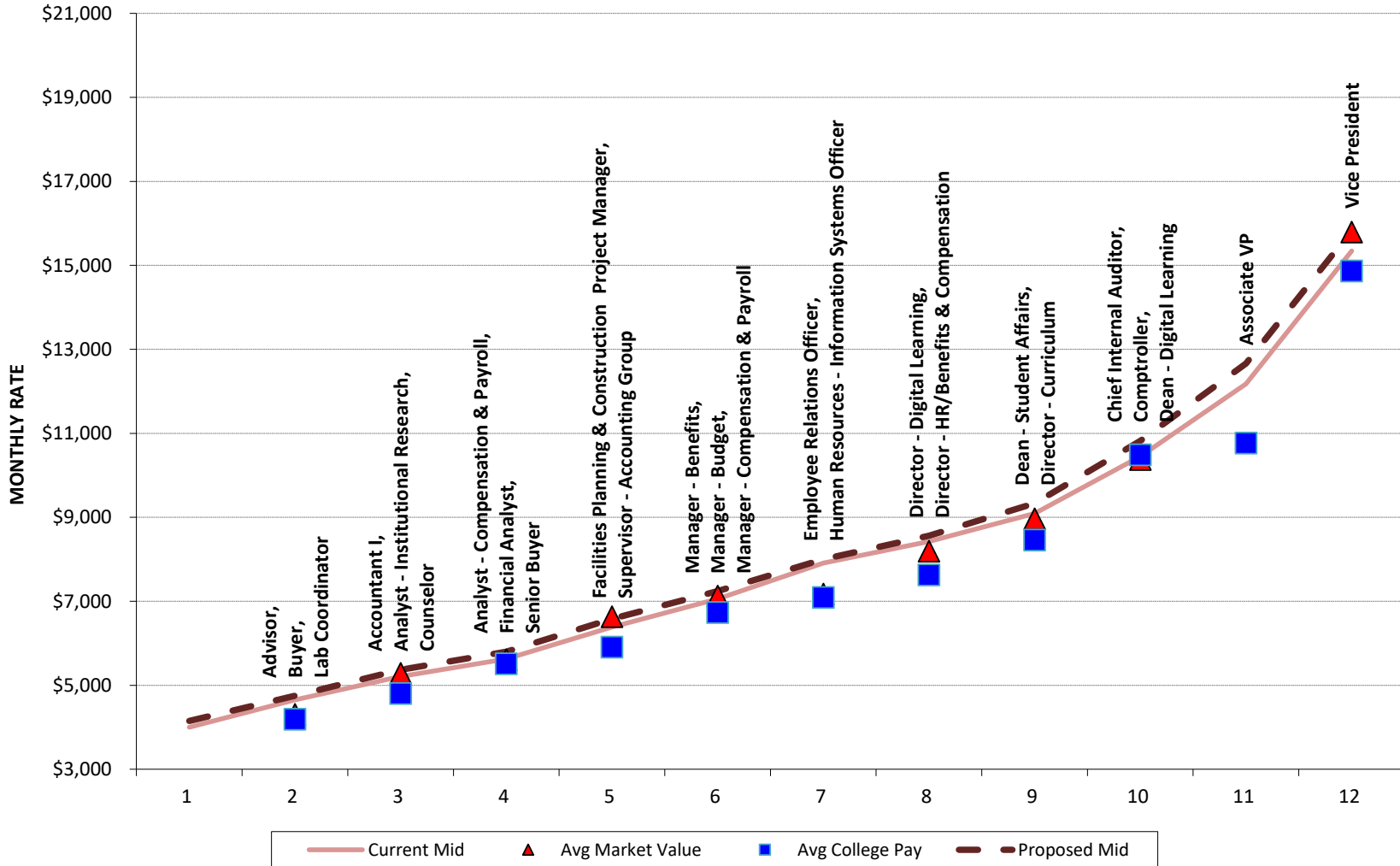
It is requested that the Committee recommend Board approval on proposed annual salary increases for faculty and non-faculty personnel for FY 2024 – 2025 as reviewed by the Texas Association of School Boards (TASB) and as presented.

**Faculty Salary Plan 2023-2024 Market Comparison**  
**Model 3: \$52,500 starting, 5.0% GPI**



	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary	Highest Salary on Schedule
<b>South Texas College Master's Degree Salary</b>	\$49,500	\$53,250	\$58,200	\$62,663	\$67,461	\$67,461
<b>2023-2024 Master's Market Median</b>	\$49,642	\$57,930	\$63,269	\$69,131	\$72,883	\$0
<b>% Difference from Market</b>	100%	92%	92%	91%	93%	
<b>Difference from Market</b>	(\$142)	(\$4,680)	(\$5,069)	(\$6,468)	(\$5,422)	\$67,461
<b>South Texas College Master's Proposed Salary</b>	\$52,500	\$57,260	\$62,260	\$66,883	\$71,383	\$71,383
<b>% Proposed Difference from Market</b>	106%	99%	98%	97%	98%	

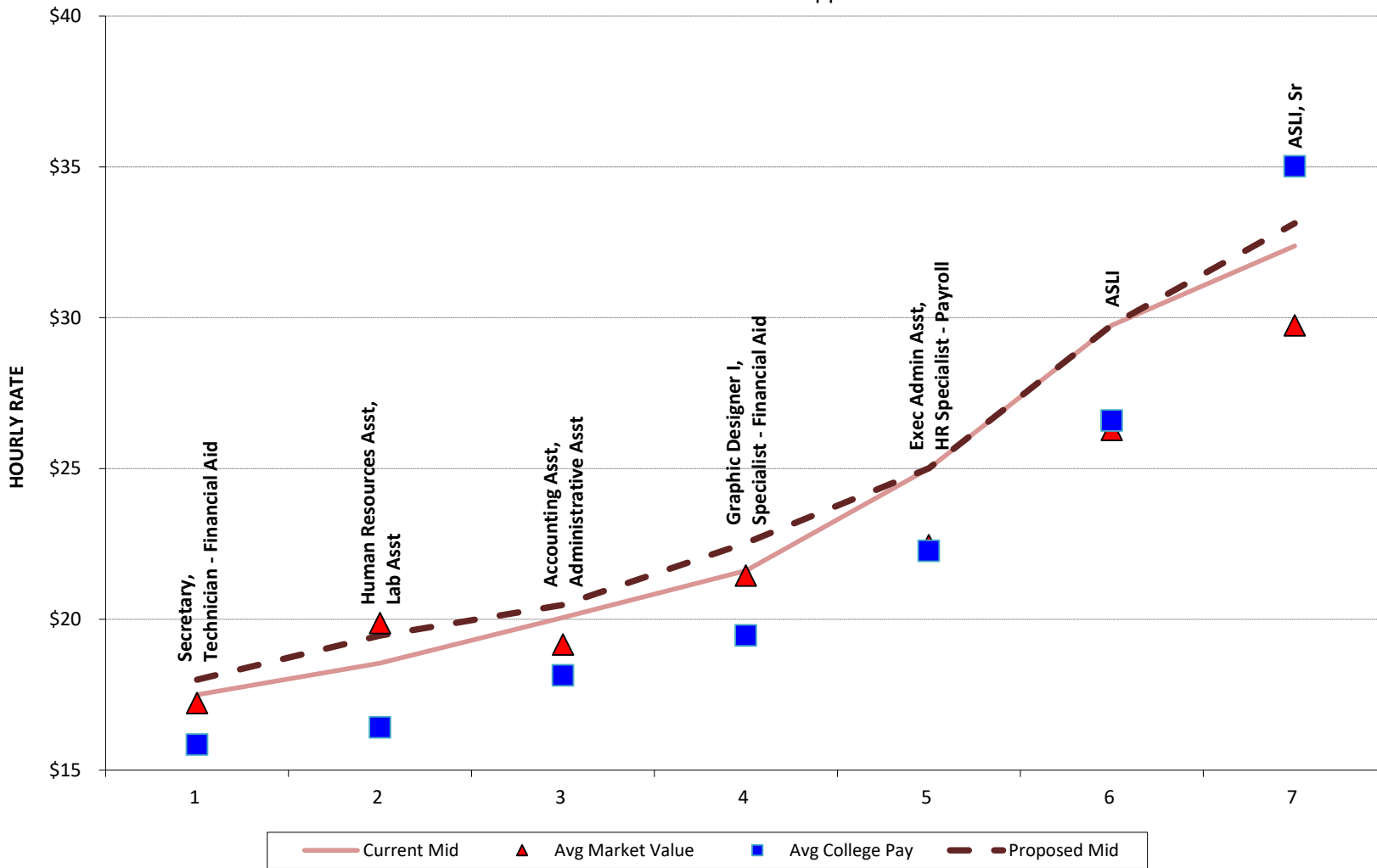
**Structure Development**  
**South Texas College FY2024**  
 Executive Administrative Professional



