

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

Ann Richards Administration Building A, Conference Room A 142

Pecan Campus, McAllen, Texas

Tuesday, June 11, 2024 @ 5:00 p.m.

Agenda

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

- I. Approval of May 14, 2024 Finance, Audit, and Human Resources Committee Minutes..... 1-26

- II. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement.....27-131

Award of Proposals

- 1) Childcare Services (Award) – Grant Funded
 - 2) Cosmetology Supplies and Equipment (Award)
 - 3) Temporary Personnel Services (Award)
- Purchases and Renewals - Instructional Items
- 4) Admission Assessment Exams (Purchase)
 - 5) Library Database Services (Purchase)
 - 6) Software and Educational Supplies (Purchase) – Grant Funded
 - 7) Testing Materials (Purchase)
 - 8) Books and Educational Materials (Renewal) – Grant Funded
 - 9) Books and Educational Materials II (Renewal) – Grant Funded
 - 10) Library Materials (Renewal)
 - 11) Library Serials (Renewal)

Purchases and Renewals - Non-Instructional Items

- 12) Furniture (Purchase)
- 13) Campus and Dining Food Trucks – II (Renewal)
- 14) Campus and Dining Food Trucks – II (Renewal)
- 15) Collection Agency Services (Renewal)
- 16) General Purpose Printing (Renewal)
- 17) Maintenance and Repair Parts, Materials, and Supplies (Renewal)
- 18) Mass Notification System Agreement (Renewal)

Purchases and Renewals - Technology Items

- 19) Computers, Laptops, Tablets, and Printers (Purchase)
- 20) Course Development Services (Purchase)

Interlocal Agreement

- 21) Professional Development Services Agreement (Renewal)

III.	Review and Recommend Action on Bond Counsel Services	132-137
IV.	Update on Intent to Augment Legal Services	138-139
V.	Discussion and Action as Necessary to Add New Position in Accordance with Policy DEA (Local)	140-147
VI.	Discussion and Update on FY 2023 – 2024 Employee Pay Plan and the Employee Staffing Plan	148-158
VII.	Discussion and Action as Necessary on Proposed FY 2024 – 2025 Request for New Positions and Other Adjustments.....	159-185
VIII.	Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to FY 2023 – 2024 Amended Budget.....	186-191
IX.	Review and Recommend Action to Adopt New Students Policy..... A-1. FKB (Local) Student Activities – Activity Funds Management	192-193
X.	Review and Recommend Action to Adopt, Revise, and Retire Policies in Response to Executive Order No. GA-44 Related to Addressing Acts of Antisemitism in Institutions of Higher Education	194-217

**Approval of May 14, 2024 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 14, 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, May 14, 2024 @ 5:00 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, May 14, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:12 p.m. with Mr. Paul R. Rodriguez presiding.

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

Other Trustees Present: Ms. Rose Benavidez, Mrs. Victoria Cantu

Members absent: Mr. Rene Guajardo

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Matthew Hebbard, Dr. Anahid Petrosian, Mrs. Myriam Lopez, Mr. Rick De La Garza, Mrs. Lynda Lopez, Ms. Vanessa Balderrama, Ms. Deyadira Leal, Mr. Billy Langley, Mr. Eddie Romero, Mr. Jason Gutierrez, Mrs. Erika Rodriguez, Dr. Zachary Suarez, Ms. Alicia Correa, Mr. Lucio Gonzalez, Mrs. Carla Rodriguez, Ms. Claudia Olivares, Ms. Shannon Perales, Mrs. Gardenia Perez, and Mr. Andrew Fish.

**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, were presented for Committee approval.

Mr. Rodriguez called for any corrections to the Minutes as written. Hearing none, he adopted the Minutes for the April 9, 2024 Committee Meeting as presented.

**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 an interlocal agreement at a total cost of \$3,943,470.51.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of 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)
Airgas USA, LLC. (McAllen, TX)	CV Industrial Hardware, LLC. (Mission, TX)

Linde Gas and Equipment, Inc. (Pharr, TX)	Matheson Tri-Gas (San Benito, TX)
Triple-S Steel Supply, LLC. /dba Alamo Iron Works (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)
Bound Tree Medical, LLC. (Dublin, OH)	DiaMedical USA Equipment, LLC. (West Bloomfield, MI)
Hand Safety, LLC. (Wichita Falls, TX)	Henry Schein, Inc. (Melville, NY)
J and B Medical Supply Company, Inc. (Wixom, MI)	Meadows Medical Supply (Quogue, NY)
Performance Health Supply, LLC. /dba Medco Supply Company (Warrenville, IL)	Pocket Nurse Enterprises, Inc. /dba Pocket Nurse (Monaca, PA)
Social Medical Supply, LLC. /dba Well Before (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
Furniture Total		\$ 155,183.11

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

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	Telepro Communications (Mission, TX)
Secondary	BridgeNet Communications (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.

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. 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 was included 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 had not been provided by the Starr County Tax Assessor/Collector to the College at the time of packet publication.

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 1st 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, attended the Committee Meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of 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 at a rate not to exceed \$150,000 as presented.

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 would be increased due to the cost associated with the Hidalgo County Appraisal District Board of Directors Election on May 4, 2024. The Appraisal District was 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 would increase the allocated cost by \$61,527 as follows:

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

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

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of the revised 2024 Assessment Fees for Finance, Audit, and Human Resources

Hidalgo County Appraisal District according to the revised allocated cost schedule, contingent upon receipt of an invoice, as presented. The motion carried.

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

Purpose and Justification – Administration proposed 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.

This change would ensure consistency for all employees and enhance our payroll management efficiency, providing a more efficient, streamlined, and accurate process. All College employees would 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 would align with the implementation of the new ERP system as scheduled.

A transition plan was 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 reviewed the presented information.

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

Enclosed Documents – The Semi-Monthly payroll 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 purposes.

While no action was taken by the Committee, Mr. Paul R. Rodriguez did recommend that the proposed implementation of the semi-monthly payroll for all employees be presented to the Board for approval on May 28, 2024, along with the proposed one-time stipend to support employees during the transition. All attending trustees informally supported this recommendation.

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

Purpose and Justification – Administration requested 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 would 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 would be forfeited at the end of the fiscal year. Due to this cap, Leads and Co-Leads risked losing earned vacation hours since they cannot be out of the office. The project's success may be compromised if Leads and Co-Leads were 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
Total Number of Eligible Employees	38
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
Total Salary and Benefits Expense (estimated)	\$142,981.00

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

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

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of a vacation payout for WorkDay ERP implementation primary leads and co-leads for FY 2024 as presented. The motion carried.

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 was 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 would 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 were included 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, attended the Committee Meeting to address questions.

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

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

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

Police Department	Campus/Center Serviced	Initial Board Approved
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 was responsible for responding to incidents in geographical locations within the respective City.

Funding Source - No funds were 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 was included 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, attended the Committee meeting to address any questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the South Texas College Police Department and the City of Mission Police Department as presented. The motion carried.

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

Purpose and Justification – Administration requested 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 presented 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:

6% GPI Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
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
Total	\$6,079,166	\$1,280,508	\$7,359,674
Benefits			1,839,919
Total Cost			\$9,199,593

7% GPI Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
Faculty	\$2,720,897	\$520,732	\$3,241,629
Executive Administrative Professional	1,897,146	419,697	2,316,843

7% GPI Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
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
Total	\$7,081,065	\$1,020,464	\$8,101,529
Benefits			2,025,382
Total Cost			\$10,126,911

Administration reviewed 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 were 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 were included 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, attended 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of proposed annual salary increases as recommended at 7% GPI for faculty and non-faculty personnel for FY 2024 – 2025 as reviewed by the Texas Association of School Boards (TASB) and translating into an approximately \$10.1M increase, as presented. The motion carried.

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 were provided for presentation.

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 were provided for presentation 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, was scheduled to present on the Preliminary Summaries of Unrestricted Projected Budget for FY 2024 – 2025 for the Committee’s review and discussion.

The Committee noted that this presentation would benefit the full Board of Trustees, and deferred the presentation for the May 28, 2024 Regular Board Meeting.

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

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

Purpose and Justification – Administration requested the Committee recommend Board approval to revise the Proposed Projects for the Internal Auditor for FY 2023 – 2024 since an additional project was 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 were 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 would 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 would be communicated to senior management and the Board.”

The proposed new engagement for FY 2023 – 2024 was 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 were included in the packet for the Committee’s review and information.

Khalil Abdullah, Chief Internal Auditor, attended the Committee Meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to revise the Proposed Projects for the Internal Auditor for FY 2023 – 2024 as presented. The motion carried.

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

Purpose and Justification – Administration recommended 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 provided a comprehensive, current, and legally sound policy manual and recommended 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 were reviewed by staff, administrators, TASB staff, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The revised local policy was included in the packet for the Committee’s information and review.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to revise Policy DAA (Local) Employment Objectives – Equal Employment Opportunity as presented, and which superseded any previously adopted Board policy. The motion carried.

Under a single motion by Dr. Alejo Salinas, Jr. and seconded by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the following five items related to the adoption and/or retirement of local policies:

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

Purpose and Justification – Administration recommended 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 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 the new and/or retired policies were 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 were reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

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

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

It was requested that the Committee recommend Board approval to adopt new Personnel policy and retirement of a policy as presented, and which supersedes any previously adopted Board policy.

This was the first of five items considered within the single aforementioned motion.

Review and Recommend Action to Adopt New Local Governance Policy

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

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 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, attended the Committee Meeting to address questions.

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

This was the second of five items considered within the single aforementioned motion.

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

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

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

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

Adopt New Policy	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

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
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 H-3. Policy #5460: Internal Audit Function	All of the content from the retired policy is included in the new local policy.
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 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, 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 were provided 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 attended the Committee Meeting to address questions.

It was 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.

This was the third of five items considered within the single aforementioned motion.

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

Purpose and Justification – Administration recommended 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 would align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies’ language, and to transition policies to standardized format. In addition to the policy, internal procedures were currently in place and would continue to be enhanced.

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

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

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

Enclosed Documents – The new and retired policies were provided 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, attended the Committee Meeting to address questions.

It was 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.

This was the fourth of five items considered within the single aforementioned motion.

Review and Recommend Action to Retire Five (5) Current Policies

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

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

Enclosed Documents – The retired policies were provided 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, attended the Committee Meeting to address questions.

It was requested that the Committee recommend Board approval to retire five (5) current policies as listed, presented, and that supersedes any previously adopted Board policy.

This was the fifth of five items considered within the single aforementioned motion.

The motion to approve all five items carried.

Executive Session:

The South Texas College Board Finance, Audit, and Human Resources Committee convened into Executive Session at 7:03 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.074, Personnel Matters

1. Review and Discussion of College President's Contract

Open Session:

The South Texas College Board Finance, Audit, and Human Resources Committee returned to Open Session at 7:15 p.m. No action was taken in Executive Session.

Review and Discussion of College President's Contract (Texas Government Code 551.074, Personnel Matters)

Administration reviewed and discussed potential amendment terms for the President's Contract in executive session.

This item was presented for the Committee's information and feedback, and no formal action was requested at this time.

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 7:16 p.m.

I certify that the foregoing are the true and correct Minutes of the May 14, 2024 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez, Presiding

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

Purpose and Justification – Administration requests the Committee recommend Board approval on the following award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,459,073.12.

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) Childcare Services (Award) – Grant Funded

Award the proposal for childcare services for the period beginning September 1, 2024 through August 31, 2025, at an estimated Carl Perkins Grant total amount of \$105,500.00.

The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Nikodee II, LLC./dba iKids Academy (Alamo, TX)	1st Choice Learning Academy (Donna, TX) (New)	Bright Start Child Care Center (Donna, TX) (New)
Garza's Childcare and Development Center (Donna, TX)	Learning to Grow (Donna, TX) (New)	Stepping Stones Day Care II (Donna, TX)
Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Genesis Learning Center (Edinburg, TX)
Next Generation Children's Learning Center (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)
Brackenridge Children's Center (McAllen, TX)	Bright Beginnings (McAllen, TX)	Easter Seals Rio Grande Valley (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Pekes Kidz Learning Center, LLC. (McAllen, TX) (New)
Tony's Playhouse Discovery Center (McAllen, TX)	Raquel Hinojosa Daycare (Mercedes, TX) (New)	Alphabetz Learning Center, LLC. (Mission, TX) (New)
Bright Horizons Learning Center (Mission, TX) (New)	Creative Play Learning Center, LLC. (Mission, TX) (New)	Frontier's Little Academy (Mission, TX)
Kidz Crusade Academy, LLC. (Mission, TX)	Little Oaks Learning Center, LLC. (Mission, TX) (New)	Little Scholars Daycare (Mission, TX) (New)

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Children's Garden Daycare (Palmview, TX)	Champs Learning Center, LLC. (Pharr, TX) (New)	Futuros Lideres Learning Center (Pharr, TX)
Growing Together Learning Academy, LLC. (Pharr, TX) (New)	Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center II (Pharr, TX)
Little One's Discovery Center Inc. (Pharr, TX) (New)	Royal Education Center (Pharr, TX)	Learning Zone (Rio Grande City, TX)
Little Stars Learning Center, LLC. (Rio Grande City, TX)	The Edutainment Zone 5, LLC. (Rio Grande City, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)

Purpose and Justification – The Providing Academic Support to Students (PASS) Program requests childcare services for students participating in the PASS Program, majoring in career and technical education programs, who qualify for assistance with childcare expenses based on available funding through the Carl Perkins Grant.

The career and technical education program students who meet the grant requirements qualify for childcare assistance under the Carl Perkins Grant. Some of the requirements include (i) a cumulative 2.7 GPA or higher and (ii) full-time status for the Fall, Spring, and Summer semesters (not including online courses). To qualify, the vendors must submit all the required proposal documents with appropriate signatures and provide a copy of their current state-issued license to operate a childcare program.

Background – The project timeline and information are as follows:

Advertised RFP	May 8, 2024 and May 15, 2024
RFP Responses Due	May 22, 2024
RFP Issued To	Three Hundred and Seventy (370) Vendors
Responses Received From	Forty-two (42) Vendors, of which Three (3) Vendors submitted incorrect information; therefore, they were not considered.
Responses Reviewed By	PASS Program, Grant Development, Management, and Compliance Department, and the Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2024 - 2025, pending Board approval of the grant and budget.

2) Cosmetology Supplies and Equipment (Award)

Award the proposal for cosmetology supplies and equipment for the period beginning June 26, 2024 through June 25, 2025, with two (2) one-year options to renew at an estimated amount of \$175,000.00.

The qualified recommended vendors are as follows:

Vendor (City, State)	Vendor (City, State)
The Burmax Co., Inc. (Holtsville, NY)	Hinojosa Beauty Supplies, LLC. (McAllen, TX)
Kaemark (Giddings, TX) (New)	Marianna Industries, Inc. (Omaha, NE)
SalonEquipment.com, LLC. (Brea, CA)	STB USA, LLC. (McAllen, TX)
Universal Companies, Inc. (Abingdon, VA) (New)	

Purpose and Justification - The Cosmetology Program requests the procurement of cosmetology supplies and equipment to enhance the quality of student training and support instructional needs. This procurement aims to provide students access to top-quality supplies from various sources, ensuring a conducive learning environment and optimal hands-on experience throughout the program.

Background – The project timeline and information are as follows:

Advertised RFP	May 8, 2024 and May 15, 2024
RFP Responses Due	May 23, 2024
RFP Issued To	Fifteen (15) Vendors
Responses Received From	Seven (7) Vendors
Responses Reviewed By	Cosmetology and the Purchasing Department

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

3) Temporary Personnel Services (Award)

Award the proposal for temporary personnel services for the period beginning June 29, 2024 through June 28, 2025, with two (2) one-year options to renew, at an estimated amount of \$400,000.00.

The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Express Employment Professionals (McAllen, TX)	Fewell Professional Services/dba FPS Staffing (McAllen, TX)

Vendor (City, State)	Vendor (City, State)
Five Star Staffing, LLC./dba Spherion Staffing (McAllen, TX)	Infojini, Inc. (Columbia, MD)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing, LLC. (McAllen, TX)
PeopleReady, Inc. (Tacoma, WA)	Texas Staffing Pros, LLC. (McAllen, TX)

Purpose and Justification – The Office of Human Resources is requesting the procurement of temporary personnel services for instructional programs and support services departments. The proposals underwent a thorough review to ensure adherence to South Texas College's requisites and procurement guidelines. This entailed verifying that participating agencies provided documentation of their liability and worker's compensation insurance coverage. The agencies that submitted proposals demonstrated full compliance with the outlined prerequisites.

Background – The project timeline and information are as follows:

Advertised RFP	April 17, 2024 and April 24, 2024
RFP Responses Due	May 8, 2024
RFP Issued To	Thirty-four (34) Vendors
Responses Received From	Thirteen (13) Vendors of which Five (5) Vendors submitted incorrect information; therefore, they were not considered.
Responses Reviewed By	Office of Human Resources, Facilities Operations and Maintenance, and Purchasing

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

Purchases and Renewals (Instructional Items)

4) Admission Assessment Exams (Purchase)

Purchase admission assessment exams from **Elsevier, Inc.** (Houston, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00. The cost is paid by the students when they register for this exam.

Purpose and Justification – The Student Assessment Center anticipates purchasing up to two thousand six hundred (2,600) Registered Nurse Admission Assessment Exams, which will be used through the Fall 2024, Spring 2025, and Summer 2025 semesters. These assessments and preparation products improve student performance, promote clinical judgment, and help students achieve higher levels of success.

Funds for this expenditure are budgeted in the Testing Center budget for FY 2024 – 2025, pending Board approval of the budget.

5) Library Database Services (Purchase)

Purchase library database services from **EBSCO Information Services, LLC**. (Birmingham, AL), a sole source vendor for the period beginning September 1, 2024 through August 31, 2027, at a total amount of \$179,593.45. The total amount will be disbursed in three (3) annual payments as follows: Year 1: \$58,683.00, Year 2: \$59,858.00, and Year 3: \$61,052.45.

Purpose and Justification – Library Services is requesting to purchase library database services that contain fifty-four (54) databases covering various subjects to support curricula that will be used by the South Texas College faculty, staff, students, and community. These services will enable library users to access over 10,000 electronic journals, 8,000 eBooks, 760,000 images, videos, and interactive resources in various disciplines, enabling the College to provide appropriate library resources to support academic and career programs.

Funds for this expenditure are in the Library Acquisitions budget for FY 2024 - 2025, FY 2025 - 2026, and FY 2026 - 2027, pending Board approval of the budget.

6) Software and Educational Supplies (Purchase) – Grant Funded

Purchase software and educational supplies from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Katy, TX), The Interlocal Purchasing System (TIPS) and Choice Partner purchasing cooperatives 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 – Various instructional programs are requesting the purchase of software and educational supplies for student instruction. There are various software licenses and supplies needed for some of the following instructional programs: Engineering, Architectural and Engineering Design Technology, and Mechatronics. The purchase included licenses for the robots and supplies for the 3D printers.

Learning Commons and Open Labs and the Center for Advanced Training and Apprenticeships – Advanced Robotics and Automation Technology Grant are requesting to purchase software and educational supplies to support students in the open labs and for grant compliance.

Funds for this expenditure are budgeted in the various department and grant budgets for FY 2023 – 2024.

7) Testing Materials (Purchase)

Purchase testing materials for the Texas Success Initiative (TSI), which used the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam.

Purpose and Justification—The Student Assessment Center is requesting to purchase approximately thirty-five thousand (35,000) test units, which will be used through the Fall

2024, Spring 2025, and Summer 2025 semesters. The TSI is used by all South Texas College students to obtain results in reading, writing, and math to complete their advertisements and registration.

Funds for this expenditure are budgeted in the TSI Examination budget for FY 2024 – 2025, pending Board approval of the budget.

8) Books and Educational Materials (Renewal) - Grant Funded

Renew the contracts for books and educational materials for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$450,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Assessment Technologies Institute, LLC. (Leawood, KS)	Cengage Group (Farmington Hills, MI)
Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Frogstreet Press, LLC. (Southlake, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Hurst Review Services (Brookhaven, MS)	Kaplan Early Learning Company (Lewisville, NC)

Purpose and Justification – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting to renew the contracts to purchase books and educational materials for qualifying students in career and technical education programs. The books and materials are provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education will provide books to students in the Fall of 2024, Spring of 2025, and Summer of 2025 semesters.

Background – The Board awarded the contract as follows:

Term: June 27, 2023, one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/27/23	8/27/23 – 8/26/24	
First Renewal	6/25/24		8/27/24 – 8/26/25

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

Funds for this expenditure are budgeted in the Carl Perkins Grant, Continuing Education, and other requesting department budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

9) Books and Educational Materials II (Renewal) – Grant Funded

Renew the contracts for books and educational materials II for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$500,000.00.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Assessment Technologies Institute, LLC./ dba National Healthcareer Association (Leawood, KS)
Barnes & Noble Booksellers, Inc. (New York, NY)	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
The Rosen Publishing Group, Inc. (New York, NY)	

Purpose and Justification – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Educations (CPWE) are requesting to purchase books and education materials for qualifying students in career and technical education programs. The books and materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and CPWE will provide books to students in the Fall of 2024, Spring of 2025, and Summer of 2025 semesters.

Background – The Board awarded the contract as follows:

Term: August 22, 2023, one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/23	8/27/23 – 8/26/24	
First Renewal	6/25/24		8/27/24 – 8/26/25

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

Funds for this expenditure are budgeted in the Carl Perkins Grant, Continuing Education, and other requesting department budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

10) Library Materials (Renewal)

Renew the contracts for library materials for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$205,000.00.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Baker & Taylor, LLC. (Charlotte, NC)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./ dba Escue & Associates (Robstown, TX)
Midwest Tape, LLC. (Holland, OH)	ProQuest, LLC. (Ann Arbor, MI)

Purpose and Justification – Library Services requests the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district-wide. The library materials will consist of books, reference materials, ebooks, and other materials for all the College’s academic programs. Multiple vendors are needed to fulfill the large variety of requests needed district-wide.

Background – The Board awarded the contract as follows:

Term: July 25, 2023, one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/23	9/01/23 – 8/31/24	
First Renewal	6/25/24		9/01/24 – 8/31/25

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

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2024 – 2025, pending Board approval of the budget.

11)Library Serials (Renewal)

Renew the library serials contract with **EBSCO Information Services, LLC.** (Birmingham, AL), for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$61,728.37.

Purpose and Justification – The Library Services requests to renew the library serials for all libraries district-wide. The approximate one hundred and thirty-seven (137) serials, including magazines, journals, and newspapers, will be used by the libraries district-wide to support the instructional programs and the College’s students, faculty, staff, and patrons.

Background – The Board awarded the contract for library serials as follows:

Term: June 28, 2022 - one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/22	9/01/22 – 8/31/23	
First Renewal	5/23/23		9/01/23 – 8/31/24
Final Renewal	6/25/24		9/01/24 – 8/31/25

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

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2024 – 2025, pending Board approval of the budget.

Purchases and Renewals (Non-Instructional Items)

12)Furniture (Purchase)

Purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$88,388.22.

#	Vendor (City, State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$58,723.56
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$25,095.66
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA / McAllen, TX)	\$4,569.00
Furniture Total:		\$88,388.22

The purchases can be summarized as follows:

Pecan Campus
➤ 2 Faculty/Staff Chairs and Desks, 1 Vertical File, and 3 Bookcases for the Office of Sponsored Initiatives
➤ 1 Faculty/Staff Chair for Public Relations and Marketing
➤ 3 Faculty/Staff Desks for the Division of Academic Affairs
➤ 2 Faculty/Staff Chairs for the Office of the Vice President and Provost for Academic Affairs
➤ 4 Shelves for the Counseling & Advising Department
➤ 9 Chairs for the Office of Student Re-Engagement
➤ 1 Faculty/Staff Chair for the Dual Credit Scheduling and Enrollment Services
➤ 1 Faculty/Staff Chair for the Dual Credit Programs
Technology Campus
➤ 18 Podiums and 2 Lectern Tables for Educational Technologies

Fund for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Adjunct Faculty Pecan Campus, Academic Affairs VP Administration, Connecting Minority Communities Pro-Grant, Counseling & Advising, Dual Credit Programs, Office of Sponsored Initiatives, Office of Student Re-Engagement, and Public Relations/Marketing.

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

Renew the campus and dining food trucks – II contract with **Atencion Selecta, LLC. /dba Teresita’s** (Edinburg, TX), for the period beginning August 22, 2024 through August 21, 2025, with a 0% commission.

Purpose and Justification — The Vice President of Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Technology Campus. The dining service provides a wide range of food options 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 as follows:

Term: January 25, 2022 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/25/22	2/01/22 – 1/31/23	
Modified		8/22/22 – 8/21/23	
First Renewal	5/23/23		8/22/23 – 8/21/24
Final Renewal	6/25/24		8/22/24 – 8/21/25

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

14) Campus and Dining Food Trucks – II (Renewal)

Renew the campus and dining food trucks – II contract with **Laredo Comidas, LLC./dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2024 through August 31, 2025, with a 0% commission.

Purpose and Justification – The Vice President of Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Pecan 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 breakfast and lunch tacos, quesadillas, and various other culinary offerings.

Background – The Board awarded the contract as follows:

Term: January 25, 2022 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/25/22	2/01/22 – 1/31/23	
Modified		9/01/22 – 8/31/23	
First Renewal	5/23/23		9/01/23 – 8/31/24
Final Renewal	6/25/24		9/01/24 – 8/31/25

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

15)Collection Agency Services (Renewal)

Renew the contracts for collection agency services for the period beginning September 1, 2024 through August 31, 2025, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff.

The vendors are as follows:

- **S&S Recovery, Inc.** (Memphis, TN)
- **Continental Service Group, LLC./dba ConServe** (Fairport, NY)
- **Collection Bureau Hudson Valley (CBHV)** (Newburgh, NY)

Purpose and Justification—The Business Office and Department of Public Safety are requesting collection agency services to collect on delinquent accounts due to the College from the students, faculty, or staff. The delinquent accounts consist of unpaid emergency student loans, tuition and fees, accounts receivables, and traffic citations, among other unpaid accounts. The delinquent balances can derive from returned checks, reversal of financial aid awards, and/or failure of staff’s adherence to waiver reimbursement guidelines. The collection agencies provide the college with the best collection and reporting techniques and services.

Vendor (City, State)	Contract Percentages
S&S Recovery, Inc. (Memphis, TN)	Will assess the following rates: <ul style="list-style-type: none"> • 20% for first placement • 20% for second placement • 23% for all subsequent referrals • 23% for litigation and judgment placements
Continental Service Group, LLC. / dba ConServe (Fairport, NY)	Will assess the following rates: <ul style="list-style-type: none"> • 18% for first placement • 18% for second placement • 18% for all subsequent referrals • 25% for litigation and judgment placements
Collection Bureau Hudson Valley (CBHV) (Newburgh, NY)	Will assess the following rates: <ul style="list-style-type: none"> • 16% for first placement • 24% for second placement • 28% for litigation

Background – The Board awarded the contracts as follows:

Term: August 22, 2023 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/23	9/01/23 – 8/31/24	
First Renewal	6/25/24		9/01/24 – 8/31/25

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

16) General Purpose Printing (Renewal)

Renew the general purpose printing contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$120,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Brand It (McAllen, TX)	Capital Spectrum/ dba Communications Specialists, Inc. (Buda, TX)
Copy Plus (McAllen, TX)	CW Print Services, Inc. (Austin, TX)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Huntington Sky Production, LTD./ dba Fastsigns (McAllen, TX)	NJ Color Graphics and Printing (Mission, TX)
San Antonio Printing (McAllen, TX)	Slate Group (Lubbock, TX)
Sombrero Advertising & Marketing (McAllen, TX)	UBEO, LLC./dba Copy Zone (McAllen, TX)

Purpose and Justification – Public Relations and Marketing requests general purpose printing for the new fiscal year. The printing services are needed for various projects that provide information related to upcoming events, past events, registration, and course schedules, to name a few. Once completed, the projects are distributed to faculty, staff, students, and the community.

Background – The Board awarded the contracts as follows:

Term: July 25, 2023 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/23	9/01/23 – 8/31/24	
First Renewal	6/25/24		9/01/24 – 8/31/25

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

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

17) Maintenance and Repair Parts, Materials, and Supplies (Renewal)

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Carrier Enterprise, LLC. (Houston, TX)
CC Distributors, Inc. (Corpus Christi, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Door Control Services, a DH Pace Company (Ben Wheeler, TX)	Facility Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Fastenal Company (McAllen, TX)
Guthries Locksmith & Safe Shop (McAllen, TX)	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the RGV (McAllen, TX)
Luna Glass, LLC. (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Standard Supply (McAllen, TX)	The Sherwin Williams Company (McAllen, TX)
Valley Armature & Electric Co., LLC. (Edinburg, TX)	

Purpose and Justification—Facilities Operations and Maintenance requests to renew the maintenance and repair parts, materials, and supplies contracts to accomplish district-wide daily maintenance and repair work order requests.

Maintenance and repair parts, materials, and supplies are needed for daily repairs and improvements in plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – The Board awarded the contracts as follows:

Term: June 28, 2022 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/22	9/1/22 – 8/31/23	
First Renewal	6/27/23		9/1/23 – 8/31/24
Final Renewal	6/25/24		9/1/24 – 8/31/25

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2024 – 2025, pending Board approval of the budget.

18) Mass Notification System Agreement (Renewal)

Renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2024 through August 31, 2027, for a total amount of \$191,466.18, to be distributed in three (3) annual payments of \$63,822.06.

Purpose and Justification – The Department of Public Safety is requesting to renew the mass notification system agreement, which provides emergency notifications concerning college closures due to weather, building alarm situations, campus intruders, etc.

Mass automated notification has proven effective for timely notifications to faculty, staff, and students during emergencies via phone, cellular phones, text messages, and email. Due to the deduction granted compared to the one-year renewal, the request is made for a three-year renewal option.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2024 – 2025, FY 2025 – 2026, and FY 2026 - 2027, pending Board approval of the budget.

Purchases and Renewals (Technology Items)

19) Computers, Laptops, Tablets, and Printers (Purchase)

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

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information (DIR)	\$93,593.90
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	14,507.00
CRC Computer Repair Center (McAllen, TX)	State of Texas Department of Information (DIR)	16,046.00
Total Amount:		\$124,146.90

Information Technology has evaluated all the purchase requests for computers, laptops, tablets, 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 outside the standard configuration or does not replace existing office systems (e.g., mobile devices).

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

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

- Systems being requested meet the South Texas College standard configuration.

- The new 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:

Student Computers	
1	Learning Commons and Open Labs
Faculty Computers	
1	Operations Management (OPMG)
1	Business Administration Program
1	Sociology Program
3	Biology Program
1	Construction Accounts-Unexpended (Mid Valley – Heating, Ventilation, Air Conditioning, and Refrigeration Classroom)
3	Construction Accounts-Unexpended (Mid Valley – Automotive Lab)
Staff Computers	
1	Accreditation
1	Operations Management – (OPMG)
1	Finance and Administrative Services
1	Purchasing
1	Institutional Advancement
1	Mathematics Program
4	Construction Accounts-Unexpended (Technology Campus-Welding Lab)
Student Laptops	
10	Learning Commons and Open Labs
Faculty Laptops	
1	Patient Care Technician Program
1	Sociology Program
1	Social Work (SOCW) Program
Staff Laptops	
2	Accreditation
1	College Success Healthcare
1	Information Security
1	Technology Campus
1	Vocational Nursing
2	Institutional Advancement
1	Institutional Effectiveness and Assessment
3	Educational Technology Maintenance and Replacement

Student Tablets	
3	Learning Commons and Open Labs
1	Digital Learning
7	Advising
Faculty Tablets	
4	Respiratory Therapy Program
2	Cosmetology Program
Staff Tablets	
1	Educational Technologies
Faculty Printers	
14	Biology Program
Student Printers	
3	Learning Commons and Open Labs
Grant Student Laptops – Grant Funded	
5	Carl Perkins Grant Compliance (PASS Program)

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 – 2024 as follows: Learning Commons and Open Labs, Operations Management – OPMG, Business Administration, Sociology, Biology, Construction Accounts-Unexpended, Accreditation, Finance and Administrative Services, Purchasing, Institutional Advancement, Mathematics, Patient Care Technician Program, Social Work (SOCW), College Success Healthcare, Information Security, Technology Campus, Vocational Nursing, Institutional Effectiveness and Assessment, Educational Technology Maintenance and Replacement, Digital Learning, Advising, Respiratory Therapy, Cosmetology, Educational Technologies, and Carl Perkins Grant Compliance.

