



**SOUTH TEXAS
COLLEGE**

Board of Trustees Regular Board Meeting

**Tuesday, February 25, 2025
5:30 p.m.**

**Pecan Campus
Ann Richards Administration
Building
Board Room
McAllen, Texas**

Online Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, February 25, 2025 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

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. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

COVID-19 Public Health / Attendance Measures

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at:

<https://admin.southtexascollege.edu/president/agendas/live.html>.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Mission Moment**
- VI. Update by the College President**
- VII. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes
 - 1. January 28, 2025 Regular Board Meeting 5 - 45
- VIII. Consideration and Action on New Items**
 - 1. Review and Action as Necessary on Resolution 2025-008 Resolution of Support for Continued Investment in the Dynamic Community College Funding Model 46 - 51
 - 2. Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2024 52 - 60
 - 3. Review and Action as Necessary on Quarterly Investment Report for Quarter Ending November 30, 2024 61 - 65

IX. Consideration and Action on Committee Items

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 - a. Update on The College’s Enterprise Resource Planning (ERP) System 66 - 72
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 - Award of Proposals**
 - 1) Moving Services
 - 2) Sport Utility Vehicle
 - Reject Proposal**
 - 3) Food Truck Services – Technology Campus
 - Purchases**
 - 4) Food and Non-Food Related Products
 - Renewals**
 - 5) Adobe License Subscription Agreement
 - 6) External Auditor Services
 - 7) Firewall Servers and Software Maintenance Agreement
 - 8) Server Software Maintenance and Support Agreement
 - Lease Agreement**
 - 9) Graduation Facility Lease Agreement
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- A-1. Adopt DHA (LOCAL) – Employee Standards of Conduct: Searches and Alcohol/ Drug Testing

- A-2. Retire Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus
- B-1. Adopt DMD (LOCAL) – Termination of Employment: Resignation
- B-2. Retire Policy #4922: Separation of Employment and Re-Employment
- j. Approval to Retire Current Policies..... 128 - 132
 - A. Retire Policy #3120: Field and International Studies Courses
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- k. Approval to Adopt Numbered Update 46, 47, and 48 Local Policies ...
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 - B. CGC (Local) -Safety Program: Emergency Plans and Alerts
 - C. DBA (Local) – Employment Requirements and Restrictions: Credentials and Records
 - D. DC (Local) – Employment Practices
 - E. DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting
 - F. DK (Local) – Professional Development
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A. Next Meetings:	
• <u>Tuesday, March 4, 2025</u>	
➤ 3:30 p.m. - Education & Workforce Development Committee	
➤ 4:00 p.m. – Facilities Committee	
➤ 5:00 p.m. – Finance, Audit and Human Resources Committee	
• <u>Tuesday, March 25, 2025</u>	
➤ 5:30 p.m. – Regular Board Meeting	
B. Other Announcements:	
• The College will be closed March 17 – 23 for Spring Break.	

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) January 28, 2025 Regular Board Meeting

The Chair is asked to call for revisions to the Minutes, if any are necessary.

If no revisions are suggested, the Chair is asked to adopt the Minutes as presented.

If any trustee has revisions to suggest, the Chair is asked to call for a motion to approve the Minutes with the suggested revision.

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 28, 2025 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, January 28, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:42 p.m. with Chair Dr. Alejo Salinas presiding.

Members present: Mr. Paul R. Rodriguez, Mr. Danny Guzman via teleconference, Ms. Rose Benavidez, Ms. Dalinda Gonzalez-Alcantar via teleconference, and Mr. David De Los Rios

Members absent: Ms. Victoria Cantu

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Dr. Jesus Campos, Mr. Danny Montez, Mr. Robert Cuellar, Mrs. Carla Rodriguez, Ms. Lynda Lopez, Dr. Matt Hebbard, Mr. Luis De La Garza, Dr. Zachary Suarez, Dr. Brett Millan, Ms. Kelly Nelson. Mr. Andrew Fish, Dr. Rebecca De Leon via teleconference, Mr. Rick De La Garza, Ms. Marcela Beas, Ms. Gardenia Perez, Mr. Martin Villarreal, Mr. Luis Silva, Mr. Jose Vela, Dr. Ali Esmaeili, Dr. Margo Vargas-Ayala, Dr. Rachel Sale, Mr. Javier Villalobos, Ms. Monica Fuentes, Mr. Cesar Gonzalez, Ms. Esmeralda Yniguez, Ms. Yesenia Tijerina, Mr. Omar Rodriguez, Mr. Rogelio Hernandez, A. Khetnani, and Ms. Venisa Earhart.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

Invocation

Ms. Deyadira Leal, Director of Purchasing said the invocation.

Public Comments

No public comments were given and a notice of the meeting was posted.

Update by the College President

Dr. Ricardo J. Solis, College President, provided a brief update, including the following items:

- Crib to College Event in Mission. Dr. Rebecca De Leon gave a quick recap.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) November 19, 2024 Special Board Meeting

The Chair is asked to call for revisions to the Minutes as written.

No revisions were suggested, and the Chair adopted the Minutes as written.

Report of New Grant Awards

Mrs. Carla M. Rodriguez, Executive Director of the Office of Sponsored Initiatives, has reported the following listing of grants recently accepted by the College.

These grants have been approved and accepted by the College President, in compliance with Board Policy CAM – *Appropriations and Revenue Sources: Grants, Funds, Donations from Private Sources*, and are reported here for the Board’s information and feedback to administration

Grant Title: Child Development Associates Credential Program

Awarding Agency: Lower Rio Grande Valley Workforce Development Board -
Workforce Solutions

Amount Awarded: \$48,265

Grant Title: Child Care Training Services Program

Awarding Agency: Lower Rio Grande Valley Workforce Development Board -
Workforce Solutions

Amount Awarded: \$18,000

Dr, Rodney Rodriguez was available at the meeting to answer any questions for the Board.

No action is taken on this item.

Review and Approval to Negotiate and Execute a Lease Agreement for Developing Program

Purpose The Board of Trustees of South Texas College was asked to approve the continued negotiation and execution of a lease agreement for the ongoing development of a graduate Pharmacy program to be established in McAllen, Texas.

Justification The College is working with Texas Southern University (TSU) on the feasibility of their establishment of a graduate Pharmacy program in McAllen, Texas. This program would help address a critical shortage of licensed pharmacists serving our region. Furthermore, the proposed partnership would lead toward the development of an articulation agreement supporting the transition of STC graduates into the pharmacy program.

In exchange, the College proposes to support the first cohort of graduate Pharmacy students by offering a two-year lease at no cost that would include approximately 4 offices and 1 classroom/lab at the Nursing and Allied Health Campus. The College would provide this lease at no cost as an in-kind contribution to support the program development, and TSU would invest up to \$200,000 in renovations to the College's facilities, which would help bring existing spaces at the former Texas A&M Health Science Center up-to-date.

This partnership has the potential to support a program that could graduate up to 25 pharmacists per year in the near future, and while the University works to construct an independent facility in McAllen, Texas.

Dr. Brett Millan, Associate Vice President of Academic Success & Advancement gave a short presentation about this item. Mr. Paul Rodriguez asked if this is a Doctoral program and Dr. Millan said that is but it would be provided by TSU and that the College would be providing the space for the program. Also, this program will be a pathway for STC students to apply to the TSU Doctoral program.

Upon a motion by Mr. David De Los Rios and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized administration to proceed with the negotiation and execution of a lease agreement for the ongoing development of a graduate Pharmacy program to be established in McAllen, Texas as presented.

The motion carried.

Discussion and Action as Necessary on the Proposed Goals for the Current Year

Purpose The Board Chair requests discussion and action as necessary on the yearly goals that were identified and presented at the Education and Workforce Development, Facilities, and Finance Committee meetings.

Justification At the Committee Meetings on January 14, 2025, Dr. Alejo Salinas, Board Chair, presented a list of goals to each Committee for consideration.

Dr. Salinas would like the Board to review and discuss the list and take any necessary action regarding the implementation of these goals for the remainder of the current year.

Dr. Salinas would also like to answer any questions and make clarifications regarding the goals he provided.

Dr. Alejo Salinas will continue to review the feedback provided by each Board member.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the list of goals that were found on page 51 of the Board Packet were accepted by the Board for the Board Chair's review and feedback by Trustees.

The motion carried.

Review of Presentations Delivered to Education and Workforce Committee

The following presentation was delivered to the Education and Workforce Committee on Tuesday, January 14, 2025:

A. Presentation of South Texas College's Key Performance Indicators (KPIs)

Purpose Information Services, Planning, Performance, & Strategic Initiatives will review the College's performance on Key Performance Indicators (KPIs) and will discuss updated targets based on latest performance figures.

Justification South Texas College evaluates student achievement through the STC Key Performance Indicators (KPIs). KPIs are evaluated annually and used to assess how well STC is fulfilling its Goals as aligned to its Mission and Strategic Plan. KPIs have been defined across the following seven focus areas of student achievement:

1. **Traditional Enrollment** – Number of non-dual students enrolled
2. **Dual Enrollment** – Number of dual credit students enrolled
3. **Dual Credit 15 Credit Hours Earned** – Number of high school students who complete 15 semester credit hours in dual credit courses

4. **Transfer after 15 Credit Hours Earned** – Number of students who transfer to Texas public four-year universities after completing 15 semester credit hours at STC
5. **Fall-to-Fall Persistence of Traditional Students** – Percentage of traditional (non-dual) students persisting from fall-to-fall who did not graduate nor transfer
6. **Degree and Certificate Awards** – Number of certificates and degrees awarded
7. **IPEDS Graduation Rate** – Percentage of students who graduate within 150% of the program length

B. Presentation on Valley Promise Program

Purpose Mrs. Melissa Pena, Director of Valley Promise and Mr. Tony Matamoros, Dean of Enrollment Services, will provide an update on the Valley Promise. The presentation will cover updates to key program metrics, highlight successes, and outline upcoming events and activities.

Justification To provide an update on the Valley Promise Program for the Committee's review and feedback.

Ms. Victoria Cantu, Chair of the Education and Workforce Development Committee was not available to review the presentations so Dr. Alejo Salinas gave the summary to the Board. This information was presented to the Board for information purposes only.

No action was taken on this item.

Review of Presentations Delivered to Finance, Audit, and Human Resources Committee

The following presentation was delivered to the Finance, Audit, and Human Resources Committee on Tuesday, January 14, 2025:

A. Presentation on Status of Fiscal Year 2024 Financial Audit

Purpose Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC will review the results of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2024 and 2023 with the Board and will respond to any questions on the audit.

Justification To demonstrate the College's dedication to transparency, accountability, and informed governance, the final Fiscal Year 2024 financial audit will be presented at the Board meeting on January 28, 2025.

Enclosed Documents Draft of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2024 and 2023 was included under separate cover.

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

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request any item be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented:

- a. Approval of Award of Proposals and Purchases a total cost of \$862,172.26
- b. Approval of Appraisal District Allocated Cost Payments for Hidalgo County
- c. Approval to Purchase the Extend Professional Software and Associated Deployment Services
- d. Approval to Adopt New Personnel Policies and Retire Current Policies
 - A-1. Adopt DBD (Local) – Employment Requirements and Restrictions: Conflict of Interest
 - A-2. Retire Policy #5915: Conflict of Interest – Acceptance of Gift, Grant, Donation, or Other Consideration for Employee Salary Supplement
 - B-1. Adopt DCA (Local) – Employment Practices: Term Contracts
 - B-2. Retire Policy #4115: Personnel Appointments
- e. Approval to Retire Two (2) Current Policies
 - A-1. Retire Policy #4000: Code of Ethics Policy Statement
 - B-1. Retire Policy #4001: Code of Professional Ethics for the Administration, Faculty and Staff
- f. Approval to Revise Student Policy
 - A-1. FAA (Local) – Equal Educational Opportunity: Pregnant and Parenting Students

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized items a – f of the Finance, Audit, and Human Resources Committee Consent Agenda.

The motion carried.

Recommendation: The Committee recommended Board approval of the award of proposals and purchases at a total cost of \$862,172.26, as listed below:

- Award of Proposals**
- 1) **Audiovisual Upgrade Active Learning Classroom:** award the proposal for an audiovisual upgrade active learning classroom to **Audio Visual Aids** (San Antonio, TX) at a total amount of \$193,282.82;
 - 2) **Electric Sport Utility Vehicle (Grant Funded):** award the proposal for an electric sport utility vehicle to **Caldwell Country Chevrolet** (Caldwell, TX) at a total amount of \$48,675.00;
 - 3) **Mid Valley Campus Building F - Multipurpose Room Audiovisual Equipment Upgrade:** award the proposal for Mid Valley Campus Building F - multipurpose room audiovisual equipment upgrade to **CCS Presentation Systems** (Houston, TX) at a total amount of \$39,786.84;
 - 4) **Pecan Campus Projector and Projector Screen Replacement Upgrade:** award the proposal for Pecan Campus projector and projector screen replacement upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$138,221.00;
- Purchases**
- 5) **Automated Distribution Systems (Grant Funded):** purchase automated distribution systems from **Technical Laboratory Systems, Inc.** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$175,170.00;
 - 6) **Box Truck Fire Training Prop:** purchase a box truck fire training prop from **Fireblast Global, Inc.** (Murrieta, CA), a sole source vendor, at a total amount of \$95,167.00;
 - 7) **Dispatch Console Equipment and Software:** purchase dispatch console equipment and software from **Motorola Solutions, Inc.** (Chicago, IL), a Houston-Galveston Area Council (HGAC) approved vendor, for the period beginning January 29, 2025 through January 28, 2030, at a total amount of \$117,159.60;
 - 8) **Refrigerant Recovery Charging System and Residential Heat Pump:** purchase a refrigerant recovery charging system and a residential heat pump from **Advanced Technologies Consultants** (Plymouth, MI), The Interlocal Purchasing Systems (TIPS) approved vendor, at a total amount of 54,710.00.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:

b. Approval of Appraisal District Allocated Cost Payments for Hidalgo County

Purpose To approve the Appraisal District Allocated Cost Payments for Hidalgo County for property valuation assessments conducted annually for tax purposes during the tax year.

Justification The Appraisal District is considered a sole source provider, and the College and other taxing entities must utilize their services to determine the assessed valuation of properties.

The estimated allocation for Tax Year 2024, according to the Hidalgo County budget, is in the amount of \$1,291,490.00 for the Hidalgo County Appraisal District. The first quarterly invoice is due by February 3, 2025. Each taxing unit is responsible for paying its allocation in four equal payments.

The County has informed us that the increased cost payment of \$328,174.00, from \$963,316.00 to \$1,291,490.00, is a result of increased expenses in their budget due to the construction of a new building and new software.

Enclosed Documents Appendix A – Changes to Tax Year 2024 Allocations
Appendix B – FY 2025 Allocated payments for Tax Year 2024

The Committee recommended Board approval of the Appraisal District Allocated Cost Payments for Hidalgo County in the amount of \$1,291,490.00.

This item was approved by the Board as part of the consent agenda action.

Appendix A

Changes to the Tax Year 2024 Allocations, in comparison to the previous year, are as follows:

<u>Tax Year</u>	<u>Hidalgo County</u>
2024	\$1,291,490.00
2023	<u>901,789.00</u>
Increase	<u>\$ 389,701.00</u>

The changes are based on the Hidalgo County Appraisal District budget with an increase of \$4,727,802 from \$12,311,477 to \$17,039,279.

Consent Agenda:

c. Approval to Purchase of Extend Professional Software and Associated Deployment Services

Purpose To approve the purchase of Extend Professional software and associated deployment services from Precision Task Group (PTG) / Workday in the amount of \$950,120 and \$750,000, respectively, for a total of \$1,700,120, as part of the Workday ERP System project and budget.

Justification The version of the Extend (Legacy) software purchased in September 2023, and budgeted for in the ERP budget is no longer available according to Workday. This software has not yet been implemented by the College. The software has since been upgraded to a more robust version that includes Artificial Intelligence (AI) capabilities, and therefore, results in an increased cost of \$636,484, from \$313,636 to \$950,120 (at a 60% discount if purchased before January 31, 2025). In addition, the associated deployment services total \$750,000, which were not included in the original budget. The total increase of the proposed purchases results in a \$1,386,484 increase to the budget.

The recommended sources of budget to cover for the increase in total cost consists of the following reallocation of budget:

- 1) Postpone the purchase of the previously budgeted Adaptive Planning software (\$422,482).
- 2) Utilize the previously budgeted amount for Extend (Legacy) (\$313,636)
- 3) Utilize unused Contingency budget (\$639,002)
- 4) Utilize unused Conferences budget (\$175,000)
- 5) Utilize unused Staff Augmentation budget (\$150,000)

As a result, the total budget will not increase. However, the Contingency budget will decrease by \$639,002, from \$806,168 to \$167,166, the Conferences budget will decrease by \$175,000, from \$286,836 to \$111,836, and the Staff Augmentation budget will decrease by \$150,000, from \$262,666 to \$112,666.

Extend Professional is a comprehensive solution that integrates with Workday to enhance functionality and streamline processes. It includes ten applications, which allow for extensive customization and development of applications tailored to the college's specific needs. These applications will automate the following processes: Notice of Employment (NOE), resignation requests, employees moving departments, assets transferred to auction, asset information updates, equipment relocation, lecture hours equivalency approvals, compensation review, letters of appointments, and security access.

Purchasing the deployment services of \$750,000 for Extend Professional will grant South Texas College access to expert support and training on how to implement and use Extend Professional.

Enclosed Documents

Appendix A - Cost Breakdown and Budget Reallocation

The Committee recommended Board approval to purchase Extend Professional software and associated deployment services from Precision Task Group (PTG) / Workday in the amount of \$950,120 and \$750,000, respectively, for a total of \$1,700,120.

This item was approved by the Board as part of the consent agenda action.

Appendix A

Cost Breakdown and Budget Reallocation

Cost Breakdown	Extend Professional Cost	Budget	Budget Reallocation	Remaining Balance
Extend Professional - 60% Discount	\$950,120.00	-	\$950,120.00	\$950,120.00
Associated Deployment	750,000.00	-	750,000.00	750,000.00
Adaptive Planning	-	\$422,482.00	(422,482.00)	-
Extend Legacy	-	313,636.00	(313,636.00)	-
Contingency	-	806,168.00	(639,002.00)	167,166.00
Conferences	-	286,836.00	(175,000.00)	111,836.00
Staff Augmentation	-	262,666.00	(150,000.00)	112,666.00
Total	\$1,700,120.00	\$2,091,788.00	\$-	\$2,091,788.00

Consent Agenda:

d. Approval to Adopt New Personnel Policies and Retire Current Policies

Purpose

To adopt the new Personnel Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification

To provide the new policies in the TASB standardized format. In addition to the policies and, as applicable, internal procedures are currently in place and will continue to be enhanced.

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

Appendix A – List of New and Retired Policies
 Appendix B – New Policies

The Committee recommended Board approval to adopt the new Personnel Policies and retire the current policies as presented, and which supersedes any previously adopted Board policy.

This item was approved by the Board as part of consent agenda action.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DBD (LOCAL) – Employment Requirements and Restrictions: Conflict of Interest	A-2. Policy #5915: Conflict of Interest – Acceptance of Gift, Grant, Donation, or Other Consideration for Employee Salary Supplement	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
B-1. DCA (LOCAL) – Employment Practices: Term Contracts	B-2. Policy #4115: Personnel Appointments	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

Appendix B

New policies follow in the packet.

Consent Agenda

e. Approval to Retire Two (2) Current Policies

Purpose To retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification 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.

The retired policies have been reviewed by staff and administrators.

Enclosed Documents Appendix A – List of Retired Policies
Appendix B – Retired Policies

The Committee recommended Board approval to retire two (2) current policies, as presented, and which supersedes any previously adopted Board policy

This item was approved by the Board as part of consent agenda action.

Appendix A

List of Retired Policies

Retired Policy(ies)	Retired Policy Content Transition
A-1. Policy #4000: Code of Ethics Policy Statement	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
B-1. Policy #4001: Code of Professional Ethics for the Administration, Faculty and Staff	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

Appendix B

Retired policies follow in the packet.

Consent Agenda:

f. Approval to Revise Student Policy

Purpose To revise Student policy to align with the Texas Association of School Boards (TASB) policy manual.

Justification This revision is requested as part of the TASB 48th numbered update.

TASB issues numbered updates semiannually (Spring and Fall) to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to a local policy made by TASB.

The revised policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services and the Vice President for Student Affairs and Enrollment Management

Enclosed Documents Appendix A – List of Revised Policy
Appendix B – Revised Policy

The Committee recommended Board approval to revise the Student policy as presented, and which supersedes any previously adopted Board policy.

This item was approved by the Board as part of consent agenda action.

Appendix A

Numbered Update Policy
A-1. FAA (Local) – Equal Educational Opportunity: Pregnant and Parenting Students

Appendix B

Policy follows in the packet.

Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on the items. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request an item or items be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Facilities Committee recommended Board action on the following items as presented:

- a. Approval on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus Athletic Field Building
- b. Approval on Authorization to Proceed with Contracting Architectural Services the Pecan Campus Business and Science Building G Engineering Labs Renovation
- c. Approval on Authorization to Proceed with Contracting Architectural Services for the Pecan Campus Student Services Building K Cashiers Renovation
- d. Approval on Authorization to Proceed with Contracting Engineering Services for the District Wide HVAC Replacements Phase II at Pecan Campus
- e. Approval on Authorization to Proceed with Solicitation of Construction Services for the Technology Campus Technical Careers Building B Atrium Ceiling Repairs
- f. Approval on Authorization to Solicit Construction Services for the Regional Center for Public Safety Excellence Perimeter Fence
- g. Approval on Authorization to Proceed with Contracting Construction Services for the Pecan Campus Athletic Fields Reseeding and Regrading
- h. Approval on Authorization to Proceed with Contracting Construction Services for the Pecan West Continuing Education and Testing Center Building A
- i. Approval on Authorization to Proceed with Contracting Construction Services for the Pecan West Parking and Site Improvements
- j. Approval on Authorization to Proceed with Contracting Construction Services for the District Wide HVAC Replacements at Mid Valley Campus
- k. Approval on Authorization to Proceed with Contracting Construction Services for the District Wide Flooring Replacements Phase IV
- l. Approval of Proposed Change Order for the Mid Valley Campus Building M Automotive Lab Expansion
- m. Approval on Authorization to Proceed with the Final Completion for the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Covered Area

- n. Approval on Authorization to Proceed with the Final Completion for the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation
- o. Approval on Authorization to Proceed with the Final Completion for the Mid Valley Campus Building M Automotive Lab Expansion

Upon a motion by Mr. David De Los Rios and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized items a - o of the Facilities Committee Consent Agenda as presented.

The motion carried

Consent Agenda:

a. Approval to Proceed with Solicitation of Architectural Services Architectural Services for the Pecan Campus Athletic Field Building

Purpose To approve the solicitation of architectural services for the Pecan Campus Athletic Field Building project.

Justification Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction.

The project consists of constructing a building near the athletic fields.

The proposed scope of work is summarized as follows:

- Construction of a building adjacent to the athletic fields
- Building Spaces: Storage, Restrooms, Concession
- Total Square Feet: 1,560 sq. ft.

Enclosed Documents Appendix A – Project Presentation
Appendix B – Fact Sheet

Funding The total Pecan Campus Athletic Field Building Project 2025-001C estimated cost, including construction, design, miscellaneous, and FFE, is \$569,300.

- Construction \$468,000
- Design 46,800
- Miscellaneous 14,500
- FFE 25,000
- Technology 15,000
- Total \$569,300**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to proceed with the solicitation of architectural services for the Pecan Campus Athletic Field Building project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

Project presentation followed in the packet.

Appendix B

Fact Sheet followed in the packet.

Consent Agenda:

b. Approval to Proceed with Contracting Architectural Services for the Pecan Campus Business and Science Building G Engineering Labs Renovation

Purpose To contract architectural services for the Pecan Campus Business and Science Building G Engineering Labs Renovation project.

Justification Architectural services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

The project consists of renovating existing classrooms to construct two larger lab spaces and a storage room, and converting a chemistry lab to an engineering lab/student design project work space.

The proposed scope of work is summarized as follows:

- Renovation and conversion of three existing classrooms into two larger laboratory spaces and a storage room
- Renovation and conversion of existing chemistry lab to an engineering lab/student design project work space
- Total Renovation Space 3,616 sq. ft.

Enclosed Documents Appendix A – RFQ Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total Project 2023-014C estimated cost, including construction, design, miscellaneous, and FFE, is \$500,000.

- Construction \$400,000
- Design 40,000
- Miscellaneous 10,000
- FFE 50,000
- Total \$500,000**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to contract architectural services with Sam Garcia Architect, LLC. for the Pecan Campus Business and Science Building G Engineering Labs Renovation project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A
RFQ Solicitation Information

Advertised on	November 6, 2024 and November 13, 2024
RFQ Responses Due	November 21, 2024
RFQ Issued To	Forty (40) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Academic Affairs and Economic Development, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B
Project Presentation followed in the packet.

Appendix C
Ranking and Evaluations of Respondents followed in the packet.

Appendix D
Fact Sheet followed in the packet.

Consent Agenda:

c. Review and Recommend Action on Contracting Architectural Services for the Pecan Campus Student Services Building K Cashiers Renovation

Purpose To contract architectural services for the Pecan Campus Student Services Building K Cashiers Renovation project.

Justification Architectural services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

The project consists of renovating the existing Cashiers Area on the first floor of the Student Services Building K and the second floor of the existing Accounts Receivable Area on the second floor of the Student Services Building K.

The proposed scope of work is summarized as follows:

- Renovation of the Cashiers Area at 1st Floor – 4,720 sq. ft.
- Renovation of the Accounts Receivable Area at 2nd Floor - 1,508 sq. ft.
- Total Renovation Space - 6,228 sq. ft

Enclosed Documents Appendix A – RFQ Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total Pecan Campus Student Services Building K Cashiers Renovation Project 2021-001C estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$2,419,584.

- Construction \$1,868,400
- Design 186,840
- Miscellaneous 46,710
- FFE 158,817
- Technology 158,817
- Total \$2,419,584**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to contract architectural services with Sam Garcia Architect, LLC. for the Pecan Campus Student Services Building K Cashiers Renovation project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A
RFQ Solicitation Information

Advertised on	November 6, 2024 and November 13, 2024
RFQ Responses Due	November 21, 2024
RFQ Issued To	Forty (40) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B
Project Presentation followed in the packet.

Appendix C
Ranking and Evaluations of Respondents followed in the packet.

Appendix D
Fact Sheet followed in the packet.

Consent Agenda:

d. Approval to Proceed with Contracting Engineering Services for the District Wide HVAC Replacements Phase II at Pecan Campus

Purpose To contract engineering services for the District Wide HVAC Replacements Phase II at Pecan Campus project.

Justification Engineering services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

The project consists of replacing a total of nine (9) heating, ventilation, and air conditioning (HVAC) units at Business and Science Building G, Student Activities Building H, and Ann Richards Administration Building X. This project is the second phase of the district-wide replacement efforts.

The proposed scope of work is summarized below:

- Replacement of HVAC units at the following Pecan Campus buildings:
 - Business and Science Building G 4 Units
 - Student Activities Center Building H 4 Units
 - Ann Richards Administration Building X 1 Unit
 - Total 9 Units**

Enclosed Documents Appendix A – RFQ Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total District Wide HVAC Replacements Phase II at Pecan Campus Project 2025-015R estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$1,986,000.

- Construction \$1,800,000
- Design 180,000
- Miscellaneous 6,000
- Total \$1,986,000**

The funds are available in the Renewals and Replacements Fund for use in FY 2024 – 2025.

Appendix A
RFQ Solicitation Information

Advertised on	November 13, 2024 and November 20, 2024
RFQ Responses Due	December 5, 2024
RFQ Issued To	Thirty-seven (37) Vendors
Responses Received From	Six (6) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

The Facilities Committee recommended Board approval to contract engineering services with Sigma HN Engineers, PLLC. for the District Wide HVAC Replacements Phase II at Pecan Campus project as presented.

This item was approved as part of consent agenda action

Appendix B
Project Presentation followed in the packet.

Appendix C
Ranking and Evaluations of Respondent followed in the packet.

Appendix D
Fact Sheet followed in the packet.

Consent Agenda:

e. Approval to Proceed with Solicitation of Construction Services for the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs

Purpose To approve the solicitation of construction services for the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs project.

Justification Solicitation of Request for Proposals (RFP) for construction services is necessary to procure a contractor for the project.

The project consists of repairing the ceiling in the atrium in Building B.

The proposed scope of work is summarized as follows:

- Replacing the ceiling liner

Enclosed Documents Appendix A – Project Presentation
Appendix B – Fact Sheet

Funding The total Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs Project 2025-027R estimated cost, including construction and miscellaneous, is \$61,200.

- Construction \$60,000
- Miscellaneous 1,200
- Total** **\$61,200**

The funds are available in the Renewals and Replacements Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

Project presentation followed in the packet.

Appendix B

Fact Sheet followed in the packet.

Consent Agenda:

f. Approval on Authorization to Solicit Construction Services for the Regional Center for Public Safety Excellence Perimeter Fence

Purpose To approve the solicitation of construction services for the Regional Center for Public Safety Excellence Perimeter Fence project.

Justification Solicitation of Request for Proposals (RFP) for construction services is necessary to procure a contractor for the project.

The project consists of constructing a perimeter fence on the south side of the property for additional security.

The proposed scope of work is summarized as follows:

- Constructing a perimeter fence
- Total Linear Feet: Approximately 4,200

Enclosed Documents Appendix A – Project Presentation
Appendix B – Fact Sheet

Funding The total Regional Center for Public Safety Excellence Perimeter Fence Project 2022-009C estimated cost, including construction, design, and miscellaneous, is \$193,000.

- Construction \$168,000
- Design 5,000
- Miscellaneous 20,000

Total **\$193,000**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Regional Center for Public Safety Excellence Perimeter Fence project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

Project presentation followed in the packet.

Appendix B

Fact Sheet followed in the packet.

Consent Agenda:

g. Approval on Authorization on Contracting Construction Services for the Pecan Campus Athletic Fields Reseeding and Regrading

Purpose To contract construction services for the project.

Justification On June 22, 2021, the Board of Trustees approved this project as part of the College’s Renewals & Replacements projects.

The existing athletic fields require reseeding and regrading to maintain their condition.

The proposed scope of work is summarized below:

- Reseeding and regrading the existing athletic fields

Enclosed Documents Appendix A – RFP Solicitation Information
 Appendix B – Project Presentation
 Appendix C – Ranking and Evaluations of Respondents
 Appendix D – Fact Sheet

Funding The total Pecan Campus Athletic Fields Reseeding and Regrading Project 2020-037R budgeted amount, including construction, design, and miscellaneous, is \$111,000.

- Construction \$100,000
- Design 10,000
- Miscellaneous 1,000

Total \$111,000

The funds are available in the Renewals and Replacements Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to authorize contracting construction services with GST Construction, Inc. in the amount of \$113,754 for the Pecan Campus Athletic Fields Reseeding and Regrading project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

RFP Solicitation Information

Advertised on	November 27, 2024 and December 4, 2024
RFP Responses Due	December 12, 2024
RFP Issued To	Twenty-seven (27) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation followed in the packet.

Appendix C

Ranking and Evaluations of Respondents followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

h. Approval on Authorization on Contracting Construction Services for the Pecan West Continuing Education and Testing Center Building A

Purpose To contract construction services for the Pecan West Continuing Education and Testing Center Building A project.

Justification On December 6, 2023, the Board of Trustees approved architectural services with goERO International, LLC./dba ERO Architects.

The project consists of the construction of a new 24,500 square foot Continuing Education Building, including the Testing Center space, at the Pecan West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. The proposed scope of work is summarized as follows:

- Design and construction of the Continuing Education Building with the Testing Center
 - Continuing Education Building 20,000 s.f.
 - Testing Center 4,500 s.f.
- Total Building Square Feet 24,500 s.f.**

Enclosed Documents Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total Pecan West Continuing Education and Testing Center Building A Project 2021-002C budgeted amount, including construction, design, and miscellaneous, is \$10,651,375.

- Construction \$8,225,000
 - Design 822,500
 - Miscellaneous 205,625
 - FFE 699,125
 - Technology 699,125
- Total \$10,651,375**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to authorize contracting construction services with E-Con Group, LLC. in the amount of \$7,000,000 for the Pecan West Continuing Education and Testing Center Building A project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

RFP Solicitation Information

Advertised on	November 27, 2024 and December 4, 2024
RFP Responses Due	December 17, 2024
RFP Issued To	Seven (7) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Representative from the Architect, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation followed in the packet.

Appendix C

Ranking and Evaluations of Respondents followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

i. Approval on Authorization on Contracting Construction Services for the Pecan West Parking and Site Improvements

Purpose To contract construction services for the Pecan West Parking and Site Improvements project.

Justification On January 31, 2023, the Board of Trustees approved civil engineering services with Perez Consulting Engineers, LLC.