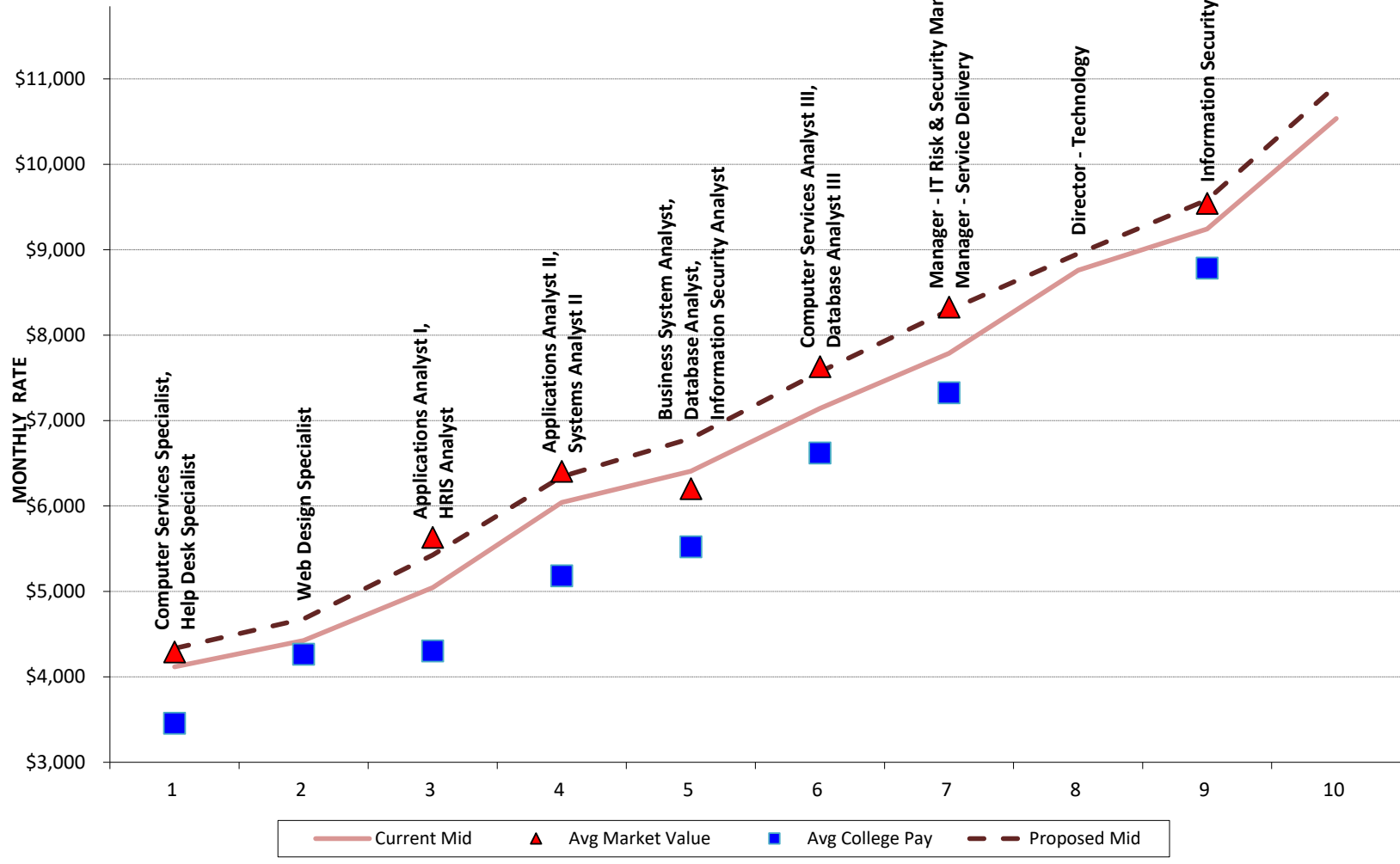
115

Exhibit A

**Structure Development**  
**South Texas College FY2024**  
**Administrative Technical Support**



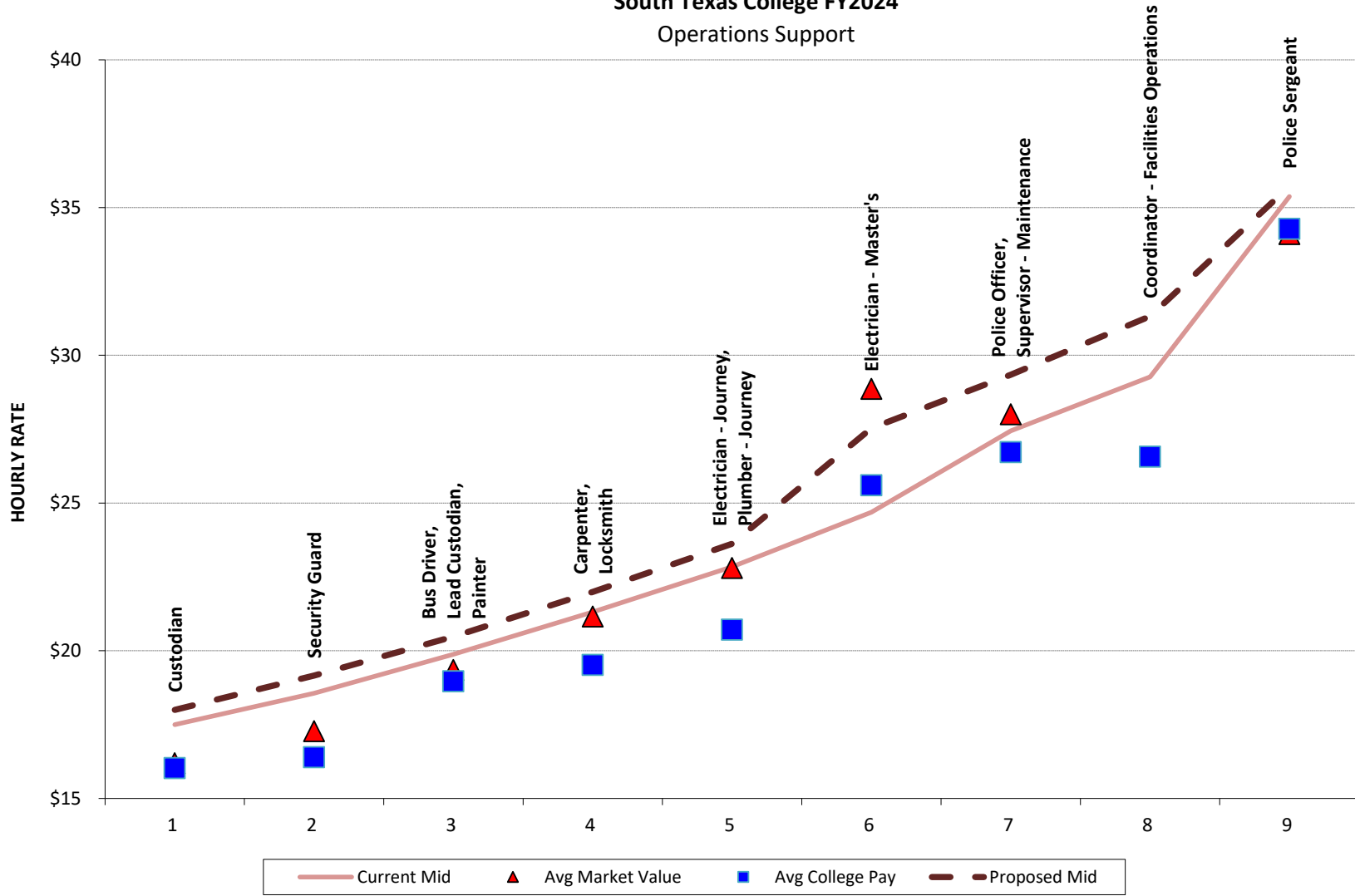
**Structure Development**  
**South Texas College FY2024**  
**Technology**



117



Structure Development  
South Texas College FY2024  
Operations Support



## Annual Salary Percentage Increase STC and Peer Colleges Comparison

STC FY 24 vs Peer Colleges FY 23	
Number of Colleges	Annual Salary Percentage Increase
1	7.50%
2	6.00%
1	5.00%
1	4.30%
1	4.00%
Total	6
Average	5.47%
STC	4.00%

STC FY 23 vs Peer Colleges FY 22	
Number of Colleges	Annual Salary Percentage Increase
1	5.70%
4	5.00%
1	4.00%
Total	6
Average	4.95%
STC	3.00%

STC FY 22 vs Peer Colleges FY 21	
Number of Colleges	Annual Salary Percentage Increase
1	4.50%
2	4.00%
1	3.80%
1	3.00%
2	2.00%
Total	7
Average	3.33%
STC	0.00%

## South Texas College

Summary of Cost Estimates, 2024-2025

Model 1

6% GPI

Weighted Exp

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2023-2024 Current Costs
<b>Faculty</b>					
<b>\$52,500 starting salary - Master's</b>	<b>552</b>		<b>\$2,951,842</b>		<b>\$35,682,289</b>
<sup>1b</sup> 6.0% general pay increase (\$4,100 - Master's)		552	\$2,340,965	6.6%	
Adjustments to years 2-20		427	\$610,877	1.7%	
<b>Executive Administrative Professional</b>	<b>360</b>		<b>\$2,171,941</b>		<b>\$24,154,165</b>
<sup>1b</sup> General pay increase - 6.0% of pay range midpoint		360	\$1,626,140	6.7%	
Adjustments - 1.0% above pay range minimum		3	\$5,497	0.0%	
Adjustments - placement scale		175	\$540,304	2.2%	
<b>Technology</b>	<b>63</b>		<b>\$380,716</b>		<b>\$3,809,341</b>
<sup>1b</sup> General pay increase - 6.0% of pay range midpoint		63	\$273,880	7.2%	
Adjustments - 1.0% above pay range minimum		9	\$6,469	0.2%	
Adjustments - placement scale		49	\$100,367	2.6%	
<b>Administrative Technical Support</b>	<b>457</b>		<b>\$1,221,107</b>		<b>\$17,834,499</b>
<sup>1b</sup> General pay increase - 6.0% of pay range midpoint		457	\$1,220,483	6.8%	
Adjustments - placement scale		22	\$624	0.0%	
<b>Operations Support</b>	<b>228</b>		<b>\$634,068</b>		<b>\$9,125,189</b>
<sup>1b</sup> General pay increase - 6.0% of pay range midpoint		228	\$617,698	6.8%	
Adjustments - 1.0% above pay range minimum		1	\$458	0.0%	
Adjustments - placement scale		25	\$15,912	0.2%	
<b>Subtotal - General Pay Increase</b>	<b>1,660</b>	<b>1,660</b>	<b>\$6,079,166</b>	<b>6.7%</b>	
<b>Subtotal - Implementation/Equity Adjustments</b>		<b>711</b>	<b>\$1,280,508</b>	<b>1.4%</b>	
<b>Total Cost Estimate</b>			<b>\$7,359,674</b>	<b>8.1%</b>	<b>\$90,605,483</b>

## Footnotes:

<sup>1b</sup> Pay increases were applied to all employees, including those at or above the maximum rate.