20)Course Development Services (Purchase)

Purchase the course development services from **Blackboard Inc.** (Reston VA), a sole source vendor, for the period beginning July 1, 2024 through June 30, 2025, at an estimated amount of \$90,000.00.

Purpose and Justification—The Digital Learning Department is requesting to purchase the course development services consisting of consulting hours to support the development of quality Open Educational Resources (OER) in time for the Fall 2024 and Spring 2025 Dual Credit Courses. Our Dual Credit Partner Schools have requested that Open Educational Resources (OER) classes be developed as part of a joint effort to reduce overall student costs. The consulting hours will be applied to additional course developers and instructional designers who will work in conjunction with our South Texas College creative team to launch these courses on schedule.

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

Interlocal Agreement

21) Professional Development Services Agreement (Renewal)

Renew the professional development services agreement with **Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$18,250.00.

Purpose and Justification – The Office of Professional and Organizational Development requests to renew the hosted services agreement that stores and tracks faculty and staff history of training, workshops, meetings, and conferences. This system has been used by South Texas College since 2016 for workshop creation, registrations, evaluations, certifications, and for the reporting of all instructional programs and support services to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The system facilitates professional development services (workshops and training) for South Texas College’s faculty and staff. All pertinent information regarding the professional development services, such as participation certificates, training evaluations, attendance logs, and contact information for presenters and participants, is stored in one central location for Academic Continuity or classification purposes. This software assists over thirty instructional programs and support departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. This objective meets South Texas College’s strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses and Accreditation for the Nursing and Allied Health Division (A.C.E.N.).

Funds for this expenditure are budgeted in the Office of Professional and Organizational Development budget for FY 2024 – 2025, pending Board approval of the budget.

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 \$3,459,073.12, as listed below:

Award of Proposals

- 1) Childcare Services (Award) – Grant Funded:** award the proposal for childcare services for the period beginning September 1, 2024 through August 31, 2025, at an estimated Carl Perkins Grant total amount of \$105,500.00. The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Nikodee II, LLC./dba iKids Academy (Alamo, TX)	1st Choice Learning Academy (Donna, TX) (New)	Bright Start Child Care Center (Donna, TX) (New)
Garza's Childcare and Development Center (Donna, TX)	Learning to Grow (Donna, TX) (New)	Stepping Stones Day Care II (Donna, TX)
Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Genesis Learning Center (Edinburg, TX)
Next Generation Children's Learning Center (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)
Brackenridge Children's Center (McAllen, TX)	Bright Beginnings (McAllen, TX)	Easter Seals Rio Grande Valley (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Pekes Kidz Learning Center, LLC. (McAllen, TX) (New)
Tony's Playhouse Discovery Center (McAllen, TX)	Raquel Hinojosa Daycare (Mercedes, TX) (New)	Alphabetz Learning Center, LLC. (Mission, TX) (New)
Bright Horizons Learning Center (Mission, TX) (New)	Creative Play Learning Center, LLC. (Mission, TX) (New)	Frontier's Little Academy (Mission, TX)
Kidz Crusade Academy, LLC. (Mission, TX)	Little Oaks Learning Center, LLC. (Mission, TX) (New)	Little Scholars Daycare (Mission, TX) (New)
Children's Garden Daycare (Palmview, TX)	Champs Learning Center, LLC. (Pharr, TX) (New)	Futuros Lideres Learning Center (Pharr, TX)
Growing Together Learning Academy, LLC. (Pharr, TX) (New)	Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center II (Pharr, TX)
Little One's Discovery Center Inc. (Pharr, TX) (New)	Royal Education Center (Pharr, TX)	Learning Zone (Rio Grande City, TX)
Little Stars Learning Center, LLC. (Rio Grande City, TX)	The Edutainment Zone 5, LLC. (Rio Grande City, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)

- 2) **Cosmetology Supplies and Equipment (Award):** award the proposal for cosmetology supplies and equipment for the period beginning June 26, 2024 through June 25, 2025, with two (2) one-year options to renew at an estimated total amount of \$175,000.00. The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)
The Burmax Co., Inc. (Holtsville, NY)	Hinojosa Beauty Supplies, LLC. (McAllen, TX)
Kaemark (Giddings, TX) (New)	Marianna Industries, Inc. (Omaha, NE)
SalonEquipment.com, LLC. (Brea, CA)	STB USA, LLC. (McAllen, TX)
Universal Companies, Inc. (Abingdon, VA) (New)	

- 3) **Temporary Personnel Services (Award):** award the proposal for temporary personnel services for the period beginning June 29, 2024 through June 28, 2025, with two (2) one-year options to renew, at an estimated amount of \$400,000.00. The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Express Employment Professionals (McAllen, TX)	Fewell Professional Services/dba FPS Staffing (McAllen, TX)
Five Star Staffing, LLC./dba Spherion Staffing (McAllen, TX)	Infojini, Inc. (Columbia, MD)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing, LLC. (McAllen, TX)
PeopleReady, Inc. (Tacoma, WA)	Texas Staffing Pros, LLC. (McAllen, TX)

Purchases and Renewals – (Instructional Items)

- 4) **Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier, Inc.** (Houston, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00. The cost is paid by the students when they register for this exam;
- 5) **Library Database Services (Purchase):** purchase library database services from **EBSCO Information Services, LLC.** (Birmingham, AL), a sole source vendor for the period beginning September 1, 2024 through August 31, 2027, at a total amount of \$179,593.45. The total amount will be disbursed in three (3) annual payments as follows: Year 1: \$58,683.00, Year 2: \$59,858.00, and Year 3: \$61,052.45;
- 6) **Software and Educational Supplies (Purchase) – Grant Funded:** purchase software and educational supplies from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Houston, TX), The Interlocal Purchasing System (TIPS) and Choice Partner purchasing cooperatives approved vendor, for the period beginning September 1, 2023, through August 31, 2024, at an estimated total amount of \$100,000.00;
- 7) **Testing Materials (Purchase):** purchase testing materials for the Texas Success Initiative (TSI), which used the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2024 through

August 31, 2025, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam;

- 8) **Books and Educational Materials (Renewal) - Grant Funded:** renew the contracts for books and educational materials for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$450,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Assessment Technologies Institute, LLC. (Leawood, KS)	Cengage Group (Farmington Hills, MI)
Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Frogstreet Press, LLC. (Southlake, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Hurst Review Services (Brookhaven, MS)	Kaplan Early Learning Company (Lewisville, NC)

- 9) **Books and Educational Materials II – (Renewal) Grant Funded:** renew the contracts for books and educational materials II for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$500,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Assessment Technologies Institute, LLC./ dba National Healthcareer Association (Leawood, KS)
Barnes & Noble Booksellers, Inc. (New York, NY)	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
The Rosen Publishing Group, Inc. (New York, NY)	

- 10) **Library Materials (Renewal):** renew the contracts for library materials for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$205,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Baker & Taylor, LLC. (Charlotte, NC)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)
Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./ dba Escue & Associates (Robstown, TX)
Midwest Tape, LLC. (Holland, OH)	ProQuest, LLC. (Ann Arbor, MI)

11)Library Serials (Renewal): renew the library serials contract with **EBSCO Information Services, LLC.** (Birmingham, AL), for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$61,728.37;

Purchases and Renewals – (Non-Instructional Items)

12)Furniture (Purchase): purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$88,388.22.

#	Vendor (City, State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$58,723.56
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	25,095.66
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA / McAllen, TX)	4,569.00
Furniture Total:		\$88,388.22

13)Campus and Dining Food Trucks – II (Renewal): renew the campus and dining food trucks – II contract with **Atencion Selecta, LLC./dba Teresita’s** (Edinburg, TX), for the period beginning August 22, 2024 through August 21, 2025, with a 0% commission;

14)Campus and Dining Food Trucks – II (Renewal): renew the campus and dining food trucks – II contract with **Laredo Comidas, LLC. /dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2024 through August 31, 2025, with a 0% commission;

15)Collection Agency Services (Renewal): renew the contracts for collection agency services for the period beginning September 1, 2024 through August 31, 2025, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

- **S&S Recovery, Inc.** (Memphis, TN)
- **Continental Service Group, LLC./dba ConServe** (Fairport, NY)
- **Collection Bureau Hudson Valley (CBHV)** (Newburgh, NY)

16)General Purpose Printing (Renewal): renew the general purpose printing contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Brand It (McAllen, TX)	Capital Spectrum/ dba Communications Specialists, Inc. (Buda, TX)
Copy Plus (McAllen, TX)	CW Print Services, Inc. (Austin, TX)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Huntington Sky Production, LTD./ dba Fastsigns (McAllen, TX)	NJ Color Graphics and Printing (Mission, TX)

Vendor (City, State)	Vendor (City, State)
San Antonio Printing (McAllen, TX)	Slate Group (Lubbock, TX)
Sombrero Advertising & Marketing (McAllen, TX)	UBEO, LLC./dba Copy Zone (McAllen, TX)

17) Maintenance and Repair Parts, Materials, and Supplies (Renewal): renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Carrier Enterprise, LLC. (Houston, TX)
CC Distributors, Inc. (Corpus Christi, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Door Control Services, a DH Pace Company (Ben Wheeler, TX)	Facility Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Fastenal Company (McAllen, TX)
Guthries Locksmith & Safe Shop (McAllen, TX)	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the RGV (McAllen, TX)
Luna Glass, LLC. (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Standard Supply (McAllen, TX)	The Sherwin Williams Company (McAllen, TX)
Valley Armature & Electric Co., LLC. (Edinburg, TX)	

18) Mass Notification System Agreement (Renewal): renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2024 through August 31, 2027, for a total amount of \$191,466.18, to be distributed in three (3) annual payments of \$63,822.06;

Purchases and Renewals (Technology Items)

19)Computers, Laptops, Tablets, and Printers (Purchase): purchase of computers, laptops, tablets, and printers as follows:

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information (DIR)	\$93,593.90
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	14,507.00
CRC Computer Repair Center (McAllen, TX)	State of Texas Department of Information (DIR)	16,046.00
Total Amount:		\$124,146.90

20)Course Development Services (Purchase): purchase course development services from **Blackboard Inc.** (Reston VA), a sole source vendor, for the period beginning July 1, 2024 through June 30, 2025, at an estimated amount of \$90,000.00;

Interlocal Agreement

21)Professional Development Services Agreement (Renewal): renew the professional development services agreement **with Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$18,250.00.

**SOUTH TEXAS COLLEGE
1. CHILDCARE SERVICES
PROJECT NO. 24-25-1001**

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
1	Kimberly Hess	Nikodee II, LLC. /dba iKids Academy	P O Box 1027 Edinburg, TX 78540	823 S Alamo Rd	Alamo, TX	78516	(956) 781-5683
2	Maria C. Rodriguez	1st Choice Learning Academy		2301 E Business Hwy 83 Ste C	Donna, TX	78537	(956) 246-9737
3	Mariana Rengifo	Bright Start Child Care Center		517 W Business 83	Donna, TX	78537	(956) 402-8932
4	Diana T. Garza	Garza's Childcare and Development Center	P O Box 1074 Donna, TX 78537	104 E Roberts Ave	Donna, TX	78537	(956) 464-4025
5	Rider Rengifo	Learning to Grow		1714 Hunt Av	Donna, TX	78537	(956) 884-9903
6	Estela Ochoa	Stepping Stones Day Care II		5753 N FM 493	Donna, TX	78537	(956) 464-4786
7	Alma Sonia Salazar	Alma's Daycare Center		4511 S Veterans Blvd	Edinburg, TX	78542	(956) 380-4079
8	Maria L. Pecina	Brighter Future Learning Center		223 Conquest Blvd	Edinburg, TX	78539	(956) 383-4221
9	Maria Oralia Rodriguez	Genesis Learning Center		4106 S Raul Longoria	Edinburg, TX	78542	(956) 787-9611
10	Gracie Gracia	Next Generation Children's Learning Center		4709 E Curry Rd Ste B	Edinburg, TX	78542	(956) 270-4824
11	Jennifer M. Perez	The Learning Journey Day School		2602 Cornerstone Blvd	Edinburg, TX	78539	(956) 664-2107
12	Marisela Cavazos	VIP Learning Center		2021 E University Dr	Edinburg, TX	78542	(956) 316-1155
13	Jackeline Guillon Matus	Brackenridge Children's Center		10 South 27th St	McAllen, TX	78501	(956) 630-3647
14	Lorena Canales	Bright Beginnings		2136 W Iris Ave	McAllen, TX	78501	(956) 618-2355
15	Patricia Rosenlund	Easter Seals Rio Grande Valley		1217 W Houston Ave	McAllen, TX	78501	(956) 631-9171
16	Martha O. Guillon	Little Shining Stars Daycare, Inc.		6620 N 23rd	McAllen, TX	78504	(956) 668-7008
17	Erik Humphrey	Loving Angels Child Development Center, LLC.		3615 N Ware Rd	McAllen, TX	78501	(956) 618-1090
18	Aurora Aguirre	Pekes Kidz Learning Center, LLC.		2321 W Galveston Ste 60	McAllen, TX	78501	(956) 322-5594
19	Evon Ibarra	Tony's Playhouse Discovery Center		1929 W Pecan	McAllen, TX	78501	(956) 971-8669
20	Raquel Hinojosa	Raquel Hinojosa Daycare		1110 S. Missouri Ave	Mercedes, TX	78570	(956) 392-3160
21	Yvonne De Anda	Alphabetz Learning Center, LLC.		239 E Griffin Pkwy	Mission, TX	78574	(956) 598-6907
22	Maria Martinez	Bright Horizons Learning Center		2116 W Griffin Pkwy Ste A	Mission, TX	78572	(956) 598-5504
23	Erika Ramirez	Creative Play Learning Center, LLC.		601 Doherty Ave	Mission, TX	78572	(956) 560-1420
24	Jose L. Villegas	Frontier's Little Academy		2913 N Moorefield Rd	Mission, TX	78574	(956) 591-0504
25	Monica Garcia	Kidz Crusade Academy, LLC.		2407 Brock St Ste 18	Mission, TX	78572	(956) 584-7474
26	Laurita Rocha	Little Oaks Learning Center, LLC.		121 E Mile Two Rd	Mission, TX	78574	(956) 271-4310
27	Marlen Ramos	Little Scholars Daycare	22909 Skinner Rd Edcouch, TX 78538	8114 N La Homa Rd	Mission, TX	78574	(956) 271-4890
28	Maria Rodriguez	Children's Garden Daycare		137 S Bentsen Palm Dr	Palmview, TX	78572	(956) 598-8878
29	Ana Mendoza	Champs Learning Center, LLC.	PO Box 996 San Juan, TX 78589	4801 N Cage Blvd	Pharr, TX	78577	(956) 534-6820
30	Maria G. Hernandez	Futuros Lideres Learning Center		1800 W Hall Acres Rd	Pharr, TX	78577	(956) 961-4568
31	Alma Nora Garza	Growing Together Learning Academy, LLC.	22517 N Skinner Rd Edcouch, TX 78538	517 E Nolana Loop Ste 6	Pharr, TX	78577	(956) 648-9910
32	San Juanita Gonzalez	Kids Academy Daycare		5510 N Cage Ste I	Pharr, TX	78577	(956) 223-2543
33	San Juanita Gonzalez	Kids Academy Daycare Center II		202 S Veterans Blvd	Pharr, TX	78577	(956) 223-2615
34	Ana Villarreal	Little One's Discovery Center Inc.		909 S Jackson Rd	Pharr, TX	78577	(956) 686-9040
35	Reyna Canto	Royal Education Center		2001 S Jackson Rd	Pharr, TX	78577	(956) 666-9011
36	Isabel Garza	Learning Zone	4201 E Juarez St Rio Grande City, TX 78582	3561 W Hwy 83	Rio Grande City, TX	78582	(956) 488-1260
37	Maria Yolanda Longoria	Little Stars Learning Center, LLC.		304 N Mariposa St	Rio Grande City, TX	78582	(956) 487-8013
38	Oxmara Barrera	The Edutainment Zone 5, LLC.	201 S San Antonio St Ste A	6580 Rio Panico St Ste 2	Rio Grande City, TX	78572	(956) 566-8110
39	Richard L. Hill	El Shaddai International Christian Day Care Center		723 S Airport Dr	Weslaco, TX	78596	(956) 968-8814

The Interim Director of Purchasing has reviewed all the responses.

**SOUTH TEXAS COLLEGE
2. COSMETOLOGY SUPPLIES AND EQUIPMENT
PROJECT NO. 23-24-1055**

VENDOR	The Burmax Co., Inc.	Hinojosa Beauty Supplies, LLC.	Kaemark	Marianna Industries, Inc.	SalonEquipment.com, LLC.	STB USA, LLC.	Universal Companies, Inc.	
ADDRESS	28 Barretts Ave	1600 N 7th St	1402 County Rd 208	11222 I St	PO Box 8718	213 S Broadway St	18260 Oak Park Dr	
CITY/STATE/ZIP	Holtsville, NY 11742	McAllen, TX 78501	Giddings, TX 78942	Omaha, NE 68137	Brea, CA 92822	McAllen, TX 78501	Abingdon, VA 24210	
PHONE	1-800-645-5118	956-630-1150	979-212-1877	405-833-0974	877-461-2972	956-682-4492	800-558-5571	
FAX	631-289-7590			800-762-4329	714-790-6469	956-682-2851	800-237-7199	
CONTACT	Yvonne Villano	Laud Hinojosa	Kylie Kalafut	Samantha Hopwood	John W Pohlen II	Jessica Zuniga	Karen Short	
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
1	Single Discount:				0% - All pricing published in the catalog is wholesale pricing exclusive to schools	0 - 20%	20 - 40%	20%
2	Item Category: Burmax Items Only	5%						
3	Item Category: Professional Use		40%					
4	Item Category: Retail		20%					
5	Item Category: Salon Equipment			30%				
6	Item Category: Barber Equipment			30%				
7	Item Category: Cabinetry			30%				
8	Item Category: Custom Millwork			30%				
9	Shipping Charges:	\$0	\$0	10%	Free shipping on orders over \$1,000	Varies	Depends on number of boxes and weight	Orders under \$199- \$9.99 Order Over \$199 - \$4.99 Orders over \$749 - Free
Escalation								
Year 1:	TBD	N/A	5%	N/A	0 - 5%	N/A		
Year 2:	TBD	N/A	5%	N/A	0 - 5%	N/A		

The Interim Director of Purchasing has reviewed all the responses.

SOUTH TEXAS COLLEGE
3. TEMPORARY PERSONNEL SERVICES
PROJECT NO. 23-24-1053

VENDOR	Express Employment Professionals	Fewell Professional Services/ dba FPS Staffing	Five Star Staffing, LLC./ dba Spherion Staffing	Hire Quest, LLC./ dba Snelling Staffing Services	Infojini, Inc.
ADDRESS	504 N 10th St Ste B1-B5	4305 N 10th St Ste A-5	3321 McColl Rd	3235 N McColl Rd	10015 Old Columbia Rd Ste B215
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	Columbia, MD 21046
PHONE	956-664-9675	956-803-0077	956-961-4298	956-686-5465	443-257-0086
FAX	956-664-1511	956-232-3939			443-283-4249
CONTACT	Leo Vargas	Teresa Du Bois	Vivki Koon	Ricardo Flores	Sandeep Harjani
#	Description	Proposed	Proposed	Proposed	Proposed
1	Mark Up Percentage	38%	40%	38%	45%
2	Overtime Mark Up Percentage	Bill Rate X 1.5	40%	Bill Rate X 1.5	Bill Rate X 1.5
3	Wait period if STC wishes to hire	90 Days	520 Hours	1-100 Hours: 17% 101-200 Hours: 15% 201-300 Hours: 13% 301-400 Hours: 11% 401-500 Hours: 9% 501-620 Hours: 7% 621+ Hours: No Fee	6 Months
4	Background Checks Conducted	Yes		Yes	Yes
5	Number of Years in Business	22	7	78	33
6	Number of Employees	500+	75	6,470	5,000
7	References	- Interlink Trade Services - Regal Beloit - Maquila Automotive Services and Logistics, LLC.	- Lower Rio Grande Valley Development Counsel - Harlingen Arts & Recreation - Tex Mex Recycling - Sun Track	- Global Professional Services, LLC. - TST NaTrim, LLC. - Rio Grande Poultry - Royal Technologies, Co.	- New York City Housing Authority - Chicago Public School - Synergy Systems and Services, Inc.
8	Describe your testing and/or pre-employment screening procedures. Specifically, what type of background check do you conduct and does it include checking on whether potential employee is on a sexual offender's database, or other criminal activity?	One crucial aspect of our screening process is conducting criminal background checks. These checks involve verifying a candidate's criminal history at both federal and state levels. Our background checks do include screening against specific databases, such as the sexual offender database, Social Security Trace Verification, National Criminal Record Search and Electronic Pre-Adverse and Adverse Action Notification.		Our IdealMatch selection process helps us determine the best match for your requirements. To determine if an individual will be successful in your environment, we first define the "must-have" requirements so that we can pre-screen for requirements such as educational requisites, certifications, prior experience, etc. We verify past employment and administer any other screenings you require, such as drug testing and criminal background checks.	We conduct complete background checks of candidates before joining. We use reputable background agencies such as A-Check, Hire Right, LexisNexis, Good Hire, First Advantage, Talent Wise, Precheck, and Crimecheck.com to conduct complete background checks of candidates.
9	What is your policy on checking references?	We require at least one reference upon application, these references are contacted to confirm validity.		Our screening of each candidate always includes reference checks from two of the applicant's previous employers.	We request 3-5 references from previous organizations and our recruitment manager contacts the references. We conduct all the required checks and start the onboarding process.
Escalation					
2nd Year		38%	40%	38.25%	32%
3rd Year		38%	40%	38.50%	32%
Total Evaluation Points		90.6	89.1	95.4	****
Ranking		4	6	2	****

****The vendor did not provided requested information, 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
3. TEMPORARY PERSONNEL SERVICES
PROJECT NO. 23-24-1053

VENDOR	Kelly Services, Inc.	Manpower Group US, Inc.	Onin Staffing, LLC.	PeopleReady, Inc.	R&D Contracting, Inc./ dba R&D Personnel
ADDRESS	999 W Big Beaver Rd	5000 W Military Hwy Ste 115	3400 N McColl Rd Ste E	1015 A St	4409 N 22nd St
CITY/STATE/ZIP	Troy, MI 48084	McAllen, TX 78503	McAllen, TX 78501	Tacoma, WA 98402	McAllen, TX 78504
PHONE	423-444-2636	956-789-0549	956-704-1533	956-630-4661	956-971-0152
FAX			956-704-1558	956-630-4475	956-971-0258
CONTACT	Jimmy Briggs	Julia Van Wormer	J. Reid Markle	Mireya Zamora	Javier Gonzalez
#	Description	Proposed	Proposed	Proposed	Proposed
1	Mark Up Percentage	39%	36%	40%	50%
2	Overtime Mark Up Percentage	Bill Rate X 1.5	Bill Rate X 1.5	The overtime markup will be the same as the markup for regular hours.	1.5 times the final Bill Rate
3	Wait period if STC wishes to hire	721 hours (after 90 8-hours days)	0-30 Days: 20% of Annual Salary 31-60 Days: 15% of Annual Salary 61-90 Days: 10% of Annual Salary 91+ days: No Fee	520 Hours	520 Hours
4	Background Checks Conducted	Yes	Yes	Yes	Yes
5	Number of Years in Business	78	76	30	35
6	Number of Employees	4,425	28,000	620	195,000
7	References		- Alps Electric USA - Johnson Controls - Rich Sea Pack	- Rio Grande Pak Foods, Inc. - Grand Rapids Foam Technologies - Hesselbein Tires - Coldwell Banker - Daniel B. Hastings - Clark Knapp Honda	- IAA - Noble Texas Builders - Arc Automotive
8	Describe your testing and/or pre-employment screening procedures. Specifically, what type of background check do you conduct and does it include checking on whether potential employee is on a sexual offender's database, or other criminal activity?	Upon request, we will perform background and drug screening based on your requirements as a condition of assignment.	Manpower conducts screenings based on our specific requirements. We are partnered with Sterling Backcheck to meet virtually any screening requirement that STC may require.	We run a National Background Screening along with a Manual County Criminal search. Every candidate that we place must take and pass a pre-employment six panel drug test.	Performs background checks and drug tests at the request of our customers.
9	What is your policy on checking references?	Verifications of employment, education, certifications, licenses, or credentials are completed during this stage of the process, upon completion of respective releases by the candidate.	We request a minimum of three references. Our recruiters check each applicant's work references by contacting former employers. For legal reasons, the applicant's written consent for the release of this information is obtained.	We make every effort to get references before placing our candidates. There are some instances where we might just be able to verify employment. If the teammate has worked with us before then we are able to get a reference from the customer where our teammate was placed previously.	Will conduct formal reference checks upon STC's request.
Escalation					
2nd Year	39%	Manpower reserves the right to modify the markup rates outlined in proportion to any legislatively mandated or imposed by an agency of the state or federal government, new or increased cost, which may be required by federal, state, or local law such as FICA, FUTA, state unemployment tax, and Patient Protection and ACA. The modification commences upon the effective date of such new or increased cost. Changes include any new or increased cost associated with the passage of a federal or state law mandating any wage increase or benefits for associates.		0%	N/A
3rd Year	39%			0%	N/A
Total Evaluation Points	****	97	90.9	82.44	****
Ranking	****	1	3	8	****

****The vendor did not provide requested information, 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
3. TEMPORARY PERSONNEL SERVICES
PROJECT NO. 23-24-1053

VENDOR	Region Staffing, Inc.	Roadrunner Personnel Services	Texas Staffing Pros, LLC.
ADDRESS	1309 W Nolana Loop Ste C	151 E Los Torritos	4104 N 23rd St
CITY/STATE/ZIP	Pharr, TX 78577	Weslaco, TX 78596	McAllen, TX 78504
PHONE	956-630-5300	956-854-4072	956-682-6500
FAX	956-504-5223		956-682-6502
CONTACT	Jamie Salazar	Alexandra Guerra	Sam Olivares
#	Description	Proposed	Proposed
1	Mark Up Percentage	35%	42%
2	Overtime Mark Up Percentage	Bill Rate X 1.5	42%
3	Wait period if STC wishes to hire	90 Days	600 Hours or 15 Weeks
4	Background Checks Conducted	Yes	Yes
5	Number of Years in Business	13	17
6	Number of Employees	300	150
7	References		- Builders First Source - Express Cross Border Logistics - Tex Air Company - Faires Plumbing
8	Describe your testing and/or pre-employment screening procedures. Specifically, what type of background check do you conduct and does it include checking on whether potential employee is on a sexual offender's database, or other criminal activity?	We run a national criminal background check, pre-employment drug screening, face-to-face interview, and assessment testing, and we participate with E-verify.	Employees require, Pre-employment, Random, and post-accident drug screening. We use TX DPS and background checks.
9	What is your policy on checking references?	We mirror customers requests.	Phone call or written documents
Escalation			
2nd Year		35%	40%
3rd Year		35%	40%
Total Evaluation Points		****	****
Ranking		****	****
			89.91
			5

****The vendor did not provided requested information, 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
3. TEMPORARY PERSONNEL SERVICES
PROJECT NO. 23-24-1053
EVALUATION SUMMARY

VENDOR		Express Employment Professionals	Fewell Professional Services/ dba FPS Staffing	Five Star Staffing, LLC./ dba Spherion Staffing	Infojini, Inc.
ADDRESS		504 N 10th St Ste B1-B5	4305 N 10th St Ste A-5	3321 McColl Rd	10015 Old Columbia Rd Ste B215
CITY/STATE/ZIP		McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	Columbia, MD 21046
PHONE		956-664-9675	956-803-0077	956-961-4298	443-257-0086
FAX		956-664-1511	956-232-3939		443-283-4249
CONTACT		Leo Vargas	Teresa Du Bois	Vivki Koon	Sandeep Harjani
1	The purchase price. (up to 37 points)	35	33.3	35	29.6
		35	33.3	35	29.6
		35	33.3	35	29.6
		35	33.3	35	29.6
		35	33.3	35	29.6
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	14	10	18	13
		17	15	18	15
		15	15	18	13
		17	15	17	17
		15	14	15	14
3	The quality of the vendor's goods or services. (up to 16 points)	14	15	15	15
		15	16	16	14
		12	14	16	13
		14	14	16	14
		15	15	15	15
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	14	15	15	15
		15	15	15	13
		12	14	15	13
		15	15	15	15
		12	12	12	12
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		2	3	3	3
		2	2	3	2
		3	3	3	3
		3	2	2	2
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	1	1	0
		0	1	1	0
		0	1	1	0
		0	1	1	0
		0	1	1	0
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	4	3	4	4
		5	5	5	5
		5	5	5	5
		5	5	4	5
		5	4	4	5
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
		5	5	5	5
		5	5	5	5
		5	5	5	5
TOTAL EVALUATION POINTS		90.6	89.1	95.4	84.2
RANKING		4	6	2	7

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
3. TEMPORARY PERSONNEL SERVICES
PROJECT NO. 23-24-1053
EVALUATION SUMMARY

VENDOR		Manpower Group US, Inc.	Onin Staffing, LLC.	PeopleReady, Inc.	Texas Staffing Pros, LLC.
ADDRESS		5000 W Military Hwy Ste 115	3400 N McColl Rd Ste E	1015 A St	4104 N 23rd St
CITY/STATE/ZIP		McAllen, TX 78503	McAllen, TX 78501	Tacoma, WA 98402	McAllen, TX 78504
PHONE		956-789-0549	956-704-1533	956-630-4661	956-682-6500
FAX			956-704-1558	956-630-4475	956-682-6502
CONTACT		Julia Van Wormer	J. Reid Markle	Mireya Zamora	Sam Olivares
1	The purchase price. (up to 37 points)	37	33.3	26.64	31.71
		37	33.3	26.64	31.71
		37	33.3	26.64	31.71
		37	33.3	26.64	31.71
		37	33.3	26.64	31.71
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	18	15	16	13
		18	18	18	18
		18	18	15	18
		18	18	17	17
		17	15	15	15
3	The quality of the vendor's goods or services. (up to 16 points)	15	15	15	15
		16	16	14	16
		16	16	12	16
		16	14	16	16
		15	15	15	15
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	15	15	14	15
		15	15	12	15
		15	15	13	15
		15	15	15	15
		14	12	12	12
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3	3	3	3
		3	3	2	3
		3	3	3	3
		2	2	2	2
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0	0	0	0
		0	0	0	0
		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	4	2	3
		5	3	5	5
		5	5	5	5
		3	2	5	5
		4	3	5	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
		5	5	5	5
		5	5	5	5
		5	5	5	5
TOTAL EVALUATION POINTS		97	90.9	82.44	89.91
RANKING		1	3	8	5