The project consists of the construction of a parking lot and site improvements for the new Continuing Education Building to be constructed at the Pecan West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. The proposed scope of work is summarized as follows:

- Design and construction of the parking lot
- Design and construction of site utilities and infrastructure
- Design and construction of landscape and irrigation work

Enclosed Documents Appendix A – RFP Solicitation Information
 Appendix B – Project Presentation
 Appendix C – Ranking and Evaluations of Respondents
 Appendix D – Fact Sheet

Funding The total Pecan West Parking and Site Improvements Project 2023-018C budgeted amount, including construction, design, and miscellaneous, is \$1,875,000. Funding for the project budget is supplemented by an Economic Development Administration (EDA) grant in the amount of \$1,500,000.

- Construction \$1,668,440
- Design 158,890
- Miscellaneous 47,670
- Total \$1,875,000**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to authorize contracting construction services with GST Construction, Inc. in the amount of \$2,586,000 for the Pecan West Parking and Site Improvements project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

RFP Solicitation Information

Advertised on	November 27, 2024 and December 4, 2024
RFP Responses Due	December 17, 2024
RFP Issued To	Eight (8) Vendors
Responses Received From	Three (3) Responses

Responses Reviewed By	Representative from the Engineer, Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments
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Appendix B

Project Presentation followed in the packet.

Appendix C

Ranking and Evaluations of Respondents followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

j. Approval on Authorization on Contracting Construction Services for the District Wide HVAC Replacements at Mid Valley Campus

Purpose To contract construction services for the District Wide HVAC Replacements at Mid Valley Campus project.

Justification On February 13, 2024, the Board of Trustees approved contracting mechanical, electrical, and plumbing (MEP) engineering services with Ethos Holistique Holdings, LLC./dba Ethos Engineering.

The existing heating, ventilation, and air conditioning (HVAC) units were installed in 2004 and 2005, and are nearing their end of life. The project consists of replacing a total of thirteen (13) HVAC units at Buildings E, F, and G at the Mid Valley Campus for Phase I of the district-wide replacement efforts. Future phases will be scheduled at a later date.

The proposed scope of work is summarized below:

- Replacement of HVAC units at the following Mid Valley Campus buildings:
 - Building E 4 Units
 - Building F 2 Units
 - Building G 7 Units
 - Total 13 Units

Enclosed Documents Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total District Wide HVAC Replacements at Mid Valley Campus Project 2023-013R budgeted amount, including construction, design, and miscellaneous, is \$2,530,000.

- Construction \$2,300,000
- Design 230,000
- Total** **\$2,530,000**

The funds are available in the Renewals and Replacements Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to authorize contracting construction services with Johnson Controls, Inc. in the amount of \$1,893,356.56 for the District Wide HVAC Replacements at Mid Valley Campus.

This item was approved by the Board as part of consent agenda action.

Appendix A
RFP Solicitation Information

Advertised on	October 30, 2024 and November 6, 2024
RFP Responses Due	December 5, 2024
RFP Issued To	Six (6) Vendors
Responses Received From	Four (4) Responses
Responses Reviewed By	A representative from the Engineers, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B
Project Presentation followed in the packet.

Appendix C
Ranking and Evaluations of Respondents followed in the packet.

Appendix D
Fact Sheet followed in the packet.

Consent Agenda:

k. Approval on Authorization on Contracting Construction Services for the District Wide Flooring Replacements Phase IV

Purpose To contract construction services for the District Wide Flooring Replacements Phase IV project.

Justification On June 22, 2021, the Board approved the priority schedule for the District Wide Flooring Replacements. Phase IV of the replacements is as follows:

Campus	Buildings & Scope	Floor / Sq. Ft.	Highest Ranked Vendor
Pecan Campus	Building C: • Carpet and VCT	15,409 sq. ft.	Diaz Floors & Interiors, Inc.
	Building H: • Carpet and VCT	18,993 sq. ft.	5 Star GC Construction
Starr County Campus	Building G: • Carpet and VCT	3,526 sq. ft.	Diaz Floors & Interiors, Inc.
Technology Campus	Building B: • Carpet	10,815 sq. ft.	Diaz Floors & Interiors, Inc.

The flooring in these buildings has been in place for approximately 15 to 27 years. Overall, the flooring has sustained considerable wear, although some areas remain in fair condition but are outdated. Additionally, some of these buildings feature two to three different types of carpeting, and the replacement would establish a cohesive color palette throughout each building. The scope of work will include the replacement of carpet and the installation of luxury vinyl tile (LVT) to replace vinyl composition tile (VCT) in the buildings as listed above.

Enclosed Documents Appendix A – RFP Solicitation Information
 Appendix B – Project Presentation
 Appendix C – Ranking and Evaluations of Respondents
 Appendix D – Fact Sheet

Funding The total District Wide Flooring Replacements Phase IV Project 2025-014R budgeted amount, including construction, design, and miscellaneous, is \$504,000.

- Construction \$500,000
- Miscellaneous 4,000

Total \$504,000

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Facilities Committee recommended Board approval to authorize contracting construction services with 5 Star GC Construction for the Pecan Campus Building H in the amount of \$124,830.00, and with Diaz Floors & Interiors, Inc. for the Pecan Campus Building C in the amount of \$72,240.00, the Starr County Campus Building G in the amount of \$20,912.00, and the Technology Campus Building B in the amount of \$63,403.37, for a grand total of \$281,385.37 for the District Wide Flooring Replacements Phase IV project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A
 RFP Solicitation Information

Advertised on	November 27, 2024 and December 4, 2024
RFP Responses Due	December 12, 2024
RFP Issued To	Thirty-four (34) Vendors
Responses Received From	Five (5) Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B
 Project Presentation followed in the packet.

Appendix C
 Ranking and Evaluations of Respondents followed in the packet.

Appendix D
 Fact Sheet followed in the packet.

Consent Agenda:

I. Approval of Proposed Change Order for the Mid Valley Campus Building M Automotive Lab Expansion

Purpose To approve a proposed change order for the contract construction services for the Mid Valley Campus Building M Automotive Lab Expansion project.

Justification A change order to the construction contract is needed to cover additional costs to the contractor for associated General Conditions requested by the contractor. The contractor was delayed by eighty (80) days due to underground utilities that were not installed as indicated on the plans. The architect, contractor, and College staff have negotiated and agreed on the number of days that the contractor was delayed in performing the work. The contractor's general conditions amount is \$47,006.00. In addition, the change order authorizes garage door modifications in the amount of \$2,922.75, for a total change order amount of \$49,928.75.

The project contains a Contingency Allowance of \$37,892.76 which will be applied to the change order amount. The remaining balance of \$12,035.99 will be paid by available funds for the project and increase the contract amount.

Construction Contract Amount	\$4,188,000.00	
Net Effect of Change Order No. 7 to Contract Amount		12,035.99
Revised Construction Contract Amount	\$4,200,035.99	

Enclosed Documents Appendix A – Change Order #7
 Appendix B – Fact Sheet

Funding The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The Committee recommended Board approval of the proposed change order with Holchemont, Ltc. in the amount of \$49,928.75 and an additional eighty (80) days for the Mid Valley Campus Building M Automotive Lab Expansion project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

Change Order #7 followed in the packet.

Appendix B

Fact Sheet followed in the packet.

Consent Agenda:

m. Approval on Authorization to Proceed with Final Completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area

Purpose To approve final completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area project.

Justification On June 25, 2024, the Board of Trustees approved Substantial Completion of this project.

- Engineer: PBK Architects, Inc.
- Contractor: Holchemont, Ltd.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by Holchemont, Ltd. The original cost approved for this project was \$954,000.

Enclosed Documents Appendix A – Current Budget Status
 Appendix B – Photos
 Appendix C – Final Completion Letter
 Appendix D – Fact Sheet

Funding The funds for Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area Project 2022-014C are available in the Unexpended Plant Fund for use in FY 2024 – 2025.

The Committee recommended Board approval of final completion and release of final payment of \$55,056.30 to Holchemont, Ltd. for the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A
 Current Budget Status

Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$421,875.00	\$954,000.00	\$0	\$954,000.00	\$898,943.70	\$55,056.30

Appendix B
 Photos followed in the packet.

Appendix C
 Final Completion Letter followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

n. Approval on Authorization to Proceed with Final Completion of the Mid Valley Campus Workforce Center Building D Welding Expansion and Renovation

Purpose To approve final completion of the Mid Valley Campus Workforce Center Building D Welding Expansion and Renovation project.

Justification On July 16, 2024, the Board of Trustees approved Substantial Completion of this project.

- Engineer: PBK Architects, Inc.
- Contractor: Holchemont, Ltd.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by Holchemont, Ltd. The original cost approved for this project was \$1,189,000.

Enclosed Documents Appendix A – Current Budget Status
 Appendix B – Photos
 Appendix C – Final Completion Letter
 Appendix D – Fact Sheet

Funding The funds for Mid Valley Campus Workforce Center Building D Welding Expansion and Renovation Project 2022-013C are available in the Unexpended Plant Fund for use in FY 2024 – 2025.

The Committee recommended Board approval of final completion and release of final payment of \$78,230.99 to Holchemont, Ltd. for the Mid Valley Campus Workforce Center Building D Welding Expansion and Renovation project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

Current Budget Status

Mid Valley Campus Workforce Center Building D Welding Expansion and Renovation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$707,550.00	\$1,189,000.00	\$0	\$1,189,000.00	\$1,110,769.01	\$78,230.99

Appendix B

Photos followed in the packet.

Appendix C

Final Completion Letter followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

o. Approval on Authorization to Proceed with Final Completion of the Mid Valley Campus Workforce Center Building M Automotive Lab Expansion

Purpose To approve final completion of the Mid Valley Campus Workforce Center Building M Automotive Lab Expansion project.

Justification On June 25, 2024, the Board of Trustees approved Substantial Completion of this project.

- Engineer: PBK Architects, Inc.
- Contractor: Holchemont, Ltd.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by Holchemont, Ltd. The original cost approved for this project was \$2,045,000.

Enclosed Documents Appendix A – Current Budget Status
 Appendix B – Photos
 Appendix C – Final Completion Letter
 Appendix D – Fact Sheet

Funding The funds for Mid Valley Campus Workforce Center Building M Automotive Lab Expansion Project 2022-012C are available in the Unexpended Plant Fund for use in FY 2024 – 2025.

The Committee recommend Board approval of final completion and release of final payment of \$120,974.95 to Holchemont, Ltd. for the Mid Valley Campus Workforce Center Building M Automotive Lab Expansion project as presented.

This item was approved by the Board as part of consent agenda action.

Appendix A

Current Budget Status

Mid Valley Campus Workforce Center Building M Automotive Lab Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$953,700.00	\$2,045,000.00	\$0	\$2,045,000.00	\$1,924,025.05	\$120,974.95

Appendix B

Photos followed in the packet.

Appendix C

Final Completion Letter followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Approval of Financial Reports for October and November 2024

Administration recommends Board approval of the financial reports for the months of October and November 2024.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for October and November 2024.
- 2) Summary of Revenues for October and November 2024.
- 3) Summary of State Appropriations Revenue for October and November 2024.
- 4) Summary of Property Tax Revenue for October and November 2024.
- 5) Summary of Expenditures by Classification for October and November 2024.
- 6) Summary of Expenditures by Function for October and November 2024.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for October and November 2024.
- 8) Summary of Grant Revenues and Expenditures for October and November 2024.
- 9) Foundation Financial Activity for October and November 2024.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, was available to respond to any questions posed by the Board.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approves and authorizes the submitted financial reports for the month of October and November 2024.

The motion carried.

Review of Informational Reports as of November and December 2024

Administration includes the following information reports as of November and December 2024 for the Board's information.

- 1) Checks for \$125,000 and above for November and December 2024.
- 2) Check Register for November and December 2024.
- 3) Summary of Purchase Orders (Purchasing) for November and December 2024.
- 4) Summary of Bid Solicitations (Purchasing) for November and December 2024.
- 5) Employee New Hires for November and December 2024.
- 6) Employee Resignations/Retirements for November and December 2024.

The reports are presented for review by the Board and are provided under separate cover.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, was available to respond to questions posed by the Board.

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

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

The Board of Trustees is asked to review and take action as necessary regarding a proposed amendment to the President's Contract.

This item was tabled by Dr. Alejo Salinas, Board Chair, until the February Board Meeting.

No action was taken on this item.

Announcements

A. Next Meetings:

- Tuesday, February 11, 2025
 - 3:30 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, February 25, 2025
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

The ACCT Legislative Conference will be held on February 9 – 12, 2025 in Washington, D.C.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 6:29 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 28, 2025 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mr. Danny Guzman

Board Secretary

**Review and Action as Necessary on Resolution 2025-008 Resolution
of Support for Continued Investment in the Dynamic Community
College Funding Model**

Purpose To show support of the advocacy efforts of the Texas Association of Community Colleges (TACC) and the Community College Association of Texas Trustees (CCATT) for the upcoming legislative session.

Justification Administration is requesting approval and adoption of Resolution 2025-008 to demonstrate our institution's support for the priorities set by TACC and CCATT.

These priorities are outlined in the attached Resolution, which was provided by TACC for the Board's consideration.

Administration has proposed additional language, encouraging further consideration of the impact of the impact of excluding funding for non-credit workforce programs with fewer than 80 contact hours in high-demand fields or 144 contact hours in all other fields. This is further explained in the attached Community College Perspective briefing.

Enclosed Documents

- Resolution 2025-008 of Support for Continued Investment in the Dynamic Community College Funding Model
- Community College Perspective briefing

Staff Resource Venisa Earhart, Board Relations Administrator

Recommendation It is recommended that the Board of Trustees approve and adopt Resolution 2025-008 of Support for Continued Investment in the Dynamic Community College Funding Model.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and adopts Resolution 2025-008 of Support for Continued Investment in the Dynamic Community College Funding Model as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Resolution 2025-008

Resolution of Support for Continued Investment in the Dynamic Community College Funding Model

Whereas, the State of Texas has demonstrated its commitment to student success and workforce development through the implementation of the outcomes-based funding model established by House Bill 8 during the 88th Legislature;

Whereas, this funding model represents a transformative approach to empowering community colleges to deliver measurable results in alignment with state workforce and educational goals;

Whereas, the funding model prioritizes student outcomes, including the attainment of credentials of value, dual credit opportunities, successful transfer to a four-year university, and support for economically disadvantaged students and adult learners;

Whereas, continued investment in this dynamic funding model will ensure Texas community colleges remain equipped to provide affordable, high-quality education that drives economic growth and mobility;

Whereas, Texas community colleges have requested support for formula funding recommendations made by the Texas Higher Education Coordinating Board for the FY 2026-2027 biennium, alongside a supplemental appropriations request for the current biennium to sustain progress and innovation;

Whereas, amendments to the state funding Performance Tier to include students transferring to private or independent institutions in Texas will strengthen student success pathways and acknowledge the key role these institutions play in the state's higher education and workforce development ecosystem;

Whereas, the implementation of state support for non-credit courses of study below certain thresholds has neglected the role of short-term trainings supporting workforce demands, including within the Information Technology, Manufacturing Technology, and Public Safety sectors;

THEREFORE, BE IT RESOLVED, the Board of Trustees of South Texas College officially declares its support for:

1. Continued investment in the outcomes-based funding model established by House Bill 8.
2. Full funding for the supplemental appropriations request for the FY 2024-2025 biennium.
3. Formula funding recommendations for the FY 2026-2027 biennium as proposed by the Texas Higher Education Coordinating Board.
4. Amendments to the Performance Tier to include students who transfer to private or independent institutions of higher education in Texas.
5. Amendment to propose funding for students completing non-credit courses of study under 80 contact hours in high-demand fields and 144 contact hours in all other fields.

BE IT FURTHER RESOLVED, that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS ____ day of _____, 2025, by the Board of Trustees of South Texas College.

Dr. Alejo Salinas, Jr., Chair
Board of Trustees

Danny Guzman, Secretary
Board of Trustees

Resolution 2025-008
**Resolution of Support for Continued Investment in the Dynamic Community
College Funding Model**

Whereas, the State of Texas has demonstrated its commitment to student success and workforce development through the implementation of the outcomes-based funding model established by House Bill 8 during the 88th Legislature;

Whereas, this funding model represents a transformative approach to empowering community colleges to deliver measurable results in alignment with state workforce and educational goals;

Whereas, the funding model prioritizes student outcomes, including the attainment of credentials of value, dual credit opportunities, successful transfer to a four-year university, and support for economically disadvantaged students and adult learners;

Whereas, continued investment in this dynamic funding model will ensure Texas community colleges remain equipped to provide affordable, high-quality education that drives economic growth and mobility;

Whereas, Texas community colleges have requested support for formula funding recommendations made by the Texas Higher Education Coordinating Board for the FY 2026-2027 biennium, alongside a supplemental appropriations request for the current biennium to sustain progress and innovation;

Whereas, amendments to the state funding Performance Tier to include students transferring to private or independent institutions in Texas will strengthen student success pathways and acknowledge the key role these institutions play in the state’s higher education and workforce development ecosystem;

THEREFORE, BE IT RESOLVED, the Board of Trustees of South Texas College officially declares its support for:

1. Continued investment in the outcomes-based funding model established by House Bill 8.
2. Full funding for the supplemental appropriations request for the FY 2024-2025 biennium.
3. Formula funding recommendations for the FY 2026-2027 biennium as proposed by the Texas Higher Education Coordinating Board.
4. Amendments to the Performance Tier to include students who transfer to private or independent institutions of higher education in Texas.

BE IT FURTHER RESOLVED, that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS ____ day of _____, 2025, by the Board of Trustees of South Texas College.

Dr. Alejo Salinas, Jr., Chair
Board of Trustees

Danny Guzman, Secretary
Board of Trustees



SOUTH TEXAS COLLEGE Academic Affairs Division

Community College Perspective: The consequences of House Bill 8 (HB 8) implementation, specifically regarding the exclusion of short-term non-credit offerings for workforce and professional development.

Background: The recently signed and implemented Texas House Bill 8 (HB 8) marks a significant shift in funding community colleges in Texas. This bold and innovative model emphasizes outcomes and rewards colleges for degrees, certificates, and other "credentials of value." While the focus on positive student outcomes is commendable, an unintended consequence arises from excluding short-term non-credit trainings from state appropriations, especially those below 80 contact hours for high-demand fields and 144 contact hours for non-high-demand fields.

Specific Impact: The move towards outcomes-based funding inadvertently neglects the critical role of short-term trainings, one of the subsets of "microcredentials," in addressing the evolving needs of industries. As community colleges realign their focus to meet workforce demands, the elimination of state appropriations for trainings below 80/144 contact hours jeopardizes the ability to provide swift and targeted upskilling opportunities.

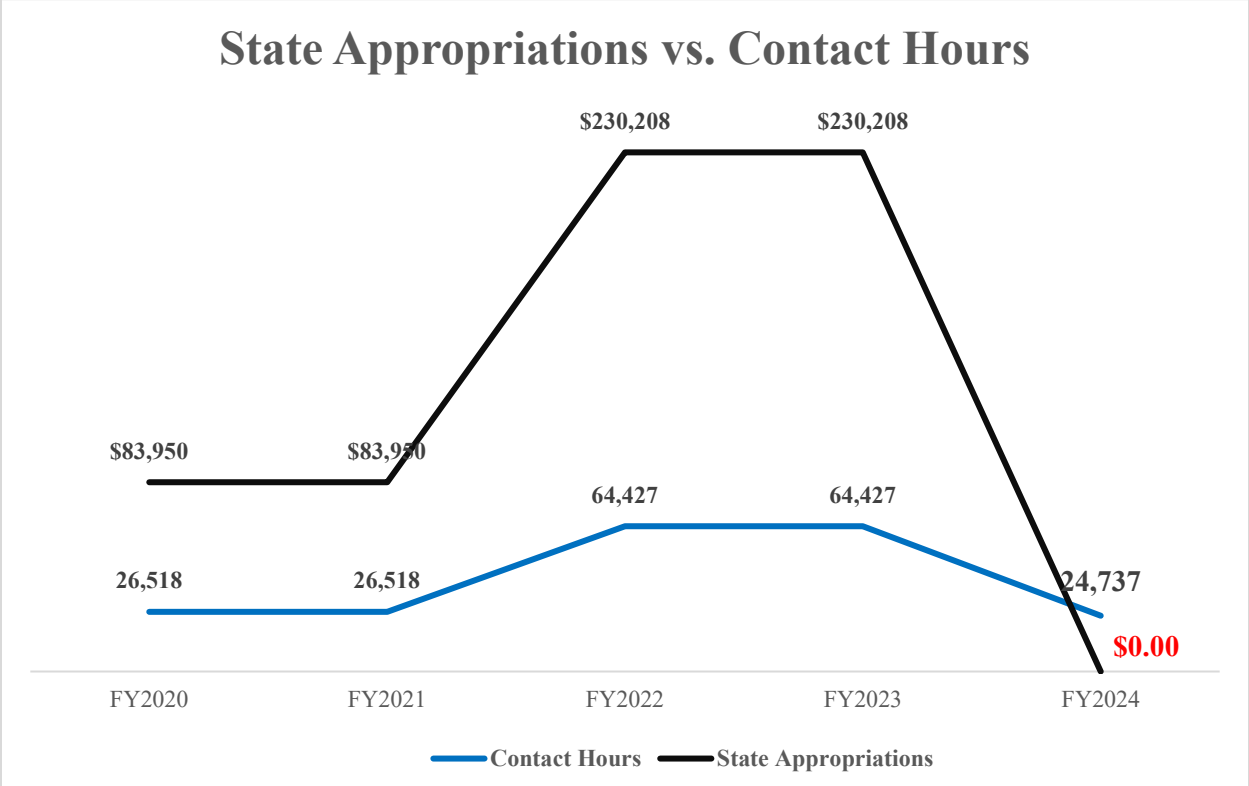
Eliminating funding for shorter-term trainings jeopardizes the ability of community colleges to cater to the urgent and specific needs of industries. It poses a barrier to individuals seeking rapid skill acquisition and adapting swiftly to evolving job market demands. Furthermore, this omission seems contrary the state's strategic plan goals in supporting mid-career employees who are trying to advance in their jobs to meet the changing needs of their employers/industry.

Community College Impact: South Texas College offers non-credit training opportunities to meet industry and community demands through three departments: Center for Advanced Training & Apprenticeships (CATA); Continuing Education & Workforce Development (CEWD); and the Regional Center for Public Safety Excellence (RCPSE).

All three departments are adversely impacted by the exclusion of funding for trainings less than 80/144 contact hours. However, the most impacted is CATA, as their sole focus is to provide on-demand, short-term trainings that meet the immediate needs of current industry employees. The employers cannot afford to release their employees for long periods of time; therefore, shorter trainings meet their needs.

As reflected in the table and graph below, the immediate concern is that due to lack of funding for these short-term trainings, colleges across the state may have to curtail their services due to lack of financial resources.

Center for Advanced Training & Apprenticeships					
	FY2020	FY2021	FY2022	FY2023	FY2024
Contact Hours	26,518	26,518	64,427	64,427	24,737
State Appropriations	\$83,950	\$83,950	\$230,208	\$230,208	\$0.00



While the immediate impact is already felt by non-credit training providers across Texas, long-term effects may also be present, including slowing down and/or elimination of innovative non-credit to credit educational pathways that support both TACC’s Pathways Project and the state’s Talent Strong Texas initiatives.

Examples of Short-Term Trainings/Scenarios:

1. **Information Technology Sector:** Consider a scenario where the Information Technology sector undergoes a rapid shift in software applications due to the rapid advancement in AI technology. A short-term training program of 40-60 contact hours could equip current employees with the necessary skills to adapt. However, under the current system, lack of funding would hinder the community college's ability to offer this crucial program, leaving individuals and industry at a disadvantage.
2. **Manufacturing Technology Sector:** Consider a scenario where the Manufacturing sector is affected due to advancements in robotics/mechatronics. A short-term training program of 40-60 contact hours could equip current employees with the necessary skills to work more advanced robotics and increased manufacturing efficiency. Again, the

current system would hinder the community college's ability to offer this crucial program, leaving individuals and regions at a disadvantage as nearshoring becomes more prevalent.

3. **Public Safety Sector:** Public Safety professional, including Licensed Peace Officers, are required to complete further training by the Texas Commission on Law Enforcement (TCOLE). These trainings range from 16 to 40 hours. These short-term training programs keep our public safety professionals up to date on topics critical to community policing, such as Crisis Intervention, De-escalation, and Special Investigative topics. As with the other scenarios, the current system would hinder the community college's ability to offer these critical continuing education hours.

Recommendation: To address these consequences and ensure community colleges' agility in responding to industry demands and supporting pathways towards a Talent Strong Texas, the state should reconsider the implementation of the current funding framework in regard to these short-term non-credit trainings.

One viable approach could involve incorporating an additional funding tier for training completions falling below the 80/144 contact hours threshold. Alternatively, reinstating state appropriations for any training below these limits would ensure the uninterrupted provision of shorter-term but indispensable educational programs.

This modification would acknowledge the intrinsic value of non-credit micro-credentials in facilitating swift skill acquisition and ensuring the accessibility of diverse educational pathways from non-credit to credit-bearing programs. It would provide individuals with the flexibility to acquire specialized skills promptly, aligning with the overarching objectives of enhancing workforce preparedness and sustaining Texas' position as an educational pioneer.

While HB 8 represents a significant step forward in aligning community college funding with student outcomes, it is crucial to address unintended consequences once identified. This modification will not only support the short-term training needs of various industries but also uphold Texas' position as a national leader in higher education innovation.

Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2024

Purpose	Kelly R. Salazar from Linebarger Goggan Blair & Sampson, will present the Delinquent Tax Collection Report through November 30, 2024.
Justification	To inform the Board about the efforts, methods, and frequency with which Linebarger Goggan Blair & Sampson, LLP has contacted the delinquent taxpayer to ensure the collection of outstanding taxes. They will also present the progress made by detailing the amount of property taxes collected for Hidalgo County and Starr County and the outstanding balances.
Enclosed Documents	Appendix A – Delinquent Tax Collection Report.
Funding	No funds are required. The delinquent tax fee is collected from the taxpayer.
Staff Resource	Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President-Finance and Management
Recommendation	No action is required from the Board. This item is presented for information purposes.

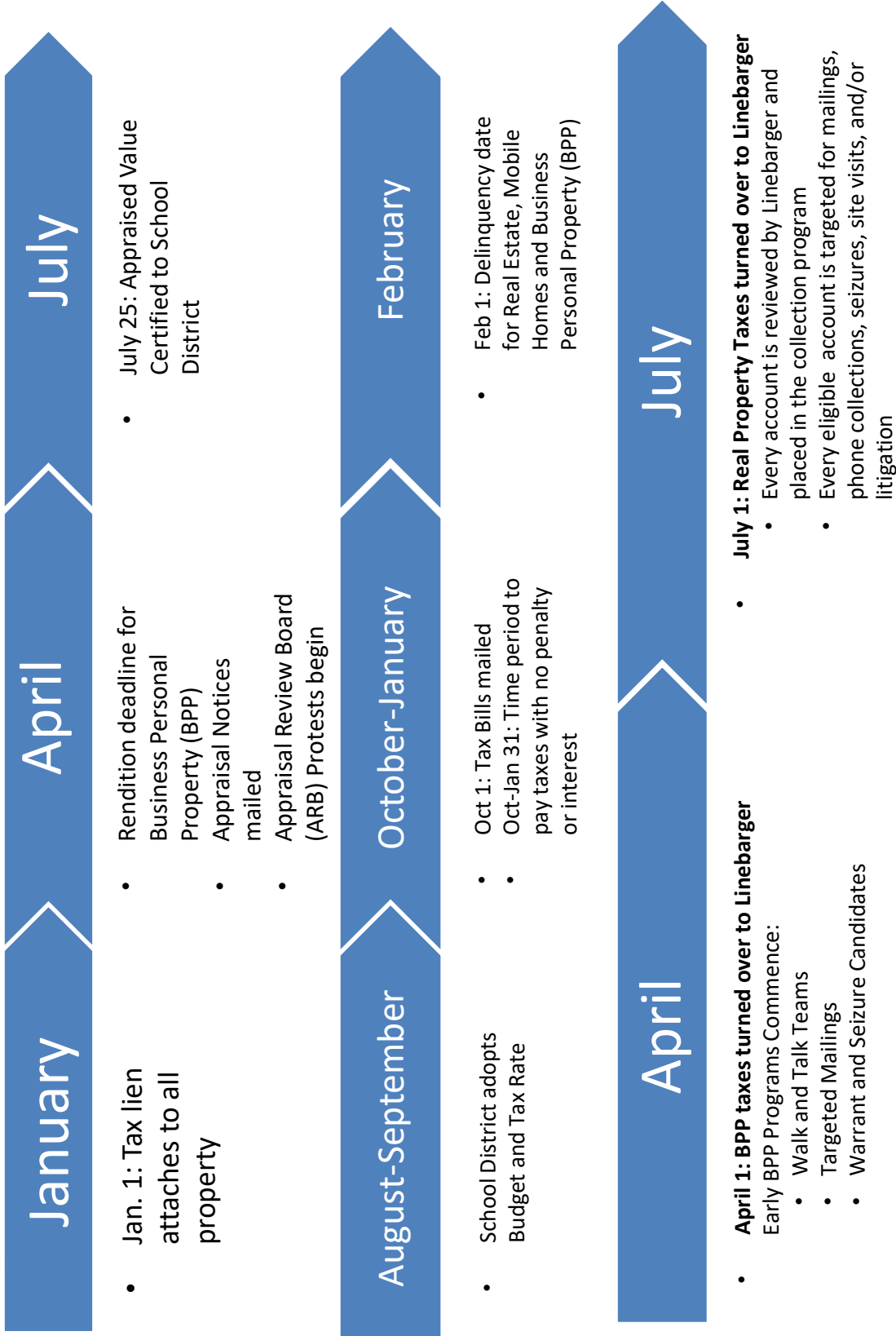


SOUTH TEXAS COLLEGE

**Delinquent Tax Collection Report
September 01, 2024 – November 30, 2024**



Important Tax Cycle Dates





Collection Activities - Hidalgo County

September 01, 2024 – November 30, 2024

411 Lawsuits Filed—\$371,682

163 Lawsuits Disposed—\$188,484

17,256 Incoming/Outgoing Calls

1,614 In-House Visits

1,006 Property Inspections

223 Payment Agreements

1st Quarter
Linebarger collected
\$1,188,804
in base, penalty & interest
in Hidalgo County