## South Texas College

Summary of Cost Estimates, 2024-2025

Model 2

7% GPI

Weighted Exp

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2023-2024 Current Costs
<b>Faculty</b>					
<b>\$53,000 starting salary - Master's</b>	<b>552</b>		<b>\$3,241,629</b>		<b>\$35,682,289</b>
<sup>1b</sup> 7.0% general pay increase (\$4,760 - Master's)		552	\$2,720,897	7.6%	
Adjustments to years 2-20		426	\$520,732	1.5%	
<b>Executive Administrative Professional</b>	<b>360</b>		<b>\$2,316,843</b>		<b>\$24,154,165</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		360	\$1,897,146	7.9%	
Adjustments - 1.0% above pay range minimum		3	\$3,316	0.0%	
Adjustments - placement scale		153	\$416,381	1.7%	
<b>Technology</b>	<b>63</b>		<b>\$395,599</b>		<b>\$3,809,341</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		63	\$319,329	8.4%	
Adjustments - 1.0% above pay range minimum		5	\$2,226	0.1%	
Adjustments - placement scale		39	\$74,044	1.9%	
<b>Administrative Technical Support</b>	<b>457</b>		<b>\$1,423,992</b>		<b>\$17,834,499</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		457	\$1,423,992	8.0%	
<b>Operations Support</b>	<b>228</b>		<b>\$723,466</b>		<b>\$9,125,189</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		228	\$719,701	7.9%	
Adjustments - placement scale		16	\$3,765	0.0%	
<b>Subtotal - General Pay Increase</b>	<b>1,660</b>	<b>1,660</b>	<b>\$7,081,065</b>	<b>7.8%</b>	
<b>Subtotal - Implementation/Equity Adjustments</b>		<b>642</b>	<b>\$1,020,464</b>	<b>1.1%</b>	
<b>Total Cost Estimate</b>			<b>\$8,101,529</b>	<b>8.9%</b>	<b>\$90,605,483</b>

**Footnotes:**<sup>1b</sup> Pay increases were applied to all employees, including those at or above the maximum rate.

## **Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to FY 2023 – 2024 Amended Budget**

The Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 - 2024 amended budget for your information and review will be presented.

This is a preliminary plan for the next fiscal year that includes the following assumptions for both exhibits:

### **Revenues:**

- State appropriations revenue is based on the formula funding received in FY 2023 – 2024 and the projected Financial Aid for Swift Transfer (FAST) funding for FY 2023 – 2024.
- Tuition and Fees revenue for FY 2024 - 2025 is based on projected enrollment of 16,412 traditional students, a flat increase from Fall 2023, and 10,270 dual enrollment tuition free students for Fall 2024. The tuition revenue projection is also based on the simplified tuition rate (STR) approved by the Board on March 26, 2024. The simplified tuition rates incorporate the Student Activity Fee into the In-District, Out-of-District, and Out of State tuition rates per semester credit hour.
- M&O Property Tax revenue and Other Revenues for FY 2024 - 2025 are based on projections and trend analysis.
- Carryover Allocations (fund balance) are based on the needs of the College. The College proposes to fund initiatives from fund balance in order to support the goals and objectives for FY 2024 – 2025. The use of funds from fund balance will still allow the College to comply with the Unrestricted Fund Balance requirement since the College will exceed the minimum number of months in reserve threshold.

### **Expenditures, Transfers and Reserves:**

- The Salary and Benefits expenditure budgets for FY 2024 - 2025 reflect an estimated proposed annual salary increase for faculty and non-faculty.

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Operating, Travel, and Capital Outlay, and Transfers and Reserves expenditure budgets for FY 2024 – 2025 are based on the proposed requests from the College's departments in support of the initiatives for the upcoming fiscal year.

The Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 – 2024 Amended Budget and the Preliminary Unrestricted Fund Budget Summaries for FY 2024 – 2025 will be presented at the Committee Meeting for the Committee's review and information. In order to balance the unrestricted fund budget, the College will continue to monitor trends, update projections and adjust revenues and expenditures as needed.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the Preliminary Summaries of Unrestricted Projected Budget for FY 2024 – 2025 for the Committee's review and discussion.

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

## **Review and Recommend Action to Revise Proposed Projects for Internal Auditor for FY 2023 – 2024**

Purpose and Justification – Administration requests the Committee recommend Board approval to revise the Proposed Projects for the Internal Auditor for FY 2023 – 2024 since an additional project is proposed to be added based on new Management and Board interest related to compliance with Senate Bill 17.

Revisions to the Board approved list of projects for the Internal Auditor are necessary to include a new engagement as priorities change during a fiscal year and to address new risks presented to the College as they become apparent.

The **Audit Charter** states “The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College’s risks, operations, programs, systems, and internal controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board.”

The proposed new engagement for FY 2023 – 2024 is as follows:

1. Senate Bill 17 Compliance Audit

Background – The Board of Trustees approved the Proposed Projects for the Internal Auditor for FY 2023 – 2024 on August 22, 2023.

The following list includes the revised project list for the Internal Auditor for FY 2023 – 2024:

### Revised Projects for Internal Auditor for FY 2023 – 2024

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Banner Computer System Security and Access
4. Faculty Overloads
5. HR Processes – Employee Hiring
6. Environmental Health & Safety
7. Account Reconciliations
8. Fixed Assets
9. Student Organization Funds Handling
10. Senate Bill 17
11. Quality Assurance Review – External QAR

Enclosed Documents – The revised Projects, including the current status, for the Internal Auditor for FY 2023 – 2024 follow in the packet for the Committee’s review and information.

Khalil Abdullah, Chief Internal Auditor, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to revise the Proposed Projects for the Internal Auditor for FY 2023 – 2024 as presented.



## FY 2023 - 2024 - Audit Plan Status

### Consulting Engagements and Special Projects

		Status	Date	Status Description
1	Fraud Survey	Issued to Mgmt.	10/3/2023	Report summarizing survey results was issued to management - No further action required.

### Audits

		Status	Date	Status Description
2	Financial Aid - Federal Awards	Accepted by the Board	11/28/2023	Audit report was presented to the FA&HR Committee on 11/14/2023 and subsequently accepted by the Board on 11/28/2023
3	IT Business Continuity and Disaster Recovery	In Process - Fieldwork	-	
4	Faculty Overloads	In Process - Fieldwork	-	
5	Student Organization Funds Handling	Draft Report w. Mgmt.	-	
6	HR Processes - Employee Hiring	-	-	
7	Environmental Health & Safety	-	-	
8	Account Reconciliations	-	-	
9	Fixed Assets	-	-	
10	Senate Bill 17	Proposed New Project	-	
11	Quality Assurance and Improvement Program - External Assessment	-	-	Request for Board interest sent on 1/26/2024

**Review and Recommend Action to Revise Policy DAA: Employment Objectives – Equal Employment Opportunity**

Purpose and Justification – Administration recommends Board approval to revise Policy DAA (Local) Employment Objectives – Equal Employment Opportunity to align with the Texas Association of School Boards (TASB) policy manual.

The revised policy is as follows:

Revised Policy
A-1. DAA (Local) Employment Objectives – Equal Employment Opportunity

Background – The College adopted Policy DAA on January 31, 2023. TASB provides a comprehensive, current, and legally sound policy manual and recommends revisions to Policy DAA.

The new policy language addresses Senate Bill 17, which prohibits diversity, equity, and inclusion initiatives for employees, with limited exceptions.

Reviewers – The revisions have been reviewed by staff, administrators, TASB staff, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The revised local policy follows 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 revise Policy DAA (Local) Employment Objectives – Equal Employment Opportunity as presented, and which supersedes any previously adopted Board policy.

**Equal Employment  
Opportunity  
Statement**

~~The College District is an equal education and equal employment opportunity/affirmative action employer.~~ The College District does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits, or subjects others to discrimination is prohibited. The College District complies with all applicable policies and state and federal legislation in order to combat discrimination.

---

**Note:** For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

---

**Diversity, Equity,  
and Inclusion  
Initiatives**

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

**Exceptions**

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws;
2. Academic course instruction;
3. Scholarly research or a creative work by College District employees or students;
4. An activity of a student organization registered with or recognized by the College District;
5. Guest speakers or performers on short-term engagements;
6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
7. Data collection; or
8. Student recruitment or admissions.

---

**Note:** For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

---

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

Purpose and Justification – Administration recommends Board approval to adopt the new Personnel Policy and retire the current 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 and/or retired policies are as follows:

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DEE (Local) Compensation and Benefits – Expense Reimbursement	A-2. Policy #5700: Official Travel of Employees	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement 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 Myriam Lopez, Comptroller, will be present at the Committee Meeting to address questions.

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

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

**Prior Approval  
Required**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out College District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

**Documentation  
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Exception

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

**MANUAL OF POLICY**

<b>Title</b>	<b>Official Travel of Employees</b>	<b>5700</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

The College maintains employee travel procedures that are in compliance with the State of Texas Travel Allowance Guide, the travel regulations published in the State Appropriations Travel Section, and State Management Program administered by the Travel and Transportation Division of the General Services Commission.

The Business Office publishes a Travel Manual outlining general travel provisions. Copies of the document are available in each department or may be requested from the Business Office.

RETIRED

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

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

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. BG (Local) Administrative Organization

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 policy follows in the packet for the Committee’s information and review.

Andrew Fish, Board Relations Officer, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to adopt new Local Governance policy as presented, and which supersedes any previously adopted Board policy.