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
3. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	37	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services 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 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs 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 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business	5	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
4. ADMISSION ASSESSMENT EXAMS

NAME			Elsevier, Inc.	
ADDRESS			11011 Richmond Ave Ste 450	
CITY/STATE/ZIP			Houston, TX 77042	
PHONE			800-950-2728	
CONTACT			Jizelle Conopio	
#	Qty	Description	Unit Price	Extension
1	1	Admission Assessment Exams Period: 09/01/24 - 08/31/25	\$ 100,000.00	\$ 100,000.00
TOTAL AMOUNT			\$	100,000.00

SOUTH TEXAS COLLEGE
5. LIBRARY DATABASE SERVICES

		NAME	EBSCO Information Services, LLC.	
		ADDRESS	P O Box 2543	
		CITY/STATE/ZIP	Birmingham, AL 35202	
		PHONE	978-356-6500	
		CONTACT	Hilary Esdaile	
#	Qty	Description	Unit Price	Extension
Period: 09/01/24 - 08/31/27				
1	1	Library Database Services Year 1	\$ 58,683.00	\$ 58,683.00
2	1	Library Database Services Year 2	\$ 59,858.00	\$ 59,858.00
3	1	Library Database Services Year 3	\$ 61,052.45	\$ 61,052.45
TOTAL AMOUNT			\$	179,593.45

SOUTH TEXAS COLLEGE
6. SOFTWARE AND EDUCATIONAL SUPPLIES

NAME			Technical Laboratory Systems, Inc. (Tech-Labs)	
ADDRESS			7827 Columbia Dr	
CITY/STATE/ZIP			Katy, Texas 77494	
PHONE			713-256-1763	
CONTACT			Mike Sudduth	
#	Qty	Description	Unit Price	Extension
1	1	Software and Educational Supplies Period: 09/01/23 - 08/31/24	\$ 100,000.00	\$ 100,000.00
TOTAL AMOUNT			\$	100,000.00

**SOUTH TEXAS COLLEGE
7. TESTING MATERIALS**

NAME		The College Board		
ADDRESS		250 Vesey St		
CITY/STATE/ZIP		New York, NY 10281		
PHONE		212-713-8165		
FAX		212-713-8143		
#	Qty	Description	Unit Price	Extension
1	1	Testing Materials for Texas Success Initiative (TSI) Estimated Quantity: 35,000 Period: 09/01/24 - 08/31/25	\$ 50,000.00	\$ 50,000.00
TOTAL AMOUNT			\$	50,000.00



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

June 25, 2024

Mr. Mike Lynch
Assessment Technologies Institute, LLC.
11161 Overbrook Rd
Leawood, KS 66211

Dear Mr. Lynch,

On June 27, 2023, South Texas College awarded a contract to Assessment Technologies Institute, LLC. for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



8b

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

June 25, 2024

Ms. Jennifer Fritsch
Cengage Group
27555 Executive Dr Ste 270
Farmington Hills, MI 48331

Dear Ms. Fritsch,

On June 27, 2023, South Texas College awarded a contract to Cengage Group for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Nancy Crovetti
Central Programs, Inc./dba Gumdrop Books
802 N 41st St
Bethany, MO 64424

Dear Ms. Crovetti,

On June 27, 2023, South Texas College awarded a contract to Central Programs, Inc./dba Gumdrop Books for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Isabelle Patek
Complete Book & Media Supply, LLC.
1200 Toro Grande Dr Ste 200
Cedar Park, TX 78613

Dear Ms. Patek,

On June 27, 2023, South Texas College awarded a contract to Complete Book & Media Supply, LLC. for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Lynn Yeager
Frogstreet Press, LLC.
530 S. Nolen Drive
Southlake, TX 76092

Dear Ms. Yeager,

On June 27, 2023, South Texas College awarded a contract to Frogstreet Press, LLC. for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Chris Diaz
Gateway Printing & Office Supply, Inc.
315 S. Closner
Edinburg, TX 78539

Dear Mr. Diaz,

On June 27, 2023, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



8g

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

June 25, 2024

Mr. Keith Gardner
Hurst Review Services
127 S. Railroad Ave.
Brookhaven, MS 39601

Dear Mr. Gardner,

On June 27, 2023, South Texas College awarded a contract to Hurst Review Services for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

8h

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Elizabeth Patterson
Kaplan Early Learning Company
1310 Lewisville-Clemmons Rd.
Lewisville, NC 27023

Dear Ms. Patterson,

On June 27, 2023, South Texas College awarded a contract to Kaplan Early Learning Company for Books and Educational Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Tyler Gieseke
ABDO Publishing Company
PO Box 398166
Minneapolis, MN 55439

Dear Mr. Gieseke,

On August 22, 2023, South Texas College awarded a contract to ABDO Publishing Company for Books and Educational Materials – II for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract’s first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Tyson Schmidt
Assessment Technologies Institute, LLC.
dba National Healthcareer Association
11161 Overbrook Rd
Leawood, KS 66211

Dear Mr. Schmidt,

On August 22, 2023, South Texas College awarded a contract to Assessment Technologies Institute, LLC./dba National Healthcareer Association for Books and Educational Materials – II for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract’s first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Tracy Vidakovich
Barnes & Noble Booksellers, Inc.
33 E. 17th St
New York, NY 10003

Dear Ms. Vidakovich,

On August 22, 2023, South Texas College awarded a contract to Barnes & Noble Booksellers, Inc. for Books and Educational Materials – II for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract’s first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Bobby Hamous
Barnes & Noble College Booksellers, LLC.
120 Mountain View Blvd
Basking Ridge, NJ 07920

Dear Mr. Hamous,

On August 22, 2023, South Texas College awarded a contract to Barnes & Noble College Booksellers, LLC. for Books and Educational Materials – II for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract’s first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Arlene Riley
The Rosen Publishing Group, Inc.
29 E. 21st St
New York, NY 10010

Dear Ms. Riley,

On August 22, 2023, South Texas College awarded a contract to The Rosen Publishing Group, Inc. for Books and Educational Materials – II for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract’s first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from August 27, 2024 through August 26, 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 26, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Michele Gillman
ABDO Publishing Company
PO Box 398166
Minneapolis, MN 55439

Dear Ms. Gillman,

On July 25, 2023, South Texas College awarded a contract to ABDO Publishing Company for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Jennifer Rhyne
Baker & Taylor, LLC.
2810 Coliseum Centre Dr. Ste 300
Charlotte, NC 28217

Dear Ms. Rhyne,

On July 25, 2023, South Texas College awarded a contract to Baker & Taylor, LLC. for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

10c

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Lori Smith
Bound to Stay Bound Books, Inc.
1880 W. Morton Ave.
Jacksonville, IL 62650

Dear Ms. Smith,

On July 25, 2023, South Texas College awarded a contract to Bound to Stay Bound Books, Inc. for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

10d

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Nancy Crovetti
Central Programs, Inc./dba Gumdrop Books
802 N. 41st St.
Bethany, MO 64424

Dear Ms. Crovetti,

On July 25, 2023, South Texas College awarded a contract to Central Programs, Inc./dba Gumdrop Books for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

10e

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Carolyn Morris
Ingram Library Services, LLC.
One Ingram Blvd
La Vergne, TN 37086

Dear Ms. Morris,

On July 25, 2023, South Texas College awarded a contract to Ingram Library Services, LLC. for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Greg Escue
Lektro, Inc./dba Escue & Associates
4309 River Ranch Circle
Robstown, TX 78380

Dear Mr. Escue,

On July 25, 2023, South Texas College awarded a contract to Lektro, Inc./dba Escue & Associates for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Sue Bascuk
Midwest Tape, LLC.
1417 Timberwolf Dr
Holland, OH 43528

Dear Ms. Bascuk,

On July 25, 2023, South Texas College awarded a contract to Midwest Tape, LLC. for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



10h

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

June 25, 2024

Mr. Hugh Tomlinson
ProQuest, LLC.
789 E. Eisenhower Parkway
Ann Arbor, MI 48108

Dear Mr. Tomlinson,

On July 25, 2023, South Texas College awarded a contract to ProQuest, LLC. for Library Materials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Bowen Thagard
EBSCO Information Services, LLC.
P O Box 2543
Birmingham, AL 35202

Dear Mr. Thagard,

On June 28, 2022, South Texas College awarded a contract to EBSCO Information Services, LLC. for Library Serials for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 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
12. DISTRICT WIDE FURNITURE REQUEST
JUNE 25, 2024

#	Qty	Description	Unit Price	Extension	Requesting Department
Computer Comforts, Inc. (TIPS)					
1	18	48" Power-Lift Tables with Electronics Bay	\$ 2,075.76	\$ 37,363.68	Connecting Minority Communities Pro - Dr. Jesus Campos
	18	Cable Cutout with Grommet (2") Left corner location	\$ 20.46	\$ 368.28	Podiums and lecterns are needed for the analog to digital
	18	Cable Cutout with Grommet (2"). Rear center location	\$ 20.46	\$ 368.28	classroom upgrades at the Technology Campus Building B
	18	Cable Cutout with Grommet (2") Right corner location	\$ 20.46	\$ 368.28	
	18	Cable Cutout with Grommet (2") Centered half-of-half on the right.	\$ 20.46	\$ 368.28	
	18	Cable Cutout with Grommet (2") Centered half-of-half on the left.	\$ 20.46	\$ 368.28	
	18	Assembly	\$ 25.00	\$ 450.00	
	18	Rack Box Cabinet (14U) 24"Wx30"Dx30.125"H freestanding cabinet	\$ 517.70	\$ 9,318.60	
	18	Assembly	\$ 10.00	\$ 180.00	
	2	42" x 32" Power-Lift AV Lectern	\$ 2,328.10	\$ 4,656.20	
	2	Cable Cutout with Grommets (2") Left corner location	\$ 20.46	\$ 40.92	
	2	Cable Cutout with Grommets (2") Right center location	\$ 20.46	\$ 40.92	
	2	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$ 20.46	\$ 40.92	
	2	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$ 20.46	\$ 40.92	
	2	Assembly	\$ 25.00	\$ 50.00	
	20	Box/Pallet/Handling charge per table	\$ 30.00	\$ 600.00	
	1	Shipping	\$ 4,100.00	\$ 4,100.00	
		Computer Comforts, Inc. Total		\$ 58,723.56	
Gateway Printing and Office Supply, Inc. (OMNIA Partners, Sourcewell, and TIPS)					
1	2	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 482.08	\$ 964.16	Office of Sponsored Initiatives - Carla M. Rodriguez
	1	H314 Vertical File 4 Drawer Letter w/Lock	\$ 474.10	\$ 474.10	Faculty/Staff Desks, Chairs, Bookcases, and Vertical File needed to
	3	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2Wx71H	\$ 342.97	\$ 1,028.91	replace furniture for the Office of Sponsored Initiatives
	2	7D/D3066-74P-F Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$ 1,036.80	\$ 2,073.60	
	2	7D/R2448-74P-F Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	\$ 754.56	\$ 1,509.12	
	2	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nom Depth	\$ 757.12	\$ 1,514.24	
	2	S7P/1524WFF Files Supporting Ped-File/File-24" Nom Depth	\$ 657.28	\$ 1,314.56	
2	1	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 562.74	Public Relations/Marketing - Lynda Lopez
					Faculty/Staff Chair are need for the Public Relations Department Staff
3	3	7D/D3066-74P-F Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$ 891.00	\$ 2,673.00	Adjunct Faculty Pecan Campus - Monica M. Perez
	3	7D/R2448-74P-F Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	\$ 648.45	\$ 1,945.35	Faculty /Staff Desks needed for Faculty members
	3	S7P/1524WFF Files Supporting Ped-File/File-24" Nom Depth	\$ 564.85	\$ 1,694.55	
	3	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nom Depth	\$ 650.65	\$ 1,951.95	
4	4	76.25"W x 20"D x 36"W 4-Post Heavy Duty Plus Shelves	\$ 423.04	\$ 1,692.16	Counseling & Advising - Santa E. Pena
					Shelves needed to store boxes and office supplies
5	2	Visit Chair Armless, Single Seat 35H x 22.5 x 29 D	\$ 907.00	\$ 1,814.00	Office of Student Re-Engagement - Otoniel Matamoros
					Chairs needed for students' waiting area

SOUTH TEXAS COLLEGE
12. DISTRICT WIDE FURNITURE REQUEST
JUNE 25, 2024

#	Qty	Description	Unit Price	Extension	Requesting Department
6	1	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 562.74	Adjunct Faculty Pecan Campus - Monica M. Perez
					Faculty/Staff Chair needed for Dual Credit Scheduling and Enrollment Services Department staff
7	2	HIEH3 Ignition Executive Chair, High Back, Black	\$ 562.74	\$ 1,125.48	Academic Affairs VP Administration - Dr. Anahid Petrosian
					Faculty/Staff Chairs needed for the office of Vice President and Provost for Academic Affairs
8	1	Labor to receive, inspect, deliver, install and remove debris	\$ 2,195.00	\$ 2,195.00	
		Gateway Printing and Office Supply, Inc. Total		\$ 25,095.66	
JMJS, Inc. / The Exceptional Home Center (TIPS)					
1	1	7765VBK Prestige High Back Executive Chair, Black	\$ 535.00	\$ 535.00	Dual Credit Programs - Rebecca M. De Leon
					Faculty/Staff chair needed to replace old staff chair
2	7	7765VBK Prestige High Back Executive Chair, Black	\$ 535.00	\$ 3,745.00	Office of Student Re-Engagement - Otoniel Matamoros
					Faculty/Staff Chairs needed for the conference room at Office of Student Re-Engagement
3	1	Labor to receive, inspect, deliver, install and remove debris	\$ 289.00	\$ 289.00	
		JMJS, Inc. Total		\$ 4,569.00	
		Furniture Total		\$ 88,388.22	



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

June 25, 2024

Mr. Rodolfo Sanchez-Rendon
Atencion Selecta, LLC./dba Teresita's
2719 Leslie St
Edinburg, TX 78539

Dear Mr. Sanchez-Rendon,

On January 25, 2022, South Texas College awarded a contract to Atencion Selecta, LLC./dba Teresita's for Campus Dining and Food Trucks II at the Technology Campus with a 0% commission. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the second year of the contract is approaching, and we would like to renew for the remaining one-year period of the contract. The last renewal period will be from August 22, 2024 through August 21, 2025, with a 0% commission.

We kindly request that you respond to us in writing if this would be acceptable to your company. For your convenience, we have provided 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 21, 2025, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Marcelo Rodriguez
Laredo Comidas, LLC./dba Taco Palenque
1000 S 10th ST
McAllen, TX 78501

Dear Mr. Rodriguez,

On January 25, 2022, South Texas College awarded a contract to Laredo Comidas, LLC./dba Taco Palenque for Campus Dining and Food Trucks II at the Pecan Campus with a 0% commission. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's second year is approaching, and we would like to renew for the remaining one-year period of the contract. The last renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. John Welborn
S & S Recovery, Inc.
2814 Stage Center Dr
Memphis, TN 38134

Dear Mr. Welborn,

On August 22, 2023, South Texas College awarded a contract to S & S Recovery, Inc. for Collection Agency Services for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Richard Klein
Continental Service Group, LLC.
dba ConServe
200 CrossKeys Office Park
Fairport, NY 14450

Dear Mr. Najork,

On August 22, 2023, South Texas College awarded a contract to Continental Service Group, LLC./dba ConServe for Collection Agency Services for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Eric Najork
Collection Bureau Hudson Valley (CBHV)
155 N Plank Rd
Newburgh, NY 12550

Dear Mr. Najork,

On August 22, 2023, South Texas College awarded a contract to Collection Bureau Hudson Valley (CBHV) for Collection Agency Services for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Leonel Cantu
Brand It
5105 A N. 10th St
McAllen, TX 78504

Dear Mr. Cantu,

On July 25, 2023, South Texas College awarded a contract to Brand It for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. G. Vance Sack
Capital Spectrum/dba Communication Specialists, Inc.
502 S. Loop 4
Buda, TX 78610

Dear Mr. Sack,

On July 25, 2023, South Texas College awarded a contract to Capital Spectrum/dba Communication Specialists, Inc. for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Lorissa Pecina
Copy Plus
4500 N. 10th St Ste 240
McAllen, TX 78504

Dear Ms. Pecina,

On July 25, 2023, South Texas College awarded a contract to Copy Plus for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



16d

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

June 25, 2024

Mr. Eric Lord
CW Print Services, Inc.
8222 N. Lamar Blvd Ste E44
Austin, TX 78753

Dear Mr. Lord,

On July 25, 2023, South Texas College awarded a contract to CW Print Services, Inc. for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Aimee DiCicco
FedEx Office and Print Services, Inc.
7900 Legacy Dr.
Plano, TX 75024

Dear Ms. DiCicco,

On July 25, 2023, South Texas College awarded a contract FedEx Office and Print Services, Inc. for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Kelly Huerta
Gateway Printing
315 S. Closner Blvd
Edinburg, TX 78539

Dear Ms. Huerta,

On July 25, 2023, South Texas College awarded a contract Gateway Printing for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

16g

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Ernest Macias
Huntington Sky Production LTD./dba Fastsigns
3900 N. 23rd St.
McAllen, TX 78504

Dear Mr. Macias,

On July 25, 2023, South Texas College awarded a contract Huntington Sky Production LTD./dba Fastsigns for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Jesus Javier Garza
NJ Color Graphics and Printing
2403 E. Griffin Parkway Ste C1
Mission, TX 78572

Dear Mr. Garza,

On July 25, 2023, South Texas College awarded a contract NJ Color Graphics and Printing for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Antonio Delgado
San Antonio Printing
2635 US Hwy 83
McAllen, TX 78501

Dear Mr. Delgado,

On July 25, 2023, South Texas College awarded a contract San Antonio Printing for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

16j

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Lorenzo Salazar
Slate Group
6024 45th
Lubbock, TX 79407

Dear Mr. Salazar,

On July 25, 2023, South Texas College awarded a contract Slate Group for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

16k

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Mr. Sam Benson III
Sombrero Advertising & Marketing
2205 W. Jackson Ave.
McAllen, TX 78501

Dear Mr. Benson,

On July 25, 2023, South Texas College awarded a contract Sombrero Advertising & Marketing for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Ms. Pily Stevens
UBEO, LLC./dba Copy Zone
3701 N. Bicentennial Blvd Ste. 100
McAllen, TX 78501

Dear Ms. Stevens,

On July 25, 2023, South Texas College awarded a contract UBEO, LLC./dba Copy Zone for General Purpose Printing for South Texas College. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained the same. The end of the contract's first year is approaching, and we would like to renew for an additional one-year period. The renewal period will be from September 1, 2024 through August 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

17a

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Architectural Division 8, Inc.
Attn: Mr. Brandon Sligar
2810 N Expressway 77 Ste F
Harlingen, TX 78552

Dear Mr. Brandon Sligar,

On June 28, 2022, South Texas College awarded a contract to Architectural Division 8, Inc. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17b

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

June 25, 2024

Burton Companies
Attn: Mr. Scott Vaughan
529 E Business 83
Weslaco, TX 78596

Dear Mr. Scott Vaughan,

On June 28, 2022, South Texas College awarded a contract to Burton Companies for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

17c

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Bush Supply Company
Attn: Mr. Juan Erana
2308 W Trenton Rd
Edinburg, TX 78539

Dear Mr. Juan Erana,

On June 28, 2022, South Texas College awarded a contract to Bush Supply Company for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17d

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

June 25, 2024

Carrier Enterprise, LLC.
Attn: Mr. Glen Kromar
16230 Port NW Dr
Houston, TX 77041

Dear Mr. Glen Kromar,

On June 28, 2022, South Texas College awarded a contract to Carrier Enterprise, LLC. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

CC Distributors, Inc.
Attn: Mr. Victor Carreon
210 McBride Ln
Corpus Christi, TX 78408

Dear Mr. Victor Carreon,

On June 28, 2022, South Texas College awarded a contract to CC Distributors, Inc. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Central Plumbing & Electric Supply
Attn: Mr. Gene P. Pena
625 S Airport Dr
Weslaco, TX 78596

Dear Mr. Gene P. Pena,

On June 28, 2022, South Texas College awarded a contract to Central Plumbing & Electric Supply for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Crawford Electric
Attn: Mr. Alfonso Cerda
1105 Business Park Dr
Mission, TX 78572

Dear Mr. Alfonso Cerda,

On June 28, 2022, South Texas College awarded a contract to Crawford Electric for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17h

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

June 25, 2024

Dealers Electrical Supply
Attn: Mr. Jose R Olivarez
1401 E Upas Ave
McAllen, TX 78501

Dear Mr. Jose R Olivarez,

On June 28, 2022, South Texas College awarded a contract to Dealers Electrical Supply for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Door Control Services, a DH Pace Company
Attn: Mr. Manny Maestas
225 Van Zandt Co. Rd
Ben Wheeler, TX 75754

Dear Mr. Manny Maestas,

On June 28, 2022, South Texas College awarded a contract to Door Control Services, a DH Pace Company for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17j

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

June 25, 2024

Facility Solutions Group
Attn: Mr. Rick Venegas
8018 W Expway 83
Harlingen, TX 78552

Dear Mr. Rick Venegas,

On June 28, 2022, South Texas College awarded a contract to Facility Solutions Group for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17k

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

June 25, 2024

Fairway Supply Inc.
Attn: Mr. Juan Perez
8814 Shoal Creek
Austin, TX 78757

Dear Mr. Juan Perez,

On June 28, 2022, South Texas College awarded a contract to Fairway Supply Inc. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



June 25, 2024

Fastenal Company
Attn: Mr. Miguel Cantu
4200 W Military Hwy
McAllen, TX 78503

Dear Mr. Miguel Cantu,

On June 28, 2022, South Texas College awarded a contract to Fastenal Company for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17m

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

June 25, 2024

Guthries Locksmith & Safe Shop
Attn: Mr. Abby Almaguer
1200 Pecan Blvd
McAllen, TX 78501

Dear Mr. Abby Almaguer,

On June 28, 2022, South Texas College awarded a contract to Guthries Locksmith & Safe Shop for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17n

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

June 25, 2024

Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.
Attn: Mr. Moises Lara
3620 E 14th St
Brownsville, TX 78521

Dear Mr. Moises Lara,

On June 28, 2022, South Texas College awarded a contract to Industrial Supplier Larey, Inc./dba International Industrial Supply, Co. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Johnstone Supply
Attn: Mr. Rick Garcia
3107 N Sugar Rd
Pharr, TX 78577

Dear Mr. Rick Garcia,

On June 28, 2022, South Texas College awarded a contract to Johnstone Supply for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

17p

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Lopez Brothers Distribution, LLC./dba Interstate Battery System of the RGV
Attn: Mr. Jaime Lopez
3317 W Expressway 83
McAllen, TX 78503

Dear Mr. Jaime Lopez,

On June 28, 2022, South Texas College awarded a contract to Lopez Brothers Distribution, LLC. /dba Interstate Battery System of the RGV for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

17q

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Luna Glass, LLC.
Attn: Mr. Jose Luna
224 N McColl Ste E
McAllen, TX 78501

Dear Mr. Jose Luna,

On June 28, 2022, South Texas College awarded a contract to Luna Glass, LLC. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

17r

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

MSC Industrial Supply, Co.
Attn: Mr. David Lugo
402 US 77 Frontage Rd
Harlingen, TX 78550

Dear Mr. David Lugo,

On June 28, 2022, South Texas College awarded a contract to MSC Industrial Supply, Co. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

PPG Architectural Finishes, Inc.
Attn: Mr. Robert Schillinger
1200 E Hackberry Ave
McAllen, TX 78501

Dear Mr. Robert Schillinger,

On June 28, 2022, South Texas College awarded a contract to PPG Architectural Finishes, Inc. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

R.E. Friedrichs Company
Attn: Ms. Vicki Delgado
3409 S Jackson Rd
Pharr, TX 78577

Dear Ms. Vicki Delgado,

On June 28, 2022, South Texas College awarded a contract to R.E. Friedrichs Company for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

Standard Supply
Attn: Mr. Adan Silva
1328 E Hackberry Ave C&D
McAllen, TX 78501

Dear Mr. Adan Silva,

On June 28, 2022, South Texas College awarded a contract to Standard Supply for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

P.O. Box 9701, McAllen, TX 78502-9701
www.SouthTexasCollege.edu

June 25, 2024

The Sherwin Williams Company
Attn: Mr. Kevin McCoy
3500 N 10th St
McAllen, TX 78501

Dear Mr. Kevin McCoy,

On June 28, 2022, South Texas College awarded a contract to The Sherwin Williams Company for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

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

Authorized Signature: _____

Name Printed: _____

Date: _____



17w

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

June 25, 2024

Valley Armature & Electric Co., LLC.
Attn: Kasey Lewis
1313 N Expressway 281
Edinburg, TX 78542

Dear Kasey Lewis,

On June 28, 2022, South Texas College awarded a contract to Valley Armature & Electric Co., LLC. for Maintenance and Repair Parts, Materials, and Supplies. The award allowed for two (2) one-year renewal options on the contract if the terms and conditions remained 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 September 1, 2024 through August 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 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.

Sincerely,

Deyadira Leal
Associate Director of Purchasing

Renewal of contract accepted through August 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
18. MASS NOTIFICATION SYSTEM AGREEMENT**

NAME		Rave Mobile Safety		
ADDRESS		492 Old Connecticut Path		
CITY/STATE/ZIP		Framingham, MA 01701		
PHONE		888-605-7164		
CONTACT		Dan Flaherty		
#	Qty	Description	Unit Price	Extension
1	1	Rave Mobile Safety Subscription Period: 09/01/2024 - 08/31/2025 Includes: Rave Guardian (< 20,000 FTE), Rave Inbound Toll-Free Number for Messaging/Minutes, Rave Voice Add-On Module, Premium SMS Messaging for Rave Alert, CAP Inbound/Outbound API for Rave Alert, Rave Alert Social Media Integration, and Rave Alert Basic	\$ 63,822.06	\$ 63,822.06
2	1	Rave Mobile Safety Subscription Period: 09/01/2025 - 08/31/2026 Includes: Rave Guardian (< 20,000 FTE), Rave Inbound Toll-Free Number for Messaging/Minutes, Rave Voice Add-On Module, Premium SMS Messaging for Rave Alert, CAP Inbound/Outbound API for Rave Alert, Rave Alert Social Media Integration, and Rave Alert Basic	\$ 63,822.06	\$ 63,822.06
3	1	Rave Mobile Safety Subscription Period: 09/01/2026 - 08/31/2027 Includes: Rave Guardian (< 20,000 FTE), Rave Inbound Toll-Free Number for Messaging/Minutes, Rave Voice Add-On Module, Premium SMS Messaging for Rave Alert, CAP Inbound/Outbound API for Rave Alert, Rave Alert Social Media Integration, and Rave Alert Basic	\$ 63,822.06	\$ 63,822.06
TOTAL AMOUNT			\$	191,466.18

SOUTH TEXAS COLLEGE
19. DISTRICT-WIDE TECHNOLOGY REQUEST
JUNE 25, 2024

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Dell OptiPlex Micro Tower FF 7020, Intel Core i5-14500, 8GB Memory 256GB Hard Drive, 74" 4K Interactive Monitor, Keyboard and Mouse, Warranty	\$ 4,172.38	\$ 4,172.38	Arturo Solano - Learning Commons and Open Labs New system for student lab
2	1	Dell Precision Tower CTO Base, Intel Core i7-14th Gen, 32GB Memory 512GB Hard Drive, (3) 24" Monitors, Warranty	\$ 2,896.00	\$ 2,896.00	Fernando Chapa - Accreditation New system for department staff
3	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Ruben Flores - Operations Management - OPMG Replacement system for department staff
4	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Ruben Flores - Operations Management - OPMG Replacement system for department faculty
5	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Jose Olivares-Alarcon - Business Administration Program Replacement of out-of-warranty system for department faculty
6	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,047.71	\$ 1,047.71	Rolando Longoria - Sociology Program Replacement of out-of-warranty system for department faculty
7	1	Dell OptiPlex Micro Tower FF 7020, Intel Core i5-14500, 16GB Memory, 512GB Hard Drive, 65" 4K LED Display, Keyboard and Mouse, Wall Mount, Accessories, Warranty	\$ 3,091.36	\$ 3,091.36	Mary Elizondo - Finance and Administrative Services New system for department staff
8	1	Dell OptiPlex Micro Tower FF 7020, Intel Core i5-14500, 16GB Memory, 512GB Hard Drive, (2) 86" 4K Touch Monitor, Keyboard and Mouse, Wall Mount, Warranty	\$ 12,451.05	\$ 12,451.05	Mary Elizondo - Purchasing New system for department staff conference room
9	3	Dell OptiPlex Micro Tower FF 7020, Intel Core i5-14500, 16GB Memory, 512GB Hard Drive, Warranty	\$ 1,160.00	\$ 3,480.00	Maria Cervantes - Biology Program Replacement of out-of-warranty systems for department faculty
10	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, (2) 24" Monitors, Warranty	\$ 1,394.71	\$ 1,394.71	Rodney Rodriguez - Institutional Advancement New system for new department staff
11	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, (2) 24" Monitors, Warranty	\$ 1,394.71	\$ 1,394.71	Ali Esmaeili - Mathematics Program New system for new department staff
12	4	Dell OptiPlex Tower Plus 7020, Intel Core i5-14500, 32GB Memory 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,047.71	\$ 4,190.84	Mary Elizondo - Construction Accounts-Unexpended Technology Campus - Welding Lab New systems for department staff
13	1	Dell OptiPlex Micro Tower 7020 Plus, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, 75" 4K Interactive Touch Monitor, Warranty	\$ 4,509.99	\$ 4,509.99	Mary Elizondo - Construction Accounts-Unexpended Mid Valley Campus - Heating, Ventilation, Air Conditioning and Refrigeration Classroom New system for department faculty
14	2	Dell OptiPlex Micro Tower 7020 Plus, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, 65" 4K Interactive Touch Monitor, Warranty	\$ 3,973.99	\$ 7,947.98	Mary Elizondo - Construction Accounts-Unexpended Mid Valley Campus - Automotive Lab New systems for department faculty
15	1	Dell OptiPlex Tower 7020 Plus, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 1,090.00	\$ 1,090.00	Mary Elizondo - Construction Accounts-Unexpended Mid Valley Campus - Automotive Lab New system for department faculty
COMPUTER TOTAL				\$ 50,362.86	

SOUTH TEXAS COLLEGE
19. DISTRICT-WIDE TECHNOLOGY REQUEST
JUNE 25, 2024

LAPTOPS					
16	2	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 7 166U, 32GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 2,215.31	\$ 4,430.62	Fernando Chapa - Accreditation Replacement of out-of-warranty systems for department staff
17	10	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 11,600.00	Arturo Solano - Learning Commons and Open Labs Replacement of out-of-warranty systems for student lab
18	5	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 5,800.00	Samantha Uriegas - Carl Perkins Grant Compliance PASS Program Replacement of out-of-warranty systems for student check-out
19	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Sharon Rice - Patient Care Technician Program New system for department faculty
20	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Antonio Santiago Nunez - College Success Healthcare Replacement of out-of-warranty system for department staff
21	1	Dell Laptop Touch Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,567.31	\$ 1,567.31	Luis Gonzalez - Information Security Replacement of out-of-warranty system for department staff
22	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Rolando Longoria - Sociology Program New system for department faculty
23	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Rolando Longoria - Social Work (SOCW) Replacement of out-of-warranty system for department faculty
24	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 1,395.47	Sara Lozano - Technology Campus New system for new department staff
25	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 1,395.47	Margo Vargas-Ayala - Vocational Nursing Program New system for new department staff
26	2	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, (4) 24" Monitors, Warranty	\$ 1,863.31	\$ 3,726.62	Rodney Rodriguez - Institutional Advancement New systems for new department staff
27	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 7 165U, 32GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 2,215.31	\$ 2,215.31	Bradley Davis - Institutional Effectiveness and Assessment Replacement system for department staff
28	3	Dell Laptop Latitude 7650 XCTO Base, Intel Core Ultra 5 125U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,877.00	\$ 5,631.00	Yolanda Martinez - Educational Technology Maintenance and Replacement New systems for department staff
LAPTOP TOTAL				\$ 43,231.04	
TABLETS					
29	1	Apple 10.9" iPad Wi-Fi 64GB, Space Gray 3-Year Apple Care	\$ 628.00	\$ 628.00	Yolanda Martinez - Educational Technologies New system for department staff
30	4	Apple 11" iPad Pro Wi-Fi 256GB, Space Gray, Apple Pencil, 3-Year Apple Care	\$ 1,067.00	\$ 4,268.00	Gabriel Pena - Respiratory Therapy Program New systems for department faculty
31	2	Apple 10.2" iPad Wi-Fi 64GB, Space Gray 3-Year Apple Care	\$ 378.00	\$ 756.00	Carla Balleza - Cosmetology Program New systems for department faculty

SOUTH TEXAS COLLEGE
19. DISTRICT-WIDE TECHNOLOGY REQUEST
JUNE 25, 2024

32	1	Apple 12.9" iPad Wi-Fi 128GB, Space Gray, 3-Year Apple Care	\$ 1,178.00	\$ 1,178.00	Arturo Solano - Learning Commons and Open Labs New system for student lab
33	2	Apple 12.9" iPad Pro Wi-Fi 256GB, Space Gray 3-Year Apple Care	\$ 1,278.00	\$ 2,556.00	Arturo Solano - Learning Commons and Open Labs New systems for student lab
34	1	Apple 11" iPad Air WiFi 512GB, Space Gray, Magic Keyboard, Apple Pencil, USB-C Adapter, 3-Year Apple Care	\$ 1,215.00	\$ 1,215.00	Rachel Sale - Digital Learning New system for student photo booth
35	7	Apple 10.9" iPad Wi-Fi, 256GB, Silver 3-Year Apple Care	\$ 558.00	\$ 3,906.00	Nancy Garcia - Advising New systems for student sign-in
TABLET TOTAL				\$ 14,507.00	
PRINTERS					
36	14	HP Laser Jet Printer MFP 4101 HP 3 Year Warranty	\$ 637.00	\$ 8,918.00	Maria Cervantes - Biology Program Replacement of non-working printers for department faculty
37	3	HP Laser Jet Printer M611dn, Memory 1GB 90-Pin, 100-Sheet Tray, HP 3 Year Warranty	\$ 2,376.00	\$ 7,128.00	Arturo Solano - Learning Commons and Open Labs New printers for student lab
PRINTER TOTAL				\$ 16,046.00	
COMPUTER/LAPTOP/TABLET/PRINTER/TOTAL				\$ 124,146.90	

SOUTH TEXAS COLLEGE
20. COURSE DEVELOPMENT SERVICES

NAME		Blackboard, Inc.		
ADDRESS		11720 Plaza America Dr FL 11		
CITY/STATE/ZIP		Reston, VA 20190		
PHONE		334-868-3684		
CONTACT		John Michael Roehm		
#	Qty	Description	Unit Price	Extension
1	1	Course Development Service Time Box Period: 07/01/24 - 06/30/25	\$90,000.00	\$ 90,000.00
TOTAL AMOUNT			\$	90,000.00

SOUTH TEXAS COLLEGE
21. PROFESSIONAL DEVELOPMENT SERVICES AGREEMENT

NAME			Region One Education Service Center	
ADDRESS			1900 W Schunior St	
CITY/STATE/ZIP			Edinburg, TX	
PHONE			956-874-6000	
CONTACT			Elaine Rubio	
#	Qty	Description	Unit Price	Extension
Period: 09/01/24 - 08/31/25				
1	1	Omnitrack Hosted Online Subscription Period: 09/01/24 - 08/31/25	\$ 15,750.00	\$ 15,750.00
2	1	Base Hosting and Data Synchronization	\$ 2,500.00	\$ 2,500.00
TOTAL AMOUNT			\$	18,250.00

Review and Recommend Action on Bond Counsel Services

Purpose and Justification – Administration requests the Committee recommend Board approval for bond counsel services to be awarded to Ricardo Perez Law Firm, PLLC. (McAllen, TX), for the period beginning August 1, 2024 through July 31, 2025 with two (2) one-year options to renew.