Collection Activities - Starr County

September 01, 2024 – November 30, 2024

27 Lawsuits Filed - \$46,860

24 Lawsuits Disposed - \$29,331

4,294 Incoming/Outgoing Calls

125 In-House Visits

135 Property Inspections

50 Payment Agreements

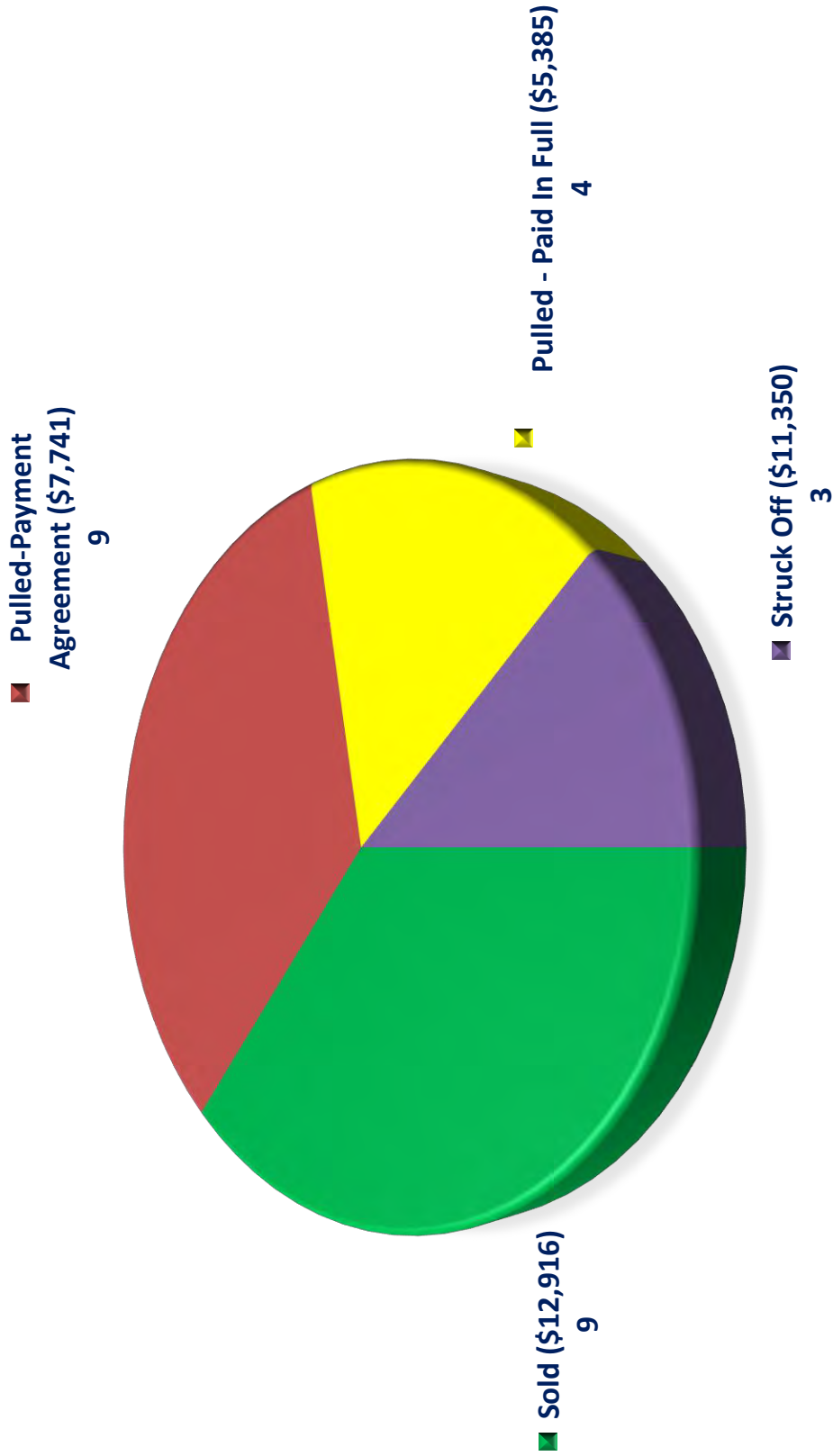
1st Quarter
Linebarger collected

\$138,396

in base, penalty & interest
in Starr County

Tax Sale Results - Hidalgo County

September 01, 2024 – November 30, 2024





Collection Comparison – Hidalgo County

1st Quarter: September 01, 2024 – November 30, 2024



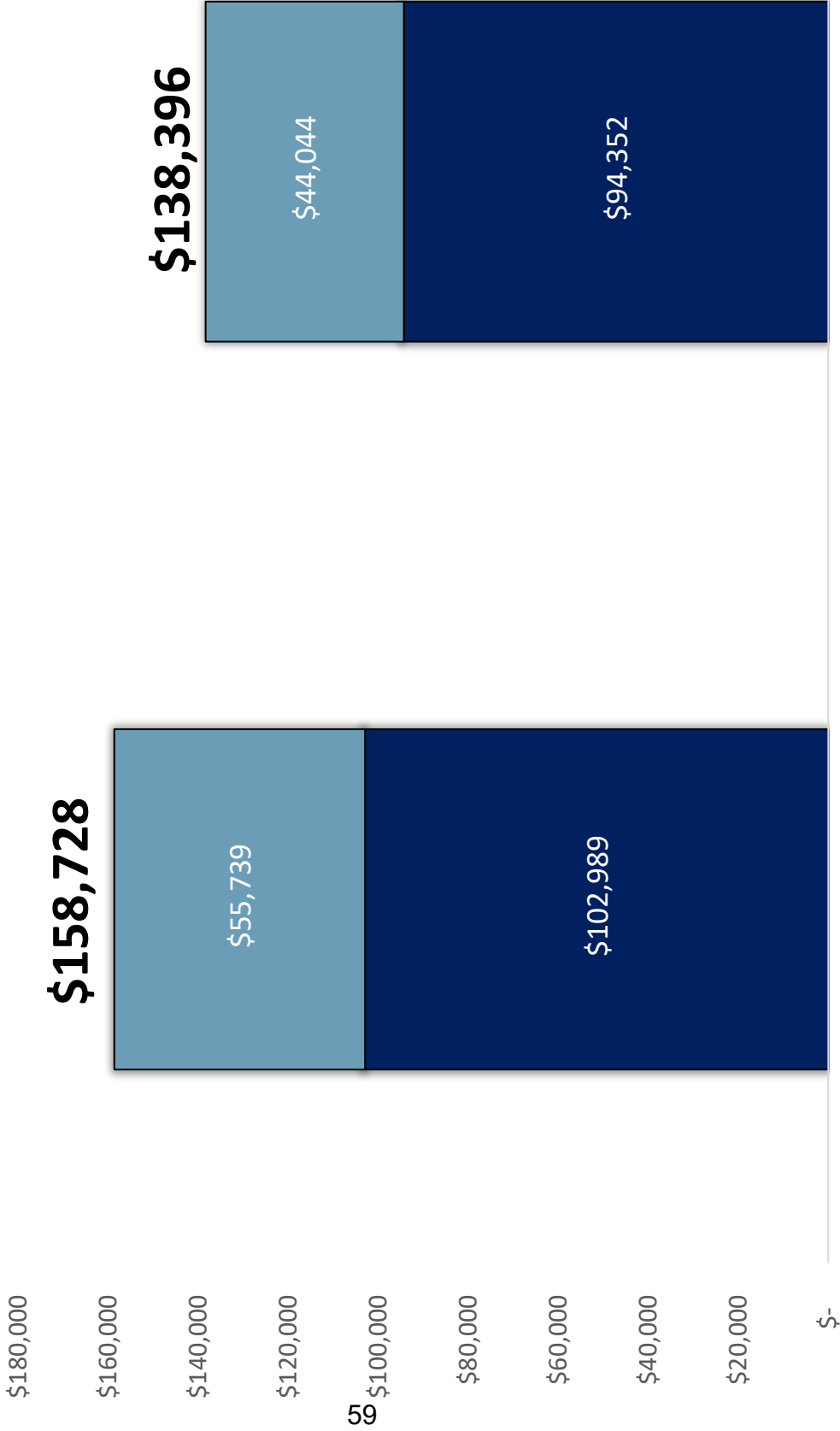
September 2023 - November 2023
DTR: \$9,302,237

September 2024 - November 2024
DTR: \$10,430,474



Collection Comparison – Starr County

1st Quarter: September 01, 2024 – November 30, 2024



September 2023 - November 2023

DTR: \$4,136,855

September 2024 - November 2024

DTR: \$4,428,373



**SOUTH TEXAS
COLLEGE**

THANK YOU!



Review and Action as Necessary on Quarterly Investment Report for Quarter Ending November 30, 2024

- Purpose** To approve the College's Quarterly Investment Report for the Quarter Ended November 30, 2024 that will be presented by Ms. Emily Upshaw from Valley View Consulting, L.L.C.
- Justification** To comply with the Texas Public Funds Information Act (PFIA) and the College's Policy CAK Appropriations and Revenue Sources: Investments that require an Investment Report to be prepared and submitted to the Board of Trustees and the President on a quarterly basis.
- Ms. Upshaw will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.
- Enclosed Documents** Appendix A - Quarterly Investment Report
- Funding** No funds are required.
- Staff Resource** Dr. Ricardo J. Solis, President
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***
The Board of Trustees of South Texas College approves and authorizes the Quarterly Investment Report for the Quarter Ended November 30, 2024.



**SOUTH TEXAS
COLLEGE**
QUARTERLY INVESTMENT REPORT

For the Quarter Ended
November 30, 2024

Prepared by
Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

_____	_____
Maria G. Del Paz, Vice President for Finance & Administrative Services	Date
_____	_____
Myriam Lopez, Associate Vice President-Finance and Management	Date
_____	_____
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

Disclaimer: These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Summary

Quarter End Results by Investment Category:

Asset Type	August 31, 2024		November 30, 2024		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 95,896,527.57	\$ 95,896,527.57	\$ 88,438,402.39	\$ 88,438,402.39	4.29%
Pools	1,793,615.69	1,793,615.69	1,815,776.24	1,815,776.24	4.73%
CD/Security	327,318,246.52	328,185,078.08	330,295,468.58	330,619,935.34	4.67%
Totals	\$ 425,008,389.78	\$ 425,875,221.34	\$ 420,549,647.21	\$ 420,874,113.97	4.59%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	4.59%
Rolling Three Month Treasury	4.76%
Rolling Six Month Treasury	4.84%
TexPool	4.73%

Year-to-Date Portfolio Performance (2)

Average Quarter End Yield	4.59%
Rolling Three Month Treasury	4.76%
Rolling Six Month Treasury	4.84%
TexPool	4.73%

INTEREST EARNINGS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>
Quarterly Interest Earned	\$4,046,716.61 (Unaudited)	\$4,916,411.39 (Unaudited)
Accrued Interest-End of Quarter	\$1,084,959.62 (Unaudited)	\$1,744,040.51 (Unaudited)
Fiscal YTD Interest Earned	\$4,046,716.61 (Unaudited)	\$4,916,411.39 (Unaudited)

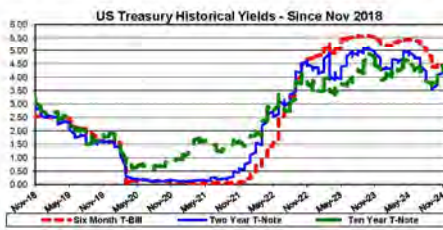
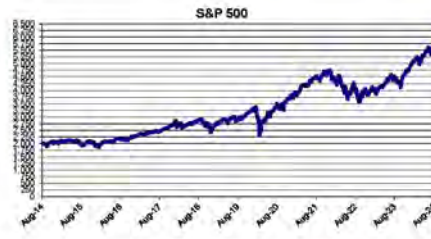
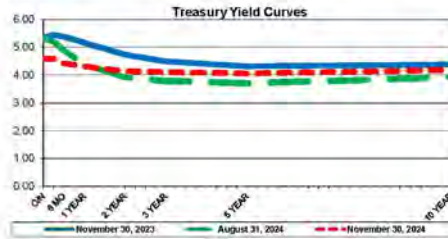
(1) **Current Quarter Portfolio Performance** - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Performance** - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

11/30/2024

The Federal Open Market Committee (FOMC) reduced the Fed Funds target range to 4.50% - 4.75% (Effective Fed Funds trade +4.56%). Expectations are for an additional 0.25% cut 12/18, although any actions will be meeting-by-meeting and "data-dependent." Nov Non-Farm Payroll improved to +237k new jobs, with the previous two months revised upward boosting the Three Month Rolling Average +173k (from the previous 104k). Third Quarter 2024 GDP, second estimate, remained +2.8. The S&P 500 Stock Index exceeded 5,000 making new records. The yield curve pivoted to slightly flatter. Crude Oil dropped below \$70+ per barrel. Inflation remains above the FOMC 2% target (Core PCE +2.8% and Core CPI +3.3%). Declining global economic outlook and ongoing/expanding international political disruptions continue increasing uncertainty.



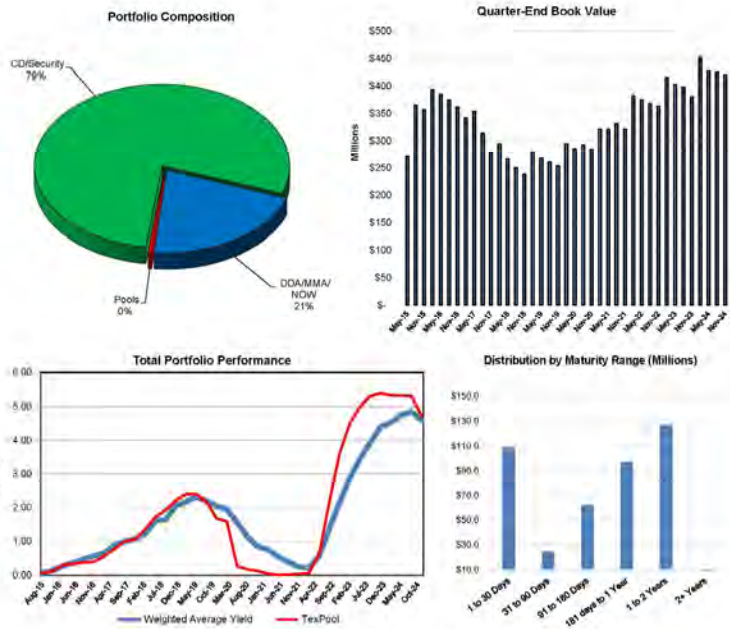
Investment Holdings
November 30, 2024

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face/Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Natl Bank & Trust MMA		4.87%	12/01/24	11/30/24	\$ 13,329,707.89	\$ 13,329,707.89	1.00	\$ 13,329,707.89	1	4.87%
PNC Bank MMA - Operating #2		3.05%	12/01/24	11/30/24	15,112,544.46	15,112,544.46	1.00	15,112,544.46	1	3.05%
PNC Bank MMA - Payroll		2.22%	12/01/24	11/30/24	273,451.01	273,451.01	1.00	273,451.01	1	2.22%
PNC Bank MMA - Payroll #2		2.77%	12/01/24	11/30/24	1,164.99	1,164.99	1.00	1,164.99	1	2.77%
PNC Bank MMA - Student		2.22%	12/01/24	11/30/24	21,045.18	21,045.18	1.00	21,045.18	1	2.22%
PNC Bank MMA - Federal Draw Down		2.14%	12/01/24	11/30/24	661,184.31	661,184.31	1.00	661,184.31	1	2.14%
PNC Bank MMA - i&S Bond 96,02,03, 04,07,10,14,15		2.22%	12/01/24	11/30/24	25,045.10	25,045.10	1.00	25,045.10	1	2.22%
PNC Bank - Construction E&G Transfer		2.22%	12/01/24	11/30/24	19,480.26	19,480.26	1.00	19,480.26	1	2.22%
Veritek Bank MMA		2.22%	12/01/24	11/30/24	1,032,062.35	1,032,062.35	1.00	1,032,062.35	1	2.14%
NexBank MMA		2.14%	12/01/24	11/30/24	25,044.72	25,044.72	1.00	25,044.72	1	2.22%
TexPool LGIP	AAAm	4.73%	12/01/24	11/30/24	25,045.02	25,045.02	1.00	25,045.02	1	2.22%
Texas Capital Bank CD		4.75%	12/02/24	01/31/23	16,363,035.93	16,363,035.93	100.00	16,363,035.93	2	4.75%
BOK Financial CDARS		5.35%	12/05/24	12/07/23	2,458,350.92	2,458,350.92	100.00	2,458,350.92	5	5.00%
East West Bank CD		4.90%	01/13/25	08/30/24	2,025,124.69	2,025,124.69	100.00	2,025,124.69	62	5.02%
American Natl Bank & Trust CD		4.50%	02/02/25	02/03/23	16,227,113.60	16,227,113.60	100.00	16,227,113.60	64	4.50%
East West Bank CD		4.90%	02/28/25	08/30/24	6,059,823.73	6,059,823.73	100.00	6,059,823.73	90	5.02%
Bank OZK CD		5.37%	03/05/25	10/10/23	8,481,142.31	8,481,142.31	100.00	8,481,142.31	95	5.52%
Veritek Bank CD		5.17%	03/24/25	07/17/23	7,500,910.67	7,500,910.67	100.00	7,500,910.67	114	5.17%
Bank OZK CD		4.26%	03/28/25	09/28/24	104,619.85	104,619.85	100.00	104,619.85	116	4.30%
American Natl Bank & Trust CD		4.92%	04/25/25	04/26/23	16,109,719.37	16,109,719.37	100.00	16,109,719.37	146	5.04%
Southside Bank CD		4.52%	05/06/25	11/06/24	5,000,000.00	5,000,000.00	100.00	5,000,000.00	157	4.60%
Bank OZK CD		5.37%	05/07/25	10/10/23	10,601,427.89	10,601,427.89	100.00	10,601,427.89	158	5.52%
US Treasury	Aaa/AA+	2.75%	05/15/25	01/12/24	5,000,000.00	4,960,152.26	99.25	4,962,597.65	166	4.57%
American Natl Bank & Trust CD		5.10%	05/29/25	11/30/23	9,473,518.68	9,473,518.68	100.00	9,473,518.68	180	5.23%
American Natl Bank & Trust CD		5.10%	06/05/25	12/07/23	6,309,505.80	6,309,505.80	100.00	6,309,505.80	187	5.23%
FAMCA		4.54%	07/16/25	01/16/24	15,017,410.80	15,017,410.80	100.12	15,017,410.80	228	4.54%
East West Bank CD		4.39%	07/31/25	08/30/24	3,033,742.78	3,033,742.78	100.00	3,033,742.78	243	4.49%
American Natl Bank & Trust CD		4.60%	08/07/25	02/08/24	10,381,368.98	10,381,368.98	100.00	10,381,368.98	250	4.71%
American Natl Bank & Trust CD		4.60%	08/14/25	02/15/24	5,186,107.61	5,186,107.61	100.00	5,186,107.61	257	4.71%
East West Bank CD		4.39%	09/02/25	08/30/24	8,105,510.90	8,105,510.90	100.00	8,105,510.90	276	4.49%
FHLMC	Aaa/AA+	0.38%	09/23/25	02/02/24	15,000,000.00	14,538,676.93	96.82	14,522,681.85	297	4.33%
US Treasury	Aaa/AA+	4.25%	10/15/25	02/02/24	10,000,000.00	9,997,592.09	99.88	9,987,890.60	319	4.28%
US Treasury	Aaa/AA+	4.25%	10/15/25	03/07/24	5,000,000.00	4,982,168.34	99.88	4,983,945.30	319	4.68%
Bank OZK CD		4.25%	10/31/25	10/31/24	5,018,079.50	5,018,079.50	100.00	5,018,079.50	335	4.34%
US Treasury	Aaa/AA+	4.50%	11/15/25	03/07/24	15,000,000.00	14,982,080.55	100.11	15,016,757.85	350	4.63%
FFCB	Aaa/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,994,885.35	100.26	15,038,358.90	373	4.66%
US Treasury	Aaa/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,699,653.43	96.89	7,751,250.00	442	4.90%
FHBL	Aaa/AA+	4.65%	02/23/26	03/07/24	7,000,000.00	7,005,748.82	100.37	7,026,201.14	450	4.58%
FHBL	Aaa/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,996,522.23	100.67	15,100,569.00	465	4.90%
FFCB	Aaa/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,983,191.11	100.44	5,022,181.75	487	4.89%

**Investment Holdings
November 30, 2024**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
US Treasury	Aaa/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,863,518.86	99.30	9,930,078.10	501	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.62	14,087,490.90	528	4.72%
US Treasury	Aaa/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,138.98	99.11	991,132.81	531	3.61%
US Treasury	Aaa/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,910,584.18	99.80	9,980,468.80	562	4.74%
US Treasury	Aaa/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,032,676.07	100.56	5,028,125.00	577	4.19%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	98.97	14,845,157.70	604	3.60%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	99.85	14,978,221.50	612	4.18%
US Treasury	Aaa/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,908,778.17	98.75	7,900,312.48	669	4.15%
					\$ 421,693,281.84	\$ 420,549,647.21		\$ 420,874,113.97	249	4.58%

(1) Weighted average life - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.
(2) Weighted average yield to maturity - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.



Book & Market Value Comparison									
Issuer/Description	Yield	Maturity Date	Book Value 08/31/24	Increases	Decreases	Book Value 1/30/24	Market Value 08/31/24	Change in Market Value	Market Value 11/30/24
American Natl Bank & Trust MMA	4.87%	12/01/24	\$ 13,152,852.18	\$ 171,048.71	\$ -	\$ 13,323,900.89	\$ 13,152,852.18	\$ 171,048.71	\$ 13,323,900.89
PNC Bank MMA - Operating	3.05%	12/01/24	28,840,154.76	-	(13,527,810.30)	15,312,344.46	28,840,154.76	(13,527,810.30)	15,312,344.46
PNC Bank MMA - Operating #2	2.22%	12/01/24	131,313.23	142,137.78	-	273,451.01	131,313.23	142,137.78	273,451.01
PNC Bank MMA - Payroll	2.77%	12/01/24	1,133.73	31.26	-	1,164.99	1,133.73	31.26	1,164.99
PNC Bank MMA - Payroll #2	2.22%	12/01/24	13,876.87	7,168.31	-	21,045.18	13,876.87	7,168.31	21,045.18
PNC Bank MMA - Student	2.14%	12/01/24	921,903.54	-	(260,719.23)	661,184.31	921,903.54	(260,719.23)	661,184.31
PNC Bank MMA - Student #2	2.22%	12/01/24	25,058.32	-	(13.14)	25,045.18	25,058.32	(13.14)	25,045.18
PNC Bank - Federal Draw Down	2.22%	12/01/24	328.66	19,151.80	-	19,480.28	328.66	19,151.80	19,480.28
PNC Bank MMA	2.14%	12/01/24	87,329.24	984,722.01	-	1,072,051.25	87,329.24	984,722.01	1,072,051.25
PNC Bank MMA - ISS Bond 96.02.03, 04.07.10.14.15	2.22%	12/01/24	25,067.93	-	(13.21)	25,044.72	25,067.93	(13.21)	25,044.72
PNC Bank - Construction E&G Transfer	2.22%	12/01/24	25,068.23	-	(13.21)	25,045.02	25,068.23	(13.21)	25,045.02
PNC Bank - Construction E&G Transfer	2.94%	12/01/24	2,636,641.33	4,387,879.84	-	7,024,521.17	2,636,641.33	4,387,879.84	7,024,521.17
Veritex Bank MMA	4.58%	12/01/24	4,038,408.82	52,996.83	-	4,091,405.65	4,038,408.82	52,996.83	4,091,405.65
NexBank MMA	4.80%	12/01/24	48,211,593.83	585,906.57	-	48,797,500.40	48,211,593.83	585,906.57	48,797,500.40
TexPool LGIP	4.73%	12/01/24	1,793,615.69	22,160.55	-	1,815,776.24	1,793,615.69	22,160.55	1,815,776.24
FFCB	3.58%	09/13/24	3,167,916.08	-	(3,167,916.08)	-	3,168,382.58	(3,168,382.58)	-
FAMCA	4.84%	09/24/24	10,000,000.00	-	(10,000,000.00)	-	9,997,482.20	(9,997,482.20)	-
Bank OZK CD	5.41%	09/25/24	2,121,208.07	-	(2,121,208.07)	-	2,121,208.07	(2,121,208.07)	-
FHLB	4.83%	10/03/24	9,997,271.64	-	(9,997,271.64)	-	9,992,193.30	(9,992,193.30)	-
East West Bank CD	5.80%	10/07/24	8,310,934.53	-	(8,310,934.53)	-	8,310,934.53	(8,310,934.53)	-
Texas Capital Bank CD	4.82%	10/31/24	5,394,873.58	-	(5,394,873.58)	-	5,394,873.58	(5,394,873.58)	-
Veritex Bank CD	5.46%	11/16/24	15,915,631.79	-	-	-	15,915,631.79	(15,915,631.79)	-
Texas Capital Bank CD	4.79%	12/02/24	19,198,204.91	199,831.02	-	19,398,035.93	19,198,204.91	199,831.02	19,398,035.93
BOJ Financial CDARS	5.50%	12/06/24	2,425,753.63	32,587.29	-	2,458,340.92	2,425,753.63	32,587.29	2,458,340.92
East West Bank CD	5.02%	01/31/25	2,000,537.02	24,587.67	-	2,025,124.69	2,000,537.02	24,587.67	2,025,124.69
American Natl Bank & Trust CD	4.50%	02/02/25	16,044,441.23	182,672.37	-	16,227,113.60	16,044,441.23	182,672.37	16,227,113.60
East West Bank CD	5.02%	02/28/25	5,989,249.52	73,574.21	-	6,062,823.73	5,989,249.52	73,574.21	6,062,823.73
Bank OZK CD	5.52%	03/05/25	8,387,128.98	114,013.35	-	8,481,142.33	8,387,128.98	114,013.35	8,481,142.33
Veritex Bank CD	5.17%	03/24/25	7,404,007.86	96,803.01	-	7,500,810.87	7,404,007.86	96,803.01	7,500,810.87
Bank OZK CD	4.35%	03/28/25	-	104,619.85	-	104,619.85	-	104,619.85	104,619.85
American Natl Bank & Trust CD	5.04%	04/25/25	15,928,368.54	181,350.83	-	16,109,719.37	15,928,368.54	181,350.83	16,109,719.37
Southside Bank CD	4.80%	05/06/25	-	5,000,000.00	-	5,000,000.00	-	5,000,000.00	5,000,000.00
Bank OZK CD	5.52%	05/07/25	10,458,911.20	142,518.69	-	10,601,429.89	10,458,911.20	142,518.69	10,601,429.89
US Treasury	4.57%	05/15/25	4,933,308.01	21,844.25	-	4,955,152.26	4,933,308.01	21,844.25	4,955,152.26
American Natl Bank & Trust CD	5.23%	05/29/25	9,353,833.73	119,684.95	-	9,473,518.68	9,353,833.73	119,684.95	9,473,518.68
American Natl Bank & Trust CD	5.23%	06/05/25	6,229,793.55	79,712.25	-	6,309,505.80	6,229,793.55	79,712.25	6,309,505.80
FAMCA	4.54%	07/16/25	15,000,000.00	-	-	15,000,000.00	14,996,134.35	(3,865.65)	15,017,419.85
East West Bank CD	4.49%	07/31/25	3,000,721.69	33,021.09	-	3,033,742.78	3,000,721.69	33,021.09	3,033,742.78
American Natl Bank & Trust CD	4.71%	08/07/25	10,292,998.27	118,370.71	-	10,381,368.98	10,292,998.27	118,370.71	10,381,368.98
American Natl Bank & Trust CD	4.71%	08/14/25	51,230,874.48	59,133.13	-	51,181,071.61	51,230,874.48	59,133.13	51,181,071.61
East West Bank CD	4.49%	09/02/25	8,017,285.61	88,225.29	-	8,105,510.90	8,017,285.61	88,225.29	8,105,510.90
FHLB	4.33%	09/23/25	14,388,548.08	140,128.85	-	14,528,676.93	14,388,548.08	140,128.85	14,528,676.93
US Treasury	4.28%	10/15/25	9,999,905.19	686.90	-	9,997,592.00	9,999,905.19	686.90	9,997,592.00
US Treasury	4.89%	10/15/25	4,977,081.56	5,068.78	-	4,982,150.34	4,998,875.00	2,093.70	4,993,945.30
Bank OZK CD	4.34%	10/31/25	-	5,018,079.50	-	5,018,079.50	-	5,018,079.50	5,018,079.50
US Treasury	4.83%	11/15/25	14,877,421.90	4,659.05	-	14,882,080.95	15,042,773.40	(26,015.55)	15,016,757.85
FFCB	4.86%	12/03/25	14,993,648.39	1,236.98	-	14,994,885.38	15,072,851.30	(34,592.40)	15,038,258.90
US Treasury	4.90%	02/15/26	7,837,817.37	61,836.06	-	7,899,653.43	7,719,687.52	31,582.48	7,751,250.00
FHLB	4.58%	02/23/26	7,006,901.37	-	(1,154.55)	7,005,746.82	7,043,892.78	(17,791.62)	7,028,201.14
FFCB	4.90%	03/13/26	14,995,853.72	668.51	-	14,996,522.23	15,158,689.60	(58,130.80)	15,100,558.80
FFCB	4.89%	04/01/26	4,980,080.94	3,110.17	-	4,983,191.11	5,039,339.00	(17,157.25)	5,022,181.75
US Treasury	4.80%	04/15/26	8,838,728.88	24,789.98	-	8,863,518.86	8,951,953.10	(21,875.00)	8,930,078.10
FAMCA	4.72%	05/12/26	14,000,000.00	-	-	14,000,000.00	14,147,319.20	(89,828.30)	14,087,490.90


Book & Market Value Comparison									
Issuer/Description	Yield	Maturity Date	Book Value 08/31/24	Increases	Decreases	Book Value 11/30/24	Market Value 08/31/24	Change in Market Value	Market Value 11/30/24
US Treasury	3.61%	05/15/26	-	1,000,138.98	-	1,000,138.98	-	991,132.81	991,132.81
US Treasury	4.74%	08/15/26	9,898,105.82	14,478.39	-	9,912,584.18	10,020,312.50	(39,843.70)	9,980,468.80
US Treasury	4.19%	09/30/26	-	5,032,676.07	-	5,032,676.07	-	5,028,125.00	5,028,125.00
FAMCA	3.60%	07/27/26	-	15,000,000.00	-	15,000,000.00	-	14,845,157.70	14,845,157.70
FAMCA	4.18%	08/04/26	-	15,000,000.00	-	15,000,000.00	-	14,978,221.50	14,978,221.50
US Treasury	4.15%	09/30/26	-	7,908,778.17	-	7,908,778.17	-	7,900,312.48	7,900,312.48
TOTALS / AVERAGE	4.59%		\$425,008,389.78	\$ 62,238,416.76	\$ (66,697,159.33)	\$ 420,549,647.21	\$ 425,675,224.34	\$ (5,001,107.37)	\$ 420,874,113.97



Review of Presentations Delivered to Finance, Audit, and Human Resources Committee

The following presentation was delivered to the Finance, Audit, and Human Resources Committee on Tuesday, February 18, 2025:

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

Purpose	Mary Del Paz, Vice President for Finance and Administrative Services provided an update on the College's Enterprise Resource Planning (ERP) System.
Justification	<p>At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of the Enterprise Resource Planning System, Workday.</p> <p>Administration is providing an update on the Colleges Workday ERP System Implementation and Go Live results for the Finance and HCM Module.</p>
Enclosed Documents	Appendix A - Workday ERP Implementation Status Report PowerPoint.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President - Finance and Management
Recommendation	No action was required from the Committee. This item was presented for information purposes.



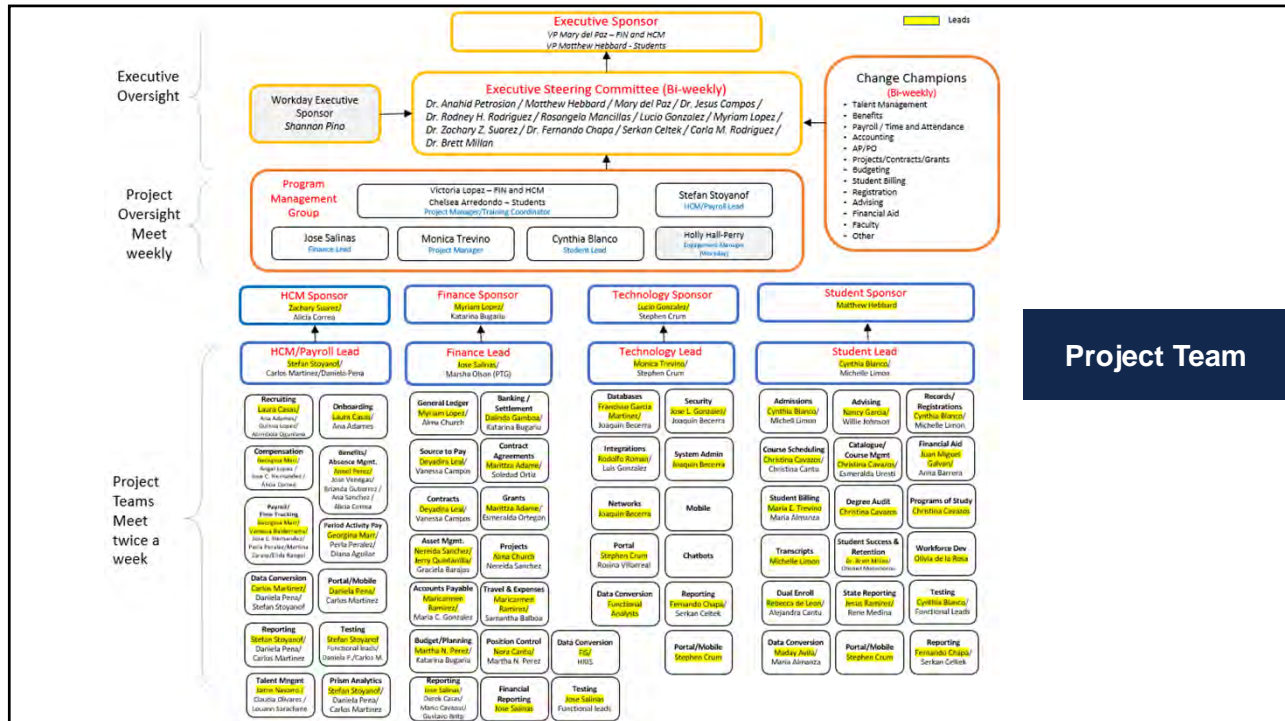
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Workday ERP Implementation Status Report
Finance, Audit & Human Resources Committee Meeting

February 25, 2025

Agenda

- 01** Project Team
- 02** Workday is Live!
- 02** Total Project Budget
- 03** FY25 Project Budget
- 04** Project Timeline
- 05** Workday Launch Platform Deployment
- 06** Brighter Workday Resources
- 07** Post-production Support



Project Team

Workday is Live!

Effective January 1, 2025, the College began using Workday for Financial Management, Human Capital Management, and Payroll-related functions and processes.

Employees can now use the following functions in Workday:

- Post a position,
- Screen and hire a candidate,
- Create requisitions,
- Review paystubs,
- View and request an absence,
- Create spend authorizations (travel authorization),
- Submit expense reports.