---

**Note:** For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FA for students.

---

**Diversity, Equity,  
and Inclusion Office**

Except as required by federal law, the College District shall not:

1. Establish or maintain a diversity, equity, and inclusion office; or
2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

1. Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

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

Purpose and Justification – Administration recommends Board approval to adopt the 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	Comparable/Retired Policy(ies)	Retired Policy Content Transition
A-1. CAA (Local) Appropriations and Revenue Sources – State and Federal Revenue Sources	A-2. Policy #5510: Grants	Some of the content from the retired policy is included in the new local policy.
B-1. CAIA (Local) Ad Valorem Taxes – Exemptions and Payments	B-2. Policy #5425: Ad Valorem Taxes	Some of the content from the retired policy is included in the new local policy.
C-1. CAIC (Local) Ad Valorem Taxes – Selection and Duties of Chief Tax Officials	N/A	N/A
D-1. CAM (Local) Appropriations and Revenue Sources – Grants, Funds, Donations From Private Sources	D-2. Policy #5125: Establishment and Management of Endowment Funds D-3. Policy #5910: Acceptance of Gifts and Bequests	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
E-1. CB (Local) Depository of Funds	N/A	N/A
F-1. CD (Local) Accounting	F-2. Policy #5410: Accounting	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
G-1. CDA (Local) Accounting – Financial Reports and Statements	G-2. Policy #5330: Budget and Financial Reporting	All of the content from the retired policy is included in the new local policy.
H-1. CDC (Local) Accounting - Audits	H-2. Policy #5450: External Audits	All of the content from the retired policy is included in the new local policy.

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
	H-3. Policy #5460: Internal Audit Function	
I-1. CFE (Local) Purchasing and Acquisition – Vendor Relations	N/A	N/A
J-1. CIA (Local) Equipment and Supplies Management – Records Management	J-2. Policy #2500: Records Management	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
K-1. CR (Local) Technology Resources	K-2. Policy #4714: Acceptable Use of Information Resources	Some 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, Chief Information Security Officer, Assistant Chief Information Officer for Infrastructure and Software Development, and the Vice President for Finance and Administrative Services.

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, Deyadira Leal, Interim Director of Purchasing, Luis Gonzalez, Chief Information Security Officer, and Jose L. Gonzalez, Assistant Chief Information Officer for Infrastructure and Software Development 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 Policies and retire current policies as presented, which supersedes any previously adopted Board policy.

**Grants and Awards**

The College President shall be authorized to:

1. Apply, on behalf of the Board, for any and all federal and state grants and awards as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The College District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The College President shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the College District is complying with requirements for state and federal grants and awards.

[See CAAA, CAAB]

**Federal Awards**

Conflict of Interest

Each employee, Board member, or agent of the College District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award, and who has a potential conflict of interest as defined at 2 C.F.R. 200.318, shall disclose to the College District in writing any conflict that meets the disclosure threshold in Local Government Code Chapter 176. [See CAAB]

In addition, each employee, Board member, or agent of the College District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" has the same meaning as "family member" as described in Local Government Code Chapter 176. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the College District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the College District shall not solicit any gratuities, favors, or items from a contractor or

a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CAAB, and DBD. In the event of a violation of these requirements, see CDE and DH.]

**MANUAL OF POLICY**

<b>Title</b>	<b>Grants</b>	<b>5510</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated April 24, 2003 As Amended by Board Minute Order dated March 28, 2023</b>	

The President of the College District shall be authorized to:

1. Apply, on behalf of the Board, for any and all federal, state, local and private grants as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; and
3. Accept and approve grant agreements and award amendments as necessary.

The College District shall comply with all requirements for federal, state, local and private grant awards imposed by law, the awarding agency, or an applicable pass-through entity.

RETIRED

AD VALOREM TAXES  
EXEMPTIONS AND PAYMENTS

CAIA  
(LOCAL)

**No Discounts or  
Split Payments**

Discount or split payment options shall not be provided for the payment of property taxes in the College District.



**MANUAL OF POLICY**

<b>Title</b>	<b>Ad Valorem Taxes</b>	<b>5425</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated February 20, 2003 As Amended by Board Minute Order dated October 27, 2016</b>	

By September 30 of each calendar year, the Board shall adopt a tax rate for the current tax year that reflects the two components, namely, debt service and maintenance and operations, and shall notify the assessor of the tax rate adopted. The two components shall be approved separately.

The Board may not impose property taxes in any year until it has adopted a tax rate for that year, and the annual tax rate must be set by resolution, or order, depending on the method prescribed by law for adoption of a law by the Board. The vote setting the tax rate must be separate from the vote adopting the budget. The budget shall be adopted before the adoption of the tax rate.

The Board shall not adopt a tax rate that exceeds the voter approved tax rate for maintenance and operation.

The Board may grant tax exemptions and adopt tax ceilings (freeze) as permitted by law. The tax exemptions shall be set by ordinance, resolution, or order, as approved by the Board. Properties that qualify for a tax exemption shall be determined by the Tax Appraisal District.

The College may enter tax abatement agreements by adopted resolution of the Board, based on established guidelines and criteria for those agreements. The College shall not enter into a tax abatement agreement unless it expressly finds that the agreement meets its guidelines and criteria.

REPEALED

The College District shall have its taxes assessed by the Hidalgo County Appraisal District and collected by the Hidalgo County Tax Assessor & Collector for property located in Hidalgo County.

The College District shall have its taxes assessed by the Starr County Appraisal District and collected by the Starr County Tax Assessor & Collector for property located in Starr County.

<b>Unsolicited Gifts</b>	The Board delegates to the College President the authority to accept unsolicited gifts on behalf of the College District.
Conditional Gift Exception	Any gift with a cost or market value of \$100,000 or more, any gift that the potential donor has expressly made conditional upon the College District's use for a specified purpose, or any gift of real property shall require Board approval. The College President shall make recommendations to the Board regarding the acceptance of the gift.
Criteria for Acceptance	<p>The College District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law. The College District shall not accept gifts that discriminate against any person on the grounds of sex, gender, race, color, religion, national origin, age, or disability.</p> <p>Before the College President accepts a gift or recommends acceptance of a gift to the Board, as applicable, the College President shall consider whether the gift:</p> <ol style="list-style-type: none"><li>1. Has a purpose consistent with the College District's educational philosophy, goals, and objectives;</li><li>2. Places any restrictions on a campus or College District program;</li><li>3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;</li><li>4. Would result in ancillary or ongoing costs for the College District;</li><li>5. Requires employment of additional personnel;</li><li>6. Requires or implies the endorsement of a specific business or product [see GE for advertising opportunities];</li><li>7. Would result in inequitable funding, equipment, or resources among College District schools or programs;</li><li>8. Obligates the College District or a campus to engage in specific actions; or</li><li>9. Affects the physical structure of a building or would require extensive maintenance on the part of the College District.</li></ol>
Upon Acceptance	Once accepted, a gift becomes the sole property of the College District.
<b>Solicitations</b>	An employee who solicits gifts on behalf of the College District or to use in the fulfillment of his or her professional responsibilities

shall comply with relevant state and federal law and College District policy and regulations, including those addressing the use of names or images of the College District, campuses, employees, or students.

All donations solicited on behalf of the College District, including solicitations in the name of the College District or a campus, or donations solicited using College District or campus resources, become the sole property of the College District for use consistent with the terms of the solicitation.

**Certificate of Recognition**

Any bequests, gifts, or donations made by a donor totaling at least \$10,000 within the calendar year shall be acknowledged with a certificate of recognition.

## MANUAL OF POLICY

<b>Title</b>	<b>Establishment and Management of Endowment Funds</b>	<b>5125</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998</b>	

It is the policy of South Texas College to encourage the establishment of endowment funds through the acceptance of gifts and grants specified for that purpose. The proceeds from the endowment funds will be used to award scholarships or grants to deserving students in accordance with the instructions of the endowment fund grantor.

Upon approval and acceptance of a gift to establish an endowment fund, the negotiable instrument (check, stocks, bonds) along with the document which conveys the negotiable instrument and details of the terms of the gift will be forwarded to the Vice President of Finance and Administrative Services for action. Upon receipt, the Vice President of Finance and Administrative Services will invest the cash proceeds in accordance with the College investment policy.

An account in the endowment fund Group will be established to record all income and expenditures with the corpus carried to the general ledger investment account.

The President will notify the Vice President of Finance and Administrative Services of the selection of students for scholarship or grant awards from the proceeds of endowment accounts indicating the student's name, amount of award, date required and the endowment fund source. The Vice President of Finance Administrative Services will either withdraw funds from the endowment investment account, dependent on interest dates, or authorize the College to make the award from locally available funds to be reimbursed at the next interest maturity date of the investment. The College will make the award using the assigned agency or restricted fund group account for the scholarship.

The term endowment fund as used throughout these guidelines is used as meaning endowment, term endowment or quasi-endowment interchangeably.

## MANUAL OF POLICY

<b>Title</b>	<b>Acceptance of Gifts and Bequests</b>	<b>5910</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated July 26, 2016</b>	

The College may accept gifts and bequests of land; facilities; items of personal property such as books, equipment, training aids, money, stocks and bonds which may be converted into money, materials, or other items of value which may aid in the accomplishment of the mission of the College. Items received must have a current or foreseeable future use. The operation and maintenance cost for the gifts must be within current budgeted funds.

The donor of gifts or bequests must specify the use for which the gift or bequest is intended. Proposed gifts of property and tangible personal property must be evaluated to determine whether the costs to the College associated with receiving the gift can be accommodated prudently. Such evaluations might include the possible cost of transportation to the College, storage costs while making adequate campus space available, cost of maintenance, repair and insurance and cost of disposal. If the gift or bequest may be used at the discretion of the College for general purposes the donor should so state.

The President may accept money or negotiable instruments for the establishment of endowment, agency, loan or scholarship funds. A letter of conveyance from the donor must be obtained stating the purpose for which the donation is to be used and in the case of money or negotiable instruments state how the principal and/or income from the funds will be used. If unrestricted, it should be so stated. A copy of the donation agreement or letter will be forwarded to and be retained on file by the Comptroller. Where money or negotiable instruments are donated, notification of such funds will be forwarded to the Comptroller for investment and administration. A permanent reference file of all such agreements and conveyances will be maintained in the designated office.

Legal and ethical requirements prohibit the College from appraising gifts. This protects both the donor and the College. Such appraisals are to be conducted by certified, independent appraisers, and the cost shall be the donor's responsibility, except as agreed upon by the College Department. All appraisals of real and personal property contributed to the College shall be done in accordance with Internal Revenue Service rules and regulations.

### **Acceptance Approvals will be made as follows:**

Gifts of land or facilities, and all other donations valued over \$100,000 require approval by the Board of Trustees;

Gifts of money, negotiable instruments, books, materials or major items of equipment or material (valued up to and including \$100,000) require approval by the President.