The College requires bond counsel services and representation in the areas of public education bond law, tax law, local government law, the trial and appeal of bond validation actions, and the issuance, refunding, and/or defeasement of tax-exempt Texas Community College District, Texas School District, and other relevant entities' bonds and notes.

The bond counsel services are necessary to provide legal advice and counsel to administrative staff, the President, Board Committees, and the Board of Trustees. A request for qualifications and appointment of an attorney or law firm is essential. The Board will need to engage the services for matters that include the following:

- A. Provide, as a part of its basic service fee, policy development, review and drafting of documents, briefs, opinions, negotiations, litigation, research as well as legal advice from time to time on matters directly or indirectly related to the bond program and corresponding tax issues.
- B. Consult with the College officials, Business Office staff, and the College outside Legal Counsel and Financial Advisor, concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
- C. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness, and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.
- D. Assist in making presentations and required submissions and obtain approval of the Bond Review Board and any other state entity with supervisory powers over the issuance of bonds by the College, including the Texas Office of Attorney General.
- E. Perform all usual and necessary legal services concerning the authorization, sale, and delivery of any debt issuance and bond refunding that the College may require, including resolutions, agreements, and minute orders, as needed.
- F. Represent South Texas College in the preparation of any bond refunding and purchase contracts and ensure that all participants, including underwriters and investment banking firms, whether retained or contracted by the College, disclose all conflicts of interest to and with the College and any other parties involved in the bonds. Assist the College in presentations to the major rating agencies to obtain bond ratings.
- G. Attend Board meetings and Finance and Human Resources Committee meetings to the extent required or requested by the College.
- H. Provide tax opinion on debt issues and bond refunding.

- I. Prepare any Internal Revenue Service (IRS) filings required by federal tax law. Assist in any Internal Revenue Service inquiry, matters related to past, present, and future bond debt, and actions as needed.
- J. Render other written opinions of bond counsel on investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or the Internal Revenue Code, as amended.
- K. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
- L. Provide analysis and resolution of tax issues associated with financing plans.
- M. Prepare documents calling any bond election, notice thereof, submitting election documents to the U.S. Justice Department for preclearance and canvassing of election results.
- N. File all required bond-related documents and obtain approval of such from the Texas Office of the Attorney General.
- O. Provide a complete bond transcript in paper and electronic format after each financing.
- P. Provide advice and counsel on continuing compliance with securities, tax, and other applicable laws about bonds.
- Q. All other matters necessary or incidental to the refunding, defeasement, and issuance of the bonds.

Background – The project timeline and information are as follows:

Advertised RFQ	April 17, 2024 and April 24, 2024
RFQ Responses Due	May 2, 2024
RFQ Issued To	Twenty-six (26) Firms
Responses Received From	Three (3) Firms
Responses Reviewed By	Business Office and Purchasing
Highest Ranked Vendor	Ricardo Perez Law Firm, PLLC.

Funds for this expenditure are budgeted in the Legal Services budget for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.

Enclosed Documents – The summary of qualifications and evaluation summary follow in the packet for the Committee’s review and information.

Mr. Javier Villalobos, Legal Counsel, Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the meeting to address any questions.

It is requested that the Committee recommend Board approval for bond counsel services to be awarded to Ricardo Perez Law Firm, PLLC. (McAllen, TX), for the period beginning August 1, 2024 through July 31, 2025 with two (2) one-year options to renew as presented.

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049**

		Co-Bond Counsel (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)	
VENDOR	Ricardo Perez Law Firm, PLLC.	Walsh Gallegos Kyle Robinson & Roalson PC.	Cantu Harden Montoya, LLP.
ADDRESS	208 Lindberg Ave	1020 NE Loop 410 Ste 450	12 Greenway Plaza Ste 1100
CITY/STATE/ZIP	McAllen, TX 78501	San Antonio, TX 78209	Houston, TX 77046
PHONE	956-782-2700	210-979-6633	713-909-2799
FAX	956-782-2703	210-979-7024	
CONTACT	Ricardo Perez	Stacy Castillo	Wendy Montoya
7.1 Company Profile			
A	Provide a brief history of the firm and its operations.	Founded in 2005, specializes in several areas of law. Professional limited liability company. Public finance, litigation, banking, and real estate.	Established in 1983, and is pleased to team with Cantu Harden Montoya LLP as Co-Bond Counsel. The two firms have worked collaboratively and successfully on public finance matters in Texas and look forward to bringing that experience to the College in this transaction.
B	Number of consecutive years in business under present name.	19 years	Established in 2022, and is a full-service finance law firm equipped to provide legal services on tax-exempt bond matters in an independent capacity or in a co-counsel arrangement.
C	Provide any other names under which respondent has operated within the last 10 years and length of time under for each.	Ricardo Perez Law Firm, PLLC.	41 years
D	Explain changes that have occurred over the last 6 months regarding staffing, capital, organizational structure, as well as future changes.	Firm hired additional personnel.	Walsh Gallegos Kyle Robinson & Roalson P.C. / Walsh Gallegos Treviño Kyle & Robinson P.C. / Walsh Gallegos Treviño Russo & Kyle P.C. / Walsh, Anderson, Gallegos, Green & Trevino, P.C.
E	Indicate if this response for multiple locations or division within your company and list applicable information.	Principal location in McAllen.	Cantu Harden Montoya, LLP. Cantu Harden, LLP.
F	Describe the general capabilities of your firms, including information relating to total size and staffing, research capabilities, technology support, professional staff and clerical support, and the specific involvement of tax attorneys.	Currently consists of 6 full-time and 2 part-time contract employees. Only bond counsel firm in South Texas. Subscription to Lexis Nexis - legal research; and assembled a group of tax attorneys who they contract with.	Other than our firm name change due to a shareholder retirement have occurred or are expected, no significant changes regarding staffing, capital, or organizational structure have occurred or are expected.
G	Describe how the firm will communicate with and deliver services to the College. ***** If located outside of Hidalgo and Starr County, include in the description any special arrangement to ensure delivery of quality services in a timely manner.	Ricardo Perez lives in McAllen. Available through in person, phone email etc.	Other than our firm name change due to the additional of a shareholder in January 2023, no significant changes regarding staffing, capital, or organizational structure have occurred or are expected.
H	What distinguishes your firm in the area of bond legal services, and how would your firm offer the College superior representation?	Local firm, available in person to college at any time.	Office is located in San Antonio, TX. Office is located in Houston, TX.
			Currently employs 128 employees, including 59 attorneys in eight offices located throughout Texas, New Mexico, and Oklahoma. The San Antonio office has 15 attorneys and 20 staff members.
			Currently has 9 employees, including 7 attorneys (one of which has a LLM in Taxation) and 2 paralegals.
			As our usual practice for all significant clients, we will assign one attorney to serve as the contact attorney for bond matters relating to South Texas College. We will utilize a "team" approach that provides the best representation and work product for the College in the shortest period of time and in the most efficient manner.
			Walsh Gallegos and Cantu Harden Montoya have a strong and proven track record for serving together as Co-Bond Counsel. Walsh Gallegos attorneys are experienced in issues involving elections and the College's role in providing factual information to the public regarding the issuance of bonds, without crossing the line and becoming an impermissible advocate for the passage of the bond election.
			We have the expertise to provide all of the expected legal services for tax-exempt bond matters efficiently and effectively.

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049**

		<u>Co-Bond Counsel</u> (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)		
VENDOR		Ricardo Perez Law Firm, PLLC.	Walsh Gallegos Kyle Robinson & Roalson PC.	Cantu Harden Montoya, LLP.
I	Please describe any past relationship of your firm relating to the public finance function of the College.	The firm currently serves as bond counsel to South Texas College.	Neither law firm has worked with the College in matters related to public finance in the past.	Neither law firm has worked with the College in matters related to public finance in the past.
7.2 Bond Counsel Experience and Availability				
A	Identify the Bond Counsel who would serve in potential engagements with STC.	Ricardo Perez	Stacy Tuer Castillo	Wendy Montoya
B	List the experience of the firm and/or the attorneys proposed to be assigned to STC as Bond Counsel, underwriter's counsel, tax counsel, or disclosure counsel.	Provided resume and a list of representation chart of activities with issuers.	Identified key personnel who are designated as the proposed Bond Counsel team and have provided a detailed description of their prior experience. Provided a list of activities with issuers having similar characteristics to the College.	
C	In narrative form, describe your experience and qualifications, including any necessary licenses, and how they related to and would add unique value to STC in issuing new debt.	Ricardo Perez has practiced public finance law for approximately 20 years as an attorney and 6 years before that as a banker for a combined 26 years. The focus of his practice is assisting government entities in taxable and non-taxable public finance. Been bond counsel or underwriters counsel in over 300 financing in South Texas with a par amount of approximately over 6 billion dollar in bonds.	Our experience serving as bond Co-Counsel and general counsel for various school districts and governmental bodies throughout the state of Texas and our ability to think "outside the box", combined with the substantial personnel and financial resources of Walsh Gallegos and Cantu Harden Montoya places us in a unique position to provide the highest quality professional services in the role of Co-Bond Counsel for South Texas College.	
D	Provide a brief summary describing complex transaction - provided expertise	Currently serving as bond counsel to Hidalgo County Drainage District. We are drafting legislation to meet creative financing mechanisms to allow the drainage district to issue debt for a desalination plant under the Texas Water Code. Perez Law Firm was also the first firm in the State of Texas to do a financing where municipalities Economic Development Corporation issued debt to implement city wide fiber optics for internet services to its residents.	Provided a detailed summary of a complex transaction.	
E	Availability to South Texas College	Available 24 hours a day 7 days a week	Our law firm have a track record of providing exceptional legal representation to our clients. STC can be assured they will receive the very best from both law firms.	
F	List specific experience with Texas Community College Districts, School Districts and other local government units and other Texas public entity bond issuances within the last 3 years for which your firm served as Bond Counsel	Included a representative list of current and past clients.	Included a representative list of current and past clients.	
G	Provide detail up to 3 instances where your firm provided an added value to your client during a financing activity or developed or implemented an innovative financing technique or program.	All clients - work side by side with the issuers financial advisor and issuers personnel in charge of finance in developing the most appropriate financing technique or program for the issuer. Once the Financial advisor finalized the plan for finance - we will make sure that the issuer has the statutory legal authority to execute the plan.	Provided a detailed list of 3 case studies.	

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049**

		Co-Bond Counsel (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)		
VENDOR		Ricardo Perez Law Firm, PLLC.	Walsh Gallegos Kyle Robinson & Roalson PC.	Cantu Harden Montoya, LLP.
H	How would your firm assist the College in tracking private use activity to assure compliance with the IRS regulations? Describe a specific transaction, a private use issue encountered, and any solution developed to address the issue which best demonstrates your 1st experience in this area.	Work closely with issuers at the time of delivery of the obligations to make sure they are aware of tax regulations. The best approach is to create a compliance policy. Identify per a checklist the use of facilities financed, use of proceeds & source of payment on the obligations. A comprehensive list would require regulator monitoring to ensure compliance.	We recommend an approach that promotes consistent communication between the College and Co-Bond Counsel. We have effectively used this approach at Forney ISD to address private use regarding their transcendent project that involved the school district, bonds issued by the district, and partnerships with private business.	
I	How would your firm assist clients dealing with an IRS audit?	Review documentation and assist client with the gathering of all required documents. Advise the client on whether the facts are for or against the issuer and if whether to work toward negotiating a resolution via the IRS VCAP program or if the situation warrants going through the adversarial process with the IRS (not typical). If adverse consequences, we would work to assist with any required disclosure matters.		Cantu Harden Montoya has handled dozens of IRS audits on behalf of clients and have never received anything other than a "No Change Letter" from the IRS, which indicates the IRS found no issues during their investigation and has concluded the audit with a successful result to the bond issuer.
7.2.2 References				
A	References	Sharyland ISD Edinburg CISD PSJA ISD Rio Grande City Grulla ISD Weslaco ISD	Forney ISD Judson ISD Carrollton-Farmers Brach ISD Gregory-Portland ISD Three Rivers ISD	
7.3 Experience With Public Entities				
A	Does your firm have experience and track record of the firm. If yes, please provide a list.	Provided a representative list.	Provided a representative list.	
B	Does your firm have experience as a bond counsel for the selection of underwriters for Texas bonds?	Yes, assists clients and financial advisors from time to time in the screening and selection process of underwriters.		Yes. Two of CHM's attorneys are former investment bankers.
C	Describe your firm's approach and capability in designing and implementing a financial plan for a multi-year capital improvement program for the College.	Will meet with Colleges financial advisors, college staff, and any committee designated. Work with all involved to develop a plan of finance to meet the needs.		We are eager and willing to assist. Two of CHM's attorneys are former investment bankers. One Attorney from CHM is a sitting County Commissioner.
D	Describe the firm's experience in assisting the public entities with the selection of underwriters for negotiated bond sales.	Will assist clients in screening and conducting due diligence on potential underwriting firms who are being considered by clients.		We have experience, especially given SB 13 and SB 19. Two of CHM's attorneys are former investment bankers.
E	Describe the firm's experience with rating agencies, credit rating process, and rating agency presentations.	Participate in calls with clients		We have experience, especially given SB 13 and SB 19. Two of CHM's attorneys are former investment bankers.
TOTAL EVALUATION POINTS		95.66	93.66	
RANKING		1	2	

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

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049
EVALUATION SUMMARY**

		Co-Bond Counsel (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)			
VENDOR		Ricardo Perez Law Firm, PLLC.		Walsh Gallegos Kyle Robinson & Roalson PC.	Cantu Harden Montoya, LLP.
ADDRESS		208 Lindberg Ave		1020 NE Loop 410 Ste 450	12 Greenway Plaza Ste 1100
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78209	Houston, TX 77046
PHONE		956-782-2700		210-979-6633	713-909-2799
FAX		956-782-2703		210-979-7024	
CONTACT		Ricardo Perez		Stacy Castillo	Wendy Montoya
1	Qualifications of personnel providing bond counsel services to the College. (up to 25 points)	22	22.33	23	22.33
		23		24	
		22		20	
2	Experience representing Public Entities, including, but not limited to Community Colleges. (up to 65 points)	65	63.33	61	61.33
		65		60	
		60		63	
3	References. (up to 10 points)	10	10	10	10
		10		10	
		10		10	
TOTAL EVALUATION POINTS		95.66		93.66	
RANKING		1		2	

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

Update on Intent to Augment Legal Services

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the intent to augment legal counsel services in accordance with Policy BCC – Board Internal Organization: Attorney.

As the College continues to face and navigate complex legal matters, there is a need to expand access to legal expertise to ensure proper and timely attention to these matters in order to mitigate any potential risks.

The College is in the process of identifying a potential legal professional or firm.

Reviewers – These services have been reviewed by the President, and the Vice President for Finance and Administrative Services.

Enclosed Documents – Policy BCC follows in the packet for the Committee’s information and review.

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

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

The Board shall retain an attorney or attorneys, as necessary, to serve as the College District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

Staff requests for legal advice from the College District's legal counsel shall be submitted through the College President or designee.

If engaged legal counsel recuses themselves from representing the College District on any matter, the College President is authorized to engage different legal counsel for that specific matter.

In addition, the College President is authorized to engage legal counsel services for specialized legal needs, or any other legal needs, after consultation with contracted legal counsel.

A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

Discussion and Action as Necessary to Add New Position in Accordance with Policy DEA (Local)

Purpose and Justification – Administration recommends to add a New Position in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.

Policy DEA (Local) was approved on January 30, 2024, which requires the Board to review and approve requests for new (non-existing) position(s) not previously approved by the Board within the Employee Pay Plan and Staffing Plan.

The following table outlines the placement of the new proposed position of Regional Healthcare Liaison within the College’s Pay Plan for FY 2023 – 2024 and the rationale for this request.

New Critical Non-Faculty Position for FY 2023 - 2024					
Division Name	Organization	Position Title	Classification	Pay Grade	Salary Range
Academic Affairs and Economic Development	210002	Regional Healthcare Liaison	Executive Administrative Professional	9	\$87,261 - \$130,892
<p>Rationale: This position will assist the Vice President for Academic Affairs and Economic Development and Provost in promoting healthcare pathways and fostering collaboration among healthcare providers, community organizations, and the public, identifying priorities and issues in the healthcare industry, and bringing a local lens to DSHS initiatives. In addition, this position will involve participating in special projects with internal/external partners to support local and systemwide needs. Key responsibilities include, but are not limited to, community engagement and outreach, promotion of healthcare pathways, coordination and collaboration, and program development in healthcare education.</p>					

Background - If approved, the Employee Pay Plan and Staffing Plan, Board approved on September 26, 2023, will be revised to include this new position.

Funding Source – The total salary budget for the Staffing Plan for FY 2023 – 2024 will not be impacted and will remain the same.

Reviewers – The President, Vice President for Finance and Administrative Services, Executive Director of Human Resources of Talent Development, and Vice President and Provost for Academic Affairs have reviewed and recommended the request to add this new position to the College’s Employee Pay Plan and Staffing Plan.

Enclosed – Policy DEA (Local) follows in the packet for the Committee’s information and review. The organizational reporting chart and job description for this position are also included in the packet.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, and Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs will be present at the meeting to address any questions.

It is requested that the Committee recommend Board approval to add a new position in accordance with Policy DEA (Local) as presented.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Pay Increases

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

*Mid-Year Pay
Increases*

Contract
Employees

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

Noncontract
Employees

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

Pay During Closing

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

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

The College District may accept gifts, grants, donations, or other considerations designated to be used as a salary supplement for an employee in accordance with Government Code 659.0201.

Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

Organizational Chart 2023 - 2024

Office of the Provost
 Rose Colorado, Executive AA
 Kailyn Salinas, Senior Administrative Assistant
 Vacant, Academic Initiatives Officer
 Lisa Aleman, Project Manager
 Michelle Grava, Graphic Designer

Operations and Resources Area
 Monica Perez, Academic Operations Officer
 Linda Ortiz, Project Manager
 Jocelyn Saenz, Support Specialist

 **Regional Healthcare Liaison**
 Dr. Jayson Valerio

Business, Public Safety & Technology Division
 Sara Lozano, Dean

RCPSE Site Administrator
 Robert Vela

Liberal Arts Division
 Dr. Christopher Nelson, Dean

Math, Science, Information Technology & Bachelor Programs Division
 Dr. Ali Esmaeili, Dean

Nursing & Allied Health Division
 Dr. Margo Vargas-Ayala, Interim Dean

Social & Behavioral Sciences Division
 Dr. Eric Reittinger, Dean

Digital Learning
 Dr. Rachel Sale, Dean

Director of Digital Learning
 Ana Davila

Continuing Education & Workforce Development
 Olivia De La Rosa, Dean

Director
 Daniela Masten

Center for Advanced Training & Apprenticeships
 Dr. Carlos Margo, Dean

Director
 Leonel Garcia

Campus Administrators

- Mid-Valley, Daniel Montez
- Nursing & Allied Health, Dr. Margo Vargas-Ayala (Interim)
- Starr County, Dr. Arturo Montiel
- Technology, Sara Lozano

Associate Vice President for Academic Success & Advancement
 Dr. Brett Millán

Teaching & Learning Center
 Jessica Galloso, Associate Dean

Curriculum Department
 Christina Cavazos, Director

Learning Outcomes Department
 Yolonda Jaramillo, Director

Starfish (Early Alert System)
 Shannon Perales, Administrator

Transfer & Educational Advancement Center
 Dr. Kelli Davis, Director

Academic Excellence Programs
 Honors and PTK

Associate Vice President for Dual Credit Programs and School District Partnerships
 Dr. Rebecca De Leon

Associate Dean for Dual Credit Programs and School District Partnerships
 Antonio De La Cruz

Project Manager
 Yvette Gonzalez

Relations Manager
 Erika Leal

Dual Credit Academic Pathways
 Aaron Guajardo, Director

Academies & Career Technical Pathways
 Leonardo Castaneda, Director

Dual Credit Scheduling & Enrollment Services
 Alejandra Cantu, Director

21 I.S.D. 70 High Schools
 Department Chairs/
 Dual Credit Faculty/ HS Principals

44

 **New Position**



South Texas College

Classification Description

Title: **Regional Healthcare Liaison**

Pay Grade: Executive Administrative Professional- EAP 9

Dept: Academic Affairs & Economic Development

Salary Range: \$87,261 – 130,892

Reports To: Vice President and Provost for Academic Affairs & Economic Development

FLSA Status: Exempt

Date: 5/26/2024

General Statement of Job

The Regional Health Care Liaison provides leadership in promoting healthcare pathways and fostering collaboration among healthcare providers, community organizations, and the public, identifying priorities and issues in the healthcare industry. Establishes and maintains strong relationships with local healthcare providers, community organizations, educational institutions, and other stakeholders. Key responsibilities include community engagement and outreach, promotion of healthcare pathways, coordination and collaboration, and program development in healthcare education. Identifies federal and states grant opportunities to promote Nursing and Allied Health programs and collaborates with key stakeholders to submit proposals and implement award grants programs. In addition, this position will involve participating in special projects with internal/external partners to support local and systemwide needs.

Specific Duties and Responsibilities

Essential Functions:

1. Establish and maintain strong relationships with local healthcare providers, community organizations, educational institutions, and other stakeholders.
2. Use data to inform program development, advocacy efforts, and improvements in healthcare pathways.
3. Conduct regular community outreach activities to identify health needs and gaps in services.
4. Represent the organization at community events, health fairs, and meetings, promoting healthcare pathways and resources.
5. Develop and implement strategies to promote healthcare pathways, including preventative care, chronic disease management, and access to specialty services.
6. Work with healthcare providers to streamline referral processes and improve patient navigation.
7. Educate community members on available healthcare pathways and how to access them.
8. Facilitate collaboration between healthcare providers, educational institutions, and community organizations to enhance service delivery and healthcare education.
9. Coordinate regional health initiatives and programs, ensuring alignment with community needs and organizational goals.
10. Assist in the development and implementation of community health programs that promote healthcare pathways.
11. Act as the primary point of contact for regional healthcare inquiries and communications.
12. Advocate for community health needs and resources at local and regional levels, focusing on the promotion of healthcare pathways.

13. Prepare and deliver presentations on community health topics to various audiences, highlighting the importance of healthcare pathways.
14. Collect and analyze data related to community health needs, program outcomes, and the effectiveness of healthcare pathways.
15. Prepare regular reports on community health trends, program impact, and outreach activities.
16. Identify funding opportunities and assist with grant writing and management.
17. Monitor program effectiveness and recommend improvements based on data and community feedback.
18. Responsible for maintaining accountability and sound fiscal management.
19. Represents the College at local, state, and national conferences and activities.
20. Maintains knowledge of the College's policies and procedures and applicable federal, state, and local laws and regulations.
21. Provides input on revisions/updates of pertinent existing policies and formulation of new policies.
22. Travels throughout the college district, as needed.
23. Performs other duties as assigned.

Required Education and Experience

1. Master's Degree required. Doctorate degree preferred.
2. At least five (5) years of work experience in higher education required.
3. At least two (2) years of progressive administrative/supervisory experience in higher education is preferred.
4. Related work experience is preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
4. Ability to analyze situations quickly and objectively and to determine proper course of action.
5. Team player with the ability to collaborate with all college departments, functions, and other support services.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
11. Ability to write reports, business correspondence, speeches and articles for publication, and procedure manuals.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.

14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Sitting particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College 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 complies with all applicable policies and state and federal legislation in order to combat discrimination.

Discussion and Update on FY 2023 – 2024 Employee Pay Plan and the Employee Staffing Plan

Mary Elizondo, Vice President for Finance and Administrative Services, will review the FY 2023 – 2024 Employee Pay Plan and the Employee Staffing Plan, which includes modifications to positions that were recommended by College Administrators and approved by the College President.

Background – The Office of Human Resources, in collaboration with College Administration, performed further assessments of FY 2023 – 2024 positions, and actions were taken after the President’s approval.

The Modifications were initiated by Administration and are based on an assessment of the position’s job duties, responsibilities, and college and departmental needs and objectives.

These changes are deemed critical and result in revisions and reclassifications as appropriate to the position duties, and are effective in the month in which the President’s approval was received and include the following:

- Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes for FY 2023 - 2024 Staffing Plan are shown in Exhibit A

The new compensation policies approved in FY 2023 and FY 2024 were DLC — Employee Performance: Promotion and Demotion, DEA – Compensation Plan, and DEAA – Incentives and Stipends.

Funding Source – Funds for these modifications are available in the FY 2023 - 2024 salary budget, and the net effect on the FY 2023 - 2024 Salary Budget and Unrestricted Fund Budget is zero.

Reviewers – The modifications have been reviewed by the President, all the Vice Presidents, and the Executive Director of Human Resources and Talent Development.

Enclosed Documents – Exhibit A follows in the packet for the Committee’s information and review.