SOUTH TEXAS COLLEGE

Total Project Budget

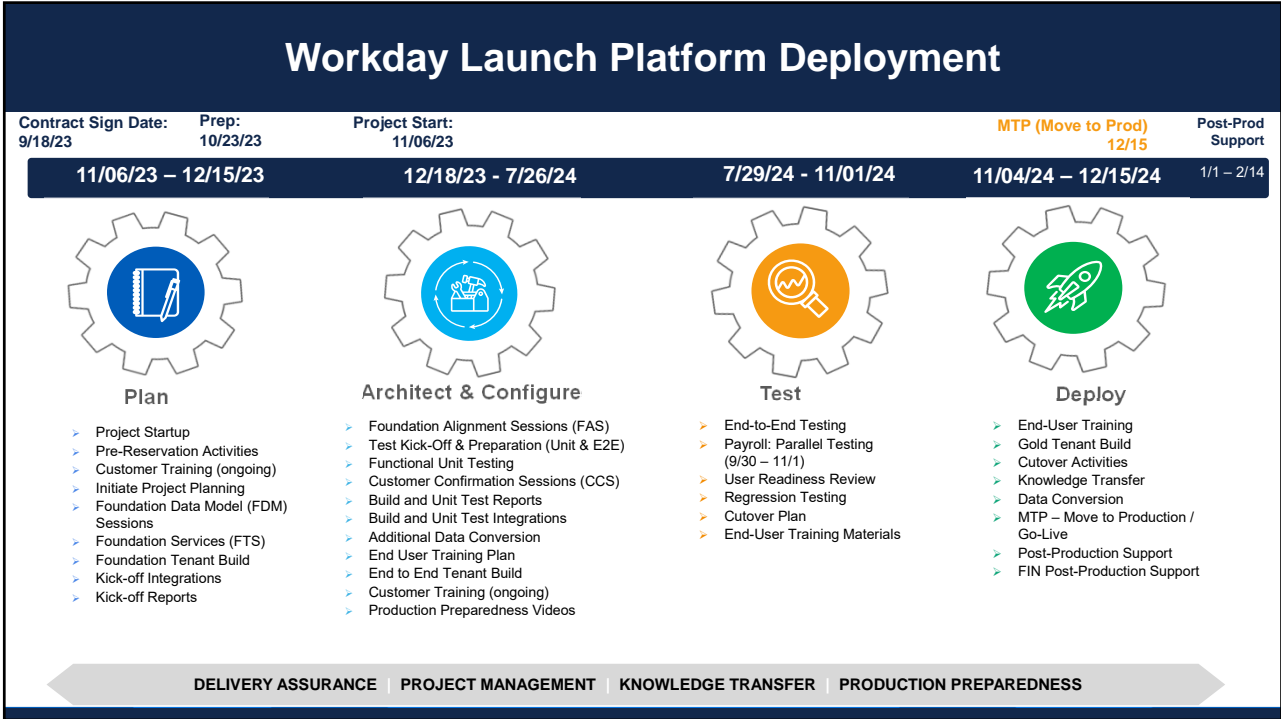
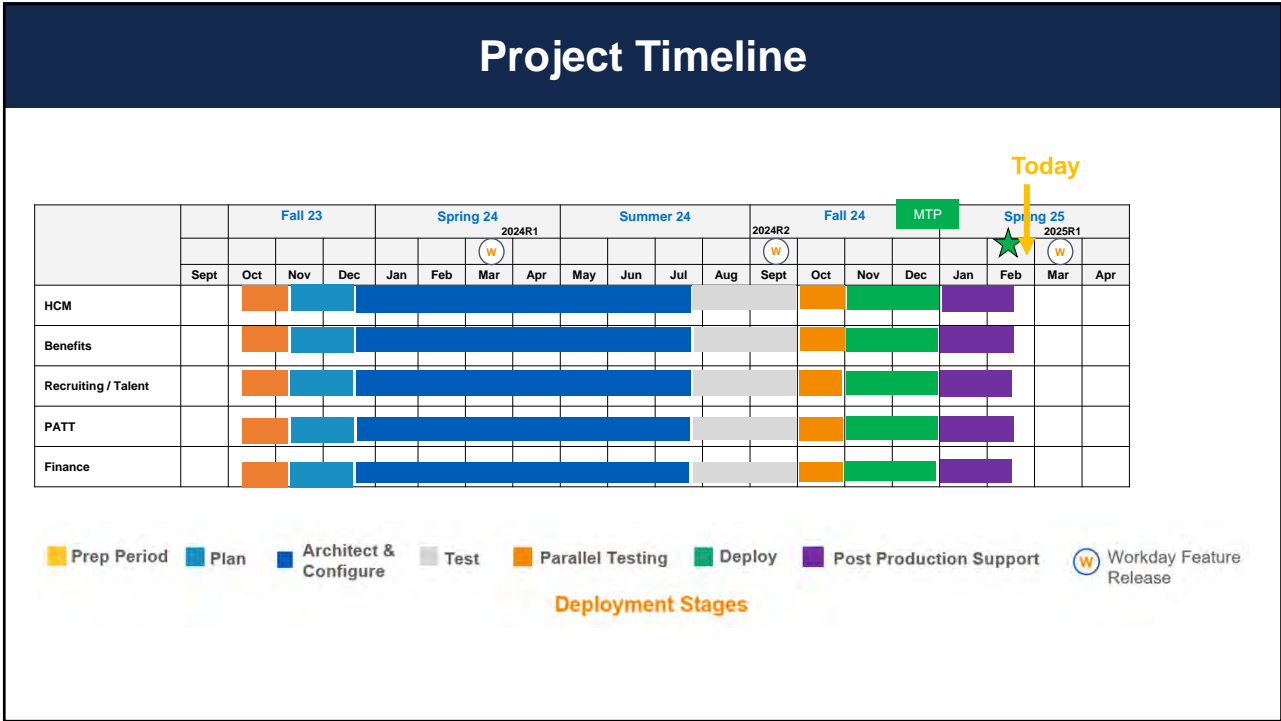
Contract term: Sep 2023 – Aug 2033

	Original Budget	Amended Budget	Actual Paid to Date	Budget Balance
ERP Subscription	\$14,896,565	\$11,669,457	\$1,623,056	\$10,046,401
ERP Deployment	\$16,423,820	\$17,673,820	\$3,179,211	\$14,494,609
Advisory Services	\$5,420,800	\$5,958,712	\$421,208	\$5,537,504
Additional Costs	\$6,193,285	\$3,591,448	\$408,788	\$3,182,660
Total	\$42,934,470	\$38,893,437	\$5,632,263	\$33,261,174

Summary of Contract Change Orders

	Amount	Budget
Original Budget		\$42,934,470
#1 Change Order – Staff Augmentation	(813,925)	
#3 Change Order - Subscription	(3,227,108)	
Amended Budget		38,893,437
Change Orders		
Date	Description	Amount
May-24	#2 ERP Deployment	(105,321)
Jul-24	#4 Training Credits	33,250
Oct-24	#5 ERP Deployment	105,321
Nov-24	#6 Advisory Services	(150,000)
	#7 Advisory Services	49,500
Dec-24	#8 Advisory Services	100,500
	#9 Training Credits	24,150
Jan-25	#10 ERP (Advising) Deployment	48,000
	#11 Extend Pro & Deployment	1,700,120
Feb-25	#12 Advisory Services	48,300
	#13 Advisory Services	3,000
	#14 Training Credits	69,000
	#15 Advisory Services	7,200
	#16 Transition to Bi-Weekly Payroll	80,000
	Total Change Orders (#2 & #4 – #16)	2,013,020
Funding Source – Budget Reallocation		(2,013,020)
Amended Budget		\$38,893,437

*The changes are funded with budget reallocations from other budget lines. The total Workday budget, therefore, will not be impacted.



Brighter Workday Resources

South Texas College

FUTURE STUDENTS APPLY NOW ACADEMICS STUDENT SERVICES CAMPUS LIFE ABOUT

South Texas College > Finance and Administrative Services > Workday > First Day with Workday

Workday

Home

First Day with Workday

Timeline

Upcoming Items

Communications

Frequently Asked Questions

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Steering Committee

Contact

Process Changes

Semimonthly Payroll

Workday Time Tracking

Your First Day with Workday

WORKDAY IS HERE. LET'S GET ACQUAINTED.

Now that Workday is here you'll want to explore the many features available to STC employees.

Need instructions? Visit the **Digital Training Center** on Blackboard to access training for Workday tasks.

Workday Login

Your Workday Checklist

Keep track of these basic tasks as you get familiar with Workday. Add checkmarks as you go and this page will remember your progress when you return.

Need help?

Email **workdayinquiries@southtexascollege.edu** for assistance or contact the IT Service Desk at **956-872-2111**.

- o Additional Workday resources can be found under Faculty/Staff section:
- o Links for trainings
- o FAQ's in Workday
- o Email for questions
- o Call 2111

Post-Production Support

The college is aiming to implement additional features in Workday:

- **Prism**
 - Prism uses data from different sources to create reports and dashboards.
- **Extend Pro**
 - Workday Extend Pro will enable the team to build, deploy, and share apps that run on Workday and are tailored to the college's specific business needs.
- **Bi-Weekly Payroll**
 - Bi-weekly payroll provides consistent paydays and paycheck amounts based on standard 80-hour work weeks, simplifies overtime calculations, reduces payroll processing time and costs, and aligns with benefit deductions.
- **Adaptive Planning**
 - Adaptive Planning is mainly used for budget forecasting and projections.



Questions?

Thank You

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request any item be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented:

- a. Approval of Award of Proposals, Reject Proposal, Purchases, Renewals and Lease Agreement at a total cost of \$1,249,019.38
- b. Approval on Financial Advisor Services
- c. Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
- d. Approval of Resolution 2025-006 on a Written Statement for a Contingency Fee for Professional Legal Services Contract
- e. Approval of on Resolution 2025-007 to Impose an Additional 15 Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation
- f. Approval on Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024
- g. Approval of Change Orders for Contract with Precision Task Group (PTG) / Workday
- h. Approval of Ratification of Use of Unrestricted Fund Balance for Current Semester Unpays
- i. Approval to Adopt New Personnel Policies and Retire Current Policies
 - A-1. Adopt DHA (LOCAL) – Employee Standards of Conduct: Searches and Alcohol/ Drug Testing
 - A-2. Retire Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus
 - B-1. Adopt DMD (LOCAL) – Termination of Employment: Resignation
 - B-2. Retire Policy #4922: Separation of Employment and Re-Employment
- j. Approval to Retire Two (2) Current Policies
 - A. Retire Policy #3120: Field and International Studies Courses

- B. Retire Policy #4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee

k. Approval to Adopt Numbered Update 46, 47, and 48 Local Policies

- A. BBD (Local) – Board Members: Orientation and Training
- B. CGC (Local) -Safety Program: Emergency Plans and Alerts
- C. DBA (Local) – Employment Requirements and Restrictions: Credentials and Records
- D. DC (Local) – Employment Practices
- E. DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting
- F. DK (Local) – Professional Development

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items a- k of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Award Proposals, Reject Proposal, Purchases, Renewals and Lease Agreement at a total cost of \$1,249,019.38,

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$1,249,019.38.

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

The 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) Moving Services

Purpose	Award the proposals for moving services to the vendors listed in Appendix A.
Justification	To provide the College with moving (relocation) services, within and between the College campuses, when needed, primarily for office furniture (e.g., desks, bookcases, tables, chairs, etc.) and office equipment (e.g., copiers, printers, computers, and related items). Other items, such as lab equipment, may be moved in certain instances.
Funding	Funds for this expenditure are budgeted in the Facilities Planning and Construction and Central Receiving budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Ricardo De La Garza, Executive Director - Facilities Planning and Construction
Recommendation	The Committee recommended Board approval to award the proposals for moving services to the vendors listed in Appendix A for the period beginning on March 1, 2025 through February 28, 2026, with two (2) one-year options to renew at an estimated total amount of \$100,000.00.

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, state)
Chapa's Moving Express, LLC (New) (McAllen, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Groves Moving & Storage (McAllen, TX)	

APPENDIX B

Project Timeline and Information

Advertised RFP	January 15, 2025 and January 22, 2025
RFP Responses Due	January 30, 2025
RFP Issued To	Five Vendors
Responses Received From	Three Vendors
Responses Reviewed By	Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

Award of Proposals – 2) Sport Utility Vehicle

- Purpose** Award the proposal for a sport utility vehicle to **Charles Clark Chevrolet** (McAllen, TX).
- Justification** To procure one (1) full-size utility vehicle for the Division of Institutional Advancement, which includes External Affairs, Foundation, Communication and Creative Services, and Office of Sponsored Initiatives departments. The vehicle will provide ample space for transporting staff and equipment for expanded outreach and community engagement, institutional events, legislative meetings, and college-related conferences across Hidalgo & Starr counties and out of the district.
- Funding** Funds for this expenditure are budgeted in the Institutional Advancement and External Affairs budget for FY 2024 – 2025.
- Enclosed Documents** Appendix A – Project Timeline and Information
Other information is included in the Supporting Documentation.
- Staff Resource** Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development
- Recommendation** The Committee recommended Board approval to award the proposal for a sport utility vehicle to **Charles Clark Chevrolet** (McAllen, TX) at a total amount of \$72,609.60.

APPENDIX A

Project Timeline and Information

Advertised RFP	January 15, 2025 and January 22, 2025
RFP Responses Due	January 30, 2025
RFP Issued To	Six Vendors
Responses Received From	Four Vendors
Responses Reviewed By	Purchasing Department and Division of Institutional Advancement
Highest Ranked Vendor	Charles Clark Chevrolet

Reject Proposal – 3) Food Truck Services – Technology Campus

- Purpose** Reject the one (1) proposal received for food truck services for the Technology Campus.
- Justification** Administration has determined that the proposal is incomplete, therefore these services will be re-solicited with updated specifications.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** The Committee recommended Board approval to reject the proposal for food truck services for the Technology Campus.

Purchases – 4) Food and Related Non-Food Products

Purpose Purchase food and related non-food products from the purchasing-cooperative approved vendors listed in Appendix A.

Justification To provide the Culinary Arts Program and Mid Valley Campus Child Development Center with food and related non-food products to be used for student instruction and the preparation of meals for the center’s enrolled children. These items consist of, but are not limited to, produce, meat, grains, poultry, dairy products, and essential consumable products such as paper plates, napkins, disposable cutlery, and other single-use items. These products are crucial for maintaining operational efficiency, ensuring hygiene, and complying with health and safety regulations.

Funding Funds for this expenditure are budgeted in the Culinary Arts and Child Development FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Enclosed Documents Appendix A – Vendors List
 Other information is included in the Supporting Documentation.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Dr. Sara Lozano, Dean - Business, Public Safety and Technology
 Dr. Eric L Reitinger, Dean - Social and Behavioral Sciences

Recommendation The Committee recommended Board approval to purchase food and related non-food products from the purchasing-cooperative approved vendors listed in Appendix A for the period beginning April 27, 2025 through April 26, 2026, at an estimated total amount of \$100,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Ben E Keith Company (Fort Worth, TX)	Sourcewell	\$15,000.00
Labatt Food Service LLC (San Antonio, TX)	Choice Partners	\$35,000.00
Sysco Central Texas (Houston, TX)	Omnia Partners	\$50,000.00
Total Amount:		\$100,000.00

Renewals – 5) Adobe License Subscription Agreement

Purpose	Renew the Adobe license subscription agreement with SHI Government Solutions (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor.
Justification	<p>To provide access to a set of applications and services, with a one-year software assurance, to the faculty, staff, and students district-wide, including upgrades for the currently used Adobe software that will expire soon.</p> <p>The applications and services are used primarily for student instruction and grant the user access to software used for graphic design, video editing, web development, photography, and optional cloud services, amongst many other virtual services.</p>
Funding	Funds for this expenditure are budgeted in the various requesting departments' budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
Recommendation	The Committee recommended Board approval to renew the Adobe license subscription agreement with SHI Government Solutions (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2025 through April 5, 2026, at an estimated total amount of \$128,721.26.

Renewals – 6) External Auditor Services

Purpose Renew the external auditor services with **Carr, Riggs & Ingram, LLC** (McAllen, TX).

Justification To perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College’s Business Office staff. As required by the Texas Higher Education Coordinating Board, the audited Annual Comprehensive Financial Report (ACFR) must be submitted annually by December 31st.

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

Funding Funds for this expenditure are budgeted in the Audit Services budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Enclosed Documents Appendix A – Renewal Terms

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam M. Lopez, Associate Vice-President - Finance and Management

Recommendation The Committee recommended Board approval to renew the external auditor services with **Carr, Riggs & Ingram, LLC** (McAllen, TX), beginning March 3, 2025, for audit of the fiscal year beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$135,000.00.

APPENDIX A

Renewal Terms

The Board awarded the contract as follows:

Term: February 22, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	02/22/2022	Fiscal Year Ending 08/31/2022	
First Renewal	02/14/2023		Fiscal Year Ending 08/31/2023
Second Renewal	02/27/2024		Fiscal Year Ending 08/31/2024

Term: February 22, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Third Renewal	02/25/2025		Fiscal Year Ending 08/31/2025

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

Renewals – 7) Firewall Servers and Software Maintenance Agreement

- Purpose** Renew the firewall servers and software maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor.
- Justification** To safeguard the College’s network against external threats by offering policy-based visibility and control over applications, users, and potential security risks. Acquiring new firewall devices is crucial to ensuring the continued protection of the college’s network, servers, and critical applications. Additionally, replacing the current firewalls that have reached their end of life and will no longer be supported.
- Funding** Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives
Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
- Recommendation** The Committee recommended Board approval to renew the firewall servers and software maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning March 1, 2025 through February 28, 2030, at an estimated total amount of \$464,971.52 with an initial payment of \$92,994.32 and four (4) annual payments of \$92,994.30.

Renewals – 8) Server Software Maintenance and Support Agreement

Purpose	Renew the server software maintenance and support agreement with Netsync Network Solutions (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor.
Justification	To provide one year of support and maintenance for the servers' hardware and software. The software maintenance agreement ensures continuous support and maintenance for the college's computer servers, including servers used for virtual desktops deployed to student support, call centers, classroom podiums, and computer labs district-wide. The agreement provides 24-hour, year-round support.
Funding	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
Recommendation	The Committee recommended Board approval to renew the server software maintenance and support agreement with Netsync Network Solutions (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning January 25, 2025 through January 24, 2026, at an estimated total amount of \$182,717.00.

Lease Agreement – 9) Graduation Facility Lease Agreement

Purpose Enter into a graduation facility lease agreement with **Viper Arena, LLC/dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor.

Justification To provide a venue for the South Texas College May 2025 Commencement Ceremonies, to be held on May 9 and 10, 2025.

The Bert Ogden Arena has been identified as offering the appropriate capacity, seating arrangements, lighting, signage infrastructure, and location for this event. Additional services not provided by the facility, such as audio and visual equipment, will be handled by the college's board-approved vendors, who must set up the equipment promptly before the event. The lease includes ample time to ensure smooth preparation and removal of equipment and material from the additional services.

Funding Funds for this expenditure are budgeted in the Graduation budget for FY 2024 – 2025.

Enclosed Documents Other information is included in the Supporting Documentation.

Staff Resource Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management

Recommendation The Committee recommended Board approval to enter into a graduation facility lease agreement with **Viper Arena, LLC/dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Thursday, May 8, 2025, through midnight, Saturday, May 10, 2025, at an estimated total amount of \$65,000.00.

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, reject proposal, renewals, and lease agreement at a total cost of \$1,249,019.38, as listed below:

- Award of Proposals** 1) **Moving Services:** award the proposals for moving services to the vendors listed in Appendix A for the period beginning on March 1, 2025 through February 28, 2026, with two (2) one-year options to renew at an estimated total amount of \$100,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, state)
Chapa's Moving Express, LLC (New) (McAllen, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Groves Moving & Storage (McAllen, TX)	

- 2) **Sport Utility Vehicle:** award the proposal for a sport utility vehicle to **Charles Clark Chevrolet** (McAllen, TX) at a total amount of \$72,609.60;

- Reject Proposal** 3) **Food Truck Services – Technology Campus:** reject the one (1) proposal received for food truck services for the Technology Campus;

- Purchases** 4) **Food and Related Non-Food Products:** purchase food and related non-food products from the purchasing-cooperative approved vendors listed in Appendix A for the period beginning April 27, 2025 through April 26, 2026, at an estimated total amount of \$100,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Ben E Keith Company (Fort Worth, TX)	Sourcewell	\$15,000.00
Labatt Food Service LLC (San Antonio, TX)	Choice Partners	\$35,000.00
Sysco Central Texas (Houston, TX)	Omnia Partners	\$50,000.00
Total Amount:		\$100,000.00

- Renewals** 5) **Adobe License Subscription Agreement:** renew the Adobe license subscription agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2025 through April 5, 2026, at an estimated total amount of \$128,721.26;

- 6) **External Auditor Services:** renew the external auditor services with **Carr, Riggs & Ingram, LLC** (McAllen, TX), beginning March 3, 2025, for audit of the fiscal year beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$135,000.00;

- 7) **Firewall Servers and Software Maintenance Agreement:** renew the firewall servers and software maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning March 1, 2025 through February 28, 2030, at an estimated total amount of \$464,971.52 with an initial payment of \$92,994.32 and four (4) annual payments of \$92,994.30;
- 8) **Server Software Maintenance and Support Agreement:** renew the server software maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning January 25, 2025 through January 24, 2026, at an estimated total amount of \$182,717.00;
- 9) **Graduation Facility Lease Agreement:** enter into a graduation facility lease agreement with **Viper Arena, LLC/dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Thursday, May 8, 2025, through midnight, Saturday, May 10, 2025, at an estimated total amount of \$65,000.00.

**Lease
Agreement**

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes award of proposals and the purchases, at a total cost of \$1,249,019.38 as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Consent Agenda:
b. Approval on Financial Advisor Services

Purpose Award the proposal for financial advisor services to **TRB Capital Markets, LLC dba Estrada Hinojosa**.

Justification To provide independent and professional financial advisory services regarding the authorization and issuance of debt in various amounts and forms. This includes guidance on the authorization, sale, issuance, and delivery of debt instruments, as well as advice on related financial matters such as credit rating considerations. The services also involve assisting with the negotiation of Paying Agent/Registrar agreements, providing updates on changes in laws, and offering advice and support for the exercise of call options or refunding outstanding debt instruments.

Funding The rate for financial advisor services, typically based on the amount of the bond issuance or refunding, is charged when a bond is issued or refunded. This fee is deducted from the bond proceeds at the time of issuance.

Enclosed Documents Appendix A – Project Timeline
Appendix B – Summary of the Proposals, Evaluation Results, and Evaluation Criteria

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President for Finance and Management

Recommendation The Committee recommended Board approval to award the proposal for financial advisor services to **TRB Capital Markets, LLC dba Estrada Hinojosa** for the period beginning March 1, 2025 through February 28, 2026, with two one-year options to renew as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes to award the proposal for financial advisor services to **TRB Capital Markets, LLC dba Estrada Hinojosa** for the period beginning March 1, 2025 through February 28, 2026, with two one-year options to renew as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

APPENDIX A

Project Timeline and Information

Advertised RFP	December 25, 2024 and January 1, 2025
RFP Responses Due	January 15, 2025
RFP Issued To	Four (4) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Business Office and the Purchasing Department
Highest Ranked Vendor	TRB Capital Markets, LLC/ dba Estrada Hinojosa

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR SERVICES
PROJECT NO. 24-25-1042**

VENDOR	RBC Capital Markets, LLC	TRB Capital Markets, LLC dba Estrada Hinojosa
ADDRESS	609 Main St Ste 3600	600 N Pearl St Ste 2100 (S Tower)
CITY/STATE/ZIP	Houston, TX 77002	Dallas, TX 75201
PHONE	713-651-3338	214-658-1670
FAX	713-651-3347	214-292-8849
CONTACT	Chris W. Allen	Miguel De los Santos
A. Company Profile		
1. Provide a brief history of the firm and its operations.	RBCCM the corporate and investment banking division of the Royal Bank of Canada (RBC), one of the world's largest banks, since 2010. RBCCM's Houston office will serve as the principal address for STC's engagement, with a Texas headquarters in Dallas, TX, and National headquarters in New York, NY. RBCCM's municipal finance practice has been built upon maintaining significant banking offices in select major population centers across the country. RBCCM's public finance practice, through the acquisition of industry leaders, has evolved over decades - since at least 1929, when J.M. Dain began underwriting municipal bonds in Minnesota, and 1933, when Rauscher Pierce began doing the same in Texas.	A new era for Estrada Hinojosa & Company, Inc. began on August 2, 2024, when Texas Regional Bank (TRB) acquired full ownership of Estrada Hinojosa. Estrada Hinojosa, headquartered in Dallas, was founded in January 1992 and specializes in public finance with strength in municipal underwriting and financial advisory services. Texas Regional Bank, headquartered in Harlingen, was founded in 2010 and is a full-service financial institution offering core banking, trust, wealth management, mortgage, international banking, insurance, foreign exchange, and economic development services.
2. Provide any other names under which Respondent has operated within the last 10 years and the length of time under each.	RBC Capital Markets, LLC. 200 Vesey St 8th Fl New York NY 10281 Year established: 2010 Number of Years in Business: 14	Estrada Hinojosa & Company, Inc. (32 years) TRB Capital Markets, LLC. (dba Estrada Hinojosa) 600 N Pearl St Ste 2100 (S Tower) Dallas, TX 75201 Year established: 2024 Number of Years in Business: 6 months
3. List of five (5) references of educational institutions or current commercial customers who can verify the quality of service your company provides.	Kilgore Junior College Texas Public Finance Authority (Texas Southern University) Texas Woman's University Klein Independent School District Deer Park Independent School District	Alvin Community College Brazosport College Dallas College Del Mar College Texas Southmost College
4. Explain Changes that have occurred over the last six (6) months regarding staffing, capital, organizational structure, as well as future changes you may expect to occur.	No material staffing, capital, organizational or other changes have occurred in RBCCM in the last six months and we do not currently expect any future changes.	Estrada Hinojosa & Company, Inc. began in August 2024 when Texas Regional Bank (TRB) acquired full ownership of Estrada Hinojosa (EH), transforming the Firm into a full-service institutional investment bank. Estrada Hinojosa operates as a wholly owned unit within the Capital Markets arm of Texas Regional Bank. TRB gives EH access to TRB Capital Markets capital and resources. Combined, the talented team of professionals expand the Firm's ability to offer our clients enhanced financial services to optimize their capital financing initiatives.
5. Does the respondent anticipate any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?	No - RBCCM does not anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve months.	Estrada Hinojosa & Company, Inc. began in August 2024 when Texas Regional Bank (TRB) acquired full ownership of Estrada Hinojosa (EH), transforming the Firm into a full-service institutional investment bank.

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR SERVICES
PROJECT NO. 24-25-1042**

VENDOR	RBC Capital Markets, LLC	TRB Capital Markets, LLC dba Estrada Hinojosa
6. Describe any disciplinary actions, regardless of how resolved (including current status), which have been taken by any self-regulatory entity or governmental entity against the firm or current or former staff member of the firm for violations of entity rules, or federal securities, laws, rules and regulations and rules of the Municipal Securities Rulemaking Board.	In September 2021, the SEC approved an order concluding an investigation into RBC's municipal bond practices, which commenced in June 2017 as part of a street wide review of dealings with certain parties known in the industry as "flippers". RBC settled this matter without admitting or denying the findings. The SEC settlement recognized that RBC has already undertaken and implemented certain remedial measures. Additional information may be obtained at www.rbc.com/investorrelations .	With regard to any litigation or regulatory action filed against the Proposer (or the "Firm"), please be advised that neither the Firm nor any individual shareholders or employees are currently the subjects of any ongoing municipal securities investigation, litigation, arbitration or are subject to any subpoena in connection with such investigation, litigation or arbitration. Previous regulatory actions which have been resolved within the last five years are detailed below, and it is significant to note that in no case has the Proposer's ability to serve as a financial advisor or bond underwriter been restricted.
7. Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?	No	No
B. Financial Advisor Experience and Availability		
1. Identify the Financial Advisor who would serve in potential engagements with STC and provide contact information:	Name: Chris Allen Address: 609 Main St Ste 3600 City/State/Zip: Houston, Texas 77002 Telephone Number: 713-651-3338 Fax Number: 713-651-3347 Cellphone Number: 346-548-1321 Email Address: chris.allen@rbccm.com	Name: Dr. Miguel De Los Santos Address: 1508 S Lone Star Way Ste 1 City/State/Zip: Edinburg, TX 78539 Telephone Number: 214-658-1670 Fax Number: 214-292-8846 Cellphone Number: 956-457-1888 Email Address: mdelossantos@ehmuni.com
2. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	RBCCM operates one of the largest municipal finance departments in the country, providing municipal advisory and underwriting services for higher education clients throughout the United States. With 27 offices nationwide positioned to serve Texas clients. Our Texas municipal finance group includes 20 banking professionals, 3 underwriters/traders, and 256 institutional/retail sales representative. Our regional banking network ensures accessibility and specialized expertise for clients like the College. Dedicated professionals in our Houston and Dallas offices work closely with our underwriters, quantitative analysts, and other resources to provide seamless support throughout the advisory process. Over the past decade, RBCCM has served as municipal advisor on 829 bond sales in Texas totaling over \$33.6 billion in par.	TRB Capital Markets, LLC./ dba Estrada Hinojosa, will provide Financial Advisor Services and Quantitative/Technical Support experts to the College. The financial advisory team members are Mr. N Hinojosa, Project Supervisor, Dr. M De Los Santos and Mr. B Villarreal, Co-Lead Bankers, Mr. D Gordon, Quantitative and Technical, Mr. A Magallanes, Banking/Analytical, Ms. M Hinojosa Kelly and Mr. T Jaso, Executive Vice Presidents, Mr. D Phillips, Sr Managing Director, and Mr. K Vasquez, Vice President.
3. Provide a brief summary describing a complex transaction or combination of transactions in which the Financial Advisor provided expertise which could be utilized and applied to STC's potential future transactions.	Provided two examples: Comanche County (CC) - A recent example of Mr. Allen and the proposed financial advisory teams expertise was demonstrated last month. On December 9, 2024, the proposed financing team helped CC, a small county in West Texas to issue its first Bonds in 15 years. The County needed \$3 million in matching funds to secure a \$9 million grant from the Texas Historical Commission to restore its historic courthouse. The County had a tight debt service cap, making public support and cost-effectiveness top priorities in the sale. Texas Public Finance Authority (TPFA) (Texas Southern University) (TSU) - Mr. Allen has served as municipal advisor on bond issuance for TPFA for over 14 years on 18 transactions totaling \$5.9 million in par. In July 1023, Mr. Allen served as municipal advisor on \$80,680,000 issuance for TPFA on behalf of TSU.	Case Study: Del Mar College Assisted with 17 general obligation debt and revenue bond transactions valued at \$505.6 million, in 2014 and 2016 assisted with two successful bond elections for \$157 and \$139 million respectfully, in 2018 issuance of \$44,275 million limited tax bonds (series 2018a and \$57.305 million limited tax bonds, series 2018b), 30-year bonds were sold with 5.0% coupons, 2020 issued their \$22.15 million limited tax bonds (series 2020a and \$56.285 million limited tax limited bonds services 2020b), and in 2021 completed their \$8.4 million limited tax refunding bond series 2021. Case Study: Texas Southmost College Helped the College complete four refunding issuances for savings which produced a total net value savings of about \$1.9 million

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR SERVICES
PROJECT NO. 24-25-1042**

VENDOR	RBC Capital Markets, LLC	TRB Capital Markets, LLC dba Estrada Hinojosa
4. Provide a statement of availability to South Texas College.	Mr. Allen will be available to STC as needed. He is available to attend meetings, participate in conference call, and is always available by cellphone and email. As municipal advisor, we consider ourselves as an extension of the College's staff and will be available as necessary to answer any questions STC may have.	As Account Supervisor, Mr. Hinojosa is fully available and committed to helping the College meet its financing objectives and complete and contemplated transactions. As President, he pledges the full resources of the Firm to the College. Dr. De Los Santos and Mr. Villarreal will be available locally to serve the College.
5. Include transactions in the past three (3) years in which this individual served as Financial Advisor. Specify if the experience was not with the current firm.	<p>The twenty four (24) transactions have been completed in 2022, 2023, and 2024, a few are as follows:</p> <p>--2024 City of Leander Series 2024A - \$9,525,000 and Series 2024B \$21,320,000 --2023 Texas Public Finance Authority (Texas Southern University) Series 2023 - \$298,400,000 and Series 2023 - \$364,600,000 --2023 Austin ISD Series 2023 - \$541,910,000 --2022 Klein ISD Series 2022 - \$142,675,000 --2022 Austin ISD Series 2022B - \$101,670,000</p> <p>Note: Also included 25 transactions - \$2.3 Billion - 5 Texas Colleges with their references, include Dallas (top 10 largest College)</p>	<p>The following five (5) transactions have been completed:</p> <p>--8/1/24 Weslaco ISD School Bldg Bonds - \$155,345,000 --2/15/22 Point Isabel ISD School Board Bonds - \$25,925,000 --11/15/21 Edinburg CISD Ref Bonds - \$17,765,000 --11/15/21 Sharyland ISD Ref Bonds - \$22,245,000 --10/1/21 South Texas College Ref Bonds - \$58,160,000</p> <p>Note: Also included forty three (43) additional transactions for cities, counties, school districts, and STC.</p>
C. Technical and Quantitative Expertise and Availability		
1. Identify the Quantitative Analyst who would serve in potential engagements with STC and provide contact information:	<p>Name: Julie MacMillan Address: 200 Crescent Court Ste 1500 City/State/Zip: Dallas, TX 75201 Telephone Number: 214-989-1629 Fax Number: 713-651-3347 Cellphone Number: 469-371-5622 Email Address: julie.macmillan@rbccm.com</p>	<p>Name: Dr. Angel Magallanes Address: 1508 S Lone Star Way Ste 1 City/State/Zip: Dallas, TX 75201 Telephone Number: 214-658-1670 Fax Number: 214-292-8849 Cellphone Number: 956-393-7606 Email Address: amagallanes@ehmuni.com</p>
2. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	<p>Ms. MacMillan joined RBCCM in 2008. As Director, Ms. MacMillan actively banks a cross section of Texas issuers as both advisor and underwriter with a focus on providing technical, analytical, structuring, and quantitative resources to the client relationships. Ms. MacMillan has worked on underwriting transactions for junior colleges, school districts, cities, counties, special districts, and authorities and has served as an advisor to junior colleges, universities, school districts, cities, and counties. She is a FINRA registered securities representative, currently holding Series 7, 50, 53, and 63.</p>	<p>Estrada Hinojosa, will provide services to the college via teams of Financial Advisor and Technical and Quantitative Experts. The Technical and Quantitative function will be provided by Mr. D Gordon, Dr. A Magallanes, and Ms. M Hinojosa Kelly. Mr. Gordon has significant experience serving as financial advisor to many different entities throughout Texas including community colleges and school districts. He has completed approximately 500 total financial advisory transactions for a combined par value of over \$25 billion including over 30 for Texas community colleges for a combined value of nearly \$700 million. Dr. Magallanes has led the quantitative analysis for various transactions and defeasances in the last three years, including recent successful bonds at Donna ISD for \$120 million and Weslaco ISD for \$160 million.</p>
3. Provide a statement of availability to South Texas College.	Ms. MacMillan will be available to the College as needed. She is available daily via email and phone and in-person as needed.	Dr. Magallanes and Mrs. Hinojosa Kelly routinely serve as quantitative leads on transactions as well as for other bankers within the firm.