The College does not provide legal, accounting, tax, or other such advice to donors. Each donor is ultimately responsible for ensuring their proposed gift meets and furthers their charitable, financial, and estate planning goals. As such, each donor is encouraged to meet with a professional advisor before making any gift to the College.

<b>Allowable Collateral</b>	Eligible securities for collateralization of deposits are those defined as “eligible securities” by the Public Funds Collateral Act.
Monitoring Collateral Adequacy	The College District shall require monthly reports with market values of pledged securities from all financial institutions with which the College District has collateralized deposits. The investment officers shall monitor adequacy of collateralization levels to verify market values and total collateral positions.
Release of Pledged Securities	The investment officer or designee must approve in writing the release or substitution of any securities pledged to the College District that are being held by any organization.

**Abandoned Property**

Property presumed abandoned under Property Code Chapter 72 or Chapter 75 and valued at \$100 or less shall be handled in accordance with Property Code Chapter 76.

**Unclaimed Money Fund**

The College District shall maintain an unclaimed money fund for the deposit of credit balances, each less than \$25 and presumed abandoned.

The College District shall maintain a public database indicating ownership of the unclaimed credit balances, and the College President, or designee shall adopt procedures for owners to make and receive payments of claims against the fund.

The College District shall use the balance of the unclaimed money fund in accordance with Education Code 51.011.



## MANUAL OF POLICY

<b>Title</b>	<b>Accounting</b>	<b>5410</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998</b>	

The accounts of the College shall be maintained in accordance with the approved financial reporting system. Monthly financial reports shall be submitted to the Board, for formal approval at each regular meeting of the Board, outlining the progress of the budget to that date and reporting on the status of all College funds and College accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

RETIRED

Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all College District funds and College District accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

**MANUAL OF POLICY**

<b>Title</b>	<b>Budget and Financial Reporting</b>	<b>5330</b>
<b>Legal Authority</b>	<b>Texas Education Code and Other Statutory Provisions Regulating Higher Education Approval of Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated November 29, 2022</b>	

The College's financial reporting system and system of accounts shall conform to the standards required by State regulatory agencies. Monthly reports shall be prepared and submitted to the Board and to departments and budget managers within the College for their review and information.

Monthly reports shall be prepared and submitted to the Board for formal approval at each regular meeting of the Board.

The annual financial statement prepared by external auditors shall also be prepared and presented to the Board and distributed to other agencies as required.

RETIRED

The Board shall select an auditing firm for a designated period through a Request for Qualifications (RFQ) and an engagement letter that outlines the Board's expectations for the annual audit and ensures that the audit firm follows the guidelines and standards of the American Institute of Certified Public Accountants (AICPA) and the Governmental Accounting Standards Board (GASB).

The annual audit of all funds shall be made to determine:

1. The adequacy of the Board's fiscal policies;
2. The execution of those fiscal policies; and
3. A check and review of the College District's fiscal actions for the preceding year.

A comprehensive audit report of all funds and accounts of the College District, including a management letter, shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours.

Periodically, the College President shall submit reports to the Board evaluating the work of the College District's auditor.

### **Internal Audits**

The College District shall maintain an Internal Audit Function. The objective of Internal Audit is to provide an independent review and appraisal of accounting, financial, and operations of any activity as a service to the Board. Internal Audit shall have full, free, and unrestricted access to any of the College District's records, property, and personnel relevant to any subject under review. Internal Audit findings shall be reported to the Board. The Internal Audit Function will conform with the International Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

#### **Evaluation of Internal Auditor**

The South Texas College Board of Trustees shall meet in executive session to conduct a performance appraisal of the Internal Auditor annually. In reviewing the performance, the Board provides feedback to the Internal Auditor on observed strengths and any areas needing improvement for the upcoming academic year.

The performance appraisal will be retained at the Office of the President upon completion.

## MANUAL OF POLICY

<b>Title</b>	<b>External Audits</b>	<b>5450</b>
<b>Legal Authority</b>	<b>Approval by the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated January 15, 2009</b>	

The accounts of the College shall be audited in accordance with Education Code 61.065.

An independent financial audit report, prepared by a certified public accountant, for the fiscal year ending August 31 shall be submitted to the Board of Trustees for approval and filed with the Coordinating Board on or prior to January 1 following the close of the fiscal year for which the audit was made. Copies of the audit shall be submitted to the Coordinating Board and other appropriate governmental agencies in accordance with applicable laws and guidelines.

All College accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurances as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such internal and external audits shall be reported to the President, the Finance & Human Resources Committee of the Board, and the Board of Trustees.

The College's external auditor shall be engaged by the Board to conduct the annual financial audit and to perform such other services as may be deemed appropriate by the Board. The Comptroller shall be the primary liaison with the external audit firm and, with the Internal Auditor, shall constitute the formal contact point between the College and the external auditor.

Procurement of external audit services shall be based on demonstrated competence and qualifications according to the requirements of Chapter 2254 of the Texas Government Code (Professional and Consulting Services). Proposals shall be submitted in writing and according to any guidelines specified in the solicitation document provided to each firm. The staff shall conduct an analysis of each proposal and provide the Board, through the Finance & Human Resources Committee of the Board, a report summarizing the proposals received. The Board shall appoint the external auditor at a regular meeting before the end of the last year of the current auditor's engagement.

The term of each engagement shall be set by the Board at the time of appointment of the external auditor and shall be for a period of one year, with four one year renewals, effective the following September 1. However, the auditor selected shall not be prohibited from initiating necessary planning or interim work and shall be allowed to do so as soon as is required to facilitate rendering a timely opinion on the financial statements. The Board may terminate this engagement at any time.

## MANUAL OF POLICY

<b>Title</b>	<b>Internal Audit Function</b>	<b>5460</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated July 26, 2016</b>	

It is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. Technical competence of the internal audit staff will be maintained by appropriate continuing education. The internal audit function has full, free, and unrestricted access to any of the College's records (manual or electronic), property, and personnel relevant to any subject under review and is to exercise prudence in the use of these resources.

Internal audit function provides an independent review and appraisal of accounting, financial and other operations of any activity as a service to management. The objective of internal auditing is to assist the administration in the effective discharge of their responsibilities by furnishing objective analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.

The scope of internal auditing will be defined by the Internal Audit Charter.

The Internal Audit Charter shall be reviewed and approved by the Board of Trustees on an annual basis.

The results of internal audit reviews shall be reported to the Vice President of Finance and Administrative Services, to the President, to the Board of Trustees' Finance, Audit, and Human Resources Committee and when appropriate, to other College offices administratively concerned with the internal audit function activity reviewed. A report of activities will be provided to the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit findings;
- 2) Internal audit recommendations;
- 3) Management responses; and
- 4) Dates of implementation of audit recommendation(s);

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

The College will conform with International Standards for the Professional Practice of Internal Auditing, including the Definition of Internal Auditing, and the Code of Ethics as promulgated and periodically revised by the Institute of Internal Auditors.

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CFE  
(LOCAL)

**Diversity, Equity,  
and Inclusion  
Initiatives**

The College President or designee shall develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1).  
[See BG, DAA, and FA]

The College President shall oversee the performance of records management functions prescribed by state and federal law:

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA, CIA, and CFE]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GCB]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

**Local Government  
Records Act**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

Local Government  
Record

Records  
Management  
Officer

The vice president for finance and administrative services shall serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

*Notification*

The records management officer shall file the officer’s name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Records

The records management officer shall develop procedures for the management of records, including electronic, that comply with the College District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the records management program;
2. Identify the responsibilities of employees who create, receive, or maintain records;
3. Ensure the maintenance of records until the expiration of the applicable retention period and final disposition; and
4. Ensure that records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control  
Schedules

The records management officer shall file with the TSLAC a written certification that the College District has adopted records retention schedules issued by the TSLAC as provided by law.



**Records Destruction Practices**

All local government records shall be considered College District property, and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

**Training**

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable College District staff are trained on the College District's records management program, including this policy and corresponding procedures.

## MANUAL OF POLICY

<b>Title</b>	<b>Records Management</b>	<b>2500</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minutes Order Dated November 9, 1995 As Amended by Board Minute Order Dated November 24, 2020</b>	

### **I. Purpose**

South Texas College is committed to the management and disposition of College records in accordance with the Government Codes, Texas Public Information Act Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.

### **II. Policy**

It is the policy of South Texas College to retain, allow public access to and dispose of College records in accordance with the Government Codes, Texas Public Information Act, Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.

#### **1. College Records Declared Public Property**

College records, as hereafter defined, shall be created, stored, and disposed of in accordance with the provisions of the Texas Local Government Records Act, Texas Government Code, Chapter 552, this Records Management Policy and College's Records Management Program and in no other manner.

All College records are declared to be the property of South Texas College. No employee shall have, by virtue of status or position, a personal or property right to such records even though said employee may have authored or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

#### **2. Records Management Program**

- a. The Records Management Officer shall develop and maintain a Records Management Program for South Texas College. The Program contains policy and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect and properly preserve College records. The Program contains policy and procedures designed to enable the Records Management Officer to carry out the duties prescribed by state law and this policy effectively.
- b. The Records Management Program is binding on all departments of South Texas College including, but not limited to, creation, preservation, storage, and destruction of records.
- c. State law relating to the duties, other responsibilities, or recordkeeping requirements of local government records do not exempt a department or the records in the department's care from the application of this policy and may not be used by the department as a basis for refusal to participate in the Records Management Program of South Texas College.

#### **3. Designation of Records Management Officer**

The Vice President for Finance and Administrative Services, and the successive holders of said office, is designated to serve as the Records Management Officer for the College. As provided by state law each successive holder of the office shall file his or her name with the director and librarian of the

## MANUAL OF POLICY

<b>Title</b>	<b>Records Management</b>	<b>2500</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minutes Order Dated November 9, 1995 As Amended by Board Minute Order Dated November 24, 2020</b>	

Texas State Library and Archives Commission within thirty (30) days of the initial designation or appointment to the office.