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

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

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
Office of the President						
1	Office of the President	Title, Pay Grade, and Salary Adjustment for Executive Vice President for Educational Programming and Student Achievement (Position 701340) to Associate Vice President for External Affairs - Vacant	Executive Administrative Professional Pay Grade 11	\$ 167,559	\$ (21,411)	\$ 146,148
Rationale: <ul style="list-style-type: none"> Will assist the President with external outreach and development of partnerships. 						
2	Office of the President	Salary Adjustment for Chief of Staff (Position 700189) - Filled	Executive Administrative Professional Pay Grade 6	\$ 89,969	\$ 6,000	\$ 95,969
Rationale: <ul style="list-style-type: none"> The recommended salary adjustment /increase is justified by the expansion of the Chief of Staff's responsibilities in managing the president's calendar for internal and external engagements. Additionally, the duties within the updated Chief of Staff job description expand the duties of this position in the intake and resolution of stakeholder issues. 						
3	Office of the President	Title and Organization Change for Executive Officer for External Relations (Position 701369) to Workforce Contract Manager - Frozen	Executive Administrative Professional Pay Grade 6	\$ 2	\$ -	\$ 2
Rationale: <ul style="list-style-type: none"> This position was retitled and moved from the External Affairs organization #100070 to the Office of the President organization #100004. The position is not currently being requested to be funded at this time; only title change and organization transfer. 						
4	Office of the President	Title, Pay Grade, and Salary Adjustment for Assistant Director - Facility Operations and Maintenance (Position 731501) to Coordinator - External Affairs and Engagement - Vacant	Executive Administrative Professional Pay Grade 3	\$ 1	\$ 55,947	\$ 55,948
Rationale: <ul style="list-style-type: none"> This position realignment is needed to coordinate, oversee, and/or perform administrative duties to assist in scheduling external affairs and engagement opportunities for the Office of the President and External Affairs. 						
5	Public Relations/ Marketing	Salary Adjustment for Director of Creative Arts (Position 703462) - Filled	Executive Administrative Professional Pay Grade 8	\$ 93,865	\$ 1,800	\$ 95,665
Rationale: <ul style="list-style-type: none"> Salary adjustment reflects cell phone stipend added to base salary. 						
6	Public Relations/ Marketing	Salary Adjustment for Executive Director - Public Relations and Marketing (Position 700093) - Filled	Executive Administrative Professional Pay Grade 10	\$ 120,685	\$ 1,800	\$ 122,485
Rationale: <ul style="list-style-type: none"> Salary adjustment reflects cell phone stipend added to base salary. 						
7	Workforce Develop & External Affairs	Title and Salary Adjustment for Executive Officer of Workforce Development & External Affairs (Position 700307) to Director - Video Production and Content Strategy - Vacant	Executive Administrative Professional Pay Grade 8	\$ 1	\$ 90,961	\$ 90,962
Rationale: <ul style="list-style-type: none"> This new role will allow the college to enhance institutional video content capabilities, improve brand consistency, and strategically leverage video as a powerful marketing and communication tool. 						
Total for Office of the President				\$ 472,082	\$ 135,097	\$ 607,179

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
Vice President for Institutional Advancement and External Affairs						
8	Center for Adv. Training & Apprntc. CATA	Title, Pay Grade, and Salary Adjustment for Training Manager (Position 705880) to Instructional and Development Program Manager - Vacant	Executive Administrative Professional Pay Grade 5	\$ 60,423	\$ 8,000	\$ 68,423
<p>Rationale:</p> <ul style="list-style-type: none"> The position realignment is being requested to reflect the expanded scope and complexity of the role, attract and retain top talent, and acknowledge its strategic importance in developing a skilled workforce and driving organizational success. Additionally, the request will better align with the position's updated responsibilities, such as overseeing comprehensive training programs, collaborating with subject matter experts, and fostering a culture of continuous learning and innovation. 						
9	Institutional Advancement	Title, Pay Grade, and Salary Adjustment for Director - Institutional Advancement and Economic Development (Position 704650) to Accountant - Vacant	Administrative Technical Support Pay Grade 6	\$ 90,962	\$ (35,014)	\$ 55,948
<p>Rationale:</p> <ul style="list-style-type: none"> This request is crucial to the current and future goals of the college and Institutional Advancement and External Affairs division in developing and cultivating external relationships, fundraising, and grant management. 						
10	Institutional Advancement	Salary Adjustment for VP for Institutional Advancement and Economic Development (Position 700650) - Filled	Executive Administrative Professional Pay Grade 12	\$ 165,795	\$ 7,205	\$ 173,000
<p>Rationale:</p> <ul style="list-style-type: none"> Analysis of adjustment reviewed by TASB and approved by the President. 						
11	Institutional Advancement	Title, Pay Grade, and Salary Adjustment for Institutional Advancement and Economic Development Specialist (Position 706650) to Administrative Assistant - Vacant	Administrative Technical Support Pay Grade 3	\$ 47,901	\$ (14,101)	\$ 33,800
<p>Rationale:</p> <ul style="list-style-type: none"> Retitle and reclassify position that is critical to the current and future goals of the college and the IAED Division. 						
12	Institutional Advancement	Title Change for IAED Project Manager (Position 705650) to Project/Events Manager - Vacant	Executive Administrative Professional Pay Grade 3	\$ 55,948	\$ -	\$ 55,948
<p>Rationale:</p> <ul style="list-style-type: none"> This request is instrumental to the current and future goals of the college and Institutional Advancement and External Affairs division to meet strategic initiatives of the department and college. 						
13	Office of Sponsored Initiatives	Title Change for Executive Director for Resource Development, Management, and Compliance (Position 701321) to Executive Director - Office of Grant Administration - Filled	Executive Administrative Professional Pay Grade 10	\$ 116,604	\$ -	\$ 116,604
<p>Rationale:</p> <ul style="list-style-type: none"> Title change to align with the department name. 						
Total for Vice President for Institutional Advancement and External Affairs				\$ 537,633	\$ (33,910)	\$ 503,723

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
Vice President for Academic Affairs						
14	Div. of Business Public Safety & Tech.	Title and Pay Grade Adjustment for Academic Excellence Specialist (Position 701279) to Guided Pathway Specialist - Vacant	Executive Administrative Professional Pay Grade 2	\$ 45,625	\$ -	\$ 45,625
<p>Rationale:</p> <ul style="list-style-type: none"> Position will transfer from Academic Excellence Programs to Division of Business, Public Safety, & Technology. This is necessary since the position will assist students majoring in the areas of Industrial Technology and Transportation. 						
15	Div. of Business Public Safety & Tech.	Title, Pay Grade, and Salary Adjustment for Coordinator - Public Safety Training (Position 704415) to Public Safety Compliance Specialist - Vacant	Administrative Technical Support Pay Grade 4	\$ 61,943	\$ (21,943)	\$ 40,000
<p>Rationale:</p> <ul style="list-style-type: none"> The Law Enforcement Program will expand to the Mid-Valley Campus; therefore, this position is necessary for facilitating communications, planning, and following up on administrative and technical matters related to compliance with public safety programs and training. In addition, this position will coordinate with potential students throughout the entire intake process of the Police Academy and assist with compiling, tracking, and submitting reports and documents related to the program. 						
16	Law Enforcement	Title, Pay Grade, and Salary Adjustment for Law Enforcement Instructor (Position 700416) to Site Administrator - RCPSE - Filled	Executive Administrative Professional Pay Grade 9	\$ 58,558	\$ 32,896	\$ 91,454
<p>Rationale:</p> <ul style="list-style-type: none"> This role has shifted to more high-level administrative responsibilities as there are now additional staff that are part of the Regional Center for Public Safety Excellence (RCPSE) and the trainings that are being hosted at the center and the partnerships with external agencies have increased significantly. This position request is to ensure the position is categorized appropriately and can provide the administrative support needed to continue with the expansion of the RCPSE. 						
17	Dual Credit Programs	Title, Pay Grade, and Salary Adjustment for Dual Credit Programs Operations and Compliance Officer (Position 704286) to Associate Dean for Dual Credit Programs - Filled	Executive Administrative Professional Pay Grade 8	\$ 86,492	\$ 5,508	\$ 92,000
<p>Rationale:</p> <ul style="list-style-type: none"> This position realignment is necessary since the position will provide direct support to the AVP for Dual Credit Programs that require high-level administrative duties and responsibilities. This position will also work closely with instructional Deans and partnering ISDs. 						
18	Dual Credit Programs	Salary Adjustment for Associate VP - Dual Credit Programs & School District Partnerships (Position 708286) - Filled	Executive Administrative Professional Pay Grade 11	\$ 118,341	\$ 10,000	\$ 128,341
<p>Rationale:</p> <ul style="list-style-type: none"> Analysis of adjustment reviewed by TASB and approved by the President. 						
19	Dual Credit Programs	Title, Pay Grade, and Salary Adjustment for Administrative Assistant (Position 740285) to Senior Administrative Assistant - Filled	Administrative Technical Support Pay Grade 4	\$ 35,776	\$ 2,309	\$ 38,085
<p>Rationale:</p> <ul style="list-style-type: none"> This position reports to the AVP for Dual Credit Programs; the duties and responsibilities associated with the position require a wide variety of high-level administrative tasks. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
20	Dual Credit Programs	Pay Grade, and Salary Adjustment for Manager - School District Partnership Relations (Position 706362) - Filled	Executive Administrative Professional Pay Grade 5	\$ 55,000	\$ 7,438	\$ 62,438
<p>Rationale:</p> <ul style="list-style-type: none"> This position will be responsible for providing leadership, oversight, and coordination of the College's Summit for Dual Credit Programs and Commencement. They will be responsible for internal/external events logistics and preparation for Dual Credit Program, key stakeholders and will supervise the Dual Credit Programs Partnership Assistant. 						
21	Academic Advancement	Title, Pay Grade, and Salary Adjustment for Administrative Assistant (Position 700089) to Senior Administrative Assistant - Vacant	Administrative Technical Support Pay Grade 4	\$ 39,333	\$ 4,597	\$ 43,930
<p>Rationale:</p> <ul style="list-style-type: none"> This position will assist the Vice President and Provost for Academic Affairs with high-level administrative support to meet division goals. The position also reports to the Associate Vice President for Academic Success and Advancement. 						
22	Emergency Medical Services	Title Change for Lab Specialist - Emergency Medical Technology (Position 701555) to Licensed Lab Specialist - Emergency Medical Technology - Filled	Administrative Technical Support Pay Grade 5	\$ 44,034	\$ -	\$ 44,034
<p>Rationale:</p> <ul style="list-style-type: none"> After a thorough review conducted by the Human Resources department, it was determined that a title change was required for the vacant position. This title change reflects the scope of duties and responsibilities required in the EMT program. 						
23	Mathematics	Title Change for Math Instructor (Position 300072) to Cybersecurity Instructor - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> Title change requested to reduce the number of lecturers the department currently has. 						
24	Academic Excellence Programs	Title Change for Administrative Assistant (Position 701650) to Academic Excellence Programs Assistant - Filled	Administrative Technical Support Pay Grade 3	\$ 35,380	\$ -	\$ 35,380
<p>Rationale:</p> <ul style="list-style-type: none"> The job duties and responsibilities have shifted for this position, which will now assist with compiling enrollment reports for Phi Theta Kappa and Honors Programs, along with reporting and tracking the requirements of Valley Scholars students. This position will report to the Starfish Administrator and utilize the Starfish Early Alert System for special cohort tracking. 						
25	Philosophy	Title Change for Development English Instructor (Position 306421) to Philosophy Instructor - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> The demand for Philosophy Instructors has grown and in order to fill the shortage, one English Instructor will be omitted without affecting the department. 						
26	Architel & Engrnng Dsgn Tech	Title Change for Development English Instructor (Position 310421) to AEDT Instructor - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> Based on enrollment expectations, this faculty position will be needed to support the program. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
27	Sociology	Organization Change for Secretary (Position 700300) - Filled	Administrative Technical Support Pay Grade 1	\$ 31,512	\$ -	\$ 31,512
<p>Rationale:</p> <ul style="list-style-type: none"> Request to change organizations for the Secretary position from Kinesiology to Sociology department. After further assessment, this position will assist with the faculty within the Anthropology, Sociology, and Social Work programs. 						
28	Div. of Math Science IT & BA Prog.	Title Change for Public Administration Instructor (Position 305228) to Organizational Leadership Instructor - Filled	Faculty	\$ 64,850	\$ -	\$ 64,850
<p>Rationale:</p> <ul style="list-style-type: none"> Reassigning employee from the Public Administration department to the Organizational Leadership department; therefore, the title must align with the department name. 						
29	Associate Degree Nursing	Title Change for ADN Instructor (Position 315559) to Surveying and Geospatial Technology Faculty - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> Reclassifying vacant position to align with the new department name. 						
Total for Vice President for Academic Affairs				\$ 896,844	\$ 40,805	\$ 937,649
Vice President for Finance and Administrative Services						
30	Human Resources	Title, Pay Grade, and Salary Adjustment for Compensation Specialist (Position 700039) to Compensation and Payroll Analyst - Filled	Executive Administrative Professional Pay Grade 4	\$ 58,905	\$ 8,607	\$ 67,512
<p>Rationale:</p> <ul style="list-style-type: none"> This position is needed to address a higher level of analysis of current compensation, payroll reports, and market trends that will continue to shape and strengthen the compensation procedures. The Analyst will recommend how the college can respond to certain trends and forecast possibilities of compensation outcomes. Furthermore, they will also assist with leads and testing during the EPR process and migration. 						
31	Human Resources	Title Change for Director - Human Resources - Employee Relations and Staffing (Position 700010) to Director of Human Resources - Employee Relations and Title IX - Vacant	Executive Administrative Professional Pay Grade 8	\$ 90,962	\$ -	\$ 90,962
<p>Rationale:</p> <ul style="list-style-type: none"> Employee Relations and Title IX serve an interrelated role in addressing complaints and investigations. This modification in title change and job duties will position the HR department to undertake comprehensive programming and management of related compliance matters. 						
32	Human Resources	Title Change for Employee Relations Officer (Position 713240) to Talent Acquisition and Development Officer - Vacant	Executive Administrative Professional Pay Grade 7	\$ 86,492	\$ -	\$ 86,492
<p>Rationale:</p> <ul style="list-style-type: none"> This position will lead full-cycle recruitment initiatives for the College. This includes the development and implementation of the institution's Talent, Acquisition, Onboarding, and Personnel Development strategies to attract and retain highly qualified employees. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
33	Human Resources	Title, Pay Grade, and Salary Adjustment for Employee Relations Investigator (Position 702290) to Coordinator - Talent Acquisition - Vacant	Executive Administrative Professional EAP 3	\$ 59,730	\$ (3,783)	\$ 55,948
<p>Rationale:</p> <ul style="list-style-type: none"> The exponential growth of the staffing and recruiting function necessitates the addition of a leadership position within the HR Staffing team. The position will also serve as a supervisory lead for the department's HR Assistants and HR Specialists. 						
34	Finance and Administrative Services	Title, Pay Grade, and Salary Adjustment for Director of Institutional Equity/Title IX and 504 Coordinator (Position 722360) to Associate Vice President for Finance and Management - Vacant	Executive Administrative Professional Pay Grade 11	\$ 95,615	\$ 35,407	\$ 131,022
<p>Rationale:</p> <ul style="list-style-type: none"> This new position is requested to strengthen the VPFAS' and the FAS Division's support structure and to focus on overseeing day-to-day operations and matters and proactively addressing immediate critical operational concerns and priorities in an effort to boost overall operational efficiency and responsiveness. The position will oversee the Business Office/Cashiers/Budget, Accountability, Risk and Records Management, and Purchasing/Fixed Assets and Distributional Departments. 						
35	Finance and Administrative Services	Title, Pay Grade, and Salary Adjustment for Business System Analyst (Position 707360) to Project Manager - FAS - Vacant	Executive Administrative Professional Pay Grade 3	\$ 69,196	\$ (3,824)	\$ 65,372
<p>Rationale:</p> <ul style="list-style-type: none"> This critical position will be responsible for the overall quality of direction, coordination, implementation, preparation, and timely completion of projects within the Office of the Vice President for Finance and Administrative Services in accordance with its mission and goals. 						
36	Business Office	Title and Salary Adjustment for Accounting Specialist (Position 734184) to Accountant - Filled	Administrative Technical Support Pay Grade 6	\$ 45,625	\$ 7,852	\$ 53,477
<p>Rationale:</p> <ul style="list-style-type: none"> This position should have been taken to the Board for approval on 9/26 with the three other accounting specialists who perform the same duties. Reviewed with TASB & HR. The Grant accounting specialist's duties already include a higher level of responsibilities than other accounting specialists at the business office due to the nature of the work. All specialists manage sub-awards to ensure compliance with federal, state, local, and private financial laws and regulations and analyze grant budgets and expenses. There is increased scrutiny from regulators to ensure taxpayer money is spent appropriately. They make judgment calls and decisions that affect grants and funding. 						
37	Purchasing	Title and Salary Adjustment for Contracts and Regulatory Resources Officer (Position 725580) to Contracts and Regulatory Resources Officer - Title IX & 504 Coordinator - Filled	Executive Administrative Professional Pay Grade 7	\$ 93,745	\$ 7,200	\$ 100,945
<p>Rationale:</p> <ul style="list-style-type: none"> This recommended title change ensures continuity for the College's compliance with Title IX and 504 mandates. The proposed salary adjustment is consistent with the supplemental duties (stipend) pay allocated by the College for the role of Title IX Coordinator. 						
38	Business Office	Pay Grade and Salary Adjustment for Accountant (Position 716184) - Filled	Administrative Technical Support Pay Grade 6	\$ 52,009	\$ 4,172	\$ 56,181
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting, but the proper salary was not calculated correctly based off the new pay grade change from EAP3 to ATS 6. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
39	Business Office	Pay Grade and Salary Adjustment for Accountant (Position 743184) - Filled	Administrative Technical Support Pay Grade 6	\$ 50,040	\$ 1,274	\$ 51,314
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting, but the proper salary was not calculated correctly based off the new pay grade change from EAP3 to ATS 6. 						
40	Business Office	Pay Grade and Salary Adjustment for Accountant (Position 751184) - Filled	Administrative Technical Support Pay Grade 6	\$ 50,040	\$ 1,814	\$ 51,854
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting, but the proper salary was not calculated correctly based off the new pay grade change from EAP3 to ATS 6. 						
41	Business Office	Salary Adjustment for Senior Administrative Assistant (Position 700228) - Filled	Administrative Technical Support Pay Grade 4	\$ 40,997	\$ 1,248	\$ 42,245
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting. Additional money is being requested for proper salary placement based on the new compensation worksheet for Senior AA. No error on prior compensation. 						
42	Business Process and Accountability	Title Change for Director - Accountability, Risk, and Records Management (Position 702160) to Director - Business Process and Accountability - Filled	Executive Administrative Professional Pay Grade 9	\$ 97,077	\$ -	\$ 97,077
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability Risk, and Records Management. 						
43	Business Process and Accountability	Title Change for Accountability and Records Management Manager (Position 701160) to Business Process and Accountability Manager - Filled	Executive Administrative Professional Pay Grade 6	\$ 74,849	\$ -	\$ 74,849
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
44	Business Process and Accountability	Title Change for Coordinator - Accountability, Risk, and Records Management (Position 706160) to Coordinator - Business Process and Accountability - Filled	Executive Administrative Professional Pay Grade 3	\$ 52,544	\$ -	\$ 52,544
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
45	Business Process and Accountability	Title Change for Accountability, Risk, and Records Management Support Specialist (Position 701162) to Business Process and Accountability Support Specialist - Vacant	Administrative Technical Support Pay Grade 5	\$ 45,625	\$ -	\$ 45,625
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
46	Business Process and Accountability	Title Change for Accountability and Records Management Assistant (Position 705160) to Business Process and Accountability Assistant - Vacant	Administrative Technical Support Pay Grade 3	\$ 36,254	\$ -	\$ 36,254
Rationale: <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
47	Business Process and Accountability	Title Change for Accountability, Risk, and Records Management Assistant (Position 701396) to Business Process and Accountability Assistant - Vacant	Administrative Technical Support Pay Grade 3	\$ 36,254	\$ -	\$ 36,254
Rationale: <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
48	Facilities Operations & Maintenance	Organization change for Risk Manager (Position 702625) - Filled	Executive Administrative Professional EAP 6	\$ 77,782	\$ -	\$ 77,782
Rationale: <ul style="list-style-type: none"> Reassigning employee to a different department as part of the restructuring of the current department. 						
Total for Vice President for Finance and Administrative Services				\$ 1,213,741	\$ 59,968	\$ 1,273,709

Vice President for Information Services, Planning, Performance and Strategic Initiatives						
49	Information Technology	Title, Pay Grade, and Salary Adjustment for Chief Information Officer (Position 702395) to Associate Vice-President - Technology and Chief Information Officer - Vacant	Executive Administrative Professional Pay Grade 11	\$ 86,326	\$ 42,060	\$ 128,386
Rationale: <ul style="list-style-type: none"> This position will lead and manage the Information Technology Department and Educational Technology Department. This recommendation requires a reclassification in pay grade for the position. It is justified by the added responsibilities within the job description and also aligns the role to be more competitive within the labor market. The job description has been reviewed by TASB. 						
50	Educational Technologies	Title Change for Technician I - ET Audio Visual Events Production (Position 715271) to Technician I - ET Operations - Filled	Administrative Technical Support Pay Grade 2	\$ 32,240	\$ -	\$ 32,240
Rationale: <ul style="list-style-type: none"> This request is needed to reflect the duties and responsibilities associated primarily with ET Operations. This will conform with the other ET positions on the FY 23-24 Staffing Plan that reflect ET - Operations in their titles. 						
51	Educational Technologies	Title Change for Technician III - ET Operations (Position 718271) to Technician III - ET Audio Visual Events Production - Filled	Administrative Technical Support Pay Grade 4	\$ 40,581	\$ -	\$ 40,581
Rationale: <ul style="list-style-type: none"> This request requires a change in job title to reflect the duties and responsibilities associated primarily with ET Audio Visual Productions. This will conform with the other ET positions on the FY 23-24 Staffing Plan that reflect ET Audio Visual Productions in their titles. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
52	Educational Technologies	Title Change for Technician I - ET Operation (Position 707102) to Technician I - ET Audio Visual Events Production - Filled	Administrative Technical Support Pay Grade 2	\$ 33,196	\$ -	\$ 33,196
<p>Rationale:</p> <ul style="list-style-type: none"> This request requires a change in job title to reflect the duties and responsibilities associated primarily with ET Audio Visual Productions. This will conform with the other ET positions on the FY 23-24 Staffing Plan that reflect ET Audio Visual Productions in their titles. 						
53	Library Acquisition	Title Change for Library Public Services Specialist (Position 739101) to Learning Support Systems and Applications Specialist - Vacant	Administrative Technical Support Pay Grade 4	\$ 41,412	\$ -	\$ 41,412
<p>Rationale:</p> <ul style="list-style-type: none"> The workload of the Learning Support Systems and Applications Team has increased from 2 systems to over 40 in the last decade, but the team has only increased by three staff members. The demands of this team require additional staff. 						
54	Library Public Services	Title Change for Library Public Services Specialist (Position 717101) to Library Services Specialist - Filled	Administrative Technical Support Pay Grade 4	\$ 38,917	\$ -	\$ 38,917
<p>Rationale:</p> <ul style="list-style-type: none"> During the review of a revised job description, HR requested this title change. 						
55	Research and Analytical Services	Title, Pay Grade, and Salary Adjustment for Quantitative Researcher (Position 700098) to Institutional Reporting Manager - Filled	Executive Administrative Professional Pay Grade 5	\$ 69,643	\$ 2,959	\$ 72,602
<p>Rationale:</p> <ul style="list-style-type: none"> The manager position will lead and manage centralized institutional reporting including SACSOCS, IPEDS, and CBM. Will be responsible for creation and maintenance of data definitions and standards across entities and platforms. They will be a key member of the data management committee and lead data conversions, descriptions, and integrity. 						
56	Research and Analytical Services	Title, Pay Grade, and Salary Adjustment for Qualitative Researcher (Position 700098) to Evaluation Research Manager - Filled	Executive Administrative Professional Pay Grade 5	\$ 57,375	\$ 3,964	\$ 61,339
<p>Rationale:</p> <ul style="list-style-type: none"> This manager will oversee (with two analysts) all institutional research and write comprehensive evaluation reports on institutional initiatives; will plan and administer all institutional surveys and focus groups; be the STC Lead on all external institutional research collaborations and assist the Dean with IRB review. 						
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 399,690	\$ 48,983	\$ 448,673

Vice President for Student Affairs and Enrollment Mgmt.						
57	Counseling & Student Access Services	Title, Pay Grade, and Salary Change for Counselor (Position 704336) to Licensed Counselor - Filled	Executive Administrative Professional Pay Grade 4	\$ 54,543	\$ 2,725	\$ 57,268
<p>Rationale:</p> <ul style="list-style-type: none"> Individual has completed the requirements and is now a licensed professional counselor. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
58	Student Affairs & Enrollment Management	Salary Adjustment for Vice President for Student Affairs and Enrollment Management (Position 700190) - Filled	Executive Administrative Professional Pay Grade 12	\$ 155,025	\$ 5,000	\$ 160,025
Rationale: <ul style="list-style-type: none"> Analysis of adjustment reviewed by TASB and approved by the President. 						
59	Student Affairs & Enrollment Management	Title Change for Director Promise Program (Position 714880) to Director for Valley Promise - Vacant	Executive Administrative Professional Pay Grade 8	\$ 86,493	\$ -	\$ 86,493
Rationale: <ul style="list-style-type: none"> Title change requested to align with the new Valley Promise program name. 						
60	Student Financial Services	Title, Pay Grade, and Salary Change for Associate Dean of Student Financial Services, Testing, and Veterans Affairs (Position 700146) to Dean of Enrollment Systems and Registrar - Vacant	Executive Administrative Professional Pay Grade 9	\$ 90,962	\$ 7,207	\$ 98,169
Rationale: <ul style="list-style-type: none"> This modification in title change and job duties will position the Division of Student Affairs and Enrollment Management to effectively administer administrative leadership and oversight to the college's student enrollment systems while maintaining the highest standards of accuracy, security, and privacy of student records. 						
61	Admissions & Records	Title Change for Director of Student Records and Registrar (Position 703612) to Director of Student Records - Filled	Executive Administrative Professional Pay Grade 8	\$ 91,712	\$ -	\$ 91,712
Rationale: <ul style="list-style-type: none"> The Director of Student Records will be responsible for the personnel and management of the systems that maintain student records, including, but not limited to, enrollment, end-of-term processing, graduation, designated signing official for international students, and maintain the integrity and security of academic records. The Director will provide support and professional expertise when working with campus community members in the planning, discussions, and decisions about issues that impact the registration and enrollment process. The Director will oversee staff at the Pecan, Mid-Valley, and Starr campuses. 						
Total for Vice President for Student Affairs and Enrollment Mgmt.				\$ 478,735	\$ 14,932	\$ 493,667
Totals for All Divisions				\$ 3,998,725	\$ 265,874	\$ 4,264,599

Total Salary Adjustments	\$ 265,874
Less Sources of Funding Identified *	\$ (265,874)
Net Impact to Budget	\$ -

Note Funding identified from vacant/deleted positions, pools, and/or salary savings.

Discussion and Action as Necessary on Proposed FY 2024 – 2025 Request for New Positions and Other Adjustments

Purpose and Justification – Administration requests the Committee recommend Board approval on proposed FY 2024 – 2025 request for new positions and other adjustments.

All recommendations have been reviewed by the Texas Association of School Boards (TASB) as part of their annual compensation maintenance review.

Unrestricted Fund - Proposed New Positions and Other Adjustments

The Unrestricted Fund - Proposed New Positions and Other Adjustments for FY 2024 – 2025 are as follows:

Proposed College’s New Positions and Other Adjustments (Unrestricted Fund)	Amount	Funding	Impact on FY 24 - 25 Budget
A. New Critical Non-Faculty Positions (29)	\$1,676,987	\$0	\$1,676,987
B. Funding of Selected Previously Frozen Positions (3)	120,729	47,318	73,411
C. Salary Adjustment of Vacant Non-Faculty Positions (9)	254,925	68,038	186,887
D. Reclassifications of Existing Positions with Salary Adjustments (10)	71,194	16,911	54,283
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (13)	302,640	27,048	275,592
F. Auxiliary Positions Transferred to Unrestricted (7)	441,254	0	441,254
G. Unrestricted Funds - Self-Sustaining Positions/Pools (11)	182,399	182,399	0
H. Title Changes – No impact to Budget (19)	0	0	0
I. Organization Changes – No impact to Budget (69)	0	0	0
J. Restricted Positions funded 50% by Unrestricted funds (2)	76,550	0	76,550
K. Pool Adjustment to NAH Faculty Stipends (1)	200,000	200,000	0
L. ERP Pools (2)	157,082	157,082	0
Total	\$3,283,760	\$498,796	\$2,784,964

The College proposes to fund a portion of the FY 2024 - 2025 salary budget changes from carryover allocations (fund balance). The use of funds from the 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 the reserve threshold.

The College will continue to maintain the required reserve of three (3) months of expenditures in the fund balance after this planned reduction.

Auxiliary and Restricted Fund - Positions

Seven (7) Auxiliary Fund positions will transition from the Auxiliary Fund to the Unrestricted Fund.

STC will fund two (2) positions at 50% from the Unrestricted Fund, and 50% will be funded from the Restricted Fund. The other (3) positions will be funded at 100% from the Restricted Fund.

M. Auxiliary and Restricted Fund Positions	Amount
Auxiliary Positions (7)	(\$441,254)
Restricted Positions (5)	247,639
Net Salary Budget Increase for Auxiliary and Restricted Positions	(\$193,615)

The proposed FY 2024 - 2025 new positions and other adjustments 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.

Reviewers – Administration and staff have reviewed the information being presented.

Enclosed Documents – The Exhibits listing the FY 2024 – 2025 proposed new positions and other adjustments follow in the packet for the Committee's information and review.

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

It is requested that the Committee recommend and Board approval of proposed FY 2024 – 2025 request for new positions and other adjustments as presented.

Summary:
The Proposed College's New Positions and Other Adjustments for
FY 2024 - 2025:

Proposed College's New Positions and Other Adjustments (Unrestricted)	Amount Requested	Funding Available	Impact on FY 24-25 Budget
A. New Critical Non-Faculty Positions (29)	\$1,676,987	\$0	\$1,676,987
B. Funding of Selected Previously Frozen Positions (3)	120,729	47,318	73,411
C. Salary Adjustment of Vacant Non-Faculty Positions (9)	254,925	68,038	186,887
D. Reclassifications of Existing Positions with Salary Adjustments (10)	71,194	16,911	54,283
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (13)	302,640	27,048	275,592
F. Auxiliary transferring to Unrestricted funds (7)	441,254	0	441,254
G. Self-Sustaining Positions/Pools (11)	182,399	182,399	0
H. Title Changes - No impact to Budget (19)	0	0	0
I. Organization Changes - No impact to Budget (69)	0	0	0
J. Restricted Positions funded 50% by Unrestricted funds (2)	76,550	0	76,550
K. Pool Adjustments to NAH Faculty Retention Stipends and ERP Pools	157,082	157,082	0
Total	\$ 3,283,760	\$ 498,796	\$ 2,784,964
L. Auxiliary (7) & Restricted Positions (5)	(\$441,254)	\$247,639	(\$193,615)

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
Office of the President						
1	Office of the President	General Counsel	Executive Administrative Professional	13	\$ 139,061	\$ 139,061
Rationale: <ul style="list-style-type: none"> To assist in all legal matters of the College, including employment law, contracts, public information requests, and will act as the liaison with external legal counsels. 						
2	Office of the President	Administrative Assistant	Administrative Technical Support	3	\$ 38,979	\$ 38,979
Rationale: <ul style="list-style-type: none"> Administrative support is needed to support the Office of the President. This position will support General Counsel with all clerical and administrative related matters such as coordinating meetings and events. 						
Total for Office of the President					\$ 178,040	\$ 178,040
Vice President for Institutional Advancement and External Affairs						
3	STC Foundation	Senior Administrative Assistant	Administrative Technical Support	4	\$ 45,094	\$ 45,094
Rationale: <ul style="list-style-type: none"> Position is needed to provide administrative support and assistance to the South Texas College Foundation, facilitate communications, plans, and follows-up on administrative matters. Assists with compiling, typing, and tracking reports, as directed. 						
Vice President for Institutional Advancement and External Affairs					\$ 45,094	\$ 45,094
Vice President for Academic Affairs and Economic Development						
4	Academic Affairs _ VP Admin	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
Rationale: <ul style="list-style-type: none"> Position is currently a full-time temp position via the Temp Agency. This position has been actively assisting and supporting the Office of the Vice President and Provost for Academic Affairs with administrative matters related to the division for past two years. This position also supports the instructional divisions and departments who have secretarial vacancies and are in need of clerical support. 						
5	Academic Excellence Programs	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
Rationale: <ul style="list-style-type: none"> Position is currently a full-time temp position via the Temp Agency. This position has been actively supporting and assisting the departmental staff by facilitating communication, planning and following-up on administrative matters related to Starfish early alert system, Honors Program, and Phi Theta Kappa. 						
6	Div of Busines Public Safety & Tech	Instructional Initiatives Manager - BPST	Executive Administrative Professional	5	\$ 71,480	\$ 71,480
Rationale: <ul style="list-style-type: none"> Position is needed to support with new initiatives related to the RCPSE and the Police Academy, including procedures, department/division handbooks, preparation of reports and required data, and support the Cosmetology Program at the existing site and new site. This position will provide ongoing support of the BPST Division, preparation of data reports and presentations, and activities related to the growth of our programs at the various sites of BSPT Division. 						
7	Div of Busines Public Safety & Tech	Coordinator - Cosmetology	Executive Administrative Professional	3	\$ 58,313	\$ 58,313
Rationale: <ul style="list-style-type: none"> Administrative support is needed for the new STC Cosmetology Center (Shah Center). This position will be responsible for coordinating the scheduling of courses, managing the new facility and scheduling system for services that students will provide. This position will also be responsible for promoting the program, recruiting qualified faculty, and organizing community events on-site and at off-site locations. 						