**SOUTH TEXAS COLLEGE
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PROJECT NO. 24-25-1042**

VENDOR	RBC Capital Markets, LLC	TRB Capital Markets, LLC dba Estrada Hinojosa
4. List Financial Advisor transactions in the past three (3) years in which this individual served as Quantitative Analyst (primary numbers runner on transactions). Specify if the experience was not with the current firm.	The thirty four (34) MA transactions have been completed in 2022, 2023, and 2024, a few are as follows: --2024 City of Lubbock 2024 - \$57,560,000 and Series 2024 \$45,610,000 --2023 Texas Public Finance Authority (Texas Southern University) Series 2023A - \$298,400,000 and Series 2023 - \$364,600,000 --2023 Austin ISD Series 2023 - \$541,910,000 --2022 Argyle ISD Series 2022 - \$93,200,000 --2022 Texas Woman's University Series 2022A - \$93,200,000	The vendor submitted a total of seven (7) transactions. --For 2022 a total of three (3) transactions were completed. --For 2023 a total of two (2) transactions were completed. For 2024 a total of two (2) transactions were completed.
5. Include a description of any quantitative capabilities, including type of financial software utilized and other technical tools utilized.	RBCCM quantitative analysts use DBC Finance and Excel to model their clients debt. RBCCM regional offices are also equipped with Bloomberg terminals enabling their quantitative analyst to directly access extensive financial data. RBCCM's Texas bankers have access to comprehensive financial data available on the Texas Municipal Advisory Council website.	The team prepares financial models in Excel including tax rate impact statements, revenue bond coverage calculations, feasibility analyses, and many other modeling exercises. The quantitative team also uses DBC, the industry-standard bond sizing software package, to complete numbers for bond sales. For refunds, they also analyze escrow requirements and facilitate the purchase of appropriate securities (SLGS or open markets).
D. Vendor's Qualification Statement		
1. How many years has your organization been in business under its present business name?	14 years	6 months
2. If a corporation, answer the following:	Year Established: 1929 Number of Years in Business under Present Name: 15 years Executive, Head of RBCCM Texas: Matt Boles Managing Director: Chris Allen Director: Julie MacMillan	Year Established: 2024 President, Municipal Capital Markets Division: Noe Hinojosa, Jr. President: John Tippit
TOTAL EVALUATION POINTS	91.75	94.50
RANKING	2	1

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

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR SERVICES
PROJECT NO. 24-25-1042
EVALUATION SUMMARY**

VENDOR		RBC Capital Markets, LLC		TRB Capital Markets, LLC dba Estrada Hinojosa	
ADDRESS		609 Main St Ste 3600		600 N Pearl St Ste 2100 (S Tower)	
CITY/STATE		Houston, TX 77006		Dallas, TX 75201	
PHONE		713-651-3338		214-658-1670	
FAX		713-651-3347		214-292-8849	
CONTACT		Chris W. Allen		Miguel De Los Santos	
1	Firms' qualifications and experience. (up to 20 points)	19	19.25	19	19.25
		20		20	
		19		19	
		19		19	
2	Qualifications of personnel and team assigned to the College. (up to 35 points)	32	31.75	34	33.75
		32		34	
		32		34	
		31		33	
3	Past experience with public entities, including, but not limited to, community colleges and references. (up to 35 points)	33	31.75	34	33.5
		30		34	
		32		33	
		32		33	
4	Compliance and regulatory matters. (up to 10 points)	9	9	8	8
		9		8	
		9		8	
		9		8	
TOTAL EVALUATION POINTS		91.75		94.50	
RANKING		2		1	

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

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

		Financial Advisor		
		Points	Score Key	
1	Firm's Qualification and Experience. (up to 20 points) 1.1 The qualifications of the firm, years of experience	20	15-20 10-14 5-9 0-4	Excellent Acceptable Marginal Poor
2	Qualifications of Personnel and Team Assigned to the College (up to 35 points) 2.1 The qualifications of the staff assigned to the College vis-a-vis background, years of experience, number of issues engaged in size of issues, etc.	35	30-35 21-29 10-20 0-9	Excellent Acceptable Marginal Poor
3	Past Experience with Public Entities, including, but not limited to Community Colleges and References (up to 35 points) 3.1 Overall public finance experience and track record of the firm. 3.2 Specific experience of the firm and staff with the obligations issued by public entities. 3.2 Reference	35	30-35 21-29 10-20 0-9	Excellent Acceptable Marginal Poor
4	Compliance with Regulatory Matters (up to 10 points). 4.1 Investigations and litigation information provided.	10	7-10 4-6 1-3 0	Excellent Acceptable Marginal Poor
Total Points		100		

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

Poor- respondent provided inadequate responses to requirements or did not respond

Consent Agenda:

c. Approval to Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Purpose To approve the renewal of delinquent tax collection services contracts for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP.

Justification To ensure that the College complies with Section 6.30 item (c) of the Property Tax Code, which states:

“The governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney’s compensation is set in the contract, but the total amount of compensation provided may not exceed twenty (20) percent of the amount of delinquent tax, penalty, and interest collected.”

The notice of public meeting has been published in accordance with code 2254.1036 requirements on the South Texas website with the Committee Meeting Agenda.

Enclosed Documents Appendix A – Summary of Contract
Appendix B – Notice of Public Meeting

Funding The delinquent tax collection services fee of fifteen (15) percent received from the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Service
Myriam Lopez, Associate Vice President – Finance and Management

Recommendation The Committee recommended Board approval of the renewal of the delinquent tax collection services contract for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for period beginning May 1, 2025 and ending April 30, 2026 at a fifteen (15) percent fee based on the amount of delinquent tax, penalty, and interest collected.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the renewal of the delinquent tax collection services contract for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for period beginning May 1, 2025 and ending April 30, 2026 at a fifteen (15) percent fee based on the amount of delinquent tax, penalty, and interest collected.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Summary of Contract

March 28, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	03/28/23	05/01/23 – 04/30/24	
1 st Renewal	02/27/24		05/01/24 – 04/30/25
Final Renewal	02/24/25		05/01/25 – 04/30/26

NOTICE OF A PUBLIC MEETING

Notice is hereby given that a meeting of Board of Trustees will be held on February 25, 2025 at Ann Richards Administration Building Board Room for the purpose of considering and taking action on all matters on the agenda for the meeting, including approval of an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP as special counsel to perform all legal services necessary to collect delinquent property taxes and authorizing the execution of such agreement.

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

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

Linebarger Goggan Blair & Sampson, LLP has represented South Texas College for the past twenty-seven (27) years with competence and professionalism, in the collection of delinquent property taxes, beginning on May 1, 1997.

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

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

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

Consent Agenda:

d. Approval of Resolution 2025-006 on a Written Statement for a Contingency Fee for Professional Legal Services Contract

Purpose To approve Resolution 2025-006 on a written statement for a contingency fee for professional legal services contract, under Texas Government Code 2254.1036.

Justification To ensure that the College complies with Section 2254.1036 of the Texas Government Code, which states:

“A written statement is when a political subdivision enters and approves a contingency fee contract for delinquent tax collection legal services.

- There is a substantial need for the legal services;
- The legal services cannot be adequately performed by the attorney and supporting personnel of the political subdivision; and
- The legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which the services will be obtained or because the political subdivision does not have funds to pay the estimated amount required under a contract providing only for the payment of hourly fees.

Enclosed Documents Appendix A – Resolution 2025-006 for Approving a Contract with a delinquent tax attorney firm.

Funding No funding.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Kelly Salazar, Linebarger Goggan Blair & Sampson, LLP

Recommendation The Committee recommended Board approval of Resolution 2025-006 on a written statement for a contingency fee for professional legal services contract, under Texas Government Code 2254,1036, for the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2025 through April 30, 2026.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the approval of Resolution 2025-006 on a written statement for a contingency fee for professional legal services contract, under Texas Government Code 2254,1036, for the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2025 through April 30, 2026.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

RESOLUTION 2025-006 TO APPROVE LEGAL SERVICES CONTRACT WITH
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRUSTEES OF SOUTH TEXAS COLLEGE that the South Texas College Board of Trustees hereby approves and authorizes the execution of the contract with Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes for the period of May 1, 2025 through April 30, 2026.

PASSED, APPROVED and ADOPTED this ____ day of _____, 2025.

South Texas College

ATTEST:

BY: _____
Dr. Alejo Salinas, Jr.
Chair

ATTEST:

BY: _____
Danny Guzman
Secretary

Consent Agenda

e. Approval of Resolution 2025-007 to Impose an Additional 15 Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation

Purpose To approve Resolution 2025-007 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

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

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

Enclosed Documents Appendix A – Resolution 2025-007 to be completed with the delinquent tax attorney firm awarded for the collection for Delinquent Taxes.

Funding No funding.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Committee recommended Board approval on Resolution 2025-007 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes Resolution 2025-007 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

Approval Recommended:

Dr. Ricardo J. Solis
President

RESOLUTION NO. 2025-007

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% AND ADDITIONAL FEES TO THE DELINQUENT 2024 DISTRICT TAXES PURSUANT TO SECTIONS 33.07, 33.08, and 33.48 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §
COUNTY OF STARR §
AND HIDALGO §
SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2024; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2024 taxes which remain delinquent on July 1, 2025; and,

WHEREAS, pursuant to Section 33.08 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2024 taxes which remain delinquent on June 1, 2025 under Sections 26.075 (j), 2615 (e), 31.03, 31.031, 31.032, 31.033, 31.04, or 42.42; and,

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

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

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

1. Pursuant to Sections 33.07 and 33.08 of the Texas Property Tax Code, there is hereby levied on all 2024 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2025, and thereafter for taxes

levied for the tax year 2024. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. Pursuant to Section 33.48 of the Texas Property Tax Code, there is hereby assessed additional fees to recover other costs and expenses in a suit to collect a delinquent tax.
3. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2024 at least thirty (30) and not more than sixty (60) days before July 1, 2025.
4. A tax lien shall attach to the property on which the 2024 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2025 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Consent Agenda:

f. Approval on Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024

Purpose To accept the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024.

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

During calendar year 2024, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

This report is utilized by the state in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

Enclosed Documents Appendix A – Racial Profiling Report for calendar year 2024
Appendix B – Comparative Analysis and Explanation of Report Statistics

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police for the Department of Public Safety

Recommendation The Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Racial Profiling Report | Full

Agency Name: South Texas College Department of Public Safety
Reporting Date: 01/09/2025
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:
Phone: (956) 872-2589
Email: rsuarez8@southtexascollege.edu

Mailing Address:
2509 PECAN BLVD
MCALLEN, TX 78501

This Agency filed a full report

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

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

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

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

Executed by: RAY GUTIERREZ
Police Compliance Coordinator

Date: 01/09/2025

Total stops: 146

Street address or approximate location of the stop

City street	136
US highway	1
County road	0
State highway	0
Private property or other	9

Was race or ethnicity known prior to stop?

Yes	0
No	146

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	11
Hispanic / Latino	134

Gender

Female	63
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	59
Male	83
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	8
Hispanic / Latino	75

Reason for stop?

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

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	138
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	9
Hispanic / Latino	128
Vehicle traffic violation	8
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	7
Was a search conducted?	
Yes	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
No	145
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Reason for Search?	
Consent	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	1		
Contraband	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Probable	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Inventory	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Incident to arrest	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Was Contraband discovered?			
Yes	0	Did the finding result in arrest?	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	0	Yes 0	No 0
White	0	Yes 0	No 0
Hispanic / Latino	0	Yes 0	No 0
No	1		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	1		

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	5

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	5
Written warning	97
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	8
Hispanic / Latino	88
Citation	44
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	41
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

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

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	146
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	11
Hispanic / Latino	134

Number of complaints of racial profiling

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

Comparative Analysis

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

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

South Texas College Department of Public Safety

2024 Racial Profiling Report Comparative Analysis

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
Alaska/Native American/Indian	0	0.00%	Alaska/Native American/Indian	22	0.08%
Asian/Pacific Islander	0	0.00%	Asian/Pacific Islander	176	0.64%
Black	1	0.69%	Black	116	0.42%
White	11	7.53%	White	522	1.89%
Hispanic/Latino	134	91.78%	Hispanic/Latino	26,486	95.81%
Other	0	0.00%	Other	322	1.16%
Total	146	100.00%	Total	27,644	100.00%

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

Ruben Suarez

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

South Texas College Department of Public Safety

Explanation of Report Statistics

Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

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

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted:

There was one search conducted during the calendar year 2024.

- Street address or approximate location of the stop: Pecan Campus : 3201 W. Pecan Blvd.

One vehicle stop resulted in a search when the operator was observed stationary and parked in a handicap space without a handicap placard. The officer detected a strong odor of marihuana coming from the vehicle. When questioned, the operator admitted to the officer that her husband used marihuana occasionally in the vehicle, but at this time, there were no drugs in the car, and the scent was from prior use. Consent was granted by the operator for a search of the vehicle. A search of the vehicle was conducted, but no drugs or contraband were found. As a result, a citation was issued for the handicap violation.

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

Description	Year 2023 Stops Conducted	Year 2024 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	17	116

Description	Year 2023 Stops Conducted	Year 2024 Stops Conducted
Stops conducted on entering/ leaving campuses - driving infractions on college property	9	9
Stops conducted on public roadways where violations posted a liable danger to public safety	15	21
Total	41	146

Traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Below is a breakdown of the stops conducted by the different categories as follows:

Description	Year 2023 Stops Conducted	Year 2024 Stops Conducted
Red Light	12	15
Speeding	8	52
Turned Where Prohibited	4	19
Failure to Stop/ Stop at Sign	1	2
Unsafe Lane Change	2	-
Failed to Stop for a School Bus	-	1
Failure to Yield – Crosswalk / Intersection	2	14
Driving w/o Lights when Lights are Required	2	6
Obstructed or/ No License Plate Displayed	-	2
Stopping, Standing, Parking Prohibited in Certain Places	-	2
Expired License Plates	-	15
Unsafe Speed	1	3
Failure to Stop at Designated Point	-	1
Operating an Unregistered Vehicle	-	1
Parked in Handicap	2	8
Parked in Fire Lane	1	-
Deflective Equipment	-	3
Improper Left Turn	4	-
Following to Close	-	1
Crossing a Business	-	1
Total	41	146

Consent Agenda:

g. Approval of Change Orders for Contract with Precision Task Group (PTG) / Workday

Purpose To approve Change Orders for Contract with Precision Task Group (PTG) / Workday.

Justification To gain approval of 5 Change Orders (#12 – # 16) for PTG for the following services, not to exceed the listed amounts:

Change Order	Amount
#12 PTG Support for integrations, security, presentations, enhancements	\$48,300
#13 Modify the Business Process for AA's and Secretaries	3,000
#14 100 additional training credits	69,000
#15 Additional tenant for backup purposes. Minimum 3-month duration	7,200
#16 Transition to a Bi-Weekly Payroll from Semi-Monthly Payroll	80,000
Total	\$207,500

The grand total of these Change Orders is \$207,500 and will be funded with budget reallocations from other project budget lines. The total Workday budget approved by the Board and further amended, therefore, will not be impacted.

Enclosed Documents Appendix A - Cost Breakdown and Budget Reallocation
 Appendix B - Summary of Contract Change Orders

Funding Funds for this expenditure are budgeted in the Workday budget for FY 2024 – 2025 based on the proposed reallocation of the budget.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
 Myriam Lopez, Associate Vice President – Finance and Management

Recommendation The Committee recommended that the Board of Trustees of South Texas College approve and authorize the 5 Change Orders in the amount of \$207,500 for the Contracts with Precision Task Group (PTG) / Workday as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the 5 Change Orders in the amount of \$207,500 for the Contracts with Precision Task Group (PTG) / Workday as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A:
Cost Breakdown and Budget Reallocation for Source of Funding
02/18/2025

Cost Breakdown	Change Order Costs	Budget	Budget Reallocation	Remaining Balance
AMS Post Production Support	\$48,300		\$48,300	\$48,300
Conf. Changes on Expenses	3,000		3,000	3,000
Training Credits	69,000		69,000	69,000
Additional Tenant for Backup	7,200		7,200	7,200
Transition to Bi-Weekly Payroll	80,000		80,000	80,000
Training		69,000	(69,000)	-
Staff Augmentation		112,666	(48,300)	64,366
Contingency		167,167	(90,200)	76,967
Total	\$207,500	\$348,833	\$-	\$348,833

Appendix B
Summary of Contract Change Orders
02/18/2025

Date	Description	Change Amount
February 2024	#1 Advisory Services Advisory Services Hours Reduction for Finance/HCM	(\$813,925)
May 2024	#2 ERP Deployment Statement of Work Modification – Addition and Reduction of Services	(105,321)
May 2024	#3 ERP Subscription State of Texas approved Colleges to use Commercial Cloud, reducing Subscription Fees	(3,227,108)
July 2024	#4 Training Training Credits	33,250
October 2024	#5 ERP Deployment Statement of Work Modification – Addition of Services	105,321
November 2024	#6 Advisory Services Statement of Work Modification – Advisory Services	(150,000)
	#7 Advisory Services Statement of Work Modification – Job Aids	49,500
December 2024	#8 Advisory Services	100,500

Date	Description	Change Amount
	Statement of Work Modification – Job Aids	
	#9 Training Training Credits	24,150
January 2025	#10 Extend Professional and Deployment	1,700,120
January 2025	#11 ERP Deployment Change Order Modification – Addition of Workday Advisory Services	48,000
February 2025	#12 Advisory Services Statement of Work Addition – Advisory Services	48,300
February 2025	#13 Advisory Services Statement of Work Addition – Configure Changes on Business Processes	3,000
February 2025	#14 Training Training Credits	69,000
February 2025	#15 Advisory Services Statement of Work Addition – Additional Tenant for Backup	7,200
February 2025	#16 Advisory Services Statement of Work Transition to Bi-Weekly Payroll	80,000
Change Order Changes		(2,028,013)

Funding Source – Budget Reallocation	(2,013,020)
Total Cost Reduction to Contract (Change Orders #1 and #3)	(4,041,033)

Consent Agenda:

h. Approval of Ratification of Use of Unrestricted Fund Balance for Current Semester Unpaid

Purpose Administration proposes the **ratification** for expanding the Relgnite Scholarship funds approved by the Board of Trustees from assisting students with prior debt to also assisting students with their current semester unpaid balances.

Justification At the September 24, 2024 meeting, the Board of Trustees approved the use of \$150,000 from the College's Unrestricted Fund Balance for Relgnite student scholarships, aimed at helping students with prior debt who are returning to complete a certificate or degree.

Legal counsel confirmed the use of these funds is appropriate.

Although originally intended for past-due balances, administration proposes expanding the funding to assist students with current term balances. This would support the College's mission and potentially secure additional state funding through HB8.

The Division of Student Affairs and Enrollment Management has a team dedicated to helping these students succeed and complete their education. The use of these funds is intended to assist students across multiple semesters, ensuring their graduation.

Funding Funds for this expenditure were Board approved in the Unrestricted Fund Balance Amendment dated September 24, 2024.

Staff Resource Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management

Recommendation The Committee recommended Board approval of the ratification for expanding the Relgnite Scholarship funds to assist returning students by covering their current semester unpaid balances using Unrestricted Fund Balance.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the ratification for expanding the Relgnite Scholarship funds to assist returning students by covering their current semester unpaid balances using Unrestricted Fund Balance.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Consent Agenda:

i. Approval to Adopt New Personnel Policies and Retire Current Policies

Purpose To adopt the new Personnel Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification To provide the new policies in the TASB standardized format. In addition to the policies and, as applicable, internal procedures are currently in place and will continue to be enhanced.

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 Appendix A – List of New and Retired Policies
Appendix B – New Policies

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development

Recommendation The Committee recommended Board approval to adopt the new Personnel Policies and retire the current policies as presented, and which supersedes any previously adopted Board policy.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes to adopt the new Personnel Policies and retire the current policies as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DHA (LOCAL) – Employee Standards of Conduct: Searches and Alcohol/Drug Testing	A-2. Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus	All of the content from the retired policy is included in the new local policy.
B-1. DMD (LOCAL) – Termination of Employment: Resignation	B-2. Policy #4922: Separation of Employment and Re-Employment	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

Appendix B

New policies follow in the packet.

**Reasonable
Suspicion Searches**

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites. Searches that reveal a violation of the College District's standards of conduct may result in disciplinary action and any items discovered may be referred to law enforcement. [See DH]

**Reasonable
Suspicion Alcohol
and Drug Testing**

The College District may remove an employee from duty and require the employee to submit to alcohol or drug testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A College District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.

A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]

Note: The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

**Federally Required
DOT Testing
Program**

In accordance with DOT rules, the College District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The College President shall designate a College District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

Drug-related
Violations

The following constitute drug-related violations under the DOT rules:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests.

Alcohol Results
Between 0.02 and
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at College District-Imposed Consequences, below.]

Reasonable
Suspicion DOT
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

College District-
Imposed
Consequences

In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the College President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. A DOT driver tested under this policy and found to have an alcohol concentration of 0.02 or greater shall be removed from safety sensitive duties and terminated. A DOT driver who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation will be immediately removed from safety sensitive duties and will be terminated.

In cases where a driver is also employed in a nondriving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

**General
Requirements**

All resignations shall be submitted in writing to the executive director of human resources and talent development or other person designated by the College President in accordance with this policy. The employee shall give reasonable notice on a form provided by the College District and may include in the notice a statement of the reasons for resigning. A prepaid certified or registered notice of resignation shall be considered submitted upon mailing.

If an employee provides a resignation to a supervisor who has not been designated by the College President to accept resignations, the supervisor shall instruct the employee to submit the resignation to the executive director of human resources and talent development or other person designated by the College President.

Contract Employees

End of Contract
Term

Any employee serving under any type of term contract may resign the employee's position and leave the employment of the College District effective at the end of the contract term without penalty, provided the employee submits a notice of resignation, in accordance with administrative regulations and the provisions at General Requirements, above.

The executive director of human resources or other person designated by the College President shall be authorized to accept a term contract employee's resignation effective at the end of the contract term.

Prior to End of the
Contract Term

An employee serving under a term contract wishing to resign prior to the end of the contract term must submit a notice of resignation in accordance with the provisions at General Requirements. The consent of the College President or other person designated by Board action is required for resignations effective prior to the end of the contract term.

At-Will Employees

The College President shall be authorized to accept the resignation of an at-will employee at any time. The College President may delegate to other administrators the authority to accept a resignation of an at-will employee.

Board Report

At the next Board meeting, the College President shall provide to the Board a list of the employees who have resigned since the last Board meeting.

**Withdrawal of
Resignation**

Once submitted and accepted, the resignation of an employee may not be withdrawn without the consent of the College President.

Consent Agenda:

j. Approval to Retire Current Policies

Purpose To retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification 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.

The retired policies have been reviewed by staff and administrators.

Enclosed Documents Appendix A – List of Retired Policies
 Appendix B – Retired Policies

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development
 Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Dr. Brett Millan, Associate Vice President for Academic Success and Advancement

Recommendation The Committee recommended Board approval to retire current policies as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes to retire current policies as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of Retired Policies

Retired Policy(ies)	Retired Policy Content Transition
A. Policy #3120: Field and International Studies Courses	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
B. Policy #4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee	All of the content from the retired policy is included in either a procedure, handbook, manual, etc..

Appendix B

Policies follow in the packet.

MANUAL OF POLICY

Title	Field and International Studies Courses	3120
Legal Authority	Texas Higher Education Coordinating Board Southern Association of Colleges & Schools Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Combining study and travel is an important alternative learning experience for students. Field courses taught away from the College and international studies courses taught outside the United States incorporate substantial learning experiences that take advantage of environments not available in a traditional classroom setting. All such courses will:

1. Be of college-level rigor and complexity;
2. Be in the approved Course Inventory Listing and be offered as described in the college catalog;
3. Meet all applicable regulations stipulated by the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools, and any other applicable accrediting agencies;
4. Be planned and structured in cooperation with the appropriate academic units of the College if college credit is awarded;
5. Incorporate a core of stated learning outcomes or activities which all students are required to demonstrate in order to successfully complete the course;
6. Require individual assessment to determine which students have acquired the learning outcomes;
7. Be taught, evaluated, or directly supervised by an instructor who has met the institutions' qualifications for appointment to the College faculty; and
8. Conform to all applicable College procedures.

MANUAL OF POLICY

Title **Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee** **4118**

Legal Authority **Approval of the Board of Trustees** **Page 1 of 3**

Date Approved by Board **Board Minute Order dated February 21, 2002**
As Amended by Board Minute Order dated April 28, 2015
As Amended by Board Minute Order dated January 31, 2017

Notice of Letter of Appointment Renewal or Non-renewal: Faculty

The College shall notify each faculty member whose Letter of Appointment is about to expire whether the College proposes to renew or not renew the Letter of Appointment for the next academic year as follows: Faculty members who have already completed a year of employment as full time regular faculty members with the College shall be given notice not later than February 15. Faculty members who are in their first year of employment with the College shall be given notice not later than April 15.

The College shall be deemed to have given the faculty member timely notice if it provides notice electronically or hand delivers the notice to the faculty member or deposits the notice to the custody of the U.S. Postal Service by the deadline date in a sealed envelope addressed to the faculty member to the address specified by the faculty member.

The College's failure to provide this notice by the specified date shall be deemed an election by the College to employ the faculty member in the same professional capacity for the following academic year.

Acceptance of Offer of Appointment: Faculty, Administrative, or Executive Employee

The College shall provide notice to each faculty member, administrative, or executive employee who is proposed to be renewed for the next academic or fiscal year, as applicable, an offer of appointment for the upcoming academic year or fiscal year, as applicable. The letter of appointment, if accepted, must be electronically or manually signed by the respective employee and returned to the Office of Human Resources by the stated deadline. Failure to respond by the deadline date indicated on the letter of appointment will constitute a rejection of the offer.

Notice Under Letter of Appointment: Faculty, Administrative, or Executive Employee

Before a faculty member, administrative, or executive employee employed under a Letter of Appointment may be terminated, suspended without pay, or released because of a necessary reduction of personnel, the President must notify the faculty member, administrative, or executive employee in writing of the proposed action and the grounds for the action.

Hearing Under Letter of Appointment: Faculty, Administrative, or Executive Employee

If a faculty member, administrative, or executive employee employed under a Letter of Appointment desires a hearing after receiving notice of the proposed termination, proposed non-renewal, or proposed suspension without pay, the faculty member, administrative, or executive employee shall notify the President in writing not later than the 10th business day after the date the faculty member, administrative, or executive employee receives the notice of the proposed action. The President shall schedule a hearing to be held not later than the 20th business day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: Faculty, Administrative, or Executive Employee	4118
Legal Authority	Approval of the Board of Trustees	Page 2 of 3

At the hearing, the faculty member, administrative, or executive employee may:

- (1) be represented by legal counsel or a representative of the faculty member administrative, or executive employee's choice;
- (1) hear the evidence supporting the reason for the proposed action;
- (2) call witnesses;
- (3) cross-examine witnesses; and
- (4) present evidence.

Decision of President

If the faculty member, administrative, or executive employee does not request a hearing, the President shall:

- (1) proceed to take the appropriate action to terminate the or suspend the faculty member, administrative, or executive employee without pay without further notice to the faculty member, administrative, or executive employee before taking such action; and
- (2) notify the faculty member, administrative, or executive employee in writing of that action not later than the 20th business day after the date the notice of proposed action was sent to the faculty member, administrative, or executive employee.

If the faculty member, administrative, or executive employee requests a hearing, following the hearing the President shall notify the faculty member, administrative, or executive employee in writing of that action not later than the 15th business day after the date on which the hearing is concluded.

Resignation Under Letter of Appointment: Faculty

To resign in good standing, a faculty member employed under a Letter of Appointment whose term has not yet commenced, shall be required to file a written request to be released from the Letter of Appointment with the Office of Human Resources or the President's designee not later than the 45th calendar day before the effective date of letter of appointment of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President's designee at the post office address of the College is considered filed at the time of mailing.

A faculty member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the approval of the President or the President's designee by submitting a written request to be released from the Letter of Appointment not less than 45 calendar days prior to the effective date of the resignation.

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: Faculty, Administrative, or Executive Employee	4118
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

Resignation Under Letter of Appointment: Administrative, or Executive Employee

Executive and Administrative staff employed under a Letter of Appointment may request a release from the Letter of Appointment not less than 45 calendar days prior to the effective date of the resignation. Approval of release of appointment must be obtained from the President.

A faculty member, administrative, or executive employee who does not resign in good standing shall not be eligible for re-employment.

Termination or Suspension Under Letter of Appointment: Faculty, Administrative, or Executive Employee

The President may terminate a Letter of Appointment and discharge a faculty member administrative, or executive employee at any time for good cause or a financial exigency or program change that requires a reduction in personnel as determined by Board Policy.

A faculty member, administrative, or executive employee terminated for cause will not be eligible for re-employment with the College.

In this policy, business days is defined as Monday through Friday, not including days the College is officially closed.

RETIRED

Consent Agenda:

k. Approval to Adopt Numbered Update 46, 47, and 48 Local Policies

Purpose To revise policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification These revisions are requested as part of the TASB 46, 47, and 48th numbered updates.

TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.

The policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents Appendix A – List of Policies

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police
Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development
Venisa Earhart, Board Relations Administrator

Recommendation The Committee recommended Board approval to adopt the revised numbered update policies as presented, and which supersedes any previously adopted Board policy.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes to adopt the revised numbered update policies as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Item	Policy	Update	Explanatory Notes
A	BBD (Local) – Board Members: Orientation and Training	46	Revisions to this local policy address HB 3033, which requires board members to complete Public Information Act Training if the attorney general determines the college failed to comply with the Public Information Act (PIA). The revisions clarify that the existing delegation of the responsibility to take the PIA training to the public information coordinator only applies to the training requirement applicable to board members shortly after they are elected or appointed. Additional recommended changes have been made to conform to TASB style.
B	CGC (Local) -Safety Program: Emergency Plans and Alerts	46	Recommended revisions to this local policy address HB 3, which clarifies that a college’s Emergency Operations Plan must address any additional requirements established by TxSSC in consultation with TEA and relevant local law enforcement agencies.
C	DBA (Local) – Employment Requirements and Restrictions: Credentials and Records	47	New recommended local policy language addresses the application of SB 1445 to Law Enforcement Personnel Files.
D	DC (Local) – Employment Practices	47	New recommended local policy language addresses the application of SB 1445 to the Employment of Certain Law Enforcement Personnel.
E	DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting	48	Recommended revisions have been made to clarify state requirements for Oral Reports and Making a Report.
F	DK (Local) – Professional Development	47	Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college’s accreditor is named in GK(LOCAL).

Appendix B

Policies follow in the packet.

Orientation

The Board and the ~~College President~~College President shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the ~~College President~~College President and other administrative personnel designated by the ~~College President~~College President to discuss services the administration performs for the Board.
4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the ~~College President~~College President deems useful in fulfilling the role of Board member.

Annual Training Plan

The ~~College President~~College President shall work with the Board to develop and implement an annual plan to address the training needs of Board members.

Cybersecurity Training

The ~~College President~~College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The College President~~The College President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

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

**Public Information
Coordinator Act
Training**

~~The College
President~~After
Election or
Appointment

The College President or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the **Public Information Act (PIA)** training specified by Government Code 552.012- **to be completed no later than the 90th day after the member takes the oath of office.**

After a Violation

A Board member who receives written notice from the attorney general that the member must complete the PIA training described by Section 552.012 following the College District's failure to comply with a PIA requirement shall complete the training within the timelines described in law.