#### **4. Authority of the Records Management Officer**

The Records Management Program shall be administered under the direction of the Records Management Officer subject to the supervision and control of the President of South Texas College. The Records Management Officer, with the advice and consent of the President of South Texas College, is authorized to take such steps and institute such rules, procedures, and regulations as may be necessary to implement the Records Management Program in accordance with the Texas Local Government Records Act. In addition, the Records Management Officer is authorized to modify and amend the Records Management Program as may be necessary or desirable to comply with the terms and provisions of the Texas Local Government Records Act and the rules, regulations, and procedures established by the State officers or agencies authorized by law to administer the Texas Local Government Records Act.

#### **5. Duties and Responsibilities of Records Management Officer**

In addition to other duties assigned in the policy, the Records Management Officer shall:

- a. Establish and develop policies and procedures for the Records Management Program.
- b. Identify and take adequate steps to preserve and protect records.
- c. Disseminate to the Board of Trustees, Record Coordinators, Record Custodians, and College Community information concerning state laws and Texas Local Government Records Act relating to local government records.
- d. Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the Records Management Program and the College's records are in compliance with the Texas Local Government Records Act.
- e. Verify that the maintenance, preservation, destruction, or other disposition of South Texas College records is carried out in accordance with this policy and procedures of the Records Management Program and the requirements of the Texas Local Government Records Act.
- f. Conducts periodic evaluation of the Records Management Program for accountability and program improvements.

#### **6. Duties and Responsibilities of Record Custodians**

College employees are responsible for the proper management of the records in their custody and will serve as Record Custodians and shall have the primary responsibility and accountability for the following duties in support of this policy:

## MANUAL OF POLICY

<b>Title</b>	<b>Records Management</b>	<b>2500</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 3 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minutes Order Dated November 9, 1995 As Amended by Board Minute Order Dated November 24, 2020</b>	

- a. Assist the Records Management Officer in carrying out the rules and procedures of the Records Management Program and the Texas Local Government Records Act.
- b. Adequately document the transaction of College business and the services, programs, and duties for which the departments are responsible.
- c. Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.

### **7. Duties and Responsibilities of Record Coordinators**

College departments will designate a Record Coordinator. The Record Coordinator shall be accountable for, but not limited to, the following duties in support of this policy:

- a. Provide guidance to departmental personnel in all records management related issues.
- b. Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.
- c. Serve as the primary source for information pertaining to college records produced, received, and maintained by the department.
- d. Maintain a record inventory by identifying and recording the location of the records throughout the department.
- e. Assist in the maintenance and preservation of the department's records.

### **8. Records Retention Schedules and Records Control Schedules**

- a. The Records Management Officer, Record Coordinators, and Records Custodians will adhere to the records retention schedules and records control schedules.
- b. At the discretion of the Records Management Officer, the records control schedule will list and provide retention periods for records that are not listed on a record retention schedules.
- c. Records shall be monitored as needed by the Records Management Officer, Records Coordinators, and the Record Custodians on a regular basis to verify compliance with records retention schedules issued by the Texas State Library and Archives Commission and that it continues to reflect the recordkeeping procedures and needs of the department and the Records Management Program of South Texas College.
- d. The Records Management Officer and Record Custodian shall review the records retention and control schedules of the College and prepare amendments to the schedules as needed to reflect new records created or received by the College or revisions to retention periods established in a records retention schedule issued by the Commission.

## MANUAL OF POLICY

<b>Title</b>	<b>Records Management</b>	<b>2500</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 4 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minutes Order Dated November 9, 1995 As Amended by Board Minute Order Dated November 24, 2020</b>	

- e. The records retention schedules adopted in Administrative Code 7.125 shall be considered minimum requirements and shall in no way affect the authority of the governing board to establish longer periods of time for which records are to be retained. The applicable records retention schedules adopted by South Texas College as issued by the Texas State Library and Archives Commission includes: Local Schedule GR - Records Common to all Governments; Local Schedule EL – Records of Elections and Voter Registration; Local Schedule TX – Records of Property Taxation; Local Schedule PS - Records of Public Safety Agencies; and Local Schedule JC – Records for Public Junior Colleges.

### 9. Destruction of Records

- a. A record shall be destroyed, in accordance with the retention period, unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department requests in writing of the Records Management Officer that the record be retained for an additional period.
- b. Prior to the destruction of a record under a records retention schedule and a records control schedule, authorization for the destruction must be obtained by the Records Management Officer.
- c. A record listed on a records control schedule may be destroyed if its destruction has been authorized in the same manner as a record destroyed under a records retention schedule.

### III. Definitions

- a. Commission – The Texas State Library and Archives Commission is composed of seven members appointed by the governor with the advice and consent of the senate. The Commission is the agency assigned responsibility for providing support to records management programs for state and local government.
- b. Essential record - Are vital records or mission-critical records, are the records necessary to resume or continue operations.
- c. Local Government Record – Broadly means any document, including, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the College or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of College public business.
- d. Permanent record - Any record of South Texas College for which the retention period of a records retention schedule is given as permanent.
- e. Records control schedule - A document prepared by or under the authority of the Records Management Officer listing the records maintained by South Texas College, their retention periods, and other records disposition information that the records management program may require.

## MANUAL OF POLICY

**Title** **Records Management** **2500**

**Legal Authority** **Approval of the Board of Trustees** **Page 5 of 5**

**Date Approved by Board** **Board Minutes Order Dated November 9, 1995**  
**As Amended by Board Minute Order Dated November 24, 2020**

- f. Record Coordinator – The department employee who is designated to assist the Record Custodian and responsible for the department’s records management related matters.
- g. Record Custodian – A Record Custodian is an employee that creates, receives or is in regular contact with a record.
- h. Records Management - The application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, the control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.
- i. Records Management Officer - The person designated as the Records Management Officer in accordance with this policy is the Vice President for Finance and Administrative Services.
- j. Records Management Program - The Program contains policy and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect and properly preserve College records.
- k. Retention Period - The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record before it is eligible for destruction.
- l. Records Retention Schedule - Is a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter 441, Government Code, establishing minimum mandatory retention schedules for local government records.

#### **IV. History**

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Approved by Board	November 18, 2004 November 24, 2020

---

**Note:** For Board member use of College District technology resources, see BBI.

---

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

**Availability of Access**

Access to the College District’s technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

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

1. Imposes no tangible cost on the College District;
2. Does not unduly burden the College District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Use by Members of the Public

Access to the College District’s technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

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

**Acceptable Use**

The College President, or designee, shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the College District and with law and policy.

Access to the College District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the College District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with College District policies. [See DH, FL series, and FM series] Violations of law may result in criminal prosecution as well as disciplinary action by the College District.

The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to College District policy and is a violation of the law. [See CT]

**Monitored Use**

College District's technology resources by students, employees, and members of the public shall not be considered private. Designated College District staff shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.

**Disclaimer of Liability**

The College District shall not be liable for users' inappropriate use of the College District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The College District shall not be responsible for ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.

**Record Retention**

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

**Access by Individuals with Disabilities**

The College President, or designee, shall develop procedures to ensure that individuals with disabilities have access to the College District's electronic and information resources similar to individuals without disabilities.

**Drones**

The flying of drones over or from sites on College District property or as part of the College District's academic or research program is permitted only in accordance with law and College District regulations.

**Electronic Mail and Messaging Application System**

The College District recognizes electronic mail ("email") and messaging applications as an official means of communication and information delivery.

College District employees, including student employees, must use their official College District email and messaging account when conducting College District business. No College District employee may transmit any College District business communication, or otherwise conduct College District business, through the use of a private email and messaging accounts.



## MANUAL OF POLICY

**Title**                                      **Acceptable Use of Information Resources**                                      **4714**

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

**Date Approved by Board**      **Board Minute Order dated March 27, 2018**  
**As Amended by Board Minute Order dated April 23, 2019**

### **I. Purpose**

The purpose of this policy is to protect the College network and information resources. Inappropriate use exposes South Texas College to risks including virus attacks, compromise of network systems and services, and legal issues. The intent of this policy is not to impose restrictions that are contrary to the institutions established culture of openness, trust and integrity. South Texas College endeavors to protect employees, students and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of everyone at the college who deals with information resources.

### **II. Policy**

#### **Scope**

This policy applies to all users of information resources, including but not limited to: students, employees, Board members, contractors, consultants, temporaries and guests, including all personnel affiliated with third parties, whether on campus or from remote locations.

Passwords for college information resources are considered as a type of key to access an information resource. For this reason, passwords are considered as an extension of an information resource that are a direct responsibility of the assigned individual.

#### **Acceptable Use**

State law provides protection against abuse of information resources or against unauthorized use. In the same manner, the College shall define activities that are not acceptable and that might break the law, impact operations or create a negative environment.

#### **1. Responsibilities of User of College Information Resources**

- a) Protect information that is classified as confidential or protected by law.
- b) Protect the user identification and password that is assigned or updated.
- c) Adhere to the Information Security Mobile Device Security Standard when connecting personal devices to college information resources.
- d) Immediately report lost or stolen devices that are owned by the College or personal devices that contain College data.
- e) Respect intellectual property rights.
- f) Adhere to the terms of software licensed by the College or installed on College information resources.
- g) Use information resources in a manner that complies with State and Federal law.

#### **2. Prohibited Uses of College Information Resources**

- a) Sharing the password for your College user accounts.
- b) Attempting to gain or gaining unauthorized access to information resources.
- c) Sending unsolicited email messages unrelated to College functions.
- d) Intercepting electronic communications.
- e) Disabling or tampering with the security controls applied to information resources.
- f) Performing actions on information resources that result in disruption or performance degradation.
- g) Transmitting or displaying media content in a manner that violates the College's policy, including, but not limited to, Policy 4216 Harassment, Discrimination, and Sexual Misconduct.