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
8	Law Enforcement	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
<p>Rationale:</p> <ul style="list-style-type: none"> •Administrative support is needed to support the Law Enforcement Program that will be offering courses at the Mid-Valley Campus. This position will be supporting the departmental staff with clerical matters related to the program. 						
9	Vocational Nursing	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
<p>Rationale:</p> <ul style="list-style-type: none"> •Position is currently a full-time temp position via the Temp Agency. This position has been actively supporting and assisting the departmental staff in the Vocation Nursing, Associate Degree Nursing, Patient Care Technician, and College Success for Healthcare Programs at the Mid-Valley Campus. This position will be supporting the departmental staff with clerical matters related to the each of the programs. 						
Total for Vice President for Academic Affairs and Economic Development					\$ 269,153	\$ 269,153

Vice President for Finance and Administrative Services

10	Campus Police	Police Officer	Operations Support	7	\$ 55,838	\$ 55,838
<p>Rationale:</p> <ul style="list-style-type: none"> •Position needed to provide adequate coverage on all campuses for safety, security, and crime deterrence. 						
11	Campus Police	Department of Public Safety Analyst	Technology	3	\$ 59,550	\$ 59,550
<p>Rationale:</p> <ul style="list-style-type: none"> •This position is needed to facilitate the technological needs of the department. The department has over 1,000 Avigilon surveillance cameras which includes many servers and switches campus district wide. These systems require continuous maintenance and upkeep. We also have offices in each campus that are fully equipped with computers and their corresponding systems. 						
12	Safety & Security	Security Supervisor	Operations Support	7	\$ 55,838	\$ 55,838
<p>Rationale:</p> <ul style="list-style-type: none"> •This position is needed to help supervise all 7 campuses and the security personnel assigned to those campuses. This position will also work closely with the manager in the hiring process, scheduling and dealing with personnel issues. The supervisor will continue to build relationships with all the campus deans/administrators to ensure departmental procedures are being followed for safety purposes. Enforcement practices and parking events/reservations will be closely monitored to ensure compliance and ease for campus visitors. 						
13	Business Office	Business System Manager	Technology	7	\$ 91,355	\$ 91,355
<p>Rationale:</p> <ul style="list-style-type: none"> •The new position is requested to help support Finance in generating reports that will be essential in the transition of the new ERP system. They will be researching and analyzing data that will be transitioned into the new system implementation. 						
14	Business Office	Assistant Comptroller	Executive Administrative Professional	7	\$ 86,883	\$ 86,883
<p>Rationale:</p> <ul style="list-style-type: none"> •This position will provide support in the Business Office operations including new processes related to the ERP implementation in the functions of general accounting, payroll, accounts receivable, accounts payable, grant accounting, financial aid accounting, travel, budget, and cash management. 						
15	Business Office	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
<p>Rationale:</p> <ul style="list-style-type: none"> •New position will support Finance projects undertaken by the Finance departments and will lead projects related to the ERP transition. Will also work closely with the Business Analytics Manager. 						

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
16	Associate VP - Finance & Administrative Services	Senior Administrative Assistant	Administrative Technical Support	4	\$ 45,094	\$ 45,094
Rationale: •Administrative support is needed to support the Office of the Vice President for Finance and Administrative Services. This position will be supporting the Associate VP for Finance and Management with all clerical and administrative related matters such as coordinating meetings and events.						
17	Dir Fac Planning & Construction	Facilities Planning and Construction Projects Technician	Operations Support	2	\$ 36,566	\$ 36,566
Rationale: •FPC has been tasked with multiple in-house Projects and Space Modification Requests that have increased in number in recent years, and currently, FPC only has one staff member producing the necessary documents. An additional FPC Project Technician is needed to meet the current and future demands and workload.						
18	Human Resources	Compensation and Payroll Assistant	Administrative Technical Support	3	\$ 37,565	\$ 37,565
Rationale: •New funding request. Reclassify from a full-time temporary position to a regular staffing plan position.						
19	Human Resources	Human Resources Staffing Specialist	Administrative Technical Support	5	\$ 47,674	\$ 47,674
Rationale: •New funding request. Reclassify from a full-time temporary position to a regular staffing plan position.						
Total for Vice President for Finance and Administrative Services					\$ 588,896	\$ 588,896

Vice President for Information Services, Planning, Performance and Strategic Initiatives						
20	Applications Development	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
Rationale: •The technology department needs business analysts for the new Workday solution being implemented. The IT department will continue to support the ERP and all the 3rd party applications associated with our current environment.						
21	Educational Technologies	Technician - Educational Technologies Operations	Administrative Technical Support	2	\$ 37,035	\$ 37,035
Rationale: •Based on increased requests for operations and event support at NAH, MVC, TCH, and STARR Campuses, requesting to add one full-timer at the campuses listed to provide ample coverage and support for instruction and events. (Current Staffing: One full-time operations staff member is assigned per campus; requests results in two full-timers placed at each campus) Current ET Operational staffing is insufficient to maintain sustainable uninterrupted support.						
22	Centers for Learning Excellence	Assistant Director of Centers for Learning Excellence	Executive Administrative Professional	7	\$ 86,884	\$ 86,884
Rationale: •The work of the CLE has expanded in recent years with the addition of a complete online center precipitated by the COVID-19 pandemic, additional physical spaces (eg. RCPSE), a growing Academic Coaching program, and oversight of multiple grant activities (NTIA/CMC, NSF, Perkins V, DHSI). These expansions and the associated increased need for oversight and strategic planning necessitate the creation of this position to work closely with the Director on strategic planning initiatives; coordination and delivering of training for departmental staff; development, implementation, and evaluation of departmental programs and activities; and elaboration and management of departmental budget.						
23	Centers for Learning Excellence	Learning Excellence Specialist	Administrative Technical Support	4	\$ 45,094	\$ 45,094
Rationale: •This position (622426) has been currently grant-funded under the NTIA/CMC grant. The services provided under the grant-funded trial have proven valuable to the student body, and we seek to institutionalize this position in order to maintain services in light of the impending discontinuation of grant funding after 02/28/2025, thus making this a permanent position.						

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
24	Research and Analytical Services	Business Analytics Manager	Executive Administrative Professional	5	\$ 71,480	\$ 71,480
<p>Rationale:</p> <ul style="list-style-type: none"> The college needs to move from static reports to data visualizations to make data more readily available to decision-makers. These data visualizations need to meet the data demands of the college units and also be easy to use. This manager and their team will focus on the analytical requirements of College units (e.g. institutional and unit KPIs) and create interactive visualizations at the institution and unit level using clean and vetted data developed by the institutional research and data governance unit. 						
Total Requested for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 313,026	\$ 313,026

Vice President for Student Affairs and Enrollment Mgmt.						
25	Admissions & Records	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
<p>Rationale:</p> <ul style="list-style-type: none"> Create a new position (Business Analyst) in preparation for the ERP and also to maintain a departmental HOOP. 						
26	Office of Student Re-Engagement	Student Engagement and Completion Specialist	Administrative Technical Support	4	\$ 45,904	\$ 45,904
<p>Rationale:</p> <ul style="list-style-type: none"> South Texas College continues to expand outreach and recruitment efforts for adults with some college hours but no credentials (stop-outs) since the creation of the Student Completion Services Department in 2023. The department adopts a case-management approach to re-engage stop-out students by assigning students to specialists who provide personalized support with re-enrollment, including admission, financial aid/payment, and registration. Additional staff is requested to continue expanding student re-engagement efforts and to meet the growing demand for further case management support of returning students. 						
27	Student Financial Services	Financial Aid Specialist	Administrative Technical Support	4	\$ 45,904	\$ 45,904
<p>Rationale:</p> <ul style="list-style-type: none"> To support the significant changes coming due to the FAFSA Simplification Act. Need new staff to support the impact on the New Pell and Federal Eligibility Determinations, Expanding Access to Federal Aid, and Streaming the FAFSA Form. 						
28	Student Financial Services	Financial Aid Specialist	Administrative Technical Support	4	\$ 45,904	\$ 45,904
<p>Rationale:</p> <ul style="list-style-type: none"> To support the significant changes coming due to the FAFSA Simplification Act. Need new staff to support the impact on the New Pell and Federal Eligibility Determinations, Expanding Access to Federal Aid, and Streaming the FAFSA Form. 						
29	Admissions & Records	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
<p>Rationale:</p> <ul style="list-style-type: none"> The technology department needs business analysts for the new Workday student solution that will be implemented. The IT department will continue to support our current ERP as well as the new ERP and all the 3rd party applications associated with our current environment. 						
Total Requested for Vice President for Student Affairs and Enrollment Mgmt.					\$ 282,778	\$ 282,778

Total for New Critical Non-Faculty Positions						\$ 1,676,987
Less Funding from Savings of Existing Vacant Positions						0.00
Net Salary Budget Increase for New Critical Non-Faculty Positions						\$ 1,676,987

South Texas College
Unrestricted Fund
Funding of Selected Previously Frozen Positions for FY 2024 - 2025

#	Position #	Title	Classification	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
Vice President for Finance and Administrative Services								
1	742514	Unfreeze - Security Guard	Operations Support Pay Grade 2	\$ 2.00	\$ 36,565	\$ 36,567	\$ -	\$ 36,565
Rationale: •Unfreezing of position is needed to provide adequate security on all campuses including the new Cosmetology center.								
2	771514	Unfreeze - Security Guard	Operations Support Pay Grade 2	\$ 2.00	\$ 36,565	\$ 36,567	\$ -	\$ 36,565
Rationale: •Unfreezing of position is needed to provide adequate security on all campuses including the new Cosmetology center.								
Total for Vice President for Finance and Administrative Services				\$ 4.00	\$ 73,130	\$ 73,134	\$ -	\$ 73,130
Vice President for Information Services, Planning, Performance and Strategic Initiatives								
3	720102	Unfreeze - Specialist - ET Audio Visual Systems Design	Administrative Technical Support Pay Grade 5	\$ 2.00	\$ 47,599	\$ 47,601	\$ 47,318	\$ 281
Rationale: •Request to unfreeze specialist position. ET designs numerous audio-visual projects that provide state-of-the-art technologies for all faculty, staff, and students in unique venues, classrooms, conference rooms, and offices to improve collaboration, coordination, and internal and external client communication. A specialist is necessary to assist the current Manager of ET Systems Design in increasing efficiency, meeting the project management schedule, and addressing the high demand for AV configurations and deployments.								
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 2.00	\$ 47,599	\$ 47,601	\$ 47,318	\$ 281
Grand Totals				\$ 6.00	\$ 120,729	\$ 120,735	\$ 47,318	\$ 73,411
Less Funding from Savings of Existing Vacant Positions					(47,318)			
Net Salary Budget Increase to Unfreeze Non-Faculty Positions					\$ 73,411			

South Texas College

Unrestricted Fund

Salary Adjustment of Vacant Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	Title	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
Vice President for Academic Affairs and Economic Development									
1	Teaching & Learning Center	Professional Development Specialist (Position 704352) to Coordinator - Teaching and Learning Center	Executive Administrative Professional	3	\$ 38,125	\$ 20,188	\$ 58,313	\$ -	\$ 20,188
Rationale: •Reclassification of position is needed to align with the current job duties and responsibilities to develop, implement, and operationalize faculty-related projects and the Teaching and Learning Center. The coordinator will oversee the coordination and logistics for Academies, significant events, and new projects. In addition, the Coordinator will be responsible for managing the Professional Development System as well as a new online Digital Training Platform, which includes creating and facilitating training for faculty and staff on how to use the PD system and the Digital Training Platform.									
Total for Vice President for Academic Affairs and Economic Development					\$ 38,125	\$ 20,188	\$ 58,313	\$ -	\$ 20,188
Vice President for Finance and Administrative Services									
2	Business Process and Accountability	Business Process and Accountability Assistant (Position 705160) to Project Manager-Business Process and Accountability	Executive Administrative Professional	4	\$ 36,254	\$ 26,724	\$ 62,978	\$ -	\$ 26,724
Rationale: •There is an operational need within the department and the Finance and Administrative Services (FAS) division for a position focused on project management. This position will support the initiation and completion of projects within FAS division and work closely with department leaders in planning, budgeting, managing a team, deploying, and communicating changes to operations related to the project. This position will also support the College in realizing its milestones and goals centered on the new ERP Workday project.									
3	Business Office	Accounting Assistant (Position 700148) to Accountant I	Executive Administrative Professional	3	\$ 41,808	\$ 16,505	\$ 58,313	\$ 16,505	\$ -
Rationale: •General Accounting has experienced a significant increase in duties due to the GASB pronouncements for leases and SBITA. This position will assist with the accounting related to fixed assets, construction, leases, and SBITA throughout the year and with audit items.									
Total for Vice President for Finance and Administrative Services					\$ 78,062	\$ 43,229	\$ 121,291	\$ 16,505	\$ 26,724
Vice President for Information Services, Planning, Performance and Strategic Initiatives									
4	Library Acquisition	Learning Support Systems and Applications Analyst (Position 701104) to Librarian II - Campus Librarian	Executive Administrative Professional	3	\$ 39,333	\$ 18,980	\$ 58,313	\$ 18,980	\$ -
Rationale: •As the largest library with the most service hours in the College, Pecan Campus has never had a dedicated Librarian II - Campus Librarian. The Librarian III - Circulation and Reference has been responsible for managing the campus library in addition to the responsibilities of the Librarian III position. All other campuses have a Campus Librarian to manage and oversee the library facility, staff, resource collections, technology, activities, events, and programs of their assigned campus library and to support the learning needs of all students, faculty, and staff. The position supervises, hires, trains, and evaluates campus library staff. Pecan Campus Library requires the support of a Librarian II - Campus Librarian to operate within the organizational structure established at other campus library locations.									
5	Library Acquisition	Library Technical Services Specialist - Dig. Res. (Position 700258) to Art Gallery Associate	Administrative Technical Support	4	\$ 1.00	\$ 45,093	\$ 45,094	\$ 35,359	\$ 9,734
Rationale: •A Library Art Gallery Associate is needed to be able to enable the Library Art Gallery Coordinator to work on planning, attend meetings within the college and community, write grants, and build partnerships and programs. With the help of a temporary library art gallery associate, the Coordinator was able to locate and work with new artists to bring to STC with some of the time she gained. Additionally, the associate has been able to implement several ideas the coordinator has had in the planning stage for several years such as building virtual tours using innovative technology and creating exhibition blog posts, brochures, and posters for the STC Library website, PR, and Market, and social media. We believe the test has proven to be successful and it is time to be made permanent.									
6	Learning Commons and Open Labs	Open Lab Supervisor (Position 720397) to Technology Specialist	Administrative Technical Support	4	\$ 47,900	\$ (2,806)	\$ 45,094	\$ (2,806)	\$ -
Rationale: •The request in title change from "Open Lab Supervisor" to "Technology Specialist" aligns with the duties and responsibilities required of personnel supporting the existing and emerging technologies within the Learning Commons and Open Labs "LCOL". The LCOL is developing a makerspace which will offer a variety of technologies such as 3D printing, Extended Reality, Sound Recording, and Computer Networking. More qualified and skilled technicians will be needed.									

South Texas College

Unrestricted Fund

Salary Adjustment of Vacant Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	Title	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
7	Information Technology	Assistant Chief Information Officer -IT Services (Position 700396)	Technology	9	\$ 517	\$ 104,075	\$ 104,592	\$ -	\$ 104,075
Rationale: •The technology department needs position to help support the increasing IT workload. The IT department will continue to support the new ERP and all the 3rd party applications associated with our current environment. This is an important position for the college and department.									
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 87,751	\$ 165,342	\$ 253,093	\$ 51,533	\$ 113,809

Vice President for Student Affairs and Enrollment Mgmt.									
8	Student Financial Services	Financial Aid Technician (Position 711440) to Financial Aid Specialist	Administrative Technical Support	4	\$ 32,011	\$ 13,083	\$ 45,094	\$ -	\$ 13,083
Rationale: •The title change aligns more with the duties and responsibilities of the position than the existing title.									
9	Student Financial Services	Financial Aid Technician (Position 706440) to Financial Aid Specialist	Administrative Technical Support	4	\$ 32,011	\$ 13,083	\$ 45,094	\$ -	\$ 13,083
Rationale: •The title change aligns more with the duties and responsibilities of the position than the existing title.									
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$ 64,022	\$ 26,166	\$ 90,188	\$ -	\$ 26,166

Salary Budget for Salary Adjustment of Vacant Non-Faculty Positions	\$ 254,925	\$ 522,885	\$ 68,038	\$ 186,887
Less Funding from Savings of Existing Vacant Positions/Pool Positions	(68,038)			
Net Salary Budget Increase for Vacant Non-Faculty Positions	\$ 186,887			

Reclassifications of Existing Positions with Salary Adjustments FY 2024 - 2025

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
Vice President for Institutional Advancement and Economic Development										
1	Office of Sponsored Initiatives	Reclassification for Administrative Assistant (Position 700005) to Senior Administrative Assistant	9/1/2024	Administrative Technical Support	4	\$ 35,380	\$ 5,492	\$ 40,872	\$ -	\$ 5,492
Rationale: •Increased duties as part of reorganization of department.										
Total for Vice President for Institutional Advancement and Economic Development						\$ 35,380	\$ 5,492	\$ 40,872	\$ -	\$ 5,492

Vice President for Academic Affairs and Economic Development										
2	Child Development	Childcare Services Developer (Position 701137)	9/1/2024	Executive Administrative Professional	2	\$ 58,849	\$ 4,119	\$ 62,968	\$ -	\$ 4,119
Rationale: •Position is currently funded for 11 months. Requesting to fund position for 12 months since this position will work on plan ahead for the year regarding billing, work on closing out the fiscal year, prepare for a new fiscal year and grant year, seek opportunities for grant funding, support service delivery, bring parents in for enrollment in CCAMPIS grant, and support the program chair with grant initiatives.										
Total for Vice President for Academic Affairs and Economic Development						\$ 58,849	\$ 4,119	\$ 62,968	\$ -	\$ 4,119

Vice President for Finance and Administrative Services										
3	Central Receiving	Fixed Assets Assistant (Position 721580) to Fixed Assets Specialist	9/1/2024	Operations Support	5	\$ 35,256	\$ 8,008	\$ 43,264	\$ -	\$ 8,008
Rationale: •Reclassifying this position that has now been assigned more duties and responsibilities. The employee has also increased his educational requirements.										
4	Cashiers Office	Cashier III (Position 741184) to Accounting Specialist	9/1/2024	Administrative Technical Support	5	\$ 47,195	\$ 4,805	\$ 52,000	\$ 4,805	\$ -
Rationale: •This position requires a high degree of analytical skills to accurately complete critical tasks at the beginning of each semester, such as reviewing students' unpaid balances and determining which courses to drop from the student's registration.										
5	Business Office	Financial Information Systems Manager (Position 714184)	9/1/2024	Executive Administrative Professional	7	\$ 80,852	\$ 13,213	\$ 94,065	\$ -	\$ 13,213
Rationale: •Duties have expanded to include the Purchasing and Cashier's departments. Additionally, employee will be extensively involved with the ERP implementation.										
Total for Vice President for Finance and Administrative Services						\$ 163,303	\$ 26,026	\$ 189,329	\$ 4,805	\$ 21,221

Vice President for Information Services, Planning, Performance and Strategic Initiatives										
6	Technology Support	Technology Generalist Analyst (Position 705391)	9/1/2024	Technology	3	\$ 49,774	\$ 11,461	\$ 61,235	\$ 6,053	\$ 5,408
Rationale: •Request that this position be reclassified from Technology Pay Plan (TP) grade 2 to TP grade 3. This position has more responsibilities than the Computer Services Analyst I, and are the only ones running all the technology in the campus (Starr and Mid-Valley). They have training to work on other areas such as Networking and Systems with little help from the main campus.										

Reclassifications of Existing Positions with Salary Adjustments FY 2024 - 2025

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
7	Technology Support	Technology Generalist Analyst (Position 703392)	9/1/2024	Technology	3	\$ 50,814	\$ 11,004	\$ 61,818	\$ 6,053	\$ 4,951
Rationale: •Request that this position be reclassified from Technology Pay Plan (TP) grade 2 to TP grade 3. This position has more responsibilities than the Computer Services Analyst I, and are the only ones running all the technology in the campus (Starr and Mid-Valley). They have training to work on other areas such as Networking and Systems with little help from the main campus.										
8	Educational Technologies	Ed Technology Specialist ADA (Position 702102) to Coordinator - ET Assistive Technology	9/1/2024	Executive Administrative Professional	2	\$ 56,492	\$ 3,641	\$ 60,133	\$ -	\$ 3,641
Rationale: •Position salary, title and pay grade change is required to place in correct pay grade. This position was EXEMPT prior to TASB Review; submitting correction for proper placement.										
9	Centers for Learning Excellence	Learning Support Manager (Position 704423)	9/1/2024	Executive Administrative Professional	4	\$ 59,358	\$ 4,941	\$ 64,299	\$ -	\$ 4,941
Rationale: •The current classification of EAP 3 for the Learning Support Manager (LSM) does not accurately reflect the range and scope of the position's responsibilities. This request changes the classification to EAP 4 with salary change and no title change.										
10	Centers for Learning Excellence	Supplemental Instr Manager (Position 706423)	9/1/2024	Executive Administrative Professional	4	\$ 60,327	\$ 4,510	\$ 64,837	\$ -	\$ 4,510
Rationale: •The current classification of EAP 3 for the Supplemental Instruction Manager (SIM) does not accurately reflect the range and scope of the position's responsibilities. This request changes the classification to EAP 4 with salary change and no title change.										
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives						\$ 276,765	\$ 35,557	\$ 312,322	\$ 12,106	\$ 23,451
Salary Budget for Proposed Reclassifications of Existing Positions							\$ 71,194	\$ 605,491	\$ 16,911	\$ 54,283
Less Funding from Savings of Existing Vacant Positions							(16,911)			
Net Salary Budget Increase for Reclassifications of Positions							54,283			

South Texas College
Unrestricted Fund

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for
FY 2024 - 2025**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	New Adjusted Pool Budget	Funding Availability	Impact to Budget
Vice President for Academic Affairs and Economic Development							
1	DW Staff - Liberal Arts Pool	New	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
Rationale: •Pool is needed to support the part-time staff needs of the departments within the division.							
2	DW Staff - Art Pool	New	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ 11,000
Rationale: •Direct wage pool needed to support the part-time staff needs for the Art department.							
3	Academic Affairs Non-Faculty Temp Pool	720279	\$ 173,763	\$ 80,000	\$ 253,763	\$ -	\$ 80,000
Rationale: •Requesting to increase pool funding due to requests from the institutional division for full-time staff positions.							
4	DW Staff- Drama Pool	843227	\$ 252	\$ 10,748	\$ 11,000	\$ -	\$ 10,748
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the department's productions and events.							
5	DW Staff- BAT/BAS Pool	841293	\$ 8,500	\$ 25,000	\$ 33,500	\$ -	\$ 25,000
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the departments within the MSTIB Division.							
6	DW Staff- AA Pool	841274	\$ 62,250	\$ 35,048	\$ 97,298	\$ 20,048	\$ 15,000
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the departments within the Academic Affairs Division.							
7	VPAA Reserve Pool	210200	\$ 3,532,257	\$ 65,351	\$ 3,597,608	\$ -	\$ 65,351
Rationale: •Requesting to increase pool funding to support the daily operations of the College.							
Total for Vice President for Academic Affairs and Economic Development			\$ 3,777,022	\$ 237,147	\$ 4,014,169	\$ 20,048	\$ 217,099
Vice President for Finance and Administrative Services							
8	FAS Non-Faculty Temp Pool	720360	\$ 37,390	\$ 27,199	\$ 64,589	\$ -	\$ 27,199
Rationale: •Requesting to increase pool funding to hire staff to support and assist with the departments within the departments in the FAS division.							
Total for Vice President for Finance and Administrative Services			\$ 37,390	\$ 27,199	\$ 64,589	\$ -	\$ 27,199
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
11	QEP Director Stipend Pool	New Pool	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
Rationale: •Development, monitoring, and reporting on the QEP is a directive from SACSCOC. Funding from this new pool will be used to issue stipends to QEP leads thereby ensuring continued compliance with QEP requirements. In previous years, the money was drawn from salary savings or other pools not specifically dedicated to the QEP. This is problematic because the funds are not clearly set aside and the College runs the risk of not having funding available. This pool will ensure adequate funding for the QEP processes through accreditation cycles.							

South Texas College
Unrestricted Fund

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for
FY 2024 - 2025**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	New Adjusted Pool Budget	Funding Availability	Impact to Budget
12	DW Staff - Lrng Comm and OL Pool	844397	\$ 91,578	\$ 7,000	\$ 98,578	\$ 7,000	\$ -
Rationale: •The request in increased funding is needed to support the new pay rate of \$15 an hour for the existing number of direct wage staff within the Learning Commons and Open Labs department.							
13	DW Staff - Library Pub Svcs Pool	841101	\$ 124,112	\$ 21,294	\$ 145,406	\$ -	\$ 21,294
Rationale: •The request in increased funding is needed to support part-time time Library clerk positions and full-time temp Library Technician support.							
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives			\$ 215,690	\$ 38,294	\$ 253,984	\$ 7,000	\$ 31,294
Grand Totals			\$ 4,030,102	\$ 302,640	\$ 4,332,742	\$ 27,048	\$ 275,592
Less Funding from Vacant/Reserve Pool Positions					(27,048)		
Net Salary Budget Increase for Pool Funding					\$ 275,592		

South Texas College
Auxiliary Positions transitioning to Unrestricted fund for FY 2024 - 2025

#	Current Organization Code	Current Organization Name	Position Number	Current Position Title	Current Position Classification	Current Salary	Salary Adjustment	Impact to Budget
Vice President for Student Affairs and Enrollment Management								
1	A35032	Auxiliary Business Operations	626330	Director of Student Activities and Wellness	Executive Administrative Professional Pay Grade 9	\$ 91,610	\$ 11,114	\$ 102,724
2	A35032	Auxiliary Business Operations	630330	Coord Stu Activ & First Yr Exp	Executive Administrative Professional Pay Grade 3	\$ 58,439	\$ 4,510	\$ 62,949
3	A35032	Auxiliary Business Operations	627192	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	\$ 58,464	\$ 5,970	\$ 64,434
4	A35032	Auxiliary Business Operations	623190	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	\$ 56,252	\$ 8,182	\$ 64,434
5	A35032	Auxiliary Business Operations	629190	Coor Stu Activ and Wellness	Executive Administrative Professional Pay Grade 3	\$ 61,041	\$ 4,510	\$ 65,551
6	A35032	Auxiliary Business Operations	626192	Administrative Assistant	Administrative Technical Support Pay Grade 3	\$ 38,875	\$ 2,975	\$ 41,850
7	A35032	Auxiliary Business Operations	627190	Secretary	Administrative Technical Support Pay Grade 1	\$ 36,691	\$ 2,621	\$ 39,312
Rationale: •Funding from the current Auxiliary funds is not sufficient to cover all staff salaries and benefits for 2025. The Student Activities department is requesting these positions to be funded from Unrestricted funds.								
Total for Vice President for Student Affairs and Enrollment Management						\$ 401,372	\$ 39,882	\$ 441,254
Grand Total transitioning from Auxiliary to Unrestricted fund								\$ 441,254

South Texas College
Unrestricted Fund
Self-Sustaining Positions/Pools for FY 2024 - 2025

#	Organization Name	Position/Pool Title	New Classification	Pay Grade	Current Salary	Proposed Salary/Pool	Proposed Salary/Pool Adjustment
Vice President for Academic Affairs and Economic Development							
1	CPWE-State	Continuing Education Trainer (Truck Driving)	Executive Administrative Professional	2	\$ -	\$ 51,604	\$ 51,604
Rationale: •Position is currently a full-time temp position. For program sustainability and course offerings, this position is needed to transition to full-time regular.							
2	CPWE-State	Continuing Education Trainer (Truck Driving)	Executive Administrative Professional	2	\$ -	\$ 51,604	\$ 51,604
Rationale: •Position is currently a full-time temp position. For program sustainability and course offerings, this position is needed to transition to full-time regular.							
3	CPWE-State	Coordinator- Commercial Truck License Program	Executive Administrative Professional	3	\$ -	\$ 58,313	\$ 58,313
Rationale: •Position is currently a full-time temp position. For program sustainability, this position is needed to transition to full-time regular to coordinate and implement training and educational programs related to the Commercial Truck License Institute, administer the Texas Department of Public Safety (DPS) commercial driver license knowledge and skills tests, and ensure program compliance to state and federal requirements.							
4	Cntr for Adv Trainin & Apprntc CATA	Instructional and Development Program Manager Position 705880	Executive Administrative Professional	5	\$ 68,423	\$ 1	\$ (68,422)
Rationale: •The Department will not be filling up this position in FY 25; recommending to budget position at \$1.00.							
5	Cntr for Adv Trainin & Apprntc CATA	Student Success Specialist Position 713880	Executive Administrative Professional	2	\$ 39,900	\$ 1	\$ (39,899)
Rationale: •The Department will not be filling up this position in FY 25; recommending to budget position at \$1.00.							
6	Cntr for Adv Trainin & Apprntc CATA	Project Training Specialist Position 706880	Executive Administrative Professional	2	\$ 47,900	\$ 1	\$ (47,899)
Rationale: •The Department will not be filling up this position in FY 25; recommending to budget position at \$1.00.							
7	Cntr for Adv Trainin & Apprntc CATA	Overtime Pool - CATA NEW POOL	N/A	N/A	\$ -	\$ 2,000	\$ 2,000
Rationale: •The Department is requesting an overtime pool for current full-time staff working extra hours.							
8	Cntr for Adv Trainin & Apprntc CATA	Trainer Pool - CATA Pool 514590	N/A	N/A	\$ -	\$ 175,000	\$ 175,000
Rationale: •The Department is requesting re-establish this pool for NOE trainers.							
9	Cntr for Adv Trainin & Apprntc CATA	DW Staffing Pool Pool 886880	N/A	N/A	\$ 27,000	\$ 40,000	\$ 13,000
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the departments within the CATA department.							