**Emergency
Operations Plan**

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; ~~and implementation of a safety and security audit;~~ **and any other requirements established by the Texas School Safety Center (TxSSC).**

**Emergency
Response and
Evacuation
Procedures**

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

**Emergency Alert
System**

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

Personnel File

The College District shall maintain personnel files on College District employees adequate for local and state needs and regional accrediting organizations. The permanent personnel file for all full-time and part-time employees is stored in the Office of Human Resources. Personnel records shall include, but not be limited to:

1. Official transcripts from all colleges attended;
2. A completed College District employment application form; and
3. Personal data forms as may be required for proper and effective use.

Custodian of Personnel File

The College District designates the executive director of human resources or designee as the custodian of personnel records to serve as the agent of the College President and maintain all records relating to all present and past employees of the College District.

Law Enforcement Personnel Files

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the compilation and retention of, and access to, personnel files maintained with respect to peace officers and telecommunications.

Social Security Number

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

Credentials

Degrees, credit hours, and certificates will be evaluated and recognized by using the following criteria:

1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency or an accrediting agency recognized by the Coordinating Board. Accredited institutions and nationally recognized accrediting agencies will be determined by using the following:
 - a. Accredited Institutions of Higher Education;
 - b. U.S. Department of Education;
 - c. Coordinating Board;
 - d. Council for Higher Education Accreditation; and
 - e. Other agencies or publications that will establish national recognition or accreditation; and

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

2. If the degree/certificate is from a college, university, school, institution, or association outside the United States, it must be verified (must be evaluated/verified by an accredited member of the National Association of Credential Evaluation Services) through a nationally recognized independent foreign transcript evaluation service or by a university in the United States qualified to conduct such evaluations.

**Faculty
Qualifications**

The College District shall employ faculty members who meet faculty credential guidelines consistent with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) Comprehensive Standard, as well as qualifications specified by the Coordinating Board, and other discipline-specific accrediting or licensing authorities.

**Minimum
Educational
Requirements of
Staff (Non-Faculty)**

The College District reserves the right to modify the minimum educational requirements for certain entry-level positions. A committee, determined by the executive director of human resources or designee, must receive and review recommendations from the appropriate supervisor prior to making a decision on matters involving the modification of the minimum education requirements necessary of staff (non-faculty) positions at the College District.

**Confidentiality of
Records and
Business Matters**

The College District maintains the confidentiality of its records and matters relating to the conduct of its business as permitted by the Texas Public Information Act and Student Confidentiality Statutes. No employee of the College District is permitted to disclose information that concerns any students or former, active, or prospective personnel that is exempt from disclosure under the Texas Public Information Act or other privacy law.

Employees with access to such information will be asked to sign an Employee Non-Disclosure Agreement and to comply with the provisions of that agreement.

**Personal Status
Change**

Any personal status changes affecting recordkeeping, mailing address, emergency contact phone numbers, or employee benefits must be reported to the Office of Human Resources.

The College District is not liable if the employee does not report changes in a timely fashion.

Posting Vacancies

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

Applications

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

**Employment of
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:

- 1. The investigation of the applicant's background;**
- 2. Medical and psychological examination and drug screening of the applicant;**
- 3. The applicant's qualification to carry a firearm, if applicable;**
- 4. A provisional hiring period applicable upon employment; and**
- 5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).**

Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of ~~the Texas Department of Family and Protective Services (DFPS)~~ **DFPS** at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the ~~College President~~ College President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

Confidentiality

~~In accordance with state law, the~~ The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with **law and** the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities
Regarding
Investigations**

In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

**Adverse
Employment Action
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

¹ Texas Abuse Hotline Website: <https://www.txabusehotline.org>

Each employee shall meet the professional development standards described by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] as well as any professional development required of the employee by state or federal law or administrative regulations.

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

**Cybersecurity
Training**

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

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

Discussion and Action as Necessary to Transition to Bi-Weekly Payroll

Purpose Administration recommends Board approval to implement a Bi-weekly Payroll for all employees effective September 1, 2025.

Justification The Workday conversion scope of work for Finance and Human Resources supported converting the monthly payroll to a semimonthly payroll. The transition to a bi-weekly payroll cycle was scheduled to occur after the implementation was completed. Administration is proposing to launch this change on September 1, 2025, the start of FY 2025 - 2026.

The benefits of bi-weekly payroll are as follows:

- Consistency in pay periods and pay amounts
- Simplified overtime calculations
- Increased employee satisfaction
- Reduced payroll time processing costs

Funding Funds for this expenditure of \$80,000 are included as Change Order #16 in this packet.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President – Finance and Management

Recommendation ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes to implement a Bi-weekly Payroll for all employees effective September 1, 2025.

Discussion and Action as Necessary to Renew Mobile Hotspot Service (Grant Funded)

Purpose Renew the mobile hotspot service with **T-Mobile USA, Inc.** (Cincinnati, OH) a Sourcewell approved vendor.

Justification To provide reliable internet service for students from vulnerable populations, enabling them to access online courses and learning materials from home. The service will be extended to 350 devices currently used by the College.

Over the past four years, South Texas College has experienced a sustained demand for students' online access to the college's services and resources. Many students do not have reliable internet access when taking online or hybrid courses. Student performance data indicates a positive correlation between a student's participation in the hotspot lending program and their achievement of a higher grade-point average and pass rate.

Funding Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) Connecting Minority Communities Pilot Program federal grant budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Enclosed Documents Appendix A – Summary of Mobile Hotspot Service

Staff Resource Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services.
Elizabeth Hollenbeck, Associate Dean of Library Services.

Additional Information Information for this item was not available at the time of the February 18, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.

Recommendation ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes the renewal of the mobile hotspot service with **T-Mobile USA, Inc.** (Cincinnati, OH), a Sourcewell approved vendor, for the period beginning March 1, 2025 through February 28, 2030, at an estimated total amount of \$344,400.00.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
MOBILE HOTSPOT SERVICE**

VENDOR			T-Mobile USA, Inc.	
ADDRESS			PO Box 742596	
CITY/STATE/ZIP			Cincinnati, OH 45274	
PHONE			(210) 756-5242	
CONTACT			Jeremy Morrison	
Period: 03/01/2025 -02/28/2030				
#	Months	Description	Monthly Amount	Extension
1	60	Hotspot Rate Plan Unlimited Data Quantity: 350 Hotspots Monthly Recurring Charge Per Device: \$15.00	\$ 5,250.00	\$ 315,000.00
2	60	Regulatory Programs & Telco Recovery Fee Quantity: 350 Hotspots Monthly Recurring Charge Per Device: \$1.40	\$ 490.00	\$ 29,400.00
TOTAL AMOUNT			\$	344,400.00

Discussion and Action as Necessary to Renew Software Subscription (Grant Funded)

Purpose Renew the software subscription with **Netsync Network Solutions** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor.

Justification To maintain secure, uninterrupted access to virtual desktops for students, faculty, and staff when accessing South Texas College resources, increasing performance, capacity, and the number of concurrent connections. These licenses support academic applications essential for coursework, learning resources, and remote faculty engagement. They are critical for maintaining access across district locations, including the Pecan Welcome Center, call centers, podiums, and computer labs.

Funding Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) Connecting Minority Communities Pilot Program federal grant budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Enclosed Documents Appendix A – Summary of Software Subscription

Staff Resource

Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services.
Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer

Additional Information Information for this item was not available at the time of the February 18, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.

Recommendation ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes the renewal of the software subscription with **Netsync Network Solutions** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning March 1, 2025 through February 28, 2026, at an estimated total amount of \$151,562.10.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
SOFTWARE SUBSCRIPTION**

VENDOR		Netsync Network Solutions		
ADDRESS		2500 West Loop South, Ste. 410/510		
CITY/STATE/ZIP		Houston, TX 77027		
PHONE		(713) 218-5000		
CONTACT		Xavier Treviño		
Period: 03/01/2025 - 02/28/2026				
#	Qty	Description	Unit Price	Extension
1	1	Academic Ommissa Horizon Standard Plus - Core - Concurrent User - Production Support	\$ 972.40	\$ 972.40
2	128	Academic Ommissa Horizon Standard Plus - Addon to Core - Concurrent User - Production Support	\$ 972.40	\$ 124,467.20
3	129	Academic Ommissa Dynamic Environment Manager Term: 1 Year	\$ 202.50	\$ 26,122.50
TOTAL AMOUNT			\$	151,562.10

Discussion and Action as Necessary to Extend Network Fiber Optic Subscription Service Agreement (Grant Funded)

Purpose Extend the network fiber optic subscription service agreement with **VTX Communications, LLC** (Raymondville, TX), originally approved by the Board on May 23, 2023.

Justification To upgrade the network's infrastructure and ensure reliable, high-speed internet connectivity from the Pecan Campus to the Mid Valley and Starr County Campuses. The additional fiber optic lines will support the increasing demand for internet services, enabling seamless access to online resources, communication tools, and academic platforms for students, faculty, and staff.

The 2-year extension for FY 29 and FY 30 will also provide three (3) additional years of funding for FY 26, FY 27, and FY 28.

Funding Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) Connecting Minority Communities Pilot Program federal grant budget for FY 2024 – 2025. Grant Funds for subsequent fiscal years will be included in future proposed budgets.

Enclosed Documents Appendix A – Project Timeline and Information

Staff Resource Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services.
Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer

Additional Information Information for this item was not available at the time of the February 18, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.

Recommendation ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes to extend the network fiber optic subscription service agreement with **VTX Communications, LLC** (Raymondville, TX), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2023 through August 31, 2030. The original Board approved the agreement of \$61,000 will be increased by \$24,000, resulting in a grand total of \$85,000.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Project Timeline and Information

Period	Board Approved May 23, 2023	Extended Agreement
One Time Fee	\$1,000.00 (Grant funded) *	\$1,000.00 (Grant funded) *
09/01/2023 - 08/31/2024	\$12,000.00 (Grant funded) *	\$12,000.00 (Grant funded) *
09/01/2024 - 08/31/2025	\$12,000.00 (Grant funded) *	\$12,000.00 (Grant funded) *
09/01/2025 - 08/31/2026	\$12,000.00 (STC funded)	\$12,000.00 (Grant funded)
09/01/2026 - 08/31/2027	\$12,000.00 (STC funded)	\$12,000.00 (Grant funded)
09/01/2027 - 08/31/2028	\$12,000.00 (STC funded)	\$12,000.00 (Grant funded)
09/01/2028 - 08/31/2029		\$12,000.00
09/01/2029 - 08/31/2030		\$12,000.00
Grand Total	\$61,000.00	\$85,000.00
Total Funded by Grant	\$25,000.00	\$85,000.00
Total Funded by STC	\$36,000.00	\$0

**Paid*

Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on the items. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request an item or items be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Facilities Committee recommended Board action on the following items as presented:

- a. Approval of Proposed District Wide Directional Wayfinding Signage with New College Logo and Authorization to Solicit Construction Services
- b. Approval of Proposed District Wide Entry Monument Signage with New College Logo and Authorization to Solicit Construction Services
- c. Approval on Schematic Design, Budget Increase, and Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus Regional Workforce Development Healthcare Center Building E
- d. Approval on Contracting Construction Services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2
- e. Approval on Substantial Completion of the Technology Campus Welding Lab Expansion Building F
- f. Approval on Renewal of the Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Office Space

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items a – f of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Proposed District Wide Directional Wayfinding Signage with New College Logo and Authorization to Solicit Construction Services

Purpose To approve the proposed directional wayfinding signage updates with the new College logo and solicitation of construction services for the District Wide Facility Signage and the District Wide Signage Replacement projects.

Justification The directional wayfinding signage will be updated to reflect the current logo and visual identity of the College.

College staff have prepared presentations of the proposed directional wayfinding signage and locations for review.

Solicitation of Request for Proposals (RFP) for construction services is necessary to procure a project contractor(s).

The projects consist of installing updated directional wayfinding signage district-wide.

The proposed scope of work is summarized as follows:

- Installation of new directional wayfinding signage
- Installation of updated directional wayfinding signage

Enclosed Documents Appendix A – Projects Presentation
Appendix B – Fact Sheet

Funding The total estimated cost of the District Wide Directional Wayfinding Signage Project 2025-008C is \$250,000.

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

The total estimated cost of the District Wide Signage Replacement Project 2025-028R is \$250,000.

The funds are available in the Renewals and Replacements Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Facilities Committee recommended Board approval of the proposed directional wayfinding signage updates and to proceed with the solicitation of construction services for the District Wide Directional Wayfinding Signage and the District Wide Signage Replacement projects as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed directional wayfinding signage updates and to proceed with the solicitation of construction services for the District Wide Directional Wayfinding Signage and the District Wide Signage Replacement projects as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Appendix A

Projects presentation follows in the packet.

Appendix B

Fact Sheet follows in the packet.



DISTRICT WIDE

Directional Wayfinding Signage





EXISTING DIRECTIONAL WAYFINDING SIGNAGE

EXISTING DIRECTIONAL WAYFINDING SIGNAGE



Existing Vehicular Wayfinding Signage



Existing Parking Lot Wayfinding Signage



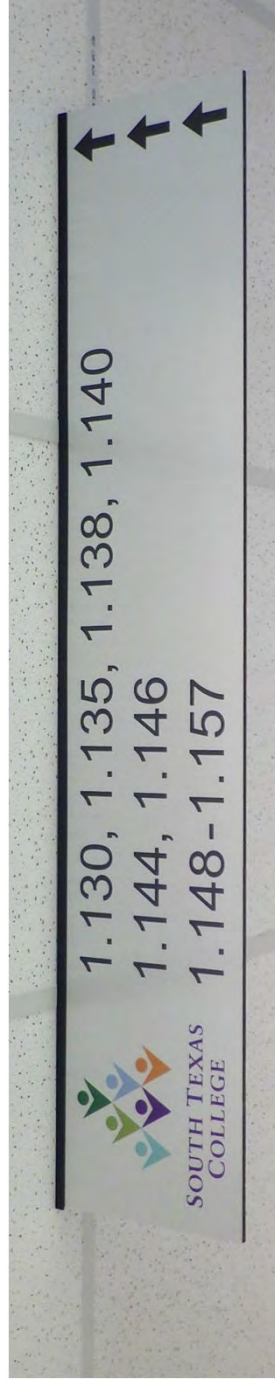
Existing Pedestrian Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



Existing Directory Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



North Academic Humanities Building P	
SOUTH TEXAS COLLEGE	
1st Floor	
Faculty Offices	1.116-1.126
Faculty Offices	1.148-1.157
Student Collaboration Rm	1.131
Communications Studio	1.135
2nd Floor	
Faculty Offices	2.116-2.126
Faculty Offices	2.148-2.157
Info Commons	2.102
Small Conference Rm	2.131
Large Conference Rm	2.131A
3rd Floor	
Faculty Offices	3.116-3.126
Faculty Offices	3.148-3.157
Open Computer Lab	3.102

Existing Interior Wayfinding Signage

EXISTING DIRECTIONAL WAYFINDING SIGNAGE



Existing Wayfinding Property Signage
(600 West Parking Lot)



PROPOSED DIRECTIONAL WAYFINDING SIGNAGE

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



Vehicular Wayfinding Signage

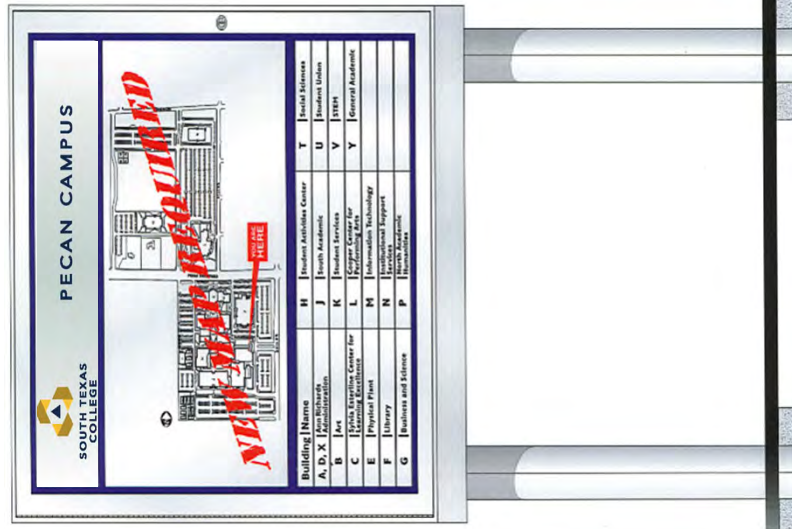


Parking Lot Wayfinding Signage



Pedestrian Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE




A, D, X Ann B. Richards Administration
G Business and Science
K Student Services
L Cooper Center for Performing Arts
P North Academic Humanities
T Social Sciences
U Student Union
V STEM
Y General Academic

Directory Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE




**SOUTH TEXAS
COLLEGE**
 1.130, 1.135, 1.138, 1.140
 1.148 - 1.157
 1.144, 1.146

▲
▲
▲

 SOUTH TEXAS COLLEGE		North Academic Humanities Building P	
1st Floor			
Faculty Offices	1.116-1.126		
Faculty Offices	1.148-1.157		
Student Collaboration Rm	1.131		
Communications Studio	1.135		
2nd Floor			
Faculty Offices	2.116-2.126		
Faculty Offices	2.148-2.157		
Info Commons	2.102		
Small Conference Rm	2.131		
Large Conference Rm	2.131A		
3rd Floor			
Faculty Offices	3.116-3.126		
Faculty Offices	3.148-3.157		
Open Computer Lab	3.102		

Interior Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



Wayfinding Property Signage (600 West Parking Lot
and Starr County Campus North Entrance)

Phase I - Building Signage	\$500,000
Phase II - Entry Monument Signs	\$1,040,000
Phase III - Exterior Wayfinding Signage	\$250,000
Phase IV - Interior Facility Signage	\$250,000

PROPOSED BUDGET



Project Fact Sheet 2/13/2025

Project Name District Wide - Interior Facility Signage		Project No. 2025-008C					
Funding Source(s): Unexpended Plant Fund							
		FY 24-25					
		Variance of Project Budget vs. Actual Expenditures					
		FY 24-25					
		Total					
		Project Budget					
		Actual Expenditures					
		Total Actual Expenditures To Date					
Construction:		\$ 250,000.00	\$ -	\$ 250,000.00	\$ -		
Design:		\$ -	\$ -	\$ -	\$ -		
Miscellaneous:		\$ -	\$ -	\$ -	\$ -		
FFE:		\$ -	\$ -	\$ -	\$ -		
Technology:		\$ -	\$ -	\$ -	\$ -		
Total:		\$ 250,000.00	\$ -	\$ 250,000.00	\$ 250,000.00		
Project Team		Board Status					
Approval to Solicit Architect/Engineer:	N/A	Board Approval of Schematic Design	NA	Vendor	Contract Amount	Actual Expenditures	Variance
	N/A			TBD	\$ -	\$ -	\$ -
Contractor:	TBD	Substantial Completion	TBD	Board Acceptance	TBD		
Contractor:	TBD						
STC FPC Project Manager:	David Valdez	Final Completion	TBD	Board Acceptance	TBD		
Project Description		Project Scope					
Provide New Directional Wayfinding Signage at each campus District Wide.		Design and installation of New Directional Wayfinding Signage District Wide.					
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	N/A	2/18/2025	6/24/2025	7/24/2025	10/28/2025	11/25/2025	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	-	-	-	-	\$ -	
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Current Agenda Item							
02/18/25 Facilities Committee Meeting: Review and Recommend Action on Approval of Proposed District Wide Directional Wayfinding Signage with New College Logo and Authorization to Solicit Construction Services							
Interior Facility Signage							

FPC Project Manager

David A Valdez

FPC Director


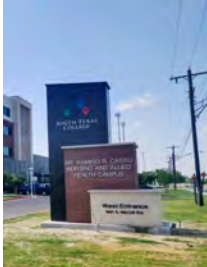

N/A

FPC Executive Director

RAD



Project Fact Sheet
2/13/2025

Project Name District Wide - Signage Replacement		Project No. 2025-028R	
Funding Source(s): Renewals & Replacements Fund			
		FY 24-25	
		FY 24-25	Variance of
		Total	Project Budget
		Project Budget	vs. Actual
		Actual	Expenditures
		Expenditures	Expenditures
Construction:		\$ 250,000.00	\$ 250,000.00
Design:		\$ -	\$ -
Miscellaneous:		\$ -	\$ -
FFE:		\$ -	\$ -
Technology:		\$ -	\$ -
Total:		\$ 250,000.00	\$ 250,000.00
			\$ 250,000.00
Project Team		Board Status	
Approval to Solicit :	N/A	Board Approval	
Architect/Engineer:	N/A	of Schematic	NA
		Design	
Contractor:	TBD		
Contractor:	TBD		
STC FPC Project Manager:	David Valdez	Substantial	
		Completion	TBD
		Board Acceptance	TBD
		Final Completion	TBD
		Board Acceptance	TBD
Project Description		Project Scope	
Replacing and Updating the existing College Signage at each campus District Wide.		Design and installation to replace existing College signage (Entry Monument, Facility, and Directional Wayfinding Signage District Wide.	
Projected Timeline			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor
N/A	N/A	2/18/2025	6/24/2025
Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/24/2025	10/28/2025	11/25/2025	N/A
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2024-25	-	-	-
Project Total	\$ -	\$ -	\$ -
			FFE
			-
			Tech
			-
			Project Total
			\$ -
Current Agenda Item			
02/18/25 Facilities Committee Meeting: Review and Recommend Action on Approval of Proposed District Wide Directional Wayfinding Signage with New College Logo and Authorization to Solicit Construction Services and Review and Recommend Action on Approval of Proposed District Wide Entry Monument Signage with New College Logo and Authorization to Solicit Construction Services			
			
Directional Wayfinding Signage	Entry Monument Signage	Interior Facility Wayfinding	

FPC Project Manager David A Valdez FPC Director N/A FPC Executive Director RHA

Consent Agenda:

b. Approval of Proposed District Wide Entry Monument Signage with New College Logo and Authorization to Solicit Construction Services

Purpose To approve the proposed entry monument signage update with the new College logo and solicitation of construction services for the District Wide Entry Monument Signage and the District Wide Signage Replacement projects.

Justification The entry monument signage will be updated to reflect the current logo and visual identity of the College.

College staff have prepared presentations of the proposed entry monument signage for review.

Solicitation of Request for Proposals (RFP) for construction services is necessary to procure a project contractor(s).

The project consists of installing updated entry monument signage district-wide.

The proposed scope of work is summarized as follows:

- Installation of new monument signage at existing campus entries
- Installation of updated monument signage at existing campus entries

Enclosed Documents Appendix A – Project Presentation
Appendix B – Fact Sheet

Funding The total estimated cost of the District Wide Entry Monument Signage Project 2025-007C is \$1,040,000.

The funds are available in the Unexpended Construction Plant Fund and the Renewals and Replacements Fund for use in FY 2024 – 2025.

The total estimated cost of the District Wide Signage Replacement Project 2025-028R is \$250,000.

The funds are available in the Renewals and Replacements Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Facilities Committee recommended Board approval of the proposed entry monument signage updates and to proceed with the solicitation of construction services for the District Wide Entry

Monument Signage and the District Wide Signage Replacement projects as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed entry monument signage updates and to proceed with the solicitation of construction services for the District Wide Entry Monument Signage and the District Wide Signage Replacement projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Project presentation follows in the packet.

Appendix B

Fact Sheet follows in the packet.



DISTRICT WIDE

Proposed Entry Monument Signage





EXISTING CAMPUS ENTRY MONUMENT SIGNS

EXISTING CAMPUS ENTRY MONUMENT SIGNS



Pecan Campus – 29th St. Entrance



Dr. Ramiro R. Casso Nursing and Allied Health
Campus – Vermont St.



Pecan Plaza



Dr. Ramiro R. Casso Nursing and Allied Health Campus –
McColl Rd.

EXISTING CAMPUS ENTRY MONUMENT SIGNS



Technology Camus – Ware Rd.
Entrance



Technology Campus – Intersection
of Ware Rd. & Military Highway



Mid Valley Campus – East Entrance Along
Republic



Mid Valley Campus – South Entrance Along
Business 83

EXISTING CAMPUS ENTRY MONUMENT SIGNS



Starr County Camus – FM 3167
South Entrance



Starr County Camus – FM 3167
Main Entrance



Starr County Camus – FM 3167
North Entrance

EXISTING CAMPUS ENTRY MONUMENT SIGNS



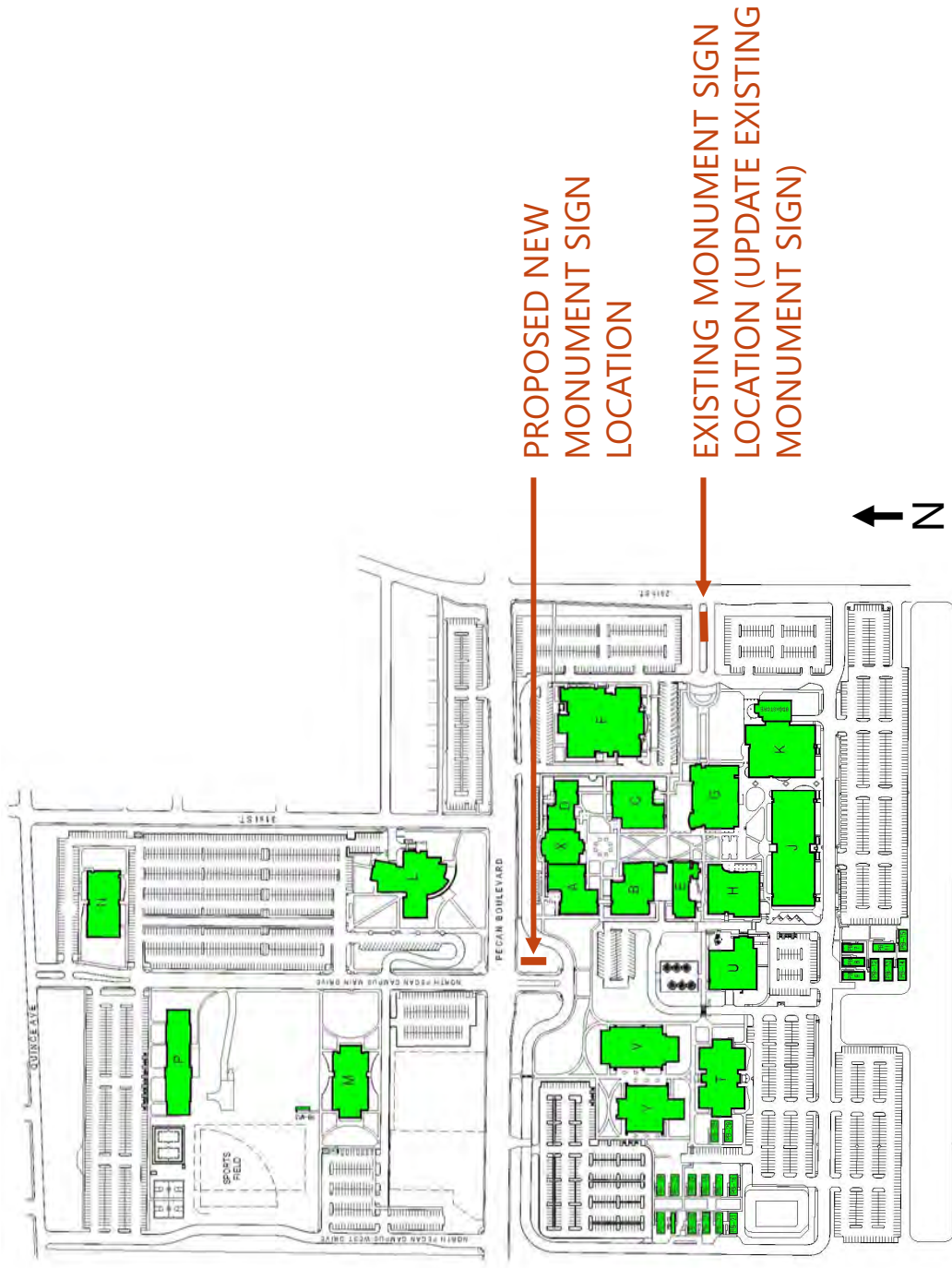
Regional Center for Public Safety
Excellence – 20 yr Master Plan Entrance



Higher Education Center La Joya – College Dr.
Entrance Along US Expressway 83



PROPOSED CAMPUS ENTRY MONUMENT SIGNS



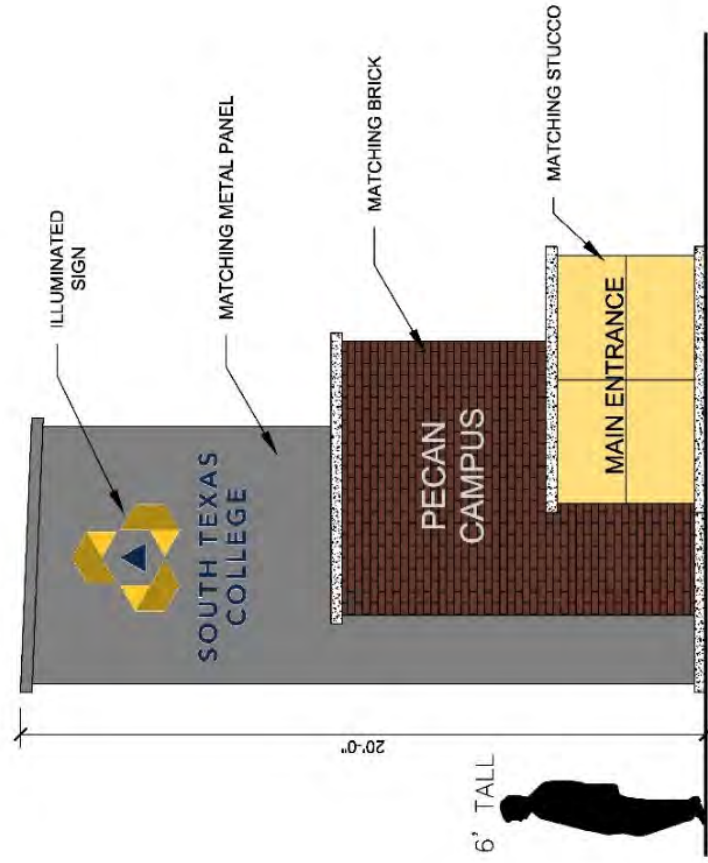
PROPOSED NEW
MONUMENT SIGN
LOCATION

EXISTING MONUMENT SIGN
LOCATION (UPDATE EXISTING
MONUMENT SIGN)