# MANUAL OF POLICY

**Title** **Acceptable Use of Information Resources** **4714**

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

- h) Copyright infringement by illegally downloading, streaming, or sharing protected material.
- i) Use of information resources for personal profit, commercial reasons, non-College fundraising, political campaigning or any illegal activity, with the exception of activities sponsored by the College.
- j) Intentionally or knowingly installing, executing, or providing to another user, a program or file that could result in the damage or unauthorized modification of an information resource.
- k) Personally owned devices can only connect via our wireless network.

### **Administrative Discretion**

The Board of Trustees grants the President and the Administration of the College the authority to develop and adopt guidelines implementing this policy and assuring that Users are advised of the guidelines and the penalties for their violation.

### **Enforcement**

Any User violating this policy or related guidelines is subject to immediate disciplinary action, which may include loss of privileges, termination of employment, student expulsion or termination of a contract. Notwithstanding the foregoing, a User violating this policy may be subject to civil damages and criminal liability.

### **Monitoring**

To ensure compliance with College policies and laws related to the use and security of information resources, information security personnel have the authority and responsibility to monitor network traffic and use of information resources. Electronic mail transmissions and other use of the College's information resources shall not be considered private and may be subject to Public Information Requests.

## **III. Definitions**

*Information Resources* – Any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, mainframes, servers, Network Infrastructure, personal computers, notebook computers, handheld computers, pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, and printers. Additionally, it is the procedures, equipment, facilities, software, and Data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

*User* – A person or entity which has been given the privilege to access the College's Information Resources.

## **IV. History**

Origination Date Approved by Board	March 27, 2018
Date Reviewed and Approved by Board	March 27, 2018 April 23, 2019

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

Purpose and Justification – Administration recommends Board approval to adopt the new Students 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	Comparable/Retired Policy(ies)	Retired Policy Content Transition
A-1. FA (Local) Equal Educational Opportunity	N/A	N/A
B-1. FEA (Local) Financing Education – Financial Aid and Scholarships	B-2. Policy #3322: Student Financial Aid - Satisfactory Academic Progress (SAP)	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
C-1. FFAC (Local) Wellness and Health Services – Communicable Diseases	C-2. Policy #3680: Students With or Who Have Been Exposed to Communicable Diseases  C-3. Policy # 3690: Bacterial Meningitis Vaccine Requirement	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
D-1. FFE (Local) Student Welfare – Freedom from Bullying	N/A	N/A

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
E-1. FL (Local) Student Rights and Responsibilities	E-2. Policy #3610: Academic Advising of Students E-3. Policy #3615: Student Orientation Program E-4. Policy #3635: Student Representation on Campus Committees E-5. Policy #3642: Use of Real Life Nude Models E-6. Policy #3681: Participation in Clinical, Simulation, or Laboratory E-7. Policy #5560: Student Financial Accounting Operating Standards	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
F-1. FM (Local) Discipline and Penalties	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, and the Vice President for Student Affairs and Enrollment Management.

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

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, Maria Alonso, Director for Student Rights and Responsibilities, Juan Miguel Galvan, Director for Students Financial Services, and Santa Pena, Director for Counseling and Student Access Services, will be present at the Committee Meeting to address questions.

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

---

**Note:** For complaints of discrimination, harassment, and retaliation on the basis of a protected characteristic, see FFDA and FFDB.

---

**Diversity, Equity,  
and Inclusion  
Initiatives**

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

---

**Note:** For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DAA for employees, and DH for employee discipline.

---

The College District shall offer a comprehensive program of financial aid to eligible College District students. Information regarding available financial aid programs, program requirements, student eligibility, application procedures, and other relevant information shall be published in the College District catalog or other College District publications as appropriate.

## MANUAL OF POLICY

<b>Title</b>	<b>Student Financial Aid - Satisfactory Academic Progress (SAP)</b>	<b>3322</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated January 31, 2017</b>	

Federal regulations require the College monitor Satisfactory Academic Progress (SAP) of all students in order to determine financial aid eligibility. These regulations require the evaluation of both quantitative (67% course completion rate) and qualitative (maintaining at least a 2.0 cumulative GPA), as well as completion of a degree or certificate within 150% of normal time frame. SAP standards are the same for all students, including dual credit students. All periods of enrollment, whether the student did or did not receive aid will be included in the measurement of SAP

In order to be eligible for either Federal or State financial aid, all students, including dual credit students, are required to maintain Satisfactory Academic Progress (SAP).

The full Financial Aid - Satisfactory Academic Policy and Procedures can be found at this link: [http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory\\_academic\\_progress.pdf](http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory_academic_progress.pdf)

RETIRED

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis.

For the purposes of this policy, the term "HIV infection" shall include AIDS, ARC, and a positive test for the antibody to HIV.

**Basis for Action**

The College District's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

**Nondiscrimination**

The College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College District shall not be denied access to a College District facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions, and campus activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

**Privacy**

The College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease. The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

**Education Program  
About HIV Infection**

The College District shall develop and maintain a comprehensive education program about HIV infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease, and preventive measures for avoiding infection.

**Publication**

The College District's policy on HIV infection shall be made available to students by including it in the student handbook or other appropriate publications.



## MANUAL OF POLICY

<b>Title</b>	<b>Students With or Who Have Been Exposed to Communicable Diseases</b>	<b>3680</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>As Amended by Board Minute Order Dated June 23, 2020</b>	

### **I. Purpose**

The purpose of this policy is to allow the College to establish guidelines and confidentiality procedures relating to students with communicable diseases, including students who have been exposed to communicable diseases. Strict confidentiality procedures will be followed at all times. The medical history or records of any student are considered confidential information and may, therefore, not be released without the individual's written consent except as otherwise provided by law.

### **II. Policy**

Communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b-1, V.A.T.S. Communicable diseases include, but are not limited to, rubella (measles), mumps, rubella (German measles), influenza, infectious mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, sexually transmitted diseases, coronaviruses, and infectious meningitis. In this policy, HIV infection includes AIDS, AIDS-Related Complex, and a positive test for the antibody to human immunodeficiency virus. In this policy, coronaviruses include SARS, COVID-19, and other related viruses as determined by Center for Disease Control and Prevention (CDC).

#### **Non Discrimination**

The College shall not discriminate against any student solely on the ground that the student has, or suspected to have been exposed to, a communicable disease. In the case of a confirmed or suspected exposure, reasonable accommodations in accordance with applicable law and local health department recommendations will be made to allow enrollment to continue, while restrictions as described below might be imposed.

#### **Restricted Access**

If the College makes a determination, based on established procedure, that any restriction is necessary, the College reserves the right to prohibit any student or other person with a communicable disease from College facilities, programs, functions and/or campus activities. Such restrictions would be considered only for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community. Restrictions would be implemented on a case-by-case basis, and implemented for a time and manner in accordance with recommendations from the local health department.

Students who have been prohibited under the provisions of this policy and who continue to access restricted College facilities, programs, functions and/or campus activities will be subject to disciplinary procedures under the Student Code of Conduct as published in the Student Handbook.

Students who are experiencing coronavirus symptoms, or who have been exposed to someone with coronavirus must notify the Office of Counseling and Student Disability Services and follow CDC

**MANUAL OF POLICY**

<b>Title</b>	<b>Students With or Who Have Been Exposed to Communicable Diseases</b>	<b>3680</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>

guidelines to self-isolate or stay home. Students are also strongly encouraged to seek appropriate medical advice from a medical professional or the local County health department to determine if they should be tested, and the next steps if confirmed positive for coronavirus. Students who fail to report symptoms or exposure will be subject to disciplinary procedures under the Student Code of Conduct as published in the Student Handbook.

The Director of Counseling or designee shall report to the local health department a student who has or is suspected of having a communicable disease as mandated by the Texas Health and Safety Code, Chapter 81, Communicable Diseases.

Faculty members or staff members who have been informed by students of exposure to coronavirus or who present symptoms of will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments as deemed necessary.

**III. History**

Origination Date Approved by Board:  
November 9, 1995

Date Amended and Approved by Board:  
May 26, 2020  
June 23, 2020

RETIRED



---

**Note:** This policy addresses bullying targeting College District students. For provisions regarding discrimination and harassment targeting College District students, see FFDA and FFDB.

---

**Bullying Prohibited**

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Definitions**

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

*Examples*

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

**Retaliation**

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

**Timely Reporting**

Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Reporting  
Procedures**

Student Report

To obtain assistance and intervention, any student who believes that the student has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the dean of students.

**Report Format**

A report may be made orally or in writing. The dean of students or designee shall reduce any oral reports to written form.

**Prohibited Conduct**

The dean of students or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFDA or FFDB, including harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, disability, or age. If so, the College District shall proceed under policy FFDA or FFDB, as appropriate, instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFDA or FFDB, as appropriate, shall include a determination on each type of conduct.

**Investigation of the  
Report**

The dean of students or designee shall conduct an appropriate investigation based on the allegations in the report. The dean of students or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

**Concluding the  
Investigation**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the dean of students or designee shall take additional time if necessary to complete a thorough investigation.

The dean of students or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the College President or designee.

**College District  
Action**

If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include:

- Implementing a training program for the individuals involved in the complaint;

- Implementing a comprehensive education program for the College District community;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where bullying or retaliation has occurred; and
- Reaffirming the College District's policy against bullying and retaliation.

**Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

**Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

**Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy and Procedures**

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

**Student Handbook**

The College President or designee shall develop student handbooks with information on rights, responsibilities, services, resources, extracurricular activities, and other information required by policy or that students need to be successful during the academic year. The College President or designee shall ensure that no student handbook information is in conflict with policy. In case of conflict between a Board policy and provisions of student handbooks, policy shall prevail.

Board Action Student handbooks are subject to Board review but shall not be adopted by the Board.

Distribution Student handbooks shall be made available on the College District's website at the beginning of the academic year; a hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students.

**MANUAL OF POLICY**

<b>Title</b>	<b>Academic Advising of Students</b>	<b>3610</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005</b>	

To facilitate student development, a systematic, effective program of academic advising is conducted for all students. The President in coordination with the Vice-President for Student Affairs and Enrollment Management and the Dean of Student Support Services is authorized to develop and implement that process.