South Texas College
 Unrestricted Fund
Self-Sustaining Positions/Pools for FY 2024 - 2025

#	Organization Name	Position/Pool Title	New Classification	Pay Grade	Current Salary	Proposed Salary/Pool	Proposed Salary/Pool Adjustment
10	Cntr for Adv Train&Appr CATA Mexico	Coordinator-Global Marketing Development Position 710880	Executive Administrative Professional	2	\$ 44,902	\$ -	\$ (44,902)
Rationale: •The department's focus on training in Mexico has decreased since the department's transfer to the Academic Affairs division on 11/1/2023. As a result, there has been a significant budget reduction and this position is no longer needed.							
11	Cntr for Adv Train&Appr CATA Mexico	Trainer Pool - CATA Mexico NEW POOL	N/A	N/A	\$ -	\$ 32,000	\$ 32,000
Rationale: •The Department is requesting a trainer pool to pay instructors who will be delivering the training for companies in Mexico.							
Total for Vice President for Academic Affairs and Economic Development					\$ 228,125	\$ 410,524	\$ 182,399
Total for Self-Sustaining Positions for FY 2024 - 2025							\$ 182,399

South Texas College
Title Changes to Positions/ Pools - No Impact on Budget

#	Organization #	Organization Name	Position #	Current Position Title	Classification	Pay Grade	New Position Title
Vice President for Institutional Advancement and External Affairs							
1	141002	Office of Sponsored Initiatives	701321	Executive Director - Resource Development Management and Compliance - Filled	Executive Administrative Professional	12	Executive Director - Sponsored Initiatives
Rationale: <ul style="list-style-type: none"> The current title does not align with the name of the Department - Office of Sponsored Initiatives 							
2	100014	External Affairs	704650	Accountant- Foundation and Grants - Vacant	Executive Administrative Professional	4	Accountant II
Rationale: <ul style="list-style-type: none"> Title change to align position title with the compensation plan. In addition, Accountant positions were reviewed by TASB to reclassify positions from non-exempt to exempt pay groups. 							
Vice President for Academic Affairs							
3	Several	Several	Several incumbents	All "Instructor" titles will be changed to "Faculty"	N/A	N/A	All "Instructor" titles will be changed to "Faculty"
Rationale: <ul style="list-style-type: none"> Approximately 522 "Instructor" titles will be changed to reflect "Faculty." 							
4	210002	Academic Affairs-VP Admin	703279	Vice President and Provost for Academic Affairs - Filled	Executive Administrative Professional	14	Vice President for Academic Affairs, Economic Development and Provost
Rationale: <ul style="list-style-type: none"> Update title to reflect division name change. 							
5	600010	The Institute for Advanced Manufacturing	715880	Director- The Institute for Advanced Manufacturing - Filled	Executive Administrative Professional	9	Director- Center for Advanced Training and Apprenticeships
Rationale: <ul style="list-style-type: none"> Update title to reflect new department name. 							
6	600007	Continuing Education and Workforce Development- State	712590	Dean- Continuing Education, Workforce Training and Economic Development - Filled	Executive Administrative Professional	12	Dean- Continuing Education and Workforce Development
Rationale: <ul style="list-style-type: none"> Update title to reflect department name. 							
7	600007	Continuing Education and Workforce Development- State	720565	Director- Continuing Education, Workforce Training and Economic Development - Filled	Executive Administrative Professional	9	Director- Continuing Education and Workforce Development
Rationale: <ul style="list-style-type: none"> Update title to reflect department name. 							
8	221104	Information Technology Program	300054	Computer and Advanced Technology Instructor - Filled	Faculty	N/A	Information Technology Program Faculty
Rationale: <ul style="list-style-type: none"> Faculty currently has the credentials to be an Information Technology Program Instructor. 							
9	221413	Electrician Assistant	302310	Electrician Assistant Instructor - Vacant	Faculty	N/A	Construction Supervision Faculty
Rationale: <ul style="list-style-type: none"> Move faculty position to Construction Supervision org (221111) to support the program. 							
10	New	Dental Hygiene Program	313559	ADN Instructor - Vacant	Faculty	N/A	Dental Hygiene Faculty
Rationale: <ul style="list-style-type: none"> Reclassifying vacant faculty position (313559) for the Dental Hygiene Program. 							
11	R14300	Carl Perkins Basic- FY 23	624415	Manager- Parity & Access Career Technical Education - Filled	Executive Administrative Professional	5	Manager- Access and Advocacy
Rationale: <ul style="list-style-type: none"> Title change to comply with Title IX regulations. (Restricted funding) 							

South Texas College
Title Changes to Positions/Pools - No Impact on Budget

#	Organization #	Organization Name	Position #	Current Position Title	Classification	Pay Grade	New Position Title
12	212012	Dual Credit Pathways	703286	Dir of Dual Cr Acad Pathways - Filled	Executive Administrative Professional	9	Director - Dual Credit Pathways
Rationale: •Update title to align with the department name.							
13	210002	Academic Affairs- VP Admin	706557	Project Manager- Nursing and Allied Health - Vacant	Executive Administrative Professional	4	Project Manager- Academic Affairs
Rationale: •Position (706557) will be moved under the Academic Affairs - VP Admin org (210002).							
14	224003	Emergency Medical Technology	840555	DW Staff- EMT Pool	Pool	N/A	DW Staff- EMS
Rationale: •Update title to reflect organization name.							
15	600010	The Institute for Advanced Manufacturing	886880	DW Staffing Pool	Pool	N/A	DW Staffing Pool- CATA
Rationale: •Update title to reflect organization name.							
16	600010	The Institute for Advanced Manufacturing	517590	Continuing and Professional Education Trainer Pool	Pool	N/A	Trainer Pool- CATA
Rationale: •Update title to reflect organization name.							
17	211001	Digital Learning	841374	DW Staff- Dist Ed Pool	Pool	N/A	DW Staff- Digital Learning
Rationale: •Update title to reflect organization name.							
Vice President for Finance and Administrative Services							
18	450051	Campus Police	762514	Police Compliance Coordinator - Filled	Operations Support	8	Parking Compliance Coordinator
Rationale: •This position strictly works with the parking program and security area.							
19	450002	Safety & Security	763514	Security Support Specialist - Filled	Operations Support	5	Surveillance Systems Specialist
Rationale: •This position works with the camera systems, other title changes were made to other positions except for this one.							

1.

South Texas College
Organization Changes - No Impact on Budget

#	Organization #	Organization Name	Updated Organization #	Updated Organization Name	Position #	Current Position Title	New Position Title
Office of the President							
1	100004	Office of President	100070	External Affairs	731501	Coordinator - External Affairs and Engagement	(same)
2	100004	Office of President	100070	External Affairs	701340	Associate Vice President for External Affairs	Executive Director of Foundation and External Affairs
Rationale: •Restructure of division departments due to the formation of an External Affairs department.							

Vice President for Institutional Advancement and External Affairs							
3	100070	External Affairs	100075	STC Foundation	702650	Dir Fundraising & Foundation	(same)
4	100070	External Affairs	100075	STC Foundation	704650	Accountant-Foundation and Grants	Accountant
5	100070	External Affairs	100075	STC Foundation	705650	Projects/Events Manager	(same)
Rationale: •Positions are currently under Institutional Advancement and need to be moved under the Foundation organization.							

Vice President for Academic Affairs and Economic Development							
6	224003	Emergency Medical Technology	224003	Emergency Medical Services	380004	Department Chair- EMT	Department Chair- EMS
7	224003	Emergency Medical Technology	224003	Emergency Medical Services	303552	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
8	224003	Emergency Medical Technology	224003	Emergency Medical Services	300043	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
9	224003	Emergency Medical Technology	224003	Emergency Medical Services	305555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
10	224003	Emergency Medical Technology	224003	Emergency Medical Services	302555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
11	224003	Emergency Medical Technology	224003	Emergency Medical Services	307134	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
12	224003	Emergency Medical Technology	224003	Emergency Medical Services	304555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
13	224003	Emergency Medical Technology	224003	Emergency Medical Services	306555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
14	224003	Emergency Medical Technology	224003	Emergency Medical Services	310555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
15	224003	Emergency Medical Technology	224003	Emergency Medical Services	301564	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
16	224003	Emergency Medical Technology	224003	Emergency Medical Services	312555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
17	224003	Emergency Medical Technology	224003	Emergency Medical Services	314555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
18	224003	Emergency Medical Technology	224003	Emergency Medical Services	308555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
19	224003	Emergency Medical Technology	224003	Emergency Medical Services	307555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
20	224003	Emergency Medical Technology	224003	Emergency Medical Services	701555	Licensed Lab Specialist- Emergency Medical Technology	Licensed Lab Specialist- Emergency Medical Services
21	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	700880	Dean- Industry Training and Economic Development	Dean- Center for Advanced Training and Apprenticeships
22	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	715880	Director- The Institute for Advanced Manufacturing	Director- Center for Advanced Training and Apprenticeships
23	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	711880	Apprenticeship Manager	(same)
24	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	712880	Coordinator- Apprenticeship Navigator	(same)

I.

South Texas College
Organization Changes - No Impact on Budget

#	Organization #	Organization Name	Updated Organization #	Updated Organization Name	Position #	Current Position Title	New Position Title
25	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	710880	Coordinator- Global Marketing Development	(same)
26	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	707880	Project Training Specialist	(same)
27	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	706880	Project Training Specialist	(same)
28	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	716880	Project Training Specialist II	(same)
29	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	713880	Student Success Specialist	(same)
30	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	705880	Training Manager	(same)
31	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	709880	Training Specialist III	Instruction and Development Designer
32	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	708880	Training Specialist III	Instruction and Development Designer
33	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	701880	Administrative Assistant	(same)
34	600011	The Institute for Advanced Manufacturing	600011	Center for Advanced Training and Apprenticeships	703880	Customer Service Technician	(same)
35	600012	The Institute for Advanced Manufacturing	600012	Center for Advanced Training and Apprenticeships	704880	Customer Service Technician	(same)
36	600013	The Institute for Advanced Manufacturing	600013	Center for Advanced Training and Apprenticeships	702880	Secretary	Customer Service Technician
37	223019	Philosophy	223012	Division of Liberal Arts	700250	Dean- Liberal Arts	(same)
38	223019	Philosophy	223012	Division of Liberal Arts	702426	Coordinator- Center for Mexican American Studies	(same)
39	223019	Philosophy	223012	Division of Liberal Arts	713150	Guided Pathway Specialist	(same)
40	223019	Philosophy	223012	Division of Liberal Arts	709426	Guided Pathway Specialist	(same)
41	223019	Philosophy	223012	Division of Liberal Arts	716272	Senior Administrative Assistant	(same)
42	223019	Philosophy	223012	Division of Liberal Arts	701150	Administrative Assistant	(same)
43	223019	Philosophy	223012	Division of Liberal Arts	710150	Secretary	(same)
44	225301	Transfer and Educational Advancement Center	225300	Transfer & Educational Advancement Center	705416	Director- University Relations, Transfer & Articulation Center	Director-Transfer & Educational Advancement Center
45	225302	Transfer and Educational Advancement Center	225300	Transfer & Educational Advancement Center	707332	Coordinator- Transfer and Educational Advancement Center	(same)
46	225302	Transfer and Educational Advancement Center	225300	Transfer & Educational Advancement Center	705281	Administrative Assistant	(same)
47	225005	Public Administration	225018	BAS Organizational Leadership BASOL	305228	Public Administrator Instructor	Organizational Leadership Faculty
48	217101	Mid Valley Campus	225005	Div of Math Science IT & BA Programs	702135	Science Lab Safety Compliance Manager	(same)
49	225005	Div. of Math Science IT & BA Prog.	225007	BAT/BAS	700555	Secretary	(same)
50	225007	BAT/BAS	225005	Div of Math Science IT & BA Programs	701416	Administrative Assistant	(same)
51	213001	Curriculum	213001	Curriculum Planning and Compliance	703335	Coordinator- Curriculum and Scheduling	(same)
52	213001	Curriculum	213001	Curriculum Planning and Compliance	702283	Curriculum Specialist	(same)
53	213001	Curriculum	213001	Curriculum Planning and Compliance	701250	Curriculum Specialist	(same)
54	213001	Curriculum	213001	Curriculum Planning and Compliance	704283	Scheduling Specialist	(same)
55	213001	Curriculum	213001	Curriculum Planning and Compliance	701591	Scheduling Specialist	(same)
56	213001	Curriculum	213001	Curriculum Planning and Compliance	700095	Administrative Assistant	(same)

I.

South Texas College
Organization Changes - No Impact on Budget

#	Organization #	Organization Name	Updated Organization #	Updated Organization Name	Position #	Current Position Title	New Position Title
57	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	700416	Site Administrator	(same)
58	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	701593	Public Safety Compliance Specialist	(same)
59	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	708415	Public Safety Compliance Specialist	(same)
60	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	702144	Administrative Assistant	(same)
61	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	702312	Lab Coordinator- Public Safety	(same)
62	221001	Div of Business Public Safety and Technology	221116	Law Enforcement	704415	Public Safety Compliance Specialist	(same)
63	212100	Dual Credit Programs	212101	Dual Credit Sched and Enrollment Services	726610	Coordinator - Enrollment Services for Dual Credit	(same)
64	212100	Dual Credit Programs	212101	Dual Credit Sched and Enrollment Services	700286	Dual Credit Enrollment Specialist	(same)
65	224013	Div Nursing and Allied Health	210002	Academic Affairs- VP Admin	706557	Project Manager- Nursing and Allied Health	Project Manager- Academic Affairs
Rationale: •Align positions #6-77 with updated department names or organization names.							
66	NEW	NEW	NEW	Dental Hygiene Program	313559	ADN Instructor	Dental Hygiene Faculty
Rationale: •Reclassifying vacant faculty position (313559) for the Dental Hygiene Program.							

Vice President for Information Services, Planning, Performance and Strategic Initiatives							
67	530002	Library Acquisition	530013	Library Public Services	701104	Learning Support Systems and Applications Analyst	Librarian II - Campus Librarian
Rationale: •As the largest library with the most service hours in the College, Pecan Campus has never had a dedicated Librarian II - Campus Librarian. The Librarian III - Circulation and Reference has been responsible for managing the campus library in addition to the responsibilities of the Librarian III position. All other campuses have a Campus Librarian to manage and oversee the library facility, staff, resource collections, technology, activities, events, and programs of their assigned campus library and to support the learning needs of all students, faculty, and staff. The position supervises, hires, trains, and evaluates campus library staff. Pecan Campus Library requires the support of a Librarian II - Campus Librarian to operate within the organizational structure established at other campus library locations.							
68	530002	Library Acquisition	530010	Library Art Gallery	700258	Library Technical Services Specialist - Dig Res	Art Gallery Associate
Rationale: •A Library Art Gallery Associate is needed to be able to enable the Library Art Gallery Coordinator to work on planning, attend meetings within the college and community, write grants, and build partnerships and programs. With the help of a temporary library art gallery associate, the Coordinator was able to locate and work with new artists to bring to STC with some of the time she gained. Additionally, the associate has been able to implement several ideas the coordinator has had in the planning stage for several years such as building virtual tours using innovative technology and creating exhibition blog posts, brochures, and posters for the STC Library website, PR, and Market, and social media. We believe the test has proven to be successful and it is time to be made permanent.							
69	550002	Inst'l Effectiveness and Assessment	550001	Research and Analytical Services	708170	Institutional Research Analyst	(same)
Rationale: •Position will be moved from Institutional Effectiveness and Assessment, to Research and Analytical Services (RAS). Both of these departments report to the Dean of Institutional Research, Effectiveness and Strategic Planning. Moving this position to RAS is part of the overall strategy to centralize reporting for improved data integrity, accuracy, reliability, and validity to promote data-informed decision making.							

South Texas College
Restricted Positions funded by Unrestricted fund for FY 2024-205

J.

#	Organization Code	Organization Name	Position Number	Current Position Title	Current Position Classification	New Position Title	New Position Classification	Current Salary	New Salary	Salary Adjustment/ (Impact to Restricted Fund)
---	-------------------	-------------------	-----------------	------------------------	---------------------------------	--------------------	-----------------------------	----------------	------------	--

Restricted Funding

Vice President for Academic Affairs and Economic Development										
1	R500002	Developing Hispanic Serving Institutions (DHSI)	631279	Starfish Administrator - Filled	Executive Administrative Professional Pay Grade 7	N/A	N/A	\$ 86,560	\$ 94,787	\$ 47,394
Rationale: •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. The Starfish Administrator leads the development, implementation, and manages the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams.										
2	R500002	Developing Hispanic Serving Institutions (DHSI)	627298	Academic Coach - Filled	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 52,544	\$ 58,313	\$ 29,157
Rationale: •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. Currently, the position is being grant funded through the DHSI grant set to end 9/30/2025. The grant indicated that STC would institutionalize this position for FY26.										
Total for Vice President for Academic Affairs and Economic Development								\$ 139,104	\$ 153,100	\$ 76,550
Grand Total for Restricted Positions funded by Unrestricted Fund									\$ 76,550	

South Texas College

Unrestricted Fund

Pool Adjustments to NAH Faculty Stipends

FY 2024 - 2025

#	Title	Pool Number	New Adjusted Pool Budget	Funding Availability	Impact to Budget
Vice President for Academic Affairs and Economic Development					
1	NAH Faculty Retention Stipend	NEW	\$ 200,000	\$ -	\$ 200,000
Rationale: •Requesting funds to cover the faculty stipends for the faculty who teach at Starr County and Mid-Valley Campuses as part of the retention initiative.					
Total for Vice President for Academic Affairs and Economic Development			\$ 200,000	\$ -	\$ 200,000
Total Pool Adjustment for FY 2024 - 2025					\$ 200,000

South Texas College
 Unrestricted Fund
Pool Adjustments to ERP Pools
FY 2024 - 2025

#	Title	Pool Number	New Adjusted Pool Budget	Funding Availability	Impact to Budget
Vice President for Finance and Administrative Services					
1	ERP Implementation Internal Support Stipend	840094	\$ 63,600	\$ -	\$ 63,600
Rationale: •Reduce pool according to projected salary and stipend expenditures.					
2	ERP Implementation Internal Support OT	841094	\$ 93,482	\$ -	\$ 93,482
Rationale: •Increase OT pool according to projected salary and stipend expenditures.					
Total for Vice President for Finance and Administrative Services			\$ 157,082	\$ -	\$ 157,082
Total Pool Adjustments for FY 2024 - 2025					\$ 157,082

South Texas College
Auxiliary and Restricted Positions for FY 2024-2025

M.

#	Organization Code	Organization Name	Position Number	Current Position Title	Current Position Classification	New Position Title	New Position Classification	Current Salary	New Salary	Salary Adjustment	Impact to Budget
---	-------------------	-------------------	-----------------	------------------------	---------------------------------	--------------------	-----------------------------	----------------	------------	-------------------	------------------

Auxiliary Positions

Vice President for Student Affairs and Enrollment Management

1	A35032	Auxiliary Business Operations	626330	Director of Student Activities and Wellness	Executive Administrative Professional Pay Grade 9	N/A	N/A	\$ 91,610	\$ 102,724	\$ 11,114	\$ (102,724)
2	A35032	Auxiliary Business Operations	630330	Coord Stu Activ & First Yr Exp	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 58,439	\$ 62,949	\$ 4,510	\$ (62,949)
3	A35032	Auxiliary Business Operations	627192	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 58,464	\$ 64,434	\$ 5,970	\$ (64,434)
4	A35032	Auxiliary Business Operations	623190	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 56,252	\$ 64,434	\$ 8,182	\$ (64,434)
5	A35032	Auxiliary Business Operations	629190	Coor Stu Activ and Wellness	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 61,041	\$ 65,551	\$ 4,510	\$ (65,551)
6	A35032	Auxiliary Business Operations	626192	Administrative Assistant	Administrative Technical Support Pay Grade 3	N/A	N/A	\$ 38,875	\$ 41,850	\$ 2,975	\$ (41,850)
7	A35032	Auxiliary Business Operations	627190	Secretary	Administrative Technical Support Pay Grade 1	N/A	N/A	\$ 36,691	\$ 39,312	\$ 2,621	\$ (39,312)

Rationale:
•Funding from the current Auxiliary funds is not sufficient to cover all staff salaries and benefits for 2025. The Student Activities department is requesting these positions to be funded from Unrestricted funds.

Total for Vice President for Student Affairs and Enrollment Management								\$ 401,372	\$ 441,254	\$ 39,882	\$ (441,254)
---	--	--	--	--	--	--	--	-------------------	-------------------	------------------	---------------------

Restricted Funding (Grant-funded)

Vice President for Institutional Advancement and External Affairs

1	R14200	Carl Perkins Basic	623420	CTE Grant Management and Compliance Specialist - Filled	Administrative Technical Support Pay Grade 5	CTE Projects Coordinator	Executive Administrative Professional Pay Grade 3	\$ 44,034	\$ 58,313	\$ 14,279	\$ 58,313
<p>Rationale: •There is a significant state and federal requirement changes and clarifications to help College's better address Career & Technical Education (CTE) needs and priorities. This position provides financial management over \$2M in a single annual project, while engaging in connections to streamline efforts for other CTE sponsored projects and initiatives.</p>											
2	R14200	Carl Perkins Basic	624420	CTE Projects Manager - Vacant	Executive Administrative Professional Pay Grade 3	(same)	Executive Administrative Professional Pay Grade 4	\$ 54,823	\$ 62,978	\$ 8,155	\$ 62,978
<p>Rationale: •There are significant state and federal requirement changes and clarifications to help College's better address Career and Technical Education (CTE) needs and priorities. This position provides program management over \$2M in a single annual project, while engaging in connections to streamline efforts for other CTE sponsored projects and initiatives.</p>											

Total for Vice President for Institutional Advancement and External Affairs								\$ 98,857	\$ 121,291	\$ 22,434	\$ 121,291
--	--	--	--	--	--	--	--	------------------	-------------------	------------------	-------------------

Vice President for Academic Affairs and Economic Development

3	R500002	Developing Hispanic Serving Institutions (DHSI)	631279	Starfish Administrator - Filled	Executive Administrative Professional Pay Grade 7	N/A	N/A	\$ 86,560	\$ 94,787	\$ 8,227	\$ 47,394
<p>Rationale: •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. The Starfish Administrator leads the development, implementation, and manages the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams.</p>											
4	R500002	Developing Hispanic Serving Institutions (DHSI)	627298	Academic Coach - Filled	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 52,544	\$ 58,313	\$ 5,769	\$ 29,157
<p>Rationale: •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. Currently, the position is being grant funded through the DHSI grant set to end 9/30/2025. The grant indicated that STC would institutionalize this position for FY26.</p>											

South Texas College
Auxiliary and Restricted Positions for FY 2024-205

M.

#	Organization Code	Organization Name	Position Number	Current Position Title	Current Position Classification	New Position Title	New Position Classification	Current Salary	New Salary	Salary Adjustment	Impact to Budget
5	R14200	Carl Perkins Basic	623599	Emerging Technology Specialist - Filled	Administrative Technical Support Pay Grade 5	Emerging Technology Coordinator	Executive Administrative Professional 5	\$ 43,243	\$ 49,798	\$ 6,555	\$ 49,798
Rationale: •Reclassification of the Emerging Technology Coordinator has been approved by the THECB. The elevation of this position will further implement virtual simulation software, equipment and technology to ensure collaboration across departments, data collection and research for industry technology.											
Total for Vice President for Academic Affairs and Economic Development								\$ 182,347	\$ 202,898	\$ 20,551	\$ 126,348
Total for Auxiliary Positions									\$ (441,254)		
Total for Restricted Positions									\$ 247,639		
Grand Total for Auxiliary and Restricted Positions									\$ (193,615)		

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

Enclosed is the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 - 2024 amended budget for your information and review.

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 the approved annual salary increases for faculty and non-faculty recommended by the Texas Association of School Boards (TASB) and administration, and the proposed new positions and other adjustments.

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

- The Operating, Travel, 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 Summary of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 – 2024 Amended Budget (Exhibit 1) and the Preliminary Unrestricted Fund Budget Summary for FY 2024 – 2025 presentation follow in the packet 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 Summary 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.

**South Texas College
Unrestricted Fund**

Exhibit #1 7% Annual Salary Increase

Fall: 16,412, Spring: 13,857, Summer: 7,234

**Preliminary FY 2024 - 2025 (Next Year) Budget Summary with Comparison to FY 2023 - 2024 (Current Year)
As of June 11, 2024**

Summary of Revenues and Carryover Allocations	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Preliminary)	Difference FY 2024 Amended to FY 2025 Preliminary
State Appropriations	\$ 52,949,625	\$ 65,517,329	\$ 12,567,704
Other State Appropriation-Hazlewood Reimbursement	45,000	45,000	-
Total State Appropriations	52,994,625	65,562,329	12,567,704
<i>Academic & Differential Tuition-Net TPEG</i>	51,489,135	54,642,300	3,153,165
<i>Continuing Ed/CATA-Net TPEG</i>	4,321,595	4,193,476	(128,119)
Total Tuition-Net of TPEG	55,810,730	58,835,776	3,025,046
Total Fees	2,912,740	2,523,379	(389,361)
Total M&O Property Taxes	68,095,878	74,206,437	6,110,559
Total Other Revenues	9,794,475	12,962,270	3,167,795
Total Carryover Allocations	25,193,509	19,604,211	(5,589,298)
Total Revenues and Carryover Allocations	\$ 214,801,957	\$ 233,694,402	\$ 18,892,445

Summary of Expenditures	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Preliminary)	Difference FY 2024 Amended to FY 2025 Preliminary
Total Salaries	\$ 118,899,054	\$ 132,164,566	\$ 13,265,512
Total Benefits	28,453,649	31,560,566	3,106,917
Total Operating	46,612,416	40,027,005	(6,585,411)
Total Technology	-	10,287,144	10,287,144
Total Travel	2,535,102	2,722,306	187,204
Total Capital Outlay	6,301,736	3,757,815	(2,543,921)
Total Expenditures	\$ 202,801,957	\$ 220,519,402	\$ 17,717,445
Transfers & Reserves			
Transfer to Unexpended Plant Fund (Carryover)	10,000,000	10,000,000	-
Transfer to R&R Plant Fund	-	-	-
Transfer to Student Activities Auxiliary Fund	-	1,175,000	1,175,000
Contingency Fund (Carryover)	2,000,000	2,000,000	-
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	12,000,000	13,175,000	1,175,000
Total Expenditures, Transfers & Reserves	\$ 214,801,957	\$ 233,694,402	\$ 18,892,445

Revenues and Carryover Allocations over Expenditures	\$ -	\$ -	\$ -
---	-------------	-------------	-------------



SOUTH TEXAS
COLLEGE

Preliminary Unrestricted Fund Budget Summary for FY 2024 - 2025

JUNE 11, 2024

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Budget Highlights FY 2024 - 2025

- HB8 Financial Aid for Swift Transfer (FAST Funding)
- Simplified Tuition Rate (STR) Includes Student Activity Fee
- Increase in Interest Revenue
- Increase in Property Tax Revenue
- ERP Implementation (Carryover Funding)
- Board Approved TASB Salary Increases
- Proposed New Positions and Adjustments
- FLSA Exempt Rule Change
- Technology Classification
- Capital Funded with Current-Year Revenue

2

Preliminary Unrestricted Fund Revenues FY 2024 – 2025 7% Annual Salary Increase

Summary of Revenues	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Proposed)	Increase/ (Decrease)
State Appropriations	\$52,949,625	\$65,517,329	\$12,567,704
Other State Appropriations - Hazlewood Reimbursement	45,000	45,000	-
Total State Appropriations	52,994,625	65,562,329	12,567,704
Total Tuition-Net of TPEG	55,810,730	58,835,776	3,025,046
Total Fees	2,912,740	2,523,379	(389,361)
Total M&O Property Taxes	68,095,878	74,206,437	6,110,559
Total Other Revenues	9,794,475	12,962,270	3,167,795
Total Carryover Allocations	25,193,509	19,604,211	(5,589,298)
Total Revenues	\$214,801,957	\$233,694,402	\$18,892,445

3

Preliminary Carryover Allocations FY 2024 - 2025

Carryover Allocations	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Proposed)	Increase/ (Decrease)
Contingency Fund	\$2,000,000	\$2,000,000	\$ -
Developmental Studies Book Royalties	4,813	4,813	-
Unexpended Construction Plant Fund	10,000,000	10,000,000	-
Continuing Education and Workforce Development	448,200	448,200	-
Capital Purchases	2,090,340	-	(2,090,340)
Retention Incentive Payment	3,208,238	-	(3,208,238)
Technology Support Reimbursement	1,475,175	-	(1,475,175)
NAH Faculty	102,000	250,000	148,000
ERP Implementation	5,785,223	3,018,225	(2,766,998)
Gap Bridging Retention Payment	-	3,882,973	3,882,973
Center for Advanced Training & Apprenticeships	79,520	-	(79,520)
Total Carryover Allocations	\$25,193,509	\$19,604,211	\$(5,589,298)

4

Preliminary Unrestricted Fund Expenditures FY 2024 – 2025 7% Annual Salary Increase

Summary of Expenditures	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$118,899,054	\$132,164,566	\$13,265,512
Total Benefits	28,453,649	31,560,566	3,106,917
Total Operating	46,612,416	40,027,005	(6,585,411)
Total Technology	-	10,287,144	10,287,144
Total Travel	2,535,102	2,722,306	187,204
Total Capital Outlay	6,301,736	3,757,815	(2,543,921)
Total Expenditures	\$202,801,957	\$220,519,402	\$17,717,445
Transfers & Reserves			
Transfer to Unexpended Plant Fund	10,000,000	10,000,000	-
Transfer to Student Activities Auxiliary Fund	-	1,175,000	1,175,000
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	12,000,000	13,175,000	1,175,000
Total Expenditures, Transfers & Reserves	\$214,801,957	\$233,694,402	\$18,892,445
Revenues over Expenditures	\$-	\$-	\$-

THANK YOU
Questions

Review and Recommend Action to Adopt New Students Policy

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

This will align the policy with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and to transition 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. FKB (Local) Student Activities – Activity Funds Management

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

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

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

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

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

| The College District shall serve as the depository and fiscal agent for all registered student organizations. [See FKC] The College President or designee shall develop procedures for the budgeting and accounting for income and expenditures of each organization's funds.

Review and Recommend Action to Adopt, Revise, and Retire Policies in Response to Executive Order No. GA-44 Related to Addressing Acts of Antisemitism in Institutions of Higher Education

Purpose and Justification – Administration recommends Board approval to adopt, revise, and retire policies in response to Executive Order No. GA-44 related to addressing acts of antisemitism in institutions of higher education.

The policies to be adopted are as follows:

- A-1. FLA – Student Rights and Responsibilities: Student Expression and Use of College Facilities
- B-1. GD – Community Expression and Use of College Facilities

The policy to be revised is as follows:

- C-1. DGC — Employee Rights and Privileges: Employee Expression and Use of College Facilities

The policy to be retired is as follows:

- D-1. Policy 6112 Freedom of Expression

On March 27, 2024, Governor Abbott issued Executive Order No. GA-44 relating to addressing acts of antisemitism in institutions of higher education. The Executive Order directs all Texas higher education institutions to do the following:

1. Review and update free speech policies to address the sharp rise in antisemitic speech and acts on university campuses and establish appropriate punishments, including expulsion from the institution.
2. Ensure that these policies are being enforced on campuses and that groups such as the Palestine Solidarity Committee and Students for Justice in Palestine are disciplined for violating these policies.
3. Include the definition of antisemitism, adopted by the State of Texas in Section 448.001 of the Texas Government Code, in university free speech policies to guide university personnel and students on what constitutes antisemitic speech.

By June 27, 2024, the Chair of the Board or designee shall report to the Office of the Governor, Budget, and Policy Division that the above Executive Order actions were taken.

Administration and staff have revised board policy, internal procedures, and handbooks to address the actions of the Executive Order.

Reviewers – The revisions have been reviewed by administrators, staff, and Legal Counsel.

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, and George McCaleb, Director of Facilities Operations and Maintenance, will be present at the Committee Meeting to address questions.

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




GOVERNOR GREG ABBOTT

March 27, 2024

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15 AM O'CLOCK

The Honorable Jane Nelson
Secretary of State
State Capitol, Room 1E.8
Austin, Texas 78701

MAR 27 2024

Secretary of State

Dear Secretary Nelson:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-44 relating to addressing acts of antisemitism in institutions of higher education.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor

GSD:gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
March 27, 2024

EXECUTIVE ORDER
GA 44

Relating to addressing acts of antisemitism in institutions of higher education.