PROPOSED PECAN CAMPUS ENTRY MONUMENT SIGNAGE



PROPOSED PECAN CAMPUS ENTRY MONUMENT SIGNAGE



Option #1 – Match existing NAHC and RCPSE Monument Sign

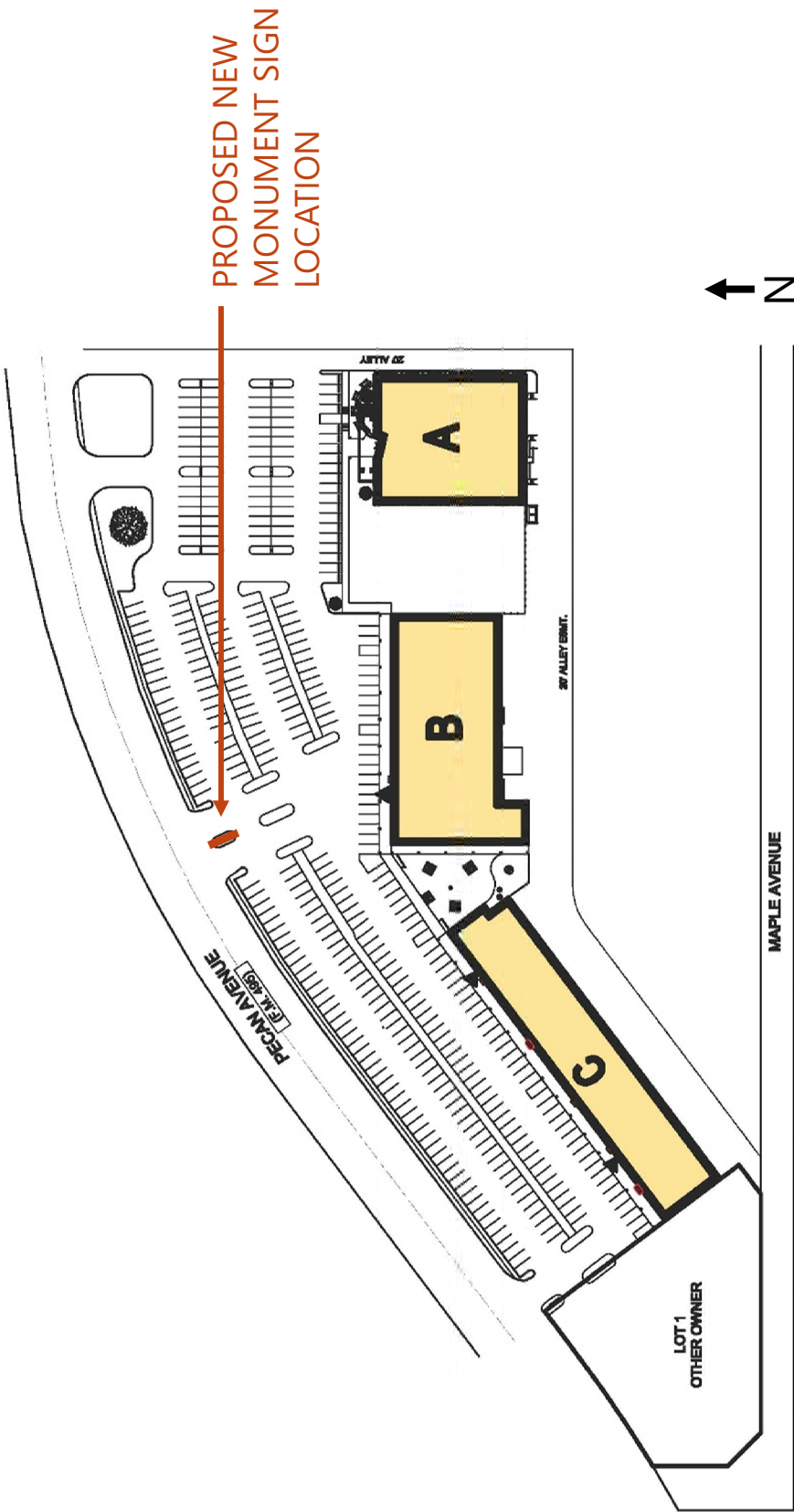


Option #2 – Proposed New Monument Sign

PROPOSED UPDATE TO EXISTING PECAN CAMPUS ENTRY MONUMENT SIGNAGE



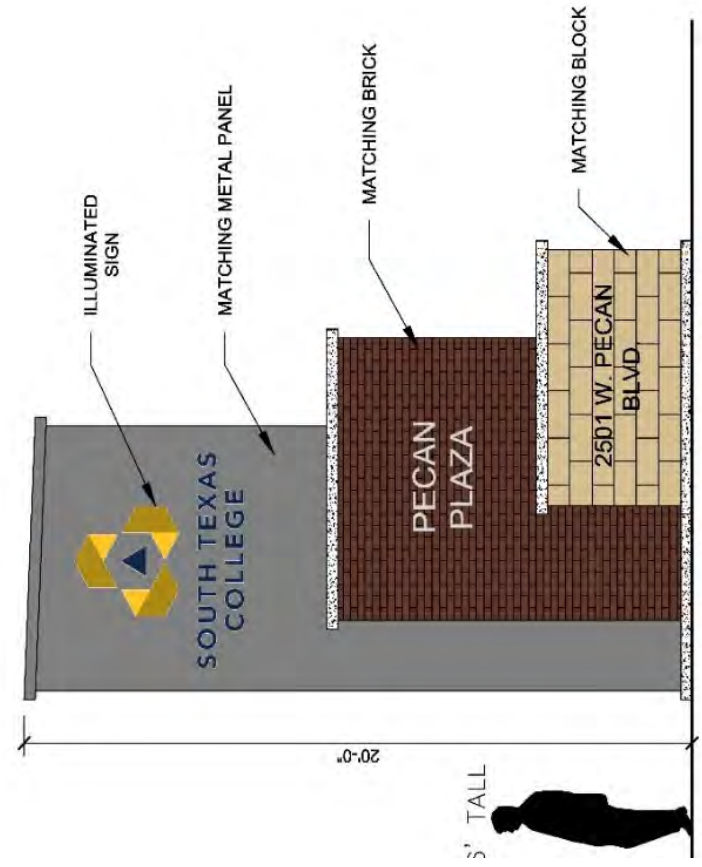
College Logo Replacement Only



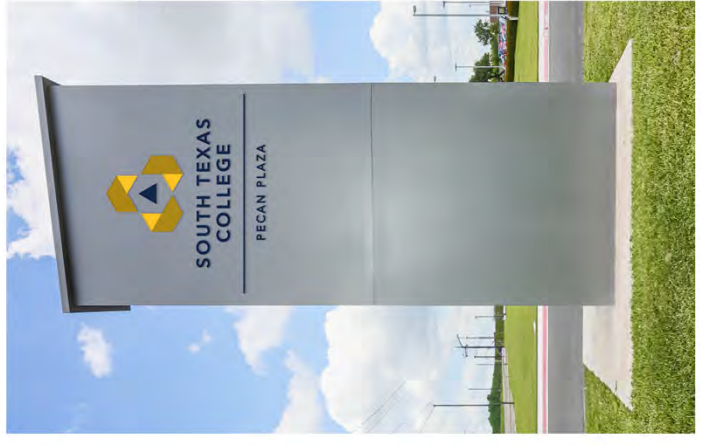
PROPOSED PECAN PLAZA ENTRY MONUMENT SIGNAGE



PROPOSED PECAN PLAZA ENTRY MONUMENT SIGNAGE

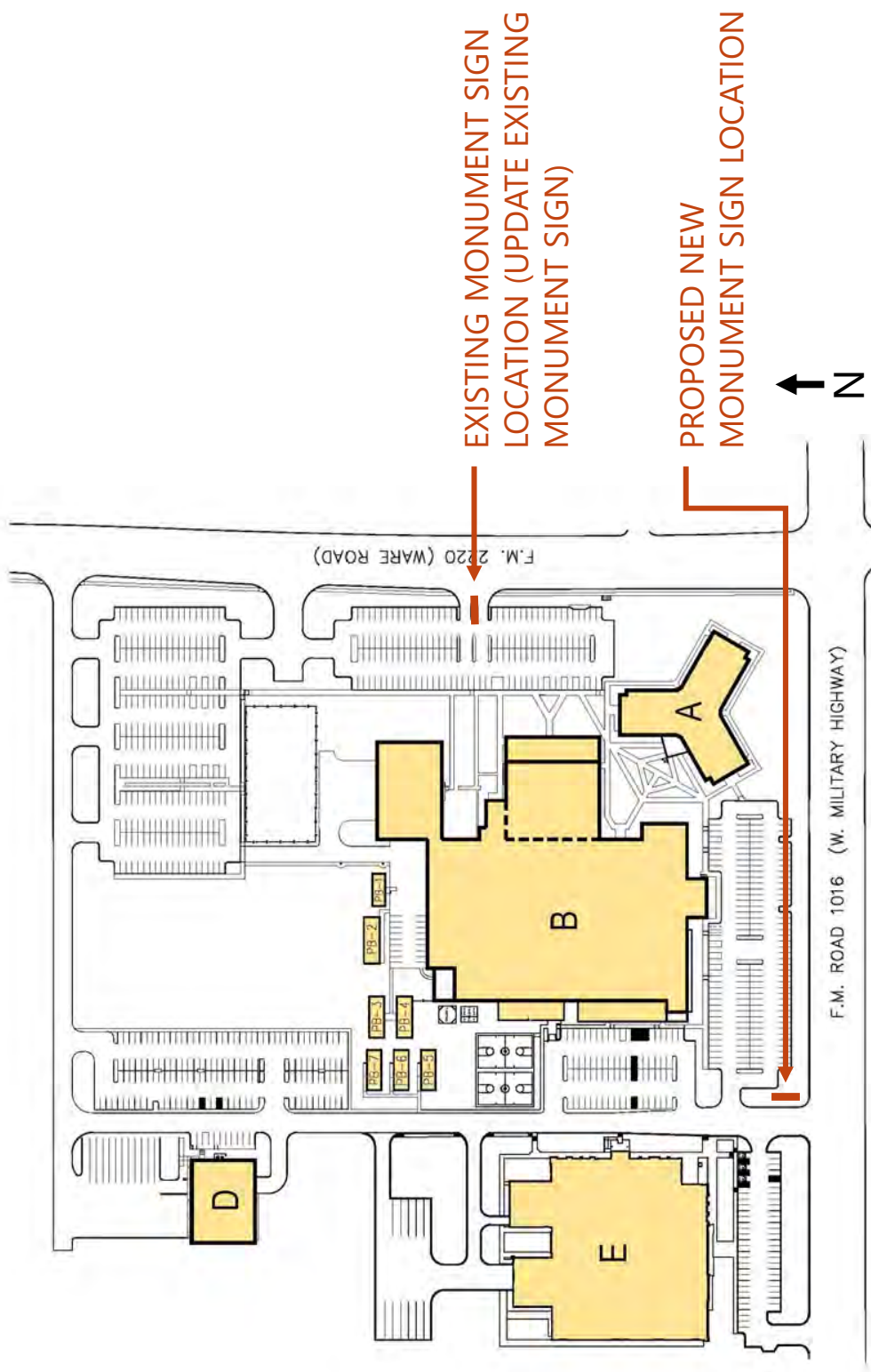


Option #1 – Match existing NAHC and RCPSE Monument Sign

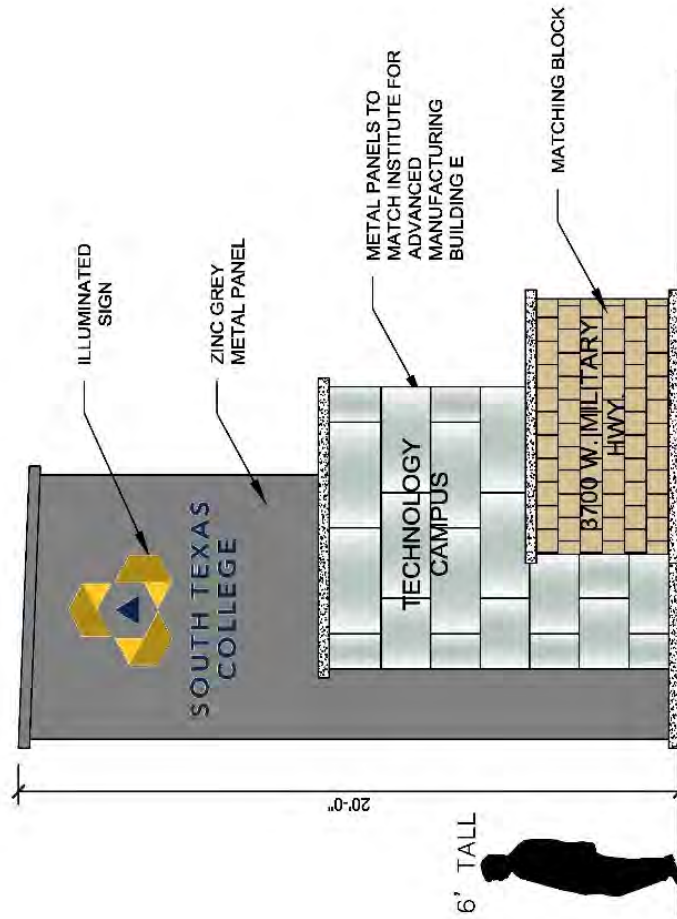


Option #2 – Proposed New Monument Sign

PROPOSED TECHNOLOGY CAMPUS ENTRY MONUMENT SIGNAGE



PROPOSED TECHNOLOGY CAMPUS ENTRY MONUMENT SIGNAGE



Option #1 – Match existing NAHC and RCPSE Monument Sign

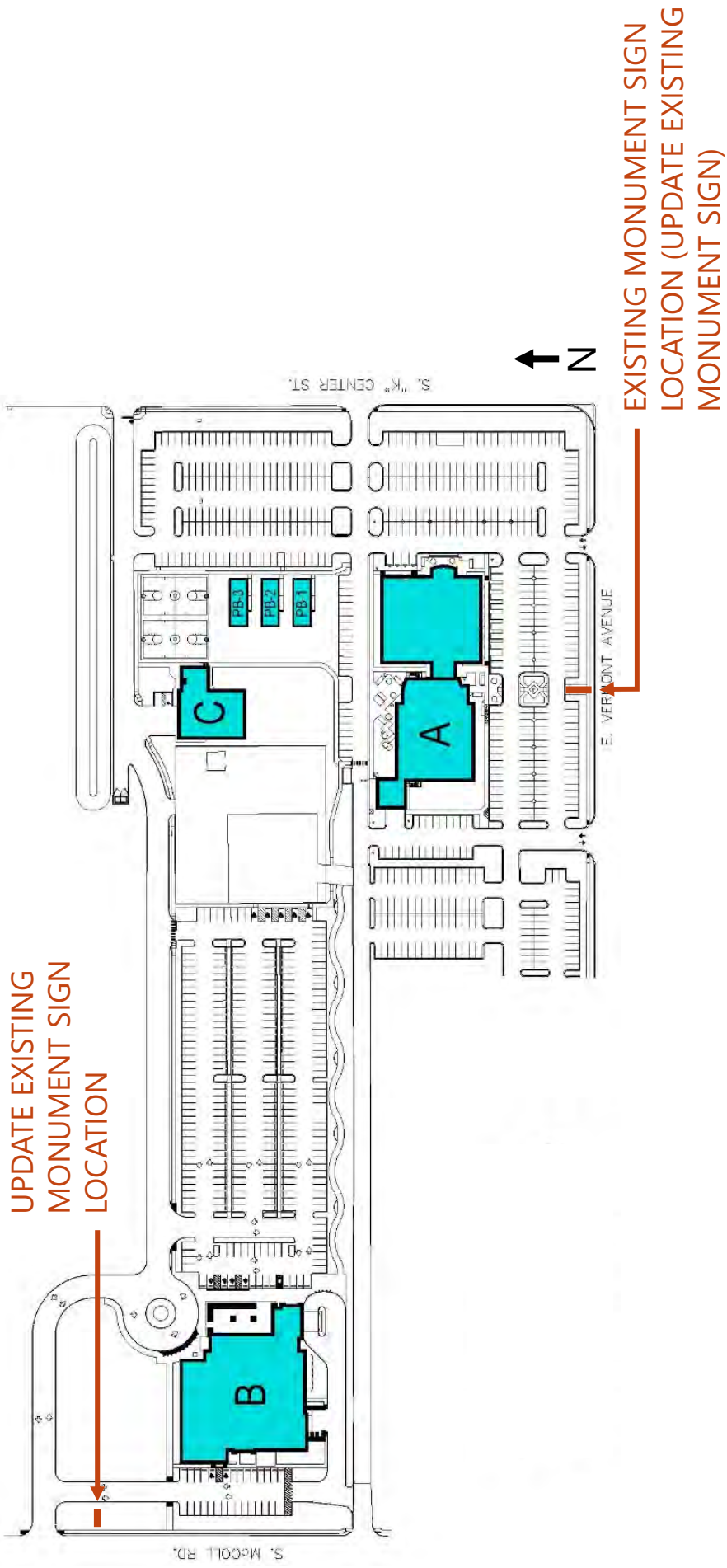


Option #2 – Proposed New Monument Sign

**PROPOSED UPDATE TO EXISTING
TECHNOLOGY CAMPUS ENTRY
MONUMENT SIGNAGE**



College Logo Replacement Only



**PROPOSED DR. RAMIRO R. CASSO
NURSING AND ALLIED HEALTH
CAMPUS ENTRY MONUMENT
SIGNAGE**



PROPOSED DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH CAMPUS ENTRY MONUMENT SIGNAGE



Option #1 – Replace Existing College Logo Only



Option #2 – Proposed New Monument Sign

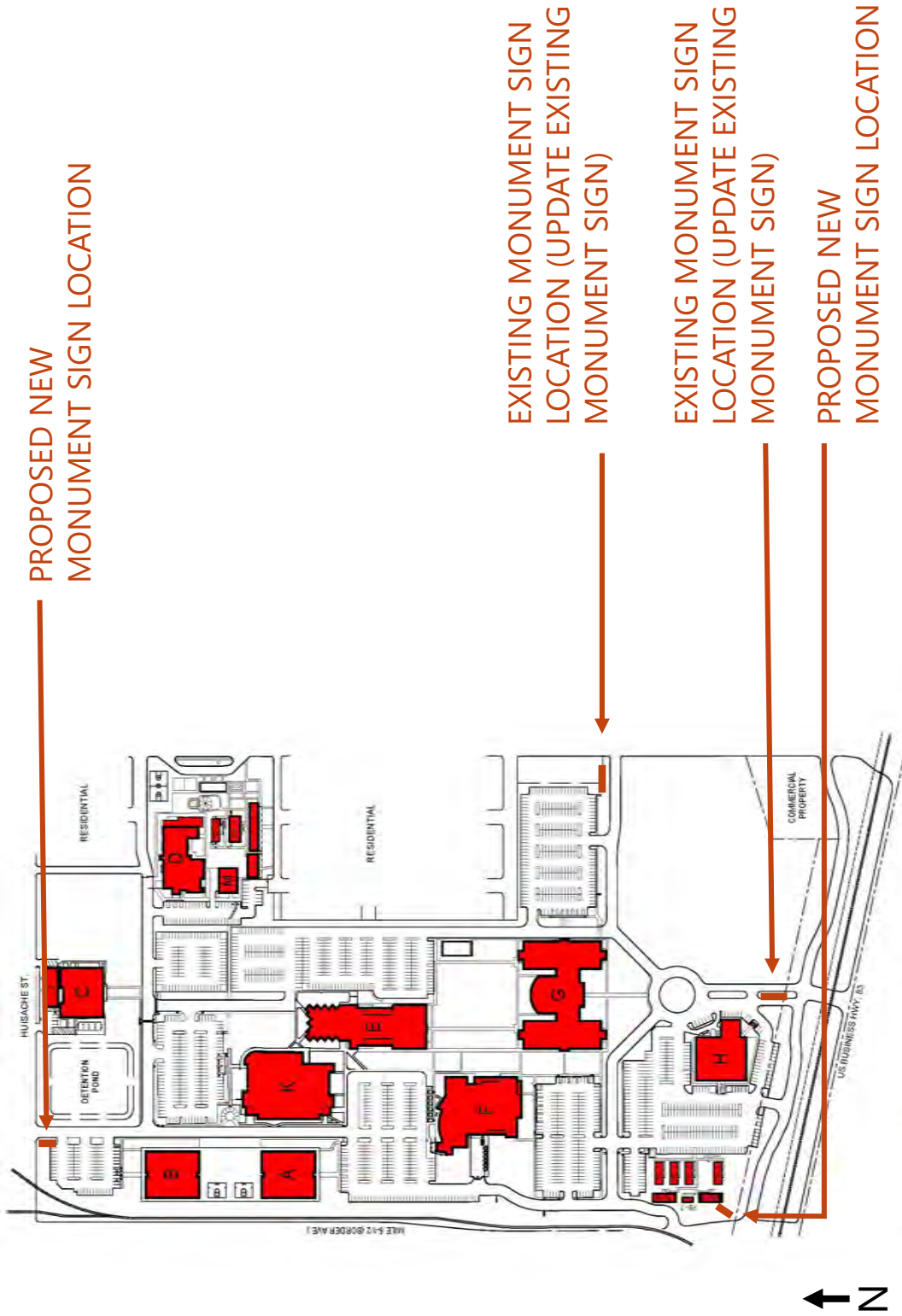
**PROPOSED UPDATE TO EXISTING DR.
RAMIRO R. CASSO NURSING AND
ALLIED HEALTH CAMPUS ENTRY
MONUMENT SIGNAGE**



Existing Monument Sign



College Logo Replacement Only



PROPOSED NEW
MONUMENT SIGN LOCATION

EXISTING MONUMENT SIGN
LOCATION (UPDATE EXISTING
MONUMENT SIGN)

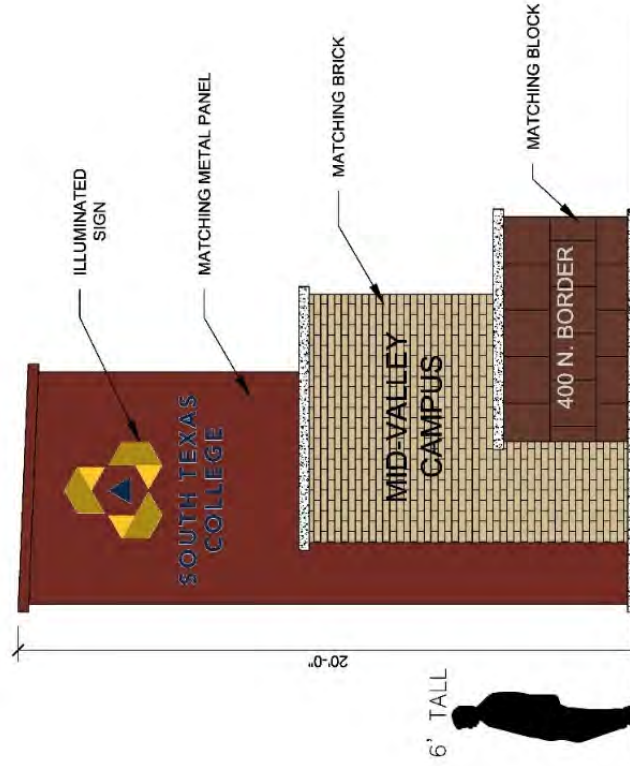
EXISTING MONUMENT SIGN
LOCATION (UPDATE EXISTING
MONUMENT SIGN)

PROPOSED NEW
MONUMENT SIGN LOCATION

PROPOSED MID VALLEY CAMPUS ENTRY MONUMENT SIGNAGE



PROPOSED MID VALLEY CAMPUS ENTRY MONUMENT SIGNAGE



Option #1 – Match existing NAHC and RCPSE Monument Sign



Option #2 – Proposed New Monument Sign

PROPOSED UPDATE TO EXISTING MID VALLEY CAMPUS ENTRY MONUMENT SIGNAGE



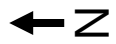
College Logo Replacement Only (Both Locations)



EXISTING MONUMENT SIGN
LOCATION (UPDATE EXISTING
MONUMENT SIGN)

EXISTING MONUMENT SIGN
LOCATION (DEMOLISH EXISTING
SIGN AND REPLACE WITH NEW
MONUMENT SIGN)

EXISTING MONUMENT SIGN
LOCATION (UPDATE EXISTING
MONUMENT SIGN)

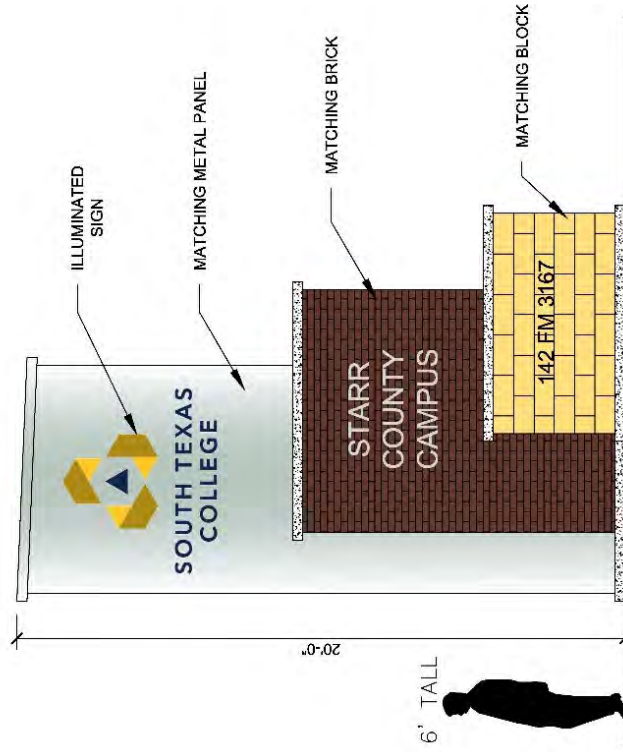


PROPOSED STARR COUNTY CAMPUS ENTRY MONUMENT SIGNAGE



STARR COUNTY CAMPUS 

PROPOSED STARR COUNTY CAMPUS ENTRY MONUMENT SIGNAGE



Option #1 – Match existing NAHC and RCPSE Monument Sign



Option #2 – Proposed New Monument Sign

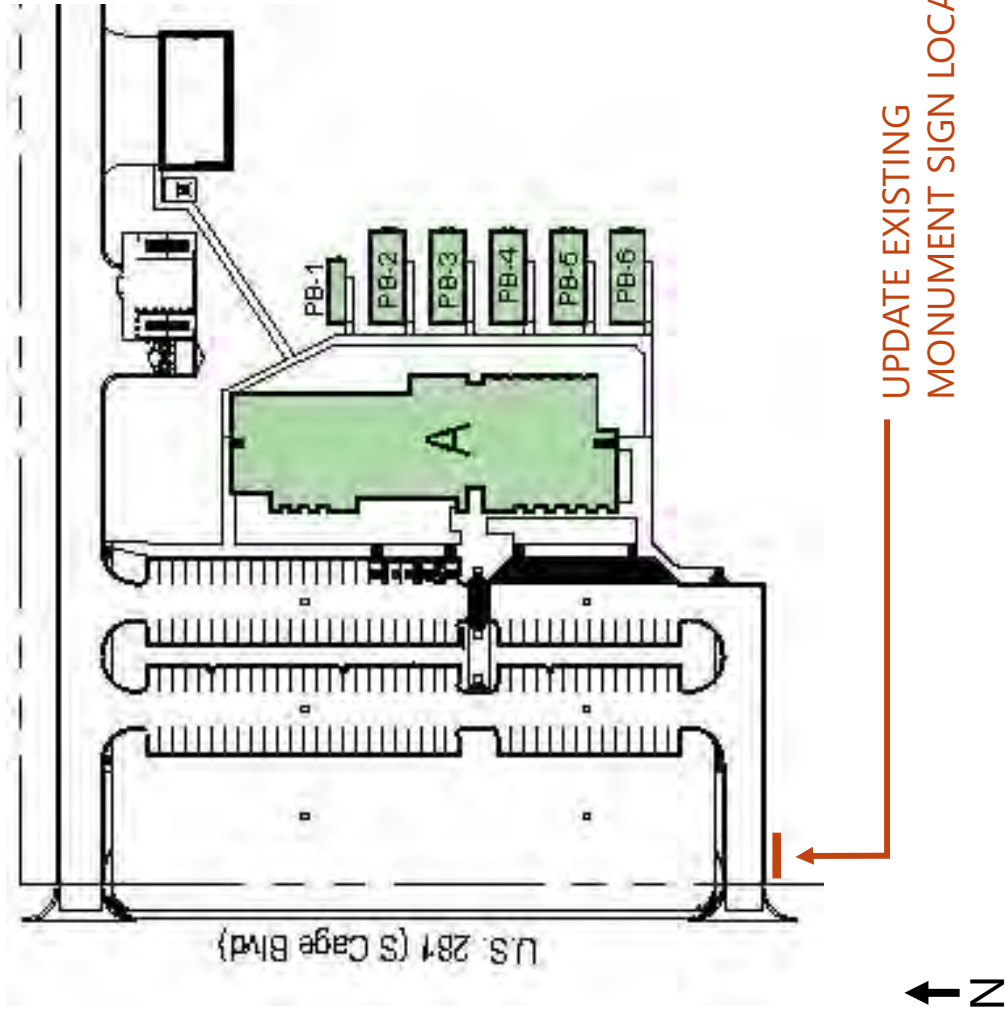
PROPOSED UPDATE TO EXISTING STARR COUNTY CAMPUS ENTRY MONUMENT SIGNAGE



College Logo Replacement Only



College Logo Replacement Only



PROPOSED REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE ENTRY MONUMENT SIGNAGE

PROPOSED REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE ENTRY MONUMENT SIGNAGE



Existing Monument Sign



Option #1 – Update Existing College Logo Only (NAHC Monument Sign Sample for Reference)



Option #2 – Proposed New Monument Sign (Modify Existing RCPSE Monument Sign)

Phase I - Building Signage	\$500,000
Phase II - Entry Monument Signs	\$1,040,000
Phase III - Exterior Wayfinding Signage	\$250,000
Phase IV - Interior Facility Signage	\$250,000

PROPOSED BUDGET



Consent Agenda:

c. Approval on Schematic Design, Budget Increase, and Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus Regional Workforce Development Healthcare Center Building E

Purpose To approve the schematic design, a budget increase, and solicitation of construction services for the Nursing and Allied Health Campus Regional Workforce Development Healthcare Center Building E project.

Justification Schematic design is the first phase of basic design services provided by the project design team and establishes the basis on which the project design team proceeds with design development and construction documents.

On May 28, 2024, the Board of Trustees approved contracting architectural services with ERO Architects. The architect has worked with College staff to develop a schematic design to meet the needs of the Nursing and Allied Health departments.

- Design and construction of the building to include:
 - **Instructional Spaces**
 - Telehealth & Healthcare Continuing Education Room
 - Observation Room
 - Surgical Technician Lab
 - Phlebotomy Lab
 - Dental Hygienist Lab
 - Dental Lab Sterile Area
 - Pharmacy Lab / Classroom
 - Nursing and Allied Health Skills Lab
 - Physical / Occupational Therapy Skills Lab
 - EMS Oxygen Machine Room
 - Wellness Center
 - Student Lounge
 - Storage Rooms
 - Changing Rooms
 - **Faculty and Support Spaces**
 - Lobby
 - Reception Areas
 - Faculty and Staff Offices
 - Storage Rooms
 - Multi-purpose Work Rooms
 - Conference Rooms
 - Breakrooms
 - **Support Spaces**
 - Mechanical Rooms
 - Electrical Rooms
 - Information Technology (IT) Room
 - Riser Room

- Main Distribution Frame (MDF) Room
- Restrooms

Existing Building Square Feet: 21,966 sq. ft.

- **Conference Rooms Expansion**

- Breakout Rooms
- Meeting Room
- Audio Visual (AV) / Information Technology (IT) Room
- Storage Rooms
- Kitchen

Conference Rooms Expansion Square Feet: 6,800 sq. ft.

The Architect’s cost estimate for the project scope in the schematic design includes the 5,700 sq. ft. Conference Rooms Expansion as presented to the Board of Trustees on July 16, 2024. Since that Special Board meeting, the Conference Rooms Expansion has been increased by 1,100 sq. ft. to accommodate the requested seating capacities. The architect’s updated construction estimate for the building construction is \$6,056,250. In addition, to meet the city codes, the architect has proposed additional parking of twenty-five (25) parking spaces with an estimate of \$112,802.50, for a total estimated cost of \$6,169,052.50.

The project’s current construction budget is \$4,433,000. An increase to the construction budget is requested to cover the \$1,736,052.50 variance.

The revised construction budget and estimated construction cost for the project are shown below:

Owner’s Original Construction Budget	\$4,433,000.00
Revised Construction Budget with Conference Room Expansion (+5,700 s.f.)	\$5,726,250.00
Updated Architect’s Estimated Construction Cost (additional 1,100 s.f.)	\$6,056,250.00
Additional 25 Parking Spaces	+112,802.50
Total Updated Estimated Cost	6,169,052.50
Variance from Original Construction Budget	(\$1,736,052.50)

Enclosed Documents

Appendix A – Schematic Design
 Appendix B – Fact Sheet

Funding

The total Nursing and Allied Health Campus Regional Workforce Development Healthcare Center Building E Project 2023-020C project budget, including construction, design, miscellaneous, FFE, and technology, is \$5,561,500.

- Construction \$4,433,000
- Design 443,500
- Miscellaneous 131,000

• FFE	277,000	
• Technology	277,000	
Total		\$5,561,500

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Facilities Committee recommended Board approval of the schematic design, a construction budget increase of \$1,736,052.50, and authorization to proceed with the solicitation of construction services for the Nursing and Allied Health Campus Regional Workforce Development Healthcare Center Building E project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the schematic design, a construction budget increase of \$1,736,052.50, and authorization to proceed with the solicitation of construction services for the Nursing and Allied Health Campus Regional Workforce Development Healthcare Center Building E project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Schematic Design follows in the packet.

Appendix B

Fact Sheet follows in the packet.