**RETIRED**



## MANUAL OF POLICY

<b>Title</b>	<b>Student Orientation Program</b>	<b>3615</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 Board Minute Order dated July 28, 2005</b>	

South Texas College shall provide a comprehensive orientation program for full-time and part-time students. The orientation program is designed to facilitate student success, reduce student barriers and increase student retention and graduation rates. The orientation addresses registration, navigation and financial aid, and includes personal and academic growth opportunities for new students. In order to meet the needs of the college's working students, orientation will be offered at each campus in the morning, the afternoon, the evening and on the weekend. The program attendance, agenda, and student evaluations will be evaluated annually to ensure a quality program is being delivered to new students.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Student Representation on College Committees</b>	<b>3635</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated July 28, 2005</b>	

It is the policy of the College to give students an opportunity to participate in the decision-making process by encouraging them to serve on various college committees. The opportunity for students to provide input via these committees affords the College the means to look at problems and find solutions from a different perspective. The intent is to develop a sense of responsibility and community among the student body and to facilitate communication between the students and the college administration, faculty and staff.

Student government may provide student representatives to serve on committees. Student representatives serve on committees for the duration of one year or until they leave or graduate, whichever comes first. Student representatives must be and remain in good standing in order to serve on committees. Alternate student representatives may be selected to replace those who graduate, leave, or fail to remain in good standing.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Use of Real Life Nude Models</b>	<b>Policy# 3642</b>
<b>Legal Authority</b>	<b>Approval by the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order Dated August 22, 2011</b>	

The College is committed to providing academic programs and courses of the highest quality and that promote academic integrity and scholarship.

South Texas College authorizes the use of real life nude models for students who are enrolled in specific sophomore level academic transfer courses as required in advanced art classes for completion of the Associate of Arts in Fine Arts.

The President, in coordination with the Chief Academic Officer and the Dean for Liberal Arts and Social Sciences are authorized to develop and implement appropriate procedures for the use of real life nude models for specified advanced art classes.

The procedures are to provide a consistent format for the requested use of live nude models and to provide the standards of conduct for the faculty and students.

Students participating in these select advanced art classes with real life nude models must be a minimum of 18 years of age and be enrolled in sophomore level courses other than dual enrollment.



## MANUAL OF POLICY

<b>Title</b>	<b>Student Financial Accounting Operating Standards</b>	<b>5560</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998</b>	

It is the policy of the College to maintain uniformity of documents, procedures, schedules and standards in all student financial accounting processes so as to provide effective and efficient delivery of student accounting services.

### **Standards for Documents and Schedules**

The College will use the following "operational procedures" data collection documents, data input documents, and data disbursement/reporting documents for all aspects of student financial accounting which are common and defined. Documents may be paper documents or terminal screen formats. The specifications for all documents are found in:

a.) System Student Accounting Users Guides - Document formatting any additional documents used by the College shall be developed on the basis that they do not interrupt or alter the uniformity of student accounting and that they are unique to our college. Furthermore, these documents and their use shall be defined in flow charts and procedures for the College with copies maintained in the office of the Comptroller.

The uniform documents for student accounting are:

- 1.) Registration Data Permit
- 2.) Change of Grade Form
- 3.) Student Statistical Information Form
- 4.) Request to Prevent Disclosure of Directory Information
- 5.) Student Health Services Form
- 6.) Provisional Enrollment Agreement
- 7.) Add-Drop Form
- 8.) CB-00 1
- 9.) CB-007A
- 10.) Count Reports:
  - a.) Major/Alpha Roster
  - b.) Count by Major for Quarters
  - c.) Race/Sex Count by Major
  - d.) Race/Sex County by Semester within Credit Hrs. within Major and First Semester and less than six credit hours
  - e.) County by County Code
  - f.) Class Reporter (Instructor/Course) (TEA/Instructor/Course)  
(Departmental/Instructor/Course)
  - g.) Count by State or County of Residence
  - h.) Credit Hours Report
  - i.) Age "Distribution"

**MANUAL OF POLICY**

<b>Title</b>	<b>Student Financial Accounting Operating Standards</b>	<b>5560</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998</b>	

- 11.) Request for Transfer Credit Form
- 12.) Credit by Exam Form
- 13.) Special Populations Form
- 14.) CB-007C
- 15.) Application for Graduation
- 16.) Special Programs Registration Foreran
- 17.) IPEDS Reports
- 18.) CB-004
- 19.) Request for Transcript
- 20.) VESPI Reports
- 21.) OCR Reports
- 22.) Transcript Form
- 23.) CB-M001
- 24.) CB-M004
- 25.) CB-M008
- 26.) CB-MOOC

**RETIRED**

---

**Note:** For procedures related to student discipline, see FMA.

---

**Penalties for Student Misconduct**

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
4. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
5. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
6. Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

Suspended or  
Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for

academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

**Disciplinary Record**

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

**Publication**

Information regarding student discipline described in College District policies and accompanying procedures shall be published in the student handbook.



### **Review and Recommend Action to Retire Five (5) Current Policies**

Purpose and Justification – Administration requests the Committee recommend Board approval to retire five (5) current policies in accordance with the new South Texas College/TASB Policy Manual.

The retired policies are as follows:

1	Policy #	1900	Delineation of Information to be Included on Building Plaques for New, Expanded, and Renovated Buildings
2	Policy #	3021	Student Recruitment and Institutional Integrity
3	Policy #	5470	Identity Theft Program
4	Policy #	6105	Naming of College Facilities
5	Policy #	6900	Master Planning

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

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

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

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, and the Policy Owners, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to retire five (5) current policies as listed, presented, and that supersedes any previously adopted Board policy.

## MANUAL OF POLICY

<b>Title</b>	<b>Delineation of Information to be Included on Building Plaques for New, Expanded, and Renovated Buildings</b>	<b>1900</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated October 26, 2000 As Amended by Minute Order dated July 25, 2017</b>	

Building plaques shall be installed in a prominent location near a primary point of entry for all new, expanded, or renovated buildings.

The Board members serving at the time of the project's inception will be included on the building plaque, at the time the building construction, expansion, or major renovation project is completed. Any Board members elected, or appointed, following the beginning of a new construction, expansion, or major renovation project but prior to completion, will be recognized as Trustee-Elect.

A major renovation or expansion shall be any construction project that adds substantial square footage to the functional space of an existing facility or provides for the significant functional change of an existing facility.

The delineation of information to be included on building plaques is listed below:

- 1) Name of Building and Campus or Center
- 2) Names of Board members involved in approval of construction or renovation of building;
- 3) Names to be listed alphabetically;
- 4) No titles to be included on plaque;
- 5) Names of Trustees not involved in approval of construction or renovation of building shall be acknowledged under legend: Trustees Elect
- 6) President's Name is listed after Trustees;
- 7) Architectural firm is listed after President's name;
- 8) Contractor is listed after Architectural firm's name;
- 9) Year of Completion

The building plaques shall be cast in bronze and shall measure 14 inches in width by 20 inches in height.

## MANUAL OF POLICY

<b>Title</b>	<b>Student Recruitment and Institutional Integrity</b>	<b>3021</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

South Texas College establishes the following principles to guide student recruitment and institutional integrity:

1. We recognize the legitimate interest of the College in clearly defining its mission and services and in identifying the people it serves and those it might serve in the future.
2. We recognize also the inseparable relationship among adequate enrollment, fiscal solvency and institutional survival.
3. We acknowledge that possible solutions to the problem of declining enrollment should be carefully considered and implemented only when consistent with behavior which is ethical and appropriate for higher education.
4. We know that lowering academic standards or relaxing degree requirements for the purpose of increasing enrollment is not in the best interests of the public, or the College.
5. We believe that the College should refrain from engaging in undignified competitive practices in recruiting students which jeopardize the credibility of South Texas College.
6. We ask each faculty and staff member to support the commitment to offer the highest quality education to our students.

**MANUAL OF POLICY**

<b>Title</b>	<b>Identity Theft Program</b>	<b>5470</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated October 13, 2008</b>	

It is the policy of the College to protect students, employees, contractors and other appropriate individuals from damages related to the loss or misuse of sensitive information. The College maintains guidelines regarding identity theft protection in compliance with the Red Flag Rules promulgated by the Federal Trade Commission.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Naming of College Facilities</b>	<b>6105</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated February 15, 2001</b>	

This policy covers the naming of buildings, wings of buildings and facilities such as areas or rooms within buildings, plazas/courtyards, recreational fields, and the like on STC campuses and centers.

Nominations may be received by the College President or any member of the Board. The authority to name buildings, rooms, special areas, and/or other College facilities is reserved solely for the Board and shall conform to one of the following criteria:

1. The name may indicate the function of the building/facility.
2. The name may honor an employee or former employee of the College who has served the College and has made exceptional contributions to the College. The individual must have won the respect of fellow staff members for outstanding performance beyond ordinary duties.
3. The name may honor a substantial benefactor of the College as recommended by administration.
4. The name may honor any member or members of the community whom the Board recognizes as having provided exceptional, financial or non-financial support for the advancement of the College.
5. The name may honor any member or former member of the Board who has served a minimum of 12 years (two full terms)

It should be recognized that buildings and other facilities may undergo significant renovation or even demolition over the course of time. It is STC policy that even though the physical space may no longer exist, recognition for the individual recognized in that space will continue in perpetuity.

The President's Office will maintain a log of all named spaces and plaques to ensure that plaques that must be removed because of renovation will be displayed in another appropriate place of honor as recommended by the Administration and approved by the Board.

## MANUAL OF POLICY

<b>Title</b>	<b>Master Planning</b>	<b>6900</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

The President shall develop, in document form, for review and approval by the Board of Trustees, a College Strategic Master Plan which encompasses the needs of the entire institution with specific attention given to educational, financial, and physical development planning. The College Strategic Master Plan will be based upon current determinations of community needs and responsible utilization of fiscal, physical, and human resources.

RETIRED

**Review and Discussion of College President's Contract (Texas Government Code 551.074, Personnel Matters)**

Administration will review and discuss potential amendment terms for the President's Contract in executive session.

This item will be presented for the Committee's information and feedback, and no formal action will be requested at this time.