WHEREAS, on October 7th of last year, the terrorist group Hamas committed unspeakable and heinous acts when they launched a surprise attack on Israel; and

WHEREAS, this attack killed over 1,200 innocent civilians including women, children, and approximately 30 American citizens, and Hamas took over 250 individuals hostage, including at least 10 Americans; and

WHEREAS, immediately after the October 7th attack, Governor Abbott reiterated his longstanding support for Israel and the Texas Jewish community and took initial steps to address acts of antisemitism in Texas, including authorizing \$4 million in additional grant funds to protect synagogues and Jewish schools, prohibiting state agencies from purchasing goods from the Gaza Strip or entities that support Hamas, and directing the Texas Education Agency and the Texas Holocaust, Genocide, and Antisemitism Advisory Commission to educate Texans about the Israel–Hamas War and antisemitism; and

WHEREAS, Texas will continue to stand with Israel and support our Jewish neighbors in Texas; and

WHEREAS, incidents of antisemitism have increased since Hamas' attack, and the proliferation of antisemitism at public universities is particularly concerning; and

WHEREAS, while many Texas universities have acted quickly to condemn antisemitism and foster appropriate discourse on the terrorist attacks against Israel and the ensuing Israel–Hamas War, some radical organizations have engaged in unacceptable actions on university campuses; and

WHEREAS, protected free speech areas on Texas university campuses, as well as the buildings and parking lots of Jewish student organizations, have been covered in antisemitic graffiti; and

WHEREAS, multiple protests and walkouts have been staged by universities' student organizations, with students chanting antisemitic phrases such as "from the river to the sea, Palestine will be free," which has long been used by Hamas supporters to call for the violent dismantling of the State of Israel and the destruction of the Jewish people who live there; and

WHEREAS, Texas supports free speech, especially on university campuses, but that freedom comes with responsibilities for both students and the institutions themselves; and

WHEREAS, such speech can never incite violence, encourage people to violate the law,

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15 AM O'CLOCK

MAR 27 2024

harass other students or other Texans, or disrupt the core educational purpose of a university; and

WHEREAS, Section 51.9315(f) of the Texas Education Code requires all higher education institutions to adopt policies detailing students' responsibilities regarding free expression on campus; and

WHEREAS, Section 51.9315(c)(2) of the Texas Education Code provides that students should not participate in, and higher education institutions should not allow, expression that is unlawful or disrupts the operations of the institution; and

WHEREAS, antisemitism and the harassment of Jewish students have no place on Texas university campuses and will not be tolerated by my administration;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, hereby direct all Texas higher education institutions to do the following:

1. Review and update free speech policies to address the sharp rise in antisemitic speech and acts on university campuses and establish appropriate punishments, including expulsion from the institution.
2. Ensure that these policies are being enforced on campuses and that groups such as the Palestine Solidarity Committee and Students for Justice in Palestine are disciplined for violating these policies.
3. Include the definition of antisemitism, adopted by the State of Texas in Section 448.001 of the Texas Government Code, in university free speech policies to guide university personnel and students on what constitutes antisemitic speech.

Within 90 days of this executive order, the chair of the board of regents for each Texas public university system shall report to the Office of the Governor, Budget and Policy Division, that the above actions were taken by each institution of higher education overseen by that board of regents. The report shall include documentation verifying revisions made to free speech policies and evidence that those policies are being enforced.

This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this the
27th day of March, 2024.


GREG ABBOTT
Governor

ATTESTED BY:

JANE NELSON
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15AM O'CLOCK
MAR 27 2024

Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Distribution of Literature

As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on Content

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment or antisemitism. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and
Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

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

Posting of Signs

For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the campus administrator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the campus administrator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;

7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the campus administrator, the student, or the registered student organization.

Disclaimer Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the campus administrator in accordance with administrative procedures.

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

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

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

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

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

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

*Common
Outdoor Area
Exception*

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

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

Announcements
and Publicity

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

Identification	Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.
Violations of Policy	Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, expulsion, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Use of College District Facilities

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

Requests

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the campus administrator in accordance with administrative procedures.

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

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

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

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

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program; or
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property.
7. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.

*Common
Outdoor Area
Exception*

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

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

For-Profit Use

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

<i>Nonprofit Use</i>	The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.
<i>Campaign-Related Use</i>	Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.
<i>No Approval Required</i>	No approval shall be required for nonschool-related recreational use of the College District’s unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.
<i>Written Notice if Request Rejected</i>	The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Emergency Use	In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
Repeated Use	The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.
<i>Exception</i>	Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.
Scheduling	Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.
Use Agreement	Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use	A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

Exception

Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

Required Conduct

Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;

4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

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

Posting of Signs

For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the campus administrator in accordance with the procedures developed for that purpose.

Identification

A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.

Violations of Policy

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

Interference with
Expression

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

Appeals

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

Publication

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

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

As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Academic Freedom

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

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities, which should reside primarily with the faculty: sharing participation in planning and revising curricula, selecting supplemental readings, and selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.
7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

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

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

It is the policy of the College District to:

1. Entitle faculty members freedom in the classroom in discussing the subject that they teach;

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

2. Hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has clear relationship to the approved curriculum and subject; and
3. Hold each faculty member responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

The College District shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

Limitations on Content

Materials shall not be distributed by an employee or employee organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment **or anti-semitism**. [see DIA series and FFD series];
5. The materials constitute nonpermissible solicitation [see DHC]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive to College District operations;

2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

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

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

Use of Facilities and Grounds

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

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

Requests

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

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

Approval

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

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

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.
- 8.9. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.**

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

*Common
Outdoor Area
Exception*

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

1. The person's conduct is unlawful, **including, but not limited to, expression that is considered prohibited harassment or antisemitism**;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

4. The use would result in damage to or defacement of property.

Announcements
and Publicity

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

Identification

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

Violations

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, **termination**, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with
Expression

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

Appeals

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

Publication

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

MANUAL OF POLICY

Title	Freedom of Expression	6112
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Adopted by Board Minute Order Dated July 28, 2020	

I. Purpose

The purpose of this policy is to detail the rights and responsibilities related to expressive activities of persons on campus. South Texas College recognizes freedom of speech and assembly as central to the mission of an institution of higher education and ensures that all persons may assemble peaceably on the campuses of the College for expressive activities, including to listen to or observe the expressive activities of others, as set forth in this policy.

As defined by Texas Education Code 51.9315(a)(2), “Expressive activities” means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

II. Policy

The College shall ensure that common outdoor areas of the College campuses are deemed traditional public forums. The College shall permit any person to engage in expressive activities in these areas of the College campuses freely, as long as the person’s conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution. This designation of traditional public forums is limited to the common outdoor areas of the College campuses.

The College reserves the right to impose reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas. These restrictions shall be narrowly tailored to serve significant institutional interests; employ clear, published, content-neutral, and viewpoint-neutral criteria; provide for ample alternative means of expression; and allow members of the College community to assemble or distribute written material without a permit or other permission from the institution. The establishment of traditional public forums and reasonable restrictions thereon does not limit the right of student expression at other campus locations or prohibit faculty members from maintaining order in the classroom.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities regarding expressive activities shall allow any person to engage in expressive activities on campus, including by responding to the expressive activities or others, subject to the reasonable restrictions imposed by the College. The College shall establish disciplinary sanctions for students, student organizations, faculty, or any other individuals or groups who unduly interfere with the expressive activities of others on campus.

The College shall maintain a grievance procedure for addressing complaints of violations of interference with the expressive activities of others.

- Student rights and responsibilities regarding expressive activities shall be included in the Student Code of Conduct and published in the Student Handbook.
- Employee rights and responsibilities regarding expressive activities shall be included in the Employee Handbook and Faculty Handbook.

MANUAL OF POLICY

Title	Freedom of Expression	6112
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

- The rights and responsibilities of other individuals and groups, regarding expressive activities, shall be included in the College Facilities Procedures.

The College shall not take any action against a student organization or deny the organization any benefit generally available to other student organizations at the College on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization

SPEAKERS ON CAMPUS

Student organizations, faculty, and staff shall be allowed to invite speakers to speak on campus. In order to approve a speaker to speak on campus or in order to determine the amount of a fee to be charged for use of College facilities for purposes of engaging in expressive activities, the College will consider only content-neutral and viewpoint-neutral criteria related to the needs of the events. The College shall not consider any anticipated controversy related to the event in the approval process.

Procedures for the use of College facilities are available to enrolled students in the Student Handbook and to College employees in the Faculty Handbook and Employee Handbook This policy and related procedures shall be disseminated electronically to students during orientation and shall be posted to the College website.

III. History

Origination Date Approved by Board:
July 28, 2020

*The following documents
were provided as
handouts at the meeting.*

**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 \$3,459,073.12.

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) Childcare Services (Award) – Grant Funded

Award the proposal for childcare services for the period beginning September 1, 2024 through August 31, 2025, at an estimated Carl Perkins Grant total amount of \$105,500.00.

The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Nikodee II, LLC./dba iKids Academy (Alamo, TX)	1st Choice Learning Academy (Donna, TX) (New)	Bright Start Child Care Center (Donna, TX) (New)
Garza's Childcare and Development Center (Donna, TX)	Learning to Grow (Donna, TX) (New)	Stepping Stones Day Care II (Donna, TX)
Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Genesis Learning Center (Edinburg, TX)
Next Generation Children's Learning Center (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)
Brackenridge Children's Center (McAllen, TX)	Bright Beginnings (McAllen, TX)	Easter Seals Rio Grande Valley (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Pekes Kidz Learning Center, LLC. (McAllen, TX) (New)
Tony's Playhouse Discovery Center (McAllen, TX)	Raquel Hinojosa Daycare (Mercedes, TX) (New)	Alphabetz Learning Center, LLC. (Mission, TX) (New)
Bright Horizons Learning Center (Mission, TX) (New)	Creative Play Learning Center, LLC. (Mission, TX) (New)	Frontier's Little Academy (Mission, TX)
Kidz Crusade Academy, LLC. (Mission, TX)	Little Oaks Learning Center, LLC. (Mission, TX) (New)	Little Scholars Daycare (Mission, TX) (New)

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Children's Garden Daycare (Palmview, TX)	Champs Learning Center, LLC. (Pharr, TX) (New)	Futuros Lideres Learning Center (Pharr, TX)
Growing Together Learning Academy, LLC. (Pharr, TX) (New)	Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center II (Pharr, TX)
Little One's Discovery Center Inc. (Pharr, TX) (New)	Royal Education Center (Pharr, TX)	Learning Zone (Rio Grande City, TX)
Little Stars Learning Center, LLC. (Rio Grande City, TX)	The Edutainment Zone 5, LLC. (Rio Grande City, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)
We Care Family Day Care (Mission, TX)		

Purpose and Justification – The Providing Academic Support to Students (PASS) Program requests childcare services for students participating in the PASS Program, majoring in career and technical education programs, who qualify for assistance with childcare expenses based on available funding through the Carl Perkins Grant.

The career and technical education program students who meet the grant requirements qualify for childcare assistance under the Carl Perkins Grant. Some of the requirements include (i) a cumulative 2.7 GPA or higher and (ii) full-time status for the Fall, Spring, and Summer semesters (not including online courses). To qualify, the vendors must submit all the required proposal documents with appropriate signatures and provide a copy of their current state-issued license to operate a childcare program.

Background – The project timeline and information are as follows:

Advertised RFP	May 8, 2024 and May 15, 2024
RFP Responses Due	May 22, 2024
RFP Issued To	Three Hundred and Seventy (370) Vendors
Responses Received From	Forty-two (42) Vendors, of which Three (3) Vendors submitted incorrect information; therefore, they were not considered.
Responses Reviewed By	PASS Program, Grant Development, Management, and Compliance Department, and the Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2024 - 2025, pending Board approval of the grant and budget.

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

Interlocal Agreement

21) Professional Development Services Agreement (Renewal)

Renew the professional development services agreement with **Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$18,250.00.

Purpose and Justification – The Office of Professional and Organizational Development requests to renew the hosted services agreement that stores and tracks faculty and staff history of training, workshops, meetings, and conferences. This system has been used by South Texas College since 2016 for workshop creation, registrations, evaluations, certifications, and for the reporting of all instructional programs and support services to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The system facilitates professional development services (workshops and training) for South Texas College’s faculty and staff. All pertinent information regarding the professional development services, such as participation certificates, training evaluations, attendance logs, and contact information for presenters and participants, is stored in one central location for Academic Continuity or classification purposes. This software assists over thirty instructional programs and support departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. This objective meets South Texas College’s strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses and Accreditation for the Nursing and Allied Health Division (A.C.E.N.).

Funds for this expenditure are budgeted in the Office of Professional and Organizational Development budget for FY 2024 – 2025, pending Board approval of the budget.

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 \$3,459,073.12, as listed below:

Award of Proposals

- 1) Childcare Services (Award) – Grant Funded:** award the proposal for childcare services for the period beginning September 1, 2024 through August 31, 2025, at an estimated Carl Perkins Grant total amount of \$105,500.00. The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Nikodee II, LLC./dba iKids Academy (Alamo, TX)	1st Choice Learning Academy (Donna, TX) (New)	Bright Start Child Care Center (Donna, TX) (New)
Garza's Childcare and Development Center (Donna, TX)	Learning to Grow (Donna, TX) (New)	Stepping Stones Day Care II (Donna, TX)
Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Genesis Learning Center (Edinburg, TX)
Next Generation Children's Learning Center (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)
Brackenridge Children's Center (McAllen, TX)	Bright Beginnings (McAllen, TX)	Easter Seals Rio Grande Valley (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Pekes Kidz Learning Center, LLC. (McAllen, TX) (New)
Tony's Playhouse Discovery Center (McAllen, TX)	Raquel Hinojosa Daycare (Mercedes, TX) (New)	Alphabetz Learning Center, LLC. (Mission, TX) (New)
Bright Horizons Learning Center (Mission, TX) (New)	Creative Play Learning Center, LLC. (Mission, TX) (New)	Frontier's Little Academy (Mission, TX)
Kidz Crusade Academy, LLC. (Mission, TX)	Little Oaks Learning Center, LLC. (Mission, TX) (New)	Little Scholars Daycare (Mission, TX) (New)
Children's Garden Daycare (Palmview, TX)	Champs Learning Center, LLC. (Pharr, TX) (New)	Futuros Lideres Learning Center (Pharr, TX)
Growing Together Learning Academy, LLC. (Pharr, TX) (New)	Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center II (Pharr, TX)
Little One's Discovery Center Inc. (Pharr, TX) (New)	Royal Education Center (Pharr, TX)	Learning Zone (Rio Grande City, TX)
Little Stars Learning Center, LLC. (Rio Grande City, TX)	The Edutainment Zone 5, LLC. (Rio Grande City, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)
We Care Family Day Care (Mission, TX)		

- 2) **Cosmetology Supplies and Equipment (Award):** award the proposal for cosmetology supplies and equipment for the period beginning June 26, 2024

**SOUTH TEXAS COLLEGE
I. CHILDCARE SERVICES
PROJECT NO. 24-25-1001**

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
1	Kimberly Hess	Nikodee II, LLC. /dba iKids Academy	P O Box 1027 Edinburg, TX 78540	823 S Alamo Rd	Alamo, TX	78516	(956) 781-5683
2	Maria C. Rodriguez	1st Choice Learning Academy		2301 E Business Hwy 83 Ste C	Donna, TX	78537	(956) 246-9737
3	Mariana Rengifo	Bright Start Child Care Center		517 W Business 83	Donna, TX	78537	(956) 402-8932
4	Diana T. Garza	Garza's Childcare and Development Center	P O Box 1074 Donna, TX 78537	104 E Roberts Ave	Donna, TX	78537	(956) 464-4025
5	Rider Rengifo	Learning to Grow		1714 Hunt Av	Donna, TX	78537	(956) 884-9903
6	Estela Ochoa	Stepping Stones Day Care II		5753 N FM 493	Donna, TX	78537	(956) 464-4786
7	Alma Sonia Salazar	Alma's Daycare Center		4511 S Veterans Blvd	Edinburg, TX	78542	(956) 380-4079
8	Maria L. Pecina	Brighter Future Learning Center		223 Conquest Blvd	Edinburg, TX	78539	(956) 383-4221
9	Maria Oralia Rodriguez	Genesis Learning Center		4106 S Raul Longoria	Edinburg, TX	78542	(956) 787-9611
10	Gracie Gracia	Next Generation Children's Learning Center		4709 E Curry Rd Ste B	Edinburg, TX	78542	(956) 270-4824
11	Jennifer M. Perez	The Learning Journey Day School		2602 Cornerstone Blvd	Edinburg, TX	78539	(956) 664-2107
12	Marisela Cavazos	VIP Learning Center		2021 E University Dr	Edinburg, TX	78542	(956) 316-1155
13	Jackeline Guillon Matus	Brackentridge Children's Center		10 South 27th St	McAllen, TX	78501	(956) 630-3647
14	Lorena Canales	Bright Beginnings		2136 W Iris Ave	McAllen, TX	78501	(956) 618-2355
15	Patricia Rosenlund	Easter Seals Rio Grande Valley		1217 W Houston Ave	McAllen, TX	78501	(956) 631-9171
16	Martha O. Guillon	Little Shining Stars Daycare, Inc.		6620 N 23rd	McAllen, TX	78504	(956) 668-7008
17	Erik Humphrey	Loving Angels Child Development Center, LLC.		3615 N Ware Rd	McAllen, TX	78501	(956) 618-1090
18	Aurora Aguirre	Pekes Kidz Learning Center, LLC.		2321 W Galveston Ste 60	McAllen, TX	78501	(956) 322-5594
19	Evon Ibarra	Tony's Playhouse Discovery Center		1929 W Pecan	McAllen, TX	78501	(956) 971-8669
20	Raquel Hinojosa	Raquel Hinojosa Daycare		1110 S. Missouri Ave	Mercedes, TX	78570	(956) 392-3160
21	Yvonne De Anda	Alphabetz Learning Center, LLC.		239 E Griffin Pkwy	Mission, TX	78574	(956) 598-6907
22	Maria Martinez	Bright Horizons Learning Center		2116 W Griffin Pkwy Ste A	Mission, TX	78572	(956) 598-5504
23	Erika Ramirez	Creative Play Learning Center, LLC.		601 Doherty Ave	Mission, TX	78572	(956) 560-1420
24	Jose L. Villegas	Frontier's Little Academy		2913 N Moorefield Rd	Mission, TX	78574	(956) 591-0504
25	Monica Garcia	Kidz Crusade Academy, LLC.		2407 Brock St Ste 18	Mission, TX	78572	(956) 584-7474
26	Laurita Rocha	Little Oaks Learning Center, LLC.		121 E Mile Two Rd	Mission, TX	78574	(956) 271-4310
27	Marlen Ramos	Little Scholars Daycare	22909 Skinner Rd Edcouch, TX 78538	8114 N La Homa Rd	Mission, TX	78574	(956) 271-4890
28	Maria Rodriguez	Children's Garden Daycare		137 S Beintsen Palm Dr	Palmview, TX	78572	(956) 598-8878
29	Ana Mendoza	Champs Learning Center, LLC.	PO Box 996 San Juan, TX 78589	4801 N Cage Blvd	Pharr, TX	78577	(956) 534-6820
30	Maria G. Hernandez	Futuros Lideres Learning Center		1800 W Hall Acres Rd	Pharr, TX	78577	(956) 961-4568
31	Alma Nora Garza	Growing Together Learning Academy, LLC.	22517 N Skinner Rd Edcouch, TX 78538	517 E Nolana Loop Ste 6	Pharr, TX	78577	(956) 648-9910
32	San Juanita Gonzalez	Kids Academy Daycare		5510 N Cage Ste 1	Pharr, TX	78577	(956) 223-2543
33	San Juanita Gonzalez	Kids Academy Daycare Center II		202 S Veterans Blvd	Pharr, TX	78577	(956) 223-2615
34	Ana Villarreal	Little One's Discovery Center Inc.		909 S Jackson Rd	Pharr, TX	78577	(956) 686-9040
35	Reyna Canto	Royal Education Center		2001 S Jackson Rd	Pharr, TX	78577	(956) 666-9011
36	Isabel Garza	Learning Zone	4201 E Juarez St Rio Grande City, TX 78582	3561 W Hwy 83	Rio Grande City, TX	78582	(956) 488-1260
37	Maria Yolanda Longoria	Little Stars Learning Center, LLC.		304 N Mariposa St	Rio Grande City, TX	78582	(956) 487-8013
38	Oxmara Barrera	The Edutainment Zone 5, LLC.		6580 Rio Panico St Ste 2	Rio Grande City, TX	78572	(956) 566-8110
39	Richard L. Hill	El Shaddai International Christian Day Care Center	201 S San Antonio St Ste A	723 S Airport Dr	Westlaco, TX	78596	(956) 968-8814
40	Jose M. De La Garza	We Care Family Day Care		311 W. Leo Najo St	Mission, TX	78572	(956) 424-6310

The Interim Director of Purchasing has reviewed all the responses.

**Discussion and Action as Necessary on Proposed FY 2024 – 2025 Request for
 New Positions and Other Adjustments**

Purpose and Justification – Administration requests the Committee recommend Board approval on proposed FY 2024 – 2025 request for new positions and other adjustments.

All recommendations have been reviewed by the Texas Association of School Boards (TASB) as part of their annual compensation maintenance review.

Unrestricted Fund - Proposed New Positions and Other Adjustments

The Unrestricted Fund - Proposed New Positions and Other Adjustments for FY 2024 – 2025 are as follows:

Proposed College’s New Positions and Other Adjustments (Unrestricted Fund)	Amount	Funding	Impact on FY 24 - 25 Budget
A. New Critical Non-Faculty Positions (29)	\$1,676,987	\$0	\$1,676,987
B. Funding of Selected Previously Frozen Positions (3)	120,729	47,318	73,411
C. Salary Adjustment of Vacant Non-Faculty Positions (9)	254,925	68,038	186,887
D. Reclassifications of Existing Positions with Salary Adjustments (10)	71,194	16,911	54,283
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (13)	302,640	27,048	275,592
F. Auxiliary Positions Transferred to Unrestricted (7)	441,254	0	441,254
G. Unrestricted Funds - Self-Sustaining Positions/Pools (11)	182,399	0	182,399
H. Title Changes – No impact to Budget (19)	0	0	0
I. Organization Changes – No impact to Budget (69)	0	0	0
J. Restricted Positions funded 50% by Unrestricted funds (2)	76,550	0	76,550
K. Pool Adjustment to NAH Faculty Stipends (1)	200,000	200,000	0
L. ERP Pools (2)	157,082	157,082	0
N. FAST positions/pools	3,216,011	0	3,216,011
Total	\$6,699,771	\$516,397	\$6,183,374

The College proposes to fund a portion of the FY 2024 - 2025 salary budget changes from carryover allocations (fund balance). The use of funds from the 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 the reserve threshold.

Of the total proposed increase to the unrestricted fund balance salary budget of \$6,699,771 for FY 2024 – 2025, \$516,397 will be funded by available funds in vacant positions/pools and carryover/fund balance. The remaining amount of \$6,183,374 will be funded by FY 2024 – 2025 revenues including \$3,216,011 from FAST funding.

The College will continue to maintain the required reserve of three (3) months of expenditures in the fund balance after this planned reduction.

Auxiliary and Restricted Fund - Positions

Seven (7) Auxiliary Fund positions will transition from the Auxiliary Fund to the Unrestricted Fund.

STC will fund two (2) positions at 50% from the Unrestricted Fund, and 50% will be funded from the Restricted Fund. The other (3) positions will be funded at 100% from the Restricted Fund.

M. Auxiliary and Restricted Fund Positions	Amount
Auxiliary Positions (7)	(\$441,254)
Restricted Positions (5)	247,639
Net Salary Budget Increase for Auxiliary and Restricted Positions	(\$193,615)

The proposed FY 2024 - 2025 new positions and other adjustments 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.

Reviewers – Administration and staff have reviewed the information being presented.

Enclosed Documents – The Exhibits listing the FY 2024 – 2025 proposed new positions and other adjustments follow in the packet for the Committee's information and review.

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

It is requested that the Committee recommend and Board approval of proposed FY 2024 – 2025 request for new positions and other adjustments as presented.

Summary:
The Proposed College's New Positions and Other Adjustments for
FY 2024 - 2025:

Proposed College's New Positions and Other Adjustments (Unrestricted)	Amount Requested	Funding Available	Impact on FY 24-25 Budget
A. New Critical Non-Faculty Positions (29)	\$1,676,987	\$0	\$1,676,987
B. Funding of Selected Previously Frozen Positions (3)	120,729	47,318	73,411
C. Salary Adjustment of Vacant Non-Faculty Positions (9)	254,925	68,038	186,887
D. Reclassifications of Existing Positions with Salary Adjustments (10)	71,194	16,911	54,283
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (13)	302,640	27,048	275,592
F. Auxiliary transferring to Unrestricted funds (7)	441,254	0	441,254
G. Self-Sustaining Positions/Pools (11)	182,399	0	182,399
H. Title Changes - No impact to Budget (19)	0	0	0
I. Organization Changes - No impact to Budget (69)	0	0	0
J. Restricted Positions funded 50% by Unrestricted funds (2)	76,550	0	76,550
K. Pool Adjustments to NAH Faculty Retention Stipends and ERP Pools	200,000	200,000	0
L. ERP Pools (2)	157,082	157,082	0
N. FAST positions/pools	3,216,011	0	3,216,011
Total	\$ 6,699,771	\$ 516,397	\$ 6,183,374
M. Auxiliary (7) & Restricted Positions (5)	(\$441,254)	\$247,639	(\$193,615)

South Texas College
Unrestricted Fund
FAST Positions/Pools for FY 2024 - 2025

#	Title	Position/Pool Number	Current Position/Pool Budget	Adjustment	New Adjusted Budget	Funding Availability	Impact to Budget
Office of President							
1	FLSA Funding Pool	New	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000
Rationale: •FLSA Rules on Exempt/NonExempt Pay and Impact on Salaries and Overtime Pay.							
Total for Office of President			\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000
Vice President for Institutional Advancement and External Affairs							
2	DW Staff - Jag SE Inst Adv	New	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
Rationale: •Request to open a Jags at Work Student Worker Pool.							
Total for Institutional Advancement and External Affairs			\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
Vice President for Academic Affairs and Economic Development							
3	VPAA Reserve Pool	210200	\$ 3,532,257	\$ 900,000	\$ 4,432,257	\$ -	\$ 900,000
Rationale: •Requesting to increase pool funding to support adjustment of adjunct/overload pay rate.							
4	VPAA Spec Assgn Pool	210199	\$ 200,000	\$ 250,000	\$ 450,000	\$ -	\$ 250,000
Rationale: •Requesting to increase pool funding to support faculty advising student tracking (FAST) assignments.							
5	NAH Stipend Pool	214557	\$ 31,125	\$ 280,000	\$ 311,125	\$ -	\$ 280,000
Rationale: •Requesting to increase pool funding to support educational stipends for NAH.							
6	DW Staff - Jag SE Acad Affairs	842275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Rationale: •Unfreeze Jags at Work Student Worker Pool.							
7	Coordinator- Dual Credit Enrollment Services	NEW	\$ -	\$ 55,948	\$ 55,948	\$ -	\$ 55,948
Rationale: •Position is currently a full-time temp position. Position request is necessary to support the Dual Credit Programs Enrollment Services of 21 partnering school district at 70 high school sites which includes program recruitment, student admission and registration. The Coordinator supervises assigned staff to ensure year-round collaboration with school district stakeholders to coordinate deadlines, policies and procedures.							
8	Dual Credit Scheduling Specialist	NEW	\$ -	\$ 37,763	\$ 37,763	\$ -	\$ 37,763
Rationale: •Position is currently a full-time temp position. Position request is necessary to support the College's Dual Credit Programs course scheduling for 21 partnering school district at 70 high school sites. The Technician supports with the planning and managing of the dual credit sections, data entry, reports, and communication with program chairs to ensure accuracy.							
9	Dual Credit Enrollment Services Specialist	NEW	\$ -	\$ 37,763	\$ 37,763	\$ -	\$ 37,763
Rationale: •Position request is necessary to support the enrollment and registration process for partnering school districts. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.							

South Texas College
Unrestricted Fund

N.

FAST Positions/ Pools for FY 2024 - 2025

#	Title	Position/Pool Number	Current Position/Pool Budget	Adjustment	New Adjusted Budget	Funding Availability	Impact to Budget
10	Dual Credit Pathways Specialist	NEW	\$ -	\$ 45,094	\$ 45,094	\$ -	\$ 45,094
<p>Rationale:</p> <ul style="list-style-type: none"> Currently, staff ratio to student enrollment for advising is 1,200 to 1; thus, will increase the support to meet HB and State requirements. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts. 							
11	Title, Pay Grade, and Salary Adjustment for Project Manager - Dual Credit Programs (Position 704285) to Dual Credit Accreditation and Compliance Manager	704285	\$ 61,645	\$ 4,871	\$ 66,516	\$ -	\$ 4,871
<p>Rationale:</p> <ul style="list-style-type: none"> Reclassification of position is needed to align with current job duties and responsibilities. The position is responsible for the evaluation, ongoing management, and compliance of the dual credit programs in alignment with the Programs' accreditation requirements with National Alliance of Concurrent Enrollment Partnership (NACEP) for annual reporting and reaccreditation. This position also directs the prospective Dual Credit Faculty approval process, orientation, and planning of professional development for the department and works collaboratively with partnering school districts to monitor compliance within the dual credit programs operations. 							
12	Title, Pay Grade, and Salary Adjustment for Dual Credit Scheduling Specialist (Position 705285) to Coordinator- Dual Credit Scheduling	705285	\$ 39,332	\$ 18,572	\$ 57,904	\$ -	\$ 18,572
<p>Rationale:</p> <ul style="list-style-type: none"> Position request is necessary to support the oversight of the dual credit scheduling for academic and workforce courses 70 high school sites with 21 partnering school districts. This position will oversee the planning and managing of the dual credit sections, data entry, reports and communication with program chairs to ensure accuracy. 							
13	NAH Non-Faculty Pool	New	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000
<p>Rationale:</p> <ul style="list-style-type: none"> New Pool request is needed to cover positions for NAH that the Carl Perkins grant used to cover. NAH needs these full-time temporary staff to function and serve the increased number of students they are admitting. 							
Total for Academic Affairs and Economic Development			\$ 3,864,361	\$ 1,990,011	\$ 5,854,372	\$ -	\$ 1,990,011
Vice President for Finance and Administrative Services							
14	DW Staff - SE FAS	846275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
<p>Rationale:</p> <ul style="list-style-type: none"> Unfreeze Jags at Work Student Worker Pool. 							
Total for Vice President for Finance and Administrative Services			\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
15	DW Staff - SE IS&P	843275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
<p>Rationale:</p> <ul style="list-style-type: none"> Jags at Work Student Worker Pool. 							
16	DW - SLA/SI Leader	840444	\$ 116,380	\$ 86,000	\$ 202,380	\$ -	\$ 86,000
<p>Rationale:</p> <ul style="list-style-type: none"> The current discipline distribution of discipline expertise among the remote tutoring staff is dictated by the DHSI grant, but demand is growing in other areas. Asynchronous paper review consistently breaks records each semester for high usage, especially among dual credit students. This pool increase will allow for the hire of two additional remote writing tutors as a step toward meeting this need. 							
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives			\$ 116,382	\$ 146,000	\$ 262,382	\$ -	\$ 146,000

South Texas College
Unrestricted Fund

FAST Positions/Pools for FY 2024 - 2025

#	Title	Position/Pool Number	Current Position/Pool Budget	Adjustment	New Adjusted Budget	Funding Availability	Impact to Budget
Vice President for Student Affairs and Enrollment Mgmt.							
17	DW Staff - Jag SE SAEM	844275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Rationale: •Unfreeze Jags at Work Student Worker Pool.							
Total for Vice President for Student Affairs and Enrollment Mgmt.			\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Grand Totals			\$ 3,980,747	\$ 3,216,011	\$ 7,196,758	\$ -	\$ 3,216,011
Less Funding from Vacant/Reserve Pool Positions				-			
Net Salary Budget Increase for Position/Pool Funding				\$ 3,216,011			