NURSING AND ALLIED HEALTH CAMPUS

Regional Workforce Development Healthcare Center Building E

SCHEMATIC DESIGN

FEBRUARY 2025



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- Location Map
- Site Plan
- Program
- Floor Plan
- Conference Rooms Seating Layouts
- Exterior Views
- Project Schedule
- Project Budget

LOCATION MAP

WEST & SIMULATION
CENTER BUILDING B

PHYSICAL PLANT
BUILDING C

SOUTH TEXAS COLLEGE NURSING AND ALLIED HEALTH CAMPUS



EAST BUILDING A



SOUTH TEXAS
COLLEGE

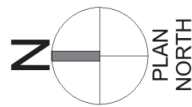
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ERO
ARCHITECTS

PROGRAM

	Name/Space	Total SF	Comments
1.	Educational	8,830 SF	Labs and Classrooms.
2.	Faculty	3,259 SF	Offices, Conference, Breakroom, Reception and Storage.
3.	Administrative	2,918 SF	Offices, Conference, Breakroom, Reception and Storage.
4.	Building Services	6,959 SF	Lobby, MDF, IT, Janitor's Closet, Restrooms, Electrical Room, Mechanical Rooms, Partitions, and Circulation.
	EXISTING TOTAL	21,966 SF	
5.	Conference Rooms	4,646 SF	Breakout and Meeting Rooms.
6.	Building Services	2,154 SF	AV/IT, Janitor's Closet, Restrooms, Electrical Room, Partitions, and Circulation.
	EXPANSION TOTAL	6,800 SF	
	Total SF	28,766 SF	

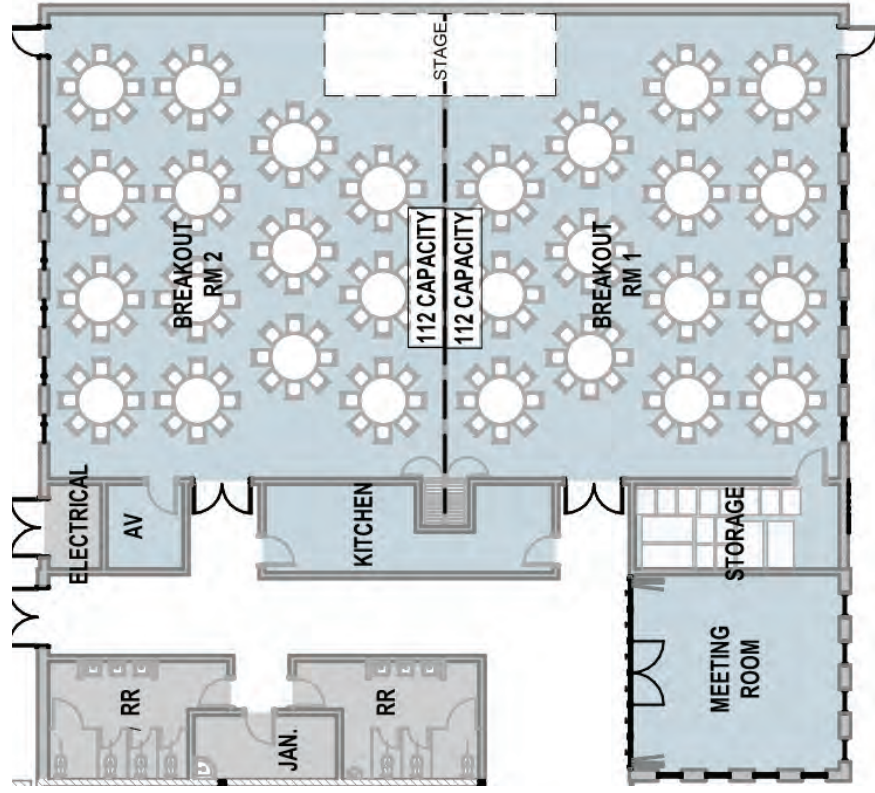
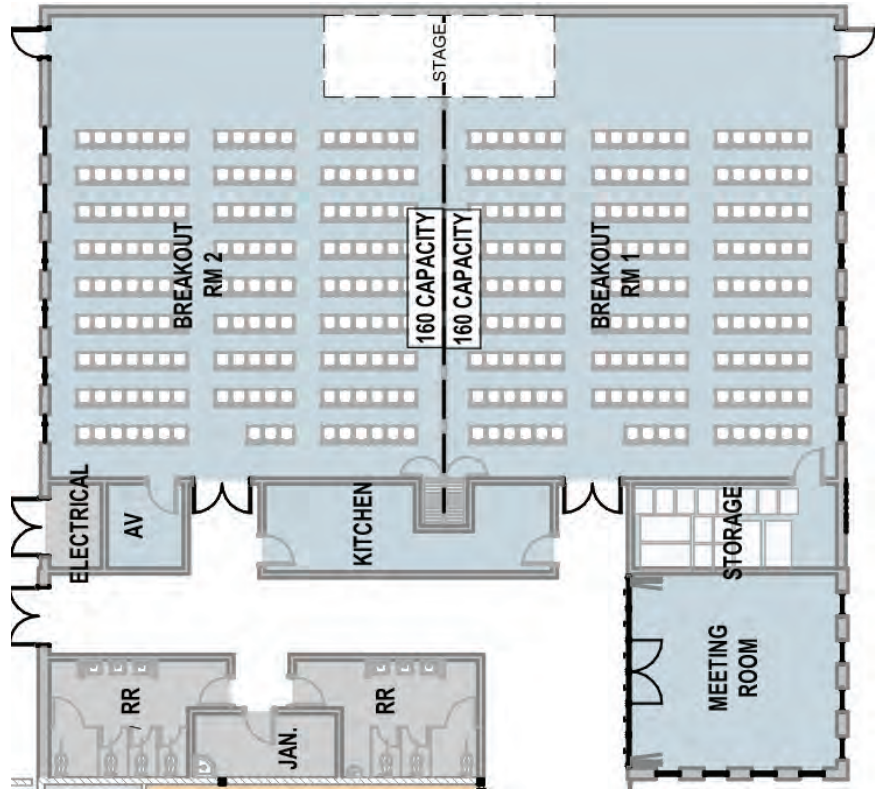
FLOOR PLAN



DEPARTMENT LEGEND	
EXISTING BUILDING - 21,966 S.F.	
FACILITY SUPPORT SPACES	
ADMINISTRATIVE SPACES	
EDUCATIONAL SPACES	
BUILDING SUPPORT	
BUILDING EXPANSION - 6,800 S.F.	
CONFERENCE ROOMS	
BUILDING SUPPORT	
TOTAL BUILDING S.F.	28,766 S.F.



FLOOR PLAN – EXPANSION 6,800 SF



LAYOUT A
TOTAL SEATING: 224

LAYOUT B
TOTAL SEATING: 320



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WEST ENTRANCE

NOW



VIEW FROM MCCOLL RD.

WEST ENTRANCE

SOON



VIEW FROM MCCOLL RD.



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ERO
ARCHITECTS

NOW

SOUTH-WEST VIEW



SOON

SOUTH-WEST VIEW



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ERO
ARCHITECTS

SOUTH-EAST VIEW

NOW



SOUTH-EAST VIEW

SOON



VIEW FROM VERMONT AVE.



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ERO
ARCHITECTS

PROJECT SCHEDULE

Timeline	Description	Comments
November – January	Schematic Design	On-Going
February – August	Design Development & Construction Drawings	
September – October	Bidding and Negotiation	
12 months	Construction	

PROJECT BUDGET

Budget	Probable Cost of Construction	Difference
\$5,726,250	\$6,056,250	\$330,000

Additional Parking	Probable Cost of Construction
25 Additional Spaces	\$112,802.50

Probable Cost of Construction Increase
\$442,802.50

New Probable Cost of Construction
\$6,169,052.50

**Project Fact Sheet
2/5/2025**

Project Name: Nursing & Allied Health Campus - Regional Workforce Development Healthcare Center Building E		Project No.: 2023-020C			
Funding Source(s): Unexpended Plant Fund					
		FY 22-23		FY 23-24	
	*Original Project Budget	Revised Project Budget	FY 22-23 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 23-24 Project Budget
			FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 23-24 Actual Expenditures
Construction:	\$ 4,000,000.00	\$ 4,433,000.00	\$ -	\$ -	\$ 2,500,000.00
Design:	\$ 400,000.00	\$ 443,500.00			\$ 250,000.00
Miscellaneous:	\$ 120,000.00	\$ 131,000.00			\$ 5,000.00
FFE:	\$ 240,000.00	\$ 277,000.00			\$ 498.51
Technology:	\$ 240,000.00	\$ 277,000.00			\$ -
Total:	\$ 5,000,000.00	\$ 5,561,500.00	\$ -	\$ -	\$ 2,754,501.49

* Pending Architect's Probable Cost for Construction				
		FY 24-25		
		FY 24-25 Project Budget	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date
Construction:		\$ 4,433,000.00	\$ 4,433,000.00	\$ -
Design:		\$ 443,500.00	\$ 443,500.00	\$ -
Miscellaneous:		\$ 131,000.00	\$ 131,000.00	\$ 498.51
FFE:		\$ 277,000.00	\$ 277,000.00	\$ -
Technology:		\$ 277,000.00	\$ 277,000.00	\$ -
Total:		\$ 5,561,500.00	\$ -	\$ 498.51

Project Team		Board Status			
Approval to Solicit Architect/Engineer:	7/25/2023				
Architect/Engineer:	goERO International, LLC	Board Approval of Schematic Design	TBD	Contract Vendor	goERO International
Contractor:	TBD	Substantial Completion	TBD	Actual Expenditures	\$ -
STC FPC Project Manager:	David Valdez	Final Completion	TBD	Variance	\$ -
				Board Acceptance	TBD
				Board Acceptance	TBD

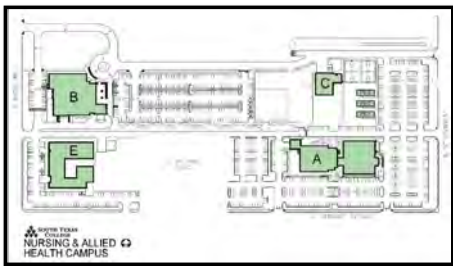
Project Description	Project Scope
Design and renovation of an existing facility for the District Office.	Design and renovate the existing 22,950 square foot facility to provide administration office space to serve the entire district for South Texas College.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/25/2023	5/28/2024	2/25/2025	10/28/2025	11/25/2025	11/24/2026	12/22/2026	1/22/2026

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2022-23	-	-	-	-	-	\$ -	
2023-24	-	-	-	498.51	-	\$ -	498.51
2024-25	-	-	-	-	-	\$ -	-
Project Total	\$ -	\$ -	\$ -	\$ 498.51	\$ -	\$ -	\$ 498.51

Current Agenda Item

02/18/25 Facilities Committee Meeting: Review and Recommend Action on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Nursing Allied Health Campus Regional Workforce Development Healthcare Center Building E



FPC Project Manager David A Valdez

FPC Director N/A

FPC Executive Director RHA

Consent Agenda:

d. Approval on Contracting Construction Services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2

Purpose To contract construction services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 project.

Justification On October 29, 2024, the Board of Trustees approved the solicitation of construction services for this project.

The canopy, funded in part by a Child Care Access Means Parents In School (CCAMPIS) grant from the U.S. Department of Education, will cover the walkways that lead to Portable Building PB-L2, the stair and ramp accesses on the east and west sides of the building, and will be connected to the existing canopy.

The proposed scope of work is summarized below:

- The construction of the metal canopies to match the existing canopy

Enclosed Documents Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total Mid Valley Campus Child Development Center Canopy for Portable Building L2 Project 2025-004C estimated cost, including construction funds from the College, construction funds from the CCAMPIS grant, and miscellaneous, is \$127,944.22.

- Construction - STC \$60,000.00
- Construction - Grant Funds 62,944.22
- Miscellaneous 5,000.00

Total

\$127,944.22

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation Administration requests the Facilities Committee recommend Board approval to authorize contracting construction services with Calidad Construction, LLC in the amount of \$69,005 for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes to proceed with contracting construction services with Calidad Construction, LLC in the amount of \$69,005 for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 as presented.

Appendix A

RFP Solicitation Information

Advertised on	January 15, 2025 and January 22, 2025
RFP Responses Due	January 30, 2025
RFP Issued To	Fifty-two (52) Vendors
Responses Received From	Five (5) Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation follows in the packet.

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

Fact Sheet follows in the packet.

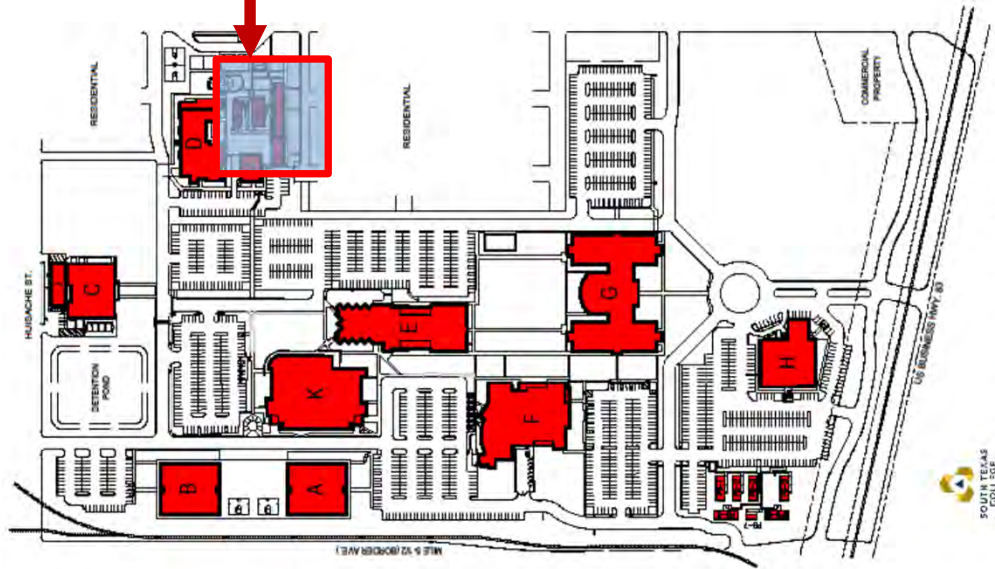


MID VALLEY CAMPUS CHILD CARE DEVELOPMENT CENTER

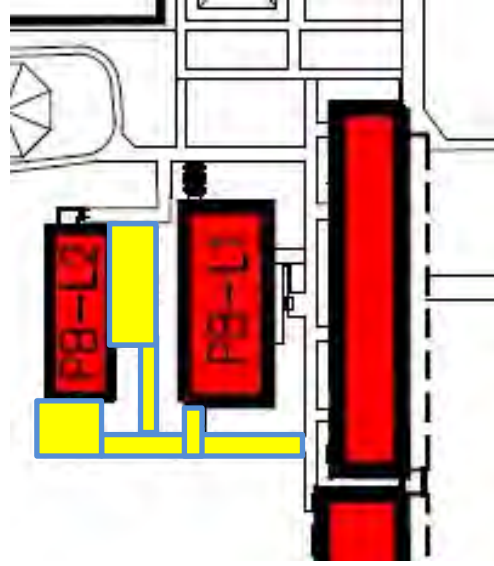
Canopy Expansion
24-25-1033



MID VALLEY CAMPUS CHILD CARE DEVELOPMENT CENTER CANOPY EXPANSION SITE PLAN

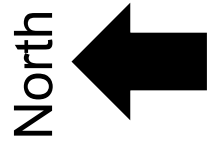


**PROJECT
LOCATION**
Child Care
Development Center



Partial Site Plan

Proposed New Canopy



MID VALLEY CAMPUS



South View

Existing canopy



East View

Existing canopy

**MID VALLEY CAMPUS CHILD CARE
DEVELOPMENT CENTER
CANOPY EXPANSION**
EXISTING PHOTOS



**MID VALLEY CAMPUS CHILD CARE
DEVELOPMENT CENTER
CANOPY EXPANSION**
EXISTING PHOTOS



North View



West View

MID VALLEY CAMPUS CHILD CARE DEVELOPMENT CENTER CANOPY EXPANSION



- **Requested By**
 - Child Care Development Center
- **Scope of Work**
 1. Provide canopy over existing sidewalks to portable building PB-L2
 2. Provide canopy over existing Ramps and Stairs at portable building PB-L2
- **Estimated Total Project Budget**

• Construction	\$60,000.00
• CCAMPIS Grant Funds	62,944.22
• <u>Miscellaneous</u>	<u>5,000.00</u>
• Total Project Budget	\$127,944.22

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033**

VENDOR	ADDRESS	CITY/STATE/ZIP	PHONE	FAX	CONTACT	Calidad Construction, LLC	CCL Contracting, LLC	Kimber 1985, LLC	Terra Fuerte Construction, LLC
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Mid Valley Campus - Child Care Development Expansion - Base Bid	\$ 74,289.80	\$ 51,005.00	\$ 35,200.00	\$ 116,000.00	\$ 135,885.00			
2	Begin Work Within	15 Working Days	5 Working Days	7 Working Days	10 Working Days	10 Working Days			
3	Completion of Work Within	90 Calendar Days	23 Calendar Days	21 Calendar Days	60 Calendar Days	70 Calendar Days			
4	Alternate #1: Concrete Footings and Excavation / Canopy Structure	\$ 33,199.40	\$ 18,000.00	\$ 20,000.00	\$ 43,000.00	\$ 78,995.00			
5	Begin Work Within	15 Working Days	5 Working Days		10 Working Days	10 Working Days			
6	Completion of Work Within	90 Calendar Days	7 Calendar Days		60 Calendar Days	30 Calendar Days			
TOTAL AMOUNT PROPOSED		\$ 107,489.20	\$ 69,005.00	\$ 55,200.00	\$ 159,000.00	\$ 214,880.00			
TOTAL EVALUATION POINTS		72.61	85.50	****	57.62	56.57			
RANKING		2	1	****	3	4			

The Director of Purchasing has reviewed all the responses and evaluations completed.
 ****The vendor's proposal was incomplete, therefore not evaluated.

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033
EVALUATION SUMMARY**

		VENDOR	ADDRESS	CITY/STATE/ZIP	PHONE	FAX	CONTACT		
		AJ3 Construction, LLC	2900 N Texas Blvd Ste 201	Weslaco, TX 78599	956-536-8568	956-447-2003	Arturo Gonzalez		
		Calidad Construction, LLC	7512 N 17th St	McAllen, TX 78504	956-460-3614		Arturo Garza III		
		Kimber 1985, LLC	302 S Taylor Rd	Mission, TX 78572	956-279-2954		Joshua Belgum		
		Terra Fuerte Construction, LLC	614 E Frontage Rd	Alamo, TX 78516	956-844-6146		Rolando Leal		
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	28.88	28.88	28.88	28.88	28.88	45	19.52	14.45
		28.88					45	19.52	14.45
		28.88	28.88	45	19.52	14.45	45	19.52	14.45
		28.88					45	19.52	14.45
		28.88					45	19.52	14.45
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	9	9	9	8	8	7	7	9
		9					7	7	8
		9	8.80	8	7.60	7	7	6.60	8
		8					8		8
		9					7	5	8

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033
EVALUATION SUMMARY**

VENDOR	AJ3 Construction, LLC		Calidad Construction, LLC		Kimber 1985, LLC		Terra Fuerte Construction, LLC	
3 The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	9		5		7		8	
	9		5		7		8	
	8.50	8.50	5	5	7	7.40	8	8
	8		5		8		8	
	8		5		8		8	
4 The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4		4		4		5	
	5		4		4		4	
	4.50	4.30	5	4.20	4	4	4	4.20
	4		4		4		4	
	4		4		4		4	

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033
EVALUATION SUMMARY**

VENDOR	AJ3 Construction, LLC		Calidad Construction, LLC		Kimber 1985, LLC		Terra Fuerte Construction, LLC	
5	<p>The Respondent's proposed personnel. (up to 8 points)</p> <p>-a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence.</p> <p>-b. Describe the project assignment and the percent of time each team will be involved in the project.</p> <p>-c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar.</p> <p>-d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.</p>	7	7	5	5	5	7	7
		7		5		7		
		7		5		7.5		
		7		5		7		
		7		5		7		
6	<p>The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points)</p> <p>-a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation.</p> <p>-b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution.</p> <p>-c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates.</p> <p>-d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.</p>	7	7	7	6.90	7	6	6
		8		6		7		
		7		7.50		7		
		7		7		6		
		6		7		6.40		

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033
EVALUATION SUMMARY**

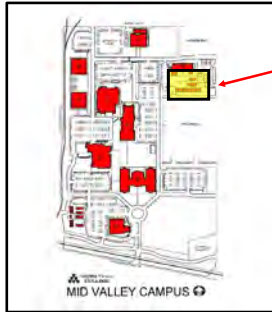
VENDOR	AJ3 Construction, LLC		Calidad Construction, LLC		Kimber 1985, LLC		Terra Fuerte Construction, LLC	
7 The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	5		4		5		5	
	5		4		4		5	
	5	4.80	4	3.80	5	4.80	5	5
	4		3		5		5	
	5		4		5		5	
8 The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	2.33		7		3.50		2.22	
	2.33		7		3.50		2.22	
	2.33	2.33	7	7	3.50	3.50	2.22	2.22
	2.33		7		3.50		2.22	
	2.33		7		3.50		2.22	
9 The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	1		1		0		1	
	1		1		0		1	
	1	1	1	1	0	0	1	1
	1		1		0		1	
	1		1		0		1	
TOTAL EVALUATION POINTS	72.61		85.50		57.62		56.57	
RANKING	2		1		3		4	

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

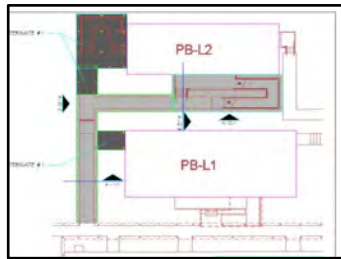


Project Fact Sheet
2/5/2025

Diaz Flooring		Mid Valley Campus Child Care Development Center Canopy Expansion				Project No. 2025-004C	
Funding Source(s):		Unexpended Plant Fund					
		FY 24-25		Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date	
		Total Project Budget	FY 24-25 Actual Expenditures	Total Project Budget	vs. Actual Expenditures		
Construction:		\$ 60,000.00	\$ -	\$ 60,000.00		\$ 60,000.00	
Design:		-	-	-		-	
Miscellaneous:		5,000.00	-	5,000.00		5,000.00	
FFE:		-	-	-		-	
Technology:		-	-	-		-	
Total:		\$ 65,000.00	\$ -	\$ 65,000.00		\$ 65,000.00	
Project Team				Board Status			
Approval to Solicit :		N/A		Board Approval of Schematic Design		NA	
Architect/Engineer:		N/A		Vendor		TBD	
Contractor:		TBD		Contract Amount		\$ -	
				Actual Expenditures		\$ -	
				Variance		\$ -	
STC FPC Project Manager:		Samuel Saldana		Substantial Completion		TBD	
				Board Acceptance		TBD	
				Final Completion		TBD	
				Board Acceptance		TBD	
Project Description				Project Scope			
Expansion of Existing Canopy to cover walkways and entry ramps at portable building PB-L2.				Provide a new canopy to cover new walkways and entry ramps recently constructed for Portable building PB-L2. Approximately 265 LF.			
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	N/A	N/A	2/25/2025	3/14/2025	5/22/2025	6/27/2025	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	-	-	-	-	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item							
N/A							



Project Location



FPC Project Manager

Monte Valenciel

FPC Director

N/A

FPC Executive Director

RHA

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033**

VENDOR	AJ3 Construction, LLC	Calidad Construction, LLC	CCL Contracting, LLC	Kimber 1985, LLC	Terra Fuerte Construction, LLC
ADDRESS	2900 N Texas Blvd Ste 201	7512 N 17th St	415 S Airport Dr Ste A	302 S Taylor Rd	614 E Frontage Rd
CITY/STATE/ZIP	Weslaco, TX 78599	McAllen, TX 78504	Weslaco, TX 78596	Mission, TX 78572	Alamo, TX 78516
PHONE	956-536-8568	956-460-3614	956-492-9451	956-279-2954	956-844-6146
FAX	956-447-2003				
CONTACT	Arturo Gonzalez	Arturo Garza III	Austin Lackey	Joshua Belgium	Rolando Leal
Description	Proposed	Proposed	Proposed	Proposed	Proposed
1	Mid Valley Campus - Child Care Development Expansion - Base Bid	\$ 74,289.80	\$ 51,005.00	\$ 116,000.00	\$ 135,885.00
2	Begin Work Within	15 Working Days	5 Working Days	10 Working Days	10 Working Days
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4	Alternate #1: Concrete Footings and Excavation / Canopy Structure	\$ 33,199.40	\$ 18,000.00	\$ 20,000.00	\$ 78,995.00
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6	Completion of Work Within	90 Calendar Days	7 Calendar Days	60 Calendar Days	30 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 107,489.20	\$ 69,005.00	\$ 55,200.00	\$ 214,880.00
TOTAL EVALUATION POINTS		72.61	85.50	****	56.57
RANKING		2	1	****	4

The Director of Purchasing has reviewed all the responses and evaluations completed.
 ****The vendor's proposal was incomplete, therefore not evaluated.

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033
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		9					7	7	8
		9	8.80				8	7	8
		8					8	7	8
		9					7	5	8
							7.60	6.60	8.20

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
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	9		5		7		8	
	8.50	8.50	5	5	7	7.40	8	8
	8		5		8		8	
	8		5		8		8	
4 The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4		4		4		5	
	5		4		4		4	
	4.50	4.30	5	4.20	4	4	4	4.20
	4		4		4		4	
	4		4		4		4	

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
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		7	5	5	5	5	7	7
		7	5	5	5	5	7.5	7.10
		7	5	5	5	7	7	7
		7	5	5	5	7	7	7
6	<p>The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points)</p> <p>-a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation.</p> <p>-b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution.</p> <p>-c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates.</p> <p>-d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.</p>	7	7	7	7	7	6	6.40
		8	6	6	6	7	7	7
		7	7.50	6.90	7	7	7	6.40
		7	7	7	7	7	6	6
		6	7	7	6	6	6	6

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - CHILD CARE DEVELOPMENT CANOPY EXPANSION
PROJECT NO. 24-25-1033
EVALUATION SUMMARY**

VENDOR	AJ3 Construction, LLC		Calidad Construction, LLC		Kimber 1985, LLC		Terra Fuerte Construction, LLC	
7 The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	5		4		5		5	
	5		4		4		5	
	5	4.80	4	3.80	5	4.80	5	5
	4		3		5		5	
	5		4		5		5	
8 The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	2.33		7		3.50		2.22	
	2.33		7		3.50		2.22	
	2.33	2.33	7	7	3.50	3.50	2.22	2.22
	2.33		7		3.50		2.22	
	2.33		7		3.50		2.22	
9 The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	1		1		0		1	
	1		1		0		1	
	1	1	1	1	0	0	1	1
	1		1		0		1	
	1		1		0		1	
TOTAL EVALUATION POINTS		72.61		85.50		57.62		56.57
RANKING		2		1		3		4

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

Consent Agenda:

e. Approval on Substantial Completion of the Technology Campus Welding Lab Expansion Building F

Purpose To approve substantial completion of the Technology Campus Welding Lab Expansion Building F project.

Justification College staff and the Architect visited the site and developed a construction punch list on February 5, 2025.

- Architect: EGV Architects, Inc.
- Contractor: Kimber 1985, LLC.

A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Kimber 1985, LLC. The original cost approved for this project was \$3,800,000.

Enclosed Documents Appendix A – Current Budget Status
Appendix B – Photos
Appendix C – Final Completion Letter
Appendix D – Fact Sheet

Funding The funds for Technology Campus Welding Lab Expansion Building F Project 2022-036C are available in the Unexpended Plant Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation Administration requests the Committee recommend Board approval of substantial completion of the Technology Campus Welding Lab Expansion Building F project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes substantial completion of the Technology Campus Welding Lab Expansion Building F project as presented.

Appendix A
Current Budget Status

Technology Campus Welding Lab Expansion Building F					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$3,800,000.00	\$3,800,000.00	\$0	\$3,800,000.00	\$3,345,121.72	\$454,878.28

Appendix B
Photos follow in the packet.

Appendix C
Final Completion Letter follows in the packet.

Appendix D
Fact Sheet follows in the packet.

Technology Campus Welding Lab Expansion Building F

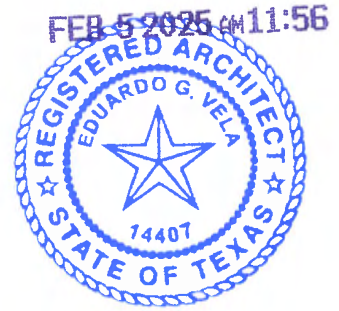


Technology Campus Welding Lab Expansion Building F





Document G704® – 2017



Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> South Texas College Technology Campus Welding Lab Building F 3700 W. Military Hwy. McAllen, TX 78503	CONTRACT INFORMATION: Contract For: General Construction Date: August 08, 2023	CERTIFICATE INFORMATION: Certificate Number: 1 Date: February 5, 2025
OWNER: <i>(name and address)</i> South Texas College 3201 W. Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(name and address)</i> EGV Architects, Inc. P O Box 8627 Hidalgo, TX 78557	CONTRACTOR: <i>(name and address)</i> Kimber 1985, LLC 302 S. Taylor Rd. Mission, TX 78572

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

Entire project with the exception of the items listed on the punch list, the concrete repair/replacement of the driveway and the sewer stub out at NE corner of project.

EGV Architects, Inc.		Eduardo G. Vela, Architect / President	February 5, 2025
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)
As per date of substantial completion above.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
Refer to attached punch list items.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$100,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

Owner assumes responsibility for security, maintenance, heat, utilities, damage to the work and insurance as of substantial completion date.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Kimber 1985, LLC
CONTRACTOR (Firm
Name)


SIGNATURE

Josh Belgum, **President**
PRINTED NAME AND TITLE

2-6-25
DATE

South Texas College
OWNER (Firm Name)

SIGNATURE

Dr. Ricardo J. Solis,
President
PRINTED NAME AND TITLE

DATE



Consent Agenda:

f. Approval on Renewal of the Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Office Space

Purpose To approve the renewal of the Facilities Usage Agreement with the Mission Economic Development Corporation (MEDC) for use of the Mission Center for Education and Economic Development (CEED) Office Space.

Justification Additional space will allow offering various non-credit programs aligned with entrepreneurship and business development on an off-campus site, which enhances the College’s presence in the business community.

In addition, the College will be able to showcase and promote the South Texas College Apprenticeship Center (STCAC).

The facility usage agreement allows for subsequent renewals as agreed upon by both parties. The term of the agreement would be from March 1, 2025 to February 28, 2026, at the same rate of \$950.00 per month at a total cost of \$11,400.00.

Facility			Term		Anticipated Lease Cost
MEDC	CEED	Office	3/1/25	–	\$11,400.00 per year
Space			2/28/26		

Enclosed Documents Appendix A – Proposal for the Use of the Mission Center for Entrepreneurship and Economic Development

Funding Funds for this agreement will be available in the budget for FY 2024 – 2025 and FY 2025-2026.

Staff Resource Dr. Brett Millan, Associate Vice President for Academic Success & Advancement

Recommendation Administration requests the Committee recommend Board approval to renew the facility usage agreement with the MEDC for use of the CEED Building Office Space for the period from March 1, 2025 through February 28, 2026, at a cost of \$11,400.00, as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes to renew the facility usage agreement with the MEDC for use of the CEED Building Office Space for the period from March 1, 2025 through February 28, 2026, at a cost of \$11,400.00, as presented.

Appendix A

Proposal for the Use of the Mission Center for Entrepreneurship and Economic Development follows in the packet.

Proposal for Use of the Mission Center for Entrepreneurship and Economic Development

The Mission Center for Entrepreneurship and Economic Development presents the College with an opportunity to directly work within the community we serve by fostering local economic growth and empowering individuals through comprehensive training programs. Leveraging the resources and expertise of the CWED, CATA, and Law Enforcement departments, we propose diverse offerings aimed at enhancing essential skills vital for workplace success and entrepreneurial ventures.

Proposed Training Areas:

1. **Entrepreneurship and Small Business:** A sequence of courses/seminars will focus on providing aspiring entrepreneurs guidance on business ideation, planning, creating a business plan, and practical insights into starting a small business.
2. **Spanish for the Workplace:** In today's multicultural workplaces, proficiency in Spanish is invaluable for effective communication and collaboration. Our program will provide practical language skills tailored to workplace scenarios.
3. **ESL for the Workplace:** For non-native English speakers, proficiency in English is essential for career advancement. The ESL program will focus on workplace-specific language and skills to enhance professional opportunities and facilitate employer/employee communication.
4. **Leadership and Supervisory Skills:** These courses are envisioned to cover key principles, strategies, and best practices for effective supervision and leadership in different workplace environments.
5. **Business Writing:** This course will focus on developing effective written communication skills for various business contexts.
6. **Customer Service:** These workshops will focus on providing exceptional customer service to ensure customer satisfaction and loyalty.
7. **Promotion and marketing of the Apprenticeship Programs** to the business community.
8. **Providing continuing education units for law enforcement** that do not require specialized equipment.

Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority. VP Mary Del Paz and Rick de la Garza will be present to respond to questions and address concerns of the Board

Supporting documents can be found under separate cover.

Approval of Financial Reports for December 2024

Administration recommends Board approval of the financial reports for the month of December 2024.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for December 2024.
- 2) Summary of Revenues for December 2024.
- 3) Summary of State Appropriations Revenue for December 2024.
- 4) Summary of Property Tax Revenue for December 2024.
- 5) Summary of Expenditures by Classification for December 2024.
- 6) Summary of Expenditures by Function for December 2024.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for December 2024.
- 8) Summary of Grant Revenues and Expenditures for December 2024.
- 9) Foundation Financial Activity for December 2024.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the submitted financial reports for the month of December 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Informational Reports as of January 2025

Administration includes the following information reports as of November and December 2024 for the Board's information.

- 1) Checks for \$125,000 and above for January 2025.
- 2) Check Register for January 2025.
- 3) Summary of Purchase Orders (Purchasing) for January 2025.
- 4) Summary of Bid Solicitations (Purchasing) for January 2025.
- 5) Employee New Hires for January 2025.
- 6) Employee Resignations/Retirements for January 2025.

The reports are presented for review by the Board and are provided under separate cover.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

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

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

The Board of Trustees is asked to review and take action as necessary regarding a proposed amendment to the President's Contract.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed amendment to the President's Contract as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Announcements

A. Next Meetings:

- Tuesday, March 4, 2025
 - 3:30 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, March 25, 2025
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed March 17 – 23 for Spring Break